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**BEE FRIENDLY APPLICATION FORM**

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| **NAME** | Click or tap here to enter text. |
| **ORGANISATION** | Click or tap here to enter text. |
| **LOCATION** | Click or tap here to enter text. |
| **POSTCODE** | Click or tap here to enter text. |
| **PROJECT NAME** | Click or tap here to enter text. |
| **PROJECT START DATE** | Click or tap here to enter text. |
| **TELEPHONE NUMBER (optional)** | Click or tap here to enter text. |

(For how your personal information is handled, please see Privacy Notice on pages 7-10)

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| **BEE FRIENDLY THEMES** | **DESCRIBE THE ACTIONS YOU ARE TAKING AND WHEN AND WHERE THEY ARE TAKING PLACE** | **DESCRIBE HOW YOU PLAN TO MONITOR AND REPORT ON THE IMPACT OF THESE ACTIONS** |
| **FOOD** **Providing pollinator friendly food sources in your area** | Click or tap here to enter text. | Click or tap here to enter text. |
| **FIVE STAR ACCOMMODATION Providing places for insect pollinators to live** | Click or tap here to enter text. | Click or tap here to enter text. |
| **FREEDOM FROM PESTICIDES (this includes insecticides and herbicides)** **Avoiding chemicals that harm pollinators** | Click or tap here to enter text. | Click or tap here to enter text. |
| **FUN** **Involving all the community** | Click or tap here to enter text. | Click or tap here to enter text. |
| **FUTURE** **What commitments are you making for future years?** | Click or tap here to enter text. | Click or tap here to enter text. |

**SAMPLE APPLICATION FORM**

We hope the examples in the Bee Friendly Themes section below will give you some ideas of what you could include in your application form. For more ‘Ideas for Action’ please see the Bee Friendly Action Guide or come up with your own. Don’t forget to contact your local Bee Champion at the beginning of your project as they will be able to help you work out what your ideas could be.

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| **NAME** | *A Person* |
| **ORGANISATION** | *Community Council XYZ* |
| **LOCATION** | *Anywhere, Wales* |
| **POSTCODE** | *AB1 CD2* |
| **PROJECT NAME** | *Bee Friendly Anywhere* |
| **PROJECT START DATE** | *September 2023* |
| **TELEPHONE NUMBER (optional)** | *09876 123 456* |

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| **BEE FRIENDLY THEMES** | **DESCRIBE THE ACTIONS YOU ARE TAKING AND WHEN AND WHERE THEY ARE TAKING PLACE** | **DESCRIBE HOW YOU PLAN TO MONITOR AND REPORT ON THE IMPACT OF THESE ACTIONS** |
| **FOOD** **Providing pollinator friendly food sources in your area** | *We have:**• mapped or noted areas such as hedgerows, bramble and ivy and manage these to continue providing food for pollinators* *• created a new area of flower beds using plug plants and seeds, based on ‘The Action Plan for Pollinators, Suggested Plant List for Pollinators’, in our town park**• changed management of our green spaces. We used the principles in the 'Nature Isn’t Neat Code of Practice' (*[*https://www.monlife.co.uk/outdoor/nature-isnt-neat/training-and-resources/*](https://www.monlife.co.uk/outdoor/nature-isnt-neat/training-and-resources/)*) to identify areas, develop a grassland management plan and train staff**• used 'It's for Them' (*[*https://www.gov.wales/its-them-campaign-stakeholder-toolkit*](https://www.gov.wales/its-them-campaign-stakeholder-toolkit) *) resource information to discuss changes in mowing with residents and put up 'It's for Them' signs to explain why the grass has been left to grow longer**• been inspired by* [*Denbighshire’s Survey123 Grassland Monitoring Assessment*](https://storymaps.arcgis.com/stories/0a8a74105e3542438ad8ecd2a5a66300#ref-n-ul1aMx) *(*<https://storymaps.arcgis.com/stories/0a8a74105e3542438ad8ecd2a5a66300>*) and have adapted it to make our own monitoring survey template**• followed top tips in the Planting for Pollinators booklet (*[*https://www.biodiversitywales.org.uk/File/809/en-GB*](https://www.biodiversitywales.org.uk/File/809/en-GB)*) to make our community spaces more pollinator friendly* *• worked with the Local Places for Nature One Voice Wales Officer to develop a biodiversity plan* | *We will:* *• report on the newly planted flower beds and the plants and seeds used* *• provide photographic evidence of the town park on a before and after basis* *• undertake a short survey of users of the town park to seek their views on the new mowing regime* *• encourage people to get to know the wildflowers that might grow in our grassland and signpost them to the Nature Isn’t Neat Wildflower Guide (*[*https://www.monlife.co.uk/outdoor/nature-isnt-neat/training-and-resources/*](https://www.monlife.co.uk/outdoor/nature-isnt-neat/training-and-resources/) *)* *• train our staff to use the monitoring survey template we have developed* |
| **FIVE STAR ACCOMMODATION** **Providing places for insect pollinators to live** | *We have:* *• left long grass uncut for most of the year along the base of hedges and in other areas. This year we have cut some of this grass in the spring when the weather was warm (reliably above 10°C). The areas we did not cut we will cut next spring i.e. cut in rotation, so we will always have some long grass that provides shelter. We are hedgehog aware and carry out checks before we strim*  *• stopped cutting back flower stems and tidying our flower beds in the autumn and moved this to the spring when it has warmed up* *• identified areas (short mown grass, embankments, earth banks, old walls) that currently support ground-nesting or solitary bees* *• worked with a local carpenter to build several small bee hotels. We made sure that they have an overhanging roof so they are completely rainproof. To help build, maintain and position hotels we followed guidance on* [*www.foxleas.com/make-a-bee-hotel.asp*](http://www.foxleas.com/make-a-bee-hotel.asp) | *We will:* *• let people visiting the town park know that it is important to have hollow stems and foliage available for overwintering invertebrates and that is why we now tidy beds and borders in the spring* *• map areas which currently support ground-nesting or solitary bees and inform people who manage or volunteer on the site* *• aim to prevent the build-up of fungus moulds, mites and other pests and parasites in our bug hotels. We will follow guidance (*[*www.foxleas.com/make-a-bee-hotel.asp*](http://www.foxleas.com/make-a-bee-hotel.asp)*) on managing the bug hotels and replace drilled blocks* |
| **FREEDOM FROM PESTICIDES (this includes insecticides and herbicides)** **Avoiding chemicals that harm pollinators** | *We have:*• *stopped using neonicotinoid-based garden pesticides and ask our suppliers if their products contain them* *• become more tolerant of ‘weeds’ and hand weed our flower beds**• adopted Integrated Pest Management (IPM) by using non-chemical alternatives and other preventative measures to control pests* | *We will:**• not use neonicotinoid-based garden pesticides**• practice good garden hygiene and clean garden tools, machinery, pots and trays**• choose plants well suited to our local conditions and, where possible, have natural resistance to pests and diseases* |
| **FUN** **Involving all the community** | *We have:**• worked with two local primary schools and created an area that will provide food for pollinators* *• helped pupils spot and count pollinators* *• planted pollinator-friendly fruit bushes and trees and hosted community fruit-picking and juicing days**• held a pollinator friendly garden and container competition**• set up a social media site where people share photos of the pollinators that visit our town park* | *We will:*• *report on the Bee Friendly areas we have created and count the number of pupils engaged* *• engage pupils in reporting on the number of pollinators they observe, using the PoMS Flower Insect Timed Counts (*[*https://ukpoms.org.uk/fit-counts*](https://ukpoms.org.uk/fit-counts)*)**• provide our records to the Local Record Centre (*[*https://www.lercwales.org.uk/*](https://www.lercwales.org.uk/) *) and encourage the public to submit their observations* |
| **FUTURE** **What commitments are you making for future years?** | *We will:* *• develop a programme of work showing how we plan to expand this initiative to other areas of public green space, such as road verges, roundabouts and other parks* *• engage with allotment holders to ensure that they know how they can help pollinators.* | We will: *• continue to engage with people and let them know what we are doing through our local newsletter, website, social media pages and events* |

PLEASE EMAIL YOUR COMPLETED APPLICATION FORM TO:

natureconservation@gov.wales

OR POST TO:

Bee Friendly

Biodiversity Nature Conservation Branch

Welsh Government

Rhodfa Padarn

Llanbadarn Fawr

Aberystwyth

SY23 3UR

**Privacy Notice**

Background to the Bee Friendly scheme and how it operates

In 2013, the Welsh Government launched an action plan to protect pollinators in Wales, called the Action Plan for Pollinators. A Taskforce group of organisations and individuals was set up to implement the action plan. The Taskforce developed the Bee Friendly scheme with the aim of helping all our pollinators by creating a nation of Pollinator-Friendly communities. Welsh Government is the administrator for the Bee Friendly Scheme.

To administer the scheme, an application and mentoring system has been established. The process includes:

• evaluating applications;

• issuing approval to use the Bee Friendly logos;

• awarding a Bee Friendly certificate; and

• providing advice, guidance and information on the actions to support pollinators.

Bee Friendly Champions assess applications and provide feedback. Bee Friendly Champions are volunteers who are passionate about helping communities and organisations get active around protecting bees and other pollinators in Wales through the Bee Friendly scheme. A Bee Friendly Champion may be a private individual with specialist knowledge or be from a nature conservation and environmental group/agency/consultancy or be a Local Authority Biodiversity Officer or your Local Nature Partnership coordinator. Bee Friendly Champions provide advice and guidance on what actions to take and help you network with other Bee Friendly schemes in your area. Working with a Bee Champion at the beginning of your project will help you work out what your ideas are for the four themes and choose ideas that are most relevant to you, and are achievable and enjoyable. Each champion covers a different geographical area and they all work together to help make the Bee Friendly scheme a success. A list of Bee Friendly Champions in Wales can be found on the Bee Friendly web page.

If you apply to the Bee Friendly scheme:

The application form will require you to provide personal data. Upon receipt of this data, the Welsh Government will become the data controller for it and we will process it in line with our public task and the official authority vested in us.

What does Welsh Government do with your information?

We will use the information to administer and assess your application and to communicate with you in regards to it.

Who do we share your information with?

Welsh Government will send your application to your local Bee Champion/s so they can evaluate the application, provide advice, guidance and information on the actions to support pollinators and inform you of other Bee Friendly schemes operating in your area.

How long will we keep your information?

Welsh Government will retain your information for as long as you want to remain connected with the Bee Friendly scheme. Welsh Government will contact you with updates about the scheme or other updates on pollinator activities that are happening in Wales. If at any point you do not want to be connected with the scheme or receive updates, please contact Welsh Government and we will delete the personal information contained in your Bee Friendly file.

How long will Bee Friendly Champions keep your information?

Bee Friendly Champions will retain your information for up to two years after the date you receive your award. Having your information will aid them in mentoring you and, if need be, help you with the application renewal process.

To continue helping you with your project, and only with your agreement, the Bee Friendly Champion may retain your information for longer than two years. They will delete this information at your request or when they stop being a Bee Friendly Champion.

Your rights in relation to your information

Under the UK General Data Protection Regulation (UK GDPR), you have the right:

• to be informed of the personal data held about you and to access it.

• require us to rectify inaccuracies in that data.

• to (in certain circumstances) object to or restrict processing.

• for (in certain circumstances) your data to be ‘erased’.

• to (in certain circumstances) data portability.

• to lodge a complaint with the Information Commissioner’s Office (ICO) who is our independent regulator for data protection.

For further details about the information which the Welsh Government holds and its use, or if you wish to exercise your rights under the UK GDPR, please see contact details below.

In Welsh Government, Bee Friendly applications are administered by the Biodiversity and Nature Conservation Team who can be contacted at:

Welsh Government

Rhodfa Padarn

Llanbadarn Fawr

Aberystwyth

Ceredigion

SY23 3UR.

Email: NatureConservation@gov.wales

The contact details for the Welsh Government’s Data Protection Officer are:

Welsh Government

Data Protection Officer

Cathays Park

Cardiff

CF10 3NQ

Email: DataProtectionOfficer@gov.wales

The contact details for the Information Commissioner’s Office are:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

Website: [www.ico.org.uk](http://www.ico.org.uk)