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| NATIONAL PLANT COLLECTIONAPPLICATION FORM |
| Please use this form to provide all the information necessary for assessment and to demonstrate the value of your Collection. The requirements of holding a National Plant Collection are shown in ***italics*** in this form. For help or explanation, please ask your coordinator, refer to the notes, or contact Plant Heritage office. |
| * *You must be a member of Plant Heritage before making an application. Non-payment of subscriptions will result in the Collection being withdrawn from the scheme.*
* *Collection Holders agree to grant reasonable public access (paying or not) at relevant times of year with open days or by appointment; and access at any time of year (by prior agreement) for authorised officers of Plant Heritage.*
* *Collection Holders are encouraged (within reason and in accordance with national and international legislation) to provide plants or propagation material to Plant Heritage, or bona fide individuals, commercially, by exchange, or as a gift.*
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| **Scope –** the title of your Collection |
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| **Name of applicant** who will become the Collection Holder; may be the name of a person, organisation or group. | **Name of contact** – the person that we need to use for day-to-day contact, such as the administrator, plants records officer, head gardener. |
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| **Collection address** –address where the Collection is located physically; for Dispersed Collections this should be the central address, additional addresses can be added later. |
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| **Contact address** – if there is a separate address for correspondence. |
| Post code: |
| **Phone number** – public. Please include a mobile number as well if appropriate. |
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| **Phone number** – private. Please include a mobile number as well if appropriate. |
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| **Email** | **Website** |
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| **Plant Heritage membership no.** – this should be the number of the person, group or organisation who will be the Collection Holder. |
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| **SCOPE, COVERAGE & NUMBER OF PLANTS** |
| Check that you have chosen the most appropriate category for the Collection, a Collection may cover more than one category, but one must be selected as the primary one.* *A substantial number of the available taxa within the agreed scope should be held in the Collection before applying, as agreed with the Plant Collections Committee at proposal stage.\**
* *There is no minimum number of taxa to be held in a Collection but for species where there is limited taxonomic diversity, a greater level of genotypic or geographic diversity would be expected.\**
* *In most cases the Collection should include 3 plants of each taxon for annuals, tender and hardy perennials, and 1 for trees & shrubs, with evidence of on-going propagation.\**

*\* ITEMS MARKED \* WILL BE CHECKED ON YOUR ACCESSION LIST. PLEASE MAKE SURE THAT YOUR LIST SHOWS ALL THE PLANTS IN YOUR COLLECTION (INCLUDING BACK-UPS), EACH WITH THEIR OWN ACCESSION NUMBER, FULL NAME, DATE OF ACQUISITION & SOURCE.* |
| **Category:** Historic/Horticultural/Reference |
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| **Accession policy** – what criteria do you use to select plants to add to your Collection? |
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| **Back-up plants** – how many back-up plants do you hold per taxon, and where are they held? |
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| **SITE CULTIVATION, HEALTH & ESTABLISHMENT** |
| * *The plants should be, within reason, free from pests & diseases and physiological disorders.*
* *The site should be weed free and allow sufficient space for the development of the Collection.*
* *Cultural practices should be appropriate to the Collection and the area.*
* *The plants should be in a permanent position and the Collection needs to have been established for a certain amount of time before it can be considered by the Plant Collections Committee.*

***Guideline establishment periods:****1-2 flowering seasons – annuals, herbaceous plants;**Minimum of 1 growing season (depending on age of plant) – fast growing trees and shrubs;* *Minimum of 3 growing seasons – slow growing trees and shrubs.* |
| Describe the local climate & topography and state why it is suitable for the Collection. |
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| How long has the majority of the Collection been established at this site? |
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| Describe the facilities available to the Collection (growing space, glasshouses, propagation equipment, display beds etc) and developments planned or already underway. |
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| Are there pests and diseases that the Collection could be susceptible to, and what treatment or control would you use? |
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| What precautions are taken to prevent the introduction of pests and diseases into the Collection? (For example, quarantine arrangement, inspection of premises where plants are purchased from etc.) |
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| List the cultivation problems and skills specific to the Collection. |
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| **PLANT RECORDS** |
| * *Your plant list should be set up on Persephone, our plant records system. If you are using a different horticultural database, we will arrange to transfer key data (plant name, accession number, date of accession and source) to Persephone.*
* *The minimum amount of information held in the Collection records should be* ***the full name of the plant, accession number, date of acquisition*** *and* ***source.*** *Collector’s numbers and changes in nomenclature should also be included if appropriate. Please make sure that your list shows* ***all*** *the plants in your collection (including back-ups), each with their own accession number, full name, date of acquisition & source.*
* *FOR DISPERSED COLLECTIONS: in addition to the above you should also include the location of plant and name of person holding that plant.*
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| Please list the information headings / fields that you keep in your records aside from the standard information fields required (outlined above). |
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| What method of back-up do you have for your records (other than information stored on Persephone)? |
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| **LABELLING** |
| * *Labelling must be permanent and visible to visitors, including name and accession number as a minimum. A robust back-up labelling system is required in case of the loss of labels. If security is a problem, plants may be numbered in conjunction with interpretative material for visitors.*
* *A plan or map of the planting locations is strongly encouraged.*
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| What form of labelling do you use? Please also include details of back-up system. |
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| **RESEARCH** |
| *Up to date and correct nomenclature should be maintained, a current version of the RHS Plant Finder, either hardcopy or online, is recommended as a source.* |
| List of key references and monographs used to research the Collection, with authors |
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| **COMMUNICATION** |
| *Applicants agree to help and cooperate with holders of parallel or complimentary Collections (both within and outside Plant Heritage) to ensure the stability of nomenclature.* |
| List the relevant groups and societies with which you are in touch. |
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| Do you provide interpretation (such as leaflets, signboards etc.) for visitors?  |
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| **SUCCESSION** |
| *A written succession plan should be detailed here, stating what will happen to both plants and records should the Collection Holder be unable to maintain them.* |
| Please describe in detail the provisions made for the plants in your Collection should you be unable to care for them on a long-term basis. |
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| Please describe in detail the provisions made for your records and research, should you be unable to care for the plants in your Collection on a long-term basis. |
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| **STATEMENT OF APPLICANT** |
| Please state why you feel your Collection is suitable for National/National Dispersed Collection status as appropriate. Please also detail the purpose of your Collection, and how you started it. |
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| **Agreement**:* I agree that the data relating to this application can be stored by Plant Heritage central office and local coordinators for the purpose of processing this application and administering the Collection.
* I agree that the accession list and application form may be released to the Plant Collections Committee (PCC), and to a minimal number of referees for the purpose of processing the application, and that the records of the taxa held be used for the Threatened Plants Programme and other reporting needs.
* I confirm acceptance of the requirements of holding a National Plant Collection (shown in italics in this document) and also confirm that the contents of the Collection conform to the appropriate (UK & worldwide) conventions and legislation.
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| **Signature** |
| **Date** |

Data protection statement: see our website for the Plant Heritage Privacy Statement

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| **STATEMENT OF COORDINATOR** |
| Please state whether you feel that this Collection is suitable for National/Dispersed Collection status, giving detailed reasoning behind this decision. Please continue on separate sheet if you need. |
| Collection name: |
| Applicant name: |
| Date visited: |
| Description of site: |
| Report on plants and propagation: |
| Report on labelling |
| Report on records (were you able to cross-reference records with plants in the collection?) |
| Were you able to check the statements made on the application form? |
| Do you consider this collection achieves the criteria to be awarded National Plant Collection® status? |
| Name/s | Role (eg:Collections Coordinator) |
| Signature/s |
| Date |