|  |
| --- |
| NATIONAL PLANT COLLECTION  APPLICATION FORM (Scientific) |
| The requirements of holding a Scientific National Plant Collection are shown in **bold** in this form. For help or explanation, please ask your Coordinator, refer to the notes, or contact Plant Heritage office. |
| It is the responsibility of the applicant to use this form to demonstrate the value of their Collection, and to provide all the information necessary for assessment.  The applicant 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 Non-payment of subscriptions will result in the Collection being withdrawn from the scheme.  A Collection Holder agrees 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 for authorised officers of Plant Heritage by prior agreement. |
| **Scope –** the title of your Collection |
|  |
| **Name(s) of Collection Holder(s)** |
|  |
| **Name of contact** – the person for day-to-day contact |
|  |
| **Collection address** – address where the Collection is located physically (incl. postcode) |
|  |
| **Phone number** – public. Please include a mobile number as well if appropriate. |
|  |
| **Phone number** – private. Please include a mobile number as well if appropriate. |
|  |
| **Email –** we communicate as much as possible by email |
|  |
| **Website** |
|  |
| **Plant Heritage membership no.** – This should be the number of the person/people, group or organisation who is the Collection Holder |
|  |
| **SCOPE, COVERAGE & NUMBER OF PLANTS** |
| The applicant must check that they have chosen the most appropriate Category for the Collection, a Scientific collection will in most cases be in the Reference Category  A substantial number of the available taxa within the agreed scope should be held in the Collection, as determined by prior agreement with the Plant Conservation Committee.\*  Applicants and Collection Holders are encouraged to ensure that their Collection is as complete as possible within the agreed scope.  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, withevidence 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 |
|  |
| **Accession policy –** what criteria do you use to select plants to add to your Collection? |
|  |
| **Back- up plants** – how many back-up plants do you hold per taxon, and where are they held? |
|  |
| **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 Conservation 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. |
|  |
| How long has the majority of the Collection been established at this site? |
|  |
| Describe the facilities available to the Collection (growing space, glasshouses, propagation equipment, display beds etc) and developments planned or already underway. |
|  |
| Are there pests and diseases that the Collection could be susceptible to, and what treatment or control would you use? |
|  |
| What precautions are taken to prevent the introduction of pests and diseases into the Collection? (For example quarantine arrangements, inspection of premises where plants are sourced etc.) |
|  |
| List the cultivation problems and skills specific to the Collection. |
|  |
| **RECORDS & 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. |
| What form of labelling do you use? Please also include details of back-up system. |
|  |
| 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.  FOR DISPERSED COLLECTIONS: in addition to the above - location of plant, name of participant.  The applicant must be proficient in research and record keeping and demonstrate best practices, with records ideally held on a database. Applicants should be able to demonstrate reasoned decisions behind developments to the Collection. A record should have been kept of all developments to the Collection since status has been held if appropriate. **(Scientific requirement)** |
| Please list the information/fields that you keep in your records. |
|  |
| What method of back-up do you have for your records? |
|  |
| Evidence of either (as appropriate to the genus or group) herbarium or photographic recording of all plants, with descriptions, to be made available in the public domain. **(Scientific requirement)** |
| What proportion of your Collection has had herbarium specimens taken? (Please attach photograph of an example) |
|  |
| What photographic records do you have, and how are they backed-up? (Please attach example photograph) |
|  |
| Where are these specimens kept? |
|  |
| **RESEARCH** |
| Up to date and correct nomenclature should be maintained  Evidence that the applicant is actively involved in maintaining and enhancing the nomenclatural status of the plants in their group and is doing so in cooperation with other Collections and authorities. **(Scientific requirement)** |
| List of key references and monographs used to research the Collection, with authors |
|  |
| 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.  The applicant should be knowledgeable about other Collections (both nationally and internationally) held in their genus or group and should be aware of their position within these Collections (is the Collection a duplicate, is there overlap, or is it another section/group of the same genus?). They should be in regular communication if possible. **(Scientific requirement)** |
| List of other Collections known. |
|  |
| Evidence of active and relevant research, a full list of publications must be given. **(Scientific requirement)** |
| List of publications that you have written or contributed to(book/article/journal title, publisher, date of publication, and page number(s) if appropriate). |
|  |
| List current research projects that involve the Collection (both your own and those of others). |
|  |
| Evidence that the Collection Holder is focussed on the dissemination of knowledge and plant material associated with the Collection for the good of conservation and the plants concerned. **(Scientific requirement)** |
| How do you make your research work available to others? |
|  |
| Describe the developments in your Collection since gaining National Collection status, if appropriate. |
|  |
| Have the plants in the collection been recently verified? Please state by whom |
|  |
| Have there been, or are there planned, any reintroductions of species in your Collection? |
|  |
| **COMMUNICATION** |
| List the relevant groups and societies with which you are in touch. |
|  |
| Do you provide interpretation for visitors? |
|  |
| How many visitors does the Collection have? (Scientific) |
|  |
| List researchers with whom you are in contact (Scientific) |
|  |
| List recent talks/lectures that you have given on the Collection (Scientific) |
|  |
| **SUCCESSION** |
| *A written succession plan detailing 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 |
|  |

|  |
| --- |
| **STATEMENT OF APPLICANT** |
| Please state why you feel your Collection is suitable for Scientific Collection status. Please also detail the purpose of your Collection, when and how it was established. |
|  |
| **Agreement**:   * I agree that the data relating to this application can be stored by Plant Heritage 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 Conservation 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 Project 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. |
| **Signature** |
| **Date** |

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

|  |  |
| --- | --- |
| **STATEMENT OF COORDINATOR** | |
| Please state whether you feel that this Collection is suitable for Scientific 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 | |

|  |  |
| --- | --- |
| **Statement of Referee or Mentor** | |
| Please state whether you feel that this Collection is suitable for Scientific Collection status, giving detailed reasoning behind this decision. Please continue on separate sheet if you need. | |
| Collection name: | |
| Applicant name: | |
| Date assessed: | |
| Is the research work relevant, and of an appropriate level for Scientific status? | |
| Does the Collection have conservation value? | |
| Does the applicant demonstrate a high level of commitment to sharing their knowledge? | |
| Is the applicant an accepted expert in the field of their genus? | |
| Do you have any suggestions to help the applicant to progress their Collection? | |
| Do you consider this collection achieves the criteria to be awarded Scientific National Plant Collection® status? | |
| Name/s | Role (referee or mentor) |
| Signature/s | |
| Date | |