

**NAME OF PROJECT:**……………………………………………………………………………………..

STTS Reference No:………………………………………………………………….. (Internal use only)

Local Authority area……………………………………………………………………………

Strategic Timber Transport Scheme:

Main application form

(2025-26)

# Application checklist: Please confirm the following are included

|  |  |  |  |
| --- | --- | --- | --- |
| **For all applications:** | | **YES** | **NO** |
| Letter of Support from Regional Timber Transport Group (Appendix V) | |  |  |
| Letter of commitment from additional funders | |  |  |
| Location details and map(s) (Appendix 1) | |  |  |
| **For in-forest infrastructure only:** | | | |
| * Agent mandate forms inAppendix IV | |  |  |
| * Forest Plan &/or Felling licence number(s): |  | | |
| * Woodland SRDP Business Reference Number(s) |  | | |

Only applications where the required information, agent mandate forms and all relevant permissions, including felling, are in place will be accepted.

When completing an application please refer to the current [STTS Application Guidance](https://forestry.gov.scot/forestry-business/timber-transport/strategic-timber-transport-scheme) which can be found on Scottish Forestry’s Timber Transport web pages.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1 – General** | | | | | | | | | |
| LEAD APPLICANT | | | | | | | | | |
| The lead applicant is normally the organisation taking responsibility for implementing the project. Where the applicant differs from the implementation body, details of both should be included and the relationship between them set out in a Supporting Information paper appended to the application. | | | | | | | | | |
| Organisation / Company name | | | |  | | | | | |
| Contact person | | | |  | | | | | |
| Address | | | |  | | | | | |
| Email address | | | |  | | | | | |
| Telephone no | | | |  | | | | | |
| Our communication with you will normally be by email | | | | | | | | | |
|  | | | | | | | | | |
| 1. **BUDGET** | | | | | | | | | |
|  | | **Project Partner Name** | | | | | **2025-26** | | **%** |
| STTS | | Scottish Timber Transport Scheme | | | | | £ | |  |
| Lead Applicant | |  | | | | | £ | |  |
| Project Partner 1 | |  | | | | | £ | |  |
| Project Partner 2 | |  | | | | | £ | |  |
| Project Partner 3 | |  | | | | | £ | |  |
| **Total** | | | | | | | **£** | | **100%** |
| A completed Agent’s [**Mandate Form**](https://forestry.gov.scot/forestry-business/timber-transport/strategic-timber-transport-scheme)must be submitted for each project partner if an agent is acting on behalf of an owner | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| 1. Details of Other Funding Partners | | | | | | | | | |
| **Organisation / Company** | **Address** | | | **Contact Name** | | | | **Email** | |
| *Project Partner 1* |  | | |  | | | |  | |
| *Project Partner 2* |  | | |  | | | |  | |
| *Project Partner 3* |  | | |  | | | |  | |
|  | | | | | | | | | |
| Timber Volumes/Tonnages | | | | | | | | | |
| How much timber (m3 or tonnes) is forecast to be transported over the next 10 years facilitated by this project**?**  *Give the* ***approved*** *annual felling volumes over the 10-year period, with particular emphasis on the accuracy of your intentions over the first five years. Any anticipated* ***but not yet approved*** *felling volumes over the 10-year period should be noted separately, for information only at this stage, though please do state any volume that is currently the subject of an active application for approval.* | | | | | | Years 1-5:  Years 6-10:  Years 10 and beyond: | | | |
|  | | | | | | | | | |
| **Part 2 – Project Details** | | | | | | | | | |
| **Is this an infrastructure project?** | | | | **YES/NO** | All applicants should complete sections D(i).  Section D(ii) should also be completed for infrastructure projects | | | | |
| **D(i) Project Description** | | | | | | | | | |
| 1. ***What are you planning to do?*** | | | | | | | | | |
| *Summarise clearly what the project will deliver*  *(max 100 words)* | | | | | | | | | |
| 1. ***Why is it required – what problem does it address?*** | | | | | | | | | |
| *(max 100 words)* | | | | | | | | | |
| **D(ii) Infrastructure Projects**  **NB:** any infrastructure created as a result of this project must be open to use by the general public as provided for under the Land Reform (Scotland) Act 2003 | | | | | | | | | |
| *Please give details ….*  *a. What will you build? – Be specific; give lengths, widths, numbers and/or areas of proposed outputs1*  *b. Who is specifying the design, overseeing construction, and signing it off as fit for purpose and what are their engineering qualifications?*  *c. Who is responsible for ensuring the project is delivered on time and on budget*  *d. How will you reduce the risk of delay due to e.g. poor weather?*  *e. Provide appropriate milestones and completion dates for construction.*  *Attach the design specification for the proposed works as an Appendix II*  *For longer and more complex projects a GANTT Chart must be submitted in Appendix III*  *(Max 200 words)* | | | | | | | | | |
| **E. Access Agreements, Servitude and Maintenance Agreements** | | | | | | | | | |
| *Please explain in detail…*  *a. What legal agreements are required to ensure all relevant parties can access, use and maintain the infrastructure into the future, for the period of the project or at least for 10 years.*  *b. Are these in place, and if not, when will these agreements be made?*  *c. Who is authorised to sign such agreements?*  *No contracts will be awarded until copies of agreements have been signed by all parties and a copy sent to STTS* | | | | | | | | | |
| **F. Value for Money** | | | | | | | | | |
| *Explain how your costs have been arrived at and why the level of funding sought is both necessary and represents good value to the public purse* | | | | | | | | | |
| **G. How will you acknowledge STTS support** | | | | | | | | | |
| *What is proposed in the way of signage e.g. wording, size, materials and location?* | | | | | | | | | |
| **H. Measurable targets and indicators** | | | | | | | | | |
| Summarise the project targets below | | | | | | | | | |
| **Project Target** | | | **Who will report the outcome?** | | | | **When will the outcome be reported?** | | |
| *List the main project outputs (this is what we will expect to see when we inspect)* | | |  | | | |  | | |
| *State the tonnage/m3 of timber facilitated by the project over 10 years* | | |  | | | |  | | |
| *Summarise the measurable community, social and environmental benefits detailed below* | | |  | | | |  | | |
|  | | | | | | | | | |
| **Part 3 – Justification** | | | | | | | | | |
| **I. Essential Criteria** – your project must meet these criteria – see Application Guidance | | | | | | | | | |
| ***a. How is the project consistent with Regional and National strategies and plans?*** | | | | | | | | | |
| *(Max 100 words)* | | | | | | | | | |
| ***b. Once delivered, how the project will remain viable, and how will any infrastructure be maintained?*** | | | | | | | | | |
| *(Max 100 words)* | | | | | | | | | |
| ***c. Why do you need a public contribution to costs. Is the project additional to and more expensive than normal forestry operations?*** | | | | | | | | | |
| *Give a clear, full explanation and justification, with values and calculations if appropriate. [Do* ***not*** *just say that ‘the project wouldn’t go ahead without STTS support’]*  *(Max 100 words)* | | | | | | | | | |
| ***d. Demonstrate that the project does not offer financial advantage or exclusive benefit to individual owners or companies?*** | | | | | | | | | |
| *(Max 100 words)* | | | | | | | | | |
|  | | | | | | | | | |
| ***e. Scored Criteria*** – *Your application will be scored against the answers you give here –see Application Guidance for details of the scoring system* | | | | | | | | | |
| Community and social benefits | | | | | | | | | |
| *How will the project help rural communities e.g. avoid or ease traffic flow through towns and villages, improve safety, reduce noise and disruption, or improve public access and generate benefits to sectors other than the timber transport industry. Be specific - which communities will benefit and how.*  *(max 100 words)* | | | | | | | | | |
| Environmental benefits | | | | | | | | | |
| *How will the project bring environmental benefits e.g. reduce lorry miles, reduce carbon emissions, reduce pollution and/or offer added sustainable enhancements.*  (max 100 words) | | | | | | | | | |
| Reduced damage and disruption to public roads | | | | | | | | | |
| *How will the project reduce timber haulage on public roads with an in-forest road or by modal shift to boat or rail; strengthen or improve minor public roads used for timber transport or improve ‘arterial routes for timber transport*  *(Max 100 words)* | | | | | | | | | |
| Improved haulage access to forests | | | | | | | | | |
| *How will the project improve access to forests landlocked by ‘excluded’ or weight-restricted roads? Or remove, in full or in part, infrastructure constraints that limit the frequency or amount of timber that can be sustainably transported?*  *(Max 100 words)* | | | | | | | | | |
| Partnership and Leverage | | | | | | | | | |
| *How does the project demonstrate partnership working? How have stakeholders been consulted or involved in project development? How much additional resource has been committed (above the basic level of co-finance required for the type of project) by how many project partners? (Partners must be able to demonstrate clearly distinct beneficial ownership)*  *(Max 100 words)* | | | | | | | | | |
| Economic sustainability | | | | | | | | | |
| *To what extent does the project provide long term substantial improvement to the country’s timber transport infrastructure that can be maintained through normal funding mechanisms and without the requirement for additional STTS or other external funding support?*  *(Max 100 words)* | | | | | | | | | |
| Project delivery | | | | | | | | | |
| *Demonstrate that the project is well prepared and planned, deliverable to budget within the time available, that risks to delivery have been considered and mitigated and that you have the experience, capacity and resources to deliver. Cover both infrastructure and permissions / access agreements.*  *(Max 100 words)* | | | | | | | | | |

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| **Part 4 – Project Expenditure and STTS Grant Claim** | | |
| For a full list and description of what costs are/ are not eligible for support, see the [STTS Application Guidance](https://forestry.gov.scot/forestry-business/timber-transport/strategic-timber-transport-scheme). Scottish Forestry will also provide information on procurement requirements to demonstrate value for money | | |
| Eligible items/ activities, e.g. | **April 2025 - March 2026** | |
| **Total Expenditure £** | **STTS Grant Claimed £** |
| Land Acquisition |  |  |
| Access Rights |  |  |
| Professional Fees |  |  |
| Construction Works |  |  |
| Forest Road Guarantee |  |  |
| Public Road Upgrading |  |  |
| Other (e.g. Bridges) |  |  |
| Depreciation costs |  |  |
| **Total Capital Costs** |  |  |
| Project Officer /Staff Costs |  |  |
| Consultancy costs |  |  |
| Travel |  |  |
| Administration |  |  |
| Audit costs |  |  |
| **Total Ongoing Revenue** |  |  |
| Management Costs |  |  |
| Other |  |  |
| **Total Management Costs** |  |  |
| **Grand Total** |  |  |
|  | | |
| **Part 5 – Declaration and Signature** | | |
| Please read and sign the declaration below | | |
| I/We agree to any disclosure and exchange of information about my/our participation in the Scheme with other organisations or consultants which Scottish Forestry considers necessary for the administration, monitoring and evaluation of the Strategic Timber Transport Scheme (STTS).  I/We agree that information about my/our participation in the Scheme, including that contained in the application, contract or undertakings and any other relevant documentation, including the amounts of grant may be made available to the public.  I/We have read and understood the contents of the relevant STTS User Guidance and accept full responsibility for the answers given in this Application Form. I/We further confirm that to the best of my knowledge there are no legal or other restrictions affecting the land proposals that would prevent the work or maintenance from being completed.  I/We have not claimed nor intend to claim payment under any other funding mechanism administered by the Scottish Government Rural Payments and Inspections Division or under any other statutory provision or by the European Union for any of the same purposes as the carrying out of any proposed activities.  No grant assistance from another public body or bodies is being sought or has been approved in relation to the proposed activities.  The carrying out of the proposed activities will not frustrate the assistance given or to be given out of money provided by or under any statutory provision. I/We have complied with all or any applicable subsidy control regulations in respect of the proposed activities. | | |
| **As main applicant I confirm that I am authorised to complete and sign the application form and any subsequent contract, and I am able to ensure delivery of any contracted outputs, on behalf of all of the members of the group or business.**  Signature ………………………………………………………… (Electronic version Accepted)  BLOCK CAPITALS: ………………………………………………… Date:………………………  For and on behalf of Lead Applicant | | |
| (If applying as an agent please ensure you have submitted a completed and signed [**Mandate Form**](https://forestry.gov.scot/forestry-business/timber-transport/strategic-timber-transport-scheme).) | | |
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| **Part 6 – Appendices** | | |
| **Appendix I: Detailed location map**  Highlight the length (metres) of road improvements. If the project continues or relates to previous STTS funded works please identify previous works on the map | | |
| *Insert location maps here.*  *Map 1 should be a large-scale map show the location of the proposed project within the context of the surrounding landscape.*  *Map 2 should be a detailed small-scale map*  *These maps can be made using screenshots from the* [*Agreed Route Map Website*](http://www.timbermap.org) | | |
| **Appendix II: Design Specification Re Section D(ii) Infrastructure Projects** | | |
| *Insert the design specification for the proposed works here.* | | |
| **Appendix III: GANTT Chart (for longer and more complex projects – insert if applicable)** | | |
|  | | |
| **Appendix IV (For in-forest applications only)** | | |
| *A completed agent’s* [***Mandate Form***](https://forestry.gov.scot/forestry-business/timber-transport/strategic-timber-transport-scheme)*should be included with your application.* | | |
| **Appendix V: Letter of Support from RTTG** | | |
| *A supporting letter should be submitted with your application.* | | |