

INTRODUCTORY GUIDANCE: COMPLETING THE LEVEL 2 ACCREDITATION APPLICATION



Please bear in mind the following points in completing this application form:

- Each landholding will be provided with login details for the online application portal. All modules and supporting documentation will be stored here permanently and can be retrieved and updated at any point by land managers. There will be no need to complete new forms at every renewal stage, instead, the original information provided will require reviewing and updating as necessary.
- There are five modules to this application. All applicants must complete Module A. Applicants need only complete Modules B to E where relevant.
- WES seek a mixture of factual and more descriptive information about the landholding and how it is managed. Every attempt should be made to provide complete information. The more detail provided either in the application form, or in supporting documentation, the more streamlined and efficient the assessment (including site visit) will be.
- There is no single model or ideal response to the questions.
- The application form has been designed to cover a wide range of land management activities. Some questions will not apply to every situation – please indicate 'Not Applicable' or 'N/A' where this is the case. Such responses will not affect the outcome of the assessment.
- Equally, although specific response prompts and spaces have been provided for many questions, there may be cases where you

may wish to provide us with more information. We welcome any additional background you wish to provide to us.

- For tables into which more than one entry is required, a '+', at the right-hand side of the row, can be clicked in order to propagate a new row.

SUBMISSION INSTRUCTIONS

The application will autosave as you progress. When you are ready for your application to be reviewed by WES, please click the 'submit' button. **Accreditation costs £200 ex VAT annually** and will be charged following a successful assessment. If accreditation is gained within the first year following Level 1 membership, the cost of membership (£60 ex VAT) will be deducted.

CONFIDENTIALITY AND DATA PROTECTION

Any personal information provided in the WES application form will be treated as confidential between the Applicant and Wildlife Estates Scotland ('WES'), except where disclosure is made at your request or with your consent or where we are required by law to disclose. Information gathered in this application will be used for the purposes of assessing your application for accreditation. With the exception of personal information, it may also be used and published as part of wider data sets generated by WES to demonstrate the role of landholdings in contributing to the Scottish rural economy, local communities, biodiversity and national outcomes. Such reporting will include only generic regional area identification. No personal information will be disclosed to third parties with the exception of independent assessors Lloyds Register. If you have any questions, please contact Project Officer Caroline Pringle at caroline.pringle@wildlife-estates.co.uk or on 0131 653 5400.