



# APPLICATION FOR FULL MEMBERSHIP (WOOD PRODUCTS)

**Confidentiality:**  
All information will be treated as commercially sensitive and  
access will be restricted  
to the audit officers and scheme managers.

PLEASE FILL IN THE APPLICATION FORM USING BLOCK CAPITALS AND BLACK  
INK.

## SECTION ONE: COMPANY INFORMATION

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1.1 Trading name of company:

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1.2 Trading address:

1.3 Contact Name:

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1.4 Position:

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1.5 Contact Tel:

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1.6 Website:

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1.7 Email:

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1.8 Trading Activities:

1.9 Number of Employees:

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Please forward details of your complaints procedure and internal quality audit procedures.





2.1 Name of product:

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2.2 Description of product:

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2.3 List all components / raw materials used, stating whether or not they originate in Dorset. If they do not originate in Dorset please give reasons and in all cases state the % of the finished product.

Component / Raw Materials	Supplier/source	Reason (if applicable) for not sourcing in Dorset	DFD Member?	% of product

Please forward the following for each of the products detailed in the application:

- Any labelling and / or advertising for the products
- Details of traceability of ingredients components

### SECTION THREE: THE DECLARATION

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**Criteria for all full members:**

- The business must be based and operate within Dorset
- The business and its products must comply with all legal requirements.

**Criteria for woodland products:**

- The wood and any other components must originate from Dorset.
- Sources of components must meet the environmental criteria.
- Any process that has been undertaken must have taken place in Dorset.

Please Note: A product may still be eligible if the majority of its components originate within Dorset providing the remainder cannot be sourced within the county e.g. fastenings

I also declare that all the information that I have provided is true to the best of my knowledge and belief. I understand that giving false or misleading information or failing to notify changes could result in removal from the scheme and possible prosecution. I agree to the conditions of full membership (see appendix two). I undertake to notify the Scheme in writing of any changes to the above details.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

**Please return to Direct from Dorset, C/o: Dorset Squared Ltd, Stinsford Business Centre, Kingston Maurward, Dorchester, Dorset, DT2 8PY, any queries please contact Billie on 01305 215 103**

# The Direct from Dorset Environmental Criteria

## **All Woodland Products**

Woodland products should be sourced from woods that are managed according to a plan that takes into account wildlife, landscape and heritage. If the woods are a part of a Forestry Commission scheme, this covers the requirement.

Outside of an FC scheme, a simple management plan is sufficient. The Woodlink Project (David Rees, 01305 756784) can provide free assistance & support to develop such a plan.

## **Other Products (eg hedgerow sticks, dead wood, tree surgery arisings)**

The environmental criteria for the scheme are intended to guarantee that the products are sourced in a manner that doesn't have a negative impact on the environment.

- ✦ Sourcing sticks from a hedgerow, for instance, has negligible impact if cut at the right time of year – we may ask you to say where and when you source them.
- ✦ Low volumes of dead wood used for crafts will have minimal environmental impacts
- ✦ The environmental impacts of tree surgery should be covered by Tree Protection Orders and other environmental legislation. We may ask the Local Authority Tree Officer for a 'character reference'.

If you have items that do not easily fit the categories above, contact us for guidance.

***Where your products do not meet the criteria, yet you consider your product to be eligible, please contact us. Appeals such as this will be taken to the DFD Steering Group.***

# Conditions of Full Membership

**Membership of the Dorset Accreditation Scheme is subject to certain conditions which are set out below**



**'The Scheme' when referred to in this document means the Dorset Accreditation Scheme (Direct from Dorset) which is, at present, based with Dorset Squared Ltd, Stinsford Business Centre, Kingston Maurward, Dorchester, Dorset, DT2 8PY**

**'The Member' refers to the business whose product / products are accredited as part of the Dorset Accreditation Scheme (Direct from Dorset).**

**The Member:-**

1. Agrees to ensure all products that are accredited meet and continue to meet the eligibility criteria.
2. Agrees to ensure that all accredited products and where applicable the ingredients used comply with all the relevant legislation.
3. Agrees to provide evidence, where applicable, of where ingredients are sourced.
4. Agrees to notify the Scheme immediately of a change in the ownership of the business and the new owners must confirm in writing that no material change has occurred to the approved product and that they agree to abide by the conditions of the scheme.
5. Agrees to notify the Scheme immediately of any changes to the products including source, type of ingredients and method of production.
6. Agrees to co-operate with Dorset County Council's Trading Standards officers, employees and consultants in carrying out their inspections and testing of products and services.
7. Agrees to only use the logo on the products for which it is granted.
8. Agrees to use the logo on the packaging of each approved product and must be in the exact format and colours described.
9. Undertakes not to use the logo in any way that is likely to mislead the public.
10. Agrees to pay the subscription fee and realises that non-payment of the fee nullifies membership of the scheme.
11. Agrees to have a complaints procedure and co-operate fully in the speedy resolution of any complaints whether received by the Scheme, an enforcement agency or the member direct.

**Please note the following:**

-  The Steering Group may withdraw approval in such circumstances that appear justified. When approval is withdrawn use of the scheme logo must cease immediately.
-  The Scheme accepts no legal liability in relation to products or services offered by members. The Dorset Accreditation Scheme or Direct from Dorset purely indicates the origin of the product.



# FULL MEMBERSHIP: WOODLAND



## Full Membership: Woodland

Woodland Membership is for products made from wood. It was set up at the suggestion of the Dorset Coppice Group as it was felt that there was a need to brand products as originating in Dorset. It covers a whole range of products including hurdles, charcoal, furniture, besoms, walking sticks, working sticks and bowls.



## The Direct from Dorset criteria for wood products

### All Woodland Products

Woodland products should be sourced from woods that are managed according to a plan that takes into account wildlife, landscape and heritage. If the woods are a part of a Forestry Commission scheme, this covers the requirement.

Outside of an FC scheme, a simple management plan is sufficient. The Woodlink Project (David Rees, 01305 756784) can provide free assistance & support to develop such a plan.

### Other Products (eg hedgerow sticks, dead wood, tree surgery arisings)

The environmental criteria for the scheme are intended to guarantee that the products are sourced in a manner that doesn't have a negative impact on the environment.

- ✂ Sourcing sticks from a hedgerow, for instance, has negligible impact if cut at the right time of year – we may ask you to say where and when you source them.
- ✂ Low volumes of dead wood used for crafts will have minimal environmental impacts
- ✂ The environmental impacts of tree surgery should be covered by Tree Protection Orders and other environmental legislation. We may ask the Local Authority Tree Officer for a 'character reference'.

If you have items that do not easily fit the categories above, contact Lucy Jones for guidance on 01305 215 229.

***Where your products do not meet the criteria, yet you consider your product to be eligible, please contact us. Appeals such as this will be taken to the DFD Steering Group.***

#### PLEASE NOTE:

***Sourced = available in terms of being grown and/or made in, but not in terms of available from a wholesaler.***



## How much?

*There is an annual membership fee of £50 + VAT ( **Total: £57.50**), which becomes due on 1<sup>st</sup> April each year. This contributes towards covering the Scheme's costs.*

*Part years are charged on a pro rata basis, if membership is approved to start in January or later members will be charged for the remainder of the current year and the next year in one block.*

## What do you get for your money?

**Benefits include:**

- 1. Use of the Direct from Dorset logo on your accredited products. You can have access to an electronic version and/or purchase stickers at cost from the Scheme, either way you will receive 100 free stickers to start you off.**
- 2. Access to free promotional material, as well as receiving a membership certificate. Currently there are A4 posters and information leaflets available.**
- 3. An entry in the Online Directory that can be accessed through the Direct from Dorset website, which is part of the Dorset County Council website.**
- 4. An entry in the Direct from Dorset Directory (when published / updated)**

***As well as the benefits listed above Direct from Dorset membership also gives you a means of standing out from the crowd, extra promotion and a chance to show that your business is proud to be in Dorset***

For more information either visit the website or phone 01305 215 103 and ask for Billie