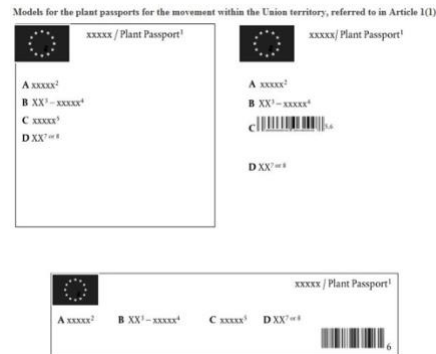


## Update plant passport guidance for the landscape industry

Following consultation with Defra, The British Association of Landscape Industries (BALI) is now able to release specific guidance for landscape businesses looking to implement the new plant passport system. The extended scope of plant passports applied from 14<sup>th</sup> December 2019 and BALI believe most members will be affected by this change.



4 scenarios below cover most landscape operations, from when planting material is received from a supplier to when the material is sent to a commercial or domestic client. A glossary and FAQ section can be found in a separate document on the BALI website.

### Scenario 1:

Landscape contractor works exclusively for commercial clients. The landscaping teams who undertake planting operations do not travel to a depot at the start of each shift but are managed by regional contract managers and a single head office.

The landscape teams cover large geographic areas with a lorry or van and trailer. Trees, shrubs and all other planting material are generally purchased by either the contracts manager or staff in head office from wholesalers or nurseries, who deliver plants and planting material directly to site at a specified date. This material is received and planted by landscape teams on site.

### Responsibilities associated with scenario 1

- a) The contractor needs to be a registered operator\* and authorised operator\*\*. As a registered operator, the landscape contractor must record who supplied them with passported material. As an authorised operator the landscape contractor must hold a record of plant passports issued by themselves and who they supplied the passports to.

The contractor needs to physically attach a plant passport to units being transported to site. This plant passport could be attached to the delivery note, providing the delivery note accompanies the plants. For record keeping purposes, landscape contractors may also wish to send plant passports via email.

Assuming there is only one destination site for the plants within this unit, a single plant passport could be used to cover the entire unit e.g. the entire van load/trailer load/lorry load.

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- b) The client in this scenario would also need to be registered (as a registered operator) and would be expected to hold a record of plant passports supplied to them so they can identify each unit they have received and the operator who supplied them with the unit. They would be expected to retain this information for a period of 3 years.

### Scenario 2:

Landscape contractor works exclusively for commercial clients. In this scenario there is one head office and several regional depots in which landscaping operatives will be based. Planting material is sourced from UK or EU-based wholesalers/nurseries who deliver material directly to the regional depots. This material is held until collected by teams and taken to sites.

### Responsibilities associated with scenario 2:

- a) The contractor needs to be a registered operator\* and authorised operator\*\*. As a registered operator, the landscape contractor must record who supplied them with passported material. As an authorised operator the landscape contractor must hold a record of plant passports issued by themselves and who they supplied the passports to.

The contractor needs to physically attach a plant passport to units being transported to site. This plant passport could be attached to the delivery note, providing the delivery note accompanies the plants. For record keeping purposes, landscape contractors may also wish to send plant passports via email.

Assuming there is only one destination site for the plants within this unit, a single plant passport could be used to cover the entire unit e.g. the entire van load/trailer load/lorry load.

- b) The client in this scenario would also need to be registered (as a registered operator) and would be expected to hold a record of plant passports supplied to them so they can identify each unit they have received and the operator who supplied them with the unit. They would be expected to retain this information for a period of 3 years.

### Scenario 3:

Small contractor works for commercial and domestic clients. Based from a single yard with attached office and area for storing material. Sources plants from a local wholesale nursery or wholesaler. Completes projects for commercial and domestic clients throughout region.

### Responsibilities associated with scenario 3:

The responsibilities of a contractor in this scenario differ depending on whether the contractor is working for a commercial or domestic client. Unlike commercial clients, members of the public do not need to receive plant passports where they are purchasing plants for their own private garden.

- a) For domestic work only, the contractor needs to be a registered operator\*. As a registered operator, the landscape contractor must record who supplied them with passported material (for example, \_\_\_\_\_ from \_\_\_\_\_ a \_\_\_\_\_ nursery).

As the contractor may also undertake work for commercial clients, the contractor will also be

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required to become an authorised operator\*\* and hold a record of plant passports issued by themselves and which commercial clients they supplied the passports to.

The contractor needs to physically attach a plant passport to units being transported to commercial sites. This plant passport could be attached to the delivery note, providing the delivery note accompanies the plants. For record keeping purposes, landscape contractors may also wish to send plant passports via email.

Assuming there is only one destination site for the plants within this unit, a single plant passport could be used to cover the entire unit e.g. the entire van load/trailer load/lorry load.

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**Scenario 4:**

A UK-based business who supplies plant material to commercial customers (including landscape contractors) throughout the UK. Sources material from within the UK and EU.

**Responsibilities associated with scenario 4:**

- a) This business needs to be an authorised operator\*\* who must hold a record of plant passports issued and who the passports were supplied to.

The contractor needs to physically attach a plant passport to units being transported to the customer. This plant passport could be attached to the delivery note, providing the delivery note accompanies the plants. For record keeping purposes, the business may also wish to send plant passports via email.

Assuming there is only one destination site for the material, a single plant passport could be used to cover the entire unit e.g. the entire van load/trailer load/lorry load.

- b) This business would also be required to record any plant passports issued to them so they can identify for each unit they have received, the operator who supplied them with that unit.
- c) If the business has more than one site, and material is moved from one location to the other, it is necessary to issue a passport for all movements of more than 10 miles.

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