

## PORTUGAL

### STEPS

### ACTION

### NOTES

1

#### CONFIRM WHO CAN APPLY

Confirm whether the application will be submitted by:

- The landowner or landowners
- The holder of another real right of enjoyment over the land, with the owner's authorisation
- An environmental NGO or private legal person that has an agreement with the landowner for the APP application

- Where the applicant is not the landowner, make sure the owner's authorisation or agreement is in place before preparing the application.

2

#### PREPARE THE APPLICATION DOCUMENTS

Complete the electronic application form (available from ICNF) and the documents required under Ministerial Order No. 1181/2009

- See Application Checklist box for application documents.
- The draft Management Plan and justification note are key documents.

3

#### SUBMIT THE APPLICATION TO ICNF

Submit the completed electronic application form and supporting documents to ICNF

- ICNF may request additional information, documents or inspections to assess the application.
- ICNF may reject the application if the documents are insufficient or if the request is contrary to applicable legal or regulatory provisions.

4

#### AWAIT ICNF'S DECISION

Diarise 90 days from submission of the complete application/submission of additional requested information

- ICNF may consult local authorities or central administration bodies. These entities have 20 days to respond (decision period suspended during consultation period).

5

#### SIGN THE MANAGEMENT PROTOCOL

The Management Protocol must be signed within two months from classification as an APP.

- If the Management Protocol is not signed with two months the recognition decision expires.

6

#### COMPLY WITH ONGOING MANAGEMENT AND REPORTING OBLIGATIONS

Implement the Management Protocol.  
Submit the annual implementation report to ICNF.

- Check whether specific activities inside the APP are prohibited or require ICNF authorisation because they may affect biodiversity, geological, heritage or other relevant characteristics of the area.

### LIMITATIONS

**APP status may support conservation recognition and management obligations but it does not guarantee long-term protection.**

Recognition may expire in certain circumstances, including where:

- the owner or original applicant requests it
- the Management Protocol is not complied with
- the natural values are lost
- applicable planning or conservation rules are breached
- agreement with relevant owners is missing after a change in ownership or rights
- the Management Protocol is not signed.

### APPLICATION CHECKLIST

The application should include:

- identification of the applicant
- identification of the managers or administrators, if the applicant is a legal person
- the applicant's address or registered office
- the proposed name of the Private Protected Area
- identification of the management entity
- proof of ownership or evidence of another real right of enjoyment over the land
- the landowner's authorisation, where the applicant is not the owner
- the agreement with the landowner or landowners, where required
- maps delimiting the proposed area at 1:25,000 and 1:10,000 scales
- extracts from applicable planning and constraint plans
- land-use cartography at 1:10,000 scale
- a justification note explaining the reasons and objectives for the APP designation, including the natural values of the area and the proposed conservation actions
- geographical, biological, geological, landscape and socio-economic characterisation of the proposed area
- a draft Management Plan to be agreed with ICNF
- any other elements relevant to the assessment of the application