



Llywodraeth Cymru  
Welsh Government

GUIDANCE

# Woodland Creation Planning Pilot Scheme: rules booklet

Follow these rules and guidance for the Woodland Creation Planning Pilot Scheme.

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## Key messages

The Woodland creation planning pilot offers grants of between £1,000 and £5,000 for the development of new Woodland creation plans. The pilot will help the Welsh Government develop our new woodland creation offer.

Woodland creation plans must be verified by Natural Resources Wales (NRW) to ensure they are in line with UK Forestry Standard (UKFS) in order to be eligible for support. After a plan is verified, it will be eligible for future Welsh Government funding for tree planting. Subject to budget availability, we intend to open a new woodland creation funding scheme in early 2022, which will be available consistently throughout the year.

To submit an Expression of Interest (EOI), you will need to be registered as having management control of the land on RPW's Manage My Land system when you submit your EOI. You will be required to use a **Registered Woodland creation planner** (registered planner) to create the Woodland Creation Plan and we would recommend discussing your application with a registered planner before making an EOI. You can also agree for the planner to make an EOI on your behalf.

For this pilot we will ensure the sample of EOIs selected covers a range of different size projects. Funding is available to support at least 500 hectares of new woodland creation plans in total. A maximum of 25 EOIs will be selected. For the pilot, only EOIs greater than 2 hectares in area will be eligible for selection. Applicants will need to be willing to take part in an evaluation of the pilot.

After a plan is verified, it will be eligible to apply for future Welsh Government funding for five years from the date of verification. This will allow a land manager to apply for future windows of Welsh Government woodland creation funding without needing further verification.

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Alongside this pilot we have opened a new window of the Glastir Woodland Creation scheme, which will provide funding for tree planting to take place before 31 March 2023. You will need to decide whether to apply to that window or this pilot scheme. We recommend choosing this scheme if you are not confident that you can meet the deadline to complete all planting by 31 March 2023. If you apply for both schemes, the EOI to window 11 of Glastir Woodland Creation will be considered first. If you are successful in window 11 you will not be eligible for the pilot.

You will need to be able to follow the following timetable in the pilot:

## Timetable

Step	Date
Submit an Expression of Interest to take part	Between 30 September 2021 and 28 October 2021
Submit a Woodland Creation Plan to RPW	8 weeks after selection of EOI is confirmed
NRW verification undertaken – please allow sufficient time prior to ideal work start date	The verification process can usually be completed within 7 weeks*
Make a claim	Claims can be made from 1 March 2022 and must be submitted by 30 June 2022.

*\* Large and/or complex schemes can take significantly longer, please be aware that your plan will enter a queue in order of submission.*

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## Section A - Introduction

As part of our plan to tackle the climate emergency, Wales needs to plant 43,000 hectares of new woodland by 2030. To achieve this, the Welsh Government has committed to introduce a new woodland creation offer. This new offer will include separate funding for creating and verifying new woodland creation plans, to develop a regular stream of new projects and enable us to be more agile in allocating funding to tree planting. It will also include a new woodland planting scheme which is available consistently through the year rather than in unpredictable windows.

Subject to budget decisions, the new offer will be launched in early 2022. This pilot will help develop that offer and will make funding available to support at least 500 hectares of new Woodland creation plans, which will then be eligible for future funding for planting.

The way the pilot will work is summarised here:

- Any land manager in Wales is able to apply to take part in the pilot by submitting an EOI on RPW Online.
- Land managers may choose to use a registered planner to submit the EOI, but this is not essential.
- Plans will be selected based on Woodland Opportunities Map scoring.
- Successful applicants must use a registered planner to complete a Woodland Creation Plan, which will be sent to NRW for verification to ensure it is in line with the UKFS
- Once a plan has been verified, land managers will be eligible to apply for Welsh Government funding for 5 years from the date of verification. Any changes to the plan would require further verification by NRW, at the land managers own cost. These will not be eligible for Welsh Government support.
- Land managers will receive a payment which is based on the area of the

plan verified. No payment will be made for plans which are not verified, although support will still be available for surveys which were required.

- Verified plans which meet one of the four woodland categories supported will be eligible to apply for future Welsh Government funding for tree planting.
- Land managers will be responsible for informing RPW via their RPW Online account if they choose to plant the woodland without Welsh Government funding, to enable us to keep an up to date pipeline of new Woodland creation plans.
- Maximum grant available per EOI is £5,000.

## Section B – Eligibility

To apply for the pilot, you must:

- Have registered as a customer with RPW and have been issued with a Customer Reference Number (CRN)
- Have registered your land with the Rural Payments Wales Land Parcel Identification System (LPIS) and have full management control of that land when you submit your EOI. You do not need to be a farmer to do this. Because of the short timeframe to conduct the pilot, we are not able to consider land parcels where a Manage my Land and all supporting documents has not been submitted prior to the opening of this window.
- Have a minimum of 2 hectares of eligible land. This is an increase to the minimum planting size from Glastir Woodland Creation due to the limited nature of this pilot. We will keep the appropriate minimum plan size for the first full window under review.
- Retain management control over the land until the claim is paid for the woodland creation plan.

## Land Eligibility requirements

Eligible land must:

- Be made up of field parcels that are 0.1ha or greater in area and located in Wales – the term field parcel does not mean that it must be agricultural land.
- Not be existing woodland, this includes areas shown on Forest Research's National Forest Inventory - [National Inventory of Woodland and Trees | DataMapWales \(gov.wales\)](#)

If the land is registered common land, either consent must be granted under section 38 of the Commons Act 2006 or written confirmation provided that consent under section 38 is not required by Welsh Ministers before submitting an EOI. Where consent is required, an approved Section 38 consent is required before submitting an EOI.

## Sources of other funding

When applying for funding for a woodland creation plan you will need to consider whether you would be eligible to receive funding for future tree planting.

If you have a Glastir Advanced or Glastir Organic contract with the Welsh Government on the same land, you will need to consider the following:

## Planting during an active GA Contract

If planting is to take place before the expiry of the GA contract, any area of management option within a parcel will not be available for planting. Only the remaining area, not under management option, can be considered under a planting proposal.

**When declaring the EOI area of planting within a parcel, please ensure the area of GA Management Option is not included.**

## **Planting after expiry of a GA Contract**

If planting is to take place after expiry of the GA contract, the whole parcel can be scored and selected. If selected and a subsequent plan is verified, no planting preparation works that could damage the management option, supported under the GA contract, can take place until after expiry of the GA contract.

Any works undertaken that would breach the active GA contract could result in penalties being applied to any payment claims being made in respect of that option

**When declaring the EOI area of planting within a parcel, please ensure you include any area of GA management option to be planted under your proposals after expiry of your GA contract.**

Where you have land under a Glastir Organic contract you must request the removal of the land from the Glastir Organic contract via their RPW online account. Subject to approval from the Welsh Government, the land will be removed from your Glastir Organic Contract, and planting can only commence after the removal has taken place

## **Section C – Available funding**

### **Grant rates**

A minimum £1,000 grant will be paid for each completed Woodland Creation



Plan. For areas of woodland over 20 hectares, an additional £50 per whole hectare will be paid, up to a maximum of £5,000 per plan, to include any specialist surveys. For example, a plan of 35.5 hectares would receive a payment of £1,750 (35 x £50).

The plan needs to be verified by NRW before payment can be claimed. If the plan is not successfully verified, no payment will be made, although support for specialist surveys can still be claimed. The eligible area for payment will be the final verified plan area, as verified by NRW. This may differ from the area submitted in the EOI if changes take place during verification. Areas of open space should not be included when calculating the area of the woodland.

## Specialist surveys

If a specialist habitat or species survey is required as part of developing the plan, you can claim 80% of the cost of this survey in addition to your claim for support for the plan. For surveys with a total cost of less than £5,000 you will be required to submit one quote. For any surveys with a total cost of between £5000 and £24,999 you will be required to submit three quotes for the survey to demonstrate value for money. Payment will be based on 80% of the lowest quote. Specialist surveys can be claimed for the following:

- Bat survey
- Peat Depth Survey
- Breeding birds
- Vegetation / habitats

The maximum grant that can be claimed (including any specialist survey) is £5,000.

You will not be able to claim for any survey that has been paid for prior to successful selection at EOI.

## Woodland categories

Verified plans which meet one of the four woodland categories identified in Table 1 will be eligible to apply for future Welsh Government funding for tree planting. In future, the Welsh Government may choose to change the woodland categories, but we will ensure that plans verified before categories are changed are still eligible to apply for funding. Applicants may choose to complete a plan which does not fall into one of these categories, however this is unlikely to be able to apply for future funding.

### Table 1: Woodland categories supported

Woodland Category	Specification
Enhanced Mixed Woodland	<ul style="list-style-type: none"><li>• Minimum of 5 major species (at least 10% of each)</li><li>• Minimum of 25% broadleaves inclusive of woody shrub element</li><li>• Maximum 10% woody shrub element</li><li>• No more than 50% of a single species</li><li>• Stocking density 2,500/ha</li><li>• Exclude Livestock</li></ul>
Native Woodland - Carbon	<ul style="list-style-type: none"><li>• Native species mixture</li><li>• Suitable provenance planting stock</li><li>• Maximum 20% woody shrubs allowed</li><li>• Stocking density 2,500/ha</li><li>• Exclude Livestock</li></ul>
Native Woodland - Biodiversity	<ul style="list-style-type: none"><li>• Native species - mix should be site native and largely conform to Habitat Action Plan types (for example upland oak, lowland mixed deciduous woods), however, local conditions may necessitate some variation from these.</li></ul>

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## Woodland Specification Category

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- Suitable provenance planting stock
  - Maximum 20% woody shrubs allowed
  - Clumped distribution of species with variable spacing
  - Stocking density 1,600/ha
  - Exclude Livestock
- 

Agroforestry • 80 trees per hectare  
- scattered  
trees

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### Minimum size of new planting

The minimum area of new planting to be eligible for support at the EOI stage for the purposes of the pilot is 2 hectares. The new planting must be fenced and the design of the woodland must be consistent with UKFS. There is no limit on the maximum size of new planting.

### Open space

Scattered and unmappable open ground (i.e. less than 0.1ha) can be included within the planting area up to a total of 15% of the total area. Areas of unplanted and open ground of 0.1ha or over must be mapped and excluded from the area of woodland used to calculate the grant value. This needs to be noted on the Woodland creation plan. You will need to reduce the tree spacing in parts of the site to account for un-plantable ground to ensure the required number of trees in the contract are planted (see Table 2).

*Spacing distances for varying percentages of open space stocking density of 2,500 stems per hectare (Native Carbon mixture & Enhanced Mixed woodland)*

## Table 2

% open space	spacing m x m	Stems/ha in net area
0%	2.00	2,500
5%	1.95	2,631
10%	1.90	2,777
15%	1.84	2,941

*Stocking density of 1,600 stems per hectare (Native Woodlands – Biodiversity)*

## Table 3

% open space	spacing m x m	Stems/ha in net area
0%	2.50	1,600
5%	2.44	1,684
10%	2.37	1,778
15%	2.30	1,882

### Existing scattered trees and shrubs

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Existing scattered trees and shrubs have a high environmental value and should not be cleared for new planting, but should be incorporated in the planting design. Woody shrubs and scattered trees need to be mapped out in the same way as open ground if the area is more than 0.1ha.

## **Section D – What happens after a plan is verified?**

After a plan is verified, it will be eligible to apply for future Welsh Government funding for five years from the date of verification. This will allow a landmanager to apply for future windows of Welsh Government woodland creation funding. Future applications for funding would still be required to go through a selection process to decide which plans receive the funding. If selected, land managers would be able to plant the woodland without any further verification. The verified plan will remain valid if ownership of land is transferred during the five year period. There will be no obligation for land managers to plant the whole Woodland Creation Plan at the same time, provided that each area of planting meets scheme requirements.

The application for Welsh Government funding will need to be received by RPW within 5 years of verification being received. However, if the plan required Environmental Impact Assessment (Forestry) consent, then work on the project will need to begin within 5 years of EIA consent being granted.

To be eligible for funding, plans will need to meet the requirements of one of the woodland categories (Enhanced Mixed, Native – Carbon, Native – Biodiversity, Agro-forestry). Changes to the plan would require further verification by NRW. Further funding will not be available if you choose to change the plan.

After plans are verified, the Welsh Government will retain the details of the plan. We will contact applicants annually to check whether the plan has been planted or whether you intend to plant it in future. This will help us set future budgets for

tree planting.

## Section E – How to Apply

You can apply for the pilot using Rural Payments Wales' online system. If you're not already registered, further detail is included below on how to register. You will need to be able to follow the following timetable in the pilot:

### Timetable

Step	Date
Submit an Expression of Interest to take part	Between 30 September 2021 and 28 October 2021
Submit a Woodland Creation Plan to RPW	8 weeks after selection of EOI is confirmed
NRW verification undertaken – please allow sufficient time prior to ideal work start date	The verification process can usually be completed within 7 weeks*
Make a claim	Claims can be made from 1 March 2022 and must be submitted by 30 June 2022.

*\* Large and/or complex schemes can take significantly longer, please be aware that your plan will enter a queue in order of submission.*

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## Before applying

Before applying we recommend checking the suitability of your land for tree planting through the Woodland Opportunities Map. This shows any constraints or sensitivities connected with a new planting site and is available on the [Woodland Opportunities Map](#). Sensitivities do not always mean that tree planting is not possible, but mean there are additional factors which need to be considered or consulted on. While the map cannot be definitive, it is helpful to indicate areas where there are likely to be sensitivities so you can consider and address these at the start of your planning.

We would also recommend speaking to a registered woodland planner, who can advise on the appropriate size, location and planting option for your proposals. Additionally, your registered planner can request that NRW carries out a follow-up accompanied visit of the site.

## Submitting an Expression of Interest – RPW Online

You must complete an EoI for the woodland creation planning pilot by accessing Rural Payments Wales (RPW) Online. If you already have a Customer Reference Number (CRN) you should have received a letter informing you of your Activation Code to set up your account. If you no longer have this, please telephone the Customer Contact Centre on 0300 062 5004 and tell the operator your CRN. They will send you a new Activation Code.

To register your business details for the first time, you need to complete the online registration form. Please refer to the how to register guidance for further details. The vast majority of changes to business details can be done online. However, Welsh Government may require further details on any major changes. Please contact the Customer Contact Centre for further information

Once registered, you can access your RPW Online account. The Woodland creation planning Pilot Scheme EoI is available from the “Applications and Claims” section of your account.

Agents acting on behalf of a client will need to register as a Rural Payments Wales agent. If you have yet to do this you are advised to complete an online or paper copy Agent / Farming Union Customer Details (Wales) form immediately. The form is available on the Welsh Government website. Upon receipt of the form, we will send you an Agent Customer Reference Number (Agent CRN) and an RPW Online Activation Code. You will also need to complete an Association Authorisation Form which can be completed once you register with RPW Online, please refer to our how to register guidance.

If you have any questions about registering for RPW Online or completing your EoI, please contact the Customer Contact Centre on 0300 062 5004. Rydym yn croesawu galwadau'n Gymraeg / We welcome calls in Welsh. They will be able to provide advice, including the digital assistance that is available to you.

Further details regarding RPW Online are available on the Welsh Government Website.

## The selection process

After the window closes, the Welsh Government will score the EOIs. The score is calculated based on the field parcel boundaries included in your EOI and a number of data layers which score each area of Wales based on the potential of woodlands to provide benefits to the public, such as capturing carbon, preventing flooding and improving air quality. You can find these data layers in the [Woodland Opportunities Map](#) and check how your EOI will score.

To ensure the pilot makes support available for at least 500 hectares of new planting across a range of different size projects, we will select the highest



scoring EOIs in the following categories

- 5 plans of between 2 and 10 hectares.
- 10 plans of between 10 and 25 hectares.
- 5 plans of between 25 and 50 hectares.
- 5 plans of greater than 50 hectares.

In total this will ensure support of at least 500 hectares of Woodland creation plans. If there are not enough proposals in a particular category, we will select additional plans from the next category (starting from the largest area to the smallest). There will be a maximum of 25 plans selected in total.

Once selection has taken place, a message will be sent to your RPW online account confirming whether you have been selected. If you have not been successful, we will explain the reason on your RPW online account. If your EOI is selected, you will be invited to submit a Woodland Creation Plan for verification.

## Submitting the Woodland Creation Plan

If you have been successful, you will need to engage a **registered woodland planner** to complete a Woodland Creation Plan.

The woodland planner will write a Woodland Creation Plan which sets out the proposal for the new woodland and how it will be implemented in line with UKFS

Included in your selection correspondence will be a shapefile which includes the land parcels validated in your EOI which your registered planner will need to use in compiling your plan.

The shapefile will need to be amended with your planting and fencing intentions by your registered planners via their Geographic Information Systems (GIS). The

updated shapefile will need to be returned to the Welsh Government alongside the completed plan and all other supporting documentation.

The woodland creation plan templates and guidance and mapping guidance will be available on RPW online. We are unable to accept alternative plan templates and maps which, if submitted, will render your EOI ineligible.

Your fully completed plan and shape file must be submitted to Welsh Government via your RPW Online account. Your plan will then be sent to NRW to complete verification to ensure it meets the UKFS. You can find more detail about this below.

Prior to submission, you, or an authorised agent acting on your behalf, and your registered planner must sign the completed plan. When signing your plan declaration, you must ensure the plan is fully completed in all respects and accurately reflects your intended planting proposals. Failure to meet these requirements could result in the plan being rejected by the Welsh Government.

Your registered planner can request that NRW carries out a desk-based check, and a follow-up accompanied site visit prior to submitting the completed plan to the Welsh Government. You should discuss the feedback with your registered Planner before deciding whether to submit the completed Woodland Creation Plan.

## **Section F – NRW verification**

NRW will check that the Woodland Creation Plan complies with the UKFS. If the Woodland Creation Plan does not meet these requirements, NRW will return it via RPW to the Woodland Planner for changes.

## UK Forestry Standard

The UK Forestry Standard is the UK's standard for sustainable forestry. Detail about it can be found on the Forest Research website: [The UK Forestry Standard - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-uk-forestry-standard)

Some areas of Wales contain sensitivities which require special consideration and consultation when designing Woodland Creation Plans. NRW guidance for woodland planners on these can be found in the [Natural Resources Wales / Glastir Woodland Creation Planners' Guide](#). In verifying plans, NRW are required to meet their Sustainable Management of Natural Resources objective. Welsh Government has provided guidance on how this applies to woodland, which can be found at [Woodland creation: evidencing delivery of Sustainable Management of Natural Resources | GOV.WALES](#).

## Specific requirements for Woodland Creation Plans

All Woodland Creation Plans need to comply with the UK Forestry Standard and pilot rules. This should include meeting the below requirements:

There should be no planting of larch, ash or other species at immediate risk of disease.

The plan must not involve the growing of Christmas trees or a short rotation biomass crop. Christmas trees may not be used as a nurse crop. Short rotation means less than 8 years.

## Consultation

The UK Forestry Standard sets out that statutory and public consultation is an

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important aspect of woodland creation proposals.

Welsh Government requires consultation with a number of mandatory consultees, if a sensitivity falls within or adjacent to the proposed woodland creation area. The woodland planner will be required to provide responses from mandatory consultees as part of the plan (or evidence that they have not responded within 28 days).

Planners will also need to provide consent from relevant organisations when planting within a designated site, such as a Site of Special Scientific Interest (SSSI) or near a Scheduled Ancient Monument (SAM). You may also need to obtain other consents if your EOI has a potential impact on a feature such as a protected species or water body. NRW Guidance note GN002 provides information and advice on who and at which stage of the process this should be carried out.

Contacting interested neighbours at an early stage of the woodland creation planning process is an opportunity to provide information on the proposal and avoid potential conflicts. This should include consultation with any individuals whose properties adjoin the new planting. A public participation event is recommended for woodland creation schemes, especially schemes located close to a community.

If the woodland creation scheme is over the Environmental Impact Assessment threshold, you or the woodland planner must inform the Community or Parish Council about your woodland scheme at the earliest opportunity. It is also recommended you also consult with interested parties e.g. local angling associations and 'friends of' community groups.

All public consultation must be completed before a plan is submitted. The Welsh Government and NRW will not consult third parties directly, except where outstanding public participation concerns could not be resolved. You, or the registered planner working on your behalf, must include a report on public

participation alongside the plan. This should highlight when you or the woodland planner consulted with interested individuals or parties, how they were consulted (e.g. public event, flyers, door to door), how long the consultation ran and who responded. NRW must be provided with evidence that a reasonable and proportionate attempt has been made to contact relevant individuals, such as sending a letter and allowing 28 days for response.

Where interested party concerns cannot be addressed prior to submission, they should still be submitted with the plan, along with the reasons for being unable to address them. As part of the verification process, NRW will consider the concerns and will, possibly in discussion with others, advise whether the concern is valid or not.

## **Environmental Impact Assessment (EIA)**

**The Environment Impact Assessment (Forestry) regulations** mean all Woodland Creation Plans at or over the EIA threshold require an EIA (Forestry) opinion from NRW before new planting can go ahead. Once verification has been completed, the Woodland Programme Team will automatically pass your plan and any supporting documents to the NRW Permitting Service, who will assess the project and aim to inform you of your decision as to whether your project would require EIA consent within 28 days.

Any breach of Environmental Impact Assessment (Forestry) Regulations between the submission of the EOI and contract start may result in the offer of a contract being withdrawn. Any environmental damage may also be referred to the relevant authority in cases of suspected breaches of regulations.

## Section G – Claiming

### Woodland Creation Plan

Once your Woodland Creation Plan is verified by NRW, the verified plan will be sent to you via your RPW online account. A claim form will be sent to you to complete via your RPW online account. Once received, your claim will be validated, and processed and, if eligible, payment will be processed and issued via BACS.

Payment will only be made if the completed plan has been verified by NRW. The amount paid will be based on the final area of woodland in the plan after verification has taken place.

### Specialist Survey

Support for the cost of a specialist survey undertaken following selection may be considered where a plan is not verified by NRW. Where a plan is not submitted or not verified by NRW, the applicant will need to contact Welsh Government via their RPW Online account to request a claim form.

All claims for specialist surveys will need to be accompanied by an invoice and bank statement to evidence of defrayment.

## Section H – Evaluation and Record Keeping

You must keep all records and information you need to evidence that you have provided complete and accurate information.

You will also need to be willing to take part in an evaluation of the pilot, which may include an interview on your experience with the pilot.

Following the sale or transfer of land that forms part of the verified plan, for planting to take place by the new occupier, the Welsh Government must be informed prior to an application for planting costs being made. Welsh Government are not able to share a copy of the woodland plan with a land manager who is not the original applicant.

## Section J - Appeals

**There are no grounds for appeal if your Expression of Interest is not selected.**

The appeals process in Wales allows you access to an independent appeals procedure if you feel that the Welsh Government did not reach the correct decision according to the rules for the Woodland creation planning pilot.

The appeals process consists of two stages:

- Stage 1: review by Rural Payments Wales
- Stage 2: review by an Independent Appeals Panel (if you are dissatisfied with the Stage 1 response). The Independent Panel make recommendations to the Minister Rural Affairs, North Wales and Trefnydd who then takes the final decision.

The appeals process is concluded after the Minister's decision has been issued. There is no charge for Stage 1 of the process, but there is a charge at Stage 2 - £50 for a written hearing or £100 for an oral hearing. These charges are repaid in full if the Stage 2 appeal is either partially or fully successful.

You must appeal by completing the new appeals form available on your RPW

Online account within 60 days of the date of a decision which may affect your payments.

Further details of the appeals process can be obtained from the Customer Contact Centre or by visiting the [Welsh Government website](#).

## **Section K – Complaints**

Complaints will be dealt with under the Welsh Government's Code of Practice on Complaints. Further advice on how to make a complaint can be obtained from the Customer Contact Centre.

## **Section L - Privacy notice - Welsh Government grants**

**How we will handle any personal data you provide in relation to your grant application or request for grant funding.**

The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.

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If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.

A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.

**In order to assess eligibility we may also need to share personal information relating to your application with Regulatory authorities, such as Natural Resources Wales, HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.**

**Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information, to fulfil its obligations under the Freedom of Information Act 2000, the Environmental information Act 2004 or the Data Protection Act 2018.**

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 10 years from the conclusion of any aid award. If you are unsuccessful, your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you;
- to require us to rectify inaccuracies in that data;
- to (in certain circumstances) object to or restrict processing;
- for (in certain circumstances) your data to be 'erased';
- to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection.

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer:

Welsh Government  
Cathays Park  
CARDIFF  
CF10 3NQ

Email: [dataprotectionofficer@gov.wales](mailto:dataprotectionofficer@gov.wales)

Contact details for the **Information Commissioner's Office**:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 01625 545 745 or 0303 123 1113

If you have any queries regarding this privacy statement please contact the RPW Customer Contact Centre.

## Section M – Contact Details

**Welsh Government's website** and bi-monthly **Gwlad magazine** contain key information. Contact details are as follows:

### RURAL PAYMENTS WALES

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PO Box 251  
Caernarfon  
LL55 9DA

Tel: 0300 062 5004. Rydym yn croesawu galwadau'n Gymraeg / We welcome calls in Welsh.

### **Other useful contacts:**

For general enquiries (EIA, SSSI, NNR, SAC or SPA)

### **NATURAL RESOURCES WALES**

c/o Customer Care Centre  
Tŷ Cambria  
29 Newport Rd  
Cardiff  
CF24 0TP

Tel: 0300 065 3000

General enquiries: 0300 065 3000 (Mon-Fri, 8am - 6pm)

General Enquiries: [enquiries@naturalresourceswales.gov.uk](mailto:enquiries@naturalresourceswales.gov.uk)

For NRW enquiries:

[glastirqueries@naturalresourceswales.gov.uk](mailto:glastirqueries@naturalresourceswales.gov.uk)

For Scheduled Ancient Monuments (SAMs) / registered parks and gardens:

## **CADW**

Welsh Government  
Plas Carew  
Unit 5/7 Cefn Coed  
Parc Nantgarw  
Cardiff  
CF15 7QQ

Tel: 01443 33 6000. Rydym yn croesawu galwadau'n Gymraeg / We welcome calls in Welsh.

Fax: 01443 33 6001

E-mail: [cadw@gov.wales](mailto:cadw@gov.wales)

For unscheduled ancient monuments or historic features:

## **Clwyd-Powys Archaeological Trust**

41 Broad Street  
Welshpool  
Powys  
SY21 7RR

tel: 01938 553670

fax: 01938 552179

E-mail: [trust@cpat.org.uk](mailto:trust@cpat.org.uk)

[www.cpat.org.uk](http://www.cpat.org.uk)

## **Glamorgan-Gwent Archaeological Trust**

Heathfield House  
Heathfield  
Swansea  
SA1 6EL

tel: 01792 655208

fax: 01792 474469

E-mail: [enquiries@ggat.org.uk](mailto:enquiries@ggat.org.uk)

[www.ggat.org.uk](http://www.ggat.org.uk)

## **Dyfed Archaeological Trust**

Corner House  
6 Carmarthen St  
Llandeilo  
SA19 6AG

Tel: 01558 823121

Fax: 01558 823133

E-mail: [info@dyfedarchaeology.org.uk](mailto:info@dyfedarchaeology.org.uk) [www.dyfedarchaeology.org.uk](http://www.dyfedarchaeology.org.uk)

## **Gwynedd Archaeological Trust**

Craig Beuno,  
Garth Road,  
Bangor,  
Gwynedd,  
LL57 2RT

Tel: 01248 352535

Fax: 01248 370925

E-mail: [gat@heneb.co.uk](mailto:gat@heneb.co.uk)

[www.heneb.co.uk](http://www.heneb.co.uk)

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