



Cronfa Amaethyddol Ewrop ar
gyfer Datblygu Gwledig:
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig
European Agricultural Fund for
Rural Development:
Europe Investing in Rural Areas



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Glastir

Glastir Woodland Creation Rules Booklet

Version 7 - April 2019

Welsh Government Rural Communities - Rural
Development Programme for Wales 2014 - 2020



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Key Messages

- This Expression of Interest is available to land managers who will be able to complete all capital works and planting by 31 March 2021.
- A budget of £1million has been allocated to this expression of interest window.
- To be eligible for selection, the land to be planted must be registered with the Rural Payment Wales Land Parcel Identification System (LPIS) and be under your full management control when the EOI is submitted. If the land is currently being used by another manager, for example a tenant, and they have management control, you are not eligible to submit an Expression of Interest, as you do not have full management control.

RPW's Online Manage My Land (MML) service must be used to inform RPW of land registrations, new or changed permanent features, boundary changes and transfers of land. Please follow this [link](#) for guidance on how to use Manage My Land. You must submit your MML and all supporting documents by 10 May to notify us of land registrations or transfers and for land to be eligible for consideration for selection.

- If you are submitting an EOI for common land, you must submit consent received under Section 38 of the Commons Act 2006 or written confirmation that consent under section 38 is not required by Welsh Ministers, by 10 May for the land to be eligible for consideration for selection.
- You will need to adhere to the following timetable:

Submit your online Expression of Interest between:	01 April 2019 and Midnight 10 May 2019
Complete all Establishment and Capital Works by	31 March 2021
Submit your claim for completed Establishment and Capital Works by:	30 April 2021

- All Capital Works claims, including Woodland Creation Plan support will be processed for payment after 1 April 2020 following receipt of an eligible Capital Works claim.
- To be eligible to claim the £800 Woodland Creation Plan grant, approved GWC plans must progress to planting after online acceptance of the GWC contract.
- This scheme provides financial support for capital works - new planting, fencing - and, in certain circumstances, annual maintenance and premium payments.

- Financial support is also available for planting trees in areas that continue to be grazed as part of an Agroforestry system, i.e. combining agriculture and forestry. See Section C for full details.
- You may be eligible to use land taken out of agricultural production for new planting under GWC grants to support claims on the Basic Payment Scheme (BPS), **provided** the land was used to claim Single Payment Scheme (SPS) in 2008, whilst your commitment to afforest the eligible land under this contract remains active.
- Field parcels established with scattered trees under an agroforestry system may continue to be eligible for Basic Payment. A deduction will need to be made for the area of the trees in line with the BPS rules.
- The GWC expression of interest has been developed digitally and is available through the Rural Payment Wales (RPW) online.
- You will need a Customer Reference Number (CRN) and a RPW online account before you can access the GWC expression of interest.
- 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 on 0300 062 5004 for further information. For further information on registering with RPW online or submitting an Expression of Interest, please refer to Section D of this booklet. If you require digital assistance, please contact the Customer Contact Centre using your RPW online account or on 0300 062 5004.
- You should ensure that you can meet all the eligibility criteria for the full contractual period (see section C for details). The contract will end, where applicable, following final payment of Establishment, Capital Works, maintenance and premium payments.
- Following planting, if funding is available, you may be eligible to claim 12 years maintenance and premium payments. Only 5 years maintenance payments are available through the Agroforestry option.
- You will need to complete a Glastir Woodland Creation Plan which must comply with the GWC rules and the UK Forestry Standard (UKFS). You must use a Registered Glastir Woodland Planner who is registered with the Welsh Government to produce the Woodland Creation Plan. [Registered Glastir Woodland Planners contact details](#) can be found on the GWC webpage.

- The minimum area of new planting is 0.25ha and the minimum individual block is 0.1ha. See Section C for full details.
- By helping to maintain Wales' natural resources, GWC will support the Welsh Government to deliver elements of the **Environment Act 2016** and achieve a number of the **Well-being of Future Generations (Wales) Act 2015** goals, in particular, a resilient Wales (by helping to enhance a biodiverse natural environment), a healthier Wales (by supporting the environment as a resource for recreation) and a prosperous Wales (by protecting current and future investment in new woodlands that, in turn, supports employment opportunities and economic activity).
- Glastir Woodlands has been approved by the European Commission. Any subsequent changes to this guidance and Glastir commitments will be published in Gwlad (gwlad.gov.wales) and, where necessary, we will contact businesses directly.

STATE AID

- Grants provided under this scheme are aid which fall within the scope of the State Aid frameworks because Articles 107, 108 and 109 Treaty for the Functioning of the European Union (TFEU) apply to support given for rural development under the Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020 (ref: SA 43466).
- From 01 July 2016 the State Aid Transparency requirements set out in article 9 of Commission Regulation (EU) No 702/2014 of 25 June 2014 declaring certain categories of aid in the agricultural and forestry sectors and in rural areas compatible with the internal market in application of Articles 107 and 108 of the Treaty on the Functioning of the European Union require any individual awards of aid above a €500,000 threshold (for Agriculture) to be reported directly to the European Commission on a 6 monthly basis. The information will be published via the Welsh Government and European Commission Transparency Websites.
- Grant provided under the following options in this scheme is compliant aid because it respects the conditions set out in Article 32, 33 and 35 of Commission Regulation (EU) No 702/2014 (Agriculture Block Exemption Regulation).
 - Enhanced Mixed Woodland Glastir Option 803
 - Native woodland Biodiversity Glastir Option 801
 - Native Woodland Carbon – Glastir Option 802
 - Fencing – Glastir Option 595
 - Agroforestry – Scattered Trees Glastir Option 804
 - Woodland Creation Plan Grant

Section A - Introduction

This booklet is for land managers and farming business, who intend to submit an expression of interest for GWC for works to be completed by the deadlines outlined in key messages. The details contained within this booklet are not exhaustive and may be updated.

This scheme also supports the commitment of woodland expansion set out in the Welsh Government's woodland strategy, *Woodland for Wales*.

The Welsh Government is committed to planting more trees in Wales through GWC to deliver a wide range of benefits, to:

- Provide shelter for livestock and buildings from severe weather
- Control livestock movement by fencing out and planting inaccessible areas e.g. steep dingles
- Grow a sustainable supply of fuelwood and timber e.g. for construction and fencing
- Establish habitats for wildlife
- Reduce the risk of downstream flooding and siltation in watercourses
- Screen out noise pollution e.g. from roads and railways

You will need to engage a Registered Glastir Woodland Planner to prepare a Glastir Woodland Creation Plan which complies with the GWC rules and the UKFS. This plan will set out your objectives when creating the woodland and how the woodland creation supports the Welsh Government's objectives and delivers value for money.

The GWC scheme has introduced new opportunities to enable the establishment of agroforestry systems. See Section C for details.

It is important, however, that if you are taking up new options, such as agroforestry, you are able to show how you plan to introduce this system through your woodland creation plan for the benefit of your farming business. In particular, agroforestry will only be supported where there is a clear intention to maintain the system, in the long term, to continue integrated agricultural and forestry practices with active use of the land for grazing for the full duration of your contractual commitment.

GWC is jointly funded by the Welsh Government and the European Commission as part of the Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020.

GWC is governed by the Rural Development Programmes (Wales) Regulations 2014 SI No. 3222 (W. 327) which applies to the Rural Development Programmes, Council Regulations (EU) No. 1305/2013, 1303/2013 and (EU) No. 1306/2013, Commission Regulation (EU) No. 808/2014 and (EU) No. 809/2014 and Commission Delegated Regulation (EU) 640/2014 and

807/2014 (all as amended from time to time). Copies of the regulations are available online via www.gov.wales or hard copies can be requested from the Rural Payments Wales Customer Contact Centre.

Section B – Eligibility

To be eligible for GWC 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 the land when you submit your EOI. You do not need to be a farmer to do this.
- Have a minimum of 0.25 hectares of eligible land.
- Be the sole claimant of European Aid schemes (e.g. Basic Payment Scheme and Glastir) on the land.
- Have management control over the land for the duration of the contract and the full commitment period.
- Be a public or private land holder, municipality or an association, including community groups planting on publicly owned land.

Land eligibility requirements

To be eligible for a GWC contract, the land must:

- Consist of field parcels that are 0.1ha or greater in area and be located in Wales – note that the term field parcel does not imply that this must be agricultural land.
- Not be existing woodland, this includes areas shown on Forest Research's National Forest Inventory.
- Not be used, for the duration of the woodland creation contract, to grow 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.
- Continue to be grazed, for the duration of the contract and commitment, if it is an agroforestry option.
- Have received all necessary consents from relevant organisations e.g. NRW, CADW in order to plant on designated sites in compliance with the UKFS.
- Not be registered common land, unless either consent has been granted under section 38 of the Commons Act 2006 or written confirmation has been given that consent under section 38 is not required by Welsh Ministers before submitting an

Expression of Interest. Where consent is required, an approved Section 38 consent is required before submitting an Expression of Interest.

Sources of other funding

If you are receiving payment from any other source for the works that are required under GWC, this would be considered double funding and is not permissible under the scheme.

Land under a Glastir Advanced (GA) annual management option is not eligible for GWC for the period of the GA contract.

Land under a Glastir Entry (GE) annual management option will generally not be eligible for GWC. However, the land may be eligible if, following the removal of the area to be entered into GWC from the annual management option, the GE contract still meets the point threshold level required to remain eligible.

Land under a Glastir Organic contract may be entered into a GWC contract. However, the customer 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 on 1 January 2017, planting can only commence after this date.

Land under a Glastir Small Grants (GSG) planting option is not eligible for GWC.

If it is established that you are or have received funding from another source for commitments under GWC, this could result in financial penalties, the recovery of payments plus interest and possible termination of your contract.

Woodland Carbon Code

Tree planting can remove carbon dioxide from the atmosphere. The Woodland Carbon Code promotes carbon trading and trees planted under the GWC scheme may be eligible as a woodland carbon project. The woodland carbon code requires those who list woodland carbon units for trading to demonstrate that the carbon funding sought is necessary additional funding for the woodland creation project. This 'additionality test' ensures that there is not an issue of double funding and, provided that the test is satisfied, there will not be double funding.

All projects which apply to Glastir for the Native Woodland – Carbon option must register their planting with the Woodland Carbon Code. Subject to your approval, in order to facilitate registration with the Carbon Code, the Welsh Government will forward all relevant Native Woodland – Carbon planting and customer details to the Woodland Carbon Code Team following confirmation the work is completed. Failure to register will result in payments being

withheld or the contract being reviewed, leading to the recovery of all monies paid in respect of the Native Woodland – Carbon option, including, where applicable, the plan payment.

Further information can be found at www.woodlandcarboncode.org.uk. Registration with the code is the first step towards full validation and verification of woodland carbon units generated by the project. Taking this first step involves calculating the amount of carbon that the project will sequester over its lifetime.

Section C – Glastir Woodland Creation Grants

Capital Works

If you are successfully selected, you will be required to complete a GWC Plan that complies with UKFS ([Forestry Commission – UK Forestry Standard and Guidelines](#)) and GWC rules. The Woodland Creation Plan will be verified by NRW. Following approval of the plan, , eligible capital works items listed in the plan will be included in a GWC Contract. This section details the Capital Works items, maintenance and premium payments available under GWC.

- Capital Works establishment grants for planting trees. The grants are claimed by the contract holder, or their agent acting on their behalf, following planting. See Table 1 for details of woodland categories and grants.
- Fencing grant rates of £3.48/metre which meet with the Glastir technical fencing specification are available. This is for full stock exclusion of a new planting area. You can upgrade to deer or rabbit fencing at your own cost, but this must be in addition to the standard stock fence.
- Please note: Areas afforested under GWC may be eligible for BPS for the duration of the contractual commitment, provided it was used to claim SPS in 2008 whilst your commitment to afforest the land within the contract is active. There are specific crop codes to be used when claiming BPS under these circumstances. You should refer to the latest Single Application Form (SAF) rules booklet updates for full details. The land will only remain eligible for BPS whilst the area is in receipt of the Maintenance and Premium Payments.

Agroforestry Grant

- Agroforestry can be described as an integrated approach to land management, where trees and agriculture co-exist to provide multiple benefits.

- The Welsh Government is committed to providing a flexible range of options for farm woodlands. GWC makes a start by providing greater flexibility for woodland design to allow shelterbelts and small groups of trees down to 0.1ha in an individual block. We are complementing this by offering a single agroforestry option in this expression of interest. This will provide for establishing 80 scattered trees per hectare on permanent grassland which is also grazed at least to typical stocking levels for the land in question throughout the period of the contract. The stocking levels will be defined within your contract.
- If you are applying for an Agroforestry grant you will need to demonstrate through the woodland creation plan that your proposal is sound, and that it is integrated into your agricultural business in the long term.
- See Table 1 for the Agroforestry grant specification. The land must be permanent pasture land and continue to be grazed. A crop of silage or hay can also be taken from the land. The agroforestry option is intended to support the establishment of a new agricultural system – it is not just a tree planting grant.
- The grant rate shown is based on planting, individually fencing using parkland tree guards and protecting the required number of individual trees and maintaining these so that they become fully established whilst also maintaining agricultural activity on the area for the full contract period.
- An annual Maintenance payment may be claimed for the first five years, commencing in the first full calendar year following establishment.
- Premium payment is not payable on these areas, because they will remain in agricultural production and the trees must be fully established as an agroforestry system for five years following initial planting.
- The area under agroforestry must be retained for five years after the year in which the trees are established.
- There will be a requirement to keep a stocking diary to record the grazing undertaken each year. These records must be maintained at field parcel level for the full term of the contract.
- The land planted under the Agroforestry measure will remain subject to cross compliance regulations. This includes maintaining the land in good agricultural and environmental condition. Any breach of cross compliance will be subject to a penalty.

The field parcels established with scattered trees under Agroforestry may continue to be eligible for BPS with a deduction for the area of the trees which are fenced off, provided that

this means that including any pre-existing trees, there are less than 100 scattered trees per hectare. A deduction for trunks/stumps will be required if the area covered by the trunks is greater than 50m². You should refer to the latest SAF guidance booklet for details of how to assess parcels with trees.

TABLE 1 WOODLAND CATEGORY, SPECIFICATIONS AND GRANT RATES FOR GLASTIR WOODLAND CREATION

Woodland Category	Glastir Capital Works No.	Specification	New planting payment £ per ha	Annual Maintenance payment £ per ha	Annual Premium Payment £ per ha
Enhanced Mixed Woodland	803	<ul style="list-style-type: none"> • Minimum of 5 major species (at least 10% of each) • Minimum of 25% broadleaves inclusive of woody shrub element • Maximum 10% woody shrub element • No more than 50% of a single species • Stocking density 2,500/ha • Exclude livestock 	3,600	60 (12 Years)	350
Native Woodland - Carbon	802	<ul style="list-style-type: none"> • Native species mixture • Suitable provenance planting stock* • Maximum 20% woody shrubs allowed • Stocking density 2,500/ha • Exclude Livestock <p>It is a requirement you register your new planting scheme with the Woodland Carbon code.</p>	4,500	60 (12 Years)	350
Native Woodland - Biodiversity	801	<ul style="list-style-type: none"> • Native species - mix should be site native and largely conform to Habit Action Plan types (for example upland oak, lowland mixed deciduous woods) however local conditions may necessitate some variation from these. • Suitable provenance planting stock* • Maximum 20% woody shrubs allowed • Clumped distribution of species with variable spacing • Stocking density 1,600/ha • Exclude Livestock 	3,000	60 (12 Years)	350
Agroforestry - scattered trees	804	<ul style="list-style-type: none"> • 80 trees per hectare • Not eligible for fencing grant • Not eligible for Premium payment 	1,600	30 (5 Years)	N/A
Fencing	595	Post and wire fencing and stock netting	3.48/metre		

Notes on Table 1

- The Glastir Woodland Creation woodland opportunities map, which shows all the constraints and sensitivities connected with a new planting site, is available on the [Lle Website](#).
- Supporting guidance for GWC is also available on the [NRW Website](#).
- All trees must be selected for suitability to the site conditions. There should be no planting of larch, ash or other species at immediate risk of disease.
- Follow [acid sensitive catchment guidance](#) on the NRW website in at risk and failing acid sensitive catchments.
- No more than 10% alder should be planted in riparian areas that are at risk and/or failing acid sensitive catchments because of its ability to contribute to acidification.
- Existing trees (diameter of 8cm or over) and scrub (areas of poorly formed trees or bushes unsuitable for conversion to timber) are an important habitat and should not be cleared prior to planting.
- If priority habitats on the land proposed for new planting has been destroyed after 2002, the GWC application will be refused as it will be in contravention of the Environmental Impact Assessment (Agriculture) (Wales) Regulations 2017.

Premium Payment

Premium payment is an area based payment which is intended to compensate for the income foregone for the cessation of agricultural production. A payment of £350/ha is available for 12 years. It is not available for the Agroforestry option.

To be eligible to claim Premium payment, you must submit a SAF annually via RPW online and claim against each eligible field parcel included within your contract.

Maintenance Payment

The Maintenance payment is to maintain new planting for the duration of the 12 year contractual period. A payment of £60/ha is available for 12 years. This payment is for 5 years under the Agroforestry category and is not available on publically owned land.

To be eligible to claim Maintenance payment, you must submit a SAF annually via RPW online and claim against each eligible field parcel included within your contract.

Maintenance includes weeding and the replacement of dead trees and regular inspection. There will be a requirement to keep an activity diary to record the maintenance undertaken each year. These records must be maintained at field parcel level for the full term of the contract.

We expect you to maintain the trees you have planted in accordance with normal sustainable forest management practices. You must protect the trees you have planted against damage and competition from weeds, insects, pests and browsing animals, such as rabbits, hares and, for agroforestry, sheep. The maintenance grant is based on periodic weeding and replacement of dead trees with new ones. When we inspect your trees we will expect to find that they have been properly established. They should make reasonable height growth each year so that by five years old they are 5 to 6 feet (1.5 to 1.8m) tall or higher. A weed free area should be maintained around the base of each tree for three years following the final Capital Works claim for planting. There should be no browsing damage and no evidence that the area protected from grazing has been used by livestock. Trees which fail to thrive should be replaced. Advice about looking after your trees is available on www.gov.wales.

Minimum size of new planting

- The minimum area of new planting to be eligible for GWC support is 0.25ha which can be comprised of a minimum individual block of trees of 0.1 ha.
- There is no fixed minimum width, but the trees must be fenced and protected from browsing and the design of the woodland must be consistent with UKFS.
- There is no limit on the maximum size of new planting.

Stock exclusion

Where livestock exclusion is a requirement, the area of new planting must remain free from livestock for the full duration of your GWC contractual commitment.

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 grant aided area within your woodland creation. 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).

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

% 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

Table 3 - Stocking density of 1,600 stems per hectare (Native Woodlands – Biodiversity)

% open space	spacing m x m	Stems/ha in net area
0%	2.50	1600
5%	2.44	1684
10%	2.37	1778
15%	2.30	1882

Existing scattered trees and shrubs

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 – How to Apply

Submitting an Expression of Interest (EOI)

RPW Online

You can apply for Glastir Woodland Creation by accessing Rural Payments Wales (RPW) Online only. 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 (Monday – Thursday 8:30 – 17:00, Friday 8:30 – 16:30) and tell the operator your CRN. They will send you a new Activation Code.

Once registered, you can access your RPW Online account from rpwonline.wales.gov.uk. The Glastir Woodland Creation Expression of Interest 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 and return an Agent / Farming Union Customer Details (Wales) form immediately. This form is available on rpwonline.wales.gov.uk. 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 to agree roles with your client. This form is available from rpwonline.wales.gov.uk.

If you have any questions about registering for RPW online or completing your EOI, please contact the Customer Contact Centre on 0300 062 5004. They will be able to provide advice, including the digital assistance that is available to you.

Please refer to the GWC guidance on [Rural grants and payments](#) for more information about RPW Online and how to complete a GWC EOI.

The Selection Process

The Welsh Government will use geographical information to assign a score to each application received in this Expression of Interest. The score will be derived on the basis of the field parcel boundaries which are included in your expression of interest. This is because the layout and design of the woodland cannot be determined finally until after a woodland creation plan is drawn up later in the process. Each parcel will be assessed against a range of map layers which represent the opportunities that woodland creation will bring. A .pdf map showing the ramped potential score for woodland creation will be made available online. The scoring layers will be amended from time to time to reflect new information that becomes available about woodland creation opportunities and as the evidence that makes up the layers is refined.

Submitting an application - the Woodland Creation Plan process

Once the selection process has been completed, a message will be sent to your RPW online account confirming whether you have been selected for this round of GWC. If your Expression of Interest has not been successful, you will be notified by your RPW online account with the reason for non-selection.

You will need to engage a Registered Glastir Woodland Planner from the published list to complete a Glastir Woodland Creation Plan. Support of £800 is available, provided the plan is successfully verified by NRW and the planting is completed, as set out in the Contract.

The woodland planner will write the Glastir Woodland Creation Plan, which sets out the process of assessment, planning and implementation of a new woodland, including a new agroforestry system, in accordance with the UKFS. A list of approved woodland planners is available on www.gov.wales/glastir. It is a requirement for the registered Glastir Woodland planner to agree the final GWC plan with you before it is submitted for verification.

You will be provided with a digital map in .pdf format outlining field parcels included in your expression of interest and a Woodland Creation plan template, which your woodland planner will need to use in compiling your plan.

The Glastir Woodland Creation plan templates and guidance and mapping guidance are available on RPW online. We are unable to accept alternative plan templates and maps and if submitted will render your application ineligible.

During the Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020, you can apply for two Glastir Woodland Creation plans under one Customer Reference Number.

If your CRN covers a very large holding which is widely geographically spread, we may agree to fund management plans for separate properties within your holding. You will need to contact Welsh Government via the Customer Contact Centre On 0300 062 5004.

The Welsh Government will only fund payment of two Woodland Creation Plans per Customer. If you have received payment of two Woodland Creation plan claims, you may submit further expressions of interest, but you will not be eligible for further payments for successive fees charged to you by the planner.

Consultation

Glastir Woodland Creation requires consultation responses from statutory consultees e.g. CADW and non-statutory consultees e.g. Archaeological Trust, if a sensitivity falls within or adjacent to the proposed woodland creation area. The woodland planner will be required to provide consents from relevant organisations when planting within a designated site, such as a Site of Special Scientific Interest (SSSI) or Scheduled Ancient Monument (SAM). You may also need to obtain

other consents e.g. protected species or water body, if your application has a potential impact on this feature.

Public Participation

You, or the registered planner working on your behalf, must include a report on public participation. Contacting interested neighbours, **particularly close neighbours**, at an early stage of the woodland creation planning process is an opportunity to provide information on the proposal and avoid potential conflicts. It is your responsibility to ensure the appropriate level of engagement with the public is undertaken, even if the planner does this on your behalf.

At the point the GWC plan is submitted, the planner should ensure that the public participation process has started and the information gathered from members of the public is included. Failure to do so could result in significant delays to your application.

For all Glastir Woodland Creation applications, responses are required from individuals whose properties might be affected. You are required to obtain a response from **all properties that adjoin the new planting**. If the woodland creation scheme is over the Environmental Impact Assessment EIA threshold, you or the woodland planner must inform the Community or Parish Council about your woodland creation scheme at the earliest opportunity. It is also recommended that you also consult with interested parties e.g. local angling associations and 'friends of' community groups.

It is advised that you provide these groups and individuals a location map and information on the size, location and type of new planting, and the proportion of different tree species-

As part of any public or neighbourhood engagement, the Glastir Woodland Creation plan must 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**. The Welsh Government and Natural Resources Wales will not consult third parties directly and you are expected to do this, or ensure the woodland planner does this on your behalf.

A public participation event is recommended for woodland creation schemes, especially schemes located close to a community. This is a good opportunity to inform local people about the woodland creation plan at an early stage of the design process and provide information, including maps and the planting proposals. You or the woodland planner will have the flexibility to make changes to a proposal if there are any particular valid concerns e.g. private water supplies, well used path.

Where interested party concerns cannot be addressed prior to submitting a Glastir Woodland Creation plan, they should still be submitted with the plan, along with the reasons for not being able to address them. As part of the verification process, Natural Resources Wales will consider the outstanding interested party concerns and will, possibly in discussion with others, advise whether the concern is valid or not.

Environmental Impact Assessment (EIA)

NRW is the competent authority for assessing afforestation under the Environment Impact Assessment (Forestry) (England and Wales) (Amendment) Regulations 2017 . Glastir Woodland Creation plans over the Environmental Impact Assessment threshold require an Environmental Impact Assessment (Forestry) opinion from NRW before new planting can go ahead.

Any breach of Environmental Impact Assessment Regulations between the submission of the expression of interest 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.

To ensure Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020 funds can be managed effectively, the Welsh Government will expect the Woodland Creation plan to be developed and submitted within a timescale that ensures the planting can be carried out in the specified planting season. The deadline for submitting the plan is notified in the selection letter.

Submitting your Glastir Woodland Creation Plan

Your completed Glastir Woodland Creation Plan, annotated digital map and any supporting documents must be submitted to the Welsh Government by the date specified in your selection message which you will receive via your RPW Online account.

Verification of your Glastir Woodland Creation Plan

The completed Woodland Creation plan will be verified by NRW. The Woodland Creation Plan must:-

- Comply with the UK Forest Standard - www.gov.uk/government/publications/the-uk-forestry-standard
- Demonstrate value for money
- Follow GWC scheme rules

To support this process, NRW have produced and updated a range of policies and guidance notes to support GWC plan compliance. Please follow [LINK](#) for more information.

A maximum of two iterations of a Woodland Plan can be submitted for a selected EOI, one draft and one final version. The plans must be prepared by a registered Woodland Planner and submitted to the Welsh Government via your RPW online account. Plans must not be submitted directly to NRW.

By submitting a draft version for comment, the planner can request NRW to provide feedback about your planting proposals prior to submitting the final plan. Feedback will be provided via your RPW Online account. You should discuss the feedback with your planner before deciding whether to submit a final plan.

Your planner must complete the plan in full to be considered by NRW and you will also need to confirm you have seen and agree the final plan before it can be verified and submitted to the Welsh Government to decide whether to offer a contract. The final plan must be submitted by the date notified to you in the selection letter. Failure to meet these requirements could result in the plan being rejected. The Welsh Government may consider offering you the opportunity to discuss and resubmit the plan with another registered Woodland Planner. Further information about the terms and conditions for registered Glastir Woodlands Management Planners is available [HERE](#).

Offer of Contract

Once your Glastir Woodland Creation Plan has been verified by NRW and subsequently approved by the Welsh Government, you will be offered a GWC contract. You will need to accept your contract by using the blue button via RPW online **within 14 days**.

The Glastir Online acceptance facility is used to enable customers to accept their contracts via their RPW online account. Please ensure that you have activated your online account in order to facilitate online acceptance. Consequently, if you wish, you may also give an agent authorisation to accept a contract online on your behalf.

If, after being selected, you decide not to proceed with your application or fail to accept the offer of a contract within the time permitted, you will not be able to apply for GWC for a **further 2 years**, unless the Welsh Government agrees in advance to adjust the terms of your contract.

If you decide to withdraw from the contract prior to the end of the contractual commitment, which is the end date on your contract, which will normally be 12 years following the year in which the capital works are fully completed, you will be required to repay all of the monies you have received under the GWC contract with interest. Furthermore **you will not be able to apply for a further 2 years**.

Starting Work

If you start work before signing the GWC contract, the Welsh Government will either reject the work started or terminate the contract and recover any payments made. An example of starting work is commencing planting without written consent from the Welsh Government.

Claiming Payment

Woodland Creation Plan Support

To be eligible for the £800 support payment, approved GWC plans must progress to planting after online acceptance of the GWC contract.

Once the Welsh Government has received a valid Capital Works Claim, you will be sent a GWC plan claim form via your online account which will need to be completed and returned. Once received, your claim will be validated and processed and, if eligible, payment will be processed and issued via BACS.

If planting is not carried out, as set out in the GWC contract, the Welsh Government will recover the £800 payment. In addition, in line with the current scheme rules, the contract holder will not be eligible to apply for GWC for a further 2 years because the planting did not take place.

If the offer of a contract is declined or no response is received to the offer, the approved plan will not be eligible for support.

Woodland Creation Plan support can only be processed for payment from 1 April 2020.

Capital Works Claim

Capital works payments under GWC are paid at a standard cost rate. Capital works that are to be completed by the **31 March 2021** must be claimed via RPW Online by **30 April 2021**. If you have not claimed your payment by the 31 March 2021, you will be required to submit a declaration of the completion of the work.

The processing of GWC 7 Capital Works claims will also commence on 1 April 2020.

Maintenance and Premium Payment Claims

These payments are area based and must be claimed annually on the SAF. You will be eligible to claim your first maintenance and premium payment, in the first full calendar year following the year of planting. The annual deadline for submitting a SAF is 15 May and is only available via RPW online. Under European Rules, payment can only be paid to the contract holder.

The Welsh Government Rural Communities - Rural Development Programme for Wales 2014-2020 was approved in May 2015, but remains subject to any further regulatory changes. The

GWC contract may be terminated at the end of 2020, or at any time. If this happens we will write to you to inform you of the changes and may not reclaim money already paid. As a result of changes further payments may be withheld or we may not make payments including for work you have already carried out but have not yet been paid. A different rate of grant may be introduced at any time.

Derogations

In certain circumstances, it may be possible to grant a derogation to adjust the terms or withdraw from your contract. Requests will be assessed on a case by cases basis if you are unable to complete all or part of the work by the deadlines included in the contract.

You will need to submit a request to the Welsh Government via your RPW online account as soon as an issue arises and in sufficient time to allow proper consideration. You will need to include evidence in support of the request, including your efforts to complete the work as set out in the contract.

Where a derogation request is unable to be granted, your contract may have to be withdrawn and any payments recovered and you will be excluded from reapplying for two years.

Section E – Contract Amendments

Transferring or Selling Land under Contract

When you sign your GWC contract you are making a commitment for 13 years, 6 years in the case of Agroforestry. If you subsequently sell or transfer all or part of your land during the 13 or 6 years commitment period, you may be subject to financial penalties and / or having to repay money you have already received.

The transfer of a GWC contract to a new occupier is subject to approval by the Welsh Government. Where the prospective new occupier decides to take over the commitment from you and the land continues to meet the minimum eligibility criteria, the new occupier must continue with the commitment on the land transferred for the remainder of the contract period. The prospective occupier should be made aware of the commitment in advance of agreeing to the transfer of the land in question.

The regulations concerning the scheme do not allow the transfer of a capital works contract. The contract holder will be the only business able to claim the GWC capital works. A transfer cannot be processed until the validation of the capital works claim and payment have been authorised.

Following the sale or transfer of part of your land, any land which you retain and is the subject of the original contract must continue to meet the minimum eligibility criteria. In the event that this does not happen, you will be required to repay all of the payments made in respect of that land

with interest. If you transfer or sell any land which forms part of your contract then you must notify the Welsh Government in writing within 30 calendar days of the event. Failure to notify the Welsh Government within this period is likely to result in a penalty.

In the event that you transfer and sell any land under a contract and the Welsh Government considers that the objectives of GWC have been undermined as a consequence, the contract may be terminated and all payments made recovered with interest.

Land Changes and Land Sale Notification Requirements

You will be required to inform the Welsh Government of changes to field parcels within 30 days of the change. These changes include:

- Fields not previously registered for IACS purposes (i.e. have not previously been included on the Single Application Form (SAF)).
- Fields which have been permanently divided.
- Fields which have been permanently amalgamated.
- Fields which have new boundaries.
- Fields which have changes to their permanent features.

You will also be required to inform the Welsh Government of changes to land occupation including changes of ownership and any tenancy agreements within the 30 days.

Please use the Manage my Land (MML) Facility via your RPW Online account to notify the Welsh Government of these changes within 30 days of the change.

Legislation Changes (Including Changes in Interpretation)

European Regulations may change from time to time and you will be required to abide by any changes imposed following notification from the Welsh Government.

Changes to Scheme Rules

We may need to make changes to your contract including payment rates. For example, we may need to update the management conditions to take account of the latest scientific advice, amend scheme rules to take account of any changes within the Welsh Government Rural Communities – Rural Development Programme for 2014-2020 or revise payment rates. We will publicise changes in Gwlad, on the Welsh Government website (www.gov.wales) and will notify you where necessary via your RPW online account.

Section F – Inspections and Record Keeping

The Welsh Government must enforce the GWC rules. Inspections will include on site farm inspections and the use of Global Positioning Systems, aerial photography, drones and the use of satellite imagery.

Inspections

Inspecting officers will need to verify the Capital Works on your holding and check the land details and the accuracy of any relevant documentation and record keeping.

Inspections will be spread over the year and will cover all the commitments and obligations which can be checked at the time of the visit. The Welsh Government and the specialist control bodies will try to ensure that visits cause you the minimum of disruption, but some checks require inspections to be unannounced, which means it may not be possible to give you notice of a visit. Inspections may occur more than once during a calendar year.

If you refuse to allow an inspection, or obstruct an inspector or fail to give reasonable assistance, you will lose your payment and may be prosecuted.

Record keeping

You must keep all records and information you need to evidence that you have provided complete and accurate information and have complied with your undertakings for the full duration of your contract.

You will also be required to:

- Supply to the Welsh Government any information about your GWC contract and supply that information within the period determined by the Welsh Government.
- Make available to the Welsh Government, its authorised persons or its agents, records, accounts, receipts and other information including access to computer data relating to your GWC contract. Permit the Welsh Government to remove any such document or record to take copies or extracts from them.

Section G – Penalties

Penalties are applied where there has been a breach of the Glastir rules or Capital Works requirements.

Maintenance and Premium Annual Claims

Under Declaration

Failure to declare all the agricultural land/areas on your holding on the SAF (including all owned and rented in land and not just that on which you are entering into Glastir e.g. woodland/forestry, tracks, yards, hardstandings, etc.), may result in any Rural Development and BPS payments being reduced.

Over Declaration

Over Declaration penalties will be applied where the area declared for Glastir on the SAF is more than the determined area. Penalties are calculated using areas declared on the SAF or following inspection, which receive the same rate of aid (referred to as crop groups).

Failure to submit an annual claim via SAF

If you fail to submit your annual maintenance and premium claims by the deadline (usually 15 May) each year, it will be subject to late submission penalties. If you fail to submit a claim by the final date of submission (usually 9 June) it will be rejected - the SAF guidance will confirm the submission dates each year which can change if they fall on a weekend.

Breaches of Contract

Breaches of contract may be identified from administrative checks or on-the-spot inspections and you will be notified via your RPW online account if breaches are found. Where it is discovered the commitment in your contract has not been met a scheme breach may be applied, reductions and/or exclusions will be determined according to the level of severity, extent, duration, reoccurrence of the breach and will also be applied to previous years payments, details of these are set out in the verifiable standards.

Where we consider a breach to be so serious that it cannot be rectified, this may result in the termination of your contract. In serious circumstances, this may also result in you being prohibited from entering another Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020 scheme, for up to two years.

The breaches are assessed against verifiable standards relating to the scheme commitments and a penalty matrix is used to determine the level of penalty to be applied. You can view both the verifiable standards and the penalty matrix on the Welsh Government's website www.gov.wales.

Capital Works Penalties

If you claim for non area related payments, for example capital works, and the Welsh Government determine that part or all of the costs claimed are ineligible, no payment will be made for the ineligible costs. You should only claim for the eligible work you have completed, even if this is less than that included in the contract.

If the amount of ineligible costs is determined to be more than 10% of the eligible costs, an over-declaration penalty equivalent to the value of ineligible costs will be deducted from your payment.

During an inspection, all of your GWC contracts will be assessed; where over-declarations are discovered on any claim submitted, including different contracts, a cumulative over-declaration will be applied if the overall amount of ineligible costs are determined to be more than 10% of the overall eligible costs.

Where false claims are made, or the land owner fails to provide the necessary information, this will result in the exclusion of payment in the year of the finding and any amounts already paid that year will be recovered. In addition, you will be excluded from receiving support under any Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020 scheme in both the year of the finding and in the following calendar year.

Breach of Cross Compliance

You will be responsible for meeting the full Cross Compliance requirements for the full calendar year on your holding(s). If you fail to meet the statutory management requirements, good agricultural and environment conditions requirements whether negligently or intentionally you could lose some or all of your Glastir payment, for one or more years. In determining these reductions and exclusions, account will be taken of the extent, severity, permanence and reoccurrence of the non-compliance.

Section H – Appeals Procedure

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 Glastir.

The appeals process consists of two stages:

- Stage 1: review by the head of the Regional Office
- Stage 2: review by an Independent Appeals Panel (if you are dissatisfied with the Stage 1 response). The Independent Panel make recommendations to the Cabinet Secretary for Environment and Rural Affairs 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 to the Customer Contact Centre 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.

Where the Welsh Government considers an appeal falls outside of the remit of the two-stage independent appeals process, an independent expert panel will be appointed to review and make a recommendation as to whether those grounds are successful, partially successful or unsuccessful to the Welsh Ministers.

Complaints Procedure

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 your Customer Contact Centre.

In addition, you may also choose to contact:

Public Services Ombudsman for Wales,
1 Ffordd y Hen Gae,
Pencoed,
CF35 5LJ
Website: www.ico.org.uk

Section I – General Data Protection Regulation: Privacy Notice

This notice informs you about the Welsh Government's use of the information provided on the expression of interest form used in connection with your application for aid under the Welsh Government's Rural Communities – Rural Development Programme for Wales 2014 – 2020 schemes. It also explains the Welsh Government's processing and use of your personal data and your rights under the General Data Protection Regulation.

The data controller for the information submitted as part of your application is the Welsh Government, Cathays Park, Cardiff, CF10 3NQ.

The data protection officer for the same information is the Data Protection Officer, Welsh Government, Cathays Park, Cardiff, CF10 3NQ.

Email: DataProtectionOfficer@gov.wales

The information will be processed and managed by the Welsh Government in accordance with its obligations and duties under the following European Regulations:

- Council Regulation (EU) No 1303/2013
- Council Regulation (EU) No 1305/2013
- Council Regulation (EU) No 1306/2013
- Commission Regulation (EU) No 640/2014
- Commission Regulation (EU) No 807/2014
- Commission Regulation (EU) No 808/2014
- Commission Regulation (EU) No 809/2014
- General Data Protection Regulation (EU) No 679/2016

The information will primarily be used for the purposes of processing and determining applications for financial support. However, the Welsh Government may also make use of the information supplied for other purposes, which will include those connected with its functions and duties under the Common Agricultural Policy of the European Community and with its statutory environmental obligations.

The Welsh Government collects personal data to identify your location and your farm business(es). The Welsh Government does not collect any special category data.

The data is processed through an automated process of business rules that use the Customer Reference Number (CRN) as a primary key for the majority of reports.

Your information will be stored in accordance with the Commission Implementing Regulation (EU) No 908/2014, "Conservation of Accounting Information".

Reasons for sharing personal data

EU legislation requires checking of scheme eligibility, and to conduct these checks Welsh Government may share information with:

- Natural Resources Wales
- Animal and Plant Health Agency
- Veterinary Medicine Directorate
- Welsh Local Authorities
- Food Standards Agency Wales
- DEFRA
- Other UK Government Agriculture Offices.
- Regulatory authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.

The information may be used for the following:

- Cross Compliance and cross checking between Governmental organisations to prevent breaches of the Common Agricultural Policy schemes
- the production and publication of maps showing the areas of land that have received support under the Common Agricultural Policy schemes
- compilation of reports of aggregated data and/or summary statistics to be made publicly available
- informing decisions relating to policy changes and funding including research studies conducted on behalf of the Welsh Government to inform Monitoring and Evaluation of Rural Development Schemes
- identification of landowners/users in events of emergencies, e.g. disease control and breach control
- protecting applicant's interest in land conservation and issues that may arise due to funding queries
- allowing partner organisations to fulfil their legal duties
- shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity
- publication of certain information and responding to requests for information.
- Information will be shared with NRW for the purposes of processing and determining applications for financial support under the Welsh Government's Rural Development Programme for Wales 2014 – 2020 schemes. NRW may also make use of the information supplied for other purposes, which will include those connected with our functions and duties under their statutory and legislative obligations. The lawful basis for the processing is that it is necessary for the performance of a task carried out in the exercise of official authority vested in NRW.

The Publication and Disclosure of Information

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.

Commission Regulation (EC) 908/2014 requires the Welsh Government to publish details of the amounts paid to CAP beneficiaries. Data will be published for all beneficiaries on a searchable website, and will include the name and locality of the farmer/land manager and details of the amounts and schemes for which subsidy has been paid. However, for those 26 receiving less than the equivalent of €1,250 in subsidies the name will be withheld. The data will be published annually on 31 May and remain available for two years from the date it is published. The information will be available on the Defra website.

Rights under the General Data Protection Regulation (GDPR)

The GDPR gives individuals rights in respect of the personal data held on them.

These rights include:

- the right to be informed (this notice)
- the right to ask for and receive copies of the personal data that the Welsh Government holds about them, although the Welsh Government can sometimes withhold some data or not provide copies
- the right, in some circumstances, to prevent or restrict the Welsh Government processing personal data
- the right, in some circumstances, to have wrong data rectified
- the right, in some circumstances, to have data erased (to be forgotten).

If you wish to exercise any of your rights under the GDPR, you should contact the Welsh Government at the address provided at the beginning of this notice.

Individuals also have the right to ask the Information Commissioner, who enforces and oversees the GDPR, to assess whether or not the processing of their personal data is likely to comply with the GDPR. The Information Commissioner can be contacted at:

Information Commissioner's Office,
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 745 or 0303 123 1113

Section J – Contact Details

Welsh Government's website: gov.wales/farming-countryside and bi-monthly [Gwlad magazine](#) contain key information.

Contact details are as follows:

CUSTOMER CONTACT CENTRE

Rural Payments Wales

PO Box 1081

Cardiff

CF11 1SU

Tel: 0300 062 5004

Fax: 01286 662193

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

For NRW Glastir enquiries:

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
Fax: 01443 33 6001
E-mail: 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
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
www.ggat.org.uk

Dyfed Archaeological Trust

The Shire Hall,
Carmarthen Street,
Llandeilo,
Dyfed,
SA19 6AF
Tel: 01558 823121
Fax: 01558 823133
E-mail: info@dyfedarchaeology.org.uk
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
www.heneb.co.uk