



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



Llywodraeth Cymru
Welsh Government



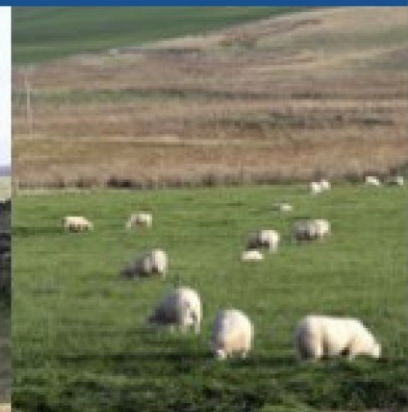
Llywodraeth Cymru
Welsh Government

Glastir

**Glastir Woodland Creation
Expression Of Interest**

How To Complete Guidance

**Welsh Government Rural Communities – Rural
Development Programme for Wales 2014 – 2020**



Glastir Woodland Creation Expression of Interest (EOI)

How to Complete Guidance

Important Notice:

These instructions will give you step-by-step guidance on how to complete your Glastir Woodland Creation Expression of Interest (EOI).

The Welsh Government produces this Guide in Welsh and English as required under the Welsh Government Welsh Language Scheme. Should you require a copy of this guide in the alternative language, you can access it from gov.wales/glastir by selecting the language switcher at the top of the page and re-opening the document.

If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.

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SECTION 1 - GETTING STARTED

RPW Online Home Page

Log into your RPW Online Account - enter your User ID and Password in the boxes and click the **Log In** button.



BETA This is a new service – your [feedback](#) will help us to improve it

English | [Cymraeg](#)

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

If you are encountering problems or are unable to access your online account, please contact the RPW Online Helpdesk on 0300 062 5004.

Once logged in to your online account the RPW Online 'Homepage' will appear. This page will show information and messages you have received or sent, as well as being able to start and submit any available Applications.

Glastir Woodland Creation EOI

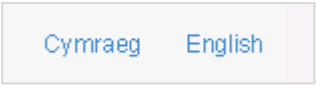







To start your Glastir Woodland Creation EOI, click the required link under the 'Start Applications and Claims' area as shown:

The screenshot displays the RPW Online 'Homepage' interface. At the top, there is a header with the Welsh Government logo, the 'RPW Ar-Lein Online Rural Payments Wales' logo, and the European Agricultural Fund for Rural Development logo. Below the header is a navigation bar with links for Home, My Farm, My Entitlements, Financial Information, Documents, Applications and Claims, Messages (24), My Glastir, and My Online Account. The main content area is divided into two columns: 'Messages between You and RPW' and 'Useful Links'. The 'Messages' section lists documents received by RPW, including 'Single Application Form' and 'Payment Statement' documents. The 'Useful Links' section includes links for BCMS, Farming and scheme information, Bovine TB, Farm animal movements and identification, Farming Connect, Offices Map, and Rural stress support groups. At the bottom of the page, there is a 'Start Applications and Claims' section with two links: 'Glastir Woodland Creation Expression Of Interest' and 'Glastir Woodland Restoration Expression Of Interest'. An orange arrow points to the 'Glastir Woodland Creation Expression Of Interest' link.

SECTION 2 – WHAT SCREENS WILL I SEE AND WHAT DO THEY DO?

Overview of Navigation Controls

This is an overview of the Navigation controls on each page that you will need to use in order to complete your Glastir Woodland Creation EOI:

	<p>Located on the left side of the page where applicable. This will allow you to choose the language your Glastir Woodland Creation EOI is displayed in.</p>
	<p>Located at the top right of each page where applicable. This button will show/hide on screen tips to help you complete your Glastir Woodland Creation EOI.</p>
	<p>Located at the top and bottom of each page where applicable, these buttons will allow you to move forwards and backwards between pages of your Glastir Woodland Creation EOI.</p>
	<p>Located at the bottom of each page where applicable, this button will allow you to Print a snapshot of your EOI in its current state. Important note: Printed copies of your Glastir Woodland Creation EOI will not be accepted for submission.</p>
	<p>Located at the bottom of each page where applicable, click this button to open an interactive map of your currently registered fields.</p>
	<p>Located at the bottom of each page where applicable, click this button to save any changes made. Clicking this button will also check to see if changes made are acceptable.</p>
	<p>Located at the bottom of each page where applicable, click to exit your Glastir Woodland Creation EOI. Changes are saved automatically.</p>
	<p>These indicators appear next to each section of your Glastir Woodland Creation EOI, on the left side of the page.</p> <p>The green tick appears when entries made in a section are acceptable.</p> <p>The red cross appears where a required section/page hasn't been viewed yet, or if there are errors that need to be corrected.</p> <p>The blue Information icon appears where an Information message has been triggered due to a change made on the form.</p>

Start Application Page

Once you have selected the 'Glastir Woodland Creation Expression of Interest' link you will see the following page.

Welcome [REDACTED] [Cymraeg](#) | [Log Off](#)

[Home](#) [My Farm](#) [My Entitlements](#) [Financial Information](#) [Documents](#) [Applications and Claims](#) [Messages](#) 24 [My Glastir](#) [My Online Account](#)

Start Application

[start an application or claim](#)

You have asked to complete the following application online: **Glastir Woodland Creation Expression Of Interest**.

RPW Online will prompt you for the information required by the form. By starting this application online you are not committing to submitting it online; you may Exit the process at any time. If you Exit the application, you can come back later to complete the remainder, RPW Online will have saved the information you entered in your previous session.

The application will not be submitted to the Welsh Government until you click the 'Submit' option at the end of the process. Once you have submitted the application you will not be able to make changes to it using RPW Online.

The application must be submitted to Welsh Government by 31/12/2016. You will not be able to submit the form after this date even if you started filling in the form on or before 31/12/2016.

If you have any problems completing your **Glastir Woodland Creation Expression Of Interest** then you can also contact '[Customer Contact Centre](#)' for further guidance.

[Customer Details](#) [Online Preferences](#)

Trading Title	[REDACTED]	Email or SMS Preference	Email
Address	[REDACTED]	Email Address	[REDACTED]
Postcode	[REDACTED]	Mobile Number	[REDACTED]
Telephone Number	[REDACTED]	Preferred Correspondence	Paper and Online
Email Address	[REDACTED]		
Number of Partners	2		

[Start](#) [Exit](#)

Before commencing please check that the details shown are correct. If needed, you can make changes by clicking the 'Customer Details' link or the 'Online Preferences' link.

If the details shown are correct, select the 'Start' button. This will take you to the Introduction screen for the Glastir Woodland Creation EOI.

Glastir Woodland Creation EOI Introduction Page

This page provides key messages about the Glastir Woodland Creation EOI. Please ensure you read them thoroughly before you begin.

It also provides an Internet link to the Glastir Woodland Creation Rules Booklet on the Welsh Government website.

Before completing this Expression of Interest ensure you have read the Glastir Woodland Creation Rules Booklet accessible by clicking this Link.

Glastir Woodland Creation Expression Of Interest Next >

Please note the following key messages before progressing with this Expression of Interest

- You must have and retain full management control of the land for the full period of the contract.
- You must enter a minimum of 0.25 hectares of eligible land.
- If selected, you will need to complete a valid Woodland Creation Plan.
- The Woodland Creation Plan must be prepared and submitted by a Glastir Woodland Planner selected from a list approved by the Welsh Government.
- Preparation of the Woodland Creation Plan will need to encompass the required consultation with stakeholders and statutory bodies as set out in the scheme guidance.
- The Woodland Creation Plan must be submitted for verification and approval by Welsh Government.
- You will be offered the opportunity to apply for grant to obtain a Woodland Creation Plan following approval of your Woodland Creation Plan.

Before completing this Expression of Interest please ensure that you have read the [Glastir Woodland Rules Booklet](#)

For help in filling in your Expression of Interest, please see the [How to Complete](#) instructions.

If you have any problems completing your Glastir Woodland Expression of Interest, you should contact the Customer Contact Centre using your RPW Online account or by telephone on 0300 062 5004.

Important note: Glastir Woodland is subject to approval by the European Commission and scheme details and payment rates may change.

Llywodraeth Cymru
Welsh Government

Contact details if you encounter any problems when completing your application.

Link to the 'How to Complete Instructions' (this document)

Once you have read and understood the Glastir Woodland Creation Rules Booklet and Key Messages click 'Next' to advance to the next screen of the Glastir Woodland Creation EOI.

Field Parcel List

This screen will form the basis of your Glastir Woodland Creation EOI. All Field Parcel details that the Welsh Government holds for you at the time of Expression of Interest will be displayed for your CRN.

An overview of the options available on the Field Parcel List page is shown below:

The screenshot shows the 'Field Parcel List' interface. On the left is a navigation sidebar with 'Introduction', 'Field Parcel List', 'Page 1', 'Page 2', and 'Submission'. The main area has a search bar, a table of field parcels, and an 'Add Field Parcel' button. Callout boxes provide instructions on how to use these features.

Callout 1: Show or hide field parcel names by selecting this option

Callout 2: Only show fields with National Forestry Inventory (NFI) areas by selecting this option

Callout 3: The Field Parcel List is separated into pages of 10 fields. Switch between pages by clicking the required page button

Callout 4: Select the parcel which you wish to enter into the EOI

Callout 5: Add new fields by clicking the Add Field Parcel button

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for Woodland Creation	Tenure	Tenancy Start Date	Tenancy End Date
[Redacted]	[Redacted]	5.11	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	6.45	0.03	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	5.41	0.18	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	1.81	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	4.66	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	5.30	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	8.86	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	5.35	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	6.86	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	2.22	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025

Field Parcel Search Facility

This facility enables you to search for individual field parcels that form part of your EOI. You may search by the field number or by the name of the parcel (assuming this has already previously been set).

Field Parcel List

Field Parcel Search: e.g. 'SH1234 1248' / 'Lower Field' / 'SH 1'

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for Woodland Creation	Tenure	Tenancy Start Date	Tenancy End Date
[Redacted]	[Redacted]	5.11	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	6.45	0.03	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	5.41	0.18	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	1.81	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	4.66	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	5.30	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	8.86	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	5.35	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	6.86	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	2.22	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025

If the search criteria entered is found, then the field is highlighted as shown, or you may continue searching for your search criteria by clicking the 'Find Next' button:

Field Parcel Search: [Redacted]

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for Woodland Creation	Tenure	Tenancy Start Date	Tenancy End Date
[Redacted]	[Redacted]	5.11	0.00	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	6.45	0.03	<input type="checkbox"/>	B	01/10/1995	30/09/2025
[Redacted]	[Redacted]	5.41	0.18	<input type="checkbox"/>	B	01/10/1995	30/09/2025

SECTION 3 – SELECTING FIELD PARCELS FOR MY EOI

Sheet Reference

This is the Ordnance Survey Map Sheet Reference.

Field Number

This is the National Grid Reference.

Field Size (Ha)

This is the current geographical area of the field parcel held by the Welsh Government. The field size will be the same as that submitted on your annual SAF.

Area of NFI Woodland (Ha)

This is the area of woodland recorded for the field parcel by the Forestry Commission, under the National Forestry Inventory (NFI).

Apply for Woodland Creation

A tick must be placed in this box for each field parcel you wish to include in your Glastir Woodland Creation EOI.

Total Area of Creation (Ha)

This is the total area of woodland creation you have specified for a parcel.

Tenure

This box shows the type of tenure you have on the field, e.g. whether you own the field, are renting in, or renting out. A full list of Tenure codes is shown on the next page.

Tenancy Start Date

If the field is subject to a tenancy agreement, this is the tenancy start date held by the Welsh Government.

Tenancy End Date

If the field is subject to a tenancy agreement, this is the tenancy end date held by the Welsh Government.

Apply for Glastir Woodland Creation

You will need to indicate each field parcel to be included in your EOI by placing a tick in the box 'Apply for Woodland Creation'.

Hide Field Parcel ▾		Display all field parcels ▾							
Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for Woodland Creation	Total Area Of Creation (Ha)	Tenure	Tenancy Start Date	Tenancy End Date	+ Add Field Parcel
██████	██████	5.11	0.00	<input checked="" type="checkbox"/>	1.00	B ▾	01/10/1995	30/09/2025	Edit
██████	██████	6.45	0.03	<input type="checkbox"/>		B ▾	01/10/1995	30/09/2025	
██████	██████	5.41	0.18	<input checked="" type="checkbox"/>	2.00	B ▾	01/10/1995	30/09/2025	Edit

On selection of a field parcel, you will need to specify the area to be planted. Click Ok when done.

Please select Glastir Woodland types:

Woodland Type	Area to be Planted (Ha)
Agro - Forestry	<input type="text" value="1.00"/>
Native - Biodiversity	<input type="text" value="0.00"/>
Native - Carbon	<input type="text" value="2.00"/>
Mixed	<input type="text" value="3.00"/>

The Total Area of Creation (Ha) specified for each field is displayed on the main Field Parcel List as highlighted below. An Edit button is provided to change the specified areas if necessary.

Hide Field Parcel ▾		Display all field parcels ▾							
Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for Woodland Creation	Total Area Of Creation (Ha)	Tenure	Tenancy Start Date	Tenancy End Date	+ Add Field Parcel
██████	██████	5.11	0.00	<input checked="" type="checkbox"/>	1.00	B ▾	01/10/1995	30/09/2025	Edit
██████	██████	6.45	0.03	<input checked="" type="checkbox"/>	6.00	B ▾	01/10/1995	30/09/2025	Edit
██████	██████	5.41	0.18	<input checked="" type="checkbox"/>	2.00	B ▾	01/10/1995	30/09/2025	Edit

How do I add further field parcels to my EOI?

If you wish to add further field parcels, select [+ Add Field Parcel](#)

Once you have selected this button, a blank entry will be created at the end of the Field Parcel List.

Field Parcel Search:

e.g. 'SH1234 1248' / 'Lower Field' / 'SH 1' Find Find Next

Hide Field Parc Display all field parcels

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for Woodland Creation	Tenure	Tenancy Start Date	Tenancy End Date	
██████	██████	4.22	0.13	<input type="checkbox"/>	O			+ Add Field Parcel
				<input checked="" type="checkbox"/>				Delete Edit

Blank entry created – enter the new field details here

You will need to enter Sheet Reference, Field Parcel Number, Field Parcel Size (Ha), Area of NFI Woodland and Tenure information for each field added. You will also need to specify the amount of Glastir Woodland area to be planted by clicking the Edit button. For example:

SN1234	1234	5.00	1.00	<input checked="" type="checkbox"/>	A	01/01/2015	01/01/2020	Delete Edit
--------	------	------	------	-------------------------------------	---	------------	------------	---

Click the Edit button to specify the amount of area to be planted.

Please select Glastir Woodland types:

Woodland Type	Area to be Planted (Ha)
Agro - Forestry	<input type="text" value="1.00"/>
Native - Biodiversity	<input type="text" value="0.00"/>
Native - Carbon	<input type="text" value="2.00"/>
Mixed	<input type="text" value="3.00"/>


[OK](#) [Cancel](#)


Available Tenure codes are:

- A** Full Agricultural Tenancy
- B** Farm Business Tenancy
- C** Unwritten Tenancy
- F** Owned but Rented Out
- G** Grazing Licensor
- O** Owned

Note that the Tenancy Start and End Date fields must be completed when you indicate Tenure type A, B or C in the Tenure box.

How do I delete fields I've added to my EOI?

If you wish to delete a field that you have added to your EOI, click  Delete

SN1234	1234	5.00	1.00	<input checked="" type="checkbox"/>	A ▼	01/01/2015	01/01/2020	 Undelete	Edit
--------	------	------	------	-------------------------------------	-----	------------	------------	--	------

This will 'grey out' the field and render it removed from your EOI. If you have made a mistake you can 'Undelete' the field by clicking 'Undelete' which will make the deleted field active again.

SN1234	1234	5.00	1.00	<input checked="" type="checkbox"/>	A ▼	01/01/2015	01/01/2020	 Delete	Edit
--------	------	------	------	-------------------------------------	-----	------------	------------	--	------

SECTION 4 – SUBMITTING YOUR GLASTIR WOODLAND CREATION EOI

Once you have selected parcels to enter into the scheme, and/or added additional parcels, click 'Next' to be taken to the Submission section.

The first page is the Errors, Information & Summary page, which holds all the details you have supplied within your EOI.

Glastir Woodland Creation

CRN: [REDACTED]

- Introduction ✓
- Field Parcel List i
- Submission ✓
- Errors, Information & Summary ✓
- Declarations and Undertakings ✓
- Submit

Cymraeg

Submission - Errors, Information & Summary

← Prev
Next →

Errors and Information

The following is a list of sections which contain Errors and Information Messages. Errors **must** be corrected before submission is possible. For any Information Messages, we recommend that you check your response to ensure it is correct. For more information refer to the guidance in the 'How to Complete' guide.

Click on the Section Name to view the Errors and Information Messages for that Section.

Section Name	Errors	Information
Field Parcel List	None	i

Summary Details

Important: Please review this summary. Please scroll down, if applicable.

The following summarises your Glastir Woodland Creation Expression of Interest as completed by you.

Field Parcel Data

Sheet Ref.	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for Woodland Creation	Total Area Selected For Woodland Creation (Ha)	Tenure	Tenancy Start Date	Tenancy End Date
[REDACTED]	[REDACTED]	2.65	0.60	Yes	1.00	O		
[REDACTED]	[REDACTED]	0.53	0.00	Yes	1.00	O		
[REDACTED]	[REDACTED]	0.80	0.00	Yes	1.00	O		
[REDACTED]	[REDACTED]	5.00	1.00	Yes	1.00	A	01/01/2015	01/01/2020

Glastir Woodland Creation Total Number of Field Parcels selected 4
 Total Area Selected For Woodland Creation (Ha) 4.00

Any problems found with your Glastir Woodland Creation EOI will be shown in the 'Errors and Information' box at the top of the screen. You can go back to previous pages of your EOI to check and correct problems by selecting the 'Prev' button, or selecting the appropriate page on the left hand side of the. An indicator will appear next to each page with problems:

The red cross appears when a required section/page hasn't been viewed yet, or if there are errors that need to be corrected. **You cannot submit your EOI when a red cross is present.** Please resolve the problem first.

The blue Information icon indicates an information message has been triggered. These messages warn you of a possible problem, but you can still submit your EOI when a blue information icon is present.

Declaration and Undertakings

Please ensure that you have read the Declarations and Undertakings carefully and fully understand them prior to submitting your application.

Glastir Woodland Creation Help Guide

CRN: [REDACTED]

- Introduction ✓
- Field Parcel List ⓘ
- Submission ✓
 - Errors, Information & Summary ✓
 - Declarations and Undertakings** ✓
 - Submit

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Submission Declarations and Undertakings

◀ Prev Next ▶

I confirm that:

I have read and understood the Glastir Woodland Rules Booklet including the data disclosure requirements and I permit the Welsh Government to use my information to support my Glastir Woodland Expression of Interest and for other purposes, including monitoring and evaluation of the programme, in connection with the Wales Rural Development Programme 2014 - 2020.

I will notify the Welsh Government of any material changes to the information provided in this Expression of Interest or supporting documentation within 30 days of any such changes.

I understand that the Welsh Government may need to update the rules and conditions to take account of changes to European Regulations or the Rural Development Programme for Wales. I agree to abide by any changes following notification by the Welsh Ministers.

I have given details that are true, accurate and complete to the best of my knowledge and belief on the Expression of Interest and any supporting documentation. I confirm that all pre-populated details are correct or have been amended if incorrect.

I confirm that I will have full management control of the land which I have included in the Expression of Interest for the full duration of the contract for the activity that I have specified in my expression of interest.

I understand that the Welsh Government displays 'Error' and 'Information' messages in the sections of the Expression of Interest only as an aid for completion and submission of the Expression of Interest.

I will allow officers of the Welsh Government or their duly authorised agent, access to any land which I farm or any woodland areas or other land for which I am making this expression of interest and inspect land, animals and any relevant equipment, storage facilities and all records and information needed to establish my eligibility and the accuracy of the information provided.

I agree:

I have read and agree to the above Declarations and Undertakings.

Once you have read the Declarations and Undertakings you will need to tick the box marked 'I have read and agree to the above Declarations and Undertakings'. Once done, select 'Next' to be taken to the Submit screen.

Submission Page

Click to Submit your Expression of Interest.

The screenshot shows the 'Submission Submit' page. On the left, a sidebar contains the navigation menu with the following items: Introduction (checked), Field Parcel List (info icon), Submission (checked), Errors, Information & Summary (checked), and Declarations and Undertakings (checked). A 'Submit' button is located at the bottom of the sidebar. The main content area is titled 'Submission Submit' and includes a 'Prev' button. Below the title, there is a text instruction: 'Click the button below to submit your Glasir Woodland Creation Expression of Interest.' A blue 'Submit' button is highlighted with an orange box, and an orange arrow points to it from the right.

The following submission message will be generated:

The screenshot displays the 'Glasir Woodland Creation EOI Submission Confirmation' message. The sidebar on the left shows the navigation menu with 'Glasir Woodland Creation EOI Submission Confirmation' highlighted. The main content area features the title 'Glasir Woodland Creation EOI Submission Confirmation' and the following text: 'Glasir Woodland Creation EOI: Reference Number: [redacted]', 'Your Glasir Woodland Creation EOI was submitted for CRN: [redacted]', and 'A Message confirming receipt of your Glasir Woodland Creation EOI has been sent to your online Messages. This includes a copy of the Glasir Woodland Creation EOI which has been sent to the Welsh Government.' Below this, it states: 'Please check the contents of your submitted Expression of Interest and notify us of any changes required. Changes may be notified in writing or through the RPW Online Messages system.' and 'Click the 'Print this Screen' Button to print a copy of this receipt.' At the bottom, there are two blue buttons: 'Print this Screen' and 'Exit'.

SECTION 5 - WHAT TO DO FOLLOWING SUCCESSFUL SUBMISSION

A summary of your completed Glastir Woodland Creation EOI will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

Supporting documentation

If you wish to submit any supporting documents online, you should use your 'Messages' page to do this ensuring you set the subject of your message to "Glastir Woodland Creation EOI Supporting Information". Attach all your supporting documents to this one message so that it can be managed under one Message Reference Number.

For guidance on how to use your 'Messages' page, please go to gov.wales/rural-payments-wales-rpw-online:-

- Select the 'How to use RPW Online' link from the right hand side menu.
- Select either 'Customers', 'Agents/Farming Unions' or 'Agents/Farming Unions acting on behalf of a Customer', then choose 'Messages' from the list of step-by-step instructions.

Withdrawing your Application

If you wish to withdraw your Glastir Woodland Creation EOI after you have submitted it online, you should go to your 'Messages' page. Select the existing message received when you submitted your Glastir Woodland Creation EOI. Write your request for withdrawal (attaching any relevant information) to this one message so that it can be managed under one Message Reference Number.

For guidance on how to use your 'Messages' page, please go to gov.wales/rural-payments-wales-rpw-online:-

- Select the 'How to use RPW Online' link from the right hand side menu.
- Select either 'Customers', 'Agents/Farming Unions' or 'Agents/Farming Unions acting on behalf of a Customer', then choose 'Messages' from the list of step-by-step instructions.

Amendments and Additions

After you have submitted your Glastir Woodland Creation EOI, you may need to make amendments and/or additions to your EOI. You should use your 'Messages' page to do this. Select the existing message received when you submitted your EOI then attach details of your amendment and/or additional documents (if relevant) to this one message so that it can be managed under one Message Reference Number.

For guidance on how to use your 'Messages' page, please go to gov.wales/rural-payments-wales-rpw-online:-

- Select the 'How to use RPW Online' link from the right hand side menu.
- Select either 'Customers', 'Agents/Farming Unions' or 'Agents/Farming Unions acting on behalf of a Customer', then choose 'Messages' from the list of step-by-step instructions.