



Llywodraeth Cymru
Welsh Government

Woodland Creation Planning Pilot Scheme

Woodland Creation Plan

How to Complete Guidance

How to Complete Guide

It is important that you read the Woodland Creation Planning Pilot Scheme (WCPPS) booklet to understand the requirements of the scheme.

These instructions will give you step-by-step guidance on how to complete your WCPPS Woodland Creation Plan.

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 Welsh, 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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Introduction - Getting Started

Once the Expression of Interest (EOI) has been processed and selected, a letter confirming selection offer will be sent to the customer along with an Annex to accept or decline the selection offer. These documents will be sent online via the customer's RPW Online account, which will be accessible by the customer or their agent.

If the offer of selection is accepted and the required Annex is signed and returned to the Welsh Government within 14 days, the customer will engage a registered woodland planner to complete their Woodland Creation Plan.

Using information contained within the [Woodland Opportunity Map](#) (WOM), the scheme rules and following a site survey, the planner will need to mark-up the customers Shapefile and complete the WCPPS plan, using the following guidance.

The Plan

All sections must be completed to enable verification by Natural Resources Wales (NRW) to be completed. After the applicant has received confirmation the 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.

You should include all planting proposals over the next 5 years in your WCPPS plan in order to be in a position to apply for future windows of woodland creation funding as they become available.

Woodland Creation Planning Pilot Scheme Plan



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Customer Reference Number (CRN)	Expression of Interest (EOI) Reference number

1. Property, Applicant and Planner / Agent Details

New Woodland Property Name	Applicant Name	Status
		▼ <i>Owner / tenant / manager *</i>

Email Address	Contact Number

Items marked with an Asterisk * show pre-filled responses that must be deleted as appropriate.

Registered Woodland Planner Name	Email Address	Contact Number

Agent Name and Company (If Applicable)	Email Address	Contact Number

Planting Site Details

Has the Woodland Planner carried out a site visit to all field parcels tree planting is proposed?	Yes / No *
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Area (Ha)	WCPP Woodland Category	Six-figure Grid Reference for Planting Site

Local authority of Planting Site	Nearest town

* Delete as appropriate

Information for Environment Impact Assessment (Forestry)

New planting areas in the following designations – only include the actual amount of planting within that designation regardless of the overall size of the scheme unless applicable (fill in areas if known):

Designated areas	Area (hectares)
Site of Special Scientific Interest (SSSI)	
SSSI with Nature Conservation Order (Section 29 of Wildlife and Countryside Act 1981)	
National Park	
World Heritage Site	
Scheduled Monument (SM)	
Area of Outstanding Natural Beauty (AONB)	
National Sites Network (formerly known as Natura 2000 Sites i.e. Special Areas of Conservation (SAC) or Special Protection Areas (SPA))	
National Nature Reserve (NNR)	
RAMSAR Site	

Please refer to the Woodland Opportunity Map to get information to support an EIA

Has there been any recent afforestation (in the last 5 years) adjoining your proposed woodland creation?	Yes / No *
What is the adjoining project's size (Hectares)?	

* Delete as appropriate

If there is more than one afforestation project, list all that would apply and their individual sizes:

Information Sharing

We use the information that you have given us in order to assess and approve your Woodland Creation Planning Pilot Plan.

We will also share this information along with any relevant accompanying information with the Natural Resources Body for Wales (NRW) Permitting Service so that they may give their Opinion as to whether your Woodland Creation Plan is a Relevant Project under the Environmental Impact Assessment (Forestry) Regulations 1999. Should NRW require more information to inform their Opinion they may contact you directly.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for sharing this information with NRW is:

- (e) We need it to perform a public task.



2. Long term Vision and Objectives

Describe your long-term vision for the proposed planting

Please enter 1-2 sentences on the long term vision for the new planting area.

Set out the objectives for the proposed planting

Set out the objectives of the owner(s) which can encompass economic, environment and social benefits. Example of objectives include:-

- Improve stock shelter on the farm.
- Establish a wood which will produce good quality timber.
- Provide a regular supply of fuelwood for the farm biomass boiler.
- Provide wildlife habitat for fauna and flora.
- Reduce impact of noise from a nearby road or railway.

1.	
2.	
3.	
4.	
5.	
6.	

3. Potential impacts of proposed planting

Sensitivities layer *	Field Parcel Sheet and Field Number	Description of layer in proposed planting	How will the layer and area to be planted be dealt with in accordance with UKFS?	Are any priority habitats, as listed under section 7 of the Environment (Wales) Act 2016, present in the area to be planted?	Is consultation required for this layer? (See Section 6)
↑		↑		↑	
<p>Refer to Woodland Opportunity Map on DataMapWales for information layers. e.g. SSSI and SSSI buffers, open access, red squirrels.</p>		<p>Describe the layer e.g. SSSI & 300m buffer – what is the name of the SSSI, why it has been designated, how close the new planting is to the SSSI. Look at the guidance for information on layers (Glastir section of NRW website)</p>		<p>See WG website / Woodland Opportunity Map for species guidance / verification</p>	







* Needs to include Woodland Opportunities Map layers, other potential sensitivities and other determining factors - public rights of way, wayleaves, rivers and lakes as per NRW's GN002 Woodland Creation Planner's guide. Note that scoring layers do not need to be listed here.



4. Design of Proposed Planting

<p>Brief description of proposed planting site</p>	<p>← Give details of the new planting site which include site type e.g. grassland, location in the surrounding landscape, altitude, soil type, adjacent habitats.</p>
<p>Pre-planting ground preparation</p>	<p>← What ground preparation is required before the site can be planted and when will this work be undertaken e.g. bracken control.</p>
<p>Design of proposed planting scheme</p>	
<p>Type of planting stock and size of trees/shrubs</p>	<p>← Describe the type of planting stock e.g. bare rooted, cell grown and the size of the trees and shrubs.</p>
<p>Tree protection – what type of tree shelters/spiral guards will be used and why?</p>	<p>← Outline the type of tree shelters/spiral guards to be used and the reason why these guards are used.</p>
<p>Fencing (livestock)</p>	
<p>Deer protection (if an issue)</p>	<p>← Where deer are a problem, put in measures (e.g. additional tree protection, fencing) to ensure that deer do not damage the new planting.</p>
<p>Open ground</p>	<p>← Areas of 0.1ha or over are ineligible for funding and need to be mapped out.</p>
<p>Is the proposed planting within an open access area?</p>	
<p>Are standing trees present?</p>	<p>← Scattered trees and shrubs can be incorporated in the plan and if the area is over 0.1Ha, it needs to be mapped out in the same way as open ground.</p>
<p>Timing of proposed planting</p>	<p>← Please provide as much info as possible regarding the timing of proposed planting.</p>

5. Maintenance and monitoring of proposed planting site

Maintenance Operation	What needs to be maintained?	Who will maintain the new planting site?	When will the maintenance be undertaken?
Control of vegetation around trees	 <div data-bbox="763 502 1382 603" style="border: 1px solid black; background-color: #d4edda; padding: 5px;"> Set out briefly (1-2 sentences) the method that the vegetation e.g. bracken, bramble, grass will be controlled for example, herbicide using a licenced spraying contractor, mulch mats. </div>		
Tree replacement	 <div data-bbox="763 622 1382 722" style="border: 1px solid black; background-color: #d4edda; padding: 5px;"> Put down how the new planting will be checked for losses and when the replacement trees will be planted. The replacement trees need to match the trees which died. </div>		
Fencing	 <div data-bbox="763 750 1301 850" style="border: 1px solid black; background-color: #d4edda; padding: 5px;"> Describe briefly how and when the fence line around the new planting will be checked – this operation needs to be undertaken at once annually. </div>		
Tree protection	 <div data-bbox="763 885 1438 986" style="border: 1px solid black; background-color: #d4edda; padding: 5px;"> Describe briefly how and when tree shelters in the new planting will be checked – this operation needs to be undertaken at least once annually. </div>		
Removal of tree protection	 <div data-bbox="763 1029 1460 1129" style="border: 1px solid black; background-color: #d4edda; padding: 5px;"> Describe briefly how and when tree shelters in the new planting will be removed from the new planting when the trees and shrubs have established and can no longer be damaged by rabbits and voles. </div>		
Rides and paths through wood	 <div data-bbox="772 1165 1330 1241" style="border: 1px solid black; background-color: #d4edda; padding: 5px;"> Set out how e.g. tractor mower, strimmer rides and paths through the new planting will be maintained. </div>		

6. Consultation and Public Participation

Consultation

Organisation	Date contacted	Date of Feedback	Their Response	How did the consultation response impact on this plan?	Your Action

In line with Scheme rules and UKFS Forest & People Good Forest Practice 7, this section must include a short report about the public consultation that has been carried out as part of the woodland creation plan. This will include neighbours, the local community or parish council and other interested parties. The type of local stakeholder response should be proportionate to the case. For larger schemes, a greater degree of consultation will be necessary. As part of any public or neighbourhood consultation, the planner needs to say when the applicant consulted the public and stakeholders, how they were consulted (i.e. public event, flyers, door to door), how long the consultation ran and who responded.

Taking a proactive approach to engagement can promote understanding of the vision for a new woodland. This can lead to higher levels of interest and active support within woodlands when opportunities arise, e.g. volunteering or open days. Early engagement with a community can also help reduce the likelihood of negative reactions to your plans and activities within the local community due to a lack of communication or poor understanding of woodland creation.

Natural Resources Wales might request further information during the verification process, so it is important that you keep a record of any discussions you have with stakeholders, details of notifications you provide and responses you receive.

Public Participation

Date Commenced

DD/MM/YYYY

Date Concluded

DD/MM/YYYY

Individual or Organisation	Connection to new planting (e.g. neighbour, community council, interested party)	Method of communication (e.g. event, letter, email, phone)	Date contacted	Date of Feedback	Their Response	Your Action
	<p>Please ensure that all evidence collected is attached to the plan. The Welsh Government will retain all data supplied for a set period of years as is General Data Protection Requirement (GDPR) regulations. For more information please visit the following Link.</p>					

If you feel that no public participation is required, please state why

Specialist Surveys Undertaken

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. See Section C of the WCPPS Rules Booklet for further information.

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

Please confirm any specialist surveys undertaken in support of this application with a brief explanation of why you considered they were required (if in doubt, we would advise speaking to NRW before arranging the survey). Provide details of date survey undertaken and supplier. Surveys funded include bats, peat depth, breeding birds, vegetation and habitats.

Special Survey	Date Survey Undertaken	Quote 1		Quote 2		Quote 3	
		Supplier	Quote	Supplier	Quote	Supplier	Quote

7. Plan of Operation

Compartment No.	Sheet Reference	Field Parcel	Unique ID (Reference to Shapefile Mark-up)	Woodland Category or Fencing	Species	Species %	Proposed Quantity (Ha / m)
	<p>Welsh Government land registration number. Sheet reference is two letters & four numbers e.g. SH1234; field number is four numbers</p>		<p>UniqueID – use this reference to link the Mark-up item in the accompanying Shapefile to the Plan.</p>	<p>See rules booklet for Woodland Category</p>	<p>See list of tree and shrubs</p>		
							<p>Area of new planting/length of fencing</p>



7. Plan of Operation

Compartment No.	Sheet Reference	Field Parcel	Unique ID (Reference to Shapefile Mark-up)	Woodland Category or Fencing	Species	Species %	Proposed Quantity (Ha / m)

8. Information Required to Support Plan Verification

Documents	Attached: Yes / No Please note that plans will be returned unchecked if required supporting documents are not present or where errors are found in initial checks of the shapefile submitted
Woodland Creation Planning Pilot Shapefile	

Consents and Consultation responses	Provided: Yes / No / Not applicable
Natural Resources Wales: consent within Sites of Special Scientific Interest (SSSI)	
Cadw: response within 50m of Scheduled Monument	
Public consultation / participation	
Welsh Archaeological Trust consultation	
Additional documents e.g. ecological survey, community consultation, landscape design map	
Consultation responses e.g. National Parks and Areas of Outstanding Natural Beauty over 2Ha	
Other non-designated areas (e.g. RIGS, Historic Parks and Gardens etc.)	



Woodland Planner Declaration

This declaration **must** be completed by the woodland planner before submitting the finalised plan to the Welsh Government for verification by NRW.

I confirm all of the information contained in this Woodland Creation Planning Pilot Plan is true, accurate and complete to the best of my knowledge and belief. I confirm I have visited all proposed planting sites. I understand and accept it is my responsibility to ensure this is the case. I confirm if there is any change to the information I have provided, I will notify the Welsh Government of the change within 10 working days. I accept, if any information is outdated, incomplete, misleading or false, the plan may be withdrawn by Welsh Government and passed to another Woodland Planner to complete. Where considered necessary, the Application of Sanctions of the Terms & Conditions for the Registration of Woodland Planners will be initiated.

The Registered Woodland Planner declaration **must** be signed by the Registered Woodland Planner submitting this plan

Signed:

Date:

Printed Name:

Declaration

Unless an agent has the authority to do so, this declaration must be signed by an applicant. Where an agent is signing this declaration, the agent must be registered with the Welsh Government to act on behalf of the applicant.

I confirm that all of the information contained in this Woodland Creation Plan is true, accurate and complete to the best of my knowledge and belief. I understand and accept that it is my responsibility to ensure that is the case. I confirm that if there is any change to the information I have provided. I will notify RPW online of the change within 10 working days. I accept that if a contract is awarded on the basis of outdated information, that contract may be withdrawn by the Welsh Government.

I confirm that I have management control of the land that is the subject of this Woodland Creation Plan. I am aware of, and have complied with, the conditions that apply to my application and the Woodland Creation Plan. I declare that I have read, understood and complied with all of the relevant guidance and information relating to Woodland Creation.

I undertake to keep for a period of 10 years from the date of the final payment and to provide officers of the Welsh Government or their duly authorised agents, within such period as they may determine, such records and information as may be required in respect of this application and in order to determine my compliance with these declarations and undertakings. I agree to repay any aid received together with any interest, if I am asked to do so by the Welsh Government, as a consequence of a breach of any rule, declaration made or undertaking given in this application. I agree to repay, on demand, any overpayments made to me as a result of a miscalculation by the Welsh Government or otherwise.

I will allow duly authorised officers of the Welsh Government, or their duly authorised agents, access to any land or any woodland areas included in the Woodland Creation Plan in order to inspect the land, any relevant equipment, storage facilities and records (including computer records), and any other aspect of the land within the Woodland Creation Plan in order to verify the accuracy of the information in this application, and I will give them all reasonable assistance for that purpose.

I understand that the use of an agent or Woodland Planner does not affect my personal responsibility for the accuracy of the information provided in this application, nor does it absolve me of responsibility to comply with the terms of any contract should my application be successful.

I have read the Fair Processing Notice of the Woodland Creation Planning Pilot Rules Booklet. I understand that the Welsh Ministers may share, publish or disclose information, including personal information, about my application and Woodland Creation Plan with other organisations. I agree to any necessary disclosure or exchanges of information and this extends to the use of information, which is created or obtained in connection with my application (including details of payments made to me/my business).



I understand that the publication and disclosure of information by the Welsh Government will be in accordance with the obligations and duties under the Freedom of Information Act 2000, the Data Protection Act 1998, the Environmental Information Regulations 2004 and Commission Regulation (EC) 908/2014. I understand that the Welsh Government may produce and publish maps showing the areas of land that have been brought into the agreements and other information provided may also be disclosed where permitted by law.

I understand that the Welsh Government may also obtain information about me from other organisations, or provide information about me to them, in order to verify the accuracy of the information, prevent or detect crime and protect public funds. These other organisations include government departments, local authorities and other bodies as appropriate.

I understand that any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information set out in the Woodland Creation Plan may be liable to prosecution. A false, inaccurate or incomplete statement, or failure to notify the Welsh Government of any material changes to the information given in this Woodland Creation Plan, may result in termination of the contract and/or recovery of any payments.

I have disclosed details of all other management agreements or grants that I receive, or intend to apply for, that may raise the possibility of me receiving double funding.

Once my plan has been verified, I understand I am able to apply for Welsh Government funding for up to 5 years from the date of verification. Any changes to the plan that would require further verification by NRW are at my own cost and not eligible for Welsh Government support.

I am responsible for informing RPW via RPW Online if I subsequently choose to create the woodland without Welsh Government funding.

If required, I agree to take part in an evaluation of the pilot, which may include an interview to talk through my experience of the pilot.



Applicant's Declaration

**Applicant
Signature:**

Date:

Printed Name:

or

Agent's Declaration

Where the application is submitted by an agent, I, the agent, confirm that:

(a) I have drawn the attention of the applicant to the finalised Woodland Creation Planning Pilot Plan and the conditions that apply to this application, including the Applicant's Declarations set out above, and have informed the applicant that they are responsible for complying with the same; and

(b) I am authorised by the applicant to make the Applicant's Declarations set out above on their behalf.

Agent Signature:

Date:

Printed Name:



This section must be completed in full

Before submitting, have you:	Yes / No / Not applicable	
Made an application for at least 2ha of eligible land for woodland creation		
Undertaken and provided evidence of consultation with the relevant Welsh Archaeological Trust AT		
Undertaken the required level of a Public Participation exercise and provided evidence		
<p>Undertaken and attached evidence of any other required pre-submission consultation (refer to GN002 for guidance).</p> <p>Please ensure that you provide the dates that communication was attempted, even where there hasn't been a response.</p>		
Any consent required has been applied for/given and evidence attached (e.g. S38 permission for planting on common land, fencing across PROW, protected sites)		
Attached shapefiles showing all elements of your proposal, ensuring that any open areas >0.1ha have been mapped out and deducted from the total		
Ensure that the species mix complies with the WCPPS Woodland Category specification		
Checked your maths (e.g. that tree species % total 100, and that quantities (area / length) applied for are consistent throughout the plan)		
Have reflected on all consultation responses received – if you are not following the recommendations, have you provided your reasoning?		
Attached any other relevant documentation? (e.g. ecological survey, community consultation, landscape design map)	↓	