



Llywodraeth Cymru  
Welsh Government

# **Woodland Restoration Scheme (WRS)**

## **Expression Of Interest (EOI)**

## **How To Complete Guidance**



# Woodland Restoration Scheme Expression of Interest (EOI)

## How to Complete Guidance

### **Important Notice:**

These instructions will give you step-by-step guidance on how to complete your Woodland Restoration Scheme 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/rural-grants-payments](https://gov.wales/rural-grants-payments) 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.

## Woodland Restoration Scheme EOI

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

**RPW Ar-Lein Online**  
Taliadau Gwledig Cymru  
Rural Payments Wales

CRONFA AMAETHYDDOL EWROPEL AR CYFER  
DATBLYGU GWLEDIG: EWROPEL YN  
BUDDSODDI HEWN ARDALEDDO GWLEDIG  
THE EUROPEAN AGRICULTURAL FUND FOR  
RURAL DEVELOPMENT:  
EUROPE INVESTING IN RURAL AREAS

Cymraeg Log Off

Home My Details Land Correspondence Forms Contracts and Small Grants

### Messages between You and RPW

**Llythyr Cadarnhau CPH / CPH Confirmation Letter**  
CPH Confirmation Letter : CPH Confirmation Letter.pdf

**Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW**  
Manage My CPH Summary

View all messages

#### Start a Form

- Single Application Form 2022
- Appeal
- Capital Works Claim
- Grant Claim Form
- Woodland Restoration Scheme Expression of Interest**

Your **SAF 2022** is now available to be completed.

You must use the SAF 2022 to apply for payment under Basic Payment Scheme (BPS), Glastir Entry / Glastir Advanced (GE/GA), Glastir Advanced (GA), Glastir Organic (GO), Improved Land Premium (ILP), Glastir Woodland Creation Premium (GWCP and GCP) and Glastir Woodland Creation Maintenance (GCM). You must also use the SAF 2022 if you wish to apply for National Reserve Entitlements.












**SAF Reminder: The deadline for submitting your SAF without late submission penalties is 16 May 2022. Therefore you only have 76 days remaining to submit your SAF.**

**Start my SAF 2022**

## **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 Woodland Restoration Scheme EOI:

	<p>Located on the left side of the page where applicable. This will allow you to choose the language your Woodland Restoration Scheme 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 Woodland Restoration Scheme 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 Woodland Restoration Scheme 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. <b>Important note:</b> Printed copies of your Woodland Restoration Scheme 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 Woodland Restoration Scheme EOI. Changes are saved automatically.</p>
      	<p>These indicators appear next to each section of your Woodland Restoration Scheme 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 'Woodland Restoration Scheme Expression of Interest' link you will see the following page.

The screenshot shows the 'Start Application' page on the RPW Ar-Lein Online portal. The header includes the Welsh Government logo, the RPW Ar-Lein Online logo, and the European Union flag with text in Welsh, English, and French. A navigation bar contains links: Home, My Details, Land, Correspondence, Forms, and Contracts and Small Grants. The main heading is 'Start Application start an application or claim'. The text explains that the user has asked to complete the 'Woodland Restoration Scheme Expression of Interest' application online. It states that RPW Online will prompt for required information and that the user can exit the process at any time. It also notes that the application will not be submitted until the 'Submit' option is clicked. A deadline is mentioned: 'The application must be submitted to Welsh Government by [blank] You will not be able to submit the form after this date even if you started filling in the form on or before [blank]'. A link to the 'Customer Contact Centre' is provided for further guidance. A note asks the user to check their Customer Details and Online Preferences before submitting. Below this, there are two columns of links: 'Customer Details' (Trading Title, Address, Postcode, Telephone Number, Email Address, Number of Partners) and 'Online Preferences' (Email or SMS (Text) Preference, Email Address, Mobile Number). At the bottom, there are 'Start' and 'Cancel' buttons.

**RPW Ar-Lein Online**  
Taliadau Gwledig Cymru  
Rural Payments Wales

CRONFA AMAETHYDDOL EWROP AR GYFER  
DATBLYGU GWLEDIG: EWROP YN  
BUDDSODDI MEWN ARDALEDDO GWLEDIG  
THE EUROPEAN AGRICULTURAL FUND FOR  
RURAL DEVELOPMENT  
EUROPE INVESTING IN RURAL AREAS

[Cymraeg](#) [Log Off](#)

[Home](#) [My Details](#) [Land](#) [Correspondence](#) [Forms](#) [Contracts and Small Grants](#)

### Start Application start an application or claim

You have asked to complete the following application online: **Woodland Restoration Scheme 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  You will not be able to submit the form after this date even if you started filling in the form on or before

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

Please check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by clicking the Customer Details or Online Preferences links below.

<a href="#">Customer Details</a>	<a href="#">Online Preferences</a>
Trading Title	Email or SMS (Text) Preference
Address	Email Address
Postcode	Mobile Number
Telephone Number	
Email Address	
Number of Partners	

[Start](#) [Cancel](#)

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 Woodland Restoration Scheme EOI.



## Woodland Restoration Scheme EOI Introduction Page

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

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

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

Woodland Restoration Scheme

Help Guide

Introduction

Statutory Plant Health Notice and Felling Licence Detail

Field Parcel List

Submission

Cymraeg

### Woodland Restoration Scheme Expression of Interest

Next >

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

- This Expression of Interest is for those who are able to complete the works by 31 March 2023.
- You must have and retain full management control of the land from when the EOI is submitted, for the full period of the contract.
- You must enter a minimum of 0.25 hectares of land which is under a Statutory Plant Health Notice or a valid felling licence covering an area of woodland containing larch tree species.
- If selected, you will need to complete a Forest Management Plan, which will need to be submitted for verification and approval by Welsh Government.
- If land declared in your EOI is identified as containing Plantations on Ancient Woodland Site (PAWS), the Forest Management Plan must be prepared and submitted by a Registered Woodland Planner selected from a list approved by the Welsh Government.
- The PAWS Forest Management Plan must be submitted for verification and approval by Welsh Government.
- Following acceptance of a contract, you may be eligible for grant support for the production of a PAWS Forest Management Plan.

**Privacy Statement**

The information you provide will be used by the Welsh Government to process your expression of interest for the Woodland Restoration Scheme. They will also be the data controller for the personal data you provide. It is necessary for us to collect this information in order for us to process your expression of interest. 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. Failure to provide all the required information may result in us being unable to process your Expression of Interest.

Before completing this Expression of Interest please ensure that you have read the applicable [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 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:** scheme details and payment rates may change.

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 Woodland Restoration Scheme Rules Booklet and Key Messages click 'Next' to advance to the next screen of the Woodland Restoration Scheme EOI.

## Statutory Plant Health Notice and Felling Licence Detail

On this page you must specify details of your Statutory Plant Health Notice and/or Felling Licence.

- If you answer 'Yes' to the question 'Do you have a Statutory Plant Health Notice Number (SPHN)?', a box will appear for you to enter your SPHN number.
- If you answer 'Yes' to the question 'Do you have a felling licence that contains larch?', a box will appear for you to enter your felling licence number.

You must complete all fields highlighted with a red \* asterisk.

The screenshot shows a web form titled 'Statutory Plant Health Notice and Felling Licence Detail'. On the left is a sidebar with a 'Woodland Restoration Scheme' header and a 'Help Guide' button. The sidebar menu includes 'Introduction' (checked), 'Statutory Plant Health Notice and Felling Licence Detail' (checked), 'Field Parcel List' (marked with a red X), and 'Submission' (checked). Below the menu is the word 'Cymraeg'. The main content area has a title bar with '< Prev' and 'Next >' buttons. Below the title is a light blue box with instructions: 'List of Instructions to complete screen: 1. Complete all questions. 2. All fields highlighted with an \* must be completed. 3. Add multiple SPHNs/Felling Licences by selecting the appropriate '+ Add' button.' A 'Hide Help' button is in the top right of this box. The form sections are: 'Restoration' with a dropdown 'Do you have a Statutory Plant Health Notice? \*' set to 'Yes' and a '+ Add Statutory Plant Health Notice' button; 'Statutory Plant Health Notice: \*' with input fields '99 / 99999 / 99', a 'Delete' button, and a dropdown 'M'; 'Do you have a felling licence that contains larch? \*' with a dropdown set to 'Yes' and a '+ Add Felling Licence' button; 'Felling Licence: \*' with an input field '999999999' and a 'Delete' button; and 'Fell and restock or restock only? \*' with a dropdown set to 'Fell and Restock'. Two orange callout boxes with arrows point to the '+ Add Statutory Plant Health Notice' and '+ Add Felling Licence' buttons, with labels 'Add additional Statutory Plant Health Notice Number button' and 'Add additional Felling License button' respectively.

You must submit your Statutory Plant Health Notice and/or Felling Licence in support of your Expression of Interest.

If you wish to complete one EOI covering more than one Statutory Plant Health Notice and/or Felling Licence you will need to complete this page but you will also need to submit all Statutory Plant Health Notices and/or Felling Licences in support of your EOI.

## Field Parcel List

This screen will form the basis of your Woodland Restoration Scheme 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 sidebar with navigation links: 'Introduction' (checked), 'Statutory Plant Health Notice and Felling Licence Detail' (checked), 'Field Parcel List' (selected), 'Page 1' (selected), and 'Submission' (checked). The main area has a title 'Field Parcel List' and navigation buttons '< Prev' and 'Next >'. Below the title is a 'List of Instructions to complete screen:' box with three steps: 1. Select a field parcel to be included in this EOI by ticking the 'Select for Restoration' column. 2. Enter the area of restocking (in hectares) for each restoration option that will be restocked in that field parcel. 3. Add a new field parcel if it has not been displayed if you wish to also select for Restoration. Below the instructions is a 'Field Parcel Search:' box with a search input field containing 'e.g. 'SH1234 1248' / 'Lower Field' / 'SH1'' and 'Find' and 'Find Next' buttons. Below the search box is a table with columns: 'Sheet Reference', 'Field Parcel Number', 'Field Parcel Size (Ha)', 'Area of NFI Woodland (Ha)', 'Select For Restoration', 'Tenure', 'Tenancy Start Date', 'Tenancy End Date', and '+ Add Field Parcel'. The table has 7 rows of data. Annotations with arrows point to various elements: 'Show or hide field parcel names by selecting this option' points to the 'Hide Field Parcel Names' dropdown; 'The Field Parcel List is separated into pages of 10 fields. Switch between pages by clicking the required page button' points to the 'Page 1' button in the sidebar; 'Select the parcel(s) you wish to add to your EOI' points to the 'Select For Restoration' column; 'Add new fields by clicking the Add Field Parcel button' points to the '+ Add Field Parcel' button.

Woodland Restoration Scheme

Help Guide

### Field Parcel List

< Prev Next >

List of Instructions to complete screen:

1. Select a field parcel that is to be included in this EOI by ticking the 'Select for Restoration' column.
2. Enter the area of restocking (in hectares) for each restoration option that will be restocked in that field parcel.
3. Add a new field parcel if it has not been displayed if you wish to also select for Restoration.

Field Parcel Search:

e.g. 'SH1234 1248' / 'Lower Field' / 'SH1'

Find Find Next

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Select For Restoration	Tenure	Tenancy Start Date	Tenancy End Date	+ Add Field Parcel
		1.27	1.27	<input type="checkbox"/>	<input type="radio"/>			
		4.97	0.00	<input type="checkbox"/>	<input type="radio"/>			
		0.46	0.00	<input type="checkbox"/>	<input type="radio"/>			
		0.52	0.00	<input type="checkbox"/>	<input type="radio"/>			
		1.02	0.00	<input type="checkbox"/>	<input type="radio"/>			
		0.04	0.00	<input type="checkbox"/>	<input type="radio"/>			

Hide Field Parcel Names

Display all field parcels

Page 1

Submission

Cymraeg

Show or hide field parcel names by selecting this option

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

Select the parcel(s) you wish to add to your EOI

Add new fields by clicking the Add Field Parcel button

## 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).

Woodland Restoration Scheme

Help Guide

Introduction
Statutory Plant Health Notice and Felling Licence Detail
Field Parcel List
Page 1
Submission

Cymraeg

### Field Parcel List

< Prev
Next >

Enter search criteria then click Find.

List of Instructions to complete screen:  
1. Select a field parcel that is to be included in this EOI by ticking the 'Select for Restoration' checkbox.  
2. Enter the area of restocking (in hectares) for each restoration option that will be restocked in that field parcel.  
3. Add a new field parcel if it has not been displayed if you wish to also select for Restoration.

Field Parcel Search:  
e.g. 'SH1234 1248' / 'Lower Field' / 'SH1'
Find
Find Next

Hide Field Parcel Names

Display all field parcels

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Select For Restoration	Tenure	Tenancy Start Date	Tenancy End Date	+ Add Field Parcel
		1.27	1.27	<input type="checkbox"/>	<input type="radio"/>			
		4.97	0.00	<input type="checkbox"/>	<input type="radio"/>			
		0.46	0.00	<input type="checkbox"/>	<input type="radio"/>			
		0.52	0.00	<input type="checkbox"/>	<input type="radio"/>			
		1.02	0.00	<input type="checkbox"/>	<input type="radio"/>			
		0.04	0.00	<input type="checkbox"/>	<input type="radio"/>			

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:

Find
Find Next

Hide Field Parcel Names

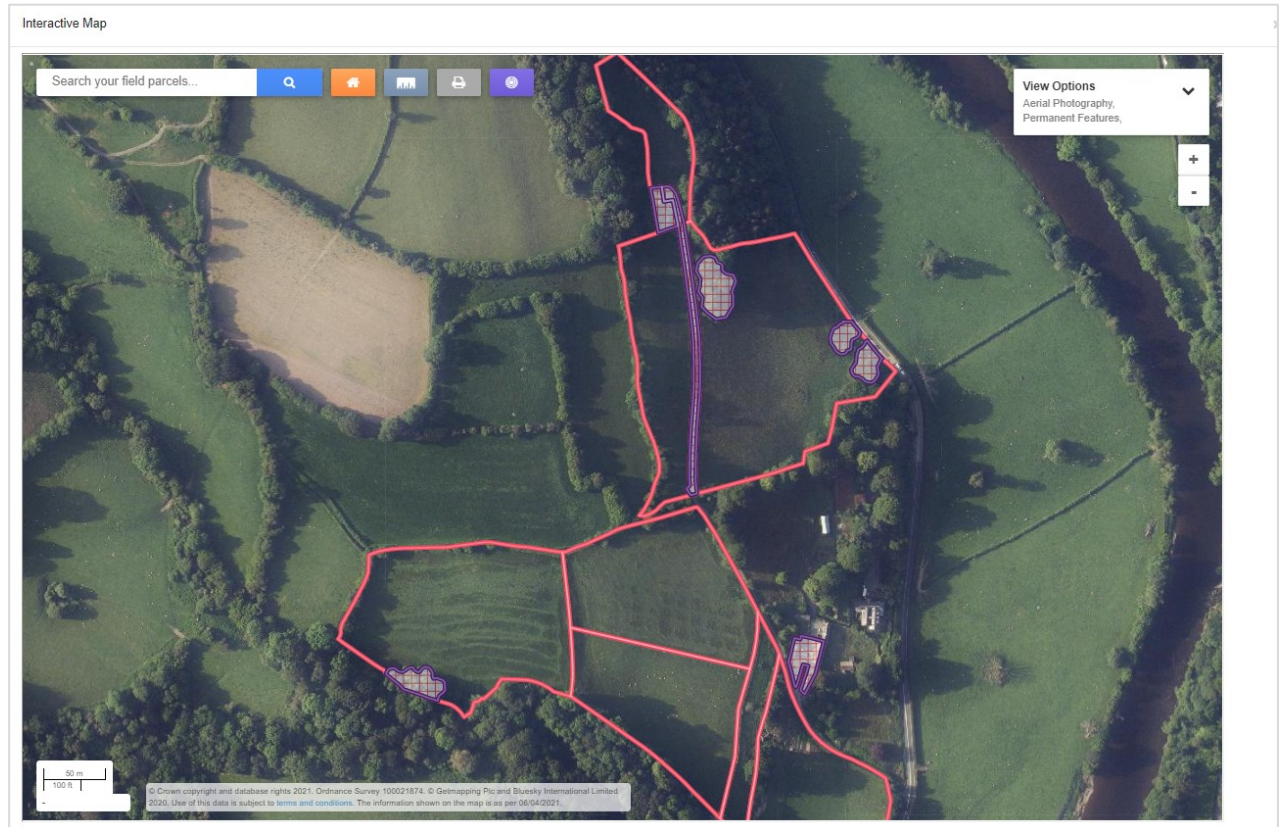
Display all field parcels

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Select For Restoration	Tenure	Tenancy Start Date	Tenancy End Date	+ Add Field Parcel
		1.27	1.27	<input type="checkbox"/>	<input type="radio"/>			
		4.97	0.00	<input type="checkbox"/>	<input type="radio"/>			
		0.46	0.00	<input type="checkbox"/>	<input type="radio"/>			

## View Map Facility


At the bottom of each page there is a button to view the interactive map of your holding. This map will highlight all fields currently registered to you in our systems and allow you to check for field parcel numbers, permanent features and manually measure areas.

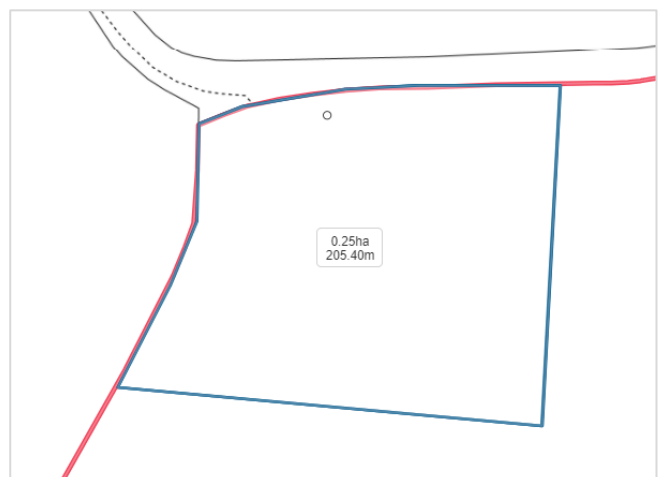
Click  to open



In the top right area of the screen are the **View Options** – you can use these options to toggle Aerial Photography, Permanent Features and Field Parcel Labels.

You may zoom in and out of the map using your mouse scroll wheel, or use the **+** and **-** buttons situated beneath the View Options box.

To measure an area, click the  tool. With each left click of the mouse you will drop a 'node'. The measurement between dropped nodes will be shown in Metres, until you join the last node with the beginning node, where the area in Hectarage will be shown along with the perimeter measurement in Metres:



### **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).

#### Select For Restoration

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

#### Total Area of Restocking (Ha)

This is the total area you have specified to restock 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 Woodland Restoration Scheme

You will need to indicate each field parcel to be included in your EOI by placing a tick in the box 'Select For Restoration'.

Hide Field Parcel N: <input type="text"/>		Display all field parcels <input type="text"/>							+ Add Field Parcel
Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Select For Restoration	Total Area of Restocking (ha)	Tenure	Tenancy Start Date	Tenancy End Date	
<input type="text"/>	<input type="text"/>	1.27	1.27	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	4.97	0.00	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	0.46	0.00	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	0.52	0.00	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	1.02	0.00	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	0.04	0.00	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	

On selection of a field parcel, a pop up box will appear allowing you to specify the area to be restocked. Click Ok when done.

Please select Restocking Option:

Restocking Option	Area to be Restocked (ha)
Basic Re-stocking: over 20ha coupe size - over 350m altitude	<input type="text" value="0.00"/>
Basic Re-stocking: over 20ha coupe size - between 250 and 350m altitude	<input type="text" value="0.00"/>
Basic Re-stocking: under 5ha coupe size - below 250m altitude	<input type="text" value="0.00"/>
Re-stocking: Broadleaves - PAWS, ASNW and Core & Focal networks	<input type="text" value="0.00"/>
Re-stocking: Broadleaves - All other sites	<input type="text" value="0.00"/>

The Total Area of Restocking (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.

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Select For Restoration	Total Area of Restocking (ha)	Tenure	Tenancy Start Date	Tenancy End Date	+ Add Field Parcel
<input type="text"/>	<input type="text"/>	1.27	1.27	<input checked="" type="checkbox"/>	1.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit"/>
<input type="text"/>	<input type="text"/>	4.97	0.00	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	0.46	0.00	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	0.52	0.00	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	

## 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.

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Select For Restoration	Tenure	Tenancy Start Date	Tenancy End Date	
		1.27	1.27	<input type="checkbox"/>	<input type="radio"/>			
		4.97	0.00	<input type="checkbox"/>	<input type="radio"/>			
				<input checked="" type="checkbox"/>	<input type="radio"/>			<a href="#">Delete</a> <a href="#">Edit</a>

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 enter the Area of Restocking by clicking the 'Edit' button.

SN1234	1234	1.00	1.00	<input checked="" type="checkbox"/>	<input type="radio"/>			<a href="#">Delete</a> <a href="#">Edit</a>
--------	------	------	------	-------------------------------------	-----------------------	--	--	---

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

Please select Restocking Option:

Restocking Option	Area to be Restocked (ha)
Basic Re-stocking: over 20ha coupe size - over 350m altitude	<input type="text" value="0.00"/>
Basic Re-stocking: over 20ha coupe size - between 250 and 350m altitude	<input type="text" value="0.00"/>
Basic Re-stocking: under 5ha coupe size - below 250m altitude	<input type="text" value="0.00"/>
Re-stocking: Broadleaves - PAWS, ASNW and Core & Focal networks	<input type="text" value="0.00"/>
Re-stocking: Broadleaves - All other sites	<input type="text" value="0.00"/>

[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 manually added to your EOI, click  Delete

SN1234	1234	1.00	1.00	<input checked="" type="checkbox"/>	<input type="radio"/> ▼			 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	1.00	1.00	<input checked="" type="checkbox"/>	<input type="radio"/> ▼			 Delete	Edit
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## SECTION 4 – SUBMITTING YOUR WOODLAND RESTORATION SCHEME 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.

Woodland Restoration Scheme

Help Guide

Submission - Errors, Information & Summary

Prev Next

**Errors and Information**

No Errors or Information Messages identified.

This is not confirmation that your Expression Of Interest is complete or accurate. You must still ensure that you have selected the appropriate field parcels that are to be included and that all details are complete and accurate.

**Summary Details**

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

The following summarises your Woodland Restoration Scheme Expression Of Interest as completed by you.

**Restoration Details**

Do you have a Statutory Plant Health Notice? Yes

Statutory Plant Health Notice: 99/99999/99M

Do you have a felling licence that contains larch? Yes

Felling Licence: 999999999

Fell and restock or restock only? Fell and Restock

**Field Parcel Data**

Sheet Ref.	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Selected For Restoration	Total Area of Restocking (ha)	Tenure	Tenancy Start Date	Tenancy End Date
		1.27	1.27	Yes	1.00	O		

Woodland Restoration Scheme

Total Number of Field Parcels selected 1

Total Area Selected for Restocking (Ha) 1.00

Any problems found with your Woodland Restoration Scheme 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. <b>You cannot submit your EOI when a red cross is present.</b> 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.

The screenshot shows a web application interface for the 'Woodland Restoration Scheme'. On the left is a sidebar with a 'Help Guide' link and a list of steps: 'Introduction' (checked), 'Statutory Plant Health Notice and Felling Licence Detail' (checked), 'Field Parcel List' (checked), 'Submission' (checked), 'Errors, Information & Summary' (checked), 'Declarations and Undertakings' (highlighted with a checkmark), and 'Submit'. The main content area is titled 'Submission Declarations and Undertakings' and contains a scrollable text box with the following text:

I confirm that:

I have read and understood the Woodland Rules Booklet including the data disclosure requirements and I permit the Welsh Government to use my information to support my 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 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:

Not to undertake work prior to entering the Woodland Restoration scheme that damages the environment and understand that such action could result in rejection of my Expression of Interest.

I have excluded land which is under other management agreements or grant that I receive, or intend to apply for, that may have a potential for double funding.

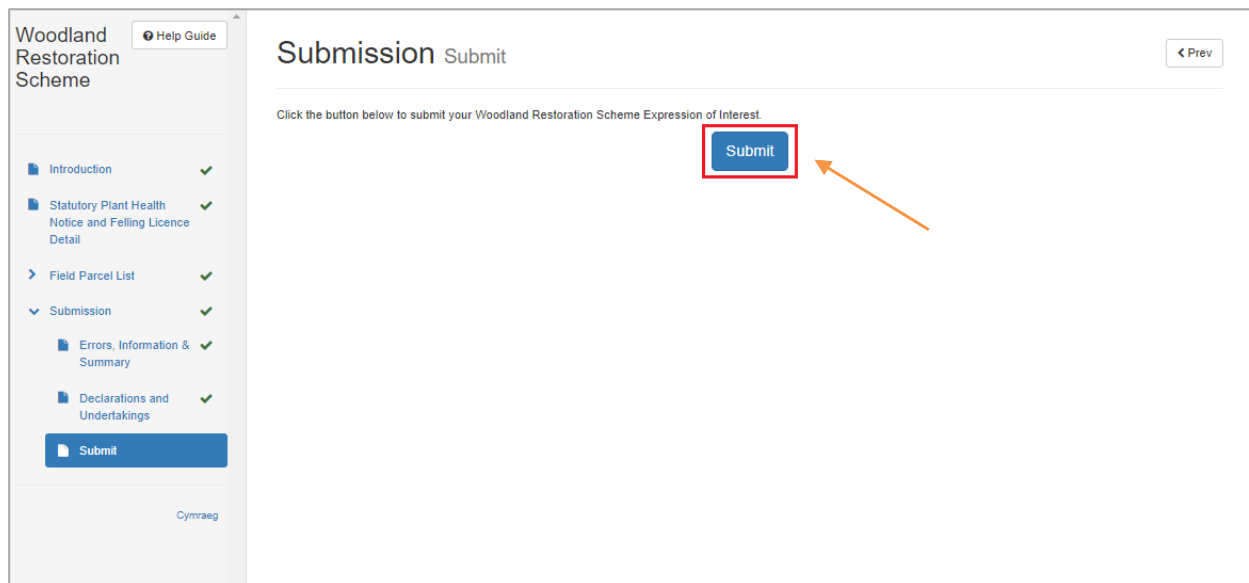
At the bottom of the scrollable area, there is a checkbox labeled 'I have read and agree to the above Declarations and Undertakings.' which is checked. A red box highlights this checkbox, and an orange arrow points to it from the right.

Navigation buttons '< Prev' and 'Next >' are located at the top right of the main content area.

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.

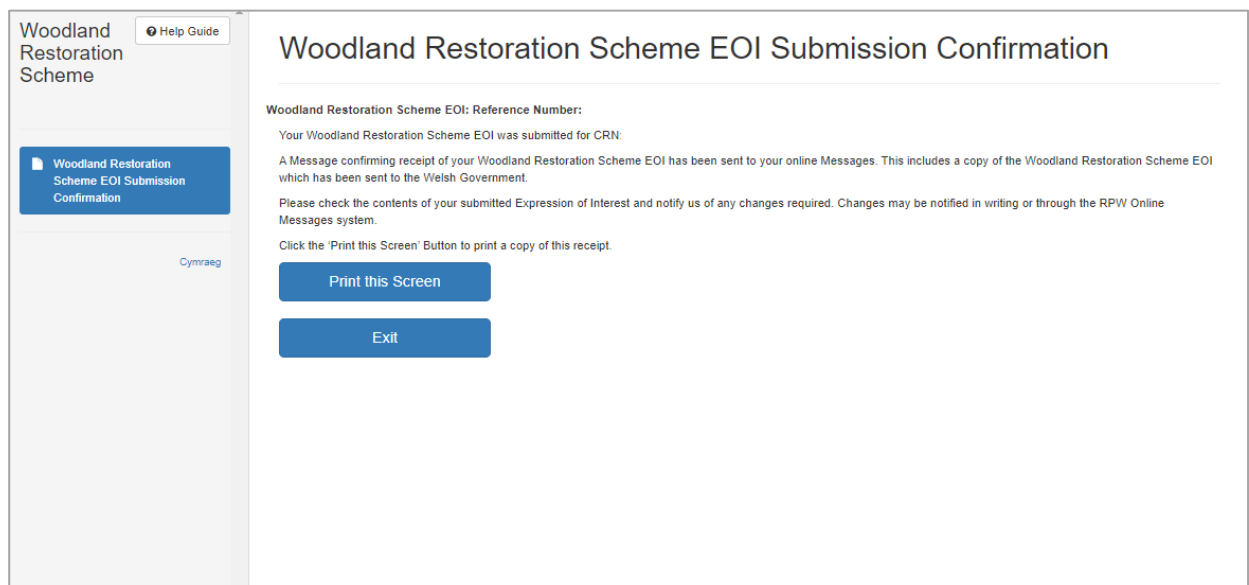
## Submission Page

Click to Submit your Expression of Interest.



The screenshot shows the 'Submission Submit' page of the Woodland Restoration Scheme. On the left, a sidebar contains a 'Help Guide' link and a list of sections: 'Introduction' (checked), 'Statutory Plant Health Notice and Felling Licence Detail' (checked), 'Field Parcel List' (checked), 'Submission' (checked), 'Errors, Information & Summary' (checked), and 'Declarations and Undertakings' (checked). Below these is a 'Submit' button. The main content area is titled 'Submission Submit' and includes a 'Prev' button. It instructs the user to 'Click the button below to submit your Woodland Restoration Scheme Expression of Interest.' and features a blue 'Submit' button, which is highlighted with a red rectangle and an orange arrow pointing to it from the right.

The following submission message will be generated:



The screenshot shows the 'Woodland Restoration Scheme EOI Submission Confirmation' page. The sidebar on the left has a 'Help Guide' link and a 'Woodland Restoration Scheme EOI Submission Confirmation' button. The main content area is titled 'Woodland Restoration Scheme EOI Submission Confirmation' and provides the following information: 'Woodland Restoration Scheme EOI: Reference Number:', 'Your Woodland Restoration Scheme EOI was submitted for CRN:', 'A Message confirming receipt of your Woodland Restoration Scheme EOI has been sent to your online Messages. This includes a copy of the Woodland Restoration Scheme EOI which has been sent to the Welsh Government.', '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 buttons: 'Print this Screen' and 'Exit'.

## SECTION 5 - WHAT TO DO FOLLOWING SUCCESSFUL SUBMISSION

A summary of your completed Woodland Restoration Scheme 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

Ensure you provide all relevant supporting documentation with your Woodland Restoration Scheme EOI. If you are able to submit your supporting documents online, you should use your 'Messages' page to do this ensuring you set the subject of your message to "Woodland Restoration Scheme 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](https://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.

If you are unable to submit your supporting documents online, please ensure that your supporting documents are received by Woodland Restoration Scheme EOI the closing date.

### Withdrawing your Application

If you wish to withdraw your Woodland Restoration Scheme EOI after you have submitted it online, you should go to your 'Messages' page. Select the existing message received when you submitted your Woodland Restoration Scheme 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](https://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 Woodland Restoration Scheme 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](https://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.