



Llywodraeth Cymru
Welsh Government

Woodland Creation Planning Scheme

Woodland Creation Plan

How to Complete Guidance

How to Complete Guide

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

These instructions will give you step-by-step guidance on how to complete your WCPS 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/woodland-creation-plan-scheme 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 – Woodland Creation Plan - How to Complete

The Woodland Creation Plan

This guide should be referenced when completing a Woodland Creation Plan. All sections of the Plan must be completed to enable verification by Natural Resources Wales (NRW).

Planners should include all planting proposals for the next five years in order to be in a position to apply for future windows of woodland creation funding as they become available.

The Shapefile

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 applicants Shapefile in conjunction with the Plan.

In order to avoid a Shapefile being returned for correction, Planners must ensure that the Shapefile Guidance provided is followed. The Shapefile Guidance document is available [here](#). A checklist will also be issued along with the Shapefile to assist Planners in ensuring the Shapefile is completed and submitted correctly.

Successful Verification of the Plan

Upon notification of successful verification, the Plan holder will be eligible to apply for future Welsh Government funding for a period of five years from the date of verification.

The following guidance applies to the WCPS Woodland Creation Plan, which can be found at gov.wales/woodland-creation-plan-how-complete.

Section 1

Property, Applicant and Planner / Agent Details

Please supply details of the woodland property, the applicant name and contact details and customer status in this section. Also add Registered Woodland Planner Details and if applicable, Agent details.

Planting Site Details

Enter details of site visit, planting area, woodland category and location details.

Information for Environment Impact Assessment (Forestry)

Enter the hectareage for each of the Designated Areas. Refer to the [Woodland Opportunity Map](#) to support your EIA.

Section 2

Long Term Vision and Objectives

Please enter 1-2 sentences to describe your long-term vision for the new planting area.

Set out the objectives for the proposed planting 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.

Section 3

Potential Impacts of Proposed Planting

Refer to [Woodland Opportunity Map](#) for information layers. e.g. SSSI and SSSI buffers, open access, red squirrels.

When describing the layer in proposed planting, 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.

Check the [Woodland Opportunity Map](#) for species guidance/verification for any listed priority habitats present in the area to be planted.

Section 4

Design of Proposed Planting

Please consider the following when answering the questions in this section:

Brief description of proposed planting site	Give details of the new planting site which include site type e.g. grassland, location in the surrounding landscape, altitude, soil type, adjacent habitats.
Pre-planting ground preparation	What ground preparation is required before the site can be planted and when will this work be undertaken e.g. bracken control.
Type of planting stock and size of trees / shrubs	Describe the type of planting stock e.g. bare rooted, cell grown and the size of the trees and shrubs.
Tree protection – what type of tree shelters / spiral guards will be used and why?	Outline the type of tree shelters/spiral guards to be used and the reason why these guards are used.
Deer protection	Where deer are a problem, put in measures (e.g. additional tree protection, fencing) to ensure that deer do not damage the new planting.
Open ground	Areas of 0.5ha or over are ineligible for funding and need to be mapped out.
Are standing trees present?	Scattered trees and shrubs can be incorporated in the plan and if the area is over 0.5Ha, it needs to be mapped out in the same way as open ground.
Timing of proposed planting	Please provide as much info as possible regarding the timing of proposed planting.

Section 5

Maintenance and monitoring of proposed planting site

Please consider the following when answering the questions in this section:

Control of vegetation around trees	Set out briefly (1-2 sentences) the method that the vegetation e.g. bracken, bramble, grass will be controlled e.g. herbicide using a licenced spraying contractor, mulch mats.
Tree replacement	How will the new planting be checked for losses? When will replacement trees will be planted. The replacement trees need to match the trees which died.
Fencing	Describe briefly how and when the fence line around the new planting will be checked – this operation needs to be undertaken at once annually.
Tree protection	Describe briefly how and when tree shelters in the new planting will be checked – this operation needs to be undertaken at least once annually.
Removal of tree protection	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.
Rides and paths through wood	Set out how e.g. tractor mower, strimmer rides and paths through the new planting will be maintained.

Section 6

Consultation

In line with Scheme rules and the UKFS, 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

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](#).

Specialist Surveys Undertaken

Please enter full details of any surveys undertaken, including dates, suppliers and quotes.

Section 7

Plan of Operation

Sheet / Field Reference	Welsh Government land registration number. Sheet reference is two letters & four numbers e.g. SH1234; field number is four numbers
UniqueID	<p>Use this reference to link each unique planting / fencing item or gate in the Shapefile to the associated item listed in the Plan.</p> <p>Note that you must assign a unique ID for each planting / fencing item or gate. UniqueIDs must be an integer, e.g. 1, 2, 3, 4, 5. You must not add any alphabetical characters or compartment numbers to the UniqueID.</p> <p>Any items found to have a duplicate uniqueID will be referred back for correction.</p>
Woodland Category or Fencing	See rules booklet for Woodland Category references
Proposed Quantity	Area of new planting / length of fencing

Section 8

Information Required to Support Plan Verification

Please complete this section to indicate what additional documents and consents / consultation responses are supplied in support of the Plan.

Woodland Planner Declaration

This section must be completed by the Registered Woodland Planner responsible for creating the Plan.

Applicant / Agent Declaration

This section must be completed by the Applicant, or the Applicants Agent.

Before Submitting

Please complete this section in full