



Coedwig
Genedlaethol i Gymru
National Forest
for Wales



How to complete your application form



Introduction

This guidance will take applicants through the National Forest for Wales Status Scheme application form and required supporting evidence.

The National Forest for Wales Liaison Officers will be able to provide more in-depth support with completing applications and deciding what evidence is relevant to submit.

So please contact them before completing an application at **NationalForestWalesStatus@naturalresources.wales**, or by telephone on **0300 065 3000** (Mon-Fri, 9am-5pm).

You must complete your application in full and provide relevant supporting documentation to evidence your project. Please ensure you follow the guidance as failure to do so may delay the process.

The assessment of an application will not commence until the application and all of the supporting documentation has been received. All supporting documentary evidence must be submitted with your application.

Before completing an application:

- Please make sure you have a good understanding of the National Forest for Wales Outcomes. A description of the Outcomes can be found in:

[The National Forest for Wales – Status Scheme Guidance](#)

- You must have liaised with your National Forest for Wales Liaison Officer.
- Please familiarise yourself with [The National Forest for Wales – Status Scheme Guidance](#)
- Please read this 'how complete your application' guidance.



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National Forest for Wales Liaison Officers

There are six Liaison Officers located across Wales whose roles are to facilitate and enable woodland owners with their ambitions to create and enhance woodlands in accordance with the National Forest for Wales Outcomes.

A Liaison Officer will arrange a time to visit your site, they will provide advice on your sites suitability and readiness to apply for National Forest for Wales Status, answer any questions you have about the process, and advise on completing and evidencing applications.

If your site doesn't currently meet the relevant Outcomes the Liaison Officer can signpost you to relevant funding schemes to enable your site to qualify. There is funding for example available through the Woodland Investment Grant (TWIG) and the Coetiroedd Bach (Tiny Forests) scheme via the National Lottery Heritage Fund which they can advise on.

It is imperative that applicants contact their National Forest for Wales Liaison Officer before submitting an application as they provide a central role in the National Forest for Wales and building a National Forest for Wales community.

Contact details:

Phone: **0300 065 3000**
(Mon-Fri, 9am-5pm).

Email: **NationalForestWalesStatus@
naturalresources.wales**



Filling in the Application Form

Applicant name:

For example business name (this may be the same as the site name or contact name).

Contact:

The individual submitting the application.

Site:

The woodland site being submitted for Status.

An OS grid Reference can be provided where a postal address is not available.

Project Details

Owner or Manager Details:

This may at times be the same as the applicant, site or contact details.

Please attach evidence of ownership or management agreement with your application.

This could include for example land registry documents, a management agreement document or a letter from the owner agreeing to you submitting the application.

If you currently lease the land or have a management agreement in place for example, you will need to demonstrate you have a lease with a minimum of 10 years left.

To be eligible to apply the site must be located in Wales.

Size of site:

Please attach a map with your application outlining the site area and relevant features.

This can be any format of map to a recognised scale.

The map will need to show boundaries, access points, paths, rivers and connectivity where relevant for the areas being submitted for National Forest for Wales Status.

Project Details (Cont.)

Total Size in Ha of National Forest for Wales area being applied for:

The size of National Forest for Wales area being applied for may be the whole woodland site or part of a larger site. This may depend on several factors, for example you may choose to only submit a section of the site for National Forest for Wales Status, or only part of the site may currently meet the National Forest for Wales Outcomes.

To note areas applying for National Forest for Wales Status may not necessarily be completely under canopy cover. For example, there may be areas of open ground, car parks or playgrounds which count as part of a larger area.

Total Size in Ha of the woodland site:

If the whole site is being submitted to be part of the National Forest for Wales, please leave this section empty.

This figure relates to the total area of the site attached to the project address, which may at times be different to the area being submitted for National Forest for Wales Status.

Your National Forest for Wales Liaison Officer:

Prior to submitting an application for the Status Scheme you must have liaised with your National Forest for Wales Liaison Officer. Applications who haven't engaged will not be considered. The Liaison Officer will be able to support you with completing and evidencing your application form.

National Forest for Wales Liaison Officers Signatures:

By signing here the Liaison Officer is acknowledging their involvement in the application process for this site.

Once your application form is complete and your Liaison Officer has agreed it with you, they will share it with one of their colleagues to review. Both Liaison Officers will sign here to acknowledge their involvement in the process.



The National Forest for Wales - Evidence

This section is all about the National Forest for Wales Outcomes and forms the main part of the application.

Please refer to the published Status Scheme guidance and 'How to complete your application' guidance for more detail on the Outcomes and completing this section.

Please refer to the summary table of the Outcomes in [The National Forest for Wales – Status Scheme Guidance](#) for more detail on the Outcomes to help you complete and evidence your answers.

Please also discuss your application with your National Forest for Wales Liaison Officer who will be able to advise you which Outcomes your site demonstrates and the evidence to submit.

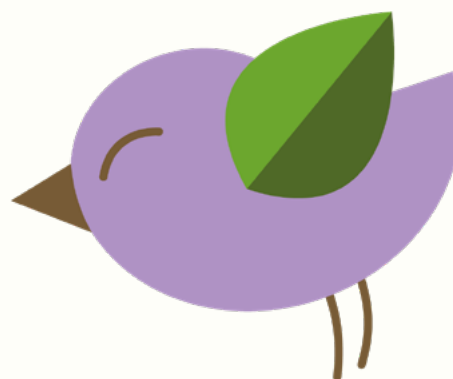
Applications will be considered against their ability to demonstrate how a site meets the relevant National Forest for Wales Outcomes. Evidence will be taken from the whole application and your woodland management plan.

Please note: Whereas reference can be made purely to sections of your management plan to answer questions in the 'Other evidence' section of the application form, answers to 'The National Forest for Wales – Evidence' sections of the application, which explore the Outcomes, must be completed in full within the application.

Every National Forest for Wales site and project will be unique and therefore so should your evidence be, there is no right or wrong way of answering nor a checklist to follow. You have full discretion in how you demonstrate your site meets the Outcomes.

Below we have provided some guidance on how to evidence the Outcomes. Please note this is by no means an exhaustive list, nor optimum examples to aim for, they are purely indicative. So please be as innovative as possible.

Answers can be a maximum of 400 words per Outcome.



The National Forest for Wales - Evidence (Cont.)

Explain how the woodland site meets the required National Forest for Wales Outcome of a:

Good quality, well designed and managed resilient woodlands. (400 words max)

All woodlands applying for National Forest for Wales Status need to demonstrate this Outcome.

Examples of ways to demonstrate this Outcome could include:

- An explanation of your woodland management and, where relevant, woodland creation plans and goals.
- Information on any standards or awards achieved or being worked towards. For example, UK Woodland Assurance Standard (UKWAS) or green flag.
- Examples of wider environmental considerations, such as using bio-degradable alternatives to plastic tree guards and ties.
- Steps you have made towards climate change mitigation and adaptations.
- How you have considered the Woodlands for Wales indicators.
- Examples of best silviculture practices.

- Relevant consents and licences you have in place. (**Please note:** It is your responsibility to have all required consents and licences in place before applying. The Liaison Officers will be able to advise you on this).

Supporting evidence could include:

- A woodland management plan.
- A woodland creation plan.
- Certification or awards attained.
- Consents and licences.
- Photos demonstrating well designed and managed woodlands.

Please note: This is by no means an exhaustive list, nor optimum examples to aim for, they are purely indicative.

Explain if and how the woodland site meets the following National Forest for Wales Outcomes:

Only complete the Outcomes which your woodland site demonstrates. Other Outcomes can be marked as N/A.

- *Woodlands accessible to people.*
- *Community involvement in woodlands.*
- *Connected woodlands.*
- *Dynamic, multi-purpose woodlands and trees.*
- *Woodlands that demonstrate learning, research and innovation.*

The National Forest for Wales - Evidence (Cont.)

Woodlands accessible to people (400 words max)

Please note, when submitting an application for a site with public access you are acknowledging that any paths and/or access ways you have indicated as open and accessible for public use will remain so for the duration of the agreement. It is your responsibility to ensure you have the relevant permissions and insurance for enabling public access.

Examples of ways to demonstrate this Outcome could include:

- Steps you have taken to provide accessibility for all by all reasonable means, for example installing gates rather than stiles.
- Infrastructure put in place to encourage a wide range of visitors and support them through their visit. For example interpretation boards, trails, sculptures, play areas, seating, picnic areas, facilities such as toilets.
- Any online presence to enable people to research and plan their visit and understand what facilities are on site. For example a website or Facebook page.
- A description of pathways including length and terrain. Noting whether they are for example Rights of Ways, CROW or permissive access and how long these agreements are in place for.
- Information on how visitors can access the site. For example do visitors need to pay, is there parking, is it accessible on foot, bicycle or bus.
- Events and activities held or planned at the site.
- Ways the site is supporting tourism and the economy.
- Steps being taken or considered for connecting the site to neighbouring sites and the wider area.
- Interest in being a part of the National Forest for Wales Trail in the future.
- At times access could be light touch to enable a broad range of sites to be involved. For example occasional open days on a farm site throughout the year for specific activities.

Supporting evidence could include:

- Photos.
- Videos.
- Testimonials, references or letters.
- Promotional material used.
- Past footfall figures as well as what you anticipate for the coming years.
- Evidence of formal agreements or consents. Such as Rights of Way, CROW or permissive access. For example maps, land registry documents, agreements and by-laws.

The National Forest for Wales - Evidence (Cont.)

- Links to websites, social media pages, adverts, articles etc.

Please note: This is by no means an exhaustive list, nor optimum examples to aim for, they are purely indicative.

Community involvement in woodlands (400 words max)

Examples of ways to demonstrate this Outcome could include:

- Occasions when you have invited the community to contribute to restoration, creation, enhancement or management plans for your woodland.
- Community groups or clubs you have set up or connected with. For example voluntary or school groups like the Scouts, mountain biking groups or Eco-schools.
- Wellbeing activities or volunteering opportunities you have hosted. For example tree planting days or simply providing outdoor space for people.
- Economic opportunities you have provided for the local community such as jobs.
- How you have worked with the local community to promote the Welsh language, culture and heritage through your site.
- Examples of other organisations you have or are working with.

Supporting evidence could include:

- Promotional material used to advertise the site and opportunities.
- Testimonials, references or letters.
- Links to websites, social media pages, adverts, articles etc.

Please note: This is by no means an exhaustive list, nor optimum examples to aim for, they are purely indicative.

Connected Woodlands (400 words max)

We understand that during these early years of the National Forest for Wales connecting woodlands physically may not always be feasible, but it will become more important as woodland area in Wales increases.

When exploring connectivity, as well as connecting woodland physically by planting new trees to increase woodland cover, connectivity can be demonstrated in many other ways. Such as through connecting woodland to support nature, habitats and biodiversity, as well as work to connect woodlands to people.



The National Forest for Wales - Evidence (Cont.)

The connectivity of people to woodlands could for example be in terms of:

- Emotional connectivity, such as helping people to take a real interest in their natural environment; and/or
- Physical connectivity such as linking to where people live via footpaths, cycle paths, public transport, parking, no payment to access the site etc.

Examples of ways to demonstrate this Outcome could include:

- Steps you have taken to enhance or increase the size of existing habitats.
- Steps you have taken to help join up existing habitats such as with buffer strips, connected planting, or landscape corridors such as hedgerows.
- Examples of how you have considered connectivity to other woodlands when enhancing existing woodland areas or creating new ones.
- Evidence that future plans for enhanced and new woodlands include consideration for connectivity to other woodlands where feasible.

- Steps you have taken to help people access or connect with your woodland. For example involving them in ideas for your woodland plans or enabling them to benefit from the productivity of your woodlands.
- Provide an explanation of the vast biodiversity of your site and how it all interacts.

Supporting evidence could include:

- Photos.
- Videos.
- Testimonials, references or letters.
- Public engagement material.
- Woodland management plan.
- Woodland creation plan.

Please note: This is by no means an exhaustive list, nor optimum examples to aim for, they are purely indicative.



The National Forest for Wales - Evidence (Cont.)

Dynamic, multi-purpose woodlands and trees (400 words max)

To demonstrate this Outcome you could:

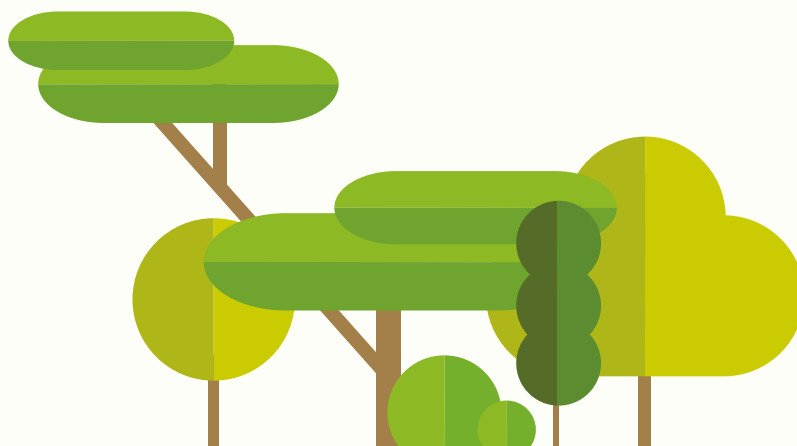
- Provide an explanation of the many different ways your woodland site is used. For example for:
 - Recreation.
 - Tourism.
 - Educational/learning opportunities.
 - Small and medium local level enterprises.
 - Commercial timber harvesting with examples of best silviculture practices.
 - Supplying home grown timber.
 - Supporting biodiversity.
 - Community groups or clubs.
 - Supporting the economy.
 - Productivity.
- Describe new and different approaches you have taken and are taking to deliver a multi-purpose woodland.
- Provide an explanation of the diversity of your planting and why. For example for timber, firewood, food and shelter.

- Provide an explanation of the vast biodiversity of your site and how it all interacts.
- Economic opportunities you have provided for the local community such as jobs.
- Ways the site is supporting tourism and the economy.

Supporting evidence could include:

- Photos.
- Videos.
- Testimonials, references or letters.
- Woodland management and creation plans.

Please note: This is by no means an exhaustive list, nor optimum examples to aim for, they are purely indicative.



The National Forest for Wales - Evidence (Cont.)

Woodlands that demonstrate learning, research and innovation (400 words max)

Examples of ways to demonstrate this Outcome could include:

- Demonstrating new and different ways you have and are:
 - Delivering woodlands in innovative ways.
 - Engaging with local communities.
 - Supporting biodiversity.
 - Providing environmental ecosystem services (e.g. air and water quality, flood and drought protection).
 - Ensuring resilience to future climate change (e.g. tree selection and right tree in the right place).
 - Providing educational opportunities (e.g. forest schools, forest skills sessions, working with colleges).
- Educational trails you have put in place and how they have been made use of.
- Steps you have taken to support or deliver skills and training opportunities.
- Other organisations you have worked with to develop new approaches.

Supporting evidence could include:

- Photos.
- Testimonials, references or letters.
- Materials used such as for promotion or learning.
- Papers developed.

Please note: This is by no means an exhaustive list, nor optimum examples to aim for, they are purely indicative.



Other Evidence

This section is to support your application and further evidence meeting the National Forest for Wales Outcomes.

Please attach a copy of your woodland management plan with your application.

Your woodland management plan should:

- Be guided by the UK Forestry Standard (UKFS), demonstrating how you have considered UKFS in your plans. (Further information on the UKFS can be found at the following link:
[The UK forestry standard | GOV.WALES](https://gov.wales))
- Be appropriate to the size and scale of your woodland and project.
- Include a description of the woodland.
- Include maps of the woodland area.
- Identify your management objectives and how they are guided by UKFS.
- Explain what your objectives are, your methodology for delivering them and why.
- Include information on planned operations within the woodland.
- Include an explanation of Sustainable Management of Natural Resources (SMNR). Further information on the SMNR can be found at the following link:

Introducing Sustainable Management of Natural Resources

- Include information on stakeholder engagement.
- Be current and cover at least the next 10 years (if it doesn't, please provide evidence of your plans for an up-to-date plan).

Your National Forest for Wales Liaison Officer will be able to supply you with information on woodland management plans. For example where to obtain management plan templates, funding available such as through the Woodland Investment Grant (TWIG) or Registered Planners who can help you with producing a plan.

If any of the following information is included in your management plan then you do not need to repeat the information, but please provide a reference to the information below.

You are welcome to reference sections of your Woodland Management Plan in this section in answer to questions rather than repeating content if you prefer. To refer to sections of your Woodland Management Plan please note the page number, section heading and paragraph number where available.

Other Evidence (Cont.)

Describe the long-term plan or future ambition for the site.

Please include reference to maintaining the site or further improvements proposed to the woodland or infrastructure. (400 words max)

As part of your answer it would be helpful to understand:

- How your site can support the development of the National Forest for Wales Network.
- What engagement opportunities you have considered to promote your site as part of the National Forest for Wales.
- Briefly your future plans for revenue and sources of income to maintain the site and be self-sustaining.

Please describe what you are most proud of and excited about on your site.

(400 words max)

As part of your answer you could explain:

- Your unique selling point.
- Why you feel your site should be recognised as an exemplar woodland.

Please highlight any other information you think would be relevant to your application

(Including any relevant links) (400 words max)

As part of your answer it would be helpful to understand briefly your financial situation, so please include an outline of:

- Any relevant sources of current financial support you are receiving for your woodland. Include any Government and grant funding received, and provisional if pending.
- Any relevant sources of previous financial support over the last 5 years you have received for your woodland. Include any Government and grant funding received.



Supporting Documents

Full applications are made up from a number of different documents and sources of information submitted in support of the application.

All supporting documentary evidence must be submitted with your application.

The following must be submitted with this application form:

Please complete the checklist.

- Proof of site ownership or management control (e.g. a copy of land registry) or proof of management control of the site (e.g. a copy of a management agreement with the site owner).

This could include for example land registry documents, a management agreement document or a letter from the owner agreeing to you submitting the application. This is not an exhaustive list, therefore alternative evidence may be acceptable, please check with your National Forest for Wales Liaison Officer.

If you for example currently lease the land or have a management agreement in place you will need to demonstrate you have a minimum of 10 years left.

To be eligible to apply the site must be located in Wales.

- A map of the site.

This can be any format of map to a recognised scale.

The map should show the total area of the site attached to the project address, as well as the area submitted to be part of the National Forest for Wales. This area may be different at times, for example, if you choose to only submit a section of the site for National Forest for Wales Status, or only part of the site currently meets the National Forest for Wales Outcomes.

The map will need to show boundaries, access points, paths, rivers and connectivity to the wider landscape where relevant.



Supporting Documents (Cont.)

- A woodland management plan.

Your woodland management plan should:

- Be guided by the UK Forestry Standard (UKFS), demonstrating how you have considered UKFS in your plans. (Further information on the UKFS can be found at the following link:
[The UK forestry standard | GOV.WALES](#))
- Be appropriate to the size and scale of your woodland and project.
- Include a description of the woodland.
- Include maps of the woodland area.
- Identify your management objectives and how they are guided by UKFS.
- Explain what your objectives are, your methodology for delivering them and why.
- Include information on planned operations within the woodland.
- Include an explanation of Sustainable Management of Natural Resources (SMNR). Further information on the SMNR can be found at the following link:
[Introducing Sustainable Management of Natural Resources](#)
- Include information on stakeholder engagement.

- Be current and cover at least the next 10 years (if it doesn't, please provide evidence of your plans for an up-to-date plan).

Your National Forest for Wales Liaison Officer will be able to supply you with information on woodland management plans. For example where to obtain management plan templates, funding available such as through the Woodland Investment Grant (TWIG) or Registered Planners who can help you with producing a plan.

- Governing document (*where applicable – please see the 'How to complete your application' guidance for more information*).

Where relevant to your woodland site, a copy of your organisations governing document should be submitted with your application to show you are a constituted group with governance arrangements. This will mainly apply to Charities and Community organisations.

A governing document is an official document that sets out your organisation's purposes and rules of operation. It formalises governance and explains how and by who decisions are made. It is sometimes called a constitution, rule book, terms of reference, memorandum and articles of association, or declaration of trust. How it looks will depend on organisation structure.

Supporting Documents (Cont.)

Please make sure your governing document is signed and dated. If you do not have a signed copy, you can submit other evidence to show the governing document has been adopted, for example, minutes of a committee meeting.

A non-exhaustive list of other documentary evidence which may need to be submitted with your application is given in the 'how to complete your application guidance'. Please check this list before submitting your application.

The following are examples of evidence which may be helpful to submit in support of your application where relevant. This is by no means an exhaustive list; it is purely indicative:

- Photographs and/or videos of the site and location.
- Site designs and layout.
- Environmental Impact Assessments and/or habitat surveys.
- Evidence of SSSI or archaeological survey.
- Evidence of licences and consents such as felling licences, permissive access.
- Evidence of planning permissions.
- Any type of statutory permission necessary.

- Related insurance documentation such as Public Liability Insurance.
- Evidence of certification and awards in place e.g., UKWAS, FSC, WCC, green flag award.
- Copy of current funding awards.
- Woodland Creation Plan where relevant.
- Testimonials, references or letters.

Please note: You should have in place all necessary planning and environmental consents and licences before applying for National Forest for Wales Status. It is your responsibility to obtain any necessary consent or licences and to abide by any relevant statutory requirements. The National Forest for Wales Liaison Officers will be able to offer you advice on what you may need in place and who to contact for further advice.



Privacy Notice

How we will use your information

Applications will be processed and held by the National Forest for Wales Liaison Officers who are based in Natural Resources Wales (NRW). Details of applications and successful National Forest for Wales sites will be shared by NRW with the Welsh Government as the data controller.

If successful in gaining National Forest for Wales Status, details of sites which form part of the National Forest for Wales will be shared with other National Forest for Wales sites to help build a community of practice, for knowledge building and promotion. Details of successful National Forest for Wales sites will be published on the gov.wales, Visit Wales and Wales.com websites. Details of National Forest for Wales sites will also at times be shared with third parties for the purposes of promotion and knowledge building of the National Forest for Wales.

Further information on related privacy notices can be found at the following links:

Forestry Resource Policy privacy notice:

[Forestry branch: privacy notice | GOV.WALES](#)

Welsh Government privacy notice:

[Welsh Government privacy notice | GOV.WALES](#)

Natural Resources Wales privacy notice:

[Natural Resources Wales / Privacy notice](#)



The Agreement

By signing and submitting this application you agree to become part of the National Forest for Wales should your application be successful.

As part of this agreement you will maintain the standards required for and recognised by this application in line with the National Forest for Wales Outcomes and as outlined in the Status Scheme guidance. This includes acknowledging that any paths and/or access ways you have indicated as open and accessible for public use on your site will remain so for the duration of the agreement.

The agreement will initially run for a ten-year period from the date we notify you of any offer of National Forest for Wales Status. As part of this agreement ongoing contact will be maintained with your National Forest for Wales Liaison Officer referenced in this application or their successor. A five-year check-in will be carried out with your site to ensure standards are maintained and the National Forest for Wales Outcomes still met.

You also agree to your site and contact details being shared with third parties where relevant for the purposes of promotion and knowledge building of the National Forest for Wales. You may at any time choose to leave the National Forest for Wales, as can your Status be removed by Welsh Government at any point.



Signatures

Applicant

Signature:

Signature of the person signing on behalf of the applicant or woodland site named at the beginning of the application form.

Print name:

Printed name of the person whose signature appears above as the person signing on behalf of the applicant or woodland site.

Role:

The position within the organisation/ woodland site of the person signing on behalf of the applicant or woodland site. For example Owner or Manager.

Date:

The date the form was signed.

Lead National Forest for Wales Liaison Officer

Once you have completed the form, please share it with the Lead National Forest for Wales Liaison Officer who will complete this part of the form for you.



Further Information

National Forest for Wales Welcome pack:

On gaining National Forest for Wales Status successful applicants will receive a Welcome pack with information about being part of the National Forest for Wales network and how to promote their contribution. The pack will include information on:

- Signage.
- Branding Guidelines.
- Stakeholder engagement content.
- Promotion platforms.

Available funding:

Funding is currently available through the Woodland Investment Grant (TWIG) for sites which don't yet meet the National Forest for Wales Outcomes or for further improvements to sites which have National Forest Status. The grant is delivered by the National Lottery Heritage Fund, further information can be found at the following link:

[The Woodland Investment Grant | The National Lottery Heritage Fund](#)

Alternative formats:

To request a different format of the form or any of the guidance documents please contact the **NationalForestWalesStatus@naturalresources.wales** mailbox, or by telephone on **0300 065 3000** (Mon-Fri, 9am-5pm).



Contacts

For support with joining
the National Forest for Wales contact:

**NationalForestWalesStatus@
naturalresources.wales**

0300 065 3000 (Mon-Fri, 9am-5pm)

**National Forest for Wales
Status Team**

Customer Hub
Maes y Ffynnon
Penrhosgarnedd
Bangor
Gwynedd
LL57 2DW

For more information on
the Welsh Government National
Forest Programme or Forestry
Policy please contact:
nationalforestwales@gov.wales





Llywodraeth Cymru
Welsh Government