



Llywodraeth Cymru
Welsh Government

Habitat Wales - Commons 2024

Expression of Interest How to complete guidance

Contents

| | |
|--|----|
| Key Messages | 3 |
| Rural Payments Wales Online | 4 |
| Applications and Claims | 6 |
| Habitat Wales – Commons Expression of Interest – Getting Started | 7 |
| Habitat Wales – Commons Expression of Interest | 8 |
| Privacy Notice | 9 |
| Eligibility | 10 |
| Field Parcels | 12 |
| Submission Page – Errors, Information and Summary | 14 |
| Submission Page – Declarations and Undertakings | 15 |
| Submission Page – Submit | 16 |
| What Happens Next? | 17 |
| Contacts | 18 |

Key Messages

Habitat Wales – Commons Scheme Expression of Interest (Eoi) – How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Habitat Wales – Commons Scheme Expression of Interest (EOI).

The Welsh Government produces this guidance in Welsh and English as required under the Welsh Government Welsh Language Scheme.

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

Following Successful Submission

A summary of your completed Habitat Wales - Commons Scheme Expression of Interest 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.

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

Rural Payments Wales Online

Home page

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

The screenshot shows the GOV.UK sign-in page for Rural Payments Wales Online. At the top, there is a 'GOV.UK' logo and a 'BETA' notice stating 'This is a new service – your feedback will help us to improve it.' Below this, the page is titled 'Sign in using Government Gateway' with language options for 'English' and 'Cymraeg'. The sign-in form includes a 'Government Gateway user ID' field (with a note 'This could be up to 12 characters.'), a 'Password' field, and a green 'Sign in' button.

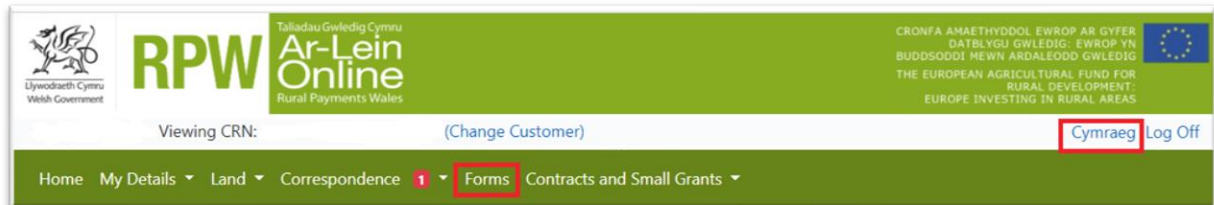
If you are encountering any problems or are unable to access your online account, please contact the RPW Online Helpdesk on 0300 062 5004.

Once logged in to your online account the RPW Online 'Homepage' will appear.

The screenshot shows the RPW Online 'Homepage'. The header features the Welsh Government logo, the 'RPW Ar-Lein Online Rural Payments Wales' logo, and the European Union flag with text in Welsh and English: 'CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG EWROP YR BUDDSDODI HEWN ARLEDDOD GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT EUROPE INVESTING IN RURAL AREAS'. Below the header, there is a navigation menu with options like 'Home', 'My Details', 'Land', 'Correspondence', 'Forms', and 'Contracts and Small Grants'. A warning message states: 'When you have finished your online session, please ensure that you log out and close the browser.' Another message says: 'When completing applications ensure you do not use your browser's back button.' The main content area is titled 'Messages between You and RPW' and lists several messages related to 'Glastir Commons 2023 Claims'. A 'Useful Links' sidebar on the right includes links for 'BCMS', 'Farming and scheme information', 'Bovine TB', 'Farm animal movements and identification', 'Farming Connect', 'Welsh Government Offices', and 'European Maritime and Fisheries Fund EID Cymru'. At the bottom, there is a 'Start a Form' section with links for 'Capital Works Claim' and 'Habitat Wales Commons Scheme Expression of Interest Available until 01/12/2099. 27860 days left.'

To access the Habitat Wales – Commons 2024 Expression of Interest Application Form, you can scroll down on your home page and select it from here.

Or you can click the tab labelled '**Forms**' on the RPW Online home screen, as shown below:

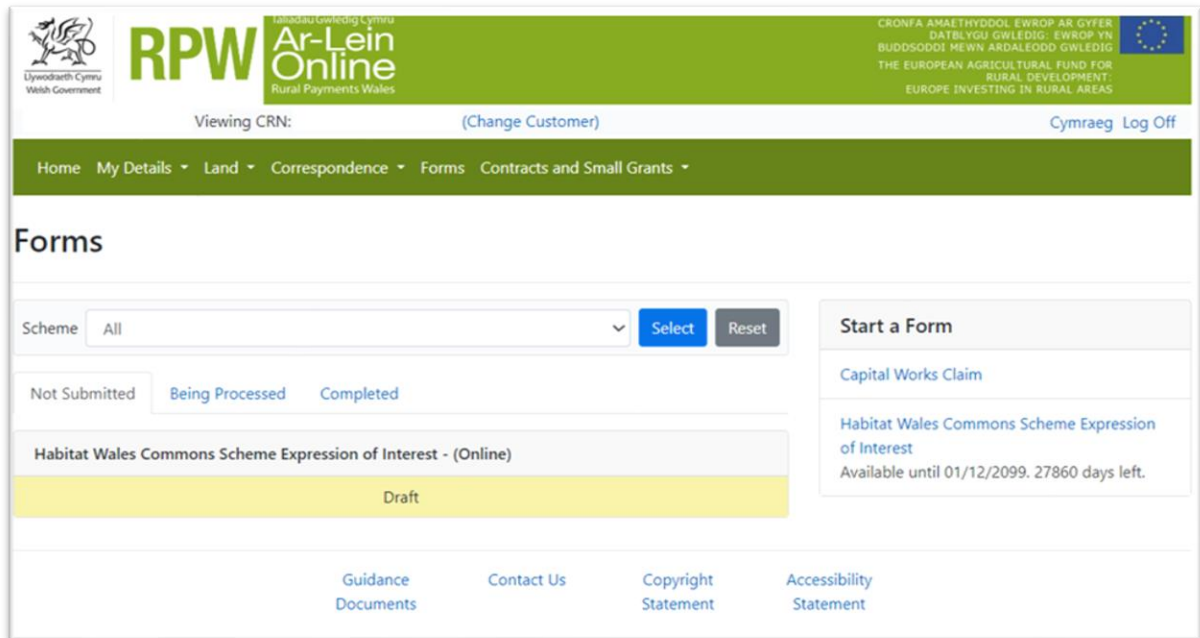


This will take you through to the 'Forms' page.

To change the Language at any time, click the **Cymraeg** button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Habitat Wales - Commons Scheme EoI is displayed in.

Applications and Claims Page

Once you have selected the 'Forms' tab you will see your forms that are available for you to complete.



Scroll down the page to select Habitat Wales - Commons Scheme Expression of Interest form.



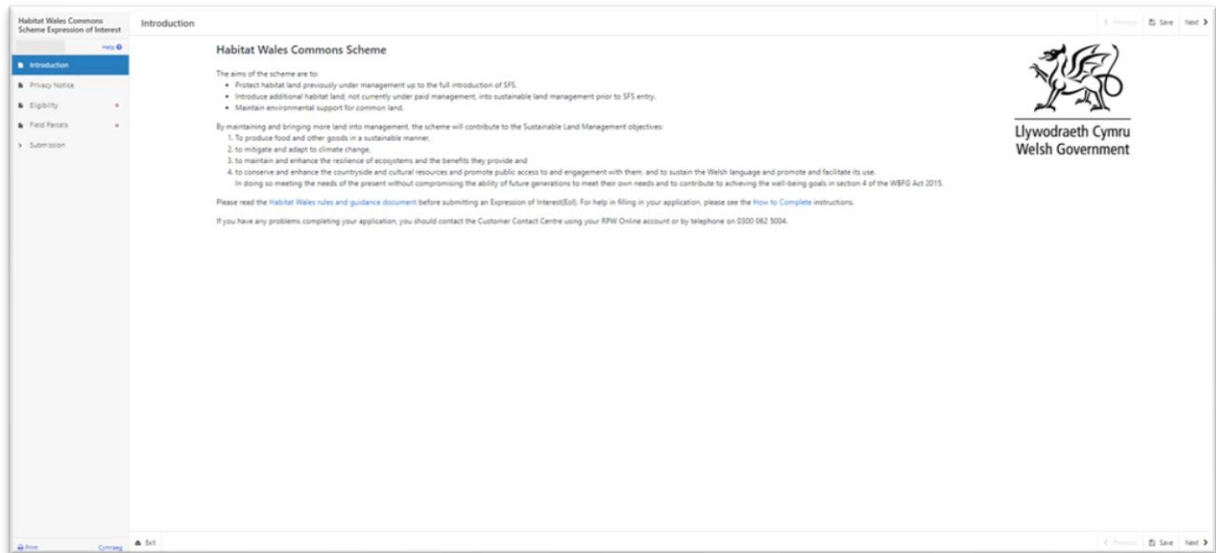
Habitat Wales - Commons Expression of Interest – Getting Started

Once you have read the Habitat Wales General Rules Booklet at [Rural grants and payments](#), click the **Start Button** to begin you EoI.

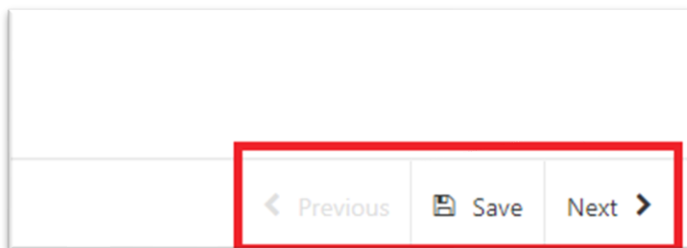
The screenshot shows the RPW Ar-Lein Online portal. At the top, there is a green header with the Welsh Government logo, the text 'RPW Ar-Lein Online Rural Payments Wales', and the European Union logo with the text 'CRONFA AMAETHYDDOL EWSROP AR GYFER GATEB YSBY GŴLEDDO; EWSROP IŶN BUDDODDOL HE WŴN ARDAL EOOD GŴLEDDO THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT EUROPE INVESTING IN RURAL AREAS'. Below the header is a navigation menu with links: Home, My Details, Land, Correspondence, Forms, Contracts and Small Grants. The main content area is titled 'Start Application start an application or claim'. It contains several paragraphs of text explaining the application process, including a deadline of 1 December 2009. At the bottom of the page, there are two buttons: 'Start' (highlighted with a red box) and 'Cancel'.

Habitat Wales - Commons Expression of Interest

This is the introduction page which provides information about the Habitat Wales scheme. For greater detail of the information provided on this page, please read the Habitat Wales Scheme General Rules Booklet at [Rural grants and payments](#).

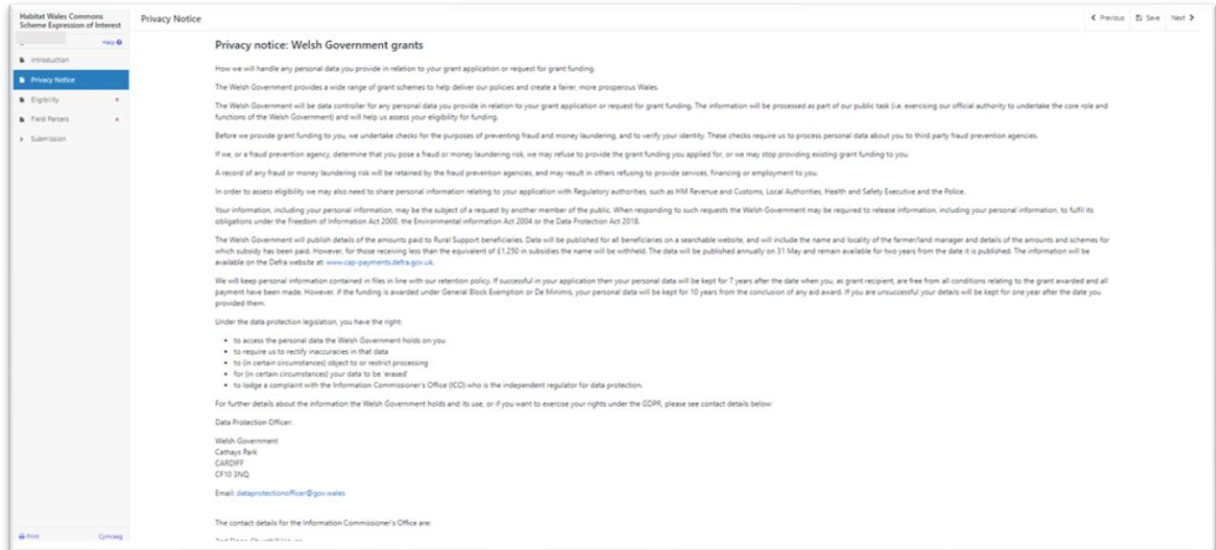


Once you have read the information click on the **Next Button**.



Privacy Notice

You must read the Privacy Notice.



Once you have read the information click on the **Next Button**.

Eligibility

You must answer all questions on this page.

The screenshot shows the 'Eligibility' section of the application. It includes a sidebar with navigation options: Introduction, Privacy Notice, Eligibility (selected), Field Panels, and Submission. The main content area contains the following text:

Questions marked with * are mandatory.

Glastir Commons Contract Reference: [Redacted]

In order to be eligible for the Habitat Wales Commons Scheme, you must adhere to the contract requirements previously agreed in the above Glastir Commons 2023 Contract. This includes:

- Glastir Commons Management Option
- Stocking Levels
- Advanced Management Option's (excluding Option 402 - Additional Management Payment - Control burning)
- Stocking Diary Requirements

Payments for the Habitat Wales Commons Scheme will be paid to the Grazing Association only. If your previous Glastir Commons Contract was paid to individual members of the Grazing Association, you will need to ensure that a Grazing Association bank account is set up.

I confirm that a Grazing Association bank account is/will be set up.*

I wish to proceed with the Habitat Wales Commons Scheme application based on the requirements of my Glastir Commons 2023 Contract.*

You are eligible to apply if:

- You are an existing Grazing Association, registered with the Welsh Government and have been issued with a Customer Reference Number (CRN).
- You have a valid Glastir Commons 2023 Contract.
- You have or will set up a Grazing Association bank account.
- You are able to adhere to the requirements set out in your Glastir Commons 2023 Contract for the 2024 scheme year.

There are basic data integrity checks built into this page and any errors or information messages will appear once you either 'Save' or click 'Next'.

In order to complete this section, you must confirm that you have or will set up a Grazing Association bank account:

This screenshot is identical to the one above, but with a red rectangular box highlighting the checkbox for the statement: "I confirm that a Grazing Association bank account is/will be set up.*"

You will also need to confirm that you will continue to complete the requirements previously issued in your Glastir Commons 2023 Contract. This will include:

- Glastir Commons Management Option
- Stocking Levels
- Advanced Management Option/s (excluding Option 402 – Additional Management Payment – Control burning)
- Stocking Diary requirements.

Habitat Wales Commons Scheme Expression of Interest

Eligibility

Questions marked with * are mandatory.

Glastir Commons Contract Reference: [Redacted]

In order to be eligible for the Habitat Wales Commons Scheme, you must adhere to the contract requirements previously agreed in the above Glastir Commons 2023 Contract. This includes:

- Glastir Commons Management Option
- Stocking Levels
- Advanced Management Option/s (excluding Option 402 - Additional Management Payment - Control burning)
- Stocking Diary Requirements

Payments for the Habitat Wales Commons Scheme will be paid to the Grazing Association only. If your previous Glastir Commons Contract was paid to individual members of the Grazing Association, you will need to ensure that a Grazing Association bank account is set up.

I confirm that a Grazing Association bank account is/will be set up.*

I wish to proceed with the Habitat Wales Commons scheme application based on the requirements of my Glastir Commons 2023 Contract*

These questions are mandatory and must be answered in order to complete your Expression of Interest.

Habitat Wales Commons Scheme Expression of Interest

Eligibility

Questions marked with * are mandatory.

Glastir Commons Contract Reference: [Redacted]

In order to be eligible for the Habitat Wales Commons Scheme, you must adhere to the contract requirements previously agreed in the above Glastir Commons 2023 Contract. This includes:

- Glastir Commons Management Option
- Stocking Levels
- Advanced Management Option/s (excluding Option 402 - Additional Management Payment - Control burning)
- Stocking Diary Requirements

Payments for the Habitat Wales Commons Scheme will be paid to the Grazing Association only. If your previous Glastir Commons Contract was paid to individual members of the Grazing Association, you will need to ensure that a Grazing Association bank account is set up.

I confirm that a Grazing Association bank account is/will be set up.*

I wish to proceed with the Habitat Wales Commons scheme application based on the requirements of my Glastir Commons 2023 Contract*

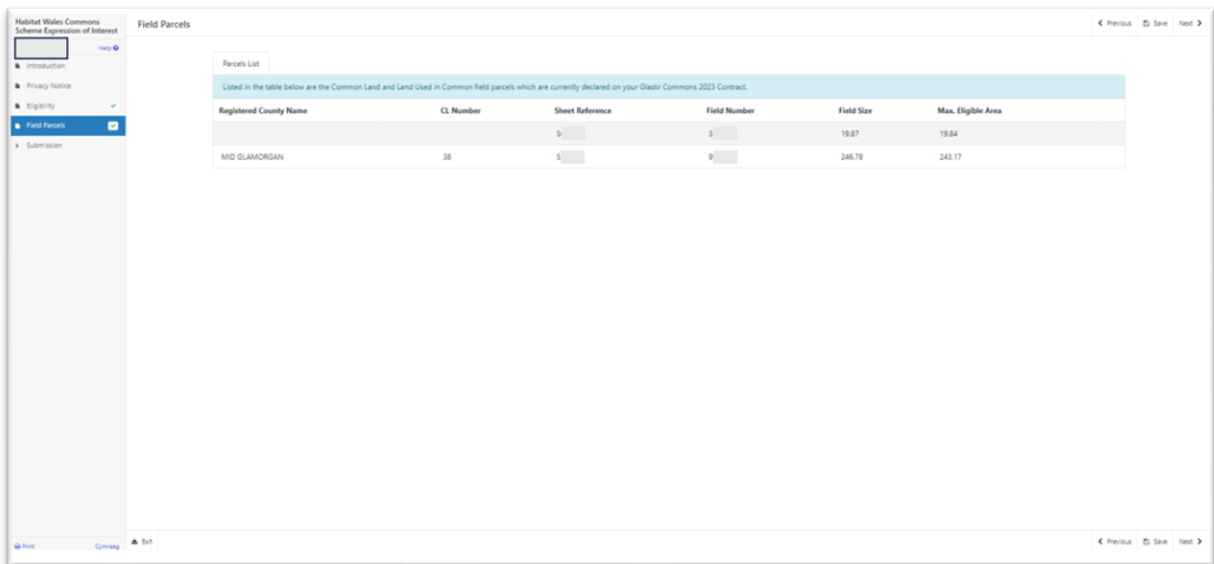
This is a mandatory question, please answer it.

Once you have answered all of the questions click on the **Next Button**.

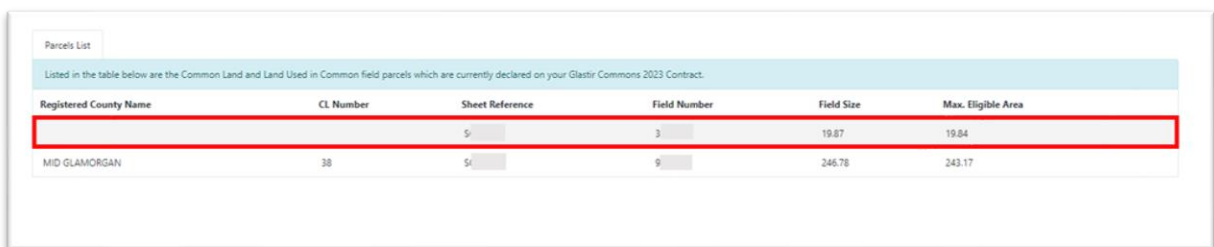
Field Parcels

This section will list all Common Land and Land Used in Common which is listed on your Glastir Commons 2023 contract. You will not be able to add, remove or amend any of the field data in this section.

Please check the Common Land and Land Used in Common is correct.



Land Used in Common will display first with the Registered County Name and CL Number columns un-populated.



Common Land will display below any Land Used in Common with the Registered County Name and CL Number columns populated.

Parcels List

Listed in the table below are the Common Land and Land Used in Common field parcels which are currently declared on your Glasir Commons 2023 Contract.

| Registered County Name | CL Number | Sheet Reference | Field Number | Field Size | Max. Eligible Area |
|------------------------|-----------|-----------------|--------------|------------|--------------------|
| MID GLAMORGAN | 38 | S/ | 9/ | 246.78 | 243.17 |

Once you have checked all of the field parcels click on the **Next Button**.

Submission Page – Errors, Information and Summary

This section gives a summary of the details of your Expression or Interest and informs you of any errors or information messages on your application. Please check this section to confirm the details are correct.

The screenshot shows the 'Errors, Information and Summary' page for the 'Habitat Wales Commons Scheme Expression of Interest'. The page is divided into several sections: Introduction, Privacy Notice, Eligibility, and Field Parcels. The 'Eligibility' section contains two statements with green checkmarks, indicating they are correct. The 'Field Parcels' section contains a table with the following data:

| Registered County Name | CL Number | Sheet Reference | Field Number | Field Size | Max. Eligible Area |
|------------------------|-----------|-----------------|--------------|------------|--------------------|
| MID GLAMORGAN | 38 | | | 246.78 | 243.17 |

Any errors will be displayed in red:

The screenshot shows the 'Errors, Information and Summary' page with several errors highlighted in red. The 'Eligibility' section contains two statements, each with a red error message: 'This is a mandatory question, please answer it.' The 'Field Parcels' section contains a table with the following data:

| Registered County Name | CL Number | Sheet Reference | Field Number | Field Size | Max. Eligible Area |
|------------------------|-----------|-----------------|--------------|------------|--------------------|
| MID GLAMORGAN | 38 | | | 246.78 | 243.17 |

Once you have checked the summary and corrected any errors click on the **Next Button**.

Submission Page – Declarations and Undertakings

You must read the Declarations and Undertakings and **tick** the box to confirm that you have read and agree to them.

Habitats Wales Commons Scheme Expression of Interest

Declaration and Undertakings

Please tick the box to accept the declarations and undertakings.

I confirm that I have read and understood the relevant Scheme Rules and Guidance Notes and permit the Welsh Government to use my information to support my application.

I declare that the project would not be carried out without the grant requested and that the funding allocated is necessary for the project to proceed.

I undertake to meet any statutory obligations such as Health and Safety, employment, hygiene, environmental management and protection, animal or crop health and welfare that apply during the time of this project.

I understand that the Welsh Government may need to update the rules and conditions to take account of changes made to the Government of Wales Act 2006.

I agree to abide by any changes following notification by the Welsh Ministers.

I agree to comply with all applicable domestic, or international laws or regulations or official directives.

I have given details that are true, accurate and complete to the best of my knowledge and belief on this application and any supporting documentation.

I confirm that all pre-populated details are correct or have been amended if incorrect.

I undertake to notify Welsh Government of any planned changes to the nature or construction of this project prior to implementation.

I undertake to notify the Welsh Government of any other application for grant aid for this project.

I confirm that no work on this project has been undertaken other than consultancy work, site purchase, the obtaining of quotations, or the drawing up of site plans.

I acknowledge that neither Welsh Government nor any adviser appointed by Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application or business development plan, and that I am solely responsible for all business decisions undertaken.

I undertake to notify Welsh Government of any changes to the details provided in the Applicant Details part of the form.

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

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

I agree:

Not to undertake work prior to entering the Habitats Wales Commons Scheme that damages the environment and understand that such action could result in rejection of my application.

I agree to maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you to provide proof of your insurance.

I understand that:

The Welsh Government may need to share some information about my Habitats Wales Commons Scheme application with other organisations and I agree to any necessary disclosures or exchanges of information.

The Welsh Government may also obtain information about me from certain 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.

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 2018 and the Environmental Information Regulations 2004. Other information provided may also be disclosed where permitted by law.

WARNING - Any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information given in this application 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 application may result in termination of contract and/or recovery of any Payments.

I agree to the above declarations and undertakings *

Habitats Wales Commons Scheme Expression of Interest

Declaration and Undertakings

I declare that the project would not be carried out without the grant requested and that the funding allocated is necessary for the project to proceed.

I undertake to meet any statutory obligations such as Health and Safety, employment, hygiene, environmental management and protection, animal or crop health and welfare that apply during the time of this project.

I understand that the Welsh Government may need to update the rules and conditions to take account of changes made to the Government of Wales Act 2006.

I agree to abide by any changes following notification by the Welsh Ministers.

I agree to comply with all applicable domestic, or international laws or regulations or official directives.

I have given details that are true, accurate and complete to the best of my knowledge and belief on this application and any supporting documentation.

I confirm that all pre-populated details are correct or have been amended if incorrect.

I undertake to notify Welsh Government of any planned changes to the nature or construction of this project prior to implementation.

I undertake to notify the Welsh Government of any other application for grant aid for this project.

I confirm that no work on this project has been undertaken other than consultancy work, site purchase, the obtaining of quotations, or the drawing up of site plans.

I acknowledge that neither Welsh Government nor any adviser appointed by Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application or business development plan, and that I am solely responsible for all business decisions undertaken.

I undertake to notify Welsh Government of any changes to the details provided in the Applicant Details part of the form.

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

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

I agree:

Not to undertake work prior to entering the Habitats Wales Commons Scheme that damages the environment and understand that such action could result in rejection of my application.

I agree to maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you to provide proof of your insurance.

I understand that:

The Welsh Government may need to share some information about my Habitats Wales Commons Scheme application with other organisations and I agree to any necessary disclosures or exchanges of information.

The Welsh Government may also obtain information about me from certain 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.

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 2018 and the Environmental Information Regulations 2004. Other information provided may also be disclosed where permitted by law.

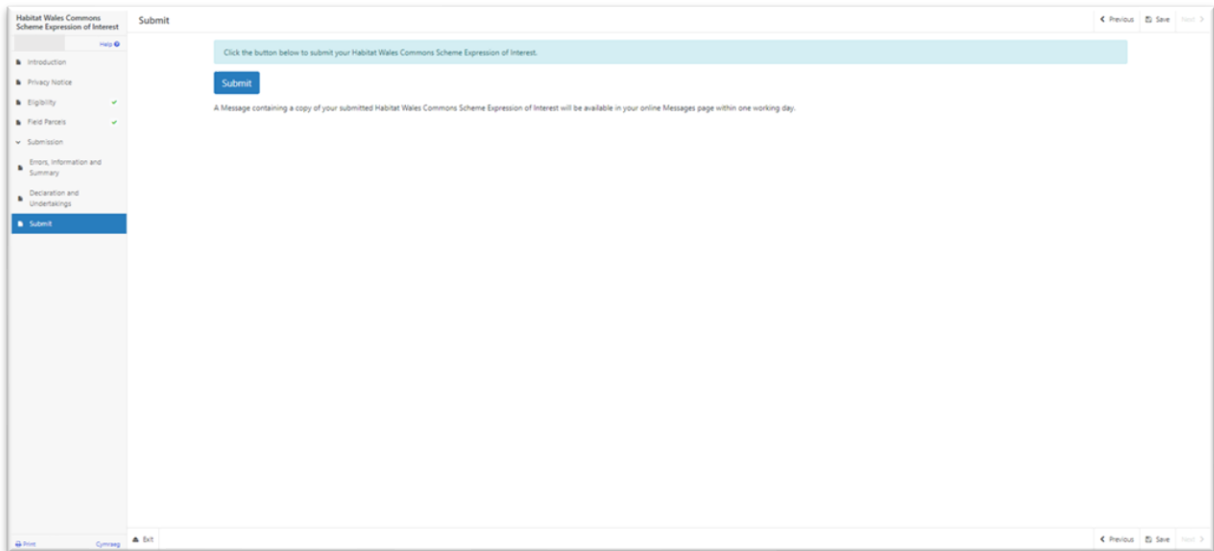
WARNING - Any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information given in this application may be liable to prosecution. A false, inaccurate or incomplete statement or failure to notify the Welsh Government of any material changes to the information given in this application may result in termination of contract and/or recovery of any Payments.

I agree to the above declarations and undertakings *

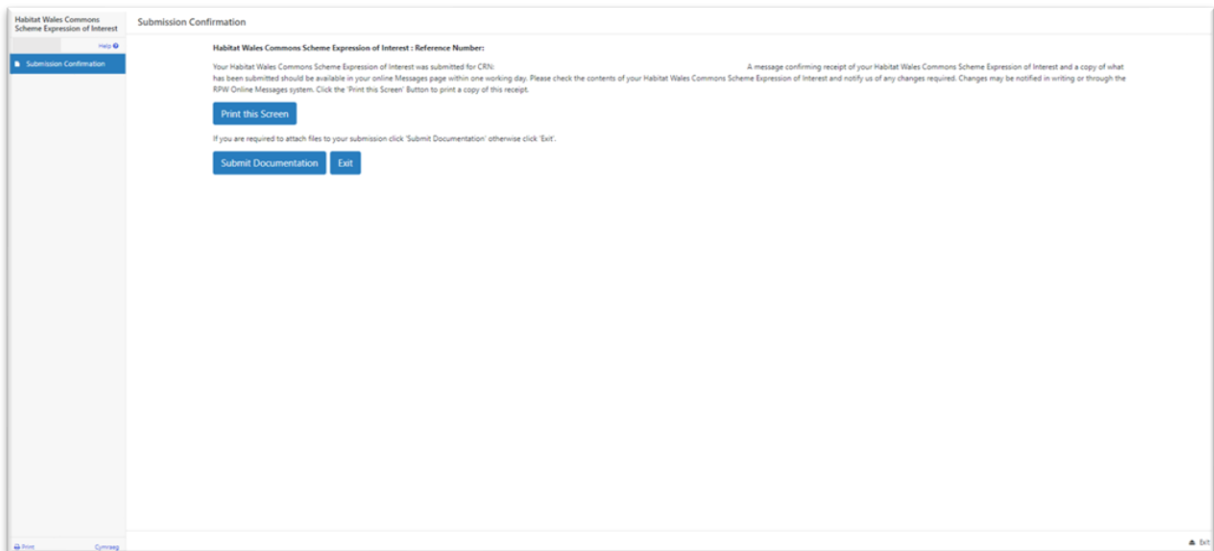
Once you have read and agreed the Declarations and Undertakings click on the **Next Button**.

Submission Page – Submit

To submit your Habitat Wales - Commons Expression of Interest click on the **Submit Button**.



Once submitted, you will receive a confirmation which you can print for your own records.



Once the EoI is submitted, you cannot amend the application.

What happens next?

All eligible Eols received by the Welsh Government will be considered for selection.

The selection process will analyse the potential for each Eols' ability to contribute to key environmental objectives of the Habitat Wales scheme.

Please read the Habitat Wales General Rules Booklet at [Rural grants and payments](#) for further information on the selection and scoring process.

If you are offered a contract, you must accept or decline the offer within 30 calendar days of the date of the offer.

Once a contract has been offered, you cannot make any changes.

If you do not accept the contract within 30 calendar days, the contract offer will be withdrawn.

We will issue a reminder via your RPW Online account prior to the deadline date in your letter.

Contacts

RPW Online

Access the RPW Online service via the Government Gateway at www.gateway.gov.uk, or once you have enrolled for the RPW Online service, access it via [Rural Payments Wales \(RPW\) Online | GOV.WALES](#). If you are not yet registered with RPW Online, please refer to the Welsh Government website for the how to register guidance or call the Customer Contact Centre on 0300 062 5004.

Enquiries – Customer Contact Centre

For all enquiries, please contact the [RPW Customer Contact Centre](#)
Enquiries can be submitted via RPW Online at any time.

Access to Welsh Government offices for people with disabilities or special needs

If you have any special needs which you feel are not met by our facilities contact the Customer Contact Centre on 0300 062 5004. Welsh Government officials will then endeavour to make arrangements to accommodate your requirements.

Welsh Government Website

For all of the latest Agricultural and Rural Affairs information, visit the Welsh Government website. By visiting the website, you can also sign up to receive the Gwlad e-news letter