



Llywodraeth Cymru
Welsh Government

Woodland Creation Planning Scheme

Woodland Plan Register (WPR)

Customer Guidance

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

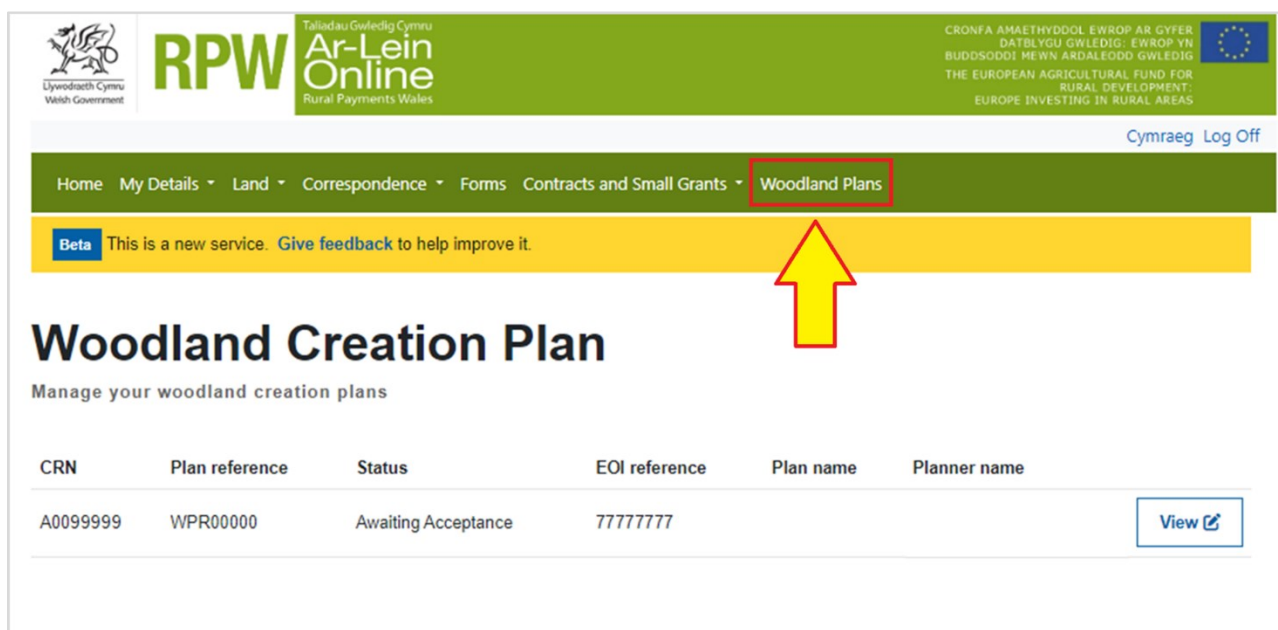
The Woodland Plan Register (WPR) is a central hub for the Woodland Creation Planning Scheme (WCPS), created to simplify the woodland planning process for all parties during the creation and verification process. Shapefile mapping provided by woodland planners will now be uploaded via the WPR. Planners will be provided with instant feedback as to the validity of the mapping speeding up the process. All planning related documents will be stored in the WPR, allowing customers to monitor their woodland plan as it goes through each step of the process.

Selection for Woodland Creation Planning Scheme (WCPS)

After Expression of Interest (EOI) submission into the WCPS scheme, subject to validation, your EOI may be selected for continuation into the WCPS scheme. When selected, you will be sent a letter via your RPW Online messages area informing you to access the WPR area of RPW Online to either Accept or Decline selection.

How to Access the Woodland Plan Register (WPR)

The WPR is accessed through your RPW Online account – an option for **Woodland Plans** has been added to the menu bar. Click **Woodland Plans** to view a list of any plans that have been selected for progress in the WCPS scheme. If you do not currently have a selected plan this list will be empty.



The screenshot shows the RPW Online interface. The top navigation bar includes 'Home', 'My Details', 'Land', 'Correspondence', 'Forms', 'Contracts and Small Grants', and 'Woodland Plans' (highlighted with a red box and a yellow arrow). Below the navigation bar is a yellow banner with a 'Beta' label and the text 'This is a new service. Give feedback to help improve it.' The main heading is 'Woodland Creation Plan' with the sub-heading 'Manage your woodland creation plans'. Below this is a table with the following data:

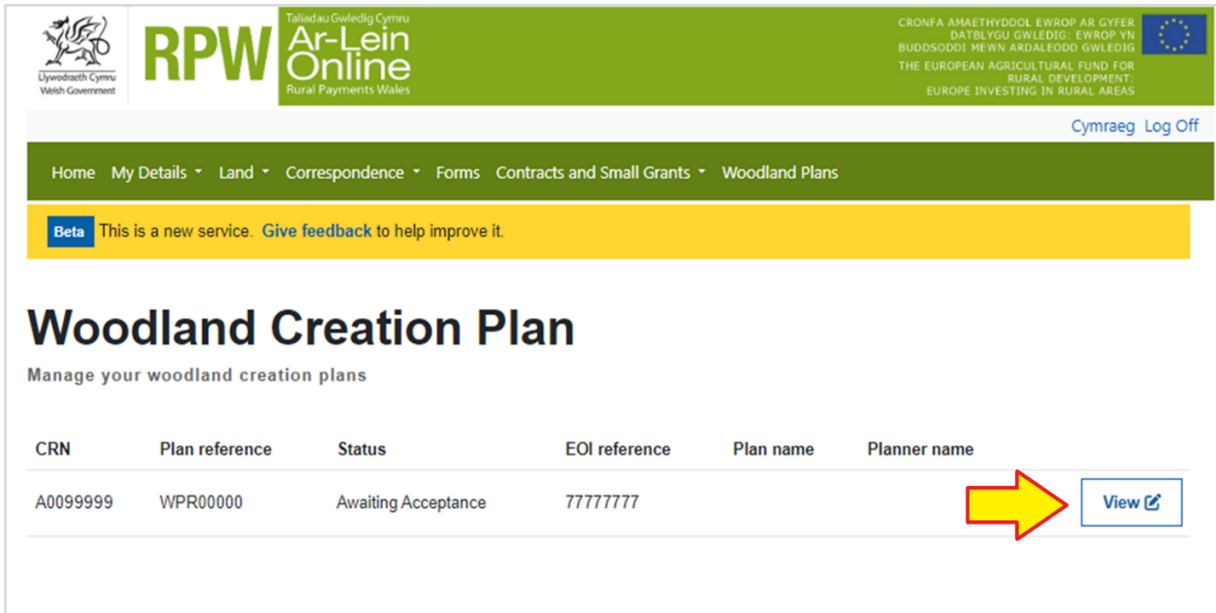
CRN	Plan reference	Status	EOI reference	Plan name	Planner name
A0099999	WPR00000	Awaiting Acceptance	77777777		

A 'View' button is located to the right of the table entry.

Each plan in the system will be allocated a new **Plan Reference** to make it easier to track progress through the verification process, this will take the format 'WPR00000'. You will also see the status of your plan (see Appendix A for more information on status), which will give you an at-a-glance update of where your plan is in the verification process. When chosen, you will also see the name of your plan and the name of the woodland planner you have chosen to create your plan.

Accepting Selection

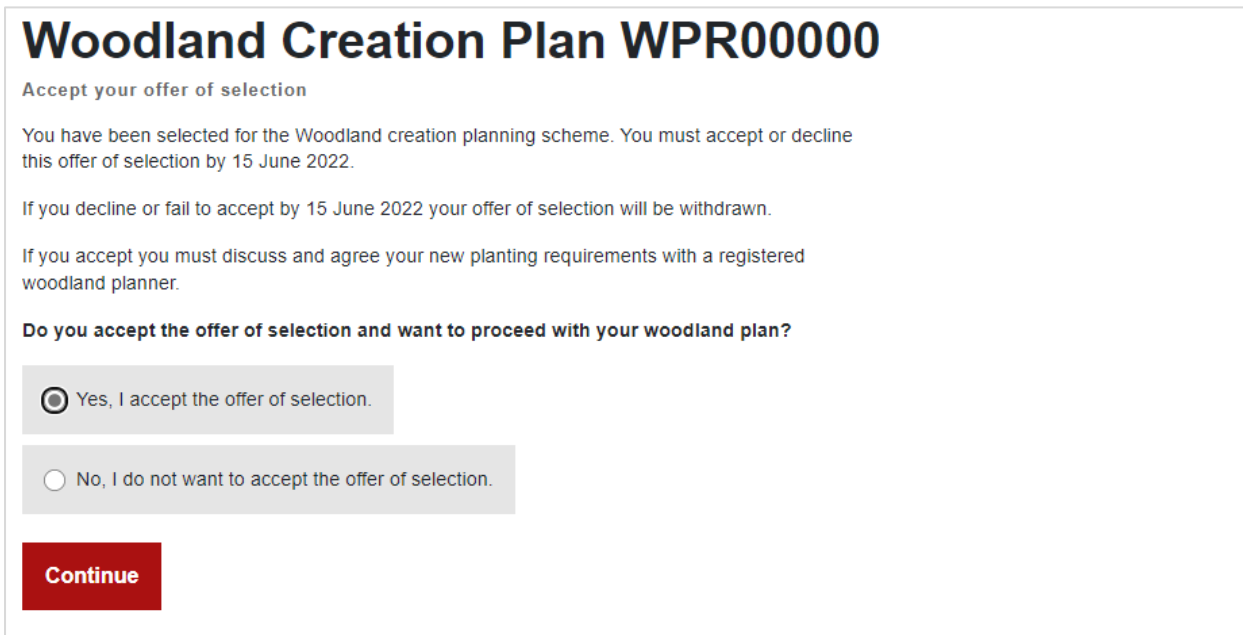
Click the **View** button to open a plan in your plan list awaiting selection acceptance.



The screenshot shows the RPW Ar-Lein Online portal. The header includes the Welsh Government logo, the RPW Ar-Lein Online logo, and the European Union logo with text in Welsh and English. A navigation menu is visible below the header. A yellow banner indicates that this is a new service and provides a link for feedback. The main content area displays a table of Woodland Creation Plans. A yellow arrow points to the 'View' button for the plan with CRN A0099999 and Plan reference WPR00000.

CRN	Plan reference	Status	EOI reference	Plan name	Planner name
A0099999	WPR00000	Awaiting Acceptance	77777777		

As this is the first time the plan has been opened, you will need to indicate whether you wish to Accept or Decline Selection. Select your desired option and press **Continue**.



The screenshot shows the 'Woodland Creation Plan WPR00000' acceptance screen. The screen asks the user to accept or decline the offer of selection by 15 June 2022. The 'Yes, I accept the offer of selection' option is selected. A red 'Continue' button is visible at the bottom.

Woodland Creation Plan WPR00000

Accept your offer of selection

You have been selected for the Woodland creation planning scheme. You must accept or decline this offer of selection by 15 June 2022.

If you decline or fail to accept by 15 June 2022 your offer of selection will be withdrawn.

If you accept you must discuss and agree your new planting requirements with a registered woodland planner.

Do you accept the offer of selection and want to proceed with your woodland plan?

Yes, I accept the offer of selection.

No, I do not want to accept the offer of selection.

Continue

- If you **accept** the selection offer, you will continue to the next screen.
- If you **decline** the selection offer your plan will be withdrawn from the WCPS scheme.

Note: should no action be taken to Accept or Decline the offer within 30 days of selection, the offer will be withdrawn automatically, and the status of the plan will be Withdrawn.

Naming your Woodland Plan

Once accepted, you will be prompted to enter a name for your plan. Enter your chosen name in the box provided and click **Continue**. Note that if you **Cancel** at this stage, you may return at a later time to continue with naming of the plan.

Woodland Creation Plan WPR00000

Name your plan

Acceptance successful.

You need to give your plan a name. It can be changed while your plan is being created.

[Cancel](#) [Continue](#)

Choosing a Woodland Planner

After naming your plan you will be prompted to select the woodland planning business you have pre-engaged to create your woodland plan. All planning businesses that have registered for the WPR will be shown in the drop-down box – choose the required business and click **Continue**. If you have not yet engaged a planning business you may click **Cancel** at this stage and return at a later time once planner engagement has taken place.

Woodland Creation Plan WPR00000

Select a planner

Successfully saved plan name.

Select the registered woodland planning business who is creating your woodland plan.

[Cancel](#) [Continue](#)

Note: if the planner you have engaged is not shown in the list, please notify the planning business to get in touch with the Welsh Government Customer Contact team.

The Woodland Plan View Screen

After choosing your woodland planner, you will be presented with the woodland plan view screen. The default view will show a map of the land parcels selected on your WCPS EOI on the left, with an information box on the right side showing details of the plan, including current status, plan reference, plan name and chosen planner.

The four selectable tabs are *Map*, *Plan*, *Surveys* and *Documents* – at this stage there won't be anything on view, however as the planner progresses your plan these tabs will be populated with information pertaining to your plan. You will not be able to make any changes to the data in these screens, you may view only. You may come back to view progress of your woodland plan at any time.

Woodland Creation Planning Scheme WPR00000

Successfully selected planner. Your chosen planner will now be notified of your request. You will be notified of their response via your RPW Online messages page.

Map Plan Surveys Documents

Toggle fullscreen

Status
Planner selected

Plan reference
WPR00000

Plan name
Coed Brefi Forestry

Planner
[REDACTED]

Customer
[REDACTED]

Submission Deadline Date
1 February 2024

Pre-application reference
GIG3232-DZ

Pre-application date
01 November 2023

[Download spatial data shapefile \(.zip\)](#)

* The Pre-application reference and Pre-application date fields will only be populated if your WCPS EOI was submitted from WCPS Window 3 onwards, when the requirement to add these details to the WCPS EOI was first introduced.

What Happens Next

An electronic invite will be sent to your chosen woodland planner, and the planner will decide to accept or decline your invitation. You will be notified via the messages area on your RPW Online account when accepted – your chosen woodland planner will then begin the process of consulting with you for requirements, and creation of your woodland plan. The woodland planner will have a period of 12 weeks from this date of selection to create and submit your plan.

Note: it is not envisaged that a planner will decline your invitation as you will have pre-engaged their services, however, should this occur, a notification will be sent to you via the messages area on your RPW Online account, and you will be able to reselect an alternate woodland planner from the Woodland Plan Register area (again subject to pre-engagement).

Overview of the Woodland Plan View Screen

As your planner progresses your plan, each of the tabs will show a green tick to signify that section of the plan is complete. When all tabs have a green tick the plan is ready for submission. The following is an explanation of what you can expect to see on each tab.

The Map Tab

During planning, your woodland planner will create and upload a map of your planting areas and fencing using Geographical Information (GI) software – the uploaded shapefile will be represented in your woodland plan view screen.

Red lines donate your field parcels, blue polygons donate planting areas, yellow lines donate fencing, and red dots indicate gates.

The field parcel references are shown on screen, as are the unique ids of each planting/fencing or gate item mapped. For a zoomed in view of the map, click the **Toggle fullscreen** button.



Note: this map is created in a format known as *ESRI Shapefile*. Customers can download the 'Shapefile' if required, however specialist software and knowledge is required to view or edit shapefile maps.

Plan of Operations

Underneath the map screen, where a valid shapefile has been uploaded by the planner, you will see the *Plan of Operations* table which displays planting options, sizes, tree species and associated fencing and gates.

Plan of Operations

Total planting: 13.80 ha
Total fencing: 1,187.74 m
Total gates: 2

Expand all sections ▾
Collapse all sections ▲

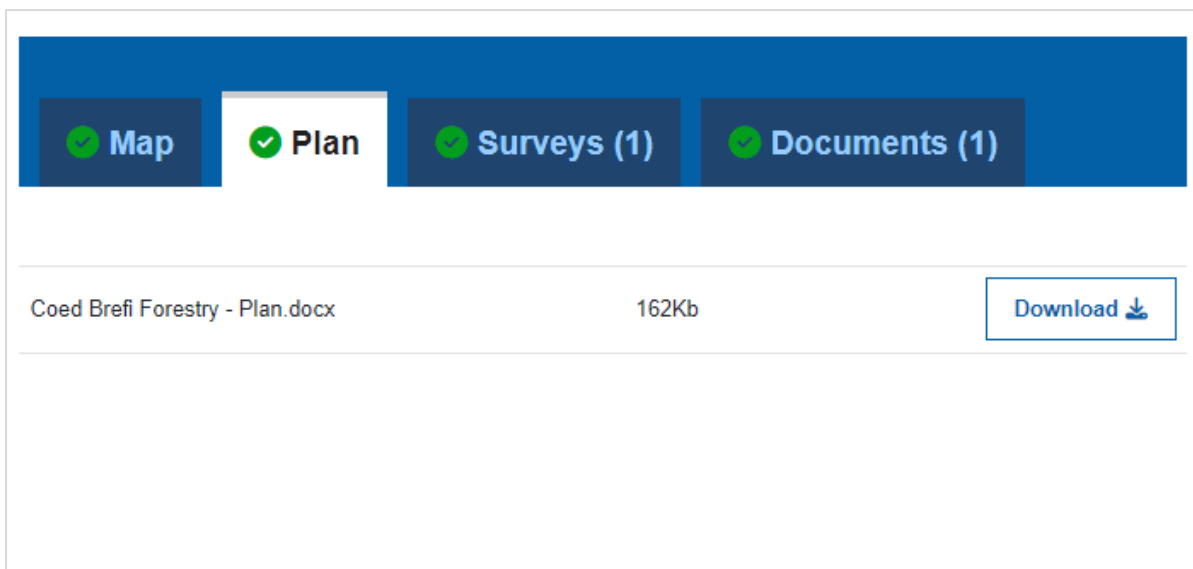
Item reference	Option	Size	
1	(P001) Agro - Forestry	4.54 ha	Show on Map
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Fences and gates ▾</div> <div style="border: 1px solid #ccc; padding: 2px;">Tree species (4) ▾</div>			
2	(P003) Native - Carbon	3.53 ha	Show on Map
<div style="border: 1px solid #ccc; padding: 2px;">Tree species (4) ▾</div>			
3	(P001) Agro - Forestry	4.11 ha	Show on Map

You can click the **Show on Map** button against each option to zoom the map to that option. You may also expand each line to show detailed information of the option:

3	(P001) Agro - Forestry	4.11 ha	Show on Map															
<div style="border: 1px solid #007bff; padding: 2px; margin-bottom: 2px;">Fences and gates ▲</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item reference</th> <th style="text-align: left;">Option</th> <th style="text-align: left;">Size</th> <th></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">6</td> <td style="padding: 5px;">(P595) Post and wire fencing with stock netting</td> <td style="padding: 5px;">266.90 m</td> <td style="padding: 5px; text-align: right;">Show on Map</td> </tr> </tbody> </table>				Item reference	Option	Size		6	(P595) Post and wire fencing with stock netting	266.90 m	Show on Map							
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IAR	Alder - Italian	25%																
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CLI	Common lime	25%																

The Plan Tab

The Plan tab shows the Woodland Creation Plan uploaded by your woodland planner. Click the **Download** button to download and view a copy of the Plan. Note that the plan will usually be in either Microsoft Word or Adobe PDF format, therefore you must have suitable software installed on your computer to view the document.

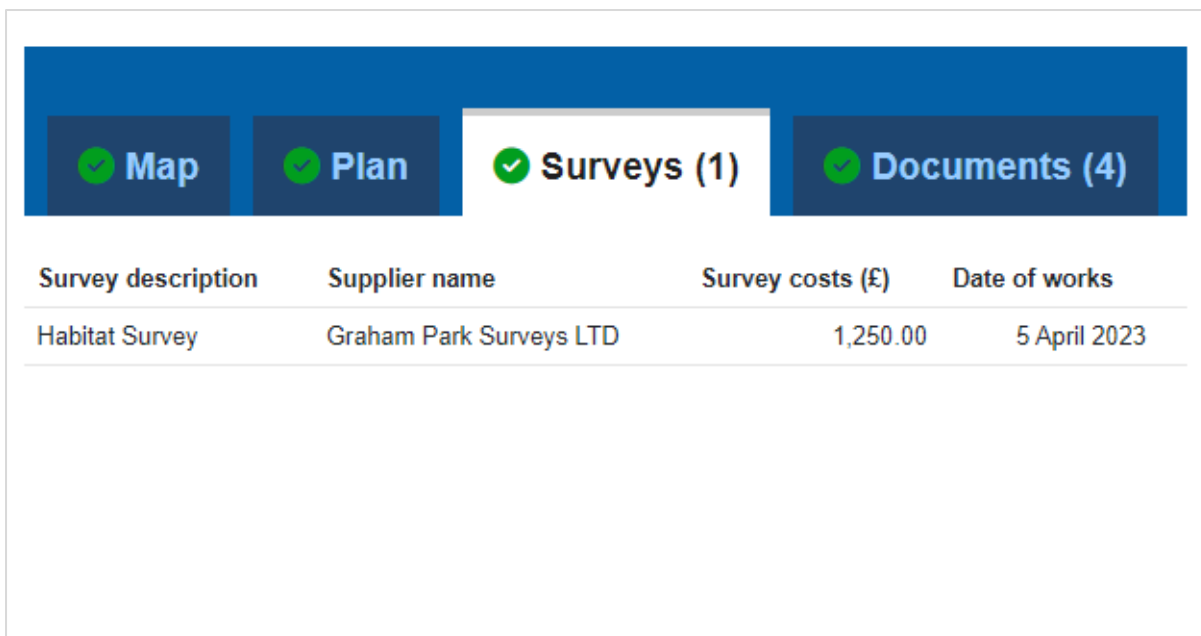


The screenshot shows a navigation bar with four tabs: 'Map', 'Plan', 'Surveys (1)', and 'Documents (1)'. The 'Plan' tab is selected. Below the navigation bar, there is a table with one row containing the document name 'Coed Breff Forestry - Plan.docx', its size '162Kb', and a 'Download' button with a download icon.

Document Name	Size	Action
Coed Breff Forestry - Plan.docx	162Kb	Download ↓

The Surveys Tab

If your planner has identified that any surveys are required, and the intention is to claim the value of these surveys along with the fees to create the woodland plan, they will be listed here. The tab shows how many surveys have been added in brackets.

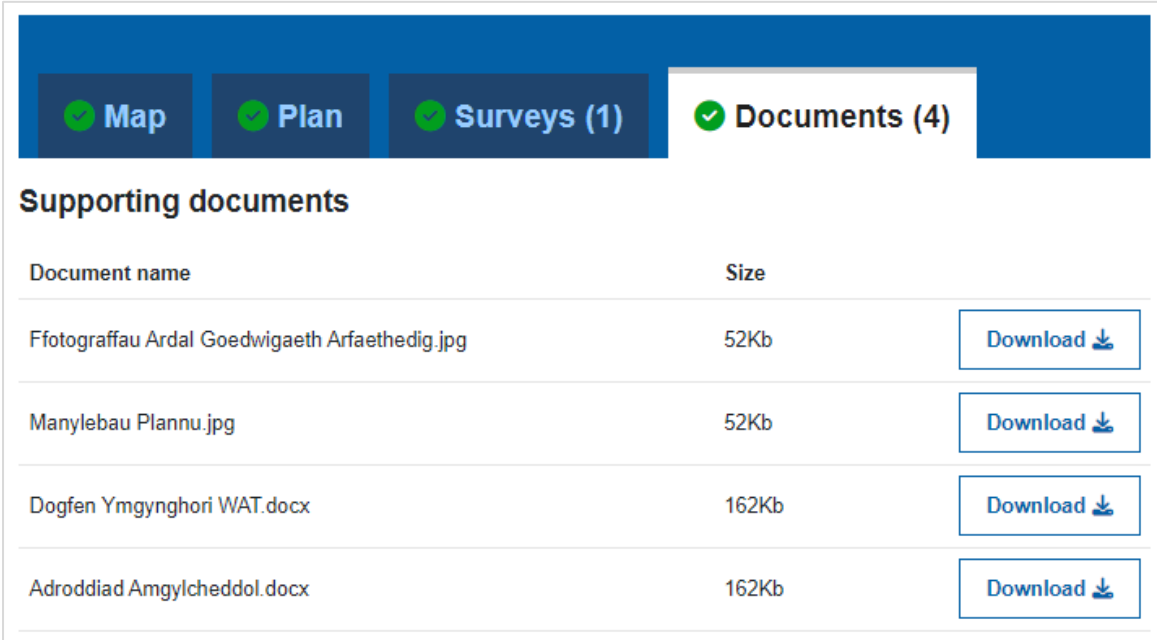


The screenshot shows a navigation bar with four tabs: 'Map', 'Plan', 'Surveys (1)', and 'Documents (4)'. The 'Surveys (1)' tab is selected. Below the navigation bar, there is a table with four columns: 'Survey description', 'Supplier name', 'Survey costs (£)', and 'Date of works'. The table contains one row of data.

Survey description	Supplier name	Survey costs (£)	Date of works
Habitat Survey	Graham Park Surveys LTD	1,250.00	5 April 2023

The Documents Tab

The Documents tab shows any supporting documents uploaded by your woodland planner. The amount of documents added is shown in brackets on the tab. Click the **Download** button to download a copy of each item as required. Be aware that the documents may be in a variety of formats, for example photos, maps, PDF and Word Documents, therefore you must have suitable software installed on your computer to view them.



Document name	Size	
Ffotograffau Ardal Goedwigaeth Arfaethedig.jpg	52Kb	Download ↓
Manylebau Plannu.jpg	52Kb	Download ↓
Dogfen Ymgynghori WAT.docx	162Kb	Download ↓
Adroddiad Amgylcheddol.docx	162Kb	Download ↓

Note: supporting documents are optional, therefore there may be no documents available on this tab subject to requirements of the plan.

Verification of the Woodland Plan

When your planner has finished creating your plan, it will be submitted for verification. During the verification process it may be necessary for adjustments to be made in consideration of environmental or other factors that may become apparent. You will be able to view your plan at any time to check on progress.

Verification Result

When verification of your plan is complete, you will receive notification as follows:

- **Verification Approved** – you will receive a verification successful notification letter along with a verified plan map. Your verified plan now enables you to enter the Woodland Creation Grant (WCG) scheme during the next available window. You will be able to claim plan creation and survey fees (if applicable and eligible) up to £5,000.
- **Verification Not Approved** – you will receive a verification unsuccessful notification letter giving reasons for verification failure. Your Plan and WCPS EOI will be rejected. You will be able to submit another WCPS EOI in the next calendar year if required. You will be able to claim for survey fees (if applicable and eligible) up to £5,000.

Appendix A: Description of Plan Status

Your plan will go through a number of different statuses during the planning process. An explanation of each is shown below:

Status	Description
Awaiting Acceptance	Indicates that the plan has been created and is awaiting your acceptance of selection
Selection Accepted	You have accepted selection, but plan has not yet been named, or is awaiting your choice of woodland planner
Planner Selected	You have selected a woodland planner and the plan is awaiting acceptance of invitation by the woodland planner
In Progress	Woodland planner has accepted invitation to become your planner, and will now begin creation your woodland plan
Submitted	Your woodland planner has finished plan creation and has submitted your finalised plan
Being Verified	The verification process is now underway
Verification Complete	Verification is complete and is awaiting final decision
Approved	Your plan has passed verification – you will be issued a plan successfully verified letter and verified plan map. You are now able to claim plan creation fees and survey fees (if applicable, and eligible for payment).
Rejected	Your plan has not passed verification and has been rejected – you will be notified by letter. You are able to claim survey fees (if applicable, and eligible for payment)
Withdrawn	You declined selection and therefore your plan has been withdrawn