



Llywodraeth Cymru  
Welsh Government

# **Woodland Creation Planning Scheme**

## **Woodland Plan Register (WPR)**

### **Planner 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](http://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 new 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.

From selection onwards, the plan, shapefile and any accompanying documents will now be uploaded directly to the WPR. The shapefile mapping will now be validated online at the point of upload, with instant feedback provided as to the validity of the mapping.

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. It will also allow Planners, NRW and Welsh Government staff to work from the same platform, providing a more joined up service.

Once verified, the customer can use the plan to enter the Woodland Creation Grant (WCG) scheme. The plan will remain in the customers plan list as a permanent reference should it be needed in the years to come.

## **How does the Woodland Plan Register work?**

Customer WCPS EOIs will be selected in the usual manner, but instead of having to return a signed portion of the selection letter, the customer or their agent will now accept selection via the new Woodland Plan Register (WPR) area on RPW Online. The customer or agent will also name the plan and choose to invite a woodland planner from the list of registered woodland planners, to become the planner for their EOI.

Once invited, a message will be sent to woodland planners via RPW Online giving the choice to accept or decline invite. If accepted the planner can then begin putting together the plan for the customer via the new WPR.

**Note:** Customers will be expected to engage their chosen planner via the normal channels in advance of selecting them as planner via the WPR.

## Changes to the process of submitting a Plan for verification?

There are some changes, detailed below to streamline the plan submission process:

- Plan documents will no longer be submitted via the RPW Online messages area, you will now be uploading plan documents to a purpose built area where shapefile, plan and supporting documents are stored making it easy to manage, amend and replace when/where necessary.
- Shapefiles will be validated at the point of upload to check for errors, providing instant feedback should corrections be necessary.
- A shapefile, plan template or supporting document can be replaced/amended as many times as is necessary, up to the point of submission – when submitted the Plan is locked as a snapshot. If changes are required during the verification process, the Plan will be re-opened for changes to be made by planner.
- The *Plan of Operations* table previously found in the Woodland Creation Plan template has now been removed. Instead, the *Plan of Operations* will be derived from the Shapefile Attribute Tables and geospatial data and displayed alongside an overview map of the shapefile in the WPR screen.
- All Tree Species have been allocated a short code to make completion of the woodlandArea attribute table a faster process. The list of Tree Species codes is available on the WCPS area of the Welsh Government website.
- The ability to map gates has now been added to the shapefile in the form of a new shape layer called *woodlandPoint*.
- As the WPR system will now derive areas and lengths geospatially when you upload a shapefile, each of the shape attribute tables has been simplified to now only require the minimum of information. All shape layers require a *UniqueID* and *Option Code*, and additionally:
  - The woodlandArea shape will require tree species and percentage entry (up to 20).
  - The woodlandLinear shape will require addition of the UniqueID of the planting area it is linked to.
  - The woodlandPoint shape will require the addition of the UniqueID of the fencing it is linked to.
- An area to add surveys that may have been necessary during planning stage has been added to the WPR. These surveys will automatically appear in the *Plan Fee and Survey Claim* which will also now be completed via RPW Online.

## Accessing the Woodland Plan Register (WPR)

There are two ways to access the Woodland Plan Register (WPR), depending on whether you wish to access as a woodland planner, or whether you are also acting as agent on behalf of a customer. It is important to note that if you are planner *and* agent for a customer, you will be able to access both the customer WPR area (via the customers account link in your RPW Online customer list) and your planner WPR area (via your Agent Home link), and it will be necessary to ensure you access the correct WPR area for the different functions mentioned below.

## Accessing the WPR via a Customer Account (as an Agent)

A customer (or the customers agent) will access the WPR using the link in the customer RPW Online account home screen. A customer can only see a list of their own plans and can only do a limited number of things in the WPR – these include accepting selection, naming the plan, and inviting a Woodland Planner to complete their plan. Then the customer WPR screens become read-only mode and they can only view the plan.

A separate guidance document specific for customers accessing and using the WPR is available on the Welsh Government website.

## Accessing the WPR via a Woodland Planner Accredited Account

An accredited woodland planner must access the WPR through their **Agent Home** link in RPW Online.

The screenshot shows the RPW Ar-Lein Online interface. 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 text in Welsh and English: 'CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG: EWROP YN BUDDSODDI MEWN ARDALEODD GWLEDIG' and 'THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS'. Below the header, there is a navigation bar with 'Cymraeg' and 'Log Off' links. The main content area is titled 'Select the Customer you wish to view'. Below this, there is a section 'Showing all Customers' with a pagination control showing page 1 of 5. There are two customer entries listed, each with an 'Enrolled' status, a name, an address, and a 'SAF' status. The first customer has 'SAF: In Progress' and the second has 'SAF: Complete'. To the right of the customer list, there is a blue button labeled 'Agent Home' which is highlighted with a red box and a yellow arrow. Below the 'Agent Home' button, there is a section 'Customer Authorisations' with the following statistics: 'Approved: 1927', 'Awaiting Approval: 1', 'Rejected by Agent/Farming Union: 3', and 'Rejected by Customer: 1'. At the bottom right, there is a 'CRN:\*' label and an input field.

Once in your Agent Home screen, click the 'Woodland Plans' link in the menu bar. A list of plans will be shown. Note that a planner can only see a customer's plan in their plan list if they have been *invited* to become planner for that plan. If you do not currently have any invites or active plans, this list will be empty.

The screenshot shows the RPW Ar-Lein Online interface. The top navigation bar includes 'Home', 'My Details', 'Correspondence 70', and 'Woodland Plans' (highlighted with a red box and a yellow arrow). Below the navigation bar is a 'Beta' banner with the text 'This is a new service. Give feedback to help'. The main content area is titled 'Woodland Creation Plan' and contains a table of plans.

CRN	Plan reference	Status	EOI reference	Plan name	Planner name	
██████	WPR00015	Approved	██████		G KOTERAS	<a href="#">View</a>
██████	WPR00005	In Progress	██████		G KOTERAS	<a href="#">View</a>
██████	WPR00006	Planner Selected	██████		G KOTERAS	<a href="#">View</a>
██████	WPR00007	In Progress	██████		G KOTERAS	<a href="#">View</a>

**Note:** 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 the plan (see Appendix A for more information on status), which will give you an at-a-glance update of where the plan is in the verification process.

### Accepting or Declining Invitation to become Woodland Planner for a Customer

If you have received an invite to become planner for a customer via your RPW Online Messages area, to accept or decline the invitation, within your Agent Home > Woodland Plans area, click the **View** button in your plan list (plans that you have been invited to will be in the status *Planner Selected*).

The screenshot shows the 'Woodland Creation Plan' section of the interface. The table of plans is the same as in the previous screenshot. The 'View' button for the plan with status 'Planner Selected' (WPR00006) is highlighted with a red box and a yellow arrow.

CRN	Plan reference	Status	EOI reference	Plan name	Planner name	
██████	WPR00015	Approved	██████		G KOTERAS	<a href="#">View</a>
██████	WPR00005	In Progress	██████		G KOTERAS	<a href="#">View</a>
██████	WPR00006	Planner Selected	██████		G KOTERAS	<a href="#">View</a>
██████	WPR00007	In Progress	██████		G KOTERAS	<a href="#">View</a>


The Woodland Creation Plan Screen will now be shown for that customer. The default view will show a map of the land parcels selected on the WCPS EOI on the left side, with an information box on the right side showing details of the plan, including current status, EOI reference, Plan reference and plan name.

The four selectable tabs are *Map*, *Plan*, *Surveys* and *Documents*, however before you can do anything in these tabs you will need to accept invitation to become planner – as per the screen instruction, click the **Continue** button.

## Woodland Creation Planning Scheme WPR00000

Select continue to accept or decline the invitation to be the Woodland Planner for this plan.

**Map** Plan Surveys Documents



© Crown copyright and database rights 2023. Ordnance Survey 100021874. © Getmapping Plc and Blunsky International Limited 2020. Use of this data is subject to [terms and conditions](#). The information shown on the map is as per 12/06/2023.

Map Key ^

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 \(.zip\)](#)

**Continue** ←

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

**Note:** You can if you wish download a copy of the Shapefile before accepting invitation to become planner by clicking **Download spatial data shapefile (.zip)**.



## Accepting or Declining Invitation

Choose the appropriate response to the invitation request and click **Continue**

### Woodland Creation Plan WPR00000

You have been invited to be the Woodland Planner for this plan.

In order to commence working on this Woodland Plan you must accept the invitation.

I wish to Accept the invitation to be the Woodland Planner for this plan.

I wish to Decline the invitation to be the Woodland Planner for this plan.

**Continue**

- If you **accept** the invitation you will now be able to begin the planning process detailed in the next sections of this document.
- If you **decline** the invitation, the plan will no longer be available in your Plan List, and the customer will be notified of your decision to decline invite. The customer will then be able to reselect a planner.

## Completing a Plan

### The Map Tab

This tab shows the customers selected parcels by default. Upon upload of a valid Shapefile, the shapefile mapping will be overlaid on this map providing a quick reference of each item mapped, alongside the Plan of Operations which will be shown below the map. Click **Download spatial data shapefile (.zip)** to download the shapefile – you can now begin mapping as required.



When shapefile mapping is complete, click **Upload shapefile (.zip)** to upload the completed shapefile.



If valid, the shapefile mapped areas are overlaid in the WPR map and a green tick appears in the Map tab.

The **Plan of Operations** derived from your shapefile Attribute tables and geometry data is shown below the map, along with other useful information:

**Plan of Operations**

Total planting: 14.60 ha
Total fencing: 2,238.83 m
Total gates: 2

[Expand all sections ▾](#)    [Collapse all sections ▲](#)

Item reference	Option	Size	
1	(P001) Agro - Forestry	8.24 ha	<a href="#">Show on Map</a>

**Fences and gates** ▲

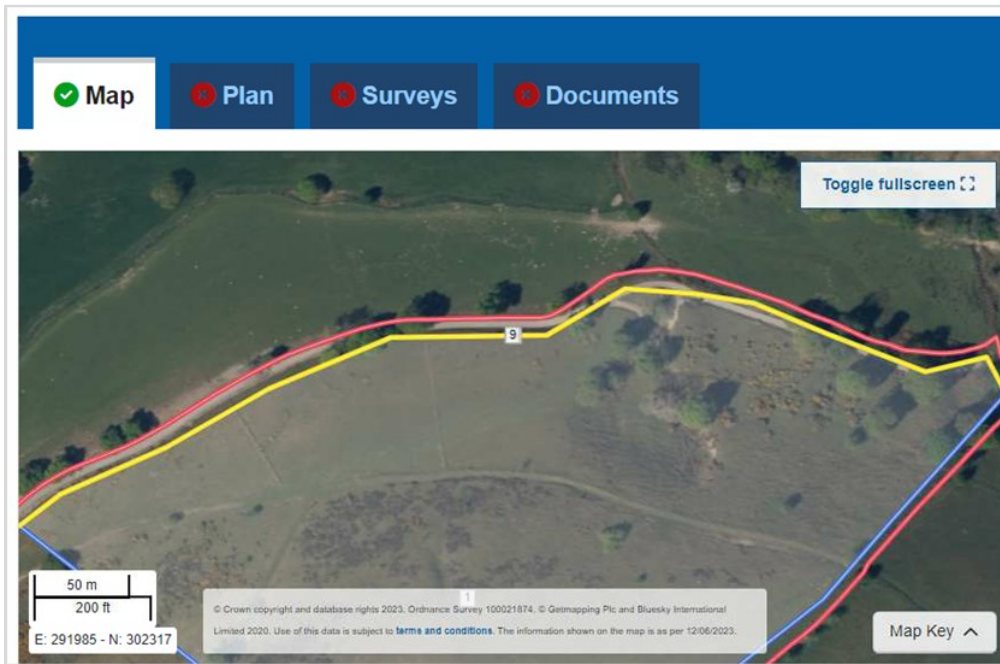
Item reference	Option	Size	
5	(P595) Post and wire fencing with stock netting	555.48 m	<a href="#">Show on Map</a>

Item reference	Option	
9	(P590) Standard gate (Metal)	<a href="#">Show on Map</a>

**Tree species (4)** ▲

Code	Name	Percentage
ASP	Aspen	30%
PSP	Blackthorn	25%
SOK	Sessile oak	35%
ROW	Rowan	10%

Each planting item displays the associated fencing and gates, as well as the tree species list. You can click **Show on Map** next to an item to zoom the main map to that item.



During upload of the shapefile you may see validation errors shown – these must be addressed before the upload of shapefile is accepted as valid. More information on how to troubleshoot shapefile errors can be found at **Appendix B – Shapefile Validation Errors**.

### Best practice for upload of Shapefiles

A Shapefile can be uploaded as many times as is necessary to get a *valid* shapefile uploaded for a Plan. You may wish to upload a shapefile at each step of the process of creating polygons/fences/gates so that you can get used to the system and any tolerances that apply.

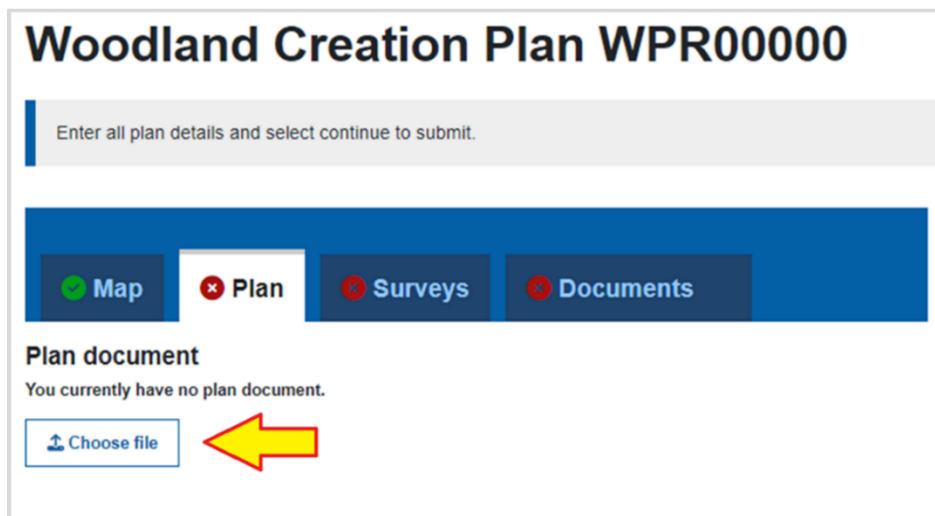
This will be particularly useful if you have a large amount of mapping to be done, so if you were to upload the shapefile as each part of the shapefile is created, you will see any errors as you go along rather than completing a large shapefile first, then uploading, only to find a large amount of errors that could become complicated to resolve in your GI software.

Please ensure that the Shapefile and all other parts of the Plan are complete when you *submit* the Plan for verification – it's at this point that the Plan will become read-only, so again, until that point is reached you may add/delete and replace each part of the Plan as many times as you see fit.

## The Plan Tab

The plan tab will allow you to upload the completed Woodland Creation Plan template for the customer. This document can be uploaded in .doc, .docx or .pdf format.

Click **Choose File** to upload the Plan template document:



**Woodland Creation Plan WPR00000**

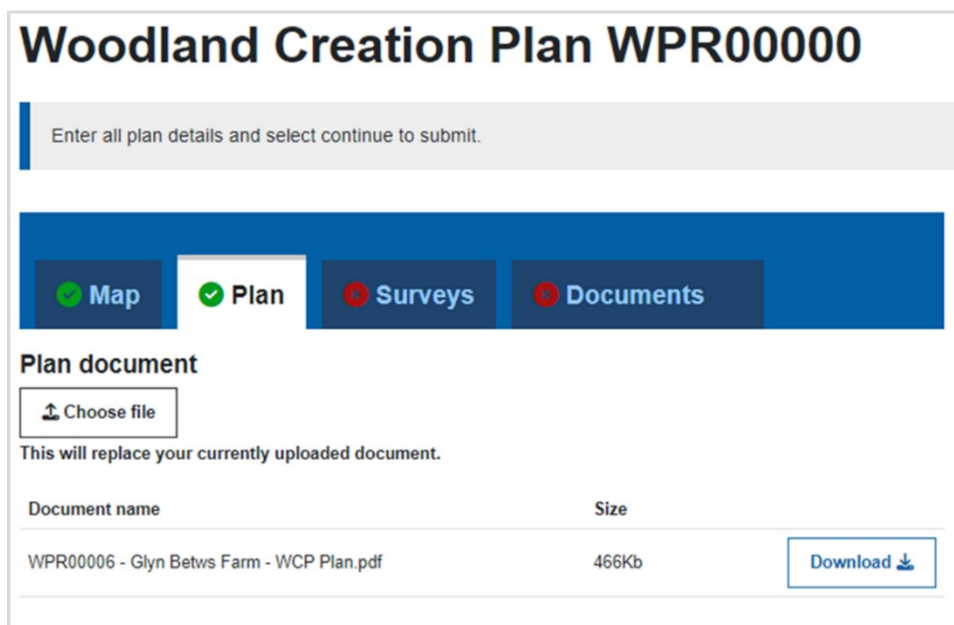
Enter all plan details and select continue to submit.

Map Plan Surveys Documents

**Plan document**  
You currently have no plan document.

[Choose file](#)

After upload, the plan template name and size will be shown on screen, and a green tick will appear on the Plan tab. The uploaded plan template can be downloaded at any time by clicking the **Download** button. The plan template can also be replaced if necessary with a new version by clicking **Choose File**.



**Woodland Creation Plan WPR00000**

Enter all plan details and select continue to submit.

Map Plan Surveys Documents

**Plan document**

[Choose file](#)

This will replace your currently uploaded document.

Document name	Size	
WPR00006 - Glyn Betws Farm - WCP Plan.pdf	466Kb	<a href="#">Download</a>

**Note:** there can only be one plan template version at a time on the Plan tab. If you wish to upload a new plan template version, click **Choose file** to overwrite the existing plan template.

## The Surveys Tab

The surveys tab will allow you to add details of any Specialist surveys that are required as part of developing the Plan. The entry of Specialist surveys here indicates the intention to claim up to 80% of the value of the survey(s) up to a total value of £5,000 for the plan, after completion of the verification process.

### Woodland Creation Plan WPR00000

Enter all plan details and select continue to submit.

[Map](#) [Plan](#) [Surveys](#) [Documents](#)

You currently have no surveys. [Add a new survey.](#)

I confirm details of all surveys to be claimed have been entered if applicable.

### If you have no specialist surveys to add:

Tick the box labelled **I confirm details of all surveys to be claimed have been entered if applicable**. This will indicate you have no surveys to enter, and the green tick will appear on the Surveys tab.

[Map](#) [Plan](#) [Surveys](#) [Documents](#)

You currently have no surveys. [Add a new survey.](#)

I confirm details of all surveys to be claimed have been entered if applicable.

### If you have one or more specialist surveys to add:

Click **Add a new survey**

[Map](#) [Plan](#) [Surveys](#) [Documents](#)

You currently have no surveys. [Add a new survey.](#)

I confirm details of all surveys to be claimed have been entered if applicable.



This will take you to a survey details entry page. Please add the survey description, supplier name, the total survey costs and the date when the works were carried out.

## Woodland Creation Plan


Add a new survey

Survey description  
What type of survey did you undertake?

Supplier name  
Who carried out the survey?

Survey costs (£)  
What was the total cost of the survey?

Date of works  
When were the works carried out?

Cancel

After completion of all the required details, click the **Save and return** button.

## Woodland Creation Plan


Add a new survey

Survey description  
What type of survey did you undertake?

Supplier name  
Who carried out the survey?

Survey costs (£)  
What was the total cost of the survey?

Date of works  
When were the works carried out?

Cancel

After completion you will return to the main Surveys tab. The entered survey details are shown in a table. If applicable, click **Add Survey** to add more surveys.

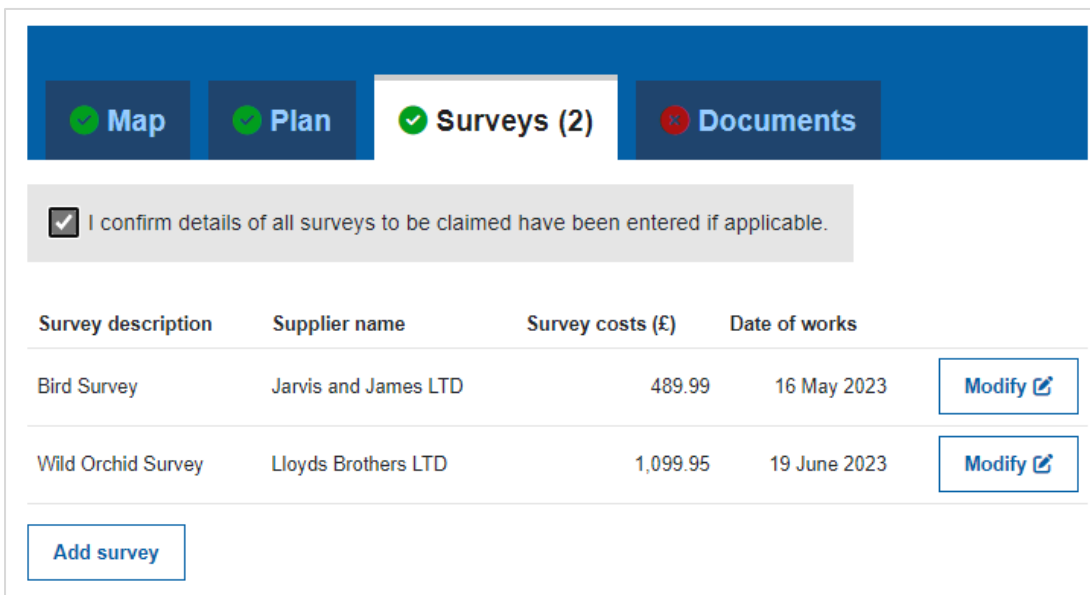


The screenshot shows a navigation bar with four tabs: 'Map' (green checkmark), 'Plan' (green checkmark), 'Surveys (2)' (red X), and 'Documents' (red X). Below the navigation bar is a confirmation checkbox that is currently unchecked, with the text 'I confirm details of all surveys to be claimed have been entered if applicable.' Below this is a table with the following data:

Survey description	Supplier name	Survey costs (£)	Date of works	
Bird Survey	Jarvis and James LTD	489.99	16 May 2023	<a href="#">Modify</a>
Wild Orchid Survey	Lloyds Brothers LTD	1,099.95	19 June 2023	<a href="#">Modify</a>

At the bottom left of the table area is an 'Add survey' button.

When you have finished adding surveys, tick the box labelled **I confirm details of all surveys to be claimed have been entered if applicable**. The green tick will appear on the Surveys tab confirming entry of data in this tab is complete.





The screenshot shows the same navigation bar as the previous image, but the 'Surveys (2)' tab now has a green checkmark. The confirmation checkbox is now checked, with the text 'I confirm details of all surveys to be claimed have been entered if applicable.' The table below remains the same as in the previous image:

Survey description	Supplier name	Survey costs (£)	Date of works	
Bird Survey	Jarvis and James LTD	489.99	16 May 2023	<a href="#">Modify</a>
Wild Orchid Survey	Lloyds Brothers LTD	1,099.95	19 June 2023	<a href="#">Modify</a>

The 'Add survey' button is still present at the bottom left.

## Modifying a Survey

If modification of a survey entry becomes necessary before Plan submission, or if the Plan is returned from NRW for changes during the verification process, click the **Modify** button:

Survey description	Supplier name	Survey costs (£)	Date of works	
Bird Survey	Jarvis and James LTD	489.99	16 May 2023	 <a href="#">Modify</a> 


You can now make any changes required to the survey and click **Save and return** to finish.



## Deleting a Survey

If deletion of a survey is required, click **Modify** on the required record in the Survey tab then click the **Delete** button:

Survey costs (£)  
What was the total cost of the survey?

Date of works  
When were the works carried out?

Cancel  **Delete**  **Save and return**

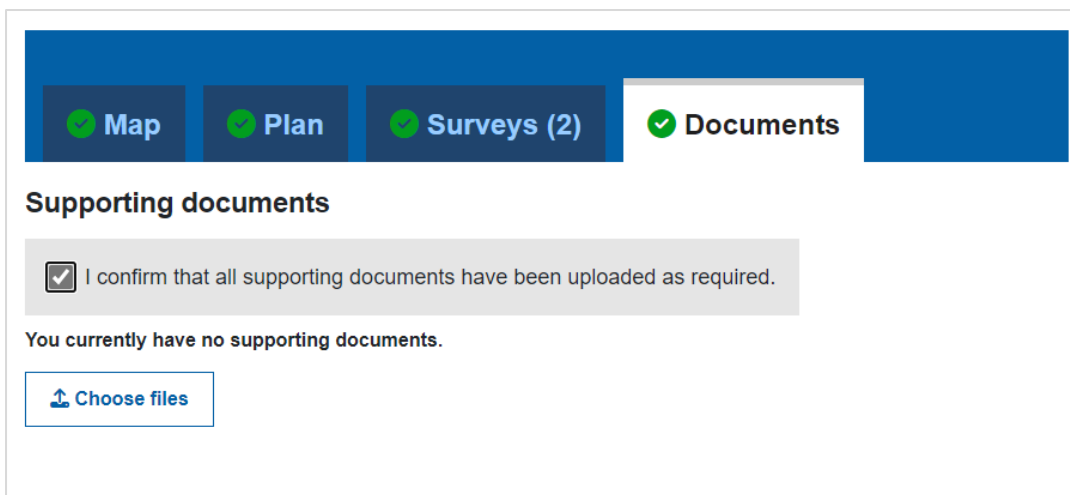


## The Documents Tab

The Documents tab will allow you to add any documents that may be required to support the Plan. You may add Adobe PDF (pdf), Microsoft Office (xls,xlsx, doc, docx, ppt, pptx, mpp, vsd, rtf), Pictures (jpg, jpeg, tif, tiff) or Zip files (zip).

### If you have no Supporting Documents to add:

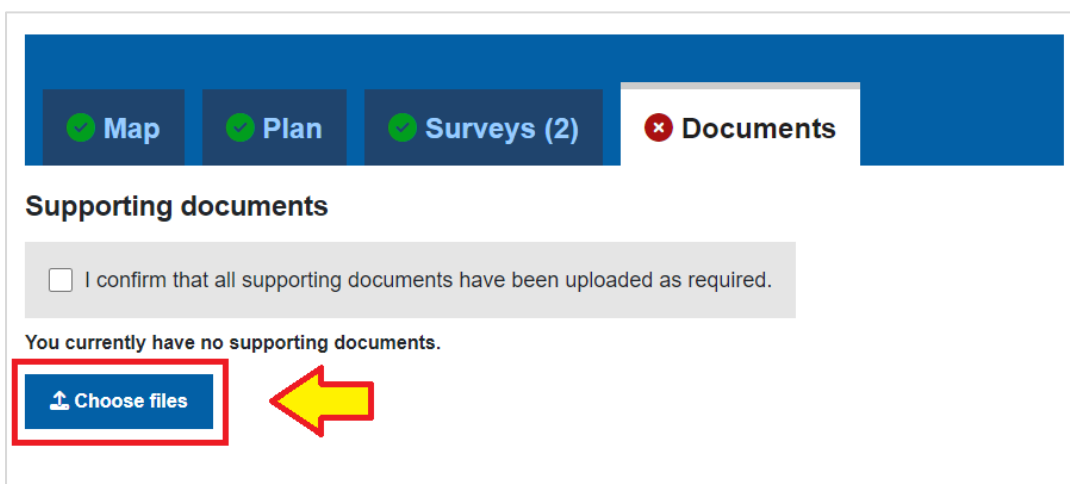
Tick the box labelled **I confirm that all supporting documents have been uploaded as required**. This will indicate you have no supporting documents to add, and the green tick will appear on the Documents tab.



The screenshot shows a navigation bar with four tabs: 'Map', 'Plan', 'Surveys (2)', and 'Documents'. The 'Documents' tab is active, indicated by a green checkmark icon. Below the navigation bar, the section is titled 'Supporting documents'. A checkbox is checked, with the text 'I confirm that all supporting documents have been uploaded as required.' Below this, it says 'You currently have no supporting documents.' and there is a 'Choose files' button with an upload icon.

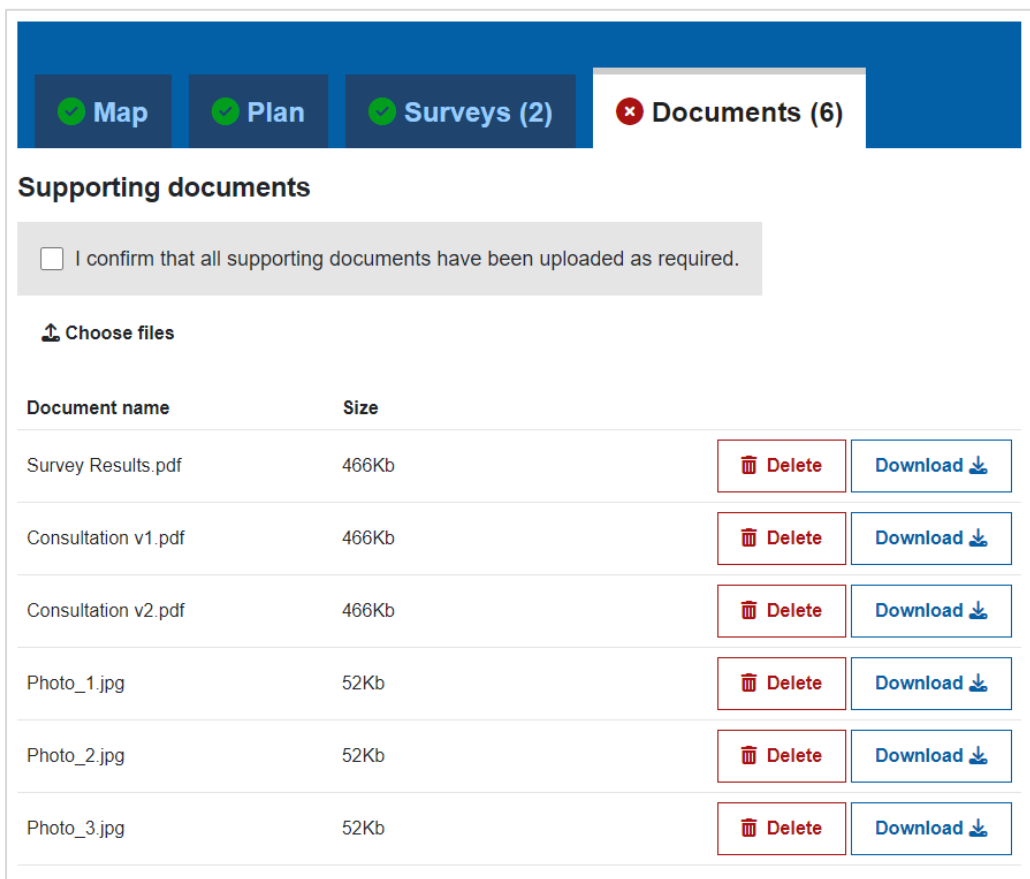
### If you have one or more Supporting Documents to add:

Click the **Choose files** button and browse to the file(s) to be uploaded. You may upload multiple documents at once if required.



The screenshot shows the same navigation bar, but the 'Documents' tab now has a red 'X' icon. The 'Supporting documents' section has the confirmation checkbox unchecked. Below the text 'You currently have no supporting documents.', the 'Choose files' button is highlighted with a red rectangular box, and a yellow arrow points to it from the right.

You may upload as many documents as is required. You may also Delete or Download any added documents:



**Supporting documents**

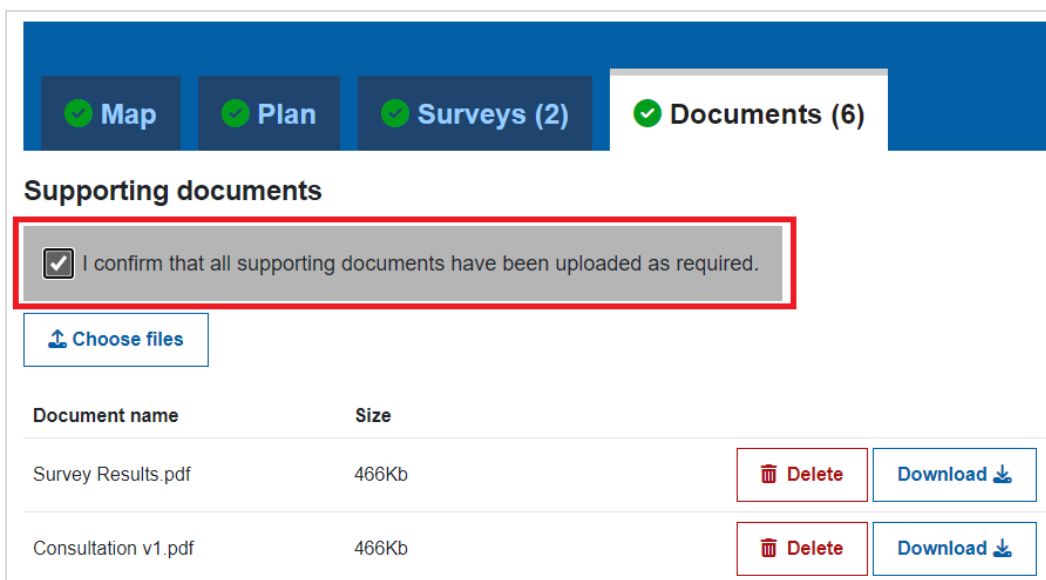
I confirm that all supporting documents have been uploaded as required.

[Choose files](#)

Document name	Size		
Survey Results.pdf	466Kb	Delete	Download
Consultation v1.pdf	466Kb	Delete	Download
Consultation v2.pdf	466Kb	Delete	Download
Photo_1.jpg	52Kb	Delete	Download
Photo_2.jpg	52Kb	Delete	Download
Photo_3.jpg	52Kb	Delete	Download

Note that if you upload a file with the same name as a previously uploaded document, the document will be overwritten with the new file. If you wish to upload multiple versions of the same document please ensure you add a version number to the filename (i.e. *Consultation\_v1.pdf* or *Consultation\_v2.pdf*)

When you have finished adding supporting documents, tick the box labelled **I confirm that all supporting documents have been uploaded as required**. The green tick will appear on the Documents tab confirming entry of data in this tab is complete.



**Supporting documents**

I confirm that all supporting documents have been uploaded as required.

[Choose files](#)

Document name	Size		
Survey Results.pdf	466Kb	Delete	Download
Consultation v1.pdf	466Kb	Delete	Download

## Deleting a Supporting Document

Click the **Delete** button next to the item to be removed

Photo_3.jpg	52Kb		
-------------	------	---	--

Click **Yes, delete this document** to confirm deletion or click **Cancel** to cancel deletion and return to the Documents tab

**Are you sure you want to permanently delete this document?**

[Yes, delete this document.](#)

[Cancel](#)





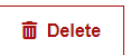

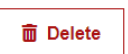

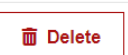

The document is now removed

Map Plan Surveys (2) Documents (5)

**Supporting documents**

I confirm that all supporting documents have been uploaded as required.

[Choose files](#)

Document name	Size		
Survey Results.pdf	466Kb		
Consultation v1.pdf	466Kb		
Consultation v2.pdf	466Kb		
Photo_1.jpg	52Kb		
Photo_2.jpg	52Kb		

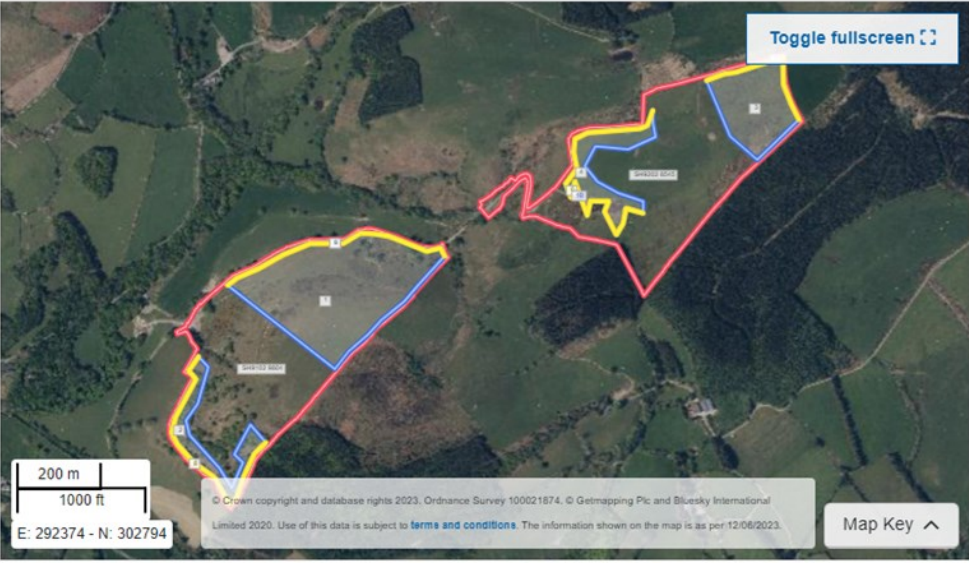
## Submitting a Plan

When all four tabs have green ticks indicating their completion, you are now ready to submit the plan for verification. In the bottom right hand corner, the 'Continue' button will appear – click **Continue**

### Woodland Creation Planning Scheme WPR00000

Enter all plan details and select continue to submit.

Map Plan Surveys Documents



Status  
**Planner selected**

Plan reference  
**WPR00000**

Plan name  
**Coed Brefi Forestry**  
[Change plan name](#)

Planner  
[Redacted]

Customer  
[Redacted]

Submission Deadline Date  
**1 February 2024**

Pre-application reference  
**GIG3232-DZ**

Pre-application date  
**01 November 2023**

**Continue**

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

You will be asked to choose the name of the individual planner who created the plan – select the relevant name from the drop down box and click **Continue**.

### Woodland Creation Plan WPR00000

Select individual

Select the name of the registered planner who created the plan from the drop down list.

**Cancel**

You will need to read through the terms and conditions of submission. **Tick the box** to confirm, then click **Submit** to continue

## Woodland Creation Plan WPR00022

Confirm submission

Successfully saved individual planner.

The woodland planner who created the plan must complete this declaration. The finalised plan can then be submitted to Welsh Government for verification by Natural Resources Wales (NRW).

- I confirm all the information contained in the Woodland Creation Planning Scheme Plan is true, accurate and complete to the best of my knowledge and belief.
- I confirm I have visited all proposed planting sites.
- I understand and accept it is my responsibility to ensure this is the case.
- I confirm if there is any change to the information I have provided, I will notify Welsh Government of the change within 10 working days.
- I accept, if any information is outdated, incomplete, misleading or false, the plan may be withdrawn by Welsh Government and passed to another Woodland Planner to complete.

Where considered necessary, the application of sanctions of the Terms and Conditions for the registration of woodland planners will be initiated.

I agree to the above declarations and undertakings

Cancel

Submit

Confirmation of submission will be shown

## Woodland Creation Plan WPR00000

Plan submitted

Your plan has been successfully submitted and will now be sent to NRW for verification.

Exit

## What Happens Next?

The plan status will change to 'Plan Submitted' and the plan itself will go into a 'read only' state in your woodland plan list. No further changes can be made at this stage.

A submission summary report will be added to the customers RPW Online Messages area, showing the Plan of Operations, the Submitted Map along with information of any surveys added to the plan. The Woodland Creation Plan template, and any supporting documents will also be attached to the message.

After a brief check of the submitted data, the plan will be sent to NRW for verification.

During verification, NRW may contact you for further information or amendments to the plan. If an amendment is required, NRW will change the status of the plan in the Woodland Plan Register to 'In Progress' status, so that you may make any required changes. During amendment, you may replace the Woodland Plan, the supporting documents, the surveys and the Shapefile itself. When ready, and within the deadline set for resubmission, you can resubmit the plan for verification. The plan will again become read only during this stage.

When NRW complete verification, they will return the plan to Welsh Government with their recommendations. After some checks are carried out, verification approval or rejection correspondence will be issued to the customer, along with the approved Plan of Operations and Verified Plan Map.

## 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 customer (or agent) acceptance of selection
Selection Accepted	Customer has accepted selection, but plan has not yet been named, or is awaiting choice of woodland planner
Planner Selected	Customer has 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 planner for the Plan and can now begin creation of Plan.
Submitted	The woodland planner has finished plan creation and has submitted the finalised plan
Being Verified	The verification process is now underway.  Note that if during verification NRW identify that changes are needed, the Plan will be set back to 'In Progress' status, which will allow woodland planners to make any changes necessary before re-submitting the finalised Plan.
Verification Complete	Verification is complete and is awaiting final decision
Approved	The 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	The plan has not passed verification and has been rejected – the customer will be notified by letter. The customer will be able to claim survey fees if applicable, and the surveys have been deemed eligible for payment.
Withdrawn	The customer declined selection and therefore the plan has been withdrawn

## Appendix B – Shapefile Validation Errors

This is a comprehensive list of the errors that you may encounter during upload of a Shapefile. Errors must be resolved in your GI software before attempting to re-upload the Shapefile.

Note that QGIS software is used for the screenshots in the following examples.

Error Messages	Explanation												
Zip file does not include the following file(s): <i>&lt;fileList&gt;</i>	<p>Each upload of a shapefile .zip must contain at least the following files types for each of the main shape layers:</p> <p><i>woodlandarea_*</i>  <i>woodlandlinear_*</i>  <i>woodlandpoint_*</i></p> <p><i>.dbf</i>  <i>.shp</i>  <i>.shx</i>  <i>.prj</i>  <i>.cpg</i></p>												
The following PRJ file(s) do not match the format in the downloaded zip file: <i>&lt;fileList&gt;</i>	The projection must be kept the same as the downloaded Shapefile - <i>OSGB36 / British National Grid EPSG:27700</i>												
Shapefile does not include any planting areas.	There are no planting areas detected in the <i>woodlandArea</i> shape. Check that your planting polygons and attribute table data has saved correctly.												
The code <i>&lt;code&gt;</i> is not valid for a planting area	<p>The Option Code assigned in the Attribute Table for a planting item in the <i>woodlandarea</i> shape is not among the acceptable codes. Acceptable codes are:</p> <table border="1" data-bbox="786 1458 1393 1686"> <thead> <tr> <th>Code</th> <th>Option Name</th> </tr> </thead> <tbody> <tr> <td>P001</td> <td>Agro Forestry</td> </tr> <tr> <td>P002</td> <td>Biodiversity 1600</td> </tr> <tr> <td>P003</td> <td>Native Carbon</td> </tr> <tr> <td>P004</td> <td>Enhanced Mixed</td> </tr> <tr> <td>P005</td> <td>Biodiversity 1100</td> </tr> </tbody> </table>	Code	Option Name	P001	Agro Forestry	P002	Biodiversity 1600	P003	Native Carbon	P004	Enhanced Mixed	P005	Biodiversity 1100
Code	Option Name												
P001	Agro Forestry												
P002	Biodiversity 1600												
P003	Native Carbon												
P004	Enhanced Mixed												
P005	Biodiversity 1100												
The code <i>&lt;code&gt;</i> is not valid for a fence item	<p>The Option Code assigned in the Attribute Table for a fence item in the <i>woodlandlinear</i> shape is not among the acceptable codes. Acceptable codes are:</p> <table border="1" data-bbox="786 1872 1393 1989"> <thead> <tr> <th>Code</th> <th>Option Name</th> </tr> </thead> <tbody> <tr> <td>P595</td> <td>Post &amp; Wire Fencing</td> </tr> <tr> <td>P518</td> <td>Deer Fencing</td> </tr> </tbody> </table>	Code	Option Name	P595	Post & Wire Fencing	P518	Deer Fencing						
Code	Option Name												
P595	Post & Wire Fencing												
P518	Deer Fencing												



Error Messages	Explanation																
The code <i>&lt;code&gt;</i> is not valid for a gate item	<p>The Option Code assigned in the attribute table for a gate item in the <i>woodlandpoint</i> shape is not among the acceptable codes. Acceptable codes are:</p> <table border="1" data-bbox="786 360 1393 589"> <thead> <tr> <th>Code</th> <th>Option Name</th> </tr> </thead> <tbody> <tr> <td>P590</td> <td>Standard Gate (Metal)</td> </tr> <tr> <td>P599</td> <td>Standard Gate (Hardwood)</td> </tr> <tr> <td>P600</td> <td>Standard Gate (Softwood)</td> </tr> <tr> <td>P516</td> <td>Timber Bridle Gate</td> </tr> <tr> <td>P517</td> <td>Timber Kissing Gate</td> </tr> </tbody> </table>	Code	Option Name	P590	Standard Gate (Metal)	P599	Standard Gate (Hardwood)	P600	Standard Gate (Softwood)	P516	Timber Bridle Gate	P517	Timber Kissing Gate				
Code	Option Name																
P590	Standard Gate (Metal)																
P599	Standard Gate (Hardwood)																
P600	Standard Gate (Softwood)																
P516	Timber Bridle Gate																
P517	Timber Kissing Gate																
The tree species code <i>&lt;code&gt;</i> is not valid	A tree species code added into the attribute table for the planting item is not in the valid tree species code list. Please check and correct the invalid species code.																
The tree species <i>&lt;code&gt;</i> cannot be defined more than once within a planting area.	A tree species code has been used more than once for the planting item. Please check and remove the duplicate code.																
The percentage for tree species <i>&lt;code&gt;</i> must be greater than zero.	No tree species percentages have been entered for the planting item. Please check and enter Tree Species and Percentage(s) as appropriate.																
The tree species mix for the planting area must add up to 100%.	For each planting item in the <i>woodlandarea</i> attribute table, the total of each tree species percentage in the row must equal 100%																
This item's reference is not unique within this Plan	All drawn items (planting areas, fencing and gates) must have a Unique ID (UID) allocated to it, which needs to be unique across the <i>woodlandarea</i> , <i>woodlandlinear</i> and <i>woodlandpoint</i> shapes. For example, if a fence item and a planting area have the same UID or a gate and a fence item have the same UID, this rule failure will be shown.																
This item does not have a valid item reference.	<p>Each drawn item (planting area, fence line or gate) must have a Unique ID (UID) set in the attribute table. The UID needs to be numeric, for example:</p> <table border="1" data-bbox="778 1585 1398 1756"> <thead> <tr> <th>UID</th> <th>CODE</th> <th>SPECIES_1</th> <th>PERCENT_1</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>P001</td> <td>ASP</td> <td>100</td> </tr> <tr> <td>2</td> <td>P003</td> <td>ASP</td> <td>100</td> </tr> <tr> <td>3</td> <td>P001</td> <td>ASP</td> <td>100</td> </tr> </tbody> </table>	UID	CODE	SPECIES_1	PERCENT_1	1	P001	ASP	100	2	P003	ASP	100	3	P001	ASP	100
UID	CODE	SPECIES_1	PERCENT_1														
1	P001	ASP	100														
2	P003	ASP	100														
3	P001	ASP	100														

Error Messages	Explanation
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This fence item is not associated with a planting area.

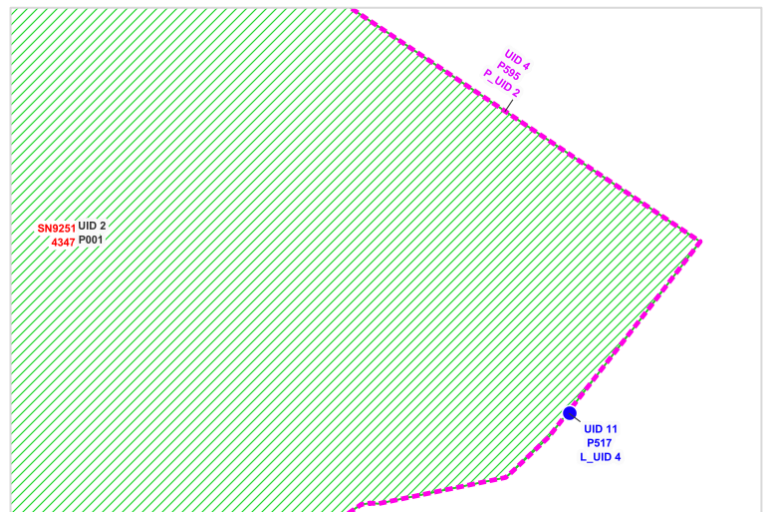
Each drawn fence line must have an associated planting area UID added to the POLY\_UID column within the *woodlandlinear* attribute table. For example, here the fence item UID 3 needs to be associated with planting area UID 1:



UID	CODE	POLY_UID
3	P518	1
4	P595	2

This gate item is not associated with a fence item.

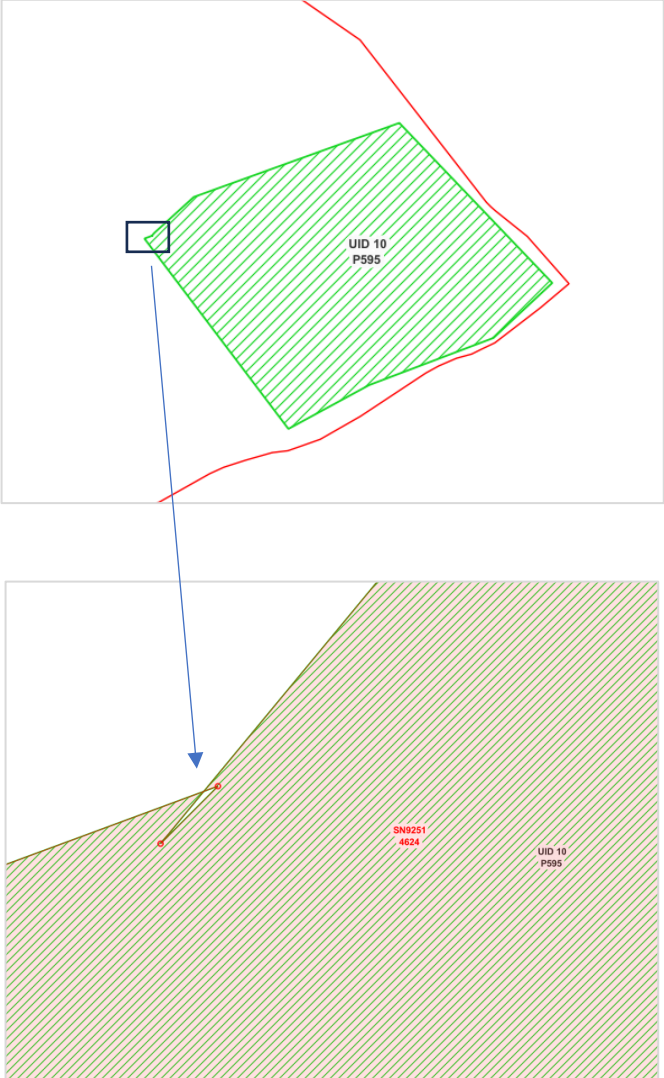
Each added gate must have an associated fence item UID added to the LINE\_UID column within the *woodlandpoint* attribute table. For example, here the gate UID 11 needs to be associated with fence item UID 4:



UID	CODE	LINE_UID
9	P600	3
10	P516	6
11	P517	4

<UNIQUE\_ID> - The geometry of this item intersects itself.

The system has detected that a drawn planting area or fence line 'intersects' itself. This means that the drawn

Error Messages	Explanation
	<p>item has crossed over itself when being mapped. To resolve, using your GI software zoom into each dropped node to identify where the item has intersected itself. In the example below the polygon looks normal when zoomed out, however on closer inspection you can see where the node has self intersected:</p> 
<p>Overlaps with &lt;UNIQUE_IDS&gt;. Remove any overlaps.</p>	<p>The system has detected a planting area overlaps another planting area, or a fence item overlaps another fence item. Use your GI software to identify the overlap and adjusted nodes as necessary. You may need to zoom in to find overlaps.</p>

Error Messages	Explanation
<UNIQUE_ID> - Part or all of the geometry of this item lies outside your agreed plan extent.	The agreed plan extent is made up of all the field parcels validated at EOI stage. This extent is shown in the LPIS shape layer in the Shapefile. Mapping outside this extent is not allowed, therefore you will need to use your GI software to locate the area(s) / fence line(s) that have gone outside the extent and adjust as required
<UNIQUE_ID> (polygon) - Total Fencing linked to a planting polygon must be no longer than the perimeter of the polygon	A requirement of the WCPS rules is that fencing the location of fencing does not have to mirror the perimeter of a planting polygon but must be no longer than the perimeter of the planting polygon it relates to.
The gate is too far away from the related fencing.	Gates points must be placed within a tolerance of 5m from the associated Fencing line.
The fence is too far away from the planting area	Fencing must be placed a reasonable distance from the associated planting.
The minimum total area of new planting to be eligible for support is 0.25 hectares.	During shapefile upload, the system has detected that there is less than the required 0.25ha of planting area mapped. Plans with a total planting area of less than 0.25ha are not eligible for the WCPS scheme.
The minimum individual area of new planting to be eligible for support is 0.01 hectares.	During shapefile upload, the system has detected that a drawn planting area is less than the required minimum of 0.01ha for an individual planting area item. Areas lower than 0.01ha are not eligible for the WCPS scheme.
This item shares attributes with multiple features. Each feature should have unique attributes.	<p>This situation can occur when more than one planting area or fence line is associated with a single row in the attribute table. This can happen for example, when a planting polygon or fence line is split into two using the <i>split part</i> tool in your GI software, but both polygons remain associated to one row in the attribute table.</p> <p>Each physically separate planting polygon or fence line <b>MUST</b> have its own row in the attribute table.</p>
The following items do not have any associated geometries: <UNIQUE_IDs>	<p>This situation can occur when all nodes of a planting polygon or fence item are manually deleted, leaving the associated attribute table row in place.</p> <p>In general, if you wish to delete a planting or fence item it is best to delete the row from the attribute table view, which will remove any associated geometry drawn.</p>