



Llywodraeth Cymru  
Welsh Government

# **Woodland Creation Planning Scheme (WCPS)**

## **Expression Of Interest (EOI)**

## **How To Complete Guidance**

# Woodland Creation Planning Scheme Expression of Interest (EOI)

## How to Complete Guidance

### **Important Notice:**

These instructions will give you step-by-step guidance on how to complete your Woodland Creation Planning Scheme Expression of Interest (EOI).

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 the alternative language, you can access it from [gov.wales](https://gov.wales) 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.

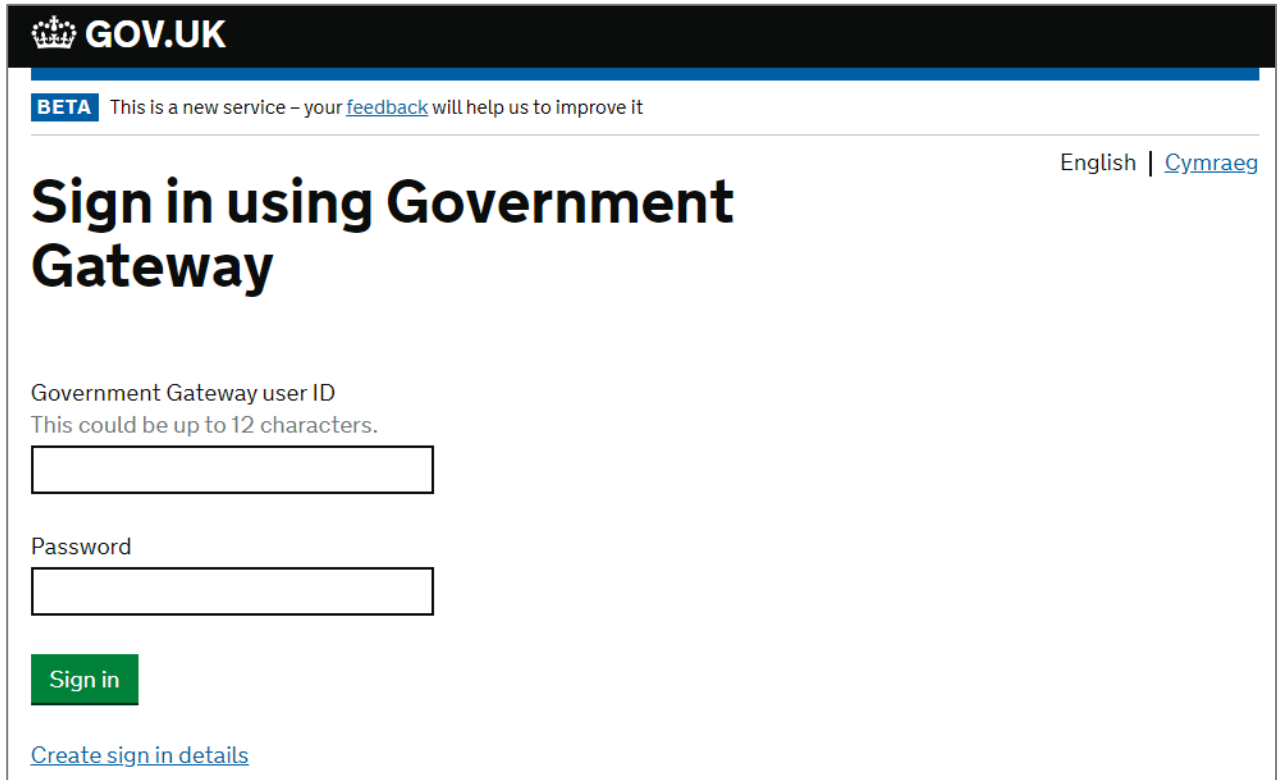
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## SECTION 1 - GETTING STARTED

### RPW 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 sign-in page for the RPW Online Home Page. At the top left is the GOV.UK logo. Below it is a blue banner with the text "BETA This is a new service – your [feedback](#) will help us to improve it". In the top right corner, there are language options: "English | [Cymraeg](#)". The main heading is "Sign in using Government Gateway". Below this, there are two input fields: "Government Gateway user ID" with a note "This could be up to 12 characters." and "Password". A green "Sign in" button is positioned below the password field. At the bottom left, there is a link: "[Create sign in details](#)".

If you are encountering 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. This page will show information and messages you have received or sent, as well as being able to start and submit any available Applications.

## Woodland Creation Planning Scheme EOI









To start your Woodland Creation Planning Scheme EOI, click the required link under the 'Start Applications and Claims' area as shown:

The screenshot displays the RPW Online 'Homepage' interface. At the top, there is a header with the RPW logo, the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales', and the European Union logo with text in Welsh and English. Below the header is a navigation bar with links: Home, My Details, Land, Correspondence, Forms, and Contracts and Small Grants. The main content area is titled 'Messages between You and RPW' and includes sections for 'Agricultural and Horticultural Survey', 'Y dogfennau a gynhyrchwyd / Document Generated' (with a notification letter), and a 'View all messages' button. A 'Start a Form' section lists three options: 'Single Application Form', 'Capital Works Claim', and 'Woodland Creation Planning Scheme EOI', which is highlighted with a red box. To the right, a 'Useful Links' section lists various resources like BCMS, Farming and scheme information, Bovine TB, Farm animal movements and identification, Farming Connect, Offices Map, and European Maritime and Fisheries Fund. At the bottom, there are links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.

## SECTION 2 – WHAT SCREENS WILL I SEE AND WHAT DO THEY DO?

### Overview of Navigation Controls

This is an overview of the Navigation controls on each page that you will need to use in order to complete your Woodland Creation Planning Scheme EOI:

	<p>Located on the left side of the page where applicable. This will allow you to choose the language your Woodland Creation Planning Scheme EOI is displayed in.</p>
	<p>Located at the top right of each page where applicable. This button will show/hide on screen tips to help you complete your Woodland Creation Planning Scheme EOI.</p>
	<p>Located at the top and bottom of each page where applicable, these buttons will allow you to move forwards and backwards between pages of your Woodland Creation Planning Scheme EOI.</p>
	<p>Located at the bottom of each page where applicable, this button will allow you to Print a snapshot of your EOI in its current state. <b>Important note:</b> Printed copies of your Woodland Creation Planning Scheme EOI will not be accepted for submission.</p>
	<p>Located at the bottom of each page where applicable, click this button to open an interactive map of your currently registered fields.</p>
	<p>Located at the bottom of each page where applicable, click this button to save any changes made. Clicking this button will also check to see if changes made are acceptable.</p>
	<p>Located at the bottom of each page where applicable, click to exit your Woodland Creation Planning Scheme EOI. Changes are saved automatically.</p>
	<p>These indicators appear next to each section of your Woodland Creation Planning Scheme EOI, on the left side of the page.</p> <p>The green tick appears when entries made in a section are acceptable.</p> <p>The red cross appears where a required section/page hasn't been viewed yet, or if there are errors that need to be corrected.</p> <p>The blue Information icon appears where an Information message has been triggered due to a change made on the form.</p>

## Start Application Page

Once you have selected the 'Woodland Creation Planning Scheme Expression of Interest' link you will see the following page.

**RPW Ar-Lein Online** Rural Payments Wales

Taliadau Gwledig Cymru

CRONFA AMAETHYDDOL EWROP AR GYFER  
DATBLYGU GWLEDIG: EWROP YN  
BUDDSODDI MEWN ARDALEDDO GWLEDIG  
THE EUROPEAN AGRICULTURAL FUND FOR  
RURAL DEVELOPMENT  
EUROPE INVESTING IN RURAL AREAS

Cymraeg Log Off

Home My Details Land Correspondence **2** Forms Contracts and Small Grants

### Start Application start an application or claim

You have asked to complete the following application online: **Woodland Creation Planning Scheme EOI**.

RPW Online will prompt you for the information required by the form. By starting this application online you are not committing to submitting it online; you may Exit the process at any time. If you Exit the application, you can come back later to complete the remainder, RPW Online will have saved the information you entered in your previous session.

The application will not be submitted to the Welsh Government until you click the 'Submit' option at the end of the process. Once you have submitted the application you will not be able to make changes to it using RPW Online.

The application must be submitted to Welsh Government by [ ] You will not be able to submit the form after this date even if you started filling in the form on or before [ ]

If you have any problems completing your **Woodland Creation Planning Scheme EOI** then you can also contact '[Customer Contact Centre](#)' for further guidance.

Please check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by clicking the Customer Details or Online Preferences links below.

<a href="#">Customer Details</a>	<a href="#">Online Preferences</a>
Trading Title	Email or SMS (Text) Preference
Address	Email Address
Postcode	Mobile Number
Telephone Number	
Email Address	
Number of Partners	

[Start](#) [Cancel](#)

Before commencing please check that the details shown are correct. If needed, you can make changes by clicking the 'Customer Details' link or the 'Online Preferences' link.

If the details shown are correct, select the 'Start' button. This will take you to the Introduction screen for the Woodland Creation Planning Scheme EOI.

## Woodland Creation Planning Scheme EOI Introduction Page

This page provides key messages about the Woodland Creation Planning Scheme EOI. Please ensure you read them thoroughly before you begin.

It also provides an Internet link to the Woodland Creation Planning Scheme Rules Booklet on the Welsh Government website.

Woodland Creation Planning Scheme EOI

Help

Introduction

Privacy Notice

Pre-application and Survey Details

Field Parcel List

Submission

Please note the following key messages before progressing with this Expression of Interest

- You must have and retain full management control of the land from when the EOI is submitted.
- You must enter a minimum of 0.25 hectares of eligible land.
- If selected, you will need to complete a valid Woodland Creation Plan.
- The Woodland Creation Plan must be prepared and submitted by a Registered Woodland Planner selected from a list approved by the Welsh Government.
- Preparation of the Woodland Creation Plan will need to encompass the required consultation with stakeholders and statutory bodies as set out in the scheme guidance.
- The Woodland Creation Plan must be submitted for verification and approval by Welsh Government.

Before completing this Expression of Interest please ensure that you have read the [Woodland Creation Plan Scheme Rules Booklet](#).

For help in filling in your Expression of Interest, please see the [How to Complete](#) instructions.

If you have any problems completing your Woodland Expression of Interest, you should contact the Customer Contact Centre using your RPW Online account or by telephone on 0300 062 5004.

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Welsh Government

Print Cymraeg Exit Previous Save View Map Next

Once you have read and understood the Woodland Creation Planning Scheme Rules Booklet and Key Messages click 'Next' to advance to the next screen of the Woodland Creation Planning Scheme EOI.



# Privacy Notice

The Privacy Notice page is where we set out your rights and what we may need to do with your information in order to process your application. You must read the Privacy Notice.

Woodland Creation Planning Scheme	Privacy Notice	< Previous Save Next >
<p data-bbox="336 461 373 477">Help</p> <ul data-bbox="188 495 373 674" style="list-style-type: none"><li data-bbox="188 495 277 510">Introduction</li><li data-bbox="188 528 288 544">Privacy Notice</li><li data-bbox="188 562 373 600">Pre-application and Survey Details x</li><li data-bbox="188 618 373 633">Field Parcel List x</li><li data-bbox="188 651 272 667">Submission</li></ul> <p data-bbox="188 1048 373 1064">Print Cymraeg</p>	<p data-bbox="469 472 730 488"><b>Privacy notice: Welsh Government grants</b></p> <p data-bbox="469 495 1155 510">How we will handle any personal data you provide in relation to your grant application or request for grant funding.</p> <p data-bbox="469 528 1270 544">The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales.</p> <p data-bbox="469 562 1358 618">The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.</p> <p data-bbox="469 636 1358 674">Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.</p> <p data-bbox="469 692 1366 730">If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.</p> <p data-bbox="469 748 1358 786">A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.</p> <p data-bbox="469 804 1326 842">In order to assess eligibility we may also need to share personal information relating to your application with Regulatory authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.</p> <p data-bbox="469 860 1342 916">Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information, to fulfil its obligations under the Freedom of Information Act 2000, the Environmental Information Act 2004 or the Data Protection Act 2018.</p> <p data-bbox="469 934 1358 1028">The Welsh Government will publish details of the amounts paid to Rural Support beneficiaries. Data will be published for all beneficiaries on a searchable website, and will include the name and locality of the farmer/land manager and details of the amounts and schemes for which subsidy has been paid. However, for those receiving less than the equivalent of £1,250 in subsidies the name will be withheld. The data will be published annually on 31 May and remain available for two years from the date it is published. The information will be available on the Defra website at: <a href="https://cap-payments.defra.gov.uk">cap-payments.defra.gov.uk</a></p> <p data-bbox="469 1046 1366 1084">We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payment have been made.</p>	

## Pre-application and Survey Details

Here you will specify details of the mandatory pre-application check that must be undertaken with NRW.

Woodland Creation Planning Scheme

Pre-application and Survey Details

Hide Help Previous Save Next >

Help

- Introduction
- Privacy Notice
- Pre-application and Survey Details ✓
- Field Parcel List ✓
- Submission

List of Instructions to complete screen:

1. Complete all questions.
2. All fields highlighted with an \* must be completed.
3. If the pre-application check did not identify any survey requirements, then please answer 'yes' to the question 'Have you completed all the surveys requested at your pre-application check?'
4. Details regarding the pre-application and survey processes can be found here [Woodland Creation Plan Scheme Rules Booklet](#).

**Pre-application and Survey Details**

Have you completed the mandatory pre-application check with Natural Resources Wales (NRW)? \*

No

Please select

Yes

No

Print Cymraeg Exit Hide Help Previous Save View Map Next >

Please enter your pre-application reference(s) and the date your pre-application discussions with NRW first began. You must also indicate that any surveys requested by NRW during your pre-application check have been completed.

Woodland Creation Planning Scheme

Pre-application and Survey Details

Hide Help Previous Save Next >

Help

- Introduction
- Privacy Notice
- Pre-application and Survey Details ✓
- Field Parcel List ✗
- Submission

List of Instructions to complete screen:

1. Complete all questions.
2. All fields highlighted with an \* must be completed.
3. If the pre-application check did not identify any survey requirements, then please answer 'yes' to the question 'Have you completed all the surveys requested at your pre-application check?'
4. Details regarding the pre-application and survey processes can be found here [Woodland Creation Plan Scheme Rules Booklet](#).

**Pre-application and Survey Details**

Have you completed the mandatory pre-application check with Natural Resources Wales (NRW)? \*

Yes

Enter your pre-application reference(s) \*

1234567-ABC

11 / 4000

Enter the earliest date of your pre application \*

01/12/2023

Have you completed all the surveys requested at your pre-application check? \*

Yes

Print Cymraeg Exit Hide Help Previous Save View Map Next >

**Note:** You cannot submit a Woodland Creation Planning Scheme EOI until you have undertaken the mandatory pre-application check and completed all requested surveys.

## Field Parcel List

This screen will form the basis of your Woodland Creation Planning Scheme EOI. All Field Parcel details that the Welsh Government holds for you at the time of Expression of Interest will be displayed for your CRN.

An overview of the options available on the Field Parcel List page is shown below:

The screenshot shows the 'Field Parcel List' interface. On the left is a navigation sidebar with a 'Help Guide' link and a list of pages: Introduction (checked), Field Parcel List (expanded), Page 1 (selected), Page 2, Page 3, Page 4, and Submission. The main area is titled 'Field Parcel List' and contains instructions, a search bar, a table of field parcels, and a bottom navigation bar with buttons for Prev, Save, Print, View Map, Exit, and Next.

Callout boxes provide the following instructions:

- Show or hide field parcel names by selecting this option**: Points to the 'Hide Field Parcel Names' dropdown menu in the table header.
- Select the parcel(s) that you wish to enter into the EOI**: Points to the 'Apply for WCPS' checkbox column in the table.
- Add new fields by clicking Add Field Parcel**: Points to the '+ Add Field Parcel' button in the table header.
- The Field Parcel List is separated into pages of 10 fields. Switch between pages by clicking the required page button**: Points to the 'Page 1' button in the sidebar.

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for WCPS	Tenure	Tenancy Start Date	Tenancy End Date	+ Add Field Parcel
		3.15	0.00	<input type="checkbox"/>	o v	01/01/2018		
		4.82	0.05	<input type="checkbox"/>	o v			
		2.15	0.00	<input type="checkbox"/>	o v			
		11.24	0.84	<input type="checkbox"/>	o v			
		0.13	0.00	<input type="checkbox"/>	o v			
		1.88	0.00	<input type="checkbox"/>	o v			
		14.60	0.00	<input type="checkbox"/>	o v			
		7.47	0.00	<input type="checkbox"/>	o v			
		7.98	0.00	<input type="checkbox"/>	o v			
		3.65	0.00	<input type="checkbox"/>	o v			

## Field Parcel Search Facility

This facility enables you to search for individual field parcels that form part of your EOI. You may search by the field number or by the name of the parcel (assuming this has already previously been set).

**Field Parcel List**

List of instructions to complete screen:

1. Select each field parcel that is to be included by ticking the 'Apply for WCPS' field.
2. Enter the area of planting (in hectares) for each woodland type that will be planted in that field parcel.
3. Add a new field parcel if it has not been displayed from the Land Register.

Field Parcel Search:  
e.g. 'SH1234 1248' / 'Lower Field' / 'SH1'

Find Find Next

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for WCPS	Tenure	Tenancy Start Date	Tenancy End Date
		3.15	0.00	<input type="checkbox"/>	o v	01/01/2018	
		4.82	0.05	<input type="checkbox"/>	o v		
		2.15	0.00	<input type="checkbox"/>	o v		
		11.24	0.84	<input type="checkbox"/>	o v		
		0.13	0.00	<input type="checkbox"/>	o v		
		1.86	0.00	<input type="checkbox"/>	o v		
		14.60	0.00	<input type="checkbox"/>	o v		
		7.47	0.00	<input type="checkbox"/>	o v		
		7.98	0.00	<input type="checkbox"/>	o v		
		3.65	0.00	<input type="checkbox"/>	o v		

Prev Save Print View Map Exit Next

If the search criteria entered is found, then the field is highlighted as shown, or you may continue searching for your search criteria by clicking the 'Find Next' button:

Field Parcel Search:

Find Find Next

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for WCPS	Tenure	Tenancy Start Date	Tenancy End Date
		3.15	0.00	<input type="checkbox"/>	o v	01/01/2018	
		4.82	0.05	<input type="checkbox"/>	o v		
		2.15	0.00	<input type="checkbox"/>	o v		

### **SECTION 3 – SELECTING FIELD PARCELS FOR MY EOI**

#### Sheet Reference

This is the Ordnance Survey Map Sheet Reference.

#### Field Number

This is the National Grid Reference.

#### Field Size (Ha)

This is the current geographical area of the field parcel held by the Welsh Government. The field size will be the same as that submitted on your annual SAF.

#### Area of NFI Woodland (Ha)

This is the area of woodland recorded for the field parcel by the Forestry Commission, under the National Forestry Inventory (NFI).

#### Apply for WCPS

A tick must be placed in this box for each field parcel you wish to include in your Woodland Creation Planning Scheme EOI.

#### Tenure

This box shows the type of tenure you have on the field, e.g. whether you own the field, are renting in, or renting out. A full list of Tenure codes is shown on the next page.

#### Tenancy Start Date

If the field is subject to a tenancy agreement, this is the tenancy start date held by the Welsh Government.

#### Tenancy End Date

If the field is subject to a tenancy agreement, this is the tenancy end date held by the Welsh Government.

## Apply for Woodland Creation Planning Scheme

You will need to indicate each field parcel to be included in your EOI by placing a tick in the box 'Apply for WCPS'.

Hide Field Parcel Name		Display all field parcels							
Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for WCPS	Total Area Of Creation (Ha)	Tenure	Tenancy Start Date	Tenancy End Date	+ Add Field Parcel
		3.15	0.00	<input checked="" type="checkbox"/>	1.50	o v	01/01/2018		Edit
		4.82	0.05	<input type="checkbox"/>		o v			
		2.15	0.00	<input checked="" type="checkbox"/>	1.00	o v			Edit

On selection of a field parcel, you will need to specify the area to be planted. Click Ok when done.

**Please select Woodland types:**

Woodland Type	Area to be Planted (Ha)
Agro - Forestry	<input type="text" value="0.00"/>
Native - Biodiversity 1100	<input type="text" value="0.00"/>
Native - Biodiversity 1600	<input type="text" value="0.00"/>
Native - Carbon	<input type="text" value="0.00"/>
Enhanced Mixed	<input type="text" value="0.00"/>
Other - Not eligible For Woodland Creation Grant Funding	<input type="text" value="0.00"/>

The Total Area of Creation (Ha) specified for each field is displayed on the main Field Parcel List as highlighted below. An Edit button is provided to change the specified areas if necessary.

Hide Field Parcel Name		Display all field parcels							
Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for WCPS	Total Area Of Creation (Ha)	Tenure	Tenancy Start Date	Tenancy End Date	+ Add Field Parcel
		3.15	0.00	<input checked="" type="checkbox"/>	1.50	o v	01/01/2018		Edit
		4.82	0.05	<input type="checkbox"/>		o v			
		2.15	0.00	<input checked="" type="checkbox"/>	1.00	o v			Edit

## How do I add further field parcels to my EOI?

If you wish to add further field parcels, select [+ Add Field Parcel](#)

Once you have selected this button, a blank entry will be created at the end of the Field Parcel List.

Field Parcel Search:

Hide Field Parcel Names       Display all field parcels

Sheet Reference	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for WCPS	Tenure	Tenancy Start Date	Tenancy End Date	<a href="#">+ Add Field Parcel</a>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.09"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>	<input type="text" value="o v"/>	<input type="text"/>	<input type="text"/>	<a href="#">+ Add Field Parcel</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Blank entry created – enter the new field details here

You will need to enter Sheet Reference, Field Parcel Number, Field Parcel Size (Ha) and Tenure information for each field added. If applicable to the parcel, enter an existing area of trees in the NFI woodland box. You will also need to specify the amount of Glastir Woodland area to be planted by clicking the Edit button. For example:

<input type="text" value="SN1234"/>	<input type="text" value="1234"/>	<input type="text" value="3.00"/>	<input type="text" value="0.10"/>	<input checked="" type="checkbox"/>	<input type="text" value="o v"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
-------------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-------------------------------------	----------------------------------	----------------------	----------------------	---

Click the Edit button to specify the amount of area to be planted.

Please select Woodland types:


Woodland Type	Area to be Planted (Ha)
Agro - Forestry	<input type="text" value="0.00"/>
Native - Biodiversity 1100	<input type="text" value="0.00"/>
Native - Biodiversity 1600	<input type="text" value="0.00"/>
Native - Carbon	<input type="text" value="0.00"/>
Enhanced Mixed	<input type="text" value="0.00"/>
Other - Not eligible For Woodland Creation Grant Funding	<input type="text" value="0.00"/>

Available Tenure codes are:

- A** Full Agricultural Tenancy
- B** Farm Business Tenancy
- C** Unwritten Tenancy
- F** Owned but Rented Out
- G** Grazing Licensor
- O** Owned

Note that the Tenancy Start and End Date fields must be completed when you indicate Tenure type A, B or C in the Tenure box.

## How do I delete fields I've added to my EOI?

If you wish to delete a field that you have added to your EOI, click 

SN1234	1234	3.00	0.10	<input type="checkbox"/>	o v			<a href="#">Undelete</a> <a href="#">Edit</a>
--------	------	------	------	--------------------------	-----	--	--	---

This will 'grey out' the field and render it removed from your EOI. If you have made a mistake you can 'Undelete' the field by clicking 'Undelete' which will make the deleted field active again.

SN1234	1234	3.00	0.10	<input checked="" type="checkbox"/>	o v			<a href="#">Delete</a> <a href="#">Edit</a>
--------	------	------	------	-------------------------------------	-----	--	--	---



## SECTION 4 – SUBMITTING YOUR WCPS EOI

Once you have selected parcels to enter into the scheme, and/or added additional parcels, click 'Next' to be taken to the Submission section.

The first page is the Errors, Information & Summary page, which holds all the details you have supplied within your EOI.

Woodland Creation Planning Scheme
Errors, Information & Summary

[Previous](#)
[Save](#)
[Next](#)

[Help](#)

- Introduction
- Privacy Notice
- Pre-application and Survey Details ✓
- Field Parcel List ✓
- Submission
- Errors, Information & Summary
- Declarations and Undertakings
- Submit

**Errors and Information**

No Errors or Information Messages identified.

This is not confirmation that your Expression Of Interest is complete or accurate. You must still ensure that you have selected the appropriate field parcels that are to be included and that all details are complete and accurate.

**Summary Details**

**Important: Please review this summary. Please scroll down, if applicable.**

The following summarises your Woodland Creation Planning Scheme Expression Of Interest as completed by you.

Pre-application and Survey Details

Have you completed the mandatory pre-application check with Natural Resources Wales (NRW)? Yes

Enter your pre-application reference(s) 1234567-ABC

Enter the earliest date of your pre application 01/12/2023

Have you completed all the surveys requested at your pre-application check? Yes

Field Parcel Data

Sheet Ref.	Field Parcel Number	Field Parcel Size (Ha)	Area of NFI Woodland (Ha)	Apply for WCPS	Total Area of Creation (Ha)	Tenure	Tenancy Start Date	Tenancy End Date
SN9999	3185	3.69	0.16	Yes	1.00	O		
SN9999	5793	2.09	0.00	Yes	1.00	O		

Woodland Creation Planning Scheme Total Number of Field Parcels selected 2



Total Area Selected For Woodland Creation (Ha) 2.00

[Print](#)
[Cymraeg](#)

[Exit](#)

[Previous](#)
[Save](#)
[Next](#)

Any problems found with your Woodland Creation Planning Scheme EOI will be shown in the 'Errors and Information' box at the top of the screen. You can go back to previous pages of your EOI to check and correct problems by selecting the 'Prev' button, or selecting the appropriate page on the left hand side of the. An indicator will appear next to each page with problems:

	The red cross appears when a required section/page hasn't been viewed yet, or if there are errors that need to be corrected. <b>You cannot submit your EOI when a red cross is present.</b> Please resolve the problem first.
	The blue Information icon indicates an information message has been triggered. These messages warn you of a possible problem, but you can still submit your EOI when a blue information icon is present.

## Declaration and Undertakings

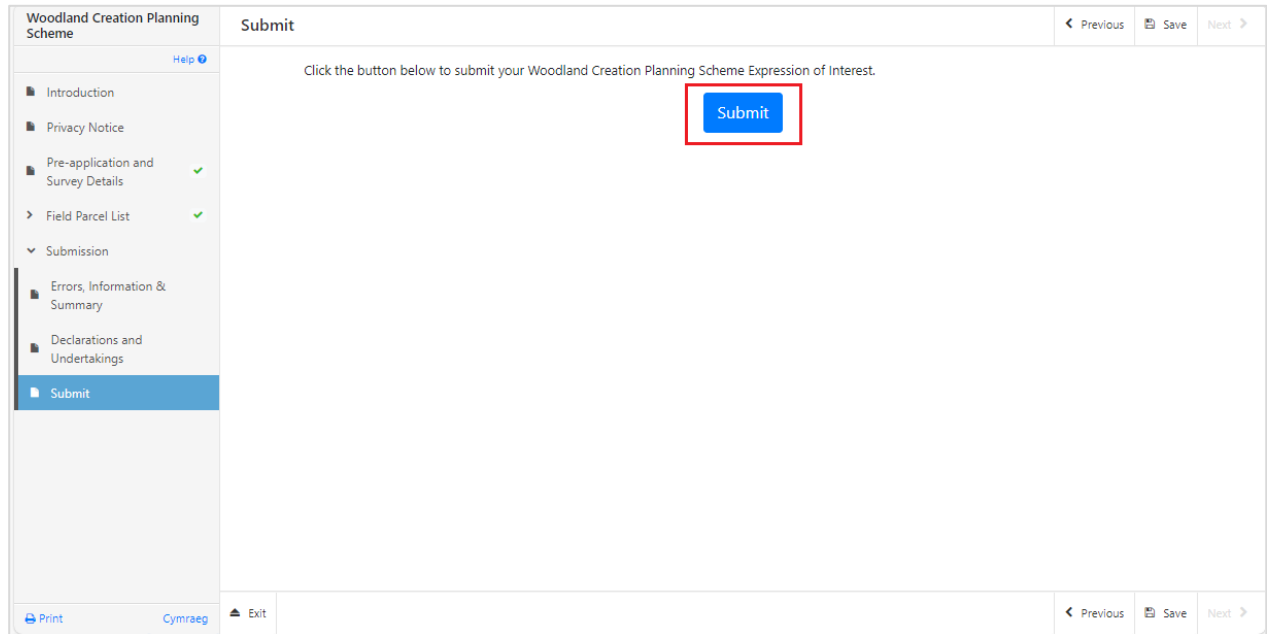
Please ensure that you have read the Declarations and Undertakings carefully and fully understand them prior to submitting your application.

The screenshot shows a web application interface for the 'Woodland Creation Planning Scheme'. The main heading is 'Declarations and Undertakings'. On the left, a navigation menu lists several steps: Introduction, Privacy Notice, Pre-application and Survey Details (with a green checkmark), Field Parcel List (with a green checkmark), Submission, Errors, Information & Summary, **Declarations and Undertakings** (highlighted in blue), and Submit. The main content area contains a series of confirmations and undertakings, each starting with 'I confirm that:'. The final section is 'I agree:' with a red-bordered box containing a checked checkbox and the text 'I have read and agree to the above Declarations and Undertakings.'. At the bottom of the page, there are 'Print' and 'Cymraeg' buttons on the left, and 'Exit', 'Previous', 'Save', and 'Next' buttons on the right.

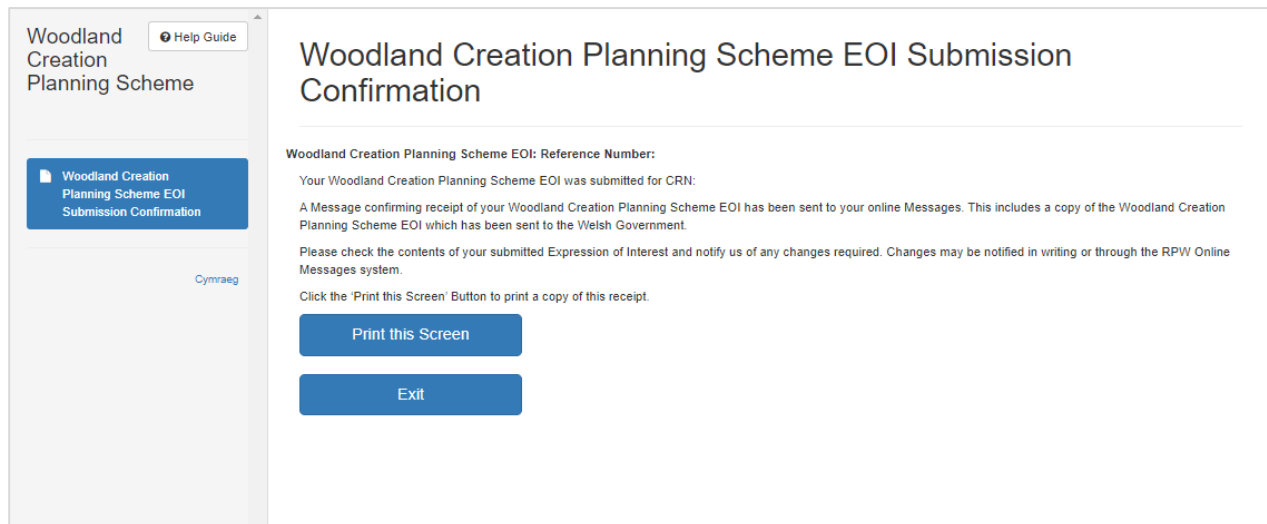
Once you have read the Declarations and Undertakings you will need to tick the box marked 'I have read and agree to the above Declarations and Undertakings'. Once done, select 'Next' to be taken to the Submit screen.

## Submission Page

Click to Submit your Expression of Interest.



The following submission message will be generated:



## **SECTION 5 - WHAT TO DO FOLLOWING SUCCESSFUL SUBMISSION**

A summary of your completed Woodland Creation Planning Scheme EOI 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.

### **Supporting documentation**

If you wish to submit any supporting documents online, you should use your 'Messages' page to do this ensuring you set the subject of your message to "Woodland Creation Planning Scheme EOI Supporting Information". Attach all your supporting documents to this one message so that it can be managed under one Message Reference Number.

For guidance on how to use your 'Messages' page, please go to [gov.wales/rural-payments-wales-rpw-online](http://gov.wales/rural-payments-wales-rpw-online):-

- Select the 'How to use RPW Online' link from the right hand side menu.
- Select either 'Customers', 'Agents/Farming Unions' or 'Agents/Farming Unions acting on behalf of a Customer', then choose 'Messages' from the list of step-by-step instructions.

### **Withdrawing your Application**

If you wish to withdraw your Woodland Creation Planning Scheme EOI after you have submitted it online, you should go to your 'Messages' page. Select the existing message received when you submitted your Woodland Creation Planning Scheme EOI. Write your request for withdrawal (attaching any relevant information) to this one message so that it can be managed under one Message Reference Number.

For guidance on how to use your 'Messages' page, please go to [gov.wales/rural-payments-wales-rpw-online](http://gov.wales/rural-payments-wales-rpw-online):-

- Select the 'How to use RPW Online' link from the right hand side menu.
- Select either 'Customers', 'Agents/Farming Unions' or 'Agents/Farming Unions acting on behalf of a Customer', then choose 'Messages' from the list of step-by-step instructions.

## **Amendments and Additions**

After you have submitted your Woodland Creation Planning Scheme EOI, you may need to make amendments and/or additions to your EOI. You should use your 'Messages' page to do this. Select the existing message received when you submitted your EOI then attach details of your amendment and/or additional documents (if relevant) to this one message so that it can be managed under one Message Reference Number.

For guidance on how to use your 'Messages' page, please go to [gov.wales/rural-payments-wales-rpw-online](http://gov.wales/rural-payments-wales-rpw-online):-

- Select the 'How to use RPW Online' link from the right hand side menu.
- Select either 'Customers', 'Agents/Farming Unions' or 'Agents/Farming Unions acting on behalf of a Customer', then choose 'Messages' from the list of step-by-step instructions.