



Llywodraeth Cymru  
Welsh Government

# **Woodland Creation Planning Scheme**

## **Claim Form**

## **How to Complete**

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## **USING RPW ONLINE TO APPLY**

### **IMPORTANT NOTICE**

These instructions will give you step-by-step guidance on how to complete your Woodland Creation Planning Scheme Claim.

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](http://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.

## SECTION 1 – GETTING STARTED

### RPW ONLINE

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



The screenshot shows the Government Gateway sign-in page. At the top, there is a black header with the GOV.UK logo on the left and 'Government Gateway' in the center. Below the header, the page title 'Sign in using Government Gateway' is displayed in large, bold black text. To the right of the title, there are language options: 'English' and a link for 'Cymraeg'. Below the title, there are two input fields: one for 'Government Gateway user ID' with a note 'This could be up to 12 characters.' and another for 'Password'. A green 'Sign in' button is positioned below the password field. At the bottom, there is a section for 'New users of Government Gateway' with a link to '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 Home page 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.

## HOME PAGE

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




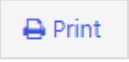



The screenshot shows the RPW Online Home page. At the top left is the Welsh Government logo. The main header features the RPW logo and 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. On the right, there is text in Welsh and English regarding the European Agricultural Fund for Rural Development, with the European Union flag. A 'Cymraeg Log Off' link is in the top right. Below the header is a navigation menu with items: Home, My Details, Land, Correspondence, Forms, Contracts and Small Grants, and Woodland Plans. Two light blue boxes contain instructions: 'When you have finished your online session, please ensure that you log out and close the browser.' and 'When completing applications ensure you do not use your browser's back button.' The main content area is titled 'Messages between You and RPW' and lists three unread messages: 'Lythyr Dethol / Selection Letter', 'Datganiad Talu / Payment Statement', and 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW'. A 'Useful Links' sidebar on the right lists various resources like BCMS, Farming and scheme information, Bovine TB, Farm animal movements and identification, Farming Connect, Welsh Government Offices, European Maritime and Fisheries Fund, and EID Cymru.

In the **Start a Form** section at the bottom of the Home screen, click the applicable claim link.

The screenshot shows the 'Start a Form' section of the RPW Online interface. It contains a list of links for starting various forms: 'Appeal Available anytime', 'Capital Works Claim', 'Small Grants - Yard Coverings Expression of Interest', 'WMFS General Funding Round Application', 'Woodland Creation Planning Scheme Claim Available anytime' (highlighted with a red border), and 'Woodland Creation Planning Scheme EOI'.

## SECTION 2 – OVERVIEW OF NAVIGATION CONTROLS

This is an overview of the Navigation controls on each page that you will need to use when completing your Application:

	<p>Located on the bottom left side of the page where applicable. This will allow you to choose the language your Application is displayed in.</p>
	<p>Located at the top left of each page where applicable. This button will take you to the <i>Using RPW Online to Apply</i> document for the scheme.</p>
	<p>Located at the top right and bottom right of each page where applicable, these buttons will allow you to move forwards and backwards between pages of your Application.</p>
	<p>Located at the bottom left of each page where applicable, this button will allow you to Print a snapshot of your Application in its current state. <b>Important note:</b> Printed copies of your Application will not be accepted for submission.</p>
	<p>Located at the top right and bottom right 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 left of each page where applicable, click to exit your Application. Changes are saved automatically.</p>
	<p>These indicators appear next to each section of your Application, 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>

## SECTION 3 – THE CLAIM

### START APPLICATION

Once you have selected the appropriate link to start your Woodland Creation Planning Scheme Claim, you will see the following page.

**Start Application** start an application or claim

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

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.

If you have any problems completing your **Woodland Creation Planning Scheme Claim** 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.

[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.

Note: If you exit an in progress Application, the changes will be saved to continue later. This page will change to **Continue Application** when revisited. There will be an additional option to restart your Application if necessary – click **Start Again** to delete your current Application. You may then begin the submission process again.

# INTRODUCTION

This is the introduction page which provides information about the Claim.

It also provides links to the relevant Scheme Guidance and How to Complete Guidance on the Welsh Government website.

The screenshot shows a web application interface for the Woodland Creation Planning Scheme Claim. The page title is "Introduction". On the left, there is a navigation menu with the following items: "Introduction" (highlighted), "Privacy Notice", "Claim Details" (with a red 'x' icon), "Claim Summary" (with a red 'x' icon), and "Submission". The main content area is titled "Woodland Plan Claim" and contains the following text:

**Please note the following key messages before progressing with your Application.**

This form can be used to claim for the following items under the Woodland Creation Planning Scheme (WCPS):

**Woodland Creation Plan**

A minimum £1,000 grant will be paid for each verified Woodland Creation Plan. For areas of woodland over 20 hectares, an additional £50 per whole hectare will be paid, up to a maximum of £5,000 per plan, to include any specialist surveys.

The plan needs to be verified by National Resources Wales (NRW) before payment can be claimed. If the plan is not successfully verified, no payment will be made, although support for specialist surveys can still be claimed. The eligible area for payment will be the final verified plan area, as verified by NRW. This may differ from the area submitted in the EOI if changes take place during verification. Areas of open space should not be included when calculating the area of the woodland.

**Specialist survey(s)**

If a specialist habitat or species survey was required as part of developing the plan, you can claim 80% of the cost of this survey in addition to your claim for support for the plan. For surveys with a total cost of less than £5,000 you will be required to submit one quote. For any surveys with a total cost of between £5,000 and £24,999 you will be required to submit three quotes for the survey to demonstrate value for money. Payment will be based on 80% of the lowest quote. You will not be able to claim for any survey that has been paid for prior to successful selection at EOI.

Specialist surveys can be claimed for the following:

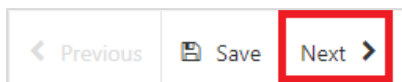
- Bat survey
- Peat Depth Survey
- Breeding birds
- Vegetation / habitats

**The maximum grant that can be claimed (including any specialist survey) is £5,000.**

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

At the top right of the page, there are navigation buttons: "Previous", "Save", and "Next". At the bottom left, there are buttons for "Print" and "Cymraeg". At the bottom right, there are buttons for "Previous", "Save", and "Next". The Welsh Government logo is also visible on the right side of the page.

Once you have read and understood the guidance provided, click **Next** to advance to the next screen of the Application.





# 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.

The screenshot shows a web application interface. On the left is a navigation menu with the following items: Introduction, Privacy Notice (highlighted in blue), Claim Details, Claim Summary, and Submission. The main content area is titled 'Privacy Notice' and contains the following text:

**Privacy notice: Welsh Government grants**

How we will handle any personal data you provide in relation to your grant application or request for grant funding.

The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales.

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.

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.

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.

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.

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.

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.

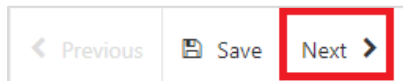
The Welsh Government will publish details of the amounts paid to Rural Support beneficiaries. Data will be published for all beneficiaries on a searchable website, and will include the name and locality of the farmer/land manager and details of the amounts and schemes for which subsidy has been paid. 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: [www.cap-payments.defra.gov.uk](http://www.cap-payments.defra.gov.uk).

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. However, if the funding is awarded under General Block Exemption or De Minimis, your personal data will be kept for 10 years from the conclusion of any aid award. If you are unsuccessful your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

At the top right of the page are navigation buttons: '< Previous', 'Save', and 'Next >'. At the bottom left are 'Print' and 'Cymraeg' options.

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



## CLAIM DETAILS - WOODLAND CREATION PLAN CLAIM

Within this tab, you may indicate your intention to claim for the Plan Area aspect of your Woodland Creation Plan, and if applicable, any specialist surveys undertaken in support of the Plan.

The screenshot shows the 'Claim Details' tab of the 'Woodland Creation Planning Scheme Claim' form. The left sidebar contains navigation links: Introduction, Privacy Notice, Claim Details (selected), Claim Summary, and Submission. The main content area is titled 'Woodland Creation Plan Claim' and includes the following elements:

- Verified Plan Area (Ha): 1.45
- Claim Amount (£): 1000.00
- A light blue instruction bar: "You must tick the box below to claim for the Woodland Creation Plan"
- A checkbox: "Tick this box to claim for the Woodland Creation Plan" (unchecked)
- Section: "Specialist Survey Claim"
- Another light blue instruction bar: "To claim for each survey, select Modify, enter the invoice number and tick to claim."
- A "Surveys" tab and an "Approved surveys" section containing a table:

Survey	Supplier	Claim Amount (£)	Claim
Bat Survey	Graham Hotel LTD	5000.00	<input type="button" value="Modify"/>

Note that if no specialist surveys were applicable to your Plan, the specialist survey claim section will not appear in your claim form.

## HOW TO CLAIM

**Woodland Creation Plan Claim** – tick the box to claim the amount shown

This close-up view of the 'Woodland Creation Plan Claim' section shows the 'Verified Plan Area (Ha)' as 1.45 and the 'Claim Amount (£)' as 1000.00. Below these fields is a light blue instruction bar: "You must tick the box below to claim for the Woodland Creation Plan". Underneath, the text "Tick this box to claim for the Woodland Creation Plan" is followed by a checked checkbox, which is highlighted with a red square.

**Specialist Survey Claim** – click **Modify** to open the survey claim details page

This close-up view of the 'Specialist Survey Claim' section shows a light blue instruction bar: "To claim for each survey, select Modify, enter the invoice number and tick to claim." Below this is a "Surveys" tab and an "Approved surveys" section containing a table:

Survey	Supplier	Claim Amount (£)	Claim
Bat Survey	Graham Hotel LTD	5000.00	<input type="button" value="Modify"/>

The 'Modify' button in the 'Claim' column for the 'Bat Survey' row is highlighted with a red square.

Indicate if you wish to claim for the survey in the drop down box

Type of Survey Undertaken*	Bat Survey
Supplier Name*	Graham Hotel LTD
Survey Cost (£)*	5000.00
I wish to claim this survey*	No

If you select Yes, further questions will be displayed. A response is required to each question

Type of Survey Undertaken*	Bat Survey
Supplier Name*	Graham Hotel LTD
Survey Cost (£)*	5000.00
I wish to claim this survey*	Yes
Invoice Number*	QD-73298372HJQ
Evidence of defrayment to be supplied?*	<input checked="" type="checkbox"/>
Required Quote(s) to be supplied?*	<input checked="" type="checkbox"/>

When done, click **Save and Return**

Woodland Creation Planning Scheme Claim

Claim Details

Questions marked with \* are mandatory.

### Woodland Creation Plan Claim

Verified Plan Area (Ha) 1.45

Claim Amount (£) 1000.00

You must tick the box below to claim for the Woodland Creation Plan

Tick this box to claim for the Woodland Creation Plan

### Specialist Survey Claim

To claim for each survey, select Modify, enter the invoice number and tick to claim.

Surveys

Approved surveys

Survey	Supplier	Claim Amount (£)	Claim
Bat Survey	Graham Hotel LTD	5000.00	Yes

Modify

Print Cymraeg Exit Previous Save Next

If you have more than one survey to claim, repeat the above process. When the Claim Details screen is complete, click **Next**

## SECTION 4 – CLAIM SUMMARY

Details of the claim values are summarised on this page, capped at a maximum value of £5000.

Woodland Creation Planning Scheme Claim	Claim Summary
<a href="#">Help</a>	
<a href="#">Introduction</a>	
<a href="#">Privacy Notice</a>	
<a href="#">Claim Details</a> ✓	
<b><a href="#">Claim Summary</a></b> ✓	<b>Claim Summary</b>
<a href="#">Submission</a>	
	Plan Value (£) 1000.00
	Total Survey Value (£) 5000.00
	<b>Total Claim Value (maximum of £5000 per plan)</b> 5000.00

Click on the **Next** Button.

<a href="#">← Previous</a>	<a href="#">Save</a>	<b><a href="#">Next &gt;</a></b>
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# SECTION 5 – SUBMISSION

## ERRORS, INFORMATION & SUMMARY

Details of your Claim are summarised on this page.

Woodland Creation Planning Scheme Claim

Errors, Information and Summary

Help

Introduction

Privacy Notice

Claim Details ✓

Claim Summary ✓

Submission

Errors, Information and Summary

Declaration and Undertakings

Submit

Print Cymraeg Exit

Previous Save Next

**Important** - Please review this summary. Please scroll down if applicable.

No Errors or Information Messages Identified.

Claim Details

Verified Plan Area (Ha)	1.45
Claim Amount (£)	1000.00
Tick this box to claim for the Woodland Creation Plan	<input checked="" type="checkbox"/>

Specialist Survey Claim

Surveys

Survey	Supplier	Claim Amount (£)	Claim
Bat Survey	Graham Hotel LTD	5000.00	Yes

Claim Summary

Plan Value (£)	1000.00
Total Survey Value (£)	5000.00
<b>Total Claim Value (maximum of £5000 per plan)</b>	<b>5000.00</b>

Previous Save Next

If there are any errors present on your claim form they will be highlighted on this page along with a description of the error. You can go back to previous pages of your Application to check and correct problems by selecting the **Previous** button or selecting the appropriate page on the left hand side (a red cross indicates a page with an error).

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

Previous Save **Next**

## DECLARATION AND UNDERTAKINGS

When all errors are resolved, you may advance to the Declarations and Undertakings confirmation page. Please ensure that you have read the **Declarations and Undertakings** carefully and fully understand them prior to submitting your Claim.

Woodland Creation Planning Scheme Claim Declaration and Undertakings < Previous Save Next >

Help

- Introduction
- Privacy Notice
- Claim Details ✓
- Claim Summary ✓
- Submission
  - Errors, Information and Summary
  - Declaration and Undertakings**
  - Submit

Please tick the box to accept the declarations and undertakings.

**I declare that:**

I have read and understood all relevant guidance notes contained within the WCPS rules booklet before submitting this claim.

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

I will keep and make available to the officers of the Welsh Government or their duly authorised agents all records and information needed to establish my compliance with the undertakings I have given and the accuracy of the information provided in this claim.

I will retain the original invoices for a minimum of 7 years from the date of the last payment by the Welsh Government.

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

I will allow duly authorised officers of the Welsh Government and their duly authorised agents and those persons accompanying them to inspect any relevant items subject to my plan in order to verify the accuracy of the information in this claim and will give them all reasonable assistance for the purpose.

Having read the Data Disclosure Section of the contract, I understand and am aware of the circumstances in which the Welsh Government may use information provided on this application and any other documentation used in connection with this application. This extends to the use of information which is created or obtained in connection with such applications (including details of payments made to me/my business).

I understand that survey data will be anonymously retained by Welsh Government and Natural Resources Wales to improve environmental information across Wales.

**I understand that:**

The Welsh Government may need to share some information about my Woodland Creation Planning Scheme Claim with other organisations and I agree to any necessary disclosures or exchanges of information.

The Welsh Government may also obtain information about me from certain other organisations, or provide information about me to them in order to verify the accuracy of the information, prevent or detect crime and protect public funds. These other organisations include government departments, local authorities and other bodies as appropriate.

The publication and disclosure of information by the Welsh Government will be in accordance with the obligations and duties under the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004. Other information provided may also be disclosed where permitted by law.

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

I agree to the above declarations and undertakings \*

Once you have read the Declarations and Undertakings you will need to tick the box marked **I agree to the above Declarations and Undertakings**.

I agree to the above declarations and undertakings \*

Click on the **Next** Button to continue to the Submission page.

< Previous Save **Next** >

## SUBMISSION PAGE

To submit your Claim click on the **Submit** Button.

The screenshot shows a web interface for submitting a claim. On the left is a navigation menu with items: Introduction, Privacy Notice, Claim Details (with a green checkmark), Claim Summary (with a green checkmark), Submission (expanded), Errors, Information and Summary, Declaration and Undertakings, and Submit (highlighted in blue). The main content area is titled 'Submit' and contains a light blue instruction box: 'You must submit appropriate documentation to support this application. You can do this by clicking the 'Submit Documentation' button on the next screen after you have clicked 'Submit' below.' Below this is another light blue box: 'Click the button below to submit your Woodland Creation Planning Scheme Claim.' A blue 'Submit' button is centered below the boxes. At the bottom, a message states: 'A Message containing a copy of your submitted Woodland Creation Planning Scheme Claim will be available in your online Messages page within one working day.' Navigation links for 'Previous', 'Save', and 'Next' are in the top right corner.

Once submitted, you will see a Submission Confirmation page which you can print for your own records, by selecting the **Print this Screen** button.

The screenshot shows the 'Submission Confirmation' page. The navigation menu on the left has 'Submission Confirmation' highlighted in blue. The main content area is titled 'Submission Confirmation' and features the heading 'Woodland Creation Planning Scheme Claim'. The text reads: 'Your Woodland Creation Planning Scheme Claim was submitted. A message confirming receipt of your Woodland Creation Planning Scheme Claim and a copy of what has been submitted should be available in your online Messages page within one working day. Please check the contents of your Woodland Creation Planning Scheme Claim and notify us of any changes required. Changes may be notified in writing or through the RPW Online Messages system. Click the 'Print this Screen' Button to print a copy of this receipt.' A blue 'Print this Screen' button is highlighted with a red rectangular box. Below the text, a message says: 'If you are required to attach files to your submission click 'Submit Documentation' otherwise click 'Exit''. Two blue buttons, 'Submit Documentation' and 'Exit', are positioned at the bottom.

You can now select the **Submit Documentation** button to go directly to your Messages page in RPW Online, or you can select the **Exit** button.

**Please Note:** Once the application is submitted, you cannot amend the items you have selected.

## SECTION 6 – WHAT TO DO FOLLOWING SUCCESSFUL SUBMISSION

A summary of your completed Claim 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.

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.

### SUPPORTING DOCUMENTATION

If you wish to submit any supporting documents online, you should use your **Messages** page. Attach all your supporting documents to this one message so that it can be managed under one Message Reference Number.