Llywodraeth Cymru Welsh Government

Habitat Wales - Commons 2024

Claim Form How to complete guidance

Introduction

Habitat Wales Commons is part of the Habitat Wales Scheme and is only available to grazing association customers who had a valid Glastir Commons 2023 contract. The claim form will be available to all Habitat Wales Commons customers who have accepted their grant award letter offer.

Scheme guidance for Habitat Wales Commons can be found on the Welsh Government website. Please see link below:

Habitat Wales Scheme: rules booklet | GOV.WALES

The Welsh Government must receive your completed Habitat Wales Commons Claim 2024 no later than midnight on Wednesday 15 May 2024. Applications received from 16 May 2024 up to and including 10 June 2024 will incur financial penalties. Applications and claims received after 10 June 2024 cannot be accepted.

Please remember to submit a completed copy of Section 6 from the Grant Award letter as soon as possible.

Stocking diaries must be submitted to Welsh Government by 14 January 2025. Stocking diary templates are available on the Welsh Government website:

Habitat Wales (Commons) Scheme: stocking diary | GOV.WALES

Habitat Wales (Commons) Scheme: stocking diary (option 2) | GOV.WALES

Payments will be made for Habitat Wales Commons Claim 2024 from February 2025.

These instructions will give you step-by-step guidance on how to complete your Habitat Wales Commons Claim 2024.

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 online from: <u>Habitat Wales</u> <u>Commons Claim 2024 - How to Complete Guidance</u> by selecting the Habitat Wales Commons Claim 2024 – How to Complete Guidance, then the language switcher and re-opening the document.

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

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Getting Started

RPW Online Home Page

If you are not registered to access your online account, please use the Register link shown below:

Register

If you are not logged in, you must log into your RPW Online Account via the link below:

RPW Online - Log in



You will see the following screen where you must enter your User ID and Password and select Log in.

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 into your online account the RPW Online 'Homepage' will appear.

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(Change Customer)	Cymraeg Sign out
Home CRN Details * Land * Correspondence 3 * Forms Contracts and Small Grants *	
When you have finished your online session, please ensure that you log out and close the browser.	
When completing applications ensure you do not use your browser's back button.	
Messages between You and RPW	Useful Links
Unread Derbyniwyd y Contract / Contract Accepted:	BCMS Farming and scheme information Bovine TB
Contract	Farm animal movements and identification
Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW Habitat Wales Commons Scheme EOI Summary : Habitat Wales Commons Scheme Expression of Interest (09/10/2023)	Farming Connect Welsh Government Offices European Maritime and Fisheries Fund EID Cymru
Slastir Commons Membership 2023	
View all messages	
Start a Form	
Capital Works Claim Available anytime	
Habitat Wales Commons Claim 2024 Available until 10/06/2024. 103 days left.	
Habitat Wales Commons Scheme Expression of Interest Available until 01/12/2099. 27670 days left.	

Your Homepage will be tailored to you as a customer and may not appear exactly as above.

Accessing your Claim

The Habitat Wales Commons Claim 2024 can be accessed via the link within the Start a Form box and Forms tab at the of bottom of the Home Screen.

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Charlies Estate Agent - Viewing CRN: A0045776 D HINCHLIFF (Change Customer)	Cymraeg Sign c
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When completing applications ensure you do not use your browser's back button.	
Messages between You and RPW	Useful Links
	BCMS Farming and scheme information Bovine TB Farm animal movements and identification Farming Connect Welsh Government Offices European Maritime and Fisheries Fund EID Cymru
View all messages	
Start a Form	
Capital Works Claim Available anytime	
Habitat Wales Commons Claim 2024 Available until 10/06/2024. 103 days left.	
Habitat Wales Commons Scheme Expression of Interest Available until 01/12/2099. 27670 days left.	

The claim can also be accessed via the Forms tab at the top of the page.

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Change Customer)	Cymraeg Sign out
Home CRN Details * Land * Correspondence 3 * Forms Contracts and Small Grants *	
When you have finished your online session, please ensure that you log out and close the browser.	
When completing applications ensure you do not use your browser's back button.	
Messages between You and RPW	Useful Links
Unress Derbyniwyd y Contract / Contract Accepted: Unress Contract / Contract Contract : Unress Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW Habitat Wales Commons Scheme EOI Summary : Habitat Wales Commons Scheme Expression of Interest (09/10/2023) Glastir Commons Membership 2023 View all messages	BCMS Farming and scheme information Bovine TB Farm animal movements and identification Farming Connect Welsh Government Offices European Maritime and Fisheries Fund EID Cymru
Start a Form	
Capital Works Claim Available anytime Habitat Wales Commons Claim 2024 Available until 10/06/2024. 103 days left. Habitat Wales Commons Scheme Expression of Interest Available until 01/12/2099. 27670 days left.	

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(Change Customer)	Cymraeg Sign out
Home CRN Details * Land * Correspondence 3 * Forms Contracts and Small Grants *	
Forms Please Note: Claims/Applications marked 'Ready for Payment' are still subject to checks and may there payment cannot be made until the specific scheme's payment window opens as detailed in scheme litte Scheme All	efore not result in a payment being made. Also, rature. Start a Form
Not Submitted Being Processed Completed	Capital Works Claim Available anytime
Glastir Advanced 2017 - (Online)	Habitat Wales Commons Claim 2024 Available until 10/06/2024. 103 days left.
Draft	Habitat Wales Commons Scheme Expression of Interest Available until 01/12/2099. 27670 days left.

You may change the language displayed for your online account at anytime by using the language switcher at the top of the screen. The language, in which this How to Complete Guidance is displayed, is determined by the language as seen on screen. If you have selected to view the RPW Online screen in Welsh, the How to Complete Guidance will generate in Welsh.



Habitat Wales Commons Claim

When you select to start your Habitat Wales Commons Claim you will see the following page.

Equators Connect	W Shakdau Gukedaji Cymu Ar-Lein Online Rural Payments Wales		CRONFA AMAETHYDDOX: EWROP AB GYFR DATBINGU GYLEDOX: FWROP AT BUDDSODOX HWW ARDALEDOX GWLEDOX THE EUROPEAN AGRELUTICRA, FUND FOR THE EUROPEAN AGRELUTICRA, FUND FOR EUROPE INVESTING IN RUBAL AREAS	
	(C)	hange Customer)	Cymraeg Sign out	
Home CRN Details -	Land • Correspondence 🚺 • For	ns Contracts and Small Grants 🔹		
Start Applica	tion start an application	or claim		
ou have asked to comple	te the following application online: Habi	tat Wales Commons Claim 2024.		
PW Online will prompt yo te process at any time. If our previous session.	ou for the information required by the fo you Exit the application, you can come b	rm. By starting this application online you are not cor ack later to complete the remainder, RPW Online will	nmitting to submitting it online; you may Exit have saved the information you entered in	
he application will not be ou will not be able to ma	e submitted to the Welsh Government un ke changes to it using RPW Online.	til you click the 'Submit' option at the end of the prod	ess. Once you have submitted the application	
ou must ensure that your ite submission penalties.	Habitat Wales Commons Claim 2024	and supporting information is received by the Welsh	Government by 15 May 2024 in order to avoid	
he application must be s n or before 10 June 2024	ubmitted to Welsh Government by 10 Jur I.	ne 2024. You will not be able to submit the form after	this date even if you started filling in the form	
you have any problems	completing your Habitat Wales Commo	ns Claim 2024 then you can also contact 'Customer	Contact Centre' for further guidance.	
lease check that the Cust icking the Customer Det	lease check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by icking the Customer Details or Online Preferences links below.			
ustomer Details		Online Preferences		
rading Title		Email or SMS (Text) Preference		
00.033		Mobile Number		
ostcode				
elephone Number				
mail Address				
umber of Partners				
Start Cancel				

Please ensure you have read and understood the information on this screen. Please also check that all of the Customer Details and Online Preferences are correct.

If the information is correct, click the Start button.

If the Customer Details or Online Preferences are not correct, please click on the on either Customer Details or Online Preferences to amend the relevant details.

Customer Details Trading Title	Online Preferences Email or SMS (Text) Preference
Address	Email Address
	Mobile Number
Postcode	
Telephone Number	
Email Address	
Number of Partners	

The link will take you to the Customer Details or Online Preferences screen where you will be able to amend your details using the 'Update this information' function. Once you have completed your amendments, you will need to return to the Start/Continue Application screen and press 'Start' or 'Continue' as appropriate.

Customer Details - Amending details

Please see: <u>RPW Online Instructions</u> for instructions to amend details.

Uywodraeth Cymru Weish Government	Online Rural Payments Wales	THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEMELOPMENT: EUROPE INVESTING IN RURAL AREAS
Welcome Farmer 21 CRN:		Cymraeg Log 0
	tillements Financial Information - Documents Applications and Claims Messages 4	
Customer Details Individu	al Details Maps Interactive Map Manage My Land	
General Details		
Correspondence Address	General Details Popule no memory	
	Trading Title	
Main Farm Address	Driven Confect Name	
lain Farm Address Trading Address	Primary Contact Name Main CPH	
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tain Farm Address 'rading Address	Primary Contact Name Main CPH Preferred Language DMisional Office Legal Status Date Business Formed	
fain Farm Address Trading Address	Primary Contact Name Main CPH Preferred Language Divisional Office Legal Status Date Business Formed Current Objective 1 Status	
Main Farm Address Trading Address	Primary Contact Name Main CPH Preferred Language Divisional Office Legal Status Date Business Formed Current Objective 1 Status Company Registration Number	

Online Preferences - Amending details

Please see: <u>RPW Online Instructions</u> for instructions to amend preferences.

Junchardi Comment	DIM A AMAEINY TODOL BARROY TAU DATE TOU OWLEDIG BARROY TAU DOSLODOI MEINA AROALOEDO OWLEDIG E EUROPEAN AGRICULTURAL FUND FOR RURAL DAVELOTMENT: EUROPE INVESTING IN RURAL AREAS
Welcome Farmer 72 CRN:	Cymraeg Log 0
Home My Farm - My Entitlements Financial Information - Documents Applications and Claims Messages	My Online Account +
Online Preferences Manage Agents/Farming Unions	
TRADE CONTRACT TRADE AND A DESCRIPTION OF A DESCRIPTION O	
Email or SMS Preference Email Address Mobile Number Preferred Correspondence	

General notes on using the Habitat Wales Commons Claim

Once you have launched the Habitat Wales Commons Claim 2024, please note these technical notes before you progress.

- You are advised to press 'Save' on any page where you have changed information.
- You should use the 'Previous' or 'Next' button to move between screens.
- You should <u>not</u> use the back and forwards arrows on your browser bar to move between pages as this is likely to cause the claim to fail and shut down and you may have to log back into RPW Online again.
- Selecting 'Save' will update the claim with all changes you may have made. You can select to save at any time.
- Selecting 'Exit' will automatically save all changes made to your claim before exiting to your RPW Online home screen.
- You can use the 'Print' button to generate a printed version of the claim. The printed version will show the claim at its current state, showing any changes you may have made.
- The printed version is a DRAFT only and will **<u>not</u>** be accepted by the Welsh Government as a valid claim for payment.
- The printed draft version will display 'NOT SUBMITTED' within the footer of all pages.
- Once submitted, the printed claim will display 'SUBMITTED' within the footer of all pages.

Page List and Navigation

You will notice your Page List (shown below), which displays each section of your Habitat Wales Commons Claim.

The sections which you have progressed through and completed will show a green tick.

A red cross indicates there is either an 'Error' on the section, or you have not yet completed the section.

The current section displayed on your screen will always be highlighted with a blue surround to highlight the section title. The screenshot below shows that you are currently in section titled Claims.



You can navigate to any section by clicking on the title of that section.

E.g. If you want to go back to the Introduction section, please use your cursor to click on Introduction and this will navigate you to the Introduction section.

Introduction Page

This page provides key messages about your claim. Please ensure you have read them thoroughly before you begin your claim.



The 'Help Guide' button (highlighted above) is a link to this Habitat Wales Commons Claim - How to Complete Guidance, which is available on the Welsh Government website. Selecting this link will open a new tab in your Internet Browser.

Once you have read and understood the Introduction page, click Next on the top or bottom right-hand corners of the screen to progress to the next section.

Privacy Notice

You must read the Privacy Notice.



Grazing Association Membership

This page displays the current membership of the Grazing Association as set within your Habitat Wales Commons Grant Award Letter.

itat Wales Commons Claim 4	Grazing Association - Membership				C Previous 🖺 Sav	ne N
ntroduction Mixecy Notice	Displayed below is the current status of you You MUST answer the question at the botto Here is a list of the Grazing Association men	Grazing Association Membership as in your Ha m of the page. Ibers recorded on the current version of the cor	itat Wales Commons Contract. Please check these details are correct. ract			
Grazing Association - 🕝 Kembership	CPH Number	CRN	Trading Title	Status		
Talms 🖌				Active		
				Active		
and Data ×				Active		
lubmission				Active		
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				Non-Active		

Please ensure you have checked all details are accurate.

Please note: you may need to scroll down the screen if your Grazing Association contains a high number of members.

You **MUST** answer 'Yes' or 'No' to the following question displayed at the bottom of your screen:

Have any details of membership to the Grazing Association changed? * O Yes	No
--	----

If you select 'Yes', then you must provide further information as to the details that have changed.

Please notify us of these changes via RPW Online.

If you select 'No', no further information is required. Please select 'Next' to continue with your claim.

Claims

This screen displays the claim(s) which you are eligible to be claimed. All customers will have the opportunity to claim Habitat Wales Commons Lands Management Payment.

If you are a Habitat Wales Commons Advanced customer, you will have to opportunity to also claim your Habitat Wales Commons Additional Management Payment. If you are not a Habitat Wales Commons Advanced customer, this tick box will not appear on your claim.

fabitat Wales Commons Claim 1024	Claims	< Previous	D See	Net)
a Introduction	We have pre-ficked your claim boxes before based on the information we have available. Please remove or add ticks appropriately. You MDST ensure you have ticked against each payment you with to claim.			
Privacy Notice Grazing Association -	C Claim Habitat Weles Commona Land Management Cost			
Cains				
Land Data K Submission				
Chief Provide	▲ DT	< mevious	ES SAIR	net >

Habitat Wales Commons Claim 2024	Calins	Chevous IS Save Next.>
A res 0 B introduction	We have pre-folded your claim boxes before lasted on the information we have available. Please remove or add toks appropriately. You MDST ensure you have tokind against each payment you wish to claim.	
Frivacy Notice Grading Association - Membership	Claim Habitat Wales Commons Land Management Cest Cam Habitat Wales Commons Additional Management Ryment	
Cares	Have you complied (or will be complying) with all field parsel-based activities for the Additional Management Reyment options within your Habitat Wales Commons Contract? * O Yes O No	
 Submission 		
A Rot Conses	▲ 54	€ Perous III See Net >

These claim boxes are pre ticked. If you do not wish to claim payment under the scheme applicable, please un-tick the appropriate box.

If you un-tick 'Habitat Wales Commons Land Management Payment' the following pop up box will appear:



This pop-up box is informing you, that you have selected to not claim Habitat Wales Commons Land Management Payment.

Select OK and the comments box will appear.

maoitat waies commons claim 2024	Claims	< Previous	D See	Net >
4 Hope				
Introduction	We have pre-ficked your claim boxes below based on the information we have available. Please remove or add ticks appropriately. You MUST ensure you have ticked against each payment you wish to claim.			
Privacy Notice	Cam Habitst Wales Commons Land Management Cost			
Grazing Association - * Membership	Please explain why you do not wish to claim this payment "			
Coms				
> Land Data #		1		
➤ Submoup		0.255		
O.B.d. Austra	▲ ba	< Previous	El Sere	Next >

You must complete this comments box and explain why you are not claiming your annual payment under Habitat Wales Commons and/or Habitat Wales Commons Advanced scheme.

If you leave the comments box empty and select 'Next' there will be an error logged against this page and the Red Cross will remain on the page list against the Claims section. To resolve this, please make comments against each unclaimed payment or you can select to claim the management payment, by re-ticking the box.

2024	Claims	< Previous ID Since No.
a Hep 0 B Introduction	We have give-folded your claim boxes below based on the information we have available. Please remove or add ticks appropriately. You MUST ensure you have toleid against each payment you wish to chaim.	
Privacy Notice Grazing Association - Membership	Some data has not been entered or is invalid in the fields highlighted below. Rease correct this data before continuing.	
Land Data	Cam Habitat Wales Gammas Land Management Cast Please explain why you do not with to claim this payment *	
 Submission 		h.
	This is a mandatory question, please answer it.	
		0/255

If you have un-ticked the claim for either: Habitat Wales Commons Land Management or Habitat Wales Commons Additional Management payments and you decide to re-tick to claim for payment against either of the Claims you will see the following pop up box.

marked	as 'Claimed'	. If you wis	h to not clair	n
paymen please u	t for any par n-tick each i	cei(s) with	in your claim, in the Land F	, Data
section.	in their cuerry	Surcer with		Jutu

This information message is to inform you that all your land parcels, contained within your claim are now marked as claimed and if you do not wish to make a claim for payment for any parcel(s), you must do this by un-ticking each parcel within your Land Data Section.

All Habitat Wales Commons Advanced customers must answer the following question:

Have you complied (or will be complying) with all field parcel-based activities

for the Additional Management Payment options within your Habitat Wales

Commons Contract?

Habitat Wales Commons Claim 2024	Claims	< Period	E She	Next 3
A mp.0	We have pre-folied your claim boxes below haved on the information we have available. Please remove or add ticks appropriately. You MUST ensure you have folied against each payment you with to claim.			
Privacy Notice Gracing Association - Membership	Calmi Habitat Wales Commons Land Management Cost Calmi Habitat Wales Commons Additional Management Payment Calmi Habitat Wales Commons Additional Management Payment			
Claims Claims Land Data submission	Have you compled (or will be complying) with all field parcel-based activities for the Additional Management Reyment options within your Hisbites Wales Commons Contract * O Yes O No			
a Prot Comana	a bo	< Prevous	E See	Net >

If you have not or cannot comply with your activities specified within your Habitat Wales Commons Advanced Grant Award Letter, please select 'No' to the previous question and the following table will appear:

Habitat Wales Commons Claim 2024	Claims										< Previous	E) Save	Net 1
a Help O b Introduction	We ha	ve pre-ticked your claim	boxes below based on th	he information we have a	vailable. Please remove	or add ticks appropriately. You M	UST ensure you have ticked against	each payment you wish	to claim.				
Privacy Notice Gracing Association - Membership Claims	52 Claim I 52 Claim I Have you	Habitat Wales Common Habitat Wales Common complied (or will be co	s Land Management Cost s Additional Management mplying) with all field parc	t Payment cel-based activities for th	e Additional Managem	ent Payment options within your H	labitat Wales Commons Contract? *		े Yes	# No			
Land Data Submission	In orde	r for Welsh Governmer	t to identify which activity	y you have not, or will no	t be, compliant with, pl	ease supply the following informat	tion:						
	Sheet Re	ference *	Field Number *	Option *	Activity Id *	Hup Comments*				◆ Ad	d Activity		
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										0/255			

You are required to complete the following information in the screen above:

- Sheet Reference (e.g. SS1234)
- Field Number (e.g. 0056)
- Option Select your Additional Management Payment (AMP) from the drop down (e.g. 411)
- Activity ID (e.g. TE001)
- Comments please enter the reason why you cannot or have not adhered to your Additional Management Payment requirements as set within your Habitat Wales Commons Advanced Grant Award Letter.

If you have failed to adhere to more than one activity, please use the 'Add Activity' button, which will populate an additional table as shown below:

Habitat Wales Commons C 2024	laim Claims									< Previous	E) Save	Net >
a He		We have pre-ticked your clair	m boxes below based on the	e information we have a	wailable. Please remove	t or add tid	ks appropriately. You MUST ensure you have ticked against each payment you wish	h to claim.				
Privacy Notice Grazing Association - Membership		Claim Habits Weiss Commons Land Management Cost Claim Habits Weiss Commons Additional Management Psyment Claim Habits Weiss Commons Additional Management Psyment										
Claims		Have you complied (or will be co	omplying) with all field parc	el-based activities for the	te Additional Managem	ient Payme	nt options within your Habitat Wales Commons Contract? *	O Yes	# No			
 Submission 		In order for Welsh Governme	nt to identify which activity	you have not, or will not	it be, compliant with, pl	lease suppl	y the following information:					
									+4	50 Activity		
		Sheet Reference *	Field Number*	Option *	Activity Id *	Hep	Comments *			_		
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Alter Or	A 51									< Previous	E) Save	Net >

Below is an example of the information required by Welsh Government:

2024	Claims								< Previous	E) Save	Net 3
introduction	We	have pre-ticked your claim	n boxes below based on th	e information we have	e availabi	ie. Please remove or	add tic	is appropriately. You MUST ensure you have ticked against each payment you wish to claim.			
Privacy Notice	E Ca	m Habitat Wales Common	s Land Management Cost								
Membership	🖬 Clai	m Habitat Wales Common	s Additional Management	Payment							
🗈 Caims 🛛 🗹	Have y	ou complied (or will be co	mplying) with all field parc	el-based activities for t	r the Add	itional Management	Payme	nt options within your Habitat Wales Commons Contract? * O Yes 🕷	No		
> Submission	in a	rder for Welsh Governmer	it to identify which activity	you have not, or will n	not be, ci	ompliant with, pleas	e supp)	the following information:			
									+ Add Activity		
	Sheet	Reference *	Field Number *	Option*	Act	ivity Id *	Help	Comments *			
	SHS	94	5678	400	T	5001	5	Could not maintain stocking levels	8 Remove		
									6		
					-			140	55		
									E remove		
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Once you have completed the required information, please select 'Save' and then 'Next'.

To remove an incorrectly populated table, please select the 'Remove' button.

2024	Claims							< Previous	E Sive Net 3
a Help 0 a Introduction		We have pre-ticked your o	laim boxes below based or	the information we have	e available. Please remo	ove or add ticks appropriately. You MUST ensure you have ticked against each p	ayment you wish to claim.		
Privacy Notice		Claim Habitat Wales Comr	rons Land Management Cr	267					
Grazing Association - Membership		Claim Habitat Wales Comr	rons Additional Managem	ent Payment					
Cains		Have you complied (or will be	complying) with all field p	arcel-based activities for	the Additional Manage	ement Payment options within your Habitat Wales Commons Contract? *	O Yes	# No	
 Submission 		In order for Welsh Govern	ment to identify which acti	ity you have not, or will	not be, compliant with,	, please supply the following information:			
								♦ kat kalvity	
		Sheet Reference *	Field Number*	Option *	Activity Id *	Hop Comments *			
								B Remove	
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					=			2 Remove	
								0/285	
Direct Currenter	A Dit							< Previous	E Save Next 2

If you have incorrectly selected 'No' then please select 'Yes', the table will disappear and any information inputted will **not** be taken into account, although it will be saved on screen. If you select 'No' again, the data inputted will re-populate. Please check the information displayed on screen is accurate and correct.

Please then select 'Next'.

Land Data

The Land Data screen displays all of your Common Land and Land Used in Common, as within your Habitat Wales Commons Grant Award Letter.

Area to be the constraint of the constraint o	2024	Claim	Land Data List													< Previous	E) Save 1
	Introduction	o que		Please click	Open' to	view or amend the details of a Field P	arcel. You MUST view every field parcel I	before submitting yo	our claim.								
	Privacy Notice			Field Parcel Sea	ech:												
	Grazing Association - Membership			e.g. 'SN8116 1	46										Find	Find Next	
verbia • <th>Cains</th> <th></th> <th></th> <th></th> <th></th> <th>Registered County Name</th> <th>Common Land Number</th> <th>Sheet Ref.</th> <th>Field No.</th> <th>Field Size (ha)</th> <th></th> <th>Max. Eligible Area (ha)</th> <th>Claimed</th> <th>Follow Up</th> <th>Add Field</th> <th></th> <th></th>	Cains					Registered County Name	Common Land Number	Sheet Ref.	Field No.	Field Size (ha)		Max. Eligible Area (ha)	Claimed	Follow Up	Add Field		
	Land Data			Open		BRECON					802.30	721.56	5		B Remove Field		
	Page 1	•															
	ubmission																
All from Dire 1																	
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All from Education																	
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And																	
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6 Parts - 5 Part																	
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A full																	

You will see each parcel is displaying the Registered County Name and CL Number (where applicable). Please note that if your contract contains a Land Used in Common parcel, the County Name and CL Number will display as LUIC.

Please check the Sheet References (SN1234) and Field Numbers (0012) are correct.

- The Field Size (ha) column is the total field size. This is the sum of all crop codes and permanent features contained within the land parcel.
- The Max. Eligible Area (ha) is the total amount of area eligible for payment within the land parcel i.e. the sum of all eligible crop codes within the land parcel.
- The Claimed column shows that you have selected this parcel for payment within your claim. Please note: all parcels will be automatically ticked for payment; if you wish to not claim payment for a parcel you must select to 'Open' the parcel and un-tick Claim.

If you wish to remove a parcel from the Habitat Wales Commons Claim 2024 – please use the 'Remove Field' button. If you wish to reinstate a parcel, please select Restore Field button – this function is only available if you have removed a field.

Adding a Common Land Parcel

To add a parcel which is has not been prepopulated within your Land Data list, please use the following steps:

- Ensure you are within the Land Data List
- Select the blue 'Add Field' button, outlined below:

• Please supply the Sheet Reference (SS1234) and Field Number (0123) in the applicable areas as shown below:

Add Field	
Sheet Reference *	Field Number *
	Cancel

Important Note: If the Field Number starts with a zero please ensure you input all four numbers (e.g. 0011).

Once you have supplied the Sheet Reference (SS1234) and Field Number (0011) the following screen will appear:

2024	Land Data Details							< P	vious J Back to List Nex
Hep 0		Please check that all parcel details are accurate, make any necessa	ary corrections and indicate whether you wish to claim.						
Privacy Notice		Registered Cou	unty Name	Co	mmon Land Number	Sheet Ref.	Field No.	laim	Follow Up
Membership		uic	~		LUIC	SH1234	5678	8	
Claims H Land Data		Claimed	l Area		6			M Core	
Page 1		Total Field Size (ha)	Eligible Area (ha)		crop		7063		
 Comparison 		0.00	0.00		~			 Remove	
	A 52								

The parcel added will automatically default to Land Used in Common within the Registered County Name and Commons Land Number. If this is incorrect, please select the county name from the drop down within the Registered County Name column, as shown below:

fabitat Wales Commons Claim 024	Land Data Details							C Period	f Beckteller
rep 0	Please check that all parcel det	tails are accurate, make any necessary corrections and indicate w	hether you wish to claim.						
Privacy Nation								follow	
Gracing Association	ux	Registered County Name	~	Common Land Number	Sheet Ref. SH1234	Field No. 5670	Claim	Up	
Caine .	LUIC ANDI FURY		-						
Land Data .	BRECON CAERNARFON		-	Crop		Area	Add Crop		
Paget 🔳	CARMARTHENSHIRE CASTLEMARTIN MOD				~		E Remove		
	ND GUANDLON MONGQUERS PENALOGINA SCHPC SCHPC BRADIA UNT GUANCIAN WITT GUANCIAN								

Once you have selected the county name, please enter the Common Land Number.

itat Wales Commons Claim 4	Land Data Details									< Previous	J 580X 10	o List i Ne
Help O		Please check that all parcel details are accurate, make an	ny necessary corrections and in	ndicate whether you wish to claim.								
rivacy Notice		Reals	tered County Name		Cor	mmon Land Number	Sheet Ref.	Field No.	Claim	Follo	-	
Frazing Association - Membership		CASTLEMARTIN MOD			 Q.012 	2	SH1234	5678	5	0		
alms =												
and Data *		Total Field Size (ha)	Claimed Area	Eligible Area (ha)		Crop		Area	Add Crop			
age 1 🔳		0.00		0.00			~ ·		@Remove			

You must now select all crops and permanent features which are contained within the land parcel.

Please select from the drop-down list available as shown below and enter the area of the crop or permanent feature in hectares, to two decimal places, within the Area Column:

mate O								
introduction	Please check that all parcel details are accurate, make any ne	cessary corrections and indicate whether you wish to claim.						
Privacy Nation							Follow	
Gracing Association -	Registered	County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Up	
Membership *	CASTLEMARTYN MOD	~	0.03	SH1234	5678	5		
Cains .								
Land Data	Cla	imed Area	Crop		Area	Ait Orap		
Page 1	Total Field Size (ha)	Eligible Area (ba)		-		Concession of the local division of the loca		
Submission	0.00	0.00		-		Lines		
			HE7 NO5 PO1 R21 R21 R21 SM2 T12 T12					
			HD 400 90 80 80 90 90 90 90 90 90 90 90 90 90 90 90 90					

Please see <u>Habitat Wales Commons Crop and Permanent Feature Codes</u> section for the full description of the crop codes and permanent feature codes available under Habitat Wales Commons.

If you require adding more crop codes or permanent features, please use the Add Crop button as outlined below:

Help O								
Introduction	Please check that all parcel details are accurate, make any nece	ssary corrections and indicate whether you wish to claim.						
Privacy Notice							Follow	
irazing Association -	Registered C	county Name	Common Land Number	Sheet Ref.	Field No.	Claim	Up	
lembership	CASTLEMARTIN MOD	~	CL012	SH1234	5678	8		
ains +								
and Data	Claim	sed Area	Crop		Area	Add Crop		
	Total Field Size (ha)	Eligible Area (ha)						
demission.			6.8.3					
	120	1.00	612	•				
	120	1.00	94	1.00				
	120	1.00	642					
	120	1.00	642	•				

If you require removing a crop entry, please use the red Remove button as shown above.

Please see the example below of a parcel added to the claim:

	Land Data List												< Previous	E) Save	Next 3
Introduction		Please click 'C	lpen' to	view or amend the details of a Field Parce	el. You MUST view every field parcel b	efore submitting you	ur claim.								
Privacy Notice		One or more	field pan	cels have Errors. Please click 'Open' to vie	nv the Field Parcel details and correct a	any errors									
Grazing Association -		Field Parcel Sear	che i												
a Cains		e.g. 'SN8116 164	£.									Find	Find Next		
v Land Data ×												Add Text			
 Page 1 				Registered County Name	Common Land Number	Sheet Ref.	Field No.	Field Size (ha)	Max. Eligible Area (ha)	Carned	Fellow Up				
 Submission 		10000		ws	we	9+1234	5678					B Renow Ref.			
		_													

The Claimed Area column is dynamic, which means it's based on the information inputted by you and is adjusted based on the crops and/or permanent features and their area.

- The Total Field Size (ha) = the sum of all crop and permanent feature codes as inputted on screen.
- Eligible Area (ha) = the sum of all crop codes, as inputted on screen, which are eligible for payment under Habitat Wales Commons.

When you navigate back to the Land Data List, you will notice the Field Size and Max. Eligible Area is not displaying for the parcel you have added to your claim. This is because the details contained within the land parcel have not yet been validated.

If you wish to remove the parcel you have added to your claim, please select the red Remove Field button as outlined below:

Habitat Wales Commons 2024	Claim L	and Data List												< Previous	E) Save	Net >
a P			Please click	'Open' to	view or amend the details of a Field Parc	el. You MUST view every field parcel b	refore submitting yo	ur claim.								
Privacy Notice			One or more	e field pa	rcels have Errors. Please click 'Open' to vi	ew the Field Parcel details and correct	any errors									
Grazing Association - Membership			Field Parcel Sea	erch:												
Cains			e.g. 'SN811616	1447									Find	Find Next		
✓ Land Data	1				Registered County Name	Common Land Number	Sheet Ref.	Field No.	Field Size (ha)	Max. (ligible Area (ha)	Oaimed	follow Up	Add Field			
Page 1	•		Open		BRECON				802.30	721.56	5		B Remove Field			
> Submission			Open		we	we	5+1234	5670			5		B Remove Field			
		Dvit.														

Land Data Details

You **must** open all field parcels contained within your claim.

Selecting 'Open' on a land parcel will show the following screen:

Help O	Land Data Details					< Previous 2 B	Back to List Next
Introduction		Please check that all parcel details are accurate, make any neces	sary corrections and indicate whether you wish to claim.				
Privacy Notice				Construction of the state	freehol fields	Follow	
Grazing Association -		Registered Co	onty name	Common Land Number	Sheet Ket. Field No.	S O	
Caims 🖌							
Land Data		802 30	72156	Crop	Area	Add Crop	
Dens 1			12.104	GR2 ¥	721.56	B Remove	
		Claime	ed Area				
Nom 55 01		Total Field Size (ha)	Eligible Area (ha)	YY41 🗸	79.45	E Remove	
		#02.30	721.36	2230	0.57	# Remove	
				2231 🗸	0.72	# Remove	

Please check that all parcel details are accurate, make any necessary corrections, and indicate whether you wish to claim or not.

You can choose not to claim by removing the tick for the 'Claim' box, next to the field number.

The Land Data Details screen will display:

- Registered County Name or LUIC (Land Used in Common).
- CL Number or LUIC (Land Used in Common).
- Sheet Ref.
- Field No.
- Claim tick box. If ticked, you are claiming for payment.
- Follow Up option this allows you to mark for follow up and return later, this will also show in your summary section as an information message.
- Total Field Size (ha).
- Maximum Eligible Area (ha).
- The Claimed Area table calculates from the crop and area table to the right of the screen. Any adjustments to the size of area will be reflected in this table.
- Crop (drop down list) this is prepopulated with the information Welsh Government currently hold within the land parcel. You can make amendments to the crop code drop down if you believe the information displayed is not accurate.
- Area this is the area of the crop. This must be entered to two decimal places (0.00ha).

Also displayed within crops are the permanent features (PF). These are areas which are not available for payment under Habitat Wales Commons.

Please see the Crop and Permanent Feature Codes Section for a full list of crop codes and PF available under Habitat Wales Commons.

If you remove a crop, it will display as greyed out and the Remove button is now displaying as 'Restore', as shown below:

Hale Q	,				< Pr	evous 2 680x 10 USt
	Diesse check that all namel details are accurate make any neces	saw corrections and indicate whether you wish to claim.				
troduction	Frank Crick that an participation are accurate, make any recei	any concession and nature metric year man to carrie				
rivacy Notice	Buckeyed		Common Land Marshare	Chard Ref. Cald No.	0.1-	Follow
razing Association -	Registered O	ounty Name	Common Land Number	Sheet Ret. Field No.	Claim	Up
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mission	Total Field Size (ha)	Eligible Area (ha)	Y141 ¥	79.45	B Remove	
	801.58	721.56				
			ZZ30 🗸	0.57	Remove	
					Olivity	
			2231	0.72		

If you wish to reinstate the crop you have removed from the land parcel, simply click the red 'Restore' button.

If you wish to add a crop or permanent feature to the parcel, please select the 'Add Crop' button, where a blank row will appear for you to populate from the dropdown list, then you will add the area of the crop or permanent feature.

rivacy Notice							follow	
rating Association -	Regis	ered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Up	
lembership .		BRECON				5		
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	802.30	721.56						
			2230	- 037				
			2231	0.72		@ Remove		
						(Carrow)		
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Your Habitat Wales Commons Claim 2024 will automatically select all your parcels for payment.

Palotas vales Communis Calmi 2024	Land Data List											< Previous	E) Save	Net >
Help 0	Please click 'Oper	n' to view or amend the details of a Field Parce	el. You MUST view every field parcel b	efore submitting yo	ur claim.									
 Privacy Notice 	Field Parcel Search:													
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O Not Carrier	▲ 5/7											< Previous	E) Save	Not >

If you wish to not claim a land parcel for payment, please remove the tick from the claim column, as shown below:

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ntroduction	Please check that all parcel details are accurate, make any nece	essary corrections and indicate whether you wish to claim.			
Inivacy Notice					Follow
Grazing Association -	Registered (County Name	Common Land Number	Sheet Ref. Field No.	Claim Up
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lage 1 🔳	Claim	ned Area	- V4	194736	
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			2211 🗸	134	B Remove
			2222	0.51	@ Remove
			2231	1.83	■ Remove
			2297 🗸	0.39	B Remove

If you wish to mark a parcel to return to later, please select the Follow Up tick box as shown below:

etroduction	Please check that all parcel details are accurate, make any neces	ssary corrections and indicate whether you wish to claim.					
Privacy Notice						follow	
Stating Association -	Registered C	ounty Name	Common Land Number		Sheet Ref. Field No.	Claim Up	
embership	BRE	CON				0 5	
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			7722	~	A91	# Remove	
			ZZ31	\sim	148	@ Remove	
			7797	~	A10	8 Innove	

Please use the 'Back to List' button to return to the Land Data List, to review the remaining parcels within your claim. Please see below:

You may also use the 'Next' button to move to the next parcel listed within your claim.

The 'Prev' button will direct you to the previous parcel within your claim.

troduction	Please check that all parcel details are accurate, make any neces	sary corrections and indicate whether you wish to claim.					
rivacy Notice						Follo	*
racing Association - fembership	Registered C	onty Name	Common Land Number	Sheet Ref.	Field No.	Claim Up	
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			9921	1.39		a remove	
			YY23	0.25		B Remove	
			1141	27.50		a resource	
			ZZ11	1.14		B Remove	
			2222	0.51		B Remove	
			2231	• 1.83		@ Remove	
			2297	✓ 0.39		@ Remove	

Habitat Wales Commons Crop and Permanent Feature

Codes

Please see below the list of Payable Crop Codes and Permanent Features, including their description below:

Payable Crop Code	Description
GR2	Grass - permanent - over 5 years
GT1	Tracks - grazed
HE7	Heathlands - grazed
RE1	Reeds
RU1	Rushes
SM2	Saltmarshes - grazed
TR2	Woodland - coniferous – un-grazed (including Christmas trees)
TT99	Temporary unusable area
WS1	Woodland - broadleaf – un-grazed
YY14	Woodland - coniferous - scattered
YY15	Woodland - broadleaf - scattered
YY16	Woodland - trunks and stumps
YY21	Bracken - scattered
YY23	Scrub / Gorse / Briar - scattered
ZZ10	Woodland - coniferous - group
ZZ11	Woodland - broadleaf - group
ZZ20	Bracken - group
ZZ22	Scrub / Gorse / Briar - group

Permanent Features – (not payable)	Description
NO1	Non-agricultural activities
PD1	Ponds - eligible for BPS
YY41	Scree / Rock outcrops / Boulders / Sand - scattered
ZZ30	Ponds - ineligible
ZZ31	Rivers and Streams
ZZ40	Scree / Rock outcrops / Boulders / Sand - group
ZZ89	Buildings / yards
ZZ92	Hardstandings
ZZ94	Roads
ZZ97	Tracks – un-grazed

Submission Section

This section provides a summary of the details you have given for your Habitat Wales Commons Claim 2024 and informs you of any errors or information messages on your application. Please check this section to confirm the details are correct.

The Submission section contains:

- Errors, Information and Summary
- Declaration and Undertakings
- Submit

Errors, Information and Summary

The Errors, Information and Summary page provides information messages regarding any errors or outstanding information on you claim form. Please check this section for any error or information messages.

124	Errors, Information & Summary			<	Previous (ý Save
Here C	Errors and In No Errors or Information Summary	nformation Messages identified				
Membership	Important - Please re	view this Summary.				
Cains 🖌	The following summarise	s your Habitat Wales Commons Claim 2024.				
Land Data	This summary is for infor	mation purposes only and does not confirm any information in your claim is correct.				
Submission Errors, Information & Summary Declarations and	Please ensure you are sa Contract and the numbe Please ensure you are sa If you wish to make any i	clinfor that the summary believe reflects an accurate representation of your claim. You will see displic of field parcels you have declared within your claim. Reflect all the information displayed is correct. Thanges, please make these changes now before submitting your claim by navigating back to the	nyed below which payments are included in your claim. You will also see display ection you require amending.	ed the number of field parcels within your Habitat Wales Common	16	
Undertakings	Payment			2024		
	Habitat Wales Common	s Land Management Payment		Claimed		
		Number of Field Parcels	Total Area (ha)	Eligible Area (ha)		
	Contract	3	3,213,93	3,147,45		
	Claimed	3	3,213.93	3,147.45		

Any errors will be displayed in red:

Help 🛛						1.
ntroduction	You must correct all errors listed in t	the Errors and Information section be	fore you can submit your Habitat Wales Commons (Claim 2024.		
Hivacy Notice	Errors and Informa	ition				
Jacing Association - Aentership	The following is a list of sections which guidance in the 'How to Complete' gui	h contain Errors and Information Messi ide.	ages. Errors must be corrected before submission is	s possible. For any Information Messages, we recommend that you chec	k your response to ensure it is correct. For more information re	fer to the
Dains -	Click on the Section Name to view the	Errors and Information Messages for t	that Section.			
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indertaklings utenit	The following summarises your Habitat This summary is for information purpor Please ensure you are satisfied that the	it Wales Commons Claim 2024. Ises only and does not confirm any inf e summary below reflects an accurate	lomation in your claim is correct. representation of your claim. You will see displayed	below which payments are included in your claim. You will also see disp	layed the number of field parcels within your Habitat Wales Co	mmons
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Any information messages will display the following message:

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If no errors or information messages are found the following message will be displayed:

Errors and Information

No Errors or Information Messages identified.

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nd Data 🥪	This summary is for informati	tion purposes only and does not confirm any information in your claim is correct.			
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non, information &	Contract and the number of t	field parcels you have declared within your claim.			
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eclarations and	If you wish to make any chan	nges, please make these changes now before submitting your claim by navigating back to the se	ction you require amending.		
detakings	Payment			2024	
dent .	Habitat Wales Commons Lar	nd Management Payment		Claimed	
		Number of Eidd Parcels	Total Area (ba)	Elizable Area (ba)	
	Contract	1	1211.93	1147.45	
	Claimed	3	3213.93	3147.45	

Errors and Information

The following is a list of sections which contain Errors and Information Messages. Errors must be corrected before submission is possible. For any Information Messages, we recommend that you check your responses to ensure it is correct.

Click on the Section Name to view the Errors and Information Messages for that Section.

You must view every page before submitting your claim.

Below is an example of an information message and an error message firing:

Habitat Wates Commons Claim 2024	Errors, Information & Summary					< Previous	D Sive Not >
5 Help O							
Introduction	You must correct all errors listed	in the Errors and Information section before you can s	submit your Habitat Wales Commons Claim 20	24.			
 Privacy Notice 	Errors and Inform	ation					
Grazing Association - Membership	The following is a list of sections wh guidance in the 'How to Complete'	ich contain Errors and Information Messages. Errors m guide.	wat be corrected before submission is possibl	e. For any Information Messages, we recommend that you check y	our response to ensure it is correct. For more infor	imation refer to the	
a Cains 🔹	Click on the Section Name to view th	he Errors and Information Messages for that Section.					
🖌 Land Data 🛛 🖌	You must view every page before su	ubmitting your claim.					
 Submission Erron, Information & Summary 	Section Name Gracing Association - Membership Claims Summary	p None ×	Information O None				
 Declarations and Undertakings 	Important - Please review this S	ummary.					
 Submit 	The following summarises your Hab	itat Wales Commons Claim 2024.					
	This summary is for information put	poses only and does not confirm any information in y	our claim is correct.				
	Please ensure you are satisfied that: Contract and the number of field pa	the summary below reflects an accurate representatio rcels you have declared within your claim.	n of your claim. You will see displayed below v	hich payments are included in your claim. You will also see display	ed the number of field parcels within your Habitat	t Wales Commons	
	Please ensure you are satisfied all th	e information displayed is correct.					
	If you wish to make any changes, pl	ease make these changes now before submitting your	claim by navigating back to the section you n	equire amending.			
	Payment				2024		
	Habitat Wales Commons Land Man	agement Payment			Not Claimed	1	
		Number of Field Parcels		Total Area (ba)	Flinible Area (ba)		
	Contract	3		3.213.93	3.147.45		
	Claimed	0		0.00	0.00		
à Print Cumraes	A Dit					< Previous	E See Not >

You will see the section name in blue, which is a link to return to the section, and also if there is an error or information regarding that section. Please click on the section title, which will navigate you to the section and the error or information message displayed on screen.

The example above shows the Grazing Association Membership section has no errors but there is an Information Message displaying within the section.

The example also shows Claims section has an Error displaying within the section, but no Information Message.

The information message within the Grazing Association Membership section is displayed as below:

Antat wates Commons Claim 24	CPH Number CR	N	Trading Title	Status		
Help 😡				Active		
Introduction				Active		
Privary Notice				Active		
				Active		
Grazing Association - Membership				Active		
Cains				Active		
				Active		
Land Data				Active		
Submission				Active		
				Active		
				Active		
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				Active		
				Active		
				Active		
				Active		
				Active		
				Non-Artice		
				Non-Artice		
		Have any details of m	embership to the Grazing Association changed? *	Yes	⊖ No	
	 Please advise us of any changes using your RPW Online account. 					

The information is informing you; because you have indicated there are changes to the details of the Grazing Association, you must inform Welsh Government of these changes via RPW Online.

By clicking on Claims in the Errors and Information section (as shown below), you will be directed to the Claims section.

Hep © Introduction Privacy Notice	You must correct all errors listed	is the former and information partice hafers one can echnik once bish			
Privacy Notice		in the priors and information section before you can submit your net	vitat Wales Commons Claim 2024.		
	Errors and Inform	ation			
Grazing Association - Membership	The following is a list of sections whi guidance in the 'How to Complete' g	ich contain Errors and Information Messages. Errors must be correcte suide.	d before submission is possible. For any information Messages, we recommend that you	check your response to ensure it is correct. For more information refer to the	
Cains .	Click on the Section Name to view th	te Errors and Information Messages for that Section.			
Land Data 🖌	You must view every page before su	bmitting your claim.			
Submission Errors, information & Summary	Section Name Grazing Association - Membership Claims	Errors Informat None O X None	lon		
Declaration: and	Summary				
Undertakings	Important - Please review this Su	ummary.			
Submit	The following summarises your Habi	tat Wales Commons Claim 2024.			
	This summary is for information pur	poses only and does not confirm any information in your claim is con	ect.		
	Please ensure you are satisfied that t Contract and the number of field pa	the summary below reflects an accurate representation of your claim. rcels you have declared within your claim.	You will see displayed below which payments are included in your claim. You will also see	displayed the number of field parcels within your Habitat Wales Commons	
	Please ensure you are satisfied all th	e information displayed is correct.			
	If you wish to make any changes, ple	tase make these changes now before submitting your claim by navig	ating back to the section you require amending.		
	Payment			2024	
	Habitat Wales Commons Land Man	agement Payment		Not Claimed	
		Number of Field Parcels	Total Area (ha)	Eligible Area (ha)	
	Contract	3	3,213.93	3,147.45	
	Claimed	0	0.00	0.00	

Displayed on screen you will see which errors are firing:

2024	Claims	< Previous ID Save N
a rep0	We have pre-ficited your claim boxes before based on the information we have available. Please remove or add ficks appropriately. You MOST ensure you have ticked against each payment you with to claim.	
Privacy Notice Grading Association - Membership	Some data has not been entered or is invalid in the fields highlighted below. Prese correct this data before continuing.	
Carris 🔹	Claim Habits Wile Commus Lens Maragement Cost Pesse epilen vity you do not with to claim this payment "	
 Submission 		le
	This is a mandatory quartiler, please answer it	0.255

As you have indicated you do not wish to claim this payment, you must provide an explanation why, this is a mandatory question. Once you have provided your explanation, please press Save. The error will no longer prevent you submitting your claim.

Information messages will not prevent you from submitting your claim, they are for information purposes only and to remind you further information may be required.

2024	Errors, Information & Summary						< Perious	E See	Net 2
4 mg 0	Frrors and Int	formation							
Introduction	The following is a first of ser	tions which contain farms and information	Marcanas Error ma	and he constrained helping to be included in some	Na Excass federation Managar us recommend that us, chark-	this canonical to any on it is contact. For more information refer	to the		
 Privacy Notice 	guidance in the 'How to Co	mplete' guide.	a second a second as	an of contract of or provident is point	on the any management management of managements	and response to travel is a series. The other investigation state			
Gracing Association -	Click on the Section Name	to view the Errors and Information Message	es for that Section.						
wendersno	Section Name		Errors	Information					
 Coins 	Grazing Association - Me	mbership I	None	0					
Land Data	Summary								
Submission	Important - Please revie	ev this Summary.							
Errors, Information &	The following summarises ;	our Habitat Wales Commons Claim 2024.							
	This summary is for informa	ition purposes only and does not confirm a	any information in yo	our claim is correct.					
Decarations and Undertakings			, .	and an a string literation of a straight state of a straight state of a straight state of a straight state of a		and the subscription of the data states and the states of			
	Contract and the number of	f field parcels you have declared within you	ur daim.	n or your carm, nou will see outplayed below	which payments are included in your claim, nou will also see organ	yed the number of held parcels within your matrice wales com			
 Subert 	Dance and on one and other	and all the information displayed is consist							
	Press encore you are serve	tes an ore internation propagate is contest							
	If you wish to make any cha	inges, please make these changes now befo	fore submitting your i	claim by navigating back to the section you	require amending.				
	Payment					2024			
	Payment Habitat Wales Commons L	and Management Payment				2024 Claimed			
	Payment Habitat Wales Commons L	and Management Payment Number of Field Parcels			Total Area (ha)	2024 Claimed Eligible Area (ba)			
	Payment Habitat Wales Commons L Contract	and Management Payment Number of Field Parcels	1		Total Area (ha) 1,213,93	2024 Claimed Eligible Area (ha) 2,547.45			
	Payment Habrat Wales Commons L Contract Claimed	and Management Payment Number of Field Parcels	3		Total Area (ha) 1.213.03 1.213.03	2024 Calimed Eligible Area Onal 3,147.45 3,147.45			
	Payment Headbar Wales Commons & Contract Claimed	and Management Payment Number of Field Parcels	3		Tatul Ares (ba) 12130 12150	2024 Clamed Biglide Area shal 1,547.45 1,547.45			

Summary

The following summarises your Habitat Wales Commons Claim 2024. This summary is for information purposes only and does not confirm that the information declared in your claim is correct.

Please ensure you are satisfied that the summary reflects an accurate representation of your claim. You will see two tables displayed below the Summary heading which show which payments are included in your claim and the number of field parcels within your claim.

Please ensure you are satisfied all the information displayed is correct. If you wish to make any changes, please make these changes before submitting your claim by navigating back to the section which requires amending.

Important - Please	e review this Summary.		
he following summar	rises your Habitat Wales Commons Claim 2024.		
his summary is for inf	formation purposes only and does not confirm any information in your claim is correct.		
ease ensure you are ontract and the num	satisfied that the summary below reflects an accurate representation of your claim. You will see displayed below w ber of field parcels you have declared within your claim.	hich payments are included in your claim. You will also see displayed th	he number of field parcels within your Habitat Wales Commo
	satisfied all the information displayed is correct		
case ensure you are .			
you wish to make an	ny changes, please make these changes now before submitting your claim by navigating back to the section you re	quire amending.	
you wish to make an	ry changes, please make these changes now before submitting your claim by navigating back to the section you re	quire amending.	2024
you wish to make an 'ayment labitat Wales Commo	ny changes, please make these changes now before submitting your claim by navigating back to the section you re	quire amending.	2024 Claimed
rase ensure you are you wish to make an ayment abitat Wales Commo	ny changes, please make these changes now before submitting your claim by navigating back to the section you re ons Land Management Payment Number of Field Parcels	quire amending. Total Area (ha)	2024 Claimed Eligible Area (ha)
vou wish to make an 'ayment labitat Wales Commo iontract	ny changes, please make these changes now before submitting your claim by navigating back to the section you re ons Land Management Payment Number of Field Parcels 3	quire amending. Total Area (ha) 3,213,93	2024 Claimed Eligible Area (ha) 3,147.45

Displayed within the payment table is the summary of the schemes which you have claimed or not claimed. You can see above that both schemes available have been claimed.

Below is an example where Habitat Wales Commons Land Management Payment has not been claimed:

Juilling			
Important - Please	review this Summary.		
he following summar	ises your Habitat Wales Commons Claim 2024.		
his summary is for inf	formation purposes only and does not confirm any information in your claim is correct.		
lease ensure you are	satisfied that the summary below reflects an accurate representation of your claim. You will see displa	ayed below which payments are included in your claim. You will also see displa	ayed the number of field parcels within your Habitat Wales Common
ontract and the numi lease ensure you are you wish to make an	ee or men parkets you have became or moun your canno. satisfied all the information displayed is correct. In y changes, please make these changes now before submitting your claim by navigating back to the s	rection you require amending.	
ontract and the num lease ensure you are you wish to make an Payment	ee of mee parkes you have became mount your came. satisfied all the information displayed is correct. Iy changes, please make these changes now before submitting your claim by navigating back to the s	iection you require amending.	2024
ease ensure you are you wish to make an Payment Habitat Wales Comm	ee of mee parkes you have became mean your came. satisfied all the information displayed is correct. y changes, please make these changes now before submitting your claim by navigating back to the si ons Land Management Payment.	lection you require amending.	2024 Not Claimed
ease ensure you are you wish to make an layment labitat Wales Commi	satisfied all the information displayed is correct. sy changes, please make these changes now before submitting your claim by navigating back to the si ons Land Management Payment Number of Field Parcels	rection you require amending. Total Area (ha)	2024 Not Claimed Eligible Area (ha)
Intract and the numi lease ensure you are you wish to make an hyment iontract	astisfied all the information displayed is correct: y changes, please make these changes now before submitting your claim by navigating back to the submitting your claim by	Total Area (ha) 3,213.93	2024 Not Claimed Eligible Area (ha) 3,147,45

The Contract and Claimed table (as shown below), allows you to compare the number of parcels in your contract (pre-populated by Welsh Government) and the number of parcels you have claimed for payment. Any parcels which you may have added to your claim will be added to the amount of parcels 'Claimed'.

E.g. if your contract contained 1 parcel and you added another to your claim, without deleting any, your claim will contain 2 parcels.

You will also be able to use this table to compare the area (ha) claimed and area as within the current Habitat Wales Commons Grant Award Letter.

The Total Area = the sum of all crop codes and permanent features within your Land Data section, claimed for payment.

Eligible Area = the sum of all payable crop codes as within your Land Data section, claimed for payment.

Any changes to the area of crop codes and permanent features will be displayed against the Claimed row, under Total Area and Eligible Area.

The information within the Contract is populated from your current contract version.



Once you are happy with the information displayed, please select 'Next'.

Declaration and Undertakings

This section is mandatory, and you cannot submit your claim until you have indicated you have read and understood the Declaration and Undertakings as seen in this screen. Please use the scroll bar on the right of the page to carry on reading the Declarations and Undertakings, until you reach the end of the statement.

	Declarations and Undertakings	· meros	
res@	Please foll the last to accept the declarations and undertailings.		
trivary Notice varing Anachation - actions actions actions actions actions actions biological actions actions	I confirm that, for the purpose of clanning Habitat Wales Scheme Commons I am the authorising individual, as part of a formed Gazing Association. I am evane of the conditions relating to the Habitat Wales Commons Gant Avaid and Theve complied with the edit. I confirm that Two compliants with the requirements in the relevant Resizued ID Law, (now throws all Association I am evane of the conditions relating to the Habitat Wales Commons Gant Avaid and Theve complied with the edit. Council Regulation 10502017, Despited Regulation 10072014 and Implementing Regulation 10072014. Council Regulation 10502017, Despited Regulation 10072014 and Implementing Regulation 10072014. Council Regulation 10052017, Despited Regulation 2012/2012017. Council Regulation 10072017, Despited Regulation 2012/2012017. Council Regulation 10072017, Despited Regulation 2012/2012017. Council Regulation 10072017, Despited Administration and Control System and Enformment and Regulation 2012/1002017. Council Regulation 10072017, Despited Administration and Control System and Enformment and	Î	
	I understand that the Web/h Opvermment may need to discuss my claim for Habitat Webs Commons with stheir organizations and Lagree to any necessary disclosures or exchanges of information.	Ŧ	
	Have read and agree to the above Declarations and Undertablogs.		

Once you have read and understood the declaration, please tick the box as shown below and select 'Next'.

☑ I have read and agree to the above Declarations and Undertakin	ıgs.				
	x Exit	🖹 Save	🖶 Print	< Prev	Next >

Submit

To submit your claim, please click the blue 'Submit' button to submit your Habitat Wales Commons Claim 2024.



A copy of your claim will be available from your Messages page within one working day.

If you have any documentary evidence to support your claim this can be submitted through your messages page on RPW Online. You may also submit evidence by post or by visiting your Divisional Office.

Habitat Wales Commons Claim Submission Confirmation

The following screen will appear once you have submitted your Habitat Wales Commons Claim 2024.

2024	Habitat Wales Commons Claim 2024 Submission Confirmation
a	Your Habitat Water Commons Claim 2024 was submitted for CRN
Habitat Wales Commons Claim 2024 Submission Confirmation	A message confirming receipt of your Habitat Wales Commons Claim 2024 has been sent and should be available in your online Messages page within one working day. This includes a copy of your Habitat Wales Commons Claim 2024 which has been sent to the Welsh Government.
	Click the Yout this Screen' Button to print a copy of this receipt.
	If you're required to provide any supporting evidence, you can submit it either through RPW Online messaging, by post or by visiting your Regional Office.
	Print this Screen Exit
Cymraeg	

If you wish to print this screen as proof of submission, please select 'Print this Screen' button as seen above.

You may now select Exit, which will take you back to your RPW Online homepage:

With Construction	CHORY A AMAE INFORM END PAR SYSTEM DATBYOU OWLEDGIC ENDER PAR BUDDOSODDI NEWH ARDALGOD GWLEDIG THE EUROPEAN AGAILUITURAL FUNDI FOR EUROPE INVESTING IN RUBAL RACAS
(Change Customer)	Cymraeg Sign out
Home CRN Details * Land * Correspondence 3 * Forms Contracts and Small Grants *	
when you have thissned your online session, please ensure that you log out and close the browser.	
When completing applications ensure you do not use your browser's back button.	
Messages between You and RPW	Useful Links
Unread: Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW Habitat Wales Commons Claim Summary : Habitat Wales Commons Claim 2024 (28/02/2024) Unread: Derbyniwyd y Contract / Contract Accepted: Unread: Contract / Contract Contract : Unread: Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW Habitat Wales Commons Scheme EOI Summary : Habitat Wales Commons Scheme Expression of Interest (22/11/2023) View all messages	BCMS Farming and scheme information Bovine TB Farm animal movements and identification Farming Connect Welsh Government Offices European Maritime and Fisheries Fund EID Cymru
Start a Form	
Capital Works Claim Available anytime	
Habitat Wales Commons Claim 2024 Available until 10/06/2024. 103 days left.	
Habitat Wales Commons Scheme Expression of Interest Available until 01/12/2099. 27670 days left.	

Submitted Claim

If you have already submitted your Habitat Wales Commons Claim 2024 and you try to access it again, via your homepage, you will see the following message and screen:

Talladau Gwledig Cymru Ar-Lein Online Ruzal Payments Wales	CRONFA AMAETHYDDOL EWROP AR GYFFR DATBLYGU GWLEDIG: EWROP YN BUDDSODDI MEWR ARAALEODG GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT. EUROPE INVESTING IN RURAL AREAS
(Change Customer)	Cymraeg Sign out
Home CRN Details * Land * Correspondence 3 * Forms Contracts and Small Grants	
Start Application start an application or claim	
Start Application start an application or claim You have already submitted a Habitat Wales Commons Claim 2024. You cannot submit multiple app If you would like to submit another application you must withdraw your existing application. Please	plications of this type.
Start Application start an application or claim You have already submitted a Habitat Wales Commons Claim 2024. You cannot submit multiple app If you would like to submit another application you must withdraw your existing application. Please	plications of this type. contact 'Customer Contact Centre' for more details.

If you have any issues with your claim, please follow the on-screen instructions and a member of the Customer Contact Centre will assist you.