



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: [Habitat Wales Commons Claim 2024 - How to Complete Guidance](#) 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](#)



The screenshot shows the GOV.UK sign-in page for the Government Gateway. At the top, there is a black header with the GOV.UK logo and a blue bar with the text "BETA This is a new service – your [feedback](#) will help us to improve it". Below this, the page is titled "Sign in using Government Gateway" in large, bold, black text. To the right of the title, there are links for "English" and "Cymraeg". Below the title, there are two input fields: "Government Gateway user ID" (with a note "This could be up to 12 characters.") and "Password". A green "Sign in" button is positioned below the password field. At the bottom left, there is a link for "Create sign in details".

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.

The screenshot shows the RPW Ar-Lein Online Rural Payments Wales homepage. At the top, there are logos for the Welsh Government and the European Union, along with text in Welsh and English regarding the European Agricultural Fund for Rural Development. The navigation bar includes links for Home, CRN Details, Land, Correspondence (with a notification icon), Forms, and Contracts and Small Grants. Below the navigation bar, there are two light blue informational boxes: one stating 'When you have finished your online session, please ensure that you log out and close the browser.' and another stating 'When completing applications ensure you do not use your browser's back button.'

The main content area is divided into two sections. On the left, the 'Messages between You and RPW' section displays a list of unread messages. The first message is 'Derbyniwyd y Contract / Contract Accepted: [redacted]'. The second message is 'Contract / Contract' with a sub-link 'Contract'. The third message is 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW' with a sub-link 'Habitat Wales Commons Scheme EOI Summary : Habitat Wales Commons Scheme Expression of Interest (09/10/2023)'. Below the messages, there is a 'Start a Form' section with a 'View all messages' button and a list of available claims: 'Capital Works Claim Available anytime', 'Habitat Wales Commons Claim 2024 Available until 10/06/2024. 103 days left.', and 'Habitat Wales Commons Scheme Expression of Interest Available until 01/12/2099. 27670 days left.'

On the right side, there is a 'Useful Links' section with a list of links: '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'.

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

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# 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.

The screenshot shows the RPW Ar-Lein Online portal interface. At the top, there is a header with the RPW logo and text in Welsh and English: "CROWFA AMAETHYDDOL EWROF AR OYFER DATBLYGU GWLEDIG: EWROP YN BUDOSODI NEWN ARDALEDDO GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS". Below the header, the user is logged in as "Charles Estate Agent - Viewing CRN: A0045776 D HINCHLIFF (Change Customer)" with a "Cymraeg | Sign c" link.

A navigation bar contains: Home CRN Details Land Correspondence 3 Forms Contracts and Small Grants. Below this are two informational boxes: "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 messages:

- Derbyniwyd y Contract / Contract Accepted: C2000640 (1.00)**
- Contract / Contract**  
Contract : C2000640\_GlastirCommonsContract\_v1.00\_20231118.pdf.pdf (18/11/2023)
- 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)

Below the messages is a "lastir Commons Membership 2023" section with a "View all messages" button.

A "Start a Form" box is located at the bottom, containing the following text:

- 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.

A "Useful Links" sidebar on the right lists: 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.

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

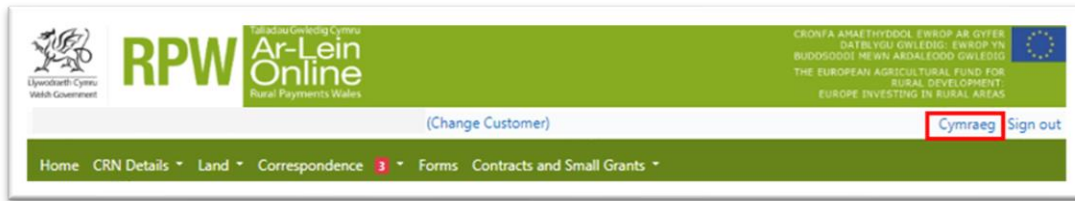
The screenshot shows the RPW Ar-Lein Online portal. At the top, there is a header with the RPW logo, the text 'Taliadau Gwledig Cymru' and 'Ar-Lein Online Rural Payments Wales', and the European Union logo with text in Welsh and English: 'CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG EWROD YN BUDDODDI HEIN ARDALDDO GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT EUROPE INVESTING IN RURAL AREAS'. Below the header, there is a navigation bar with 'Home', 'CRN Details', 'Land', 'Correspondence 3', 'Forms' (highlighted with a red box), and 'Contracts and Small Grants'. A message at the top says 'When you have finished your online session, please ensure that you log out and close the browser.' Below that, another message says '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: 'Derbyniwyd y Contract / Contract Accepted', 'Contract / Contract', and 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW'. To the right, there is a 'Useful Links' section with links to 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. At the bottom, there is a 'Start a Form' section with three options: 'Capital Works Claim Available anytime', 'Habitat Wales Commons Claim 2024 Available until 10/06/2024. 103 days left.', and 'Habitat Wales Commons Scheme Expression of Interest Available until 01/12/2099. 27670 days left.'

The screenshot shows the RPW Ar-Lein Online portal with the 'Forms' page selected. The header and navigation bar are the same as in the previous screenshot. The main content area is titled 'Forms' and includes a note: 'Please Note: Claims/Applications marked 'Ready for Payment' are still subject to checks and may therefore not result in a payment being made. Also, payment cannot be made until the specific scheme's payment window opens as detailed in scheme literature.' Below the note, there is a 'Scheme' dropdown menu set to 'All' with 'Select' and 'Reset' buttons. There are three tabs: 'Not Submitted', 'Being Processed', and 'Completed'. A table below shows a form titled 'Glastir Advanced 2017 - (Online)' with a status of 'Draft' highlighted in yellow. To the right, there is a 'Start a Form' section with three options: 'Capital Works Claim Available anytime', 'Habitat Wales Commons Claim 2024 Available until 10/06/2024. 103 days left.' (highlighted with a red box), and '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.



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# Habitat Wales Commons Claim

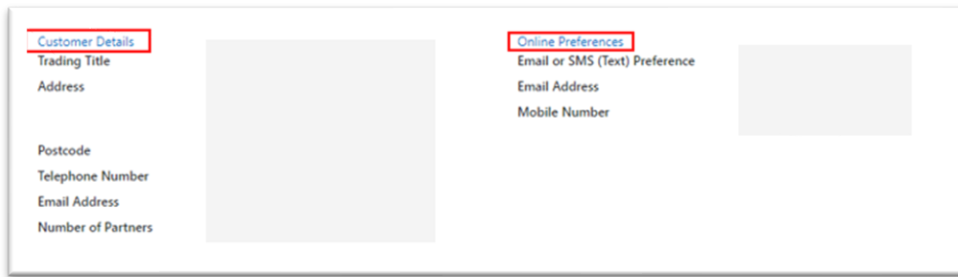
When you select to start your Habitat Wales Commons Claim you will see the following page.

The screenshot shows the 'Start Application' page on the RPW Ar-Lein Online portal. The page header includes the RPW logo, 'Ar-Lein Online Rural Payments Wales', and the Welsh Government logo. A navigation bar contains links for Home, CRN Details, Land, Correspondence (with a notification icon), Forms, and Contracts and Small Grants. The main heading is 'Start Application start an application or claim'. The text explains that the user is asked to complete the 'Habitat Wales Commons Claim 2024' application online. It states that starting the application online does not commit the user to submitting it, and they can exit at any time to return later. The application will not be submitted until the 'Submit' option is clicked. The user must ensure the application and supporting information is received by the Welsh Government by 15 May 2024 to avoid penalties. The application must be submitted by 10 June 2024. If there are any problems, the user can contact the 'Customer Contact Centre'. A reminder to check Customer Details and Online Preferences before submitting is provided. Below the text are two columns of form fields: 'Customer Details' (including Trading Title, Address, Postcode, Telephone Number, Email Address, and Number of Partners) and 'Online Preferences' (including Email or SMS (Text) Preference, Email Address, and Mobile Number). At the bottom, there are 'Start' and 'Cancel' buttons.

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.



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.

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# Customer Details - Amending details

Please see: [RPW Online Instructions](#) for instructions to amend details.

The screenshot shows the RPW Ar-Lein Online interface. At the top, there is a header with the Welsh Government logo, the RPW Ar-Lein Online logo, and the European Union logo with text in Welsh and English. Below the header, a navigation bar contains links for Home, My Farm, My Entitlements, Financial Information, Documents, Applications and Claims, Messages (with a notification icon), and My Online Account. A secondary navigation bar includes Customer Details, Individual Details, Maps, Interactive Map, and Manage My Land. The main content area is titled 'Customer Details' and features a sidebar with links for General Details, Correspondence Address, Main Farm Address, and Trading Address. The 'General Details' section is expanded, showing a list of fields: Trading Title, Primary Contact Name, Main CPH, Preferred Language, Divisional Office, Legal Status, Date Business Formed, Current Objective 1 Status, and Company Registration Number. An 'Update this information' button is located next to the 'General Details' header. At the bottom of the page, there are links for Guidance Documents, Contact Us, FAQ, and Copyright Statement.

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# Online Preferences - Amending details

Please see: [RPW Online Instructions](#) for instructions to amend preferences.

The screenshot shows the 'Online Preferences' page for 'Farmer 72'. The page header includes the Welsh Government logo, the 'RPW Ar-Lein Online Rural Payments Wales' logo, and the European Union logo with text in Welsh and English: 'CRONFA A RHATHYDDOL EWROP A'R TYFER SATEL YDŷ SWILSIO EWROP I'R BUDDIODDŷ Mewn Ardaloedd Gwledig' and 'THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS'. A navigation bar contains links for Home, My Farm, My Entitlements, Financial Information, Documents, Applications and Claims, Messages, and My Online Account. The main content area is titled 'Online Preferences your preferences for RPW Online' and features a 'Customer Contact Details' section with an 'Update this information' button. Below this, there are sections for 'Email or SMS Preference', 'Email Address', 'Mobile Number', and 'Preferred Correspondence'. A footer contains links for 'Guidance Documents', 'Contact Us', 'FAQ', and 'Copyright Statement'.

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## 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 **not** 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 **not** 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.

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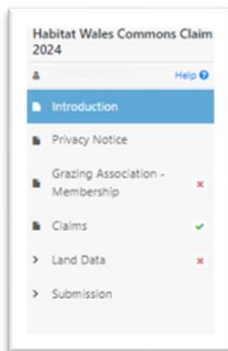
## Page List and Navigation

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.



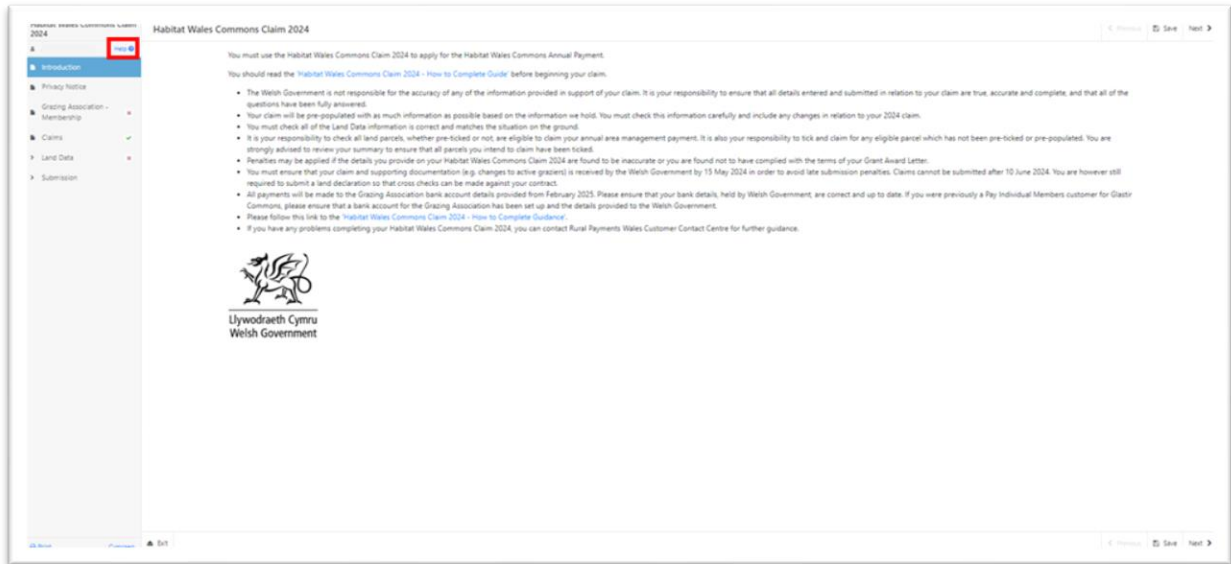
You can navigate to any section by clicking on the title of that section.

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

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# 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.

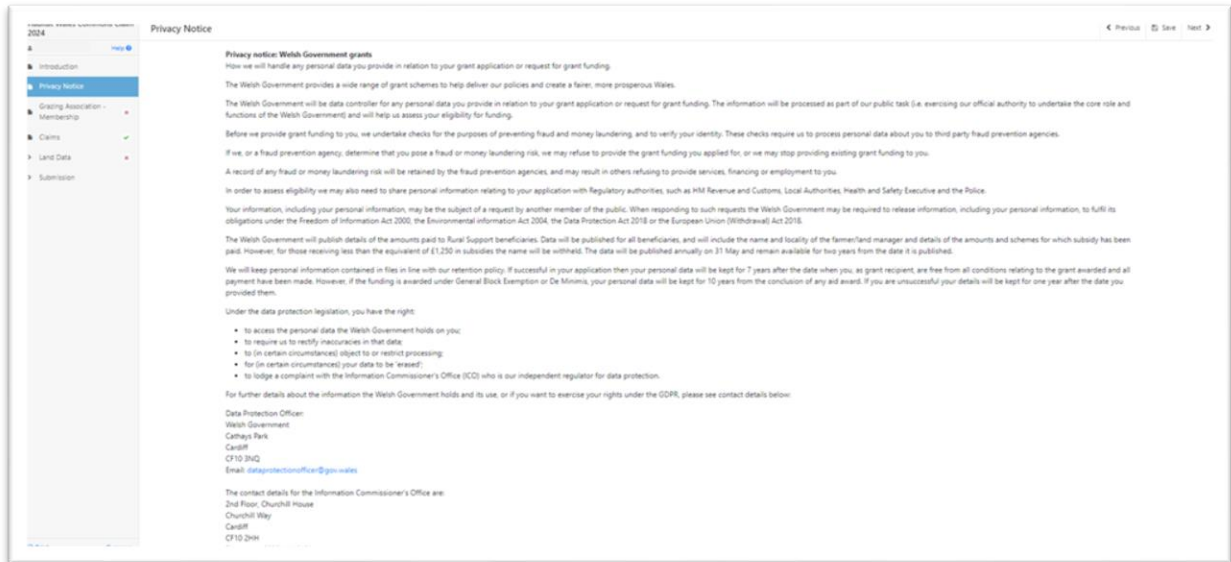
Once you have read and understood the Introduction page, click Next on the top or bottom right-hand corners of the screen to progress to the next section.

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# Privacy Notice

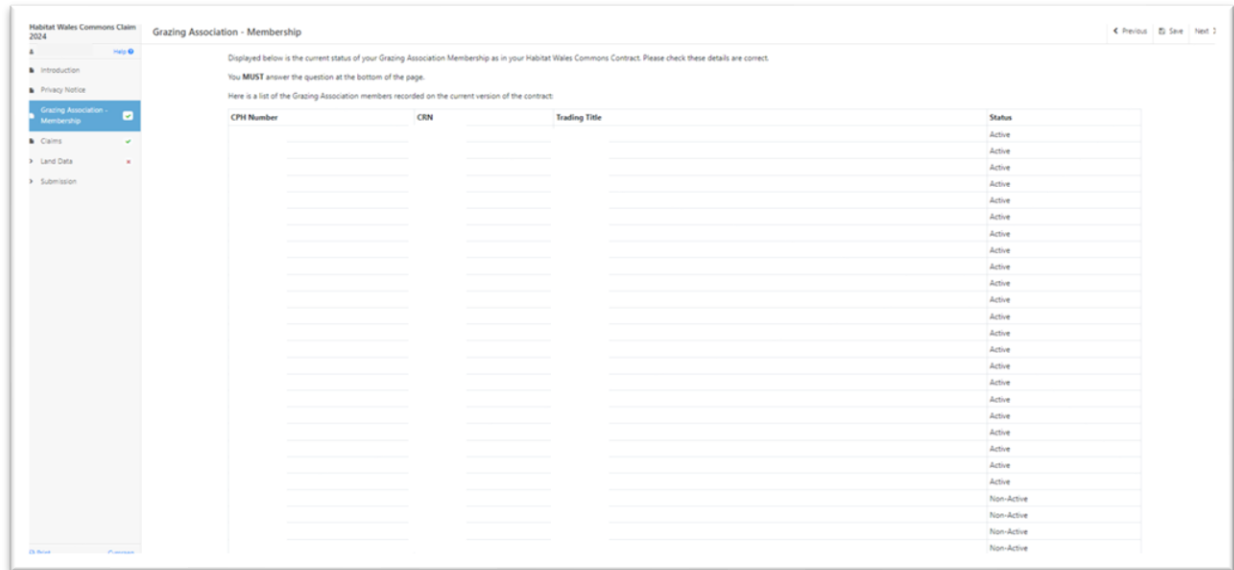
You must read the Privacy Notice.



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# Grazing Association Membership

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



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? *	<input type="radio"/> Yes	<input type="radio"/> 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.

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# 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.

Habitat Wales Commons Claim 2024

Claims

We have pre-ticked 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.

Claim Habitat Wales Commons Land Management Cost

Habitat Wales Commons Claim 2024

Claims

We have pre-ticked 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.

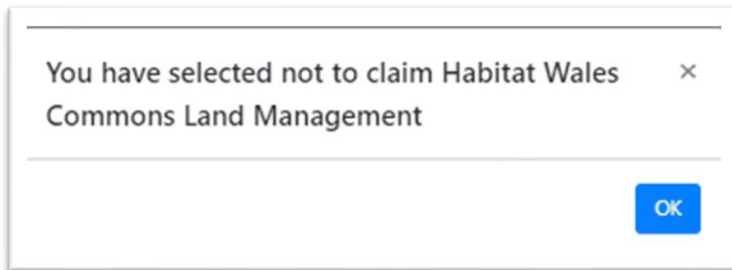
Claim Habitat Wales Commons Land Management Cost

Claim Habitat Wales Commons Additional Management Payment

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? \*  Yes  No

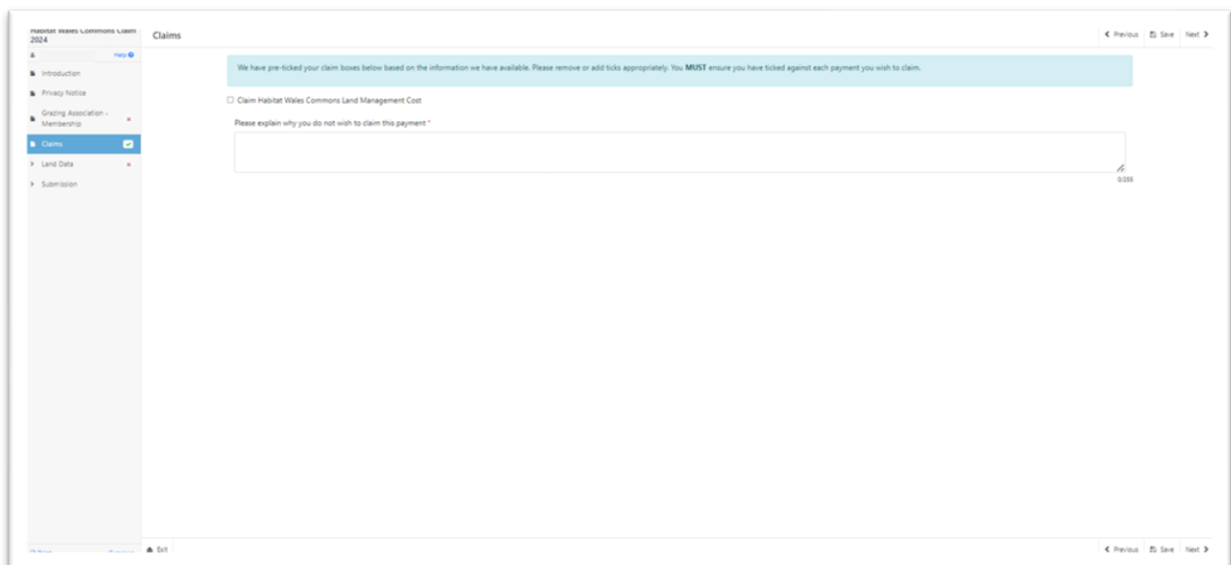
These claim boxes are pre ticked. If you do not wish to claim payment under the scheme applicable, please un-tick the appropriate box.

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



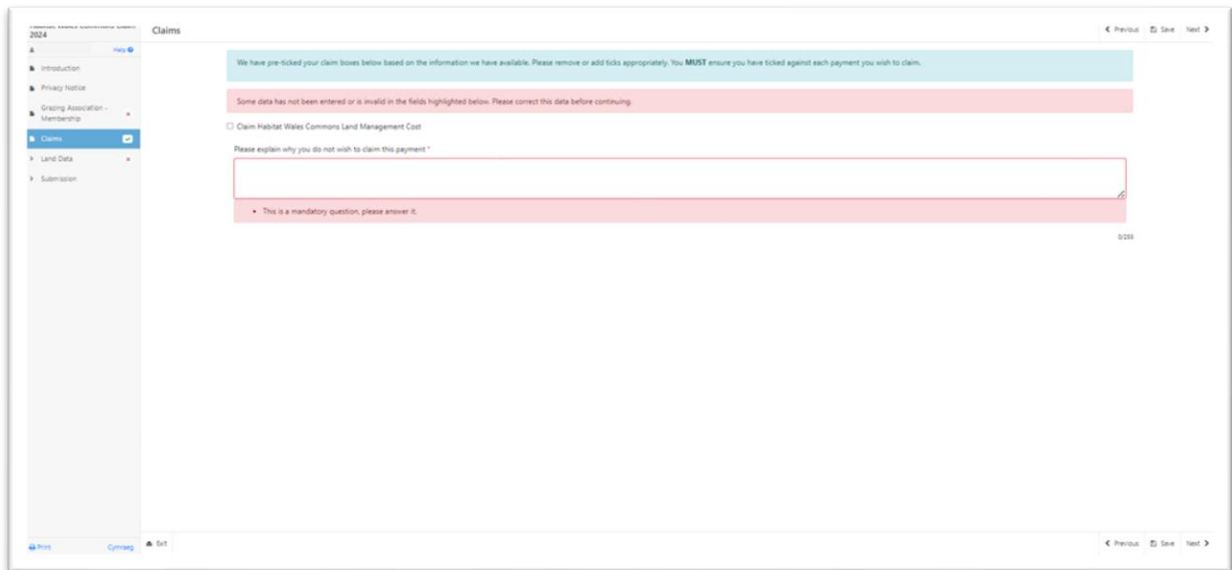
This pop-up box is informing you, that you have selected to not claim Habitat Wales Commons Land Management Payment.

Select OK and the comments box will appear.

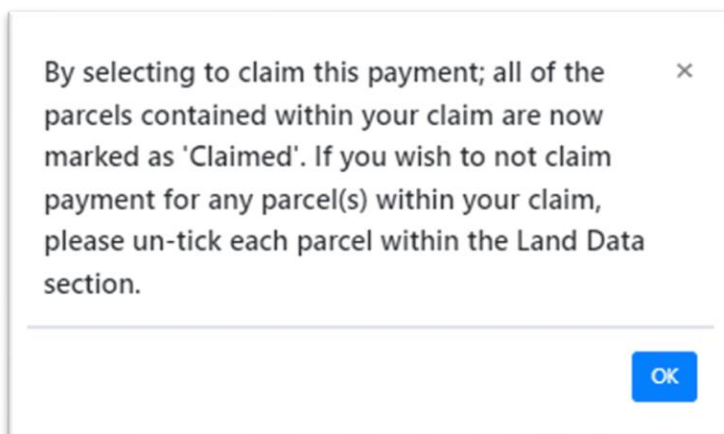


You must complete this comments box and explain why you are not claiming your annual payment under Habitat Wales Commons and/or Habitat Wales Commons Advanced scheme.

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.



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.



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?**

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:

Sheet Reference *	Field Number *	Option *	Activity Id *	Comments *

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:

The screenshot shows the 'Claims' form for 'Habitat Wales Commons Claim 2024'. It includes a navigation menu on the left with options like 'Introduction', 'Privacy Notice', 'Grazing Association - Membership', 'Claims', 'Land Data', and 'Submission'. The main content area has a header with instructions: 'We have pre-ticked 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.' Below this are two checked options: 'Claim Habitat Wales Commons Land Management Cost' and 'Claim Habitat Wales Commons Additional Management Payment'. A question follows: '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?' with radio buttons for 'Yes' and 'No'. A light blue box contains the instruction: 'In order for Welsh Government to identify which activity you have not, or will not be, compliant with, please supply the following information:'. An 'Add Activity' button is visible. Below is a table with the following structure:

Sheet Reference *	Field Number *	Option *	Activity Id *	Notes	Comments *	
						<input type="button" value="Remove"/>
						<input type="button" value="Remove"/>

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

This screenshot shows the same 'Claims' form as above, but with the table populated with data. The 'Add Activity' button is still present. The table now contains one row of data:

Sheet Reference *	Field Number *	Option *	Activity Id *	Notes	Comments *	
SH124	9678	400	7001		Could not maintain stocking levels	<input type="button" value="Remove"/>
						<input type="button" value="Remove"/>

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 Save Next

We have pre-ticked 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.

Claim Habitat Wales Commons Land Management Cost  
 Claim Habitat Wales Commons Additional Management Payment

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? Yes No

In order for Welsh Government to identify which activity you have not, or will not be, compliant with, please supply the following information:

[Add Activity](#)

Sheet Reference *	Field Number *	Option *	Activity Id *	Comments *
				<a href="#">Remove</a>
				<a href="#">Remove</a>

Print Cancel Exit Previous Save Next

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'.

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## 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.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Field Size (ha)	Max. Eligible Area (ha)	Claimed	Follow Up	
WRECON				802.00	721.96	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Add New</a> <a href="#">Remove Field</a>

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.

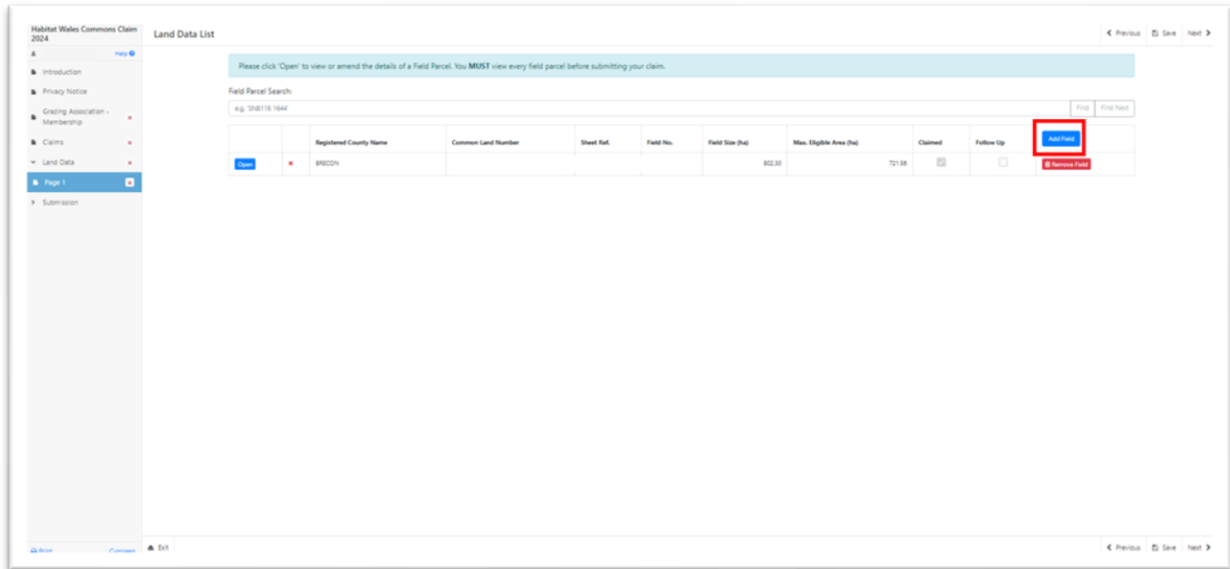
If you wish to remove a parcel from the Habitat Wales Commons Claim 2024 – please use the 'Remove Field' button. If you wish to reinstate a parcel, please select Restore Field button – this function is only available if you have removed a field.

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## 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:

The 'Add Field' dialog box contains two input fields: 'Sheet Reference \*' and 'Field Number \*'. Below these fields are 'Cancel' and 'OK' buttons.

**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:

The screenshot shows a web interface for 'Land Data Details'. At the top, there is a yellow banner with the text: 'Please check that all parcel details are accurate, make any necessary corrections and indicate whether you wish to claim.' Below this is a table with the following columns: Registered County Name, Common Land Number, Sheet Ref, Field No, Claim, and Follow Up. The 'Registered County Name' column has a dropdown menu with 'LWIC' selected. The 'Common Land Number' is 'LWIC', 'Sheet Ref' is 'SH1234', and 'Field No.' is '5678'. The 'Claim' column has a checked checkbox, and the 'Follow Up' column has an unchecked checkbox. Below the table, there are two columns: 'Claimed Area' and 'Eligible Area (ha)', both with a value of '0.00'. To the right, there are fields for 'Crop' and 'Area', with an 'Add Crop' button and a 'Remove' button. A sidebar on the left contains navigation options: Introduction, Privacy Notice, Grazing Association - Membership, Claims, Land Data, Page 1 (selected), and Submission. The top left corner shows '2024' and 'Hublet Wales Commons Claim 2024'. The bottom right corner has navigation buttons: Previous, Back to List, and Next.

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:

This screenshot is similar to the previous one but with the 'Registered County Name' dropdown menu open. The dropdown list contains the following counties: LWIC, ANGLESEY, BROMON, CARMARTHENSHIRE, CASTLENEATH/MIDD, Ceredigion, CONWY, DENBIGH, FLINT, Gwynedd, MERIONETH, MID GLAMORGAN, MONMOUTHSHIRE, PEMBROKESHIRE, RADNOR, SOUTH GLAMORGAN, SWANSEA, WEST GLAMORGAN, and WICKHAM. The rest of the form, including the table and area fields, remains the same as in the previous screenshot.

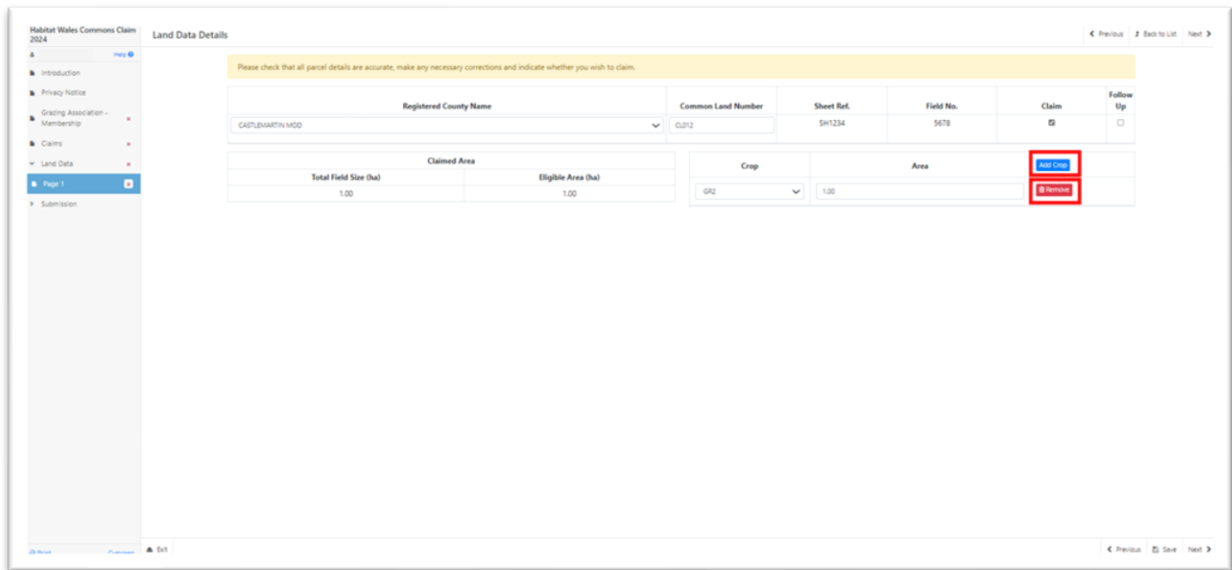
Once you have selected the county name, please enter the Common Land Number.

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:

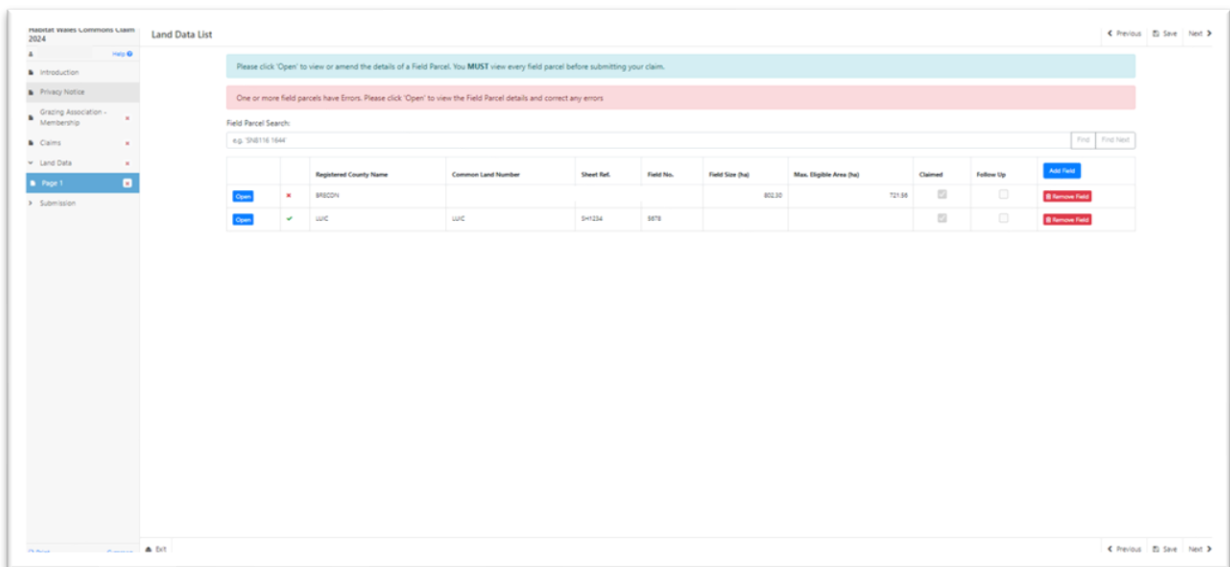
Please see [Habitat Wales Commons Crop and Permanent Feature Codes](#) section for the full description of the crop codes and permanent feature codes available under Habitat Wales Commons.

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



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:



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:

The screenshot displays the 'Land Data List' interface for 'Habitat Wales Commons Claim 2024'. It features a sidebar with navigation options like 'Introduction', 'Privacy Notice', 'Grazing Association - Membership', 'Claims', 'Land Data', 'Page 1', and 'Submission'. The main content area includes a 'Field Parcel Search' bar and a table of field parcels. Two messages are shown at the top: a light blue one stating 'Please click 'Open' to view or amend the details of a Field Parcel. You MUST view every field parcel before submitting your claim.' and a red one stating 'One or more field parcels have Errors. Please click 'Open' to view the Field Parcel details and correct any errors'. The table has columns for 'Registered County Name', 'Common Land Number', 'Sheet Ref.', 'Field No.', 'Field Size (ha)', 'Max. Eligible Area (ha)', 'Claimed', and 'Follow Up'. Two rows are visible: the first has a red 'x' in the 'Registered County Name' column and a red 'Remove Field' button; the second has a green checkmark in the 'Registered County Name' column and a red 'Remove Field' button. The 'Remove Field' button in the second row is highlighted with a red box.

	Registered County Name	Common Land Number	Sheet Ref.	Field No.	Field Size (ha)	Max. Eligible Area (ha)	Claimed	Follow Up	
<a href="#">Open</a>	✖ BRECON				822.00	721.96	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Add New</a>
<a href="#">Open</a>	✔ WIC	WIC	Sw1234	9876			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove Field</a>

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## Land Data Details

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

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

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:

The screenshot shows the 'Land Data Details' page for the year 2024. A yellow banner at the top reads: "Please check that all parcel details are accurate, make any necessary corrections and indicate whether you wish to claim." Below this is a table with columns: Registered County Name (BRECON), Common Land Number, Sheet Ref., Field No., Claim (checked), and Follow Up (unchecked). Underneath are summary rows for Total Field Size (802.30), Max. Eligible Area (721.56), Claimed Area, and Eligible Area (721.56). To the right is a table of crops with columns for Crop, Area, and a button. The crops listed are: GR2 (721.56, Remove), YW1 (79.45, Remove), Z230 (0.87, Remove), and Z231 (0.72, Remove). The 'Remove' buttons are red.

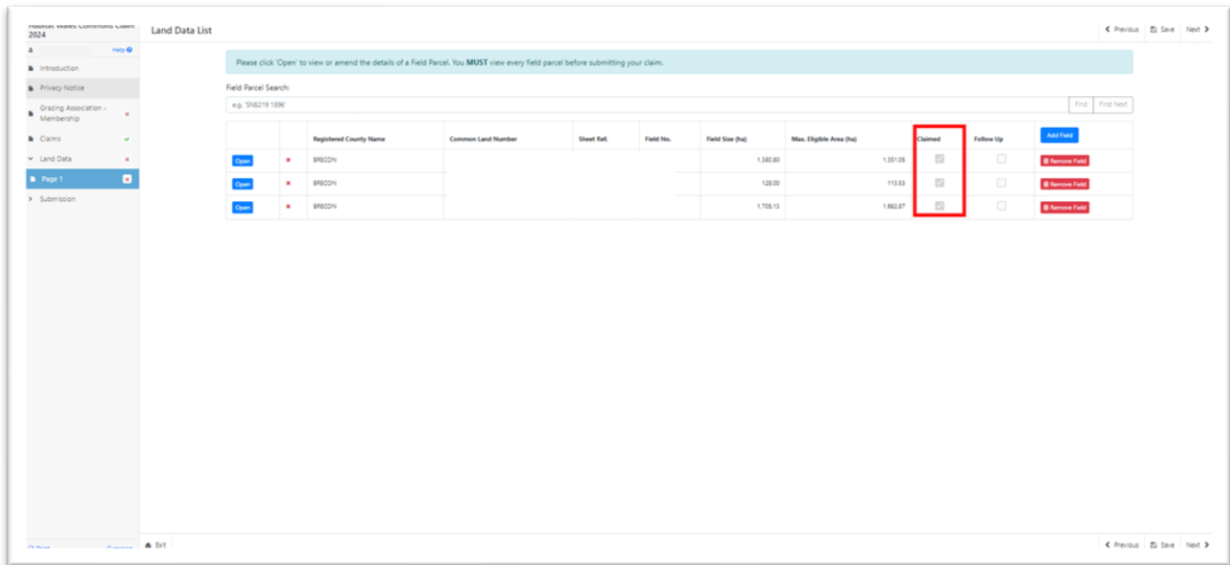
If you wish to reinstate the crop you have removed from the land parcel, simply click the red 'Restore' button.

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.

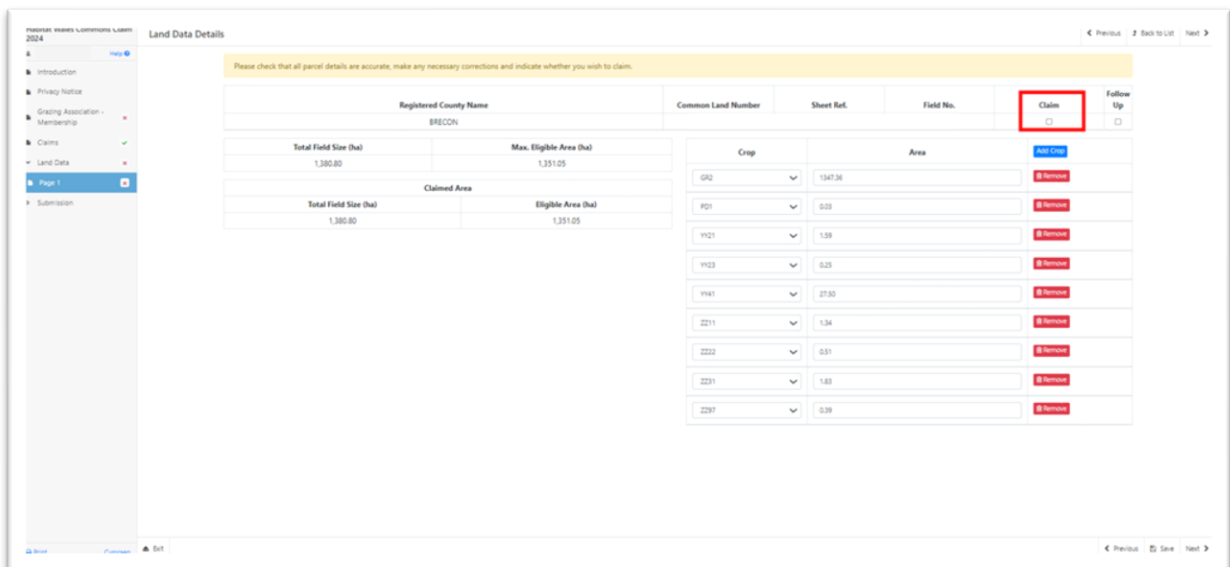
This screenshot is identical to the previous one, but the 'Remove' buttons for the crops GR2, YW1, Z230, and Z231 are now greyed out and labeled 'Restore'. Additionally, a new empty row has been added at the bottom of the crop table, with a blue 'Add Crop' button to its right.



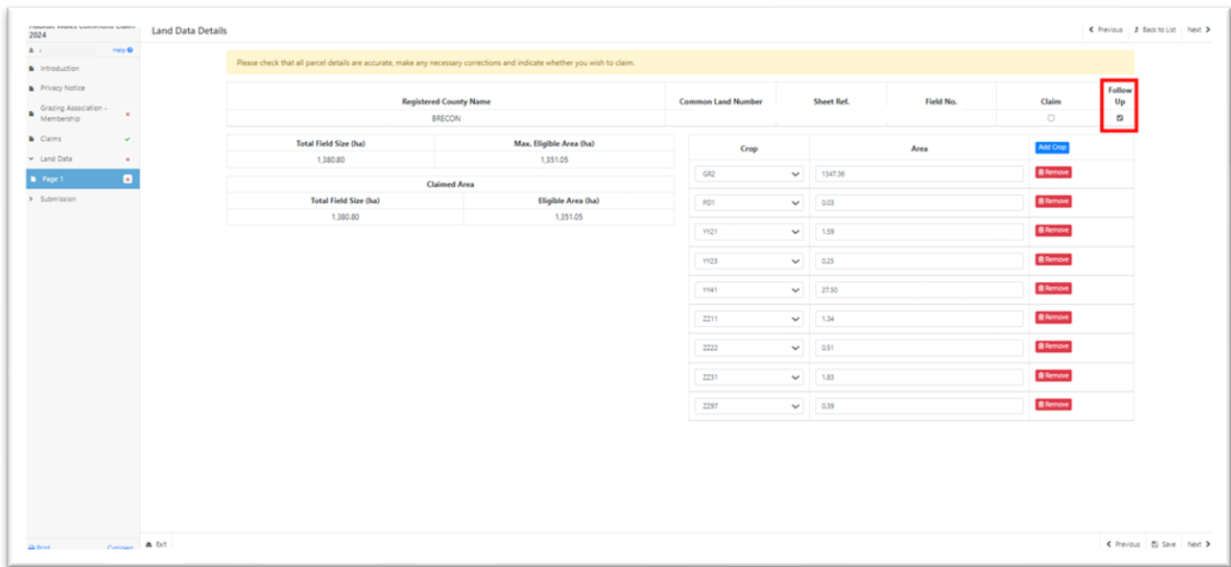
Your Habitat Wales Commons Claim 2024 will automatically select all your parcels for payment.



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



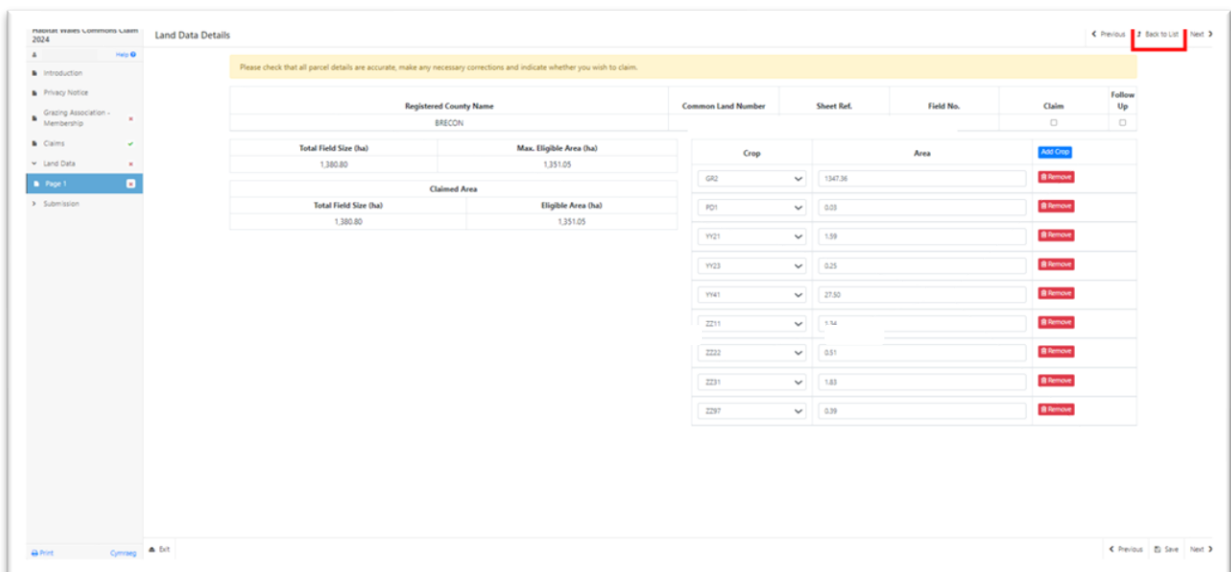
If you wish to mark a parcel to return to later, please select the Follow Up tick box as shown below:



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.



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## 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

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## 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

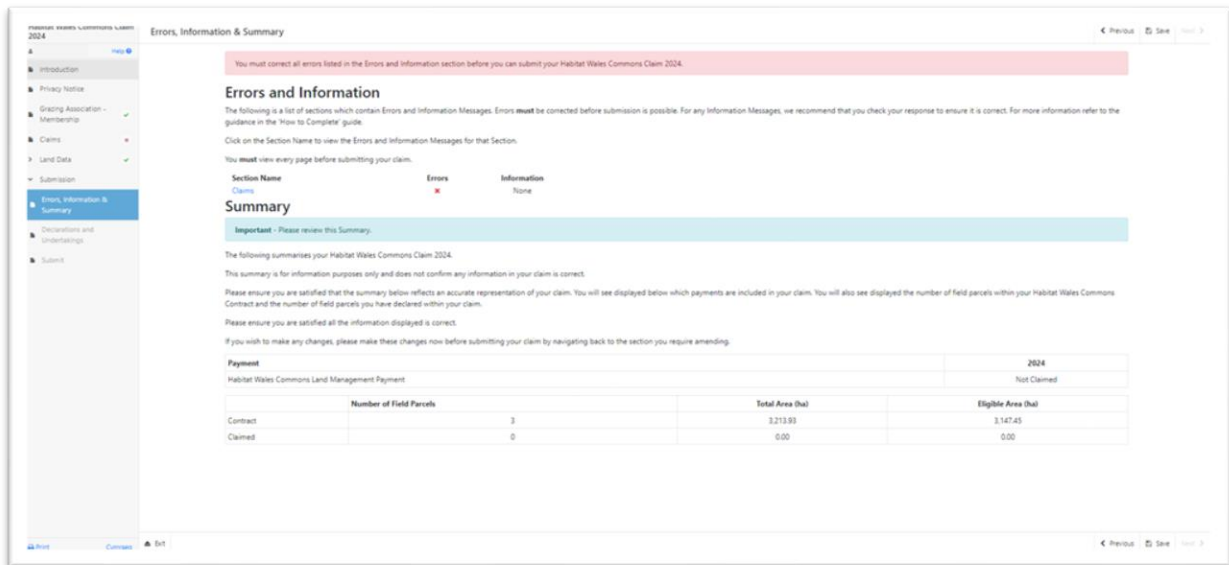
## Errors, Information and Summary

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

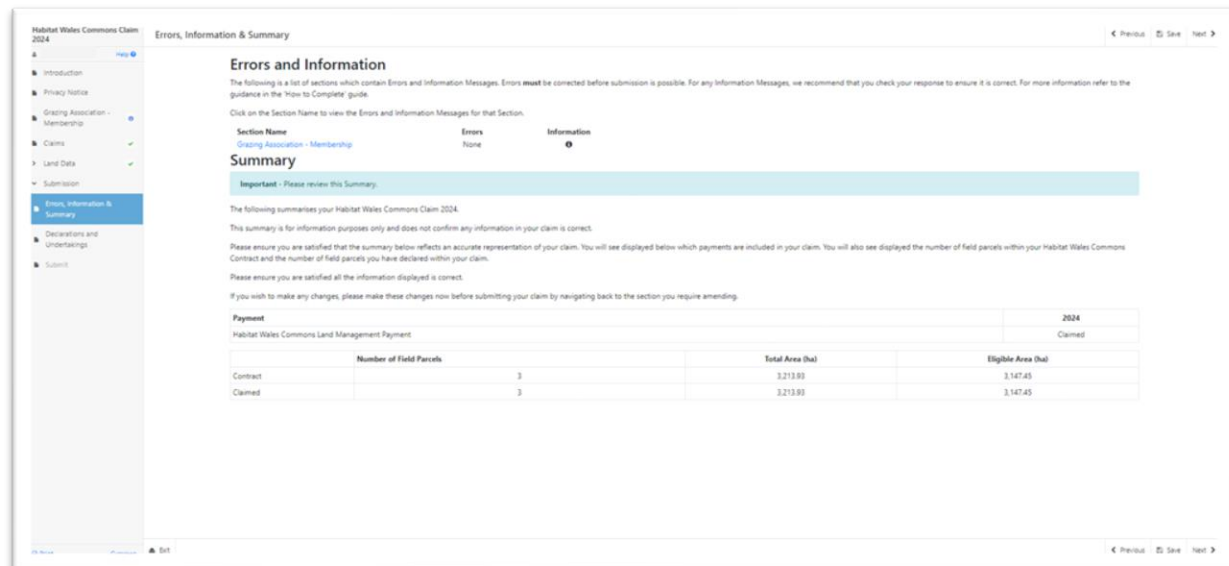
The screenshot displays the 'Errors, Information & Summary' page for a Habitat Wales Commons Claim 2024. The page is titled 'Errors and Information' and states 'No Errors or Information Messages identified'. A blue banner highlights the 'Summary' section, which includes an 'Important' note: 'Please review this Summary'. Below this, a paragraph summarizes the claim details, including the number of field parcels and total area. A table titled 'Payment' compares 'Contract' and 'Claimed' values for 'Number of Field Parcels', 'Total Area (ha)', and 'Eligible Area (ha)' for the year 2024.

			2024	
			Claimed	
	Number of Field Parcels	Total Area (ha)	Eligible Area (ha)	
Contract	3	1,213.83	1,147.45	
Claimed	3	1,213.83	1,147.45	

Any errors will be displayed in red:



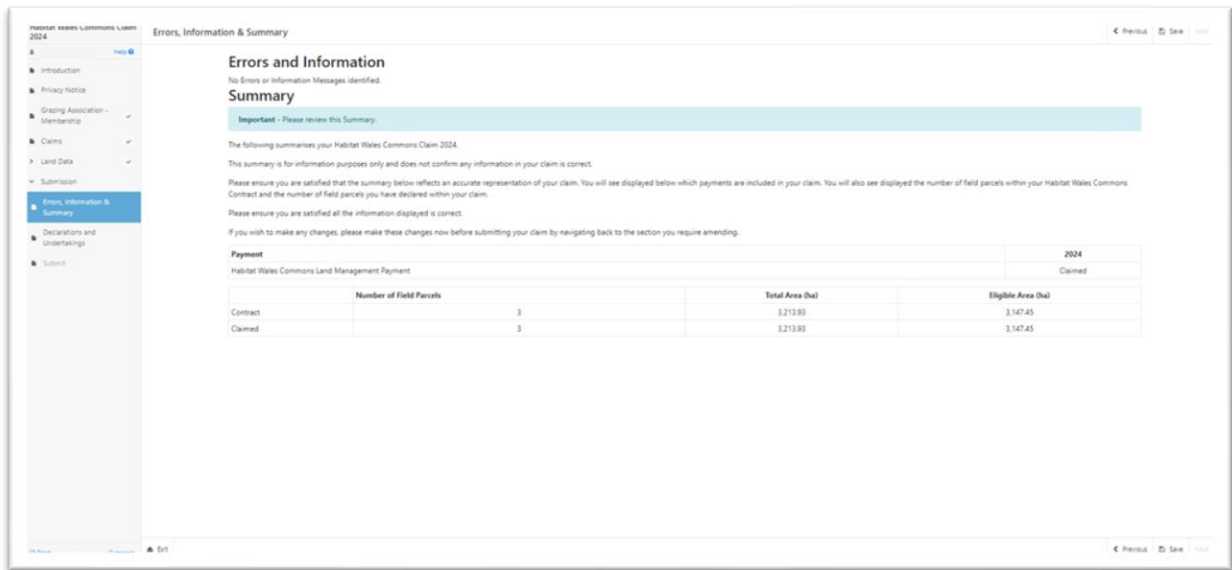
Any information messages will display the following message:



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

*Errors and Information*

*No Errors or Information Messages identified.*



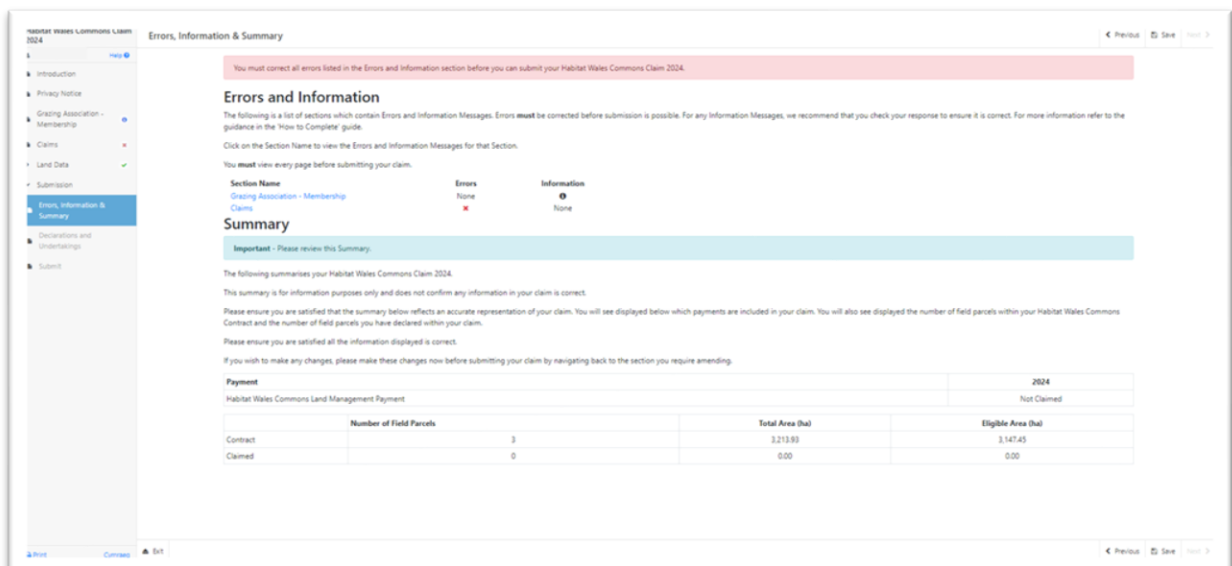
## Errors and Information

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:

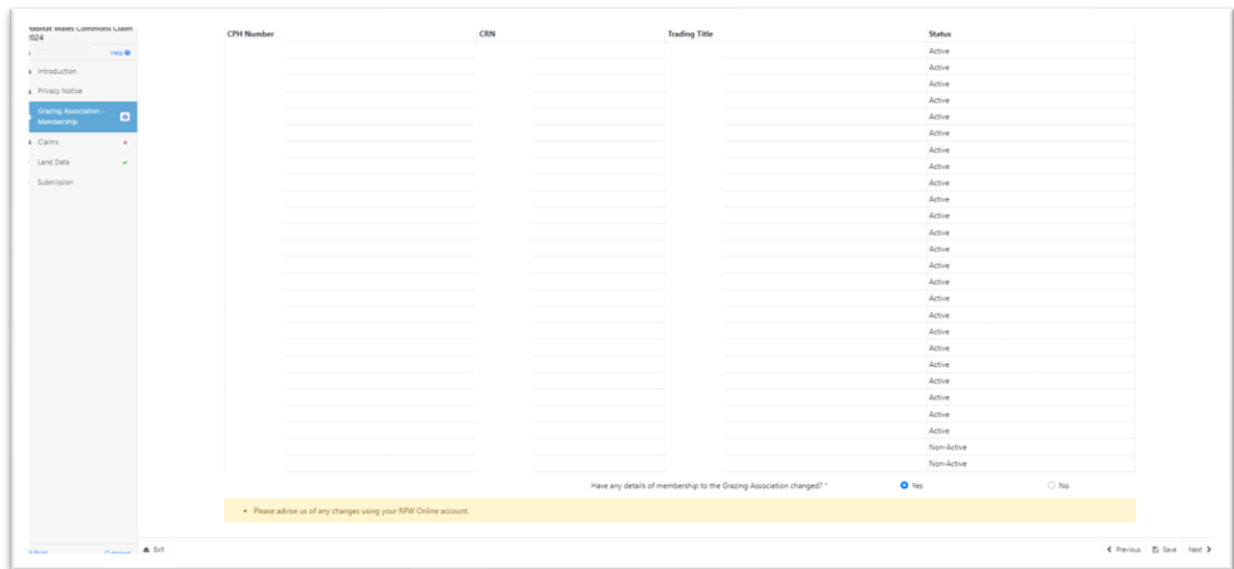


You will see the section name in blue, which is a link to return to the section, and also if there is an error or information regarding that section. Please click on the section title, which will navigate you to the section and the error or information message displayed on screen.

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

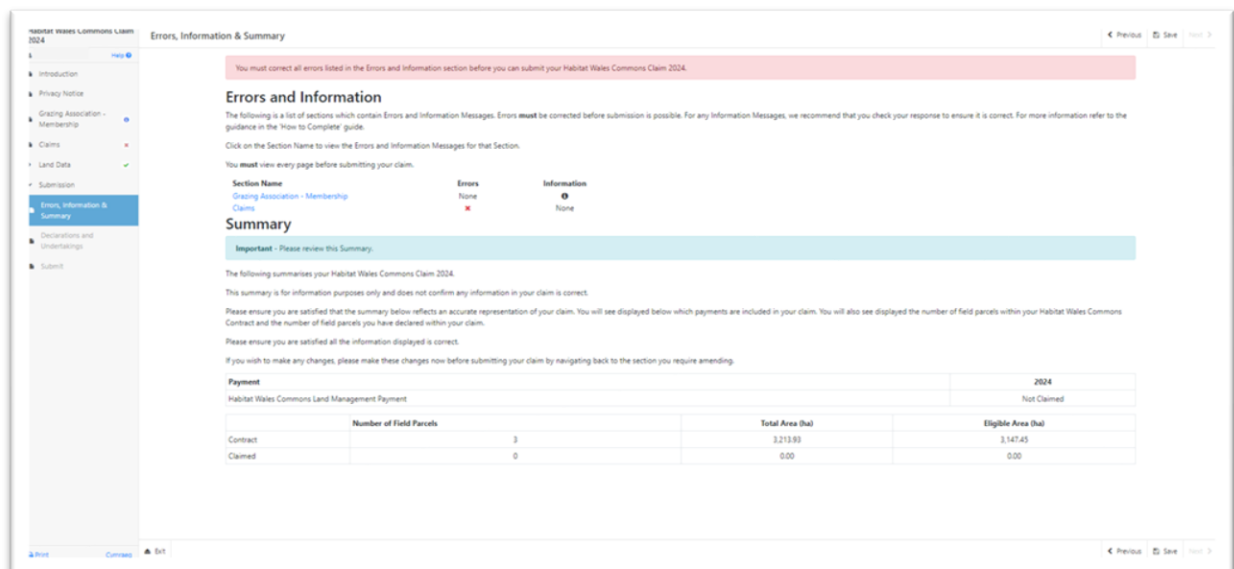
The example also shows Claims section has an Error displaying within the section, but no Information Message.

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

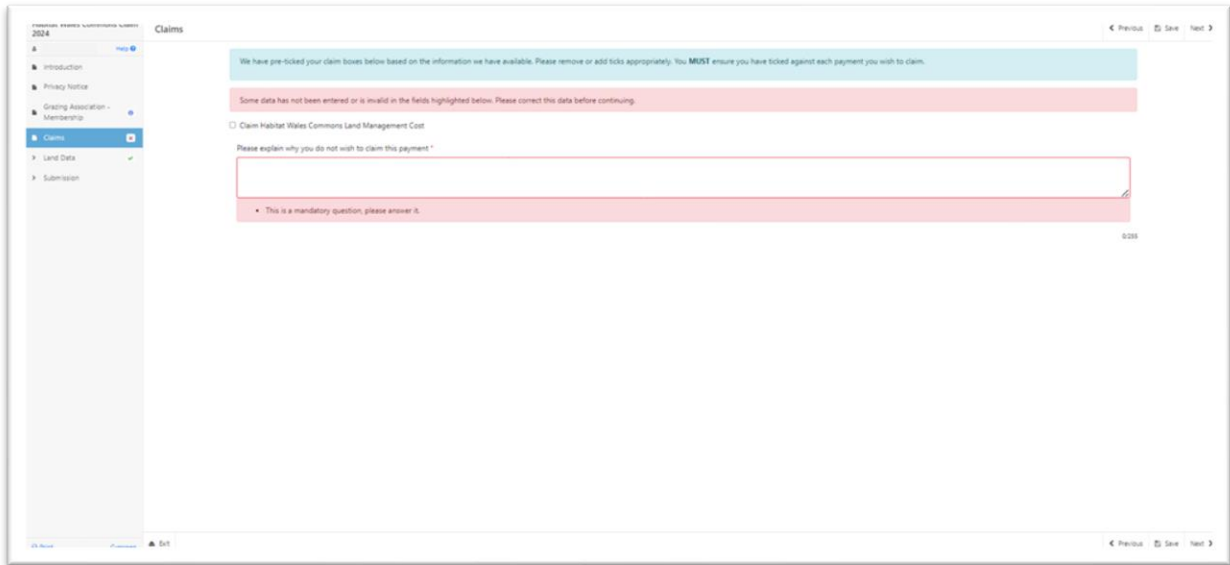


The information is informing you; because you have indicated there are changes to the details of the Grazing Association, you must inform Welsh Government of these changes via RPW Online.

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

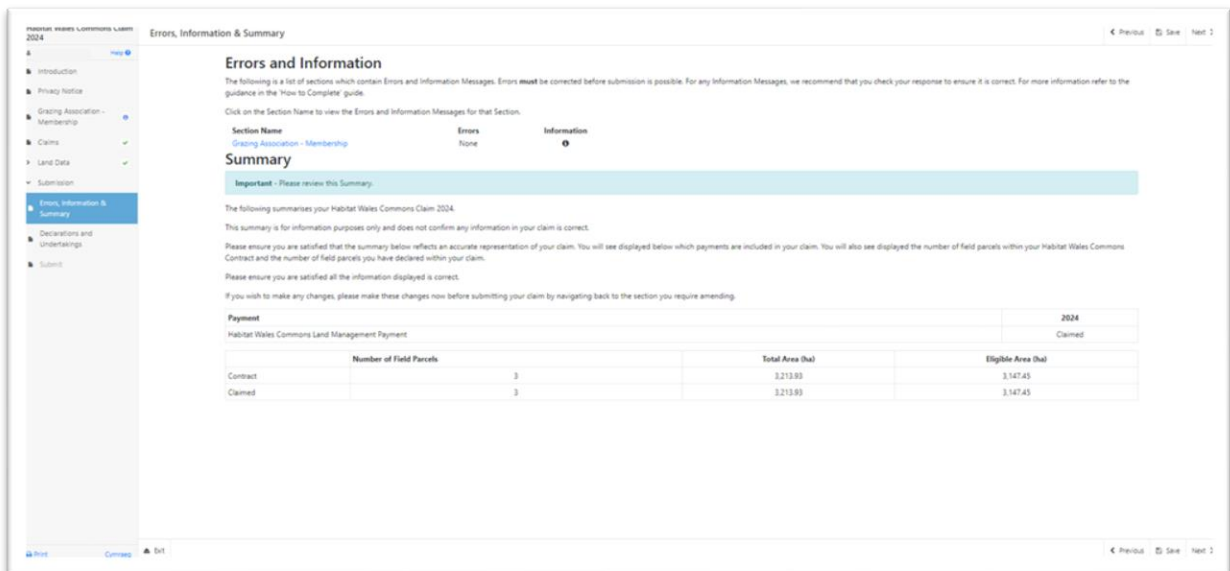


Displayed on screen you will see which errors are firing:



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.



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# 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.

summary			
<b>Important</b> - Please review this Summary.			
The following summarises your Habitat Wales Commons Claim 2024.			
This summary is for information purposes only and does not confirm any information in your claim is correct.			
Please ensure you are satisfied that the summary below reflects an accurate representation of 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 Contract and the number of field parcels you have declared 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 now before submitting your claim by navigating back to the section you require amending.			
Payment			2024
Habitat Wales Commons 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

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:

Summary			
<b>Important</b> - Please review this Summary.			
The following summarises your Habitat Wales Commons Claim 2024.			
This summary is for information purposes only and does not confirm any information in your claim is correct.			
Please ensure you are satisfied that the summary below reflects an accurate representation of 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 Contract and the number of field parcels you have declared 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 now before submitting your claim by navigating back to the section you require amending.			
Payment			2024
Habitat Wales Commons Land Management 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

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.

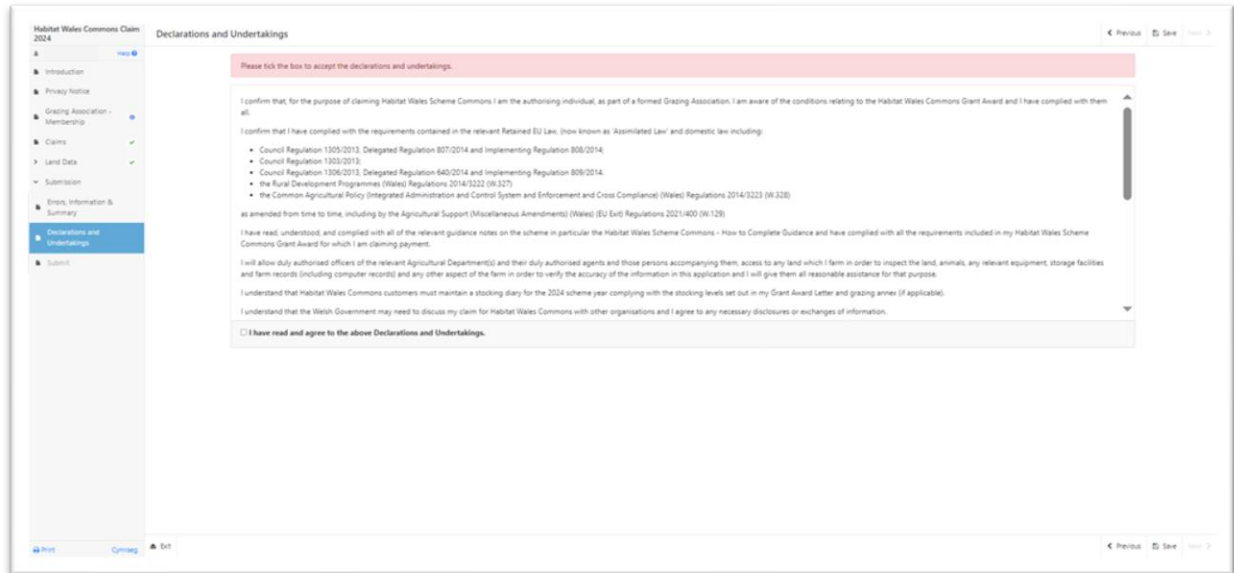
Summary			
<b>Important - Please review this Summary.</b>			
The following summarises your Habitat Wales Commons Claim 2024.			
This summary is for information purposes only and does not confirm any information in your claim is correct.			
Please ensure you are satisfied that the summary below reflects an accurate representation of 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 Contract and the number of field parcels you have declared 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 now before submitting your claim by navigating back to the section you require amending.			
<b>Payment</b>			<b>2024</b>
Habitat Wales Commons Land Management Payment			Claimed
	<b>Number of Field Parcels</b>	<b>Total Area (ha)</b>	<b>Eligible Area (ha)</b>
Contract	3	3,213.93	3,147.45
Claimed	3	3,213.93	3,147.45

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

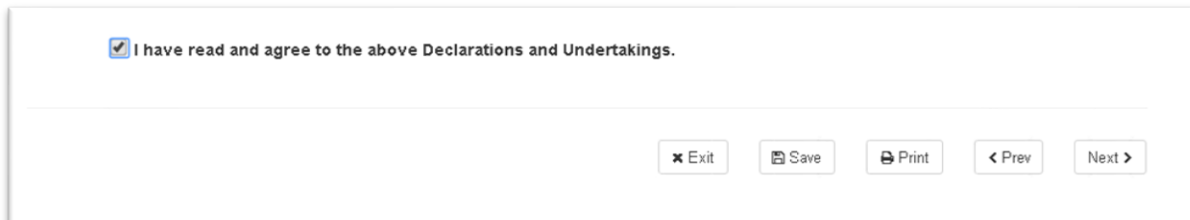
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# Declaration and Undertakings

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.



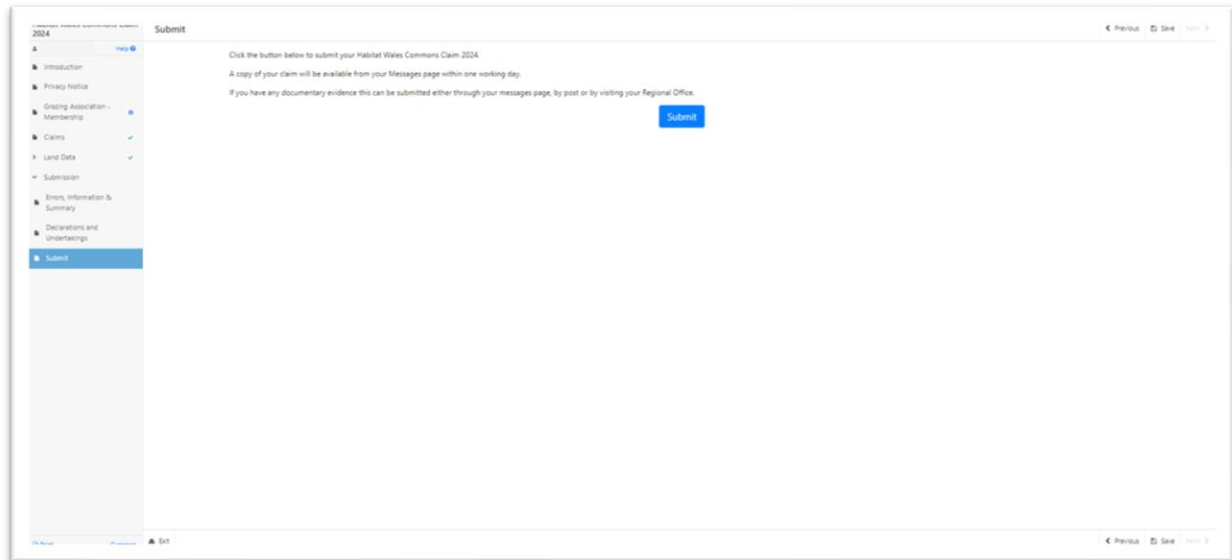
Once you have read and understood the declaration, please tick the box as shown below and select 'Next'.



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## Submit

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



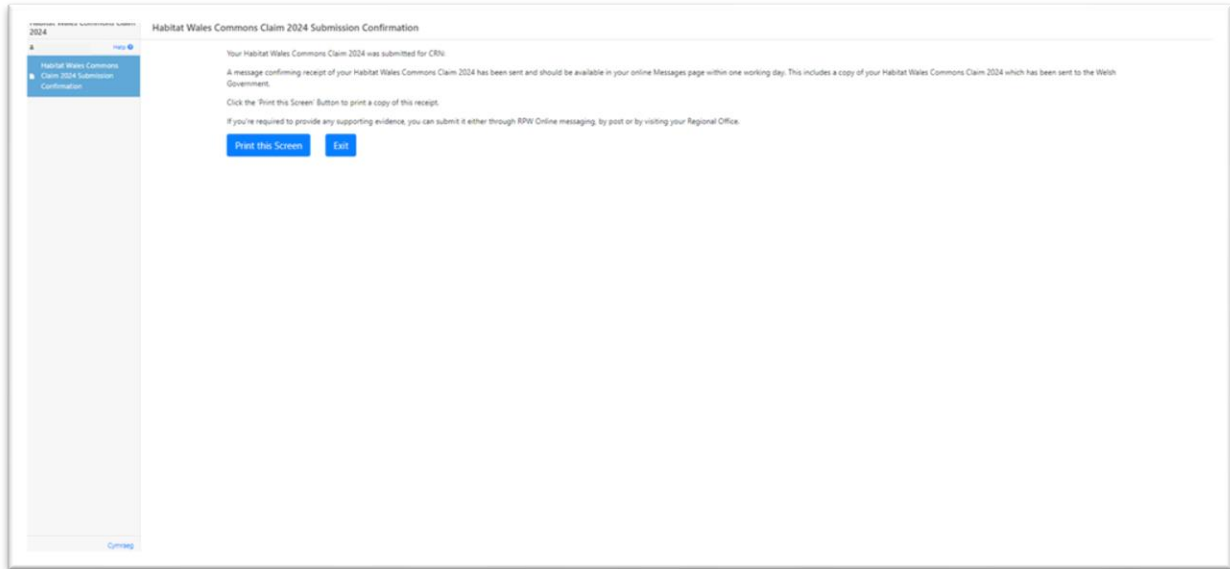
A copy of your claim will be available from your Messages page within one working day.

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.

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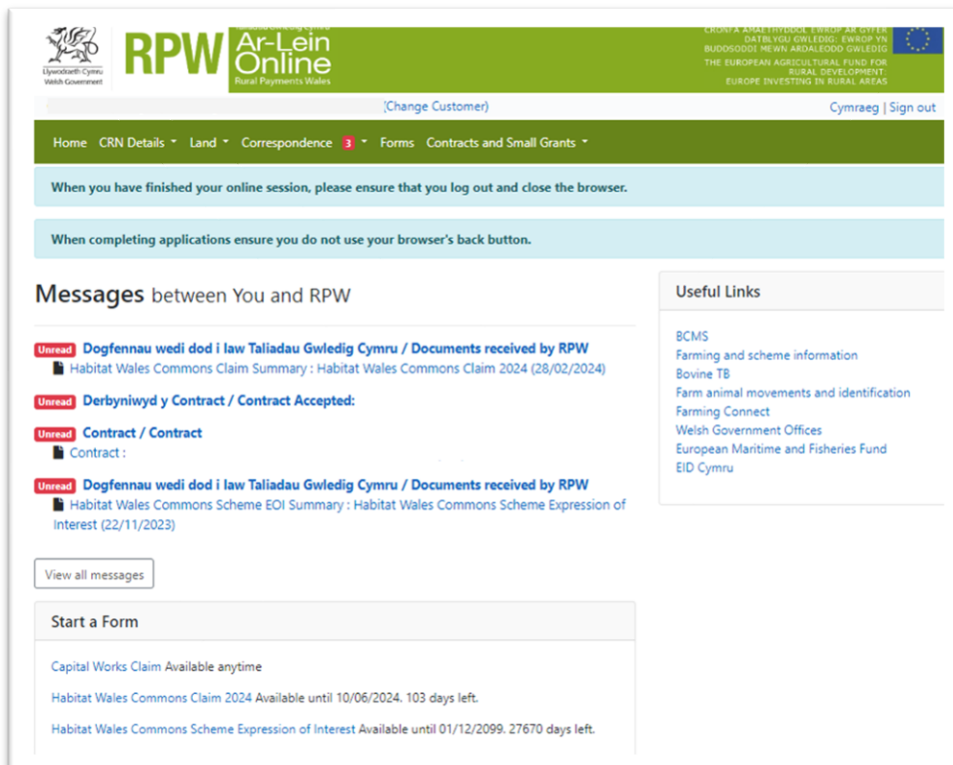
# Habitat Wales Commons Claim Submission Confirmation

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



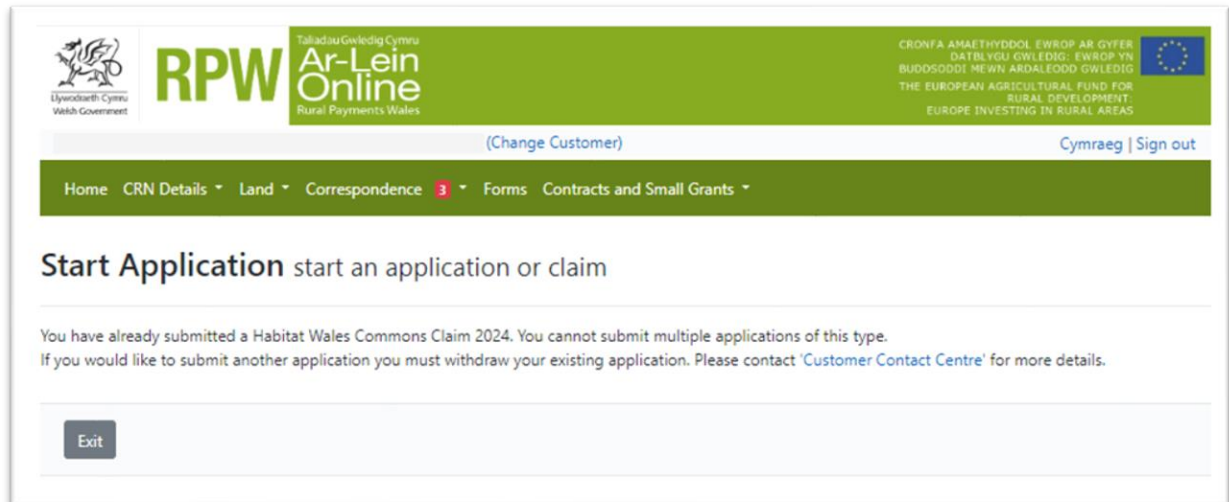
If you wish to print this screen as proof of submission, please select 'Print this Screen' button as seen above.

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



## 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:



The screenshot shows the RPW Ar-Lein Online portal. The header includes the Welsh Government logo, the RPW Ar-Lein Online logo, and the European Union logo with text in Welsh and English. The navigation menu includes Home, CRN Details, Land, Correspondence (with a red notification icon), Forms, and Contracts and Small Grants. The main content area displays the heading "Start Application start an application or claim" and a message: "You have already submitted a Habitat Wales Commons Claim 2024. You cannot submit multiple applications of this type. If you would like to submit another application you must withdraw your existing application. Please contact 'Customer Contact Centre' for more details." Below the message is an "Exit" button.

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.

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