



Llywodraeth Cymru
Welsh Government

Habitat Wales - Commons 2025

Claim Form How to complete guidance

Introduction

Habitat Wales Commons 2025 was only available to grazing association customers who had a valid Habitat Commons 2024 grant award. The claim form will be available to all Habitat Wales Commons customers who have accepted their 2025 grant award offer.

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

<https://www.gov.wales/habitat-wales-scheme-2024-rules-booklet-html>

The Welsh Government must receive your completed Habitat Wales Commons Claim 2025 no later than midnight on Thursday 15 May 2025. Applications received from 16 May 2025 up to and including 9 June 2025 will incur financial penalties. Applications and claims received after 9 June 2025 cannot be accepted.

Stocking diaries must be submitted to Welsh Government by 14 January 2026. Stocking diary templates are available on the Welsh Government website:

<https://www.gov.wales/habitat-wales-commons-scheme-stockings-diary>

<https://www.gov.wales/habitat-wales-commons-scheme-stockings-diary-option-2>

Payments will be made for Habitat Wales Commons Claim 2025 from February 2026.

These instructions will give you step-by-step guidance on how to complete your Habitat Wales Commons Claim 2025.

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:

<https://www.gov.wales/habitat-wales-commons-scheme-2025-using-rpw-online-complete-your-claim-form>

by selecting the Habitat Wales Commons Claim 2025 – 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

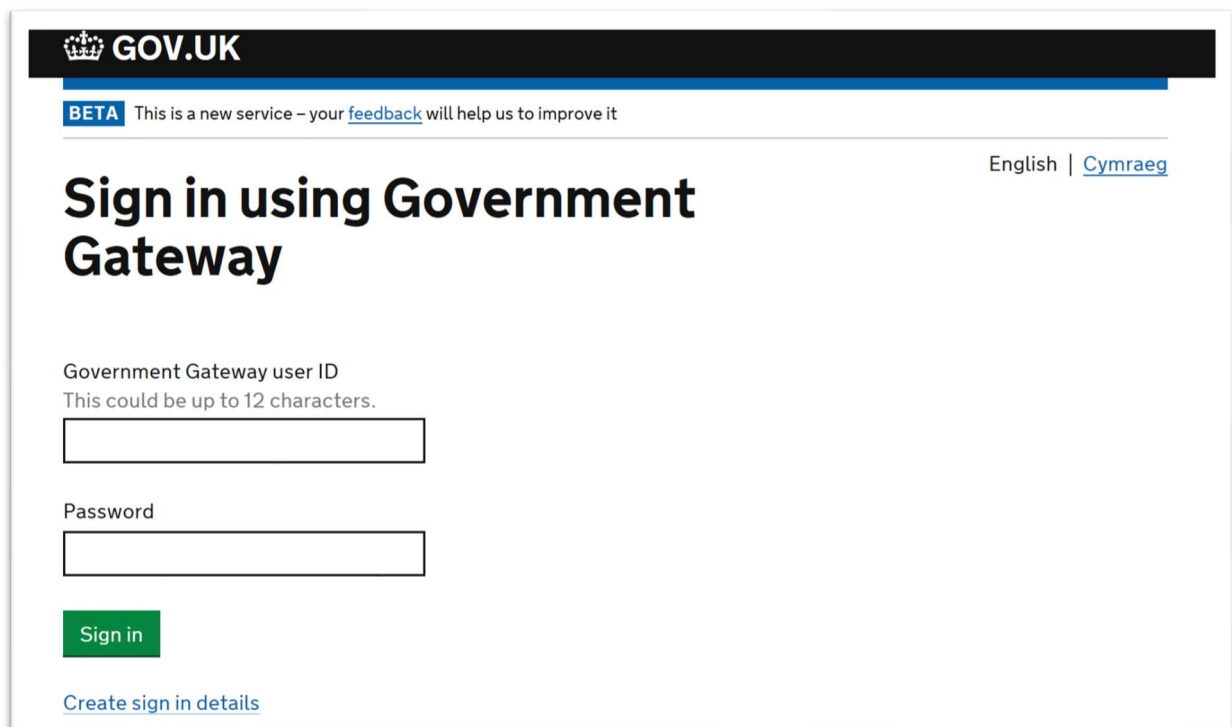
RPW Online Home Page

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 RPW Online sign-in page. 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 title "Sign in using Government Gateway" is displayed in large, bold, black text. To the right of the title, there are language options: "English | [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 located below the password field. At the bottom left, there is a link "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.

RPW Ar-Lein Online

Charles Estate Agent - Viewing CRN: (Change Customer) Cymraeg | Sign out

Home CRN Details Land Correspondence 28 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.

Please remember to sign out of your account when you have finished by clicking 'Sign out' at the top right of the page. If you use a shared device, failing to sign out correctly could put your account and information at risk.

Messages between You and RPW

- Unread** Dogfennau wedi dod i law Talladau Gwledig Cymru / Documents received by RPW
 - Habitat Wales Commons Claim Summary : Habitat Wales Commons Claim 2025 (24/01/2025)
- Unread** Derbyniwyd y Contract / Contract Accepted: (2.00)
- Unread** Contract / Contract
 - Contract : HabitatCommonsContract_v2.00_20250115.pdf.pdf (15/01/2025)
- Unread** Datganiad Talu / Payment Statement
 - Payment Statement : E_HWCS Claim 2024 pdf (01/08/2024)

[View all messages](#)

Start a Form

- Appeal Available anytime
- Capital Works Claim Available anytime
- Habitat Wales Commons Claim 2025 Available until 09/06/2025. 124 days left.
- INRS - Project Delivery Plan Available until 31/12/2025. 329 days left.
- Nutrient Management Investment Scheme Expression of Interest Available until 31/12/2050. 9460 days left.
- Small Grants - Efficiency Expression of Interest Available until 31/12/2099. 27357 days left.
- Wales Vessel Monitoring Scheme Application Available until 31/12/2029. 1790 days left.
- Woodland Restoration Scheme Expression of Interest Available until 31/12/2099. 27357 days left.

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

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

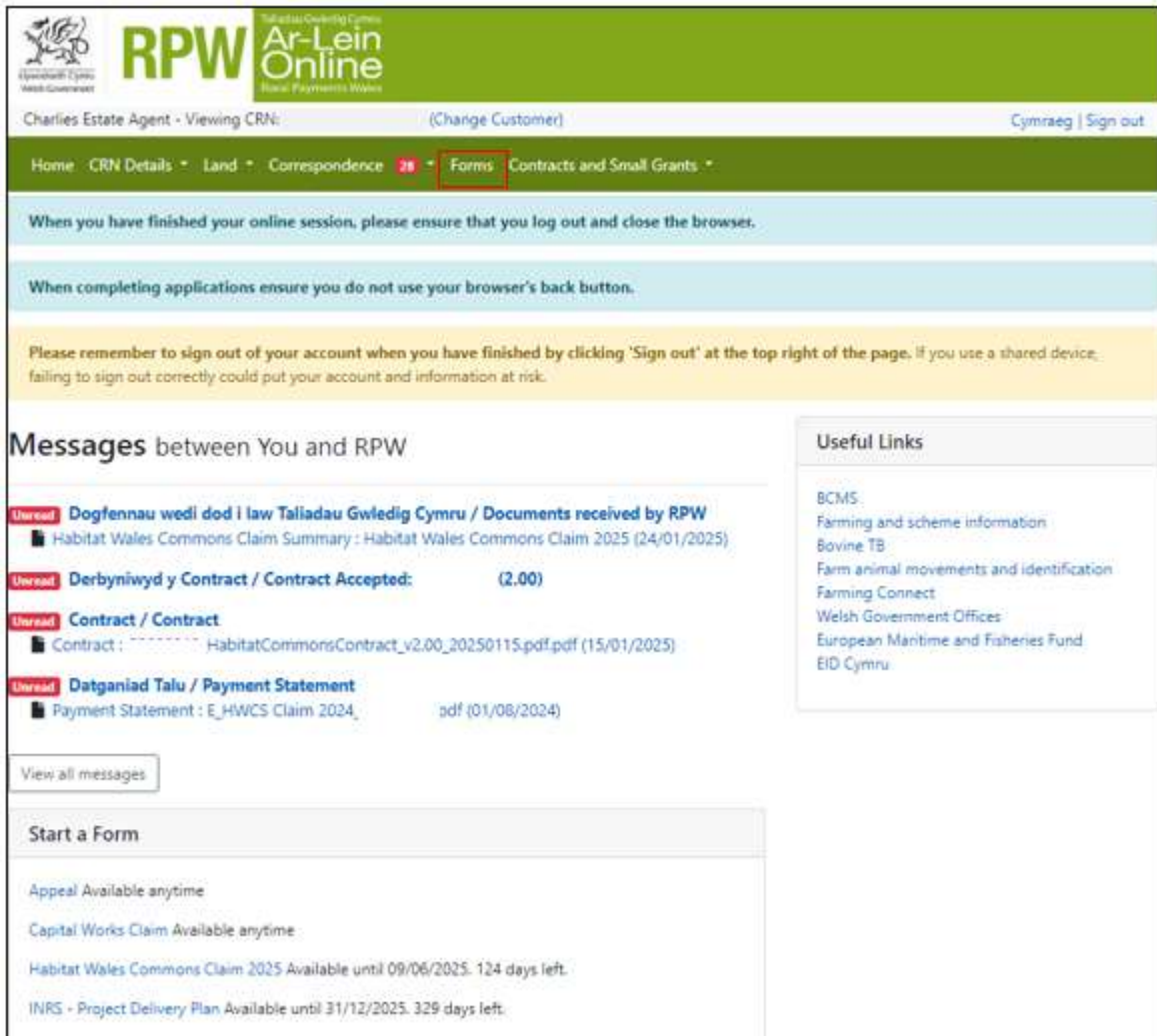
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Accessing your Claim

The Habitat Wales Commons Claim 2025 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 green header with the RPW logo and 'Ar-Lein Online' text. Below the header, the user is logged in as 'Charles Estate Agent - Viewing CRN' with a '(Change Customer)' link and 'Cymraeg | Sign out' options. A navigation bar includes 'Home', 'CRN Details', 'Land', 'Correspondence' (with a red notification badge '20'), 'Forms', and 'Contracts and Small Grants'. Three informational banners are present: a light blue one about logging out, another light blue one about not using the browser's back button, and a yellow one reminding users to sign out properly. The main content area is titled 'Messages between You and RPW' and lists three unread messages: 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW' (dated 24/01/2025), 'Derbyniwyd y Contract / Contract Accepted: (2.00)', and 'Datganiad Talu / Payment Statement' (dated 01/08/2024). A 'View all messages' button is located below the list. To the right, a 'Useful Links' sidebar lists various resources like BCMS, Farming and scheme information, and Welsh Government Offices. At the bottom, a 'Start a Form' section lists available forms: 'Appeal Available anytime', 'Capital Works Claim Available anytime', 'Habitat Wales Commons Claim 2025 Available until 09/06/2025. 124 days left.' (highlighted with a red box), and 'INRS - Project Delivery Plan Available until 31/12/2025. 329 days left.'

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 interface. At the top left is the RPW logo with the text 'Rhydolwedd Cymru' and 'Welsh Government'. To the right of the logo is the text 'RPW Ar-Lein Online Rural Payments Wales'. Below the logo, it says 'Charles Estate Agent - Viewing CRN: (Change Customer) Cymraeg | Sign out'. A navigation bar contains the following items: Home, CRN Details, Land, Correspondence (with a red '28' notification), **Forms** (highlighted with a red box), and Contracts and Small Grants. Below the navigation bar are three informational messages: '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.', and 'Please remember to sign out of your account when you have finished by clicking 'Sign out' at the top right of the page. If you use a shared device, failing to sign out correctly could put your account and information at risk.'

Messages between You and RPW

- Unread** Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW
 - Habitat Wales Commons Claim Summary : Habitat Wales Commons Claim 2025 (24/01/2025)
- Unread** Derbyniwyd y Contract / Contract Accepted: (2.00)
- Unread** Contract / Contract
 - Contract : HabitatCommonsContract_v2.00_20250115.pdf.pdf (15/01/2025)
- Unread** Datganiad Talu / Payment Statement
 - Payment Statement : E_HWCS Claim 2024, pdf (01/08/2024)

[View all messages](#)

Start a Form

- Appeal Available anytime
- Capital Works Claim Available anytime
- Habitat Wales Commons Claim 2025 Available until 09/06/2025. 124 days left.
- INRS - Project Delivery Plan Available until 31/12/2025. 329 days left.

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

You may change the language displayed for your online account at any time 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 RPW Ar-Lein Online portal. At the top left is the Welsh Government logo and the text 'RPW Ar-Lein Online'. Below this, it says 'Charlies Estate Agent - Viewing' and '(Change Customer)'. A navigation bar contains links for 'Home', 'CRN Details', 'Land', 'Correspondence', 'Forms', and 'Contracts and Small Grants'. The main heading is 'Start Application start an application or claim'. The text explains that the user has asked to complete the 'Habitat Wales Commons Claim 2025' online. It states that RPW Online will prompt for required information and that the application will not be submitted until the 'Submit' option is clicked. It also mentions a deadline of 15 May 2025 for receiving supporting information and 9 June 2025 for submitting the form. A 'Customer Contact Centre' is mentioned for further guidance. Below this, there are two columns of links: 'Customer Details' (Trading Title, Address, Postcode, Telephone Number, Email Address, Number of Partners) and 'Online Preferences' (Email or SMS (Text) Preference, Email Address, Mobile Number). At the bottom left are 'Start' and 'Cancel' buttons. At the bottom right are links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.

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.

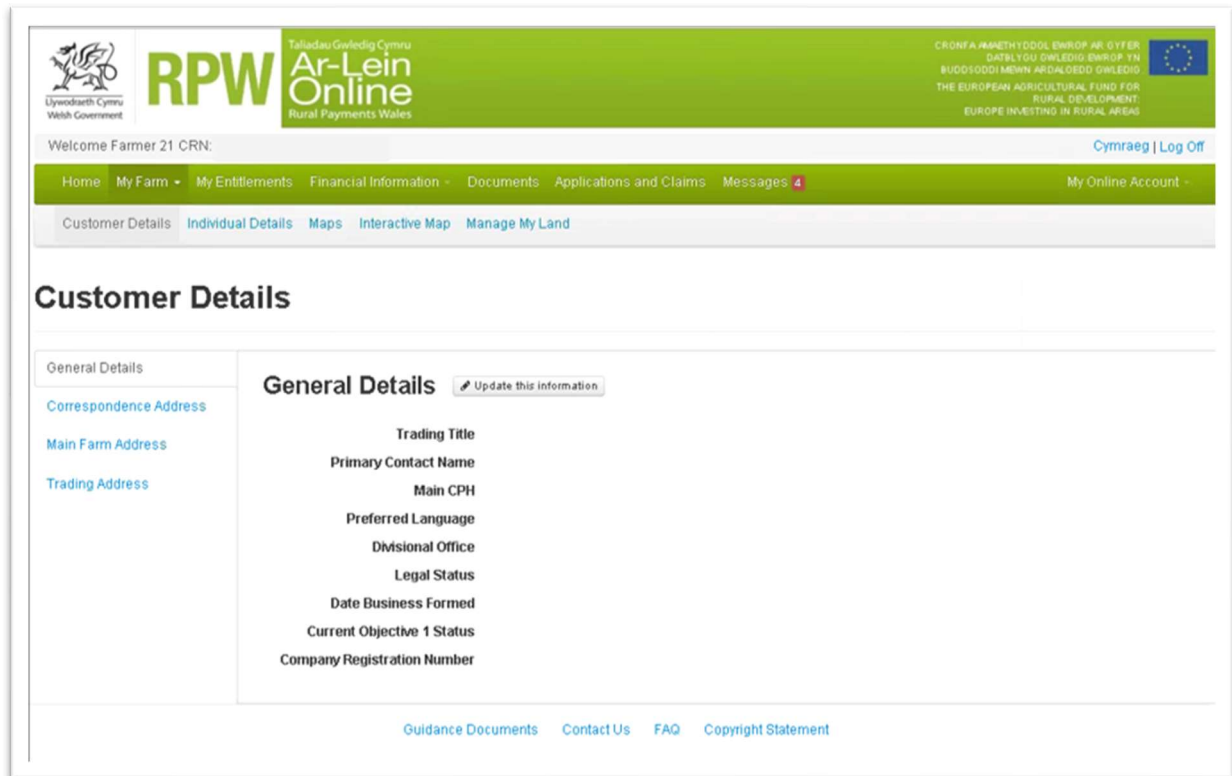
Customer Details	Online Preferences
Trading Title	Email or SMS (Text) Preference
Address	Email Address
	Mobile Number
Postcode	
Telephone Number	
Email Address	
Number of Partners	

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.

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Customer Details - Amending details

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



The screenshot displays 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 (4), and My Online Account. A secondary navigation bar includes Customer Details, Individual Details, Maps, Interactive Map, and Manage My Land.

Customer Details

General Details

- [Correspondence Address](#)
- [Main Farm Address](#)
- [Trading Address](#)

General Details

- Trading Title
- Primary Contact Name
- Main CPH
- Preferred Language
- Divisional Office
- Legal Status
- Date Business Formed
- Current Objective 1 Status
- Company Registration Number

[Guidance Documents](#) [Contact Us](#) [FAQ](#) [Copyright Statement](#)

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Online Preferences - Amending details

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

The screenshot displays the 'Online Preferences' interface for RPW Online. The header features the Welsh Government logo, the RPW logo, and the 'Ar-Lein Online Rural Payments Wales' branding. It also includes the text 'CRONFA #GAETHYDDOL EWROP AN GYFFER' and 'THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS'. A welcome message for 'Farmer 72' is visible, along with a 'Cymraeg | Log Off' link. The 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' and includes a sub-section for 'Customer Contact Details' with an 'Update this information' button. The sub-section lists 'Email or SMS Preference', 'Email Address', 'Mobile Number', and 'Preferred Correspondence'. At the bottom, there are 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 2025, 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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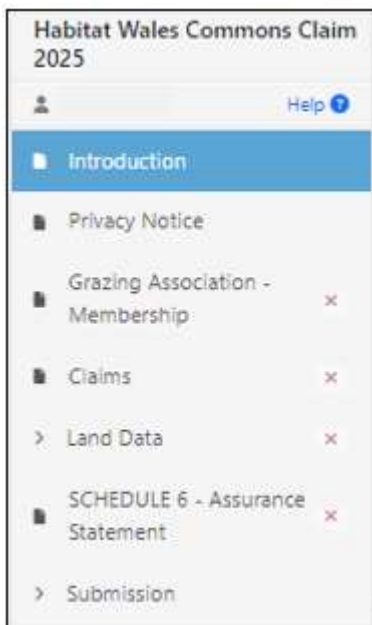
Page List and Navigation

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.

Rural Wales Commons Claim 2025 Privacy Notice

Privacy notice: Welsh Government grants
How we will handle any personal data you provide in relation to your grant application or request for grant funding.

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

The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.

A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.

In order to assess eligibility we may also need to share personal information relating to your application with Regulatory Authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.

Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information, to fulfil its obligations under the Freedom of Information Act 2000, the Environmental Information Act 2004, the Data Protection Act 2018 or the European Union (Withdrawal) Act 2018.

The Welsh Government will publish details of the amounts paid to Rural Support beneficiaries. Data will be published for all beneficiaries, and will include the name and locality of the farmer/land manager and details of the amounts and schemes for which subsidy has been paid. However, for those receiving less than the equivalent of £1,250 in subsidies the name will be withheld. The data will be published annually on 31 May and remain available for two years from the date it is published.

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payment have been made. However, if the funding is awarded under General Block Exemption or De Minimis, your personal data will be kept for 10 years from the conclusion of any aid awards. If you are unsuccessful your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you;
- to require us to rectify inaccuracies in that data;
- to (in certain circumstances) object to or restrict processing;
- to (in certain circumstances) your data to be erased;
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below.

Data Protection Officer
Welsh Government
Carmarthen
Cardiff
CF10 2WJ
Email: dataprotection@wales.gov.uk

The contact details for the Information Commissioner's Office are:
2nd Floor, Churchill House
Churchoill Way
Cardiff
CF10 2WJ
Telephone: 0303 1234 8431
Website: <https://ico.org.uk/>

Should you have any queries regarding this privacy statement please contact the RWC Customer Contact Centre.
<https://gov.wales/gov/ico-notice-welsh-government-grants>

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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.

Displayed below is the current status of your Grazing Association Membership as in your Habitat Wales Commons Contract. Please check these details are correct.
You **MUST** answer the question at the bottom of the page.

Here is a list of the Grazing Association members recorded on the current version of the contract:

CPH Number	CRN	Trading Title	Status
		L CUEBAS	Active
		A ZAPIL	Active
		W LAURIA	Active
		M CHEBAHTAN	Active

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

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? * 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.

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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.

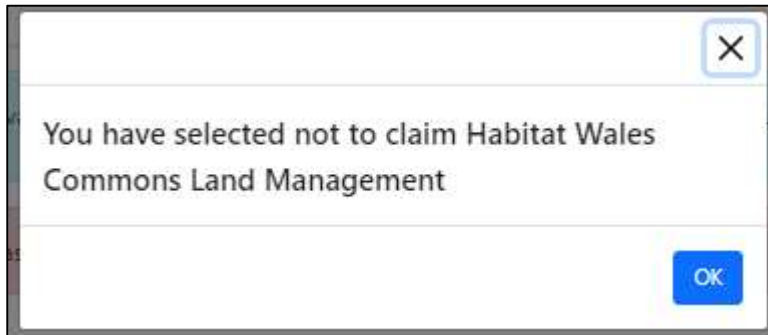
If you are a Habitat Wales Commons Advanced customer, you will have to opportunity to also claim your Habitat Wales Commons Additional Management Payment. If you are not a Habitat Wales Commons Advanced customer, this tick box will not appear on your claim.

The screenshot shows the 'Claims' section of the 'Habitat Wales Commons Claim 2025' form. A light blue banner at the top reads: "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, there is a single pre-ticked checkbox labeled "Claim Habitat Wales Commons Land Management Payment". The left-hand navigation menu includes sections for Introduction, Privacy Notice, Grazing Association - Membership, Claims (which is highlighted), Land Data, SCHEDULE 6 - Assurance Statement, and Submission. The bottom of the screen features a footer with "Print", "Cymraeg", and "Exit" options, and navigation buttons for "Previous", "Save", and "Next".

This screenshot shows the 'Claims' section of the 'Habitat Wales Commons Claim 2025' form, similar to the one above but with an additional option. The light blue banner at the top is identical. Below it, there are two pre-ticked checkboxes: "Claim Habitat Wales Commons Land Management Payment" and "Claim Habitat Wales Commons Additional Management Payment". Below these checkboxes is a 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? *". This question has two radio button options: "Yes" and "No". The left-hand navigation menu is the same as in the first screenshot. The footer at the bottom includes "Print", "Cymraeg", and "Exit" options, along with "Previous", "Save", and "Next" navigation buttons.

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:



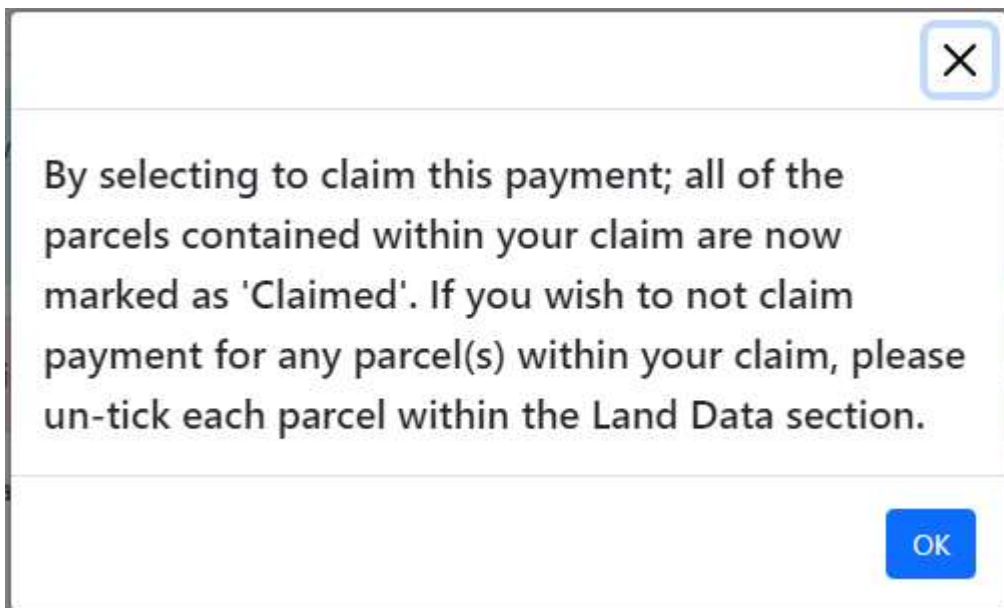
This pop-up box is informing you, that you have selected to not claim Habitat Wales Commons Land Management Payment.

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:

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 2025'. It includes a navigation menu on the left with options like 'Introduction', 'Privacy Notice', 'Grazing Association - Membership', 'Claims', 'Land Data', 'SCHEDULE 6 - Assurance Statement', and 'Submission'. The main content area contains several informational messages and a table. The messages include: '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.', 'Some data has not been entered or is invalid in the fields highlighted below. Please correct this data before continuing.', and '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?'. Below these is a table with the following structure:

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

The table has a 'Remove' button next to each row. An 'Add Activity' button is located at the top right of the table area.

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 messages and form elements are identical to the previous screenshot. The table now contains one row of data:

Sheet Reference *	Field Number *	Option *	Activity Id *	Comments *
SH1234	5678	411	TE001	Could not maintain stocking levels

The 'Remove' button is visible next to the populated row.

Once you have completed the required information, please select 'Save' and then 'Next'.

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

Habitat Wales Commons Claim 2025

Claims

Introduction
Privacy Notice
Grazing Association - Membership
Claims
Land Data
SCHEDULE 6 - Assurance Statement
Submission

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.

Some data has not been entered or is invalid in the fields highlighted below. Please correct this data before continuing.

Claim Habitat Wales Commons Land Management Payment
 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

This is a mandatory question, please answer it.

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 *
SH1234	5678	411	TE001	Could not maintain stocking levels

34/255
0/255

Print Cymraeg 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.

Please click 'Open' to view or amend the details of a Field Parcel. You **MUST** view every field parcel before submitting your claim.

Field Parcel Search: e.g. 'SN4146 2629' Find Find Next

	Registered County Name	Common Land Number	Sheet Ref.	Field No.	Field Size (ha)	Max. Eligible Area (ha)	Claimed	Follow Up	Add Field
<input type="checkbox"/>	CAERNARFON	75	SN41	26	23.32	23.29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add Field"/>

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.

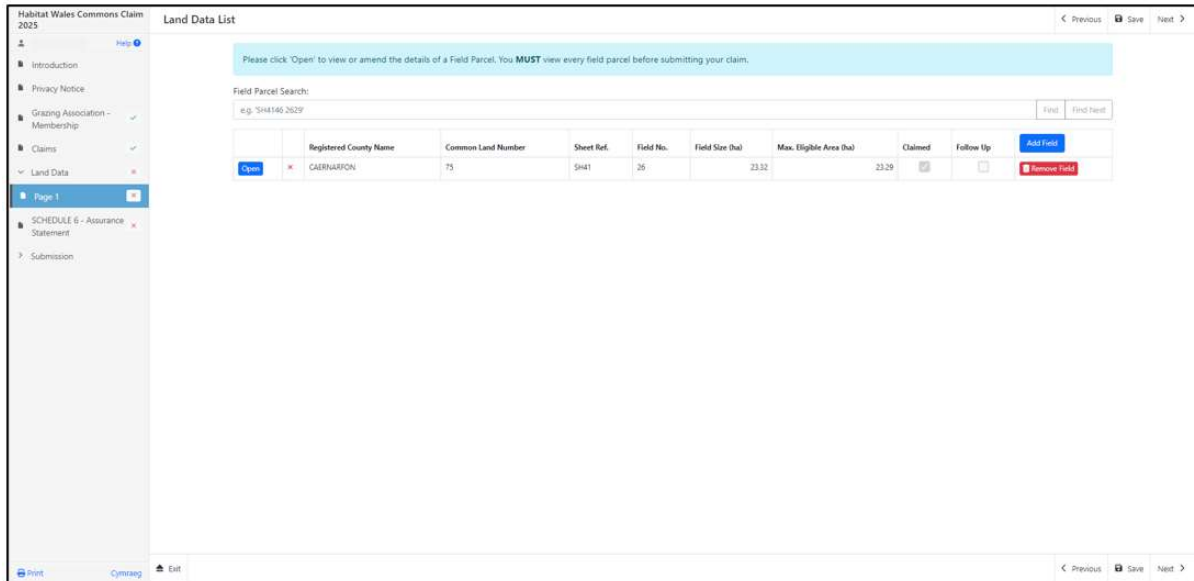
If you wish to remove a parcel from the Habitat Wales Commons Claim 2024 – please use the 'Remove Field' button. If you wish to reinstate a parcel, please select Restore Field button – this function is only available if you have removed a field.

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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:



The screenshot shows the 'Land Data List' interface. At the top, there is a navigation bar with 'Previous', 'Save', and 'Next' buttons. Below this is a message: 'Please click 'Open' to view or amend the details of a Field Parcel. You **MUST** view every field parcel before submitting your claim.' A search bar labeled 'Field Parcel Search:' contains the text 'e.g. SH4146 2629'. Below the search bar is a table with the following columns: Registered County Name, Common Land Number, Sheet Ref., Field No., Field Size (ha), Max. Eligible Area (ha), Claimed, Follow Up, and an 'Add Field' button. The first row of the table shows 'CAERNARFON', '75', 'SH41', '26', '23.52', '23.29', and a red 'Remove Field' button. The 'Add Field' button is highlighted in blue.

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



The 'Add Field' dialog box has a title bar 'Add Field'. Below the title bar are two input fields: 'Sheet Reference *' and 'Field Number *'. The 'Sheet Reference *' field is empty. The 'Field Number *' field is empty. At the bottom right of the dialog box are two buttons: 'Cancel' and 'OK'.

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:

Habitat Wales Commons Claim 2025

Land Data Details

Please check that all parcel details are accurate, make any necessary corrections and indicate whether you wish to claim.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
LUIC	LUIC	SH1234	5678	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Claimed Area		Crop	Area
Total Field Size (ha)	Eligible Area (ha)		
0.00	0.00		

[Add Crop](#) [Remove](#)

Print Cymraeg Edit Previous Save 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:

Ffurflen Hawlio Cymetlin Cymru - Tir Comin 2025

Manylion Parseli Tir

Cofiwch sicrhau bod manylion y parsel'n gywir, genned unrhyw gywiradau angenrheidiol a nodi a ydych chi am hawlio talaad ai peidio.

Enw'r Sir Gofrestru	Rhif y Comin	Rhif y Ddalen	Rhif y Cae	Hawlio	Ded ym ôl
LUIC	LUIC	SH1234	5678	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cwrd Arwynebedd [Ychwanegu Cwrd](#) [Dilwch](#)

VYNS MON
 ABERHONDDU
 CAERNARFON
 SIR GAERFFRIDDIN
 CASTLEMARTIN RAC
 CEREDIGION
 CONWY
 DINEBYCH
 FLINT
 GWENT
 MERIONNYDD
 MORGANWYG GANOL
 TREFALDWIN
 SIR BENFRO
 MAESYFED
 DE MORGANWYG
 ABERAWE
 GORLEWIN MORGANWYG
 WRECCSAM

Print English Gadael Previous Save Next

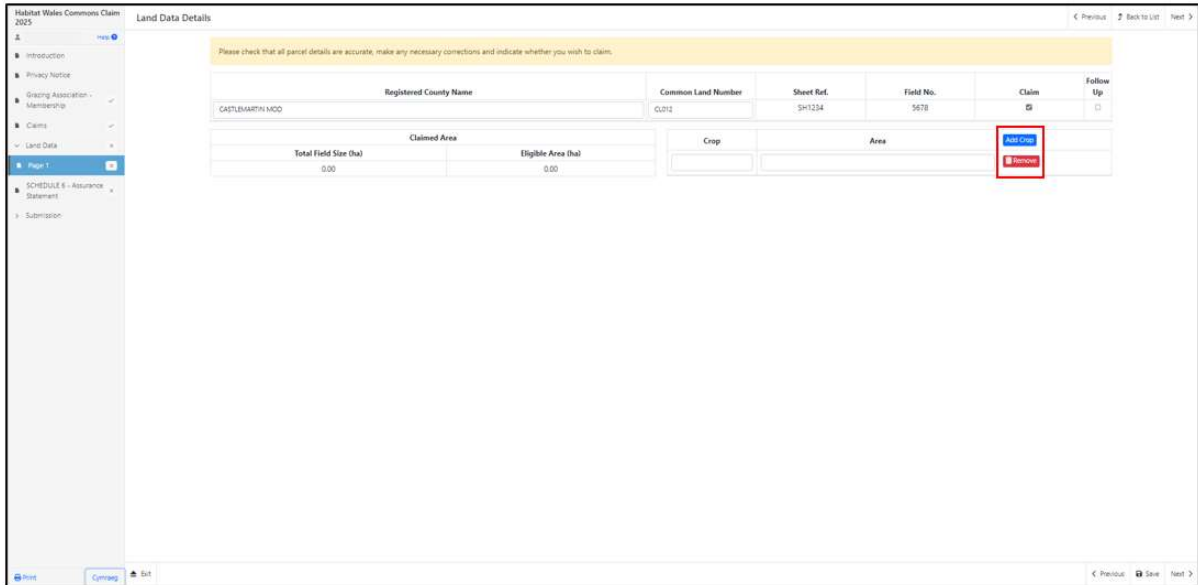
Once you have selected the county name, please enter the Common Land Number.

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:

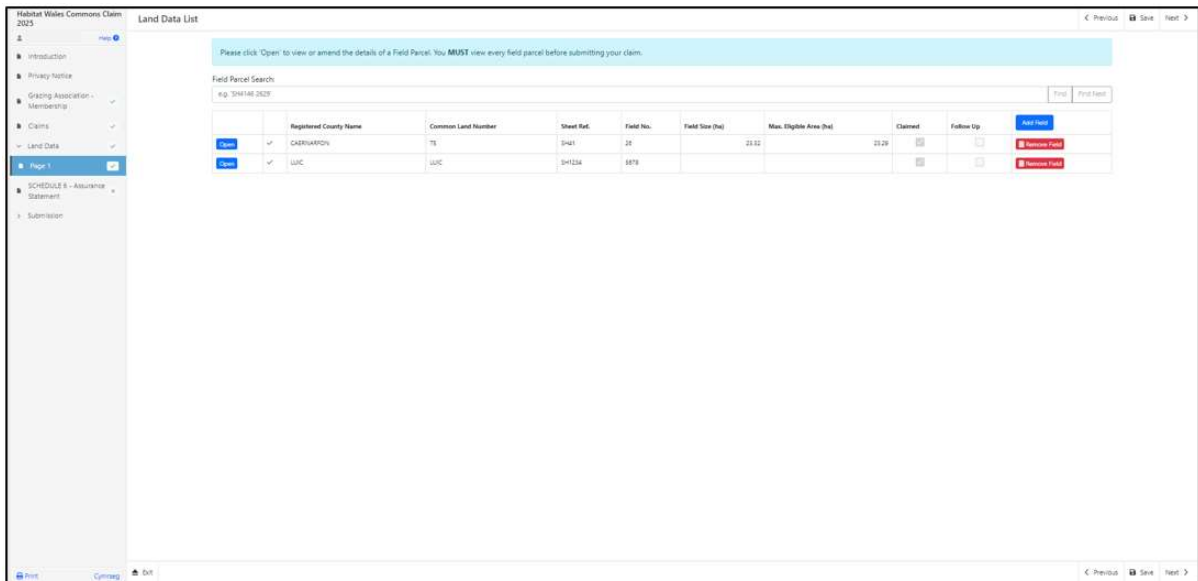
Please see [Habitat Wales Commons Crop and Permanent Feature Codes](#) section for the full description of the crop codes and permanent feature codes available under Habitat Wales Commons.

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 shows a web application interface titled "Land Data List" for a "Habitat Wales Common Claim 2025". A navigation sidebar on the left includes sections for "Introduction", "Privacy Notice", "Grazing Association - Membership", "Claims", "Land Data", "Page 1", "SCHEDULE 8 - Assurance Statement", and "Submission". The main content area features a search bar for "Field Parcel Search" with a "Find" button. Below the search bar is a table with the following columns: "Registered County Name", "Common Land Number", "Sheet Ref.", "Field No.", "Field Size (ha)", "Max. Eligible Area (ha)", "Claimed", and "Follow Up". The table contains two rows of data. The first row shows "DORSET" as the county, "79" as the common land number, "S441" as the sheet reference, "2F" as the field number, and "23.32" as the field size. The second row shows "WOC" as the county, "WOC" as the common land number, "S41234" as the sheet reference, "8879" as the field number, and an empty field size. Each row has a blue "Add Field" button on the left and a red "Remove Field" button on the right. A blue banner at the top of the table area reads: "Please click 'Open' to view or amend the details of a Field Parcel. You MUST view every field parcel before submitting your claim." The interface also includes "Print" and "Logout" buttons at the bottom left and "Previous", "Save", and "Next" navigation buttons at the bottom right.

	Registered County Name	Common Land Number	Sheet Ref.	Field No.	Field Size (ha)	Max. Eligible Area (ha)	Claimed	Follow Up	
Open	DORSET	79	S441	2F	23.32	23.32	<input type="checkbox"/>	<input type="checkbox"/>	Add Field
Open	WOC	WOC	S41234	8879			<input type="checkbox"/>	<input type="checkbox"/>	Remove Field

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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:

Habitat Wales Commons Claim 2025 Land Data Details

Please check that all parcel details are accurate, make any necessary corrections and indicate whether you wish to claim.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
CAERNARFON	75	SH41	26	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Total Field Size (ha)	Max. Eligible Area (ha)
23.32	23.29

Claimed Area	
Total Field Size (ha)	Eligible Area (ha)
23.29	23.29

Crop	Area	
GR2	23.29	<input type="button" value="Remove"/>
ZZ30	0.03	<input type="button" value="Restore"/>

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.

Habitat Wales Commons Claim 2025 Land Data Details

Please check that all parcel details are accurate, make any necessary corrections and indicate whether you wish to claim.

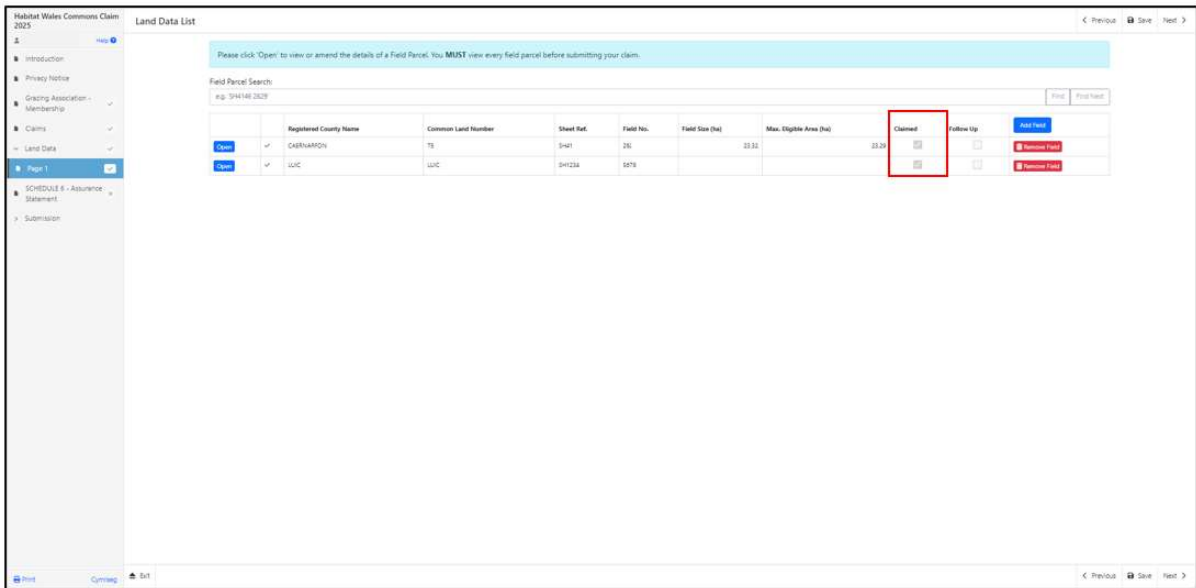
Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
CAERNARFON	75	SH41	26	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Total Field Size (ha)	Max. Eligible Area (ha)
23.32	23.29

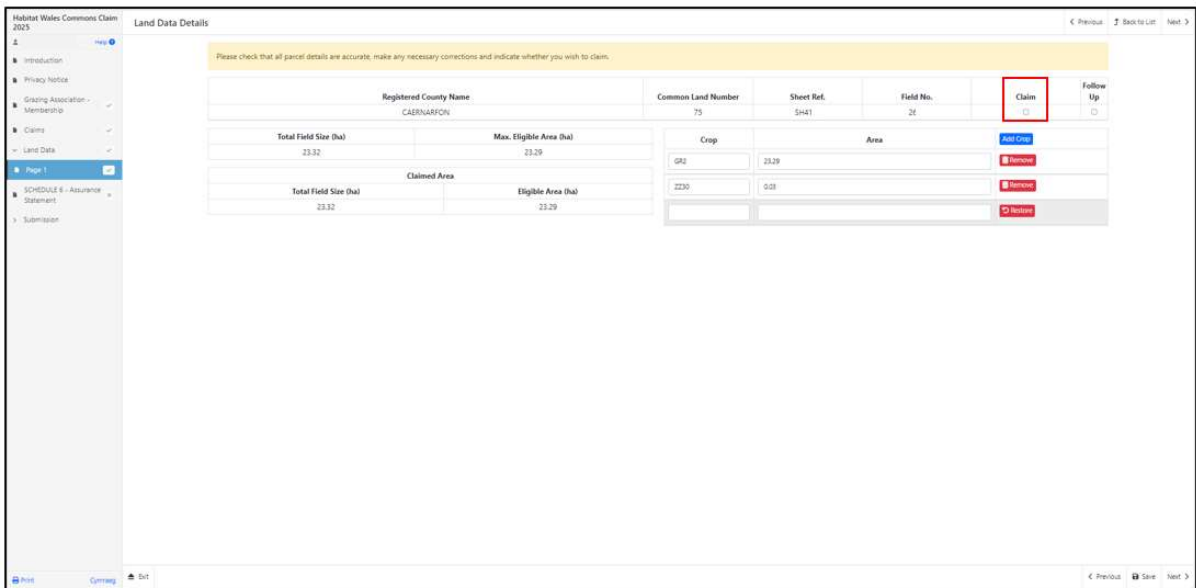
Claimed Area	
Total Field Size (ha)	Eligible Area (ha)
23.32	23.29

Crop	Area	
GR2	23.29	<input type="button" value="Remove"/>
ZZ30	0.03	<input type="button" value="Restore"/>

Your Habitat Wales Commons Claim 2025 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:

Habitat Wales Commons Claim 2025

Land Data Details

Please check that all parcel details are accurate, make any necessary corrections and indicate whether you wish to claim.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
CAERNARFFON	75	5141	26	<input type="checkbox"/>	<input type="checkbox"/>
Total Field Size (ha)	Max. Eligible Area (ha)		Crop	Area	Add Crop
23.32	23.29		GR2	23.29	Remove
Claimed Area			2230	0.03	Remove
Total Field Size (ha)	Eligible Area (ha)				Remove
23.32	23.29				

Print | Copy | Exit

< Previous | **Back to List** | Save | Next >

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.

Habitat Wales Commons Claim 2025

Land Data Details

Please check that all parcel details are accurate, make any necessary corrections and indicate whether you wish to claim.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
CAERNARFFON	75	5141	26	<input type="checkbox"/>	<input type="checkbox"/>
Total Field Size (ha)	Max. Eligible Area (ha)		Crop	Area	Add Crop
23.32	23.29		GR2	23.29	Remove
Claimed Area			2230	0.03	Remove
Total Field Size (ha)	Eligible Area (ha)				Remove
23.32	23.29				

Print | Copy | Exit

< Previous | **Back to List** | Save | Next >

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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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Schedule 6 Assurance Statement: Counter Fraud and Governance

You are required to complete the Schedule 6 – Assurance Statement: Counter Fraud and Governance section to give assurance that reasonable and adequate governance and counter fraud procedures exist in the businesses funded. All items marked with * must be entered.

If there is more than one personnel within your organisation who has/have specific responsibility for financial management in respect of the purposes of protecting habitat land or more than one individual responsible for the supervision of the personnel named, you can add additional individuals by selecting the 'Add Individual' button. Once the blank row has been created, you can enter the additional individual details in.

The 'Remove Individual' button should only be used if you wish to remove the row.

If you answer 'Yes' to question 'Are you in receipt of any other funding from any other organisation to support the Purposes?', you must provide details of any other funding from any other organisation you are in receipt of to support the purposes of protecting habitat land including amounts of other funding, posts funded and source of funding in the table shown below. This includes applications that are pending.

Please provide details of any other funding, both capital and revenue, (including other Welsh Government funding streams) from any organisation to support the Purposes as detailed in Schedule 1 of your Habitat Wales Scheme - Commons Grant Award. You must include details of capital items, posts funded, amounts of other funding and source of funding. This includes applications that are pending. *

[+ Add Funding](#)

Type of Funding and Purpose	Amount of funding received (including pending applications) £	% of post cost/capital item	Source of funding
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Remove

I confirm the above declaration

If you are in receipt of any other funding from more than one organisation/source, you can add a new row by selecting '+Add funding'. Once the blank row has been created, you can enter the funding details.

The 'Remove' button should only be used if you wish to remove the row.

Please provide details of any other funding, both capital and revenue, (including other Welsh Government funding streams) from any organisation to support the Purposes as detailed in Schedule 1 of your Habitat Wales Scheme - Commons Grant Award. You must include details of capital items, posts funded, amounts of other funding and source of funding. This includes applications that are pending. *

Type of Funding and Purpose	Amount of funding received (including pending applications) £	% of post cost/capital item	Source of funding

I confirm the above declaration

Once all required fields have been completed, you must tick to confirm the declaration

Habitat Wales Commons Claim 2025 SCHEDULE 6 - Assurance Statement: Counter fraud and Governance

All items marked with * must be entered.

The Welsh Government has a duty to protect public funds, ensuring they are handled with probity and in the public interest. It is important that people in Wales are able to have confidence in the Welsh Government and the organisations it funds. Welsh Government officials require assurance that reasonable and adequate governance and counter fraud procedures exist in the organisations funded by the Welsh Government.

Are you in receipt of any other funding from any other organisation to support the Purposes? If so, please provide details including amounts of other funding, posts funded and source of funding. This includes applications that are pending. Further details can be provided in the table below. * Yes No

Please name the personnel within your organisation who has/have specific responsibility for financial management in respect of the Purposes.

First Name * Middle Name(s) Last Name *

Position *

Who is responsible for the supervision of the personnel named above?

First Name * Middle Name(s) Last Name *

Position *

You declare that your employees, officials, directors, trustees and board members:

- where applicable, fully understand their duties and responsibilities under the relevant legislation relating to companies and charities;
- have sufficient knowledge about governance issues to carry out their roles in a manner which is fully compliant with the relevant legislation;
- properly supervise and oversee the work of those with primary responsibility for your financial management.

I confirm the above declaration.

Submission Section

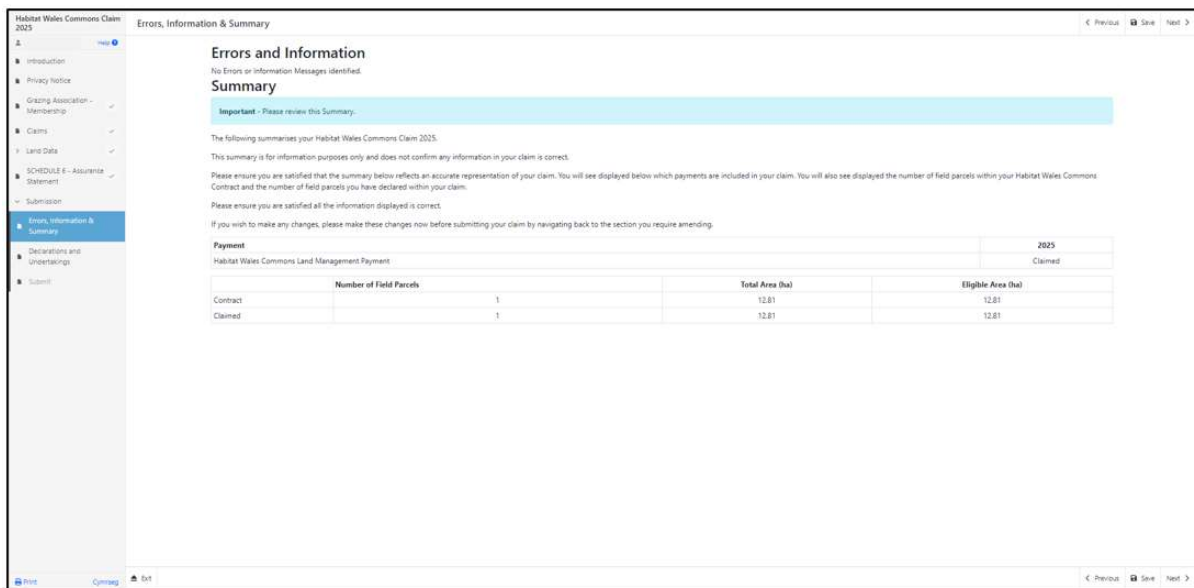
This section provides a summary of the details you have given for your Habitat Wales Commons Claim 2025 and informs you of any errors or information messages on your application. Please check this section to confirm the details are correct.

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.



Any errors will be displayed in red:

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 response to ensure it is correct. For more information refer to the guidance in the 'How to Complete' guide.

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

You **must** view every page before submitting your claim.

Section Name	Errors	Information
Claims	X	None

Summary

Important - Please review this Summary.

The following summarises your Habitat Wales Commons Claim 2025.

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		2025	
Habitat Wales Commons Land Management Payment		Not Claimed	
Number of Field Parcels	Total Area (ha)	Eligible Area (ha)	
Contract	1	12.81	12.81
Claimed	0	0.00	0.00

Any information messages will display the following message:

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 response to ensure it is correct. For more information refer to the guidance in the 'How to Complete' guide.

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

Section Name	Errors	Information
Grazing Association - Membership	None	Information

Summary

Important - Please review this Summary.

The following summarises your Habitat Wales Commons Claim 2025.

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.

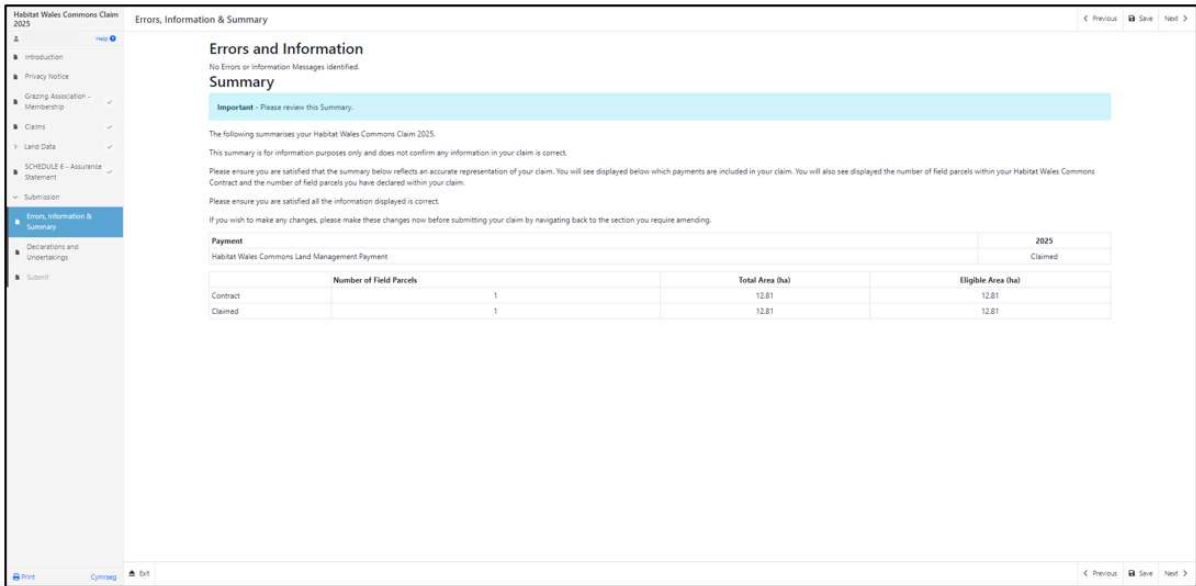
If you wish to make any changes, please make these changes now before submitting your claim by navigating back to the section you require amending.

Payment		2025	
Habitat Wales Commons Land Management Payment		Claimed	
Number of Field Parcels	Total Area (ha)	Eligible Area (ha)	
Contract	1	12.81	12.81
Claimed	1	12.81	12.81

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

Errors and Information

No Errors or Information Messages identified.



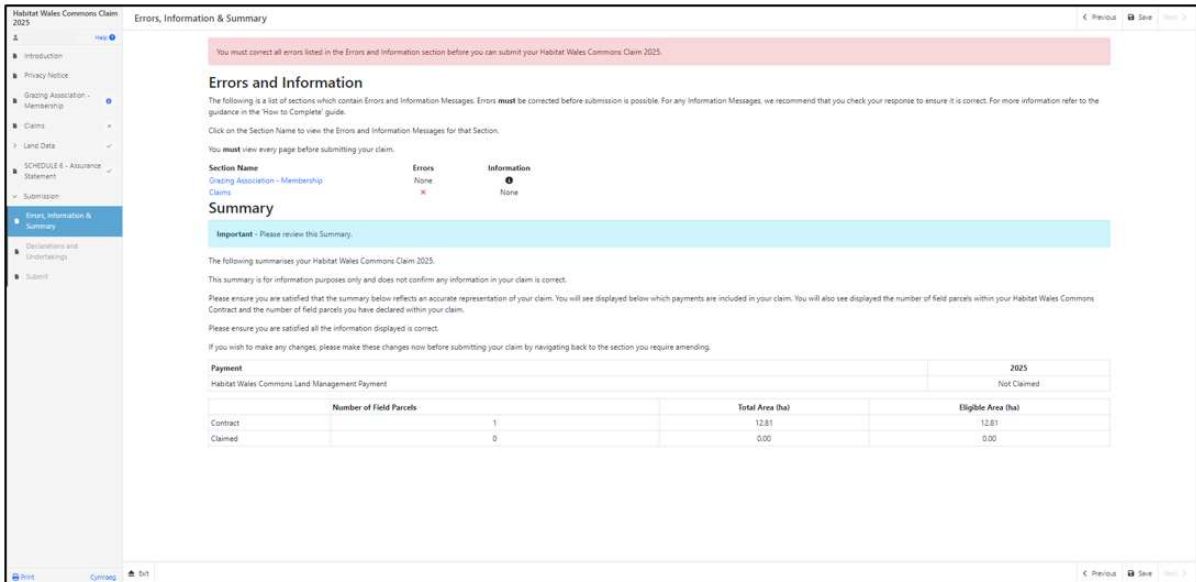
Errors and Information

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:

Grazing Association - Membership

Displayed below is the current status of your Grazing Association Membership as in your Habitat Wales Commons Contract. Please check these details are correct. You **MUST** answer the question at the bottom of the page.

Please advise us of any changes using your RPW Online account.

Here is a list of the Grazing Association members recorded on the current version of the contract:

CPN Number	CRN	Trading Title	Status
SZ/1	A000	L CUEBAS	Active
SZ/2	A000	A ZAPEL	Active
SZ/3	A000	W LAURIA	Active
SZ/4	A000	M CHEBAHTAH	Active

Have any details of membership 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.

Errors, Information & Summary

You must correct all errors listed in the Errors and Information section before you can submit your Habitat Wales Commons Claim 2025.

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 response to ensure it is correct. For more information refer to the guidance in the 'How to Complete' guide.

Click on the Section Name to view the Errors and Information Messages for that Section. You **must** view every page before submitting your claim.

Section Name	Errors	Information
Grazing Association - Membership	None	0
Claims	1	None

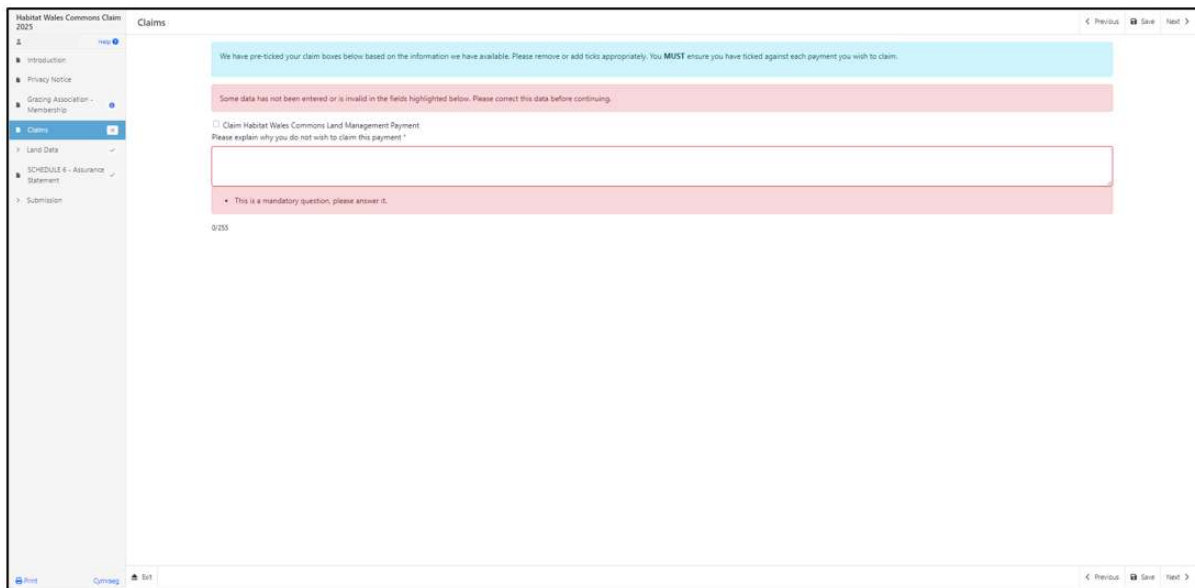
Summary

Important - Please review this Summary.

The following summarises your Habitat Wales Commons Claim 2025. 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.

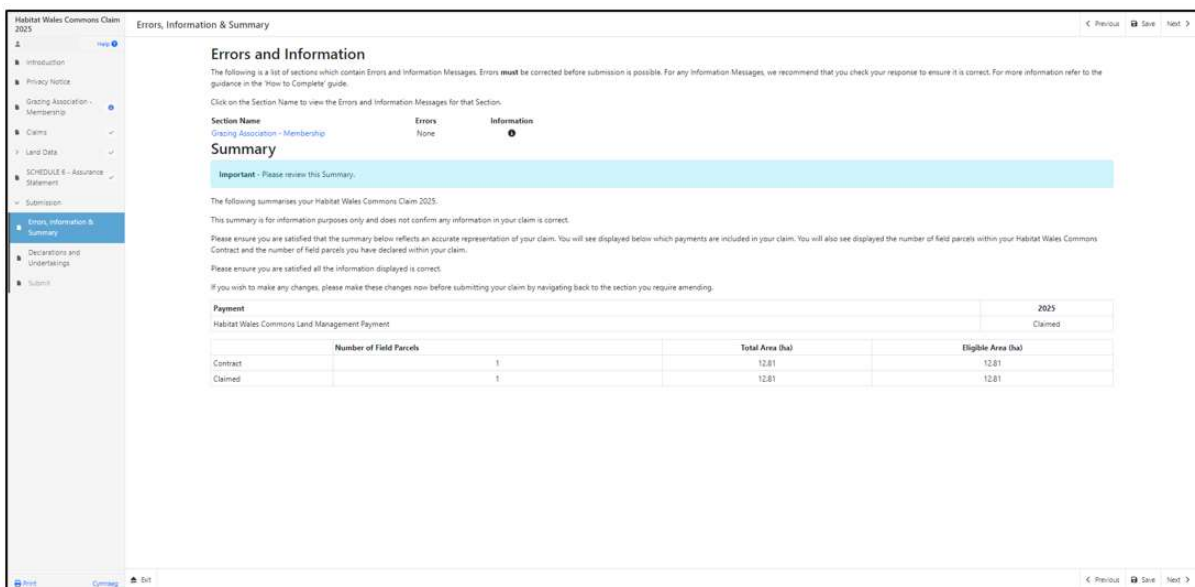
Payment		2025	
Habitat Wales Commons Land Management Payment		Not Claimed	
	Number of Field Parcels	Total Area (ha)	Eligible Area (ha)
Contract	1	12.81	12.81
Claimed	0	0.00	0.00

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			
Important - Please review this Summary.			
The following summarises your Habitat Wales Commons Claim 2025.			
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			2025
Habitat Wales Commons Land Management Payment			Claimed
Habitat Wales Commons - Additional Management Payment			Claimed
	Number of Field Parcels	Total Area (ha)	Eligible Area (ha)
Contract	1	23.32	23.29
Claimed	1	50.00	50.00

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			
Important - Please review this Summary.			
The following summarises your Habitat Wales Commons Claim 2025.			
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			2025
Habitat Wales Commons Land Management Payment			Not Claimed
Habitat Wales Commons - Additional Management Payment			Claimed
	Number of Field Parcels	Total Area (ha)	Eligible Area (ha)
Contract	1	23.32	23.29
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			
Important - Please review this Summary.			
The following summarises your Habitat Wales Commons Claim 2025.			
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			2025
Habitat Wales Commons Land Management Payment			Claimed
Habitat Wales Commons - Additional Management Payment			Claimed
	Number of Field Parcels	Total Area (ha)	Eligible Area (ha)
Contract	1	23.32	23.29
Claimed	2	73.32	73.29

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.

Habitat Wales Commons Claim 2025 Declarations and Undertakings

Please tick the box to accept the declarations and undertakings.

I confirm that, for the purpose of claiming Habitat Wales Scheme Commons I am the authorising individual, as part of a formed Grazing Association. I am aware of the conditions relating to the Habitat Wales Commons Grant Award and I have complied with them all.

I confirm that I have complied with the requirements contained in the relevant Retained EU Law, (now known as 'Assimilated Law' and domestic law including:

- Council Regulation 1305/2013, Delegated Regulation 807/2014 and Implementing Regulation 808/2014;
- Council Regulation 1303/2013;
- Council Regulation 1306/2013, Delegated Regulation 640/2014 and Implementing Regulation 809/2014;
- the Rural Development Programmes (Wales) Regulations 2014/3222 (W.327);
- the Common Agricultural Policy (Integrated Administration and Control System and Enforcement and Cross Compliance) (Wales) Regulations 2014/3223 (W.328)

as amended from time to time, including by the Agricultural Support (Miscellaneous Amendments) (Wales) (EU Exit) Regulations 2021/400 (W.129)

I have read, understood, and complied with all of the relevant guidance notes on the scheme in particular the Habitat Wales Scheme Commons - How to Complete Guidance and have complied with all the requirements included in my Habitat Wales Scheme Commons Grant Award for which I am claiming payment.

I will allow duly authorised officers of the relevant Agricultural Department(s) and their duly authorised agents and those persons accompanying them, access to any land which I farm in order to inspect the land, animals, any relevant equipment, storage facilities and farm records (including computer records) and any other aspect of the farm in order to verify the accuracy of the information in this application and I will give them all reasonable assistance for that purpose.

I understand that Habitat Wales Commons customers must maintain a stocking diary for the 2025 scheme year complying with the stocking levels set out in my Grant Award Letter and grazing annex (if applicable).

I understand that the Welsh Government may need to discuss my claim for Habitat Wales Commons with other organisations and I agree to any necessary disclosures or exchanges of information.

I undertake to keep for a period of 10 years and to provide officers of the relevant Agricultural Department(s) or their duly authorised agents, within such period as they may determine, such records and information as it may require in respect of this claim and in order:

I have read and agree to the above Declarations and Undertakings.

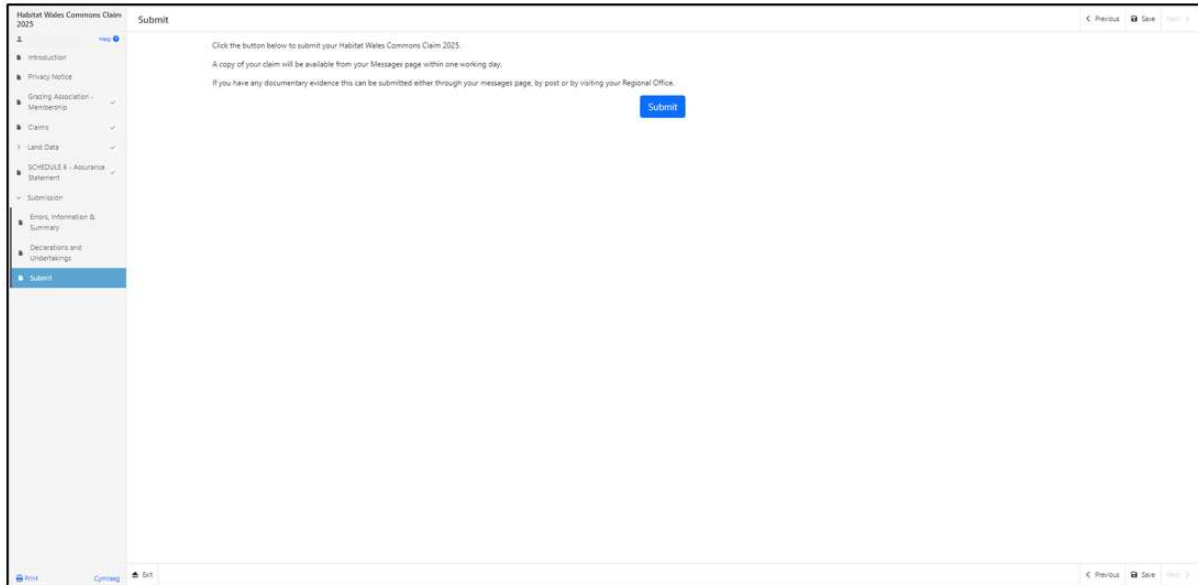
Once you have read and understood the declaration, please tick the box as shown below and select 'Next'.

I have read and agree to the above Declarations and Undertakings.

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Submit

To submit your claim, please click the blue 'Submit' button to submit your Habitat Wales Commons Claim 2025.



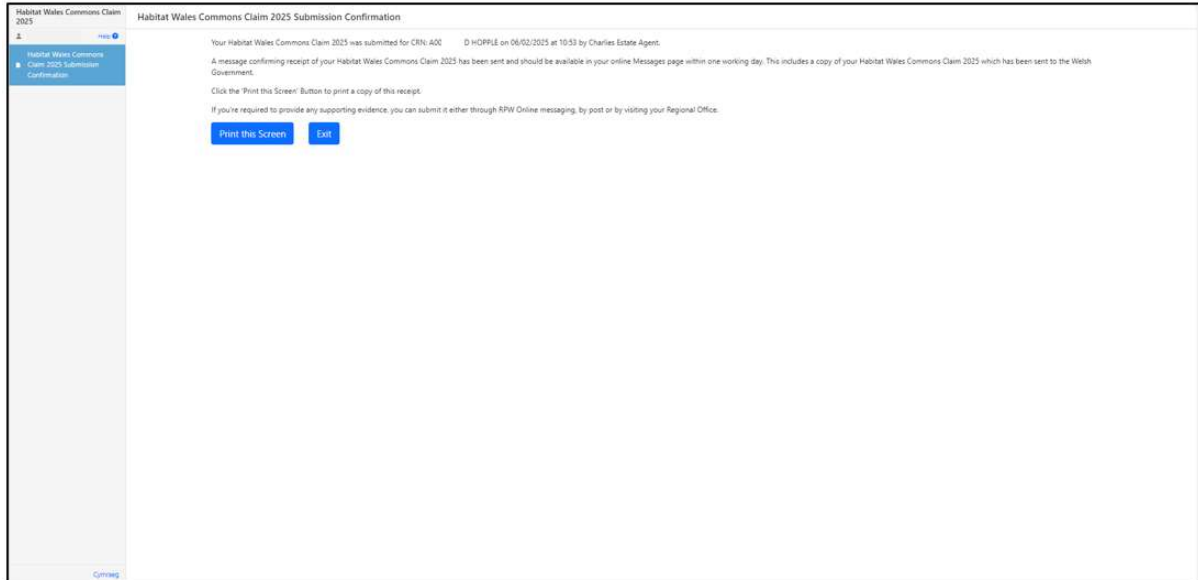
A copy of your claim will be available from your Messages page within one working day.

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 2025.



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:



RPW

Taliadau Gwledig Cymru
Ar-Lein
Online
Rural Payments Wales

Charlies Estate Agent - Viewing CRN: A00

(Change Customer)

Cymraeg | Sign out

Home CRN Details Land Correspondence 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.

Please remember to sign out of your account when you have finished by clicking 'Sign out' at the top right of the page. If you use a shared device, failing to sign out correctly could put your account and information at risk.

Messages between You and RPW

Llythyr Hysbysu / Notification Letter

Notification Letter : A00 NOTIFICATION LETTER - Habitat Wales Commons Scheme Payments.pdf (04/06/2024)

Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW

Habitat Wales Commons Claim Summary : Habitat Wales Commons Claim 2024 (11/05/2024)

Habitat Wales Commons Scheme Claim 2024

Llythyr Hysbysu / Notification Letter

Notification Letter : A00 Important Update - Habitat Wales Scheme.pdf (08/05/2024)

View all messages

Start a Form

Appeal Available anytime

Capital Works Claim Available anytime

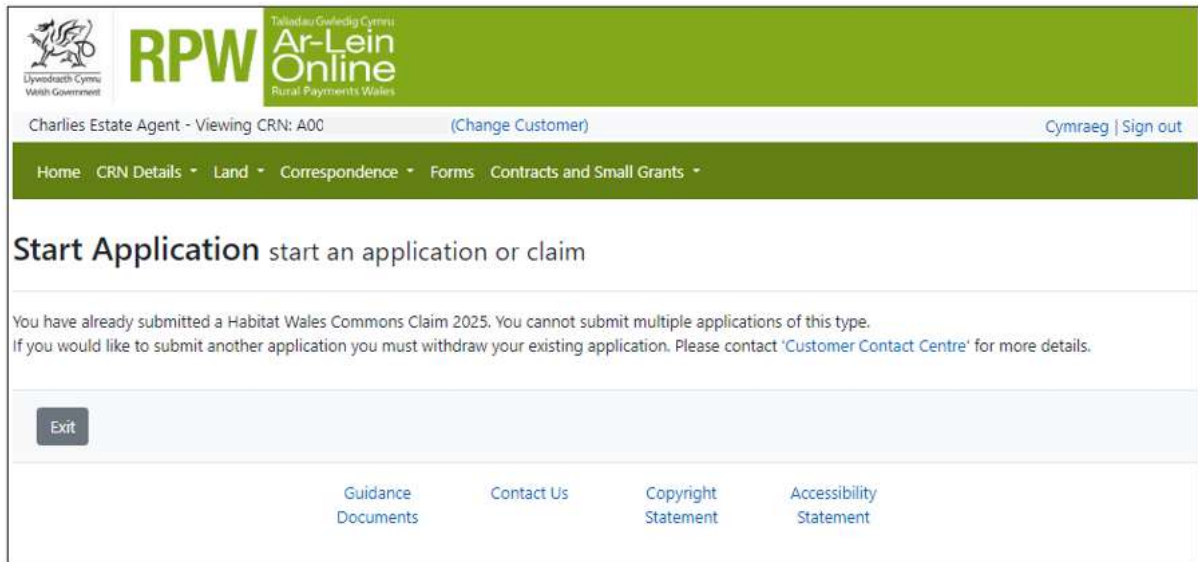
Habitat Wales Commons Claim 2025 Available until 09/06/2025. 123 days left.

Useful Links

- BCMS
- Farming and scheme information
- Bovine TB
- Farm animal movements and identification
- Farming Connect
- Welsh Government Offices
- Marine and Fisheries Grants
- EID Cymru

Submitted Claim

If you have already submitted your Habitat Wales Commons Claim 2025 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. At the top left is the Welsh Government logo. The main header is green with the text 'RPW Ar-Lein Online Rural Payments Wales'. Below the header, the user is logged in as 'Charles Estate Agent - Viewing CRN: A00' with a '(Change Customer)' link. On the right, there is a 'Cymraeg | Sign out' link. A navigation bar contains links for 'Home', 'CRN Details', 'Land', 'Correspondence', 'Forms', and 'Contracts and Small Grants'. The main content area has the heading 'Start Application start an application or claim'. Below this, a message states: 'You have already submitted a Habitat Wales Commons Claim 2025. 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.' There is an 'Exit' button below the message. At the bottom, there are links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.

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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