



Llywodraeth Cymru
Welsh Government

Appeal Form

How to Complete Guidance

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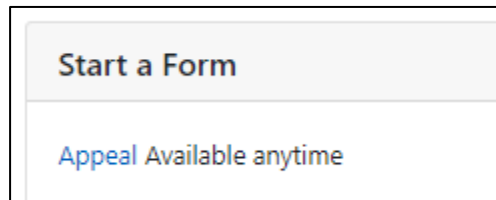
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RPW Online – Home screen

In RPW Online, click the Home tab as shown in the screenshot to access the Home screen.



In the Start a Form section at the bottom of the Home screen, click the “Appeal” – link as shown in the screenshot to access the form.



Start Application

This page provides some information prior to starting the form. It includes a Customer Contact Centre link if required, and details of the Customer Details and Online Preferences we hold for you. You should check and amend these before starting your form if they are incorrect. **Please note:** For any problems with RPW Online you should contact the Customer Contact Centre. For any queries regarding completion of the form, which aren't answered by this guide, see the Introduction section of this guide, or within the form.

Start Application start an application or claim

You have asked to complete the following application online: **Appeal**.

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

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

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

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

[Customer Details](#)

Trading Title

Address

Postcode

Telephone Number

Email Address

Number of Partners

[Online Preferences](#)

Email or SMS (Text) Preference

Email Address

Mobile Number

Start

Cancel

Continue Application / Start Again

Once you start your Appeal form, you have the option to leave it and return to it again. If you are accessing an Appeal form you have started previously, on this screen you will now be able to Continue (blue button at the bottom of the screen), or Start Again by clicking the link shown on this screenshot.

Continue Application continue an application or claim

You may choose to remove your existing **Appeal** and start again. This will undo all of the changes that you have made since starting your **Appeal** and the new **Appeal** will be populated with the latest available data. If you wish to do so, click **Start Again**.

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

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

Please be aware – if you choose to Start Again, this will un-set all of the questions you have answered and remove all of the information you have added. If you are sure you wish to Start Again, click Yes or if you do not click No, as shown in this screenshot.

Appeal - Delete / Start Again

This option will remove your **Appeal** application and will undo **ALL** of the changes that you have made since starting your **Appeal**. Please note that this will:

- remove all of the information that you have added
- un-set all of the questions that you have answered

When this **Appeal** has been removed you can start a new **Appeal**, which will be populated with the latest available data.

Do you wish to proceed with this option?

Please click 'Yes' to confirm that you wish to remove your **Appeal** and start again.

Yes

Please click 'No' to keep the entries you have already made on your **Appeal** and return to the previous screen.

No

Introduction

The appeal process is intended to ensure customers who consider officials did not reach the correct decision concerning their subsidy or grant application, or any penalties, have access to an appeal procedure which is fair, simple and affordable. Decisions will be reconsidered to ensure officials have been objective and have applied the rules correctly in reaching their decision.

The process consists of two stages:

- review by officials within the group responsible for administering the scheme and agreed by a senior official
- review by the Independent Appeals Panel ('the Panel') which makes recommendations to the Welsh Ministers, who in turn take the final decision which concludes the process.

At each Stage, the facts of the case, the evidence presented and the applicable legislation will be reviewed.

The screenshot displays a web application for appeals. On the left is a sidebar menu with the title 'Appeal' and a user profile icon. The menu items are: Introduction (highlighted), Privacy Notice, Appeal Details, Schemes, Statement of Appeal, Supporting Documents, and Submission. The main content area is titled 'Introduction' and contains the following text:

Appeals

Please note:

- Appeals against decisions by the Welsh Government must be received no later than 60 days after the date of the letter notifying you of the decision
- A Stage 1 appeal must be made before a Stage 2 appeal
- Give full details of the nature of your appeal
- Give the grounds for the appeal
- Provide copies of supporting documentary/photographic evidence

Stage 2 appeal applicants must pay £220 (written hearing) or £290 (oral hearing) made payable to the 'Welsh Government'. If the appeal is successful, in whole or in part, this fee will be repaid in full. See Section 6 of Guidance booklet.

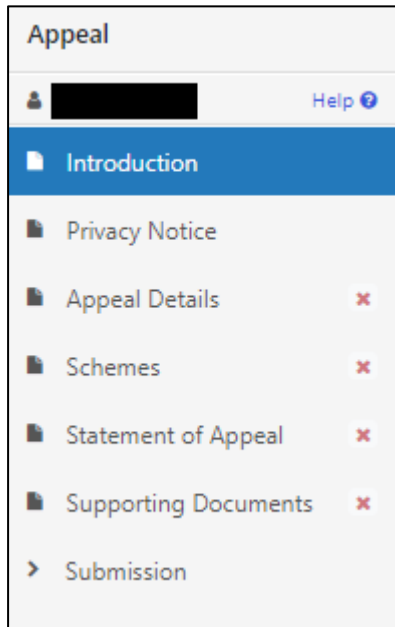
Examples of the types of decision which may be appealed against are:

- Decisions made in relation to claims, including scheme breaches and financial penalties which reduce the payment received or result in the rejection of an application or claim.
 - decision to recover previous payments made
 - 'warning' or 'advisory' notices which may result in a financial penalty if a breach is repeated
 - rejection of a BPS entitlement transfer / lease application
 - early termination of an agreement
- Decisions taken regarding financial support following the acceptance of a contract or grant award.
- Decisions made in relation to claims, including scheme breaches and financial penalties which reduce the payment received or result in the rejection of an application or claim.

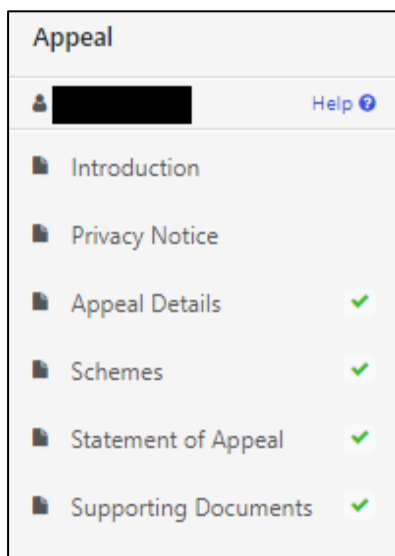
On the right side of the main content area is the Welsh Government logo, featuring a dragon, with the text 'Llywodraeth Cymru' and 'Welsh Government' below it.

At the bottom of the page, there is a footer bar containing 'Print', 'Cymraeg', 'Exit', and navigation links: '< Previous', 'Save', and 'Next >'.

As shown in the screenshots below, on the left the different sections are displayed. A red cross indicates you either have not accessed each section yet, or you have errors on the section(s). A green tick will display once you have completed each section and there are no errors we can identify. There are various navigation buttons at the top and bottom of the form. Also if you wish to switch between English and Welsh there is a button to do so at the bottom left of the screen.



The screenshot shows the 'Appeal' form interface. At the top, there is a header bar with the title 'Appeal', a user profile icon, and a 'Help' button. Below the header is a sidebar menu with the following sections: 'Introduction' (highlighted in blue), 'Privacy Notice', 'Appeal Details' (marked with a red cross), 'Schemes' (marked with a red cross), 'Statement of Appeal' (marked with a red cross), 'Supporting Documents' (marked with a red cross), and 'Submission' (indicated by a right-pointing arrow).



This screenshot shows the same 'Appeal' form interface as the previous one, but with updated completion status. The sections 'Introduction', 'Privacy Notice', 'Appeal Details', 'Schemes', 'Statement of Appeal', and 'Supporting Documents' are all marked with a green tick, indicating they have been completed successfully. The 'Submission' section remains indicated by a right-pointing arrow.

Once you have finished on this section, click Next.

Privacy Notice

Next you will see Privacy Notice. Ensure you read the information on this section, which states what the data provided is used for. The link, shown in the screenshot, accesses the Appeal: privacy notice.

Privacy Notice

General Data Protection Regulation: Privacy Notice

This notice informs you about the Welsh Government's use of the information provided in your application for a review under the **'Independent Appeals Process for Rural Grants and Payments'**. It also explains the Welsh Government's use of your personal data and your rights under the General Data Protection Regulation. The data controller for the information is:

The Welsh Government
Cathays Park
CARDIFF
CF10 3NQ

The data protection officer for the same information is:

The Data Protection Officer
Welsh Government
Cathays Park
CARDIFF
CF10 3NQ

Email: dataprotectionofficer@gov.wales

The information will be processed and managed by the Welsh Government in accordance with its obligations and duties under the European Regulations (as retained by the Direct Payments to Farmers (Legislative Continuity) Act (UK) 2020/90 & 2020/91).

The information will primarily be used for the purposes of investigating your appeal. However, the Welsh Government may also make use of the information supplied for other purposes, which will include those connected with the UK Direct payment and European Union Common Agricultural Policy and with its statutory environmental obligations.

The lawful basis for the processing is that it is necessary for the performance of a task carried out in the exercise of official authority vested in the Welsh Government.


The Welsh Government collects personal data to identify your location and your farm business(es). The Welsh Government does not collect any special category data.

Your information will be stored in accordance with the Commission Implementing Regulation (EU) No 908/2014, **'Conservation of Accounting Information'**.

Appeal Details

The next section is the Appeal Details section. The first screenshot shows the top part of this section. As it states, “Type of Appeal”.

If your Appeal is Stage 1, you must select Stage 1. Then click next and go to the next stage of the form.



The screenshot shows a form titled "Appeal Details". Below the title, it says "Questions marked with * are mandatory." The main question is "Type of Appeal*", which has two radio button options: "Stage 1" (which is selected) and "Stage 2".

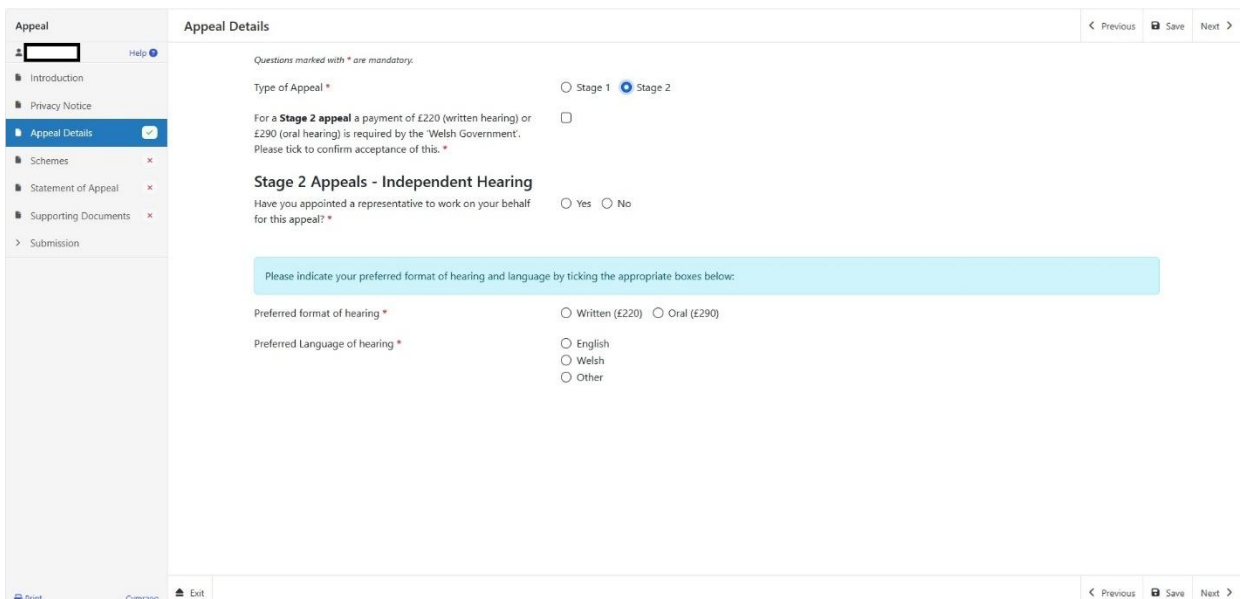
However, if you select “Stage 2”, you must tick to confirm the acceptance “For a **Stage 2 appeal** a payment of £220 (written hearing) or £290 (oral hearing) is required by the ‘Welsh Government’. As shown in the screenshot below.

The next question for Stage 2, you will have to indicate whether you have appointed a representative to work on your behalf for the appeal

If you tick “No” then move onto next question

However, if you tick “Yes” then you must name the representative, as shown in the screenshot below.

Then select your preferred format of the hearing - Written or Oral and select the preferred language for your hearing and go to the next section. However, if you select other, you must state your preferred language. As shown in the screenshot below.



The screenshot shows the "Appeal Details" form with a sidebar on the left containing a navigation menu. The main content area is titled "Stage 2 Appeals - Independent Hearing". It contains the following questions and options:

- "Type of Appeal *": Radio buttons for "Stage 1" and "Stage 2" (selected).
- "For a **Stage 2 appeal** a payment of £220 (written hearing) or £290 (oral hearing) is required by the ‘Welsh Government’. Please tick to confirm acceptance of this. *": A checkbox that is currently unchecked.
- "Have you appointed a representative to work on your behalf for this appeal? *": Radio buttons for "Yes" and "No".
- A light blue box with the text: "Please indicate your preferred format of hearing and language by ticking the appropriate boxes below:"
- "Preferred format of hearing *": Radio buttons for "Written (£220)" and "Oral (£290)".
- "Preferred Language of hearing *": Radio buttons for "English", "Welsh", and "Other".

The sidebar on the left includes a "Print" button, the text "Cymraeg", and an "Exit" button. The top right of the form has "Previous", "Save", and "Next" buttons. The bottom right also has "Previous", "Save", and "Next" buttons.

Schemes

In this section you will need to select which scheme(s) type the appeal relates to. Once you select the type of scheme, a list of the schemes will appear further down the page, as shown in the screenshot below.

If you select “any Land- based scheme(s) the schemes will appear as listed below. In this section you can select more than one scheme, however the reason for appeal must be the same. If the appeal is not for the same reason you will need to submit an appeal form for each scheme.

The screenshot shows a web form titled 'Schemes' with a sidebar on the left containing navigation links: 'Introduction', 'Privacy Notice', 'Appeal Details', 'Schemes' (highlighted), 'Statement of Appeal', 'Supporting Documents', and 'Submission'. The main content area has a header 'Schemes' with navigation buttons '< Previous', 'Save', and 'Next >'. Below the header, it says 'Questions marked with * are mandatory.' and 'Please select which type of scheme your Appeal relates to: *'. There are four radio button options: 'Any land-based scheme(s), including BPS/Sustainable Farming Scheme (Universal)' (selected), 'Any Welsh Government RDP socio-economic scheme', 'Any Welsh Government Rural Investment scheme/ SFS Preparatory Scheme', and 'Any other scheme(s)'. A light blue box contains the text: 'Please select the scheme(s) subject to this appeal. You may select more than one scheme or scheme year if the reason for the appeal is the same.' Below this, it says 'Select the scheme(s) affected by your appeal *' and lists 15 schemes with checkboxes: 'Basic Payment Scheme (BPS)', 'Cross Compliance', 'Glastir Entry / Advanced', 'Glastir Commons', 'Glastir Organic', 'Glastir Woodland Creation (GWC)', 'Glastir Woodland Restoration (GWR)', 'Glastir Creation Maintenance (GCM)', 'Glastir Creation Premium (GCP)', 'Single Payment Scheme (SPS)', 'Farm Woodland Premium Scheme (FWPS)', 'Farm Woodland Scheme (FWS)', 'Improved Land Premium (ILP)', 'Glastir Woodland Creation Premium (GWCP)', and 'SFS Universal'. At the bottom, there is a field for 'Penalty applied or subsidy lost (if known) £' with a currency symbol icon. The footer of the form includes 'Print', 'Cymraeg', 'Exit', and navigation buttons '< Previous', 'Save', and 'Next >'.

Once you select the scheme(s), for the appeal, a new selection to confirm the scheme year or the window to which the appeal relates will appear further down the screen for selection. Examples of the year and window selections are shown in the screenshot below.

Select the scheme year(s) and move onto next question.

Appeal Help

Schemes Previous Save Next

Questions marked with * are mandatory.

Please select which type of scheme your Appeal relates to: *

- ☒ Any land-based scheme(s), including BPS/Sustainable Farming Scheme (Universal)
- ☐ Any Welsh Government RDP socio-economic scheme
- ☐ Any Welsh Government Rural Investment scheme/ SFS Preparatory Scheme
- ☐ Any other scheme(s)

Please select the scheme(s) subject to this appeal.

You may select more than one scheme or scheme year if the reason for the appeal is the same.

Select the scheme(s) affected by your appeal *

- ☒ Basic Payment Scheme (BPS)
- ☐ Cross Compliance
- ☐ Glacir Entry / Advanced
- ☐ Glacir Commons
- ☐ Glacir Organic
- ☐ Glacir Woodland Creation (GWC)
- ☐ Glacir Woodland Restoration (GWR)
- ☐ Glacir Creation Maintenance (GCM)
- ☐ Glacir Creation Premium (GCP)
- ☐ Single Payment Scheme (SPS)
- ☐ Farm Woodland Premium Scheme (FWPS)
- ☐ Farm Woodland Scheme (FWS)
- ☐ Improved Land Premium (ILP)
- ☐ Glacir Woodland Creation Premium (GWCP)
- ☐ SFS Universal

Basic Payment Scheme (BPS): Select the scheme year(s) that this appeal relates to. *

- ☐ 2015
- ☐ 2016
- ☐ 2017
- ☐ 2018
- ☐ 2019
- ☐ 2020
- ☐ 2021
- ☐ 2022
- ☐ 2023
- ☐ 2024
- ☐ 2025
- ☐ 2026
- ☐ 2027
- ☐ 2028

Penalty applied or subsidy lost (if known) £

Print Cymraeg Exit Previous Save Next

Then insert penalty or subsidy (if known) £ and Next.

If you select “Any Welsh Government Rural Investment scheme/ SFS Preparatory Scheme”, then select the scheme you wish to appeal and then if applicable, select the EOI it relates and the penalty applied or subsidy lost (if known) and select Next. You can only select one scheme and one window under this section, as shown in the screenshot below. If you wish to appeal under multiple schemes and/or windows you must submit a separate appeals form for each.

Appeal Help

Schemes Previous Save Next

Questions marked with * are mandatory.

Please select which type of scheme your Appeal relates to: *

- ☐ Any land-based scheme(s), including BPS/Sustainable Farming Scheme (Universal)
- ☐ Any Welsh Government RDP socio-economic scheme
- ☒ Any Welsh Government Rural Investment scheme/ SFS Preparatory Scheme
- ☐ Any other scheme(s)

Select the Rural Investment scheme subject to this appeal.

You can only select one scheme and window per appeal application

Please select the Rural Investment scheme affected by your appeal *

- ☐ Horticulture – Development
- ☐ Small Grants Horticulture – Start Up
- ☒ Small Grants – Efficiency
- ☐ Small Grants – Environment
- ☐ Small Grants – Yard Coverings
- ☐ Growing for the Environment
- ☐ Nutrient Management Investment Scheme
- ☐ Organic Conversion Scheme
- ☐ Agricultural Diversification Scheme
- ☐ Integrated Natural Resources Scheme
- ☐ Food Business Accelerator Scheme
- ☐ Small Grants – Woodland Creation
- ☐ Woodland Creation Grant
- ☐ Woodland Restoration Scheme
- ☐ Woodland Creation Planning Scheme
- ☐ Organic Support
- ☐ Habitat Wales Scheme
- ☐ Habitat Wales Commons Scheme
- ☐ Agricultural Diversification & Horticulture Scheme
- ☐ Fflemio Bro

Small Grants – Efficiency: Select the EOI that this appeal relates to. *

- ☐ EOI 1
- ☐ EOI 2

Print Cymraeg Exit Previous Save Next

Penalty applied or subsidy lost (if known) £

EOI 2
EOI 3
EOI 4
EOI 5

Print
Cymraeg
Exit
Previous
Save
Next

If you select “Any other scheme(s)” you must enter the name(s) of the scheme(s) being appealed. Then enter the penalty applied or subsidy lost (if known) and select Next, as shown in the screenshot below.

Appeal

- Introduction
- Privacy Notice
- Appeal Details
- Schemes**
- Statement of Appeal
- Supporting Documents
- Submission

Schemes

Questions marked with * are mandatory.

Please select which type of scheme your Appeal relates to: *

Any land-based scheme(s), including BPS/Sustainable Farming Scheme (Universal)

Any Welsh Government RDP socio-economic scheme

Any Welsh Government Rural Investment scheme/ SFS Preparatory Scheme

Any other scheme(s)

Enter the name(s) of the Scheme(s) being appealed. *

0 / 255

Penalty applied or subsidy lost (if known) £

Print
Cymraeg
Exit
Previous
Save
Next

Statements of Appeal

Give details of the reason for the appeal (20,000 characters is the maximum the form allows) and secondly the change sought to the decision (4,000 characters is the maximum the form allows). As shown in the screenshot below.

Grounds for the appeal

Please detail the reasons for your appeal and the change sought to the decision in the boxes below. Remember to supply any supporting evidence separately.

Reasons for the appeal* ?

Change sought to the decision* ?

Supporting documents

List any supporting documents, you will be providing to support the appeal and then tick the appropriate box(s).

For Stage 2 appeals you must confirm the payment fees (selected in the Appeals Details section) is to be paid by ticking the box (as shown in the screenshot below) and then go to the next stage of the form

Appeal

Supporting Documents

Questions marked with * are mandatory.

The Appeal form and Supporting Document(s) must be received **no later than 60 days** after the date of the decision notification letter.

Please list any supporting documents which you will be providing to support the appeal.

0 / 1000

Tick the appropriate box(es) below *

☐ I will be submitting supporting documents online by the Appeal deadline date.
☐ I will be submitting supporting documents by mail to be received by the Appeal deadline date.
☐ There are no supporting documents relevant to my application / I have already submitted all relevant supporting documents.
Please make at least one entry.

I will ensure the appropriate Stage 2 Appeal fee. £290 for an Oral hearing and £220 for a Written hearing is paid via Bankers Automated Clearing Services (BACS). *

☐

This confirmation is not applicable for Stage 1 appeals and you can move onto the next stage of the form

Submission

Errors, Information and Summary

The next section will show any Errors on your Appeal form, and a Summary of the Appeal form. (**Please note:** There are no Information Messages that display on the form.)

The following screenshot shows the message that will display if there are no errors.

Errors, Information and Summary	< Previous	Save	Next >
<div>Important - Please review this summary. Please scroll down if applicable.</div> <div>No Errors or Information Messages identified.</div>			

If there are any errors a message will be displayed as shown in the following screenshot.

There are errors present on your form. Please review and correct any errors.

Declaration and Undertakings

Read the Declaration and Undertakings section shown in the following screenshot and once you have done so, tick the box at the bottom to confirm you agree to these.

Please tick the box to accept the declarations and undertakings.

I confirm that I have read and understood the Independent Appeals Process for Rural Grants and Payments Guidance, and the How to complete Guide.

I understand the Appeal Form and Supporting Document/s must be received **no later than 60 days** after the date of the decision notification letter.

If I am submitting a Stage 2 Appeal Form, I understand I **must** make a payment of £220 for a Written hearing or £290 for an Oral hearing. I understand the appeal fee will only be refunded should my appeal be wholly or partially successful.

I understand the circumstances in which the Welsh Government may use and / or share the information provided on the Appeal Form and any other document(s) used in connections with the Appeal Form. This extends to the use of information which is created or obtained in connection with the Appeal Form (including details of payments made to me / my business). I agree to any necessary disclosures or exchanges of information.

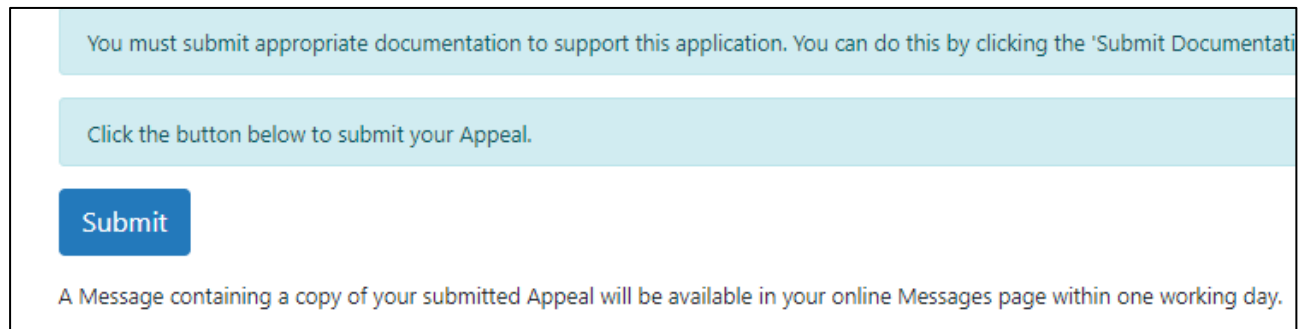
I understand that the publication and disclosure of information by the Welsh Government will be in accordance with its obligations and duties under the Freedom of Information Act 2000, the Data Protection Act 2018, the Environmental Information Regulations 2004, Council Regulation 1306/2013, Commission Regulation 908/2014 and the General Data Regulations 679/2016. I understand other information provided may also be disclosed where permitted by law.

All details I have provided on this form and in any supporting documentation are true, accurate and complete to the best of my knowledge and belief.

I agree to the above declarations and undertakings * ☒

Submit

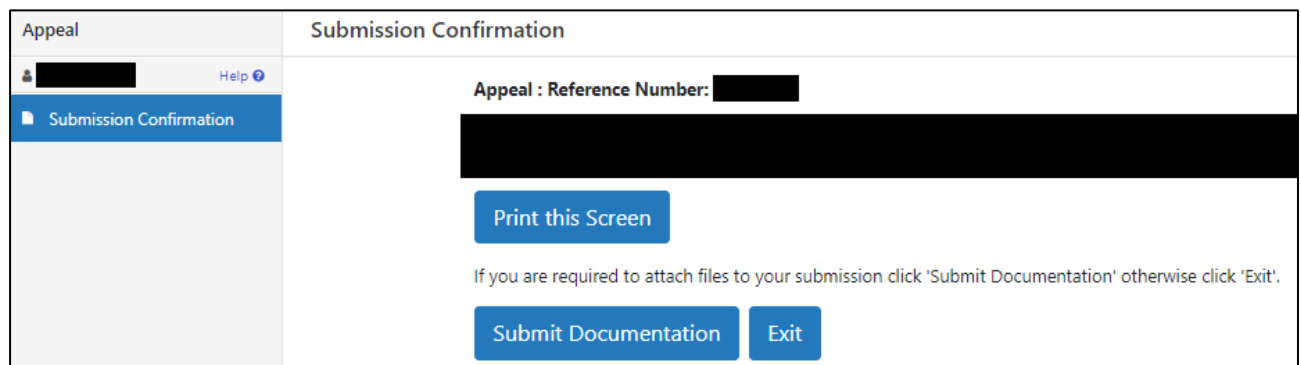
When you have finished completing the Appeals form, click the Submit button.



This screenshot shows a user interface for submitting an appeal. It features two light blue informational boxes at the top. The first box states: "You must submit appropriate documentation to support this application. You can do this by clicking the 'Submit Documentation' button." The second box states: "Click the button below to submit your Appeal." Below these boxes is a prominent blue button labeled "Submit". At the bottom of the interface, a message reads: "A Message containing a copy of your submitted Appeal will be available in your online Messages page within one working day."

Submission Confirmation

A Submission Confirmation will now display as shown in the following screenshot. You should save or print the Submission Confirmation, by selecting the Print this Screen button shown in the screenshot. Click the Exit button shown to leave the Appeal form and return to RPW Online.



This screenshot displays the "Submission Confirmation" screen within an "Appeal" application. The left sidebar shows the "Submission Confirmation" menu item. The main content area displays the "Appeal : Reference Number:" followed by a redacted black box. Below this is another large redacted black box. A blue button labeled "Print this Screen" is visible. Below the button, a message states: "If you are required to attach files to your submission click 'Submit Documentation' otherwise click 'Exit'." At the bottom, there are two blue buttons: "Submit Documentation" and "Exit".

A Message containing a copy of your Appeal form will be available in your Online Message page within one working day.