



Llywodraeth Cymru
Welsh Government

SFS Optional Woodland Creation Grant Application Using RPW Online to Apply

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SFS Optional: Woodland Creation Grant - Application

Using RPW Online to Apply

IMPORTANT NOTICE

These instructions will give you step-by-step guidance on how to complete your SFS Optional: Woodland Creation Grant application.

The Welsh Government produces this Guide in Welsh and English as required under the Welsh Government Welsh Language Scheme. Should you require a copy of this guide in the alternative language, you can access it from gov.wales by selecting the language switcher at the top of the page and re-opening the document.

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

ELIGIBILITY TO APPLY FOR SFS OPTIONAL: WOODLAND CREATION GRANT

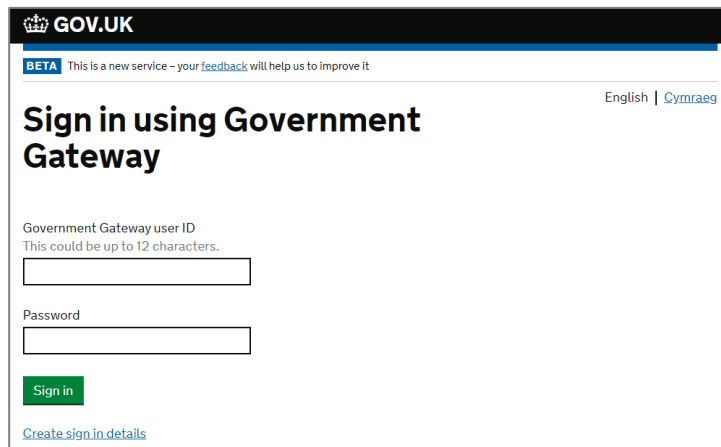
SFS Optional: Woodland Creation Grant is available via RPW Online to farmers and landowners taking part in SFS, who have a woodland creation plan approved by the Welsh Government following successful application under Woodland Creation Planning Scheme (WCPS).

Customers who have not yet entered the Woodland Creation Planning Scheme (WCPS), can do so at any time via RPW Online. Rules and eligibility for the WCPS scheme can be found on the Welsh Government website gov.wales/woodland-creation-plan-scheme

SECTION 1 – GETTING STARTED

RPW Online

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



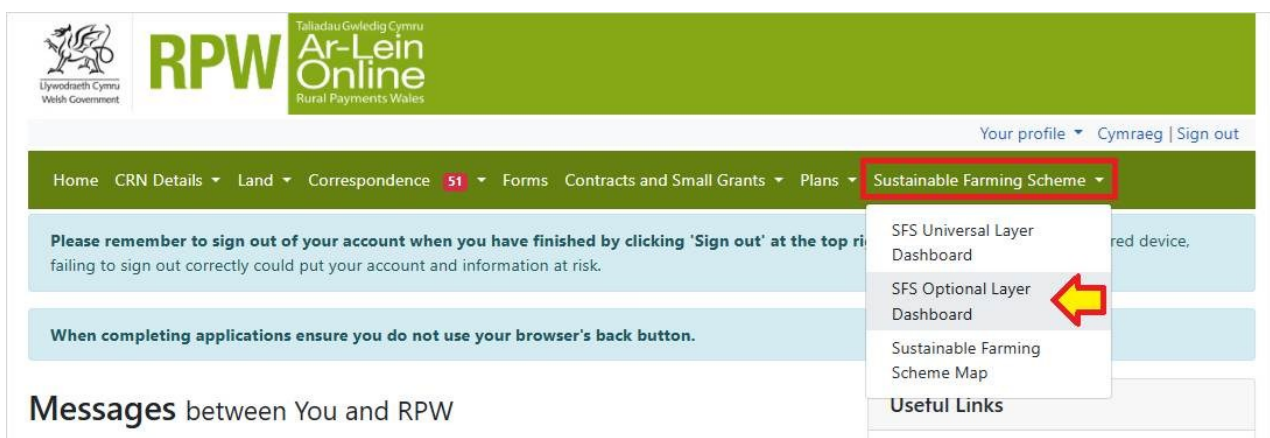
The screenshot shows the GOV.UK sign-in page. At the top, it says 'GOV.UK' and 'BETA This is a new service – your feedback will help us to improve it'. Below this, it says 'Sign in using Government Gateway'. There are two input fields: 'Government Gateway user ID' (with a note 'This could be up to 12 characters.') and 'Password'. A green 'Sign in' button is below the fields. At the bottom left, there is a link 'Create sign in details'. At the top right, there are links for 'English' and 'Cymraeg'.

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

Once logged in to your online account the RPW Online Home page will appear. This page will show information and messages you have received or sent, as well as being able to start and submit any available applications.

SFS Optional: Woodland Creation Grant - Application

To start your SFS Optional: Woodland Creation Grant application click the **Sustainable Farming Scheme** drop-down and choose **SFS Optional Layer Dashboard**:



The screenshot shows the RPW Online dashboard. At the top, there is a green header with the RPW logo and 'Ar-Lein Online Rural Payments Wales'. Below the header, there is a navigation bar with links: Home, CRN Details, Land, Correspondence, Forms, Contracts and Small Grants, Plans, and Sustainable Farming Scheme. The 'Sustainable Farming Scheme' link is highlighted with a red box. A dropdown menu is open below it, showing options: SFS Universal Layer Dashboard, SFS Optional Layer Dashboard (highlighted with a red arrow), Sustainable Farming Scheme Map, and Useful Links. Below the navigation bar, there are two blue boxes with messages: 'Please remember to sign out of your account when you have finished by clicking 'Sign out' at the top right. failing to sign out correctly could put your account and information at risk.' and 'When completing applications ensure you do not use your browser's back button.' At the bottom, there is a section titled 'Messages between You and RPW'.

From the list of Categories presented on screen, choose Woodland Creation:

Temporary Habitat Creation

Support is offered to create areas of new temporary habitat on agriculturally improved land. Creating temporary habitats on agriculturally improved land can have multiple benefits for nature, such as providing foraging areas for pollinator insects and other beneficial invertebrates.

Woodland Creation

Support is offered to support planting of farm woodlands, and agroforestry.

Woodland Management

Support is offered to bring more broadleaf, coniferous and mixed woodlands into active management to ensure their long term health and productivity. Ancient Semi-Natural Woods, Plantations on Ancient Woodland Sites and Restored Ancient Woodland Sites will be given priority.

In the *Applications in this Category* box, scroll to *SFS Optional: Woodland Creation Grant* and click **Continue**

SFS Optional: Woodland Creation Grant

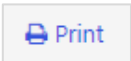
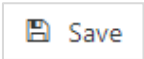
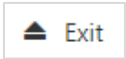
This application allows you to apply for funding for new planting areas greater than 0.25ha that have been approved via the SFS Optional: Woodland Creation Planning Scheme. You will be able to select the actions you wish to apply for from a list created from your verified plan.

For guidance on how to use the form please refer to the SFS Optional Woodland Creation Grant: How to Apply guidance.

Continue

SECTION 2 – OVERVIEW OF NAVIGATION CONTROLS

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

	Located on the bottom left side of the page where applicable. This will allow you to choose the language your application is displayed in.
	Located at the top left of each page where applicable. This button will take you to the <i>Using RPW Online to Apply</i> document for the scheme.
	Located at the top right and bottom right of each page where applicable, these buttons will allow you to move forwards and backwards between pages of your application.
	Located at the bottom left of each page where applicable, this button will allow you to Print a snapshot of your application in its current state. Important note: Printed copies of your application will not be accepted for submission.
	Located at the top right and bottom right of each page where applicable, click this button to save any changes made. Clicking this button will also check to see if changes made are acceptable.
	Located at the bottom left of each page where applicable, click to exit your application. Changes are saved automatically.
     	These indicators appear next to each section of your application, on the left side of the page. The green tick appears when entries made in a section are acceptable. The red cross appears where a required section/page hasn't been viewed yet, or if there are errors that need to be corrected. The blue Information icon appears where an Information message has been triggered due to a change made on the form.

SECTION 3 – THE APPLICATION

Start Application Page

Once you start your application, you will see the following page.

The screenshot shows the RPW Ar-Lein Online interface. At the top, there is a header with the Welsh Government logo, the RPW logo, and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. Below the header is a navigation bar with links: Home, CRN Details, Land, Correspondence (highlighted with a red '51'), Forms, Contracts and Small Grants, Plans, and Sustainable Farming Scheme. To the right of the navigation bar are links for 'Your profile', 'Cymraeg', and 'Sign out'. The main heading is 'Start Application start an application or claim'. Below this is a light blue box containing the text: 'You have asked to complete the following application online: SFS Optional: Woodland Creation Grant - Plan Reference - Cyfeirnod y Cynllun:'. The main content area contains several paragraphs of text explaining the application process, including a warning that the application will not be submitted until the 'Submit' button is clicked, and a note about the submission deadline of 31 December 2009. It also provides a link to the 'Customer Contact Centre' for further guidance and a link to check and change customer details and online preferences.

Before commencing please check that the details shown are correct. If needed, you can make changes by clicking the **Customer Details** link or the **Online Preferences** link.

If the details shown are correct, select the **Start** button. This will take you to the Introduction screen.

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

The screenshot shows the RPW Ar-Lein Online interface for the 'Continue Application' page. The header and navigation bar are identical to the previous screenshot. The main heading is 'Continue Application continue an application or claim'. Below this is a light blue box containing the text: 'You have asked to complete the following application online: SFS Optional: Woodland Creation Grant. You already have an application in progress. Please click 'Continue' to continue with your SFS Optional: Woodland Creation Grant.' The main content area contains a paragraph explaining that the user may choose to remove their existing SFS Optional: Woodland Creation Grant and start again, which will undo all changes since starting the application. It states that the new SFS Optional: Woodland Creation Grant will be populated with the latest available data. A red box highlights the 'Start Again' link, and a red arrow points to it.

Introduction

This page provides key messages about the application. Please ensure you read them thoroughly before you begin.

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

The screenshot shows the 'Introduction' page of the 'SFS Optional: Woodland Creation Grant' application. The page has a left-hand navigation menu with links to 'Introduction', 'Privacy Notice', 'Plan Status', 'Woodland Plan', and 'Submission'. The main content area is titled 'SFS Optional: Woodland Creation Grant' and contains several paragraphs of text. A red box with a white border is overlaid on the text, containing the text: 'Before completing this application, please ensure you have read the associated Rules Booklet accessible by clicking this Link.' Another red box with a white border is overlaid on the text, containing the text: 'Link to the How to Complete Instructions (this document)'. A red arrow points from the 'How to Complete Instructions' box to the text 'How to Complete instructions' in the main content area. The Welsh Government logo is visible in the top right corner of the main content area. The page has a footer with 'Print', 'Cymraeg', and 'Exit' links, and navigation buttons for 'Previous', 'Save', and 'Next'.

SFS Optional: Woodland Creation Grant

Introduction

Help

Introduction

Privacy Notice

Plan Status

Woodland Plan

Submission

SFS Optional: Woodland Creation Grant

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

This scheme provides funding for land managers to create woodlands. Funding is available for trees, fencing and gates. Troughs, water gates and pipes when planting along watercourses are also covered. There is also funding for maintenance and income foregone.

To apply, you must first have a verified woodland creation plan approved by the Woodland Creation Planning Scheme.

The online application process allows you to select areas to plant from the verified plan. The minimum area requirement for this application is 0.25ha of approved planting.

You must have full management control of the land when you submit an Application.

Before completing this application please read the [SFS Optional: Woodland Creation Grant Guidance](#). For help in filling in your application please see the [How to Complete instructions](#).

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

Welsh Government

Print Cymraeg Exit

Previous Save Next

Once you have read and understood the Rules Booklet click **Next** to advance to the next screen of the application.

Privacy Notice

This screen details how the Welsh Government will handle information submitted as part of your application.

Please ensure you read and understand how your data will be used.

SFS Optional: Woodland Creation Grant		Privacy Notice		< Previous		Save		Next >	
Help ?									
■ Introduction									
■ Privacy Notice									
■ Plan Status		✕							
■ Woodland Plan		✕							
> Submission									
Print		Cymraeg							

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

Plan Status

This page requires you to confirm whether any changes have been made to your woodland creation plan since approval under WCPS and you may also indicate your intention to claim for a Groundworks payment.

Additionally, if you indicated that your application is part of an approved collaboration scheme on your WCPS EOI, you will need to confirm the details of the collaboration and whether you have the appropriate management control of land to be planted. If your application is not part of a collaboration scheme, these questions will not appear on your screen.

Note that each question is mandatory.

If your answer to a question requires extra information, a text box will appear on screen to collate this information. Please provide the sheet and field number and associated Unique ID from your approved plan when giving details of any changes.

SFS Optional: Woodland Creation Grant

[Help](#)

Introduction

Privacy Notice

Plan Status

Woodland Plan

Submission

[Print](#)
[Cymraeg](#)

Plan Status

[< Previous](#)
[Save](#)
[Next >](#)

Questions marked with * are mandatory.

Have any changes been made to the area approved on your plan that could impact the planting? *

Have you undertaken any privately funded planting on any area approved in your Woodland Creation Planning Scheme plan? *

Have you sold any land that is part of your approved Woodland Creation Planning Scheme plan? *

Once you have completed your groundworks in preparation for planting, do you intend to claim an advance payment? *

☐ Yes
 ☒ No

☐ Yes
 ☒ No

☐ Yes
 ☒ No

☐ Yes
 ☒ No

[Exit](#)

[< Previous](#)
[Save](#)
[Next >](#)

Woodland Plan

The Woodland Plan page will show you a list of all available items of planting approved on your Woodland Creation Plan. You will need to choose which areas of planting you wish to enter on your application for consideration of support under the SFS Optional: Woodland Creation Grant during this window. If any fencing, gates or water options are associated with the planting you select, these will also be added to your application automatically.

Please keep in mind that you do not need to submit all available planting items approved on your plan into one application window, as you have 5 years from the Woodland Creation Plan approval date to complete all works. Any items not submitted on your application will remain available to submit again, within a future SFS Optional: Woodland Creation Grant window, or in the same window if you wish; however your application must meet the minimum scheme eligibility before submission:

- Only areas of planting and associated fencing/gates approved by Welsh Government under the Woodland Creation Planning Scheme are eligible.
- Your application must contain a minimum area of 0.25ha of approved planting.
- No changes can have been made to the approved planting area before applying for grant that would affect the area approved.

Adding areas of approved planting to your application

- Click **Modify** next to your chosen area of planting:

Woodland Plan

< Previous Save Next >

Please select the capital works you are looking to carry out for Woodland Plan Reference by planting deadline **31/03/2026**.

Items

These are available items from your Approved woodland plan. You must select at least one planting area. Selecting the area of planting will also select any associated fencing and gates.

Unique ID	Option Code	Woodland Category	Selected	Location
1	P004	Enhanced Mixed		 Modify © Crown copyright and database rights 2025. Ordnance Survey AC0000849488. © Getmapping Plc and Bluesky International Limited 2025. Use of this data is subject to terms and conditions. The information shown on the map is as per 25/02/2025. 

- The details will load for the item chosen, and will show *Unique ID*, *Option Code*, *Woodland Category*, a map of the location, and measured area. Click the **Selected** tick box to add to your application:

Woodland Plan - Items
Cancel ✕
Save and Return ↗

Questions marked with * are mandatory.

Selecting this area of planting will also select any associated fencing and gates (shown in the tables below).

Unique ID* 1

Option Code* P004

Woodland Category* Enhanced Mixed

Location*



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Area (ha) 2.19

Total fencing (m) 0

Total number of gates 0

Selected ☐

Cancel ✕
Save and Return ↗

Note: Any associated fencing, gates or water options will be shown below the planting area details on this screen and will be added to your application automatically when selecting to add a planting area.

- To save your changes, click **Save and Return**.
- You will return to the Woodland Plan summary page. The item selected for planting will now display a green tick in the **Selected** column.

Woodland Plan
Previous Save Next

Please select the capital works you are looking to carry out for Woodland Plan Reference by planting deadline **31/03/2026**.

Items

These are available items from your Approved woodland plan. You must select at least one planting area. Selecting the area of planting will also select any associated fencing and gates.

Unique ID	Option Code	Woodland Category	Selected	Location
1	P004	Enhanced Mixed	☒	 © Crown copyright and database rights 2025. Ordnance Survey AC0000849488. © Getmapping Plc and Bluesky International Limited 2025. Use of this data is subject to terms and conditions. The information shown on the map is as per 25/02/2025.

Modify

- Continue to add any further planting for inclusion in your application.
- To remove items selected for inclusion in your application, click **Modify** next to the relevant item. Remove the tick from the **Selected** box and click **Save and Return** to remove from your application.
- When you have finished adding items to your application, click **Next** to move to the next section.

SECTION 4 – SUBMISSION

Errors, Information & Summary

Details of your application are summarised on this page, including your responses to the various questions in the application, and Woodland Planting areas that you have added.

SFS Optional: Woodland Creation Grant		Errors, Information and Summary		< Previous		Save		Next >	
Help ?									
Introduction		Important - Please review this summary. Please scroll down if applicable.							
Privacy Notice		No Errors or Information Messages identified.							
Plan Status		Introduction							
Woodland Plan		SFS Optional: Woodland Creation Grant							
Submission		Privacy Notice							
Errors, Information and Summary		Privacy notice: Welsh Government grants							
Declaration and Undertakings		Plan Status							
Submit		Have any changes been made to the area approved on your plan that could impact the planting?							
		☐ Yes							
		☒ No							
		Have you undertaken any privately funded planting on any area approved in your Woodland Creation Planning Scheme plan?							
		☐ Yes							
		☒ No							
		Have you sold any land that is part of your approved Woodland Creation Planning Scheme plan?							
		☐ Yes							
		☒ No							
		Once you have completed your groundworks in preparation for planting, do you intend to claim an advance payment?							
		☐ Yes							
		☒ No							
Print		Cymraeg							

Any problems found with your application will be shown in the Errors and Information box at the top of the screen. Scroll down the page to see further details of the errors.

You can go back to previous pages of your application to check and correct problems by selecting the **Previous** button or selecting the appropriate page on the left hand side (a red cross indicates a page with an error).

SFS Optional: Woodland Creation Grant

Help

Introduction

Privacy Notice

Plan Status

Woodland Plan

Submission

Total piped water supply (m)

0

Total number of gates

0

Total number of water gates

0

Total number of water troughs

0

Selected

Fencing

Unique ID	Option Code	Category	Length (m)
10	P595	Post and wire fencing with netting	353

Total Selected Planting (ha)

Total Selected Fencing (m)

Total Selected Piped Water Supply (m)

You must select at least one planting area

Print

Cymraeg

Exit

Previous

Save

Next

Declaration and Undertakings

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

SFS Optional: Woodland Creation Grant

Declaration and Undertakings

Previous Save Next

Please tick the box to accept the declarations and undertakings.

I confirm that I have read and understood the relevant Scheme Rules and Guidance Notes and permit the Welsh Government to use my information to support my application.

I declare that the project would not be carried out without the grant requested and that the funding allocated is necessary for the project to proceed.

I undertake to meet any statutory obligations such as Health and Safety; employment; hygiene; environmental management and protection; animal or crop health and welfare that apply during the time of this project.

I understand that the Welsh Government may need to update the rules and conditions to take account of changes made to the Government of Wales Act 2006.

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

I agree to comply with all applicable domestic, or international laws or regulations or official directives.

I have given details that are true, accurate and complete to the best of my knowledge and belief on this application and any supporting documentation.

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

I undertake to notify Welsh Government of any planned changes to the nature or construction of this project prior to implementation.

I undertake to notify the Welsh Government of any other application for grant aid for this project.

I confirm that no work on this project has been undertaken other than consultancy work, site purchase, the obtaining of quotations, or the drawing up of site plans.

I acknowledge that neither Welsh Government nor any adviser appointed by Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application or business development plan, and that I am solely responsible for all business decisions undertaken.

I undertake to notify Welsh Government of any changes to the details provided in the Applicant Details part of the form.

I understand that the Welsh Government displays 'Error' and 'Information' messages in the sections of the application only as an aid for completion and submission of the application.

I will allow officers of the Welsh Government or their duly authorised agent, access to and inspect land and any relevant equipment, facilities and all records and information needed to establish my eligibility and the accuracy of the information provided for which I am making this application.

I agree:

Not to undertake work prior to entering the Woodland Creation Grant scheme that damages the environment and understand that such action could result in rejection of my application.

I agree to maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you to provide proof of your insurance.

I understand that:

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

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

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

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

I agree to the above declarations and undertakings *

Print Cymraeg Exit Previous Save Next

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

Once done, select **Next** to be taken to the Submit screen.

Submission Page

Click to **Submit** your SFS Optional: Woodland Creation Grant application.

The screenshot shows the 'Submit' page of the SFS Optional: Woodland Creation Grant application. The left sidebar contains a navigation menu with the following items: Introduction, Privacy Notice, Plan Status (marked with a green check), Woodland Plan (marked with a green check), Submission (highlighted in blue), Errors, Information and Summary, Declaration and Undertakings, and Submit (highlighted in blue). The main content area has a title 'Submit' and navigation buttons: '< Previous', 'Save', and 'Next >'. Two light blue informational boxes are present: the first states 'You must submit appropriate documentation to support this application. You can do this by clicking the 'Submit Documentation' button on the next screen after you have clicked 'Submit' below.'; the second states 'Click the button below to submit your SFS Optional: Woodland Creation Grant.' Below these boxes is a blue 'Submit' button, which is highlighted with a red rectangle. A message below the button reads: 'A Message containing a copy of your submitted SFS Optional: Woodland Creation Grant will be available in your online Messages page within one working day.' At the bottom of the page, there are links for 'Print', 'Cymraeg', and 'Exit', along with navigation buttons: '< Previous', 'Save', and 'Next >'.

The following message will be generated to confirm successful submission:

The screenshot shows the 'Submission Confirmation' page of the SFS Optional: Woodland Creation Grant application. The left sidebar contains a navigation menu with the following items: Submission Confirmation (highlighted in blue), Errors, Information and Summary, Declaration and Undertakings, and Submit. The main content area has a title 'Submission Confirmation' and navigation buttons: '< Previous', 'Save', and 'Next >'. The page displays the following text: 'SFS Optional: Woodland Creation Grant : Reference Number:'. Below this, it states: 'Your SFS Optional: Woodland Creation Grant was submitted for CRN: [blank] by [blank]'. A message confirming receipt of your SFS Optional: Woodland Creation Grant and a copy of what has been submitted should be available in your online Messages page within one working day. Please check the contents of your SFS Optional: Woodland Creation Grant and notify us of any changes required. Changes may be notified in writing or through the RPW Online Messages system. Click the 'Print this Screen' Button to print a copy of this receipt. Below this text is a blue 'Print this Screen' button. At the bottom, it states: 'If you are required to attach files to your submission click 'Submit Documentation' otherwise click 'Exit'.' Below this text are two blue buttons: 'Submit Documentation' and 'Exit'. At the bottom of the page, there are links for 'Print', 'Cymraeg', and 'Exit'.

SECTION 5 - WHAT TO DO FOLLOWING SUCCESSFUL SUBMISSION

A summary of your completed application will be added to the Messages page on your RPW Online account under the title **Documents received by RPW**. Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

For guidance on how to use your Messages page, please go to gov.wales/rural-payments-wales-rpw-online:-

- Select the **How to use RPW Online** link from the right hand side menu.
- Select either *Customers*, *Agents/Farming Unions* or *Agents/Farming Unions acting on behalf of a Customer*, then choose **Messages** from the list of step-by-step instructions.

Supporting Documentation

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

Amendments and Additions

After you have submitted your application, you may need to make amendments and/or additions. You should use your **Messages** page to do this. Select the existing message received when you submitted your application then attach details of your amendment and/or additional documents (if relevant) to this one message so that it can be managed under one Message Reference Number.

Withdrawing your Application

If you wish to withdraw your application after submission online, you should go to your **Messages** page. Select the existing message received when you submitted your application. Write your request for withdrawal (attaching any relevant information) to this one message so that it can be managed under one Message Reference Number.