



The European Agricultural Fund
for Rural Development:
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Countryside Stewardship:

Capital Grants - Woodland Creation Manual 2016

Applies to all 2016 agreements

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Contents

1. Overview	2
2. Who can apply	9
3. Getting consent	13
4. How to apply	14
5. After applying	20
6. How to make a claim	23
7. Agreement conditions	24
Annex A: Contact details for Woodland Creation Grant 2016	30

1. Overview

Woodland Creation grants are available under the Countryside Stewardship Scheme. For guidance and information on other woodland capital grants available as part of Countryside Stewardship (Woodland Management Plans and Woodland Tree Health), please see the separate guidance at: www.gov.uk/government/collections/countryside-stewardship-woodland-support.

The Countryside Stewardship Terms and Conditions (T&Cs) covering capital and revenue elements will apply as they pertain to those elements of woodland creation agreements (capital and maintenance); detailed at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/448075/cs-terms-and-conditions.pdf

A completed Woodland Creation grant application consists of:

- The Countryside Stewardship capital application form, available on GOV.UK at: www.gov.uk/government/publications/countryside-stewardship-capital-grant-application-form.
- The Woodland Creation Annex (incorporating the woodland creation plan and scoring tables – see [section 4.3](#) for information on this), found at: www.gov.uk/government/publications/countryside-stewardship-capital-grant-application-form.
- Application map sourced from Natural England’s map request service and any additional supplementary maps adhering to the guidelines at [section 4.4](#);
- Any relevant consents, permissions, exemptions or any written advice (please see [individual capital item](#) guides for what is required);
- Any evidence required for individual capital items (see [section 4.7](#)).

If submitting an application electronically (preferred), applicants can email the electronic documents and scan the paper documents above. These can be sent on to Natural England using the relevant email address in [Annex A](#).

Applicants must **submit** their woodland creation applications to Natural England Technical Services by 31 March 2016 to allow time for a site visit to take place and subsequent changes to proposals to be made (if necessary) ahead of the final deadline of 31 May 2016. Applications received after 31 March will not be considered. See [section 4.6](#) for details on how to submit an application.

Please note that Woodland Officers can conduct site visits from the 16 February opening date so early submissions are encouraged.

Late applications will not be accepted.

The maximum available grant per hectare for a given woodland creation application is £6,800. Farmers (whether natural or legal persons) or other land managers, businesses and public entities who are applying for this grant (the “Applicant” or “Applicants”) can select from a range of capital items, each of which offer different payments towards the costs involved. The £6,800 per hectare cap will be calculated as an

average across the area of the application. For more information, please see [section 1.1.3](#).

Applicants who accept an offer of grant will enter into an agreement with Natural England, which will include the Countryside Stewardship [terms and conditions](#).

1.1 How the woodland creation grant works

The Woodland Creation grant provides a one-off payment towards the cost of supplying and planting trees and associated items needed to create new woodland.

In addition, Countryside Stewardship's Higher Tier can be used to access multi-year grants for the on-going maintenance and improvement of newly created woodland, as well as for other environmental outcomes elsewhere on the holding. The Higher Tier has a separate application process, but for Woodland Creation the capital grant application form asks applicants, subject to eligibility, whether they wish to apply for an associated maintenance agreement. If so this process will be discussed with applicants on completion of the capital works.

1.1.1 Woodland Creation Capital items:

Applicants can select from a range of capital items as part of their woodland creation grant. These apply to one-off payments towards the cost of certain items or activities, e.g. planting trees or erecting new fencing and each offer different payment rates. The full list of capital items available for use in woodland creation is below:

Code	Capital items for use in woodland creation	Payment Rate	Aim	Supplements can only be applied to these capital items
TE4	Tree planting www.gov.uk/countryside-stewardship-grants/supply-and-plant-tree-te4	£1.28/ tree	To supply, plant and weed young trees and protect with a 0.6m spiral guard	
TE5	Individual tree shelter www.gov.uk/countryside-stewardship-grants/supplement-for-use-of-individual-tree-shelters-te5	£1.60/ unit	To protect young trees with either a 1.2m or 1.8m tree shelter	
FG1	Fencing www.gov.uk/countryside-stewardship-grants/fencing-fg1	£4/m	Method of stock control, to help habitat management or protect environmental features	
FG2	Sheep netting www.gov.uk/countryside-stewardship-grants/sheep-netting-fg2	£4.90/m	Exclude sheep to protect environmental features	
FG4	Rabbit fencing supplement www.gov.uk/countryside-stewardship-grants/rabbit-fencing-supplement-fg4	£2.50/m	Supplement to fencing (FG1) or sheep netting (FG2) to exclude rabbits to help protect environmental features	FG1 Fencing FG2 Sheep Netting FG9 Deer Fencing
FG5	Fencing supplement - difficult site www.gov.uk/countryside-stewardship-grants/fencing-supplement-difficult-sites-fg5	£1.24/m	Supplement to fencing (FG1) to cover the extra costs of fencing on a difficult site	FG1 Fencing FG2 Sheep Netting FG9 Deer Fencing

Code	Capital items for use in woodland creation	Payment Rate	Aim	Supplements can only be applied to these capital items
FG9	Deer fencing www.gov.uk/countryside-stewardship-grants/deer-fencing-fg9	£7.20/m	To protect newly created woodland from deer browsing	
FG12	Wooden field gate or wooden wings www.gov.uk/countryside-stewardship-grants/wooden-field-gate-fg12	£390/gate	Facilitate stock management and keep livestock out of watercourses. Can only be used with a management option	
FG14	Badger gate www.gov.uk/countryside-stewardship-grants/badger-gate-fg14	£135/gate	Provide badgers unrestricted access either side of a newly erected fence, which crosses known badger routes	FG1 Fencing FG2 Sheep Netting FG4 Rabbit fencing supplement FG5 Fencing supplement difficult sites FG9 Deer Fencing
FG15	Water gates www.gov.uk/countryside-stewardship-grants/water-gates-fg15	£240/gate	Use across streams in conjunction with other stock control options	

1.1.2 Funding for Woodland Maintenance (through Higher Tier agreements)

Through Countryside Stewardships Higher Tier Option, WD1 Woodland Creation Maintenance, (www.gov.uk/countryside-stewardship-grants/woodland-creation-maintenance-payments-wd1) where eligible, a multi-year annual payment of £200/ha can be made for 10 years to support the successful establishment and on-going maintenance of new woodland through activities such as replacing individual trees that die, maintaining fencing and removing competing vegetation.

The multi-year option **WD1 Woodland Creation Maintenance** payment is made annually for 10 years on submission each year of an annual claim form and the agreement ends on the 31st December at the end of the 10th year. Eligible maintenance payments can be claimed from the next calendar year following the first planting season. More information on how to claim this maintenance payment is found in section 6.1.

Land that is ineligible for these payments is defined in section 2 of this guidance.

If applicants are ineligible, or choose not to apply for the woodland creation maintenance option, it is important to note that they are still subject to maintenance requirements on their newly planted woodland for 5 years.

Applicants should indicate whether they would like to apply for Higher Tier Option WD1, the woodland creation maintenance option, in the capital grant application form.

Further information on how to apply for this option will be made available to applicants after they have completed and claimed for their woodland creation capital items.

An application for WD1 can be combined with other funding options available through the Higher Tier to enhance the environment. From Mid-March 2016 the Higher Tier Manual will be available on GOV.UK to explain

more. In the meantime the Countryside Stewardship Grants Tool <https://www.gov.uk/countryside-stewardship-grants> shows the funding opportunities available through Higher Tier and other elements of the scheme.

1.1.3 Restrictions on agricultural activity in woodland areas

Any woodland subject to a woodland creation agreement must not be used for any agricultural activity, including grazing, for a period of at least five years following the final capital payment or whilst in receipt of maintenance payments for the period of those payments.

1.1.4 Woodland creation payments

The payment agreement holders receive will depend on the capital items or option selected. The funding is a contribution towards the costs of carrying out the work.

For woodland creation, there is a cap of £6,800 per hectare for capital items covering both planting and protection. This cap is taken as an average across the entire agreement area, meaning some areas can exceed £6,800/ha if the average across all areas in the agreement is no more than £6,800/ha. The woodland creation annex (Annex 2 of the capital application form) includes a calculation so that applicants can check they are not exceeding this cap.

The maintenance payment option can be paid on eligible land and does not contribute to the calculation of this cap on capital grant support.

1.1.5 Planting area thresholds and open space

In order to be eligible for woodland creation grant 2016, the following thresholds must be met:

General:

- Minimum area per application 3ha
- Minimum block size 0.5ha
- Minimum width of 20m

Planting as part of a suite of measures for water quality or flood prevention (these lower thresholds are only applicable in fully justified cases):

- Minimum area per application 1ha
- Minimum block size 0.1ha.
- Minimum width of 10m

Integral woodland open space shall be limited to 20% of the total woodland area and individual areas of open space shall not exceed 0.5ha or 20m in width. Any larger open areas shall not be considered as 'woodland' and will not be considered as part of the application. Open space shall include forest tracks, rides, wayleaves and other permanent open areas.

1.2 Woodland creation objectives and woodland design

In order to receive support new woodland creation must contribute to the objectives of biodiversity and/or water. Applicants will be asked to describe the objective(s) for woodland creation in the woodland creation plan section of the woodland creation annex.

1.2.1 Guidelines on planting for biodiversity objectives

The majority of new woodland should be made up of native species but can include a proportion of non-native or advancing/honorary species as follows:

- up to 20% of the species mix can be non-native.
- up to 20% of the native species can be 'advancing' or 'honorary' natives e.g. beech, hornbeam, sweet chestnut, sycamore and holm oak as honorary natives in England.

Protecting, connecting and expanding existing native woodland by planting in close proximity will receive points through the [scoring process](#). The Forestry Commission will review the location of woodland creation proposals and their proximity to other native or ancient woodlands.

Species choice and Planting design

Tree species selection for new woodland creation should aim to mimic the natural woodland community. To achieve this it is essential that there is an appropriate balance between the local environment and tree species selected. It is recommended that applicants use the [Ecological Site Classification \(ESC\)](#) (www.forestry.gov.uk/esc) electronic decision support tool. This tool enables applicants to get an indication of the appropriate Native Vegetation Classification (NVC) for the site and associated woodland tree species.

The species selected for creating new woodland based on the guidance for woodland NVC types through ESC must take into account the impact of pest and diseases and any plant health controls and guidance that are in force, listed at www.forestry.gov.uk/pestsanddiseases.

It is recommended that innovative tree planting patterns are used to create a combination of clumps and open space to introduce variation by changing the following characteristics:

- mixture of species within clumps; distribution and size of clumps;
- spacing between trees within clumps;
- spacing between trees and shrubs in adjacent clumps;
- distance between clumps;
- size and distribution of open areas.

New native woodland design should additionally consider the practical implications for after-care of planted trees during the establishment and maintenance phases.

1.2.2 Guidelines on planting for water objectives

Appropriately located and designed new woodland can help reduce flood risk and/or diffuse water pollution. The propensity for trees to deliver water benefits depends on the location for woodland creation, which can be categorised as follows:

Wider catchment woodland - planting here can help reduce fertiliser and pesticide usage; protect sensitive soils from disturbance and erosion; increase infiltration and reduce water runoff; and intercept sediment and chemical pollutants in runoff, reducing the delivery of pollutants to watercourses.

Riparian woodland - planting along watercourses can create a buffer between rivers and the adjacent land, intercepting and removing nutrient pollutants and sediment in runoff; providing a barrier to pesticide spray drift; protecting river banks from disturbance and erosion; slowing flood flows; and providing shade to reduce thermal stress to fish and other aquatic life.

Floodplain woodland - planting here can act as a partial barrier to a river when in flood. This helps to slow flood flows and encourages the deposition of sediment and the retention of pollutants on the floodplain.

In some circumstances, woodland creation can have a negative impact on water resources and/or water quality. In some parts of England, the high water use of conifers and short rotation energy crops can threaten local water supplies and river flows, while the ability of woodland canopies to 'scavenge' acid pollutants from the atmosphere can exacerbate surface water acidification. Where the scale and type of woodland planting suggests this might be an issue, the Forestry Commission will seek advice from the Environment Agency.

1.3 When to apply for woodland creation 2016

The submission window for woodland creation applications opens on the 16th February 2016. Applicants must **submit** woodland creation applications to Natural England Technical Services by 31 March 2016 to allow time for a site visit to take place and subsequent changes to proposals to be made (if necessary) ahead of the final deadline of 31 May 2016. Applications received after 31 March will not be considered. See [section 4.6](#) for details on how to submit an application.

Woodland creation agreements will be issued to successful applicants from July 2016 onwards.

1.4 Agreement length

A woodland creation capital grant agreement will run for a maximum of 2 full calendar years. Agreement holders have 2 full calendar years from the start of the agreement to complete any capital works.

In addition, any capital items funded through this scheme must be retained in the condition and maintained to the specification set out in the Woodland Creation Agreement documentation for 5 years from the date of final payment. Sections [2.2](#) and [2.3](#) below set out how this 'durability requirement' applies to landlords and tenants.

Once the final payment has been made the Woodland Creation capital agreement is 'closed'; any durability requirements (maintain the investment for a period of 5 years from payment) continue and may still be subject to penalties and recoveries.

Any associated WD1 woodland creation maintenance agreement will run for 10 years ending on the 31st December of the 10th year.

1.5 How applications are selected

The scheme is competitive and applications will be scored and accepted subject to the available budget. Applicants must score their own applications and submit a score form as part of their application by 31 March 2016. Final scoring and ranking will take place in June 2016 based on the final application.

The highest woodland creation scores will be achieved by applicants whose proposals have the greatest positive impact on:

- biodiversity;
- water (quality and flooding); and
- climate change.

In addition, applicants working in partnerships at a landscape scale (involving multiple ownerships) and those with a large application area will receive additional points to contribute to their total score.

1.6 What the grant cannot pay for

The grant cannot be used to pay for the cost of:

- any capital works initiated before the agreement starts;
- planning application fees or other transactional fees;
- agent fees or other advisory fees;
- meeting legal requirements, including planning conditions;
- any works on a Site of Special Scientific Interest or Scheduled Monument

2. Who can apply

Land managers, owners, leaseholders and tenants can apply for woodland creation grants, as long as the land parcels in their application are under their full control for the length of the agreement period.

Land uses that are ineligible for schemes under Countryside Stewardship are listed below:

- Land that is already subject to another Rural Development scheme;
- Land that is already subject to another obligation which is incompatible with Countryside Stewardship;
- Any land parcels entered into the scheme which are not entirely within England. Parcels that are either partly or entirely within Scotland or Wales are not eligible for Countryside Stewardship; and
- Land where the applicant does not have management control for the length of the agreement and is unable to have an application countersigned by the landowner.

Grants under this scheme are open to the following persons or bodies:

2.1 Partnerships

Partnerships can apply for a woodland creation grant. All partners of the business, or their agents, must sign the application form (and the subsequent Woodland Creation agreement) unless one person is authorised to act as their representative. All partners must give their signed consent to this when completing and submitting the application form.

2.2 Tenants

Tenants must have the agreement of their landlord or the landowner before they apply. The applicant must ensure that entering into a woodland creation grant agreement does not breach the conditions of a tenancy.

The landlord agrees only to be responsible for the durability requirements of the agreement. The durability requirements must be met for 5 years from the date of the final capital payment. If the tenancy ends during that period, the landlord must agree by counter-signing the application that they are responsible for any remaining period of the durability requirements. The detailed eligibility rules for tenants are below:

If an applicant is a tenant under the Agricultural Holdings Act 1986, Agricultural Tenancies Act 1995 (a Farm Business Tenancy) or equivalent, it is their responsibility to check that by joining Countryside Stewardship they do not breach the terms of their tenancy.

Tenants applying for an agreement in their own name must have:

- management control of all the agreement land for the duration of any commitments (which may extend beyond the agreement period); and

- security of tenure for the full duration of the agreement. If that is not possible, they must obtain the countersignature of the application by their landlord. If a countersigned application is not possible on a part of the tenant's land that particular area of land must not be included in the application.

2.3 Landlords

If the tenant does not have control over the Agreement Land (as defined in the Countryside Stewardship terms and conditions) for the full five years from the date of the final capital payment, landlords must ensure that both they and their tenant(s) sign the declarations on the application form. The detailed eligibility rules for landlords are below:

Landlords can apply for Countryside Stewardship but they must ensure that both they and their tenant(s) sign the declarations on the application form.

Provided landlords can demonstrate they have sufficient management control over the land, they can apply for an agreement on land that has been let to a tenant.

As the Agreement Holder, landlords must give their tenant a copy of the Countryside Stewardship agreement. Landlords may be required to provide evidence, if requested, that they have given the tenant a copy of the agreement. It is the landlord's responsibility to make sure that any tenant does not breach the terms of the agreement.

If a landlord undertakes to take over a Countryside Stewardship agreement from a tenant once the tenancy has ended, the landlord must be eligible to do so; for example, they must not be an ineligible public body. Even in these cases the durability and maintenance requirement must still be met.

2.4 Land owned by public bodies

If the land is owned or run by a public body, the tenant will need to check with their landlord if the land is eligible for Countryside Stewardship. A Countryside Stewardship grant cannot pay for any environmental management that is already required by statutory duty through:

- payment from Exchequer funds;
- grant aid from any other public body; or
- any other form of legally binding obligation.

This means Crown bodies and non-departmental public bodies (NDPBs) are not eligible for the scheme, and nor are Trading Funds that do not receive funding direct from the Exchequer. Crown bodies include all government departments and their executive agencies. These include the:

- Ministry of Defence;
- The Crown Estate
- Forestry Commission; and
- The Royal Parks.

NDPB's are public bodies that have a role in the processes of national government but are not a government department, nor part of one. These include:

- the Environment Agency;
- Natural England;
- Historic England (formerly English Heritage); and
- the National Forest Company.

Parish councils and former college farms are not considered to be public bodies and so are eligible to apply for Countryside Stewardship.

The following table provides more detailed eligibility criteria for public bodies:

Landowner	Eligibility	Comments
State bodies, including Government departments, executive agencies and NDPBs, (eg Ministry of Defence, Forestry Commission)	Ineligible	Forest tenanted by a private body or local authority may be eligible for support.
Other public bodies (e.g. local authorities, national park authorities and public corporations)	Eligible for capital elements of woodland creation Ineligible for multi-year maintenance payment	Provided the work does not form part of their obligations as a public body
Parish Councils	Eligible	
Tenants of any public bodies	Eligible for capital elements of woodland creation Ineligible for multi-year maintenance payment	Ineligible where the work is already a requirement of the tenancy agreement. Tenants must have security of tenure for the full term of the agreement, as the public body cannot countersign the agreement.

Local authorities can apply for support for the capital elements of woodland creation (e.g. tree planting and associated guards and protection) but cannot apply for the multi-year maintenance payment option (WD1) associated with woodland creation.

Similarly, tenants of publicly owned land can apply for all capital items but not multi-year woodland creation maintenance payments. In all cases, the landlord's consent is required and the work proposed must not already be covered by the tenancy agreement.

2.5 Businesses receiving other funding or managing the land under other agreements

Grants cannot be combined with other sources of public funding for the same capital works in the same location. Grants cannot be used for capital works which an Applicant is required to carry out under other agreements, such as work which is already a requirement of the tenancy agreement or grant schemes such as:

- Environmental Stewardship;
- Countryside Stewardship;
- Farming and Forestry Improvement Scheme;
- Woodland Grant schemes;
- Flood Recovery Fund;
- Heritage Lottery Fund
- Inheritance Tax Exemption.

Applicants must ensure that any work proposed for this grant doesn't breach the conditions of any other agreement. Natural England may carry out checks to make sure that capital works are not funded twice from public funds.

Any applicants for woodland creation grant who have existing Environmental Stewardship (ES) agreements on any land parcels included in their application will be required to amend their ES agreement to remove the areas of land upon which woodland creation (and any associated capital items) would be present.

3. Getting consent

Applicants need to check the criteria for each capital item they are applying for to see if any consents are needed. This can be found in the [individual item and option guides \(www.gov.uk/countryside-stewardship-grants\)](http://www.gov.uk/countryside-stewardship-grants). Applicants should ensure they have all relevant consents, permissions, exemptions and any written advice in place or in progress at point of application. Woodland Creation agreements will not be offered if these are not in place or provided as and when required. Please see [section 7](#) for agreement conditions.

Applicants can get informal advice on whether a proposal needs planning consent from the local planning authority. There is also guidance on planning available at planningguidance.communities.gov.uk.

3.1 Other consents

Applicants may need to apply for other consents before they apply under this scheme even if they don't need planning consent.

Consents are likely to be needed if the work affects:

- Sites of Special Scientific Interest (SSSIs)
- Protected species (as defined by the Wildlife & Countryside Act 1981);
- Registered Parkland; or
- Registered Battlefield; Water Course or Highway.

3.2 Other considerations

While not a condition of this grant, when undertaking work under the Agreement, applicants are reminded that they must not breach any other rules or laws, such as:

- break byelaws;
- obstruct public rights of way;
- block or restrict access to 'open access' land;
- affect oil or gas pipelines.

4. How to apply

4.1 Register on Rural Payments

All applicants must register themselves on Rural Payments (www.gov.uk/guidance/register-for-rural-payments) before applying for woodland creation. They will receive a customer registration number (CRN) once registered.

All land parcels benefiting from grant must be registered on the Rural Land Register. This is a condition of the woodland creation agreement. Please see [section 7](#) for agreement conditions.

Applicants who are new to schemes being paid through RPA will also be given a 'single business identifier' (SBI) and Vendor number.

4.2 Check the proposed work will not damage important features

Make sure the capital works in the application will not damage historic or archaeological features on or adjacent to where the work is undertaken.

If applicants are in a National Park they may be able to receive free advice from their local National Park Authority.

4.3 Choose capital items, land area and planting specifications

The capital items available in woodland creation 2016 are listed in [section 1](#). To be eligible for support, applicants must apply for the capital item TE4 (www.gov.uk/countryside-stewardship-grants/supply-and-plant-tree-te4), which can be applied for in conjunction with the additional protection items listed (TE5, FG1, FG2, etc.). Annex 2 of the application form ('Woodland creation annex'), found on GOV.UK at www.gov.uk/government/publications/countryside-stewardship-capital-grant-application-form, can be used to record the details of the capital items applicants wish to include in each field parcel (e.g. number of trees, shelters or length of fencing).

Applicants should note that there is a cap of £6,800/ha applied as an average across the application for all capital items required. If the spreadsheet template of the woodland creation annex is used, this will be calculated automatically. If this cap is exceeded, the application will be ineligible. Please see [section 1.1.3](#) for more information.

4.3.1 Woodland Creation Plan

The woodland creation plan forms part of Annex 2 and must be completed by the applicant. This provides an opportunity for the applicant to record the objectives for the scheme and key details such as species proposed and their percentages, percentage open space and planting density. The planting density (measured in 'stems per hectare') varies depending on the species choice and objectives of the scheme. A Forestry Commission Woodland Officer will check these details when they review the application. The woodland creation plan must also provide the rationale for the supporting capital options, e.g. protection requirements.

To receive support in woodland creation 2016, planting density must reach the minimum of 400 trees per hectare. Please note that this is a minimum amount and the appropriate planting density will be proposed by the applicant and validated by the Forestry Commission Woodland Officer.

4.3.2 Score form

The applicant is responsible for completing the score form in Annex 2 (“Woodland Creation Annex”) of the CS Capital Grants Application Form.

The scoring process reflects the objectives of Countryside Stewardship with points available for biodiversity (priority habitats, priority species, woodland bird assemblage), water (quality and flood risk) and ‘cross-cutting’ (including climate change mitigation, adaptation and partnership working) objectives. The size of the application also affects the points score (a larger area of planting gets a higher score).

Each application will need to reach a minimum threshold score of 12 points to be eligible and must achieve points against either biodiversity and/or water.

The scoring is area-based and applicants will need to identify the total area within the priority areas for biodiversity or water. This can be checked by visiting the [Land Information Search \(LIS\)](http://www.forestry.gov.uk/england-lis) website (www.forestry.gov.uk/england-lis). Scoring also takes into account the design of the woodland. Information on how to design woodland that is priority habitat reduces flood risk or improves water quality can be found on the [Forestry Commission website](http://www.forestry.gov.uk/forestry/BEEH-9szh46) (www.forestry.gov.uk/forestry/BEEH-9szh46).

4.4 Prepare a map for your application

A map showing any areas of woodland creation and associated capital items must be provided with your woodland creation application. If your application is successful and you are offered an agreement, the map you supply will also become your “Agreement Map” and it therefore needs to be clear, legible and meet certain standards.

Your map for woodland creation **MUST** be requested through the Natural England map request service and associated options and items drawn on. The “Agreement Map” must be based on the map supplied by Natural England but other supporting maps for the woodland creation plan can use OS based maps and/or or GIS generated digital maps. Maps should be based on a scale of 1:2500 or 1:5000 or for large schemes 1:10000.

Please note that there is a 5 day turnaround for the Natural England map request service, applicants must take this extra time into account to ensure an application is submitted by the deadline of 31 March 2016. It is suggested that applicants request a map as early as possible in the process.

Through the map request service, Natural England will provide a blank, base map centered on the land parcels that applicants propose to plant woodland on. Woodland creation capital items must be marked onto the map using the key provided. This request service can be initiated by calling your local Natural England Technical Services office as listed in Annex A. Applicants will need to supply all relevant Field Numbers of their land parcels to use this service.

Using the Natural England map request service will also give the opportunity to highlight any existing Environmental Stewardship (ES) agreements on the land parcels proposed and to discuss some of the potential issues prior to the full woodland creation application being worked up. Natural England will discuss these initial eligibility issues with applicants at this time. Please be aware that there will be more detailed eligibility checks undertaken throughout the application process which will require addressing appropriately.

When contact Natural England Technical Services to request the map, applicants must have the following information to hand:

- Applicant's SBI
- Applicant's personal details
- County Parish Holding (CPH)
- Field numbers of the land parcels to be included in the application
- Whether or not a live ES agreement is present on any field parcels in the application.

Please note that applicants will be responsible for providing updated maps following any agreed changes to the proposed scheme or capital options.

4.4.1 Minimum mapping standards

When indicating capital items on the supplied base map, the following must be included in the "Agreement Map":

- The map must show the whole land parcel on which the woodland creation capital items to be included are located.
- The location of the proposed capital works must be shown (the capital items must be marked with a coloured pen and the capital item code(s) should be listed next to them). This includes proposed planting areas.
- any proposed areas of open space within the proposed planting areas must be shown;
- fence lines – stating which type of fence (code) is being applied for;
- Map number (1, 2, 3, etc). Include this map number and also the total number of maps e.g. 1 of 3
- Single Business Identifier (SBI) – consisting of 9 digits; application year; and agreement title (as detailed on the application form), to be written on the top right.
- Name of business or applicant – this should be the name (beneficiary) that is registered with the Rural Payments Agency (RPA) for the SBI, to be written on the right hand side
- If there are no numbered OS grid lines a 6 figure OS grid reference for the centre of the map, to be written on the bottom left.
- Use black ink for all annotations on the map. If a mistake is made do not use correction fluid, strike through the mistake instead.

Further maps should be used to help support your Woodland Creation Plan. These maps should be based on an appropriate OS map (the Natural England map request service can be used, if needed) and include the following items:

- Planting Design - showing species
- Areas of open and running water
- access tracks to be created and maintained
- Open Ground Map - showing and identifying features that justify/support internal open space e.g. Public Right of Way, rides/tracks, wayleaves etc.

4.5 Authorising an agent

Applicants can complete the application and claim forms themselves, or they can authorise an agent to do so for them. Please use the appropriate agent authorisation form if an agent is to be used.

4.6 Complete and submit the application

4.6.1 Complete the application

A complete woodland creation grant application consists of the documents outlined in [section 1](#).

4.6.2 Before submitting an application:

- Read the declaration, undertakings and warning carefully;
- Read the Countryside Stewardship terms and conditions carefully;
- Complete an agent authorisation form, if required;
- Applications submitted by 31 March do not have to be signed. Once applicants have discussed and validated their application with their Woodland Officer, they will have to sign the updated application form ensuring counter signatory's declarations, undertakings and signature(s) are provided, where required (i.e. landlord/tenant)
- Please leave the signature and declarations section blank for the initial submission.

4.6.3 Submit the application:

Submit the completed application electronically or by post to Natural England. To do this, scan any maps and attach all application documents to an email and send to the relevant Natural England Technical Services team, found in [Annex A](#). This should be the county of the proposed woodland, not the applicant's home address. Put 'CS Woodland Creation application – SBI' as the email subject, e.g. 'CS Woodland Creation application – SX12345678'.

Electronic submissions are the preferred method to apply for a woodland creation grant. If applications are unable to be sent electronically, applications will be accepted via post at the relevant Natural England address in [Annex A](#).

Please note, if an applicant chooses to apply by post, it is strongly recommended that they also email their Woodland Creation Annex to the relevant email address in Annex A so that Natural England have a self-calculating version of this document.

All electronic or postal applications must be received by Natural England on or before 31 March 2016. It is recommended that applicants obtain proof of postage for any postal applications and any other documents sent to Natural England. Applicants are advised to retain a copy of their completed application form, documents and map.

If you have read this guidance and are still not sure how to complete the application form please contact Natural England using the contact details at [Annex A](#).

4.7 Evidence required with the application

Evidence required for each capital item is shown in the option and items guides at www.gov.uk/countryside-stewardship-grants. Please ensure that if an application includes any of the capital items that require evidence prior to the application or with the application that this is included with a submission to Natural England by 31 March 2016.

4.7.1 Photographic evidence

As the table above indicates, some capital items require photographic evidence to support an application and any claims. In these cases, the following general principles will apply:

- **Application stage:** Take a photograph of the land where works will take place. This should establish the 'baseline condition' before work is started.
- **Claim stage:** For a partial or full claim, the Agreement Holder should take a dated photograph after the works have been completed and send it with the payment claim. This should show the 'works completed condition'. The 'baseline' and 'works completed' photographs should be taken from the same position. In some cases photographs taken during the works will also be required. Agreement Holders should follow individual capital item guidance.

4.7.2 Photographic evidence quality and labelling

Detailed guidance can be found at:

www.gov.uk/government/publications/countryside-stewardship-record-keeping-and-inspection-requirements

- The photographs should identify the land on which work has been carried out and provide sufficient evidence that the works have been delivered to the required standard. Paper or digital photographs are acceptable.
- Printed photographs must be submitted on photographic paper and be no smaller than 15 cm x 10 cm.
- On the reverse write the Ordnance Survey (OS) map sheet reference and National Grid reference for the field parcel, the implemented capital item code, date and agreement holder name.
- Digital images should not be smaller than 600 x 400 pixels and ideally the image file size no larger than 400 KB.
- Images submitted by email should be supplied as JPEG files.
- Label digital images. For example, for 'baseline and completed' photographs for FG2 Sheep Netting, the image should be labelled as XX12345678_FG2_1; and XX12345678_FG2_2.

5. After applying

Once an application has been received by Natural England it will be checked to confirm that:

- the eligibility requirements at [section 2](#) have been met and any necessary consents as referred to at [section 3](#) have been supplied;
- all the necessary details have been entered on the application form; and
- the base agreement map has been sourced from the Natural England map request service and completed to the correct standard outlined in [section 4.2](#).

If an application fails any of the above checks Natural England will contact the applicant to explain what is wrong and how the failed check(s) can be corrected (if applicable).

The application will be sent to a Forestry Commission Woodland Officer, who will arrange a site visit and (in discussion with the applicant) make any changes. Any changes must be completed (alongside the Woodland Officer) by the 31 May 2016. At this point the application will be marked as 'final' and no more changes can be made by the applicant (unless these are due to the subsequent consultation process – see [section 5.1](#)).

The application will go through a consultation process that will be started after a site visit is completed by the Forestry Commission Woodland Officer. Depending on the application, this can take some time and subsequent changes may need to be made to the application after the consultation period. This includes placing the application on the [Forestry Commission's public register \(www.forestry.gov.uk/forestry/inf-d-6u8jku\)](#) for 28 days and also providing an [environmental impact assessment \(EIA\) opinion \(www.forestry.gov.uk/england-eia\)](#). The consultation process does not have to be completed by 31 May 2016 and any changes to the application that need to be made subject to consultation responses are allowed to be made after the closing date. For more information on this, please see [section 5.1](#).

All applications will be checked, scored and then ranked after final submission. The highest scoring applications (above the 'cut-off' score) will be progressed to agreement subject to consents, consultations, permissions and licences being in place.

Successful applicants will be made a grant offer from July 2016 onwards. Unsuccessful applicants will also be notified. Successful applicants will be sent 2 copies of an agreement offer letter. Both copies must be signed if an Applicant wishes to accept the offer, one of which is to be returned to Natural England within 20 days of receipt and the other kept for the Applicant's records. If the signed offer letter is not received by Natural England within 20 days the offer will be withdrawn.

An Applicant who has entered into a Woodland Creation Agreement by accepting the offer (an "Agreement Holder") cannot modify, extend or amend the Woodland Creation Agreement. The offer must be either accepted or declined by the Applicant.

If other parties e.g. a landlord or landowner countersigned the final application, they must also countersign the agreement letter.

Unsuccessful applications can be resubmitted the following year.

5.1 Consultation process for new planting applications

An agreement for new planting cannot be issued until the application has been on the public register for 28 days.

The Forestry Commission's public register will show:

- the location of the land applied for;
- the work that is going to be carried out; and
- the value of the grant applied for

Members of the public can comment and raise objections to applications on this register and the Forestry Commission will consider all comments.

The Forestry Commission will also consult with local authorities and other relevant statutory organisations.

The Forestry Commission may ask applicants to change their proposals in response to comments.

This consultation process, including placing the application on the public register, consulting with the local authority and preparing an Environmental Impact Assessment (if required), must be completed before agreements can be issued. In the event that this process goes beyond 30 September 2016, applications will be rolled over to the following year.

For more information, please see www.forestry.gov.uk/publicregisters.

5.1.1 Environmental impact assessments

Woodland creation applications will be reviewed by the Forestry Commission to determine if they are likely to have a significant environmental impact.

In most cases, proposals are not regarded as significant and a full Environmental Statement is not required. If a full EIA is required, applicants will need to undertake this and submit an Environmental Statement to the Forestry Commission. The Forestry Commission's consent must be obtained before an agreement can be issued.

For more information, please see www.forestry.gov.uk/england-eia.

5.1.2 Dealing with an objection

If objections against a proposal are raised through the consultation process and cannot be resolved locally then the Forestry Commission can refer them to the relevant Forestry and Woodland Advisory Committee (FWAC).

In the event that the FWAC cannot resolve an objection, the Forestry Commission Area Director will pass the case on to the Forestry Commissioners. If they agree with the objection, they will decide immediately. If they disagree with the objection, they will seek the view of Defra Ministers before proceeding.

5.2 Why applications are rejected

A woodland creation application may be rejected at any stage, if:

- it doesn't meet eligibility criteria;
- it doesn't score highly enough;
- it doesn't meet the **UK Forestry Standard** (www.forestry.gov.uk/ukfs) or associated guidelines; or
- it is likely to cause harm to the environment

5.3 Agreement Management

Work can start on or after the Agreement Start Date - for capital agreements this is on the first of the month following signed agreements being available. For maintenance agreements this is the 1st of January following the end of the planting season in which the capital works were completed. Invoices for materials or works must be retained for inspection for 7 years from the end of the Agreement. Invoices must be dated on or after the Agreement Start Date. Claims will be rejected and will not be paid if, on inspection, it is found that part or all of the work was carried out prior to, or after, the agreement period.

Critical dates for 2016 agreements:

- capital works must be completed within 2 full calendar years from the Agreement Start Date;
- all capital claims for payment must be received no later than the 31st of March following the 2nd calendar year of the capital works programme. Claims after this date will not be accepted.
- Maintenance agreements will require the submission of annual claims for each year of the agreement by the 31st of May.

6. Making a claim for payment

Agreement Holders can submit a claim for reimbursement for capital items at any time of the year provided the approved work has been completed in accordance with the terms of the Woodland Creation Agreement and have been paid for in full by the Agreement Holder. The minimum value of any claim is £500 with the exception of the final claim which may be less than £500. If a contractor is being used to deliver the works, the Agreement Holder must pay them before they can claim from Natural England. Valid claims will be paid within 2 months of receipt.

With each claim the Agreement Holder must submit evidence that the works have been completed. To see the evidence required with a claim please see [section 4.7](#) on photographic evidence and the individual option requirements. Natural England must receive the claim and any supporting information, including photos, by the 31st March following the end of the 2 year capital works programme and by the 15th of May each year for annual claims associated with any a maintenance agreement. Late claims will be rejected.

Payments will be made directly into the Agreement Holder's bank account by the RPA.

Once the final payment for capital items has been made the capital agreement is then 'closed'. The Agreement Holder/landlord as appropriate must however retain the items to the condition and specification for which the aid was granted for 5 years from the date of the final payment for capital items. This is a condition of the Agreement. Please see section 7 for agreement conditions.

6.1 Claiming Woodland Creation Maintenance Payments

Agreement holders who are eligible (and have successfully applied) to receive woodland maintenance payments in support of woodland creation will be eligible to claim payments every year for 10 years. A payment claim must be submitted by the 15th May every year. The first maintenance claims can be submitted from the 1 January following the planting season (October to March) in which the tree planting was completed.

For example, if woodland is planted in December 2016 and claimed for before 31 March 2017 then the first maintenance claim can be submitted from January 2018 but before 15th of May 2018 to support claim payment for 2018.

Future claims for the maintenance payment must be submitted each year once the capital work has been carried out.

Agreement holders must keep all invoices, records, photographs and accounts relating to their claim for a period of at least 7 years from termination or expiry of the agreement. These must be produced for inspection by Natural England, the RPA or its authorised agents within 10 days of being asked to show them.

7. Agreement conditions

Agreement Holders can't change or amend their Agreement after they've been offered a grant. Agreement Holders must meet all of the following conditions:

- ensure capital works are located where they were identified on the map submitted with the application;
- ensure all capital works are completed to the standard and timescale set out in the agreement;
- comply with any written permits or consents, if necessary;
- ensure all land parcels benefiting from this grant are registered on the Rural Land Register
- retain capital items to the condition and specification for which the aid was granted for a period of 5 years from the date final payment was made for those capital items.
- comply with the Countryside Stewardship Terms and Conditions.

7.1 Record keeping

All records relating to the Agreement must be retained for 7 years from the end of the Agreement. Agreement Holders should retain any invoices, delivery notes, bank statements or consents etc. which should be available on inspection.

7.2 Breaches of Agreement

Agreement Holders in breach of their agreement or not meeting the eligibility criteria (see [section 2](#)) could be subject to non-payment of claims or recovery of some or the entire grant payable or already paid (possibly with interest and penalties) under the scheme.

Agreement Holders are also responsible for anyone acting on their behalf, e.g. contractors carrying out the capital works.

Agreement Holders will also be in breach of the rules under this scheme if they do not comply with certain statutory and scheme requirements. These could include:

- deliberately withhold any required information, refuse to allow access by Natural England, Forestry Commission or their appointed representative to the land on notice;
- deliberately fail to be available or to accompany a Natural England, Forestry Commission or RPA officer on a site visit with notice;
- provide false or misleading information;

- submit a claim for capital works that have not been completed or not completed to the requirements specified for that item;
- fail to complete all the capital works in the agreement;
- don't retain evidence of the costs incurred for 7 years from the end of the Woodland Creation Agreement;
- disturb wildlife habitats of protected species, e.g. great-crested newts and bats.

7.3 Site Visits

Site visits are carried out in order to monitor Agreement Holders' compliance with the rules governing their agreements, and the success of Countryside Stewardship overall. Agreement Holders must allow any UK or EU public authority (or their authorised representatives or auditors) to access their land or premises for this purpose and must assist and co-operate with any person carrying out a site visit. Any refusal to do so or obstruction is a breach of the Countryside Stewardship terms and conditions, and may also be a criminal offence. Further information on scheme inspection and monitoring is included in the scheme evidence requirements document, which will be made available shortly on GOV.UK.

7.4 Reductions and Penalties

If Natural England becomes aware that an Agreement Holder has breached the terms of their agreement or that they do not meet the relevant eligibility criteria on all or part of their Agreement Land, future grant payments may be reduced or withheld, and sums previously paid to the Agreement Holder may be recovered. In some circumstances, additional penalties may be applied.

This section of the Manual sets out a non-exhaustive list and some examples of where reductions or penalties may be applied, and where payments may be withheld or recovered.

7.4.1 Reductions

Natural England reserve the right not to apply reductions in cases of force majeure or exceptional circumstances.

7.4.2 Late claims

Capital Claims: In order for payments to be made capital claims must be received no later than the 31st March following the 2nd calendar year of the capital works programme.

Revenue Claims: must be received by the 15th of May of the relevant claim year. Agreement holders can make a late payment claim for annual maintenance payments after the deadline of 15 May each year, until midnight on 9 June but they will incur a penalty. For each working day the payment claim is late, the size of the penalty will be 1%. Agreement holders cannot make payment claims after midnight on 9 June (apart from in cases of force majeure).

7.4.3 Changing a claim after it has been submitted

Annual maintenance payment claims can be changed until midnight on 31 May without incurring a penalty.

For each working day after this until midnight 9 June, a 1% penalty will be applied to the land parcel and option which the change relates to.

Claims can't be changed after 9 June, apart from:

- cases of force majeure
- where an agreement holder withdraws all or part of a claim or
- obvious error

7.4.4 Withdrawing all or part of an application

Agreement holders can withdraw all or part of a claim at any time unless:

- they have already been told about an error in the claim (or the relevant part of the claim)
- they are inspected (or receive advance warning of an inspection)

7.4.5 Obvious errors

Where a simple mistake on a claim has been made (and which is obvious from a simple check of the claim), agreement holders can ask Natural England to correct it. Natural England may be able to correct it at any time without applying a reduction or a penalty – this is sometimes called an 'obvious error'. However, if an agreement holder makes the same mistake more than once, Natural England may not accept it as an obvious error a second time.

7.4.6 'Notified errors'

Agreement holders can notify Natural England of errors in their claim at any time unless they have:

- already been told about the error, or
- received advance warning of an inspection.

Natural England may not apply penalties in these cases.

7.4.7 Cross compliance

Any breach by the Agreement Holder (or others acting under their control, including contractors, employees or family members) of cross compliance rules in relation to revenue agreements anywhere on the Holding (including associated common land) may result in a penalty being applied. In most cases, the penalty would be applied to all BPS, CS and earlier agri-environment scheme area payments claimed by the Agreement Holder.

7.4.8 Over-declaration of expenditure

If the Agreement Holder submits a claim which exceeds the value of the costs which are eligible to be claimed, a penalty may be applied. Where the excess amount claimed is 10% or less of the value of the eligible costs, the payment will be reduced to the correct amount but no additional penalty will be applied.

Where the excess amount claimed is more than 10%, a penalty equal to the difference between the eligible costs and the amount claimed will be applied, up to a maximum of the entire value of the claim.

7.4.9 Interest charges

When Natural England or the RPA act to recover payments already made to the Agreement Holder, interest will be applied. The interest rate to be applied is the Bank of England Base Rate plus 1%. Interest will begin to accrue from 60 days after the date of Natural England's notification of the breach to the Agreement Holder and will continue to accrue until the time of reimbursement of the payments from the Agreement Holder to Natural England or the RPA. This will include any period when the recovery / penalty is being appealed or otherwise under review.

7.5 Change of ownership

Capital Grant agreements are not transferable. If all or part of the land under a Capital Grant agreement is sold or let to another party, the Capital Grant agreement will be terminated on those parcels and the Agreement holder may be required to repay all or part of the grant payments received.

7.6 Force majeure and exceptional circumstances

If the Agreement Holder is prevented from complying with their obligations under the Woodland Creation Agreement due to force majeure or exceptional circumstances, Natural England must be notified in writing, within 15 working days from the date on which the Agreement Holder (or any person authorised to act on the Agreement Holder's behalf) is in a position to do so. They'll need to give evidence to show:

- what has happened;
- how the event meant they couldn't meet the scheme rules
- why force majeure applies.

In order to demonstrate that force majeure applies the Agreement Holder would need to demonstrate that there were abnormal and unforeseeable circumstances, outside the control of the operator concerned, the consequences of which, in spite of the exercise of all due care, could not have been avoided

Force majeure or exceptional circumstances may include, but is not limited to:

- the death or long-term professional incapacity of the Agreement Holder;
- a severe natural disaster gravely affecting the Holding;
- the accidental destruction of livestock buildings on the Holding;
- an epizootic or a plant disease affecting part or all of the Agreement Holder's crops, trees or livestock; or
- expropriation of all or a large part of the Holding (provided that the expropriation could not have been anticipated at the time the application for funding was made).

Natural England will consider the facts on a case-by-case basis in deciding whether or not the Agreement Holder is relieved of all or part of their obligations under the Woodland Creation Agreement and whether all or part of the grant should be withheld or repaid.

If the agreement holder is aware of the issue when entering into their agreement then it is unlikely to fall under the force majeure or exceptional circumstances provisions.

7.7 How to appeal

If an applicant for CS, or an Agreement Holder, is unhappy with a decision taken by Natural England or the Forestry Commission in respect of an application or an Agreement, the applicant or Agreement Holder can appeal.

Appeals process – disagreeing with a decision or proposed action by Natural England or the Forestry Commission

To appeal against a decision that has already been taken, applicants or Agreement Holders should write to the appropriate Technical Services Team at Natural England (contact details in Annex A) advising of their wish to appeal and providing details of the reasons. The permitted reasons are limited:

- that the decision was based on an error of fact;
- that the decision was wrong in law;
- that the delivery body made a procedural error.

An appeal must be received within 60 days of notification of the decision

A Natural England adviser will ensure the case is properly investigated according to the four stage appeals process outlined below. If the applicant or Agreement Holder remains unsatisfied following the outcome of each appeal stage, they should write to Natural England requesting the appeal is advanced to the next stage in the process.

First Stage Appeal:

An administrative review of the decision will check whether information is correct, the guidance has been followed and no calculation errors have been made. First stage appeals will be dealt with within 20 working days of receipt.

Second Stage Appeal:

A Team Leader from Natural England Technical Services or an Area Team will then examine the case and look in detail at the Natural England decision and how scheme rules have been applied.

Third Stage Appeal:

Natural England will appoint a Senior Manager who has had no previous contact with the case to make an objective review of the Natural England decision and how scheme rules have been applied.

Final Stage Appeal:

A hearing is convened in front of an Independent Agricultural Appeals Panel, a panel of 3 independent agricultural professionals selected from the Public Appointments Register. The Applicant / Agreement Holder has the opportunity to appear before the Panel. The Panel's recommendation is passed to the appropriate Defra Minister, who will make a final decision

Complaints about service

If an applicant for CS, or an Agreement Holder, is unhappy about the way a member of staff has dealt with them, or with the level of service they have received, they should use the appropriate organisation's complaints procedure:

For Natural England: www.gov.uk/government/organisations/natural-england/about/complaints-procedure.

For the Forestry Commission: www.forestry.gov.uk/complaints

For the Rural Payments Agency: www.gov.uk/government/organisations/rural-payments-agency/about/complaints-procedure

7.8 How to complain

Find more about Natural England's complaints procedure (www.gov.uk/government/organisations/natural-england/about/complaints-procedure). If the complaint is specific to the Forestry Commission, please read the guidance at www.forestry.gov.uk/complaints.

7.9 How the scheme is funded

The scheme is funded by the European Agricultural Fund for Rural Development (EAFRD) under the Rural Development Programme for England (RDPE).

Annex A

Contact details for Woodland Creation Grant 2016

Natural England Technical Services are responsible for the initial processing and subsequent issuing of agreements for woodland creation grant.

Forestry Commission Woodland Officers provide technical advice on woodland creation applications after the initial submission has been made by 31 March 2016. Applicants are encouraged to contact their Area Forestry Commission office prior to this to discuss technical aspects of their application. Woodland Officers can give applicants advice and let them know if they need to provide more information with their application. To find contact details for each area office, please see www.forestry.gov.uk/england-areas.

Applicants must send all their application documents (see [section 1](#)) by March 31 2016 to the Natural England Technical Services team dealing with applications in their county. This is the county where any proposed woodland creation will take place, not the applicant's home address.

Electronic applications are the preferred application method. If applicants choose to apply by post, they must also email their woodland creation annex to the relevant email address below.

Natural England offices are open from 8:30 am to 5:00 pm Monday to Friday, excluding bank holidays.

East England

Natural England, PO Box 247, Cambridge CB2 2WW

Tel: 0300 060 1114

Fax: 0300 060 1124

Email: ts.cambridge@naturalengland.org.uk

Counties covered: Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Suffolk

East Midlands

Natural England, PO Box 10276, Nottingham NG2 9PD

Tel: 0300 060 1111

Fax: 0300 060 1121

Email: ts.nottingham@naturalengland.org.uk

Counties covered: Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire, Rutland

North East

Natural England, PO Box 1316, Newcastle upon Tyne NE99 4PB

Tel: 0300 060 1117

Fax: 0300 060 1127

Email: ts.newcastle@naturalengland.org.uk

Counties covered: Cleveland, Durham, Northumberland, Tyne & Wear

North West

Natural England, PO Box 380, Crewe CW1 6YH

Tel: 0300 060 1113

Fax: 0300 060 1123

Email: ts.crewe@naturalengland.org.uk

Counties covered: Cheshire, Cumbria, Greater Manchester, Lancashire, Merseyside

South East

Natural England, PO Box 2423, Reading RG1 6WY

Tel: 0300 060 1112

Fax: 0300 060 1122

Email: ts.reading@naturalengland.org.uk

Counties covered: Berkshire, Buckinghamshire, East Sussex, Greater London, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey, West Sussex

South West

Natural England, PO Box 3135, Bristol BS1 9GN

Tel: 0300 060 1118

Fax: 0300 060 1128

Email: ts.bristol@naturalengland.org.uk

Counties covered: Avon, Cornwall, Devon, Dorset, Isles of Scilly, Somerset, Wiltshire

West Midlands

Natural England, PO Box 530, Worcester WR5 2WZ

Tel: 0300 060 1115

Fax: 0300 060 1125

Email: ts.worcester@naturalengland.org.uk

Counties covered: Gloucestershire, Hereford & Worcester, Shropshire, Staffordshire, Warwickshire, West Midlands

Yorkshire and the Humber

Natural England, PO Box 285, Leeds, LS11 1GF

Tel: 0300 060 1116

Fax: 0300 060 1126

Email: ts.leeds@naturalengland.org.uk

Counties covered: Humberside, North Yorkshire, South Yorkshire, West Yorkshire



Department
for Environment
Food & Rural Affairs



The European
Agricultural Fund for
Rural Development:
Europe investing in
rural areas



Natural England is here to secure a healthy natural environment for people to enjoy, where wildlife is protected and England's traditional landscapes are safeguarded for future generations.

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