

Application Form

The HS2 Woodland Fund (HS2WF) provides support for the creation of native woodland and the restoration of Plantations on Ancient Woodland sites, within 25 miles of the HS2 Phase One route from London to the West Midlands.

Applications are welcome at any time of year, but are assessed at four times each year. See www.gov.uk/guidance/hs2-woodland-fund for more information on the grant scheme, including application assessment deadlines for this year.

Your completed Application Form must be accompanied by a completed HS2 Woodland Fund Application Annex and at least one map in order for us to process your application.

How we will use your information

Data Protection Act 2018

The Forestry Commission is required to collect a number of personal details of the applicant (and, where relevant, the agent) in order to be able to process your application. Your information will be shared between the Forestry Commission and HS2 Ltd., as well as with independent members of our grant Review Panel. The Forestry Commission or its appointed agents may also use your personal information, in keeping with the Data Protection Act 2018, in the following ways:

- For communication with other organisations including Defra, other government departments (and their agencies) and local authorities in the administration of the application and subsequent grant agreement.
- For producing operational information and statistics.
- To contact applicants or their agents in connection with occasional research aimed at improving the services that the FC provides.

Without your personal information, we will not be able to process your application. The Forestry Commission and HS2 Ltd. are data controllers under the Data Protection Act 2018.

You can read the Forestry Commission's personal information charter at www.gov.uk/government/organisations/forestry-commission/about/personal-information-charter.

You can read HS2 Ltd.'s personal information charter at www.gov.uk/government/organisations/high-speed-two-limited/about/personal-information-charter.

You have a number of rights under the Data Protection Act 2018, which are listed in full on the Information Commissioner's website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>).

Your information will be stored securely will be kept for 7 years after the completion of your grant, as per our retention policy. You have the right to lodge a complaint regarding data management with a supervisory authority, the Information Commissioner's Office, on their website: <https://ico.org.uk/>.

Release of information

The Forestry Commission is required to release information, which may include personal data and commercial information, to comply with the Environmental Information Regulations 2004 and the Freedom of Information Act 2000. This may include details such as name and address of the applicant, property, grant recipient, type of grant and grant value. However, the Forestry Commission will not permit any unwarranted breach of confidentiality, nor will it act in contravention of its obligations under the Data Protection Act 2018.

How we process your application

Once we receive your application we will acknowledge it and make some basic checks to confirm your proposal is eligible. We may need to contact you to finalise some of the details. The Review Panel meets four times a year to assess applications and provisionally allocate funding and Woodland Officers to applications so that they can be finalised. Your Woodland Officer will visit your site.

The top 20% most expensive applications received in any application cycle must be formally approved by the Review Panel at a second meeting. We will inform you if your application is one of those selected for a final Panel review. Please consult www.gov.uk/guidance/hs2-woodland-fund for details on application assessment deadlines and Review Panel dates.

You must not start work (including the purchase of stock) until you have accepted a formal (not 'in principle') grant offer from the Forestry Commission. Doing so will invalidate any claim later submitted under an Agreement.

A copy of the Terms and Conditions that apply are available on the web page. You will need to agree to these to accept a formal grant offer. We recommend that you read them before applying, along with the full details available on the web page.

If for any reason at any stage you do not wish to go ahead with the planting, please let us know in writing at the earliest opportunity. This will allow us to reallocate funds to new applications.

Part 1 – Basic Requirements

Please tick to confirm that you have either:

- Full management control over the land for the full obligation period of the proposed agreement; or
- Signed consent from those with management control (for the full obligation period of the proposed agreement) over the land as confirmed in part 4 – declaration.

Have you or your organisation had any previous communication or engagement with HS2 Ltd. or the Department for Transport in relation to the High Speed Two project?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please give details:				

Part 2 – Applicant Details

Part 2.1 – Lead applicant

Title:		Forename:		
Surname:		<i>Single Business Identifier (SBI), if available¹:</i>		
Organisation:		Position:		
Landline telephone Number:		Mobile telephone Number:		
Email:				
Postal address:				
Postcode:		Country:		
Is an agent completing and submitting this application on your behalf?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

¹ If you have an SBI you must provide it here. If you do not have an SBI, we may need to contact you for further information about your land ownership or business.

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Part 2.2 – Tenants

Are you a tenant? <i>If no, go to Part 2.3; if yes, complete the following questions.</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any obligations in your tenancy to carry out environmental management on the land in question?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please tick to confirm that you are not seeking funding for these activities in your application. Please provide a copy of your tenancy agreement with your application.	<input type="checkbox"/>			

Part 2.3 – Agent

Please complete this section if an agent is authorised to act on behalf of the lead applicant in relation to this application.

Title:		Forename:		Surname	
Organisation:			Position:		
Landline telephone Number:			Mobile telephone Number:		
Email:					
Postal address:					
Postcode:			Country:		
<input type="checkbox"/>	Tick to confirm that an agent authority form is in place giving you the authority to sign forms or make claims on behalf of the lead applicant in relation to this application. If this form is not already in place please complete a Forestry Commission agent authority form and submit it with your application.				

Part 3 – Site Details

Name of property/woodland:			
Grid Reference (of centre of application land, e.g GR 123 456):			
Nearest town or locality to the application land:			
Local Authority:			
Is the land under the management control of a public authority (including the state, the Crown, county council, district council, and local authorities)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Part 4 – Declaration²

I confirm that I have read and understood the guidance, terms and conditions and rules relating to the Woodland Carbon Fund and that the information provided in this application form and accompanying application annex is accurate and complete.

Signature	Name (BLOCK caps)	Date

Counter signature

This section must be completed where the lead applicant does not have management control over all or part of the land in this application for the entire obligation period of the proposed agreement, as defined in the HS2 Woodland Fund Terms and Conditions.

Title:		Forename:		Surname	
Organisation:				Position:	
Landline telephone Number:		Mobile telephone Number:			
Email:					
Postal address:					
Postcode:		Country:			
<input type="checkbox"/>	I am the freehold owner of the land declared in Part 3 Site Details.				

In countersigning this HS2 Woodland Fund application form I confirm that if the applicant named in Part 2 Applicant Details ceases to have management control over the land declared in Part 3 Site Details at any time before the full completion of any agreement resulting from this application I will ensure that all of the obligations under such an agreement will be properly fulfilled for its full obligation period.

Where I have failed to fulfil the obligations identified in the previous paragraph such an agreement may be terminated by the Forestry Commission and I agree to repay on demand with penalties and interest any payments received by me or the lead applicant under the agreement.

Signature	Name (BLOCK caps)	Date

² You must provide a digital or wet signature. Typed "signatures" will not be accepted.

Submitting your application

Before submitting your application form, please ensure that you have:

- Completed all relevant parts of the form and signed the declaration in Part 4
- Completed and attached an HS2 Woodland Fund Application Annex
- Completed and attached at least one application map (see information on mapping requirements at www.gov.uk/guidance/hs2-woodland-fund)
- Where applicable, attached a copy of your tenancy agreement
- Where applicable, completed and attached a Forestry Commission agent authority form

It is strongly preferred that you email your application (in particular, your Application Annex) to hs2woodlandfund@forestrycommission.gov.uk.

Hard copies of applications and additional supporting information should be sent to:

HS2 Woodland Fund
Forestry Commission
National Office, England
620 Bristol Business Park
Coldharbour Lane
Bristol
BS16 1EJ