



Countryside Stewardship

Woodland Creation and Maintenance Grant application form

Important information about your application – please read

Use this form with the 'Countryside Stewardship: How to apply for a Woodland Creation and Maintenance grant' guidance to help you apply.

The Woodland Creation and Maintenance grant is made up of a capital grant under which you can apply for support to create a woodland within the first 2 years, followed by a maintenance grant to maintain it for the following 10 years.

You also need to fill in an annex and send this to us with your application form. Email ruralpayments@defra.gov.uk to get this.

Before you submit your application, make sure that you:

- have filled in all parts of the form and answered all questions that apply to you
- attach all supporting documents
- have the appropriate permissions in the Rural Payments service

If you submit your application by email please put 'Application – CS – Woodland Creation and Maintenance Grant' in the email subject heading and send it to us at ruralpayments@defra.gov.uk

If you send your application by post, you must email the annex to ruralpayments@defra.gov.uk. This is updated as part of the application process.

Using and sharing your information

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information, go to www.gov.uk/rpa, choose 'Contact RPA' and click on 'Personal information charter'.

Section 1 – Applicant details

- 1 Applicant name
- 2 Single Business Identifier (SBI) number
- 3 Agreement name (land or farm name)
- 4 You must have management control over all of the land being included in this application, so that you can meet the Declaration and Undertakings in Section 2, for the entire length of the proposed agreement.
If you do not, you can still apply if your landlord(s) countersigns the application using a Land Ownership and Control (LOC) form. **If your landlord(s) does not do this, you are not eligible to apply.**

Tick this box if you have sent us a Land Ownership and Control (LOC) form.

- 5 Are you a tenant with obligations in your tenancy to carry out environmental management?
If yes, tick this box to confirm that you will not seek funding for these activities in your application.
- 6 Does your application contain common land and/or shared grazing?
If yes, tick this box to confirm you have read the Common land and shared grazing supplement to the Countryside Stewardship manual and have included a Countryside Stewardship: common land and shared grazing supplementary application form with your application.

- 7 Are you VAT registered? Yes No

If you are not VAT registered and wish to include VAT in your claims you will need to supply a letter from an independent accountant to verify you are not able to reclaim VAT from HMRC.

- 8a Have you held an Environmental Stewardship (ES) agreement on any of the land parcels under your SBI in the last ten years? Yes No

- 8b Please tick to confirm that you agree to amend your ES agreement (if needed) to enable us to offer you a CS Woodland Creation grant agreement.

Section 2 – Declaration and undertakings

Important please read

Before applying for a Countryside Stewardship agreement you must ensure that you have read and understood the **Countryside Stewardship: Woodland Creation and Maintenance grant manual** and the terms and conditions that will apply to the grant you are applying for. If you are successful your agreement offer will set out the detail which you will need to adhere to should you accept the offer.

Declaration

I/We declare that:

- I/we have checked that all of the land on my/our holding, including all land contained in this application, is registered in the Rural Payments service and that all of my/our land details held in the Rural Payments service are correct and complete at the date of submitting this application or I/we have already submitted an RLE1 form to update these details.
- I/we have notified the RPA of any corrections required using an RLE1 form.
- I/we have read and understood the requirements contained in the Countryside Stewardship **Countryside Stewardship: Woodland Creation and Maintenance grant manual** and the terms and conditions that will apply and that I/we will abide by them for the duration of any CS agreement subsequently offered to and accepted by me/us.
- The supporting documents and evidence supplied in relation to this application are correct and I/we accept full responsibility for them.

Undertakings

In signing this form I/we undertake that I/we:

- are capable and willing to fulfil the obligations which will be required of me/us if my/our application is successful;
- will allow access to any land and any relevant records to which the application relates, to any authorised person for the carrying out of an inspection or audit in order to verify the accuracy of any information provided to the Rural Payments Agency and the Forestry Commission, and to ensure compliance with these undertakings and declarations;
- agree to disclose all information relevant to this application, provide any additional information as may be required by the Rural Payments Agency or inspectors or auditors and co-operate with or take part in any economic environmental or other monitoring and evaluation of the scheme (including any research and development studies) conducted by the Rural Payments Agency and the Forestry Commission or by anyone appointed by them for that purpose;
- have full authority and capacity to represent and bind the applicant(s) named at Section 1 of this form

Warning: if you knowingly or recklessly make a false statement to obtain payments to yourself or others, you risk prosecution, termination of any resulting agreement and recovery of any money paid to you under the scheme. You may also be excluded from certain Countryside Stewardship schemes for up to two years.

If you are applying for a Woodland Creation and Maintenance grant by post you must sign your application and any supporting forms. A signature is not necessary if you submit your form by email.

I/We hereby apply for a Countryside Stewardship Woodland Creation and Maintenance grant agreement as set out in this application form.

Signature	Name (BLOCK letters)	Capacity of signatory (sole trader, company director, agent)	Date