Countryside Stewardship: How to apply for a Woodland Tree Health Grant

Contents

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This guidance explains how to apply for a Woodland Tree Health grant, including how to complete any maps and annexes.

Be aware of fraud

Fraudsters may target farmers who receive subsidy payments and we're aware that in the past some customers have received emails, texts and telephone calls claiming to be from RPA or Defra.

Links to a fake website designed to look like an authentic RPA or Defra online service are sometimes included in the message. We do not send emails or text messages with links to websites asking you to confirm your personal details or payment information. We strongly advise anyone who receives such a request not to open the link and delete the item.

As fraudsters may target farmers who receive subsidy payments, remember:

- never discuss your bank account details with someone you do not know

- we will not ask you to make a payment over the phone

- delete any emails or texts you do not believe are genuine, and do not open any links – our main email addresses are:

    - ruralpayments@defra.gov.uk

    - rpa@notifications.service.gov.uk

- be cautious about what information you share externally, particularly on social media.

If you suspect an attempted fraud or feel you have been the subject of fraud, you can contact:

- RPA's Fraud Referral Team on 0800 347 347 or FraudInConfidence@rpa.gov.uk

- Action Fraud (the UK's national reporting centre for fraud and cyber-crime) on 0300 123 2040.

Introduction

This guidance explains how to apply for a Woodland Tree Health grant, including how to complete any maps and annexes.

You can download the application form from GOV.UK, but need to email or call us to ask for a copy of the annex. You can also request a paper copy of the application form if you are unable to download one.

Search for 'Countryside Stewardship Woodland Tree Health grant' on www.gov.uk. Read this guidance carefully and use it to help you complete your application form in full (including any supporting documents). This will help us and the Forestry Commission make decisions about your application as quickly as possible.

Please put your Single Business Identifier (SBI) on everything you send to the RPA. If you do not have access to the internet or if you read this guidance and are still unsure how to complete your application please contact us on 03000 200 301.

When to apply

You can apply for a Woodland Tree Health grant throughout the year.

Before you start your application

It's important that you do the following in the order we've listed them:

1. Register or sign in to the Rural Payments service

To receive Countryside Stewardship (CS) payments you must be registered in the Rural Payments service. To find out how to do this read Rural Payments service: registering and updating your details' on GOV.UK.

For security, do not share your password with anyone.

2. Check and change

Check that your personal details, business details, and digital maps are up to date, and update them if needed.

You must register all of the land on your application in the Rural Payments service.

To find out how to do this read 'Rural Payments service: registering and updating your details' on GOV.UK. (You may also find the Rural Land and Entitlements (RLE1) guidance useful, which is also on GOV.UK.)

If you do not have access to the internet, you can call us on 03000 200 301.

3. Check your permissions

To submit an application, you must have the Countryside Stewardship (Applications) 'Submit' Permission level. You can find more information on the Permission levels screen in the Rural Payments service (https://www.gov.uk/claim-rural-payments). This lists what is permitted at each level.

If you prefer, you can authorise an agent to fill in and submit your application for you. For an agent to act for you, you must give them the appropriate permission levels in the Rural Payments service (https://www.gov.uk/claim-rural-payments) on GOV.UK. This applies even if you have previously authorised the agent using the paper agent authorisation form.

Read 'Give someone else permission to act on your behalf' on GOV.UK for more information on the different levels of permission.

4. Read the scheme manual and other guidance

All the guidance and information you need for CS in 2021 is on GOV.UK.

- For the Woodland Tree Health requirements, search for the [Woodland Tree Health grant](#) manual.

- For information about options and items available, search for [Countryside Stewardship grants](#).

- For information about what evidence is needed for your application, and whether you need to submit it with your application or keep it until you're asked for it, search for [Countryside Stewardship grants](#).

- For guidance about other agri-environment agreements and BPS, search for Agri-environment schemes ([CS](#) and [ES](#)) and [BPS](#).

If you cannot access GOV.UK you can email or call us to request a paper copy of the Woodland Tree Health manual.

Remember, it's your responsibility to make sure that:

- you meet the scheme rules

- all the eligible land included in your application is correct, to the best of your knowledge.

5. Get the application form and annex

You can download the [Countryside Stewardship Woodland Tree Health Application Form](#) from GOV.UK. Search for Countryside Stewardship Woodland Tree Health Grant Application Form. If you cannot access GOV.UK, email us at ruralpayments@defra.gov.uk, or call us on 03000 200 301, to request a copy.

You also need to fill in a Woodland Tree Health Annex and send this to us with your application form. Email ruralpayments@defra.gov.uk to get a copy of this.

6. Apply for Countryside Stewardship Woodland Tree Health grant

Continue to the 'How to Apply' section.

How to apply

Before you apply, you must check and update any of your information in the Rural Payments service.

Check that you have the following:

- Countryside Stewardship: Woodland Tree Health Application form

- The Woodland Tree Health Annex

- An application map - see Step 2 for details of how to get this.

If you've downloaded the application form from GOV.UK or have received it by email

Save it and the Woodland Tree Health annex to your computer and fill in the form and annex on your screen. Complete the relevant maps and scan them into your computer. Then email your completed form, annex and maps to us. Read Step 6 for more information.

If you've received the application form by post, Hide this section

Fill in the application form, annex and maps and either post them to us, or you can scan them into your computer and send them to us by email. Read Step 6 for more information.

To apply for Countryside Stewardship (CS) Woodland Tree Health grant in 2021, follow the sections below:

- complete your application; then

- confirm your information and apply

Complete your application form, maps and annexes

This section tells you how to fill in your Countryside Stewardship Woodland Tree Health Application form, maps and annexes.

Step 1 – Your application form, Hide this section

Complete your application form on paper or electronically, as described above.

Step 2 – Your map(s)

Prepare a map for your application

We suggest you complete the annex and your map(s) alongside each other. This means you can add your capital item in the annex then immediately mark it on the map as you go along.

You need to provide a map which shows all areas of proposed capital items with your application. If your application is successful and we offer you an agreement, the map you sent with the application will become the 'Agreement Map' so it needs to be clear, legible and meet the standards set out in the Minimum mapping standards section.

How to create a map

You can create the application map yourself (as long as it meets the minimum mapping standards), request a map using the Forestry Commission map request service or you can contact us and ask the RPA to send you one.

The agreement map needs to reflect the details recorded in the Woodland Tree Health annex, showing:

- all land parcels in your application

- the location of any capital items applied for

- other relevant information outlined in the minimum mapping standards section.

If you send a map that does not meet these requirements or the minimum standards outlined below, we'll return it to you and ask you to send us a new one. Depending on why your map did not meet the minimum standards, it may be possible for you to amend it to meet them and then send it back to us. If you cannot amend your map to meet the minimum standards, you'll need to create a new map that does and then send it to the RPA.

You are responsible for providing updated maps if there are any changes agreed to your application.

Minimum mapping standards

When creating your application map (or marking capital items on the map we have provided) you must comply with the following rules:

- The map (or maps) should be based on a scale of 1:2500 or 1:5000 or for large schemes 1:10000. If you are using a GIS based map at a non-standard scale, add a scale bar to the map so that this can be used to measure lengths.

- The map (or maps) must show the whole land parcel on which the capital items to be included are located. The land parcel number must be clearly identified.

- The map (or maps) must show the location of the proposed capital works. Mark the capital extent of the items with a coloured pen including the item code(s) next to them). Planting areas should be marked as accurately as possible. It must not include areas that are already regenerating with suitable species.

- The map (or maps) must show any proposed areas of open space within the proposed planting areas

- The map (or maps) must show fence lines, stating which type of fence (code) you are applying for

- The map (or maps) must have a number (1, 2, 3, and so on). Include this map number and also the total number of maps, for example 1 of 3

You must also:

- Write your Single Business Identifier (SBI) – consisting of 9 digits, the application year and agreement title (as detailed on the application form) on the top right-hand corner of the map

- Write the name of business or applicant – this should be the name that is registered with us for the SBI, on the top right-hand corner of the map

- Write a 6 figure Ordnance Survey (OS) grid reference for the centre of the map on the bottom left-hand corner of the map, if there are no numbered OS grid lines.

Please use black ink when you write on the Agreement Map. If you make a mistake do not use correction fluid, strike through the mistake instead.

If you send a map that does not meet these standards we'll return it to you to amend or ask you to send us a new one.

Step 3 – Woodland Tree Health Annex

The Woodland Tree Health annex has been designed to capture all the information needed to complete your Woodland Tree Health application. This includes information about your land parcels, any prior agreements on the holding and the capital items you want to apply for on each land parcel. Enter as much detail as you can in this annex.

Email ruralpayments@defra.gov.uk (or call 03000 200 301) to get a copy of the annex . You must begin with the 'START HERE' tab and complete the annexes in order. This is important because the information you enter pre-populates other annexes where relevant, to save you time.

If you can, you should fill in the Woodland Tree Health Annex electronically so that your Forestry Commission Woodland Officer has access to your self-calculating document. If you're completing a paper annex, it does not pre-populate information, so you need to write all the information into it.

START HERE worksheet

Start your application by completing this worksheet. This information carries through to the other annexes as you complete them, so this information must be accurate.

This worksheet is used to show Sites of Special Scientific Interest (SSSI) and Scheduled Monument(s) (SM). Enter all information in the yellow cells.

Name of lead applicant

Enter the lead applicant's full name. This must match a named applicant on the application form.

Single Business Identifier

Enter the application SBI. This must match the application form.

Name of Woodland

Enter the name of the woodland (maximum 20 characters).

In which county is the majority of the land in your application?

State the county in which the majority of the land in the application is located.

Which Forestry Commission area team will be advising you?

Click into the box in this column, then click the small dropdown arrow that appears. Then select the Forestry Commission area team who cover the area where your woodland is located. Use the Forestry Commission Area and Woodland Officer boundaries map to check which team to select. Search for 'Forestry Commission area offices' on GOV.UK.

What is the grid reference of the centre of your woodland?

Enter the six figure grid reference of the centre of your woodland.

Please select 'Yes' or 'No' to indicate the Woodland Support you are applying for

Select either 'Yes' or 'No' from the dropdown menu to confirm whether your application is for Tree Health Restoration, Tree Health Improvement or both.

Please select 'Yes' or 'No' to indicate if you have a Site of Special Scientific Interest or Scheduled Monument on the land included in this application

For each land parcel, confirm whether there is a site of special scientific interest (SSSI) or a scheduled monument on the land parcel. Click into these boxes in this row, then click the small dropdown arrow that appears. Then confirm either 'Yes' or 'No'. On a paper annex, write 'Yes' or 'No'.

Please select 'Yes' or 'No' to indicate if the area intended for your application contains the listed designations

Confirm whether there is a special area of conservation or a Tree preservation order on the area intended for your application. Click into the boxes in this row, then click the small dropdown arrow that appears. Then confirm either 'Yes' or 'No'. On a paper annex, write 'Yes' or 'No'.

Annex A: Land Summary

Use this annex to list all the land parcels included in your application (only include the land parcels that you will be using in your woodland tree health application, not all the land parcels linked to your SBI). This information populates into other annexes, so it must be accurate.

Complete this annex in full with all relevant land parcels before you complete the rest of the annexes.

OS Map Sheet ref/National Grid no

Enter the land parcel number from the Rural Payments service for each land parcel in the format LP1234 5678. Enter the land parcel reference number, not the grid reference.

You can only enter one land parcel number on each line. Only include land parcels being used in your Woodland Tree Health application and only enter each land parcel once in this annex.

This information is populated into Annexes B and C

Total area of this parcel (ha)

Enter the total area (to 4 decimal places) of this land parcel in hectares. This is the full area of the land parcel, whether it contains proposed capital items or not. This information is populated into Annex B and C.

Are you including this parcel in a Tree Health restoration application?

Confirm if you are including this land parcel in a Tree Health restoration application. Click into the box in this column, then click the small dropdown arrow that appears. Then confirm either 'Yes' or 'No'. On a paper annex, write 'Yes' or 'No'.

This information is populated into Annex B.

Are you including this parcel in a Tree Health improvement application?

Confirm if you are including this land parcel in a Tree Health improvement application. Click into the box in this column, then click the small dropdown arrow that appears. Then confirm either 'Yes' or 'No'. On a paper annex, write 'Yes' or 'No'. This information is populated into Annex C.

Compartments and sub compartments in this parcel

Providing compartment and sub compartment information for each parcel is optional.

BPS land use code

Enter the BPS land use code for each parcel, in the format AA12

Existing EWGS agreement(s) on this parcel?

For each land parcel, confirm whether there is an existing EWGS agreement on this parcel. Click into the box in this column, then click the small dropdown arrow that appears. Then confirm either 'Yes' or 'No'. On a paper annex, write 'Yes' or 'No'. Complete all the following cells in yellow, cells in grey do not need to be completed.

How many ha of this parcel are under the EWGS agreement(s)?

Enter the total area of the land (to four decimal places) in this parcel which is under a live EWGS agreement.

What is/are the EWGS agreement number(s)?

Enter all EWGS agreement numbers associated with this parcel, using the format 30000.

What is/are the expiry date(s) of the EWGS agreement(s)?

Enter the expiry dates for each EWGS agreement number in the same order.

What type is/are the EWGS agreement(s)/consent?

Use the key provided above the table in the same annex, enter the appropriate code representing the relevant EWGS agreement(s) in the parcel.

Are there any outstanding claims due to be paid?

Click into the box in this column, then click the small dropdown arrow that appears. Then confirm either 'Yes' or 'No'. On a paper annex, write 'Yes' or 'No'.

Is there any risk of Dual Funding from EWGS?

Leave blank - this will be used by your Forestry Commission Woodland Officer.

Annex B: Restoration Items & Detail

Use this annex to answer specific tree health questions about the pests or diseases your application relates to and outline the restocking information.

List the number of tree health restoration capital items you are applying for on each land parcel. This information must be broken down for each land parcel or compartment within a land parcel. For example, the number of trees, guard, metres of fence, must be documented for each land parcel included in the application.

You can select the same parcel more than once in this annex to enter a different work area with different requirements.

The total cost of the proposed work will be shown as well as the 'amount per hectare' calculation. If the proposed work exceeds the payment cap, a message will appear in the annex spreadsheet and you will have to adjust the capital items applied for to bring the value below the cap.

This annex pre-populates other annexes.

OS Map Sheet ref/National Grid no.

For each land parcel, click into the box in this column, click the dropdown arrow, then choose the relevant land parcel from the list. If you use a paper form, you must write all the information on the form.

You can select the same parcel more than once in this annex to enter a different work area with different requirements.

Total area of this parcel (ha)

This pre-populates from the information you entered in Annex A.

You cannot edit this cell.

Compartments and sub compartments in this land parcel (optional)

You can enter each compartment listed for the land parcel in Annex A or you can leave this blank.

Proposed Work Area in this parcel (ha)

Enter the proposed work area (to 4 decimal places) for each land parcel selection. This cannot exceed the total area of the land parcel selected.

This information is used to pre-populate the number of trees in your parcel – shown as TE4 capital items.

Phytophthora infected larch or Sweet chestnut and/ or Sweet chestnut infected with blight?

Confirm whether the infections are present in the land parcel. Click into the box in this column, then click the small dropdown arrow that appears. Then confirm either 'Phytophthora', 'Sweet chestnut blight', 'Both' or 'No'. If you use a paper annex, you need to write the information onto the paper form.

If infection present, what is the SPHN number?

If you selected 'Phytophthora', 'Sweet chestnut blight' or 'Both', enter the relevant Statutory Plant Health Notice (SPHN) number.

Chalara infected ash?

Confirm whether Chalara infected ash are present in the land parcel. Click into the box in this column, then click the small dropdown arrow that appears. Then confirm either 'Yes' or 'No'. If you select 'No', you do not need to complete the cells that follow highlighted in grey. If you use a paper annex, you need to write the information onto the paper form.

If yes, have APHA or the FC confirmed the presence of Chalara?

Click into the box in this column, then click the small dropdown arrow that appears. Then confirm either 'Yes – FC', 'Yes – APHA' or 'No'. If you use a paper annex, you need to write the information onto the paper form.

If required, have you obtained a Felling Licence from the Forestry Commission?

Click into the box in this column, then click the small dropdown arrow that appears. Then confirm either 'Yes', 'No' or 'N/A'. If you have provided an SPHN number, you can select 'N/A' from the drop down menu.

Is the restocking on an Ancient Woodland Site?

Confirm either 'Yes' or 'No' from the dropdown menu.

What is the proposed restock tree species for this field parcel?

Confirm either 'Native' or 'Non-native' from the dropdown menu.

Stocking Density

Enter the stocking density of this work area/ land parcel for restocking.

Stocking density is the number of stems per ha of planted area, excluding open space.

This value will be used to calculate the number of trees in your work area.

This information is used to calculate the number of trees in your parcel and then populate this value into the TE4 capital items column.

% internal open space in this block

Enter the internal open space in the woodland block. This may not exceed 20%.

The definition of what is open space is 'integral open space that is limited to 20% of the total forest area and individual open spaces that do not exceed 0.5 ha or 20 metres in width. Any larger open areas shall not be considered as 'forest'. Open space shall include forest tracks, rides, wayleaves and other permanent open areas.'

This information is used to calculate the number of trees in your parcel and then populate this value into the TE4 capital items column.

All species in this block

Enter a list of the species to be planted in this woodland block. You can use either accepted abbreviations, for example, OK, BE, or use full names.

Species %

You must include all species and the values must add up to 100%.

Payment cap per ha

This pre-populates based on the answer to previous tree health questions.

You cannot edit this cell.

Total payment cap for Proposed Work Area

This pre-populates based on previous tree health questions.

You cannot edit this cell.

Capital items on this field parcel with per unit cost

Enter the amount of each capital item you want to apply for on each land parcel and work area. A short description of each item can be found by hovering over the item code. Enter all measurements for fencing items to 4 decimal places.

Item TE4 - supply and plant a tree, will pre-populate after you've entered values for proposed work area in this land parcel, the stocking density and the percentage internal open space.

Total cost of Proposed Work Area

This is a calculation of the cost of all capital items proposed on this land parcel and work area. It calculates automatically as capital items are added. If the payment cap is exceeded, the value will be highlighted orange and a message will appear. You cannot edit this cell.

Cost per ha of Proposed Work Area in this parcel

This is a calculation of the cost per hectare in this land parcel and work area. It calculates and populates automatically.

You cannot edit this cell.

Annex C: Improvement Capital Items

Use this annex to list the type of Tree Health Improvement activity, such as Rhododendron Control and/or Felling Diseased Trees, confirm eligibility for this element of the grant and, identify and list the number of tree health improvement capital items you are applying for on each land parcel. This information must be listed for each land parcel included in the application.

You can select the same parcel more than once in this annex to enter a different work area with different requirements.

This annex populates other annexes.

OS Map Sheet ref/National Grid no.

Click into the box in this column, then click the small dropdown arrow that appears. Then select the land parcel from the drop down menu. You must have completed Annex A in full in order to complete this annex. You can select the same parcel more than once in this annex to enter a different work area with different requirements.

Do not copy and paste values – select from drop down menus.

Total area of this parcel (ha)

This information will be pre-populated after you select a land parcel from the dropdown menu in the previous column using the information provided in Annex A.

You cannot edit this cell.

Compartments and sub compartments in this land parcel (optional)

Providing compartment and sub-compartment information for each parcel is optional. You can use this column to enter the woodland compartments and sub-compartments for the land parcel.

If a parcel covers multiple woodland compartments you may list multiple compartments in one row against a single land parcel.

Are you applying for support to control Rhododendron (item SB6) on this parcel?

Confirm if you want to apply for support to control Rhododendron on this land parcel. Click into the box in this column, then click the small dropdown arrow that appears. Then confirm either 'Yes' or 'No'. On a paper annex, write 'Yes' or 'No'.

If yes, how are you confirming your eligibility?

To be eligible to receive grant support for Rhododendron control, the Rhododendron must either be infected with Phytophthora ramorum or Phytophthora kernoviea (confirmed by a Statutory Plant Health Notice (SPHN)) or be within 3km of a SPHN.

If you confirmed 'Yes' in the previous column, select 'Written confirmation of infection', 'within 3km of an SPHN' or 'Both' from the dropdown menu.

Are you applying for support to fell diseased trees (item SB1) on this parcel?

Confirm if you want to apply for support to fell diseased trees on this land parcel. Click into the box in this column, then click the small dropdown arrow that appears. Then confirm either 'Yes' or 'No'.

If yes, what is your SPHN number?

To be eligible to receive grant support to fell diseased trees, immature larch infected with Phytophthora ramorum must be confirmed by a Statutory Plant Health Notice (SPHN)

Enter the SPHN number in this column.

Total area of rhododendron control (item SB6) in this field parcel (ha)

Enter the total proposed work area, to 4 decimal places, for rhododendron control in this land parcel.

Option Code/Description

Select the appropriate Option Code (SB6a, SB6b or SB6c) according to the most accurate description of the slope and size of the rhododendron.

Payment (per ha)

This calculates automatically using the Option Code you select in the previous column.

You cannot edit this cell.

Total amount payable for rhododendron control in this work area

The total amount payable for the proposed rhododendron control work is calculated automatically using the total area of rhododendron control in the land parcel and the item code selected.

You cannot edit this cell.

Total area of diseased trees to be felled (item SB1) in this field parcel (ha)

Enter the total proposed work area, to 4 decimal places, for felling immature larch infected with Phytophthora ramorum in the selected land parcel.

Option Code/Description

Select the appropriate Option Code (SB1a, SB1b, SB1c, SB1d, SB1e, SB1f) according to the most accurate description of the method of cut and stem diameter).

Payment (per ha)

This calculates automatically using the Option Code you selected in the previous column.

You cannot edit this cell.

Total amount payable for felling diseased trees in this work area

The total amount payable for the proposed felling diseased trees work is calculated automatically using the total area of diseased trees to be felled and the item code selected.

You cannot edit this cell.

Grant totals

This tab gives a summary of the grant totals for each capital item selected in your application. This tab automatically populates using information you enter in the annexes.

You can use this tab to confirm for yourself the value of your application.

Capital Item/Option

A summary of the capital items for Restoration and/or Improvement that you selected in this application.

You cannot edit this cell.

Overall quantity in this application

A summary of the quantity per capital item that you selected in this application.

You cannot edit this cell.

Overall cost for this item in this application

A summary of the total cost of the proposed work (not the total amount available -. the payment cap) for each capital item.

You cannot edit this cell.

Summary

Tree Health Restoration Summary
This worksheet provides a summary of your application.

Question/Column	Guidance
Total planting area in this application (ha)	Summarises the total work area, to four decimal places, included in this application.
Total cost for TE4 & TE5	Summarises the total cost for the capital items selected
Total cost for all boundaries & gates	Summarises the total cost of the capital items selected
Total amount payable	Summarises the total amount payable for this application for Tree Health Restoration

Tree Health Improvement Summary
This worksheet provides a summary of your application.

Question/Column	Guidance
Total area of rhododendron control and/or diseased tree felling in this application (ha)	Summarises the total work area, to four decimal places, included in this application.
Total cost for SB6	Summarises the total cost for the capital items selected
Total cost for SB1	Summarises the total cost of the capital items selected
Total amount payable	Summarises the total amount payable for this application for Tree Health Improvement

Step 4 – Continue your application form

Fill in Section 2: Declaration and undertakings to confirm that you have read and understood the requirements of the CS scheme and the undertakings that you are making in submitting your application.

Read the declaration, undertakings and warning carefully.

If you are submitting your application by post, sign Section 2 and enter your name in block letters, your capacity (for example sole trader, company director, agent and so on) and the date of your signature.

If you are submitting your application online, you do not need to sign the declaration.

Step 5 – Checklist

Use the checklist below to make sure that you have completed your application in full and attached any required supporting documents and evidence including maps, photographs, briefs, specifications or consents before sending it to us:

Make sure that:

- you have completed all relevant Parts of the application form, including signing and dating Section 2

- all your land and business details are up to date and correct on Rural Payments

- you have arranged for 'Submit' permissions in Rural Payments, if you're acting as an agent

- you have completed CS map(s) showing the land parcels in this application. Go to Step 2 for details on how to do this

- you have attached any applicable supporting documents or evidence

- you have attached any continuation sheets you've used in your application.

For the capital item descriptions, search Countryside Stewardship grants on GOV.UK. You can also read Countryside Stewardship: Record keeping and inspection requirements on GOV.UK.

Step 6 - Submit your application

By email

Send us all parts of the completed form, together with maps and other supporting documents and remember to include the Annex with your application.

Email them to us at: ruralpayments@defra.gov.uk and put 'Countryside Stewardship, Woodland Tree Health grant application, 2021, [SBI] as the title.

You must also put your SBI in your email and check they're on everything you send to us.

You'll receive an automated email to confirm we have received your application. Check your spam mailbox if you don't receive this.

By post

If you prefer, you can post them to us at our address in the 'Important information about your application' document attached to your application form. Put your SBI on everything you send to us.

If you are sending the form to us by post you must sign your application and any supporting forms.

For any documents you send us by post, we recommend that you get proof of postage. You're advised to keep a copy of your completed application form and maps.

What happens next?

This section tells you what to expect after you've submitted your application.

When we receive your application we'll check that:

- you meet the eligibility requirements

- all the necessary details have been entered on your application form and annexes

and

- all of your maps have been completed. If your application fails any of the above checks, we'll contact you to explain what is wrong and how the failed check(s) can be corrected (if relevant).