



Rural Payments  
Agency

# **Countryside Stewardship: How to apply online for the Woodland Management Plan Grant**

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# How to apply online for the Woodland Management Plan grant

This guidance explains how to apply for the Countryside Stewardship (CS) Woodland Management Plan grant using the Rural Payments service.

You can apply for a Woodland Management Plan grant throughout the year.

There are 3 things you need to do online:

- **check and change** your information
- **complete** your application
- **confirm** your information and submit your application.

The sections of this guide are laid out in this order.

You also need to send your supporting documents and application map(s) to RPA – read the ‘Supporting documents and evidence’ section for more information.

Read the [scheme rules](#) before you apply for a Woodland Management Plan grant.

# Be aware of fraud

How to avoid fraud and what to do if you suspect an attempted 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 the Rural Payments Agency (RPA) or the Department for Environment, Food and Rural Affairs (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](mailto:ruralpayments@defra.gov.uk)
  - [rpa@notifications.service.gov.uk](mailto:rpa@notifications.service.gov.uk)
  - [FETFEnquiries@rpa.gov.uk](mailto:FETFEnquiries@rpa.gov.uk)
  - [FETFClaims@rpa.gov.uk](mailto:FETFClaims@rpa.gov.uk)
  - [FTF@rpa.gov.uk](mailto:FTF@rpa.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](mailto:FraudInConfidence@rpa.gov.uk)
- Action Fraud (the UK's national reporting centre for fraud and cyber-crime) on 0300 123 2040.

# Sign in to the Rural Payments service

If you're new to the Rural Payments service or already a customer this information will help you sign in.

## If you're a new customer

You must verify your identity before you can register with the Rural Payments service. You can do this in one of 2 ways.

1. Online with GOV.UK Verify – this gives you simple, trusted and secure access to an increasing number of public services on GOV.UK.

If you have difficulty verifying your identity with GOV.UK Verify or you are having problems with the Verify service, you should contact your identity provider.

2. Call the Rural Payments helpline on 03000 200 301 and we will help you – this will only give you access to the Rural Payments service, not other government services.

After you've verified your identity, you can sign in to the Rural Payments service and start to register. You will need to create a password. For security do not share your password with anyone.

## If you're an existing customer

Sign in to the [Rural Payments service](#).

Or you can sign in using the link on the [RPA page](#) on GOV.UK and click 'Sign in to the Rural Payments service'.

Depending how you registered for the service you'll need your:

- 'Verify' login details if you registered through GOV.UK 'Verify'. Click the 'Sign in if you registered online with GOV.UK Verify' link and follow the onscreen instructions
- customer reference number (CRN) and password, if you registered through RPA. Click 'Sign in with your customer reference number and password'. For security do not share you password with anyone.

To open the service we recommend you use the latest version of Google Chrome, Microsoft Edge, Firefox or Safari.

The best screen resolution to view the service is 1024 x 768.

To view PDF files from the service (such as an application summary), we recommend you download the latest version of Adobe Acrobat.

# Problems signing in to the Rural Payments service

If you make a mistake when signing in to the service you'll see this message:

## Sign in

There is a problem signing in - try the following:  
Check you've entered your 10 digit customer reference number (CRN) correctly  
Check you've entered your password correctly

Customer reference number (CRN)  
This is the 10 digit number emailed to you when you created your account

Password

[Sign in](#)

[Still having trouble signing in after you've checked your CRN and password?](#)  
Forgotten your password - [create a new one here](#).  
Started creating a new password and received the security code by email - [enter it here](#).  
Lost your customer reference number (CRN), call 03000 200 301.

- Check that you've entered your CRN correctly.
- Then make sure you're using the correct password.

You have 3 attempts to sign in to the service. If you make a mistake at each attempt you won't be able to access your account. You'll need to change your password, read 'Registered through RPA' for more information.

If someone else makes a mistake when signing in to their account by accidentally using your customer reference number (CRN), they'll also see this message but it will count towards failed attempts to access your account. If this happens, then the next time you try to sign in to your account you may not get 3 attempts and may need to follow the same instructions above to get access.

## What to do if you still cannot access the Rural Payments service

### Registered through GOV.UK Verify

If you registered through GOV.UK Verify and cannot access your account, you need to contact your chosen provider.

You can leave feedback on the issue using the link on the GOV.UK Verify screen.

The Government Digital Services (GDS) team will investigate your issue and reply to you if you requested a response.

## Registered through RPA

You'll need your CRN and the password you created when you activated your account. If you have forgotten your CRN, call us on 03000 200 301.

If you've forgotten your password or need to change it, click the 'create a new one here' link on the Sign in screen.

### Sign in

Customer reference number (CRN)  
This is the 10 digit number emailed to you when you created your account

Password

[Sign in](#)

[Forgotten your password - create a new one here.](#)

[Started creating a new password and received the security code by email - enter it here](#)

Lost your customer reference number (CRN), call 03000 200 301.

Enter your CRN and email address, then click 'Request security code'.

### Create new password

First we need to email a security code to you

Customer reference number (CRN)

Email address  
(Must be held in the Rural Payments service for your CRN)

[Request security code](#)

You'll receive a security code by email. You'll need to enter the code on the next screen.

### Create new password

Your security code has been emailed to you  
(You must use it within 12 hours)

Enter security code

[Continue](#)

If you close this screen before you enter your security code, you can enter it from the 'Sign in' screen.



You must use the security code within 12 hours. If you haven't used it by then, you'll have to request another one.

**IMPORTANT:** keep the 'Create new password' screen open while you access your emails so that you can enter the security code.

The easiest way to do this is either:

- open a 'new tab' by clicking the right button on your mouse or pad with the cursor over the existing tab at the top of the screen, and read your emails in the new tab
- access your emails from another device, for example, your mobile phone.

If you close the 'Create new password' screen before you enter the security code, you can enter it from the Sign in screen. Click the 'Started creating a new password and received the security code by email – enter it here' link near the bottom of the screen. We've shown this link in the screenshot under 'Register through RPA'.

Then at the 'Create new password' screen you'll need to enter your CRN, email address and the security code, then click 'Continue'.



The screenshot shows a web form titled "Create new password". Below the title is the instruction "Enter your details and security code below". There are three input fields: "Customer reference number (CRN)" with the value "1234567890", "Email address" with the value "a.farmer@fieldinternet.com" and a sub-instruction "(Must be held in the Rural Payments service for your CRN)", and "Security code" which is currently empty. A green "Continue" button is located at the bottom left of the form.

After you've entered your security code you can create a new password. You must not use your email address as your password as it will not be accepted.

Use the new password when you want to Sign in to the Rural Payments service.

After you've successfully changed your password, if you still cannot sign in, call us on 03000 200 301.

# Check and change anything that needs to be updated

Check your personal details, business details, permission levels and land use, and change them if needed

## Check – your details are up to date

Before you start to create your application, you must check that the personal and business details you've already registered are still correct. We'll use them to contact you about your application so please make sure they are up to date.

## Check – your personal details

As soon as you sign in to the Rural Payments service you'll see a screen called 'Your businesses and messages'. To check and change your personal details, click 'View and amend personal details' on the right side of the screen. Click 'Amend your details', then after you make any changes, click 'Submit changes'.

Check that your address, email address and phone numbers are up to date.

IMPORTANT: If you apply online, we'll contact you by email whenever possible, so it's important that your email address is up to date.

## Check – your business details

To check your business details, choose the business from the 'Your businesses and messages' screen. On the 'Business overview' screen, click 'View full business details' on the right side of the screen. To make any changes, click the appropriate 'Amend' link.

The main business address that we have in the Rural Payments service is the address that we'll use to send certain types of information to you, such as the remittance advice after a payment is made.

## Check – your bank account details

It's important that your bank account details are up to date and valid or we will not be able pay you for CS and any other schemes you are claiming payment for. To amend your bank account details, call us on 03000 200 301. You cannot change them online or by email.

We'll make payments in sterling only.

To help prevent fraud, after payments start from 1 December 2022 until the end of December, there are restrictions on updating bank account details. We can only update details if we have asked you for them or if your bank has rejected payment.

## Check – your permission levels

If the 'Countryside Stewardship applications' link is not visible on the Countryside Stewardship screen, or you're not able to do something in the application screens, check you've got the correct permission level.

To check your permission levels, click the relevant name under 'Give people permission to act for this business' on the 'Business overview' screen. If you do not have the right

permission level in the service you'll need to get someone with 'Business Details: Full Permission' level for the business to change your permission level.

There are 4 different permission levels. To submit an application, you must have Countryside Stewardship (Applications) 'Submit'.

If you still cannot see what you need to see or the link after your permission level has been updated in the Rural Payments service, you should 'sign out' then 'sign in' again, to refresh your account.



## Check – any permission levels you've given to other people

If you want someone else to have access to your business so they can help you apply online, you need to check that you've given them the right permission level. You must have 'Business Details: Full Permission' level for the business to be able to change their permission level.

Click the relevant name under 'Give people permission to act for this business' on the 'Business overview' screen. They'll need Countryside Stewardship (Applications) 'Submit' permission if you want them to apply for you. They must be registered in the Rural Payments service before you can give them access, and you will need their customer reference number (CRN).

If you prefer you can arrange for someone else to receive payments on your behalf.

After you've updated the permission level, remember to scroll to the bottom of the screen and click 'Save and return'.

## Check – your digital maps

You can look at digital maps of the individual land parcels which are linked to your SBI in the Rural Payments service. You can see them as either an OS map or as an aerial photo – you can print the OS map view too (with or without your hedges showing on it). For more information about how to do this, click the 'Help' link on the screen.

On the 'Business overview' screen, click the 'View land' link.

## Check your land parcel maps online

It's important that you check your maps online because we've reviewed and updated our mapping information, where necessary, since applications were made for 2021. We've updated our digital land maps using the latest available data sources, such as aerial photography and Ordnance Survey updates. If we've updated your land parcels, you will have received notifications in the 'All messages' tab in the Rural Payments service identifying which land parcels have been updated. If you do not read your messages, we will send you an email reminding you to sign in to the service and check your notifications.

## How to use the Land summary screen

You'll see a summary of your land parcels giving the number of parcels, their total area, and the total areas of your land covers. You'll also see a list of all the individual land parcels and the total area, land cover and eligible area for each of them. Click on the individual land parcel details to see more information about that land parcel. If your business has 50 land parcels or more and land in more than one Ordnance Survey (OS) tile (for example, ZZ3, ZZ4, ZT3, this is the National Grid reference and first digit of the OS number), you may see a slightly different map. Click the 'Help' link on the screen to find out more about any of these screens or maps.

The 'Land summary' screen will highlight if there are any changes 'pending' on any of the land parcels – if there are, you will see an '!' icon (exclamation mark). This means we're still working on changes to that land parcel, so you should take account of any outstanding RLE1 forms that you've sent to us - or any outstanding inspection reports. You do not need to send us another RLE1 form.

**Land summary**  
A Farmer

This is how the land parcels for this business are distributed. Click on the Parcel ID to view it or tell us about any changes.

[Help](#)

Choose a date you want to see the information and map for:  
Date:

Summary	
Number of parcels	76
Total area (ha)	428.49
Arable Land (ha)	6.09
Permanent Grassland (ha)	360.44

**Land parcels**

An **!** icon denotes there are changes pending for the parcel.

Parcel ID	Total area (ha)	Eligible covers	BPS eligible area (ha)
<a href="#">ZZ1234 5678</a> <b>!</b>	2.23	Permanent Grassland	1.92
<a href="#">ZZ1234 5689</a> <b>!</b>	0.32	Other	-
<a href="#">ZZ1234 5789</a>	0.99	Other	-

**Is this information up to date?**  
If you have already asked us to make changes to information about your land, they might not show here yet.

**Land data**  
Use [Defra Data Services](#) to download or link to the data in the Rural Payments service. This will give your land parcel boundaries, land cover (this is not land use), and hedges to use in your farm and mapping software.

If there are no changes 'pending', but you need to make changes to the land parcel, send us an RLE1 form and sketch map to tell us about the changes.

If you cannot see a particular land parcel, this could be because it is not linked to your SBI – or is not registered on our database at all. Read the 'Add a land parcel to your business (SBI)' section.

## Land cover and how to change it

From the 'Land summary' screen, click the details for an individual land parcel and you can see the 'land cover' and its total area for that land parcel in the 'Parcel details' screen. The land cover will be either arable, permanent pasture, permanent crops or 'other' non-agricultural area, with the type of non-agricultural area if that has been mapped, such as ungrazeable scrub). It is important that this information is correct.

### Parcel details

A Farmer

Parcel ID: FT 1234 6781

[Help](#)

This is a summary of the information we currently hold for this land parcel.

**Summary**

BPS eligible area (ha)	6.29
Total area (ha)	6.61

**Land covers**

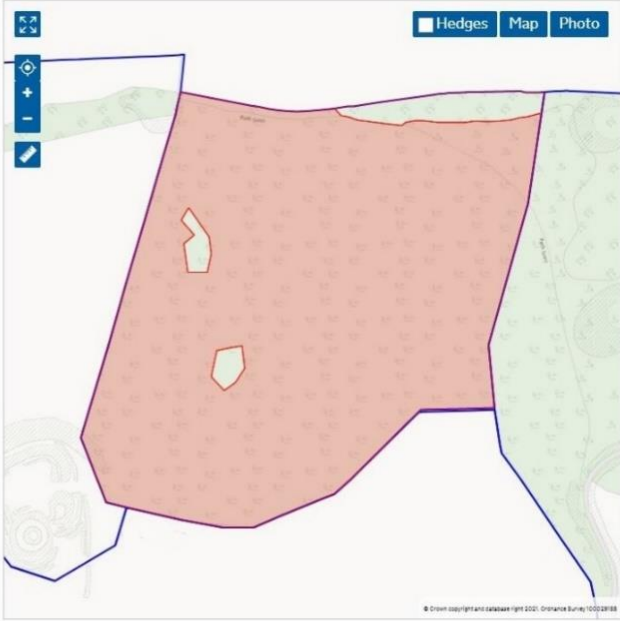
These are the land covers that we currently have mapped.

Land covers	Total area (ha)
Scrub - Ungrazeable	0.05
Scrub - Ungrazeable	0.05
Woodland	0.22
Permanent Grassland	6.29
<b>Total area</b>	<b>6.61</b>

**Hedges**

These are the hedges that we currently have mapped for this parcel.

Number	Length (m)
1	115
2	42
3	31
4	2



This was valid from 07/11/2020

**Land parcel map**

[Print or save](#) a copy of your land parcel map, either with or without your hedges showing. Click the [Help](#) link on this screen to read how to do this.

**Is this information up to date?**

If you have already asked us to make changes to information about your land, they might not show here yet.

To change the land cover for a land parcel, read the information under 'Other things you may need to know'.

**IMPORTANT:** Before you change the land cover for an individual land parcel, check that this will not affect any Countryside Stewardship or Environmental Stewardship agreement or BPS application that the land parcel has been included in.

## Hedge layer information

You can view the hedge information we have for your land in the 'Parcel details' screen by selecting a parcel within the 'Land summary' screen. If the parcel contains any hedge information, it will display in a list at the bottom left of the screen. If you want to see where your hedges are in the map, click the 'Hedges' icon. You can also print the land parcel map either with or without the hedges showing on it. You can do this by clicking the 'Print or save' link below the map. For more information, click the 'Help' link on the screen.

The screenshot displays the 'Parcel details' interface. On the left, there are two sections: 'Land covers' and 'Hedges'. The 'Land covers' section includes a table with columns 'Land covers' and 'Total area (ha)'. The 'Hedges' section includes a table with columns 'Number' and 'Length (m)'. On the right, there is a map showing the land parcel with hedges highlighted in pink. Below the map, there is a 'Land parcel map' section with a 'Print or save' link and a 'Help' link. At the bottom, there is a section titled 'Is this information up to date?' with a note about updates.

Land covers	Total area (ha)
Permanent Grassland	0.04
Track - Natural Surface	0.05
Arable Land	4.19
<b>Total area</b>	<b>4.28</b>

Number	Length (m)
1	223
2	147
3	141
4	135
5	113
6	13
7	8
8	3

This was valid from 01/01/2021

**Land parcel map**

[Print or save](#) a copy of your land parcel map, either with or without your hedges showing. Click the Help link on this screen to read how to do this.

**Is this information up to date?**

If you have already asked us to make changes to information about your land they might not show here yet.

## Checking your land areas

You should check that all the land information is to 4 decimal places (that is, x.xxxx ha). We recommend that areas are round down rather than using normal rounding rules. For example if the parcel is 2.47725 ha, record as 2.4772 ha, rather than 2.4773 ha.

## Other things you may need to know

Additional information you may find useful when checking your land information.

### If you have an exclamation mark (!) icon next to a land parcel in the Land summary screen

You need to check that the information in your 'Land use' screen is up to date. The exclamation mark in your digital map shows that we're still mapping changes but you do not need to wait for us to finish before you apply.

### If you sent us an RLE1 and sketch map to tell us about a change to your land – but the change is not on your maps and you cannot see an exclamation mark (!) icon

You need to do one of the following:

- email us at [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk)
- call us on 03000 200 301, giving your SBI.

Give your SBI and use 'Mapping Query' as the subject heading of an email or letter and give details of the change that you've requested.

You should still submit your application based on the information you have to the best of your knowledge, and send an email to us to explain what you've done.

**If you think we have mapped a permanent non-agricultural feature or area, or land parcel boundary incorrectly**

You need to send us an email or a letter to let us know, if you have already told us about the change. If you have them, include a copy of any RLE1 forms and maps you have sent to us (if applicable) about the non agricultural area or feature (read the RLE guidance for more information).

Print a copy of the land parcel from the 'Parcel details' screen and mark the change required on it (include any measurements if you have them and if it is a feature, what the feature is).

Make sure the feature has the correct area/land use code in your land use screen.

**If you have land cover shown on your maps which is incorrect**

You need to do one of the following:

- if there is one land cover type for the whole land parcel, call us
- if there is more than one land cover for a land parcel, you must fill in an RLE1 form and send it to us with a sketch map clearly marked with the land cover and areas.

**If you see a change to your maps and are not sure why we have made it (for example it is not a change you told us about)**

You need to check 'All messages' tab in the Rural Payments service for any new notifications.

We use all available data sources, including aerial photos and Ordnance Survey map updates, to keep our land information up to date, and to check any claims you make.

We will not write to you anymore to tell you when we make a change to your maps based on these data sources but you will receive a notification when we make these changes – check 'All messages' tab regularly in the Rural Payments service.

If you do not agree with the changes:

If it's a change to land cover, see the query above.

If you disagree with a split or merger of parcels, providing you are the sole applicant and there is no overall change to the eligible area you are applying for, there is no need to update your maps before you apply. If you want us to do so, then please tell us later in the year.

If the changes do affect the eligible area of the land parcel, you need to fill in an RLE1 form and submit this along with a sketch map. Then, continue to make your application using the information you've given us on the RLE1 form.

For more information read the RLE1 guidance. You can find the [RLE1 form and guidance](#) on GOV.UK.

## **If you notice a mapping change made by RPA after you've submitted your 2022 application – and need to update your application**

You need to call RPA on 03000 200 301.

However, you cannot make these changes if:

- you have already been told about any non-compliance affecting the agricultural parcel you want to amend
- an inspection has revealed a non-compliance affecting the agricultural parcel you want to amend
- you have received advance warning of an inspection.

## **If you want to know if you should send us an RLE1 form and sketch map to tell us about changes to your land**

You need to send us an RLE1 form and sketch map if you are:

- registering new land parcels
- transferring parcels and cannot make the transfer using the Rural Payments service
- dividing or merging parcels
- making permanent boundary changes
- adding or deleting non-agricultural areas and features that are not already shown on your maps
- changing land cover – where there is more than one land cover for a land parcel.

You do not need to send us an RLE1 form if you've already sent one telling us about a change, and an exclamation mark (!) icon is showing against your land parcel on the 'Land summary' screens in the Rural Payments service.

## **If you have a small area of land at least 0.01 of a hectare in size that has been wrongly mapped as ineligible land**

You need to change the land use (read the 'Change – your land use' section), and send us an RLE1 form to ask us to change the land cover to eligible land.

## **If you have a small pond, less than 0.01 and greater than 0.001 of a hectare in size, that you want mapped so you can apply for Countryside Stewardship option WT4**

You need to send us an RLE1 form to ask us to map the pond as a separate land cover.

## **If you have a land parcel that has been incorrectly merged with someone else's land parcel**

You need to apply on the eligible land area within the parcel and then send us an RLE1 form and sketch map to correct the land parcel boundaries. Do not fill in a land use code for the area that is not yours.

If you need to send us a map showing any changes, print the individual land parcel from the Rural Payments service – 'Land summary' screen – mark it up and send it to us with your RLE1 form.

The [RLE1 form and guidance](#) are available at on GOV.UK.



# Change – your Land use

If you do not need to make a change to your land use, go to ‘Complete your application’.

On the ‘Business overview’ screen, click ‘Update land use’.

**IMPORTANT:** If you are changing the land use for a land parcel that is already included in a CS agreement or BPS application, make sure that the land use is compatible for BPS and with the CS management option or it may affect your CS agreement and payment. For more information, read the relevant CS manual – search for ‘[Countryside Stewardship](#)’ on GOV.UK.

## Help is available

There’s a ‘Help’ link on the screens that will take you through each process step by step. You can print a copy of the onscreen Help from inside each Help window or you can call us on 03000 200 301 if you get stuck.

The screenshot shows the 'Land use' application interface. The main screen is titled 'Land use' and 'A FARMER'. It prompts the user to 'Tell us about changes to your land use.' There is a 'Help' link in the top left. Below this is a 'Land Uses' section with a 'National Grid ST' dropdown and a 'Filters' button. A table lists land parcels with columns for 'Edit', 'Add', 'Del.', 'Sheet', 'Parcel', 'Parcel size (ha)', 'BPS area (ha)', 'Land use', and 'Rot.'. A help window is open on the right, titled '3 - How to make changes to land use'. It explains how to use 'Edit', 'Add', or 'Delete' icons and provides instructions for editing land use, including a small table of land use codes and a 'Back' button.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.
/	+	⊗	ST5855	4716	0.3417	0.3417	PG01 - PERMANENT GRASSLAND	1 0.3
/	+	⊗	ST5855	4813	0.0776	0.0000	WO12 - MIXED WOODLAND	1 0.0
/	+	⊗	ST5855	5008	0.5725	0.0000	WO12 - MIXED WOODLAND	1 0.5
/	+	⊗	ST5855	5518	1.1017	1.1017	PG01 - PERMANENT GRASSLAND	1 1.1
/	+	⊗	ST5855	5625	1.3569	1.3569	PG01 - PERMANENT GRASSLAND	1 1.3

## Searching for a land parcel

If you have a large number of land parcels, the easiest way to find the parcel you’re looking for is to use the ‘Filters’. When you use a filter, you can update your land use and you’ll return to the filtered view (rather than the top of the land use screen). This means you can make a number of changes to a land parcel without having to search for it each time.

To see the filters, click the Filters heading.



You can filter by:

- sheet reference (for example, '2435' or 'AB1234')
- parcel ID (for example, '1145')
- land use – using this filter will show all the instances of a single land use (for example, if you search for permanent grassland it will show you all the land uses for 'PG01 – Permanent Grassland' for each National Grid reference)
- 'Undeclared' or 'Overdeclared' to see all the parcels and land use areas which have these warnings.

To filter, type the information you want to search for into one of the white boxes, then click the 'Search' button. To filter for 'Undeclared' or 'Overdeclared' warnings, click the arrow next to 'All', and choose the warning you want to search for.

The screenshot shows the 'Land Uses' interface. At the top, there's a header with 'Land Uses', 'NG', and a dropdown for 'National Grid SD'. Below this is a 'Filters' section with three input boxes: 'Sheet', 'Parcel', and 'Land use'. A green 'Search' button is centered below these boxes. To the right of the filters, there are two columns: 'Undeclared' (showing 20 parcels) and 'Overdeclared' (showing 0 parcels). A dropdown menu is open next to the 'Land use' filter, showing options: 'All', 'Undeclared', and 'Overdeclared'. Below the filters is a table with columns: Sheet, Parcel, Parcel size (ha), MEA BPS (ha), Land use, Rot., ha, m. The first row shows: SD3145, 3780, 1.8024, 1.8024, Undeclared, 1.8024.

To remove a filter:

- delete the text you've typed into one of the white boxes, then click 'Search'
- click the arrow next to the box showing 'Undeclared' or 'Overdeclared', then click 'All'.

If you use the filter to search by OS Sheet number you will rarely have more than 10 land parcels to look through and generally all are displayed on the screen.

## Make changes to land use

You can do the following:

Edit – change a land use area.

Add – include another land use in the land parcel, and tell us area/measurement.

Del (delete) – remove a land use from a land parcel.

The screenshot shows the 'Land Uses' interface with a table of land use entries. The table has columns: Edit, Add, Del, Sheet, Parcel, Parcel size (ha), BPS area (ha), Land use, Rot., ha, m. The first row shows: Edit (pencil icon), Add (+), Del (x), ST3865, 2561, 11.8063, 11.8063, TG01 - TEMPORARY GRASS, 1, 11.8063. The second row shows: Edit (pencil icon), Add (+), Del (x), ST3865, 2627, 1.8729, 1.8729, TG01 - TEMPORARY GRASS, 1, 1.8729. The third row shows: Edit (pencil icon), Add (+), Del (x), ST3865, 2640, 0.2125, 0.2125, PG01 - PERMANENT GRASSLAND, 1, 0.2125. The fourth row shows: Edit (pencil icon), Add (+), Del (x), ST3865, 2688, 0.5316, 0.4870, PG01 - PERMANENT GRASSLAND, 1, 0.4870. The fifth row shows: Add (+), ST3865, 2688, 0.5316, 0.4870, Undeclared, 0.0446. Above the table is a 'Filters' section with a '+' button. To the right of the filters, there are two columns: 'Undeclared' (showing 11 parcels) and 'Overdeclared' (showing 0 parcels). The header shows 'Land Uses', 'NG', and a dropdown for 'National Grid ST'.

When you are changing your land use there are checks built into the Rural Payments service. They will highlight if the land uses you have declared for a parcel add up to more or less than the total field size that we currently have mapped.

The total field size is the area of the parcel which is linked to your holding. This may be different from the size shown in your land maps as they show the total parcel size. For example, if the land parcel is 10.0000ha in size and 50% is linked to you, the total field size will show as 5.0000ha in the land use screen but 10.0000ha in your land maps.

If you see an amber 'undeclared' warning, this means you have not declared the land use for the area of the land parcel that is linked to your holding and we currently have mapped. To add a land use for this area, click the Add icon for the row shown as undeclared.

## Undeclared

If you see a red 'overdeclared' warning, this means you have declared land use that is larger than the total size of the land parcel we currently have mapped and linked to your holding (SBI). Use the 'Edit' icons on the land use screen to reduce the size of one or more of the land uses in the land parcel.

## Overdeclared

You can update your land use to remove the 'Undeclared' and / or 'Overdeclared' warnings, but you may not need to if:

- you need to tell us about a change to the total size of the field – fill in and send us an RLE1 form and sketch map to tell us about the changes and make sure the land use you've entered is correct
- you have already sent us an RLE1 to tell us about changes, but we have not updated your maps yet. You need to make sure the land uses for the parcel and their areas are correct
- only part of the land parcel is yours, then you should only declare the land use(s) and area for your part of the parcel.

If any of these apply, you can still submit your application if the 'undeclared' or 'overdeclared' warnings are showing.

If you have a land parcel in the 'land use' screen showing an area of 0.0000 and an amber 'undeclared' warning next to it. You need to do one of the following:

- if the parcel should not be linked to your SBI because, for example, you do not have control of the parcel or have sold it, and you want to transfer it to the new owner or remove it from your holding, read the 'Transfer or remove a land parcel from your business (SBI)' section.
- if you cannot remove or transfer the parcel online in the Transfer Land screens, fill in and send us an RLE1 form to make the transfer
- if you want to use it in your application, add the land uses to the land use screen using the information you have before you add the land parcel to your application
- if you do not want to use this land parcel in your application then leave the parcel as undeclared with an area of 0.0000 when you submit your application.

Note that the land use screen will still show as an 'undeclared' area and warning against the 0.0000 and reference number.

## Adding or editing a land use

Enter a new land use (after clicking the 'Add' icon) or edit an existing one (after clicking the 'Edit' icon). If you get stuck, click the 'Help' link.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m
	+	⊗	ST4668	9653	1.1516	1.1439	PG01 - PERMANENT GRASSLAND	1	1.1439	
	+	⊗	ST4767	1769	5.2691	5.2691	PG01 - PERMANENT GRASSLAND	1	5.2691	
	+	⊗	ST4767	2388	3.7210	3.7210	WO12 - MIXED WOODLAND	1	3.7210	
	+	⊗	ST4767	4279	0.6631	0.6631	PG01 - PERMANENT GRASSLAND	1	0.6631	
	+	⊗	ST4767	5899	0.1174	0.0998	PG01 - PERMANENT GRASSLAND	1	0.0219	
	+	⊗	ST4767	5899	0.1174	0.0998	PG01 - PERMANENT GRASSLAND	1	0.0779	
	+		ST4767	5899	0.1174	0.0998	Undeclared		0.0176	

When you add or edit a land use, if the screen shows 'Rotations' this is no longer in use.

When you have made your changes on this screen, click 'Save', then 'Back'.

**IMPORTANT:** If the changes you make mean that the total size of the field ('Parcel size' in the land use screen) has changed, you need to fill in and send us an RLE1 form and sketch map and ask us to change the permanent field boundaries (if you have not already done so). You can download an [RLE1 form](#) from GOV.UK, search for RLE1.

If you have already sent us an RLE1 form, you can check your land parcel digital map to see if the change still shows as 'pending' – shown by an (!) icon. For more information, read the 'How to use the land summary screen' section.

## Add a land parcel to your business (SBI)

If you want to add a land parcel to your business (SBI) before you submit your application, you need to:

1. If the land parcel is not registered with RPA

Fill in and send us an RLE1 form and sketch map to register the land parcel (if you have not already done so).

2. If the land parcel is already registered with RPA

You need to do one of the following:

- ask the previous owner or applicant to transfer the land parcel to you in the Rural Payments service (this will link the parcel to your SBI). We recommend online transfers are made as early as possible so you can add the land parcels to your online application before you submit it. If the business transferring the land owns less than 100% of the land parcel or is a tenant, they need to fill in and send us an RLE1 form to request the transfer.
- add land by email – you can add land to your business by sending an email from an email address registered for a person in the business on the Rural Payments service, with at least 'CS (Applications) – Amend' permission asking us to add the land to your business. Send your request to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk) with the details of the parcel(s) you wish to add. The subject heading of the email should include the wording 'CS 2022 Add Land', or use the relevant year if after 2022.

Include the following information:

- the SBI and name of the business the land should be linked to
- a brief reason for the request, for example, to submit a Countryside Stewardship application (please include the scheme or schemes)
- the land parcel reference numbers for the parcels you want to add, including sheet reference numbers and parcel IDs for example, AB1234 5678
- your name and contact number in case of any issues.

When we have completed your request, we will send you a confirmation email. You should make sure that requests are sent to us before 30 June.

You can now edit land use in the [Rural Payments service](#). You can also now transfer land parcels until 16 May 2022 using the [Rural Payments service](#).

## **Transfer or remove a land parcel from your business (SBI)**

**IMPORTANT:** This is not removing a land parcel from your CS application.

If you want to transfer or remove a land parcel from your business (SBI) using the Transfer Land screens, you need to do one of the following:

1. transfer the land parcel to the right business on the Rural Payments service (this will remove it from your business (SBI)). Read the Important note below for more information.
2. 'Remove' the land parcel **from your business (SBI)** if you no longer have control of it – for example, you do not farm it any longer. Read the Important note below for more information.

**IMPORTANT:** If you transfer the land parcel from your SBI, or use the 'Remove' land option in the 'Transfer land' screens, this will completely remove the land parcel from your record (SBI), you will not be able to use it in your application for either Countryside Stewardship or any of the following schemes.

- Basic Payment Scheme
- Sustainable Farming Incentive
- Environmental Stewardship
- Habitat Scheme
- English Woodland Grant Scheme
- Farm Woodland Premium Scheme
- National Forest Changing Landscape Scheme
- Woodland Carbon Fund
- HS2 Woodland Fund

**Do not** use the 'Remove land' option in the 'Transfer land' screens if you still control the land parcel for one of these schemes. If you remove a land parcel that is under an existing Rural Development Programme agreement, it will be removed from your land record and from your agreement. It may also mean that any payments already made to you are reclaimed.

For these cases you should use the correct 'land use' for the scheme you are claiming under. To update your land use, from 'land use' screen, use the 'Edit land use' option.

## **Other changes you may want to make**

Additional information you may find useful when you make changes to your land information.

### **If you want to change the size of a land parcel (because the permanent boundary has changed)**

You need to increase or reduce the total size of your land parcel.

To increase the size of the land parcel, you must do all of the following:

- increase the area of land use for the corresponding land use code(s). Use the 'Edit' and/or 'Add' icons in the land use screen to make the changes. The total area of land use will now be larger than the total parcel size, and will show as 'overdeclared'
- fill in an RLE1 and sketch map to tell us about the change to the land parcel (if you have not already done so).

To reduce the size of the land parcel you must:

- reduce the area of land use for the corresponding code(s). Use the 'Edit' icon in the land use screen to make the changes. The total area of land uses will now be smaller than the total parcel size, and will show as 'undeclared'
- fill in an RLE1 form and sketch map to tell us about the change (if you have not already done so).

### **If you want to split or merge parcels (permanent splits, not crop splits)**

You need to do either of the following:

- Merge: fill in the land use for each parcel and leave as 2 separate parcels. Use the 'Edit', 'Delete' or 'Add' icons in the land use screen to do this.
- Split: fill in the land use for each parcel in the existing parcel (and do not split it other than providing different land use where needed). Use the 'Edit', 'Delete' or 'Add' icons in the land use screen to do this.

Then fill in and send us an RLE1 form and sketch map to tell us about the change (if you have not already done so).

### **If you want to submit an RLE1 to tell us about changes to your land**

You need to fill in an RLE1 form and sketch map to tell us about permanent changes to your land.

When submitting an RLE1 form for land changes, make sure that the changes are also shown in your online application.

If land changes occur later in the year and these affect your current application, tell us about the change using an RLE1 form and sketch map, and write to us explaining the changes needed to your application.

### **If you want to claim for land that is in dual use**

You need to agree the land use code for the land parcel with the other applicant – make sure it is compatible with both CS/ES agreements and BPS. Once this is agreed, this is the land use you should both declare in your land use screen and should not be changed unless you both agree with the change.

Then, you need to do one of the following if you are:

- Claiming for Countryside Stewardship or Environmental Stewardship and someone else is claiming for BPS on the same area: do not activate the land parcel for payment on your BPS application if you are applying for BPS on other land parcels, use the 'activate less BPS area' screen. Do not amend the land use code or eligible area on the 'Land use' screen.
- Claiming for BPS on the land parcel: claim for the land parcel but do not amend the land use code. The person who IS NOT claiming for BPS on the land parcel should use the 'activate less BPS area' screen to show the 'eligible area' as 0.0000 so that the land parcel is not activated for payment, if they are applying for BPS on other land parcels.

**If you want to have a land parcel in your 'Land use' screen in the Rural Payments service and a single land use is shown over a number of lines (for example, permanent grassland is shown 3 times in one land parcel)**

You need to do one of the following:

- leave it so it shows as more than one line in the 'Land use' screen, or
- delete and edit the information so the land use only shows on one line for that land parcel.

**If you want to change the land cover for a land parcel**

You need to do one of the following:

1. where there is one land cover (arable, permanent grassland, permanent crops or non-agricultural use) for the whole land parcel, call us on 03000 200 301.
2. where there is more than one land cover for a land parcel, you must fill in and send us an RLE1 form and sketch map clearly marked with the land covers and areas.

For more information about land cover, read the [RLE1 guidance](#).

# Complete your application

Use this section to help you complete your application. You must also complete applications map(s) – read Annex 1 and the ‘Supporting documents’ section.

## Getting started

Before you start your application you must read the scheme rules, search for [Woodland Management Plan grant](#) on GOV.UK.

After you’ve signed in to the Rural Payments service, click ‘View business’. Scroll down the ‘Business overview’ screen and click ‘Countryside Stewardship applications’.

**Your businesses and messages**  
A FARMER

IMPORTANT:  
Check and update or confirm your email address under ‘Contact details’ in the Personal details screen.  
Click this [Amend personal details](#) link, to go direct to that screen.

Overview All messages **2 unread**

Business	View or check	Messages	
<b>A Farmer</b> SBI: 987654321	<a href="#">View business</a>	<a href="#">View messages</a> <b>2 unread</b>	Account options <a href="#">View and amend personal details</a>
<b>A &amp; B Farmer</b> SBI: 765432109	<a href="#">View business</a>	<a href="#">View messages</a> <b>6 read</b>	<a href="#">Register a business</a>
<b>North Farm</b> SBI: 876543210	<a href="#">View business</a>	<a href="#">View messages</a>	<a href="#">Create or view a query</a>

If you cannot see the ‘Countryside Stewardship applications’ link, you should check that you have the correct permission level to create an application. For more information read the ‘Check your permission levels’ section. If you still cannot see the link after your permission level has been updated in the Rural Payments service, you should ‘sign out’ then ‘sign in’ again, to refresh your account.

**Countryside Stewardship** Find out which Countryside Stewardship options best suit your farm, apply to join the scheme, and submit your claims.

[Countryside Stewardship options finder tool](#)

[Countryside Stewardship applications](#)

[Countryside Stewardship claims](#)

Use the Countryside Stewardship application screens to apply online for the Woodland Management Plan grant.

There’s a ‘Help’ link on the screens that will take you through each process step-by-step.



# Create your Woodland Management Plan application

On the Countryside Stewardship applications screen, click the green button for the offer you want to 'Apply' for.



When your application is successfully created a 'Successful' message will appear.

Scroll down the screen and click 'Back' to return to the previous screen where you can 'open' your application. Read the 'Open your application' section.

## Open your application

After you've successfully created your application, you'll see it in the 'Countryside Stewardship applications' screen with its own application number. The status will be 'Application Created'.

Click 'Open' to continue your application.

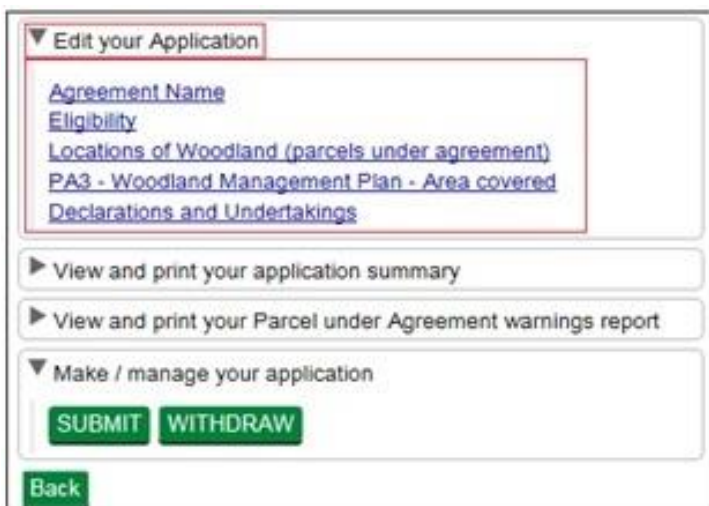
Year	App. number	Type	Active	Submit Date	Status	
2022	654321	Woodland Management Plan	Yes		Application Created	<a href="#">Open</a>

## Edit your application

Using the list on your screen, you can add details to your online application using 'Edit your application', or use the other choices to create the land parcel warnings report again and application summary.

Click 'Edit your Application'.

A list of everything you need to do in your application appears.



## Add an agreement name

To make it easier for you to identify the agreement, give your agreement/application a name. Enter a name into the box and then click 'Save' and 'Close' to return to the previous screen. You can use both letters and numbers in the agreement name.

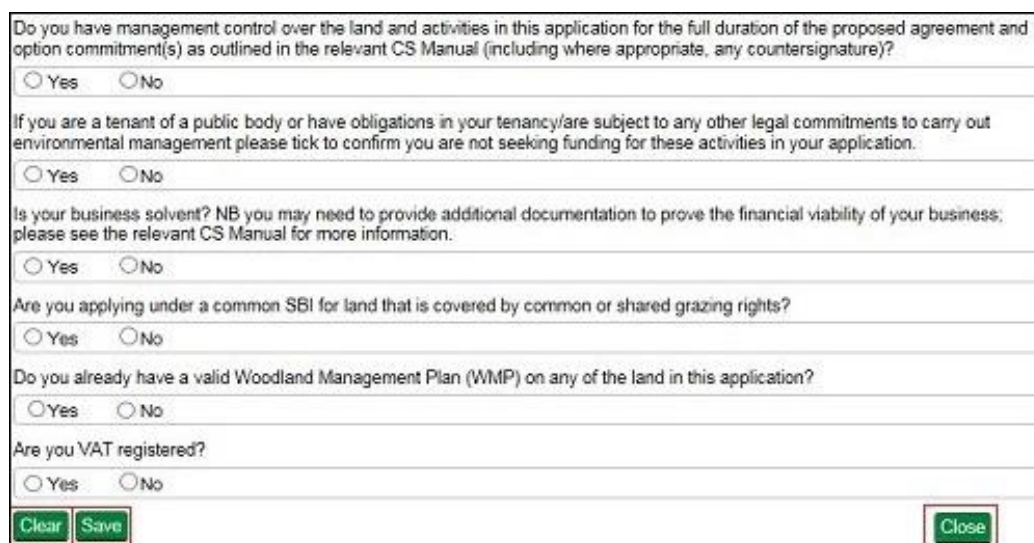


Agreement Name:

## Eligibility

You must answer all the eligibility questions.

Click 'Eligibility' and answer each question with a Yes or No.



Do you have management control over the land and activities in this application for the full duration of the proposed agreement and option commitment(s) as outlined in the relevant CS Manual (including where appropriate, any countersignature)?  
 Yes  No

If you are a tenant of a public body or have obligations in your tenancy/are subject to any other legal commitments to carry out environmental management please tick to confirm you are not seeking funding for these activities in your application.  
 Yes  No

Is your business solvent? NB you may need to provide additional documentation to prove the financial viability of your business; please see the relevant CS Manual for more information.  
 Yes  No

Are you applying under a common SBI for land that is covered by common or shared grazing rights?  
 Yes  No

Do you already have a valid Woodland Management Plan (WMP) on any of the land in this application?  
 Yes  No

Are you VAT registered?  
 Yes  No

You must answer all the questions accurately, as the answers are used to assess your eligibility.

For more information about eligibility read 'Who Can Apply' in the scheme manual. Search for '[Woodland Management Plan](#)' on GOV.UK.

**First question** – you must be able to answer 'Yes' to confirm that you have management control through the agreement. If you answer 'No', you must remove the land parcels and relevant options from this application which you do not have management control over.

**Second question** – you must be able to answer 'Yes' to confirm that you are not seeking funding in this application for the activities outlined in the question. If you answer 'No', because you cannot give the confirmation, you must remove the options from this application that would provide this funding.

The remaining questions are self-explanatory and also need to be completed before you can progress the application.

Click 'Save' after you've completed all of the questions and you'll receive a message confirming the details have 'saved' successfully. If you have not answered a question, a message will appear in red asking you to answer it.

After you've successfully saved your answers, click 'Close' to return to the previous screen.

## Add land parcels (locations of woodland)

All woodland on your holding should be included in your woodland management plan. Therefore, you need to add all your land parcels to your application that contain woodland. However, you should not include any land parcels that are already covered by another CS application or agreement. For more information about including all your woodland search for [Woodland Management Plan](#) or read about capital item PA3 in [Countryside Stewardship grants](#) both are on GOV.UK.

Click 'Locations of woodland (parcels under agreement)'.

Click 'Import parcels' to open a window with a list of all of the land parcels under your SBI.

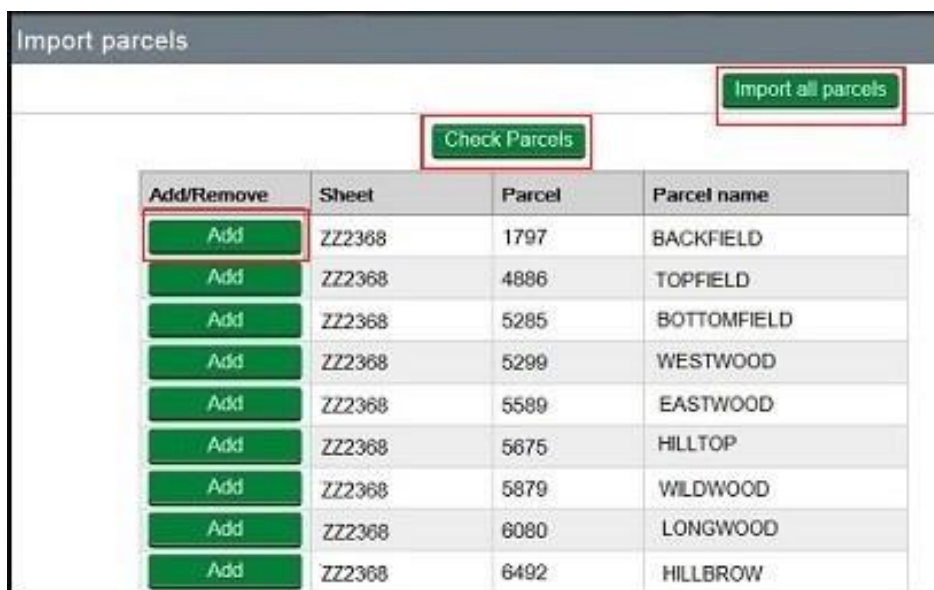


The screen shows a list of all parcels associated with your SBI. The system shows the very latest live parcel information. If a land parcel is missing read the 'Check and Change' section.

You can then add individual land parcels you want to include in your application.

To add land parcels to your application one at a time click 'Add' next to each land parcel you want to include. After you've added a land parcel, the 'Add' button changes to 'Remove'. Click 'Remove' to take land parcels from your application.

Or you can add all of the land parcels in the list together by clicking 'Import all parcels'.



Add/Remove	Sheet	Parcel	Parcel name
Add	ZZ2368	1797	BACKFIELD
Add	ZZ2368	4886	TOPFIELD
Add	ZZ2368	5285	BOTTOMFIELD
Add	ZZ2368	5299	WESTWOOD
Add	ZZ2368	5589	EASTWOOD
Add	ZZ2368	5675	HILLTOP
Add	ZZ2368	5879	WILDWOOD
Add	ZZ2368	6080	LONGWOOD
Add	ZZ2368	6492	HILLBROW

## Check land parcel warnings

After you've added all of the required land parcels to the application you can check whether any of them are already included in another application or agreement.

To check whether they're in a live agreement, 'View and print your Parcels under agreement warnings report'.

To check whether they're in another application click 'Check Parcels', and a new column will appear for 'Parcel Availability':

- If the land parcel is not in another application a tick will show next to the relevant land parcel details.

- If any land parcel is already in another type of application, a green 'Warning' button will appear for that land parcel. You must remove all land parcels with warnings, as explained later in this section.

Your list of land parcels may extend over 2 or more pages depending on the number of land parcels you have. The number of pages of land parcels shows at the bottom of the list. Click the single arrow to move to the next page of the list.

If there are no warnings in the 'Parcel availability' column, and you want to use all of the land parcels in the list in your application, click 'Close' to continue your application.

Remove	Sheet	Parcel	Parcel name	Parcel available?
<a href="#">Remove</a>	ZZ2368	1797	BACKFIELD	<a href="#">Warning</a>
<a href="#">Remove</a>	ZZ2368	4886	TOPFIELD	<a href="#">Warning</a>
<a href="#">Remove</a>	ZZ2368	5285	BOTTOMFIELD	✓
<a href="#">Remove</a>	ZZ2368	5299	WESTWOOD	✓
<a href="#">Remove</a>	ZZ2368	5589	EASTWOOD	✓
<a href="#">Remove</a>	ZZ2368	5675	HILLTOP	✓
<a href="#">Remove</a>	ZZ2368	5879	WILDWOOD	✓
<a href="#">Remove</a>	ZZ2368	6080	LONGWOOD	✓

Click 'Remove' to take the land parcel from the application. Or click 'Remove all parcels with warnings' if you want to remove all land parcels together.

A message will appear to confirm that the land parcel is removed from the application.

Click 'Close' to leave the land parcel screen.

**IMPORTANT:** Remember to 'View and print your Parcels under agreement warnings report' which will list all the land parcels that are already in a live agreement.

- ▶ Edit your Application
- ▶ View and print your application summary
- ▶ View and print your Parcel under Agreement warnings report
- ▼ Make / manage your application
  - [SUBMIT](#) [WITHDRAW](#)

[Back](#)

Return to the parcels under agreement screen to 'Remove' any of the land parcels listed in the report. Read the 'Parcel under agreement warnings report' section for more information about creating the report.

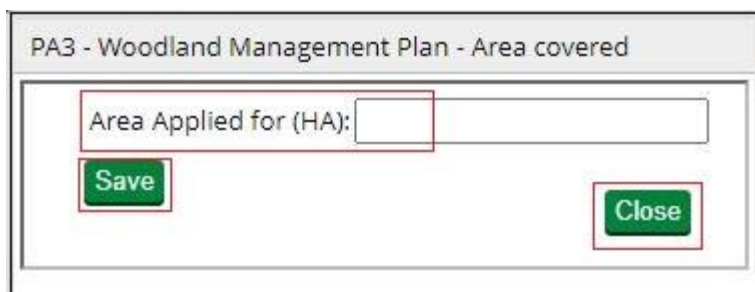
Read about what land is eligible in the scheme manual by searching [Woodland Management Plan](#) on GOV.UK.

## Add the area covered in the application

Click 'PA3 – Woodland management Plan – Area covered'.

You must enter the area (in hectares) of the eligible woodland. The area must be 3 hectares or more.

For more information about eligible woodland search for [Woodland Management Plan](#) or read about capital item PA3 in [Countryside Stewardship grants](#), both are on GOV.UK.



PA3 - Woodland Management Plan - Area covered

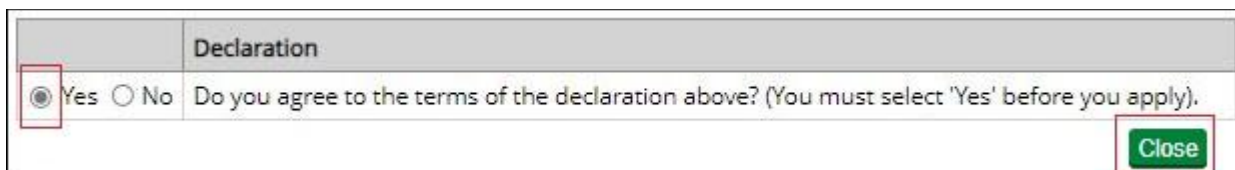
Area Applied for (HA):

## Declarations and undertakings

**You must complete this declaration or you cannot submit your application.**

Read all of the declarations and undertakings. Use the scroll bar at the side of the declaration to read it all.

Then click 'Yes' to confirm that you accept the declarations and responsibilities, then click 'Close'.



Declaration	
<input checked="" type="radio"/> Yes <input type="radio"/> No	Do you agree to the terms of the declaration above? (You must select 'Yes' before you apply).
<input type="button" value="Close"/>	

**You should create (generate and download) your application summary before submitting your application to RPA.**

## View and print documents

Using the list on your screen, you can 'View and print' details about your online application **before you submit it**:

- application summary – shows all the information you've added to your application – create it after you've filled in your application
- parcel warnings report – another chance to check that the land parcels you've added to your application are not in another application or agreement.

### Application summary

This summary shows the information you have entered into your application. It's important that you use it to check you've given the correct information, **before you submit your application**. Then if needed, you can go back into your application and change it.

(You also get another opportunity to create an application summary after you've submitted your application to RPA to keep as a record of the application you've submitted.)

Click 'View and print your application summary'.

The screenshot shows a web interface with a sidebar on the left. The sidebar has a dropdown menu with the following items: 'Edit your Application', 'View and print your application summary' (which is expanded), 'View and print your Parcel under Agreement warnings report', and 'Make / manage your application'. The expanded 'View and print your application summary' section contains the following text: 'Click 'Download' to view and print your application summary. This summary was last updated on 17/04/2022 4:06:31 PM'. Below this text is a green 'Download' button. Further down, it says 'Click the 'Generate' button below to update the summary to include the latest information. When your summary has been updated, the date and time above will change.' Below this is a green 'Generate' button. The 'Make / manage your application' section contains two green buttons: 'SUBMIT' and 'WITHDRAW'. At the bottom of the sidebar is a green 'Back' button.

Click 'Generate' to create the document.

The first time you generate the document the 'Download' button will not be clearly visible. When the document is ready the 'Download' button turns green and the button will now always be visible. The date and time that appears next to the Download button tells you when the document was last updated with the information in your application.

After you've generated the document, click 'Download' to see the document.

If you always click 'Generate' before you click 'Download', you'll always see the most up to date information in your application.

You can read the summary on screen by scrolling down the pages or you can print or save it for your records by using the buttons that appear when you place the cursor near the middle point at the bottom of the screen.

Do not send it to us as a paper form – we cannot accept it.

## Parcels under agreement warnings report

This warnings report lists any land parcels that need to be removed from your application. This is because they are already included in a live agreement or another application. The report also shows details of the agreement or application that the land parcels are currently included in, and the status of that agreement or application. For more information read 'Check land parcel warnings' in the 'Complete' section.

If all of the land parcels in your application are available to use, the report will not contain any information.

Click 'View and print the Parcel under Agreement warnings report'.

This screenshot is similar to the one above, showing the same sidebar. However, the 'View and print your Parcel under Agreement warnings report' option is highlighted with a red rectangular box. The 'View and print your application summary' section is now collapsed. The 'SUBMIT' and 'WITHDRAW' buttons are still visible in the 'Make / manage your application' section, along with the 'Back' button at the bottom.

To create your report follow the instructions in the Application summary section.

You can read the report on screen by scrolling down the pages or you can print or save it for your records by using the buttons that appear when you place the cursor near the middle point at the bottom of the screen.

**You must return to the land parcel screen to remove all the land parcels from your application that appear in the warnings report.**

# Confirm your information and submit your application

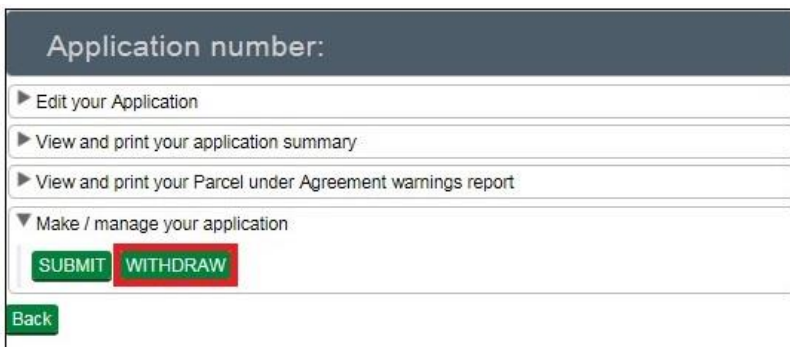
To confirm the information in your application is correct, check it before you submit it online.

## Application summary

When you've completed your application you need to check that the information in it is correct. To do this, create or update your application summary by following the instructions in the 'View and print documents' section. Then if needed, you can go back into your application and change it.

## Withdraw your application

If you decide you do not want to submit your application, click 'Withdraw'. A message appears to check that you do want to withdraw the application.



The screenshot shows a web interface for application management. At the top, there is a dark grey header with the text 'Application number:'. Below this, there is a list of menu items: 'Edit your Application', 'View and print your application summary', and 'View and print your Parcel under Agreement warnings report'. A section titled 'Make / manage your application' is expanded, showing two buttons: 'SUBMIT' (green) and 'WITHDRAW' (red). A 'Back' button is located at the bottom left of the interface.

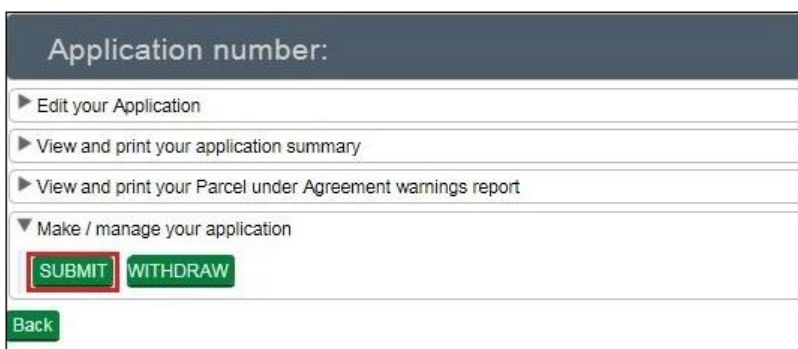
Click 'No' if you do not want to withdraw it.

Click 'Yes' if you do want to withdraw it. You'll see a screen message confirming that you've successfully withdraw the application. This application will not be submitted to RPA, and you cannot open it again but you can create a new application while the green application buttons are available.

Click 'Back' to return to the application screen (where you'll see the application status is now 'Withdrawn' and the application is no longer 'Active').

## Submit your application

If you have checked your application summary and the information in your application is correct, click 'Submit' to apply for the Woodland Management Plan grant.



The screenshot shows the same web interface as above. In this version, the 'SUBMIT' button (green) is highlighted with a red border, while the 'WITHDRAW' button (red) is no longer highlighted. The 'Back' button remains at the bottom left.



If your application meets all the requirements for the grant and you have completed the declaration, the screen will confirm that your application has 'submitted successfully' to RPA.

Thank you for submitting your 2022 Woodland Management Plan Application.  
This message is confirmation that your application has been submitted successfully to Rural Payments Agency.  
This is not a confirmation that your application has been processed by Rural Payments Agency.  
You may want to keep a copy of this acknowledgement for your records.

Submission date and time: 27-April-2022 12:53  
SBI: 987654321  
Application ID: 7654321

Please do not submit a paper copy of your application as well.  
Please remember, if you need to provide any supporting documentation and evidence with your application, refer to the relevant guidance.

[Print](#)

Click 'Print' if you want to print and keep the confirmation for your records.

Click 'Back' to return to the application screen (where you'll see that the application status has changed to 'Submitted' and the application is still 'Active'. It also shows the date and time your application was submitted.

The deadline for RPA to receive your supporting documents is given in the 'Supporting documents and evidence' section.

## Application fails to submit

If your application fails to submit, a screen message will tell you this. It will also show the reasons why it did not submit with a red warning box beside it.

Application number: 654321  
Date: 17/04/2022 1:44:18 PM  
Transition **FAILED**  
Verification details:

Rule for WMP In progress to Draft	<b>FAILED</b>
CS MT/HT Automatically set option duration	✓
Consents, Consultations, Licences and Permits check	✓
CS Check for compatibility matrix	✓
Parcel application Rule under Agreement	✓
Check completion prescription D104	✓
Eligibility Checks	✗

All responses on the Eligibility form must be completed.

Read this message fully by using the scroll bar to the right of the message. You may find it useful to print and save the message. You may be able to do this by clicking the button on the right side of the 'mouse' or 'touchpad', and choosing the print or save options.

Click 'Back' to return to the application screen.

Check and correct all of the sections detailed in the message before you 'Submit' your application again.

The information below will help you to identify what you need to do before you submit your application again.

### **Agreement Name information not complete**

You need to 'Open' your application from the 'Countryside Stewardship applications' screen, and click 'Agreement Name' under 'Edit your Application'. Enter a name for your agreement then click 'Save' and 'Close'.

### **All responses on the Eligibility form must be completed**

You need to 'Open' your application from the 'Countryside Stewardship applications' screen, and click 'Eligibility' under 'Edit your Application'. Answer ALL of the eligibility questions and click 'Save' then 'Close'.

### **Eligibility form not complete**

You need to 'Open' your application from the 'Countryside Stewardship applications' screen, and click 'Eligibility' under 'Edit your Application'. Answer ALL of the eligibility questions and click 'Save' then 'Close'.

### **Locations of Woodland (parcel under agreement) form not complete**

You need to 'Open' your application from the 'Countryside Stewardship applications' screen, and click 'Locations of Woodland (parcels under agreement)' under 'Edit your Application'. Add the land parcels you want to include in the application and click 'Close'.

### **Parcels under agreement does not contain at least one parcel selected that is not already used in another active application**

You need to 'Open' your application from the 'Countryside Stewardship applications' screen, and click 'Locations of Woodland (parcels under agreement)' under 'Edit your Application'. Add the land parcels you want to include in the application and click 'Close'.

### **PA3 Area covered not complete**

You need to 'Open' your application from the 'Countryside Stewardship applications' screen, and click 'PA3 – Woodland Management Plan – Area covered' under 'Edit your Application'. Enter the total area of woodland in your application, then click 'Save' and 'Close'. Note: the Woodland Management Plan is only available on woodlands that have a total area of 3ha or more.

You must select 'Yes' in the Declarations section to be able to submit your application

You need to 'Open' your application from the 'Countryside Stewardship applications' screen, and click 'Declarations and Undertakings' under 'Edit your Application'. Click 'Yes' to confirm that you accept the declaration and click 'Close'.

### **Declarations and Undertakings not complete**

You need to 'Open' your application from the 'Countryside Stewardship applications' screen, and click 'Declarations and Undertakings' under 'Edit your Application'. Click 'Yes' to confirm that you accept the declaration and click 'Close'.

### **One or more of the parcels in this application are ineligible due to being in another application/agreement. Please review the 'Parcels under agreement warning report'.**

You need to 'Open' your application from the 'Countryside Stewardship applications' screen, and click 'Locations of Woodland (parcels under agreement)' under 'Edit your Application'. 'Remove' any land parcels that are listed in your 'Parcels under agreement warning report'. Read the 'Add land parcels' section for more information.

## After you've applied

After you've submitted your application and returned to the application screen, you will see a green application 'summary' button beside your submitted application details.

Year	App. number	Type	Active	Submit Date	Status	
2022	654321	Woodland Management Plan	Yes	17/04/2022 1:52:54 PM	Submitted	<a href="#">Summary</a>

### Application summary

You may have already created this at the 'Edit your application' screen while you were completing your application. You should 'generate' and 'download' it again after you complete your application to make sure it contains everything you've put into your application. As explained earlier in the 'View and print documents' section.

You may want to print or save your application summary and keep it for your records.

## Supporting documents and evidence

### Evidence

Read about any evidence needed for your application in [Countryside Stewardship grants](#) on GOV.UK.

**You must keep the evidence for your Woodland Management Plan grant until you're asked for it.** Do not send it to RPA. (Read the 'After you've applied' section).

(The Forestry Commission will send the approval letter to RPA).

### Supporting documents

After you've submitted your online application RPA must receive your supporting documents within 30 days of the 'Submit Date' in the initial Countryside Stewardship applications screen. If you cannot submit them to reach RPA within the 30 days you must tell RPA within the 30 days why you cannot submit them. If we do not receive either, we'll need to reject your application. To check what evidence you must keep until you're asked for it read [Countryside Stewardship grants](#).

Supporting documents: for example,

- Application map(s) – showing the full area of the woodland covered by the Woodland Management Plan you're applying for. Read Annex 1 for more information.
- Woodland Management Plan Annex - there are 2 sections to complete:
  - 'Start here; and
  - Annex B – Area and grant amount
  - **Do not complete** Annex A - land summary.

To get a copy of the Woodland Management Plan Annex email [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk) or call 03000 200 301.

### How to submit your supporting documents

You can scan your map(s), and save your completed Woodland Management Plan Annex as a pdf, then email them all to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk).

The maximum size of emails we can accept is 32MB.

For security reasons, we cannot accept discs, USB pen drives or other external storage media.

Do not include links to cloud storage, for example Dropbox or Google Drive, as we cannot accept documents this way.

You must put your SBI and Application ID number in the email and on all documents. Also use 'Application – CS – WMP' and your SBI as the email subject heading.

Or you can post the documents to RPA using the address in the 'More information, contact details and data protection' section. We recommend you get 'proof of posting'.

## **Next steps**

If your application meets the eligibility criteria, you will be offered an agreement.

You'll receive confirmation regardless of whether or not your application has been successful. If it's successful you'll receive an agreement offer letter. The Agreement Start Date will be set out in the agreement documents contained with the agreement offer letter.

If you want to accept the agreement offer you must return the signed acceptance declaration to RPA within 20 working days of receiving it. If you do not accept the offer in time, it will be withdrawn. The person signing the acceptance declaration must have at least 'View' business permission level, and 'Submit' permission for CS Agreements in the Rural Payments service. You must either accept or decline the offer.

# Scheme rules and other guidance

All the guidance and information you need to apply for a Countryside Stewardship Woodland Management Plan grant is on GOV.UK.

For guidance and information read the [Woodland Management Plan grant: Countryside Stewardship](#).

For the scheme rules and information about agreements read the [Woodland Management Plan grant manual \(from 8 February 2022\)](#).

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.

# More information, contact details and data protection

## How to contact us

Rural Payments Agency (Countryside Stewardship)  
PO Box 324  
WORKSOP  
S95 1DF

Rural Payments helpline: 03000 200 301

Email: [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk)

Follow us on Twitter @ruralpay

Open Monday to Friday 8.30am to 5pm, (closed at weekends and on public holidays).

For any queries about your online Woodland Management Plan contact RPA. Please quote your Single Business Identifier (SBI) for all enquiries.

## Complaints about service

If you are an applicant for Countryside Stewardship, or an Agreement Holder, and you want to complain about the level of service you have received or the way that you have been treated, you should use the appropriate organisation's complaints procedure below:

For more information search for Rural Payments Agency on GOV.UK then scroll down the screen to 'Complaints procedure' under 'Corporate information'.

## Data protection

For information on how we handle personal data go to GOV.UK and search [Rural Payments Agency personal information charter](#).

# Annex 1 – Application map(s)

You must complete application map(s) for all Woodland Management Plan applications.

You must provide map(s) showing the full area of the woodland you are including in your proposed Woodland Management Plan. The map needs to be clear, readable and meet the standards set out below. Read the 'Supporting documents' section for more information about sending the map(s) to RPA.

## How to create a map

You can create the map associated with a Woodland Management Plan application yourself, as long as it meets the standards set out below, or you can request one through the [Forestry Commission map request service](#).

Maps you supply should be based on ordnance survey (OS) maps and/or Geographical Information System (GIS) generated digital maps. 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.

You should mark the land parcel references and the SBI clearly on the map.

If you're sending your supporting documents to us by email, send us your map as a PDF file.

## Minimum mapping standards

- If you create your own agreement map, or are marking up a map you've received from the [Forestry Commission map request service](#), you must make sure they meet the following rules:
- The map(s) must show whole land parcels with land parcel references and a clear boundary for the extent of the Woodland Management Plan
- The map(s) 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
- 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 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 righthand side of the map
- If there are no numbered OS grid lines, write a 6 figure OS grid reference for the centre of the map on the bottom left of the map
- 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.