

Use this form to authorise your agent or representative to act on your behalf.

This form can be used for the following:

- **Live FC Grants (excluding Countryside Stewardship)**
- **Legacy schemes**
- **Felling Licence Applications, Woodland Management Plans and other applications**

For a list of live FC Grants, legacy schemes and other application types please visit <https://www.gov.uk/government/publications/forestry-commission-agent-authority-form>

Do not use this form for **Countryside Stewardship**, please visit <https://www.ruralpayments.service.gov.uk/customer-account/login>,

Completing and returning your form

The people named in parts A and B must both sign this form before submission. Check that you have filled in all questions that apply to you. You are advised to keep a copy for your own records.

Using and sharing personal information (Data Protection)

The Forestry Commission (FC) will use personal information you provide (landowner and agent) to support the administration of new applications and existing agreements. Without your personal information, we will not be able to process your applications or manage your agreements.

The FC or its appointed agents will use the personal information provided in line with safeguards of the Data Protection Act, in the following ways:

- for the administration and processing of regulatory permissions and aid schemes
- for communication with other organisations including Defra, other government departments (and their agencies) and local authorities in the administration of applications and subsequent agreements
- to contact applicants or their agents in connection with occasional research aimed at improving the services that the FC provides

Your personal information will be stored securely in the UK or EU and will be kept for the length of any obligation or 7 years after the final instalment of schemes with grant funding, as per our retention policy. Your personal information will be shared with other Defra bodies for the purpose of regulatory obligations and administering your scheme. The Forestry Commission's Personal Information Charter can be found here:

<https://www.gov.uk/government/organisations/forestry-commission/about/personal-information-charter>.

The Forestry Commission is registered as a data controller under the Data Protection Act 2018 (Registration No: Z6542658). The Forestry Commission's Data Protection Officer can be contacted at informationrights@forestrycommission.gov.uk. You have a right to lodge a complaint with the supervisory authority the Information Commissioner's Office (www.ico.org.uk).

Release of information

The FC is required to release information, which may include personal data and commercial information, to comply with the Environmental Information Regulations 2004 and the Freedom of Information Act 2000. However, the FC will not permit any unwarranted breach of confidentiality, nor will it act in contravention of its obligations under the Data Protection Act. The FC may also publish additional (non-personal) information on gov.uk.

All questions are mandatory unless otherwise indicated.

Part A: Applicant/Agreement Holder Details

1. Single Business Identifier (SBI):

Customer Registration Number (CRN):

You must provide an SBI and CRN in the fields above if your form relates to a legacy grant. Live grants may also require an SBI, so please supply your SBI/CRN number if you have one.

2. Applicant/Agreement Holder Name(s)

Title (e.g. Mr/Mrs)	Forename(s)	Surname(s)

3. Business Details

Business Name:		
Primary Contact Number:		
Alternative Contact Number:		
Email:		
Address:		
	Postcode:	Country:

Part B: Agent details and signature

Title:	Forename:	
Surname:		
Business Name:	Position:	
Primary Contact Number:	Alternative Contact Number:	
Email:		
Address:		
	Postcode:	Country:

Customer Registration Number (CRN) for Agent:

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You need to provide your CRN if your form relates to an FWS, FWPS or EWGS grant agreement. This field is not mandatory for any other grants or Felling Licence applications but please supply your CRN number if you have one.

Agent Signature:

We accept either wet signatures (i.e., handwritten) or electronic signatures. Please note, the only type of electronic signature we accept on this form is a certified electronic signature.

If you wish to sign this form electronically you must complete the form **without a signature or date** and send it by email to us at aafes@forestrycommission.gov.uk. We will then send you an email with a link to sign.

Agent Signature	Name (BLOCK capitals)	Date (DD/MM/YYYY)

Part C: Applicant/Agreement Holder Authorisation

This section must be completed by the applicant/agreement holder named in Part A. Please read and complete this authorisation, read the declarations, sign, name and date this section.

1. I/we authorise the person named in Part B to act on my/our behalf until further notice in respect of the following (please tick all that apply):

Live grants	All my past applications	All my future applications
All my current and future applications and agreements relating to Live FC Grants. For a list of live FC Grants please visit https://www.gov.uk/government/publications/forestry-commission-agent-authority-form	<input type="checkbox"/>	<input type="checkbox"/>
If not all your past grant agreements, list references for authorisation below:		

Legacy grants	My past applications listed below	All my future applications
My applications and agreements relating to legacy schemes For a list of legacy schemes please visit https://www.gov.uk/government/publications/forestry-commission-agent-authority-form	<input type="checkbox"/>	<input type="checkbox"/>
List the references of all your past applications which the authorisation applies to:		

Regulations	All my past approvals	All my current and future applications
Felling licence applications	N/A	<input type="checkbox"/>
Unfunded applications or approvals (for example unfunded Woodland Management Plans) For a list of other applications please visit https://www.gov.uk/government/publications/forestry-commission-agent-authority-form	<input type="checkbox"/>	<input type="checkbox"/>
If you have a new agent and want to transfer your felling licences, please list the felling licence references to be transferred below:		
Please note only list felling licence references ending in 2018 onwards e.g. 011/321/2018		

2. This permission authorises the person named in Part B to (please tick all that apply):

Grants

Sign grant applications

Sign grant amendments

Sign grant agreements

Sign grant claim forms

Receive grant payments (WCF and live FC Grants other than Countryside Stewardship)

Regulations

Sign Felling Licence applications and accept conditions

Sign unfunded applications or approvals

Declaration:

In signing below, you agree to the following:

I/we confirm that I/we are the person(s) named above in Part A.

I/we understand that any information given by the person named in Part B (agent) of this authorisation will be deemed to have been provided by me/us.

I/we will be subject to any reductions in payments arising from the regulations which apply to the relevant grant scheme, if any.

I/we will be subject to any relevant regulatory enforcement action arising as a result of any duties, agreements or conditions entered into or accepted by the person named in Part B on my/our behalf.

I/we confirm that the person(s) signing in this part of the form must be registered as the legally responsible person(s) for the business named in Part A.

In relation to authorising the person named in Part B (agent) to sign felling licence applications on my/our behalf, I/we confirm that I/we have an interest in the land, as set out in section 10(1) of the Forestry Act 1967 (which includes, but is not limited to being, the freeholder, leaseholder or tenant of the land).

If you are a forestry or farming partnership, all partners should indicate their agreement to the appointment of the person(s) nominated at Part B by inserting their details and signature on the form.

Applicant/Agreement Holder Signature:

We accept either wet signatures (i.e., handwritten) or electronic signatures. Please note, the only type of electronic signature we accept on this form is a certified electronic signature.

If you wish to sign this form electronically you must complete the form **without a signature or date** and send it by email to us at aafes@forestrycommission.gov.uk. We will then send you an email with a link to sign.

Applicant/Agreement Holder Signature(s)	Name(s) (BLOCK capitals)	Date (DD/MM/YYYY)

Please complete this form in full. We will return this form if it is not complete, which may slow down the processing of your application.