

Guide to the Completing the Successor's Application Form

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Purpose

This form should be used for all Forestry Commission grant schemes in England.

Important – All new owners have a deadline of 12 months from the sale or purchase date to submit a fully completed succession application. Failure to succeed within the required timescale will require the Forestry Commission to recover all relevant grant from the previous Agreement Holder.

This Successor Form should be completed by the new occupier where there is a change of ownership or occupancy on land which has an existing Forestry Commission grant scheme. Depending on the type of grant scheme and the particular circumstances, the form should be completed if you wish to receive future grant payments and/or are willing to continue necessary work to fulfil the conditions of the scheme. For further advice on change of ownership please refer to [Operations Note 14](#) and the specific guidance relevant to your scheme, which is available at <https://www.gov.uk/guidance/legacy-woodland-grants-and-obligations> or from the relevant Administrative Hub. Your local Woodland Officer can also provide guidance on the options available to you.

Failure to fully complete the successor form will lead to the form being returned by the relevant Administrative Hub for resubmission.

For the purposes of this guidance, references to 'ownership/owner' should also be taken to include 'occupancy/occupier'.

General details

Question 1 - Grant Scheme

Please tick the type of grant scheme that you are succeeding. You can tick more than one box, for example if you are taking on a Woodland Grant Scheme with associated Farm Woodland Premium Scheme payments.

Question 2 - Scheme reference number

You should enter the reference(s) of the grant scheme(s) that you are taking on.

Question 3 - Property name

Please insert the generally recognised name of the property, e.g., Elmsworth Estate or Oak Tree Farm.

Question 4 - New Main Applicant's details

The Main Applicant is the individual or organisation who has responsibility to take on the grant scheme. This may be a 'sole occupier' or the lead partner in a formal Partnership or Trust, or the representative of a Company.

Organisation: If you are applying on behalf of an Organisation please tell us what position you hold (i.e. in what capacity you represent the Organisation).

Are you? Sole Owner, Partner, Lessee, Tenant or Trustee: Please tick all that are appropriate (you must tick at least one).

Are you the main contact? Yes/No: As the Main Applicant you may wish to deal with all aspects of your application directly; alternatively you may wish a partner, another representative or a professional agent to act on your behalf in making this application. Please use these boxes and those in questions 5 and 6 to indicate to whom we should address correspondence.

Address, telephone numbers and E-mail: Please provide full contact details including postcode. If you provide an email address we will normally use this as the primary means of communication.

Income from farming: Do you receive more than 25% of your income from farming? Yes/No: If the grant scheme you are taking on (a) involves EWGS Farm Woodland Payments (b) the original agreement was approved after 1st January 2007 and (c) you do not receive more than 25% of your income from farming, then your Farm Woodland Payments will be capped at €150 per hectare per year. For older grant schemes this question must still be completed as it determines the amount of European Commission funding that the Government can claim back.

SBI number (Single Business identifier): You and your land **must be** registered with the Rural Payments Agency to receive Forestry Commission grants. Please enter your SBI number here. Failure to supply this number will lead to your application being returned.

CPH number: Please provide your County/Parish/Holding number (not applicable for EWGS schemes)

CRN (Customer Reference number): new owners **must** register on the Rural Payments system to receive future grant payments. Failure to supply this number will lead to your application being returned.

Question 5 - Other New Applicant's details

Please use this section to provide details of any other parties such as formal partners, other trustees etc. All applicants must register on the Rural Payments system and a CRN number **must** be provided for each applicant. Please use an additional form if there is more than one other party.

Question 6 - Managing Agent's details and authority

If you have employed an agent to act on your behalf please provide their details here. Agents must register on the Rural Payments system and provide their CRN. An agent authority form must be completed. <https://www.gov.uk/government/publications/forestry-commission-agent-authority-form-legacy-grants-and-felling-licences>

Question 7 - Previous Applicant's details

If possible, please provide contact details for the previous owner. This may prove helpful if there are any queries arising from the scheme succession.

Property details

Question 8 - Which of the following categories best describes the ownership of the property?

Please tick one of the following:

<i>Personal occupier</i>	You or your family own the property, or hold it as a family trust, partnership or family farm
<i>Business occupier</i>	Company, forestry investor, business partnership, syndicate or pension fund
<i>Voluntary organisation</i>	Funded by public subscription, a charitable trust or community organisation
<i>Government departments & their agencies, regional and non-departmental</i>	Development agencies, hospitals & health boards, public bodies, including: the Armed Forces and Crown Estates (not including land personally owned by members of the Royal Family) and The National Forest.
<i>Local and unitary including</i>	Schools, national park authorities, local education authorities and local authorities

Question 9 - Which of the following categories best describes the use of the property?

Please tick one of the following:

<i>Farm</i>	Farming or horticulture
<i>Mixed estate</i>	Large areas of both farming and woodland
<i>Mainly woodland</i>	Mainly woodlands
<i>Private residence</i>	An area round a private house, but not a farm
<i>Recreation</i>	Used for recreation, such as a golf course, country park, hotel or conservation area
<i>Public building</i>	School, hospital, retirement home – whether publicly or privately owned
<i>Industrial</i>	Has been a mine, factory, an office or is now derelict

Question 10 - Landowner's permission

If you are a tenant please confirm that you have obtained your landlord's consent to carry out the work proposed. The landlord will have to sign section 15 of this form.

Question 11 - Land resumed from tenants

If you are an owner-occupier or landlord of the land please tell us if the land has been resumed from a tenant by means of a notice to quit or is currently the subject of such an action. You may not be eligible for grants if this is the case.

Question 12 - Date of Change

Provide the date the land occupation changed. For all Forestry Commission grant schemes, it is important that we know the date the previous owner stopped occupying the land, as well as the date you started to occupy the land. Under the rules of the schemes, you must submit a fully completed application to the Forestry Commission within 12 months of the previous owner stopping occupation. Tick yes if you have taken over the whole grant scheme area. Tick No if you have taken over part of the grant scheme area. Then list the work areas/compartments that you are taking or supply a supporting map

showing all the areas/compartments. Failure to supply this date together with a supporting map will lead to your application being returned.

Question 13 - Declaration and form signature

The form **must** be signed by the successor before the FC can accept it and process the succession.

Before signing this form it is important that you understand the conditions of the scheme you are taking on. If you have any doubts you can get further information from the Forestry Commission Administrative Hub which covers your area or from the gov.uk website: <https://www.gov.uk/guidance/legacy-woodland-grants-and-obligations>

By signing this form you are agreeing to the conditions of the declaration and relevant grant scheme(s). All successor parties must sign the form. For example, if the new ownership involves two people as partners, then both partners must sign the form.

Question 14 - Landlord Consent

If a tenant is taking on the scheme, their landlord must also sign the form.

Data Protection Act 2018

The Forestry Commission (FC) will use any information you provide, to support the administration of the scheme. Without your personal information, we will not be able to process your application. The FC or its appointed agents may also use it, in keeping with the safeguards of the Data Protection Act, in the following ways:

- For the administration of the Common Agricultural Policy, the England Rural Development Programme and other aid schemes.
- For publication on the FC's Public Register (the entry on the Register will include the name of the property, value and timing of grants applied for).
- For communication with other organisations including Defra, other government departments (and their agencies) and local authorities in the administration of the application and subsequent grant agreement.
- For producing operational information and statistics that do not identify individuals.
- 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 EU and will be kept for 7 years after the final instalment of grant funding, as per our retention policy. Your personal information will be shared with other Defra bodies for the purpose of administering and processing your scheme. You have a number of rights under the Data Protection Act 2018, which are listed on the out in full on the Information Commissioner's website. You have the right to lodge a complaint with a supervisory authority, the Information Commissioners' Office, on their website, <https://ico.org.uk/>

The Forestry Commission is a data controller under the Data Protection Act 2018. You can read our personal information charter on [our website](#).

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. This may include details such as name and address of the applicant, property, grant recipient, type of grant and grant value. 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 Forestry Commission may also publish additional information on its own website.

Successor's Application

Important – All new owners have a deadline of 12 months from the sale or purchase date to submit a fully completed succession application. Failure to succeed within the required timescale will require the Forestry Commission to recover all relevant grant from the previous Agreement Holder.

This form can be used for any Forestry Commission grant scheme including EWGS, WGS, Farm Woodland Premium Scheme or Farm Woodland Scheme. It should be used by new landowners on land which has an existing scheme.

Before completing this form you should acquaint yourself with the accompanying guidance, the rules of the relevant scheme and any woodland plan agreement that was made under that scheme by the previous occupier, including undertakings entered in to. If there is any part of the scheme which you do not understand, please contact the Forestry Commission (FC) Administrative Hub which covers your area. In particular, you should be aware of the time limits in which successor applications can be made which vary between the schemes.

**mandatory fields*

General details

1. What type of grant scheme does this succession relate to?* *You may tick more than one box*

- English Woodland Grant Scheme Woodland Grant Scheme Farm Woodland Premium Scheme
 Farm Woodland Scheme Other - *please specify:* _____

2. *Scheme ref no(s): _____

Date received:
(for Office Use only)

3. *Property name: _____

4. *New Main Applicant's details

Title: _____ Forename: _____ *Surname: _____

Organisation/Business: _____ Position: _____

Are you? *please tick* Sole Owner Partner Lessee Tenant
 Trustee

Are you the main contact?* *please tick* Yes No

Address: _____

Postcode: _____

Tel: _____ Mobile: _____ E-mail: _____

If you provide us with an e-mail address, we will normally use this to correspond with you.

*New applicants CRN number: _____

Income from farming

*Do you receive more than 25% of your income from farming? Yes No

*SBI Number: _____

CPH Number: _____ *(not needed if EWGS)*

5. Other New Applicant's details

Please complete details for additional applicants: for instance all partners, all trustees, etc. Provide details of further applicants on copies of this page.

Title: _____ Forename: _____ Surname: _____

Organisation: _____ Position: _____

Are you? *please tick* Sole Owner Partner Lessee Tenant Trustee

Are you the main contact for this application? *please tick* Yes No

Address: _____

Postcode: _____

Tel: _____ Mobile: _____ E-mail: _____

*Other New Applicant's CRN Number: _____

If you provide us with an e-mail address, we will normally use this to correspond with you.

6. Managing Agent's details and authority (if applicable)

Title: Forename: Surname:

Organisation: Position:

Is this the main contact for this application? *please tick* Yes No

Address:

Postcode:

Tel: Mobile: Fax:

E-mail:

*Agent CRN number:

If you provide us with an e-mail address, we will normally use this to correspond with you.

If you would like your Managing Agent to have the authority to: Sign grant contracts, agree amendments to contracts, claim grants, or agree to felling licence conditions you must provide a signed Agent Authority Form.

7. Previous Owner's details

Title: Forename: Surname:

Address:

Postcode:

Tel: Mobile E-mail:

Property details

8. Which of the following categories best describes the ownership of the property?

please tick one box only

Note for tenants/lessees – this question relates to the landowner/landlord's ownership category.

- | | | |
|--|--|---|
| <input type="checkbox"/> Personal Occupier | <input type="checkbox"/> Business Occupier | <input type="checkbox"/> Voluntary Organisation |
| <input type="checkbox"/> Government Dept. | <input type="checkbox"/> Local/Unitary Authority | <input type="checkbox"/> Other Public Body |

9. Which of the following categories best describes the use of the property?

please tick one box only

- Farm Mixed Estate Mainly Woodland Private Residence
 Recreation Public Building Industrial

10. Landowner's Permission

If you are a tenant, has the landlord given consent to join the scheme and, if appropriate, carry out remaining grant aided work? If so, the landlord will need to sign the form in Section 15 Yes No

11. Land resumed from Tenants

Has any of the land been resumed from a tenant by means of a 'contested notice to quit' or is subject to such action? Yes No

12. *Date of Change

Date you, as new occupier, started to occupy the land (date of sale or purchase) _____

Does this succession involve all of the land set out in the previous Contract/agreement?* Yes No

*Please list **all** of the work areas this succession application includes in the table below:

RLR Parcel Ref	Area of Parcel Purchased(ha)	Compartment No.	Woodland Name	Notes

*You **MUST** provide a map highlighting the land which the succession refers to. Map included

13. Declaration

*I/We certify/declare that:

- *I/We *am/are familiar with the scheme rules and any agreement made under the scheme by the previous occupier;
- *I/We *am/are familiar with the scheme undertakings signed by the previous occupier;
- the information provided in this application is correct;

**delete if appropriate*

Signed (**New Main Applicant**):

Print Name:

Date:

Signed (*Other New Applicant*):

Print Name:

Date:

Signed (*Other New Applicant*):

Print Name:

Date:

14. Landlord's Consent

If the scheme is being taken on by a tenant, the landowner must also sign this form. By signing the form the landlord is giving consent for the tenant to take on the scheme.

Signed:

Print Name:

Date: