

# EWCO Change of Management Control Notification Form

## How to use this form

Please use this form to notify us of any change of Management Control affecting the legal interest in the Land subject to a England Woodland Creation Offer (EWCO) Grant Funding Agreement.

Please read EWCO Grant Manual [Appendix 6: Agreement amendments and change of ownership \(successions\) and management](#) the further guidance before completing this form.

Once completed, please submit this form to [ewco@forestrycommission.gov.uk](mailto:ewco@forestrycommission.gov.uk).

Hard copies should be sent to:

England Woodland Creation Offer - EWCO  
Forestry Commission National Office  
620 Bristol Business Park,  
Coldharbour Lane, Bristol, BS16 1EJ

## Important notes

You must notify us of any change of Management Control without delay and at the very latest, within 3 months of the date that the change of Management Control took place.

Please confirm on this form at [Section 2.2](#) if your intention is to submit a Succession Form requesting transfer of the obligations and benefits of the EWCO Grant Funding Agreement to a successor. You must submit the Succession Form within 12 months of the date the change of Management Control took place.

Where the intention is to request a succession, the Grant Recipient will remain liable under the Grant Funding Agreement until a succession has been offered in writing by us and accepted by the successor.

## How we will use your data

We will use any information you provide to support the administration of the EWCO Grant Scheme. Without your personal data, we will not be able to process your Succession Form. We or our appointed agents may also use it, in keeping with the safeguards of the Data Protection Act 2018, in the following ways:

- 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 Funding Agreement;
- For producing operational information and statistics that do not identify individuals; and/or
- 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 and will be kept for at least seven (7) years after the final payment of grant, or after the last financial transaction. If post payment obligations apply, your personal information will be stored until your obligations under the EWCO Grant Funding Agreement expire. Your personal information will be shared with other Defra bodies for the purpose of administering and processing your Succession Form.

You have a number of rights under the Data Protection Act 2018, which are given 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 FC is a data controller under the Data Protection Act 2018. You can read our personal information charter on our website: [Forestry Commission - GOV.UK \(www.gov.uk\)](https://www.gov.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. This may include details such as the 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.

## Section 1 - Agreement details

All parts of this form are mandatory.

Agreement name:	
Agreement reference:	
Single Business Identifier (SBI):	

## Section 2 – Change of Management Control

Please select the type of Change of Management Control of the Land that has taken place below:		<i>Eligible for succession?</i>
	Granting a licence over the Land	<i>No</i>
	Granting any contractual interest in the Land	<i>No</i>
	Granting a new leasehold interest over the Land or a sublease	<i>No</i>
	A permanent boundary change to the Land	<i>No</i>
	Sale of the Land	<i>Yes</i>
	Surrender of a leasehold interest in the Land by the tenant to the landlord	<i>Yes</i>
	Transfer of the Land as a gift	<i>Yes</i>
	Transfer of the leasehold interest in the Land	<i>Yes</i>
	Death of the Grant Recipient and transfer of the Land as a result of Probate	<i>Yes</i>
	Other (please describe below)	<i>Possible</i>

### Section 2.1 – Date of change of Management Control

Date that the change of Management Control took place, or is due to take place:		
Does the change of Management Control cover the entire remaining length of EWCO Grant Funding Agreement?	Yes	No
If no, please detail how long the change of Management Control will affect the Land:		

## Section 2.2 – Impact on the EWCO Grant Funding Agreement

<p>Will the Grant Recipient as named in the EWCO Grant Funding Agreement remain in place once the change has taken place? <i>If yes, go to 2.3. If no, complete both questions below.</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Has any of the Land which is the subject of the EWCO Grant Funding Agreement been resumed from a tenant by means of a contested notice to quit, or is subject to such action?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Do you intend to request a succession to transfer the obligations and benefits of the EWCO Grant Funding Agreement?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Section 2.3 – Further information

<p>Please provide any further information relating to how the change in Management Control will affect the EWCO Grant Funding Agreement and/or compliance with its terms and conditions below.</p> <p>If you are a tenant who is leaving the Agreement and the landowner is to succeed, please explain the circumstances of this.</p>
Empty space for providing further information

## Section 3 – Declaration

To be completed by the Grant Recipient or agent with authority to sign grant amendments via a [Forestry Commission Agent Authority Form](#).

I confirm that I have read and understood the guidance and rules relating to the change of Management Control of the Land which is the subject of my England Woodland Creation Offer Grant Funding Agreement and that the information provided in this form is true and correct.

By signing below you are confirming all the details in this form are correct.

<b>Signature:</b>	
<b>Name in BLOCK letters:</b>	
<b>Date:</b>	

We may require that you provide evidence to authenticate your identity and signature.

*If signing this form with ink, you must submit this page attached to the rest of the form either by post or as one single digital file. To sign this form electronically, please submit the form unsigned and request a secure link to be emailed to the signatory(s).*