

# EWCO Declaration Form

You can find information and guidance about the England Woodland Creation Offer's (EWCO) rules, requirements, payments, and how to make an application (including for a partnership) in the [England Woodland Creation Offer \(EWCO\) Grant Manual](#).

## How to use this form

Please ensure you have downloaded the [latest version of this form](#) before completion.

If you do not make the required declarations, or provide any countersignatures that may be required, we will reject your application.

We are required to collect several personal details of the applicant, land agent, or landlord to be able to process your application. Further information on how we will use your information and your rights under the UK's data protection legislation can be found in this form.

You can fill in this form online on your internet browser or download and complete it.

You must submit this form alongside the EWCO Application Form, an application map, and any other supporting documents as applicable. Please see the EWCO Application Submission Checklist at the end of this form for guidance.

Completed applications should be submitted by email to:  
[EWCO@forestrycommission.gov.uk](mailto:EWCO@forestrycommission.gov.uk)

Hard copies of applications and additional supporting information can also be sent to:

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

## Section 1 - Data protection and release of information

**Please read the below statements and ensure you understand how the Forestry Commission will handle any information submitted as part of your EWCO application. As lead applicant, you are responsible for informing any third parties of how the Forestry Commission will handle information relevant to them.**

### 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 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 any subsequent EWCO 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 UK or EU and will be kept for at least seven years after either final payment of Grant, the last financial transaction, or after the application if withdrawn or rejected. If post payment obligations apply, your personal information will be stored until your obligations under your EWCO Agreement expire. Your personal information will be shared with Defra, and members of the Defra group and other Government Departments for the purpose of administering and processing your application to the Fund.

You have a number of rights under the Data Protection Act 2018, which are listed 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](#) online.

### Release of information

The Forestry Commission 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 Forestry Commission 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 2 – Lead Applicant Declarations

1. The lead applicant has read the [EWCO Grant Funding Agreement Terms and Conditions](#).
2. The lead applicant confirms they will comply with the [Code of Conduct for Government Grants](#).
3. The lead applicant confirms that they have the authority to act on behalf of the organisation they represent.
4. The lead applicant will ensure the necessary consents and land access agreements for planting are in place prior to undertaking works.
5. The lead applicant will ensure all planting or natural colonisation and other activities undertaken to establish woodland will follow best practice and meet the requirements and guidelines of the [UK Forestry Standard](#).
6. The lead applicant will maintain the planted trees and replace failed trees.
7. The lead applicant confirms that, to the best of their knowledge, all the EWCO eligibility criteria are met.
8. The lead applicant will allow inspection by Forestry Commission staff for the purpose of inspecting EWCO funded activities.
9. The lead applicant agrees to follow best practice biosecurity guidance and will source all planting stock from a supplier who has either Plant Healthy certification, has applied for Plant Healthy certification, or who will provide a Ready to Plant assessment reference number (unless an exception has been expressly approved by the FC).
10. The lead applicant understands that any costs and liabilities of submitting this Application are to be borne by themselves, regardless of the outcome of the Application assessment process.

11. The lead applicant confirms that all estimations detailed in this Application are true and correct.
12. The lead applicant confirms that, to the best of their knowledge, any other person who has powers of representation, decision or control in the land or this Application has not been convicted anywhere in the world of any of the offences listed [here](#). We may ask for information to confirm this before deciding whether the Application will be accepted.
13. The lead applicant confirms that none of the involved organisations' Directors or Executive Officers have been in receipt of enforcement or remedial orders in relation to the Health and Safety Executive (HSE) or equivalent body in the last three years. We may ask for information to confirm this before deciding whether the Application will be accepted.
14. The lead applicant is not in receipt of, has not received or applied for, nor do they intend to apply for, any other government funding that would duplicate or conflict with this Application.
15. The lead applicant is not in receipt of private finance for any of the same benefits covered by the Additional Contributions in this application.
16. The lead applicant agrees to read, sign, and fully comply with the obligations detailed in the Agreement.
17. The lead applicant confirms that no works in the application have already been completed.
18. The lead applicant understands that they are liable for any false declaration.

As lead applicant I confirm that I have read, understood, and agree to each declaration listed above. I understand that failure to comply with any obligations above could lead to payments being stopped and reclaimed.	
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## Section 3 – Authorisation

This declaration can only be signed by the lead applicant or authorised agent as stated in the EWCO Application Form who is authorised to act on their behalf.

I confirm that I have read and understood the EWCO Grant Manual, Grant Funding Agreement Terms and Conditions and rules relating to the England Woodland Creation Offer, and that the information provided in this Application Form (including any supplementary forms) is accurate and complete.

<b>Signature</b> (to insert a digital signature please open this Form in Adobe Reader)	<b>Name in BLOCK letters</b>	<b>Date</b>

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

## Counter signature

This section must be completed where the lead applicant is a tenant or does not have management control over all or part of the land in this application for the entire length of the Agreement Period, Obligation Period and, where applicable, Access Period as defined in the Grant Funding Agreement Terms and Conditions. If more than one person needs to countersign this application please use a [Declaration Form Continuation Sheet](#).

Title:		Forename(s):		Surname:	
Organisation:				Position:	
Landline telephone number:		Mobile telephone number:			
Email:					
Postal address:					
Postcode:		Country:			
I am the freehold owner of the land declared in this application.					

### Supporting Tenant to Landlord Succession Pilot (optional)

Where the Lead Application is a tenant, please provide your SBI number if you would like to sign up to automatically succeed the Grant Funding Agreement where a tenant ceases to have Management Control over the land declared in this application. Please see Appendix 6: Agreement amendments and changes of ownership (successions) and management for further information.

Yes, I would like to sign up to this pilot:	
Single Business Identifier (SBI):	

By counter signing this EWCO Application Form I confirm that:

- I understand that the land in this application is being put forward for a grant aid to create a new woodland and I provide my consent, including for any tenants subject to restrictive covenants, clauses or terms preventing tree planting, silviculture.
- If the lead applicant named in this application ceases to have management control over the land declared in this application at any time before the full completion of any Agreement resulting from this application, I will ensure that all the Obligations under the Agreement will be properly fulfilled for the full term of such Agreement.
- Where I have failed to fulfil the Obligations identified in the previous paragraph the Agreement may be terminated by the Forestry Commission and I agree to repay on demand with penalties and interest any payments I have received.

<b>Signature</b> (to insert a digital signature please open this Form in Adobe Reader)	<b>Name in BLOCK letters</b>	<b>Date</b>

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

## EWCO Application - Submission Checklist

We suggest you use this checklist to ensure your application is complete before submission. This does not form part of your application and completion is not mandatory.

<b>EWCO Declaration Form</b>	
The form has been signed by the lead applicant or authorised agent, and countersigned where applicable	
<b>EWCO Application Form</b>	
All sections have been completed and the information is correct	
The lead applicant is registered with the Rural Payment service and has provided an SBI number	
All land detailed in the land summary is listed under the lead applicant's SBI with the Rural Payment service	
All standard cost items applied for are necessary for establishing and maintaining the woodland, and I have reviewed the specification for these items in the <a href="#">Grant Manual (Appendix 1)</a>	
Any Additional Contributions applied for meet the eligibility requirements in terms of location and design, as set out in the <a href="#">Grant Manual (section 4.3.4)</a>	
I have reviewed the Grant Values (£), these match my understanding and I have submitted any financial evidence required as set out in the <a href="#">Grant Manual (section 3.5)</a>	
I have contacted my local Historic Environment (HERC) and Local Environment Record Centre (LERC) and submitted evidence of these data searches	
<b>Application Map</b>	
I have submitted a map showing the location of the proposed woodland and works being applied for, and this meets the minimum mapping standards as set out in the <a href="#">EWCO Grant Manual (section 6.3)</a> and a <a href="#">EWCO example map</a>	
<b>Supplementary documents (as applicable)</b>	
If applying for the Recreational Access Additional Contribution, I have submitted an access map	
If applying for actual costs for infrastructure, I have submitted the relevant quotes, specifications, maps, and consents	
If any of the land in the application is Common Land, I have submitted a <a href="#">EWCO Common Land and Shared Grazing Supplementary Form</a>	
If the application includes natural colonisation, I have submitted a <a href="#">Natural Colonisation Initial Site Assessment Form</a>	
If there is an agent working on behalf of the lead applicant, I have submitted an <a href="#">Agent Authority Form</a> (v4.0 or later), or this is already in place	

*You do not need to submit an Environmental Impact Assessment (EIA) afforestation enquiry form with your application. You will not receive an EIA determination before receiving a EWCO Grant Offer.*