

WCPG Declaration Form

The Woodland Creation Planning Grant (WCPG) provides support for the planning required to create woodlands in England which are compliant with the requirements and guidelines of the UK Forestry Standard. It provides funding to help an effective woodland design process, covering the collection and analysis of key information and its application in the design and initial management of the woodland.

How to use this form

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

To apply for WCPG please complete this form, the Initial Application tabs of the [WCPG Application and Plan \(WCPG AAP\)](#) and a boundary map and send it to us at the address stated below. If you do not make the required declarations we will reject your application.

You may submit your application at any time. We will allocate the grant on a first come first served basis, subject to your proposal passing basic eligibility checks and advice from the local Forestry Commission team on whether you have chosen a location that is potentially suitable for the creation of woodland. We may close the grant depending on funding availability and demand so please check our website (<https://www.gov.uk/guidance/woodland-creation-planning-grant>) for news on any closure dates.

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 Section 1 below.

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

Completed applications should be submitted by email to:

WCPG@forestrycommission.gov.uk

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

Woodland Creation Planning Grant (WCPG)
Forestry Commission National Office
620 Bristol Business Park
Coldharbour Lane, Bristol
BS16 1EJ

How we process your application

Once we receive your application, we will make some basic checks to confirm your proposal is eligible. We may need to contact you to finalise some of the details. We aim to provide you with an answer within ten working days of receiving your application.

Your grant will be offered in two stages, with optional supplementary payments:

- **Stage 1 (a Fixed Payment of £1,500)** – this is paid for a desk-based exercise to complete Stage 1 of the WCPG AAP identifying constraints and opportunities for the site and preparing at least one map (a Site Context Map). If the Forestry Commission decides there's potential for planting woodland on the proposed site then you'll be offered a Stage 2 agreement. You must not start work on the Stage 1 of the WCPG AAP until a signed grant agreement is in place with the Forestry Commission.
- **Stage 2 (a Standard Payment of £150 per hectare up to a maximum of £30,500, minus the £1,500 paid at Stage 1)** - You get a Stage 2 payment for producing a woodland creation design plan by completing Stage 2 of the WCPG AAP. You will find a list of required maps and plans in the WCPG AAP. This includes: Site Appraisal Plan, a Design Concept Plan and spatial plan showing the final woodland creation design plan. Where planting is proposed on existing semi-natural habitat a Phase 2 habitat survey will also be required. We will pay the WCPG standard rate on the gross area in the final plan with payments capped at the net planted area plus up to 20% of the gross area (to account for designed open space and land left unplanted to be managed for environmental objectives). You will never be paid less than £1,500 for completion of Stage 1 and £500 for completion of Stage 2.
- **Supplementary Payments:** If a more detailed assessment is needed (such as a habitat survey, landscape and visual impact assessment, or an archaeological survey) then you can apply for a Supplementary Payment. The Supplementary Payment application form should be submitted when you claim your Stage 1 payment. We will pay 70% of the actual costs based on three quotes for these assessments. For peat, vegetation and bird surveys, a standard cost option is available based on 60% of the average cost for these assessments. The total amount of funding (including Stage 1 and 2 payments) is capped at £30,500 per project. Supplementary Payments are awarded subject to funding and at our discretion.

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 WCPG 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, in the following ways:

- 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.
- 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 7 years after the final payment of grant or after the last financial transaction. Your personal information will be shared with other Defra bodies 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 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. I confirm that I have the authority to apply for grant funding from the organisation I represent. I understand that as lead applicant I will be the person who signs the grant agreement and have full responsibility for meeting the terms and conditions of the agreement.
2. I have read and understood the WCPG Terms and Conditions.
3. I confirm I will comply with the Code of Conduct for Government Grants.
4. I confirm that, to the best of my knowledge, all the WCPG eligibility criteria are met.
5. I will allow site visits by Forestry Commission staff including staff from other Government technical advisory bodies at any point after the application is received.
6. I understand that any costs and liabilities of submitting this Application are to be borne by myself, regardless of the outcome of the Application assessment process.
7. I confirm that, to the best of my 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.
8. I confirm that no works in the application have already been completed.
9. I am not in receipt of, have not received or applied for, nor do I intend to apply for, any other government funding that would duplicate or conflict with this Application.
10. I understand that I am liable for any false declaration.

I confirm that I have read, understood, and agree to each declaration listed above. Failure to comply with any obligations above could lead to payments being stopped and reclaimed. If you do not accept these declarations your WCPG application will be rejected.

Section 3 – Authorisation

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

Signature	Name in BLOCK letters	Date

We may require that you provide evidence to authenticate your identity and signature. Signatures must be either an electronic signature or a wet signature (not an image of a signature).

Counter signature

This section must be completed by the landowner and others with management control over the land where the lead applicant does not own all or part of the land in this application.

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.					<input type="checkbox"/>
I have management control over the land declared in this application.					<input type="checkbox"/>

In counter signing this Woodland Creation Planning Grant declaration form I undertake to allow access to any land and any relevant records to which the application relates for the carrying out of site visits and survey work by Forestry Commission staff and staff from other Government technical advisory bodies.

Signature	Name in BLOCK letters	Date

We may require that you provide evidence to authenticate your identity and signature. Signatures must be either an electronic signature or a wet signature (not an image of a signature).