

# Application Form – Supplementary Payment

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 for the gathering and analysis of key information and its application in the design and initial management of the woodland.

The Supplementary Payment is available in exceptional circumstances where the information collected during Stage 1 of the grant confirms the site has potential to proceed to Stage 2, but that a more intensive assessment of key features that will affect the woodland's design is required. Where appropriate, you will need to follow a Standard Brief which sets out the work required for the Supplementary Payment.

To apply for a Supplementary Payment please complete this Form and send it to us at the address at the end of the Form. You may submit your Supplementary Payment application with your completed Stage 1 of the Woodland Creation Planning Grant Application and Plan. We will offer a Supplementary Payment at our discretion on a first come, first served basis.

Read how we will use your information in Part 4 of this form.

## Part 1 – Stage 1 Details

Please confirm the WCPG case this application for a Supplementary Payment relates to:

WCPG Ref.:	
Name of Property.:	
Survey area this application is for (ha).:	

## Part 2 - Assessment Details

To apply for the Supplementary Payment please provide details of the assessment(s) you plan to carry out and why they are required.

**You must include at least three quotes for the assessment(s) you are applying for unless this relates to a habitat and species survey. If your application is for a habitat and species survey, you can choose to either provide three quotes or opt to use the standardised costs given in Annex 1.**

**For Supplementary Payments based on quotes you will be paid 70% of the lowest quote that will provide an acceptable assessment. For Supplementary Payments based on standardised costs you will be paid 100% of that cost.**

**Where appropriate this will need to follow a Standard Brief for the work.**

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Standard Briefs are available here: [www.gov.uk/guidance/woodland-creation-planning-grant](http://www.gov.uk/guidance/woodland-creation-planning-grant).

<input type="checkbox"/>	<b>Habitat and species surveys</b> , e.g.: a survey of protected species where the proposal may have an impact on a known population or protected species, a Special Area of Conservation (SAC) or Special Protection Area (SPA); assessing impacts on ecology to ensure compliance with Chartered Institute of Ecology and Environmental Management (CIEEM) good practice.
<input type="checkbox"/>	<b>I opt to submit three quotes with my application</b>
<input type="checkbox"/>	<b>I opt to use the standardised costs detailed in Annex 1</b>

<input type="checkbox"/>	<b>Landscape design assessment and analysis</b> , e.g.: where the proposal is in or within the view of a prominent and sensitive landscape such as National Parks, Areas of Outstanding Natural Beauty (AONB), World Heritage Sites, Historic Parklands or other sensitive sites where a Landscape Visual Impact Assessment (LVIA) is deemed necessary.

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<input type="checkbox"/>	<b>Historic and cultural assessment</b> , e.g.: where information suggests the presence of other significant assets that may be at risk from planting proposals and some form of field or remote sensing survey is appropriate and the scheme is large enough to accommodate potential heritage assets as managed open space within the woodland; where there is evidence on the site of an interest that the proposals will affect; where local partnerships have identified a value in further assessment, prior to operations taking place in woodland.

<input type="checkbox"/>	<b>Deer impact assessment</b> , e.g.: where the level of risk posed by deer requires further analysis to enable development of mitigation strategies at an early stage in the design of the woodland to safeguard the woodland's future success.

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<input type="checkbox"/>	<b>Water assessment</b> , e.g.: where a detailed Critical Load Assessment is needed to determine the critical load and its implications for the planting proposal; where the impact on flood risk of large planting proposals needs to be modelled to ensure the planting scheme will not exacerbate flood risk or synchronise peak flows.

<input type="checkbox"/>	<b>Other Supplementary assessment</b> , e.g.: requirement for exceptional engagement with the local community or other stakeholders; requirement for significant new management access routes to be constructed.

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## Part 3 – 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 will provide an answer once we have approved Stage 1 of the Woodland Creation Planning Grant Application and Plan.

Any Supplementary Payment will be paid in one instalment following receipt of a satisfactory assessment and any other evidence we require, such as proof of expenditure. The assessment supported with the Supplementary Payment must be submitted when you claim your Stage 2 payments, i.e. at the same time as your draft Site Appraisal Plan and draft Woodland Creation Plan.

## Part 4 – Data Protection Act 2018

The Forestry Commission (FC) will use any information you provide, primarily, 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 information will be stored securely in the EU and will be kept for seven years after the completion of your grant, as per our retention policy. 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 out in full on the Information Commissioner's website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>. 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. For information on how Forestry Commission handles personal data search for 'Forestry Commission Personal Information Charter' on GOV.UK.

## Part 5 – 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.

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## Part 6 - Declaration

**I confirm that I have read and understood the guidance and rules relating to the Woodland Creation Planning Grant and that the information provided in this application form is accurate and complete.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Status (land owner, agent) \_\_\_\_\_

Is the landowner VAT registered? Yes  No  VAT Registration No \_\_\_\_\_

*You must sign in the space(s) provided, unless an agent, legally authorised by you, is signing on your behalf (if an agent is signing on your behalf then we must have a completed Agent Authority Form for the case). **This must be an electronic signature or a wet signature (not an image of a signature).***

Completed applications should be sent to: [wcp@forestrycommission.gov.uk](mailto:wcp@forestrycommission.gov.uk).

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

WCPG Operations Admin Team  
Forester Commission National Office  
620 Bristol Business Park  
Coldharbour Lane  
Bristol  
BS16 1EJ

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## Annex 1 – Habitat and species survey standardised costs

<b>Hectare</b>	<b>Peat</b>	<b>Vegetation (NVC)</b>	<b>Birds</b>
Payment per hectare up to the first 20 hectare	£15.00	£65.00	£100.00
Payment per hectare for every hectare over 20 hectares	£15.00	£10.00	£15.00