

Application Form

Prior to completing this application form you will need to have registered your project with the [Woodland Carbon Code \(WCC\)](#) and use the WCC tools to calculate how much carbon your woodland is expected to sequester up to 2055/56.

You must not start planting your woodland creation project before a formal offer of a Guarantee contract has been made by the Forestry Commission (FC). When you are awaiting the outcome of a WCaG auction, you should only start preparatory work where:

- a. grant funding and/or any necessary regulatory consents have been secured; and
- b. your project has been successfully registered with the WCC.

Commencing tree planting before a formal offer of a contract has been made will render the project ineligible for support through the Woodland Carbon Guarantee (WCaG). Please note: any preparatory work carried out in advance of the outcome of the Woodland Carbon Guarantee auction is entirely at your own risk and should not be done in reliance of success at the auction. If you are not successful, you will still be bound by any obligations attached to the project, including the terms of any grant agreement/s.

Part 1 — Basic Requirements

You must have management control over all the land included in this application. If you are a tenant, we will require agreement from your landlord to proceed. If you are acting as lead applicant on behalf of several landowners within a group of projects and are submitting a single application covering the whole group, then you must provide each landowner's written consent to proceed.

Please tick to confirm that you have either:

Full management control over the land; or

Signed consent from those with management control over the land as confirmed in part 8 – declaration.

Part 2 — Applicant Details

This must be the lead individual whose name will appear on the WCaG contract and not an agent acting on your behalf.

Part 2.1 – Lead Applicant

About You	
Title	
First Name	
Surname	

Contact Details	
Email Address	
Telephone Number	
Mobile Number	
Address	
Postcode	
Country	

Your Business <i>(If applicable)</i>	
Organisation	
Your Position	
Single Business Identifier	

Are you a tenant? <i>(If no, go to Part 2.2 Authorised Agent)</i>			
Do you have any obligations in your tenancy to carry out environmental management on the land in question?	Yes		No
If yes, please tick to confirm that you are not seeking funding for these activities in your application. Please provide a copy of your tenancy agreement with your application.			

Part 2.2 — Authorised Agent

Please complete this section if an agent will act on your behalf.

Your Agent	
Title	
First Name	
Surname	

Agent Contact Details	
Email Address	
Telephone Number	
Mobile Number	
Address	
Postcode	
Country	

Agent Authorisation	
The agent detailed above is authorised on my behalf to (tick all that apply):	
• Sign and submit forms ¹ , contracts and official correspondence	<input type="checkbox"/>
• Register and participate (submit bids) in the WCaG auction	<input type="checkbox"/>
• Submit requests and invoices to sell WCUs under a WCaG contract	<input type="checkbox"/>

Part 3 — Project Details

Enter the details of your project, these must match those used to register the project for the Woodland Carbon Code (WCC). Only use the WCC Group Name/ID if your carbon prediction has been calculated at the group level and you intend to bid in the auction for the whole group.

Part 3.1 Project Overview

Project Name and Reference	
WCC Project or Group Name	
WCC Project or Group ID Number	
Location	
County	
Grid Reference (project centre)	
Woodland Overview	
Net Area (ha)	
Species mix	
Management Regime	
Anticipated Start Date ²	

Part 3.2 Project Category

There are two project categories, each with a separate budget and reserve price. Please tick to confirm which one applies to your project. Please refer to the [WCaG gov.uk](http://WCaG.gov.uk) page and check the auction guide if you require further information.

Project category	
Project without grant support (no government funding for tree planting, establishment, or maintenance)	<input type="checkbox"/>
Project with grant support	<input type="checkbox"/>

¹ This application form must be signed by the applicant in order to provide the necessary authorisation.

² This is the date that planting is expected to be completed.

Part 4 — Woodland Carbon Units

Use the table below to indicate how many pending issuance units (PIUs) are predicted at each verification point. This information should be copied from your WCC carbon calculation ensuring that you use the 'PIUs to Project' figures and not the 'total PIUs' or 'PIUs to buffer'.

Verification: years since start date	Vintage Start Date	Vintage End Date	PIUs to Project
5			
(10)			
15			
(20)			
25			
(30)			
2055/6			
Total claimable under WCaG to FY 2055/56			

See additional notes overleaf.

As a minimum, verification must take place in years 5, 15, 25 and in 2055. However you can also choose to verify between these periods in years 10, 20 and 30 - only enter figures in these interim years if you wish to verify 5-yearly.

The last financial year in which Woodland Carbon Units (WCUs) can be sold to the Government under the Woodland Carbon Guarantee is 1/4/2055 - 31/3/2056. Use the penultimate row of the table to enter the final amount of PIUs up to financial year 2055/6.

Part 5 — How We Process Your Application

Once we receive your application, we will acknowledge it and make some basic checks to confirm your proposal is eligible. We may need to contact you to finalise some of the details. Once we have completed our checks, we will confirm whether you are eligible to participate in a WCaG auction and send you further details of how to do this.

Once the auction has closed, we will confirm whether or not your bid has been successful and, where applicable, issue you with a draft contract. Further details of this process will be supplied at the time.

Part 6 — Data Protection

The Forestry Commission 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, Scottish Forestry (to cross-reference information against the WCC Registry), Sylva Foundation (to validate the WCaG

auction) other government departments (and their agencies) and local authorities in the administration of the application and subsequent contract.

- 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 a minimum of 5 years after the completion of your contract, as per our retention policy. You have a number of rights under the Data Protection Act 2018, which are listed out in full on the [Information Commissioner's website](#). You have the right to lodge a complaint with a supervisory authority, the Information Commissioner's Office, on their website, <https://ico.org.uk/>. The Forestry Commission is the data controller and is registered under the Data Protection Act, registration number **Z6542658**. You can read the [Forestry Commission's personal information charter](#) on GOV.UK.

Participation in WCaG will require you to register with an online auction platform. The platform is administered by Sylva Foundation, an environmental charity registered in England and Wales (No.1128516). Sylva Foundation is the data controller for this registration data and is registered under the Data Protection Act, registration number **Z1773491**. Further information on how this data is used is available at <https://wcaq.naturebid.org.uk/privacy-notice>.

Part 7 — 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, type of payment and payment 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 FC may also publish additional information on its own website.

Part 8 — Declaration

Part 8.1 – Lead Applicant

To sign this form you must first download and save a copy to your computer.

This form can only be signed by the lead applicant listed in Part 2.1.

I confirm that I have read and understood the guidance, terms and conditions and rules for the WCaG and that the information provided in this form is accurate and complete. In addition I understand that:

- Participation in the WCaG is conditional on: (a) successful participation within a WCaG auction; (b) the validation of the project under the WCC; (c) the signing of a WCaG contract and (d) the ongoing verification of the project under the WCC.
- Failure to comply with the standards of the WCC may give grounds for the termination of any contract and the repayment of any monies paid under it.
- WCaG cannot be claimed for a project if woodland planting is the requirement of planning consent or other statutory obligation.

Signature	
Date	

Part 8.2 – Counter signature

This section should only be completed where the lead applicant does not have management control over all or part of the land in this application for the entire length of the contract period and where applicable access period as defined in the contract.

In counter signing this WCaG application form I confirm that:

- I am the freehold owner of the land declared in Part 3 Project Details.
- If the applicant named in Part 2 Applicant’s Details ceases to have management control over the land declared in Part 3 Project Details at any time before the full completion of any WCaG Contract resulting from this application I will ensure that all of the obligations under the WCaG Contract will be properly fulfilled for the full term of such Contract.
- If I fail to fulfil the obligations identified in the previous paragraph the Contract may be terminated by the Forestry Commission and I agree to repay on demand with penalties and interest any payments received by me or the applicant under the Contract.

Counter-signatory	
Title	
First Name	
Surname	

Counter-signatory Contact Details	
Email Address	
Telephone Number	
Mobile Number	
Address	
Postcode	
Country	

Your Business (If applicable)	
Organisation	
Your Position	
Single Business Identifier	

Signature	
Date	

Completed applications should be sent to: wcaq@forestrycommission.gov.uk.

If you are not able to email your application, you can send a paper copy of your application and supporting information should to:

Woodland Carbon Guarantee
Forestry Commission
620 Bristol Business Park
Coldharbour Lane
Bristol
BS16 1EJ