

PAWS Application Form

This form is for a stand-alone application to fund the restoration of Plantations on Ancient Woodland Sites (PAWS) through the HS2 Woodland Fund. You can find information and guidance about the PAWS restoration through the HS2 Woodland Fund at <https://www.gov.uk/guidance/hs2-woodland-fund>

You must complete this form in English, or it will be rejected. If you do not make the required declarations, or if you provide an answer that shows your application is not eligible for HS2 Woodland Fund funding, 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 Part 4 of this form.

Your completed Application Form must be submitted alongside a completed HS2 Woodland Fund Application Annex and at least one map for us to process your application. Completed applications should be submitted by email to: hs2woodlandfund@forestrycommission.gov.uk

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. A Review Panel meets four times a year to assess applications, provisionally allocate funding and assign Woodland Officers to short-listed applications so that they can be finalised through a site visit.

The top 20% most expensive applications received in any application cycle must be formally approved by the Review Panel at a second meeting. We will inform you if your application is one of those selected for a final Panel review. Please consult www.gov.uk/guidance/hs2-woodland-fund for details on application assessment deadlines and Review Panel dates.

You must not start work (including the purchase of stock) until you have accepted a formal (not 'in principle') grant offer from the Forestry Commission on behalf of HS2 Ltd. Doing so will invalidate any claim later submitted under an Agreement.

A copy of the Terms and Conditions that apply are available on the [gov.uk web page](#). You will need to agree to these to accept a formal grant offer. We recommend that you read them before applying, along with the full details available on the web page.

If for any reason at any stage you do not wish to go ahead with the planting, please let us know in writing at the earliest opportunity. This will allow us to reallocate funds to new applications.

Part 1 – Basic Requirements

| | |
|---|--|
| Name of property, site or application name: | |
|---|--|

Please confirm the basis of your occupation of the land:

| | | | |
|--|--|--------------------------|--|
| | Private landowner | | Private landowners working in partnership with common aims for the land (rather than a business partnership) |
| | Tenant | | Trust |
| | Local authority | | Other public body |
| | Public body in partnership with a private body | <input type="checkbox"/> | Local authority in partnership with a private body |
| | Other (please enter details) | | |

Tick which applies:

I have full management control over the land for the full obligation period of the proposed agreement; or

I have signed consent from those with management control for the full obligation period of the proposed agreement over the land as confirmed in part 6 – declaration.

| | | |
|---|-----|----|
| Have you or your organisation had any previous communication or engagement with HS2 Ltd. or the Department for Transport in relation to the High Speed Two project? | Yes | No |
| If yes, please give details: | | |

Part 2 – Applicant Details

Part 2.1 – Lead applicant

| | | | |
|---------------|--|---|--|
| Title: | | Forename: | |
| Surname: | | Single Business Identifier (SBI), if available ¹ : | |
| Organisation: | | Position: | |

¹ If you have an SBI you must provide it here. If you do not have an SBI, we may need to contact you for further information about your land ownership or business.

| | | | |
|------------------------------|--|--------------------------|--|
| Company Registration Number: | | Charity Number: | |
| Landline Telephone Number: | | Mobile Telephone Number: | |
| Email: | | | |
| Postal address: | | | |
| Postcode: | | Country: | |

Part 2.2 – Tenants

| | | |
|--|--------------------------|----|
| Are you a tenant? <i>If no, go to Part 2.3; if yes, complete the following questions.</i> | Yes | No |
| 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. | <input type="checkbox"/> | |

Part 2.3 – Agent

You must complete this section if an agent is authorised to act on behalf of the lead applicant in relation to this application. Agent correspondence in relation to this application will be via the email address stated on the Agent Authority Form.

| | | |
|--|-----|----|
| Is an agent completing and submitting this application on your behalf? If yes, please complete below. If no, go to part 3. | Yes | No |
|--|-----|----|

| | |
|-------------|--|
| Agent name: | |
|-------------|--|

Tick which applies:

| | |
|--|--|
| A Forestry Commission Agent Authority Form (v4.0 or later) is already in place between the named lead applicant and agent. | |
| A Forestry Commission Agent Authority Form is enclosed with this application. | |

Part 3 – Site Details

| | | | |
|--|--|-----|----|
| Name of property/woodland: | | | |
| Grid Reference (of centre of application land, e.g GR 123 456): | | | |
| Nearest town or locality to the application land: | | | |
| Local Authority: | | | |
| To enable a single site visit from a Woodland Officer please advise if you have applied to the England Woodland Creation Offer (EWCO) on the same land holding within the last 3 months: | | Yes | No |

Part 4 – Tree supply and biosecurity details

If you are purchasing your trees from a commercial supplier, they must be either [Plant Healthy](#) certified, have officially applied to join Plant Healthy, or they must provide you with a [Ready to Plant Assessment Voucher](#).

Trees not purchased from a commercial supplier may be exempt. See Section 2.1 of the [Grant Manual](#) for further details.

| | | |
|---|--------------------------|-----|
| Please confirm that you have contacted a UK nursery to confirm adequate stock will be available. | <input type="checkbox"/> | |
| Please provide the name and postcode of the nursery you have contacted. | | |
| Is the nursery a commercial nursery? If yes , please answer the following two questions. | Yes | No |
| Is the nursery listed on the Directory of Plant Healthy Certified Businesses ? | Yes | No |
| If no, has the nursery agreed to supply you with a Ready to Plant Assessment Voucher for the stock you will purchase from them? | Yes | N/A |

Part 5 - How we will use your information

Data Protection Act 2018

The Forestry Commission is required to collect a number of personal details of the applicant (and, where relevant, the agent) in order to be able to process your application. Your information will be shared between the Forestry Commission and HS2 Ltd., as well as with independent members of our grant Review Panel. The Forestry Commission or its appointed agents may also use your personal information, in keeping with the Data Protection Act 2018, 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 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 is withdrawn or rejected. If post payment obligations apply, your personal information will be stored until your obligations under your HS2 PAWS 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, including adding the location of the site for those that are successful, to online Government digital mapping platforms.

You have a number of rights under the Data Protection Act 2018, which are listed 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 regarding data management with a supervisory authority, the Information Commissioner's Office, on their website: <https://ico.org.uk/>.

Without your personal information, we will not be able to process your application. The Forestry Commission and HS2 Ltd. are data controllers under the Data Protection Act 2018. You can read the Forestry Commission's personal information charter at www.gov.uk/government/organisations/forestry-commission/about/personal-information-charter.

You can read HS2 Ltd.'s personal information charter at www.gov.uk/government/organisations/high-speed-two-limited/about/personal-information-charter.

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 2018. The Forestry Commission may also publish additional information on its own website.

Part 6 – Declarations²

1. The lead applicant has read and understood the guidance, terms and conditions and rules relating to the HS2 Woodland Fund
2. The lead applicant confirms they will comply with the Code of Conduct for Government Grants.
3. The lead applicant will ensure the necessary consents are in place prior to undertaking works.
4. The lead applicant will ensure all planting or natural colonisation and other activities undertaken as part of the PAWS restoration work will follow best practice and meet the requirements and guidelines of the UK Forestry Standard.
5. The lead applicant will maintain the planted trees and replace failed trees.
6. The lead applicant confirms that, to the best of their knowledge, all the HS2 Woodland Fund eligibility criteria are met.
7. The lead applicant will allow inspection by Forestry Commission staff for the purpose of inspecting HS2 Woodland Fund funded activities.
8. 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 exemption has been expressly approved by the FC).
9. 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.
10. 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.
11. 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.
12. 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.
13. The lead applicant agrees to read, sign, and fully comply with the obligations detailed in the Agreement.
14. The lead applicant confirms that no works in the application have already been completed.
15. The lead applicant understands that they are liable for any false declaration.

² You must provide a digital or wet signature. Typed signatures will not be accepted.

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 HS2 Woodland Fund application will be rejected.

This declaration can only be signed by the lead applicant, or the agent listed in Part 2 who is authorised to act on their behalf.

I confirm that I have read and understood the guidance, terms and conditions and rules relating to the HS2 Woodland Fund and that the information provided in this application form and accompanying application annex is accurate and complete.

| Signature (to insert a digital signature please open this Form in Adobe Reader) | Name (BLOCK caps) | Date |
|--|--------------------------|-------------|
| | | |

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 Funding Period and Maintenance Period, as defined in the HS2 Woodland Fund Terms and Conditions.

| | | | | | |
|----------------------------|---|--------------------------|--|---------|--|
| Title: | | Forename: | | 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. | | | | |

In countersigning this HS2 Woodland Fund application form I confirm that if the applicant named in Part 2 Applicant Details ceases to have management control over the land declared in Part 3 Site Details 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 received by me or the lead applicant under the Agreement.

| Signature (to insert a digital signature please open this Form in Adobe Reader) | Name (BLOCK caps) | Date |
|--|--------------------------|-------------|
| | | |

Submitting your application

Before submitting your application form, please ensure that you have:

- Completed all relevant parts of the form and signed the declaration in Part 6
- Completed and attached an HS2 Woodland Fund Application Annex
- Completed and attached at least one application map (see information on mapping requirements at www.gov.uk/guidance/hs2-woodland-fund)
- Where applicable, attached a copy of your tenancy agreement
- Where applicable, completed and attached a Forestry Commission agent authority form

It is strongly preferred that you email your application (in particular, your Application Annex) to hs2woodlandfund@forestrycommission.gov.uk.

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

HS2 Woodland Fund
Forestry Commission
National Office, England
620 Bristol Business Park
Coldharbour Lane
Bristol
BS16 1EJ