# Appeal form for Forestry Commission grant schemes in England

### When to use this form

Please complete this form if you wish to appeal a Forestry Commission decision that you feel is unjust or incorrect in relation to a grant application or agreement.

This form can be used for the following grant schemes:

* England Woodland Creation Offer
* Farm Woodland Payments under English Woodland Grant Scheme
* Farm Woodland Premium Scheme
* Farm Woodland Scheme
* HS2 Woodland Fund
* Local Authority Treescapes Fund
* Seed Sourcing Grant
* Tree Health Pilot
* Tree Production Capital Grant
* Tree Production Innovation Fund
* Urban Tree Challenge Fund
* Woodland Carbon Fund
* Woodland Carbon Guarantee
* Woodland Creation Planning Grant
* Woods into Management Forestry Innovation Fund

Please note that appeals for Countryside Stewardship schemes should be sent to Rural Payments Agency’s customer services. You can find more information on the [RPA Complaints procedure GOV.UK page.](https://www.gov.uk/government/organisations/rural-payments-agency/about/complaints-procedure)

### How to complete your form

All forms should be completed electronically, where possible, and returned to the National Compliance Team.

If completing by hand:

* use black ink
* do not use pencil or felt-tip pen
* use capital letters or ensure that any handwriting is legible
* make sure you have written within the boxes

You must submit this form within 20 working days of receiving our decision that you wish to appeal against. You must provide all relevant evidence to enable the Forestry Commission to respond to your appeal. You will need to provide evidence to show:

* what has happened and why
* support for your views
* why you feel that the decision is unjust or incorrect
* any other information that you feel is relevant

Where appropriate, you should provide photographic evidence. Photographs should be labelled with a GPS location (‘geo-tagged’) or grid reference and inserted into a word document if submitted electronically.

### How to return your form

Please send your completed form to the National Compliance Team by email or post.

Compliance Team

620 Coldharbour Lane

Bristol

BS16 1EJ

FS.Compliance@forestrycommission.gov.uk

Please send applications electronically wherever possible. We recommend you include the words “Appeal” in the subject title of your email.

You are advised to keep a copy of this form.

### Acknowledgement of your appeal

If you post your form, we recommend that you use a postal facility that allows you to track it. The Forestry Commission will acknowledge receipt of your form within 5 working days by post. If you do not receive an acknowledgment within 10 working days of posting your form, please contact the National Compliance Team. We will not be held responsible for applications delayed or lost in the postal system.

If you email your form, we will acknowledge receipt within 3 working days. If you do not receive an acknowledgement within 7 working days of emailing us, please contact the National Compliance Team.

### **Part A – Your business**

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Single Business Identifier (SBI):

You must provide an SBI in the field above if you have one.

|  |  |
| --- | --- |
| Grant scheme name  |  |
| Scheme reference number  |  |
| Agreement holder name |  |
| Are you an agent submitting this form on behalf of the agreement holder?  | **[ ]** Yes**[ ]** No |
| If yes, please tick to confirm that an agent authority form is in place giving your agent or representative the authority to sign forms on your behalf. If this form is not already in place, please complete a Forestry Commission agent authority form (AAF) and submit it with your appeal. Please note, we will not be able to discuss details of the agreement with you if you are not already an authorised agent for the agreement holder or we have not got an approved an AAF | **[ ]**  |

### **Part B – Details of appeal**

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| --- |
| Please identify which appeal you wish to raise by **ticking only one box**.  |
| Stage 1 appeal (your first appeal) | **[ ]**  |
| Stage 2 appeal (to appeal a decision made at stage 1 which you do not agree with) | **[ ]**  |
| Independent appeal | **[ ]**  |

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| Please tick the type of decision you wish to appeal |
| Failed succession (where there is a change in management of the land and the new manager does not continue with the scheme) | **[ ]**  | Reclaim of grant (due to an error being discovered usually during an inspection or site visit) | **[ ]**  |
| Late annual claim penalty (legacy schemes only - where the annual claim is submitted late)  | **[ ]**  | Failure to complete remedial work as required | **[ ]**  |
| Imposition of a penalty (legacy schemes only – where an area related error is discovered) | **[ ]**  | Grant refusal – where we have not offered a grant agreement | **[ ]**  |
| Refusal to pay a claim or part of a claim | **[ ]**  |  |

### **Part C – Evidence**

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| --- |
| Please clearly state why you disagree with the Forestry Commission’s decision. To support your appeal, we suggest you also include:* dates of interactions with Forestry Commission and any correspondence or advice received
* dates of any inspections or site visits
* dates and types of maintenance activity (for appeals against a reclaim, remedial action or penalty)
* other evidence that you feel is appropriate.
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### **Part D – Supporting documents**

Please list all the supporting documents you have submitted with this form. We need as much information as possible to consider your appeal.

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| 3 |  |
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### **Part E – Data protection**

The FC is the data controller for personal data you give us or we hold about you. We use it in line with the General Data Protection Regulation (GDPR). For more information, go to [www.gov.uk](http://www.gov.uk) and search for “Forestry Commission data protection”.

Please date your Appeal Form.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D | D | M | M | Y | Y | Y | Y |

Date

Signature