

# EWCO Amendment Request Form

## Advice to Grant Recipients

This form is to request amendments to the details of your England Woodland Creation Offer (EWCO) Grant Funding Agreement. For guidance on what amendments you can request and what will not be accepted please see '[Change your England Woodland Creation Offer Agreement](#)' guidance on the EWCO Gov.uk page.

Please note that changes can only be made by the Grant Recipient or authorised agent with permission to amend grant agreements via a [Forestry Commission Agent Authority Form](#).

This form does not cover changes in ownership or tenancy. For changes relating to a change in ownership, tenant and successions, please see '[Change your England Woodland Creation Offer Agreement](#)' guidance on EWCO Gov.uk page

## 1 – Agreement details

Please complete the Agreement and Grant Recipient details:

|                                   |  |
|-----------------------------------|--|
| Agreement reference:              |  |
| Agreement name:                   |  |
| Title:                            |  |
| Forename(s):                      |  |
| Surname:                          |  |
| Contact telephone no:             |  |
| Contact email:                    |  |
| Single Business Identifier (SBI): |  |

## 2 – Amendment details

Please indicate the type of amendment(s) that you are requesting:

|                                                        |  |
|--------------------------------------------------------|--|
| Grant Recipient contact details - complete section 2.1 |  |
| Agent details - complete section 2.2                   |  |
| Add or remove a contact - complete section 2.3         |  |
| For the following amendments complete 2.4              |  |

|                                                                                                                                                                                                                                                     |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>• Area or boundary</li> <li>• Capital items &amp; activities</li> <li>• Stocking density or species composition</li> <li>• Additional Contribution</li> <li>• Flexible cap on Standard Cost Items</li> </ul> |  |
| Request to extend the Capital Funding period – complete section 2.5                                                                                                                                                                                 |  |
| Close EWCO Grant Funding Agreement – complete section 2.6                                                                                                                                                                                           |  |

## 2.1 – Amend Grant Recipient contact details

Please complete the table below with the new contact information.

Note, if the Grant Recipient is part of a business/organisation and where this person has moved on, this Amendment Request Form will need to be accompanied by a letter from the Director (or similar) from the business/organisation on letterheaded paper confirming the change. An email will be accepted provided it originates from a genuine business email address.

|                                    |  |                          |      |       |
|------------------------------------|--|--------------------------|------|-------|
| Title:                             |  | Surname:                 |      |       |
| Forename(s):                       |  |                          |      |       |
| Landline telephone number:         |  | Mobile telephone number: |      |       |
| Email:                             |  |                          |      |       |
| Postal address:                    |  |                          |      |       |
| Postcode:                          |  | Country:                 |      |       |
| Preferred method of communication: |  | Email                    | Post | Phone |

## 2.2 – Amend agent details

|                  |               |                        |              |
|------------------|---------------|------------------------|--------------|
| I would like to: | Add new agent | Replace existing agent | Remove agent |
|------------------|---------------|------------------------|--------------|

Please enter the new agent details below. If you are removing an agent without a replacement, please enter the details of the agent you are removing from the agreement. Please complete an [Agent Authority Form](#) for all new agents.

|                |  |          |  |
|----------------|--|----------|--|
| Title:         |  | Surname: |  |
| Forename(s):   |  |          |  |
| Business name: |  |          |  |

|                                                                        |       |                          |       |
|------------------------------------------------------------------------|-------|--------------------------|-------|
| Landline telephone number:                                             |       | Mobile telephone number: |       |
| Email:                                                                 |       |                          |       |
| Postal address:                                                        |       |                          |       |
| Postcode:                                                              |       | Country:                 |       |
| Preferred method of communication:                                     | Email | Post                     | Phone |
| This person is replacing (only applicable if replacing existing agent) |       |                          |       |

## 2.3 – Add or remove a contact (Countersigner)

I would like to:

|                   |                          |                  |
|-------------------|--------------------------|------------------|
| Add a new contact | Replace existing contact | Remove a contact |
|-------------------|--------------------------|------------------|

Please enter the new contact details below. If you are removing a contact without a replacement, please enter the details of the contact you are removing from the agreement. If adding a new countersigner, they will need to complete a [EWCO Declaration Form: Continuation Sheet for Countersigning](#).

|                                                                        |       |                          |       |
|------------------------------------------------------------------------|-------|--------------------------|-------|
| Title:                                                                 |       | Surname:                 |       |
| Forename(s):                                                           |       |                          |       |
| Business name:                                                         |       |                          |       |
| Landline telephone number:                                             |       | Mobile telephone number: |       |
| Email:                                                                 |       |                          |       |
| Postal address:                                                        |       |                          |       |
| Postcode:                                                              |       | Country:                 |       |
| Preferred method of communication:                                     | Email | Post                     | Phone |
| This person is replacing (only applicable if replacing existing agent) |       |                          |       |

## 2.4 Other amendments

To make amendments to the following areas of your Grant Funding Agreement, you need to resubmit your EWCO Application Form with the updated details. To do this, please amend a copy of the Application Form and map(s) that were issued with your Grant Funding Agreement.

Please read '[Change your England Woodland Creation Offer Agreement](#)' guidance on the EWCO Gov.uk page for guidance on what amendments you can request and what will not be accepted before you complete this form.

Tick the box(s) below for the amendment(s) that you wish to make:

|                                         |                          |
|-----------------------------------------|--------------------------|
| Area or boundary                        | <input type="checkbox"/> |
| Capital items & activities              | <input type="checkbox"/> |
| Flexible cap on Standard Costs          | <input type="checkbox"/> |
| Stocking density or species composition | <input type="checkbox"/> |
| Additional Contributions                | <input type="checkbox"/> |

Please describe why this change(s) is necessary and outline the impacts it will have on your Grant Funding Agreement:

You must submit an updated copy of the EWCO Application Form with the amendment(s). Please amend a copy of the Application Form that was issued with your

Agreement. If accepted, you will be sent an Amendment of Grant Offer letter which you will need to sign and return to the EWCO team.

Amendments must be agreed by us prior to any work commencing. Claims for work completed outside of your Grant Funding Agreement, before an Amendment Offer has been made and accepted, will not be paid.

## 2.5 Request to extend the Capital Funding Period

In exceptional cases, an extension to the Grant Funding Period may be considered. For us to consider the extension, the Agreement Holder (AH)/Agent must explain why they need an extension to their Capital Funding period. These requests are evaluated on a case-by-case basis.

When sending the request, you should provide any documents that are relevant to the case. We will then consider the request, and after a thorough review, we will decide whether the extension request can be approved.

|                                                                                                                                                                                                             |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| I would like to request an extension to the Capital Funding period                                                                                                                                          |  |
| Please explain why you would like us to consider extending your Capital Funding period and why it has not been possible to complete your Capital works during your previously agreed Capital Funding period |  |
|                                                                                                                                                                                                             |  |

## 2.6 Agreement closure

Please note we will check if work has been completed and if any Grant funds have been claimed. Where necessary, we will be in touch to discuss any reclaim of Grant funds already paid.

|                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------|--|
| I would like to request closure of my EWCO Grant Funding Agreement                                           |  |
| Please describe why you would like close your Grant Funding Agreement and can no longer meet the obligations |  |
|                                                                                                              |  |

## 3 – Declaration

I confirm that I have read and understood the guidance and rules relating to the England Woodland Creation Offer and that the information provided in this Amendment Request Form is complete and accurate.

I have complied with and will continue to comply with the provisions of my Grant Funding Agreement and the rules of the scheme as set out in the Terms and Conditions until my Grant Funding Agreement ends.

If, following submission of this Amendment Request Form, I am unable to fulfill the obligations of my agreement I will notify the Forestry Commission without delay.

|                               |                 |                  |
|-------------------------------|-----------------|------------------|
| <b>Signature:</b>             |                 |                  |
| <b>Name in BLOCK letters:</b> |                 |                  |
| <b>Date:</b>                  |                 |                  |
| <b>I am the:</b>              | Grant Recipient | Authorised agent |

Please send your completed Amendment Request Form to:  
[EWCO@forestrycommission.gov.uk](mailto:EWCO@forestrycommission.gov.uk)

Hard copies should be sent to:

England Woodland Creation Offer - EWCO  
Forestry Commission National Office  
620 Bristol Business Park,  
Coldharbour Lane, Bristol, BS16 1EJ