



Rural Payments
Agency

Office use only

Form type: Capital

Form references:
CSAPPF

Date stamp

PA3 Woodland management plan application form

Important information about your application – please read

Please use the [Rural Payments service](#) to apply online for a Woodland management plan. Only use this paper form if you cannot apply online.

Use this form with the PA3 Woodland management plan guidance to help you apply.

You also need to fill in an annex and send this to us with your application form. Email ruralpayments@defra.gov.uk to get this.

Before you submit your application, make sure that you:

- have filled in all parts of the form and answered all questions that apply to you
- attach all supporting documents
- have the appropriate permissions in the Rural Payments service

If you submit your application by email, please put ‘Application – CS – Woodland management plan’ in the email subject heading and send it to us at ruralpayments@defra.gov.uk

Section 1 – Applicant details

- 1 Applicant name
- 2 Single Business Identifier (SBI) number
- 3 Agreement name (land or farm name)
- 4 You **must** have management control over all the land being included in this application, so that you can meet the Declaration and Undertakings in Section 3, for the entire length of the proposed agreement.

If you do not, you can still apply if your landlord(s) countersigns the application using a Land Ownership and Control (LOC) form. If your landlord(s) does not do this, **you are not eligible to apply**.

Tick this box if you have sent us a Land Ownership and Control (LOC) form.

- 5 Are you VAT registered? Yes No

If you are not VAT registered and wish to include VAT in your claims, you will need to supply a letter from an independent accountant to verify you are not able to reclaim VAT from HMRC.

Section 2 – Declaration and undertakings

Important please read

Before you apply for a PA3 Woodland management plan agreement, you must make sure that you read and understand the PA3 Woodland management plan guidance and the Countryside Stewardship Terms and Conditions. If your application is successful and you accept the offer, you must follow the requirements set out in the agreement.

Declaration

I/We declare that:

- I/we have checked that all of the land on my/our holding, including all land contained in this application, is registered in the Rural Payments service and that all of my/our land details held in the Rural Payments service are correct and complete at the date of submitting this application or I/we have already submitted a rural land change request or an RLE1 form to update these details
- I/we have notified the RPA of any corrections required using a rural land change request or an RLE1 form
- I/we have read and understood the requirements contained in the PA3 Woodland management plan grant guide and the Terms and Conditions that will apply and that I/we will abide by them for the duration of any agreement subsequently offered to and accepted by me/us
- the supporting documents and evidence supplied in relation to this application are correct and I/we accept full responsibility for them

Undertakings

In signing this form, I/we undertake that I/we:

- are capable and willing to fulfil the obligations which will be required of me/us if my/our application is successful
- will allow access to any land and any relevant records to which the application relates, to any person carrying out a site visit or audit to verify the accuracy of any information provided to the Rural Payments Agency and the Forestry Commission, and to ensure compliance with these undertakings and the declarations
- agree to disclose all information relevant to this application, provide any additional information as may be required by the Rural Payments Agency or field officers or auditors and co-operate with or take part in any economic, environmental or other monitoring and evaluation of the scheme (including any research and development studies) conducted by the Rural Payments Agency or Forestry Commission or by anyone appointed by either of them for that purpose
- have full authority and capacity to represent and bind the applicant(s) named at Section 1 of this form

Warning: if you knowingly or recklessly make a false statement to obtain payments to yourself or others, you risk prosecution, termination of any resulting agreement and recovery of any money paid to you under the scheme. You may also be excluded from other Defra grant schemes for up to two years.

If you are applying for a PA3 Woodland management plan by post, you must sign your application and any supporting forms. A signature is not necessary if you submit your form by email.

I/We hereby apply for a PA3 Woodland management plan agreement as set out in this application form.

Signature	Name (BLOCK letters)	Capacity of signatory (sole trader, company director, agent)	Date

Using and sharing your information

For information on how we handle personal data go to www.gov.uk and search [Rural Payments Agency personal information charter](#) and [‘RPA Customer Privacy Notices’](#)