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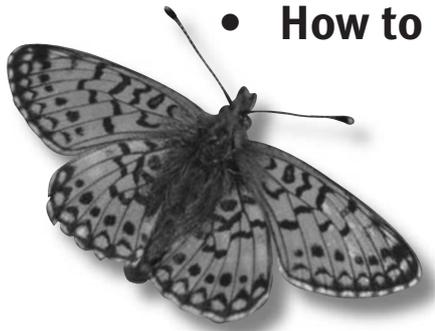


English Woodland Grant Scheme

Version 1/June 2005
For updates and the latest version
go to: www.forestry.gov.uk/ewgs

General Guide to EWGS

- The English Woodland Grant Scheme
- How to apply
- How we deal with your application
- Application maps
- How to complete form EWGS 1



EWGS – Grants for the stewardship and creation of woodlands

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Section 1: The English Woodland Grant Scheme

Introduction

Woodlands have many different values both to their owners and to society. These include a woodland's capacity to provide a habitat for wildlife; to protect water and soils; to produce high-quality timber; to enhance the landscape and living and working environments; to act as a financial investment, or to embody or protect an aspect of our heritage. The values that are most desired by today's society include the creation and maintenance of habitats for wildlife, producing healthy and pleasing living and working environments for people, protecting biodiversity and aspects of our cultural heritage, and providing safe areas for recreation and sport.

English Woodland Grant Scheme (EWGS)

EWGS is part of a suite of environmental support measures provided by the Defra family. The Forestry Commission operates the scheme under the England Rural Development Programme (ERDP). The purpose of the scheme is to develop the co-ordinated delivery of public benefits from England's woodlands. The grant scheme has a regional basis and regional funding.

Objectives of EWGS

The overarching objectives for EWGS are:

- **to sustain and increase the public benefits derived from existing woodlands in England**
- **to invest in the creation of new woodlands in England of a size, type and location that most effectively deliver public benefits.**

The component grant types of EWGS have their own objectives. Some grants are focused regionally to meet the priorities of Regional Forestry Framework action plans, and the objectives are specified more closely to suit.

Key targets of EWGS

Applications for grants under EWGS will be considered if they deliver key targets in the areas of:

- **area of woodland under certified sustainable forest management and approved management schemes**
- **expanding the area of woodland with public access**
- **bringing woodland SSSIs into favourable condition**
- **assisting delivery of Habitat Action Plan targets for native woodlands**
- **improving the environment of disadvantaged urban communities**
- **woodland creation.**

Grant types available

EWGS offers a range of six grant types that have their own unique structures and basic criteria. These fall into two broad categories:

- **stewardship of existing woodlands; and**
- **creation of new woodlands.**

Woodland	Grant type	What the grant is for
Stewardship of existing woodlands	Woodland Planning Grant (WPG)	Preparation of plans that both assist with management of the woodland and meet the UK Woodland Assurance Standard
	Woodland Assessment Grant (WAG)	Gathering of information to improve management decisions
	Woodland Regeneration Grant (WRG)	Supporting desirable change in woodland composition through natural regeneration and restocking after felling
	Woodland Improvement Grant (WIG)	Work in woodlands to create, enhance and sustain public benefits
	Woodland Management Grant (WMG)	Contribution to additional costs of providing and sustaining higher quality public benefits from existing woodlands
Creation of new woodlands	Woodland Creation Grant (WCG)	Encouraging the creation of new woodlands where they deliver the greatest public benefits, including annual Farm Woodland Payments to compensate for agricultural income forgone.

UK Forestry Standard

The work you carry out must meet the standards set out in the UK Forestry Standard and associated FC Guidance. The UK Forestry Standard sets out criteria and standards for the sustainable management of forests and woodland in the UK and aims to promote good forestry practice.

Further information

Our website (www.forestry.gov.uk/ewgs) has full details of all our grants including up-to-date news and provides a useful source of information about the Forestry Commission.

Getting help

If you have any queries about EWGS then please contact your local Conservancy office or contact our Grants and Licence enquiry service by using the “Contact Us” button in the top banner of our website. You will also find our telephone numbers in the Applicant’s Pack.

Section 2: How to apply

Who can apply?

Owners or leaseholders can make applications. If you are a leaseholder or tenant, you must check that the owner agrees to your plans.

Before preparing your application you may find it useful to:

- talk to a Forestry Commission Woodland Officer
- seek professional help to prepare your application and carry out the management of your woodland.

Informing others

We strongly advise you to discuss woodland planting and felling licence proposals with those neighbours who might be directly affected by them. You should let us know of any discussions that take place and include this with your application. You should refer to the FC publication *How we consult about woodland planting and tree felling for more information*.

Land Information Search (LIS)

You can use this website-based tool to get information about any land designations or features on any chosen area, e.g. Special Protection Areas, Woodland Grant Schemes. The LIS can be found at www.forestry.gov.uk/ewgs. You can also measure areas and the lengths of lines on the map.

Using the LIS information when applying for grants or a licence

Applicants must take account of the information that the search provides. More details about any of the features or special areas listed on the LIS report are available by contacting the relevant organisation through their website. They will give advice about the management and care of these features.

Which forms to complete

Each application must include form EWGS 1 'General details'. This provides information about yourself and your property. Section 5 of this guide will help you complete the form.

In addition supplementary form(s) EWGS 2-7, relevant to the grant type(s) you are applying for, will be required. Each grant type has its own guide that explains the detail of the grant and how to complete the application form.

Maps

In addition to the application form, you must also supply an up-to-date Ordnance Survey MasterMap® that shows the boundary of the area(s) for which you are claiming grant. Section 4 of this guide provides full details on mapping standards and details of how you can order a free map from us. We will measure the map to confirm the areas given in your claim. We can only pay grant based upon this measurement.

We will accept paper copies of digital maps (produced from data held and reproduced by computer) provided that they are produced to the same standard.

Felling trees

If you wish to carry out felling under EWGS you must get a Felling Licence. You do not need to make a separate application, the details we need are on form EWGS 4 – we will tell you if you need a licence for your proposed felling and if restocking is a requirement. You will get your Felling Licence with your approved EWGS contract. If you need to change the details before you start felling, we will need to agree this and amend your EWGS contract to give you a new Felling Licence. Please note that after felling you must comply with the restocking conditions of the Licence.

Tree Preservation Orders

If your proposals affect a Tree Preservation Order (TPO) or trees in a Conservation Area, you must advise us of the fact and give details in your application. If you need a Felling Licence to fell trees covered by a TPO, you must apply to us. We will consult with the planning authority before making a decision about the application.

In England, a Felling Licence will not cover the felling of trees to which a TPO applies or which are in a Conservation Area if you have not declared the existence of the Order or Area in the application.

Stump protection

If you are felling conifers you may need to protect the stumps in areas where there is a risk of disease. You can get advice about stump protection from your local Conservancy office or from Forest Research.

Plant health

Under Plant Health legislation, any trees intended for planting that are moved to professional growers must be accompanied by a plant passport, confirming their health. Only an authorised (registered) grower or trader may issue plant passports. For further details, contact the **Plant Health Service, Forestry Commission, Silvan House, 231 Corstorphine Road, Edinburgh EH12 7AT** or telephone **0131 334 0303**.

Forest roads

If you are going to build a new road, substantially upgrade an existing track, or alter the route of an existing road in the woodland, your application should include brief information on the design and method of construction you will use. If you are building new forest roads, you will need to apply to the local planning authority for a determination as to whether its prior approval will be required as to siting and means of construction.

Where to send your application

Your forms and map should be sent to the local Conservancy office that covers the area in which your woodland is situated. Their names and addresses are in the Applicant's Pack and on the website **www.forestry.gov.uk/ewgs**.

Section 3: How we deal with your application

Acknowledging the application

When the local Conservancy office gets your application, it will acknowledge it within three days and tell you the names of staff who will be dealing with it.

Visiting the site

Our Woodland Officer will usually visit the site to assess your application and whether your proposals meet the aims of EWGS. If such a visit is planned, we will contact you within two weeks. We would normally make this visit within four weeks of receiving your application. You do not need to be there when we visit, but if you want to be present, we will try to arrange a time that suits you.

We will then discuss with you any points about your application which are unclear, or where we need more information, or we may offer advice, with a view to agreeing firm proposals. If your application does not meet FC guidelines (and may therefore be rejected by us) we will explain why and tell you as soon as possible.

Environmental Impact Assessment (EIA)

Where your proposals are considered likely to have an impact on the environment, you will need to seek our consent before proceeding with the work. Forestry projects covered by EIA regulations include:

- initial afforestation
- deforestation
- forest roads
- forest quarries.

As the competent authority, the Forestry Commission in England must give an Opinion as to whether the work is a relevant project. You do not need to make a separate application if you are applying for our opinion. Your EWGS application forms will fulfil this requirement. If the project falls above certain minimum thresholds and is likely to have a significant effect upon the environment, then in order to get our consent, you will be required to submit an Environmental Statement in support of your proposals. You can find out more in our booklet *Environmental Impact Assessment of Forestry Projects*.

Register of new planting and felling applications

The Forestry Commission may place any proposals on the public register. Proposals for creating new woodlands or for felling trees will always be placed on the register. You can access the map-based register on the Forestry Commission's website at www.forestry.gov.uk/ewgs.

This allows people to look at the proposals and to give us more information or make comments. The Register gives details about where the application is located, the work that is going to be carried out and the value of grant applied for. You can also view a map that shows where the work will take place.

The Register is produced daily – and includes all cases that have reached the stage where we are prepared to approve them in the previous 28 days. We allow people 28 days from the date that the Register is produced to make any comments about the application. They must write to the Conservator (the head of the local Forestry Commission office) who will consider their comments and may ask you to adjust your proposals to take account of any important issues.

We remind people that most applications are on land that is privately owned and that they need to ask your permission if they want to go into the area. The Register also lists applications once they are approved so that people can find out what has happened. A leaflet that explains the purpose of the Register is available to members of the public. Copies are available from your local Conservancy office.

We have agreed to consult local authorities and other statutory organisations to get their views on the impact of certain types of application. Other bodies will be notified of applications as appropriate. We will take their views into account before approving your application. If there are changes to be made we will discuss these with you.

Dealing with objections

In a very few cases, there are objections to planting or felling proposals which cannot be resolved by local discussion. Where such an objection by a statutory consultee cannot be resolved locally, the matter is referred to the local Regional Advisory Committee (RAC). RACs are appointed for each Conservancy in order to advise the Forestry Commissioners. The RAC considers views from the consultees, local interest groups and local people. If agreement cannot be reached, the RAC will pass the case (with their recommendations) to the Forestry Commissioners for their consideration. If the Commissioners agree with the objection(s) raised by statutory consultees, they will decide on the application immediately. However, if they disagree with the objection(s), they will seek the views of Ministers before making a decision.

Rejecting an EWGS application

The FC may reject an EWGS application at any stage if funds are oversubscribed, or if the application does not meet the grant eligibility criteria or the UK Forestry Standard (and associated guidelines) or if, in our opinion, it would be likely to cause significant harm to the environment.

Getting a contract

We will send you two copies of the draft contract and map. You must sign these documents and return them to your local Conservancy office as soon as possible.

Remember that we cannot issue contracts for applications that include new planting or felling until they have been on the Register of New Planting and Felling for four weeks.

You must sign and return your draft contract to us **within three months of receipt** or you will have to reapply and we do not guarantee that an offer of grant will be made again. **Please note that you must wait until we have signed and returned your copy before you can start work.** *Please read the Terms and Conditions of your contract carefully.*

Making amendments to the contract

It is important that you plan carefully the work you intend to carry out. However, if something unexpected happens, you may need to make changes to your proposals after your EWGS contract has been approved. You should immediately send details of the amendment you would like to make, on the amendment form, to your local Conservancy office that approved your contract.

You must not start any of the work on the amendment until we have approved it in writing, or we have signed and returned the contract. Not all amendments can be agreed and although we will help where we can we cannot guarantee to offer the grant again.

Frequent amendments are a burden on both parties and in some cases further consultation with local authorities or other organisations may be required. **Please note that we will therefore limit applicants to one amendment per year.**

Change of ownership

The seller: If you sell an area which is in an EWGS contract, you must tell us as soon as you can and at least within three months of the change. You should also check the terms and conditions of the scheme, especially if we have paid you grant. Your solicitor may advise you on how to make sure that you are not liable for anything the new owner does in the woodlands.

The buyer: If you buy or take on the lease of an area that is in EWGS, then you may be able to get a grant. This would depend on what work the previous owner had carried out

and whether any grant is still due. Circumstances will vary from case to case but the staff at your local Conservancy office will be able to explain how you might benefit. You must apply to the EWGS so that we can pay you grant.

Who can claim grant?

You can claim and receive grant yourself, or you can authorise an agent to claim and receive grant on your behalf. When you send us your signed draft contract, you must also tell us who will be claiming grant and who we should pay. If you want to change these instructions after signing your contract, then you need to tell us in writing. When we return your signed contract we will also give you a claim form and guidance notes.

Checking your claim details – visiting the site

When we receive your claim, we will first make sure that it has all the information we need. If it does not, then we will get in touch with you within two weeks. The Woodland Officer, or an FC representative with delegated authority from us, may look at the area when claims are received to make sure that the work has been done to the proper standard. If a visit is planned to your woodland you will normally be told, but we must be able to carry out the visit at any reasonable time.

You do not need to be there when we visit, but if you want to be present, we will try to arrange a time that suits you.

When to expect your payment

If we are happy with the work that has been carried out we will authorise payment. All EWGS payments will be made by BACS direct to your bank account. We will get in touch with you if we are not able to make your payment within four weeks of receiving your claim.

If the work is not satisfactory

If we are not satisfied that the work that you have done complies with the EWGS contract, we will firstly discuss the problem with you and give you the opportunity to put things right.

We will inform you what needs to be done and how long we will give you to do this additional work. If we are not satisfied with the work you have done, we can refuse to pay your grant. If we have already paid you grant we can reclaim, with interest, any payments already made. If you disagree with our decision, you may ask for an arbitrator to consider the matter.

If you are not satisfied

The Forestry Commission is committed to providing the best service possible with the resources available. It is in your interest and ours that EWGS contracts are issued and grant claims paid in good time. It will help us in this if you can respond promptly when we write to you or contact you. If you do not think we have handled your EWGS application or grant claim fairly, discuss this directly with the appropriate Conservator.

If you cannot settle the difficulty with him or her, then you should get in touch with the Director England, Paul Hill-Tout. You will receive an acknowledgement and then a full response within four weeks.

If, after the Director has replied, you still consider that we have not satisfactorily resolved your complaint, you may ask for it to be considered by the appropriate Forestry Commissioner. Forestry Commissioners are appointed to the Board of Commissioners from outside the Forestry Commission. They are drawn from a variety of backgrounds in order to give a balance of interest and expertise on the Board. You should contact:

**The Secretary to the Commissioners
Forestry Commission, 231 Corstorphine Road, Edinburgh EH12 7AT**

Section 4: Application maps

Purpose This section covers the use of maps as part of the application to EWGS. Applicants are urged to read this guide as using a good map, setting out sensible subcompartments and marking the map clearly will ensure that the application can be considered promptly.

This section of the guide deals specifically with:

- the standard of base map that is acceptable
- how to obtain base maps free of charge to make applications to the FC
- the use of subcompartments to divide woodlands into useful parcels that allow management decisions and grants to be recorded and applied accurately
- the marking of application maps for use with EWGS.

Standard of map **Ordnance Survey MasterMap®** is the Ordnance Survey product selected by the FC and Defra as the required map standard for applications. MasterMap® is the most up-to-date large-scale digital map of Great Britain, providing a seamless database for features across the country using a range of survey data. This dataset is recognised as the mapping standard for Great Britain.

The FC and Defra are required by the EU to check for other grants and payments that may be approved on the land in the application. This is to prevent double funding or payments that are potentially incompatible. The agricultural and forestry departments are therefore using MasterMap® to ensure compatible mapping standards.

No other map base will be accepted as part of an EWGS application.

FC application areas are measured by the FC systems once the maps have been digitised into electronic form. Previous measurements or estimates will not be used in new applications if they are seen to be incorrect under the new standards. The FC will measure areas to the inside of any lines drawn and only these areas will be used for calculations of grant.

Obtaining Ordnance Survey MasterMap® The FC will support the use of MasterMap® for EWGS applications by providing a free map service. Applicants may request paper maps or the digital data for the areas that they wish to include in an application.

New IACS-compliant maps supplied by Defra to registered farm businesses are also based on MasterMap®. A first-generation, undistorted photocopy of such a map, marked and labelled as required, will also be acceptable for applications to the FC provided no details are obscured by markings for other uses.

PAPER MAPS

Requests for maps must be made to Conservancy Offices **using a photocopy of the form at the back of this section (page 16)**. Inexperienced map users should send in a copy of another map clearly highlighting the full area that needs to be on the print, and showing the National Grid Reference of a point near the centre of the highlighted area. More experienced map users may supply grid references for the four corners of the required area and the desired scale to describe the scope of the map print.

Faxed request forms will be accepted where the information is clear on receipt. Later in 2005 we plan that maps may be requested online from www.forestry.gov.uk/ewgs.

Applicants can request up to two free copies of base map prints covering the extent of the application. The map prints will normally be A3 in size and several adjoining prints may be supplied to cover the full extent of the application.

DIGITAL MAPS

In due course the FC hopes to be able to supply a copy of the MasterMap® digital data for the extent of the proposed application area. This data can only be used for making applications to the FC. Your local Conservancy office will be able to advise when this facility is available.

Applicants may purchase MasterMap® data from Ordnance Survey for their personal use in their own information-mapping computer system (Geographic Information System (GIS)). In due course the FC hopes to be able to receive this data electronically, in the meantime such digital data can be submitted as printed maps provided they conform to the conventions described in this guide.

Preparing the map for EWGS

SETTING OUT THE AREAS FOR EWGS APPLICATIONS

The forest industry uses “compartments” and “subcompartments” to identify discrete areas of woodland just like the parcelling system used in agriculture, where each field has a unique reference. This allows adjoining areas of woodland to be identified and managed independently of each other.

Compartments are discrete woodlands (or parts of larger woodlands) defined by physical features such as roads, watercourses, tracks and land use changes. Compartment boundaries (like field edges beside a road) will hardly ever change. Most small farm woodlands can be considered as one compartment.

Subcompartments are subdivisions of these permanent compartments. The boundaries of these are defined by significant differences found inside the woodland. This will include the boundaries of different species (or simpler divisions between conifer, broadleaved or mixed areas). Also relevant are things like significant age differences between adjacent areas, fencelines and features like rides and open glades.

The way in which the various parts of the woodland are to be managed (or bare land is to be planted) and how different areas will potentially be grant aided is also an important consideration when making subcompartments for use with EWGS. This is explained further below.

HOW EWGS USES SUBCOMPARTMENTS

EWGS uses compartments and subcompartments to fix an agreed set of mapped areas. Each area can then be treated like a “pot” into which different work and grants can be placed. Properly thought-out subcompartments (like field systems in agriculture) can be used without change for many years and can be simply reused for other EWGS applications. Exactly what the work (and the grant) is and where it precisely takes place within each subcompartment will probably change from time to time but the actual subcompartment boundary need not change at all, saving time and effort in the long term.

Some grants (such as the Woodland Planning Grant) are applied to all the woodland areas anyway and further detail of the woodlands is just not necessary – only the total area is needed. **In this circumstance, EWGS only needs one large “compartment” covering everything and applicants are not required or indeed encouraged to provide detailed subcompartment maps as part of their application.**

EWGS will also accommodate grants that are applied to only part of a subcompartment (i.e. a percentage of the subcompartment area) to avoid any need to divide the areas further.

The only mandatory requirements for the use of subcompartments are:

- they must be sufficiently divided to allow grants to be applied to the correct areas
- they cannot overlap
- they must be uniquely referenced.

MAKING COMPARTMENTS AND SUBCOMPARTMENTS

If your grant or licence application needs subcompartment details, these are created by simply marking boundaries on the application map and labelling each individual area with a reference. The boundaries will usually follow distinct permanent features on the ground such as woodland edges, fences and tracks. They will also follow the edges of SIGNIFICANT differences inside the woodland such as the species or the environmental status of the woodland area, or areas to be planted or felled and replanted.

Subcompartment boundaries can also delineate administrative differences between otherwise similar adjacent woodland areas such as different ownership, significant differences in management objectives, usage and different grant support.

Deciding on a good subcompartment structure requires the consideration of differences between areas at three levels: the physical and major differences; the management differences; and the administrative differences. The levels should be considered together as not all will be needed for every woodland or every EWGS application. **Applicants only need to make subcompartments for the areas specific to the application. Applicants are not required or indeed encouraged to provide detailed subcompartment maps for areas that are not actually within the scope of the application.**

LEVEL 1: THE PHYSICAL AND MAJOR DIFFERENCES

On your map, mark boundaries on the outside of all your woodland edges, along tracks, fences, streams and any ownership boundaries etc. This will divide the woodland into physically discrete areas. An example of this is on the next page. Then mark on any boundaries of important designations like SSSIs, SACs and SPAs, Scheduled Ancient Monuments, Ancient Semi-Natural Woodland (ASNW) and Plantations on Ancient Woodland Sites (PAWS). **This effectively makes your compartments and you should number each discrete area.**

LEVEL 2: THE MANAGEMENT DIFFERENCES

Look at each individual area you have marked out so far. If appropriate, further divide it into areas that are significantly different because they comprise mainly different species or have large age differences or structure, including open glades. Also separate out any special areas that you wish to manage differently (such as riparian zones, wildlife habitats or public access facilities).

LEVEL 3: THE ADMINISTRATIVE DIFFERENCES

Look at each area again and consider the licence or the grant that you may want to apply for.

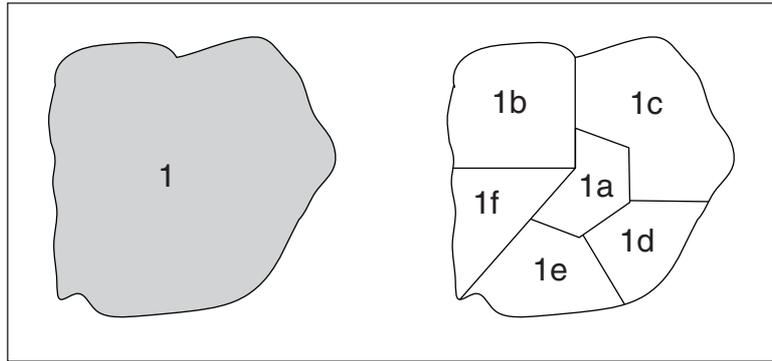
- If you are intending to plant new woodland, make sure that the subcompartment boundaries show the main differences in your design, including differences in eligibility for grants like Farmland Premium. You must show the planned outside boundary of the new woodland as accurately as possible.
- If you are intending to clear-fell an area of woodland, make sure that each felling area has a clear and accurate boundary and that any differences in how you intend to restock different parts of the area afterwards are shown.

FINALLY

Label each part of each compartment with its own unique subcompartment reference. Ensure none is repeated.

EXAMPLE

The woodland on the left could be called Compartment 1. The outside edge of the woodland is clearly marked and this is sufficient for an application for a grant (like Woodland Management Planning Grant) that relies only on the total area of the woodlands.



The example on the right shows the same woodland divided into subcompartments. In this example the woodland has a central glade and tracks leading outwards from it. A more detailed division of the areas will be necessary for grants (such as regeneration or creation grants) that rely on this detail about the types of trees, access tracks and open spaces. Other considerations as set out above would further subdivide this structure if appropriate.

A different woodland, or another main part of a larger woodland, could be Compartment 2, and its subcompartments would be labelled 2a, 2b, 2c and so on.

Marking maps for an EWGS application

MARKING CONVENTIONS

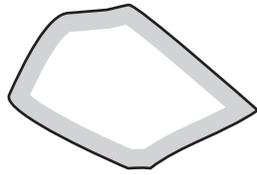
The normal convention (using minimal colour) is as shown on the next page. Labelling conventions are that each subcompartment has a number and a letter suffix e.g. 16c. The number is the compartment or geographic group, and the letter is the individual part of that woodland.

Applicants using the original map prints supplied by the FC need only mark up the maps so that boundaries and features are clearly identifiable. **Red ink should be used** for boundaries so that the drawn lines contrast with the base map.

Whilst the EWGS application map itself needs to be precise, uncluttered and clear, applicants are strongly encouraged to use a second copy of the map to show other relevant details about the land. These maps may use more colour, annotations and labels to describe the surroundings and other aspects that add information or background to explain and support the application.

continued overleaf...

EWGS map marking conventions



Scheme boundary

There should be a red external boundary shown, no greater than 0.7mm in width. The boundary should be further highlighted with the use of colour (yellow highlighter is recommended) on the inside of the line. The use of colours must not obscure the base map detail.



Access Point

Access point

Clearly labelled red crosses showing where FC staff may enter the woodlands. Use as many as required.



Compartment boundary

A red dash / dot line no greater than 0.7mm in width.

1

Compartment number

Up to 9999. Placed inside the area or clearly linked to it with an arrow



Sub compartment boundary

A red line of long dashes no greater than 0.7mm in width.

a

Sub compartment letter

A single letter placed after the compartment number

Public footpath



Track/permissive path/Public footpath

A black line of short dashes no greater than 0.7mm in width and labelled with the feature type



Wayleave (all wires, pipes, pylons etc)

A black line no greater than 0.7mm in width with alternate chevrons and labelled WL (Wayleave)



Watercourse

A black line no greater than 0.7mm in width and labelled WS (Water supply)

Notes

- A fine roller-ball point or draughtsman style pen used carefully is generally good enough for marking maps. Pencils, biro's and felt pens are usually not clear or accurate enough.
- Any boundary highlight should be a transparent colour to avoid masking detail.
- Folds or any other blemishes on paper maps must not hide map detail.
- If it is not possible to clearly show the boundary on a map, for example a boundary following the centre of a stream, then the boundary should be highlighted on the map and described on a separate commentary.

USING MASTERMAP® MAPS FROM SOURCES OTHER THAN THE FC

Applicants using MasterMap® from a source other than the FC (or copies) must ensure that **in addition to** the required markings for the application, the base map also exhibits the following features:

- It must be accurately produced at a scale of 1:1250, 1:2500, 1:5000 or 1:10000 and the scale must be clearly shown on each map.
- There must be at least 2 horizontal and 2 vertical grid lines on each map showing a square grid of 1km at 1:10000 and 1:5000 scales, and a square grid of 100m at 1:1250 and 1:2500 scales. The grid lines must be clearly annotated with OS National Grid Eastings and Northings.

- There must be one clearly labelled cross near the centre of the map or near the application area showing the position of an accurate eight figure Grid reference (two letters and six numbers).

USING DIGITAL DATA FOR EWGS APPLICATIONS

If applicants wish to use their own GIS and digitise the subcompartments needed for their EWGS application, the FC is working towards being able to receive this digital data electronically. This facility will hopefully be available by the end of 2005. It will then be possible to e-mail geo-referenced and attributed polygons corresponding to the areas covered by the EWGS application to the FC with prior arrangement. Conservancies will arrange for the applicant to speak to a member of the FC cartographic team if such a request is received. To ensure that the quality of the digital spatial data is acceptable the following standards must be followed:

- The spatial data must be geo-referenced to the OS GB National Grid on the Transverse Mercator projection.
- Where any EWGS boundary (i.e. scheme, compartment or subcompartment boundary) coincides with a MasterMap® feature, the digital boundary must be “snapped to” that feature.
- All polygons must be neatly and accurately closed.
- No polygons may overlap.
- All polygons must have separate compartment and subcompartment references attributed. Compartments must be a four-digit number (e.g. 0006) and subcompartments must be a single letter (e.g. d), so that the two attributes together would make the full reference (0006d).

The Forestry Commission will interpret the boundaries submitted and will snap them to MasterMap® where deemed appropriate. On occasions where it is not possible for FC staff to interpret the correct boundary, even after reference to other data sources (e.g. aerial photography, Rural Land Register (RLR) or other relevant data), the map will be referred back to the applicant or agent by Conservancy staff. It is entirely the applicant’s responsibility to produce maps and data to the FC’s requirements. The FC will assist where possible, however with guidance and advice.

Restrictions on use of MasterMap® maps and digital data

The Forestry Commission has been able to agree with Ordnance Survey (OS) that we may provide blank map prints, or restricted portions of the MasterMap® data itself, for the purpose of assisting with applications to the Forestry Commission.

The OS copyright agreement with the FC states that MasterMap® map prints and digital MasterMap® data provided to applicants by the FC may only be used for making applications to the FC.

Use of the MasterMap® maps or data provided by the FC for other purposes will place the user in breach of OS copyright and potentially subject to action by the OS to recover damages and fees under that copyright.

The FC will refuse to continue providing map prints to individuals, organisations or companies who avail themselves of this service but do not show a reasonable use of the requested maps to make relevant applications to EWGS.

Map request form

In order that you may reuse this form, please photocopy it before completing it

Please photocopy and complete this request form and **attach it to a copy map** that clearly shows the areas of land for which you wish to request an OS MasterMap® print. You must mark and clearly label a six-figure **National Grid Reference point** on the map that you send to us so that we can locate the area.

You must **sign and date this form** to confirm your acceptance of the Agreement associated with the request of Ordnance Survey maps. Once you have done this please send it and the map to your local Conservancy or Area Office.

Contact details: Please print clearly

Title: _____ Forename: _____

Surname: _____

Organisation: _____

Position: _____

Address: _____

Postcode: _____

Tel/office: _____ Tel/home: _____

Mobile: _____ Fax: _____

E-mail: _____

Agreement

Signing this form is confirmation of your agreement to the following statements.

1. I agree that I will only use the map(s) supplied under this request for the explicit and sole purpose of making an application to the Forestry Commission.
2. I agree that I will not use, reproduce or redistribute the map(s) to any other party or for any other purpose.
3. I understand that the map(s) supplied under this request remain in the ownership of the Ordnance Survey at all times.
4. I understand that it is entirely my responsibility to obtain an acceptable map in good time for making my application to the Forestry Commission. I further understand that this is only a request and as such the Forestry Commission is under no obligation to provide me with a map.

Signature: _____ Date: _____

Print name: _____

Section 5: How to complete form EWGS 1

The EWGS 1 General details form has been designed to gather key information to allow us to process your application for grant effectively. It is essential that the information you provide on the application maps is accurate because this will form a key part of any EWGS contract we agree with you. Please refer to the detailed guidance on EWGS application maps provided in section 4 of this booklet.

This guidance will help you complete the EWGS 1 accurately. Please read it carefully as you complete your application.

General details

Question 1 Property name

Please insert the generally recognised name of the property, e.g. Elmsworth Estate or Oak Tree Farm.

If you have, or will be making, several grant applications you may wish to insert a number alongside the property name so that you can easily distinguish between applications.

Question 2 Case reference number and Date received

In most cases Forestry Commission staff will enter this number. If you wish us to change the details of an existing agreement, use this form and insert the reference number of the existing agreement here. The 'Date received' space will be used to date-stamp all documents on receipt.

Note: In some cases different parts of your application may have to be processed in different ways, for instance if you apply for a Woodland Stewardship Grant and a Woodland Creation Grant. In such cases we may divide your application into two parts and give each part a discrete case reference.

Question 3 The EWGS 1 must be supported by one or more supplementary forms relating to particular grants and a map, or maps. Tell us in the boxes provided how many of each form and how many maps you have enclosed with this application.

Question 4 The Main Applicant's details

The Main Applicant is the individual or organisation who has responsibility to undertake the work proposed. This may be a 'sole owner' or the lead partner in a formal Partnership or Trust, or the representative of a Company.

Organisation: If you are applying on behalf of an Organisation please tell us what position you hold (i.e. in what capacity you represent the Organisation).

Are you? Sole Owner, Partner, Lessee, Tenant or Trustee: Please tick all that are appropriate (you must tick at least one).

Are you the main contact? Yes/No: As the Main Applicant you may wish to deal with all aspects of your application directly; alternatively you may wish a partner, another representative or a professional agent to act on your behalf in making this application. Please use these boxes and those in questions 5 and 6 to indicate to whom we should address correspondence.

Address, telephone numbers and E-mail: Please provide full contact details including postcode.

How would you like us to contact you? Post or E-mail: Please note that using e-mail will allow us to contact you more quickly if we have any queries about your application.

Income from farming: Do you receive more than 25% of your income from farming?
Yes/No: The Government can reclaim part of the payments made under the EWGS from the European Commission. To enable it to claim the appropriate rate of reimbursement, please tick the 'Yes' box if you receive 25% or more of your income from farming the holding; otherwise tick 'No'. Please note: this has no effect on how we consider your application.

Question 5 Other Applicant's details

Please use this section to provide details of any other parties such as formal partners, other trustees etc. Please use an additional form if there is more than one other party.

Question 6 Managing Agent's details

If you have employed an agent to act on your behalf please provide their details here.

Property details

Question 7 What is the local authority?

Please insert the name of your local planning authority: district, borough or unitary.

***Note:** This helps us quickly identify the Woodland Officer who will deal with your application and allows us to inform you who this is when we acknowledge receipt.*

Question 8 What is the nearest town/village?

This also helps us identify the location of the site, which may be different to your address.

Question 9 Which of the following categories best describes the ownership of the property?

Please tick one of the following:

- | | |
|---|--|
| Personal Occupier | you or your family own or lease the property, or hold it as a family trust, partnership or family farm |
| Business Occupier | company, forestry investor, business partnership, syndicate or pension fund |
| Voluntary Organisation | funded by public subscription or a charitable trust or community organisation |
| Government Department, Crown Estate or National Forest Company or Other Public Ownership | e.g. Local Authority |

Question 10 Which of the following categories best describes the use of the property?

Please tick one of the following:

- | | |
|--------------------------|--|
| Farm | farming or horticulture |
| Mixed Estate | large areas of both farming and woodland |
| Mainly Woodland | mainly woodlands |
| Private Residence | an area round a private house, but not a farm |
| Recreation | used for recreation, such as a golf course, country park, hotel or conservation area |
| Public Building | school, hospital, retirement home – whether publicly or privately owned |
| Industrial | has been a mine, factory, an office or is now derelict |

The following questions are necessary so that we can ensure that your land is eligible for grant aid.

Question 11 Forest Certification

Is your woodland certified to the UK Woodland Assurance Standard? Yes/No

Who is the certifying body or resource/group manager? If you have undertaken the certification process as an individual give us the name of the certifying body that issued your certificate (e.g. SGS). If a resource or group manager has certified your woodlands tell us their company name (e.g. Fountain Forestry).

When does your Certificate or your Group Manager's Certificate expire? Insert date.

Question 12 Landowner's permission

If you are a tenant please confirm that you have obtained your landlord's consent to carry out the work proposed.

Question 13 Land resumed from tenants

If you are an owner-occupier or landlord of the land please tell us if the land has been resumed from a tenant by means of a notice to quit or is currently the subject of such an action. You may not be eligible for certain grants if this is the case.

Question 14 Common land

Please tell us if any of the land in this application is designated as Common land. Such land may not be eligible for Farm Woodland Payments.

Question 15 Other interests

Please provide details of other financial support from external bodies which you are receiving to carry out work on this land, e.g. agri-environment schemes from Defra, support from Heritage Lottery Fund, etc.

Compartment summary

Before completing this section you will need to prepare your maps please see the guidance in section 4 of this booklet. The maps **MUST** clearly identify where you propose to do work for which you are seeking grant assistance or a Felling Licence. The areas concerned should be identified by a compartment number (maximum 4 digits) and, if required, a subcompartment (subcpt) letter (maximum one character).

Columns 16 & 17 Use this table to list all the subcpts included in this application.

Column 18 Estimate the area of the subcpt. Our cartographers will measure the area of each subcpt accurately and this will be the area we use for the EWGS contract.

Column 19 Enter a descriptive name or other reference which will help you identify the area. This same name can be used for one subcpt, or many, and could be the name of the wood.

Columns 20 to 29 provide information about your woodland or planting site which is essential for us to consider your application and which is not currently available via Geographical Information Systems. Please tick all the boxes that apply, except in column 25 where a code number is required.

Columns 20 & 21 Tree Protection Designations and Tree Preservation Orders & Conservation Areas
Tree Preservation Orders (TPOs) and Conservation Areas provide additional legal protection for trees under the auspices of the Town and Country Planning Act which are administered by local councils. There are formal procedures by which the FC will discuss your proposals with the local councils.

Please indicate whether the trees in the subcpt are the subject of a Tree Preservation Order or whether the subcpt lies within a Conservation Area. It would be helpful if you could indicate the location of TPOs on a second map.

PLEASE NOTE: A Felling Licence will not cover the felling of trees to which a TPO applies or which are in a Conservation Area if you have not identified the existence of the Order or Area in these columns.

Columns 22 to 25 Ecological Designations
Please tick the relevant box if the subcpt is a(n):
ASNW Ancient and Semi-Natural Woodland
PAWS Plantation on an Ancient Woodland Site or
OSNW Other Semi-Natural Woodland.

The Forestry Commission will use English Nature's Provisional Inventory of Ancient Woodland as a tool to cross-check your assessment but this does not include woods less than 2 ha. Hence local knowledge is invaluable.

We would appreciate your assessment of the main National Vegetation Classification which applies to each subcpt where you have ticked one of the above.

Columns 26 & 27 Archaeological Designations
Please tell us if a Scheduled Ancient Monument (SAM) or any Other Ancient Monument (OAM) lies within the subcpt. It would be helpful if you could indicate the location of these features on a second map.

Columns 28 & 29 Permissive Access Designations
Please tell us whether you already provide permissive access over the subcpt or whether you propose to do so as part of this application.

This document is for information only and does not constitute an agreement of any form nor does it confer any rights. It is intended as a guide to help applicants decide whether the grant is applicable to them and whether the main requirements of any grant agreement can be met. The information is subject to change. Full and current details of the grant scheme and the requirements of any EWGS grant contract that may be made between the applicant(s) and the Forestry Commission arising from an application to the grant scheme can be found at www.forestry.gov.uk/ewgs