

Forestry Commission National Office

620 Bristol Business Park

Coldharbour Lane

Bristol

BS16 1EJ

Dear Sir/Madam,

Action: Requirement to submit annual claim forms - step 2**Background**

We wrote to you in April asking you to complete and return an annual claim form. These have now been processed (step 1).

Why we are asking you to complete a second claim form

We explained that a further claim form showing the work areas relating to your agreement would be sent to you in the autumn; please see enclosed. We now need you to confirm that these work area details are correct. If you have more than one agreement, you will receive a separate claim form for each agreement you hold.

Please note: the payment amounts shown on Page 1 of the enclosed claim form do not account for any penalties pending. If applicable, you will be notified separately.

Please take the following actions:

1. Check that the details on this pink claim form are correct. If any details are incorrect, please cross through the incorrect information and correct as appropriate, then date and initial the change(s).
2. Complete, sign and date the claim form and return **all** pink pages it to us in the enclosed envelope. We cannot accept claim forms that have not been signed and dated, or if pages are missing.
3. Please return your claim as soon as possible. **It is very important your claim form is returned within 28 days to avoid any delay to your payment.**

IMPORTANT INFORMATION

If you have an agent

As with the April letter, this has **not** been sent to the primary contact, because in many cases (in particular 'agents' for older schemes) our experience tells us that often these agents no longer have an active interest in the day to day management of the scheme(s).

If you use an agent to manage your scheme(s) you should pass on all documentation to your agent as they will **not** have received a duplicate copy.

For all claims submitted by an agent for claim year 15/16 onwards we need a **new** Agent Authority Form to be completed because it:

- ensures that the beneficiary is aware of their responsibility even if they've authorised an agent to put in an application or claim on their behalf,
- makes it clear that an agreement holder is responsible for carrying out the work in the agreement, even though an agent may have been employed to complete the application or claim form.

If a new Agent Authority Form has not already been completed please return one along with your completed claim form. To obtain the Agent Authority Form please type the following address into your web browser:

<http://www.forestry.gov.uk/AgentAuthorityForm2015>

If you are not the correct recipient for this claim form, please contact your local Forestry Commission office to ensure our records are updated: www.forestry.gov.uk/england-areas.

Important Information

By signing and returning the claim form you are confirming your entitlement to the grant payment. Grant payments must only be claimed if you have complied with the conditions set out in your agreement and the work being claimed has been completed in full. The Forestry Commission will check claims received; where work has not been satisfactorily completed or a false declaration has been made we may take action which could include an instruction to undertake remedial work, a reclaim of grant with interest, or a penalty being imposed.

Please note: All information included in this letter and updates are available on the Forestry Commission Grants and Regulations homepage: <http://www.forestry.gov.uk/england-grants>. Please also visit this page for customer support and contact details.

Yours faithfully,

Forestry Commission England

Enc: claim form