

# Application Form

The Woodland Carbon Fund (WCF) provides support for the creation of large multi-purpose productive woodlands in England. These woodlands must be compliant with the requirements and guidelines of the [UK Forestry Standard](#) (UKFS). The Fund provides capital funding for woodland planting and protection measures, a second staged payment for establishment, forest roads and, on a discretionary basis, funding for recreational infrastructure (footpaths).

To apply for WCF please complete this form and send it to us at the address in [Part 9 - Declaration](#). You may submit your application at any time. An evaluation panel will convene every three months and allocate grant 'in principle' on the basis of value for money and the delivery of public benefit. This will be subject to your proposal passing the basic eligibility check and advice from the local Forestry Commission team on whether the location is suitable for creation of productive multi-purpose woodland. You can only apply if one of the following applies:

- You can provide a completed [Woodland Creation Planning Grant](#) (WCPG) Stage 1 Checklist and supporting documents including at least one map showing the constraints that apply to the creation of woodland at the site.
- You can provide a draft or completed UKFS-compliant Woodland Creation Design Plan.
- Forestry Commission England has given an Environmental Impact Assessment (EIA) screening decision that the proposal does not require an EIA, or you have obtained consent in the event an EIA was needed.

## Part 1 – Basic Requirements

Please confirm your proposal passes these basic eligibility checks:

Please confirm your interest in the land by ticking the relevant box

- I have full control over the land, or;  
 I have signed consent from those with control over the land as confirmed in Part 9 – Declaration<sup>1</sup>.

We welcome partnership, landscape-scale, woodland creation applications where the land may be held by multiple ownerships. In such cases you will need to submit written consent from all landowners.

In relation to this proposal to plant trees, please confirm by ticking the box that you are **not** currently subject to<sup>2</sup>:

- A requirement to mitigate the impacts of development under a planning consent by creating this woodland.

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<sup>1</sup> If you are a tenant we will require agreement from your landlord to proceed.

<sup>2</sup> We cannot pay WCF if woodland planting is the requirement of planning consent.

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## Part 2 – Woodland Creation Design Plan

The grant cannot be paid before the woodland is planted and a claim has been made, and this work cannot take place until regulatory consent by the Forestry Commission under the terms of the Environmental Impact Assessment (Forestry) Regulations has been granted. However, the WCF Evaluation Panel will give an 'in principle' decision as to whether or not to fund an application on the basis of one of the following. Please tick any boxes that apply and note the requirement that applies for your application.

- A completed Woodland Creation Planning Grant (WCPG) Stage 1 Checklist and supporting documents including at least one map showing the constraints that apply to creating woodland at the site. *Please confirm your WCPG Reference in Part 3.*
- A completed UKFS-compliant Woodland Creation Design Plan (as defined in documentation supporting the WCPG). *Please confirm your WCPG Reference in Part 3.*
- Forestry Commission England has given an Environmental Impact Assessment (EIA) screening decision that the proposal does not require an EIA, or you have obtained consent in the event an EIA was needed. *Please include a copy of the Proposal and consent with your application.*

## Part 3 – Site Details

Please provide the following information for your proposal in all cases.

Is the site partly or wholly within the 'Priority Places for England' (PP) <sup>3</sup> spatial layer? If so, please give the approximate percent of the site within 'PP'.		<input type="checkbox"/> Yes	%
Expected planting density over the net planting area <sup>4</sup> :		stems per hectare	
Composition:	% conifer	% broadleaf	% open ground

Please provide either the reference number for your Woodland Creation Planning Grant,

Woodland Creation Planning Grant Reference:	
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or; complete these details in the following table:

Name of Property:	
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<sup>3</sup> You can check this using out Land Information Search which includes Priority Places for England as spatial layer: <http://www.forestry.gov.uk/england-lis>

<sup>4</sup> To qualify for this grant you must plant at least an average of 2,000 stems per hectare over the net planted area.

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Net area of proposed tree planting <sup>5</sup> :	hectares		
Gross area of woodland creation (including designed/managed open space):	hectares		
Area of proposed tree planting within England <sup>6</sup> :	<input type="checkbox"/> As above, or:	hectares	
<input type="checkbox"/> At least 70% of the planting will be with productive trees species <sup>7</sup> .			
<input type="checkbox"/> A map showing the location and the boundary of the proposed planting is enclosed.			
Grid Reference (of centre of principal planting area):			
Nearest town or locality name:			
Local Authority:			
Is the site designated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, please provide details of the designation(s), e.g. Site of Special Scientific Interest, National Park, Area of Outstanding Natural Beauty, Local Wildlife Site etc.:			
Is the land subject to any current grant agreement(s)?	<input type="checkbox"/> Yes <sup>8</sup>	<input type="checkbox"/> No	
If Yes, please confirm the type of grant (e.g. HLS) and its end date:			

<sup>5</sup> To qualify for this grant you must intend to plant at least 10 hectares of woodland, but this may include up to 20% of designed open space. When dealing with landscape scale applications we will also consider woodland blocks that are at least five hectares in area and at least 20 metres in width but your application must include at least one block which has a contiguous area of 10 hectares. This means that applications containing multiple blocks must be at least 15 hectares in total size.

<sup>6</sup> WCF only provides funding for planting land within England.

<sup>7</sup> To ensure the woodland maximises the potential to sequester carbon. We define productive as being at least yield class 12 for conifers (10 in the case of pines) and yield class 6 for broadleaves. Crops planted for management as coppice or short rotation forests and fast growing species such as eucalyptus grown for energy are not fundable.

<sup>8</sup> Where the land is subject to an existing grant agreement the Woodland Creation Design Plan must account for the impact of tree planting on the grant agreement.

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## Part 4 – Applicant Details

Title:		Forename:	
Surname:		<i>Single Business Identifier, if available<sup>9</sup>:</i>	
Organisation <sup>10</sup> :		Position:	
Landline telephone Number:		Mobile telephone Number:	
Email:			
Postal address:			
Postcode:		Country:	

## Agent Details

Title:		Forename:		Surname	
Organisation:		Position:			
Landline telephone Number:		Mobile telephone Number:			
Email:					
Postal address:					
Postcode:		Country:			

**Agent authority;** to give your agent or representative the authority to sign forms or make claims on your behalf, you must complete an agent authority form and submit it with your application.

## Part 5 – Eligible Costs

### Part 5.1 – planting and establishment costs

Please set out the capital items for planting and establishment that you wish to apply for in the table overleaf – see Annex 1 for more detail on these items. The payment rate for each item is based on a standard cost. A spreadsheet to help you calculate this summary information is available from the WCF webpage ([www.forestry.gov.uk/england-wcf](http://www.forestry.gov.uk/england-wcf)). This

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<sup>9</sup> If you do not have a Single Business Identifier (SBI), we may need to contact you for further information about your land ownership or business.

<sup>10</sup> We will accept applications that relate to land owned by public bodies where this land is managed by a private company. We may require evidence to confirm this.

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information must be in accord with your Woodland Creation Design Plan or any plan you have developed to secure either an EIA screening decision that the proposal does not require an EIA, or you have obtained consent in the event an EIA was needed.

You can claim the higher Priority Places Rate (PP Rate) if:

- At least 30% of the site falls within the 'Priority Places for England' spatial layer, and;
- You agree to provide Permissive Access to the public by foot along designated paths for 30 years.

Where these criteria are met the entire planting area is eligible for the PP-Rate but if you are applying for the PP-Rate you must include an Access Map<sup>11</sup> and a template of the signage<sup>12</sup> you intend to use to confirm the Permissive Access with the application.

Final costs should be submitted with a claim form once the planting has taken place. We will accept final claims up to 15% higher than those you apply for in the following table.

Capital item	Unit	No of Units	Cost per unit		Total cost	
			Standard Rate	PP-Rate	Standard Rate <sup>13</sup>	PP-rate <sup>14</sup>
Tree planting with spiral vole guard	Tree		£1.28	£ 1.59		
Individual 1.2 or 1.8 metre tree shelter	Tree		£1.60	£ 2.00		
Stock fencing	Metre		£4.00	£ 5.00		
Sheep netting	Metre		£4.90	£ 6.13		
Rabbit fencing supplement	Metre		£2.50	£ 3.13		
Deer fencing	Metre		£7.20	£ 9.00		
Wooden field gate or wooden wings	No. of gates		£390.00	£ 487.50		
Badger gate	No. of gates		£135.00	£ 168.75		
Water gate	No. of gates		£240.00	£ 300.00		
Top wiring – Stone Wall	Metre		£3.60	£ 4.50		

<sup>11</sup> An Access Map will show the routes over which Permissive Access on foot will be permitted and where signage will be located. You may close the routes of Permissive Access one day a year but this must be clear in the signage.

<sup>12</sup> Signage must be agreed by us.

<sup>13</sup> A cap of £6,800 per hectare applies.

<sup>14</sup> A cap of £8,500 per hectare applies to the PP-Rate.

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Leaky Woody Dams <sup>15</sup> (1-3 metres wide)	No. of dams		£369.11	£461.39		
Leaky Woody Dams (3-5 metres wide)	No. of dams		£611.54	£764.43		

Please provide further detail on the breakdown of the capital items at Annex 1.

For budget control, please tell us which planting season<sup>16</sup> you intend to plant the woodland and in which financial year you will make your claim<sup>17</sup>. Please tick all boxes that apply.

## Planting Season

2016-17	2017-18	2018-19	2019-20	2020-21
<input type="checkbox"/>				

## Claim Year<sup>18</sup>

2016-17	2017-18	2018-19	2019-20	2020-21
<input type="checkbox"/>				

## Part 5.2 Second Stage payment

To support successful establishment of the newly planted woodland a one off capital, second stage payment is available. This is based on the standard costs of supporting and enhancing the newly established woodland in its first five years. The payment is for £1,000 per (gross<sup>19</sup>) hectare of established woodland and must be claimed five years after the final claim for planting.

This payment will not be available on land owned by public authorities; this includes land owned by the state, the Crown, county councils, district councils, and local authorities.

<sup>15</sup> Support for leaky woody dams will be made at our discretion and based on the Woodland Creation Design Plan or plan that supports consent to plant under the EIA Regulations confirming the requirement for flood control measures, for example because the land is within a priority catchment for flood risk management.

<sup>16</sup> Generally taken as October to March. We expect planting to take place within two years of the agreement date, subject to regulatory consent, and may withdraw the offer of grant if this period is exceeded.

<sup>17</sup> We will only accept claims that meet the basic area requirements for the scheme, i.e., we will not accept claims for planting less than 10 hectares (gross area including up to 20% open space).

<sup>18</sup> Please note that we will accept only one claim a year, each claim must be for at least 10 hectares of woodland creation.

<sup>19</sup> The area included in the payment will be no more than the net planted area plus 20% open space.

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Where landscape scale applications made containing land in multiple ownerships, only land not owned by public authorities will be eligible for the second staged payment.

Agreement holders intending to claim the second stage payment for the costs associated with successfully establishing their new woodland in its first five years must, for the entire agreement period:

- Keep all newly planted trees free from competing vegetation by using approved herbicides<sup>20</sup>, mulch, or a clearing saw, hook or scythe
- Replace any trees that die
- Repair fences, tree shelters or spiral guards
- Manage areas of open space

Do you want to include the second stage payment in your application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please note that photographs will be required with the claim form to show the level of work undertaken.

## Part 5.3 – Forest road infrastructure costs

Funding is also available for forest road infrastructure to provide access (e.g. for the movement of planting stock and harvesting operations) for successful establishment and future management of the planned woodland. The Woodland Creation Plan or the proposal you prepared for an EIA determination should identify that poor access currently prevents successful establishment and future management of the proposed woodland.

Agreement holders are likely to need to prepare a detailed specification (if not already included in sufficient detail in your Woodland Creation Plan), tailored to the site. The specification needs to set out the work that will be carried out on site, the volume of timber that is expected to be produced and the soil conditions on site. The work could include the construction of:

- Extraction tracks for mechanised timber extraction to a transfer point
- Haulage roads and turning points
- Haulage road entrances or laybys
- Profiling and paving timber transfer points and stacking areas
- Culverts and other road and track side drainage
- Woodland security, such as gates for new entrance points

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<sup>20</sup> Herbicides must not be used if trees are being planted on land next to a watercourse.

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The specification needs to meet Construction, Design and Management (CDM) regulations for forest roads and tracks. Further information about the CDM regulations is available in Operations Note 25.

Applicants must notify the local planning authority so it can determine whether the work can be classified as a [permitted development](#). This requires the applicant to submit a description of the work to the local authority. Applicants must send a copy of the Local Planning Authority’s advice and any permits with their application.

Where offered, the grant will cover 40% of the costs of the lowest of three quotes for the work which you must provide with your application. Your quotes should include VAT. Funding for this grant will be capped at 10% of the total value of the grant application.

Do you want to include road infrastructure in your application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have attached a map that shows the proposed location of roads and tracks but have not obtained three quotes for the work; the indicative total length of roads/tracks is:	m	
I have attached a map that shows the proposed location of roads and tracks along with three quotes for this work that include VAT and show the specification for the work involved.	<input type="checkbox"/>	

## Part 5.4 – Recreation infrastructure costs

A discretionary grant is available for recreational infrastructure (footpaths and associated infrastructure) to enhance access provision. We expect the Woodland Creation Design Plan or plan that supports clearance to plant under the EIA Regulations to explain the recreational demand<sup>21</sup> and identify the location and specification of any stiles and footpaths you wish to claim for.

You will need to provide Permissive Access to the public by foot along designated paths for 30 years. Unless you have already provided it to support an application at the PP-Rate provide an Access Map<sup>22</sup> and a template of the signage<sup>23</sup> you intend to use to confirm the Permissive Access with the application. You may close the routes of Permissive Access one day a year but this must be clear in the signage.

<sup>21</sup> For example this might be demonstrated by at least 30% of the land being in a Priority Place for England, or an identified benefit to linking up two or more existing paths.

<sup>22</sup> An Access Map will show the routes over which Permissive Access on foot will be permitted and where signage will be located. You may close the routes of Permissive Access one day a year but this must be clear in the signage.

<sup>23</sup> Signage must be agreed by the Forestry Commission.

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Where offered, the grant will cover 80% of the costs of the lowest of three quotes for the work which you must provide with your application. Your quotes should include VAT. Funding for this grant will be capped at 10% of the total value of the grant application.

Do you want to include recreation infrastructure in your application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have attached an outline access map but have not obtained three quotes for the work; the indicative length of footpath is:	m	
I have attached an Access Map and three quotes for this work that include VAT and show the specification for the work involved.	<input type="checkbox"/>	

## Part 6 – VAT declaration

Road and recreational infrastructure payments are based on actual costs, as such VAT will be payable by agreement holders. Where the agreement holder is VAT registered and can claim VAT back from HMRC the Forestry Commission will exclude the VAT element when calculating the grant offer and payment.

Applicants are advised to seek advice from their accountant or a VAT specialist before submitting an application for funding. The Forestry Commission is not responsible for any aspect of VAT, this is the applicant's responsibility.

Please tick the box that applies to your application for funding under the Woodland Carbon Fund:

You are NOT registered for VAT and VAT will be included in grant agreements and claims.	<input type="checkbox"/>
You are registered for VAT and VAT will be excluded from your grant agreement and claims.	<input type="checkbox"/>

## Part 7 – How we process your application

Once we receive your application we will acknowledge it and make some basic checks to confirm your proposal is eligible. We may need to contact you to finalise some of the details. We aim to provide you with an answer within three months of receiving your application. If you do not have either an EIA screening decision that the proposal does not require an EIA, or EIA consent where an EIA was needed, but have received an 'in principle' decision confirming grant availability, you will need to obtain this before you can start work and we can confirm your 'in principle' offer of grant.

Where planting is spread across multiple years we will only accept one claim each financial year, however each claim must be for at least 10 hectares of woodland (gross

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area). A claim form is available from the Forestry Commission's Woodland Carbon Fund web-page ([www.forestry.gov.uk/england-wcf](http://www.forestry.gov.uk/england-wcf)). If you claimed Basic Payment Scheme on the land your claim will need to include confirmation you have notified the Rural Payments Agency of the tree planting<sup>24</sup>. All claims will be subject to inspection before payment and payment will be made by BACS transfer.

**In the event that the trees are not considered to have established<sup>25</sup> successfully after five years of the grant payment and no corrective action has been undertaken<sup>26</sup> or Permissive Access is stopped within 30 years of the grant payment, the recipient of the grant may be required to pay back the grant payment<sup>27</sup>. This applies irrespective of whether they occupy the land or not and we recommend outgoing occupiers set up private agreements to transfer liabilities during land sale.**

A copy of the Terms and Conditions that apply are available on the web page. You will need to agree to these to accept grant offer in full or 'in principle'. If for any reason at any stage you do not wish to go ahead with the planting, please let us know by writing to the address at [Part 9](#) at the earliest opportunity. This will allow us to reallocate funds to new applications.

## Part 8 – Data Protection Act 1988

The Forestry Commission (FC) will use any information you provide, primarily, to support the administration of the scheme. The FC or its appointed agents may also use it, in keeping with the safeguards of the Data Protection Act, in the following ways:

- For communication with other organisations including Defra, other government departments (and their agencies) and local authorities in the administration of the application and subsequent grant agreement.
- For producing operational information and statistics.
- To contact applicants or their agents in connection with occasional research aimed at improving the services that the FC provides.

## Part 9 – Release of information

The FC is required to release information, which may include personal data and commercial information, to comply with the Environmental Information Regulations 2004

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<sup>24</sup> You will need to notify RPA of the change to your land through submitting an RLE1 form (<https://www.gov.uk/government/publications/tell-the-rural-payments-agency-about-land-changes-and-entitlement-transfers>) and updating your next BPS application (for current land use codes see here: <https://www.gov.uk/guidance/bps-2016-land-use-codes>).

<sup>25</sup> We will determine this through an inspection where we will be looking for evidence that the minimum stocking of at least 2,000 trees per hectares are alive and that the trees are growing freely, out-competing other plant species and not subject to restraint by other environmental factors, including browsing by deer and livestock.

<sup>26</sup> We will inspect the trees 12 months before the five year anniversary of the first grant payment.

<sup>27</sup> Re-payments may be for a proportion or the total amount of grant. However, failure to establish the trees in the first five years will result in a re-claim for the entire amount of the grant. If re-payments are not made within 60 days of the reclaim instruction we may apply interest for the period of further delay.

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and the Freedom of Information Act 2000. This may include details such as name and address of the applicant, property, grant recipient, type of grant and grant value. However, the FC will not permit any unwarranted breach of confidentiality nor will it act in contravention of its obligations under the Data Protection Act.

The Forestry Commission may also publish additional information on its own website.

## Part 10 – Declaration (to be signed by the applicant)

**I confirm that I have read and understood the guidance and rules relating to the Woodland Carbon Fund and that the information provided in this application form is accurate and complete.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Completed applications should be sent to: [wcf@forestry.gsi.gov.uk](mailto:wcf@forestry.gsi.gov.uk).

Hard copies of applications and additional supporting information should be sent to:

Woodland Carbon Fund – WCF  
Forestry Commission  
National Office, England  
620 Bristol Business Park  
Coldharbour Lane  
Bristol, BS16 1EJ

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## Annex 1. Further Information on Capital items – planting and protection

All capital items will be fit for purpose: meeting good practice guidelines and being designed to meet the desired outcome. Guidance on appropriate fencing and gate specification can be found in [Forestry Commission Bulletin 102 "Forest Fencing"](#).

Capital item	Description
<b>Tree planting</b>	To supply, plant and weed young trees and protect with a 0.6 metre spiral guard.
<b>Individual tree shelter</b>	To protect young trees with a tree shelter. The Tree shelters will protect trees from grazing animals and the height of the animal determines which shelter to use, e.g.: <ul style="list-style-type: none"> <li>• for roe, muntjac or Chinese water deer use 1.2m shelters</li> <li>• for fallow, red or sika deer use 1.8m shelters</li> <li>• for hares and rabbits use 1.2m tree shelter or smaller if available.</li> </ul>
<b>Fencing</b>	Method of stock control, to help habitat management or protect environmental features.
<b>Sheep netting</b>	Exclude sheep to protect environmental features. Sheep netting should be steel wire mesh fence at least 1.05m high.
<b>Rabbit fencing supplement</b>	Where additional fencing is required to exclude rabbits to help protect environmental features. Rabbit fencing should be standard 18 gauge netting and the bottom edge should be buried to a depth of 150mm, or lap the netting on the surface of the ground towards the rabbit threat.
<b>Deer fencing</b>	To protect newly created woodland from deer browsing. Specification for deer fencing appropriate to the deer species that poses a threat to the trees can be found in <a href="#">FC Bulletin 102: Forest Fencing</a> .
<b>Wooden field gate or wooden wings.</b>	Facilitate stock management and keep livestock out of watercourses. Advice on specification for such gates can be found in <a href="#">FC Bulletin 102: Forest Fencing</a> .
<b>Badger gate</b>	Provide badgers with unrestricted access either side of a newly erected fence, which crosses known badger routes.
<b>Water gates</b>	Use across streams in conjunction with other stock control options.
<b>Top wiring for stone walls</b>	Where there is already a wall protecting a site, this item can

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	<p>be used to provide additional height for deer/large mammal protection.</p>
<p><b>Leaky woody dams</b></p>	<p>Leaky woody dams (LWD) should be:</p> <ul style="list-style-type: none"> <li>• sited on slow flowing reaches of the water course that on average have at least two metres of floodplain on either side;</li> <li>• include branch wood as necessary to help hold water back above the level of low flows;</li> <li>• built to a height sufficient to encourage water to come out of bank and on to the floodplain upstream of the LWD;</li> <li>• built in series (minimum number of 3 dams) at a spacing of approximately 5-7 times the width of the channel between LWDs;</li> <li>• install a sufficient number of LWDs to exert a significant reduction in flood flows for the size of catchment and nature of the downstream flood risk, or to contribute to this goal as part of a longer-term plan, in combination with the action of other landowners;</li> <li>• avoid installing LWDs directly upstream of 'pinch points' such as bridges or culverts that back-up flows and thereby are likely to swamp the LWD itself;</li> <li>• avoid installing LWDs close to existing natural woody structures that are already acting to slow flood flows;</li> <li>• inspected at least once a year and additionally after a major storm/flood event, checking for any significant scouring of the banks or bed of the water channel, marked sediment deposition, and movement or loosening of the structure;</li> <li>• appropriately maintained to retain an effective structure to act during the next flood and to retain uninterrupted flows outside of flood events;</li> </ul> <p>These are only guidelines however and the detailed design can vary widely. The siting of LWDs in natural water courses will largely be dictated by local circumstances and availability of suitable materials.</p>