

Version 6/February 2012
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**
- **How to claim grant**



*EWGS – Grants for the stewardship and creation
of woodlands*

Contents



Section 1	The English Woodland Grant Scheme	3
	Introduction	3
	English Woodland Grant Scheme (EWGS)	3
	Objectives of EWGS	3
	Key targets of EWGS	3
	Grant types available	4
	UK Forestry Standard	4
	Further information	4
Section 2	How to apply	5
	Before you apply	5
	Grant Budget availability	5
	Who can apply?	5
	Funding from other sources	5
	Informing others	5
	Land Information Search (LIS)	5
	Using the LIS information when applying for grants or a licence	6
	Which forms to complete	6
	Maps	6
	Felling trees	6
	Tree Preservation Orders	6
	Plant health	6
	Forest roads	6
	Where to send your application	7
Section 3	How we deal with your application	7
	Acknowledging the application	7
	Visiting the site	7
	Environmental Impact Assessment (EIA)	7
	Register of new planting and felling applications	8
	Consultation	8
	Dealing with objections	8
	Rejecting an EWGS application	8
	Getting a contract	9
	Making amendments to the contract	9
	Change of ownership	9
	Who can claim grant?	9
	How to claim grant	9
	Claim years	10
	Checking your claim details and visiting the site	10
	When to expect payment	10
	Maps	10
	How to claim Woodland Management Grant	10
	How to claim Farm Woodland Payments	10
	How to claim grant for WGS and FWPS	10
	If the work is not satisfactory	10
	If you are not satisfied	11
	The Data Protection Act 1998	11
	Release of Information	11
Section 4	Application maps	12
	Purpose	12
	Standard of map	12
	Obtaining Ordnance Survey MasterMap®	12
	Preparing the map for EWGS	13
	Marking maps for an EWGS application	15
	EWGS map marking conventions	16
	Restrictions on use of OS MasterMap® maps and digital data	17
	Map request form	18
Section 5	How to complete form EWGS 1	19
Section 6	How to complete the EWGS 8 Claim Form	23

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 Rural Development Programme for England (RDPE). The purpose of the scheme is to develop the co-ordinated delivery of public benefits from England's woodlands. The grant scheme has a national framework but funding is allocated and grants targeted at regional level.

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 Priority Habitat and Species Action Plans for 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**
- **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. The UK Forestry Standard is available to download as a free pdf file from www.forestry.gov.uk/publications (enter a search for 'UK Forestry Standard').

We will not approve EWGS applications if the proposals do not meet the UK Forestry Standard or associated guidance. We will not pay grant where approved work has not been carried out in accordance with the UK Forestry Standard or associated guidance.

Further information

The Forestry Commission website contains all of the information regarding EWGS and the forms needed to apply, in particular:

www.forestry.gov.uk/ewgs – EWGS homepage

www.forestry.gov.uk/england-ewgsdocuments – EWGS document library

www.forestry.gov.uk/england-regions – Regional webpages that include details of regionally focussed grants

www.forestry.gov.uk/england-lis – The Land Information Search tool, telling you about special designations, features and other grant schemes that are displayed in map form

www.forestry.gov.uk/england-grants – FC England Grants and Regulations homepage. This provides links to all aspects of woodland regulations, grants available and public registers of felling/planting proposals

If you do not have access to the internet, you can request any of the information from your local Forestry Commission office.

We recommend getting professional advice on woodland management and grants. A list of national and regional professional organisations are listed at

www.forestry.gov.uk/england-advice or available from your local FC office.

Section 2: How to apply

Before you apply

Since April 2008, applicants for EWGS must be registered on the Customer Register (CR) and the land on the Rural Land Register (RLR). *Operations Note 19 – Customer and Land Registration*, available at www.forestry.gov.uk/england-ewgsdocuments, provides further details and transition arrangements.

The **Customer Register** links information about our customers and their relevant business activities. It gives each business a Single Business Identifier (SBI) and each person within that business a unique Personal Identifier (PI). When approving RDPE grants and payments, the unique RLR parcel number allows us to check you are eligible for grant and there is no double funding.

Grant Budget availability

Before preparing an application, we recommend you check that there is funding still available for the work you wish to propose. This will avoid wasted time preparing an application if funds are already fully subscribed. To find out whether there is funding still available, contact your local FC office or look at the grant availability webpage for your region, available at www.forestry.gov.uk/england-regions.

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. If land is tenanted, the tenant can make an application with the landlord's consent.

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.

Government Departments cannot apply for grant, but their tenants can if they have landlord consent and the work proposed could not be deemed reasonable under the terms of the tenancy agreement i.e. public funding is buying public benefit above and beyond that deemed necessary under the landlords duties (as set out in the NERC Act).

Funding from other sources

If your proposals involve funding from other sources, you must declare them on the EWGS 1 form. We will also run 'cross checks' on your application to see if there is other funding already committed to the area in question. The general principle is that we cannot fund the same work as another body if it will result in over compensation. For example, EWGS cannot fund an operation which is already being funded through Environmental Stewardship or other Defra scheme. The rules do vary depending on where other funding originates from; your local FC office can provide guidance on your particular circumstances.

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 should 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/england-lis. You can also estimate 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. Doing this prior to application will reduce the risk of delays during application processing.

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. You may also need to complete an excel spreadsheet or table with details of the individual operations you propose.

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 applying. 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 application. 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.

Plant health

Under Plant Health legislation, any trees intended for planting that are moved by 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 their 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 Forestry Commission 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 Forestry Commission office gets your application, a check will be made to ensure you that you and your land has been registered with the RPA. If confirmed, they will acknowledge it within three days and tell you the names of staff who will be dealing with it. If your application is incomplete, we will return it to you explaining the reasons why.

Visiting the site

Our Woodland Officer will check the application in the office and normally visit the site to ensure your proposals meet the aims of EWGS. We will contact you within two weeks to arrange the site visit and discuss any queries on the application form. We would normally make the 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 or scheme rules (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 are:

- 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 normally 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 that assesses 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/england-grants.

Anyone can look at the proposals and make comments or give us further information. 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 proposals appear on the Register to make any comments about the application. They must write to the local Forestry Commission office. The Woodland Officer 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 permission if they want to go into the area. We also remind them that any comments they make will be made available to others. 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 Forestry Commission office.

Consultation

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. This procedure normally takes place at the same time as proposals are placed on the Public Register. 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 Forestry Commission region 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
- if the application does not meet the grant eligibility criteria
- if the application does not meet the UK Forestry Standard or associated guidelines
- if, in our opinion, it would be likely to cause significant harm to the environment, or
- if, in our opinion, the proposals do not offer value for public money against the benefits they would deliver.

Getting a contract

We will send you two copies of the draft contract and map. You must sign these documents, provide payment details including BACS and return them to your local FC 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 one month 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. The current Terms and Conditions can be found at www.forestry.gov.uk/ewgs-terms.

Making amendments to the contract

It is important that you carefully plan 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 the Forestry Commission 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.

Please see *Operations Note 7 – Grant Budget Management Policy* for further information, available at www.forestry.gov.uk/england-ewgsdocuments.

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. In the event that work fails to meet the contract conditions we will reclaim money from the original grant recipients, irrespective of whether they have any current interest in the land. Your solicitor should 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 Forestry Commission office will be able to explain how you might benefit. If you want to claim any of the grants outstanding from the previous owner's EWGS contract, you must apply to us, using the EWGS forms, within 3 months of the ownership change.

More detailed guidance is contained in *Operations Note 14 – Change of Ownership Under EWGS*, available at www.forestry.gov.uk/england-ewgsdocuments.

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 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.

How to claim grant

Complete form EWGS 8. Instructions on how to complete this form is in Section 6 of this guide.

Claim years

You can only claim grant that is due to be paid in the current claim year. A claim year runs from the 1st April to 31st March. Your EWGS contract tells you in which claim year(s) your payments are due.

Checking your claim details and visiting the site

When we receive your claim, we will check that it is correct. If it is not, we will get in touch with you within two weeks. We may also wish to inspect the work you have done. For Farm Woodland Payments and Woodland Management Grant inspections can be undertaken at any time during the claim year, for all other grant types inspection will only be actioned if a claim has been received.

In all instances we will normally be in contact up to 2 weeks in advance to confirm arrangements for any inspection.

When to expect payment

We aim to make your payment, via BACS, within 28 days from when we get your claim, or within 28 days of our inspection. If we aren't able to do this we will contact you. For Woodland Management Grant and Farm Woodland Payments the arrangements are slightly different – please refer to the section below.

Maps

Where the work only affects a proportion of a compartment or sub-compartment, please provide a map clearly showing the area(s) where it has taken place. Use an appropriate scale so that you can clearly mark the work. A copy of the EWGS contract map will normally be at an appropriate scale but if not you can request a map from your local Forestry Commission office.

How to claim Woodland Management Grant

For contracts that include Woodland Management Grant, we take your signing of the contract as your claim for all 5 instalments of Woodland Management Grant. There will be no need to claim for the grant using a claim form.

How to claim Farm Woodland Payments

We will pay Farm Woodland Payments (FWP) every autumn for 10 – 15 years. When you claim the first instalment of Woodland Creation Grant (WCG) using form EWGS 8, this will trigger the payment of the FWP for years 1-5. You must submit your claim by the end of July to ensure first payment in autumn of the same year.

You will be invited to claim your second instalment of WCG five years after your first WCG claim. Approval of the second instalment WCG will trigger payment of the FWP for years 6-10.

Where you are eligible for FWP over 15 years we will notify you how to claim the final five years' payments.

How to claim grant for WGS and FWPS

Complete WGS–FWPS 3 to claim grant under the Woodland Grant Scheme or the Farm Woodland Premium Scheme.

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, where it is reasonable to do so.

We will inform you what needs to be done and how long we will give you to do this additional work or withhold your grant against other RDPE schemes. If we are not satisfied with the work you have done, we can refuse to pay your grant. If we have already paid your grant we can reclaim, with interest any payments already made or it may be collected via other grant schemes under the RDPE. Also if you are required to repay grants under any other RDPE grant scheme, part or all of your EWGS grant claim

may not be paid to you but may be used to repay what you owe to the Rural Payments Agency. In addition to the withholding or repayment of grant, penalties will be imposed for over claiming land area, non-respect of eligibility criteria or failure to meet cross compliance requirements contained in the Cross Compliance Handbook. Details of the penalty regime are contained in the EWGS contract terms and conditions. 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 Regional Director.

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**

The Data Protection Act 1998

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 the administration of the Common Agricultural Policy, the England Rural Development Programme and other aid schemes.
- For publication on the FC's Public Register (the entry on the Register will include the name of the property, value and timing of grants applied for).
- 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.

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 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.

EC legislation (Council Regulation (EC) No. 1290/2005 and Commission Regulation (EC) No. 259/2008) requires the UK to publish details of recipients of CAP subsidy payments on a single website containing:

- trading title (ie the name in which the claim is made),
- payments for the year broken down into SPS and related payments, and Rural Development Programme payments, local town and the first three or four digits of the recipient's postcode.

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

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 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. OS 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 OS MasterMap® to ensure compatible mapping standards.

No other map base will be accepted as part of an EWGS application except where the application map is produced by a computer using a Geographic Information System (GIS), and the map shows an accurate backdrop and all the required features set out on pages 15 and 16.

FC application areas are measured by the FC 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 OS MasterMap® for EWGS applications by providing a free map service. Applicants may request paper maps 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 OS 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 your local FC office **using a photocopy of the form at the back of this section (page 18)**. Inexperienced map users should send in a copy of another map clearly showing a box around 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 (1:10,000, 5,000 or 2,500) to describe the scope of the map print.

Faxed request forms will be accepted where the information is clear on receipt. In due course we plan to offer an online map request service on our website www.forestry.gov.uk/england-grants. 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

The FC can supply a copy of the OS MasterMap® digital data for the extent of the proposed application area. This data can only be used for making applications to the FC. Provision of digital data is at the discretion of the FC and dependant on factors such as GIS and skills.

Applicants may purchase OS MasterMap® data from Ordnance Survey for their personal use in their own information-mapping computer system (Geographic Information System (GIS)). The FC can receive this data as printed maps provided they conform to the conventions in this guide. The FC can also receive electronic data, provided it meets certain electronic standards and conforms to the conventions 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.

Woodland Planning Grant and Woodland Management Grant are normally applied to larger woodland areas and subcompartment detail is often not necessary. **Applications should ideally only show compartments, as described above, unless the existing woodland areas need to be subdivided to meet eligibility criteria.**

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. A subcompartment should not normally be less than 0.1 ha in size. Very small areas can be incorporated into an adjacent subcompartment. 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 (SAM), 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.

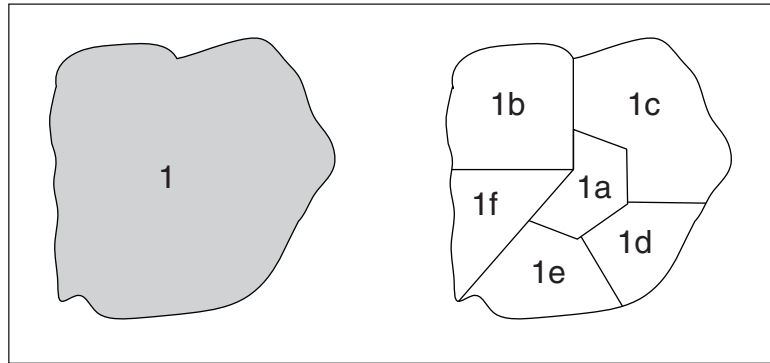
- If you are intending to plant new woodland, make sure that the subcompartment boundaries show the main differences in your design, including differences in eligibility for grants like Farm Woodland Payments. You must show the planned outside boundary of the new woodland as accurately as possible.
- 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 Planning Grant) that relies only on the total area of the woodlands.



The example on the right shows the same woodland divided into subcompartments. A more detailed division of the areas will be necessary for grants (such as regeneration or creation grants) that rely on 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

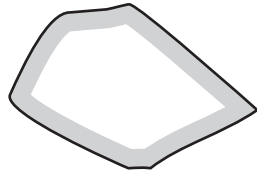
The normal convention (using minimal colour) is as shown on the next page. Labelling conventions are that each subcompartment has a number and a letter suffix e.g. 16c. The number is the compartment or geographic group, and the letter is the individual part of that woodland.

The compartment and sub compartment references on the map must match the compartment summary on form EWGS 1. If not, the FC will not register the application until the differences are resolved.

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.

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.



X 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/permmissive path/Public footpath

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



WL

Wayleave (all wires, pipes, pylons etc)

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



WS

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 OS MASTERMAP® MAPS FROM SOURCES OTHER THAN THE FC

Applicants using OS MasterMap® prints 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).

Restrictions on use of OS 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 OS MasterMap® data itself, for the purpose of assisting with applications to the Forestry Commission.

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

Use of the OS MasterMap® maps or data provided by the FC for other purposes will place the user in breach of Crown copyright and potentially subject to action 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 complete this request form CLEARLY and **attach it to a copy map** highlighting all the areas of land for which you wish to request an OS MasterMap® print.

You must **sign and date this form** to confirm your acceptance of the Agreement associated with the request of Ordnance Survey maps. Please send this request and the location map to your local Forestry Commission Office.

Map details

Preferred map scale: *please tick* 1:10,000 1:5,000 1:2,500

Grid Reference of map centre: (e.g. TZ 123 456)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Nearest town: (to help us locate your map quickly)

Contact details

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 Forestry Commission 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'.

SBI number: You and your land must be registered with the Rural Payments Agency to apply for EWGS grants. Please enter your SBI number here and tick to confirm the land is registered.

CPH number: This is an optional field but we recommend applicants provide this information where possible, as it will help with their annual field declarations to RPA (form RLE 1). If it is included in the application, the information will be passed to RPA to update their records and help ensure they have up to date information on the holding.

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 or Representative's details (if applicable)

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.

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?

For tenants, this question should be answered on the basis of the landlord's ownership status. The key reason for needing this information is so we can determine whether the ownership is private or public, as this affects the european financing element of EWGS. We consider the first 3 categories (personal occupier, business occupier and voluntary organisation) as private ownership and the other 3 as public.

Please tick one of the following:

- | | |
|--|--|
| Personal occupier | you or your family own or 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 e.g. Woodland Trust, National Trust, Wildlife Trusts, Groundwork |
| Government departments and non-departmental public bodies, including: | government departments and their agencies e.g. Natural England, Defence Estates, Prison Service, hospitals and health boards, National Parks, Crown Estates (not including land personally owned by members of the Royal Family) and The National Forest |
| Local and unitary authorities, including: | national park authorities, local education authorities, schools and other departments such as Country Parks and leisure services |
| Public bodies | other public organisations that do not fit in the 2 categories above |

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

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. If a resource or group manager has certified your woodlands tell us their company name.

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

If you are not certified, are you applying for EWGS to gain category B approval and meet public sustainable timber procurement requirements? New regulations from 1st April 2009 means there must be a clear chain of custody from the woodland to demonstrate sustainability if the timber is to be used by the public sector. The FC is helping support uncertified woodlands through the use of woodland management plans and felling approval. If you are not certified and are applying for EWGS as a means of supplying timber to public sector organisations, tick yes.

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 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 grants.

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.

Section 6: How to complete the EWGS 8 Claim Form

Page 1

Item 1 Property name

You must enter the property name for claim.

Item 2 EWGS Case reference

You must enter the EWGS Case reference for which you are claiming for.

Item 3 SBI number

You must enter your Single Business Identifier number.

Item 4 Details for grant payment

- a) You must tick box 'a' to confirm all the payment details such as payee and bank account have not changed. If any of these details have changed, you will need to submit an amendment to the EWGS contract before the claim can be approved.

You must enter either:

- b) If you are claiming all the grant payments due to you in that claim year.
- c) If you are not claiming all the grants due in the current claim year tick the second box and complete Section 5 on the reverse of the form.

Item 5 Declarations

- a) You must tick one of the boxes to confirm your role in the EWGS contract.
- b) You must tick this box to confirm you have read and agree to the declarations.

You must sign the form and print your name and the date.

Page 2

Item 6 Details of your claim

You do not need to complete this section if you are claiming all of the work approved for the current claim year.

If you are claiming for part of the approved work for the current claim year and wish to alter the details of the remaining work e.g. defer planting year, we must agree an amendment to split the work before we can approve your claim. Please note that we cannot guarantee to approve your amendment, as this will depend upon the funds we have available.

Please see *Operations Note 7 – Grant Budget Management Policy* for further information, available at www.forestry.gov.uk/england-ewgsdocuments.

You do not need to complete an amendment form if you are claiming for part of the approved work for the current claim year but still plan to complete and claim the remaining work in the same year.

Fund

Enter the fund that applies to the grant e.g., Woodland Creation Grant or ‘WCG’. If you are unsure of the correct Fund/Eligibility Basis refer to your contract and the EWGS Guidance booklets.

Work item description

Enter the work item(s) you are claiming grant for.

Sub-compartment(s)

List the sub-compartments that this work has been completed within. If the claim relates to all the sub-compartments simply enter ‘all’.

Total grant claimed

Enter the total amount of grant you are claiming against this Work Item.

Item 7 Additional information

Use this section to inform us of anything relevant to the claim. For example, if you are only claiming for part of the work and have completed Section 6, use the additional information section to clarify whether or not you will be carrying out and claiming the remaining area in the same year.

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