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# Guide to the Completion of the Successor's Application Form

This form should be used for all Forestry Commission grant schemes in England.

This Successor Form should be completed by the new occupier where there is a change of ownership or occupancy on land which has an existing Forestry Commission grant scheme. Depending on the type of grant scheme and the particular circumstances, the form should be filled in if you wish to receive future grant payments and/or are willing to continue necessary work to fulfil the conditions of the scheme. For further advice on change of ownership please refer to Operations Note 14 and the specific guidance relevant to your scheme, which is available on the Forestry Commission website or from your local Forestry Commission office. Your local Woodland Officer will also provide guidance on the options available to you.

For the purposes of this guidance, references to 'ownership/owner' should also be taken to include 'occupancy/occupier'.

## General details

**Question 1 Grant Scheme**

Please tick the type of grant scheme that you are succeeding. You can tick more than one box, for example if you are taking on a Woodland Grant Scheme with associated Farm Woodland Premium Scheme payments.

**Question 2 Scheme reference number**

You should enter the reference(s) of the previous grant scheme(s) that you are taking on.

**Question 3 Property name**

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

**Question 4 New Occupier's details**

The Main Applicant is the individual or organisation who has responsibility to take on the previous grant scheme. This may be a 'sole occupier' 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 4 and 5 to indicate to whom we should address correspondence.

**Address, telephone numbers and E-mail:** Please provide full contact details including postcode. If you provide an email address we will normally use this as the primary means of communication.

**Income from farming: Do you receive more than 25% of your income from farming?**  
**Yes/No:** If the grant scheme you are taking on (a) involves EWGS Farm Woodland Payments (b) the original agreement was approved after 1st January 2007 and (c) you do not receive more than 25% of your income from farming, then your Farm Woodland Payments will be capped at €150 per hectare per year. For other grant schemes this question must still be completed as it determines the amount of European Commission funding that the Government can claim back.

**SBI number:** You and your land must be registered with the Rural Payments Agency to receive Forestry Commission grants. Please enter your SBI number here.

**CPH number:** Please provide your County/Parish/Holding number.

**Question 5 Other New Occupier's details**

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

**Question 6 Managing Agent's details and authority**

If you have employed an agent to act on your behalf please provide their details here and indicate by ticking the relevant boxes which area of authority they have. To validate the authority, the agent or representative must sign the form in the field provided at question 6.

**Previous Occupier's details**

**Question 7** If possible, please provide contact details for the previous owner. This may prove helpful if there are any queries arising from the scheme succession.

## Property details

**Question 8 Which of the following categories best describes the ownership of the property?**

Please tick one of the following:

- |  |  |
|--|--|
| <b>Personal occupier</b>   | you or your family own the property, or hold it as a family trust, partnership or family farm  |
| <b>Business occupier</b>   | company, forestry investor, business partnership, syndicate or pension fund  |
| <b>Voluntary organisation</b>  | funded by public subscription or a charitable trust or community organisation  |
| <b>Government departments and non-departmental public bodies, including:</b> | government departments & their agencies, regional development agencies, hospitals & health boards, the Armed Forces and Crown Estates (not including land personally owned by members of the Royal Family) and The National Forest |
| <b>Local and unitary authorities, including:</b>                             | national park authorities, local education authorities and schools   |

**Question 9 Which of the following categories best describes the use of the property?**

Please tick one of the following:

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

**Question 10 Woodland 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.

**Question 11 Landowner's permission**  
If you are a tenant please confirm that you have obtained your landlord's consent to carry out the work proposed. The landlord will have to sign section 17 of this form.

**Question 12 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 13 Date of Change**  
Provide the date the land occupation changed. For all Forestry Commission grant schemes, it is important that we know the date the previous owner stopped occupying the land, as well as the date you started to occupy the land. Under the rules of the schemes, you must submit this form to the Forestry Commission within 12 months of the previous owner stopping occupation. Tick yes if you have taken over the whole grant scheme area. If you tick no, please include a map highlighting the land which the succession refers to and list the work areas/compartments that you are taking on.

## Payee details

**Question 14 Who will be claiming grant?**  
Tick one of the boxes if the owner or agent in questions 4 – 6 will be claiming.

**Question 15 Who should the payment be made to?**  
Tick one of the boxes to indicate who will receive any future grant payments. You must provide bank details (sort code and account number) as all FC grant payments must be made via BACS.

**Question 16 Declaration and form signature**  
The form must be signed by the successor before the FC can accept it and process the succession.

Before signing this form it is important that you understand the conditions of the scheme you are taking on. If you have any doubts you can get further information from your local Forestry Commission office or from the Forestry Commission website:

**EWGS terms and conditions:** [www.forestry.gov.uk/england-terms-ewgs](http://www.forestry.gov.uk/england-terms-ewgs)

**WGS general info:** <http://www.forestry.gov.uk/website/forestry.nsf/byunique/infd-6dfklb>

**FWPS general info:** <http://www.forestry.gov.uk/website/forestry.nsf/byunique/infd-6zcfxq>

**FWS general info:** <http://www.forestry.gov.uk/website/forestry.nsf/byunique/infd-6zcgfz>

By signing this form you are agreeing to the conditions of the declaration and relevant grant scheme(s). All successor parties must sign the form. For example, if the new ownership involves two people as partners, then both partners must sign the form. Alternatively one person may sign the form provided written authority is provided by other parties.

**Question 17 Landlord Consent**  
If a tenant is taking on the scheme, their landlord must also sign the form.

# Successor's Application

This form can be used for any Forestry Commission grant scheme including EWGS, WGS, Farm Woodland Premium Scheme or Farm Woodland Scheme. It should be used by new landowners on land which has an existing scheme. If the new landowner wishes to receive the remaining payments then the Payee Details Section must be completed.

Before completing this form you should acquaint yourself with the accompanying guidance, the rules of the relevant scheme and any woodland plan agreement that was made under that scheme by the previous occupier, including undertakings entered in to. If there is any part of the scheme which you do not understand, please contact your local Forestry Commission (FC) office. In particular, you should be aware of the time limits in which successor applications can be made which vary between the schemes.

## General details

**1. What type of grant scheme does this succession relate to?** *You can tick more than one box*

- English Woodland Grant Scheme   
  Woodland Grant Scheme   
  Farm Woodland Premium Scheme  
 Farm Woodland Scheme   
  Other *please specify:* \_\_\_\_\_

**2. Scheme ref no(s):** \_\_\_\_\_

**Date received:**  
*(for Office Use only)*

\_\_\_\_\_

**3. Property name:** \_\_\_\_\_

\_\_\_\_\_

**4. New Occupier's details**

Title: \_\_\_\_\_ Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Organisation/Business: \_\_\_\_\_ Position: \_\_\_\_\_

Are you? *please tick*   
 Sole Owner   
 Partner   
 Lessee   
 Tenant   
 Trustee

Are you the main contact? *please tick*   
 Yes   
 No

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

If you provide us with an e-mail address, we will normally use this to correspond with you.

**Income from farming**

Do you receive more than 25% of your income from farming? *please tick*   
 Yes   
 No

**SBI number:** \_\_\_\_\_

**CPH Number:** \_\_\_\_\_ *(optional)*

## 5. Other New Occupier's details

Please complete details for additional applicants: for instance all partners, all trustees, etc.  
Provide details of further applicants on copies of this page.

Title: Forename: Surname:

Organisation: Position:

Are you? *please tick*  Sole Owner  Partner  Lessee  Tenant  Trustee

Are you the main contact for this application? *please tick*  Yes  No

Address:

Postcode:

Tel: Mobile: Fax:

E-mail:

If you provide us with an e-mail address, we will normally use this to correspond with you.

## 6. Managing Agent's details and authority (if applicable)

Title: Forename: Surname:

Organisation: Position:

Is this the main contact for this application? *please tick*  Yes  No

Address:

Postcode:

Tel: Mobile: Fax:

E-mail:

If you provide us with an e-mail address, we will normally use this to correspond with you.

**Would you like your Managing Agent to have the authority to:** *please tick all that apply*

Sign grant contracts  Agree amendments to contracts  Claim grants

Agree changes to payee details  Agree to Felling Licence conditions

Signed (by agent or representative): Date:

## 7. Previous Owner's details

Title: Forename: Surname:

Address:

Postcode:

Tel: Mobile: Fax:

E-mail:

*Please turn over...*

# Property details

**8. Which of the following categories best describes the ownership of the property?** *please tick*

*Note for tenants/lessees – this question relates to the landowner/landlord’s ownership category.*

- Personal Occupier                       Business Occupier                       Voluntary Organisation  
 Government Dept                       Local/Unitary Authority                       Other Public Body

**9. Which of the following categories best describes the use of the property?** *please tick*

- Farm                       Mixed Estate                       Mainly Woodland                       Private Residence  
 Recreation                       Public Building                       Industrial

**10. Woodland Certification**

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

Who is the certifying body or resource/group manager? \_\_\_\_\_

When does your Certificate or your Group Manager’s Certificate expire? \_\_\_\_\_

**11. Landowner’s permission**

If you are a tenant, has the landlord given consent to join the scheme and, if appropriate, carry out remaining grant aided work. If so, the landlord will need to sign the form in Section 17.

Yes                       No

**12. Land resumed from tenants**

Has any of the land been resumed from a tenant by means of a ‘contested notice to quit’ or is it subject to such action?

Yes                       No

**13. Date of change**

Date previous occupier ceased occupation: \_\_\_\_\_

Date you, as new occupier, started to occupy the land: \_\_\_\_\_

Does this succession involve all of the land set out in the previous contract/agreement?

Yes                       No

You must provide a map highlighting the land which the succession refers to.

Map included

If no, please list the work areas this succession includes:

RLR Parcel Ref	Compartment No	Woodland Name	Notes



### **The Data Protection Act 1998**

The Forestry Commission (FC) will use the information submitted on the application forms primarily to support the administration of the application. 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 that do not identify individuals.
- To contact applicants or their agents in connection with occasional research aimed at improving the services that the FC provides.

### **The Freedom of Information Act 2000 and The Environmental Information Regulations 2004**

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. 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.