

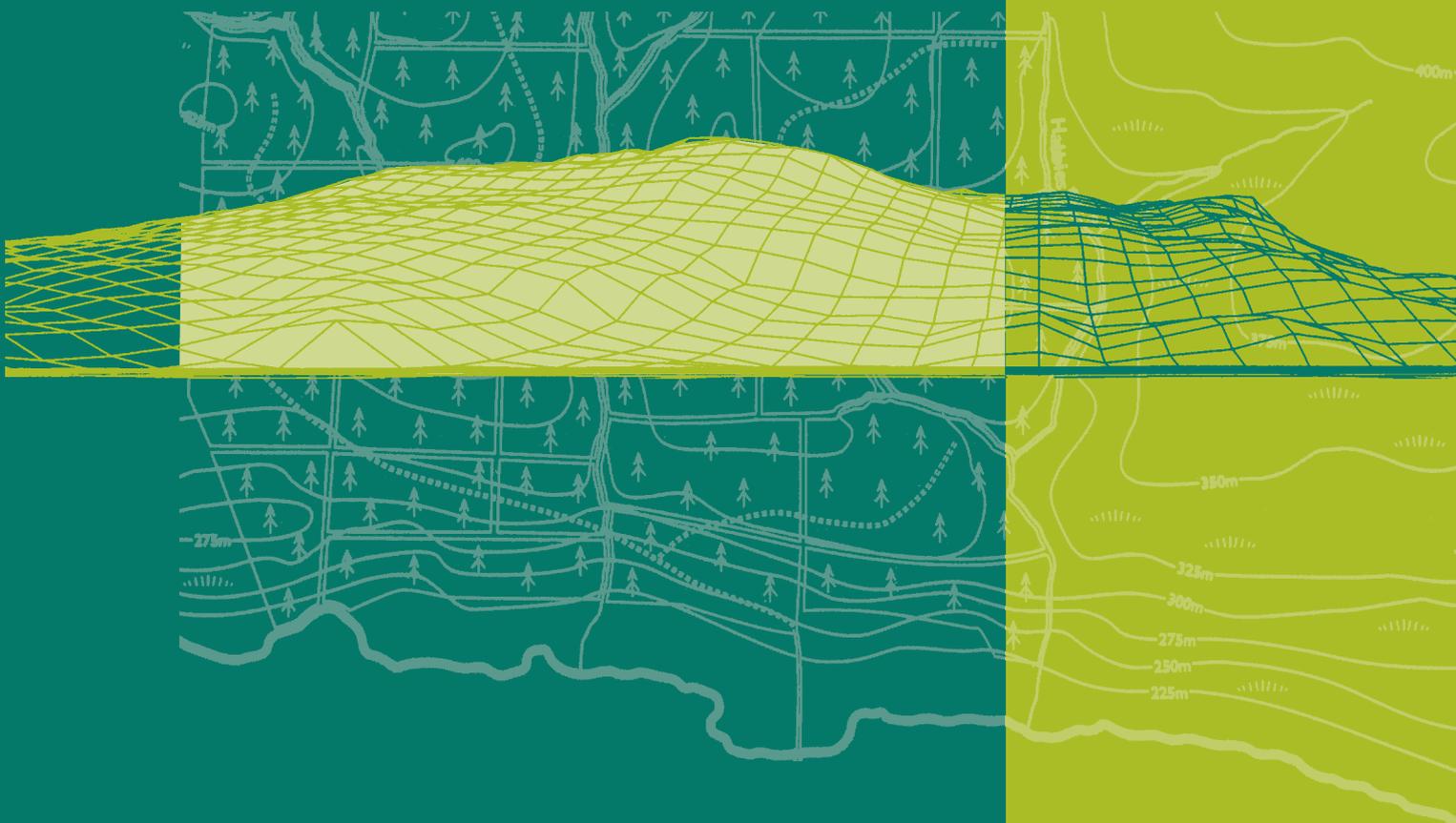


Forestry Commission

Forest Plans

February 2003

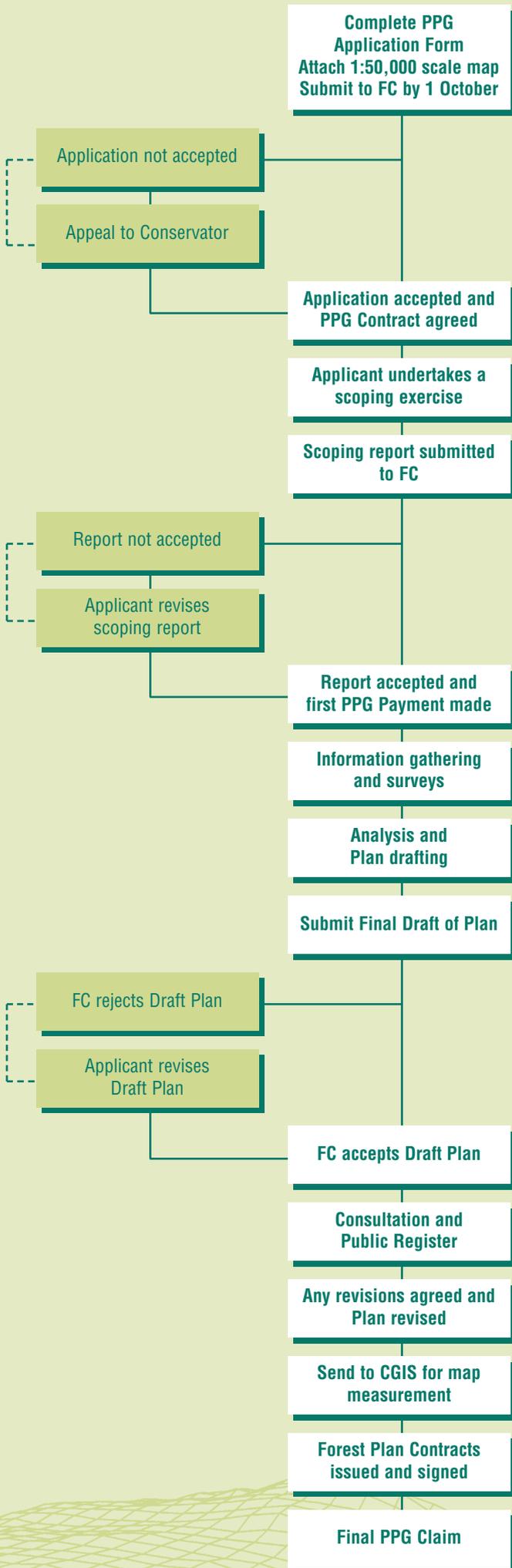
**Applicant's
Guidance
Notes**



W.O.O.D.L.A.N.D.
GRANT SCHEME
WGS



Forest Plans Process



PPG = Plan Preparation Grant

Funds are limited. Not all applications will be accepted.

Requirements for maps and the scoping process to be discussed with FC staff.

FC staff will assist you where possible.

Those involved in scoping will get a copy of, and be asked to agree to, the report.

For small areas, PPG will be paid as a lump sum on approval of the Forest Plan.

FC staff will offer advice. It is recommended that you engage professional assistance for this stage.

Your draft plan will be assessed by FC staff against the UK Forestry Standard, the agreed scoping report and this booklet.

Liaison with scoping participants and consultees during plan preparation will help reduce any need for changes at this late stage.

CGIS will measure the finally agreed map and enter the data in GIS.

The felling licence and the approval for restocking grants will last 10 years.

The final PPG Payment must take place in the financial year agreed.



Forest Plans

Applicant's Guidance Notes

It is vital that you read the contents of this booklet. It will guide and help you to prepare a comprehensive Forest Plan, ensuring that you have all the required elements which will help us to prepare your contract.

Introduction

The Forest Plan process has been introduced for landowners who are planning to carry out felling, restocking and thinning in their woodlands over a 20-year period. We will give you a grant to help prepare the Plan (Plan Preparation Grant) and you will be able to claim restocking grant (at the same rate as the Woodland Grant Scheme) (WGS). Once we have approved your Plan, we will issue a Forest Plans contract that will give you 10 year approval for felling and restocking.

Getting expert advice



The Forest Plan process places an emphasis on quality and accuracy. A Plan produced from a superficial survey or poor analysis of the information will not be approved. We recommend that you engage the services of a professional forestry agent to assist with the analysis and to produce a draft design. An element of the Plan Preparation Grant is a contribution towards the cost of getting expert assistance.

Confidentiality

Please note that your Forest Plan is not a confidential agreement and anyone may ask to see the work proposals in your approved plan.

Date for submitting your PPG application

You must submit your application for Plan Preparation Grant to us by **1st October.**

We will agree a timescale with you for grant payment and preparation of the Forest Plan.

Summary

- ✓ Read this booklet carefully
- ✓ You can get a Plan Preparation Grant
- ✓ You can claim restocking grant (at WGS rates) once you have a Forest Plan Contract
- ✓ Get expert advice to help you prepare a good design
- ✓ Your Forest Plan is not confidential



The process - applications and contracts

Use the chart (see inside front cover) to study the stages that are involved in the application process. You will need to complete a Plan Preparation Grant application form (Form FP1). Once we have approved your application we will give you a *Plan Preparation Grant contract*. The Plan Preparation Grant (PPG) is paid in two instalments. Once we approve your Forest Plan we will issue you with a *Forest Plans Contract*. This is when we pay the final instalment of Plan Preparation Grant.

Who can apply?

Individual property owners or lessees. Groups of owners or lessees can also create a single Forest Plan for all their neighbouring woodlands.

Nominating a person to receive grant payments

If you apply as a joint ownership we will expect you to nominate **one person** or **agent** to receive the grant. It will be the responsibility of the **joint owners** to agree the distribution of grants paid. You should make a legal agreement between you for this purpose.

What areas should be included in the Plan?

We will normally expect your application to include all the woodlands on your property. We may not accept applications where the property has been artificially sub-divided. Do not include areas that are not eligible for PPG (eg lochs, open farmland or open hillside).

Large estates - distinct areas

We appreciate that some very large properties have distinct areas, geographically or visually separated. They can be treated individually for planning purposes. If you are uncertain about what areas to include in your application, please discuss this with your local Forestry Commission Woodland Officer. We may be able to pay you a PPG on separate areas.

Land under Dedication

Land under the Dedication Scheme cannot be approved in a Forest Plan. You must get areas in the Dedication Scheme released if you wish to include them in your Forest Plan. While this process is taking place you can apply for PPG, undertake the scoping process and claim the first payment of PPG.

Areas of new woodland under 10 years old

You should include these areas on your Forest Plan maps, but they will not be included in the area we use to calculate your PPG.

Public access and other grants

Your Plan must make provision for public access (where it has been customary or where there is local interest) but you are not obliged to allow access over the entire area in the Forest Plan. You can also apply for the Woodland Grant Scheme (WGS) and get a contract for grants to help you with the work required to provide and maintain any public access you provide. You can also apply for WGS grants for other eligible work in the woodlands that are included in your Forest Plan.

Any existing arrangements under WGS Community Woodland Contribution, Special or Annual Management Grant and Woodland Improvement Grant should not be changed by your Forest Plan proposals. Your Plan must accommodate access on foot to areas where this has been customary or where there is local interest in access being permitted. You will be responsible for any liability insurance. Where access is catered for you may close your woodlands



to the public for up to 28 days per year for private use or for maintenance work to take place.

Your commitments under existing schemes cannot be waived if we have paid grants. You can ask for our agreement to amend an existing scheme to accord with your Forest Plan proposals. If necessary we may reclaim grants. You must meet restocking commitments arising from conditions attached to an existing felling licence in full and must build these in to your Forest Plan proposals.

You may have other agreements and grants (such as Agri-environment payments) from departments other than the Forestry Commission. You must also consider the requirements of these, and your obligations under them, so that they are not affected by your planned forest work.

Timescales and Forestry Standard

Your Forest Plan will outline the felling, thinning and restocking you intend to carry out on your property over a twenty-year period. However, we will only approve detailed work proposals for the first ten years. Your proposals must meet the minimum requirements of the UK Forestry Standard.

Criteria we use to select PPG applications

We will review these criteria from time to time. Your [Conservancy office](#) will have details of any current changes. Please note that not all applications will be selected.

The criteria for application selection are:

- **Areas where significant felling and restocking is to be carried out (significant relative to locale).**
- **Appropriately timed restructuring, or proposals to bring woodlands back into management.**
- **Delivery of substantial public benefit in the following areas;**
 - high conservation/archaeological interest;
 - sensitive landscape issues addressed or known problems tackled;
 - significant public access provisions.
- **Proposals which draw together existing felling and grant approvals including group applications and proposed releases from Dedication.**
- **Continuing existing good management of woodlands and forests.**
- **Size and type of property (to achieve a spread or to target as appropriate).**





Rates of PPG

PPG is paid up to a *maximum of £15,000* as follows:

£15 per hectare for the first 200 hectares

£5 per hectare for any remaining areas

The minimum payment for PPG is £500. If you are due this payment, we will pay it as a lump sum when we approve your Forest Plan

How much do you get in each instalment of PPG?

If you are not getting the minimum payment, we use the area given in your PPG application form multiplied by the rates given above.

First payment = 10% of the total PPG calculated

Once we approve the Forest Plan we use the area finally approved to calculate the second payment.

Second payment = PPG rate x approved area minus First payment

If the area of your property will **not** generate this value, you may still apply, but please first discuss your situation with the [Conservancy office](#).

Summary

- ✓ Use the chart on the inside cover as a guide and aide-memoir to the overall process
- ✓ Joint owners must nominate one person to receive payment
- ✓ Include all the eligible areas on your property. Exclude ineligible areas, eg lochs, mountain tops etc
- ✓ Areas in the Dedication Scheme must be released
- ✓ You must make provision for public access (where customary or where there is local interest)
- ✓ Detailed proposals for 10 years with an outline for 20 years
- ✓ Proposals must meet UK Forestry Standard
- ✓ Look at the criteria we use to select applications - does your application meet them?
- ✓ PPG normally paid in two instalments
- ✓ You get a PPG contract when we approve your PPG application
- ✓ You get a Forest Plan contract when we approve your plan

Applying for Plan Preparation Grant



Use these notes to help you complete the PPG application form (FP1).

Completing the Application form FP1

Section 1. The Property

Complete this section so that we can accurately record the location of your property.

Section 2. Type of applicant

2a. Choose one from the following categories.

Personal Occupier	You or your family own or lease the property or hold it as a family trust, partnership or family farm
Business Occupier	Company, forestry investor, business partnership, syndicate or pension fund
Voluntary Organisation	Organisation funded by public subscription, charitable trust or community organisation
Public Ownership	Government department or local authority
Crofting tenant	Croft holder in Scotland
Other	None of the above

2b. Tick the appropriate box to tell us the type of ownership.

Section 3. Case Contact

Tick the appropriate box to show whether the case contact will be the owner or agent. If neither of these give details separately.

Section 4. Agents details

If you have one, write the details here.

Sections 5 and 6. Owner details

Please complete this section if you are the owner, lessee, tenant or Trust.

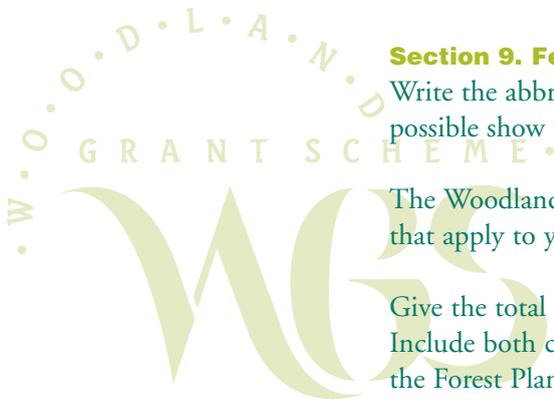
Section 7. Payee details

Tick the appropriate box to tell us where to send the cheque; otherwise complete the name and address section if the payee is neither the owner nor agent. You are responsible for ensuring that you have an appropriate agreement with any third party whom you nominate.

Section 8. Work Proposals

Enter the gross area applied for (which can include up to a maximum of 20% integrated open ground within the forest area, as with WGS). Tell us the area of felling, thinning etc you will be carrying out over the next ten years. Estimate the percentage of broadleaves and conifers that will be felled in your forest plan area.





Section 9. Features

Write the abbreviation for the protected status or other designated area. If possible show us where it is on the map.

The Woodland Officer will advise you if you are unsure about the designations that apply to your property.

Give the total area where public access (use the abbreviation “PA”) is allowed. Include both current and any additional provision you intend to create during the Forest Plan. For paths or trails, estimate the length of these facilities.

Section 10. Objectives

Only choose those that apply to the area in year application. Put a tick in the appropriate box to show high, medium or low priority.

What to show on the map

You must include a good scaled copy of an OS map (1:50,000 or smaller). Show the location and boundary of the **entire proposed Forest Plan area with your application form**. If the scale permits please mark any significant features such as large SSSIs, open water, rivers, extensive native or ancient woodlands etc.

Getting the right maps

When we accept your PPG application we will supply you with 1:10,000 scale map and a ‘Designations schedule’ showing the information we have about land designations on your property.

You can use your own maps to prepare your Forest Plan provided these meet the standards required for the WGS. If you do not have access to maps for your area, your local [Forestry Commission Conservancy office](#) can supply you with up to six copies of OS 1:10,000 maps on request.

Agreement with Ordnance Survey

Our agreement with Ordnance Survey allows you to use the maps we give you for preparing and carrying out your Forest Plan. **You must not use them for other purposes.**

We can only supply maps in paper form. Our agreement with Ordnance Survey does not permit us to provide the electronic datasets themselves, nor does it allow you to scan the maps into an electronic format. You can purchase the datasets from Ordnance Survey if you wish.

Approving your PPG application

We will send you two copies of the PPG contract. You must sign and return both copies. If you are applying under a joint ownership then all the applicants must sign the contract. **You must return the contract to us within one month.**

Further help

If you are successful with your PPG application, we will give you a copy of our *Forestry Practice Guide ‘Forest Design Planning - A Guide to Good Practice’*. This book will guide you through much of the process of creating a Forest Plan and you are advised to read it thoroughly.

Appealing against non-selection

We will tell you in writing why we have not accepted your application. This may be because the funds available in any one year are over-subscribed. You can appeal to the Conservator if you wish.

Terminating the PPG contract

We may terminate your PPG contract in the following circumstances after discussion with you:

- **you have misinformed us in the scoping report;**
- **you did not include all of the agreed scoping participants;**
- **your Forest Plan is not adequately prepared;**
- **you have misused the maps we have supplied.**

If we terminate your PPG contract, you will not receive any further payments of PPG and you may have to repay any PPG already paid. You will also have to return any maps we gave you.

Summary

- ✓ Complete form FP1
- ✓ Include a 1:50,000 map with the FP boundary clearly shown
- ✓ Have a clear idea of the desired outcome for your woodland
- ✓ Once your PPG application has been accepted, we can supply 1:10,000 scale maps on request
- ✓ You can appeal to your local Conservator if your application is not selected
- ✓ Under certain circumstances, we may terminate your PPG contract





Scoping

Introduction

The main purpose of the scoping process is to enable you to explain your objectives and future plans to other parties that are interested in your proposals. Scoping also presents an opportunity for you to receive any new or better information about your proposals and the issues that affect them.

Background

The scoping process allows key issues to be identified so that they can be included within the design process. Some participants will be able to give you details of any special sensitivities and will seek to agree a balance between these constraints and your objectives.

Getting started

We will agree with you, which organisations and other interested bodies should participate in the scoping meeting. It is important to engage local interest in your Plan especially from recreational users. Include as many relevant people as possible, including local interest groups and parish councils, to give you the opportunity to defuse any concerns at this early stage.

The meeting can be held at any convenient location. You must give sufficient information in advance to those attending the scoping meeting to allow them to consider the issues from their point of view.

Your proposals should at least show the overall concept to illustrate the key issues and actions proposed (see page 14 of the Forest Design Planning guide). You may need to allow the scoping participants access to the property to see the situation on the ground before they attend the scoping meeting.

You may accept written submissions from consultees if they are unable to attend the meeting.

Summary

- ✓ Contact your local Forestry Commission office to discuss arrangements for organising the scoping meeting
- ✓ Send those who will be invited a copy of the leaflet describing their role as a "scoper"
- ✓ Consider holding one scoping meeting during the day and another in the evening so that all interested parties are given the opportunity to attend
- ✓ If someone cannot attend, ask for their comments in writing



Opening the meeting

The following list will help you to open the meeting and explain the purpose to those attending.

- Ask for introductions from those present. They should give their name and who they represent.
- Ask if those present know of anyone who should be there, but is not.
- Give apologies received from those who could not attend.
- Outline the purpose of the meeting (“...*not to solve problems or try to offer solutions, but to raise those issues that need to be considered during preparation of the Forest Plan...*”).
- Give the order that the meeting will follow.

Order of the meeting

- Outline your proposals.
- Ask the representatives to present their comments about your proposals, particularly any areas of significance and their relevance to the Plan. You should try and note down the issues raised and any relevant comments.
- Discuss and clarify any points and issues raised - this can be a very informative process.
- At the end of the meeting, try to sum up.

Preparing your written report of the meeting

When you have completed the scoping exercise you must then prepare a written report, giving details of the issues raised that will be covered in your Forest Plan. Use your notes of the meeting to help prepare your report.

Format of the report

The report should be printed on A4 paper and normally should not exceed 10 pages, excluding any appendices. Please try to write objectively and succinctly, using bulleted lists if appropriate. Include all the issues raised by the participants, their relevance and how you will deal with them. Append any supporting letters, documentation, photographs and maps. Do not include these in the report.

The preferred structure for the report is set out below.

1. Introduction:

- Name of the property.
- Forest Plan reference number.
- Summary of arrangements you made for the scoping process.

2. Participants:

- Your name, address and phone number, same information for your agent or any other participants in the Forest Plan.
- Name of the organisation/groups participating and those representing them.
- Addresses and phone numbers.
- Correspondence references.

3. Issues arising:

- Indicate each participant’s objectives/desired outcomes including yours.
- Describe any concerns expressed, requests for survey or assistance and any support offered by each participant.
- Describe any existing or potential access (including any customary access which may not be on a statutory or permissive basis).



- Appendix - Provide an annotated 1:10,000 map or a map with a scale that is suitable to clearly show the areas affected by any of the issues raised.
- Appendix - any objectives prepared for the scoping meeting.
- Appendix - written responses from all those invited to the scoping meeting (including those attending).

4. Assessment

- Try to make an objective assessment of the likely impact each issue might have on the planning and the management of the forest work. This should recognise and highlight areas of potential conflict between the various objectives of the participants.
- State how each issue could be planned for within your Forest Plan, and how you might resolve any conflicts (this might include any proposed amendments to management policies).
- Give an outline of any surveys to be undertaken.
- Include an annotated 1:10,000 map outlining the planning actions to be considered.
- Send a copy of your completed report to each participant who attended the meeting (and anyone was invited but unable to attend) and to the Forestry Commission.

Summary

- ✓ Send your invitees a copy of the “Scoper” guidance note
- ✓ Appoint someone to take notes
- ✓ We will tell you which organisations or other interested parties should be involved in discussions.
- ✓ The objective of these discussions is to identify all the relevant issues that the Forest Plan must take into account.
- ✓ Structure the meeting to consider each subject over the whole Plan
- ✓ You must prepare a report about the scoping meeting and the issues raised.

Remember: We will pay you the first payment of PPG when we accept your scoping report

Surveying the woodland

You are responsible for collecting your own data about the woodlands on which your planning decisions are based. The Forest Design Planning guide has a useful section and appendix on this subject.

What to include in your survey

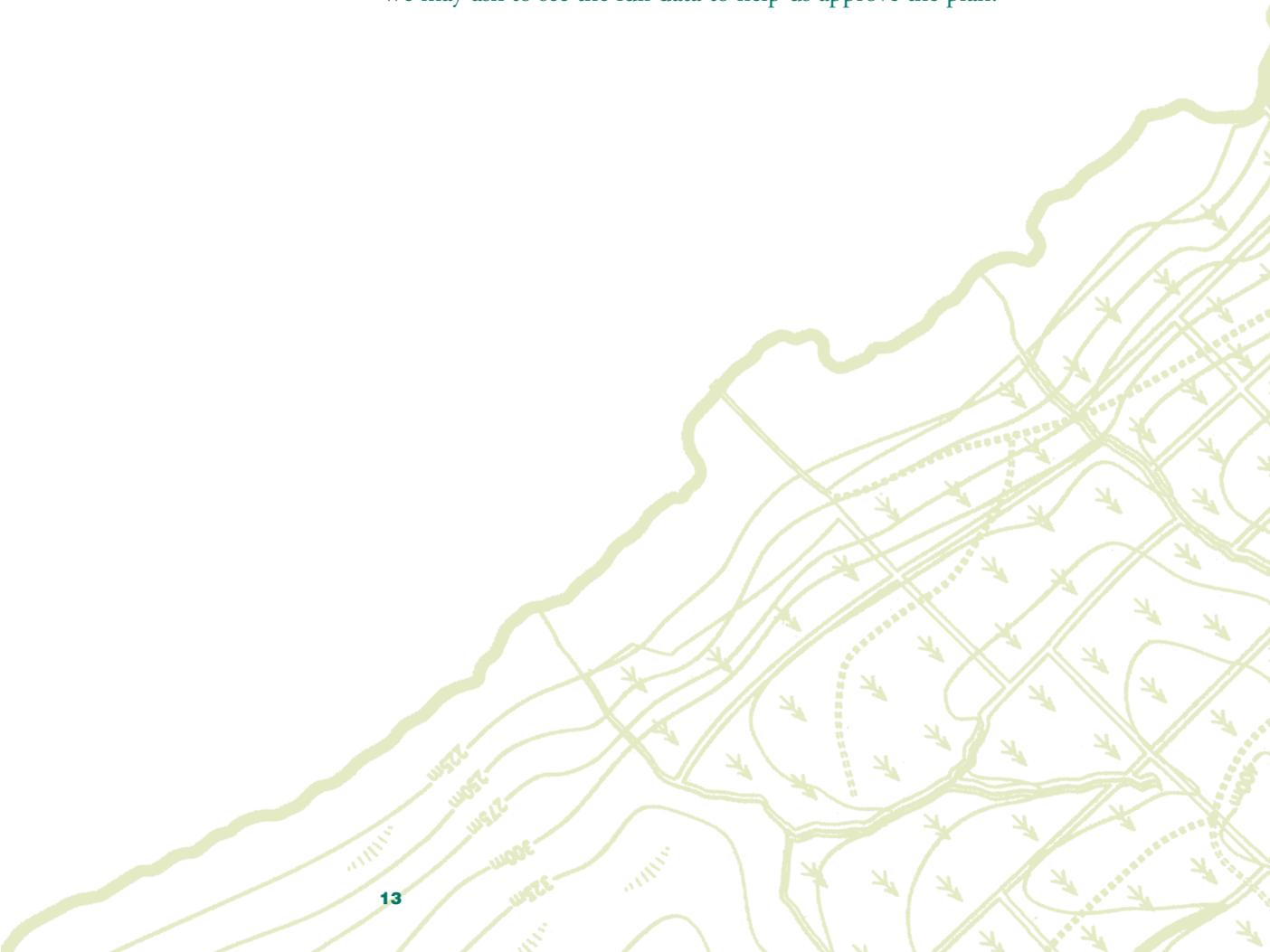
You must prepare a complete record of basic forest stand and crop data, as this will be essential information for your Forest Plan. If you have these records already, we will expect you to check and update them as necessary.

The need for any survey will usually be highlighted during the scoping process and some scoping participants may legitimately ask you to seek more information on certain issues relevant to their objectives. We advise that you discuss such requests with us and we will agree what you should undertake to inform the planning process.

You will be expected to fund any surveys required. The PPG includes an element to contribute to the cost of this work. We will not normally expect you to fund surveys to simply look for features of interest in the woodlands. These surveys will usually be needed to determine the location or extent of known features such as important wildlife species or archaeological remains so that appropriate protection can be planned. Surveys may also be needed where known features exist at the forest edge and are likely to continue into the forest area.

It has been shown that recent aerial survey photographs are a very cost-effective way of ensuring that the mapped areas match the property accurately. It is recommended that you get a recent set of aerial photographs. These are usually available from Ordnance Survey or the Agriculture Departments.

Any information you collect belongs to you but where your Forest Plan relies on certain information, we will expect a summary of it to appear in the plan. We may ask to see the full data to help us approve the plan.





IMPORTANT

It is essential that you read this section thoroughly and carefully. It gives advice about the requirements for marking your Forest Plan map, how to complete the schedule of areas to be felled, thinned and restocked and how to present your completed Plan.

Table 1 - Main elements expected in a Forest Plan (see *Forest Planning Design Guide* for further information)

COMPONENTS	FORMAT
<p>a) Property</p> <ul style="list-style-type: none"> • Ownership, Agent, Payee. • Property details. • Estate type and woodland context. 	<p>Text</p> <p>Text</p> <p>Text</p>
<p>b) Description of woodlands</p> <ul style="list-style-type: none"> • Relevant history and background. • 1:10,000 Map of different ownership boundaries, clearly defining the area on which you are claiming PPG <i>if different from your ownership boundary</i>. • 1:50,000 Map showing wider context. • Description of woodlands and crops. • Description of site factors relevant to the Plan as identified by existing knowledge and the responses to the scoping exercise. This might be derived from the scoping report. • Description of existing approved grant schemes and Felling Licences. 	<p>Text</p> <p>Map</p> <p>Map</p> <p>Text & Map</p> <p>Text & Map</p> <p>Table & Map</p>
<p>c) Survey data (refer to Forest Design Planning Guide)</p>	Text & Map
<p>d) Analysis (refer to Forest Design Planning Guide)</p> <ul style="list-style-type: none"> • Outline of silvicultural policy, felling treatments (for example delayed, advanced or retained areas etc.) and techniques to be employed. • 1:10,000 scale Analysis and Concept maps: <ul style="list-style-type: none"> - Highlight the key management issues in the area. - Constraints and opportunities should be identified, including existing grant and felling licence commitments and all public access provision. - To support the maps, strategies must be proposed for how the issues will be addressed. This must include assessments of the archaeological, visual, ecological and social impacts of the woodland, as well as practical and silvicultural issues. - You must justify any planning decisions made in the Plan. 	<p>Text</p> <p>Text & Maps</p>
<p>e) Felling and Restocking</p> <ul style="list-style-type: none"> • 1:10,000 maps (larger scale only where appropriate for clarification around sensitivities) showing the following: <ul style="list-style-type: none"> - Felling map showing separation of 5 year felling phases by colour or other means (see Forest Design Planning Guide) including compartment and sub compartment areas. - Restocking map showing separation of main restocking species and open ground by colour or other means (see Forest Design Planning Guide). - Thinning map showing all areas to be thinned in the first 10 years. - Detailed restocking prescription and specifications. - Schedule of felling, restocking and areas for thinning. - Agreed operational tolerances for amendment purposes. 	<p>Map</p> <p>Map</p> <p>Map</p> <p>Table</p> <p>Table</p> <p>Table</p>
<p>f) Forest Plan Index of Documents</p>	

Preparing your Forest Plan

Table 1 (above) shows a list of the components we need to see in your Forest Plan. Your plan may contain other information but the core information and assessments described in the table must be present.

Environmental Impact Assessment

If your proposals include road or quarry building or deforestation then we will make a determination under the 1999 EIA Regulations about whether you will require our consent under these Regulations.

How to prepare the components of the Forest Plan

The Property

This should include the names and addresses of all applicants, the agent dealing with the Plan and the Payee to whom restocking grants will be paid. These details will be used to make the Forest Plan contract for restocking grants and the felling licence.

Give the location of the property, the type of estate, the size and number of the woodlands and their context within the overall property. State clearly the objectives of management (these should include any derived from the scoping process).

Description of the Woodlands

Briefly describe any relevant history of the woodlands to provide an insight into the current conditions or situation.

What to show on the maps

Show the ownership boundary on a 1:10,000 scale map and, if different, show the area to be brought into the Forest Plan (ie the area on which you are claiming PPG). If there are several owners show clearly the different ownership boundaries and annotate the map with their names.

Use a 1:50,000 scale map to show the woodlands in their wider setting. Identify any major local features such as other forests and woodlands, large water bodies, special landscapes, recreational or holiday sites, major routes etc and any linkages with your woodland.

Use a 1:10,000 scale map, supporting text and tables to describe the current woodland cover in terms of species, age class, condition and area. These documents will also show your compartment boundaries, numbers and area measurements. Ensure that conifer and broadleaf areas are noted separately in any tables. You will find it useful to create a summary schedule of crops and areas by forest or woodland block.

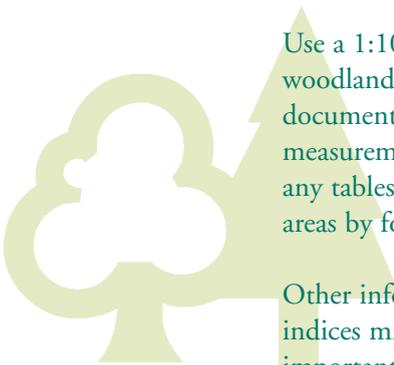
Other information such as yield class, geology, soils, windthrow or exposure indices might be useful to include in this section where the information is important for justifying your planning decisions.

Use a 1:10,000 scale map and supporting referenced text to describe all the site factors identified. This will include wider designations such as AONBs and NSAs and site features such as roads, dwellings, water, underground and over-ground wayleaves, archaeology, open ground, SSSIs, NNRs, Tree Preservation Orders, conservation areas etc. The WGS guidance notes list the designations commonly used.

Use a 1:10,000 scale map and a table to locate and list all existing grant schemes and thinning and felling licences. Give the Forestry Commission reference numbers and the date the agreement was made. If a scheme has been completed and the contract has expired, it is not necessary to identify it separately.

Survey data

Summarise any survey data held, such as aerial photographs or soil or conservation surveys. Ensure that the source and date of the survey is recorded and where any full survey data is kept. Show and reference the survey areas on a 1:10,000 map. If there are SSSIs on your woodland property, include a copy of the Site Management Statement.





Analysis (refer to Forest Planning Design Guide)

This is the major part of the Plan. Use the information in the previous sections along with the conclusions of the scoping report to develop a rational plan for future felling and restocking.

Silvicultural policy

State the silvicultural policy for the woodlands. This should accord with the objectives of management and cover the major silvicultural systems to be employed for thinning, felling and restocking.

Future condition

As a benchmark (and so that you can measure your achievements) state the desired outcomes and condition of the woodlands at year 10 and at year 20.

Use 1:10,000 scale maps to show where the relevant constraints and opportunities have been identified from your descriptions, the scoping process and survey information. Landscape analysis will be important in the vast majority of Forest Plan designs. This process is covered in more detail in the Forest Design Planning Guide and you should produce annotated maps to show your analysis. Panoramic photographs are also useful devices for describing the impact of proposed actions and you may need to produce perspective presentations for key sensitivities. Professional assistance in these areas is recommended.

We will expect the analysis to be thorough and will use the documents you produce to assess the objectiveness of your proposals. It is advisable to refer back to the Conservancy staff at this point to ensure that your analysis is likely to be acceptable.

Getting professional help

It is of utmost importance that this stage of the Plan preparation is done correctly. A Plan produced from inadequate analysis of the site will not be useful long term, and may not get our approval. Though the required skills can be learned and Forestry Commission staff will offer advice as necessary, it is recommended that you consider engaging a professional forestry agent to assist with this analysis and in producing a draft design. The PPG includes an element to contribute to the cost of getting expert assistance.

To conclude your analysis you should set out your concepts for the felling design along with proposals for dealing with any areas requiring attention. You must justify any decisions taken where there was a choice to be made.

Felling and Restocking (refer to Forest Planning Design Guide)

Use 1:10,000 scale maps to illustrate the felling and restocking proposals. These must clearly be derived from the descriptions, information and analysis set out in previous sections.

How to mark the map - felling

- Show the next 20 years' felling in 5-year blocks using colour coding exactly as shown on page 7 of the Forest Design Planning Guide.
- Do not use black hatching as an alternative to block colours as it can hide detail. Use fine boundary lines and clear labels instead. The result must be unambiguous and clear and should relate directly to your Felling/Thinning schedule.
- Put a legend on the map to explain the colours or coding you have used.
- Show the type of felling for each coupe as with WGS e.g. F, SF, T, FC, etc.



- The UK Forestry Standard recommends a minimum seven year felling interval between adjacent coupes in conifer crops.

How to mark the map - restocking

On another map show the restocking species proposed for the felling areas either by colour (exactly as shown for 'Winter' on page 7 of the Forest Design Planning Guide) or by using clear labels.

Use a legend to explain the colours or codes where you intend to restructure an even aged forest to increase the age range;

Indicate the planting year (P Year) of stands adjacent to the restocking areas.

Restocking prescription

Set out a detailed prescription and specification for restocking that accords with the requirements of the UK Forestry Standard. This should include:

- ground preparation,
- species mixtures,
- initial spacing and stocking,
- spacing and stocking expected at year 10 after planting,
- protection and maintenance.

Wherever it has been identified that for certain reasons (such as landscape) it is necessary for restock areas to be fully established before an adjacent area is felled, the restocking prescription must include this requirement. The UK Forestry Standard recommends a 2m restocking height difference between adjacent coupes in conifer crops.

Natural Regeneration and Discretionary Payment

If a particular area might merit a Discretionary Payment (DP) (50% of agreed costs) for restocking by natural regeneration then you must discuss this with Conservancy staff before producing the final draft Plan. We will only agree to natural regeneration if this method has a reasonable chance of success.

You must give full details of the work and costs envisaged for the first five year phase only so that any grants can be assessed and you can include the agreed grant in the schedule of felling and restocking. The WGS Proposals form (WGS-FWPS 2) may be used to set out your costs (as for WGS).

Summary

- ✓ Determine appropriate NR restock sites
- ✓ Discuss DP eligibility with Conservancy staff
- ✓ Set out the work planned and the costs for each area on form WGS-FWPS 2 and submit for consideration and discussion. **You should do this at least six weeks before the final plan is produced.**
- ✓ Include agreed DP grants in the schedule of felling and restocking when you submit your final draft plan.



Areas to be thinned

On another map show all the areas to be thinned (i.e. no restocking involved) during the **first ten years** only.

Preparing a schedule

Using the maps created, prepare a schedule of the areas to be felled, thinned and restocked in the **first ten years** using compartment numbers to reference the schedule to your maps. Record conifer and broadleaf areas separately. Any agreed Discretionary Payments for natural regeneration must also be included in this schedule.

The schedule can be a simple table or a spreadsheet (preferably MS Excel) and it can include any information you feel will be useful to you. It must however include at least the column headings shown in the example below because we will use these for your felling and grant approvals.

Enter areas to the nearest 0.1 ha and ensure that there are **accurate totals** of each column. Ensure that if there is more than one page please number them 'page 1 of 3', 'page 2 of 3' etc.

Compartment Ref	Main Species	Gross Area (ha)	Thinning (ha)	Clear fell (ha)	Select fell (ha)	Restock BL (ha)	Restock CON (ha)	Restock OG (ha)	Nat Regen DP (ha)	Nat Regen DP (£/ha)
1a	DF	3.8	0.8	3.0		0.1	2.8	0.1		
	BI	0.2		0.2		0.2				
1b	DF	4.5	4.5							
2c	OK	2.6	2.0		0.2	0.2			0.2	150

Because of the longer period over which you have approval to carry out the work it is likely that you will need to make small changes to the planned work. To reduce the need for amendments, we have set out working 'tolerances'. These working tolerances will set agreed limits, within which you will have some flexibility in how you carry out the work. They are an essential component of a Forest Plan as they will form part of the felling permission but they cannot in any way be interpreted or used to override the requirements of the UK Forestry Standard.

You must discuss the tolerances for your plan with Conservancy staff before your draft plan is ready. We will agree what is appropriate for inclusion in your Forest Plan and you must prepare a table showing what has been agreed.



Tolerance Table

Understanding the tolerance table

- The three rows show levels of 'approval'.
- The first three columns are mandatory in every Forest Plan (for felling licences).
- Further tolerances to take account of other sensitivities specific to the Plan can be agreed. This means that the table may be much larger than this simple example.

	Adjustment to felling coupe boundaries	Timing of Restocking	Changes to species	Windthrow clearance	Changes to road lines	Designed open space (Tolerances subject to an overriding Maximum of 20% Open Ground)
FC Approval normally not required	0.5 ha or 5% of coupe - whichever is less	Up to 2 planting seasons after felling	Change within species group e.g. evergreen conifers; broadleaves	Up to 0.5ha		Location of temporary open space e.g. deer glades if still within overall Open Space design Increase by 0.5 ha or 5% - whichever is less
Approval by exchange of letters and map	0.5ha to 2ha or 10% of coupe - whichever is less			0.5ha to 2ha - if mainly windblown trees > 2ha to 5ha in areas of low sensitivity	Additional felling of trees not agreed in plan Departures of >60m in either direction from centre line of road	Increase of 0.5ha to 2ha or 10% - whichever is less Any reduction in open space
Approval by formal plan amendment	> 2ha or 10% of coupe	Over 2 planting seasons after felling	Change from specified native species Change between species groups	> 5ha	As above, depending on sensitivity	More than 2ha or 10% Any reduction in open space in sensitive areas Colonisation of agreed open areas

Agreeing a tolerance table for specific sensitive sites

For certain sensitive sites within a Forest Plan, a separate tolerance table may be agreed, which has different or more detailed thresholds for that particular area. This should be referred to in the main table and kept with the Forest Plan.

Completing an Index of Documents

You should number the documents that comprise your Forest Plan and index these in a list as shown in the example opposite:

Document Description	Amount	Reference
Forest Plan Contract and Felling Licence		1a, 1b
Introduction, Objectives, Policy	6 pages	2
Map showing the relevant designations in the scheme area		3
Landscape analysis text	3 pages	4
Landscape photographs	3 panoramas	5a, 5b, 5c
Landscape maps	2 maps	6a, 6b
Felling maps	2 maps	7a, 7b
Tolerance tables	2 tables	8a, 8b
Restocking Prescription	2 pages	9
Restocking Maps	2 maps	10a, 10b



Final Presentation of your plan

Present your Plan in A3 landscape format. Larger plans and drawings can be folded and placed in pouches within the document. Reduced copies are not acceptable. We recommend that you submit the final draft to Conservancy staff before making any copies. You will then easily be able to include any late changes. When we have provisionally agreed your final draft Forest Plan, you will need to provide copies for each of our formal consultees.

Consultation arrangements - Public Register of New Planting and Felling

Details of the first ten years' felling will appear on the Public Register of New Planting and Felling applications for 28 days. If a member of the public asks us for details we will provide black and white copies of documents and maps up to A3 size. As with WGS applications, we will show your Plan to anyone who requests to see it. If scoping is carried out thoroughly, and your Forest Plan includes the information gained during that process, consultation will be straightforward.

Forest Plan Approval and Final PPG Payment

After consultation we will discuss with you any changes that may be required. You must prepare two copies of the final plan for our approval. We will give you a Forest Plan contract to sign and a felling licence for the felling and thinning work. You can claim the final payment of PPG when you have received the Forest Plan contract and Felling Licence to sign.

Length of the Forest Plan Contract

The contract will run for a period of 10 years from the date that we sign it. You will have to maintain any restocked area for 10 years from the date of grant payment or until the restocking meets our reasonable satisfaction.

Amendments to an approved Forest Plan

Once a Forest Plan is approved, we will not normally accept amendments more than once per year, with the exception of changes of ownership. You should discuss any proposed changes with FC staff in the first instance.

Changes of ownership

You must contact your local Conservancy office in advance of any sale or immediately the sale is made. The new owner can continue with the Forest Plan once the sale is completed. We will prepare a contract for the remaining period of the original Forest Plan that all the participants must sign.

If one of a group of owners changes and the new owner does not wish to continue then we will remove that area from the Forest Plan and any felling permission on that area will expire. **If felling has taken place, replanting commitments arising from the conditions attached to a felling licence will transfer to any new owner.**

Review of your progress against the Plan

We will formally review your progress against the Forest Plan in the fifth year of the contract when we will ask for a record of your progress. We may also visit at other times to see that you are adhering to the approved Plan and that restocking work is being carried out.

You must let us know immediately if circumstances arise that will affect the implementation of the Forest Plan.

Claiming for restocking and open ground

As restocking work progresses you must claim restocking grants each year on the Forest Plan Claim form (FP2).

You can only claim for areas of open ground where these are equal to or less than 20% of the grant aided area in your claim.

If you wish to get other grants e.g. for new planting, then you must apply through the Woodland Grant Scheme on forms WGS-FWPS 1 and WGS-FWPS 2.

You must include a map with your claim clearly showing:

- the areas that have been restocked;
- conifer and broadleaved areas;
- open ground.

Work not carried out

If the work in the Forest Plan is not carried out to our reasonable satisfaction, or it is not within the requirements of the UK Forestry Standard we will let you know and allow at least one calendar year from the date of inspection for the work to be remedied. If the remedial work is not carried out we may revoke your Forest Plan approval. We will tell you our reasons in writing. Where appropriate we may reclaim any restocking grants. If felling has taken place, any restocking obligations under the felling licence will remain on the property.

Summary

- ✓ Use table 1 as a guide to the main elements you need for your Forest Plan
- ✓ The “Forest Planning Design Guide” will give you good advice to help you prepare your Plan
- ✓ Get professional help
- ✓ Mark your felling and restocking using the colour coding on page 7 of the “Design Guide”
- ✓ Discuss with us any proposals you have for natural regeneration
- ✓ Create a schedule (or spreadsheet) showing the felling and restocking for 10 years
- ✓ Discuss with us the tolerances allowed for change in your Plan
- ✓ Prepare an index of documents
- ✓ Claim the final payment of PPG when you sign your Forest Plans contract
- ✓ Remember to notify us immediately when there is a change of ownership (restocking commitments will transfer to the new owner)





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