



Cronfa Amaethyddol Ewrop ar
gyfer Datblygu Gwledig:
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig
European Agricultural Fund for
Rural Development:
Europe Investing in Rural Areas



Llywodraeth Cymru
Welsh Government



Llywodraeth Cymru
Welsh Government

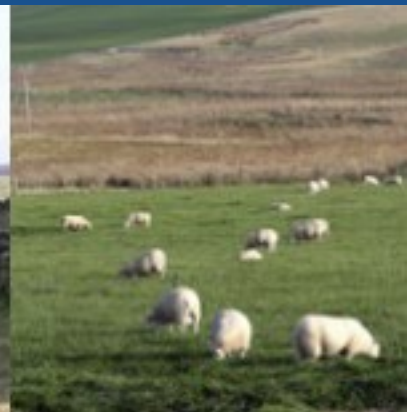
www.cymru.gov.uk

Glastir

Glastir Woodland Restoration

Rules Booklet

**Welsh Government Rural Communities – Rural
Development Programme for Wales 2014 - 2020
Version 8 – March 2020**



CONTENTS

| | |
|---|----|
| Key Messages | 5 |
| Section A – Introduction | 9 |
| • Glossary | 10 |
| Section B – Eligibility | 10 |
| Section C – Land eligibility requirements | 11 |
| • Funding from other sources | 11 |
| Section D – Glastir Woodland Restoration Rules | 12 |
| • Maximum Area Eligible for Support Under Glastir Woodland Restoration | 12 |
| • Replanting Capital Works | 12 |
| • Plantation on Ancient Woodland Site (PAWS) Restoration Specific Rules | 12 |
| • Plantation on Ancient Woodland Site (PAWS) | 13 |
| • Restocking Options for PAWS | 13 |
| • Non Plantation on Ancient Woodland Sites (PAWS) | 14 |
| • Changes of species requirement for Felling Licences | 14 |
| • 615 Capital Works, Basic Restocking - above 350 metre | 14 |
| • 618 Capital Works, Basic Restocking - between 250 – 350 metres | 15 |
| • 619 Capital Works, Basic Restocking - below 250 Metres | 15 |
| • 631 Capital Works, Native Broadleaved Trees | 15 |
| • 632 Capital Works, Broadleaved Trees | 16 |
| • Open Space | 16 |
| • Payment Rates | 16 |
| • Other Capital Works | 17 |
| • Derogations | 17 |
| • Consultations | 18 |
| Section E – How to Apply | 19 |
| • Submitting an Expression of Interest (EOI) | 19 |
| • The Selection Process | 19 |

| | |
|---|-----------|
| • Forest Management Plan | 20 |
| • Forest Management Plan Support Payment – PAWS Restock only | 21 |
| • Offer of Contract | 21 |
| • Claiming Payment | 22 |
| Section F – Contract Amendments | 23 |
| • Transferring or Selling Land under Contract | 23 |
| • Land Changes | 23 |
| • Legislation Changes (Including Changes in Interpretation) | 24 |
| • Changes to Scheme Rules | 24 |
| Section G – Inspections and Record Keeping | 25 |
| • Administrative Checks | 25 |
| • Inspections | 25 |
| • Record keeping | 25 |
| Section H – Penalties | 26 |
| • Breaches of Contract | 26 |
| • Capital Works Penalties | 26 |
| Section I – Appeals Procedure | 27 |
| • Complaints Procedure | 27 |
| Section J – General Data Protection Regulation: Privacy Notice | 28 |
| • Reasons for Sharing Personal Data | 29 |
| • The Publication and Disclosure of Information | 30 |
| • Rights under the General Data Protection Regulation | 30 |
| • Seeking Further Information | 31 |
| Section K – Contact Details | 32 |

Key Messages

- Changes have been made to Glastir Woodland Restoration with effect from this Expression of Interest (EOI) Window.
- The budget available to Glastir Woodland Restoration for this EOI is £2 Million.
- The 8th GWR EOI will open on 16 March 2020 and close at midnight on 24 April 2020.
- This Expression of Interest is available to successful applicants who will be able to complete all capital works and planting by either 31 March 2022 or 31 March 2023.
- When accepting selection, successful applicants will be asked to declare in which Claim Year they intend to claim their completed Capital Works. Submission of claims for contracted capital works will be restricted to one of two Claim Years for a contract. See table below.

| | First Date to submit claim | Final Date to submit claim |
|---------------------|-----------------------------------|-----------------------------------|
| Claim Year 1 | 01 April 2021 | 31 March 2022 |
| <i>Or</i> | | |
| Claim Year 2 | 01 April 2022 | 31 March 2023 |

- The Welsh Government may be required to amend the Claim Year you have requested should funding requirements need to be met under the The Welsh Government Rural Communities - Rural Development Programme for Wales 2014-2020. Priority for the selected years will be given to the highest scoring EOIs.
- You may submit a Glastir Woodland Restoration (GWR) Expression of Interest (EOI) if you have been issued with a felling licence containing larch, a felling licence application number or a Statutory Plant Health Notice.
- You must submit your felling licence, felling licence application with number or Statutory Plant Health Notice (SPHN) with your EOI or before 24 April 2020 for assessment by the Welsh Government. The Welsh Government will not consider any documentation submitted in support of any EOI's submitted under an historic GWR Window. **Failure to do so will result in land parcels being rejected.**
- GWR provides capital works for restocking, fencing and associated operations on sites where there is larch and up to 50% non-larch species.
- To be eligible for support to replant your woodlands, you must submit a forest management plan for the eligible area to be restocked.

- Customers who accept a Glastir Woodland Restoration (GWR) contract, where PAWS is being restocked, will be eligible to claim a one off grant of £1,500 towards the cost of the production of a management plan. This plan should consider the entire woodland management unit, as well as and including the area being applied for restoration support through GWR. No further management plan payments will be supported in any successive rounds of Glastir Woodlands schemes.
- Registered woodland planners must write a GWR plan for PAWS to be restocked under GWR, which must comply with the UK Forestry Standard (UKFS).
- If you claim the GWR Plan grant, the PAWS restocking applied for in this round of GWR must take place. Failure to carry out the restocking will lead to recovery procedures.
- Customers who wish to claim the grant are strongly advised to consider incorporating all of their woodlands, particularly all of their larch, as you may wish to enter Glastir Advanced, where the plan can be used to inform any farm woodland management, or apply to any subsequent rounds of GWR, should they become planned.
- To be eligible to submit an Expression of Interest, you must be able to adhere to the dates in the following table:

| | |
|--|---------------------------------|
| Submit your Online Expression of Interest with supporting Felling Licence, Felling Licence application with number or SPHN between | 16 March 2020 and 24 April 2020 |
| Respond to Selection results from | June 2020 |
| If intending to claim in Claim Year 1 - Complete all Establishment and Capital Works and submit all claims for payment by | 31 March 2022 |
| If intending to claim in Claim Year 2 - Complete all Establishment and Capital Works and submit all claims for payment by | 31 March 2023 |
| If selected and offered a GWR Contract, accept the contract by | 31 December 2020 |

- Forest Management Plan support will be processed for payment after 1 April 2021 following receipt of an eligible Capital Works claim.
- The Glastir Woodland Restoration Expression of Interest has been developed digitally and is available through the RPW Online service.
- You will need a Customer Reference Number (CRN) and an RPW Online account before you can access the Glastir Woodland Restoration Expression of Interest.

- To register your business details for the first time, you need to complete the [online registration form](#). Please refer to the [how to register guidance](#) for further details. The vast majority of changes to business details can be done online. However, Welsh Government may require further details on any major changes. Please contact the Customer Contact Centre on 0300 062 5004 for further information. For further information on registering with RPW Online or submitting an Expression of Interest please refer to Section E of this booklet.
- You should read this Booklet and the How to Complete Guidance before you submit your online expression of interest.
- You should ensure that you meet all the eligibility criteria for the full contractual period of 1 year followed by the maintenance period of 10 years after the final claim.
- You will need a Forest Management Plan which must comply with the UKFS.
- Please respond to any queries raised by the Welsh Government or Natural Resources Wales regarding your Glastir Woodland Restoration Expression of Interest promptly. Failure to respond within the given time may delay the offer of a Glastir Woodland Restoration contract.
- Glastir Woodland Restoration has been approved by the European Commission. Any subsequent changes to this guidance and Glastir commitments will be published in Gwlad (gwlad.wales.gov.uk) and, where necessary, we will contact farming businesses and land managers directly.

State Aid

1. Grants provided under this scheme are aid which fall within the scope of the State Aid frameworks because Articles 107, 108 and 109 Treaty for the Functioning of the European Union (TFEU) apply to support given for rural development under the Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020 (ref: SA 43465).
2. From 01 July 2016 the State Aid Transparency requirements set out in article 9 of Commission Regulation (EU) No 702/2014 of 25 June 2014 declaring certain categories of aid in the agricultural and forestry sectors and in rural areas compatible with the internal market in application of Articles 107 and 108 of the Treaty on the Functioning of the European Union require any individual awards of aid above a €500,000 threshold (for Agriculture) to be reported directly to the European Commission on a 6 monthly basis. The information will be published via the Welsh Government and European Commission Transparency Websites.
3. Grant provided under the following options in this scheme is compliant aid because it respects the conditions set out in Article 34 and 35 of Commission Regulation (EU) No 702/2014 (Agriculture Block Exemption Regulation).

Section A – Introduction

In Wales more than 20% of larch woodlands have been infected by the fungal pathogen *Phytophthora ramorum*. Glastir Woodland Restoration has been developed to enable woodlands infected by *Phytophthora ramorum* or areas of larch felled to help slow the spread of the disease, to be replanted. When woodland is clear felled, there is a significant opportunity to diversify tree species, creating more mixed and native woodlands. The Welsh Government is committed to encouraging species diversification in Wales in order to make our woodlands more resilient and more able to deliver a wider range of benefits.

Glastir Woodland Restoration is part of Glastir Woodlands under the Welsh Government Rural Communities – Rural Development Programme 2014-2020 and is a 10 year commitment - Glastir Woodlands has been designed to deliver the following environmental aims:

- Contributing towards a reversal in the decline of Wales’ native biodiversity.
- Increase the naturalness of Planted Ancient Woodland in line with the *Woodlands for Wales* strategy.
- Reducing Carbon and Green House Gas emissions.
- Adapting to climate change and building greater resilience into farm and forest businesses.
- Managing our water resources to improve water quality and reduce flood risks.
- Contributing to economic sustainability of farms, forestry and the wider rural community.
- Protecting the landscape and the historic environment while improving access.

The Welsh Government will offer financial support through Glastir Woodland Restoration to restock woodlands which are under threat from or have been affected by *Phytophthora ramorum*. Applicants for Glastir Woodland Restoration are selected on the basis of having been issued with a Statutory Plant Health Notice (SPHN) or where larch species are included on the felling licence.

Successful applicants will need to produce a Forest Management Plan which complies with the UKFS before being processed to contract stage. This booklet is for foresters, farmers and land managers who intend to submit an Expression of Interest for Glastir Woodland Restoration. The details contained are not exhaustive and may be updated.

Glastir Woodland Restoration is jointly funded by the Welsh Government and the European Commission as part of the Welsh Government Rural Communities – Rural Development Programme 2014-2020.

Glastir Woodland Restoration is governed by the Rural Development Programmes (Wales) Regulations 2014 SI No. 3222 (W. 327) which applies to the Rural Development Programmes, Council Regulations (EU) No. 1305/2013, 1303/2013 and (EU) No. 1306/2013, Commission Regulation (EU) No. 808/2014 and (EU) No. 809/2014 and Commission Delegated Regulation (EU) 640/2014 and 807/2014 (all as amended from time to time). Copies of these Regulations are on the Welsh Government web site at www.wales.gov.uk or copies can be requested from the Rural Payments Wales Customer Contact Centre.

Glossary

Compartment: Refers to an area of woodland or an area of felled woodland due to be restocked.

Stems: A term used for the young trees being planted in a compartment

Section B – Eligibility

To be eligible for Glastir Woodland Restoration you must:

- be a registered customer with the Welsh Government and have been issued with a Customer Reference Number (CRN).
- have registered your land with the Welsh Government's Land Parcel Identification System (LPIS).
- the woodland area must be a minimum of 0.25 hectares of eligible land.
- be the sole claimant of European Aid schemes (e.g. Basic Payment Scheme and Glastir) on the land.
- have full management control over the land from when the EoI is submitted for the duration of the contract and full commitment period. If you only hold a grazing license you are not eligible to apply.
- have not made or will not make an insurance claim or received an insurance payment for the loss of trees due to *Phytophthora ramorum*.
- submit a Forest Management Plan which meets the UKFS and is approved by the Welsh Government.

Section C - Land eligibility requirements

To be eligible for a Glastir Woodland Restoration Contract, the land must:

- contain larch trees or have contained larch trees which have now been felled.
- be covered by an SPHN, Felling Licence or Felling Licence Application.
- not have been grant funded to restock under a current Glastir Woodland Management contract or from any other source. e.g. Glastir Woodland Management or Better Woodlands for Wales.
- have satisfied all necessary consents with stakeholders and statutory bodies.
- not be used to claim for European Common Agricultural Policy payments by another party.
- consist of field parcels that are 0.1ha or greater in area.
- be located in Wales.

Funding from other Sources

If you are receiving payment from any other source for works required under Glastir Woodland Restoration, this would be considered double funding. For example, if you receive payments for activities from the Nature Fund, the areas covered by these activities may not be eligible for Glastir Woodland Restoration due to the potential for double funding.

You cannot apply for Glastir Woodland Restoration if the woodland compartment shown on the felling licence or SPHN is in Better Woodlands for Wales and the restocking has yet to be claimed.

Please note, it is your responsibility to ensure you do not enter into a Glastir Woodland Restoration contract which overlaps with any other agreement and that there is no conflict of requirements between schemes.

If it is established that you are or have received funding from another source for commitments under Glastir Woodland Restoration, this could result in financial penalties, the recovery of payments and possible termination of your Contract.

Section D – Glastir Woodland Restoration Rules

If you are successfully selected for Glastir Woodland Restoration, you will be required to complete a Forest Management Plan that complies with the UKFS ([Forestry Commission - UK Forestry Standard and Guidelines](#)). The Forest Management Plan will be assessed by the Welsh Government or Natural Resources Wales. Following the approval of the Forest Management Plan, eligible Capital Works items listed in the Management Plan can be included in a Glastir Woodland Restoration Contract. This section details the capital works items available under Glastir Woodland Restoration.

If you are considering PAWS restoration, you will need to engage a Registered Woodland Planner to complete your plan from the list of Welsh Government Registered Glastir Woodland Planners, Contact details can be found [here](#).

Maximum Area Eligible for Support Under Glastir Woodland Restoration

The maximum area eligible for support under Glastir Woodland Restoration will be equivalent to twice the area of larch identified on the Statutory Plant Health Notice or Felling Licence.

For example - if 1 hectare of larch is shown on your Felling Licence, the maximum area eligible for support under Glastir Woodland Restoration will be 2 hectares.

Replanting Capital Works

The following requirements apply to all Capital Works replanting options:

- All replanting must be carried out to the UKFS.
- All replanting will be to a minimum of 2500 stems per hectare.
- The replanted woodland must be maintained for 10 years after the date of the final claim. 2500 stems per hectare must be alive at the end of the 10 year maintenance period or canopy closure has been achieved. Failure to achieve the specified stocking density across the area of the contract may result in the recovery of payments.

Plantations on Ancient Woodland Sites Restoration (PAWS) specific rules

Any area of PAWS to be restocked will require a PAWS survey and map to accompany the GWR Forest Management Plan to be verified by Natural Resources Wales Glastir verification team. Further guidance is available in *PAWS Restoration – Guidance on Best Practice*.

Only areas of PAWS identified on the Ancient Woodland Inventory (AWI) 2011 can be considered eligible for the one-off Forest Management plan support of £1500 under GWR. AWI 2011 data can be viewed or downloaded via the Lle geo-portal [here](#).

If your Expression of Interest is selected, you will be sent a GeoPDF map of the area showing the AWI 2011 layer.

Any area that falls outside of the AWI layer will not be considered PAWS for the purposes of GWR.

Further guidance on Forest Management Plan fee support can be found in Section E of this Rules Booklet.

Plantations on Ancient Woodland Sites (PAWS)

If all or part of the woodland that you intend to restock is shown on the GeoPDF as PAWS, a registered Glastir woodland planner must write the Forest Management plan, including a PAWS assessment. This must follow the *PAWS Restoration – Guidance on Best Practice* found on the Welsh Government web site [here](#). The planner must survey the woodland, if possible before the site has been felled, and assess the Ecological Important Criteria, the Ecological Development Criteria and Threats to obtain an Ecological Potential score. NRW Glastir verification team will verify the Forest Management Plans and may inspect a scheme as part of the verification process.

An accurate, annotated digital map showing the Ecological Development, Criteria and Threats must be submitted with the GWR plan.

The restocking options for the PAWS will depend on how the area being applied for support has been prioritised (High, Medium, Low). You should ensure any native broadleaved tree species mixture is appropriate to the site.

Restocking options for PAWS

High Priority restoration

Aim - Achieve full restoration to native broadleaved woodland, aiming for favourable condition. Hotspots and remnants protected and bolstered with good potential to expand. 100% restocking with site native broadleaves and shrubs

Restocking option - 100% Glastir Capital Works (CW) 631

Medium Priority

Aim - Transitional/Restored PAWS – to achieve a more gradual improvement towards favourable condition *i.e.* recovering condition (a minimum of 50% native broadleaves in the canopy) with future potential to improve condition/full restoration. Minimum of 50% native broadleaves

Restocking option - Minimum of 45% Glastir CW 631; Up to 55% CW 615, 618, 619, 632 including 10% native broadleaves.

Low priority

Aim – Managing the site as a PAWS in line with UKFS, maintaining, protecting and bolstering any ancient woodland remnants. Minimum of 15% site native broadleaf restocking in line with UKFS

Restocking option – Minimum 10% CW 631; Remainder up to 90% CW 615, 618, 619, 632)

Non Plantation on Ancient Woodland Sites (PAWS)

On non PAWS sites consideration will need to be given to the compartments' altitude in metres above sea level and the species mixture to be planted.

Change of species requirements for Felling Licences

The species composition for a Glastir Woodland Restoration scheme may vary from the Felling Licence specification. If a Glastir Woodland Restoration scheme includes a Plantation on Ancient Woodland Site, an NRW officer will deal with the change of species form after a site visit. The change of species will need to conform with the specification set out in *PAWS Restoration – Guidance on Best Practice*.

If a Glastir Woodland Restoration plan does not include a Plantation on Ancient Woodland Site, and a change of species is needed, the forest planner will need to contact the NRW Permitting team – forestregulations@cyfoethnaturiolcymru.gov.uk

There are five different Capital Works restocking options available under Glastir Woodland Restoration. These Capital Works Options include:

615 Capital Works, Basic Restocking - above 350 metre

This Capital Works option is for restocking compartments where more than 50% of the compartment is located 350 metres above sea level (e.g. 1.4 ha (54%) of a compartment is above 350 metres and 1.2 ha (46%) is below 350m). It is acceptable to split the compartment along the relevant contour line so that the appropriate option can be used above and below the line.

A minimum of 10% of compartment area must be planted with broadleaved tree species.

The remaining area of the compartment (maximum of 90%) can be planted with broadleaved species, conifer species or a mixture of both. There must be a minimum of two different species planted, with no one species exceeding 75% of the compartment.

The area of shrub species (e.g. hazel) within the compartment should not exceed 10%. Shrub cannot contribute towards the minimum area of broadleaved tree species to be planted.

618 Capital Works, Basic Restocking - between 250 – 350 metres

This Capital Works option is for restocking compartments where more than 50% of the compartment is located between 250 to 350 metres above sea level (e.g. 1.4 ha (54%) of a compartment is above 250 metres and 1.2 ha (46%) is below 250 metres). It is acceptable to split the compartment along the relevant contour line so that the appropriate option can be used above and below the line.

A minimum of 10% of site area must be planted with broadleaved tree species.

The remaining area of the compartment (maximum of 90%) can be planted with broadleaved species, conifer species or a mixture of both. A minimum of three different tree species must be planted, with no one species exceeding 70% of the compartment.

The area of shrub species (e.g. hazel) within the compartment should not exceed 10%. Shrub cannot contribute towards the minimum area of broadleaved tree species to be planted.

619 Capital Works, Basic Restocking - below 250 Metres

This Capital Works option is for restocking compartments where more than 50% of the compartment is located below 250 metres above sea level (e.g. 1.4 ha (54%) of a compartment is below 250 metres and 1.2 ha (46%) is above 250 metres). It is acceptable to split the compartment along the relevant contour line so that the appropriate option can be used above and below the line.

A minimum of 10% of compartment area must be planted with broadleaved tree species.

The remaining area of the compartment (maximum of 90%) can be planted with broadleaved species, conifer trees or a mixture of both. There must be a minimum of three different tree species planted, with no one species should exceeding 70% of the compartment.

No more than 40% of the compartment can be planted with Sitka Spruce.

The area of shrub species (e.g. hazel) within the compartment should not exceed 10%. Shrub cannot contribute towards the minimum area of broadleaved tree species

631 Capital Works, Native Broadleaved Trees

This Capital Works option requires the whole site to be planted with a mixture Native Broadleaved Trees species which must be appropriate to the area.

The area of shrub species (e.g. hazel) within the compartment should not exceed 20%.

632 Capital Works, Broadleaved Trees

This Capital Works option requires the 80% of the site to be planted with native broadleaved trees species. The remaining 20% can be planted with either native or non native broadleaved trees species.

The area of shrub species (e.g. hazel) within the compartment should not exceed 20%.

Open Space

The stocking density shown in the planting specifications is based on number of stems per hectare and the presumption is that the area included in the contract to be felled will be fully restocked with trees to the specified density in the contract.

Areas of unplantable / open ground, such as tracks and streamside areas within the woodland which are 0.1ha or over must be mapped and excluded from the grant aided area. These areas are ineligible for funding under Glastir Woodland Restoration.

Scattered and un-mappable open ground (i.e. less than 0.1ha) can be included within the planting area up to a total of 15% of the total area. Under such circumstances this will need to be noted on the Forest Management Plan. You will need increase the stems per hectare in parts of the site to account for unplanted ground to ensure the minimum number of tree required by the contract are planted.

Payment Rates

The table below provides the payment rates for Capital works. The works and payment rates are subject to approval by the European Commission. This approval may result in changes to the items listed below and their payment rates.

| Capital Works | Restock Type | £ / Ha |
|----------------------|---------------------|---------------|
| 615 | Basic | £1,900 |
| 618 | Basic | £1,900 |
| 619 | Basic | £2,300 |
| 631 | Native Broadleaved | £2,770 |
| 632 | Broadleaved | £2,770 |

Other Capital Works

The table below lists additional Capital Works items available under Glastir Woodland Restoration and their payment rates. These items are for the preparation of the site to enable restocking and to protect the area under Contract from grazing. The Capital Works items and payment rates are subject to approval by the European Commission. This approval may result in changes to the items listed below and their payment rates.

| Capital Works number | Description | Rate (£) |
|-----------------------------|--|-----------------|
| 549 | High seat | £348.33 each |
| 595 | Post and Wire fencing plus Stock netting | £3.48 / m |
| 600 | Softwood Gate | £150 each |
| 602 | Deer Fencing | £3.98 / m |
| 654 | Bramble/scrub control - hand/knapsack spraying | £185 / ha |
| 663 | Rhododendron/Laurel control <1.5m | £3882.60 / ha |
| 666 | Scrub clearance-mechanical | £227 / ha |
| 669 | Invasive species control | £1179.00 / ha |
| 670 | Rhododendron/Laurel control >2.5m | £7461.13 / ha |
| 671 | Rhododendron/Laurel control 1.5-2.5m | £5129.10/ha |

Capital works payments for Rhododendron/laurel control are only eligible to enable the establishment of trees, clearance of Rhododendron and laurel for disease prevention purposes are ineligible under this scheme.

Derogations

In certain circumstances, it may be possible to grant a derogation to adjust the terms or withdraw your contract. Requests will be assessed on a case by cases basis, if you are unable to complete all or part of the work by the deadlines included in the contract.

You will need to submit a request in writing to Welsh Government as soon as an issue arises, including evidence in support of the request. You will need to include evidence in support of the request, including your efforts to complete the work as set out in the contract.

Where a derogation request is unable to be granted, your contract may have to be withdrawn and any payments recovered and you will be excluded from reapplying for two years.

Consultations

Where you intend to carry out work on or next to a designated site, all necessary consultations, e.g; Site of Special Scientific Interest (SSSI), Special Area of Conservation (SAC), Scheduled Ancient Monument (SAM), Historic Environment Feature (HEF), Public Rights of Way and Registered or Unregistered Park and Garden, must be carried out and the responses provided with the Forest Management Plan.

The presence of protected species (e.g. bats, dormice) needs to be considered and consultation with the appropriate authority may be required. You may also need to apply to Natural Resources Wales for a European Protected Species licence as part of a felling licence application.

Herbicide use

Herbicides should not be used to treat stump regrowth of site native broadleaves within Planted Ancient Woodlands.

Section E – How to Apply

Submitting an Expression of Interest (EOI)

RPW Online

You can apply for Glastir Woodland Restoration by accessing Rural Payments Wales (RPW) Online only. If you already have a Customer Reference Number (CRN) you should have received a letter informing you of your Activation Code to set up your account. If you no longer have this, please telephone the Customer Contact Centre on 0300 062 5004 (Monday – Thursday 8:30 – 17:00, Friday 8:30 – 16:30) and tell the operator your CRN. They will send you a new Activation Code.

Once registered, you can access your RPW Online account from rpwonline.wales.gov.uk. The Glastir Woodland Restoration Expression of Interest is available from the **Applications and Claims** section of your account.

Agents acting on behalf of a client will need to register as a Rural Payments Wales agent. If you have yet to do this, you are advised to complete and return an Agent / Farming Union Customer Details (Wales) form immediately. This form is available on rpwonline.wales.gov.uk. Upon receipt of the form, we will send you an Agent Customer Reference Number (Agent CRN) and an RPW Online Activation Code. You will also need to complete an Association Authorisation Form to agree roles with your client. This form is available from rpwonline.wales.gov.uk.

If you have any questions about registering for RPW online or completing your EOI, please contact the Customer Contact Centre on 0300 062 5004. They will be able to provide advice, including the digital assistance that is available to you.

Please refer to the GWR guidance on [Rural grants and payments | gov.wales](http://gov.wales) for more information about RPW Online and how to complete a GWR EOI.

The Selection Process

Expressions of Interest will be selected based on their ability to meet the eligibility criteria, subject to budget availability. The budget available to Glastir Woodland Restoration for this EOI is £2 Million. If the available budget is not sufficient to offer all eligible applicants a contract, the Welsh Government will prioritise Expressions of Interest with a Statutory Plant Health Notice, followed by those which lie within the disease limitation zone, by order of largest area first. The disease limitation zone is currently the area in the east and north of Wales where active control measures are still in place.

Once the selection process is complete, you will be notified via your RPW online account of the outcome of your EOI.

If your EOI is selected, you must accept or decline the selection, confirm your Claim Year and sign and return the Application Annex included with your selection notification letter to the Welsh Government via your RPW Online account by the date given in the letter.

You will be asked to confirm in which Claim Year you intend to submit your Capital Works claims. The two Claim Years are detailed in the following table. One claim year per EOI may be selected.

| | First Date to submit claim | Final Date to submit claim |
|---------------------|-----------------------------------|-----------------------------------|
| Claim Year 1 | 01 April 2021 | 31 March 2022 |
| <i>Or</i> | | |
| Claim Year 2 | 01 April 2022 | 31 March 2023 |

You will need to ensure that you will be able to submit any claims for payment in your chosen Claim Year, taking into account when you will complete the capital works. **You cannot change the Claim Year after you have your accepted selection.**

If you decline, or fail to respond to the offer of selection, your GWR Expression of Interest will be withdrawn and you will not be eligible to submit a Forest Management Plan for verification.

Forest Management Plan

If your Expression of Interest is successful and you have accepted the offer of selection, you will be required to complete a Forest Management Plan, which will form the basis of your Glastir Woodland Restoration application. You must return your completed Forest Management Plan by no later than the date set out in your selection letter.

You will be sent a digital map outlining parcels included in your Expression of Interest. A Forest Management Plan template and guidance on how to complete, together with guidance on how to annotate your digital map, is available on the Welsh Government website. You must use the documents provided to you. Alternative plan templates and maps cannot be accepted and will render your application ineligible.

Before completing your Forest Management Plan, you must read the guidance provided. The plan must comply with the UKFS ([Forestry Commission - UK Forestry Standard and Guidelines](#)). If there is PAWS within the Expression of Interest, you must engage a registered Glastir woodland planner to ensure that your application meets these standards.

The Forest Management Plan will be assessed by the Welsh Government to ensure it meets these standards. The assessment will take into account the information provided in your plan and map and consideration will be given to the eligibility of works included in the application for funding under Glastir Woodland Restoration.

Following the approval of the Forest Management Plan, eligible Capital Works items listed in the Forest Management Plan can be included in a Glastir Woodland Restoration Contract.

Forest Management Plan Support Payment – PAWS Restocking only

Customers who accept a GWR contract, which includes restocking of PAWS where there is larch and up to 50% non-larch, will be eligible to make a one off claim of £1,500 towards the cost of the production of the plan. Payment will be limited to one payment per customer. This plan should consider the entire woodland management unit. No further management plan payments will be supported in any successive rounds of Glastir Woodlands schemes.

To be eligible for the £1,500 support payment, GWR plans with approved PAWS restocking must progress to planting after online acceptance of the GWR contract.

GWR Plan on PAWS support can only be processed for payment from 1 April 2021.

Once the Welsh Government has received online acceptance of the contract, where the contract includes approved PAWS restocking, you will be sent a GWR plan claim form via your online account which will need to be completed and returned. Once received, your claim will be validated and processed and, if eligible, payment will be processed and issued via BACS transfer.

If the PAWS restocking is not carried out, as set out in the GWR contract, the Welsh Government will recover the £1,500 payment. In addition, in line with the current scheme rules, the contract holder will not be eligible to apply for GWR for a further 2 years because the planting did not occur.

If the offer of contract is declined or no response is received to the offer, the approved plan will not be eligible for support.

Offer of Contract

If your Glastir Woodland Restoration application is successful, you will be offered a Glastir Woodland Restoration contract via your RPW Online account containing some or all of the works listed in your Forest Management Plan.

You will need to accept your contract using the blue button available via your RPWOnline account within 14 days of your offer notification, which will confirm that you are happy with the terms and conditions of the contract. Acceptance received after this date cannot be accepted and will be rejected and the offer of a Glastir Woodland Restoration contract will be withdrawn.

If, after being selected, you decide not to proceed with your application or decide not to accept your offer of contract within the time permitted, you will not be able to apply for Glastir Woodland Restoration for a further 2 years.

If you decide to withdraw from the contract prior to the end of the contractual commitment (1 year Capital Works, 10 years Maintenance), you will be required to repay all of the monies you have received under the Glastir Woodland Restoration contract, with interest.

Subject to any changes needed to the Welsh Government Rural Communities – Rural Development Programme for Wales 2014 - 2020 as a result of regulatory changes, the Glastir Woodland Restoration contract may be terminated at the end of 2020.

Claiming Payment for Restocking and Fencing Capital Works

Capital Works payments can only be made to the beneficiary of the contract and cannot be made directly to a representative of the beneficiary, for example, a Woodland Agent.

Capital works claims are made using the Capital Works Claim application available via your RPW Online Account and after completion of work. Claims must be submitted in the Claim Year confirmed at acceptance of selection as shown in the table below and after the work being claimed has been completed. Only one Claim Year will be allocated to a GWR contract.

| | First Date to submit claim | Final Date to submit claim |
|---------------------|-----------------------------------|-----------------------------------|
| Claim Year 1 | 01 April 2021 | 31 March 2022 |
| Claim Year 2 | 01 April 2022 | 31 March 2023 |

All payments under Glastir Woodland Restoration are paid at a standard cost rate.

Section F – Contract Amendments

Transferring or Selling Land under Contract

When you sign your Glastir Woodland Restoration Contract you are making a commitment for 10 years. If you subsequently sell or transfer all or part of your land during the 10 years commitment period, you may be subject to financial penalties and / or having to repay money you have already received.

The transfer of a Glastir Woodland Restoration Contract to a new occupier is subject to approval by the Welsh Government. Where the prospective new occupier decides to take over the Glastir Woodland Restoration commitment from you and the land continues to meet the minimum eligibility criteria, the new occupier must continue with the commitment on the land transferred for the remainder of the contract period. The prospective occupier should be made aware of the Glastir Woodland Restoration commitment in advance of agreeing to the transfer of the land in question.

The regulations concerning the scheme do not allow the transfer of a capital works contract. The contract holder will be the only business able to claim the GWR capital works. A transfer cannot be processed until the validation of the capital works claim and payment have been authorised.

Following the sale or transfer of part of your land, any land which you retain and is the subject of the original Glastir Woodland Restoration Contract must continue to meet the minimum eligibility criteria. In the event that this does not happen, your contract will be terminated and you will be required to repay all of the payments made in respect of that land with interest.

If you transfer or sell any land which forms part of your Glastir Woodland Restoration Contract then you must notify the Welsh Government in writing within 30 calendar days of the event. Failure to notify the Welsh Government within this period is likely to result in a penalty.

In the event that you transfer and sell any land under a contract and the Welsh Government considers that the objectives of Glastir Woodland Restoration have been undermined as a consequence, the contract may be terminated and all payments made recovered with interest.

Land Changes and Land Sale Notification Requirements

You will be required to inform the Welsh Government of changes to field parcels within 30 days of the change. These changes include:

- Fields not previously registered for IACS purposes (i.e. have not previously been included on the Single Application Form (SAF)).

- Fields which have been permanently divided.
- Fields which have been permanently amalgamated.
- Fields which have new boundaries.
- Fields which have changes to their permanent features.

You will also be required to inform the Welsh Government of changes to land occupation including changes of ownership and any tenancy agreements within the 30 days.

You will need to notify the Welsh Government of any change within 30 days. RPW's Online Manage My Land (MML) service has now replaced all functions from the paper FM4, which are no longer available. MML can be used to inform RPW of land registrations, new or changed permanent features, boundary changes and transfers of land. Please follow this [link](#) for guidance on how to use Manage My Land.

Legislation Changes (Including Changes in Interpretation)

European Regulations may change from time to time and you will be required to abide by any changes imposed following notification from the Welsh Government.

Changes to Scheme Rules

We may need to make changes to your contract. For example, we may need to update the management conditions to take account of the latest scientific advice, amend scheme rules to take account of any changes within the Wales Rural Development Plan or revise payment rates. We will publicise changes in Gwlad, on the Welsh Government website (gov.wales) and, where necessary, write to you.

Section G – Administrative Checks, Inspections and Record Keeping

The Welsh Government must enforce the Glastir Woodland Restoration rules. Administrative checks and inspections will involve on site visits, the use of Global Positioning Systems, aerial photography, drones and satellite imagery.

Administrative Checks

The Welsh Government is required to verify all claims before payment. For Glastir Woodland Restoration this includes a site visit to at least once during the contract period, unless already selected for a full inspection. Visits will be undertaken by a technical woodland officer before payment is made, to ensure the capital works items claimed have been delivered in line with the scheme rules. Your claim may be reduced or penalised (see penalties section).

Inspections

Inspecting officers will need to verify the Capital Works on your holding **and** check the land details **and** the accuracy of any relevant documentation and record keeping.

Inspections will be spread over the year and will cover all the commitments and obligations which can be checked at the time of the visit. The Welsh Government and the specialist control bodies will try to ensure that visits cause you the minimum of disruption but some checks require inspections to be unannounced, which means it may not be possible to give you notice of a visit. Inspections may occur more than once during a calendar year.

If you refuse to allow an inspection, or obstruct an inspector or fail to give reasonable assistance, you will lose your payment and may be prosecuted.

Record keeping

You must keep all records and information you need to evidence that you have provided complete and accurate information and have complied with your undertakings.

You will also be required to:

- Supply to the Welsh Government any information about your Glastir Woodland Restoration Contract and supply that information within the period determined by the Welsh Government.
- Make available to the Welsh Government, its authorised persons or its agents, records, accounts, receipts and other information including access to computer data relating to your Glastir Woodland Restoration Contract. Permit the Welsh Government to remove any such document or record to take copies or extracts from them.

Section H – Penalties

Penalties are applied where there has been a breach of the Glastir rules or Capital Works requirements.

Breaches of Contract

Breaches of contract may be identified from administrative checks, including in-situ visits or on-the-spot inspections and you will be notified in writing if breaches are found. Where breaches of contract are discovered appropriate levels of reductions and/or exclusions will be determined according to the level of severity, extent, duration, reoccurrence of the breach and will also be applied to previous year's payments.

Where we consider a breach to be so serious that it cannot be rectified, this may result in the termination of your Contract. In serious circumstances this may also result in you being prohibited from entering another Rural Development scheme, for up to two years.

The breaches are assessed against verifiable standards relating to the scheme commitments and a penalty matrix is used to determine the level of penalty to be applied. You can view both the verifiable standards and the penalty matrix on the Welsh Government's website (gov.wales) or gov.wales/rural-grants-payments

Capital Works Penalties

If you claim for non area related payments, for example capital works, and the Welsh Government determine that part or all of the costs claimed are ineligible, non payment will be made for the ineligible costs. If the amount of ineligible costs is determined to be more than 10% of the eligible costs, an amount equivalent to the value of ineligible costs will be deducted from your payment.

Where false claims are made, or the land owner fails to provide the necessary information, this will result in the exclusion of payment, in the year of the finding and any amounts already paid that year will be recovered. In addition, you will be excluded from receiving support under any Rural Development Agri-environment and Forestry scheme in both the year of the finding and in the following calendar year.

Section I – Appeals Procedure

The appeals process in Wales allows you access to an independent appeals procedure if you feel that the Welsh Government did not reach the correct decision according to the rules for Glastir.

Appeals cannot be considered, if following the selection procedure your Expression of Interest is unable to be taken forward due to the availability of a suitable budget.

The appeals process consists of two stages:

- Stage 1: review by the head of the Divisional Office
- Stage 2: review by an Independent Appeals Panel (if you are dissatisfied with the Stage 1 response). The Independent Panel make recommendations to the Deputy Minister for Agriculture for Farming and Food who then takes the final decision.

The appeals process is concluded after the Minister's decision has been issued. There is no charge for Stage 1 of the process but there is a charge at Stage 2 - £50 for a written hearing or £100 for an oral hearing. These charges are repaid in full if the Stage 2 appeal is either partially or fully successful.

You must appeal to the Customer Contact Centre within 60 days of receiving a decision, which may affect your payments.

Further details of the appeals process can be obtained from the Customer Contact Centre.

Complaints Procedure

Complaints will be dealt with under the Welsh Government's Code of Practice on Complaints. Further advice on how to make a complaint can be obtained from your Customer Contact Centre.

In addition you can write to any Member of the National Assembly for Wales about your complaint and you may also choose to contact:

Public Services Ombudsman for Wales
1 Ffordd y Hen Gae
Pencoed
Bridgend
CF35 5LJ

Section J – General Data Protection Regulation: Privacy Notice

This notice informs you about the Welsh Government's use of the information provided on the expression of interest form used in connection with your application for aid under the Welsh Government's Rural Communities – Rural Development Programme for Wales 2014 – 2020 schemes. It also explains the Welsh Government's processing and use of your personal data and your rights under the General Data Protection Regulation.

The data controller for the information submitted as part of your application is the Welsh Government, Cathays Park, Cardiff, CF10 3NQ.

The data protection officer for the same information is the Data Protection Officer, Welsh Government, Cathays Park, Cardiff, CF10 3NQ. Email: DataProtectionOfficer@gov.wales

The information will be processed and managed by the Welsh Government in accordance with its obligations and duties under the following European Regulations:

- Council Regulation (EU) No 1303/2013
- Council Regulation (EU) No 1305/2013
- Council Regulation (EU) No 1306/2013
- Commission Regulation (EU) No 640/2014
- Commission Regulation (EU) No 807/2014
- Commission Regulation (EU) No 808/2014
- Commission Regulation (EU) No 809/2014
- General Data Protection Regulation (EU) No 679/2016

The information will primarily be used for the purposes of processing and determining applications for financial support. However, the Welsh Government may also make use of the information supplied for other purposes, which will include those connected with its functions and duties under the Common Agricultural Policy of the European Community and with its statutory environmental obligations.

The Welsh Government collects personal data to identify your location and your farm business(es). The Welsh Government does not collect any special category data.

The data is processed through an automated process of business rules that use the Customer Reference Number (CRN) as a primary key for the majority of reports.

Your information will be stored in accordance with the Commission Implementing Regulation (EU) No 908/2014, "Conservation of Accounting Information".

Reasons for sharing personal data

EU legislation requires checking of scheme eligibility, and to conduct these checks Welsh Government may share information with:

- Natural Resources Wales
- Animal and Plant Health Agency
- Veterinary Medicine Directorate
- Welsh Local Authorities
- Food Standards Agency Wales
- DEFRA
- Other UK Government Agriculture Offices.
- Regulatory authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.

The information may be used for the following:

- Cross Compliance and cross checking between Governmental organisations to prevent breaches of the Common Agricultural Policy schemes
- the production and publication of maps showing the areas of land that have received support under the Common Agricultural Policy schemes
- compilation of reports of aggregated data and/or summary statistics to be made publicly available
- informing decisions relating to policy changes and funding including research studies conducted on behalf of the Welsh Government to inform Monitoring and Evaluation of Rural Development Schemes
- identification of landowners/users in events of emergencies, e.g. disease control and breach control
- protecting applicant's interest in land conservation and issues that may arise due to funding queries
- allowing partner organisations to fulfil their legal duties
- shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity
- publication of certain information and responding to requests for information.

- Information will be shared with NRW for the purposes of processing and determining applications for financial support under the Welsh Government's Rural Development Programme for Wales 2014 – 2020 schemes. NRW may also make use of the information supplied for other purposes, which will include those connected with our functions and duties under their statutory and legislative obligations. The lawful basis for the processing is that it is necessary for the performance of a task carried out in the exercise of official authority vested in NRW.

The Publication and Disclosure of Information

Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information.

Commission Regulation (EC) 908/2014 requires the Welsh Government to publish details of the amounts paid to CAP beneficiaries. Data will be published for all beneficiaries on a searchable website, and will include the name and locality of the farmer/land manager and details of the amounts and schemes for which subsidy has been paid. However, for those 26 receiving less than the equivalent of €1,250 in subsidies the name will be withheld. The data will be published annually on 31 May and remain available for two years from the date it is published. The information will be available on the Defra website.

Rights under the General Data Protection Regulation (GDPR)

The GDPR gives individuals rights in respect of the personal data held on them. These rights include:

- the right to be informed (this notice)
- the right to ask for and receive copies of the personal data that the Welsh Government holds about them, although the Welsh Government can sometimes withhold some data or not provide copies
- the right, in some circumstances, to prevent or restrict the Welsh Government processing personal data
- the right, in some circumstances, to have wrong data rectified
- the right, in some circumstances, to have data erased (to be forgotten).

If you wish to exercise any of your rights under the GDPR, you should contact the Welsh Government at the address provided at the beginning of this notice.

Individuals also have the right to ask the Information Commissioner, who enforces and oversees the GDPR, to assess whether or not the processing of their personal data is likely to comply with the GDPR. The Information Commissioner can be contacted at:

Information Commissioner's Office,
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: www.ico.org.uk

Seeking Further Information

For further information about the information collected and its use, any concerns about the accuracy of your personal data, or if you wish to exercise any of your rights under the General Data Protection Regulation, you should contact Rural Payments Wales Customer Contact Centre.

Section K – Contact Details

Welsh Government's website: gov.wales/rural-grants-payments and bi-monthly Gwlad magazine gwlad.wales.gov.uk contain key information.

Contact details are as follows:

CUSTOMER CONTACT CENTRE

Rural Payments Wales

PO Box 1081

Cardiff

CF11 1SU

Tel: 0300 062 5004

Fax: 01286 662193

Other useful contacts

For SSSI, NNR, SAC or SPA agreement land:

NATURAL RESOURCES WALES

c/o Customer Care Centre

Tŷ Cambria

29 Newport Rd

Cardiff

CF24 0TP

Tel: 0300 065 3000

General enquiries: 0300 065 3000 (Mon-Fri, 8am - 6pm)

General Enquiries: enquiries@naturalresourceswales.gov.uk

Glastir Enquiries: glastirqueries@cyfoethnaturiolcymru.gov.uk

Felling Licence applications: specieslicensing@cyfoethnaturiolcymru.gov.uk

EPS licence queries: forestregulations@cyfoethnaturiolcymru.gov.uk

For Scheduled Ancient Monuments (SAMs) / registered parks and gardens:

CADW

Welsh Government

Plas Carew

Unit 5/7 Cefn Coed

Parc Nantgarw

Cardiff

CF15 7QQ

Tel: 01443 33 6000

Fax: 01443 33 6001

E-mail: cadw@gov.wales

For unscheduled ancient monuments or historic features:

Clwyd-Powys Archaeological Trust

41 Broad Street

Welshpool

Powys

SY21 7RR

Tel: 01938 553670

Fax: 01938 552179

E-mail: trust@cpat.org.uk

www.cpat.org.uk

Glamorgan-Gwent Archaeological Trust

Heathfield House

Heathfield

Swansea

SA1 6EL

Tel: 01792 655208

Fax: 01792 474469

E-mail: enquiries@ggat.org.uk

www.ggat.org.uk

Dyfed Archaeological Trust

The Shire Hall, Carmarthen Street, Llandeilo,

Dyfed, SA19 6AF

Tel: 01558 823121

Fax: 01558 823133

E-mail: info@dyfedarchaeology.org.uk

www.dyfedarchaeology.org.uk

Gwynedd Archaeological Trust

Craig Beuno, Garth Road, Bangor, Gwynedd,

LL57 2RT

Tel: 01248 352535

Fax: 01248 370925

E-mail: gat@heneb.co.uk

www.heneb.co.uk