



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



Llywodraeth Cymru  
Welsh Government



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# Glastir

## Glastir Small Grants

### General Rules Booklet

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The Welsh Government Rural Communities –  
Rural Development Programme for Wales

2014-2020



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## Key Messages

- The Expression of Interest has been developed digitally and is available through the RPW Online service. Expressions of Interest must be submitted through RPW Online by the publicised deadlines.
- If you are not yet registered with RPW Online and do not have an activation code, please call the Customer Contact Centre on 0300 062 5004 as soon as possible.
- Guidance on completing your Glastir Small Grants Expression of Interest online is available from RPW Online ([www.gov.wales/rural-payments-wales-rpw-online](http://www.gov.wales/rural-payments-wales-rpw-online)). Land managers and farming businesses must be registered with a Customer Reference Number (CRN) and land must be registered with the Welsh Government in order to make an Expression of Interest. (See [Land Managers/Farming Businesses and Land Eligibility](#)).
- If selected, your Glastir Small Grants Contracts will undergo validation. The validation process may take longer in some cases due to consent or Manage My Land processing. Once validation is complete, the contracts will be generated giving 21 days to either “accept” or “decline” the project via the ‘blue button’ on the RPW Online homepage. If the contracts are not accepted or declined within the 21 day deadline they will be automatically withdrawn. Due to the short timescales of the scheme, we will not be offering extensions for contracts not accepted within the signoff period.
- “Before” photos can be taken and work commenced once the contract has been accepted. Photos taken before the contract period may not be eligible for payment.
- Please ensure that you have confirmed that the area of the project is suitable for the option you have selected before submitting your Expression of Interest. If you find that the option is not suitable at the time of completing the works you will not be able to change option and this may affect your eligibility for payment.
- If you accept a contract for Glastir Small Grants and subsequently withdraw, or do not complete 80% of the value for all the Capital Works Projects within a theme, you are likely to be excluded from applying for any further Glastir Small Grants for **two years**. (See [2 Year Exclusions](#)).
- Land managers and farming businesses should only apply for Capital Works Projects which they intend to complete by the claim deadline.
- Land managers and farming businesses should consider the most suitable Main Capital Works Option for their project. **It is not possible to change the Main Capital Works Option after submitting the EoI.**
- **Please note that hedge trimming with a flail cutter does not meet the technical specification necessary to fulfil the requirement for the Hedge Coppicing and Gapping Up option. If a Hedge Coppicing and Gapping-up project is submitted where a hedge has only been trimmed back, the claim will be rejected.**
- Glastir Small Grants is a parcel based scheme; if more than one project EOI is submitted for any single hedge line, both submissions will be rejected.
- **Due to the short timescales of the Glastir Small Grants scheme, no amendments to a project will be permitted once the EoI has been submitted. This includes amendments to Supportive Capital Works as well as Main Capital Works options.**
- After signing a Glastir Small Grants contract, you must take geo-tagged photographs of the proposed work site prior to undertaking each Capital Works Project and further geo-tagged photographs from the same position once the work is complete. Full guidance and digital assistance is available to assist you in taking and submitting geo-tagged photographs. (See [Record keeping](#))

- It will not be possible to relocate projects due to the short timescales for completion.
- Once you have completed the works you will be required to submit a Capital Works Claim Form via your RPW Online account, along with your geo-tagged “Before” and “After” photos.
- Once you have submitted your claim it will be subject to our validation process. Our Processing Team may request additional photos or evidence to help validate your claim. If during validation it is found that all the requirements of the project have not been met, you may be subject to a reduction in payment, penalty or rejection. For example, if it is found during validation that the Main Capital Works option has not been completed to the required standards set out in the Technical Guidance, your claim may be rejected. The Supportive Capital Works would no longer be eligible for payment in this instance as the Main Capital Works option has not met the required standards.
- Glastir Small Grants forms part of the Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020.
- All hedgerow restoration or planting projects must be stock proof on completion. The hedge must be newly double fenced unless they sit on a roadside boundary or there is an existing stock proof fence on one side. If you are applying for a hedgerow project that is located on a shared boundary, you will need your neighbours agreement to construct any fencing supporting capital works if located on their land.

## Section A – Introduction

Glastir Small Grants is a Capital Works grant scheme available to land managers and farming businesses across Wales. An existing Glastir contract is not necessary to be eligible. Capital Works available are chosen for their broad and general environmental benefits and their ability to deliver to the Welsh Government’s ambitions for climate change and water management.

Glastir Small Grants is a standalone scheme providing a maximum of £7,500 funding per window for Capital Works Projects. Set lists of Capital Works are available per theme to support the delivery of beneficial environmental outcomes.

### Scheme aims:

- Reducing Carbon and greenhouse 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.
- Protecting the landscape and the historic environment while improving access.
- Contributing towards a reversal in the decline of Wales’ native biodiversity.

The Welsh Government will offer financial support through Glastir Small Grants to fund environmental work which will deliver the aims of the Glastir Small Grants themes. Land managers and farming businesses are selected for Glastir Small Grants following the submission of an Expression of Interest to the Welsh Government. The Expression of Interest are scored on the ability to contribute towards delivering the aims of the Glastir Small Grants theme. Those with the ability to deliver the most towards the aim of each theme are scored highest. (See [Selection](#))

This guidance is for land managers and farming businesses who intend to submit an Expression of Interest for Glastir Small Grants.

The Glastir scheme has been approved by the European Commission. Any further changes will be publicised via the Welsh Government website ([www.gov.wales](http://www.gov.wales)) and GWLAD online ([www.gov.wales/subscribe-farming-and-forestry-news-gwlad](http://www.gov.wales/subscribe-farming-and-forestry-news-gwlad)) and where necessary we will also contact you directly.

Glastir Small Grants is funded through the Welsh Government and the European Commission to form part of the Welsh Government Rural Communities – Rural Development Programme for Wales for 2014 to 2020.

Glastir Small Grants is governed by The Rural Development Programmes (Wales) Regulations 2014 No. 3222(W327); Council Regulations (EU) No. 1305/2013, 1303/2013 and (EU) No. 1306/2013, Commission Implementing 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 can be found at EUR-Lex web site ([eur-lex.europa.eu](http://eur-lex.europa.eu)) or copies can be requested from the Rural Payments Wales Customer Contact Centre.

## Section B – Glastir Small Grants Eligibility

### Land Manager and Farming Business requirements:

- You must be registered with the Welsh Government and have been issued with a Customer Reference Number (CRN).
- Your land must be registered within the Welsh Government.
- You must be registered with RPW Online.
- For more information, contact the Customer Contact Centre on 0300 062 5004.

### Land Eligibility:

- Must be agricultural land
- Field parcels must be located in Wales
- Have full management responsibility and control over the land up until the contract end date to enable you to fulfil the obligations of the scheme.

### The following is not eligible for Glastir Small Grants (unless stated otherwise):

- Dual use of land
- Land managers and farming businesses who have been subject to exclusion (See [2 Year Exclusions](#))
- Land managers and farming businesses with Grazing Licences (Tenure code G on the Single Application Form)

- Registered common land
- Land parcels under a contractual agreement for the following schemes:
  - Glastir Advanced
  - Glastir Woodland Management (the land parcel is available for Glastir Small Grants, but there will be restrictions on certain activities)
  - Glastir Woodland Creation (the land parcel is available for Glastir Small Grants, but there will be restrictions on certain activities)
  - Glastir Woodland Restoration (the land parcel is available for Glastir Small Grants, but there will be restrictions on certain activities)
  - Farm Woodland Scheme/Farm Woodland Premium Scheme
  - Improved Land Premium
  - Glastir Woodland Creation Premium
  - Better Woodland for Wales
  - Woodland Grants Scheme
- Locations where the principal purpose of the land is for recreational activities or other non-agricultural activities, such as:
  - Caravan/camping sites
  - Gallops
  - Solar Panels
  - Permanent sports facilities or recreational grounds.

## Section C – Land in other schemes

Details of the relationship between Glastir Small Grants and land entered into other schemes are set out below:

### Glastir Entry

If you already hold a Glastir Entry Contract, you can submit an Expression of Interest for Glastir Small Grants. However there are restrictions that apply. You cannot express an interest for work that is already in your contract, for example you cannot express an interest

for hedge laying on a hedge that has been established in Glastir Entry. You cannot express an interest for works that will change your management of existing Glastir Entry options, for example establish a small woodland on Glastir Entry option 15.

### Glastir Advanced

Land parcels included in a Glastir Advanced contract are not eligible for Glastir Small Grants. If additional land parcels are transferred to a farming business and are not included in an existing Advanced contract, they are eligible for Glastir Small Grants.

### Glastir Commons

Land that is registered common land is not eligible for Glastir Small Grants.

Land used in common, which is not registered common land, is eligible for Glastir Small Grants. However if you already hold a Glastir Commons contract on such land, there are restrictions that apply. You cannot express an interest for works that will change the management of an existing Glastir Commons contract.

### Glastir Organic

Land included under a Glastir Organic contract can be included in Glastir Small Grants. If land becomes ineligible for Glastir Organic following a Glastir Small Grants completion, recovery of monies paid under Glastir Organic will be required.

### Glastir Woodland

Land parcels under Glastir Woodland Management, Glastir Woodland Creation and Glastir Woodland Restoration will not be eligible for Glastir Small Grants.

Land managers and farming businesses considering an area of new planting over 0.25ha will be eligible for the Glastir Woodland Creation scheme. Unlike Glastir Woodland Creation, the Glastir Small Grants scheme does not attract any annual premium or maintenance area based payments. In addition, land that becomes ineligible for Basic Payment Scheme

under Glastir Small Grants does not remain eligible, even if you received Single Payment in 2008.

More information on Glastir Woodland Creation is available from [www.gov.wales/glastir](http://www.gov.wales/glastir)

**If the Capital Works activity has previously been funded under the schemes below, it is ineligible for Glastir Small Grants:**

- Sustainable Production Grants
- SMS – Sustainable Management Scheme
- Land that was included in SMS – Sustainable Management Scheme
- Glastir Efficiency Grants
- YESS (Young Entrants)

### Sensitive Habitat Land

Some options will not be available on land that is subject to Environmental Impact Assessment (EIA) regulations. Habitat land is classified as being within the scope of EIA regulations. For further details, read the Glastir Small Grants Technical Guidance Booklet at [www.gov.wales/glastir](http://www.gov.wales/glastir)

### Basic Payment Scheme

Land managers and farming businesses, through Glastir Small Grants, may impact payment eligibility for BPS. For further details, read the Glastir Small Grants Technical Guidance Booklet at [www.gov.wales/glastir](http://www.gov.wales/glastir)

You should refer to the Single Application Rules Booklet for details of how to assess parcels with ineligible features, including trees. This is available from [www.gov.wales/glastir](http://www.gov.wales/glastir)

### Double Funding

You must not apply for Glastir Small Grants if you are receiving funding for the proposed works from any other source, for example, The Nature Fund. If you received a contract for Glastir Small Grants you will not be eligible for subsequent funding for that work. This would be considered as double funding.

If it is established that you are receiving funding from another source for Glastir Small Grants, this could result in financial penalties and the

recovery of payments of your Glastir Small Grants contract and exclusion from re-applying for **any** Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020 scheme for up to two years.

## Land Used for Sporting and/or Recreational Activities

You are not considered to be operating a permanent sports or recreational ground, unless any of the following apply:

- The grounds are dedicated and kept throughout the year for sporting or recreational use. For example, golf course, football pitch, or a manège (surfaced riding arena) for horse riding. This applies even if the land is also used for agriculture, as agriculture is not the primary use.
- The grounds include one or more permanent structures used so people can take part in sport or recreation – or permanent structures for spectators, to make them more comfortable (for example, changing rooms, showers or toilets, cafe, spectator seating or viewing cabin). Car parks are not included. When a manège is near a livery or riding school, a spectator stand or viewing cabin for the manège will be considered to be a permanent structure, but the buildings and stables of the livery or school will not.
- The grounds or facilities are not just for personal use.

## 2 Year Exclusion

If you do not complete 80% of the value for all Capital Works Projects across a whole theme then you will be excluded from applying for 2 years for all Glastir Small Grants themes.

It is important to take care when selecting Capital Works Projects as any relocation, following contract acceptance, will not be possible due to the short timescales for the theme window and claim deadline date.

The 2 year exclusion is to ensure that the environmental benefits are achieved through Glastir Small Grants by discouraging Expressions of Interest from those not committed to undertaking the work.

Non-completion of a contract could also prevent other land managers and farming businesses from being selected for a Glastir Small Grants theme.

If the Welsh Government accepts you cannot complete any Glastir Small Grants Project due to demonstrated exceptional circumstances the project will be removed from the contract, and may be included in future applications under subsequent themes. Each request will be assessed on a case by case basis.

## Section D – Consultations and Consents

The Welsh Government will consult with and seek consent from the relevant authority on your behalf but you are advised to contact the relevant authority in advance of the Expression of Interest window to discuss any planned Capital Works Projects.

Unlike previous rounds, if the proposed project requires consent from National Resources Wales (NRW) you can request consent directly from them. Written confirmation must be uploaded using your RPW Online account by the EoI deadline date. If consent is not received by that date the Welsh Government will consult with NRW on your behalf.

Consent is required before acceptance and undertaking Glastir Small Grants Capital Works. Details for specific Capital Works and consents can be found in the Glastir Small Grants Technical Guidance Booklet at [www.gov.wales/glastir](http://www.gov.wales/glastir)

You must adhere to any specific Consent conditions that are received from the relevant authority, failure to do so may result in prosecution.

If consent cannot be granted then the selected Capital Works Project is no longer valid.

Land within any of the following designated areas will be subject to consultation or consent. The process for granting consents can take a long period of time.

#### **Site of Special Scientific Interest (SSSI), National Nature Reserves (NNR), Special Protection Areas (SPA) and Special Areas of Conservation (SAC)**

Land designated as a SSSI (including SPAs and SACs) or a NNR.

Natural Resource Wales (NRW) are the relevant authority for the management of SSSIs and NNRs. It is a legal requirement to obtain written consent from NRW where Management Options are located on that land.

You can request consent from NRW directly and upload it using your RPW Online account. Welsh Government will accept written consent if it has been uploaded before the EoI deadline date. If consent is not received by that date, we will consult with NRW on your behalf.

Natural Resource Wales  
[www.naturalresources.wales](http://www.naturalresources.wales)

#### **Registered Parks and Gardens, Scheduled Ancient Monuments and other Historic Environment Features**

The requirements of your Glastir Small Grants Capital Works must not conflict with the management requirements on land designated as a Scheduled Ancient Monuments (SAMs) or result in damage to Registered Parks and Gardens, SAMs or other Historic Environment Features.

CADW are the relevant authority for the management of SAMs and Registered Parks and Gardens. Written consent may be required from CADW where you intend to undertake Capital Works on that land.

CADW  
[www.cadw.gov.wales](http://www.cadw.gov.wales)

#### **Historic Environment Features**

If you intend to undertake Capital Works involving ground disturbance on a Historic Environment Feature, consent from your local Welsh Archaeological Trust will be required.

Clwyd-Powys Archaeological Trust  
[www.cpat.org.uk](http://www.cpat.org.uk)

Dyfed Archaeological Trust  
[www.dyfedarchaeology.org.uk](http://www.dyfedarchaeology.org.uk)

Glamorgan-Gwent Archaeological Trust  
[www.ggat.org.uk](http://www.ggat.org.uk)

Gwynedd Archaeological Trust  
[www.heneb.co.uk](http://www.heneb.co.uk)

#### **Permissions, Tree Preservation Orders and Rights of Way**

It is the responsibility of the farming business for:

- Obtaining, where necessary, any planning permission needed to complete a Glastir Small Grants Capital Works Projects.
- Ensuring that any Capital Works carried out under Glastir Small Grants is compliant with their responsibility on PRoW.
- In some circumstances, the stems may be so thick that you will need to obtain a Felling Licence under the Forestry Act (1967) from Natural Resources Wales. It is your responsibility to check whether or not this is the case. Obtain Tree Preservation Orders – where a licence may be required for areas subject to changes to trees and hedges.

## Work Near a River or Flood Defence infrastructure

Works on or near a watercourse are likely to need permission. The type of permission depends on whether the watercourse is designated a **main river**, or an **ordinary watercourse**.

### Main Rivers

A main river is legally defined as a watercourse that is shown on a main river map. Main rivers have been designated due to the importance of managing flood risk. Note that even some small watercourses may be classed as main rivers.

If you want to carry out works in, over, under or near (within 8 metres) a main river or flood defence (including a sea defence), or within a **flood plain** you may need to apply for **Flood Risk Activity Permit (FRAP)**. You will need to obtain this FRAP from Natural Resources Wales (NRW) to ensure that your activities do not cause a risk of flooding or make existing flood risk worse. A permit is also necessary to ensure your work will not interfere with NRW flood risk infrastructure or adversely affect the local environment, fisheries or wildlife.

NRW determine FRAP applications to manage flood risk by regulating works and development activities.

### Further information:

Certain activities will be permitted in, over, under or adjacent of a main river without charge and without needing a permit, providing certain conditions are met. These activities are classed as exemptions or exclusions:

All remaining activities will require a bespoke Flood Risk Activity Permit.

If you do not apply for a FRAP the consequences could be expensive. NRW can reclaim from you the costs of putting things right and you could also be prosecuted. The Welsh Government may also recover the Glastir Small Grants payments.

## Ordinary Watercourses

If the watercourse is not a main river it could be an ordinary watercourse.

If you want to carry out works within or over an ordinary water course, then you will need to contact the local authority in relation to obtaining an **Ordinary Water Course Consent**. Within **Internal Drainage Districts (IDDs)**, the ordinary watercourses fall within NRW's jurisdiction – in which case you will need to contact NRW, not the Local Authority, to obtain consent.

If you are unsure whether the watercourse in question is a main river, ordinary watercourse, or part of an IDD contact NRW.

It is your responsibility to ensure that you are compliant with NRW/Local Authority requirements. Where a permit/consent is required and has been granted, the permit must be retained and made available on request. If NRW and/or the Local Authority have confirmed that a permit is not required, this evidence must also be retained and made available on request. Carrying out these works without obtaining the relevant permits, or confirmation that permits are not needed, will be considered a breach.

## Section E – Applying for Glastir Small Grants

### Submitting an Expression of Interest (EOI)

You can make an Expression of Interest" for Glastir Small Grants 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 [www.gov.wales/rural-payments-wales-rpw-online](http://www.gov.wales/rural-payments-wales-rpw-online). The Glastir Small Grants Expression of Interest is available from the Glastir Small Grants 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 [www.gov.wales/rural-payments-wales-rpw-online](http://www.gov.wales/rural-payments-wales-rpw-online). 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 [www.gov.wales/rural-payments-wales-rpw-online](http://www.gov.wales/rural-payments-wales-rpw-online)

If you have any questions about registering for RPW Online or completing your Expression of Interest, 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.

Further details regarding Rural Payments Wales Online are available on the Welsh Government's Website ([www.gov.wales/rural-payments-wales-rpw-online](http://www.gov.wales/rural-payments-wales-rpw-online)).

Please respond to any queries raised by the Welsh Government regarding your Glastir Small Grants Expression of Interest promptly. Failure to respond within the given time may prevent the offer of a Glastir Small Grants contract to you.

### Themes

Glastir Small Grants will work around environmentally beneficial themes that farming businesses across Wales can submit an Expression of Interest. Farming businesses can submit an Expression of Interest for each theme.

Maps highlighting the value of Glastir Small Grants Capital Works throughout Wales for each theme will be provided.

### The Selection Process

The Glastir Small Grants selection process assesses each Capital Works Project submitted by farming businesses through the Expression of Interest. A score will be assigned for each Capital Works Project and its ability to deliver an outcome towards the Glastir objectives within the **theme**. For further details on scoring, read the Glastir Small Grants Technical Guidance Booklet at [www.gov.wales/glastir](http://www.gov.wales/glastir)

The highest scoring Capital Works Projects will be selected and land managers or farm businesses will be notified which Capital Works Project has been successful up to a maximum of £7,500 per CRN, per Expression of Interest window.

## Section F – Payments

Glastir Small Grants Capital Works will only be available to claim via your RPW Online account; payments for Capital Works will be made following the successful validation of Capital Works claims.

In order to receive Glastir Small Grants payments you must:

- Have entered into a Glastir Small Grants contract and adhere to all the requirements.
- Not make a false or misleading statement or declaration, or furnish false or misleading information.
- Not artificially create the conditions required to obtain the payments.
- Allow land to be inspected at any time following notification by the Welsh Government or other authorised persons and provide any document or record that the Welsh Government or other authorised persons may require.
- Submit valid and complete Capital Works claims by the stipulated date using the online claim. A claim is not considered valid until all required supporting information is submitted.

**Important note:** Every Capital Works Project claimed must be submitted with geo-tagged before and after photographic evidence.

(See [Record keeping](#))

- You must submit your claim by the deadline included in your contract. Claims submitted after the deadline will be automatically rejected.
- You can only submit a claim once the Capital Works Project is completed. You cannot claim for a partially completed project and you will not be able to claim for any additional work you undertake after the claim has been submitted.

## Section G – Transferring or Selling Land under Contract

Please be aware that Glastir Small Grants contracts are non-transferrable. If land is sold or transferred (written or unwritten Tenancy agreement) prior to the completion of agreed Capital Works Projects, your contract will be cancelled and no payment will be made.

## 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 a number of reasons. 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 Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020 or revise payment rates. We will publicise changes on the Welsh Government website ([www.gov.wales](http://www.gov.wales)) and where necessary contact you directly.

## Section H – Inspections and Record Keeping

The Welsh Government must enforce the Glastir Small Grants rules. Inspections will include on farm inspections and the use of GPS, aerial photography and satellite imagery.

### On Farm Inspections

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 you 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 Small Grants 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 Small Grants contract. Permit the Welsh Government to remove any such document or record to take copies or extracts from them.
- Before and after photographic evidence, including a geo-tagged map reference point, must be taken and submitted with the Glastir Small Grants claim for each Capital Works Project. The Welsh Government will require these to validate and ensure the

Capital Works Project has been completed in the correct place and to the required specifications. Digital assistance will be available where required.

## Section I – Reductions & Penalties

Where we find that items have not been completed, or have not been completed to the projects technical specifications, payments will be reduced to the amount of work completed to the required specification.

Where the level of reduction is more than 10% of the total value of the claim we will apply administrative over declaration penalties.

In addition to the penalty an over declaration of a Capital Works Project could trigger a 2 year exclusion, if less than 80% of value for any theme is found to have been satisfactorily completed. (See [2 Year Exclusions](#))

If the Main Capital Works Project does not meet the specification and therefore directly impacts on the ability to meet the environmental objective. The Main Capital Works Project is ineligible and recovery of monies paid for the main and the secondary Capital Works will be made.

### Under Declaration

There are no under declaration penalties for Glastir Small Grants

### Over Declaration

Below are examples of common over declaration penalties.

#### Scenario:

If all or part of a length/area of the Main Capital Works Project does not meet the specification that does not directly impact on the ability to meet the environmental objective.

#### Example 1:

Capital Works Project: 100 Metres of Hedge Laying with Double Sided Fencing.

Land owner/farming business claims for the full 100m.

Following checks it is found that 91m was completed.

The 9m over declared length is deducted from the claimed amount.

As this is below 10% of the claimed amount, a reduction is made but no over declaration penalty is applied. The rest of the eligible Capital Works Project, including related secondary works, will be paid.

#### Example 2:

Capital Works Project: 100 Metres of Hedge Laying with Double Sided Fencing.

Land owner/farming business claims for the full 100m.

Following checks it is found that 81m was completed.

The 19m over declared length is deducted from the claimed amount.

As this is above 10% of the claimed amount, a reduction is made and an over declaration penalty (the difference) is applied. The rest of the eligible Capital Works project, including related secondary works, will be paid.

#### Example 3:

Capital Works Project: 100 Metres of Hedge Laying with Double Sided Fencing and 2 Timber Gates:

Land owner/farming business claims for the full 100m and 2 gates.

Following checks it is found that 100m of hedge was completed but with only 1 gate completed.

The 1 gate is over declared and is deducted from the claimed amount.

If the gate is above 10% of the claimed amount, a reduction is made and an over declaration penalty is applied. The rest of the eligible Capital Works Project, including related secondary works, will be paid.

## Cumulative over declaration penalties

On inspection every Glastir Small Grant project will be reviewed. If any work is found to be ineligible from the current claim or claims submitted previously, a cumulative over declaration penalty will be applied taking into account all the expenditure paid under the Glastir Small Grants scheme to you.

## Section J – 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.

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  
CF35 5LJ

## Section K – General Data Protection Regulation (GDPR)

The Welsh Government will be data controller for any personal data you provide as part of your response to the consultation.

Further information is available on the Welsh Government website [www.gov.wales/rural-grants-and-payments-privacy-notice/](http://www.gov.wales/rural-grants-and-payments-privacy-notice/)

## Contact Details

Information on Glastir can be found at [www.gov.wales/glastir](http://www.gov.wales/glastir) and the latest updates are included in the Gwlad e-newsletter

Contact details are as follows:

### Customer Contact Centre

Rural Payments Wales  
PO Box 251  
Caernarfon  
LL55 9DA

### 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](mailto:enquiries@naturalresourceswales.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@Wales.gsi.gov.uk](mailto:Cadw@Wales.gsi.gov.uk)

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](mailto:trust@cpat.org.uk)

Website: [www.cpat.org.uk](http://www.cpat.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](mailto:info@dyfedarchaeology.org.uk)

Website: [www.dyfedarchaeology.org.uk](http://www.dyfedarchaeology.org.uk)

### Glamorgan-Gwent Archaeological Trust

Heathfield House  
Heathfield  
Swansea  
SA1 6EL

Tel: 01792 655208

Fax: 01792 474469

E-mail: [enquiries@ggat.org.uk](mailto:enquiries@ggat.org.uk)

Website: [www.ggat.org.uk](http://www.ggat.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](mailto:gat@heneb.co.uk)

Website: [www.heneb.co.uk](http://www.heneb.co.uk)