

**Woodland  
Grant Scheme**

**Farm Woodland  
Premium Scheme**

June 2001

**a guide to the  
Woodland  
Grant Scheme**



how to apply  
for

**grants for  
new  
woodlands**

and

**grants for  
existing  
woodlands**

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

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# The Woodland Grant Scheme

## How to apply

### Introduction

The Woodland Grant Scheme (WGS) provides incentives for people to create and manage woodlands on sites all over Great Britain. The Forestry Commission pays grants for establishing and looking after woodlands and forests because of the benefits which well managed woodlands give to society.

To qualify for grant you must meet the standards of environmental protection and practice set out in our Guidelines. The key points are also given in the booklet *The Forest Environment* in the *Applicant's Pack*.

### Farm Woodland Premium Scheme (FWPS)

For planting on agricultural land there are annual payments under the FWPS. Payments are made by the relevant Rural Affairs/Agriculture Department. A separate booklet gives details of this scheme.

### Aims of the Woodland Grant Scheme

#### The aims of the WGS are:

- to encourage people to create new woodlands and forests to
  - increase the production of wood,
  - improve the landscape,
  - provide new habitats for wildlife, and
  - offer opportunities for recreation and sport;
- to encourage good management of forests and woodlands, including their well timed regeneration, particularly looking after the needs of ancient and semi-natural woodlands;
- to provide jobs and improve the economy of rural areas and other areas with few other sources of economic activity; and
- to provide a use for land instead of agriculture.

## What the Woodland Grant Scheme covers

Grants are paid to help with the creation of new woodlands and to encourage the good management and regeneration of existing woodlands.

All woodlands and forests can be considered for grants under the WGS. However, areas of trees too small or narrow to be thought of as woodlands will not be eligible. Normally the woodland would have to be a quarter of a hectare in area and at least 15 metres wide, but smaller woods may be eligible if the aims of the scheme are met.

The grants are paid as part of a contract in which you agree to look after the woodlands and do the approved work to our reasonable satisfaction.

Your application to the Woodland Grant Scheme may also include proposals to thin or fell trees in the woodlands which are being grant aided. Further information about the restrictions and procedures concerning tree felling is given in our booklet *Tree Felling - Getting Permission*. Please also see the *Felling Proposals* paragraph on page 6.

### European Community funding

Grants for new planting and some management activities are eligible for co-financing by the European Commission.

### Funding from other public bodies

We cannot pay grant if another public body is already paying grant for the same work in the woodlands.

## Drawing up your application

Before preparing your application you may need to:

- **talk to a Forestry Commission Woodland Officer;**
- **seek professional help to prepare your application and carry out the management of your woodland. Some useful addresses are given on page 22.**

**To allow us to consider your proposals and assess them properly, you should send your application to us AT LEAST 3 MONTHS before you want to start work, or earlier if possible.**

### Your neighbours

We would strongly advise that you discuss your proposals, particularly those for new planting where there might be an effect on landscape, water supply etc, with those neighbouring properties that might be affected. You should record any discussions you have had or any agreements you reach and include this with your application.

### Who can apply

Applications can be made by owners or leaseholders. If you are a leaseholder, or tenant, you will need to check that the owner agrees to your plans. Landlords who resume land by means of a contested Notice to Quit or against the wishes of crofters, will not be eligible for WGS grants on the property.

You can use one application for a group of woodlands or properties if these are under one ownership and are close enough to be managed together.

### Maps

The map is an essential part of your application. All of the areas in your application must be shown on a clear, up-to-date, Ordnance Survey map at a scale of 1:10000. However, for areas which are small or very detailed, you should use a map with a scale of 1:2500. Read the *Guidance Notes* to find out how to mark up your map.

If you are applying for FWPS you will need to mark the field numbers on the map. You may give us a separate map with this information

Please remember that you may be asked to supply additional copies of your map to the local authorities and other organisations we consult about your application. You will also need an additional copy for the duplicate contract you must sign.

### Digital maps

We will accept paper copies of digital maps (produced from data held on and reproduced by computer). You can get a leaflet describing the requirements from your local Conservancy office.

### Which forms to complete

As well as a map, we need the information asked for on the application form (WGS-FWPS 1) and proposals form (WGS-FWPS 2). The *Guidance Notes* will help you complete these forms. These are all in the *Applicant's Pack*.

In the application form (WGS-FWPS 1) we ask you for information about you, your property and a description of your long-term aims. If you are also applying for the FWPS we ask for information about your farm business.

In the proposals form (WGS-FWPS 2) we ask you to tell us in detail about the work you propose to do in the next five years to meet your aims. You should also tell us about any proposed thinning or felling for which you want permission.

### You need to complete both of these forms.

### Forest roads

If you are going to build a new road, substantially upgrade an existing track, or alter the route of an existing road in the woodland, your application should include brief information on the design and method of construction you will use.

If you are building new forest roads in England or Wales, you will need to apply to the local planning authority for a determination as to whether its prior approval will be required as to its siting and means of construction. You can get more information in the booklet *Forest Road Guidelines* and from your local Forestry Commission office.

### Tree Preservation Order

If the proposals affect a Tree Preservation Order (TPO) or trees in a Conservation Area, you **must** advise us of the fact and give details in your application. If you need a felling licence to fell trees covered by a TPO, you must apply to us. Before we make a decision about your application, we will consult with the local authority about your application.

**In England and Wales, a felling licence will not cover the felling of trees to which a TPO applies or which are in a Conservation Area if you have not declared the existence of the Order or Area in the application.**

### Electronic forms

You may produce your application by computer or word processor, so long as you follow the same layout as our forms including the parts that we use. You can get a copy of the application forms on disc. Contact your local Forestry Commission office or Grants and Licences for more details.

### Where to send your application

We will deal with your application for both WGS and FWPS. Send your application to your local Forestry Commission office. Their names and addresses are at the back of this booklet.

Please note that we receive many applications in October and November, the start of the planting season. If possible, please let us have your application as early as possible so that we can process it quickly.

## How we deal with your application

### Acknowledging receipt

When the local Forestry Commission office gets your application, it will acknowledge it within 3 days and tell you the names of staff who will be dealing with your application.

### Visiting the site

Our Woodland Officer will usually visit the site to assess your application and whether your proposals meet the aims of the Woodland Grant Scheme. If such a visit is planned, we will contact you within 2 weeks. We would normally make this visit within 4 weeks of receiving your application.

You do not need to be there when we visit, but if you want to be present, we will try to arrange a time which suits you.

We will then discuss any points about your application which are unclear, or where we need more information, or offer advice, with a view to agreeing firm proposals. If your application does not meet our guidelines and may therefore be rejected by us, we will explain why and tell you as soon as possible.

### Environmental assessment

If you are carrying out work on certain forestry projects, the Regulations for Environmental Impact Assessment (EIA) may require you to contact us to determine whether your proposals will require an EIA. If your proposals require our consent, the EIA Regulations (Regulation 10) require that you submit an “application for our consent”. You do not need to make a separate application if you are applying for WGS. Your WGS application forms will fulfill this requirement. Relevant projects include initial afforestation, deforestation (clear felling to convert woodland to another land use), constructing forestry roads or quarries. You can find out more in our booklet about EIA procedures.

### New planting in England

Applications for new planting in England are dealt with on a discretionary basis. More information about this procedure is given in [Section 2](#).

### Felling proposals

If you wish to carry out felling under the WGS you must get a Felling Licence. You do not need to make a separate application – we will tell you if you need a licence for your proposed felling and if restocking is a requirement. You will get your Felling Licence with your approved WGS contract. If you need to change the details before you start felling, we will amend your WGS contract and give you a new Felling Licence. *Please note that once you start felling you must comply with the restocking conditions on the Licence.*

### Stump protection

If you are felling conifers you may need to protect the stumps in areas where there is a risk of disease. You can get advice about stump protection from your local Forestry Commission office or from Forest Research.

### Plant health

Under Plant Health legislation, any trees intended for planting that are moved to professional growers must be accompanied by a plant passport, confirming their health. Plant passports may only be issued by an authorised (registered) grower or trader. For further details, contact the Plant Health Service, Forestry Commission, 231 Corstorphine Road, Edinburgh EH12 7AT or telephone 0131 334 0303.

### Getting to “Firm Proposals”

The stage “Firm Proposals” is reached once initial discussions are complete and we are satisfied that your application meets our guidelines so that the application is of a standard to be taken forward for a decision.

### Register of new planting and felling applications

If your application includes proposals for creating new woodlands or for felling trees, information about it will appear on the Public Register. Copies of the Register are widely circulated by fax and e-mail. You can also access the

Register on the Forestry Commission's website at [www.forestry.gov.uk](http://www.forestry.gov.uk). This allows people to look at the proposals and to give us more information or make comments.

The Register is produced each Monday and includes all cases which have reached "Firm Proposals" in the previous 4 weeks. We allow people 4 weeks from the date that the Register is produced to make any comments about the application. They must write to the Conservator, the head of the local Forestry Commission office, who will consider their comments and may ask you to adjust your proposals to take account of any important issues.

The Register gives brief details about where the application is and the work that is going to be carried out.

People who look at the Register can ask to see the map and application forms and we will make them a copy if they want. We remind people that most applications are on land that is privately owned and they need to ask your permission if they want to go into the area.

The Register also lists applications when they are approved so that people can find out what has happened.

There is a leaflet available which explains the purpose of the Register to members of the public. Copies are available from your local Forestry Commission office.

### Consulting on applications

We have agreed to consult local authorities and other statutory organisations to get their views on the impact of certain types of applications. We will take their views into account before approving your application. If there are changes to be made we will discuss these with you.

If we send your application for consultation, you will be informed of the organisations involved. These organisations have agreed to reply to us within 28 days. However, if they have detailed comments to make, they may be allowed longer to prepare these and to carry out any necessary discussions.

### Dealing with objections

In a very few cases, there are objections to planting or felling proposals which cannot be resolved by local discussion. If this should happen, our staff will explain the procedure we have for dealing with this situation.

### FWPS applications

Once your application reaches "Firm Proposals" stage, we will send details of your application to your local Rural Affairs/Agriculture Department office. They will process your application while the details appear on our Public Register. Once we get their approval we will issue a draft WGS contract with FWPS approval.

### The Draft Contract

We will send you two copies of the draft contract and map. You must sign these documents and return them to your local Forestry Commission office as soon as possible.

FWPS applicants will also be required to sign a Declarations and Undertaking form in relation to that Scheme.

### When to expect your contract

We will endeavour to send you the WGS contract (and FWPS Declarations and Undertakings if appropriate) within the time specified in our Citizen's Charter.

Remember, we cannot issue contracts for applications which include new planting or felling until they have been on the Public Register for four weeks.

You must sign and return your draft WGS contract (and FWPS Declarations and Undertakings if appropriate) to us **within six months of receipt** or you

## Terms and Conditions

will have to reapply. **You must wait until we have signed and returned your copy before you can start work.**

You will find a copy of the terms and conditions of the WGS in the *Guidance Notes*. A copy will also be part of your contract. These explain your obligations under the scheme and also the circumstances under which we may terminate your contract. **Please read them carefully.**

## Farm Woodland Premium Scheme (FWPS)

You will find a separate booklet in the *Applicant's Pack* which describes the rules of the FWPS.

## Starting work

You must not start work on any of the areas approved under the WGS that are to be entered for the FWPS until you have received your WGS contract and FWPS approval.

**If you do any planting or preparatory work before approval, the Rural Affairs/Agriculture Department must refuse your application for FWPS and we cannot issue a WGS/FWPS contract.**

## Rural Affairs/ Agriculture Departments

These are:

- in England, the Department for Environment, Food and Rural Affairs (DEFRA);
- in Wales, the National Assembly for Wales Agriculture Department (NAWAD);
- in Scotland, the Scottish Executive Environment and Rural Affairs Department (SEERAD).

We will send your details to the relevant Rural Affairs/Agriculture Department. Once we receive their approval we will issue WGS contract with FWPS approval.

## Changing the contract

### Changes to proposed work

It is important that you plan the work you intend to carry out. However, if something unexpected happens, you may need to make changes to your proposals after your WGS contract has been approved. You should immediately send details of the amendment you would like to make, on amendment form (WGS-FWPS 4), to your local Forestry Commission office which approved your contract.

If any of the changes relate to land which you have entered into the FWPS, you will also need the relevant Rural Affairs/Agriculture Department's approval. You will also need to complete form WGS-FWPS 4 to tell us about the changes. We will inform the the relevant Rural Affairs/Agriculture Departments and seek their approval. You must not start work on any of the amendments until you have received our approval.

If we approve your amendment we will send you a new WGS contract or WGS contract and FWPS Declarations and Undertakings, which you must sign and return to us. If the change only affects some management units we may send an abbreviated contract which will only show the management units which have been changed.

You must not start any of the work on the amendment until we have approved it in writing, or we have signed and returned the contract.

Please remember that too frequent amendments can be a burden on both parties and in some cases further consultation with local authorities or other organisations may be required.

## Changes of ownership

### The seller

If you sell an area which is in a WGS contract, you must tell us within three months of the change. You should also check the terms and conditions of the scheme, especially if we have paid you grant. Your solicitor may advise you on how to make sure that you are not liable for anything the new owner does in the woodlands. We can give you a WGS 9 Agreement to Transfer Obligations form, which offers one possible way to deal with this. You can get more details in our leaflet *Changes in Ownership of Land with a Woodland Grant Scheme Contract*.

### The buyer

If you buy or take on the lease of an area which is in WGS, then you may be able to get a grant. This would depend on what work the previous owner had carried out and if any grant is still due. Circumstances will vary from case to case but the staff at your local Forestry Commission office will be able to explain how you might benefit. You must apply to the WGS so that we can pay you grant. If you wish to join the FWPS and receive any remaining annual payments then you must complete a Successors Application (FWPS 8).

You can get copies of the WGS 9 and the FWPS 8 from your local Forestry Commission office.

## Payment of grant

### Who can claim grant?

You can claim and receive grant yourself, or you can authorise an agent to claim and receive grant on your behalf. When you send us your signed draft contract, you must also tell us who will be claiming grant and who we should pay. If you want to change these instructions after signing your contract, then you need to tell us in writing. When we return your signed contract we will also give you a claim form and guidance notes.

### Authorising and paying your claim

Please note that for some grants you may have to complete a Claim form (WGS-FWPS 3) for the initial first instalment or payment and within a certain financial year. You will find more details about “Claim Year” in the Guidance Notes. Your Woodland Officer can give you further advice.

### Getting an “Invitation to Claim”

For grants paid annually and second instalments of establishment grant, we will send you an “Invitation to Claim” shortly before the grant is due.

### Claims for annual payments from the FWPS

You can claim the first five years of FWPS payments together with your claim for WGS establishment grant by completing page 4 of the claim form WGS-FWPS 3. We will pass the details to the the relevant Rural Affairs/Agriculture Departments who, once they have approved your claim, will arrange payment. You can get a claim form for subsequent years from the the relevant Rural Affairs/Agriculture Departments.

### Checking the details on your claim - visiting the site

When we receive your claim, we will first make sure that it has all the information we need. If it does not, then we will get in touch with you within 2 weeks. The Woodland Officer, or people with delegated authority from us, may look at the area when claims are received to make sure that the work has been done to the proper standard. If a visit is planned to your woodland you will be told, but we must be able to carry out the visit at any reasonable time.

**When to expect your cheque**

You do not need to be there when we visit, but if you want to be present, we will try to arrange a time which suits you.

If we are happy with the work that has been carried out we will authorise payment. We will get in touch with you if we are not able to send your payment cheque within 4 weeks of receiving your claim.

**If the work is not satisfactory**

If for any reason we are not satisfied with the work you have done, we will discuss the problem with you. If you want to try to put this right, we will tell you what needs to be done and how long we will give you to do this additional work.

If we are not reasonably happy with the work you have done, we can refuse to pay your grant. If we have already paid your grant we can reclaim, with interest, any payments already made. If you disagree with our decision, you may ask for an arbitrator to consider the matter.

**Questions about your grant payment**

If you want to ask any questions about a payment you should talk to the staff at your local Forestry Commission office.

**Quality of service**

The Forestry Commission is committed to providing the best service possible with the resources available.

It is in your interest and ours that WGS contracts are issued and grant claims paid in good time. It will help us in this if you can respond promptly when we write to you or contact you.

**If you are not satisfied**

If you do not think we have handled your WGS application or grant claim fairly, discuss this directly with the appropriate Conservator. If you cannot settle the difficulty with him or her, then you should get in touch with the Chief Conservator: in England, Paul Hill-Tout; in Scotland, David Henderson-Howat; in Wales, Simon Hewitt. You will receive an acknowledgement and then a full response within 4 weeks.

If, after the Chief Conservator has replied, you still consider your complaint has not been satisfactorily resolved, you may ask for it to be considered by the appropriate Forestry Commissioner.

These Forestry Commissioners are appointed to the Board of Commissioners from outside the Forestry Commission. They are drawn from a variety of backgrounds in order to give a balance of interest and expertise on the Board.

You should contact:

**The Secretary to the Commissioners,  
Forestry Commission,  
231 Corstorphine Road,  
Edinburgh EH12 7AT**

asking for your case to be passed to your Commissioner and setting out why you are unhappy with what has happened. Your request for your complaint to be considered will be acknowledged and every effort will be made to let you have a full reply within 4 weeks. You will be told if more time will be needed.

# Grants for New Woodlands

## What the grants are for

Planting grants are paid to encourage the creation of new woodlands. Grants for new planting are paid in 2 instalments - 70% when planting is finished and 30% after 5 years. You must maintain the area to our reasonable satisfaction for at least 10 years after planting.

### Rates of Planting Grant

<i>rate of grant</i>	<b>Conifers</b>	<b>Broadleaves</b>
<b>Woods less than 10 ha</b>	<b>£700 per ha</b>	<b>£1350 per ha</b>
<b>Woods more than 10 ha</b>	<b>£700 per ha</b>	<b>£1050 per ha</b>

When you have planted the trees you should claim the first instalment of your new planting grant. Send a completed claim form (WGS-FWPS 3) and map to your local Forestry Commission office. The second instalment of your grant is due 5 years after your first is paid. We will send you a letter inviting you to claim it shortly before it is due. You must sign this and return it before we can authorise payment.

### Negotiated grants

If you apply to carry out more than 300 hectares of new planting (or where your application will add to the area of successive schemes on the same or associated property to exceed a total area of 400 hectares), the normal fixed rates of grant will not apply. We will negotiate the level of grant you will receive. The grant we pay you will not exceed that for the appropriate fixed rate payment. You can get more details about negotiated grants from your local Forestry Commission office.

In other areas there are Challenge funds for woodland expansion operating where you can submit a competitive bid to carry out the work.

A tender scheme is currently operating in the National Forest. A separate Applicant's Pack is available from our Midlands Conservancy.

### New planting applications in England

Applications for new planting in England are dealt with using a discretionary approach. Only applications that best meet the priorities of the England Forestry Strategy (EFS) will be approved. In addition to completing the application forms you must also complete a Scoring Form (WGS 2a). This form reflects the programmes and priorities of the EFS and you simply tick the appropriate boxes relevant to your application. There are two closing dates for new planting applications each year. Your local Forestry Commission office will tell you these dates. You must send your application to your local Forestry Commission office by either of these closing dates. If you have other work in your application, this will be processed in the normal way. You can get copies of the WGS 2a and more detailed information about this process from your local Forestry Commission office.

## The Farm Woodland Premium Scheme

The Farm Woodland Premium Scheme (FWPS) is designed to enhance the environment through the planting of farm woodlands, in particular to improve the landscape, provide new habitats and increase biodiversity. You can apply to the Forestry Commission for entry to this scheme using the WGS-FWPS application forms. The scheme is administered by the Forestry Commission and payments are made by the the relevant Rural Affairs/Agriculture Departments. Full details of the scheme can be found in the booklet *The Farm Woodland Premium Scheme Rules and Procedures* enclosed with the *Applicant's Pack*. You can also get a copy from your local Rural Affairs/Agriculture Department office.

**We must have approved your WGS/FWPS by issuing you with a contract signed by us, before you start work.**

**If you do any planting or preparatory work before approval, the Rural Affairs/Agriculture Department must refuse your application for FWPS.**

## Natural regeneration

Grants are also available for creating new woodlands by natural regeneration. A Discretionary Payment is available for work needed to encourage regeneration and a Fixed Payment is made once regeneration occurs. Further details are given in Section 3.

## Other grants



The leaflet symbol means you can get further grant details in separate leaflets.

We pay supplements to encourage new woodlands in priority areas. The supplements will normally be paid to you along with the first instalment of your planting grant and the Discretionary Payment or Fixed Payment for natural regeneration.

### Better Land Contribution



rate of grant  
**£600 per ha**

Better Land Contribution (BLC) is paid for agricultural land which is either “arable land”, “improved grassland” or “cropped land”. Your local Forestry Commission staff can give you details of how we assess whether the land meets our definition of better land.

Better Land Contribution is paid as a lump sum with the first instalment of the establishment grant for new planting or the Fixed Payment for natural regeneration.

### Community Woodland Contribution



rate of grant  
**£950 per ha**

Community Woodland Contribution (CWC) is available to encourage people to create new woodlands close to towns and cities which can be used for informal public recreation.

To be eligible for CWC, the new woodland must be within 5 miles of the edge of a village, town or city and where there are few other woodlands available for recreation.

You must design the woodland in line with the principles given in our guidelines.

Of particular relevance are the *Community Woodland Design Guidelines*, *Forest Recreation Guidelines* and *Forestry Practice Guide No 10 “Involving Communities in Forestry”*.

You will be required to explain fully how you intend to involve the local community and give us details of your plans for giving people access to the woodland. Our leaflet *Walkers Welcome* explains what we expect. We can only pay the contribution if you allow the public free access on foot. If you use our Walkers Welcome signs, we may publish the availability of this access on our website [www.forestry.gov.uk](http://www.forestry.gov.uk).

The contribution will normally be paid as a lump sum with the first instalment of the establishment grant for new planting. In the case of natural regeneration, we will pay it along with the Fixed Payment made when adequate stocking has been achieved. We may withhold payment of the supplement even if planting has been done, until you have completed the work needed to provide for recreation in the woodland.

**Community Forest Premium**



*rate of grant*  
**£600 per ha**

This supplement provides an additional incentive for the planting of new woodlands in specially targeted areas. Your local Forestry Commission office can tell you if Community Forest Premium is available in their area and if so give you an explanatory leaflet.

**Other grants for new planting**

**Short rotation coppice**



*rate of grant*  
**Set-aside land**  
**£400 per ha**  
**Non set-aside land**  
**£600 per ha**

We will pay grant for planting poplars and willows on suitable sites where these are to be worked on short rotations. The planting must meet our environmental standards and you must keep to the terms of the contract for 5 years after payment of the grant.

You must tell us if the land will be counted as non-rotational set-aside under the Arable Area Payments Scheme.

This grant is paid in full once the area has been planted. No supplements are available for short rotation coppice. SRC is not eligible for the Farm Woodland Premium Scheme.

**Set-Aside**

Provided your FWPS application was made on or after 1st July 1995, land eligible for the Arable Area Payments Scheme (AAPS) and entered into the FWPS can be counted towards your set-aside obligation. Details are contained in the [FWPS Rules and Procedures booklet](#).

**Native pinewoods**



If you establish a new native pinewood of natural character, we will pay you the rate of grant normally paid for broad-leaved planting. This applies to all grants under the WGS and to annual payments made by the Scottish Executive Environment and Rural Affairs Department under the Farm Woodland Premium Scheme.

This grant is only available in areas north of the Forth-Clyde valley which would at some time have been Scots pine forest with birch. If you are interested in establishing this special type of woodland you should contact the local Forestry Commission office for further information and assistance.

### National Forest Tender Scheme and National Forest Premium

The Tender Scheme is an incentive for woodland creation in the National Forest run by the National Forest Company in partnership with the Forestry Commission. The Scheme is available in parts of Derbyshire, Leicestershire and Staffordshire. Applicants make a bid for the money they require to carry out the work. You can get a separate Applicant's Pack from the National Forest Company or the Forestry Commission's East Midlands Conservancy.

Also available is the National Forest Premium, which provides an additional incentive for the planting of new woodlands in the National Forest. Please note that you cannot claim the premium for areas entered into the National Forest Tender Scheme.

### Challenge Funds for Forest Expansion

Challenge Funds are available for special projects with the aim of increasing forest cover by new planting in certain areas of Britain. Your local Conservancy office will tell you if there is a project running in their area.

## Requirements for grants for new woodlands

### Number of trees per hectare and spacing

To receive the full rate of planting grant and supplements, we will usually expect you to establish at least 2250 trees per hectare. For broadleaves, a density of 1100 trees per hectare may be acceptable in the following circumstances:

- **for small scale planting. This would normally apply to individual broadleaved woodlands of less than 3 hectares, where there is limited potential for timber production;**
- **for planting broadleaves where they form the amenity component of mainly coniferous planting schemes;**
- **for new native woodlands on appropriate semi-natural habitats or in areas adjacent to existing semi-natural woodlands. You must follow our advice on the creation of new native woodlands. More information is given in Forestry Commission Bulletin No 112 *Creating New Native Woodlands*.**

If we have agreed to allow less than 2250 established trees per hectare, we will also agree the layout of the trees and the minimum number we expect in order to pay planting grant and any supplements.

### Poplars

Full planting grant for poplars will be paid so long as at least 1100 trees per hectare are established. These may be thinned before year 10, if necessary. If fewer trees are established, planting grant will be paid pro-rata. However, even at wider spacings, any supplements will be paid at full rate so long as the conditions of the supplements are met.

### Agroforestry

We will pay grants for agroforestry, which is a mixture of trees and agriculture on the same piece of land. If you are going to plant the trees at wide spacing, the grant and supplements will be reduced pro-rata based on 1100 trees per hectare. Agroforestry is not eligible for the Farm Woodland Premium Scheme.

- Choice of main species** The species proposed must suit the site and meet your management aims. Where nature conservation is an important aim, this will normally mean that you should use the species which are, or might have been, native to the site.
- Open ground** Open ground is desirable in woodlands for both management and environmental reasons. We will agree how much open ground is needed and where it should be. We may pay you grant on it, up to a limit of 20% of the whole area getting grant
- e.g. If the area enclosed by the boundary of the application is 10 hectares and grant is to be paid over the whole area, then 2 hectares can be left as open ground and 8 hectares must be planted.
- Woody shrubs** We may pay you grant (up to a limit of 10% of the whole area getting grant) if you want to plant tall woody shrubs such as hazel, buckthorn or juniper. This applies as long as they fit in with the woodland and the ecology of the area.
- Coppice** To encourage traditional coppicing, we will pay planting grant and any supplements for planting of new coppice stools. We would normally want you to use species traditional in the area. Traditional coppice is only eligible for the FWPS in special circumstances.
- 
- Direct seeding** If you wish to establish a new woodland by direct seeding, we will grant aid it as natural regeneration. We will pay Better Land Contribution and Community Forest Premium with the Discretionary Payment.
- Christmas trees** Planting Christmas trees alone will not be given grants. However, planting Christmas trees amongst other species will not stop an area from getting grant, as long as this is compatible with the silvicultural and environmental management of the woodland.

# Grants for Existing Woodlands

## What the grants are for

Grants are paid for the restocking of woodlands after felling or windblow, whether by planting or regeneration. Grants are also paid for the management and improvement of woodlands and for the exclusion of stock from certain woods.

### Rates of restocking grants

<i>rate of grant</i>	
<b>Conifers</b>	<b>£325 per ha</b>
<b>Broadleaves</b>	<b>£525 per ha</b>

Grants for restocking are paid in full when planting is finished. You must maintain the restocked area to our reasonable satisfaction for at least 10 years after planting.

To receive the full rate of restocking grant we will usually expect you to plant at least 2250 conifers or at least 1100 broadleaves per hectare.

When you have planted the trees, you should claim the grant. To do this you must send a completed claim form (WGS-FWPS 3) to your local Forestry Commission office.

## Natural regeneration grants

Natural regeneration provides an alternative to planting when restocking areas in existing woodlands and for creating new woodlands by extending from an existing woodland. Where natural regeneration is both practical and appropriate, we will not normally agree to proposals for planting. If natural regeneration is not appropriate, we will not grant aid it.

There are 2 elements to the grant for natural regeneration:

- a **Discretionary Payment (DP) of 50% of the agreed costs of work necessary to encourage the natural regeneration;**
- a **Fixed Payment (FP) equivalent to the rate for restocking (see above).**

We will agree the work required for the Discretionary Payment and the level of payment in your WGS contract. This might for example be fencing and ground preparation. Once you have completed the approved work, you should claim the Discretionary Payment using form WGS-FWPS3.

If natural regeneration does not occur after we have paid an initial Discretionary Payment, we may consider an application from you for a further Discretionary Payment if we consider that additional work will be successful.

If natural regeneration is used to fulfil a restocking condition of a felling licence and subsequently fails, you must still comply with the restocking condition. We may ask you to replant.

The Fixed Payment for natural regeneration can be claimed when an adequate stocking has been achieved. The trees should be around 30-45cm tall, healthy

and well-established. There needs to be at least 1100 trees per hectare but usually more will be required. For native woodlands, a clumped distribution may be preferable. Once adequate stocking is present in an area, you should claim the Fixed Payment using form WGS-FWPS3. We will agree a reasonable time for establishment to take place. If, at the time agreed, there are fewer trees than planned, you should discuss the situation with the Woodland Officer.

If no work is necessary to encourage regeneration, you will not get a Discretionary Payment but you may be able to claim the Fixed Payment.

If there already is some natural regeneration, but further work is required to ensure it becomes an established woodland, it may qualify for the Discretionary Payment to help with the necessary work.

## Annual Management Grant

rate of grant  
per year  
**£35 per ha**

Annual Management Grant (AM) is intended to help towards some of the cost of work to maintain and improve woodlands.

### Types of work eligible

You may qualify for Annual Management Grant if the work you propose will do one or more of the following:

- **safeguard or enhance the existing special environmental value of a wood.**

The woodlands must be of special environmental value for nature conservation or landscape. The work you do must benefit the special value of the site;

- **improve woodlands which are below current environmental standards.**

You may be eligible for Annual Management Grant if work is required to meet the standards in our current guidelines, for example, cutting conifers back from stream sides or improving the design of the woodland in the landscape;

- **create, maintain or enhance public access to woodlands.**

We can pay Annual Management Grant for public access so long as there is enough use of the woodland by the general public to justify paying the grant. We look at how many people would use the woodland, so that we can assess the public benefit. You may be asked to give your estimate of what this would be.

You can raise some revenue from charging for a car park, leaflets or permits. But you would not get grant if we decided the facilities were a commercial enterprise.

Our leaflet *Walkers Welcome* explains what you may need to provide.

If the area was established with help from our Community Woodland Contribution, you will normally not be eligible for Annual Management Grant until the end of the first plan period;

- **secure work funded by Woodland Improvement Grant**

**Cost of the work**

We pay Annual Management Grant to help towards the cost of necessary management work.

When we are deciding if we can pay grant, we will take into account the likely cost of the work, including any related planning and supervision. If the expected costs are less than the grant you may not be eligible. You will not normally have to provide actual costs, and we will base our assessment on our experience.

**Payment of Annual Management Grant**

If the area approved in the contract is less than 5 hectares we will pay you all the management grant as a lump sum in the **second year** of your contract, so long as most of the work has been done.

If the area approved in you contract is greater than 5 hectares, we will pay you five payments of management grant. The first payment will be made at the end of the first year and the remainder at yearly intervals thereafter.

You will be sent an *Invitation to Claim* for your management grant (including lump sum payments). You must sign and return this to us so that we can authorise the payment.

The date we make your management grant payment depends on when your WGS contract was approved, e.g. if your contract was approved in July 1999, we will issue your Invitation to Claim in time to make your first payment in August 2000. Invitations to Claim will be sent to you at the same time each year until you have received five payments for your WGS contract.

Your management grant will not automatically be renewed once the Approval Period (refer to Term 4 of the WGS Terms and Conditions), within which you must carry out the work has expired. You will have to reapply if you wish to get grant for more work. You should do this at least 6 months before the end of the Approval Period.

**Woodland Improvement Grant**

**Project 1 – Providing public recreation in woodlands**



Grant is paid for work which will help to encourage informal public recreation in existing woodlands. The grant can be paid to open up woods for recreation or to improve areas already used by the public;

**Project 2 – Undermanaged woodlands**



Grant is paid for work which will help bring woodlands which are undermanaged or of low commercial value back into management;

**Project 3 – Woodland biodiversity**



Grant is paid for work to assist woodland owners to manage their woods in ways which will implement the forestry aspects of “Biodiversity, The UK Action Plan”.

All three projects offer grants paid as a discretionary payment based on 50% of the agreed cost of the work.

Separate leaflets are available for each of these main projects which describe what work is eligible and how to apply.

**Woodland Improvement Grant Challenge Funds**



Challenge Funds for specific projects, where you submit a bid for the money you require to carry out the work, may be available. There are separate leaflets for each project that give the work priorities and how to apply. Your local Forestry Commission office can tell you if there is a WIG Challenge project in your area and give you a leaflet.

Once you have completed the work eligible for WIG payments you may apply for Annual Management Grant to secure the maintenance of this work.



# Forestry Commission offices

## Forestry Commission Scotland

231 Corstorphine Road  
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Tel: 0131 314 6156  
Fax: 0131 314 6152  
Email: [fas.nat.office@forestry.gsi.gov.uk](mailto:fas.nat.office@forestry.gsi.gov.uk)  
Web: [www.forestry.gov.uk](http://www.forestry.gov.uk)  
Chief Conservator:  
David Henderson-Howat

### Conservancies

#### Highland Conservancy

'Woodlands', Fodderty Way  
Dingwall IV15 9XB  
Tel: 01349 862144  
Fax: 01349 866624  
Email: [highland.cons@forestry.gsi.gov.uk](mailto:highland.cons@forestry.gsi.gov.uk)  
Conservator: Bob Dunsmore

#### Grampian Conservancy

Ordiquhill, Portsoy Road  
Huntly AB54 4SJ  
Tel: 01466 794542  
Fax: 01466 794986  
Email: [grampian.cons@forestry.gsi.gov.uk](mailto:grampian.cons@forestry.gsi.gov.uk)  
Conservator: Douglas Clark

#### Strathclyde Conservancy

1 North Avenue  
Clydebank Business Park  
Clydebank G81 2DR  
Tel: 0141 941 2611  
Fax: 0141 941 2125  
Email: [strathclyde.cons@forestry.gsi.gov.uk](mailto:strathclyde.cons@forestry.gsi.gov.uk)  
Conservator: Keith Wishart

#### Perth Conservancy

14 Gowans Terrace  
Perth PH1 5AN  
Tel: 01738 442830  
Fax: 01738 441787  
Email: [perth.cons@forestry.gsi.gov.uk](mailto:perth.cons@forestry.gsi.gov.uk)  
Conservator: Syd House

#### South West Scotland Conservancy

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Tel: 01387 256111  
Fax: 01387 257888  
Email: [sws.cons@forestry.gsi.gov.uk](mailto:sws.cons@forestry.gsi.gov.uk)  
Conservator: Christina Tracey

#### Lothian & Borders Conservancy

North Wheatlands Mill  
Wheatlands Road  
Galashiels TD1 2HQ  
Tel: 01896 750222  
Fax: 01896 751286  
Email: [l&b.cons@forestry.gsi.gov.uk](mailto:l&b.cons@forestry.gsi.gov.uk)  
Conservator: Alex Morris

## Forestry Commission England

Great Eastern House, Tenison Road  
Cambridge CB1 2DU  
Tel: 01223 314546  
Fax: 01223 460699  
Email: [fc.nat.off.eng@forestry.gsi.gov.uk](mailto:fc.nat.off.eng@forestry.gsi.gov.uk)  
Web: [www.forestry.gov.uk](http://www.forestry.gov.uk)  
Chief Conservator: Paul Hill-Tout

### Conservancies

#### North East England Conservancy

1 Walby Hill  
Rothbury, Morpeth  
Northumberland NE65 7NT  
Tel: 01669 621591  
Fax: 01669 621 454  
Email: [fc.nee@forestry.gsi.gov.uk](mailto:fc.nee@forestry.gsi.gov.uk)  
Conservator: Richard J Pow

#### Southern Area Office

*North East England Conservancy*  
Redford, Hamsterley  
Bishop Auckland  
Co Durham DL13 3NL  
Tel: 01388 488721  
Fax: 01388 488762  
Email: [fc.nee@forestry.gsi.gov.uk](mailto:fc.nee@forestry.gsi.gov.uk)

#### North West England Conservancy

Peil Wyke, Bassenthwaite Lake  
Cockermouth CA13 9YG  
Tel: 01768 776616  
Fax: 01768 776557  
Email: [nwe.peilwyke@forestry.gsi.gov.uk](mailto:nwe.peilwyke@forestry.gsi.gov.uk)  
Conservator: Keith Jones

#### Delamere Area Office

*North West England Conservancy*  
Linmere, Delamere  
Northwich, Cheshire CW8 2JD  
Tel: 01606 889912  
Fax: 01606 301081  
Email: [fc.nweng.delamere@forestry.gsi.gov.uk](mailto:fc.nweng.delamere@forestry.gsi.gov.uk)

#### Yorkshire & The Humber

**Conservancy**  
Wheldrake Lane, Crockey Hill  
York YO19 4FF  
Tel: 01904 448778  
Fax: 01904 448110  
Email: [fc.yath.cons@forestry.gsi.gov.uk](mailto:fc.yath.cons@forestry.gsi.gov.uk)  
Conservator: Dr Richard J Britton

#### East Midlands Conservancy

Willingham Road  
Market Rasen, Lincolnshire LN8 3RQ  
Tel: 01673 842644  
Fax: 01673 842078  
Email: [fc.emid.mrasen@forestry.gsi.gov.uk](mailto:fc.emid.mrasen@forestry.gsi.gov.uk)  
Conservator: Keith Wilson

#### Fineshade Area Office

*East Midlands Conservancy*  
Top Lodge, Fineshade  
Corby, Northamptonshire NN17 3BB  
Tel: 01780 444532  
Fax: 01780 444561  
Email: [fc.emid.fineshade@forestry.gsi.gov.uk](mailto:fc.emid.fineshade@forestry.gsi.gov.uk)

#### West Midlands Conservancy

Government Buildings  
Block B, Whittington Road  
Worcester WR5 2FR  
Tel: 01905 761220  
Fax: 01905 761222  
Email: [fc.wmid.cons@forestry.gsi.gov.uk](mailto:fc.wmid.cons@forestry.gsi.gov.uk)  
Conservator: Bill Heslegrave

#### Coleford Area Office

*West Midlands Conservancy*  
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Coleford, Gloucestershire GL16 8BA  
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Fax: 01594 810628  
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#### Ludlow Area Office

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Fax: 01584 877545  
Email: [fc.wmid.cons@forestry.gsi.gov.uk](mailto:fc.wmid.cons@forestry.gsi.gov.uk)

#### East England Conservancy

Santon Downham, Brandon  
Suffolk IP27 0TJ  
Tel: 01842 815544  
Fax: 01842 813932  
Email: [fc.eeng.cons@forestry.gsi.gov.uk](mailto:fc.eeng.cons@forestry.gsi.gov.uk)  
Conservator: Brian Easton

#### Wingrave Area Office

*East England Conservancy*  
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Fax: 01296 682310  
Email: [fc.eeng.wingrave@forestry.gsi.gov.uk](mailto:fc.eeng.wingrave@forestry.gsi.gov.uk)

#### Tangham Area Office

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**South West England Conservancy**

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Email: [fc.sweng.cons@forestry.gsi.gov.uk](mailto:fc.sweng.cons@forestry.gsi.gov.uk)  
Conservator: Laura Jones

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**Marlborough Area Office**

**South West Conservancy**  
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Fax: 01672 511749  
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**South East England Conservancy**

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Email: [fc.seeng.cons@forestry.gsi.gov.uk](mailto:fc.seeng.cons@forestry.gsi.gov.uk)  
Conservator: Alan Betts

**Goudhurst Area Office**

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Fax: 01580 211198  
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**Wingrave Area Office**

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**Forestry Commission  
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Victoria Terrace  
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Wê: [www.forestry.gov.uk](http://www.forestry.gov.uk)  
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**North Wales Area Office**

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**Swyddfa Ardal Gogledd Cymru**

Clawdd Newydd  
Rhuthun, Sir Ddinbych LL15 2NL  
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**Swyddfa Ardal De Cymru**

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Y Fenni  
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Ffacs: 01873 850052  
Email: [con.sw@forestry.gsi.gov.uk](mailto:con.sw@forestry.gsi.gov.uk)



**Forestry Commission**

**Other useful addresses**

**The National Forest**

**Company**  
Enterprise Glade  
Bath Lane  
Moira, Swadilcote  
Derbyshire  
DE12 6BD  
Tel: 01283 551211  
Fax: 01283 552844

**Association of Professional Foresters**

7-9 West Street (Rear)  
Belford  
Northumberland  
NE70 7QA  
Tel: 01668 213937  
Fax: 01668 213555

**Forestry Contracting Association Ltd**

Dalfling  
Blairdaff, Inverurie  
Aberdeenshire  
AB51 5LA  
Tel: 01467 651368  
Fax: 01467 651595

**Institute of Chartered Foresters**

7a St Colme Street  
Edinburgh  
EH3 6AA  
Tel: 0131 225 2705  
Fax: 0131 220 6128

**National Small Woods Association**

The Cabins  
Mailehurst Estate, Minsterly  
Shropshire  
SY5 0EQ  
Tel: 01743 792644  
Fax: 01743 792655

**Royal Institution of Chartered Surveyors**

12 Great George Street  
London  
SW1P 3AD  
Tel: 0171 222 7000  
Fax: 0171 222 9430

**Timber Growers Association**

8 Dublin Street Lane South  
Edinburgh  
EH1 3PX  
Tel: 0131 538 7111  
Fax: 0131 538 7222

**Your own contact addresses and telephone numbers**

Name: \_\_\_\_\_

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

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

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

Name: \_\_\_\_\_

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Name: \_\_\_\_\_

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

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

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

## Bibliography

These publications are available from Forestry Commission Conservancy Offices (see address list on page 20) unless another address is given. There is a copy of our catalogue on our website at [www.forestry.gov.uk](http://www.forestry.gov.uk)

### WGS-FWPS Leaflets

Name of Publication	Comments
Applicant's Pack	Contains: <a href="#">WGS Booklet</a> <a href="#">FWPS Rules and Procedures</a> <a href="#">The Forest Environment</a> <a href="#">Guidance Notes</a> <a href="#">WGS-FWPS 1</a> <a href="#">WGS-FWPS 2</a> <a href="#">WGS 2a</a>
Introducing Farm Woodlands	
WGS-FWPS 3 – Claim Form	
WGS-FWPS – Amendment Form	
Guidance Notes for WGS - FWPS 3 and 4	
WGS 6 – WIG Proposals	
WGS 6a – WIG Bid Form	For use when applying for challenge funding
FWPS 7 – Landlord's Consent	
FWPS 8 – Successor's Application	
WGS 9 – Agreement to Transfer Obligations	
Changes in Ownership of Land with a Woodland Grant Scheme Contract	
Tree Felling – Getting permission	
England Forestry Strategy	Available from: Forestry Commission National Office England. <a href="#">See address list on page 20.</a>

### Other Grant Leaflets

Name of Publication	Comments
Better Land Contribution	
Community Woodland Contribution	
Walkers Welcome	
Community Forest Premium	
Short Rotation Coppice	
Challenge Funds for Forest Expansion	Ask your local Conservancy Office for advice on availability. <a href="#">See address list on page 20.</a>
Grants for Native Woodlands	
Woodland Improvement Grant Project 1 – Providing Public Recreation in Woodlands	
Woodland Improvement Grant Project 2 – Undermanaged Woods	
Woodland Improvement Grant Project 3 – Woodland Biodiversity	
Woodland Improvement Grant Challenge Funds	Ask your local Conservancy Office for advice on availability. <a href="#">See address list on page 20.</a>

### Guidelines

Name of Publication	Comments
Community Woodland Design Guidelines	£14.00 Available from FC Publications – see opposite
Forest Recreation Guidelines	£7.00 Available from FC Publications
Forest Road Guidelines	Not yet available
Forestry Practice Guide No 10 “Involving Communities in Forestry”	Free Available from FC Publications
Forestry Commission Bulletin No 112 “Creating New Native Woodlands”	£9.95 Available from FC Publications
National Forest Tender Scheme and National Forest Premium	Both available from: Forestry Commission, East Midlands Conservancy, Station Road, East Leake Nr Loughborough LE12 6LQ
	and The National Forest Company Enterprise Glade, Bath Lane Moira, Swadlincote Derbyshire DE12 6BD

### Forestry Commission Publications

You can contact the Forestry Commission Publications:  
 Tel: 0870 121 4180  
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 PO Box 25, Wetherby West Yorkshire LS23 7EW

**DEFRA**

Department for  
**Environment,  
Food & Rural Affairs**



**Cynulliad Cenedlaethol Cymru  
The National Assembly for Wales**



**SCOTTISH EXECUTIVE**



**Forestry Commission**

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