



Forestry Payments Section
Orchard House
40 Foyle Street
Derry/Londonderry
BT48 6AT

Date: 10 August 2011

Dear

New claim process for all Farm Woodland Premium Scheme (FWPS) beneficiaries

You are now required to complete and submit an annual claim in order to receive future forestry premium payments under the Farm Woodland Premium Scheme (FWPS).

Background to the changes

In previous years, annual forestry payments were issued automatically without the requirement to submit an annual claim. However, EU regulations now require those entitled to annual forestry premium payments to complete and submit an annual claim each year in order for payment to be made.

In the longer term, our intention is to include annual forestry claims in the DARD Single Application Form (SAF).

This letter tells you how to claim your 2011 forestry premium payment and I enclose the claim form which you must now complete and return to the address above by **2nd September 2011** at the latest.

Checking your woodland before making your claim

1. You must check each woodland block that you wish to claim for to ensure it meets the terms and conditions of the scheme and conforms to the approval map and establishment prescription which you received prior to planting. We suggest the best way to do this is to walk each woodland block with any maps and information you currently have to check the condition of the woodland and its boundaries.

2. It is important to check and confirm that the boundaries of each woodland block agree with the approval map. The approval map will have the scale identified on it. Most approval maps issued by Forest Service have a scale of 1:10000, where 1 centimetre (10 millimetres) on the map represents 100 metres on the ground. For some smaller woodlands, it is possible that their approval map has a scale of 1:2500, where 1 centimetre (10 millimetres) on the map represents 25 metres on the ground.
3. To allow for interpretation of approval maps, we expect the actual planted boundary to be + or – 10 metres from the boundary shown on your approval map. Any reduction within this tolerance will not be subject to the penalty system.
4. If you do not have an approval map for a particular woodland or have a mapping query, contact Forest Service on 028 9076 5391 for further guidance.

Improvement of Forest Service Private Woodlands Geographical Information System (GIS) data

Forest Service is improving the information it holds on grant aided woodland. This is an ongoing process and it may result in small increases or decreases in individual woodland block areas. You should be aware that these small changes may affect future payments on woodland blocks.

Making your claim

Having checked all the woodland blocks eligible for FWPS payments, you have one of two options. Either:

1. Where you are satisfied that all woodland blocks meet the scheme rules and their areas are correct, complete the **FWPS Claim form**, sign it and send it in to the correct address before the required deadline.

Or:

2. Where you identify a change in any of the woodland blocks, **DO NOT complete the claim form**. Instead, use the **FWPS Change of Details form**, giving details of those blocks with changes and a description of each of the changes, sign it and send it in to the correct address before the required deadline. We will check and verify those changes and send you a revised claim form for you to submit.

Read the instructions at the top of each form before completing any of the sections. They include details of where to send completed forms and the closing date by which we must receive them.

Remember, only submit a claim form if you are sure that your woodland blocks meet the scheme rules and their areas are correct.

Forestry Grant Schemes Penalty System

EU Commission regulation (EC) 65/2011 requires that a penalty system is in place for all claims for area-based schemes funded under the Northern Ireland Rural Development Programme (NIRPD). This includes all forestry measures which cover Forest Service grants.

The penalty system will be applied to those failing to comply with scheme conditions as set out in the Forestry Grant Schemes information booklet or those make a false or misleading claim for grant payment.

The penalty system for forestry grant schemes is available to download from the Forest Service website - www.dardni.gov.uk/forests-service or on request from Afforestation and Plant Health Branch, contact details below.

Getting help

Forest Service will provide further guidance in a number of ways:

- There will be articles in the local and farming press to inform landowners and those already in the schemes of the change.
- Guidance will be available on our website, www.dardni.gov.uk/forests-service
- You can contact Forest Service directly at Afforestation and Plant Health Branch, Room 26, Dundonald House, Upper Newtownards Road, Belfast BT4 3SB. Telephone 028 9076 5391 or email grants.forests-service@dardni.gov.uk.
- We will hold three workshops on forestry claims and penalties, provide advice on submitting claims and address any queries you might have.
- Dates, times and venues of these workshops are:

Forestry Claims and Penalties Workshops 2011

VENUE	DATE	TIME
Loughry Campus Room FT5 Technical Centre	Thursday 18th August 2011	7.00 - 8.30 pm
Enniskillen Campus Conference Hall	Monday 22nd August 2011	7.00 - 8.30 pm
Greenmount Campus Conference Hall	Tuesday 23rd August 2011	7.00 - 8.30 pm

Yours sincerely,

Angela Large

FORESTRY PAYMENTS

Guidance to Complete the FWPS Claim Form

SECTION 1 - CLAIMANT DETAILS

This section is pre-populated with your personal details. Check if these details are correct, especially your Business ID. If there are any changes to these details, you must clearly record these changes in the relevant part of Section 1.

SECTION 2 – YOUR WOODLAND

You must confirm whether or not all your woodland block(s) conform to the approval map, establishment prescription which you received prior to planting, and meet(s) the terms and conditions of the scheme.

If they do, simply tick the Yes box and move to Section 3.

SECTION 3 – CLAIM DECLARATION

In this section, you confirm your claim for the 2011 FWPS annual premium payment. Read each of the points within the section carefully before signing the declaration. Do not forget to enter the date on which each person signed the declaration.

You have now completed your claim.

Send it to the address provided, so that it is received by the closing date specified.

Guidance to Complete the FWPS Change of Details Form

SECTION 1 - CLAIMANT DETAILS

This section is pre-populated with your personal details. Check if these details are correct, especially your Business ID. If there are any changes to these details, you must clearly record these changes in the relevant part of Section 1.

SECTION 2 – CHANGE DETAILS

Give the Farm Survey Number, Field Number (if possible) and Block Number of each woodland block that does not conform to scheme rules.

For each block, describe the changes you have identified.

Where there is a change in area, estimate as accurately as you can what the change is, preferably in hectares.

SECTION 3 – DECLARATION

Read the declaration carefully before signing and dating it.

Do not forget to enter the date on which each person signed the declaration.

Send the form to the address provided, so that it is received by the closing date specified.

Making a claim after submitting changes

When you have informed us of these changes, we will check and verify them, and if necessary update our records.

We will then issue you with an updated claim form so that you can make a valid and correct claim for your 2011 FWPS annual premium payment.

We will be unable to begin processing any payments due until we receive this revised claim form.

You should be aware that dealing with these changes may delay your 2011 FWPS annual premium payment.



Farm Woodland Premium Scheme Claim Form – 2011

This form allows you to claim your annual Farm Woodland Premium Scheme (FWPS) payment for 2011.

You have not previously needed to complete a claim for this payment but must now do so to comply with EC requirements. If you do not return a correctly completed form you will not receive your payment.

Please ensure that you complete all relevant sections of this claim form. If you make a mistake, cross it out and initial the amendment, please do not use correcting fluid.

Notes that will help you to completing the form are included with the accompanying letter

The completed form must be returned by **2nd September 2011 at the latest to:**

Forestry Payments Section
Orchard House
40 Foyle Street
Derry/Londonderry
BT48 6AT

Section 1 - Claimant Details

Business ID	
Name	
Address	
Telephone Number	

If there are any changes to your details please record them here;

Changes to Claimant Details -

Section 2 - Your Woodland

Please study the guidance and definitions within the accompanying letter before completing this section.

Does your FWPS woodland conform to the;

1. Approval map
2. Establishment Prescription Form (PG3)
3. Terms and conditions of the grant scheme *

Yes Please complete **Section 3** below to claim FWPS for ha

Section 3 - Declaration

I/We declare that;

1. I/We own the woodland block(s) under agreement and wish to claim FWPS annual premium for 2011 on the area detailed in section 2
2. All requirements of the scheme, as detailed in the scheme terms and conditions* have been complied with
3. I/We understands that any breach in scheme rules, or false statements knowingly made will lead to penalties and recovery of earlier payments plus interest

I/We also understand that;

4. The information on this claim form or on any related inspection reports may be used in support of any function required by the Department of Agriculture and Rural Development
5. This information may also be made available to other departments and/or agencies for the purpose of detecting crime

Warning;

if you knowingly or recklessly make a false statement or submit false or misleading documentation in support of your claim we will reject your claim. In addition, you risk prosecution and may be liable to fines or imprisonment.

Signature of claimant(s)

Signature _____ Date _____

Signature _____ Date _____

* The terms and conditions are described in the WGS/FWPS Information Booklet available from our website (http://www.dardni.gov.uk/forests-service/fgs_booklet_2010.pdf) or from Forest Service Headquarters.

Farm Woodland Premium Scheme Change of Details Form – 2011

This form should be used to inform us of changes to any of the woodland areas currently claimed under the Farm Woodland Premium Scheme (FWPS). This will allow us to check and verify these changes and if necessary amend the information we hold.

We will then send you a revised claim form for your woodland blocks which you must check and if correct, sign and return.

Please be aware that this process is likely to delay payment of your next FWPS annual premium.

Please ensure that you complete all relevant sections of this change form. If you make a mistake, cross it out and initial the amendment, please do not use correcting fluid.

The accompanying letter contains guidance which will help you complete this form.

The completed form must be returned by **2nd September 2011 at the latest to:**

Forestry Payments Section
Orchard House
40 Foyle Street
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BT48 6AT

Section 1 - Claimant Details

Business ID	
Name	
Address	
Telephone Number	

If there are any changes to your details please record them here;

Changes to Claimant Details -

