

Checklist

Checklist for Woodfuel WIG 'Roads' grant applications

Ngage Solutions can only process properly made, complete applications. We are not able to begin processing until all of the required information has been provided. Specific guidance on making a Woodfuel WIG application can be found in document EWGS5a – which can be downloaded [here](#).

In addition to the documents below, you must ensure that:

- your woodland is entered onto the Rural Land Registry;
- you are registered with the RPA and
- your enterprise has a Single Business Identifier (See Operations Note 19 - which can be downloaded [here](#)).

To be considered as a complete application you will need to supply the following documents:

Document:	✓
Form EWGS1: Each applicant must complete form EWGS1. This can be downloaded from here . (Guidance on completing your application is contained in the EWGS1 Guidance document which you can download here .)	
If you are a tenant, please supply a letter from the landlord stating their consent to your proposals.	
If you are an agent intending to sign a grant contract on behalf of an applicant you must supply a completed Agent Authorisation Form . This can be downloaded from here .	
You should complete and supply a ' WIG calculator ' spreadsheet based upon the types and lengths of roads (and other infrastructure) that you intend to create or upgrade. [You will need to provide an estimate of costs against each work code in the calculator. Initially these estimates can be quite 'broad-brush' (for example, £60/m for a haul road; £20/m forwarder road; £10/m forwarder track etc.). These figures should enable us to give an <i>in principle</i> view of the eligibility of your project. If	

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<p>we think that it is likely to be suitable, we will then write to you and ask you to get actual quotes against these elements.] The WIG Calculator can be downloaded from here. (If the link takes you to the WFWIG page, select the Calculator from the 'Related Documents' on the right hand side.) It is important that your project is completed to a suitably robust specification. The FC has issued draft guidance on the creation of roads, tracks, hard-standing etc. This can be downloaded from here. The WIG calculator also contains guidance, which can be accessed via the spreadsheet's 'Technical Guidance' tab. N.B. You do NOT need to supply actual quotes with your application – you will be asked to supply these once your project has been approved in principle.</p>	
<p>Ordnance Survey MasterMap®: You must supply an up to date MasterMap® annotated as described in section 4 of EWGS1 Guidance document. You can obtain a suitable map base from the Commission by visiting the website, here. The map(s) must show:</p> <ul style="list-style-type: none"> • The boundary of the eligible woodland areas that the grant will apply to (i.e. which areas are inaccessible and will be subject to harvesting once the infrastructure improvements have been made); • Details of the works proposed – e.g. location of planned infrastructure. 	
<p>Technical drawings: You must provide detailed plans showing the locations of infrastructure and drawings with sufficient detail to illustrate the specifications to be used. Drawings should be provided for all significant structures, including culverts, drainage systems and road and hard-standing cross-sections. (A selection of drawings is provided in the FC's 'Roads' guidance, [which can be downloaded from here].)</p>	
<p>VAT & State Aid: Information about State Aid received: Details of any <i>de minimis</i> regulated funding must be included with your application. This should be included on your EWGS1 (under section 15 'Other Interests') You must tell us of any funding that you have received in the last three years, and/or will be receiving this year, that has been described as being subject to the <i>de minimis</i> regulations. (This does NOT include SFPS and ELS payments but will include HLS payments for access or conservation of buildings only.) VAT: You need to tell us whether you can reclaim VAT or not. This is done on form EWGS5b, which can be downloaded from here. Alternatively, we can send you a combined VAT/State Aid form – please email me (mike.furness@ngagesolutions.co.uk) to request a copy.</p>	
<p>Woodland Management Plan: You must supply a copy of your FC approved woodland management plan. (If you do not have an approved plan we will not be able to accept an application.) <u>Plans must be up to date and must include Table A of section 10.</u> Your plan must include justification for the infrastructure improvements</p>	



This grant scheme is supported with European Union and Defra funding.



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that you are proposing. The plan should identify specific woodland areas that are affected by poor access and propose appropriate solutions (see 'WIG Calculator' above) to allow economic wood production from those areas.

If you need to update your plan, you may need to use the FC's *Woodland Planning Grant: Management Plan Update Module*, which can be found [here](#).

Your plan will need to show your plans for harvesting sufficient volume of timber to justify the level of grant applied for. (The maximum grant we will approve will be not more than £50/m³ of timber to be harvested in the next 10 years.)

[For information - Planning Permission: Your proposed tracks or roads may be permissible under the General Permitted Development Order regulations; however, you will need to supply us with a letter of determination from your local planning authority confirming that this is the case for your scheme.

It is not necessary to supply the determination with your application – we will normally ask you to obtain this once we have agreed your scheme specification.]

Your completed application should be emailed to

mike.furness@ngagesolutions.co.uk

For any queries about your application's eligibility, or the process that we will follow, please call Mike Furness on 01494 568970 or 07795 515 413.

Alternatively, you can email your query to the above address.



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