



Llywodraeth Cymru  
Welsh Government

# **Sustainable Farming Scheme (SFS) Data Confirmation 2024 How to Complete Guidance**

# Contents

Key Messages .....	3
Registering for RPW Online .....	3
Sustainable Farming Scheme (SFS) Data Confirmation 2024 – How to Complete Guidance .....	3
Following Successful Submission.....	3
Rural Payments Wales Online .....	4
Home page .....	4
Data Confirmation – Getting Started .....	6
Data Confirmation – Continue Application .....	7
Data Confirmation – Start Again .....	7
Data Confirmation form – Introduction .....	8
Overview .....	9
Privacy Notice .....	9
Parcels .....	10
Parcel list .....	10
Map view.....	12
Summary .....	13
Habitat tab .....	16
Including Potential Habitat .....	17
Adding a new habitat .....	18
Man-made Permanent Features.....	20
Tree canopy tab.....	21
Adding a new tree canopy .....	22
Editing habitat and tree canopy.....	27
Changing habitat classification and tree types .....	27
Changing the area or shape of a habitat or tree canopy .....	28
Deleting habitat or tree canopy .....	31
Habitat Size Totals .....	35
Tree Canopy Size Totals .....	35
Habitat Wales Scheme 2025 .....	36
Additional Information.....	37
Submission Page – Errors, Information and Summary.....	38
Submission Page – Declarations and Undertaking.....	38

Submission Page – Submit.....	39
Contacts .....	40
RPW Online .....	40
Enquiries – Customer Contact Centre .....	40
Access to Welsh Government offices for people with disabilities or special needs .....	40
Welsh Government Website .....	40

## **Key Messages**

### **Registering for RPW Online**

To register your business details for the first time, you need to complete the [online registration form](#). Please refer to the [how to register guidance](#) for further details.

Most changes to business details can be done online. However, Welsh Government may require further details in certain circumstances.

### **Sustainable Farming Scheme (SFS) Data Confirmation 2024 – How to Complete Guidance**

These instructions will give you step-by-step guidance on how to complete your Data Confirmation form and are available in Welsh and English.

If you experience any problems with the guidance or are unable to access RPW Online, please contact the RPW Customer Contact Centre on 0300 062 5004.

### **Following Successful Submission**

A summary of your completed Data Confirmation will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW".

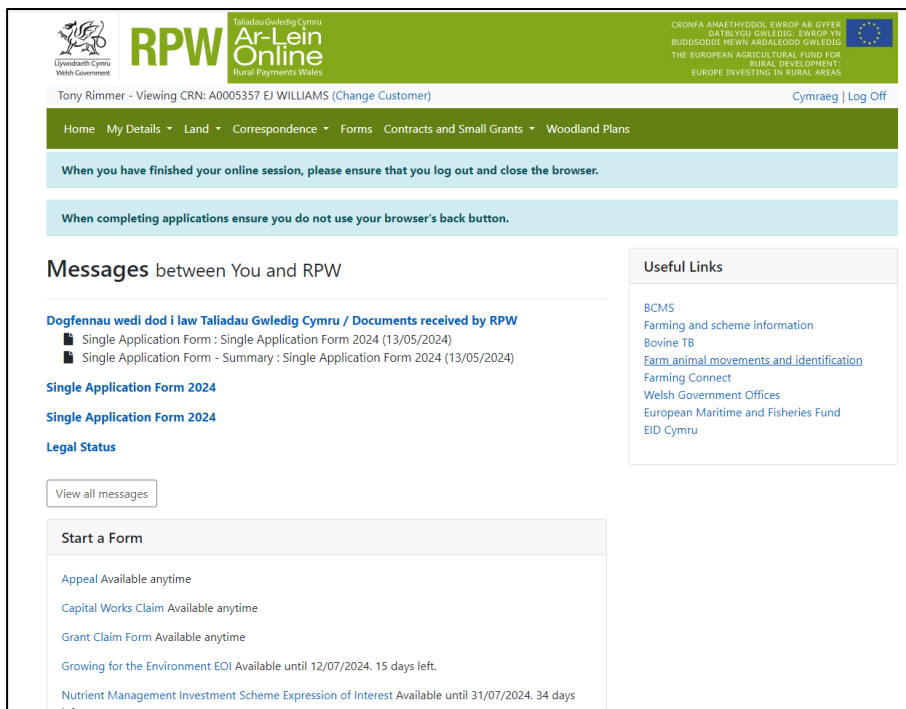
# Rural Payments Wales Online

## Home page

Log into your RPW Online Account – enter your User ID and Password in the boxes and click the **Log In** button.



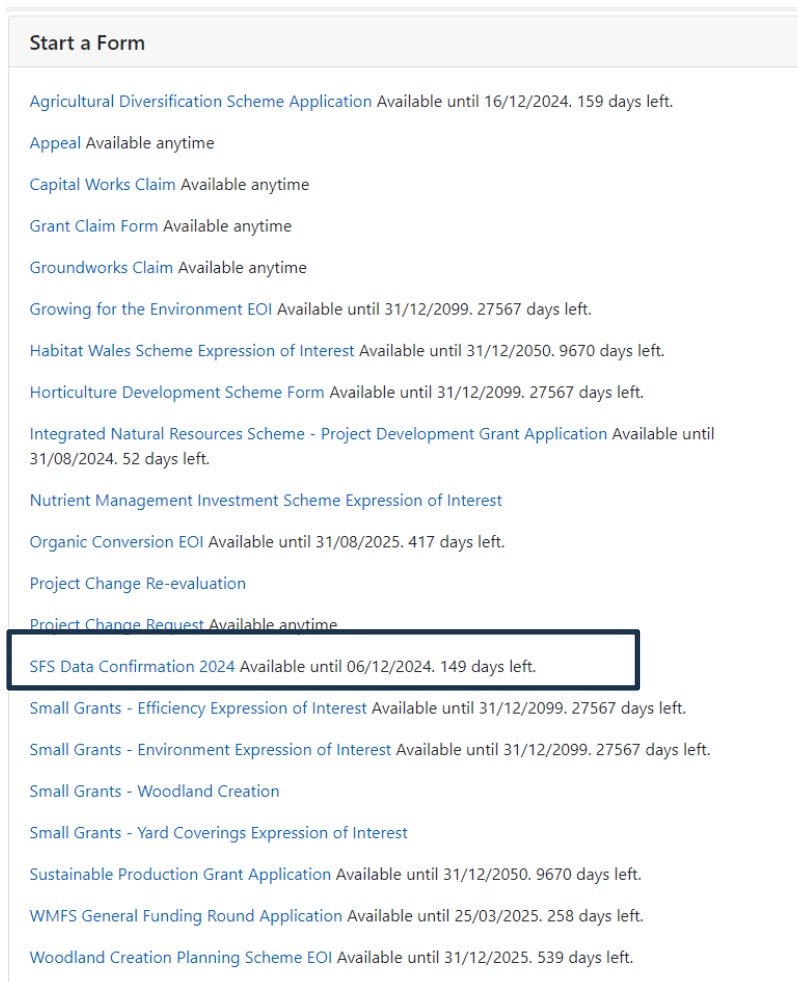
Once logged in to your account the RPW Online ‘Homepage’ will appear.



If you want to change the Language at any time, click the **Cymraeg/English** button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your RPW Online account and Data Confirmation is displayed in.



To access the SFS Data Confirmation form, go to 'Start a Form' on your home page and select it from here. You may need to scroll down to see the form.



## Data Confirmation – Getting Started

Please read the Data Confirmation guidance at [Rural grants and payments](#), and Select 'SFS Data Confirmation 2024'

To start your form click the **Start Button**.

Home My Details ▾ Land ▾ Correspondence 10 ▾ Forms Contracts and Small Grants ▾ Woodland Plans

### Start Application start an application or claim

You have asked to complete the following application online: **SFS Data Confirmation 2024**.

RPW Online will prompt you for the information required by the form. By starting this application online you are not committing to submitting it online; you may Exit the process at any time. If you Exit the application, you can come back later to complete the remainder, RPW Online will have saved the information you entered in your previous session.

The application will not be submitted to the Welsh Government until you click the 'Submit' option at the end of the process. Once you have submitted the application you will not be able to make changes to it using RPW Online.

The application must be submitted to Welsh Government by 31 December 2050. You will not be able to submit the form after this date even if you started filling in the form on or before 31 December 2050.

If you have any problems completing your **SFS Data Confirmation 2024** then you can also contact '[Customer Contact Centre](#)' for further guidance.

Please check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by clicking the Customer Details or Online Preferences links below.

<a href="#">Customer Details</a>		<a href="#">Online Preferences</a>	
Trading Title	J FORSTING	Email or SMS (Text) Preference	Both
Address	54 HARNORA DRIVE SEAL COVE TYRONE	Email Address	vgyy_nhmr@timberhead.com
		Mobile Number	01707758797
Postcode	R94B 7JM		
Telephone Number	01707758797		
Email Address	vgyy_nhmr@timberhead.com		
Number of Partners	1		

[Start](#) [Cancel](#)

[Guidance](#) [Contact Us](#) [Copyright](#) [Accessibility](#)



## Data Confirmation – Continue Application

If you start the Data Confirmation form and exit before submitting, the data in the form will be saved automatically and you will be able to return to your form at a later date. To access the saved detail, please click Continue

### Continue Application continue an application or claim

You have asked to complete the following application online: **SFS Data Confirmation 2024**. You already have an application in progress. Please click 'Continue' to continue with your **SFS Data Confirmation 2024**.

You may choose to remove your existing **SFS Data Confirmation 2024** and start again. This will undo all of the changes that you have made since starting your **SFS Data Confirmation 2024** and the new **SFS Data Confirmation 2024** will be populated with the latest available data. If you wish to do so, click 'Start Again'.

RPW Online will prompt you for the information required by the form. By starting this application online you are not committing to submitting it online; you may Exit the process at any time. If you Exit the application, you can come back later to complete the remainder, RPW Online will have saved the information you entered in your previous session.

The application will not be submitted to the Welsh Government until you click the 'Submit' option at the end of the process. Once you have submitted the application you will not be able to make changes to it using RPW Online.

The application must be submitted to Welsh Government by 31 December 2050. You will not be able to submit the form after this date even if you started filling in the form on or before 31 December 2050.

If you have any problems completing your **SFS Data Confirmation 2024** then you can also contact 'Customer Contact Centre' for further guidance.

Please check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by clicking the Customer Details or Online Preferences links below.

Customer Details		Online Preferences	
Trading Title	J FORSTING	Email or SMS (Text) Preference	Both
Address	54 HARNORA DRIVE SEAL COVE TYRONE	Email Address	vgyy_nhmr@timberhead.com
Postcode	R94B 7JM	Mobile Number	01707758797
Telephone Number	01707758797		
Email Address	vgyy_nhmr@timberhead.com		
Number of Partners	1		

Continue working on the **SFS Data Confirmation 2024** which was last updated on 10/07/2024 at 10:17 by Charlies Estate Agent

[Continue](#) [Back](#)

## Data Confirmation – Start Again

If you wish to start the form again and discard any changed you may have already made on the form you can click the **Start Again** button. This will delete all the updates you have applied in the form already and take you back to the original data we have for your farm.

We recommend you start the form again if there has been a significant time period between initially opening the form and completing any further changes to ensure that the most up to date parcel information is in the form.

### Continue Application continue an application or claim

You have asked to complete the following application online: **SFS Data Confirmation 2024**. You already have an application in progress. Please click 'Continue' to continue with your **SFS Data Confirmation 2024**.

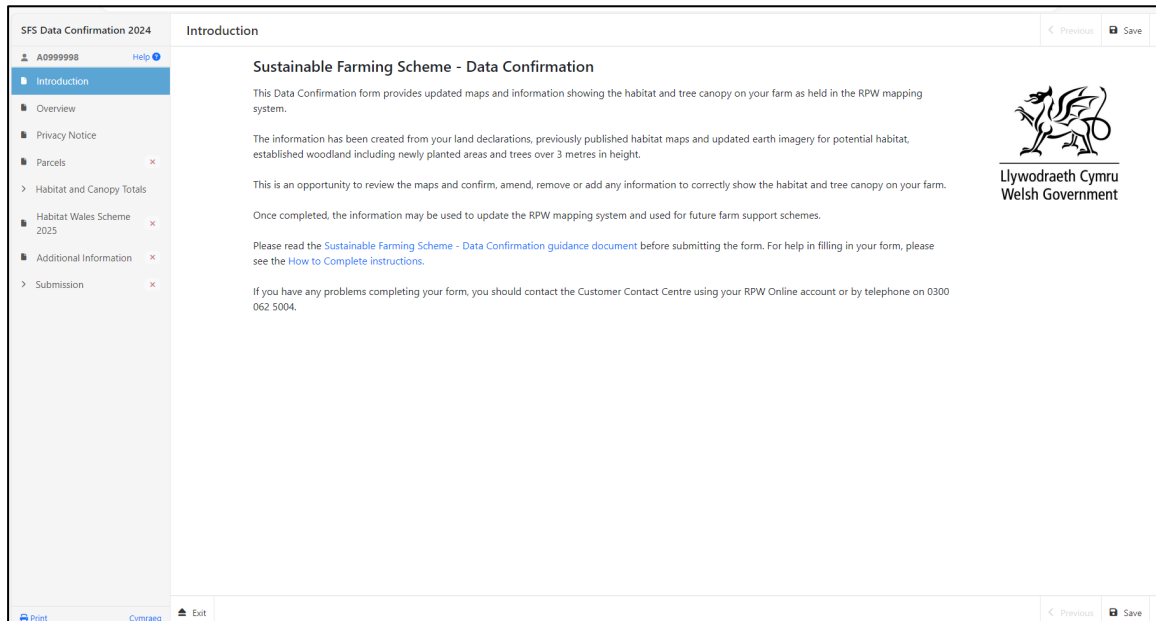
You may choose to remove your existing **SFS Data Confirmation 2024** and start again. This will undo all of the changes that you have made since starting your **SFS Data Confirmation 2024** and the new **SFS Data Confirmation 2024** will be populated with the latest available data. If you wish to do so, click 'Start Again'.

RPW Online will prompt you for the information required by the form. By starting this application online you are not committing to submitting it online; you may Exit the process at any time. If you Exit the application, you can come back later to complete the remainder, RPW Online will have saved the information you entered in your previous session.



## Data Confirmation form – Introduction

This is the Introduction page which provides information about the Data Confirmation form.



Standard buttons in the Data Confirmation form:

**Help** - will link you to the guidance for the Data Confirmation form

**Cymraeg / English** – use these buttons to switch between languages

**Exit** – use this to exit the form and return to it later at any time (within the deadlines).

**Previous and Next** – enable you to navigate between the sections.

**Save** – use this to save any changes you have already made (clicking **Next** will automatically save the section you have just completed).

**Print** – at the bottom left-hand corner, use this if you want to print a copy of your Data Confirmation form summary at any time.

# Overview

This page will provide you with an overview of the habitat and tree canopy information within the Data Confirmation form.

The screenshot shows the 'Overview' page of the 'SFS Data Confirmation 2024' form. The left sidebar contains a navigation menu with items: Introduction, Overview (selected), Privacy Notice, Parcels, Habitat and Canopy Totals, Habitat Wales Scheme 2025, Additional Information, and Submission. The main content area is titled 'Overview' and contains the following text:

The mapping data is based on land parcels registered within our Land Parcel Identification System (LPIS) at the end of 2023. If any changes have been made to the parcels in 2024, or they have just been registered, they may not be included in the data confirmation form or show the habitat and trees within the land parcel.

### Habitat

The habitat data within the form will either be shown as **'Included habitat'** or **'Potential habitat'**. The broad habitat classifications are as follows:

- enclosed semi-natural dry grassland (managed as either pasture or hay meadow)
- enclosed wetland and marshy grassland
- lowland and coastal heath
- coastal saltmarsh
- coastal sand dune and shingle beach
- upland open habitats (including 'mosaics' of heathland, peat bogs and extensive grasslands)
- traditional orchards (woody habitat)
- dense bracken
- scrub (woody habitat)
- wood pasture (woody habitat)

[Guidance on the habitat classifications is available here.](#)

### 'Included habitat'

The 'included' habitat information has been created from multiple data sources:

- habitat land has been identified through existing habitat layers as identified by published maps on DataMapWales
- land that was previously under a habitat option in a Glastir Entry and/or Advanced contract

You can confirm, amend or remove this 'included' habitat information to accurately reflect the habitat position on your farm.

### 'Potential habitat'

'Potential' habitat is an area not currently confirmed as habitat as part of the data sets used for 'included' habitat but might fit into one of the broad habitat classifications listed above. The potential habitat has been mapped using satellite imagery. Due to the resolution of the satellite imagery the potential habitat has an angular appearance on the map. It also includes land managed as habitat as confirmed under the Habitat Wales Scheme 2024.

You can change the 'potential' habitat to 'included' habitat in the form if you agree that it is present within the land parcel. Once it has been 'included' it can be amended or removed if required. Only 'included' habitat will be used in any future farm support schemes.

# Privacy Notice

You must read the Privacy Notice.

The screenshot shows the 'Privacy Notice' page of the 'SFS Data Confirmation 2024' form. The left sidebar contains a navigation menu with items: Introduction, Overview, Privacy Notice (selected), Parcels, Habitat and Canopy Totals, Habitat Wales Scheme 2025, Additional Information, and Submission. The main content area is titled 'Privacy Notice' and contains the following text:

How we will handle any personal data you provide in relation to your SFS Data Confirmation.

The Welsh Government will be data controller for any personal data you provide in relation to your SFS Data Confirmation. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government).

We may also need to share personal information relating to your SFS Data Confirmation with Regulatory authorities such as Natural Resources Wales, Local Authorities, Health and Safety Executive, the Police and Living Wales to help validate Habitat information or where otherwise required by law.

Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information, to fulfil its obligations under the Freedom of Information Act 2000, the Environmental Information Act 2004, Data Protection Act 2018 or the European Union (Withdrawal) Act 2018. We will keep personal information contained in files in line with our retention policy.

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection.

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer:  
Welsh Government  
Cathays Park  
CARDIFF  
CF10 3NQ  
Email: [dataprotectionofficer@gov.wales](mailto:dataprotectionofficer@gov.wales)

The contact details for the Information Commissioner's Office are:  
2nd Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 3HH  
Telephone: 0330 414 6421  
Website: <https://ico.org.uk>

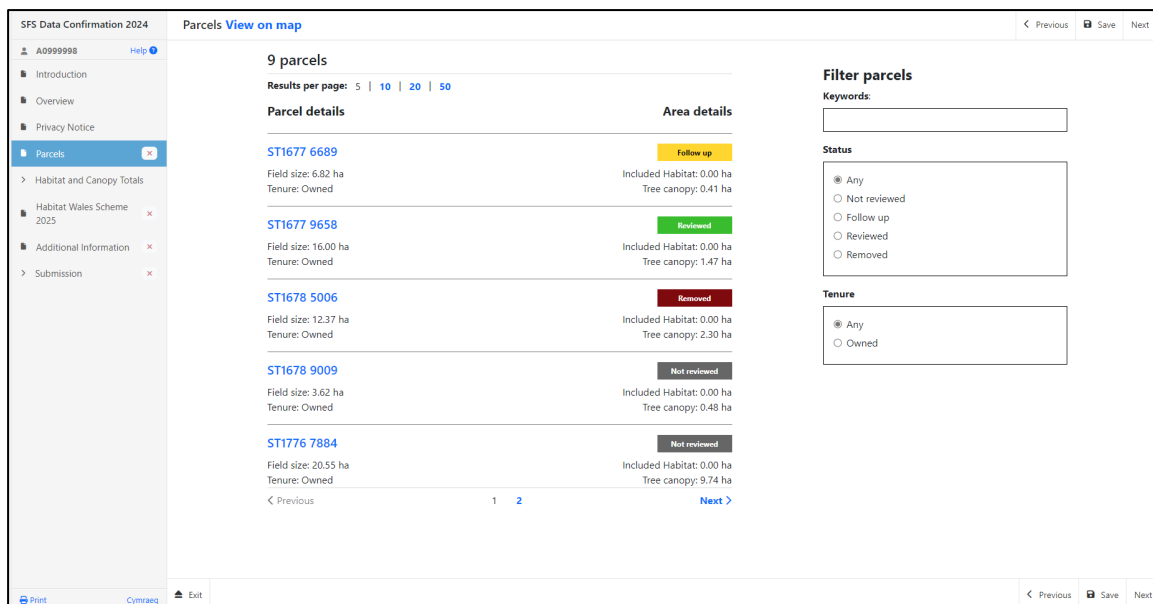
Should you have any queries regarding this privacy statement please contact the RPW Customer Contact Centre.  
<https://gov.wales/privacy-notice-welsh-government-grants>

# Parcels

## Parcel list

A list of the field parcels that are registered as being under your management control will be available in the Parcels tab.

The total number of parcels will be shown at the top of the page. The results per page will default to 5 but it can be changed by clicking on the number of results you'd like to see on the page. You can scroll through the pages using either the **Previous** or **Next** buttons or clicking a number at the bottom of the page.



You will see the sheet and field number, name of the field, field size and tenure.

You will also see the included habitat and tree canopy areas for each parcel.

Each parcel will be assigned a status. All parcels will have a status of 'Not reviewed' when you start the form. The statuses are:

**Not reviewed** - No changes have been made to the parcel. This will be highlighted in grey.

**Follow up** - The parcel has been marked for follow up or a change has been made to the parcel, but it has not yet been marked as 'Reviewed'. This will be highlighted in yellow.

**Reviewed** – The parcel should be confirmed as 'Reviewed' once the habitat and tree canopy on the parcel has been checked and any changes made. This will be highlighted in green.

**Removed** - The parcel has been removed as it's no longer under your management control. This will be highlighted in dark red.

You can filter the parcels by:

1. Entering details into the **Keyword** search box. This could be a field name or a field number.
2. Selecting the **Status** if you only wanted to look at parcels in a certain status
3. Selecting the **Tenure** of the parcels.
4. A combination of these filters can be used, e.g. all '**Owned**' parcels in a status of '**Follow up**'.

When a filter is applied, the number of parcels that match that filter will be visible on the top of the page.

Once you have clicked on a parcel you will be presented with the parcel Summary.

## Map view

If you prefer to navigate your parcels using a map, you can click on the **View on map** button. The map will show you the whole extent of your holding when you first view it and you can pan around the map and zoom in to view your field parcels.

The screenshot shows the 'View on map' interface. At the top, it says '9 parcels' and 'Results per page: 5 | 10 | 20 | 50'. Below this is a table of parcel details:

Parcel ID	Field size	Tenure	Included Habitat	Tree canopy	Status
ST1677 6689	6.82 ha	Owned	0.00 ha	0.41 ha	Follow up
ST1677 9658	16.00 ha	Owned	0.00 ha	1.47 ha	Reviewed
ST1678 5006	12.37 ha	Owned	0.00 ha	2.30 ha	Removed
ST1678 9009	3.62 ha	Owned	0.00 ha	0.48 ha	Not reviewed
ST1776 7884	20.55 ha	Owned	0.00 ha	9.74 ha	Not reviewed

On the right side, there are filter options for 'Keywords', 'Status' (Any, Not reviewed, Follow up, Reviewed, Removed), and 'Tenure' (Any, Owned).

The sheet reference, field number and the status of each parcel will be viewable on the map. These will be highlighted by different colours based on the review status of the parcel.

The screenshot shows the 'View in list' interface. It displays an aerial map of the holding with parcel boundaries overlaid. Each parcel is labeled with its sheet reference and field number, and its status is indicated by a color-coded box. For example, 'Not reviewed' parcels are shown in grey, 'Reviewed' in green, 'Follow up' in yellow, and 'Removed' in red. A key at the bottom right indicates that red outlines represent 'Parcel boundaries'.

Once you have clicked on a parcel you will be presented with the parcel Summary.

## Summary

The summary will provide you with the sheet reference, field number, field name field size and tenure.

You will also see the total habitat area and the total tree canopy area for the parcel.

All areas will be shown to two decimal places, if any tree canopy area is more than 0 ha but less than 0.01 ha the area will be shown as 'Less than 0.01 ha'.

If there is potential habitat that could be included in the parcel, an information box will be shown above the parcel reference.

There is potential habitat you may want to include in this parcel. These areas need to be added in the Habitat Tab if you want to include them.

An information box will also be shown if there are unknown tree canopies that need to be classified.

There are unknown tree canopy types in this parcel. These need to be classified in the tree canopy tab before you can mark this parcel as reviewed.

A map of the parcel will be viewable with the selected parcel highlighted by a blue boundary. There are several map reference layers that can be switched on and off by selecting View Options. A key will show you which layers have been switched on.

SO1637 7174

1 of 2

There is potential habitat you may want to include in this parcel. These areas need to be added in the Habitat Tab if you want to include them.

Status  
Not reviewed

Field size  
2.40 ha

Tenure  
Unwritten Tenancy

Total included habitat area  
2.23 ha

Total tree canopy area  
0.49 ha

View Options

- Aerial Photography
- Map Layer
- Permanent Features
- Field Labels
- Included habitat
- Potential habitat
- Tree canopy
- Peatland
- Designated Sites

Key

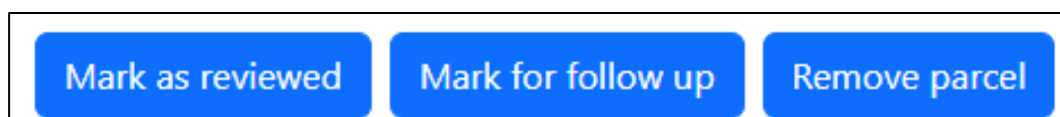
- Active parcel
- Other parcel boundaries
- Included habitat
- Tree canopy

On the Summary page there are action buttons available to update the status of the parcel. Once a status has been set by clicking one of the buttons, it can be changed if required. The buttons are as follows:

**Mark as reviewed** - If you have reviewed the habitat and tree canopy on the parcel and made any amendments required you can click this button to mark the parcel as reviewed. You will not be able to mark the parcel as reviewed if there are any unknown tree canopy types, see section on how to update tree types. You can click the **Mark as not reviewed** button if you change your mind.

**Mark for follow up** – This should be used if you wish to return to this field at a later date. You can add a comment if required. You can click the **Remove follow up** button if you no longer require it.

**Remove parcel** - If you chose to remove a parcel, you will need to confirm why you have removed it and, where applicable, submit a Manage My Land application. The parcel can be restored by using the **Restore parcel** button.



If changes have been made to the habitat and/or tree canopy in a parcel a **Remove all changes to this parcel** button will become viewable. If you click this button all changes made in that parcel will be permanently deleted and the parcel will go back to its original state. The system will not be able to restore these changes once the button is clicked.



You can scroll through the parcels using the **Previous** and **Next** buttons on the top left of the page. If you used the Parcel list to select the parcel and did not apply any filters you will be able to scroll through all parcels. However, if a filter was applied when you clicked into the parcels you will only be able to scroll through the filtered list of parcels.



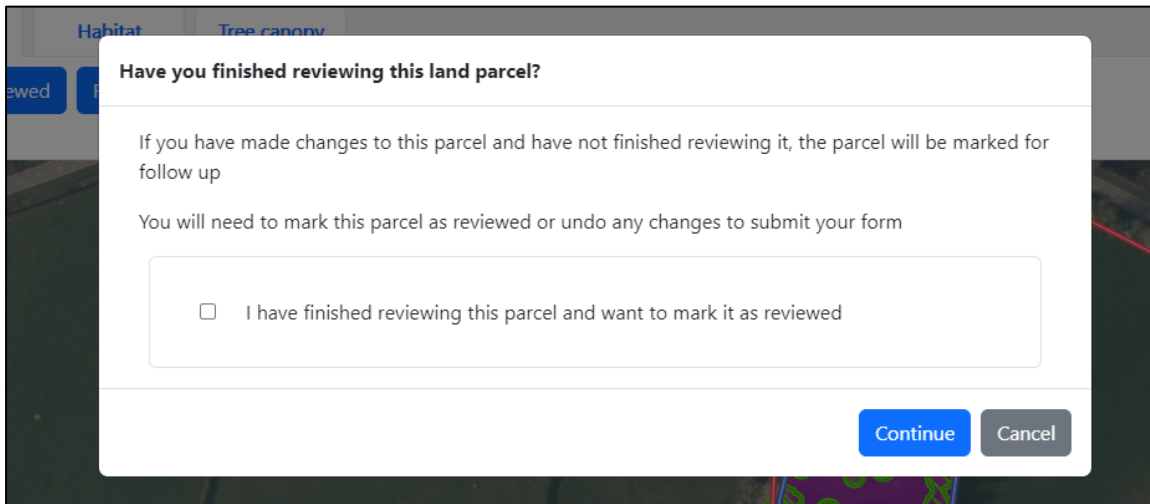
You can click on the **Back to list** button to return to the list of parcels. Any filters previously set will still be applied but can be changed if required. If you selected the parcel using the map view you can return to the map by clicking **Back to overview**.



Please note that when scrolling through parcels using the **Previous** and **Next** buttons or by clicking **Back to list** or **Back to overview** you will be asked if you have finished reviewing the parcel if you have not marked it as **Reviewed** or **Removed**.



A box will appear to confirm if you have finished reviewing the parcel and want to mark it as reviewed:



1. If you tick the box the status will change to **Reviewed**.
2. If you do not tick the box and have not made any changes to the Habitat or Tree Canopy the status will remain as **Not reviewed**.
3. If you do not tick the box but have made changes to the Habitat or Tree Canopy the status will automatically be set to **Follow Up**.

## Habitat tab

The Habitat tab will show you the 'included' and 'potential' habitat on the parcel.

The number of included and potential habitats on the parcel will be shown in the bar on the left-hand side of the screen. To view details, you can click the **Expand all** button or on the **v** icon.

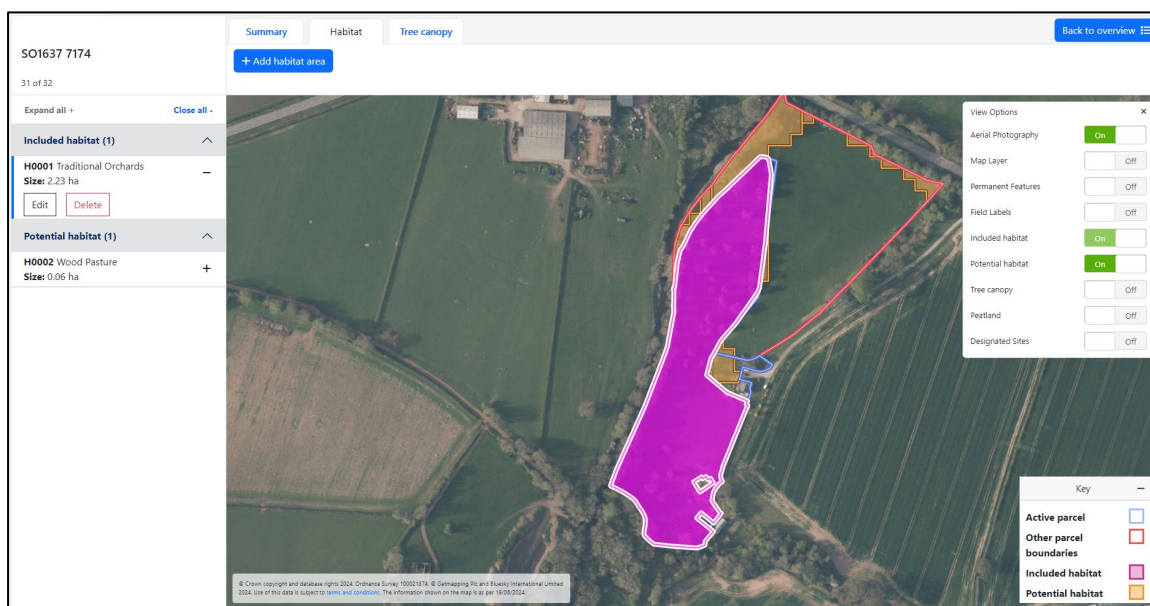
Once expanded, you will see the assigned unique reference, e.g. H0001, for each area of habitat, the classification and the size of the habitat. To hide the details, you can click the **Close all** button or on the **^** icon.

A map of the habitat will also be shown. The included habitat is shown in pink and the potential habitat is shown in orange.

Map layers can be switched 'on' and 'off' using the **View Options** button and zoom buttons are available. The habitat layers will default 'on', and any layers that were switched 'on' in the Summary or Tree canopy tab will also remain 'on'. A key will show which layers are currently switched 'on'.

If you select or hover over an area of habitat on the bar on the left-hand side of the screen, the relevant habitat boundary will be highlighted in white.

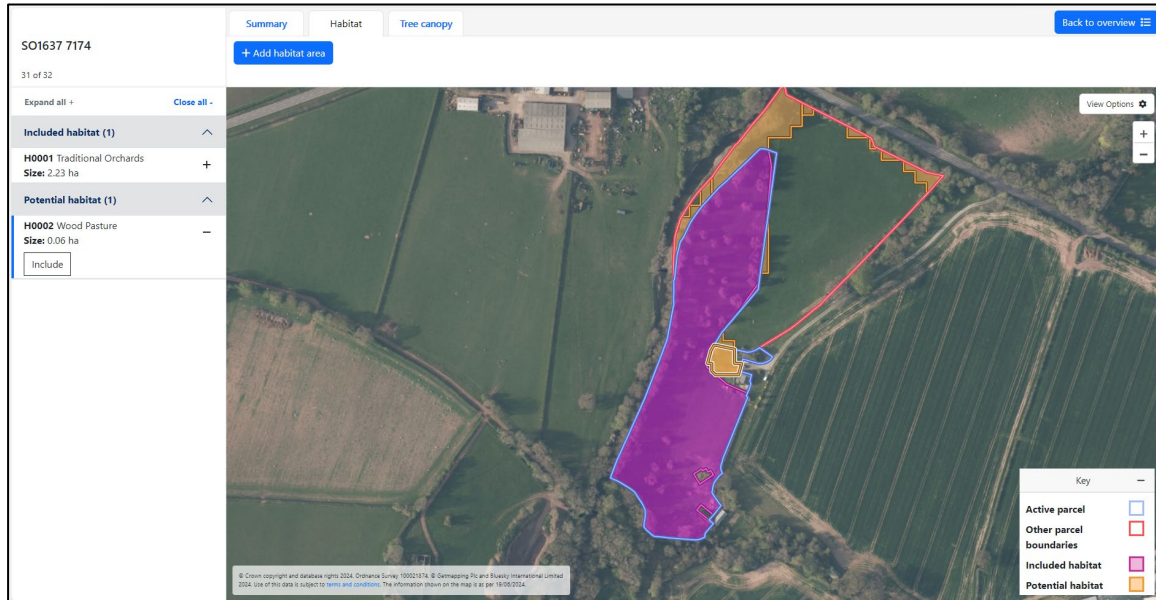
If you click on an area of habitat on the map, the boundary will highlight in white and the details of the habitat on the left-hand side will expand to show additional buttons.



## Including Potential Habitat

If you want to include an area of potential habitat you will need to click the **+** icon next to the habitat classification and then click the **Include** button.

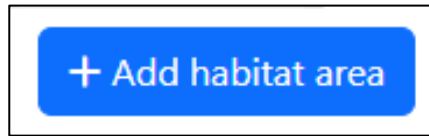
This will move the potential habitat to the Included habitat, and it will turn pink on the map to show that it is now included.



The habitat area can be edited once it has been included using the map tools.

## Adding a new habitat

Click on the **Add habitat area** button to add a new habitat area.



Select from the list of habitat classifications.

SO1637 7174  
31 of 32

### Add habitat area

The area of habitat you are adding will need to fit a defined habitat classification.

**Which habitat classification would you like to add?**

- Enclosed Semi-natural Dry Grassland (managed as either pasture or hay meadow)  
Enclosed dry grassland with less than 25% ryegrass and white clover. It includes acid, neutral, calcareous, coastal and Calaminarian (metal mine) grasslands.
- Enclosed Wetland and Marshy grassland  
This includes bog, fen, flush, swamp, reedbed, marshy grassland and rhos pasture. Enclosed wetland and marshy grassland will be identifiable as damp or wet ground with a high cover of rushes, purple moor grass, cotton grass, sedges, reeds and/or mosses with less than 25% ryegrass and white clover. Vegetation matching the description above on deep peat (more than 50 cm depth) are defined as wetland.
- Lowland and Coastal heath  
Lowland heath is identifiable as having usually greater than 25% cover dwarf shrubs particularly heathers, western gorse and sometimes bilberry, occurring in a mosaic with grasses, rushes, sedges and mosses over mineral or shallow peat soils (less than 50 cm of peat).
- Coastal Saltmarsh  
Saltmarshes are areas of largely salt tolerant vegetation confined mainly within the tidal range. They are generally found in sheltered estuarine locations. Vegetation consists of grasses, sedges, rushes and specialist salt tolerant plants such as Samphire and Common cordgrass.
- Coastal Sand dune and Shingle beach  
Sand dunes include a range of coastal vegetation types growing on sand. They can form dynamic systems with areas of bare sand, coarse marram grass, finer grasses and herbs and heathland. Coastal vegetated shingle occur where specialist plants colonise coarser material such as pebbles or gravels together with sand and finer sediment.
- Upland Open Habitats (including 'mosaics' of heathland, peat bogs and extensive grasslands)  
Upland is land above the upper limit of enclosure (approx 300m). All upland open habitats and habitat mosaics, including heathland, wetland (bog, fen, flush and swamp), marshy grassland and dry grasslands. These areas must be predominantly less than 25% ryegrass and white clover, small areas of improved land can be included as part of a larger habitat mosaic.
- Traditional Orchards (woody habitat)  
Areas with apple, pear, cherry, plum, damson, walnut or cobnut trees usually on grassland managed by grazing or cutting. Intensively managed commercial orchards should not be included.
- Dense Bracken  
Areas with a high level of bracken cover over a dense litter of dead bracken. Where the underlying habitat is identifiable under the bracken the area should be mapped as the underlying habitat.
- Scrub (woody habitat)  
Scrub is vegetation dominated by shrubs. Scrub can be made up of a wide range of native species, such as gorse, blackthorn, hawthorn, elder, bramble and willow. If the shrubs are scattered and the underlying habitat is visible, the area should be mapped as the underlying habitat.
- Wood Pasture (woody habitat)  
Wood pasture consists of a grazed landscape of scattered native but sometimes non-native trees often overlying rough grassland or heathland. The most environmentally significant examples can include numerous veteran trees. Wood pasture on agriculturally improved or arable land is excluded.

[Continue](#) [Cancel](#)

Once a classification is selected, you can draw a polygon on the map to show the location of the habitat. If it is drawn outside the parcel it will clip to the parcel boundary.

The Drawn Area of the habitat will be shown on the bar on the left-hand side of the screen in ha. You can add an 'Actual Area' if the 'Drawn Area' is incorrect and add an 'Additional Information' comment if required.

SO1637 7174  
31 of 32

Scrub  
[Change classification](#)

Drawn Area  
0.65 ha

Actual Area  
 ha

**Additional Information**  
If you need to clarify information about the size or location of this habitat you can enter a comment below.  
  
You have 255 characters remaining

[Continue](#)  
[Back](#)

Add habitat area

[Draw area](#) [Remove area](#) [Select](#)



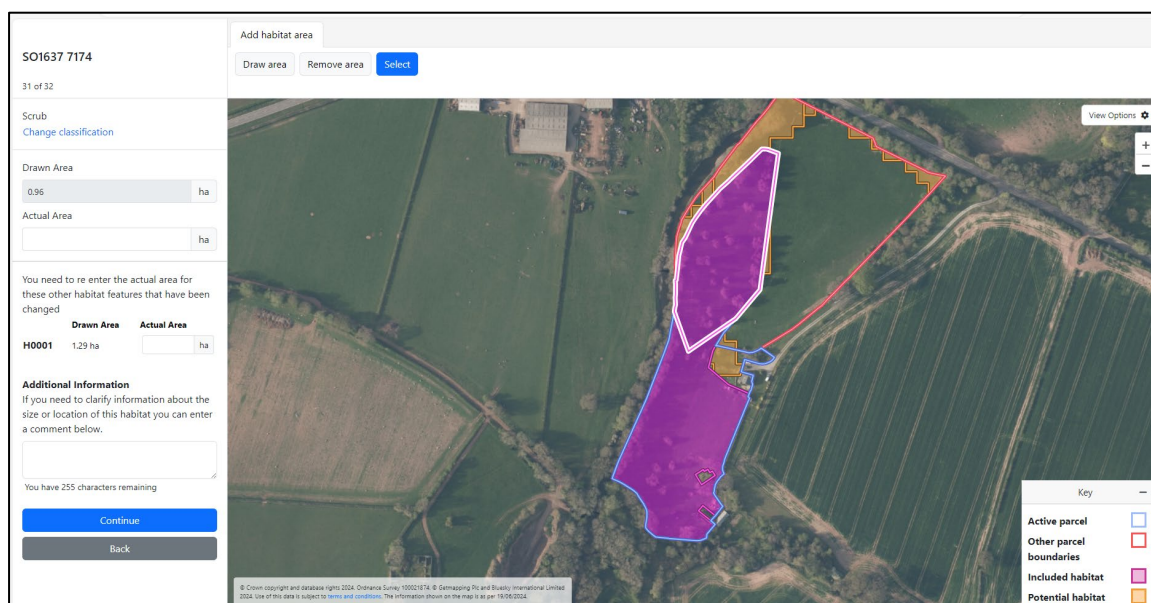
© Crown copyright and database rights 2024. Ordnance Survey 1000210174. © Esri, DeLorme, International Limited 2024. Use of this data is subject to terms and conditions. The information shown on the map is as per 18/06/2024.



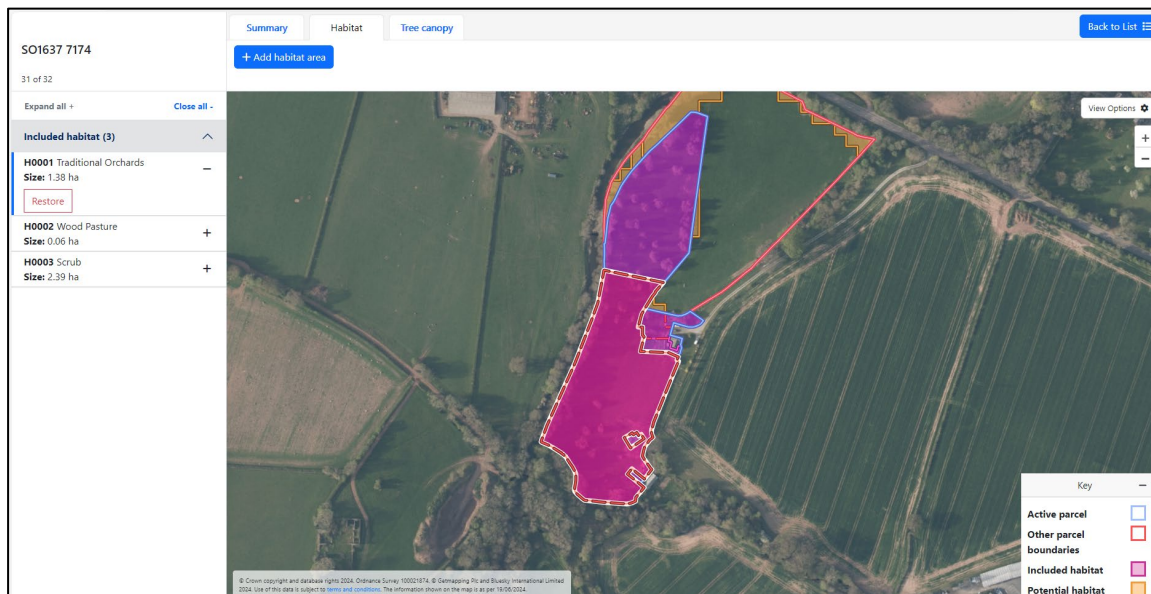
When adding a new habitat, it cannot overlap an existing area of included habitat that has a different classification. You will be asked if you want to replace the existing habitat.



1. If you click **Yes** then the areas of the existing habitat will change to reflect the overlap and you will have the opportunity to add an 'Actual Area' for the existing habitat and 'Additional Information' if required. You can amend the actual area for the existing habitat you've overlapped if required.
2. If you click **No** the area will clip to the boundary of the existing habitat.
3. If you click **Discard drawing**, the area drawn will be deleted.

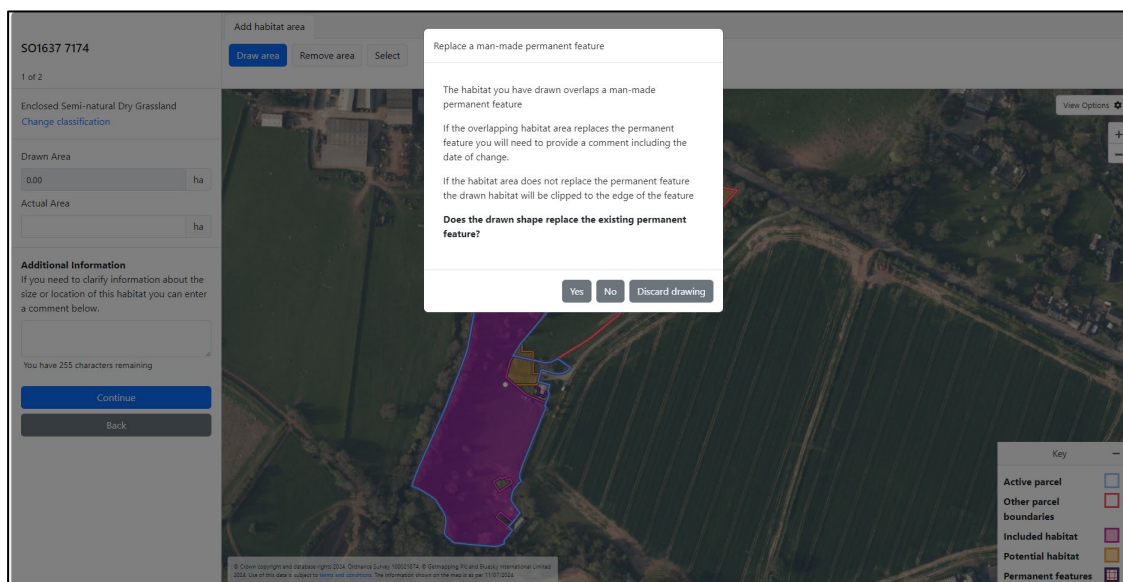


If the new habitat completely replaces an existing habitat, the existing habitat will be deleted. It cannot be restored whilst it's overlapped by another habitat.



## Man-made Permanent Features

If you draw or edit a habitat area that overlaps a man-made permanent feature, you will need to provide a comment including the date of change if you confirm that the area does replace the existing permanent feature. You **do not** need to submit a Manage My Land (MML) application to support this.



1. If you click **Yes** then the habitat will replace the permanent feature.
2. If you click **No** the area will clip to the boundary of the permanent feature.
3. If you click **Discard drawing**, the area drawn will be deleted.

## Tree canopy tab

The Tree canopy tab will show you the individual and group tree canopy on the parcel by type.

The individual and group tree canopies will be shown in the bar on the left-hand side of the screen. To view details, you can click the **Expand all** button or the **v** icon.

Once expanded, you will see assigned unique reference, e.g. T0001, for each individual or group tree canopy, the tree canopy type and size. Groups of trees will show the size of the canopy in ha. A nominal size will be shown for individual tree canopies. To hide the details, you can click the **Close all** button or the **^** icon.

A map of tree canopies will also be shown. Group tree canopies are shown as diagonal green lines and individual tree canopies are shown as green circles that vary in size according to the canopy size.

Map layers can be switched 'on' and 'off' using the **View Options** button and zoom buttons are available. The tree canopy layers will default 'on', and any layers that were switched 'on' in the Summary or Habitat tab will also remain 'on'. A key will show which layers are currently switched 'on'.

If you select or hover over a tree canopy on the bar on the left-hand side of the screen, the relevant tree canopy boundary will be highlighted in white.

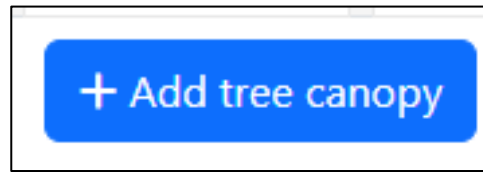
If you click on a tree canopy on the map, the boundary will highlight in white and the details of the canopy on the left-hand side will expand to show additional buttons.

The screenshot displays the 'Tree canopy' tab for parcel SO1637 7174. The interface includes a top navigation bar with 'Summary', 'Habitat', and 'Tree canopy' tabs, and a 'Back to overview' button. Below the navigation are buttons for '+ Add tree canopy' and 'Update types'. The left sidebar shows a list of tree canopies categorized by type: Individual Broadleaf (31), Individual Conifer (1), and Group Broadleaf (11). The selected 'Group Broadleaf (11)' category is expanded, showing a list of individual tree canopies with their unique references (e.g., T00032, T00033) and sizes in hectares. The central map shows an aerial view of the parcel with tree canopies represented by green circles and lines. The right sidebar contains a 'View Options' panel with toggle switches for various layers: Aerial Photography (On), Map Layer (Off), Permanent Features (Off), Field Labels (Off), Included habitat (Off), Potential habitat (Off), Tree canopy (On), Peatland (Off), and Designated Sites (Off). A 'Key' panel at the bottom right identifies the symbols for Active parcel (blue outline), Other parcel boundaries (red outline), and Tree canopy (green outline).



## Adding a new tree canopy

Click on the **Add tree canopy** button to add a new tree canopy.



Choose whether it is an individual tree or group of trees to add.

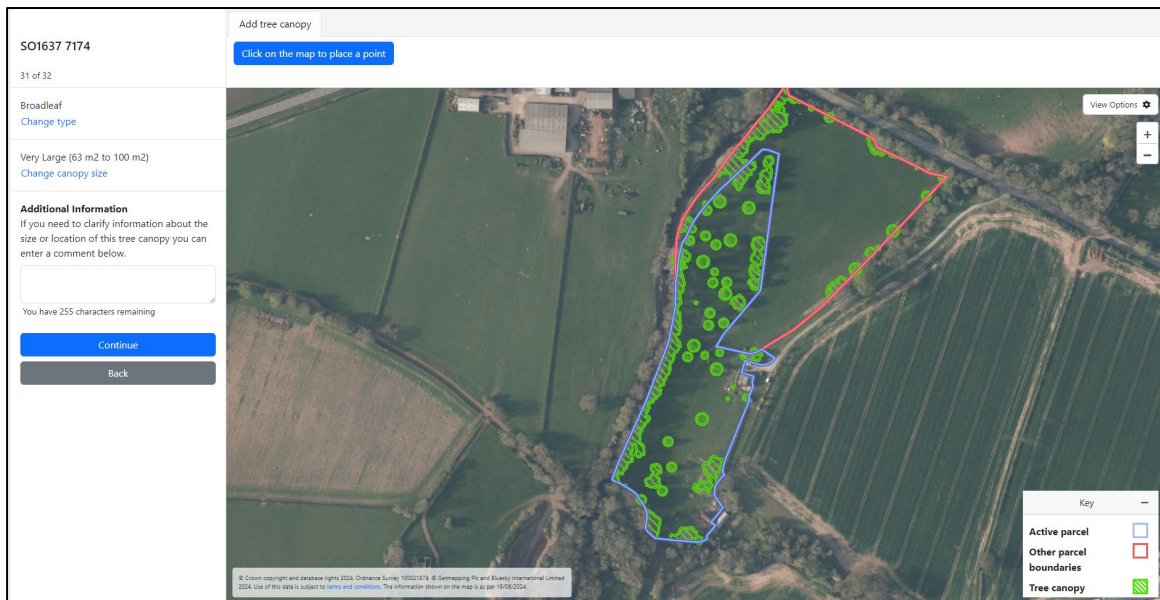
Select from the list of tree canopy types. If you are adding new planting, you can tick the new planting box.

SO1637 7174 31 of 32	<h3>Add tree canopy</h3> <p><b>Select a tree canopy type</b></p> <ul style="list-style-type: none"><li><input type="radio"/> Broadleaf (more than 80% of area is broadleaf)</li><li><input type="radio"/> Conifer (more than 80% of area is conifer)</li><li><input type="radio"/> Mixed mainly broadleaf (between 50% and 80% of area is broadleaf)</li><li><input type="radio"/> Mixed mainly conifer (between 50% and 80% of area is conifer)</li></ul> <p><b>Is this a new planting? (Optional)</b></p> <p>New planting is defined as trees planted within the last 3 years.</p> <p><input type="checkbox"/> This area is a new planting</p> <p><a href="#">Continue</a> <a href="#">Cancel</a></p>
-------------------------	---

If you are adding an individual tree you will need to select a canopy size.

SO1637 7174 31 of 32	<h3>Add tree canopy</h3> <p><b>Select a canopy size</b></p> <ul style="list-style-type: none"><li><input type="radio"/> Very Small (less than 7 m<sup>2</sup>)</li><li><input type="radio"/> Small (7 m<sup>2</sup> to 19 m<sup>2</sup>)</li><li><input type="radio"/> Medium (19 m<sup>2</sup> to 38 m<sup>2</sup>)</li><li><input type="radio"/> Large (38 m<sup>2</sup> to 63 m<sup>2</sup>)</li><li><input type="radio"/> Very Large (63 m<sup>2</sup> to 100 m<sup>2</sup>)</li></ul> <p><a href="#">Continue</a> <a href="#">Cancel</a></p>
-------------------------	---

You can then click on the map to place a point on the location of the individual tree.



An individual tree cannot be placed where there is an existing tree canopy.

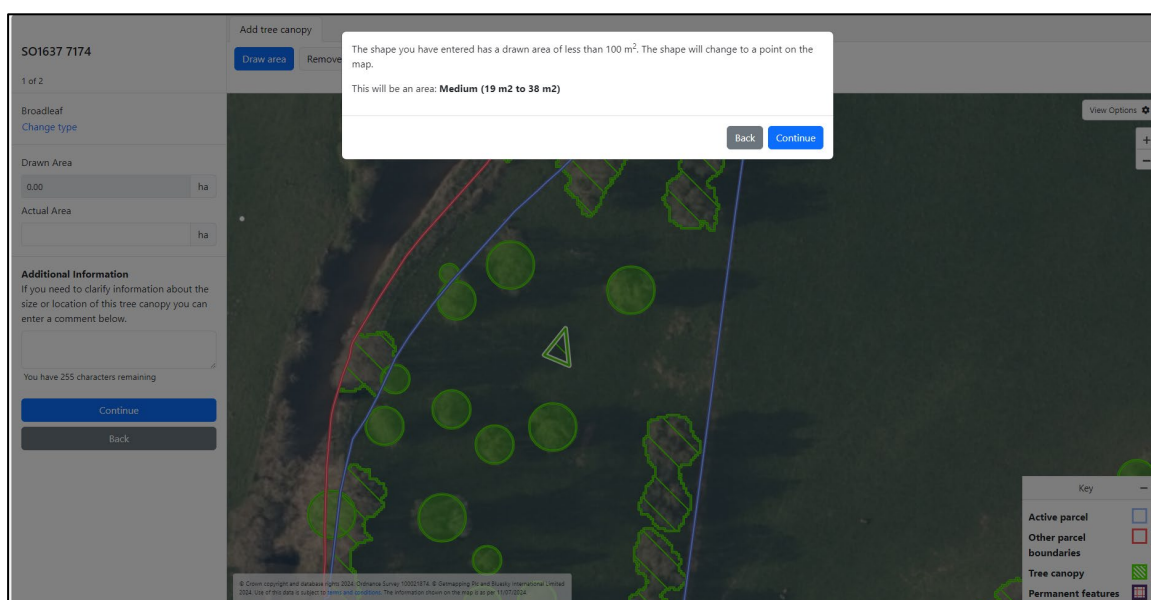


If you are adding a group of trees, you can draw a polygon to show the canopy area on the map.

The 'Drawn Area' of the tree canopy will be shown on the left-hand bar in ha. You can add an 'Actual Area' if the Drawn area is incorrect and add an 'Additional Information' comment if required.



If the drawn area is less than 0.01 ha, then the group tree canopy will be converted to an individual tree canopy and the shape will change to a circle



When adding a group of trees, the tree canopy cannot overlap an existing tree canopy. If you overlap a group tree canopy, you will be asked if you want to replace the existing tree canopy.

If you click **Yes** then the areas of the existing tree canopy will change to reflect the overlap and you will have the opportunity to add an 'Actual Area' for the existing tree canopy and 'Additional Information' if required. You can amend the actual area for the existing tree canopy you've overlapped if required.

If you click **No** the area will clip to the boundary of the existing tree canopy.

If you click **Discard drawing**, the area drawn will be deleted.





If you overlap an individual tree canopy, the individual tree canopy will be deleted and replaced by the drawn area. It cannot be restored whilst it's overlapped by a group tree canopy.

SO1637 7174

31 of 32

Conifer  
Change type

Drawn Area  
0.07 ha

Actual Area  
ha

You need to re enter the actual area for these other habitat features that have been changed

	Drawn Area	Actual Area
T00035	0.02 ha	ha

**Additional Information**  
If you need to clarify information about the size or location of this tree canopy you can enter a comment below.

You have 255 characters remaining

Continue

Back

© Crown copyright and database rights 2024. Ordnance Survey 100021574. © Geomapping Plc and Blukey International Limited 2024. Use of this data is subject to [terms](#) and [conditions](#). The information shown on the map is as per 18/05/2024.

If the new group tree canopy completely replaces an existing group tree canopy, the existing area will be deleted. It cannot be restored whilst it's overlapped by another group tree canopy.

SO1637 7174

31 of 32

Summary Habitat Tree canopy

+ Add tree canopy Update types

Back to List

**Individual Broadleaf (31)**

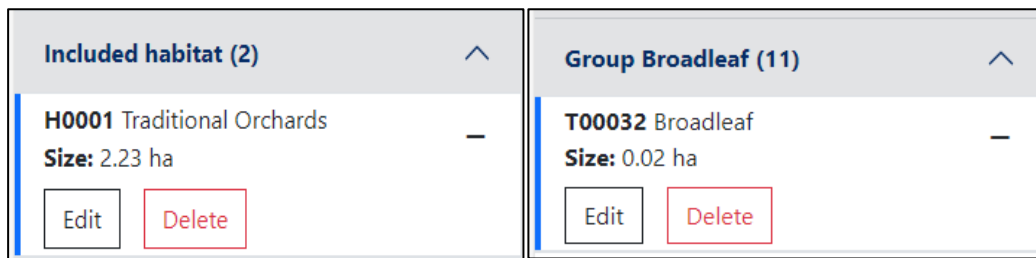
**Group Broadleaf (11)**

T00032	Broadleaf	+	Size: 0.02 ha
T00033	Broadleaf	+	Size: 0.02 ha
T00034	Broadleaf	+	Size: 0.02 ha
T00035	Broadleaf	-	Size: 0.02 ha
<b>Reason for deletion:</b> Other, please provide details - Replaced with drawn tree canopy - Mae'r canopi coed a dynwyd yn cymryd ei lle			
Restore			
T00036	Broadleaf	+	Size: 0.01 ha
T00037	Broadleaf	+	Size: 0.01 ha
T00038	Broadleaf	+	Size: 0.02 ha
T00039	Broadleaf	+	Size: 0.16 ha
T00040	Broadleaf	+	Size: 0.02 ha
T00041	Broadleaf	+	Size: 0.02 ha

© Crown copyright and database rights 2024. Ordnance Survey 100021574. © Geomapping Plc and Blukey International Limited 2024. Use of this data is subject to [terms](#) and [conditions](#). The information shown on the map is as per 18/05/2024.

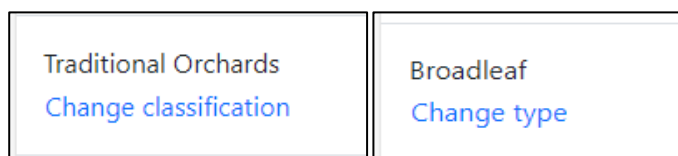
## Editing habitat and tree canopy

To edit an included habitat or a tree canopy, click on the **Edit** button.

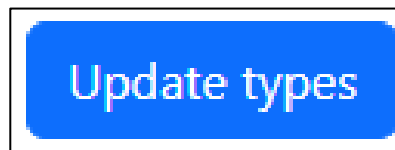


## Changing habitat classification and tree types

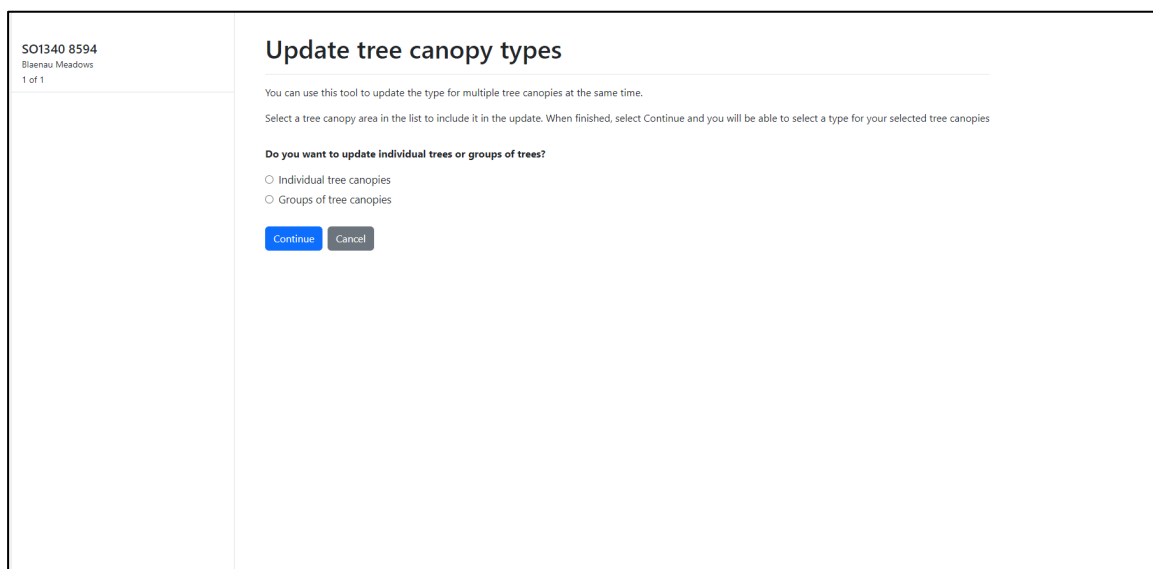
You can change the classification of the habitat by clicking **Change classification** or the type of tree canopy by clicking **Change type**.



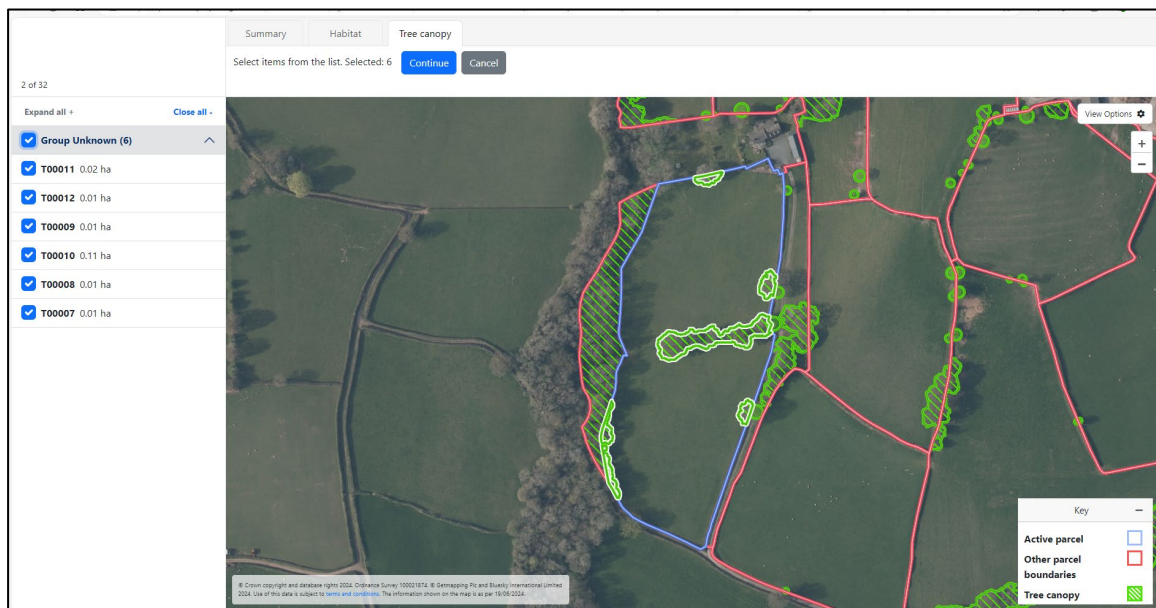
For tree canopies, you can also use the **Update Types** button to update the type for multiple tree canopies within a parcel at the same time.



You will be asked if you want to update it for individual or group tree canopies within the parcel.



Once selected you can put a tick in the box next to the canopies you want to change or select them on the map. Or to update all group or individual tree canopies of a certain type you can tick the box next to the individual or group tree type. All unknown group tree canopies **must** be assigned a type before a parcel can be set to a status of **Reviewed**.



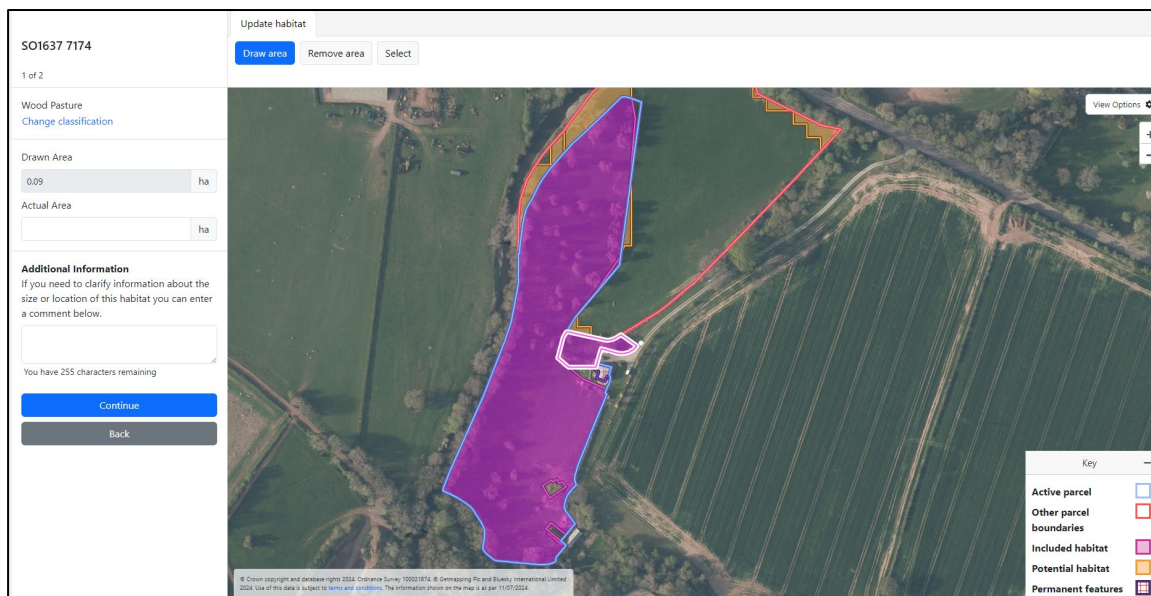
### Changing the area or shape of a habitat or tree canopy

You can change the area or shape of a habitat or group tree canopy by clicking the **Draw area** or **Select** button.



**Draw area** will allow you to add an additional area to the existing habitat or group tree canopy area by drawing a polygon on the map. You cannot use the tool to add multiple areas of habitat or group tree canopies at once, the drawn area will need to overlap the existing habitat or group tree canopy area so that it creates a single area.





If the polygon is drawn outside the parcel it will clip to the parcel boundary. The 'Drawn Area' will be updated to show the new area of the habitat or group tree canopy.

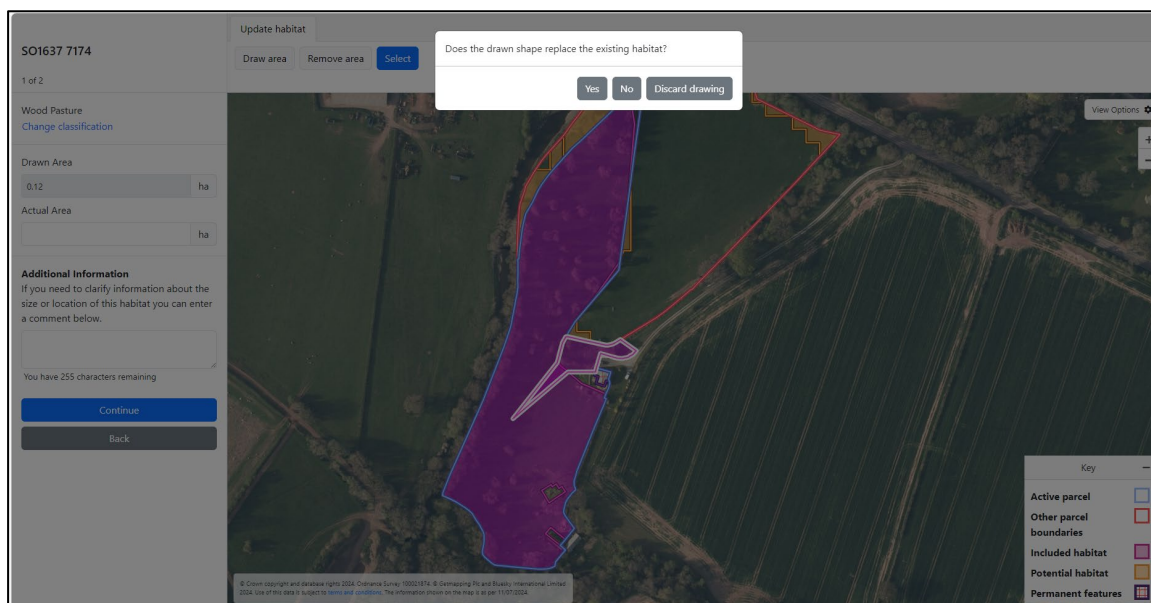
The **Select** button will allow you to select the habitat or group tree canopy on the map and edit it by clicking on the boundary and dragging it to amend the shape.



When editing habitat or group tree canopies you cannot overlap with an existing area of included habitat or group tree canopy that has a different classification or type. You will be asked if you want to replace it.

1. If you click **Yes** then the areas of the existing habitat will change to reflect the overlap and you will have the opportunity to add an 'Actual Area' for the existing habitat and 'Additional Information' if required. You can amend the actual area for the existing habitat you've overlapped if required.
2. If you click **No** the area will clip to the boundary of the existing habitat.

3. If you click **Discard drawing**, the area drawn will be deleted.

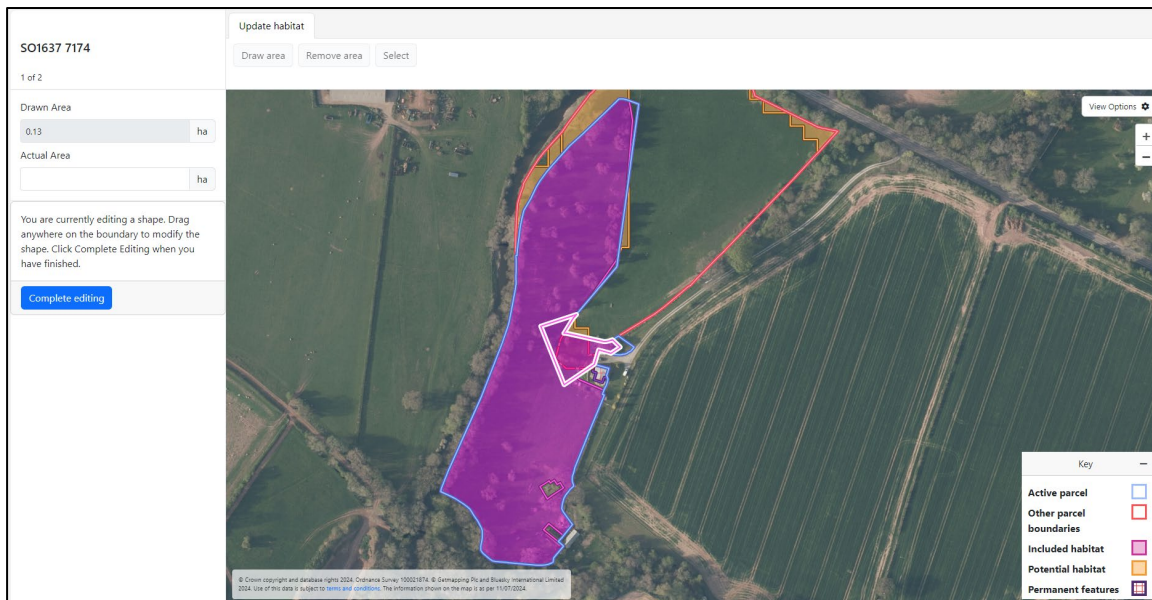


An existing area of included habitat or tree canopy will be deleted if the edit results in them being completely overlapped. The existing overlapped area will change to a red boundary. You will not be able to edit, delete or restore it while it is overlapped.

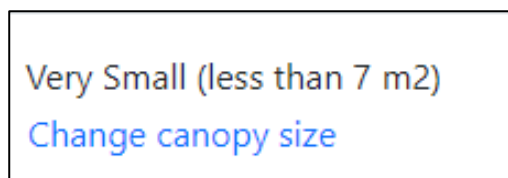


The new 'Drawn Area' will be shown in the left hand-bar in ha. You can add an 'Actual Area' if the 'Drawn Area' is incorrect and add an 'Additional Information' comment if required.

Once you have finished editing, you can click the **Complete Editing** button.

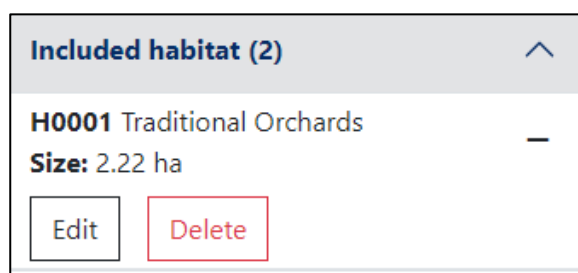


If you need to change the area of an individual tree canopy, you will need to click on the **Edit** button and **Change canopy size**.



### Deleting habitat or tree canopy

To delete the whole area of habitat or tree canopy you will need to select the feature and then click the '+' icon or click it on the map to view the **Delete** button on the bar on the left-hand side of the screen.



If you are deleting an existing tree canopy, i.e. not a tree canopy you have added yourself, you will be asked to select a reason for the deletion.

If you click '**Other**' you will need to provide details using the mandatory text box.



SO1637 7174

31 of 32

## Delete tree canopy

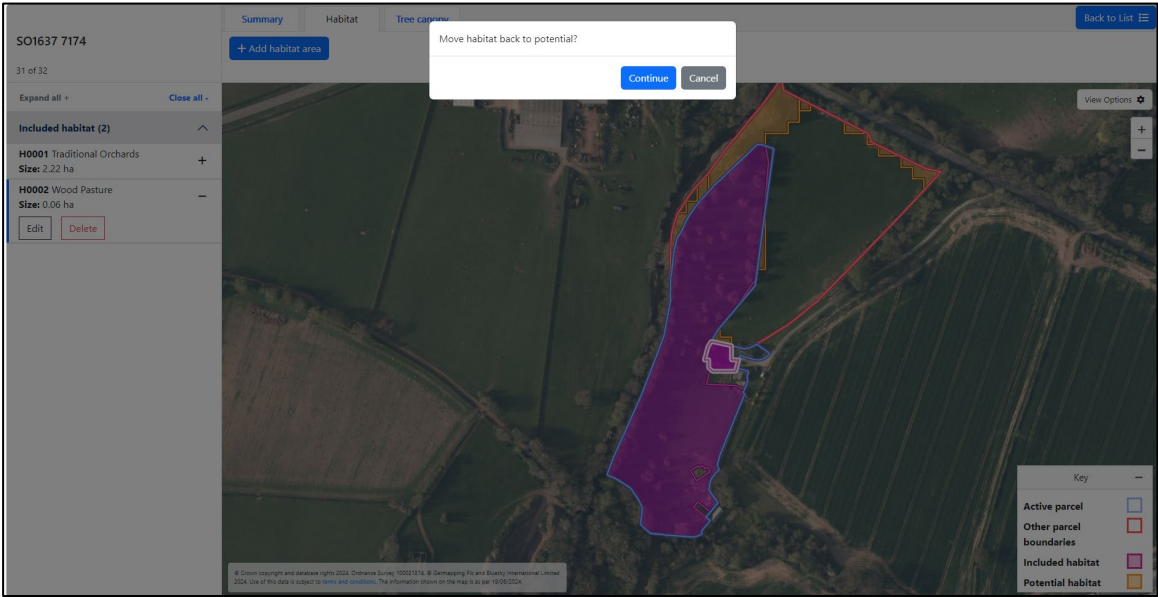
A tree canopy included as part of published data requires a reason to be deleted.

**Select a reason for the deletion of this tree canopy**

- Health and Safety
- Commercial purpose
- Construction road or building
- Control diseases e.g. Ash dieback
- Control pest
- Create other habitat
- Dead tree
- Storm damage
- Thin out woodland
- Tree structural problems e.g. interior decay
- Unsuitable for location e.g. subsidence and structural damage, roots, encroaching on house, sheds, building, utility lines
- Utility work
- Visual e.g. right to light
- Other, please provide details

Continue
Cancel

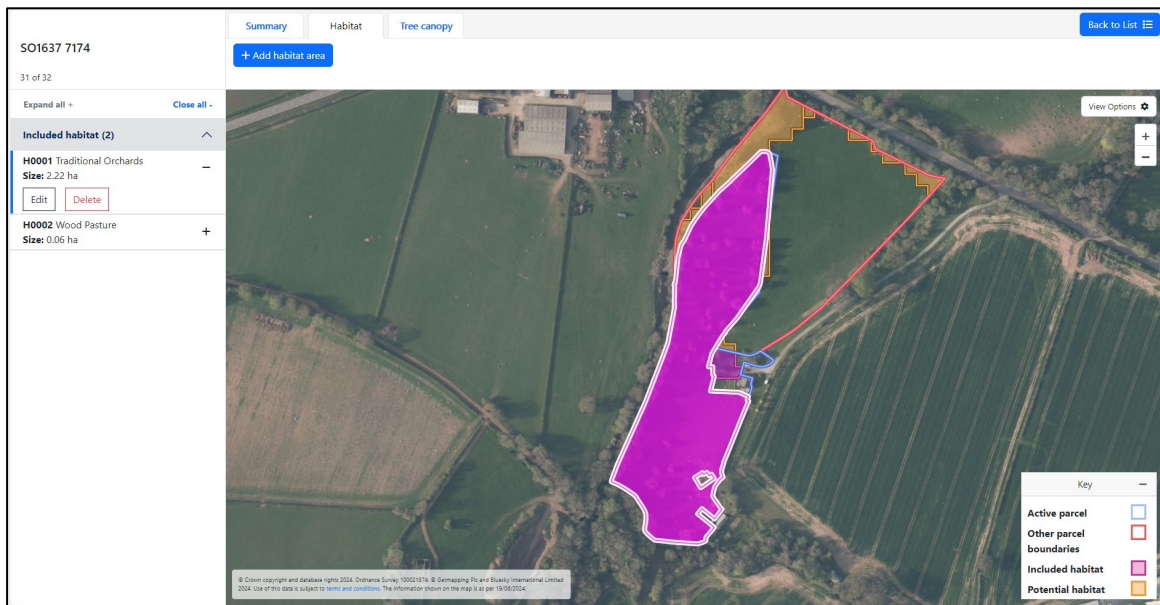
If you delete 'included' habitat that was originally 'potential' habitat, you will be asked if you would like to move it back into 'potential' habitat. If you click **Cancel** it will remain in 'included' habitat. If you click **Continue** it will move back into the 'potential' habitat list.



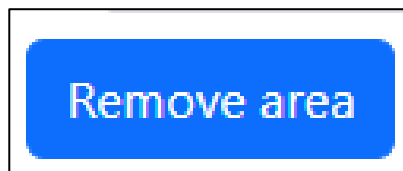
If you delete existing 'included' habitat or tree canopies, they will be shown on the map in a red outline. The deleted included habitat or tree canopy will still show in the left-hand bar but will not be included in any habitat or tree canopy totals.



You can click the **Restore** button to include the area if you decide that you do not want to remove it.



To remove only part of an area of habitat or group tree canopy you can click the **Edit** button and use the **Remove area** tool which will allow you to draw the area that you want to remove. This tool is not available for individual tree canopies.



Draw a polygon around the area that you want to remove. If the polygon is drawn outside the parcel it will clip to the boundary.

Once you have removed the area, the new 'Drawn Area' will be shown in the left-hand bar in ha. You can add an 'Actual Area' if the 'Drawn Area' is incorrect and add an 'Additional Information' comment if required.

SO1637 7174

31 of 32

Traditional Orchards  
[Change classification](#)

Update habitat

Draw area **Remove area** Select

Drawn Area  
1.38 ha

Actual Area  
ha

**Additional Information**  
If you need to clarify information about the size or location of this habitat you can enter a comment below.

You have 255 characters remaining

[Continue](#)

[Back](#)

View Options

+

-

Key

- Active parcel
- Other parcel boundaries
- Included habitat
- Potential habitat

© Crown copyright and database rights 2024. Ordnance Survey 100023712. © GeoInformation Systems and Services International Limited 2024. Use of this data is subject to [terms and conditions](#). The information shown on the map is as per 15/06/2024.

## Habitat Size Totals

This page shows the total starting and current habitat size by classification across all your land parcels. Parcels remaining in 'follow up' status are included as not reviewed for this summary.

Removed parcels do not count towards your totals and are left out of this summary.

**Habitat Size Totals**

This shows the total habitat size by classification across your land parcels. Parcels remaining in follow up are included as not reviewed for this summary. Removed parcels do not count towards your totals and are left out of this summary.

**Reviewed parcels**

- Current number of reviewed parcels: 1
- Current total size of reviewed parcels: 16.00 ha

**Total size of included habitat areas across reviewed parcels**

Habitat classification	Starting total size	Current total size
<b>Total included habitat across reviewed parcels</b>	0.00 ha	0.00 ha

**Parcels not reviewed (including follow up)**

- Current number of parcels not reviewed: 7
- Current total size of parcels not reviewed: 54.76 ha

**Total size of included habitat areas across parcels not reviewed**

Habitat classification	Starting total size	Current total size
<b>Total included habitat across parcels not reviewed</b>	0.00 ha	0.00 ha

## Tree Canopy Size Totals

This page shows the total starting and current tree canopy size by type across your land parcels. Parcels remaining in 'follow up' are included as not reviewed for this summary. Any areas that are more than 0 ha, but less than 0.01 ha will be shown as 'Less than 0.01 ha'.

Removed parcels do not count towards your totals and are left out of this summary.

**Tree Canopy Size Totals**

This shows the total tree canopy size by type across your land parcels. Parcels remaining in follow up are included as not reviewed for this summary. Removed parcels do not count towards your totals and are left out of this summary.

**Reviewed parcels**

- Current number of reviewed parcels: 1
- Current total size of reviewed parcels: 16.00 ha

**Total tree canopy across reviewed parcels**

Tree canopy type	Starting total size	Current total size
Broadleaf	0.09 ha	1.49 ha
Unknown	1.38 ha	0.00 ha
<b>Total tree canopy capped to total size of reviewed parcels</b>	1.47 ha	1.49 ha

**Parcels not reviewed (including follow up)**

- Current number of parcels not reviewed: 7
- Current total size of parcels not reviewed: 54.76 ha

**Total size of tree canopies across parcels not reviewed**

Tree canopy type	Starting total size	Current total size
Broadleaf	10.31 ha	10.31 ha
Unknown	1.61 ha	1.61 ha
<b>Total tree canopy capped to total size of parcels not reviewed</b>	11.92 ha	11.92 ha



## Habitat Wales Scheme 2025

This question is mandatory but does not indicate a commitment to apply for the scheme. Full scheme guidance will be available before the scheme opens in 2025.

You can use the radio buttons to answer the question.

The screenshot shows a web application interface for 'SFS Data Confirmation 2024'. The main heading is 'Habitat Wales Scheme 2025'. A navigation sidebar on the left lists several sections: Introduction, Overview, Privacy Notice, Parcels, Habitat and Canopy Totals, Habitat Wales Scheme 2025 (which is highlighted in blue and has a checkmark), Additional Information, and Submission. The main content area contains a paragraph: 'Providing an answer to this question is not a commitment to apply for the New Habitat Wales Scheme in 2025. The application process will be separate and full scheme guidance will be available on the Welsh Government website in the Autumn.' Below this is a bolded question: 'I intend to apply for the Habitat Wales Scheme in 2025'. There are two radio button options: 'Yes' (which is selected) and 'No'. At the top right and bottom right of the form, there are navigation buttons: '< Previous', 'Save', and 'Next >'. At the bottom left, there are buttons for 'Print', 'Cymraeg', and 'Exit'.

## Additional Information

The Carbon Calculator questions on this page are not mandatory and completing them does not indicate a commitment to apply for the Sustainable Farming Scheme (SFS).

Although it is not mandatory to complete the questions, you must view the page to submit your form.

You can use the radio buttons to answer the questions. If you answer 'Yes' to the first question additional questions will become visible. Where 'Other' has been chosen you can type in the name of the Carbon Calculator used.

SFS Data Confirmation 2024 **Additional Information** < Previous Save Next >

A0005357 Help

- Introduction
- Overview
- Privacy Notice
- Parcels
- Habitat and Canopy Totals
- Habitat Wales Scheme 2025
- Additional Information**
- Submission

We are gathering information on the current use of carbon calculators across the industry to get a better understanding of the number of farmers completing a carbon assessment and which carbon calculators are being used.

These questions are **optional** and completing them does not indicate a commitment to apply for the Sustainable Farming Scheme (SFS). However, your responses will feedback into the decisions to be taken on final scheme design.

Should you complete the following questions, you will see we have listed the most common carbon calculators referenced by the industry but recognise other calculators might be used and more relevant to your farm business.

**Have you completed a carbon calculator in the last 5 years?**

Yes  
 No  
 Prefer not to say

**Which carbon calculator did you complete?**

The Cool Farm Tool  
 Farm Carbon Calculator  
 Agricalc  
 Sandy by Trinity Agtech  
 Other

**Enter the name of the carbon calculator you completed**

You have 254 characters remaining

**In which year did you complete the carbon calculator?**

2019  
 2020  
 2021  
 2022  
 2023  
 2024  
 I do not know

Print Cymraeg

## Submission Page – Errors, Information and Summary

The Errors, Information and Summary page gives a summary of the details of your Data Confirmation and informs you of any errors or information messages relating to your submission. Please check this section to confirm the details are correct.

Any errors will be flagged with a red warning message and the page with the error will be highlighted with a red cross in the left-hand bar.

SFS Data Confirmation 2024 Errors, Information and Summary

There are errors on this page. Please correct any required fields to submit this form.

### Resolve parcels in follow up

Return to the [parcels page](#) to resolve these errors.

**Parcels remaining in follow up**

Sheet Reference	Field Number	Field name
ST1677	6689	

You cannot submit while parcels are marked as follow up. Mark these parcels as reviewed or reset the changes you have made to these parcels.

### Parcels not reviewed

You are leaving 6 parcels as not reviewed. The habitat and tree canopies in these parcels will need to be confirmed at a later date.

**Parcels not reviewed**

Sheet Reference	Field Number	Field name
ST1678	9009	
ST1776	7884	
ST1776	9518	
ST1777	0088	
ST1777	3663	

## Submission Page – Declarations and Undertaking

You must read the Declarations and Undertakings and tick the box to confirm that you have read and agree to them.

SFS Data Confirmation 2024 Declarations and Undertakings

Please tick the box to accept the declarations and undertakings.

I confirm that all details provided in this submission are true, accurate and complete to the best of my knowledge and belief.

I have read and understood all the relevant guidance notes.

I will advise the Welsh Government of any material change to the information given in this submission.

I acknowledge that neither Welsh Government nor any advisor appointed by Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this submission and that I am solely responsible for all business decisions undertaken.

I will allow duly authorised officers of the relevant Agricultural Department(s) and their duly authorised agents and those persons accompanying them access to any land which I farm to inspect the land and farm records (including computer records) in order to verify the accuracy of the information in this submission and I will give them all reasonable assistance for that purpose. If any of the information given in this submission is incorrect or misleading and a land declaration or claim for aid is made on the basis of it, I understand that penalties may apply and that I may be prosecuted.

The area of each field which will be notified to me by the Welsh Government will reflect the total area of the field.

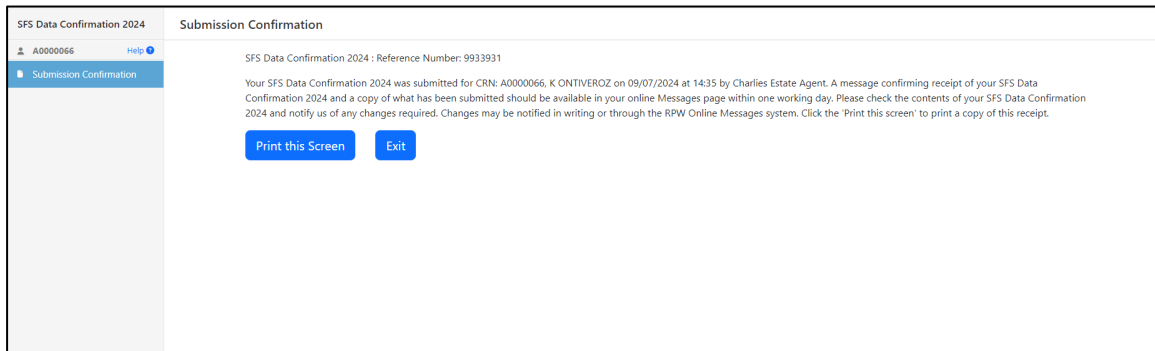
I am aware of the circumstances in which the Welsh Government may use and / or share the information provided on the SFS Data Confirmation This extends to the use of information which is created or obtained in connection with such applications. I agree to any necessary disclosures or exchanges of information.

I understand that the publication and disclosure of information by the Welsh Government will be in accordance with its obligations and duties under the Freedom of Information Act 2000, the Data Protection Act 2018, the Environmental Information Regulations 2004, Council Regulation 1306/2013, Commission Regulation 908/2014 and the General Data Protection Regulation 679/2016 (as retained and amended). I understand other information provided may also be disclosed where permitted by law.

I have read and agree to the above Declarations and Undertakings.

## Submission Page – Submit

To submit your Data Confirmation form, click on the Submit Button. Once submitted, you will receive a summary of what you have submitted which you can print for your own records.



## **Contacts**

### **RPW Online**

Access the RPW Online service via the Government Gateway at [www.gateway.gov.uk](http://www.gateway.gov.uk), or once you have enrolled for the RPW Online service, access it via [Rural Payments Wales \(RPW\) Online | GOV.WALES](#). If you are not yet registered with RPW Online, please refer to the Welsh Government website for the how to register guidance or call the Customer Contact Centre on 0300 062 5004.

### **Enquiries – Customer Contact Centre**

For all enquiries, please contact the [RPW Customer Contact Centre](#)

Enquiries can be submitted via RPW Online at any time.

### **Access to Welsh Government offices for people with disabilities or special needs**

If you have any special needs which you feel are not met by our facilities contact the Customer Contact Centre on 0300 062 5004. Welsh Government officials will then endeavour to make arrangements to accommodate your requirements.

### **Welsh Government Website**

For all of the latest Agricultural and Rural Affairs information, visit the Welsh Government website. By visiting the website, you can also sign up to receive the Gwlad e-newsletter.