

**Project Design Document (PDD)**

**Version 2.2**

**April 2022**

**Template for UK based projects (or groups of projects) seeking validation to the Woodland Carbon Code**

|  |  |
| --- | --- |
| **PDD Completed By:** |  |
| Project or Group Manager (as listed on the UK Land Carbon Registry) | [insert name of project/group manager’s account name as it appears on UK Land Carbon Registry] |
| Name of submitting organisation (if different) | [insert organisation name] |
| Completed by: | [insert author’s name] |
| Completed & submitted to validation body on: | [insert dd/mm/yyyy] |
| Email contact: | [insert email address] |
| **If a group, provide group details:** |  |
| Group Name: | [insert name] |
| UK Land Carbon RegistryUnique Group ID | [insert unique ID] |

**For the project or each project in the group please give the unique ID, location, grid reference and size:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Name** | **Registry Project ID** 103000000012345 | **Location: County** | **Location: Country** | **6-fig Grid Reference** AA123456 | **Gross Area (ha)** | **Net Area (ha)** |
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| **Total area:** |  |  |

NOTE: 1. When completing each section of this document please refer to the requirements set out in the relevant section of the Woodland Carbon Code and [online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/1-eligibility/1-2-eligible-activities). Boxes for text can be expanded if not large enough.

2. This PDD can be used for a single project or a group of projects.

* If a single project, just use the first row of each table for your project.
* If a group, some questions or statements in this document need to be answered for each project in the group as indicated. Additional rows can be added to tables as necessary if more than 5 projects are in a group. Some questions or statements can be answered for the group where indicated.
1. If you have a small project (≤5.0ha net planting area), some sections of the PDD are not required for that project. These sections are clearly indicated. Only projects using the small woods calculator can undertake basic monitoring and verification.
2. The Project Design Document, map(s) of the site(s) and WCC Carbon calculation spreadsheet(s) will be made available in the [UK Land Carbon Registry](https://www.woodlandcarboncode.org.uk/uk-land-carbon-registry) once you are validated.
3. At the end of each section, a table allows you to indicate which Additional Evidence you will make available to the validation body. Please provide the name of the document/other reference for the document you intend to submit.
4. The Project/Group Manager should keep a copy of the PDD, carbon calculator, map and all additional evidence for the duration of the project.

**For info: Updates to PDD template: Summary – Completed by Scottish Forestry**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No** | **Date** | **Amendment** | **Author** |
| 2.0 | 08 March 2018 | Combine the single, group and small woods PDDs and align with the updated Code Version 2.0.  | Vicky West |
| 2.1 | March 2021 | Update to align with Code Version 2.1, alongside other changes for clarity and ease of use. | Vicky West |
| 2.2 | April 2022 | Update to align with Code Version 2.2. | Vicky West |

**For Projects: Version Control of completed PDDs:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No** | **Date** | **Amendment** | **Author** |
|  |  |  |  |
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# Project Descriptions – To appear in UK Land Carbon Registry

Please provide a succinct summary of your project(s) and for groups, a summary description at the group level. Include aims & objectives, location, type of woodland & management. This description will be displayed in the public [UK Land Carbon Registry](https://www.woodlandcarboncode.org.uk/uk-land-carbon-registry).

|  |  |
| --- | --- |
| **Project Name** | **Description** |
| **Group Summary** |  |
| Project 1 |  |
| Project 2 |  |
|  |  |
|  |  |
|  |  |

**All statements made in this document are correct to the best of my knowledge. *I agree/I disagree [Delete as applicable]***

1. Eligibility

## 1.1 Key project dates [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/1-eligibility/1-1-key-project-dates)

**1) Please indicate for your project(s) the implementation date (date work begins onsite), the project start date (the date planting was or will be finished), and the project duration. For groups, add a group start date.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Project Implementation Date** **(Date work begins onsite)****dd-mmm-yyyy** | **Other planting year(s)** | **Project Start Date** **(Date planting finished)****dd-mmm-yyyy** | **Project Duration****(up to 100 years)** |
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|  |  |  |  |  |
| **Group Start date (if > 1 project, latest planting date of group dd-mmm-yyyy): ** |  |  |

**You shall provide the following additional evidence for each project to confirm start date:**

|  |  |  |
| --- | --- | --- |
| **To confirm key dates** | Select one or specify other evidence | Evidence provided/document reference for each project |
| Grant scheme contract | Yes/No |  |
|  | Specify what evidence | Evidence provided/document reference for each project |
| Other evidence |  |  |

## 1.2 Eligible activities [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/1-eligibility/1-2-eligible-activities)

**1) To the best of my knowledge the land to be planted in these project(s) has not been wooded in the last 25 years. *I agree/I disagree [Delete as applicable]***

**You shall provide the following additional evidence for each project to show the land has not been wooded for 25 years:**

|  |  |  |
| --- | --- | --- |
|  | Select at least one for each project | Evidence provided/document reference for each project |
| Land use records | Yes/No |  |
| OS Maps | Yes/No |  |
| Historical Maps | Yes/No |  |
| Images (satellite/aerial photography) | Yes/No |  |
| FC planting and felling database | Yes/No |  |
| Signed attestation from independent expert | Yes/No |  |

**2) All the project(s) are planted on mineral or organomineral soil and any areas of deeper peat (with more than 50cm organic (peat) layer) have been identified and excluded from the planting plans. *I agree/I disagree [Delete as applicable*]**

**You shall provide the following additional evidence for each project to show the soil type and, where appropriate, the peat depth:**

|  |  |  |
| --- | --- | --- |
|  | Select at least one or specify other evidence | Evidence provided/document reference for each project |
| Soil (type) survey | Yes/No |  |
| Peat depth survey | Yes/No |  |
| Vegetation (NVC) Survey | Yes/No |  |
| Soil Maps | Yes/No |  |
|  | Specify what evidence | Evidence provided/document reference for each project |
| Other evidence |  |  |

## 1.3 Eligible land [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/1-eligibility/1-3-eligible-land)

**1 Does the land of any project have a registered title? *Yes/No [Delete as applicable]***

**1a) *If yes to 1 above,* please enter the Land Registry Identification number(s):**

|  |  |
| --- | --- |
| **Project Name**  | **Land Registry ID Number**  |
|  |  |
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|  |  |

**2) Please identify the landowner, tenant and any agent of each project by completing a separate ‘Landowner, Tenant and Agent Contact Details’ sheet(s).**

**In addition to the Contact Details sheets, you shall provide the following additional evidence for each project to confirm the owner and, if the land is leased, the owner’s consent:**

|  |  |  |
| --- | --- | --- |
| **To confirm owner:** | Select at least one or specify what other evidence | Evidence provided/document reference for each project  |
| Solicitor’s letter | Yes/No |  |
| Title deeds | Yes/No |  |
| Land registry records | Yes/No |  |
| **To confirm owner’s consent if leased:** | Select box if leased or specify what other evidence | Evidence provided/document reference for each project |
| Certified copy of lease | Yes/No |  |
| **To confirm contact details of owner, agent or tenant:** | Select one or specify other evidence  | Evidence provided/document reference for each project |
| Landowner, tenant and agent contact details sheet | Yes/No |  |

## 1.4 Compliance with the law [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/1-eligibility/1-4-compliance-with-the-law)

**1) As far as you are aware, does your project(s) comply with all existing forestry legislation in the UK at the time of completing this document? *Yes/No [Delete as applicable]***

**2) As far as you are aware, are there any current, past (within the last 5 years) or pending prosecutions relating to the project(s)? *Yes/No [Delete as applicable]***

**3) As far as you are aware, are there any injunctions or notices relating to the project(s) issued by the Environment Agency/Scottish Environment Protection Agency/Natural Resources Wales/Northern Ireland Environment Agency, or issued under the Town and Country Planning Regulations? *Yes/No [Delete as applicable]***

**4) What systems or procedures are in place for the landowner/manager of each project to be aware of and ensure compliance with existing and new legislation?**

## 1.5 Conformance to the UK Forestry Standard [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/1-eligibility/1-5-conformance-with-uk-forestry-standard)

**1) As far as you are aware, is your project(s) designed and managed in accordance with the UK Forestry Standard? *Yes/No [Delete as applicable]***

## 1.6 Additionality [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/1-eligibility/1-6-additionality)

You must pass the Legal Test and Investment Test. You are required to complete the WCC Cashflow to confirm whether the Investment Test is passed.

**1) Legal Test**

**1a) Is there a legal requirement for any of the woodland creation project(s)? *Yes/No [Delete as applicable]***

**1b) Does any project compensate for woodland lost elsewhere? *Yes/No [Delete as applicable]***

**2) Investment Test**

**2a) In the table below, clarify how carbon finance changes the Net Present Value (NPV) of each project over the duration of each project.**

|  |  |
| --- | --- |
| **Project Name** | **Investment Test: Change to Net Present Value (NPV) due to carbon finance** |
| **NPV Woodland including carbon**  | **NPV Woodland excluding carbon** | **NPV Alternative Landuse/Business as Usual** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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**2b) Please state in a sentence or two why you believe your project(s) would not have occurred without existing or future income from the sale of carbon units (if selling) or the ability to generate and use carbon units (if not selling).**

|  |  |
| --- | --- |
| **Project Name** | **Statement on financial additionality** |
|  |  |
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**You shall provide the following additional evidence for each project to support your additionality case:**

|  |  |  |
| --- | --- | --- |
|  | Confirm WCC cashflow and other evidence | Evidence provided/document reference for each project |
| Investment Test: WCC Cashflow Spreadsheet | Yes/No |  |
| Further supporting evidence of work undertaken as required | Yes/No |  |

**3) Mix of project income:**

**Please specify below the discounted project income as a % of costs, and the discounted % contribution of each income stream to the project (Copy from the WCC Cashflow Sheet).**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | *% of discounted Income from:* |  |
| **Project Name** | **Discounted Income as proportion Costs (%)** | **Carbon** | **Grant** | **Timber** | **Donations** | **Other** | **Total** |
|  |  |  |  |  |  |  | **100%** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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# 2. Project governance

## 2.1 Commitment of landowners and project/group managers [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/2-project-governance/2-1-commitment-of-landowners-and-project-developers-group-managers)

**1) Is there a contract with or statement from the land owner(s), or where land is tenanted, both the landowner and tenant, which confirms their commitment to:**

* **Conform to this standard**
* **Permanent land-use change**
* **Manage land as per the current Management Plan for the establishment period and as per longer-term management intentions for the project duration and beyond (2.3)**
* **Comply with the law (1.4) and conform with the UK Forestry Standard (1.5)**
* **Restock where projects involve harvesting (2.3)**
* **Replant or undertake compensatory planting should woodland area be lost to wind, fire, pests, disease or development (2.3)**
* **Inform future landowner(s), and where tenanted, future tenant(s), of the commitment to the Woodland Carbon Code and any carbon contracts (2.3)**
* **Monitor and maintain verification for the project duration as per WCC guidance (unless the 3rd-party project developer agrees to take this on (2.5))**
* **Notify the WCC Secretariat immediately and submit a Loss Report within six months of discovery if there is a loss of woodland carbon (2.3)**
* **Ensure the project, any PIU listings, sales to carbon buyers, and retirement for use of verified Woodland Carbon Units are accurately represented and up to date in the UK Land Carbon Registry (either in their own account or via the project/group manager’s account (2.6))**
* **Only sell carbon units which are validated & verified to a standard which is endorsed in the UK Environmental Reporting Guidelines (2.6)**
* **Make true and accurate carbon statements about the project which conform with guidance (2.7)**
* **Abide by the WCC logo rules of use (**[**see website**](https://www.woodlandcarboncode.org.uk/about/woodland-carbon-code-logo-rules-of-use)**)**

***Yes/No [Delete as applicable]***

**You shall provide the following additional evidence to confirm the commitment of each landowner and tenant:**

|  |  |  |
| --- | --- | --- |
| **Land-Owner and Tenant Commitment** | Choose at least one | Evidence provided/document reference for each project |
| Contract with landowner contains terms set out above | Yes/No |  |
| Signed statement from landowner contains terms set out above | Yes/No |  |
| Signed statement from tenant contains terms set out above | Yes/No |  |

**2) Do you, as the project developer/group manager commit to:**

* **Conform to this standard**
* **Comply with the law (1.4) and conform with the UK Forestry Standard (1.5)**
* **Monitor and maintain verification for the project duration as per WCC guidance (unless the landowner has agreed to take this on (2.5))**
* **Ensure the project, any PIU listings, sales to carbon buyers, retirement for use of verified Woodland Carbon Units is accurately represented and up to date in the UK Land Carbon Registry (2.6)**
* **Only sell carbon units which are validated & verified to a standard which is endorsed in the UK Environmental Reporting Guidelines (2.6)**
* **Make true and accurate carbon statements about the project which comply with guidance (2.7)**
* **Make carbon buyers aware of the WCC guidance on carbon claims and include in contracts with buyers (2.7)**
* **Abide by the WCC logo rules of use and make carbon buyers and landowners aware of the WCC logo rules of use (**[**see website**](https://www.woodlandcarboncode.org.uk/about/woodland-carbon-code-logo-rules-of-use)**)**

*Yes/No [Delete as applicable]*

***3) If a group*, do you have a signed Group Agreement which meets the requirements as specified in the WCC guidance? *Yes/No [Delete as applicable]***

*4) If a group*, please confirm the group structure.

**If a group, you shall provide the following additional evidence to confirm the structure and processes of the group:**

|  |  |  |
| --- | --- | --- |
| **Group Agreement** |  | Evidence provided/document reference for each project |
| Group Agreement which meets the requirements as set out in WCC group scheme guidance | Yes/No |  |
|  | Specify what | Evidence provided/document reference for each project |
| Other evidence |  |  |

NOTE: The Group Agreement could also contain the landowner/project developer terms set out above.

## 2.2 Management plan [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/2-project-governance/2-2-management-plan)

**1) Is there an existing woodland creation grant application for your project(s)? *Yes/No [Delete as applicable]***

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Woodland creation grant name** | **Woodland creation grant ID** |
|  |  |  |
|  |  |  |
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|  |  |  |

2) Does your project(s) have a management plan for the establishment phase of the woodland? *Yes/No [Delete as applicable]*

3) Please state (i) where the intended management over the establishment period (up to 10 years) is detailed and (ii) the longer-term management intentions of each project (including the woodland management regime to be applied – e.g. no intervention, thinning only, regular clearfell (with rotation length), CCF (and type)) for the duration of each project and beyond. *Note the longer-term management intentions noted here should match the management options selected in your carbon calculation:*

|  |  |  |
| --- | --- | --- |
| Project Name | (i) Where are management intentions over establishment period set out? | (ii) Longer-term management intentions for the project duration and beyond  |
|  |  |  |
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You shall provide the following additional evidence for each project to confirm location and management plans during the establishment phase:

|  |  |  |
| --- | --- | --- |
| **To confirm management during establishment phase** | Choose at least one  | Evidence provided/document reference for each project |
| Management planning documentation | Yes/No |  |
| Woodland creation grant application | Yes/No |  |
| WCC Cashflow Spreadsheet  | Yes/No |  |
| **To confirm location/planting plan** | Choose at least one  | Evidence provided/document reference for each project |
| Planting map which meets [WCC mapping rules](https://www.woodlandcarboncode.org.uk/standard-and-guidance/2-project-governance/2-2-management-plan#wccmappingrules)(pdf) | All projects: Yes/No |  |
|  | Specify what | Evidence provided/document reference for each project |
| Other evidence |  |  |

NOTE: Your project(s) will be added to the WCC GIS layer using maps provided.

4) *If your management plan of each project does NOT indicate who is involved,* please state their technical skills and experience:

|  |  |
| --- | --- |
| Project Name | Who’s involved, their technical skills and experience |
|  |  |
|  |  |
|  |  |
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Note: Please do not provide any personal data (addresses, phone numbers etc.), as this will be a public document.

You shall provide the following additional evidence (if necessary) to confirm the capacity of the project team of each project to carry out the project:

|  |  |  |
| --- | --- | --- |
|  | Select at least one box if info not in management plan | Evidence provided/document reference for each project |
| Details of skills of key staff | Yes/No |  |
| Evidence of previous experience of implementing or managing similar projects | Yes/No |  |
|  | Specify what | Evidence provided/document reference for each project |
| Other evidence |  |  |

## 2.3 Management of risks and permanence [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/2-project-governance/2-3-management-of-risks-and-permanence)

1) Please identify all potential risks to the permanence of the project(s) for each of the risk categories. For a group, remember to highlight any particular risks for each project in the group if they differ in their level of risk.

2) For categories with M/M, M/H, H/M, H/H, L/H or H/L Likelihood/Impact of occurrence, describe how you will minimise this risk (2).

3) State what evidence you have provided to support your assessment of each risk category (3).

**Risk Assessment and Mitigation Matrix**

| **Risk Category** | **(1) Potential Risks** | **Likelihood of Occurrence (L/M/H)** | **Impact of occurrence (L/M/H)** | **(2) Mitigation Strategy** | **(3) Evidence provided for each risk** |
| --- | --- | --- | --- | --- | --- |
|
|  **Legal/Social (including land ownership, project management and finance)** |  |  |  |  |  |
| **Natural Disturbance: Fire** |  |  |  |  |  |
| **Natural Disturbance: Wind** |  |  |  |  |  |
| **Natural Disturbance: Drought/Flood** |  |  |  |  |  |
| **Natural Disturbance: Pest & Disease** |  |  |  |  |  |
| **Species Suitability in current and future climate** |  |  |  |  |  |
| **Other** |  |  |  |  |  |

## 2.4 Consultation [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/2-project-governance/2-4-consultation)

**1a) Describe how local stakeholders were identified and consulted on the plan and design of each project.**

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Who consulted?** | **Consultation process** |
|  |  |  |
|  |  |  |
|  |  |  |
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**1b) Explain how any concerns or issues raised were responded to and describe any changes made to the project design as a result.**

|  |  |
| --- | --- |
| **Project Name** | **Any issues raised and changes to project as a result** |
|  |  |
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**You shall provide the following additional evidence to confirm the level of consultation undertaken for each project and any changes made as a result of the consultation:**

|  |  |  |
| --- | --- | --- |
| **To confirm level and outcome of consultation** | Select at least one box or provide other evidence | Evidence provided/document reference for each project |
| Grant application which confirms the level and outcome of consultation | Yes/No |  |
| EIA/Environmental Statement which confirms level and outcome of consultation | Yes/No |  |
|  | Specify what | Evidence provided/document reference for each project |
| Other evidence of consultation process and outcome. | Yes/No |  |

## 2.5 Monitoring [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/2-project-governance/2-5-monitoring)

The first monitoring and verification should be completed 5 years after the start date. Subsequent monitoring and verification should be completed as a minimum at year 15 and then every 10 years throughout the project duration.Monitoring should begin up to 12 months before the ‘due date’.

**FOR SMALL PROJECTS (≤ 5ha) USING THE 'SMALL PROJECT PROCESS’**

Small projects which use the ‘small project’ carbon calculator should use the ‘WCC Year 5 Survey Protocol’ at year 5, and then the ‘WCC Small Projects Monitoring Protocol’ for years 15+.

**FOR STANDARD PROJECTS**

Projects using the standard project carbon calculator should use the ‘WCC Year 5 Survey Protocol’ at year 5, and then either undertake:

* Full monitoring using the ‘Year 15+ Survey Protocol’, and third party verification, or
* Basic monitoring using the ‘Basic Monitoring Protocol’ to ‘Self-Assess’ their project.

*Note, there are restrictions as to when Basic Monitoring and Self-Assessment are permitted, and for projects using this route, no Pending Issuance Units will be converted to Woodland Carbon Units. See* [*monitoring guidance*](https://www.woodlandcarboncode.org.uk/standard-and-guidance/2-project-governance/2-5-monitoring) *for further information.*

**Monitoring plan**

|  |  |
| --- | --- |
| **Who** | **Enter person or organisation responsible** |
| Who will be responsible for monitoring the project or group? |  |
| **Monitoring at Year 5** | **Completed before (enter end date of first ‘vintage’ –** *See PIU table in 3.4***)** |
| WCC Year 5 Survey Protocol and Verification: | *dd-mm-yyyy* |
| **Monitoring at Year 10 –** *Only for limited projects who applied to the Woodland Carbon Guarantee in England and committed to monitor every 5 years.* | **When – Enter completion date against the method likely to be used at vintage ending year 10 (***See PIU table in 3.4***)** |
| WCC Year 5 Monitoring protocol (if slow growing) | *dd-mm-yyyy* |
| WCC Year 15+ Full monitoring (if faster growing) | *dd-mm-yyyy* |
| **Monitoring at Year 15** | **Choose method –** *Give project names if different methods will be used across a group (e.g. if small projects use Basic monitoring and standard projects use Full Monitoring)* | **When – Enter completion date against the method likely to be used at vintage ending year 15 (***See PIU table in 3.4***)** |
| Year 15+ Full monitoring and Verification | **Yes/No** | *dd-mm-yyyy* |
| Year 15+ Basic Monitoring and Verification small projects *(provided the ’small project’ calculator was used)* | **Yes/No** | *dd-mm-yyyy* |
| Year 15+ Basic monitoring and Self-Certification *(provided criteria are met)* | **Yes/No** | *dd-mm-yyyy* |
| **Frequency of monitoring after year 15, up to the project duration** | **Select likely frequency of monitoring thereafter** |
| 5-yearly (optional for Woodland Carbon Guarantee projects) | **Yes/No** |
| 10-yearly at the end each vintage (minimum) | **Yes/No** |
| **Last monitoring and verification** | **Mandatory** | **When – Enter completion date as the end of the last vintage (***See PIU table in 3.4***)** |
| Year 15+ Full monitoring and Verification | **Yes** |  |

**2a) Is the project(s) certified or applying for certification to the UK Woodland Assurance Standard? *Yes/No [Delete as applicable]***

**2b) *If yes*, please state for each project whether certification to UKWAS is via FSC or PEFC and give the relevant certificate number.**

|  |  |  |
| --- | --- | --- |
| **Project Name** | **FSC or PEFC?**  | **FSC or PEFC certificate number** |
|  |  |  |
|  |  |  |
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## 2.6 Registry and avoidance of double counting [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/2-project-governance/2-6-registry-and-avoidance-of-double-counting)

**1a) Is your project(s) validated or approved by another carbon/environmental standard, has it applied to be validated, or does it plan to be? *Yes/No [Delete as applicable]***

**1b) *If yes*, please state which:**

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Name(s) of other carbon/environmental standard**  | **Relevant unique ID from other standards** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2) Has the landowner/tenant accepted or are they planning to collect any charitable donations to support this project which infer the donor’s contribution will help the global climate, greenhouse gas balance or carbon balance? *Yes/No [Delete as applicable]***

**3) Has the landowner, tenant or project developer sold any carbon credits from other projects which are not validated/verified to a standard which is endorsed in the UK Environmental Reporting Guidelines? *Yes/No [Delete as applicable]***

**4) Do you agree to abide by the Registry Rules of Use? *Yes/No [Delete as applicable]***

## 2.7 Carbon statements and reporting [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/2-project-governance/2-7-carbon-statements-and-reporting)

1a) Will you ensure that all carbon buyers (existing and future) are aware/will be made aware of the WCC claims guidance? *Yes/No [Delete as applicable]*

1b) Do you ensure that statements or claims about the predicted carbon sequestration of the project(s) (by landowner, project developer or corporate buyer) comply with [Woodland Carbon Code guidance](https://woodlandcarboncode.org.uk/buy-carbon/what-are-woodland-carbon-units)? *Yes/No/No claims yet [Delete as applicable]*

2) *If yes*, please state where claims have been made and provide examples/photos/ links for the validation body.

|  |  |  |
| --- | --- | --- |
| Media | Select all that apply | Evidence provided/document reference for each project |
| Signage onsite | Yes/No |  |
| Websites | Yes/No |  |
| Publicity leaflets etc. | Yes/No |  |
|  | Specify what | Evidence provided/document reference for each project |
| Other media |  |  |

3. Carbon sequestration

## 3.1 Carbon baseline [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/3-carbon-sequestration/3-1-carbon-baseline)

The carbon baseline is an estimate of how much the carbon stocks would change on the site over the project duration if the current landuse continued and there was no intervention to create woodland.

**FOR SMALL PROJECTS (≤ 5 ha): This section is not required. It is assumed that the baseline scenario is ‘no change in carbon stocks over time’. However if there were trees present onsite, or it is possible the carbon stock onsite would increase without this project, then this should be declared here.**

**1) Please describe the soil type/group and vegetation present prior to woodland creation, and how the carbon stock might change without the woodland creation project.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Soil type and group (mineral or organomineral)** | **Vegetation present** | **How might carbon stocks change** *(e.g. continued grazing would mean little increase in carbon stocks onsite)?* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2a) Over the project duration, would there be a significant increase in the carbon stored onsite if the current land use continued? (By significant, we mean ≥ 5% of the predicted carbon sequestration of the new woodland) *Yes/ No [Delete as applicable]***

**2b*) If yes*, the ‘baseline’ carbon sequestration needs to be included in your carbon calculation.** [**See further guidance.**](https://www.woodlandcarboncode.org.uk/standard-and-guidance/3-carbon-sequestration/3-1-carbon-baseline)

**You shall provide the following additional evidence to confirm soil type, vegetation present, and any baseline carbon calculations:**

|  |  |  |
| --- | --- | --- |
| **To confirm the soil type and vegetation onsite:** | Select at least one vegetation and one soil source | Evidence provided/document reference for each project |
| Maps, photos, remotely sensed images to indicate previous land cover | Yes/No |  |
| Field survey for vegetation or soil type | Yes/No |  |
| Soil maps/surveys for soil type | Yes/No |  |
| Other Evidence (Specify): | Yes/No |  |
| **To confirm baseline carbon sequestration** |  | Evidence provided/document reference for each project |
| More detailed baseline calculations and inclusion in WCC Carbon Calculation | Yes/No |  |

## 3.2 Carbon leakage [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/3-carbon-sequestration/3-2-carbon-leakage)

Carbon leakage is an estimate of any increases in greenhouse gas emissions outside the project boundary over the project duration, as a result of the woodland creation project going ahead (for example if creating a woodland in location A resulted in either deforestation or significantly intensified agricultural use in location B).

**FOR SMALL PROJECTS (≤ 5ha): This section is not required. It is assumed that woodland creation projects on this scale are not likely to cause extra emissions or intensification of land-use elsewhere in the UK. If any small projects are likely to cause significant emissions outside the project boundary, then this should be declared here.**

**1) Please state the current landuse of each project and describe how it will be affected by the project (in the project area) and whether it results in any change or increase in intensity of landuse (outside the project area).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | ***Current Land use****(e.g. rough grazing by sheep/cattle/ deer)* | ***Change to landuse within project boundary?****(e.g. grazing will cease within the project area)* | ***Describe how landuse on the wider holding will be affected?****(e.g. landowner will reduce overall sheep numbers on wider holding, meaning little change to the landuse intensity of the wider land holding)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2a) Will there be any significant increase in greenhouse gas emissions on the wider land holding as a result of creating woodland in the project area? (By significant, we mean ≥ 5% of the predicted carbon sequestration of the new woodland) *Yes/No [Delete as applicable]***

**2b*) If yes*, ‘leakage’ (increased greenhouse gas emission on the wider land holding) needs to be estimated and included in your carbon calculation.** [**See further guidance.**](https://www.woodlandcarboncode.org.uk/standard-and-guidance/3-carbon-sequestration/3-2-carbon-leakage)

**2c) *If leakage from any project will occur*, please describe how leakage will be monitored throughout the duration of that project.**

You shall provide the following additional evidence to confirm leakage assumptions or calculations:

|  |  |  |
| --- | --- | --- |
|  | If leakage significant, select both boxes | Evidence provided/document reference for each project |
| Map of site and surrounding area with leakage risks highlighted | Yes/No |  |
| More detailed leakage calculations and inclusion in WCC Carbon Calculation | Yes/No |  |
|  | Specify what | Evidence provided/document reference for each project |
| Other evidence |  |  |

## 3.3 Project carbon sequestration [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/3-carbon-sequestration/3-3-project-carbon-sequestration)

You are required to complete the ‘WCC Carbon Calculation’ spreadsheet to estimate the project and net carbon sequestration. This shall be uploaded to the registry and made publicly available alongside this PDD upon validation.

FOR STANDARD SIZE PROJECTS

Use the ‘Standard Project Carbon Calculator’ sheet in the WCC Carbon Calculation Spreadsheet.

**SMALL (≤ 5 ha) PROJECTS (where basic monitoring will be undertaken in the future)**

**Use the simplified, conservative ‘Small Project Carbon Calculator’ sheet in the WCC Carbon Calculation Spreadsheet.**

**1) If necessary, use this space to clarify any details of your calculation**

You shall provide the following additional evidence for each project to confirm carbon sequestration assumptions and calculations.

|  |  |  |
| --- | --- | --- |
|  | Select box  | Evidence provided/ document reference for each project  |
| WCC Carbon Calculation Spreadsheet with a clear breakdown of the contribution of each project | Yes/No |  |
|  | Specify what | Evidence provided/ document reference for each project |
| Other evidence |  |  |

**NOTE: You will be required to upload finalised WCC Carbon Calculations to the registry upon validation.**

## 3.4 Net carbon sequestration [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/3-carbon-sequestration/3-4-net-carbon-sequestration)

You are required to complete the WCC Carbon Calculation Spreadsheet provided, including adjusting for Baseline (3.1) and Leakage (3.2) to come to a net carbon sequestration figure (See [Online Guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/3-carbon-sequestration/3-4-net-carbon-sequestration)).

Sequestration over time is divided into ‘vintages’ which equate to the monitoring periods set out in Section 2.5 above. Upon monitoring and verification at the end of each vintage, delivered Pending issuance Units will be converted to Woodland Carbon Units. Remember if growth/sequestration is less than predicted, Pending Issuance Units will be cancelled.

**1) Outline the predicted number of carbon units by vintage (and the proportion that can be sold/claimed by the project or set aside for the WCC buffer).** *[You can cut and paste this table from the WCC Carbon Calculation spreadsheet. You will need to produce one table for each project if you are accounting for the carbon at the project (rather than group) level]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Verification: years since start date** | **Vintage Start Date** | **Vintage End Date** | **Total Units in vintage** **(tCO2e)** | **Units to Buffer (tCO2e)** | **Units to Project (tCO2e)** |
| 5 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 25 |  |  |  |  |  |
| 35 |  |  |  |  |  |
| 45 |  |  |  |  |  |
| 55 |  |  |  |  |  |
| 65 |  |  |  |  |  |
| 75 |  |  |  |  |  |
| 85 |  |  |  |  |  |
| 95 |  |  |  |  |  |
| 100 |  |  |  |  |  |
| **Totals** |  |  |  |  |  |

**2) For projects where significant natural regeneration is planned, or where species are used for which there is no mapped carbon model in the WCC Carbon Calculator, PIUs will NOT be issued at validation. Does this apply to your project? *Yes/No [Delete as applicable]***

# 4. Environmental quality [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/4-environmental-quality)

**1) Please indicate for each project whether an Environmental Impact Assessment (EIA) is required for woodland creation.**

|  |  |
| --- | --- |
| **Project Name** | **EIA required?** |
|  | Yes/No |
|  | Yes/No |
|  | Yes/No |
|  | Yes/No |
|  | Yes/No |

**2) Biodiversity**

**2a) *For project(s) where no EIA is required*, please state whether any site or neighboring areas contain any areas of the following designations: SSSI, SAC, SPA, RAMSAR, NNR**

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Designations On site** | **Designations Near Site** |
|  | Yes (Specify which)/None | Yes (Specify which)/None |
|  | Yes (Specify which)/None | Yes (Specify which)/None |
|  | Yes (Specify which)/None | Yes (Specify which)/None |
|  | Yes (Specify which)/None | Yes (Specify which)/None |
|  | Yes (Specify which)/None | Yes (Specify which)/None |

**2b*) For each project where no EIA is required,* please explain how any rare or endangered species or statutory designations for conservation have been taken into account.**

|  |  |
| --- | --- |
| **Project Name** | **Consideration for rare/endangered species or conservation areas** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

3) Landscape:

**3a) *For each project where no EIA is required,* please state whether any site or neighboring areas contain any areas of the following designations: National Park, AONB**

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Designations On site** | **Designations Near Site** |
|  | Yes (Specify which)/None | Yes (Specify which)/None |
|  | Yes (Specify which)/None | Yes (Specify which)/None |
|  | Yes (Specify which)/None | Yes (Specify which)/None |
|  | Yes (Specify which)/None | Yes (Specify which)/None |
|  | Yes (Specify which)/None | Yes (Specify which)/None |

**3b*) For each project where no EIA is required,* please explain how any designated land on or near the site has been taken into account.**

|  |  |
| --- | --- |
| **Project Name** | **Consideration of designated land** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

4) Historic Landscape:

**4a) *For each project where no EIA is required,* please state whether any site or neighboring areas contain any areas of the following designations: World Heritage Sites, Registered Parks and Gardens, Registered Battlefields, SAMs**

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Designations On site** | **Designations Near Site** |
|  | Yes (Specify which)/None | Yes (Specify which)/None |
|  | Yes (Specify which)/None | Yes (Specify which)/None |
|  | Yes (Specify which)/None | Yes (Specify which)/None |
|  | Yes (Specify which)/None | Yes (Specify which)/None |
|  | Yes (Specify which)/None | Yes (Specify which)/None |

**4b*) For each project where no EIA is required,* please explain how any historic landscape features have been taken into account.**

|  |  |
| --- | --- |
| **Project Name** | **Consideration of historic landscape features** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

###### 5) Biodiversity and Water Benefits

###### You are required to complete the ‘[Woodland Benefits Tool](https://www.woodlandcarboncode.org.uk/standard-and-guidance/4-environmental-quality)’, to give a score (out of 5) and further details about the Biodiversity and Water benefits of each project. Copy and Paste the ‘Supporting Commentary’ from the ‘Reporting’ tab of the tool:

**5a) Please highlight any woodland and biodiversity benefits of your project(s):**

|  |  |
| --- | --- |
| **Project Name** | **Woodland and Biodiversity Supporting Commentary** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**5b) Please highlight any likely woodland and water benefits of your project(s):**

|  |  |
| --- | --- |
| **Project Name** | **Woodland and Water Supporting Commentary** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**6) *If you intend to monitor the environmental benefits* *of any project(s)* throughout the project duration, please describe how this will be carried out.**

**You shall provide the following additional evidence to confirm details of the environmental impact or benefit of each project:**

|  |  |  |
| --- | --- | --- |
| **To confirm EIA status** | **Select at least one box** | **Evidence provided/document reference for each project** |
| Environmental Statement from EIA | Yes/No |  |
| Screening opinion confirming EIA not required | Yes/No |  |
| Grant application which confirms requirement and outcome of EIA | Yes/No |  |
| **To confirm consideration of environmental impacts including designated areas** | **Select box if designated areas** | **Evidence provided/document reference for each project** |
| Map showing any designated areas (digital image or shapefile) | Yes/No |  |
| Other design planning documentation | Yes/No |  |
| **To confirm the potential Biodiversity and Water Benefits** | **Select Yes** | **Evidence provided/document reference for each project** |
| Woodland Benefits Tool | Yes/No |  |
|  | **Specify what** | **Evidence provided/document reference for each project** |
| Other evidence |  |  |

# 5. Social responsibility [View online guidance](https://www.woodlandcarboncode.org.uk/standard-and-guidance/5-social-responsibility)

###### 1) Community and Economy Benefits

###### You are required to complete the ‘[Woodland Benefits Tool](https://www.woodlandcarboncode.org.uk/standard-and-guidance/4-environmental-quality)’, to give a score (out of 5) and further details about the Community and Economy benefits of each project. Copy and Paste the ‘Supporting Commentary’ from the ‘Reporting’ tab of the tool:

**1a) Please highlight any woodland and community benefits of your project(s):**

|  |  |
| --- | --- |
| **Project Name** | **Woodland and Community** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**1b) Please highlight any woodland and economy benefits of your project(s):**

|  |  |
| --- | --- |
| **Project Name** | **Woodland and Economy** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**2) *If you intend to monitor the social benefits or impacts of each project* throughout its duration, please describe how this will be carried out.**

**You shall provide the following additional evidence to confirm details of the social impact or benefit of each project:**

|  |  |  |
| --- | --- | --- |
| **To confirm the potential Community and Economy Benefits of the project:** | **Select Box:** | **Evidence provided/document reference for each project** |
| Woodland Benefits Tool for each project | Yes/No |  |
| Design planning documentation which confirms social impacts/benefits | Yes/No |  |
| Other evidence (Specify): | Yes/No |  |