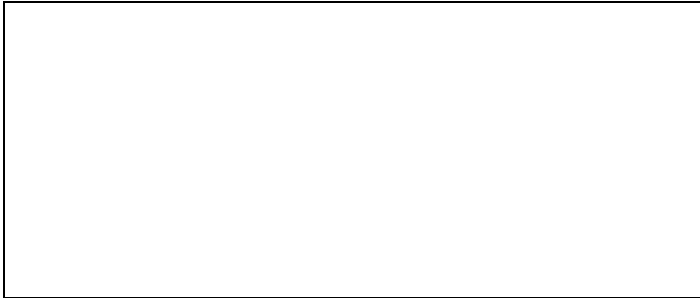


Claim for annual items and capital works

A large, empty rectangular box with a thin black border, intended for the user to provide details for their claim.

How to use this form

Important: before you complete this form please read your Countryside Stewardship Scheme (CSS) agreement. If you need further guidance please contact Natural England.

- Please write clearly in **black ink** and BLOCK letters. Any alterations must be initialled and dated. Do **NOT** use correction fluid.
- **If this is not your annual claim and you only wish to claim for capital items, you should NOT use this form. Instead, you should use a CSS Claim Form for Interim Capital Works (NE/CICW), which you can obtain from Natural England.**
- **If you were previously paid by cheque, or your bank details have changed, please ensure that the Rural Payments Agency (RPA) have your latest details to prevent any delay to your payment.**
- If you require more space for any section please continue on a separate sheet, ensuring that you add the agreement reference, sign and date each sheet.
- Please send your completed form with any supporting documents to **Natural England, PO BOX 2863, Slough, Berkshire, SL1 4ZL.**
- This form is available from your Natural England office or the Natural England web site at www.naturalengland.org.uk.
- We will acknowledge receipt of your claim form by email if you provide an email address at Section 1

 **Section 1: Details of agreement holder(s)**

1. (a) Agreement Reference Number (if not printed or different to that on page 1)

(b) Name(s) of agreement holder(s) (if different from that printed on page 1)

Title (Mr/Mrs/Miss/Ms)	Initials	Forename	Surname

(c) Business name (if different from that printed on page 1)

(d) Correspondence address (if different from that printed on page 1)

Town
County
Postcode

(e) Tel number (incl. national dialling code)

(f) Mobile number

(g) Email address

(h) Main Holding number

2. Vendor number

3. If you are submitting a claim for item(s) with a grant rate that is a percentage of actual costs, for example claims for Special Projects, and you are not VAT registered and wish to claim the VAT element of the costs, have you submitted a VAT declaration form? Yes No

Section 2: Agent Authorisation

4. Authorisation for an agent to complete a Countryside Stewardship Scheme Claim for Annual Items and Capital Works.

(a) I am an agent completing this form on behalf of others.

Yes No

If 'NO', please go to Section 3.

(b) If 'YES' the individual(s) on whose behalf you are completing this form must have authorised you to complete it. If you are a new agent for this agreement please complete the following details:

(c) Name of Agent

Title (Mr/Mrs/Miss/Ms)

Initials

Forename

Surname

(d) Business name

(e) Correspondence address

Town

County

Postcode

(f) Tel number (incl. national dialling code)

(g) Mobile number

(h) Email address

Agent Signature	Name in BLOCK letters	Status	Date

I/we the agreement holder(s), hereby authorise this agent to act in the following capacity on my/our behalf and create a legally binding agreement with me/us.

Agreement Management Agent

(tick if you want to authorise an agent to be responsible for managing your agreement including submitting your claim)

Payment Assignment Agent*

(tick if you want your scheme payments to be paid to an agent)

*If you are authorising an agent to act as Payment Assignment Agent an assignment letter must be submitted with each claim. This must provide the name and address of the agent and the individual on whose behalf the agent is acting and the agreement reference, and must give clear instructions that payment should be made to the agent. It must be signed by the individual on whose behalf the agent is acting.

(i) CSS Agreement holder(s): Please sign below to confirm the agent authorisation.

Agreement holder signature	Name(s) in BLOCK letters	Date

Section 3: Annual Items

Claimed annual items

5. (a) **I have completed the annual work set out in Schedules 2 & 3 of my/our Countryside Stewardship agreement as appropriate for this scheme year.**

Please tick this box

Unclaimed annual items at the end of the agreement year

- (b) If you have not claimed all or part of your annual payments use this section to explain why.
- All items listed below should be accounted for in Section 6.
 - **Failure to complete all the scheduled work without prior consent from Natural England may result in you being in breach of your agreement which could result in payments being withheld or recovered. Failure to complete this section for any outstanding work will lead to delays in paying your claim.**

Please enter the number of continuation sheets used in the box

8. **Unclaimed capital works at the end of the agreement year**

- If this is your **final** claim of the agreement year and you have **not** claimed for all your capital works, use this section to explain why.
- All items listed below should be accounted for in Section 6.
- **Failure to complete all the scheduled work without prior consent from Natural England may result in you being in breach of your agreement which could result in payments being withheld or recovered. Failure to complete this section for any outstanding work will lead to delays in paying your claim.**

Please enter the number of continuation sheets used in the box

Section 6: Request for amendment

- If you wish to request amendments to your agreement, including changing quantities, adding new items, or deleting items, please complete the relevant boxes below.
- Requests for amendments to agreements are **NOT** automatically accepted. **Do not carry out any work until you have been notified by Natural England that your request has been agreed.**
- For addition of items, please attach a copy of your agreement map with the additional items marked **in red** at their intended locations. This map may also be used to clarify requests for deletions where several items are scheduled but only some are to be deleted.

9. Items to be **DELETED**

Years/ Months due	Description and item code	RLR field number and or boundary no.	Quantity

Please enter the number of continuation sheets used in the box

10. Items to be **ADDED**

Years/ Months due	Description and item code	RLR field number and or boundary no.	Quantity

Please enter the number of continuation sheets used in the box

Please explain briefly why you wish to make the changes requested and the benefits which will result in achieving the objectives of your agreement.

Please enter the number of continuation sheets used in the box

Section 7: Declarations

I/we declare that:

- I/we have read and understand the provisions of my/our agreement and have complied with its terms, except as otherwise approved in writing by Natural England;
- the information given in this form is to the best of my/our knowledge correct and I/ we accept full responsibility for it;
- I/we have completed the annual works set out in Schedules 2 and 3 of my/our Countryside Stewardship agreement, as appropriate for this scheme year. Where any work has not been completed or is different from the detail within my/our agreement, I/we have provided full information at Section 3 and/or Section 6 of this form;
- I/we agree to retain invoices, records or accounts relevant to this claim for a period of 10 years from this date and will make them available on request;
- In joining the scheme I/we accepted the conditions of payment and understand that payment may be withheld or recovered if it appears to Natural England that any of the conditions have not been complied with or a false or misleading statement has been made; and
- I/we understand that payments may be reduced as necessary to ensure that public funds will not be used to pay aid twice for the same activities.

Other Public Funding (must be completed)

Either:

- I/we declare that I/we have not received or applied for or intend to apply for public funding from any source other than DEFRA or its departments or agencies, (including Natural England, RPA & Animal Health) for any of the land in the agreement, for example funding from Local Authorities, other Government Departments or agencies such as HM Revenue and Customs and charities etc.

Please tick box

Or

- I/we declare that I/we have received or applied for or intend to apply for public funding from a source other than DEFRA or its departments or agencies for the land in the agreement.

Please tick box

Please give details of the land concerned and the sources of funding involved:

Agreements with Educational Access

- I/We confirm that the minimum number of 4 visits has been made under the Educational Access Agreement this year, and that I/we have submitted the required number of Farm Educational Visit Evaluation forms (NE/FEDV) with this claim form.
- Please enter the number of forms submitted with this claim.
- Additional evaluation forms are available from either your Natural England office or the Natural England internet site at www.naturalengland.org.uk

Agreements commencing in or after 2000 only

- I/we confirm that the temporary grassland on my/our farm has not changed by +/- 20% of the total area set out in Schedule 7 of my/our agreement.

Agreements with Access - De minimis state aid payments (please complete if applicable)

Either:

- I/we declare that I/we have not received any de minimis state aid payments in the 3 years prior to the date of this claim, other than the payments received as part of this agreement.

Please tick box

Or

- I/we declare that I/we have received the following amount in de minimis state aid payments in the 3 years prior to the date of this claim. Do NOT include amounts received through this agreement.

Total amount received (£)

Agreements with Public Access

- I/we understand that I am/we are obliged to maintain the appropriate level of public liability insurance cover for the duration of my/our agreement.

IMPORTANT:

All declarations must be signed by either all signatories to the agreement or by an agent who has written authority from all named agreement holders.

Signature(s)	Name(s) in BLOCK letters	Status	Date

WARNING

If you knowingly or recklessly make a false or misleading statement to obtain aid for yourself or anyone else, you risk prosecution (which could result in imprisonment, a fine or both, the loss of all aid paid to you under the scheme(s) in respect of which you have made a commitment, and exclusion from certain schemes for up to two years.

Supporting Documents

Before you submit your claim form please check that you have included the following important documents if required. **Failure to do so could result in a delay in paying your claim.**

Document	Number
Claims for Heathland Recreation (LHX) and Native seed mix (GS): Receipts should be submitted where applicable. If work has been carried out 'in-house', costs should already have been agreed with your adviser.	<input type="text"/>
Amendments: amended copy of agreement map	<input type="text"/>
Claims for Farm Educational Visits: Visit Evaluation forms must be submitted to qualify for payment	<input type="text"/>
VAT Declaration form	<input type="text"/>



Using and Sharing your information

The data controller is Natural England, Northminster House, Peterborough, PE1 1UA.

Your information will be stored and processed in accordance with the Data Protection Act 1998. This Act gives you, as an individual, the right to know what data we hold on you, how we use it, with whom we share it and for it to be accurate.

It will be used for administering and analysing applications/agreements under agri-environmental schemes. It will be circulated and discussed in confidence with those persons or organisations helping Natural England to assess and monitor applications/agreements. Some information will be shared with other grant distribution bodies and Government Departments to enable them to detect fraudulent applications/agreements and to co-ordinate the processing of complementary applications/agreements. To do this we may have to discuss applications/agreements with third parties or disclose information about funding decisions. Because participation in this scheme involves expenditure of public money and there is public interest in how the money is spent, Natural England may make the information you provide publicly available.

Natural England or its appointed agents may use the name, address and other details to contact you in connection with occasional customer research aimed at improving the services that Natural England provides to you.

We will respect personal privacy, whilst complying with access to information requests to the extent necessary to enable Natural England to comply with its statutory obligations under the Environmental Information Regulations 2004, and the Freedom of Information Act 2000.