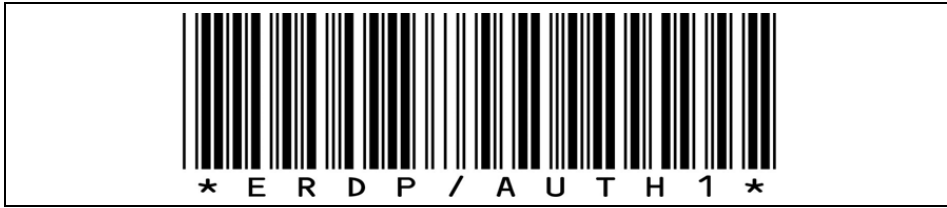


## Agent authorisation



### How to use this form

**Important: before you complete this form, please read your agreement/handbook and supplements (if any). If you need further guidance please contact Natural England.**

- This form should be completed by applicants/agreement holders who wish to authorise an agent to act on their behalf.
- **To revoke the authorisation of a previously authorised agent, notify your Natural England office immediately.**
- If you wish to nominate more than one agent to act on your behalf you must complete separate Authorisation forms for each agent.
- Please write clearly in **black ink** and BLOCK letters. Any alterations must be initialled and dated. Do **NOT** use correction fluid.
- Please send your completed form to your Natural England office. You are advised to keep a copy for your records.
- This form is available from your Natural England Office or at <https://www.gov.uk/government/publications/environmental-stewardship-agent-authorisation>



## Section 1: Details of applicant/agreement holder

1. (a) Agreement reference number(s)

(b) Name of applicant/agreement holder

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

(c) Business name

(d) Correspondence address

Town

County

Postcode

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

(f) Mobile number

(g) Email address

## Section 2: Agent details

2. (a) Name of Agent

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

(b) Business name

(c) Correspondence address

Town

County

Postcode

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

(e) Mobile number

(f) Email address

(g) Preferred method of contact

Phone

Mobile

Email

Letter

Signature	Name in BLOCK letters	Status	Date

### Section 3: Declaration

I the applicant/agreement holder at section 1, hereby authorise the agent at Section 2 to act in the following capacity on my behalf and create a legally binding agreement between the agent and myself.

**Please tick one or more of the following boxes:**

**Application Submission Agent** (tick if you want an agent to submit the application on your behalf)

**Agreement Management Agent** (tick if you want to authorise an agent to be responsible for managing your agreement)

**Agreement Payment Agent\*** (tick if you want your scheme payments to be paid to an agent)

\*If you are authorising an agent to act as an Agreement Payment 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 payments should be made to the agent. It must be signed by the individual on whose behalf the agent is acting.

I declare that:

- the information given in this form is to the best of my knowledge correct and I/we accept full responsibility for it.
- I will manage the Agreement in accordance with the provisions in the Agreement and the relevant Handbook.

**This declaration must be signed by the applicant/agreement holder named at Section 1 of this form.**

Signature	Name in BLOCK letters	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.**



#### Using and Sharing your information

The data controller is Natural England, Foss House, Kings Pool, 1 – 2 Peaseholme Green, York, YO1 7PX

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.