

Catchment Sensitive Farming (CSF)  
Capital Grant Scheme 2014/15

NATURAL  
ENGLAND

## Claim Form (CSF 2)

Office Address

Catchment Sensitive Farming (CSF) Section  
Natural England  
Apex Court  
City Link  
Nottingham NG2 4LA  
Tel: 0300 060 1111

For official use: date received

Important: before you start to complete this claim form please read the *Farmer Handbook* (CSF 3). If you need further guidance in order to complete it please contact Natural England at the above address.

- This form should be completed if you are claiming for a CSF Capital Grant. Please note that original signatures are required.
- You must have applied, received approval from Natural England and completed and paid for the work in full before you can claim a grant for the work you have done under the CSF Capital Grant Scheme.
- Please submit a claim as soon as all work has been completed and paid for in full. The final date for Natural England to receive a claim for the scheme is 31 January 2015.
- Please write clearly in BLOCK LETTERS and in black ink throughout, with any alterations initialled and dated. Do NOT use correction fluid.
- It is your responsibility to ensure that a properly completed form is submitted and that you comply with the rules of the scheme.
- Please send your completed claim form to the Natural England office at the above address. You are advised to keep a copy of your completed form for your records.
- To receive confirmation that your claim has been received by Natural England please complete the slip at the bottom of this page.

Please enter your name and address in the panel below.

DO NOT DETACH

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Your *Claim Form 2014/15* (CSF 2) for CSF Capital Grant was received by Natural England on the date shown overleaf. This acknowledgement only provides proof that your form has been received by Natural England and does not mean your claim has been approved.

For  
Natural  
England  
use only

Reference number (to be used in all correspondence)  
CSF:



## Section 1: Details of claimant(s)

1. (a) Reference number, provided in your agreement letter

CSF

(b) Name(s) of claimant(s)

Title <small>(Mr/Mrs/Miss/Ms/Other)</small>	Forename	Initials	Surname

(c) Vendor number

Single Business Identifier (SBI)

(d) Business name

(e) Main correspondence address

Town

Postcode

County

(f) Telephone number (inc. national dialling code)

(g) Mobile number (to allow us to contact you quickly)

(h) Email address

(i) Address at which work was carried out (if different from above)

Town

Postcode

County

(j) Preferred method of communication

Post

Email

Receipt Stamp

Withdrawn 14 February 2018

## Section 2: Details of capital items claimed for

A guide price has been set for each capital item listed in the table in your *Agreement Letter 2014/15 (CSF 6)* and it is important that you refer to this when completing this section. Grants are paid at 50% of the invoiced amount submitted in the claim. The guide prices shown are the maximum amounts that can be paid for each item up to a maximum grant of £10,000 per holding. We cannot pay a grant on any reclaimable VAT shown on invoices. If your invoices show that you have been able to get the work done at a reduced rate, then we will pay on that lower amount and not the guide price shown in the table.

2. (a) Please complete the table below by:

- Enter either the quantity, number of units or units of measure for each capital item you are claiming for in the quantity/unit/measure column e.g. 1 gate, 1 5m length hedge planting and 100 m of sheep netting;
- Enter the total cost of the capital work including the costs of any labour, including your own labour but less any reclaimable VAT;
- Write in the invoice reference number so that the invoices can be verified against the work completed.
- If you are claiming for works including CSFo18a, CSFo22a, CSFo22b or CSFo22c where the Environment Agency confirmed an Environmental Permit was required, please enclose a copy of, or evidence of, the Permit you have obtained.
- If you are claiming for works including CSFo26a, CSFo26b, CSFo26c or CSFo26d please enclose evidence that the Environment Agency are satisfied the installation meets the requirements of the Water Resources (Control of Pollution) (Silage, Slurry and Agricultural Fuel Oil) Regulations (England) 2010 and as amended 2013 (SSAFO).

Code	Capital works	Guide Price (£) <small>This is the maximum we will pay</small>	Quantity or number of units or measure (m <sup>2</sup> or m <sup>3</sup> )	Total cost of project including own labour. Reclaimable VAT is not eligible	Invoice Reference
<b>Fences and gates</b>					
CSF001	A: Relocation of gates (per gate)	£136.00			
	Gapping up of boundary following gate relocation (You must use at least one of the items B to I below. This can only be used with CSF001A)				
	B: Hedge planting (per 5m)	£54.00			
	C: Walling (per 5m)	£200.00			
	D: Stone faced hedge banks (per 5m)	£170.00			
	E: Earth bank (per 5m)	£55.00			
	F: Hedge banks (per 5m)	£109.00			
	G: Sheep netting (includes one strand of top wire) (per m)	£2.50			
	H: Post and wire (per m)	£2.50			
I: High tensile (per m)	£1.25				
CSF002	Water gates				
	A: gates up to 5m wide (per gate)	£149.00			
	B: gates over 5m wide (per gate)	£168.00			
CSF003	Watercourse fencing				
	A: sheep netting (includes one strand of top wire) (per m)	£2.50			
	B: high tensile (per m)	£1.25			
CSF004	Fencing for buffer strips, marshes, wet grassland, wet woodland and ponds				
	A: sheep netting (includes one strand of top wire) (per m)	£2.50			
	B: high tensile (per m)	£1.25			
CSF005	Solar-powered electric fence kits for seasonal fencing				
	(per unit)	£56.00			

Code	Capital works	Guide Price (£) This is the maximum we will pay	Quantity or number of units or measure (m <sup>2</sup> or m <sup>3</sup> )	Total cost of project including own labour. Reclaimable VAT is not eligible	Invoice Reference
<b>Water provision for grazing livestock</b>					
CSF006	Livestock drinking bays (per unit)	£254.00			
CSF007	Hard bases for livestock drinkers and feeders				
	A: hard base for a livestock drinker (per unit)	£85.00			
	B: hard base for a livestock feeder (per unit)	£120.00			
CSF008	Pasture pumps & associated pipework (per unit)	£165.00			
CSF009	Ram pumps & associated pipework (per unit)	£1850.00			
CSF010	Livestock troughs with associated pipework (as an alternative to livestock drinking from watercourses)				
	A: livestock drinking trough (per unit)	£85.00			
	B: pipework for the supply of drinking water (per m)	£2.00			
<b>Management of run-off and drainage water, dirty water and sediments</b>					
CSF011	Cross drains on or in farm tracks or within farmyards for clean and dirty water separation (per unit)	£139.00			
CSF012	Sediment ponds and traps (per m <sup>2</sup> )	£5.00			
CSF013	Swales with check dams				
	A: swales (per m <sup>2</sup> )	£5.00			
	B: check dams (per unit)	£103.00			
CSF014	Yard works for clean and dirty water separation (You must send your 'after work done' photos for this option)				
	A: underground drainage pipework (per m)	£5.00			
	B: inspection pit (per unit)	£161.00			
	C: concrete yard renewal (per m <sup>2</sup> )	£25.00			
	D: rainwater goods (guttering and down pipes) (per m)	£4.38			
CSF015	Installation of piped culverts in ditches (per unit)	£153.00			
CSF016	Resurfacing of gateways (per gate)	£47.00			
CSF017	Rainwater storage tanks, first flush rainwater diverters and downpipe filters				
	A: storage tanks underground (per m <sup>3</sup> )	£297.00			
	B: above-ground tanks (per m <sup>3</sup> )	£100.00			
	C: first-flush rainwater diverters/downpipe filters (per unit)	£67.00			
<b>Sheep dips</b>					
CSF018	Relocation of sheep dip/pens				
	A: relocation of sheep dips including pens (per unit)	£3500.00			
	B: relocation of sheep pens only (per unit)	£2250.00			
CSF019	Sheep dip drainage aprons with residue sumps (per m <sup>2</sup> )	£20.00			
CSF020	Installation of livestock drinking troughs in draining pens for freshly dipped sheep (per unit)	£52.00			

Code	Capital works	Guide Price (£) This is the maximum we will pay	Quantity or number of units or measure (m <sup>2</sup> or m <sup>3</sup> )	Total cost of project including own labour. Reclaimable VAT is not eligible	Invoice Reference
<b>Others</b>					
CSF021	Livestock and machinery tracks				
	A: bark/wood chipping tracks (per m)	£14.00			
	B: hardcore tracks (per m)	£24.00			
	C: hardcore tracks on peaty soil (per m)	£42.00			
	D: upgrade bark/wood chipping tracks (per m)	£5.40			
	E: Fencing for <b>new</b> livestock tracks (we can only pay for one type of these fences alongside a new track applied for in the same application) Sheep netting (includes one strand of top wire) (per m) High tensile (per m) Post-and-wire (per m) Permanent electric fencing kit (per m)	£2.50 £1.25 £2.50 £1.20			
CSF022	Pesticide handling and biobed options				
	A: Lined biobed (off-set or drive over) with associated loading/wash down area (per unit)	£3500.00			
	B: Lined biobed (off-set or drive over) <b>only</b> (where existing wash down area already in place (per unit)	£2250.00			
	C: Biofilters as alternative to larger off-set or drive over biobed for use with small volumes of pesticide washings. This includes four Integrated Bunded Containers (IBCs)	£625.00			
	D: Pesticide sprayer or applicator loading and wash down areas <b>only</b> (per unit) (Cannot be claimed in conjunction with CSF022A or B)	£1250.00			
	E: Roofing for pesticide sprayer or applicator loading and wash down areas (per m <sup>2</sup> )	£42.00			
CSF023	A: Roofing of manure storage (per m <sup>2</sup> ) (You must send your 'after work done' photos for this option)	£42.00			
	B: Roofing of livestock gathering areas (per m <sup>2</sup> ) (You must send your 'after work done' photos for this option)	£42.00			
CSF024	Watercourse crossings (per unit) (You must send your 'after work done' photos for this option)	£305.00			
CSF026	Roofs for slurry and silage stores including self feed silage stores (You must send your 'after work done' photos for this option)				
	A: roofs for silage stores (clamp or silo) , self feed silage stores and square/rectangular slurry stores (per m <sup>2</sup> )	£42.00			
	B: self-supporting covers for circular above-ground slurry stores (per m <sup>2</sup> )	£17.00			
	C: floating covers for circular above-ground slurry stores (per m <sup>2</sup> )	£6.00			
	D: floating covers for lagoons (per m <sup>2</sup> )	£3.50			

**(b)** Have the capital items claimed for in the table above all been fully completed and paid for in full at the time of submitting this claim form? Yes  No

**(c)** If the answer to question 2(b) is 'NO', please explain below.

**(d)** Have all capital items listed in your Agreement Letter 2014/15 (CSF 6) been claimed for? Yes  No

**(e)** If the answer to question 2(d) is 'NO', please specify the item(s) that were included in your Agreement Letter 2014/15 (CSF 6) but which you have not claimed for, with a short explanation as to why. We will also need to know the location of these item(s) if you originally applied for more than one of them as we must identify on your original agreement map which item(s) has/have not been claimed for.

**(f)** Are you VAT registered? Yes  No

**(g)** Can you reclaim VAT from HM Revenue and Customs Yes  No

If the answer to (g) is NO, you will need to obtain a VAT declaration form CSF09. Please contact the Catchment Sensitive Farming section in Nottingham. Tel: 0300 060 1111

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### Section 3: Proof that capital work(s) have been completed

#### 3 (a) Invoices:

Natural England must be satisfied that the work has been completed and paid for in full before any grant payment can be made. You **MUST** provide original receipted invoices in support of every item claimed. This means that the receipt of payment should be acknowledged in writing on the original invoice by a representative of the company providing the goods or services, including any relevant cheque number (or statement of cash paid), a signature and legible indication of who the person signing was (or the company). This applies to new or second hand materials purchased. For the purposes of verifying claims, an unsigned invoice does not provide sufficient evidence of payment.

Where invoices are missing or not available, we cannot pay a claim until you provide some form of evidence. Copies of bank or credit card statements which show the work has been paid for in full are acceptable. Till receipts from shops can be accepted but they should be itemised so that it is clear what was purchased and how the payment was made. Larger organisations often use a stamp to receipt invoices. However, for a large number of smaller suppliers this may not be feasible. In these cases a written note on the original invoice including any relevant cheque number, a signature, the date of receipt and a legible indication of who the person signing was (or the company) is sufficient.

Please specify below what supporting documentation you have attached. (All original invoices and receipts will be returned to you).

- (b)** Photographs for items CSFo14 Yard works, CSFo22(E) Roofing of pesticide sprayer or applicator loading and wash down area, CSFo23 Roofing of manure storage and livestock gathering areas and CSFo26 Roofing of slurry and silage stores.

It is a requirement of the scheme that you provide with your claim additional evidence of the condition of options CSFo14, CSFo22(E), CSFo23 and CSFo26 when you joined the scheme and photos of the completed work together with a record of work done. You were required to submit the before photos with your initial application form showing evidence of the condition of options when you joined the scheme and Natural England now needs these **after** photographs to be submitted with your claim to show that the work has been completed in full. Please list below what photographs you have enclosed.

## Section 4: Additional information about the use of your own labour or your own regular workforce labour used to install the CSF capital items.

Where work is carried out by yourself or farm employees, payment will be made for 50% of the actual costs of materials (less any reclaimable VAT) and labour costs. It is a requirement of RDPE Regulations that before payment is made, the labour costs of use of your own or your own regular work force used for installing the CSF grant aided items in your claim can be verified.

You will need to provide:

- copies of timesheets signed by the employee/employer; or
- if timesheets are not available, detail the hourly rate for your labour and/or farm employees labour (the actual rate) and what work has been undertaken.

**4 (a)** Please provide copies of timesheets signed by the employee/employer. Please specify below what supporting documentation you have attached.

**(b)** If timesheets are not available, please specify below the hourly rate for your labour and/or own regular workforce labour (the actual rate) and what work has been undertaken. This must include the dates and total hours actually worked.

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## Section 5:

### Additional information for use of recycled or existing materials already on farm.

It is a condition of the grant that where recycled or existing materials are used, evidence will be required that it: meets current Health and Safety legislation, has not previously been purchased using public funds, is fit for purpose and has at least 10 years life expectancy remaining. You cannot claim for materials you have bought specifically for this grant before the date you were made the grant offer.

- 5 (a) Please substantiate the value of recycled or existing on farm materials eg the use of written quotes/ downloaded web searches/ price lists for comparable new materials at full market rate would be suitable.

You should attach copies of this information to this form. Please specify below what supporting documentation you have attached.

- (b) Please justify the use of recycled or existing on farm materials e.g. you must demonstrate that the items being used are of sufficient quality to lead to a result that is as durable as if the material were purchased new and that they can be used at an equal or lower cost e.g. are fit for purpose and meet any relevant British Standards as set out in the Farmer Handbook (CSF 3).

Please specify below your justification for using recycled or existing on farm materials.

- (c) Please provide auditable records for the use of recycled or existing on farm materials e.g. ideally this would include receipts from the original purchase of any recycled or existing on farm items (these might have been maintained for the farm accounts in some instances) but failing this a summary record of what the materials were originally purchased for and why they were not used for this or have become spare. Please specify below what supporting documentation you have attached.

## Section 6: Declarations

**This declaration must be signed by all claimants.**

I/we declare that:

- I/we have understood and complied with, and will continue to comply with for the duration of my/our agreement, the conditions set out in the Agreement Letter 2014/15 (CSF 6) including the rules of the CSF Capital Grant Scheme set out in the Farmer Handbook (CSF 3) and any other correspondence relevant to this claim;
- I/we have completed and paid in full for all the items for which I/we are claiming grant aid;
- I/we have not/are not receiving payment for these items under any previous CSF Capital Grant Scheme or other publicly funded scheme e.g. Natural England's Higher Level Stewardship and Countryside Stewardship Schemes, Paths4Communities Scheme, Defra's Farming and Forestry Improvement Scheme (FFIS), or RPAs Fruit and Vegetable Producer Scheme;
- I/we have obtained all necessary permits/consents/permissions, complied with any associated conditions and met all relevant legal requirements in relation to the capital items I/we am/are claiming for;
- I/we have enclosed receipted invoices or equivalent documentary evidence, including photographs where appropriate, which verifies the amount paid; and
- The information given in this form is to the best of my/our knowledge correct and I/we accept full responsibility for it.

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

### WARNING

If you knowingly or recklessly make a false or misleading representation or fail to disclose information which you are under a duty to disclose in order to obtain grant aid for yourself or for anyone else, you risk prosecution (which could result in a fine), and the grant payable or paid to you under the scheme could be withheld or recovered.

### Using and sharing your information

The data controller is Natural England, Foundry House, 3 Millsands, Riverside Exchange, Sheffield S3 8NH, Tel: 0114 241 8920. 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 agreements and claims under the Catchment Sensitive Farming Capital Grant Scheme. It will be circulated and discussed in confidence with those persons or organisations helping Natural England to assess and monitor agreements and claims. Some information will be shared with other grant distribution bodies and Government Departments to enable them to detect fraudulent claims and to co-ordinate the processing of complementary claims. To do this we may have to discuss agreements and claims with third parties or disclose information about funding decisions. As 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 on your agreement and claim form 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.