



The European Agricultural Fund  
for Rural Development:  
Europe investing in rural areas



# Countryside Stewardship

## How to submit your capital claim online

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# List of revisions since first publication

Page	Paragraph	Revisions - March 2018
29	Write to us....	Contact details revised to reflect the centralisation of capital claim processing and query handling within three Natural England offices (previously 8 offices). These changes have necessitated several minor textual changes within the wider document where references are made to the contact details section.

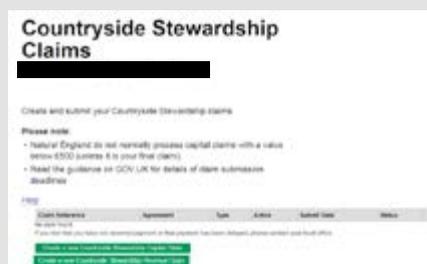
# How to submit your capital claim online: an overview

## Sign in to Rural Payments



## Create - Page 9 >>

- Create a new Countryside Stewardship capital claim



## Complete - Page 11 >>

- Complete the claim details:
- Complete the Standard Cost Items you are claiming (if applicable)
- Complete the Actual Cost Items you are claiming (if applicable)
- Complete the claim profile
- Confirm whether you are in receipt of any other public funding
- Confirm you have the required supporting documents
- Complete the declarations and undertakings



## Generate - Page 21 >>

Generate a claim summary and evidence checklist checking the information you've entered is correct:

- Generate and download your claim summary
- Generate and download your evidence checklist



## Confirm - Page 24 >>

Finally, double-check your claim summary to confirm that you have entered your claim details correctly

If you're happy with it, you can submit your claim (you'll get an onscreen receipt)

Generate and download your covering letter

**You must now send in your evidence and any other supporting documents**



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## Why claim online?

You can do more than just claim online, you can:

- ✓ print out a claim summary and evidence checklist
- ✓ use built in checks to help you get your claim right
- ✓ get an instant onscreen receipt

# Getting started

In 2018 you can **submit your Countryside Stewardship capital claim** online using the Rural Payments service.

There are 4 things you need to do to complete your claim:

- **create** the claim
- **complete** the details of your claim
- **generate** your claim documents
- **confirm** your information and submit

If you are claiming any actual cost capital items, you will need to enter details from the invoices you are using to support the claim so make sure you have this information available before you start.

Actual cost items are paid based on a percentage of the actual cost from the invoices you provide, rather than a standard cost per unit. If you are unsure whether the items you are claiming are standard cost or actual cost items, please review the 'Summary of capital items' within your agreement summary, or refer to the information on the Countryside Stewardship Grants page at <https://www.gov.uk/countryside-stewardship-grants?keywords>

You need to post to Natural England:

- **the evidence** listed in the evidence checklist

Depending on the items you are claiming, you may also need to supply:

- A VAT declaration
- Receipted invoices/receipts
- A British Native-origin seed form

For more information on the documents you need to provide, look up your options on the Countryside Stewardship grants page at <https://www.gov.uk/countryside-stewardship-grants?keywords> and refer to the scheme manual that governs your agreement by going to <https://www.gov.uk/government/collections/countryside-stewardship-get-paid-for-environmental-land-management>.

All supporting documents should be sent to your local Natural England Countryside Stewardship Delivery Services team, please see [More Information](#) for address details.

## Help is available

There is a 'Help' link on many of the screens that will take you through each process step-by-step.

If you need help accessing the Rural Payments service, or help with any IT problems related to accessing the service, you can call us on 03000 200 301. For help with your claim call your local Natural England office – see [More Information](#).

## Scheme rules and other guidance

Before you start, you should read the scheme manual that governs your agreement by going to <https://www.gov.uk/government/collections/countryside-stewardship-get-paid-for-environmental-land-management>.

Agreement Holders can submit a capital item claim for reimbursement at any time of the year, provided the approved work has been completed in accordance with the agreement and has been paid for in full by the Agreement Holder.

The work must have been completed by the deadline date specified in your agreement summary. Please refer to the scheme manual that governs your agreement to check the claim submission deadline date by going to <https://www.gov.uk/government/collections/countryside-stewardship-get-paid-for-environmental-land-management>. Some types of agreement allow an additional 3 months after the work completion deadline date for you to submit your claim but this does not apply to every type of agreement.

The minimum value of any single claim is £500, with the exception of the final claim, which may be less than £500.

Some capital items can only be claimed once, multiple part claims are not permitted (for example item PA3, Woodland Management Plan). If you are submitting a part claim and intend to submit a further claim at a later date, please check that this will be permitted using the information at <https://www.gov.uk/government/collections/countryside-stewardship-get-paid-for-environmental-land-management>.

In addition to the evidence required to support this claim, you must ensure that you comply with the record keeping and inspection requirements set out in the scheme manual for your agreement. The record keeping requirements are published on the Countryside Stewardship Grants page at <https://www.gov.uk/countryside-stewardship-grants?keywords> and in the scheme manual that governs the agreement; <https://www.gov.uk/government/collections/countryside-stewardship-get-paid-for-environmental-land-management>.

**These farm records must be made available on request.**

### Sign-in

Sign in to <https://www.ruralpayments.service.gov.uk/> using the Customer Reference Number (CRN) and password that you used to register for the service.

**!** If you've forgotten your password, you can get a new one from the sign-in page. If you've forgotten your CRN, call us on 03000 200 301.

If you are a new customer, you must register before you can apply - call us on 03000 200 301 or search for 'Register for rural payments' at [www.gov.uk](http://www.gov.uk).

If you would like an agent, or other representative to submit a claim on your behalf, they will need to have the relevant permissions in Rural Payments. See Update your Countryside Stewardship permissions below.

## Update your Countryside Stewardship permissions on Rural Payments

There are two new Countryside Stewardship permissions on the Rural Payments service – ‘Countryside Stewardship (Applications)’ and ‘Countryside Stewardship (Agreements)’.

Before you start, you need to update the permissions in Rural Payments to allow the person completing the claim online to be able to view the ‘Countryside Stewardship Claims’ link on the ‘Countryside Stewardship’ Rural Payments page and create a claim.

To do this, sign in to Rural Payments and from the ‘Your Businesses’ screen select the business you wish to submit a claim for by clicking ‘View business’. You will be taken to the Business Overview page, from here click on the ‘Give access to this business’ link.

You will see a screen headed ‘People and permissions’ which lists anyone who is already authorised to act on behalf of the business. If the person who will be completing the claim online is listed, click on their name then click on ‘Countryside Stewardship (Agreements)’ to view their permission level. To create a revenue claim, the permission level must be set to ‘Amend’. To submit a revenue claim, it must be set to ‘Submit’ as shown in the screen shot below.

▼ Countryside Stewardship (Agreements)  
Permission level is **Submit**

No Access	View	Amend	Submit
<input type="radio"/> Select	<input type="radio"/> Select	<input type="radio"/> Select	<input checked="" type="radio"/> Select
No Access	View CS Agreements View Land, Features and Cover View CS Agreement amendments View CS agreement Transfers View CS Claims	All permissions in View CS Agreements Amend land, Features and Covers Make active farmer declaration Create and edit a CS claim Amend a previously submitted claim Create and edit a CS agreement Amendment	All permissions in Amend CS agreements Submit Acceptance of CS Agreement offer Submit rejection of CS agreement offer Submit (and resubmit) a CS claim Withdraw a CS claim Submit (and resubmit) a CS agreement amendment

If the screen appears as above, click ‘Select’ against the permission level you wish to set, then scroll to the bottom of the page and click ‘Save and return.’

If you are not able to change the permissions on Rural Payments - i.e. the button to select a permission level is not there; you will need to contact the primary representative for the business and arrange for the permissions to be set accordingly.

To identify who this is, access the 'People and permissions' screen as above, click on the names of the individuals listed then click on the 'Business details' link. **Amending permissions can be done by anyone who has 'Full permissions' under 'Business Details'. They will need to log in to Rural Payments to update the permission levels for the person who will be completing the claim.**

If the claim will be completed online by someone who isn't already authorised to act on behalf of the business (i.e. they are not currently listed under 'People and permissions'), the primary representative should use the links under the 'Give someone access to this business' heading at the bottom of the 'People and permissions' page. They must be registered before you can give them access – for help with registration call 03000 200 301 or search for 'Register for rural payments' at [www.gov.uk](http://www.gov.uk). Once they have been given access, their permission level under Countryside Stewardship (Agreements) must be set to 'Amend' or 'Submit' as described above.

## Create

- Create a new capital claim

First create your capital claim in the Rural Payments Service.

### Create a new Countryside Stewardship capital claim

Once you have accessed Rural Payments, from the 'Your Businesses' screen select the business you wish to submit a claim for by clicking 'View business'. Make sure you've updated your 'Countryside Stewardship (Agreements) permission to either 'Amend' or 'Submit' under 'Give access to this business' (see [Update your Countryside Stewardship permissions](#) for further information).

Scroll to the bottom of the 'Business Overview' page and click 'Countryside Stewardship'. From the Countryside Stewardship page click on the 'Countryside Stewardship Claims' link.

If you can't see the 'Countryside Stewardship Claims' link, and you have updated your [Countryside Stewardship \(Agreements\) permission level](#), you need to refresh your screen to update the sections available to view under Countryside Stewardship.

The Countryside Stewardship Claims page lists any claims you have already submitted for the business (so you will see your 2016 revenue claim (if applicable) and any capital claims you have already made). The claim status remains at 'Preparing for payment' once the claim has been paid, so any previously paid claims will be displayed with this status. If you are concerned that you have not received payment for a previously submitted claim please contact your local Natural England Countryside Stewardship Delivery Services Team.

Click the 'Create a new Countryside Stewardship Capital Claim' button. You may need to scroll down to the bottom of the screen to see the button.

Create a new Countryside Stewardship Capital Claim

Create a new Countryside Stewardship Revenue Claim

A list of agreements associated with the business you selected will be displayed. Select the agreement you wish to submit the claim for by clicking the circle to the left of the agreement name and then click 'Create a new Countryside Stewardship Capital Claim' as shown below:

Select an Agreement to generate a claim from:

Agreement Type	Agreement Number	Status	Start Date	End Date
<input checked="" type="radio"/> CS AGREEMENT: [REDACTED] NELMS - (HT) Countryside Stewardship	[REDACTED] HT	Signed	01/01/2016	31/12/2025

You may not be able to generate a claim if an Agreement is not in the "Signed" status. Please contact your local office for assistance.

Create a new Countryside Stewardship Capital Claim Cancel

A new claim will be generated with a unique claim reference number. You will receive an onscreen confirmation that the claim creation was successful. Click 'Close' to return to the Countryside Stewardship Claims screen.



The status of the claim will now show as 'Created':

Claim Reference	Agreement	Type	Active	Submit Date	Status	
322338	CS AGREEMENT ([REDACTED] HT): • NELMS - (HT) Countryside Stewardship	CS Capital Only Claim 2017	Yes		Created	Open

If your claim is created successfully, but the status appears as 'Claim Held – contact your local office', contact your local Natural England office listed in [More Information](#) for assistance.

## You can't create a new Countryside Stewardship Capital Claim

You may not be able to generate a new claim, because the 'Create a claim' button is not visible or an onscreen 'Error' message is displayed. Claims cannot be generated for the following reasons:

- There is already an open claim of this type for the agreement.  
You cannot create another claim of the same type if you already have an open claim. Any open claims can be viewed from the [Countryside Stewardship Claims page](#) which can be accessed as described above. If you need to discuss the status of the open claim, contact your local Natural England Countryside Stewardship Delivery Services team listed in [More Information](#).
- The agreement does not contain any items eligible for payment.  
Your agreement must contain at least one unclaimed capital item that has not passed the deadline for completion and claim in order to create a capital claim. To check this, download your agreement summary document from the [Countryside Stewardship Agreements page](#), accessed from the Countryside Stewardship page as described above.

If neither of the above apply to you, your agreement may be under amendment by Natural England or may not be live. Please contact your local Natural England Countryside Stewardship Delivery Services office listed in [More Information](#).

Once created, you are ready to complete the details of your claim, including your capital item details.

## Complete

- Standard Cost Items to be claimed (if applicable)
- Actual Cost Items to be claimed (if applicable)
- Claim profile
- Other public funding
- Supporting documents
- Declarations

### You now need to complete the details of your capital claim

Once you have successfully created the claim, you need to complete your claim details.

You can save and return to your claim any time up to the claim deadline for the items you are claiming. Ensure you click any 'Save' buttons as you go through your claim to save the information you have entered.

From the Countryside Stewardship claims screen, your claim status will be 'Created'. Click 'Open' to enter your claim details.

Claim Reference	Agreement	Type	Active	Submit Date	Status	
322338	CS AGREEMENT ( [REDACTED] HT): [REDACTED] • NELMS - (HT) Countryside Stewardship	CS Capital Only Claim 2017	Yes		Created	<a href="#">Open</a>

This is also where you can pick the claim up if you have previously partially completed your details and are returning to complete the claim.

When you click 'Open' you will see the following screen:

Claim number: 322338

▼ Complete your claim: Please review all sections of your claim before submitting it for processing)

- [ANNEX I Details of Capital Item Claim for Standard Cost Items](#)
- [ANNEX II Details of Capital Item Claim for Items Paid on the Basis of Actual Cost](#)
- [Claim Profile](#)
- [Other Public Funding](#)
- [Supporting Documents](#)
- [Declarations](#)

▶ View and print your Claim Summary

▶ View and print your Evidence Checklist

▼ Submit Your Claim

[SUBMIT](#) [WITHDRAW](#)

If you believe the numbers (length, area etc) are incorrect contact NE office BEFORE submitting your claim.

[Back](#)

Click the triangle next to 'Complete your claim' to view the menu and open each section by clicking on the title. Complete each section as explained below.

## Annex I Details of Capital Item Claim for Standard Cost Items

Here you can apply for standard cost items contained within your agreement.

If your Countryside Stewardship agreement does not contain any standard cost items, a message stating 'No data found' will be displayed. If this message is displayed, or you do not wish to claim any of the standard cost items in your agreement as part of this claim, you do not need to take any further action and should click 'Close' to return to the 'Complete your claim' section.

If your agreement does contain standard cost items that you wish to claim, they will be listed here in alphabetical order by item code. You will see the 'Total Approved', 'Total Remaining' and 'Applied for' amounts as shown below:

Item Code	Item Title	Total Approved	Total Remaining	Applied for	
AC2	AC2 - Countryside Educational Visits Accreditation Scheme (CEVAS)	1 Units	1 Units	0 Units	Open
WB1	WB1 - Small Wildlife Box	13 Units	13 Units	0 Units	Open
WB3	WB3 - Large Wildlife Box	5 Units	5 Units	0 Units	Open

If you believe the numbers (length, area etc) are incorrect contact NE office BEFORE submitting your claim.

You will not be able to claim any items that have passed the deadline specified in your agreement summary for completion and claim of the works.

The '**Total Approved**' is the total amount of the item that was approved at the start of your agreement.

The '**Total remaining**' is the amount still available for you to claim. If you have already submitted a previous claim for the same item, the total remaining will be reduced by the amount of the previous claim(s).

For example, an agreement included 10 units of item WB1 (small wildlife box) when it was originally approved. A previous claim for 4 units has been submitted and paid, so the 'total approved' would be 10 units, but the 'total remaining' is 6 units.

'**Applied for**' is the amount you are claiming as part of this current claim. This will appear as zero until you have completed the next step.

To enter the amount you wish to claim, click 'Open' against the item code you wish to claim for. You will see the following screen:

ANNEX I Details of Capital Item Claim for Standard Cost Items							
WB1 - Small Wildlife Box							
Payment Rate (Pounds/Units)	Total Quantity Approved (Units)	Quantity Remaining To Complete (Units)	Eligible Grant Remaining (Pounds)	Work Must be Completed by	Tick If Final Claim	Quantity Claimed (Units)	Payment Claimed (Pounds)
28.50	13	13	370.50	31/12/2017	<input type="checkbox"/>	0	0.00
Total Claimed Amount							0.00

Save Back

Enter the amount you are claiming under 'Quantity Claimed' in numerical format. If you type anything other than numbers into this box, you will receive an error when you try to save.

**Note** – Standard cost capital items are paid per unit of measure (eg items, metres, hectares, etc.). The example above shows a capital item that is paid per item. The 'Total Quantity Approved', 'Quantity Remaining To Complete' and 'Quantity Claimed' figures are quoted in the unit of measure that applies to the item.

The 'Payment Claimed' amount will automatically update once you have entered the quantity claimed, and will also update if you make any changes to the quantity claimed.

If you are claiming the full amount of the 'Quantity Remaining To Complete', you must tick the 'Final Claim' box, otherwise you will receive an error message when you try to save.

If you are not claiming the full amount of the 'Quantity Remaining To Complete', but you will not be submitting any further claims for this item, you should tick the 'Final Claim' box to confirm this. You will need to provide further details regarding this in '[Claim Profile](#)'.

**If you do tick the 'Final Claim' box, any unclaimed items will be removed from your agreement once your claim has been submitted and paid so you will not be able to submit any further claims for that particular item.**

Click 'Save' to save your details, then 'Back' to return to the Standard Cost Items screen. Repeat this process for each Standard Cost Item you wish to claim. Once you have updated the quantity claimed for each item, click 'Close' to return to the 'Complete your claim' section.

**You cannot claim more than the quantity remaining to complete.**

**If you believe the numbers (length, area, etc) for any of the items are incorrect, contact your local Natural England office BEFORE submitting your claim. See [More Information](#) for contact details.**

## Annex II Details of Capital Item Claim for Items Paid on the basis of Actual Cost

Here you can apply for actual cost items contained within your agreement. These are items which we pay based on a percentage of the actual cost from the invoices you provide.

If your Countryside Stewardship agreement does not contain any actual cost items, a message stating 'No data found' will be displayed. If this message is displayed, or you do not wish to claim any of the actual cost items in your agreement as part of this claim, you do not need to take any further action and should click 'Close' to return to the 'Complete your claim' section.

If your agreement does contain actual cost items that you wish to claim, they will be listed here in alphabetical order by item code. You will see the 'Total Approved', 'Total Remaining' and 'Applied for' amounts as shown below:

ANNEX II Details of Capital Item Claim for Items Paid on the Basis of Actual Cost

Item Code	Item Title	Total Approved	Total Remaining	Applied for	
LV2	LV2 - Livestock handling facilities	5000.00 Pounds	5000.00 Pounds	0.00 Pounds	<a href="#">Open</a>

If you believe the numbers (length, area etc) are incorrect contact NE office BEFORE submitting your claim.

You will not be able to claim any items that have passed the deadline specified in your agreement summary for completion and claim of the works.

The '**Total Approved**' is the total amount of the item that was approved at the start of your agreement.

The '**Total remaining**' is the amount still available to claim. If you have already submitted a previous claim for the same item, the total remaining will be reduced by the amount of the previous claim(s).

'**Applied for**' is the amount you are claiming as part of this current claim. This will appear as zero until you have completed the next step.

To enter the amount you wish to claim, select 'Open' against the item code you wish to claim for then click 'Invoices' in the individual capital item screen as shown below:

ANNEX II Details of Capital Item Claim for Items Paid on the Basis of Actual Cost

LV2 - Livestock handling facilities

Agreed Maximum Grant (Pounds)	Already Claimed (Pounds)	Eligible Grant Remaining (Pounds)	Work Must be Completed by	Tick If Final Claim	Quantity Claimed (Pounds)	
5000.00	0.00	5000.00	31/12/2017	<input type="checkbox"/>	0.00	<a href="#">Invoices</a>
Total						0.00

[Save](#) [Back](#)

The 'Invoices' box will appear on screen. When you first open 'Invoices', it will state 'No data found'. This will update when you add your invoice details. Click 'Add New Invoice' as shown below:

ANNEX II Details of Capital Item Claim for Items Paid on the Basis of Actual Cost

LV2 - Livestock handling facilities

Agreed Maximum Grant (Pounds)	Already Claimed (Pounds)	Eligible Grant Remaining (Pounds)	Work Must be Completed by	Tick If Final Claim	Quantity Claimed (Pounds)	
5000.00	0.00	5000.00	31/12/2017	<input type="checkbox"/>	0.00	<a href="#">Invoices</a>

Invoices

Receipt Invoice Reference	Total Invoice Amount Ex. VAT for Approved Works (Pounds)	Total Invoice VAT for Approved Works (Pounds)	Agreed Payment Rate (%)	Total Claimed Value Ex. VAT (Pounds)	Total VAT Claimed (if applicable) (Pounds)
No data found.					

[Add New Invoice](#) [Back](#)

Enter the details from the invoice(s) you are using to support the claim for this item. The fields marked with an asterisk (\*) are mandatory and you will not be able to save the details and exit the page unless you have completed all of these. The fields should be completed as follows:

- **\*Receipt Invoice Reference:** The number/reference from the invoice (we will use this to match up the details you enter with the paper copy of the invoice you submit)
- **\*Total Invoice Amount Ex. VAT for Approved Works (Pounds):** The total invoice amount in pounds excluding Value Added Tax (VAT) for the approved works.
- **Total Invoice VAT for Approved Works (Pounds):** Actual cost capital items are paid net of VAT. Non-VAT registered agreement holders may be able to reclaim VAT subject to provision of evidence of non-VAT registration. If you intend to claim the VAT element, you should enter the total invoice VAT amount for the approved works in pounds; otherwise you should leave this blank.
- **\*Agreed payment rate (%):** Actual cost items have an agreed payment rate which is a percentage of the total invoice costs. Enter the % payment rate here. If you are unsure what the payment rate is, please refer to 'Eligibility Requirements and Specifications for Capital Items' in your agreement summary. The agreed quotation percentage value is specified for each actual cost item under 'Quotes Percentage'.
- **\*Total Claimed Value Ex. VAT (Pounds):** Multiply the figure you entered for the 'Total Invoice Amount Ex. VAT for Approved Works (Pounds)' by the 'Agreed payment rate (%)'.

For example, if your total invoice amount excluding VAT is £1000 and the agreed payment rate is 80%, the figure you enter here would be £800.

- **Total VAT Claimed (Pounds) (if applicable):** You only need to complete this field if you intend to claim the VAT element (see 'Total Invoice VAT for Approved Works (Pounds)' above). Multiply the figure you entered for the 'Total Invoice VAT for Approved Works (Pounds)' by the 'Agreed payment rate (%)'.

For example, if your total invoice VAT amount is £100 and the agreed payment rate is 60%, the figure you enter here would be £60.

ANNEX II Details of Capital Item Claim for Items Paid on the Basis of Actual Cost

LV2 - Livestock handling facilities

Agreed Maximum Grant (Pounds)	Already Claimed (Pounds)	Eligible Grant Remaining (Pounds)	Work Must be Completed by	Tick if Final Claim	Quantity Claimed (Pounds)
5000.00	0.00	5000.00	31/12/2017	<input type="checkbox"/>	0.00 <small>Invoices</small>

Add New Invoice

Receipt Invoice Reference

Total Invoice Amount Ex. VAT for Approved Works (Pounds)

Total Invoice VAT for Approved Works (Pounds)

Agreed Payment Rate (%)

Total Claimed Value Ex. VAT (Pounds)

Total VAT Claimed (Pounds) (if applicable)

\* indicates mandatory fields

If you are claiming the **full amount** of the 'Eligible Grant Remaining', you must tick the 'Final Claim' box **before** you click 'OK', otherwise you will receive an error message when you try to save. If you are not claiming the full amount of the 'Eligible Grant Remaining', but you will not be

submitting any further claims for this item, you should tick the 'Final Claim' box to confirm this. You will need to provide further details regarding this in 'Claim Profile'.

**If you do tick the 'Final Claim' box, any unclaimed grant for the item will be removed from your agreement once your claim has been submitted and paid so you will not be able to submit any further claims for that particular item.**

Once you have entered the details click 'OK' to save and return to the capital item screen. If you have more than one invoice, repeat this process for each invoice you are supplying as evidence for the capital item.

If you need to amend any of the invoice details, you can 'Open' or 'Delete' the details you have previously entered as shown below.

The 'Quantity Claimed (Pounds)' will automatically update once you have entered the invoice details, to reflect the amount you are claiming.

ANNEX II Details of Capital Item Claim for Items Paid on the Basis of Actual Cost

**LV2 - Livestock handling facilities**

Agreed Maximum Grant (Pounds)	Already Claimed (Pounds)	Eligible Grant Remaining (Pounds)	Work Must be Completed by	Tick If Final Claim	Quantity Claimed (Pounds)
5000.00	0.00	5000.00	31/12/2017	<input type="checkbox"/>	960.00

Invoices

Receipt Invoice Reference	Total Invoice Amount Ex. VAT for Approved Works (Pounds)	Total Invoice VAT for Approved Works (Pounds)	Agreed Payment Rate (%)	Total Claimed Value Ex. VAT (Pounds)	Total VAT Claimed (if applicable) (Pounds)		
INVOICE 1	1,000.00	0.00	80.00	800.00	0.00	Open	Delete
INVOICE 2	200.00	0.00	80.00	160.00	0.00	Open	Delete

Add New Invoice Back

Click 'Back' to return to the capital item screen, and then 'Save' followed by 'Back' to return to the actual cost items screen as shown below:

ANNEX II Details of Capital Item Claim for Items Paid on the Basis of Actual Cost

**LV2 - Livestock handling facilities**

Agreed Maximum Grant (Pounds)	Already Claimed (Pounds)	Eligible Grant Remaining (Pounds)	Work Must be Completed by	Tick If Final Claim	Quantity Claimed (Pounds)
5000.00	0.00	5000.00	31/12/2017	<input type="checkbox"/>	960.00
Total					960.00

Save Back

ANNEX II Details of Capital Item Claim for Items Paid on the Basis of Actual Cost

**LV2 - Livestock handling facilities**

Operation successfully completed.

Back

Repeat this process for each actual cost item you wish to claim. Once you have updated the claimed amount for each item, scroll down to the bottom of the actual cost items screen and click 'Close' to return to the 'Complete your claim' section.

You cannot claim for more than the total remaining of the item.

If you believe the numbers (length, area, etc) for any of the items are incorrect, contact your local Natural England office BEFORE submitting your claim. See [More Information](#) for contact details.

## Claim Profile

This section asks for more information regarding any capital items that:

- you have not fully claimed by the deadline set out in your agreement summary
- you do not intend to make a further claim on

Read the question and answer either 'Yes' or 'No'.

You will not be able to submit your claim unless you have answered this question.

If you answer 'Yes', you will need to provide further details in the box provided. Once added, click 'Save', then 'Close' to return to the 'Complete your claim' section. You will not be able to submit your claim unless you have added details in this box.

If you answer 'No', no further action is needed and you should click 'Save', then 'Close' to return to the 'Complete your claim' section

Claim Profile

Are there any capital items that you:

- have not fully claimed by their "Claim By" date, as set out in the Agreement Documentation
- do not intend to make a further claim on

Yes  No

If the answer to the above question is Yes then please identify the items and give reasons in the box below:

Clear Save

Close

## Other public funding

Countryside Stewardship cannot be used to pay for capital works which an agreement holder is required to carry out under other alternative grant schemes or obligations. In order to assess the eligibility of your claim, Natural England must be informed of any other public funding you have received.

Read both questions on the screen. You will not be able to submit your claim unless you have answered these questions.

Other Public Funding

Has the work under this agreement attracted any support from other public funds (including the National Lottery, or Inheritance Tax Relief subject to a Heritage Land Management Plan, but not including the Basic Payment Scheme) or other grant schemes in addition to that which you have previously declared to Natural England in your application for the above agreement or in subsequent claims for aid?

Yes  No

If you have answered Yes to the above question please provide details in the box below of what work has attracted funding, from which organisation and the amount of money involved:

**For agreements including multi year options and/or capital items for access, maintenance and/or restoration of buildings:**  
Have you 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?

Yes  No

If you have answered yes above please provide the amounts received 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 (£):

Clear Save

Close

The first question asks about support from other public funds and you must click either 'Yes' or 'No'.

If you answer 'Yes', enter details in the box provided, specifying what work has attracted funding, from which organisation and the amount of money involved. You will not be able to submit your claim unless you have entered this information.

If you answer 'No', you do not need to enter any details in the box provided.

The second question asks about de minimis state aid payments. **This is only applicable if you are claiming for capital items for access, maintenance and/or restoration of buildings.**

If your agreement does not contain any items of this type, answer 'No'.

If you are claiming for any items of this type, confirm whether you have received any **de minimis state aid payments** in the 3 years prior to the date of the claim, other than the payments received as part of your agreement, by answering either 'Yes' or 'No'.

If you answer 'Yes', enter the total amounts received, in pounds, in the 'Total amount received (£)' box. You will not be able to submit your claim unless you have entered this information.

If you answer 'No', you do not need to enter any details in the box provided.

Once you have answered the questions (and completed the requested information in the boxes if you have answered 'Yes' to either of the questions), click 'Save', then 'Close' to return to the 'Complete your claim' section.

## Supporting Documents

In addition to completing your claim online, you also need to provide supporting documents. In this section you need to confirm which documents you will be sending to Natural England. All of the questions must be answered before you can submit your claim.

- **Are you VAT registered?** – Answer ‘Yes’ or ‘No’
- **VAT declaration for those capital items which are paid on the basis of actual costs** – If you are not VAT registered and you wish to claim the VAT element of any actual cost capital items you are claiming answer ‘Yes’ or ‘No’ to confirm whether you will be submitting a letter from HMRC or your accountant.

**If this doesn’t apply to you, you must still answer the question by entering ‘No’ or you will not be able to submit your claim.**

- **Receipted invoices/receipts** – If you are claiming any actual cost capital items, enter the number of receipted invoices/receipts you are sending to Natural England to support your claim. The number must be entered as a numeric value.

**If you are not claiming any actual cost capital items you must still answer this question by entering ‘0’ or you will not be able to submit your claim.**

- **British Native – origin seed form** – If you are claiming any items that require a British Native – origin seed form as supporting evidence, answer ‘Yes’ or ‘No’ to confirm whether you will be sending this to Natural England.

**If this doesn’t apply to you, you must still answer the question by entering ‘No’ or you will not be able to submit your claim.**

The Countryside Stewardship Grants page at:

<https://www.gov.uk/countryside-stewardship-grants?keywords> provides more information about the required supporting evidence for each item.

- **Capital item supporting evidence** - answer ‘Yes’ or ‘No’ to confirm whether you will be sending all of the required supporting evidence to Natural England. The Countryside Stewardship Grants page at <https://www.gov.uk/countryside-stewardship-grants?keywords> provides more information about the required supporting evidence for each item, or you can review the [evidence checklist](#).

Once you have answered **all** of the questions, click ‘Save’, then ‘Close’ to return to the ‘Complete your claim’ section.

Supporting Documents

Before you submit your claim form, please indicate that you have included the following important documents where applicable. **Failure to do so could result in a delay or withholding of payment of your claim and the potential application of penalties.**

Are you VAT registered?

Yes  No

**VAT declaration for those capital items which are paid on the basis of actual costs**  
If you are not VAT registered and wish to claim the VAT element as agreed, have you enclosed a letter from HMRC or your accountant confirming your VAT status?

Yes  No

**Received invoices/receipts**  
Please confirm the number of received invoices/receipts that you have sent to Natural England to support your claim for the items that are paid on the basis of actual costs.

Number of received invoices/receipts:

**British Native-origin seed form**  
Have you sent Natural England your completed British Native-origin seed form in support of your native seed capital claim?

Yes  No

**Capital item supporting evidence**  
Have you sent Natural England the required evidence to support your capital claim (as set out under the individual requirements for those items, e.g. photographs)?

Yes  No

## Declarations

Read the declaration fully and select 'Yes' to confirm that you accept all of the terms. Click 'Close' to save and return to the 'Complete your claim' section.

You will be unable to submit your claim unless you answer 'Yes' to this question.

Declarations

I declare that:

- I have complied with and will continue to comply with the provisions of my Countryside Stewardship agreement;
- The details I have provided in this form are correct and I accept full responsibility for them;
- I understand that under the terms of my Countryside Stewardship agreement payment may be withheld and/or recovered and/or penalties applied if I have breached my Countryside Stewardship agreement;
- I agree to retain invoices, records, accounts and other required evidence (e.g. photographs) relevant to this claim and in accordance with my Countryside Stewardship agreement;
- For agreements which include multi-year options and/or capital items for access, maintenance and/or restoration of buildings I have provided details of any de minimis state aid payments received under the 'Other Public Funding' section of this form

**WARNING**  
If you knowingly or recklessly make a false 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.

**Declaration**

Yes  No Do you agree to the terms of the declaration above? (You must select 'Yes' before you apply).

You have now entered all of your claim details and accepted the declaration. You are ready to generate your claim summary and evidence checklist before submitting your claim to Natural England.

## Generate

- Claim summary
- Evidence checklist

Before you can confirm and submit your claim, generate and download a claim summary and evidence checklist.

### Claim summary

To generate and then download your claim summary, click on the triangle next to 'View and print your Claim Summary' to view the menu.

If you are returning to your claim, you will need to 'Open' the claim first from the 'Countryside Stewardship Claims' screen.

Click 'Generate' to create your claim summary. The summary will show all of the information in your claim at the date and time the document is created.

Claim number: 322274

▶ Complete your claim (Please review all sections of your claim before submitting it for processing)

▼ View and print your Claim Summary

Click 'Download' to view and print your Claim Summary.  
This document is not yet available.  
[Download](#)

Click the 'Generate' button below to create/update your Claim Summary to include the latest information.  
When the document has been generated, the 'Download' button will be available.

[Generate](#)

▶ View and print your Evidence Checklist

▼ Submit Your Claim

[SUBMIT](#) [WITHDRAW](#)

If you believe the numbers (length, area etc) are incorrect contact NE office BEFORE submitting your claim.

[Back](#)

A small message will appear on screen to tell you that the summary is being created or updated. When this has finished, the date and time it was created will appear near the 'Download' option.

▼ View and print your Claim Summary

Click 'Download' to view and print your Claim Summary.  
This document was last updated on **31/01/2017 10:41:56 AM**.

[Download](#)

Click the 'Generate' button below to create/update your Claim Summary to include the latest information.  
When the document has been updated, the date and time above will change.

[Generate](#)

Click 'Download' to read or print the summary or to save it to your computer - this will be the most recent summary you created for this claim. The 'Download' button will not be available until you have generated a summary. If you always 'generate' before you 'download' you'll always see the most up to date information that is held in the Rural Payments service.

You can read the summary on screen by scrolling down the pages using the scroll bar at the side of the screen or you can print or save it by using the buttons on the screen.

Before submitting the claim, use this summary to check that the details you have entered are correct. If you find an error in your claim summary, you can go back into your claim and make any changes where needed. 'Generate' a new claim summary to include your updates and 'Download'. Check this again to make sure it is correct.

**Keep a copy of this updated claim summary for your records. Do not send the summary to Natural England as a paper form - we cannot accept it.**

## Evidence checklist

You may be required to submit supporting evidence for some of the items you are claiming. All of the required evidence is displayed in a checklist which should be viewed before submitting the claim.

To view the checklist, open the menu by clicking on the triangle next to 'View and print your Evidence Checklist'. Follow the same method you used to generate the claim summary to 'Generate' and then 'Download' the evidence checklist.

The screenshot shows a web interface for a claim. At the top, a dark grey bar displays 'Claim number: 322274'. Below this, a list of menu items is shown with expand/collapse triangles. The third item, 'View and print your Evidence Checklist', is highlighted with a red rectangular box. Below this menu item, there is a section with the text: 'Click 'Download' to view and print your Evidence Checklist. This document is not yet available.' A grey 'Download' button is present. Below that, it says: 'Click the 'Generate' button below to create/update your Evidence Checklist to include the latest information. When the document has been generated, the 'Download' button will be available.' A green 'Generate' button is visible. Further down, there is a 'Submit Your Claim' section with 'SUBMIT' and 'WITHDRAW' buttons. At the bottom, there is a note: 'If you believe the numbers (length, area etc) are incorrect contact NE office BEFORE submitting your claim.' and a green 'Back' button.

You can read the evidence checklist on screen by scrolling down the pages using the scroll bar at the side of the screen or you can print or save it by using the buttons on the screen.

Please note, some items do not require evidence and where those are the only items claimed, the evidence checklist will appear blank.

If you make any updates to your claim at this stage, you should generate and download a new evidence checklist to make sure you have the most up to date information.

### C & V Checklist

Customer Name: [REDACTED]

Claim Id: [REDACTED]

SBI Number: [REDACTED]

Address: [REDACTED]

Revenue/Capital Options		Evidence at Parcel Level						
Reference	Sheet	Parcel	Option Code	Document Type	Evidence Required	Attached	Not Required	Comments
CS_CAVCHK_D126			LV2	Map	Map livestock facilities usage and storage locations required, if mobile.			
CS_CAVCHK_D196			LV2	Geo-tagged Photograph	Photographs must be submitted to show completed works.			
CS_CAVCHK_D92			WB1	Photograph	Photograph before works commence required			
CS_CAVCHK_D119			WB1	Specialist Report	Biological and/or Species assessment report required			
CS_CAVCHK_D196			WB1	Geo-tagged Photograph	Photographs must be submitted to show completed works.			
CS_CAVCHK_D413			WB1	Specification	Specification of agreed works to be submitted			
CS_CAVCHK_D274			WB1	Records at Parcel Level	A record of when the nest box is cleaned out must be submitted.			

Date Printed: 07/02/2017

Page Number: 1

Document Reference: [REDACTED]

You have now completed your claim details and generated the claim summary and evidence checklist. You are ready to submit your claim.

## Confirm

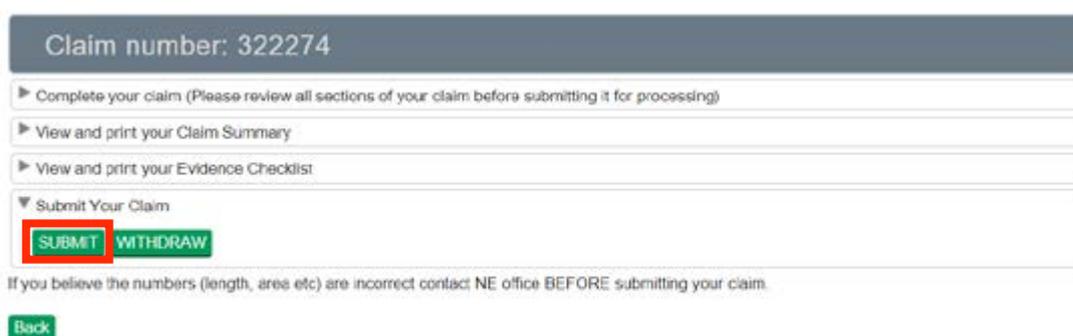
- Check your summary
- Submit your claim
- Supporting documents
- After you've submitted your claim

Once you've completed your claim details and checked your claim summary and evidence checklist, submit the claim.

## Submit your claim

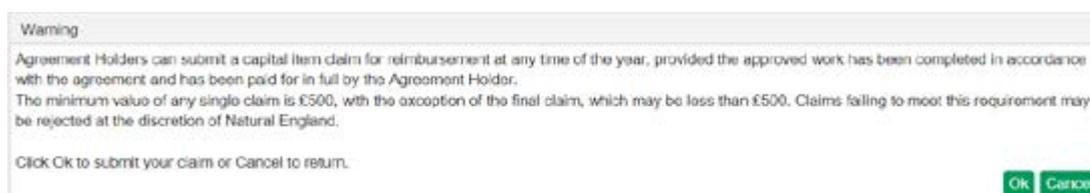
Click 'Submit' to submit your claim to Natural England.

If you are returning to your claim, you will need to 'Open' the claim first from the 'Countryside Stewardship claims' screen.



The screenshot shows a web interface for submitting a claim. At the top, a dark grey bar displays 'Claim number: 322274'. Below this are four menu items: 'Complete your claim (Please review all sections of your claim before submitting it for processing)', 'View and print your Claim Summary', 'View and print your Evidence Checklist', and 'Submit Your Claim'. The 'Submit Your Claim' section is expanded, showing two buttons: 'SUBMIT' (highlighted with a red box) and 'WITHDRAW'. Below the buttons, a note reads: 'If you believe the numbers (length, area etc) are incorrect contact NE office BEFORE submitting your claim.' At the bottom left, there is a 'Back' button.

An onscreen message will pop up to remind you that you can only submit a claim if the approved work has been completed in accordance with the agreement and has been paid for in full by the Agreement Holder. It also reminds you that the minimum claim value is £500 (unless this is your final claim). If you wish to proceed, click 'Ok'. If you click 'Cancel' you will be returned to the claims screen where you can make any amendments.



The screenshot shows a warning dialog box with the following text: 'Warning', 'Agreement Holders can submit a capital item claim for reimbursement at any time of the year, provided the approved work has been completed in accordance with the agreement and has been paid for in full by the Agreement Holder. The minimum value of any single claim is £500, with the exception of the final claim, which may be less than £500. Claims failing to meet this requirement may be rejected at the discretion of Natural England.', and 'Click Ok to submit your claim or Cancel to return.' At the bottom right, there are two buttons: 'Ok' and 'Cancel'.

Once you have clicked Ok, an onscreen receipt will confirm that Natural England has received your claim.



Click 'Back' from the onscreen receipt to return to the Countryside Stewardship claims screen. The status of your claim will now be 'Submitted – Awaiting Evidence' and you will also see the date and time it was submitted.

A covering letter will be available alongside your claim summary and evidence checklist. 'Generate' and 'Download' this covering letter for further details on your claim.

323013	CS AGREEMENT [REDACTED] (HT): Farm ABC • Countryside Stewardship (HT)	CS Capital Only Claim 2017	Yes	08/02/2017 1:47:59 PM	Submitted - Awaiting Evidence	<a href="#">Summary</a> <a href="#">Evidence Checklist</a> <a href="#">Covering Letter</a>
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If the 'Submit' button is not visible within the 'Submit your claim' section as shown below, you need to [update your Countryside Stewardship permissions](#). You can only submit a claim if your permission level for Countryside Stewardship (Agreements) is set at 'Submit'.



If you have updated your permissions and [refreshed](#) the Countryside Stewardship page, and the 'Submit' button is still not visible, contact your local Natural England office listed in [More Information](#) for assistance.

## The claim fails submission

If you have not completed all of the relevant sections, you will see an onscreen message that the claim has not been submitted:

Application number: 322338  
 User: 5630843\_5451988  
 Date: 01/02/2017 4:05:40 PM  
 Executed transition: **SUBMIT**  
 Transition ID: 10994197  
 Note:  
 Transition **FAILED**  
 New application status: **IN PROGRESS**  
 Verification details:

Rule on CAP claim Inprogress to Submit	✗
CAP Claim Data Entry Business Rule 1	✓
CAP Claim Data Entry Business Rule 2	✓
Check for CAP value, date and claimant name	✓
CAP Claim Data Entry Business Rule 3	✗
No claimed items entered	
CAP Claim Transition Progress to Submitted Actual Cost Applied for	✓
Check for mandatory fields in Claim Profile	✗

Read this message fully by using the scroll bar to the right of the message. Click 'Back' to return to the Claims screen. You must then complete all of the sections listed in the onscreen message and re-submit the claim.

The table below will help you to identify the action(s) you need to take before re-submitting your claim:

Warning	How to resolve
No claimed items entered	You need to add at least 1 capital item to your claim. Refer to <a href="#">ANNEX I Details of Capital Item Claim for Standard Cost Items</a> and <a href="#">ANNEX II Details of Capital Item Claim for Items Paid on the basis of Actual Cost</a>
Claim profile form in Other Claim Information is not complete	You have <b>either</b> not answered the question under Claim Profile, <b>or</b> you have answered 'Yes' to the question but have not entered the requested details in the box provided. Refer to <a href="#">Claim Profile</a>
Other public funding form in Other Claim Information is not complete	You have <b>either</b> not answered one/both of the questions under Other Public Funding, <b>or</b> you have answered 'Yes' to one/both of the questions but have not entered the requested details in the box provided.  Refer to <a href="#">Other Public Funding</a>
Supporting documentation form in Other Claim Information is not complete	You have not answered all of the questions under Supporting Documents.  Refer to <a href="#">Supporting Documents</a>
You must select 'Yes' in the Declarations section to be able to proceed with your claim	You have not answered 'Yes' to confirm that you accept the declaration under Declarations.  Refer to <a href="#">Declarations</a>

## Supporting documents

In addition to your submitted online claim, you will need to send to Natural England:

- Any evidence listed in the Evidence checklist.

Depending on the items you are claiming, you may also need to send:

- A VAT declaration
- Receipted invoices/receipts
- A British Native-origin seed form

For more information on the documents you will need to provide, please refer to the Countryside Stewardship Grants page at <https://www.gov.uk/countryside-stewardship-grants?keywords> and the scheme manual that governs your agreement by going to <https://www.gov.uk/government/collections/countryside-stewardship-get-paid-for-environmental-land-management>.

**When you send your supporting documents to Natural England, please include a copy of your covering letter to help us identify your claim. You should also mark your Claim ID (found on the top right of your evidence checklist) clearly on each sheet.**

All supporting documents should be sent to your local Natural England Countryside Stewardship Delivery Services team, please see [More Information](#) for address details. It is recommended that you retain proof of postage or proof of email when you submit the documents.

**Your claim will not be paid until you have submitted all of the required supporting evidence. All supporting documents and evidence must be received by Natural England by the 'Claim By' date. Please refer to your agreement summary for details.**

## After you've submitted your claim

Once you have submitted your claim, the details you entered online and any supporting documents you sent to Natural England will be checked and we will contact you if there are any queries.

Payment will be made once our checks have confirmed that your claim is valid. Valid claims will be paid within 2 months of receipt.

All payments will be paid directly into the Agreement Holder's nominated bank account by the Rural Payments Agency.

You can review the status of your claim after it has been submitted by logging into Rural Payments and going to the [Countryside Stewardship claims](#) page. Your claim will progress through the following stages:

<b>Submitted – awaiting evidence</b>	You have submitted your claim online and now need to send your evidence and supporting documents to Natural England before the <b>claim deadline</b>
<b>Claim validation</b>	Your claim, evidence and supporting documents are being checked to confirm eligibility
<b>Final checking</b>	Your claim is awaiting final check and authorisation to pay
<b>Preparing for payment*</b>	Your claim is being sent for payment, or has been paid

\*The claim status will still show 'Preparing for payment' once it has been paid. Please check your nominated bank account to confirm whether payment has been made. If your claim has been at 'Preparing for Payment' for longer than one month and you have not received your payment contact your local Natural England Countryside Stewardship Delivery Services Team.

## More Information

### Call us

Rural Payments service helpline: 03000 200 301 (Monday to Friday 8.30am – 5pm, closed on weekends and public holidays).

If your enquiry relates to the registering of your business or land on Rural Payments, or any query regarding land changes, select the option to speak to the RPA.

If your enquiry relates to your capital claim, select the option to speak to Natural England.

### Write to us

For all queries relating to your revenue claim, or for submitting your supporting documents, your local Countryside Stewardship Delivery Services team office is below.

Natural England offices are open from 8:30 am to 5:00 pm Monday to Friday, excluding bank holidays.

Please quote your Single Business Identifier (SBI) for all enquiries.

Countryside Stewardship sites receiving application related documentation (Mid-Tier, Higher Tier, Higher Tier Woodland Only & Hedgerow & Boundary Grant)		
<b>Crewe</b> <i>Electra Way            Crewe Business Park            Crewe, Cheshire            CW1 6GJ</i>  0208 026 1806 <a href="mailto:ts.crewe@naturalengland.org.uk">ts.crewe@naturalengland.org.uk</a>	<b>Nottingham</b> <i>Apex Court            City Link            Nottingham            NG2 4LA</i>  0208 026 2018 <a href="mailto:ts.nottingham@naturalengland.org.uk">ts.nottingham@naturalengland.org.uk</a>	<b>Reading</b> <i>6th Floor Northgate House            21-23 Valpy Street            Reading            RG1 1AF</i>  0208 026 7254 <a href="mailto:ts.reading@naturalengland.org.uk">ts.reading@naturalengland.org.uk</a>
Avon	Derbyshire	Bedfordshire
Cheshire	Humberside	Berkshire
Cleveland	Leicestershire	Buckinghamshire
Cornwall	Lincolnshire	Cambridgeshire
Cumbria	Northamptonshire	East Sussex
Devon	North Yorkshire	Essex
Dorset	Nottinghamshire	Greater London
Durham	Rutland	Hampshire
Greater Manchester	South Yorkshire	Hertfordshire
Herefordshire	West Yorkshire	Isle of Wight
Isles of Scilly		Kent
Lancashire		Norfolk
Merseyside		Oxfordshire
Northumberland		Suffolk
Shropshire		Surrey
Somerset		West Sussex
Staffordshire		
Tyne & Wear		
Warwickshire		
Wiltshire		
Worcestershire		

## Woodland Tree Health Grant Scheme & Woodland Creation Maintenance Applications

All documentation to be sent to the Crewe CS Delivery Services Office

## Water Capital Grant applications

All documentation to be sent to the Nottingham CS Delivery Services Office

### For more information

About your capital claim, please refer to the scheme manual that governs your agreement. The manuals can be viewed by going to <https://www.gov.uk/government/collections/countryside-stewardship-get-paid-for-environmental-land-management>.

Natural England have produced videos to help you submit your capital claim – go to <https://www.youtube.com/> and search for 'Natural England'.

Follow us on Twitter @ruralpay and @NaturalEngland

### Complaints about service

If you are an applicant for Countryside Stewardship, or an Agreement Holder, and you wish to complain about the level of service you have received or the way that you have been treated, you should use the appropriate organisation's complaints procedure below:

**For Natural England:**

[www.gov.uk/government/organisations/natural-england/about/complaints-procedure](http://www.gov.uk/government/organisations/natural-england/about/complaints-procedure)

**For the Rural Payments Agency:**

[www.gov.uk/government/organisations/rural-payments-agency/about/complaints-procedure](http://www.gov.uk/government/organisations/rural-payments-agency/about/complaints-procedure)

## De minimis state aid payments

Natural England makes payments to beneficiaries under a range of schemes and for different purposes. Any payment made by a Government body (such as Natural England) is potentially a State Aid (or a subsidy) particularly where that Government body directs how a payment should be spent.

European rules set limits regarding how much financial support the state can give to each beneficiary. If the support is deemed to distort trade, competition or it favours the production of certain goods it is likely to be a State Aid. However, where there is no economic benefit the payment will not be a State Aid or will be exempt from State Aid. For example, payments for the control of Phytophthora (Sudden Oak Death disease) are exempt.

Most agri-environment payments have State Aid cover under the RDPE. However, some funds/options available through agri-environment agreements (Countryside Stewardship and the Classic schemes) and the Conservation and Enhancement Scheme (CES) are subject to additional non-agricultural de minimis State Aid rules. Classic scheme options such as access and historic building restoration options fall under these rules.

The European rules require that any beneficiary (whether an individual, business or organisation) does not receive more than €200,000 of non-agricultural de minimis State Aid over any three fiscal years. This figure applies to all non-agricultural de minimis aid received from all sources during the three year period. Therefore if non-agricultural de minimis State Aid of €150,000 had already been received from another government department or agency during a three year period Natural England should only provide funding of €50,000.

Claims for funding under Countryside Stewardship (CS) must not be made for works that are also being funded from another public funding source, as this constitutes double funding – where other public sources are being used for works within a project. You should be clear that these are for discrete and separate elements than are being funded through CS, otherwise your CS payment will not be eligible. If you are not sure about whether something is a public funding source, please contact your local Natural England office to discuss before making any claims for work. See [More Information](#) for contact details.



Department  
for Environment  
Food & Rural Affairs



The European  
Agricultural Fund for  
Rural Development:  
Europe investing in  
rural areas

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**Natural England is here to secure a healthy natural environment for people to enjoy, where wildlife is protected and England's traditional landscapes are safeguarded for future generations.**

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**[www.gov.uk/natural-england](http://www.gov.uk/natural-england)**

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