

How to complete the Countryside Stewardship Mid Tier application form

Contents

About these notes	2
Further information	2
What to do first	2
How to use these notes and complete your application	3
Step 1 - Complete Section 1: Applicant Details	3
Step 2 - Complete your Farm Environment Record map(s)	5
Step 3 - Complete your CS option map(s) and option/capital item annexes	8
Complete the CS options map for multi-annual options and capital items in your Mid Tier application	8
Annex 1: Data Sheet for CS non-rotational options within parcels	9
Annex 2: Data Sheet for CS rotational options within parcels	10
Annex 3: Data sheet for Capital Items	10
Step 4 – Confirm the evidence submitted with the application	11
Annex 4: Evidence requirements 4a Annual Options 4b Capital Items	11
Step 5 - Complete Section 2: Proposed agreement details	11
Step 6 (if applicable only) - Complete Section 3: Organic Support	13
Step 7 - Complete Section 4: Declaration and undertakings	13
Step 8 - Complete the Confirmation of attached application form and supporting documents page	14
Step 9 - Submit your application	14
What happens next?	14

About these notes

These notes set out the information needed to complete your application form to apply for a Countryside Stewardship (CS) Mid Tier agreement in 2017.

Please read the notes carefully and refer to them as you work through your application. Take the time to ensure you complete your application accurately. If you complete the CS Application form in full and include all supporting documents it will help Natural England make a decision on your application as quickly as possible.

Further information

If you have read the notes and are still not sure how to complete the form please contact Natural England using the contact details at the top of the letter which was sent with your form.

What to do first

Before you complete your application:

1. Read:

- the 'Important information about your application – please read' page sent with your application form. If any information is missing or incorrect please contact Natural England using the contact details at the top of the letter which was sent with your form.
- the Countryside Stewardship Mid Tier Manual available at: <https://www.gov.uk/government/publications/countryside-stewardship-mid-tier-including-water-quality-capital-items-manual>

2. Make sure that:

- you, and the land that you are including in your application, are eligible for Countryside Stewardship (see Section 3 'Who can apply' of the Countryside Stewardship Mid Tier Manual).
- you have read and understood the Countryside Stewardship scheme rules and requirements. (The CS terms and conditions can be found at Annex 1 of the [CS Mid Tier Manual on GOV.UK](#))
- you have registered all of the land in your application on the Rural Land Register and that you have a Single Business Identifier (SBI) number and a Vendor number. Please note if you wish to apply for capital items or Maintenance of Weatherproof Traditional Farm Buildings outside of your land, that land, which may include a farmyard will need be registered on the Rural Land Register.

For information on registering your land on the Rural Land Register see the 'Register land with the Rural Land Register' guidance at <https://www.gov.uk/register-land-rural-land-register>. Note that the references in that guidance to empowering agents do not apply to Countryside Stewardship and Question 12 of the CS application form along with an Agents Authorisation form will need to be completed to authorise an agent to submit the application and/or manage the proposed agreement.

- you have a County Parish Holding (CPH) number

For information on obtaining a CPH number see the 'Get a CPH number from the Rural Payments Agency' guidance at <https://www.gov.uk/get-a-cph-number-from-the-rural-payments-agency>

- you have all of the necessary supporting documents required for your application (e.g. supporting documents and evidence for organic applications). Annex 4 will help you to identify these and the CS Mid Tier Manual contains the exact requirements.
- If someone else claims Basic Payment Scheme (BPS) payments on any land parcels you wish to include within your application please read Section 3.3.2 of the Mid Tier Manual on dual use and provide the required evidence with your application. If you are a tenant of a Public body landlord you will need to enclose a copy of your tenancy agreement with your application.

Once you are content that your application pack is complete and you have all the information and supporting documentation you need, use the guidance below to complete your application.

How to use these notes and complete your application

The notes below describe what you need to tell us and give details of any supporting documents that you must send in with your application. To complete your application follow the steps below in the order shown.

Step 1 - Complete Section 1: Applicant Details

Complete this Section to record the applicant(s) details.

Question	1.	Enter the Single Business Identifier number of the applicant named in Question 3.
Question	2.	Choose an Agreement title, this can be the farm name or what the land is commonly known as.
Question	3.	<p>Complete (a) to (g) with the applicant(s) details for the proposed agreement. For partnership agreements you should enter the names of all partners in (a). If there are more than four partners please use a continuation sheet.</p> <p>These details will continue to be used to contact you about your agreement if your application is successful. You should inform us immediately of any changes to your contact information.</p>
Question	4.	If the applicant named in Question 3 is not the main contact, please complete (a) to (g) with the details of the person who should be contacted about this application.
Question	5.	Enter the Vendor number of the applicant named in Question 3.
Question	6.	Enter the County Parish Holding (CPH) number of the applicant named in Question 3. You should enter the CPH of the land you are including in the application. If you have more than one holding please enter the CPH of your primary holding.
Question	7.	If the applicant has been declared bankrupt in the past 5 Years, tick ' Yes ', otherwise tick ' No '. Please note we will carry out a check of the Insolvency Register to confirm this.
Question	8.	Tick one box only to let us know the legal trading status of the applicant and where indicated add the additional details required.
Question	9.	<p>Tick the boxes to confirm that:</p> <ul style="list-style-type: none">• all of the land the applicant manages, including all land subject to a Rural Development Programme agreement has been registered on the Rural Land Register all of the land details held on the Rural Land Register as shown on the most recent set of maps received from the Rural Payments Agency (RPA) are correct at the date of submitting the application or• RPA have been notified of any corrections required via an RLE1 form
Question	10.	<p>(a) If the applicant currently has management control of all of the land being included in the application for the entire length of the proposed agreement and can therefore meet the Declaration and Undertakings in Section 4, tick 'Yes' at Question 10 (a) and continue to Question 11, otherwise tick 'No' complete Question 10 (b).</p> <p>If you tick 'No' you will need to make a countersigned application with each person who would take over the applicant's responsibilities should they cease to have management control over part/all of the land – this would normally be the landlord or other person who actually has the management control.</p> <p>Arrange for each counter signatory to complete a Countryside Stewardship Land</p>

Ownership and Control form, then tick **'Yes'** at 10 (b) to confirm you have attached a Countryside Stewardship Land Ownership and Control form for each counter signatory.

The Land Ownership and Control form is available from your Natural England office or from:

<https://www.gov.uk/government/publications/countryside-stewardship-land-ownership-and-control-form>

For more information see Section 3.2 'Management control, eligibility and scheme rules' of the [Countryside Stewardship Mid Tier manual](#).

(b) Confirm that you have attached a signed Countryside Stewardship Land Ownership and Control form for **each counter signatory required** by ticking the **'Yes'** box.

Go to Question 10 (c).

(c) Confirm if any of the counter signatories are a Public Body. If **'No'** go to Question 11. If **'Yes'** go to Question 10 (d)

(d) You **MUST** include a copy of your Tenancy Agreement with your application, so that we can check to ensure your application is valid. Confirm you have done this by ticking the box at 10 (d).

Go to Question 11.

Question 11. (a) If you have any obligations in your tenancy to carry out environmental management on the land in this application tick **'Yes'**, and go to Question 11 (b), otherwise tick **'No'** and go to Question 12.

(b) Please tick **'Yes'** to confirm that you are **not seeking funding** for these activities in your application. Go to Question 12.

Question 12. If you are:

- **not an agent** (or a partnership representative acting as an agent) acting on behalf of the applicant(s) tick **'No'** and go to Section 2 of the application form.
- **an agent** (or partnership representative acting as an agent) acting on behalf of the applicant, tick **'Yes'**. You and the individual(s) on whose behalf you are applying must complete a Countryside Stewardship Agent Authorisation form. Once you have completed the Authorisation form tick **'Yes'** at (b) to confirm you have attached it to your application.

The Countryside Stewardship Agent Authorisation form is available from your Natural England office, or from:

<https://www.gov.uk/government/publications/countryside-stewardship-authorise-an-agent>

Step 2 - Complete your Farm Environment Record map(s)

Complete your Farm Environment Record (FER) map(s) to **record all environmental features and areas** on the land parcels to be included in the application and **mark parcels that are at moderate to high risk of run off or soil erosion**.

The application does not have to cover the whole holding but it **MUST** include all land parcels that will support rotational options plus any SSSI or Scheduled Monuments within your control. **It is a condition of Countryside Stewardship that you identify, map and retain these features and areas.**

Please note Basic Payment Scheme cross compliance requirements apply across the whole holding.

Mark your environmental features and areas on your map

To complete your FER map(s) you will need to mark all of your FER features on the map(s). Walking your holding will inform you which parcels are suited to Countryside Stewardship options and allow you to mark the environmental features (as shown on your FER map's key) within them on a copy of your FER map, helping make sure that you do not miss any. Your Environmental Information map, included in your application pack, may also indicate features that require marking on your FER map(s).

Take time to complete your FER map(s) as clearly and accurately as you can. As long as the markings you make are clear and understandable Natural England will be able to accept your map(s).

Use the colours on the FER map's key for marking each feature. Confirm that you have a feature on your land by marking the corresponding blank symbol on the right side of the map key with the coloured pencil you have used to mark that feature on the map. The completed map(s) must be submitted as part of your application. For the following features, please note the following specific information:

Marking 'boundaries with trees'

Only boundaries with, on average, one or more eligible trees per 100 m need to be marked as 'boundaries with trees'. For example, a hedgerow of 400 m would need to have at least four eligible trees along its length. Eligible trees are those that are native species, standing within 1 m of a hedgerow and over 30 cm diameter at breast height. These boundaries should be marked with a green cross over the boundary line, as shown in the FER map's assigned colour key (In-field trees still need to be counted and marked as shown on the key).

Marking hedges

On accepting a CS agreement you will be agreeing that you will not cut more than 50% of hedges in any one year. This is a scheme baseline requirement that covers all hedges in Mid Tier and Higher Tier agreements. It covers all hedges marked on the FER which meet the following CS hedge definition:

'any planted boundary lines of shrubs (a woody plant where the distance between the ground and the base of the leafy layer is less than 2 m) which are over 20 m long and less than 5 m wide (between major woody stems at the base) and are composed of at least 80% native shrubs'.

This does not apply to road and trackside hedges that need to be cut annually or more frequently for public safety.

To mark the cutting regime of the hedges on the FER map you will need to use two different types of marking as indicated in the FER map's assigned colour key, as applicable to the definitions below:

- i. Hedgerow (meets 50% cutting limitation). For those hedges that are managed as the baseline of the scheme and no more than 50% of these hedges are cut in any one year (this includes hedges that are to be included in CS capital or revenue options and will therefore have specific management prescriptions). If hedges are in specific CS hedge management options, these specific prescriptions should be followed by the agreement holder and checked on inspection, rather than the baseline requirement.
- ii. Hedgerow (exempt from the cutting limitation). For hedges that are exempt from this as they need more regular cutting to maintain public safety.

Step 2 - Complete your Farm Environment Record map(s) continued

Identify and mark parcels identified with 'moderate to high runoff and soil erosion risk'

Prior to completing the FER, you should consider whether any of your land is at risk from surface runoff soil erosion. If it is you should consider including it within the application area with an appropriate management option or item. Controlling the problem could protect the environment and improve the productivity of your land.

For all of the land parcels on the farm site you must assess the risk of runoff and soil erosion. The risk assessment should be based on the consideration of three types of risk, which include:

- Inherent Risk
- Proximity and connectivity
- Managed Risk

Inherent Risk, focussing on the risk of pollution associated with the topography, soils and naturally occurring land conditions. Inherent risk can be greatly reduced if the management and use of that land is done in a way sympathetic to the natural limitations. For example a field of great inherent risk due to slope and soil texture might be of only moderate importance if that field were to be under woodland or extensive grassland management. Factors to consider when defining the inherent risk include:

- Soil texture (risk of detachment or poor infiltration);
- Steepness of slope angles and slope length should be assessed to determine the relative overall risk of an area of land;
- Flooding frequency: Land that floods is susceptible to erosion and run-off, particularly when under cultivation.

This run-off may carry very fine soil particles, soluble pollutants such as plant nutrients and pesticides or manures to watercourses. The observed water run-off is usually, but not always, discoloured. The following table provides a guide to field classification for risk of run-off based on slope.

Soil type	Steep slopes >7° (>12.3% gradient)	Moderate slopes 3°– 7° (5.25-12.3% gradient)	Gentle slopes 2°– 3° (3.5-5.25% gradient)
All soils	High	Moderate	Lower

Slope length, soil texture and flooding frequency must then be considered, and risk class adjusted accordingly. For example, lighter soils on moderate slopes maybe at high risk of runoff leading to soil erosion. Land that floods regularly (inundated at least 1 year in 3) must be regarded as being at high risk of erosion and run-off (even at less than 2° slope).

Proximity and connectivity to target waterbody must then be considered. Fields that pose a relatively high inherent risk for producing pollution may actually be less significant if those fields are not well connected to a watercourse or waterbody. As a result the risk may need to be tempered or enhanced through the consideration of that connectivity. For example:

- Fields directly adjacent to target watercourse or waterbody are likely to increase the risk and likelihood of pollution. In addition there may be increased risk where drains, ditches, tracks or other flow paths directly connect field to target watercourse, waterbody or sensitive aquatic habitat.
- Where there is at least one field between this field and target watercourse or waterbody and there are no flow pathways, the risk is unlikely to be higher than moderate.

Little connection between this field and the target waterbody decreases the risk of pollution and the is likely to lower the risk class.

Step 2 - Complete your Farm Environment Record map(s) continued

Managed risk is primarily defined by land use and the identification of historic run-off and pollution problems on that field. Signs of surface water run-off that may be associated with each of the risk classes are described below:

- High Risk Areas – Run-off or ponding seen in most years during wet periods.
- Moderate Risk Areas – Run-off seen in some years during wet periods and in most years during very wet periods.
- Lower Risk Areas – Run-off seen in some years during very wet periods

The criteria given for the risk assessment are **guidelines and professional judgement should be used to upgrade or downgrade a site**, taking into account additional factors such as:

- soil structure (i.e. sensitivity to compaction, detachment and transport)
- organic matter content (higher organic matter content usually increased infiltration)
- valley features which tend to concentrate run-off water
- long unbroken slopes (150m or longer)
- rainfall (intensity relative to infiltration)
- land use

Using the above risk assessment you must mark on the FER, in brown hatching, all fields that have been identified as moderate or higher risk of surface runoff and soil erosion.

Step 3 - Complete your CS option map(s) and option/capital item annexes

Complete your maps and annexes to record:

- the location of your CS non-rotational options and capital items on your CS option map(s) or a sketch map showing the Farm Yard and all farm yard water only options for Mid Tier water capital items only
- non-rotational options in Annex 1
- rotational options in Annex 2.
- capital items in Annex 3.

Before you begin

- Choose your options and capital items, using the guidance given in Section 2.1 'Selecting multi year options and capital items' and Section 8 'Developing an Agreement: Selecting the best management options and capital items' of the [Countryside Stewardship Mid Tier Manual](#).
- If you will have insufficient space to add all of your options/capital items to the data sheet table in an Annex, photocopy the relevant Annex before you complete it to use it as a continuation sheet. Where you have used continuation sheet(s), please indicate this on the relevant data sheet and on the application form on page 13 and attach them securely to your application. If you do not have access to a photocopier, please use your own continuation sheet(s), ensuring that you include all of the information required in the related data sheet.

Complete the CS options map for multi-annual options and capital items in your Mid Tier application

For each **CS non-rotational option** (including capital items) you wish to include in your Mid Tier application, complete the CS Options map(s) as follows:

- mark every instance of the option with a coloured pencil on your Options map(s) using the appropriate colour for that option as specified on the Options map key and;
- write the appropriate option code, using a black pen, on or against the option in each place where you have marked it on your Options map(s).

Please take care to measure option lengths or areas and then calculate values accurately as errors may lead to the reduction of payments and to penalties being imposed

For double sided hedges you will have to add the hedge twice, either side of the boundary. Note however, this is only allowed where both sides of the boundary are registered on the RLR. If one side has not been registered you are only allowed a single sided hedge.

or

Create a sketch map for Mid Tier water quality capital items only

Create a sketch map showing the location of the farm yard and all farm yard water only options.

Step 3 - Complete your CS option map(s) and option/capital item annexes cont'd

Annex 1: Data Sheet for CS non-rotational options within parcels

For **each CS non-rotational option** you wish to include in your application, complete the data sheet as shown in the table below.

Note that for water capital items you only need to complete the 'Runoff/Soil erosion risk' and 'Land use of non-declared BPS land' columns.

Column	Entry required
Field Parcel ref/OS Map Sheet ref	Details of all land parcels relating to your application will be pre-populated in these columns.
Land parcel size (ha)	If any parcels are listed that you do not wish to include in your application please cross them out, noting that you should not cross out any which you will be using for rotational arable options. If you find that some of your eligible land parcels are not shown in Annex 1: if the parcels are visible on the map provided with your application pack please add the details of the field yourself otherwise please contact us using the contact details at the top of the letter that was sent with this application form so that we can clarify what you will need to do.
LFA Status (Less Favourable Area)	
Parcel name	(Optional): Enter the name that you use to identify the land parcel.
Runoff/Soil erosion risk?	If, when completing your FER map, you identified the land parcel as being at risk of moderate to high runoff/soil erosion, enter a tick in the column otherwise leave it blank.
Land use for land not declared or claimed for BPS	Enter the land use code for the land parcel. You will need to provide codes as follows: <ul style="list-style-type: none"> land use codes for parcels that you have not declared use for on your BP5 form land use codes for parcels where you don't claim BPS These MUST be compatible with the land use of the parcels you are including in this application. <i>For details of land use codes, see the list of codes on the 'BPS 2017 page at https://www.gov.uk/guidance/bps-2017</i>
Does this parcel include a SSSI or SM?	If the land parcel includes a SSSI (Site of Special Scientific Interest) or SM (Scheduled Monument), enter 'Y', otherwise enter 'N'.
For each option that applies to a land parcel:	
Code	Enter the option's code.
Amount (e.g. ha, metre, unit)	Enter the amount of the option, to four decimal places for area/length based options (e.g. 10.5123 for ha, metres etc) and the total number for unit based options (e.g. 10 for plots, trees etc).
Area of protected/enhanced feature	If the option has been selected to protect/enhance an environmental feature, enter the feature's measurement (e.g. length, area, unit), otherwise leave the column blank.

If you are applying for more than four options on a land parcel, please copy the parcel details to a new row and complete the row as described above.

Step 3 - Complete your CS option map(s) and option/capital item annexes cont'd

Annex 2: Data Sheet for CS rotational options within parcels

This Annex does not need to be completed for water quality capital items.

Rotational options parcels table

For **each land parcel** that will be used for your rotational options during the life of the agreement, complete the 'Rotational option parcels' data sheet table as follows:

Column	Entry required
Option code	Enter the option's code.
1st year location (Field parcel ref/OS Map Sheet ref)	Enter the land parcel reference of the parcel on which the option will be located in the first year of the agreement, in the format of two letters followed by 8 numbers, e.g. LP00000000.
Amount (e.g. ha, metre, unit)	Enter the amount of the option, to two decimal places for area/length based options (e.g. 10.51 for ha, metres etc) and the total number for unit based options (e.g. 10 for plots, trees etc).
Total annual value (£s)	Multiply the amount of the option by its payment and enter the total value. <i>Payment rates for options are available from each option's page in the Countryside Stewardship Grants tool at https://www.gov.uk/countryside-stewardship-grants.</i>
Rotational option parcels (Field parcel ref/ OS Map Sheet ref)	Enter the reference number of the land parcel, in the format of two letters followed by 8 numbers, e.g. LP00000000.

Annex 3: Data sheet for Capital Items

For **each CS capital item** you wish to include in your application, complete the 'Capital Items' data sheet table as follows:

Column	Entry required
Capital Item code	Enter the option's code.
Field Parcel ref/ OS Map Sheet ref	Enter the reference number of the land parcel that the Capital Item will be located on, in the format of two letters followed by 8 numbers, e.g. LP00000000.
Parcel/farmyard name	(Optional): Enter the name that you use to identify the land parcel or farmyard.
Amount (e.g. metre, square metre, cubic metre or unit)	Enter the amount of the option, to two decimal places for area/length based options (e.g. 10.51 for ha, metres etc) and the total number for unit based options (e.g. 10 for plots, trees etc).

Step 4 – Confirm the evidence submitted with the application

Annex 4: Evidence requirements 4a Annual Options 4b Capital Items

Please confirm that the required evidence will be submitted with the application for each annual option and capital item you wish to include. Complete Annexes 4a and/or 4b as appropriate you should refer to Section 6.4 of the CS Mid Tier Manual for full evidence requirements.

The white boxes in Annex 4a and 4b indicate that additional evidence may be required. You must read the options and prescriptions for full details to determine the evidence you must provide. Write 'Yes' to show that required evidence accompanies the application, or 'None' if there is no relevant evidence.

For organic options, ensure that you have also completed Section 3 of the application form as additional evidence is required.

Note that options GS2 and GS5 require initial soil samples, but the results do not have to be submitted until the first payment claim stage.

Step 5 - Complete Section 2: Proposed agreement details

Complete Section 2 to record the details of the agreement you are applying for.

Question 13.	<p>Tick the box to indicate which type of support you are applying for.</p> <p>NB you can claim for both water and boundary capital items in Mid Tier, you should tick Mid Tier water capital items only if you only wish to claim for water capital items.</p>
Question 14.	<p>If the applicant has applied for the Basic Payment Scheme (BPS) in 2017 tick 'Yes', otherwise tick 'No'.</p> <p>If you tick 'No' please ensure that you have provided BPS land use codes in Annex 1 for the parcels you are including in your application, as described in Step 4 of this guidance.</p>
Question 15.	<p>If someone else claims BPS on any parcel included in the application tick 'Yes' then ensure that Section 3.3.2 of the CS Mid Tier Manual has been read and confirm that the required evidence has been provided by completing the 'Yes' box at Q15 (a).</p>
Question 16.	<p>If the applicant receives funding other than from the Basic Payment Scheme for the management of the land parcels included in this application tick 'Yes' otherwise tick 'No'.</p> <p>If you tick 'Yes' enter the details of the other funding in the box below Question 17.</p> <p><i>For information on 'Other funding' please see Section 3.4 'Land receiving other funding' of the Countryside Stewardship Mid Tier Manual.</i></p>
Question 17.	<p>If any of the land included in the application is designated by HM Revenue & Customs as national heritage property under the conditional exemption tax incentive (heritage property relief), tick 'Yes', otherwise tick 'No'.</p> <p>If you tick 'Yes' please give details in the box below question 17 and provide the name of the exempt property as it appears on HMRC website (http://www.hmrc.gov.uk/heritage/lbsearch.htm)</p> <p><i>For information on tax relief for national heritage assets see the 'Tax relief for national heritage assets' guidance at https://www.gov.uk/tax-relief-for-national-heritage-assets</i></p>
Question 18.	<p>If you are applying for RP29 Self-supporting covers for slurry stores or RP30 Floating covers (slurry stores and lagoons) complete the Livestock table with the number of livestock as at the date of your application, otherwise leave the table blank and continue to Question 19.</p>

<p>Question 19.</p>	<p>If you are a member of a Countryside Stewardship facilitated group (CSFF) tick 'Yes', otherwise tick 'No'.</p> <p>If you tick 'Yes' enclose your facilitator's endorsement form with your application.</p> <p><i>For information on Countryside Stewardship facilitation see Section 5.2.1 'Facilitation funding of the Countryside Stewardship Mid Tier manual.</i></p>
<p>Question 20.</p>	<p>a) Does your application include capital items & management options requiring CSFO approval. These are listed at Section 4.3.3 of the Mid Tier manual. If so have you discussed these with your CSFO? If so tick 'Yes'</p> <p>b) Does your application include other options relevant to improving water quality that you have discussed with your CSFO, so that they may be considered as supported for a higher score? If so tick 'Yes'</p> <p>c) If you have answered 'Yes' to either of the above please name your CSFO officer and the catchment in the boxes provided.</p> <p>Support for Water Capital Grants is provided through Catchment Sensitive Farming (CSF) by a Catchment Sensitive Farming Officer – see your Countryside Stewardship Mid Tier Manual for more information.</p> <p><i>For more information on Catchment Sensitive Farming (CSF) see the 'Catchment Sensitive Farming: reduce agricultural water pollution' guidance at https://www.gov.uk/guidance/catchment-sensitive-farming-reduce-agricultural-water-pollution</i></p>
<p>Question 21.</p>	<p>Unless you told us that you had a valid Historic Environment Farm Environment Record (HEFER), one will have been initiated when you requested your application pack and subsequently sent to you. If you have not received it please contact us. Please note it can take 4 weeks to arrive.</p> <p>For a HEFER to be valid it must be less than 3 years old and there must have been no changes or new archaeological features identified to your holding since it was created.</p>
<p>Please tick the 'Yes' box to confirm that you have received and taken account of the HEFER for all the land and features in your application. This should be used to inform your choice of Historic Environment (HE) options and prevent the use of damaging options on HE features.</p>	
<p>Question 22.</p>	<p>Tick the 'Yes' box to confirm that you have completed both your Farm Environment Record map(s) and, and either CS options map/s for Mid Tier, or sketch map/s showing the location of farm yard and all farm yard water only options.</p>
<p>Question 23.</p>	<p>(a) If any of the land in the application is at moderate to high risk from run-off or soil erosion tick 'Yes', otherwise tick 'No'. Page 6 of this guidance tells you how you have assessed this.</p> <p>(b) If you tick 'Yes', answer question 23 (b) and 23 (c) as 'Yes' (once you have completed your FER map and Annex 1)</p>
<p>Question 24.</p>	<p>Tick the 'Yes' box to confirm that you have read and understood the prescriptions and requirements for all the capital items and options you are applying for, and have completed Annex 4 confirming the supporting documentation provided with your application including the relevant consents and dated and signed photographs.</p> <p><i>For more information see the Countryside Stewardship Grants tool at https://www.gov.uk/countryside-stewardship-grants</i></p>

Step 6 (if applicable only) - Complete Section 3: Organic Support

If you are not applying for Organic Support please go to Step 7.

Complete Section 3 to record details of your application for organic support, conversion and maintenance.

For more information on organic support see Section 2.4 'Organic conversion and management' of the Countryside Stewardship Mid Tier manual.

Question 25. (a) If the application is an 'Organic only' application (i.e. only organic conversion (OR options) and/or organic maintenance (OT options)), tick '**Yes**' and continue to Question 26, otherwise tick '**No**' and continue to Question 25(b).

(b) If you wish to continue with the organic element of your agreement if the non-organic element of your Mid Tier application is not successful tick '**Yes**', otherwise tick '**No**'.

Question 26. Tick the '**Yes**' box to confirm that you have read the definition of an 'active farmer' contained in the 'The Active Farmer Rule' section of the latest version of the 'The Basic Payment Scheme: rules for 2017' (BPS scheme rules 2017) guidance and that the applicant meets this definition.

This guidance is available from here: <https://www.gov.uk/guidance/bps-2017>

Question 27. (a) If the applicant is registered with a Defra licensed Organic Control Body (OCB) tick '**Yes**' and continue to Question 28, otherwise tick '**No**' and continue to Question 27 (b).

(b) If you are not registered with an OCB, and wish to convert you must complete a Viability Plan and include it with your application? Please tick the '**Yes**' box to confirm that this has been done.

Question 28. Tick the '**Yes**' box to confirm that the applicant has completed and agreed with their CB a Conversion Plan for all land and business being entered into CS.

The Conversion Plan must be submitted with your application. If the applicant has not yet completed and agreed a Conversion plan, this must be done before the application is submitted.

Question 29. Enter the name and address of the applicant's licensed CB.

Question 30. Enter the applicant's Organic Licence number.

Question 31. Tick the '**Yes**' box to confirm that you are including copies of the current Schedule and Certificate from the applicant's CB that cover all relevant land parcels in your application.

Question 32. Enter the dates covered by your Organic certificate.

Question 33. Confirm whether you have received advice and/or training on conversion to organic farming.

Step 7 - Complete Section 4: Declaration and undertakings

Complete Section 4 to confirm that you have read and understood the requirements of the Countryside Stewardship scheme and the undertakings that you are making in submitting your application.

- Read the declaration, undertakings and warning carefully.
- Sign Section 4 and enter your name in block letters, your capacity (e.g. sole trader, company director, agent) and the date of your signature.

The party/parties that sign the application at Section 4 must have full authority and capacity to represent and bind the applicant.

If the applicant is a partnership and the partners have not appointed an Application Submission Agent at Section 1 of the application form, all partners must sign.

Step 8 - Complete the Confirmation of attached application form and supporting documents page

Complete the checklist to confirm that you have fully completed your application and attached all required supporting documents, evidence or photographs.

Step 9 - Submit your application

Please send all Sections of the completed form together with maps and other supporting documents to the Natural England office at the address shown in the letter sent with your application form.

If submitting by post, it is recommended that you obtain proof of postage for these and any other documents you send to Natural England. You are advised to retain a copy of your completed application form and your FER and Options maps.

What happens next?

What happens once you have submitted your application?

Once your application has been received by Natural England, it will be checked to see that:

- you meet the eligibility requirements;
- all the necessary details have been entered on your application form
- all of your maps have been completed; and
- all evidence has been submitted.

If your application fails any of the above checks, we will contact you to explain what is wrong and how the failed check(s) can be corrected (if applicable).

The Mid Tier is competitive, which means that not everyone who applies will be successful. A scoring process based on environmental benefit will be used to select successful applicants.

What will happen if your application has been successful?

If your application is accepted, subject to any changes agreed with your Natural England adviser, you will be offered an agreement.

What will happen if your application has been unsuccessful?

We will tell you if your application has not been successful and explain why.

If you are unsuccessful, you may submit a written representation to Natural England. Your case will then be reviewed.