



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



Water Environment Grant (WEG) – Variation request form

How to request a variation

Complete this form to request a variation to your Water Environment Grant agreement. Read sections 3 and 4 on how to make changes to your agreement in the 'Guide for agreement holders' (<https://www.gov.uk/government/publications/water-environment-grant-weg-handbooks-guidance-and-forms/guide-for-agreement-holders-water-environment-grant>). You must manage your agreement under its existing terms until you get written permission approving a change.

You must include:

- why you need to make a variation and include supporting evidence
- handwritten signatures of a person who countersigned your agreement
- three like-for-like quotes if applicable

You must submit this form electronically, following the details below

You must:

- complete all sections of the variation request form and save it
- print off the declaration (section 4), sign it in black ink, scan it
- use the same email address that you used to register with the Rural Payments Service
- attach the variation request form and scanned section 4 to your email
- attach all supporting documents to your email
- send your email to

WEG@naturalengland.org.uk

If an agent is acting on your behalf, they must follow the same instructions and copy the variation request to your email address. Your agent must have the appropriate permission to allow them to act on your behalf. This must be recorded on the 'Rural Payments Service' (<https://www.ruralpayments.service.gov.uk>).

Send by post

If you cannot send your variation request form and supporting documents by email, you must print out this template, complete by hand and send by post to:

Water Environment Grant Scheme
Natural England Operations Delivery Team
Rivers House
East Quay
Bridgwater
Somerset
TA6 4YS

On the back of all posted documents, you should add:

- your name
- SBI
- project name

If completing the form by hand, you must:

- use black ink
- write in block lettering
- cross through and initial any corrections
- not use correction fluid

Section 1 About you

Where applicable you must provide these details as they appear in your grant offer letter.

1.1 Project reference number

1.2 Project name

1.3 Single Business Identifier (SBI)

1.4 Finance Reference Number (FRN)

1.5 Your name

1.6 Address

Postcode

1.7 Telephone number

1.8 Email address

1.9 Date of variation request

(DD/MM/YYYY)

Section 2 Details of variation(s)

Complete the following sections to explain the changes you would like to make to your grant agreement, including an explanation of why this is required.

2.1 Nature of the change

If multiple changes are requested, you should tick all relevant boxes.

- | | |
|--|---|
| Increase in project funds | <input type="checkbox"/> |
| Decrease in project funds and reduction in project outputs | <input type="checkbox"/> |
| Decrease in project funds and no change in project outputs | <input type="checkbox"/> |
| Movement of funds between budget headings | <input type="checkbox"/> |
| Changing date when claims are made | <input type="checkbox"/> |
| Increasing number of claims | <input type="checkbox"/> |
| Reducing number of claims | <input type="checkbox"/> |
| Change to project milestones or outputs | <input type="checkbox"/> |
| Other | <input type="checkbox"/> Please specify below |

Section 2 Details of variation(s), continued**2.2 Description of changes requested**

Complete the table describing the changes that you would like to make to your grant agreement.

Line reference	Description of changes	Explanation of why changes are needed	Supporting evidence provided Please include the 'Line Reference' number in the document title
VF1			
VF2			
VF3			
VF4			
VF5			
VF6			

Section 3 Privacy notice

How we use your personal data

The Environment Agency (EA) and Natural England (NE) are joint administrators of the Water Environment Grant (WEG) scheme. The EA and NE are data controllers for managing this scheme. Each organisation has their own policy explaining your rights and how they deal with your personal information.

Environment Agency

<https://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter>

Natural England

<https://www.gov.uk/government/organisations/natural-england/about/personal-information-charter>

The data we need

The personal data we collect about you includes:

- full names
- contact details including addresses, emails and phone numbers
- job titles
- questions, queries or feedback
- documentation submitted as evidence of grant expenditure

The legal basis for processing your personal data

We are allowed to process your personal data in order to fulfil our contract with you. This contract is the WEG agreement. The lawful basis for processing your personal data is that it is necessary for performance of a contract.

We are also allowed to process your personal data because we have official authority under s.78 of the NERC act to administer WEG. The lawful basis for processing your personal data is to perform a task in the public interest that is set out in law

If you do not provide the data requested

Failure to provide specified information will mean that the scheme administrators will not be able to offer you a grant or provide advice on or administer your WEG Agreement, including paying claims.

Your responsibility

If you have included personal data about any other individuals in your submissions to us, you must inform them. You must provide them with a copy of this privacy notice so that they are aware of how their personal data will be used.

What we do with your personal data

We use your personal data to:

- process applications and variations
- assess claims
- deal with enquiries
- inform reporting of outcomes

Who we share your personal data with

Environment Agency

- Natural England – for discussing complementary agreements and issuing payments
- Rural Payments Agency (RPA) – for claims checks, payments and inspections
- Forestry Commission – for processing complementary applications

Natural England

- EA – for discussing complementary agreements
- Rural Payments Agency (RPA) – for claims checks, payments and inspections
- Defra – for assessing claims and variations

We are required to make certain information about WEG applications, agreements and claims publicly available to meet requirements set out in the European Regulations governing payment of these grants. We will do this by publishing information proactively or on request. Details disclosed may include, but are not limited to:

- project name
- applicant name
- postal town

Section 3 Privacy notice, continued

- the first part of the postcode
- the payments received

We do not use your personal data to make an automated decision or for automated profiling.

The EA and NE respects your personal privacy when responding to access of information requests. We only share information when necessary to meet the statutory requirements of the Environmental Information Regulations 2004 and the Freedom of Information Act 2000.

How long we keep your personal data

We will keep your personal data for 7 years after the end of your Agreement.

Where your personal data is processed and stored

We store your personal data on our servers in the European Economic Area and process it in our offices in the UK.

We will not transfer your personal data outside the European Economic Area.

Contact details

If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please use the following contact details:

Environment Agency

The EA Data Protection Officer is responsible for independent advice and monitoring of the use of personal information.

- Data Protection Officer, Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH
- Email: dataprotection@environment-agency.gov.uk

Natural England

Send questions about how NE use your personal data and your associated rights to the NE Data Protection Manager at:

- Natural England, County Hall, Spetchley Road, Worcester, WR5 2NP
- foi@naturalengland.org.uk

The Defra group Data Protection Officer is responsible for checking that NE complies with legislation. You can contact them at:

- Department for Environment, Food and Rural Affairs, SW Quarter, 2nd floor, Seacole Block, 2 Marsham Street, London SW1P 4DF
- DefraGroupDataProtectionOfficer@defra.gov.uk

You can find out about your personal data rights from the Information Commissioner's Office (ICO) at www.ico.org.uk. The ICO regulate the data protection legislation. You have a right to lodge a complaint with them at any time.

Section 4 Declarations

Sign this declaration to confirm that:

The information I/we have provided in this form and the supporting documents, are to the best of my/our knowledge correct and I/we accept full responsibility for it.

I/we have understood and complied with, and will continue to comply with for the duration of the grant agreement, the conditions and requirements set out in the offer letter including the rules of the Water Environment Grant Scheme set out in the 'Guide for applicants' (<https://www.gov.uk/government/publications/water-environment-grant-weg-handbooks-guidance-and-forms/guide-for-applicants-water-environment-grant>) and 'Guide for agreement holders' (<https://www.gov.uk/government/publications/water-environment-grant-weg-handbooks-guidance-and-forms/guide-for-agreement-holders-water-environment-grant>) and any other correspondence relevant to this claim.

I/we are capable and willing to fulfil the obligations which will be required of me/us if my/our application to vary our agreement is successful.

I/we will allow access to any land and any relevant records to which the application relates, to any authorised person for the carrying out of an inspection or audit in order to verify the accuracy of any information provided to Natural England and the Environment Agency and to ensure compliance with these undertakings and declarations.

I/we have enclosed documentary evidence, in support of our request to vary our agreement.

I/we agree to disclose all information relevant to this application, provide any additional information as may be required by Natural England, Environment Agency or RPA inspectors or auditors and co-operate with or take part in any economic environmental or other monitoring and evaluation of the scheme (including any research and development studies) conducted by Natural England and the Environment Agency or by anyone appointed by it for that purpose.

I/we have full authority and capacity to represent and bind the applicant(s) named at Section 1 of this form.

Section 4 Declarations, continued

If the request for a variation is approved, I/we declare that:

I/we will comply with the details of the approved variation.

I/we will continue to comply with the original agreement to the extent its provisions are not superseded by the approved variation.

I/we will continue to fulfil the obligations set out in the scheme guidance and supplements (if any) for the duration of the agreement.

I/we hereby request a variation to my/our Water Environment Grant agreement as set out in this form.

This declaration must be signed by the claimant (who is authorised as the representative of the applicant organisation).

Signature	Name (BLOCK LETTERS)	Date (DD/MM/YYYY)

Warning

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