Countryside Stewardship

How to complete your Mid Tier application pack

www.gov.uk/rpa/cs

Cover image © Allan Drewitt
Are you and your land registered?

Not registered: call us on 03000 200 301 and we can help you.

If you are registered: sign in now and check your information is up to date. Make sure that all the land parcels you want to include in your application are registered in the Rural Payments service, and linked to your Single Business Identifier (SBI).

www.gov.uk/claim-rural-payments
How to complete your Countryside Stewardship Mid Tier application pack

Introduction

Please read these notes carefully and use them to complete your Countryside Stewardship (CS) Mid Tier (MT) application accurately and fully, including all supporting documents and evidence.

The deadline for us to receive your application (with any required supporting information) is 31 July.

We recommend that you submit your application as early as possible to allow time for any queries to be resolved. This will help us, the Rural Payments Agency (RPA), make a timely decision on your application.

You can request a pre-application pack in the Rural Payment Service.

For further advice please contact us. Our contact details are in Annex 7 of MT manual.

Before you start your application

Either read:

- information about options and items available using the CS online grants finder tool: www.gov.uk/countryside-stewardship-grants

Or request a paper copy, if you cannot access GOV.UK, by calling us.

How to apply - application steps

Fill in the application form

Step 1 – Confirm which type of agreement you are applying for………………………………………Page 3

Step 2 – Complete Section 1: Application Details and Section 2: Farm Business Details……………Page 3

Complete your maps

Step 3 – Complete your Farm Environment Record map(s)………………………………………………Page 5

This step will capture which environmental features are on your holding

Step 4 - Complete your CS options map(s) and option/capital item annexes…………………………Page 8

Decide which options you want to apply for and complete these sections

Return to the application form

Step 5 - Complete remaining questions in Section 2………………………………………………………Page 11

This is to confirm you have completed your FER and CS options maps

Step 6 - Complete Section 3: Organic Support (if applicable) ……………………………………………Page 11

Step 7 - Complete Section 4: Checklist ……………………………………………………………………Page 11
Make sure you’ve included all supporting documents required

**Step 8** - Complete Section 5: Declaration and undertakings..............................................................Page 12

The form must be signed by the person(s) with authority and capacity to complete the application

**Step 9** - Submit your application......Page 12

Check you have answered all relevant questions and have provided all information required. Please put your SBI and Application ID number on everything you send to us.
On the application form:

**Step 1 - Confirm which type of agreement you are applying for**

Choose from Mid Tier or Mid Tier water quality capital items only.

You can claim for both water quality and boundary capital items in Mid Tier; you should select ‘Mid Tier water capital items only’ if you wish to only apply for water quality capital items - there is a maximum agreement value of £10,000 for this type of application.

Then enter an Agreement title, this can be the farm name or what the land is commonly known as.
Step 2 - Complete Section 1: Application Details and Section 2: Farm Business Details

Fill in this section with your details. Only complete Section 2 up to and including question 13.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question 1</strong></td>
<td>The SBI will be pre-populated</td>
</tr>
<tr>
<td><strong>Question 2</strong> (a)</td>
<td>If you are:</td>
</tr>
<tr>
<td></td>
<td>• <strong>not an agent</strong> or a partnership representative (acting as an agent) acting on behalf of the applicant(s) tick ‘No’ then go to Question 3.</td>
</tr>
<tr>
<td></td>
<td>• <strong>an agent</strong> or partnership representative (acting as an agent), acting on behalf of the applicant, tick ‘Yes’. The applicant must give you permission in the Rural Payments service before you submit the application. Anyone given ‘Full permissions’ can do this.</td>
</tr>
<tr>
<td>(b)</td>
<td>Then confirm if you will also be acting as the agreement management agent.</td>
</tr>
<tr>
<td><strong>Question 3</strong></td>
<td>Fill in (a) to (g) with details for the applicant/ Main contact(s). If pre-populated, check the details are correct. For partnership agreements enter the names of all partners in the box at Question 5. Please contact us immediately with any changes to your contact information.</td>
</tr>
<tr>
<td><strong>Question 4</strong></td>
<td>Fill in the County Parish Holding (CPH) number of the land you are including in the application. If you have more than one holding please enter the CPH of your primary holding.</td>
</tr>
<tr>
<td><strong>Question 5</strong> (a)</td>
<td>Confirm if the applicant is a Partnership, Charity, Public Sector Body or none of these.</td>
</tr>
<tr>
<td>(b)</td>
<td>Add the additional information requested, if required.</td>
</tr>
<tr>
<td><strong>Question 6</strong> (a)</td>
<td>Confirm whether you currently have management control of all of the land in the application for the entire length of the proposed agreement and can meet the Declaration and Undertakings in Section 5. If ‘Yes’ go to Question 7. If ‘No’ complete Question 6 (b).</td>
</tr>
<tr>
<td>(b)</td>
<td>Fill in a 'Countryside Stewardship Land Ownership and Control' form with each person who would take over your responsibilities should you cease to have management control over any of the land. This would normally be the landlord or another person with management control. Confirm these are attached then go to Question 6 (c).</td>
</tr>
<tr>
<td></td>
<td>You can get the form online at: <a href="http://www.gov.uk/government/publications/countryside-stewardship-land-ownership-and-control-form">www.gov.uk/government/publications/countryside-stewardship-land-ownership-and-control-form</a>. If you cannot get online, contact us to request a form.</td>
</tr>
<tr>
<td>(c)</td>
<td>Confirm if any of the counter signatories are a Public Body. If ‘No’ go to Question 7. If ‘Yes’ go to Question 6 (d)</td>
</tr>
<tr>
<td>(d)</td>
<td>Include a copy of your Tenancy Agreement with your application, so that we can make sure your application is valid. Tick to confirm you have done this.</td>
</tr>
<tr>
<td><strong>Question 7</strong></td>
<td>Read Section 3.2 ‘Management control, eligibility and scheme rules’ of the MT manual. Go to Question 7</td>
</tr>
<tr>
<td>Question 7</td>
<td>Obligations of your tenancy agreement cannot be funded by Countryside Stewardship. Tick 'Yes' to confirm that this application is not seeking funding for these activities.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| Question 8 | Confirm whether you have applied for the Basic Payment Scheme (BPS) on the land in this application in the current calendar year.  
If ‘No’ you must provide compatible BPS land use codes in Annex 1, as described in Step 4 of this guidance. Once you have done this confirm by ticking ‘Yes’ at Question 8. |
| Question 9 | If someone else claims BPS on any parcel in the application tick ‘Yes’ at (a) then state if you are the landlord or tenant at (b). Confirm at (c) that you have read Section 3.3.2 of the MT manual and that you have provided the required evidence. |
| Question 10 | If you receive funding, other than from BPS, for the management of the land in the application tick ‘Yes’ otherwise tick ‘No’.  
If ‘Yes’ enter the details of the other funding in the box below Question 10.  
See Section 3.4 ‘Land receiving other funding’ of the MT manual. |
| Question 11 | Confirm whether any land in the application is designated by HM Revenue & Customs as national heritage property under the conditional exemption tax incentive (heritage property relief).  
If ‘Yes’ enter the name of the exempt property in the box provided. You can find this on the HMRC website ([www.hmrc.gov.uk/heritage/lbsearch.htm](http://www.hmrc.gov.uk/heritage/lbsearch.htm)).  
See Section 3.4.8 ‘Inheritance Tax or Capital Gains Exemptions’ of the MT manual.  
See the ‘Tax relief for national heritage assets’ guidance at [www.gov.uk/tax-relief-for-national-heritage-assets](http://www.gov.uk/tax-relief-for-national-heritage-assets). |
| Question 12 | Confirm whether you are a member of a Countryside Stewardship Facilitation Fund (CSFF) facilitated group  
If ‘Yes’ fill in and send your facilitator’s endorsement form with your application. If it was requested, it will be included in your application pack.  
Read Section 4.7.3 ‘Advice from a Countryside Stewardship Facilitation Fund Coordinated Group’ in the.  
| Question 13 | Go to Section 4.3.5 of the MT manual  
(a) Check whether any options or capital items in your application need Catchment Sensitive Farming Officer (CSFO) approval. If not, tick ‘No’. Go to Q13 (d)  
If ‘Yes’, contact your local CSFO, once agreed they will send you a CSFO Approval form (CSFOMTA2).  
(b) Confirm that you have received the CSFO Approval form.  
(c) Confirm that you have taken account of the approved items in your choice of options and capital items. You must have approval for any options/items that require this as stated in the MT Manual.  
(d) Confirm whether your application includes other options to improve water quality that you have discussed with your CSFO, so that your application may be eligible for a score increase.  
(e) Name your CSFO and the Catchment / River Basin if applicable.  
For more information on Catchment Sensitive Farming (CSF) go to: [www.gov.uk/guidance/catchment-sensitive-farming-reduce-agricultural-water-pollution](http://www.gov.uk/guidance/catchment-sensitive-farming-reduce-agricultural-water-pollution). |
Step 3 - Complete your Farm Environment Record map(s)

You must 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 and all Sites of Special Scientific Interest (SSSI) or Scheduled Monuments (SM) within your control. It is a condition of Countryside Stewardship that you identify, map and retain these features and areas.

If you have a FER map from a previous Environmental Stewardship agreement and there has been little or no change to the environmental features on your land, you may be able to use that map (updated as necessary) rather than complete a new CS FER map.

If you do not have a FER map from a previous Environmental Stewardship agreement and/or there have been changes to the environmental features on your land then complete the blank FER map included in the application pack.

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

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

Before you complete the FER, you should consider whether any of your land is at risk from surface run off and soil erosion.

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 inherent risk, proximity and connectivity and on managed risk.

or use the guidance below

Inherent Risk, focuses 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.

<table>
<thead>
<tr>
<th>Soil type</th>
<th>Steep slopes &gt;7° (&gt;12.3% gradient)</th>
<th>Moderate slopes 3°– 7° (5.25-12.3% gradient)</th>
<th>Gentle slopes 2°– 3° (3.5-5.25% gradient)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All soils</td>
<td>High</td>
<td>Moderate</td>
<td>Lower</td>
</tr>
</tbody>
</table>

Slope length, soil texture and flooding frequency must then be considered, and risk class adjusted accordingly. For example, lighter soils on moderate slopes may be 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. This means 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. Also, 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 this is likely to lower the risk class.

**Managed risk** is primarily defined by land use and identified 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 (. 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 risk assessment you must now mark on the FER, in brown hatching, all fields that have been identified as at moderate or higher risk of surface run-off and soil erosion. You will also confirm the outcome at Question 15 of the application form.

**Mark your environmental features and areas on your map**

You will need to mark all of your FER features on the FER map(s). Walking your holding will help you see which parcels are suited to Countryside Stewardship options. This will allow you to mark the environmental features (as shown on your FER map's key) within your parcels, on a copy of your FER map. Your Environmental Information map, included in your application pack, may also indicate features that you need to mark on your FER map(s).

Make sure your FER map(s) are clear and accurate.

If you wish to use a previous Environmental Stewardship (ES) FER map, consider the need for any updates (see below) and decide whether the updated map would be clear and understandable. For former ELS/HLS agreements the combined FER/FEP map may contain significant information not required for CS. If this is the case you may prefer to complete a new CS FER map.

Use the colours on the FER map’s key. Confirm that you have a feature by marking the corresponding blank symbol on the right side of the map with the coloured pencil you have used to mark that feature.

You must submit the completed map(s) as part of your application.

Please read the specific information below for the following features:

**Marking ‘boundaries with trees’**

Only boundaries with, on average, one or more eligible trees for every 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).

If you are using a FER from an earlier ES agreement and it shows the number of hedgerow trees, you do not need to change it.

**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 detailed below:

- **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.
- **Hedgerow (exempt from the cutting limitation).** For hedges that are exempt from this as they need more regular cutting to maintain public safety.

**Updating an Environmental Stewardship FER map**

If you are using a FER map from an earlier ES agreement, you must check that it is up to date before submitting it with your CS application.

Please check and update it as follows:

1. **On the ES FER map:**
   a. Strike out any land on the ES FER map that is not to be included in the CS application.
   b. Add in any new features not showing on the ES FER (for example, a new pond).
   c. Identify any hedgerows that are to be exempt from the 50% annual cutting limitation, by marking them up using the symbols indicated on the CS FER base map key.

2. **Compare the new CS FER base map key with your existing ES FER map key:**
   
   If there are any features listed on the CS FER key that are not on the ES FER key mark them up on the ES FER map, using the symbols given in the CS FER base map key. (Some earlier ES FER maps did not include earth banks, scrub, bracken, boulders and rocky outcrops).

3. **On the CS FER base map:**
   
   Mark up the environmental features and soil erosion risk on any new land not included in the ES FER map.

4. **Sign and date the updated ES FER map, to confirm it is complete and accurate.** If you have made any annotations to the CS FER base map you will need to include both the ES FER and CS FER maps with the application.

The updated map must be clear and understandable. If we find that a FER map is not clear and understandable, we will not be able to accept it.
Step 4 - Complete your CS option map(s) and option/capital item annexes

Before you start

- Choose your options and capital items, using the guidance given in Section 2.2 ‘The Grants available in Mid Tier’ and Section 4.3 ‘How to choose options and capital items’ of the MT Manual.
- If you have been sent a combined FER/CS Options map please complete separate FER and options maps. (Copy the map we sent you).
- If you have requested a postal application and do not have enough space to add all of your options/capital items to the table in any annex, photocopy it before you use it as a continuation sheet. Where you have used continuation sheet(s), please enter the total number in Section 4: Checklist of your application form, attach them securely to your application.

If you cannot make a copy, please use your own continuation sheet(s), and make sure 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, complete the CS Options map(s) as follows:

- mark every instance of the option using the appropriate colour 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.

This is only allowed where both sides of the boundary are registered on the Rural Land Register. If one side has not been registered you are only allowed a single sided hedge.

Or

For Mid Tier water quality capital items only, create a sketch map

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

Complete the application annexes

On the ‘START HERE’ tab fill in Name of lead applicant. If the SBI and Application ID are not already populated, fill them in using the details on your application form.

Then use the table below to see which annexes to complete.

<table>
<thead>
<tr>
<th>Support applied for</th>
<th>Annexes to complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Mid Tier options and capital items</td>
<td>✓</td>
</tr>
<tr>
<td>Mid Tier (water quality capital items only)</td>
<td>✓</td>
</tr>
</tbody>
</table>
## Annex 1: Land summary

This must be completed for all applications.

Please check that Annex 1 has been pre-populated with all of the land parcels registered to your SBI.

For ‘water quality capital items only’ applications you must complete the ‘Runoff/Soil erosion risk’ and ‘Land use of non-declared BPS land’, SSSI and Scheduled Monument columns, if these apply to your land. This applies even if you are not applying for options on them.

**Purpose:** to provide details of land parcels to be included in the application.

<table>
<thead>
<tr>
<th>Column heading</th>
<th>Action required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field parcel/OS Map Sheet Ref/National Grid Ref.</td>
<td>Details of all of the land parcels relating to your application will be pre-populated in these columns. If you find that some of your eligible land parcels are not shown in Annex 1, check whether the parcels are visible on the map(s) provided with your application pack. If so, add the details of the parcel to this sheet, otherwise please contact us. If any parcels are listed that you do not wish to include in your application please delete them from the annex, but you should not delete any which you will be using for rotational arable options.</td>
</tr>
<tr>
<td>Parcel name</td>
<td>Fill in the parcel name if there is one</td>
</tr>
<tr>
<td>Total land parcel size</td>
<td>Pre-populated</td>
</tr>
<tr>
<td>Does this parcel contain a SSSI?</td>
<td>Confirm</td>
</tr>
<tr>
<td>Does this parcel contain a Scheduled Monument?</td>
<td>Confirm</td>
</tr>
<tr>
<td>LFA Status</td>
<td>Use the key at the top of the annex to choose the appropriate status.</td>
</tr>
<tr>
<td>Will <strong>Rotational options</strong> be included on this parcel</td>
<td>Confirm if the parcel will have rotational options applied to it at any point in the lifetime of the agreement.</td>
</tr>
<tr>
<td>Run-off/soil erosion risk?</td>
<td>For more information on run-off/soil erosion see Step 2 - Complete your Farm Environment Record map(s).</td>
</tr>
<tr>
<td>Land use for land not declared or claimed for BPS</td>
<td>Enter compatible land use codes for these parcels as requested. For the latest list of land use codes, go to the ‘BPS page at: <a href="http://www.gov.uk/topic/farming-food-grants-payments/rural-grants-payments">www.gov.uk/topic/farming-food-grants-payments/rural-grants-payments</a> or contact us.</td>
</tr>
<tr>
<td>Is this parcel included in the <strong>Wild Pollinator and Farm Wildlife Package?</strong></td>
<td>Please make sure you have applied for enough of the required options. See Section 4.4.3 The Wild Pollinator and Farmland Wildlife Package and Annex 4 of the MT Manual</td>
</tr>
</tbody>
</table>
## Annex 2: CS Options

**Purpose:** to apply for multi-annual options

<table>
<thead>
<tr>
<th>Column heading</th>
<th>Action required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Parcel Reference</td>
<td>Add Field Parcel number e.g. LP12345678</td>
</tr>
<tr>
<td>Parcel name</td>
<td>Enter parcel name, if there is one</td>
</tr>
<tr>
<td>Total land parcel size</td>
<td>Enter the total land parcel size</td>
</tr>
<tr>
<td>Rotational or Non-rotational-option?</td>
<td>Enter R for Rotational or NR for Non-Rotational</td>
</tr>
<tr>
<td>Option Code</td>
<td>Enter the option code you wish to apply for</td>
</tr>
<tr>
<td>Quantity</td>
<td>Add quantity to 4 decimal places for ha and tonnes only. Use whole numbers for metres.</td>
</tr>
<tr>
<td>Area of linked feature</td>
<td>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.</td>
</tr>
</tbody>
</table>

## Annex 3: Capital Items

**Purpose:** to apply for Capital Items.

<table>
<thead>
<tr>
<th>Column heading</th>
<th>Action required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Parcel Reference</td>
<td>Add Field Parcel number e.g. LP12345678</td>
</tr>
<tr>
<td>Parcel name</td>
<td>Enter parcel name if there is one</td>
</tr>
<tr>
<td>Total land parcel size</td>
<td>Enter the total land parcel size</td>
</tr>
<tr>
<td>Capital Item</td>
<td>Enter the capital item code you wish to apply for</td>
</tr>
<tr>
<td>Quantity</td>
<td>Add quantity to 4 decimal places for ha, meters and tonnes only.</td>
</tr>
</tbody>
</table>

**Please note:**

- Pre-approval for the use of some MT options is required. You can find more information in the MT manual.
- For organic options, make sure that you have also completed Section 3 of the application form as additional evidence is required.
### Question 14
Confirm that you have followed the above guidance and completed your FER and CS options map(s) for Mid Tier, and/or sketch map(s) showing the location of farm yard and all farm yard water only options, as appropriate for the application type.

### Question 15
(a) After following Step 3 of this guidance confirm whether or not any of the land is at moderate to high risk from run-off or soil erosion.

(b) If you tick ‘Yes’ to 15 (a), answer question 15 (b) as ‘Yes’ (once you have completed the FER map and Annex 1).

### Step 6 - Complete Section 3: Organic Support (if relevant)

If you are not applying for Organic Support please go to Step 8.

Complete Section 3 to record details of your application for organic support, conversion and maintenance. For more information see Section 4.3.7 ‘Organic conversion and management’ of the MT manual.

#### Question 16
(a) If the application only includes organic conversion (OR) and/or organic maintenance (OT) options, tick ‘Yes’ and continue to Question 17, otherwise tick ‘No’ and complete Question 16(b).

(b) If you wish to continue with the organic element of your MT agreement if the non-organic element is not successful tick ‘Yes’, otherwise tick ‘No’.

#### Question 17
(a) If you are registered with a Defra licensed Organic Control Body (OCB) tick ‘Yes’ and continue to Question 18, otherwise tick ‘No’ and continue to Question 18 (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 you have done this.

#### Question 18
Confirm that you have completed and agreed with your OCB a Conversion Plan for the business and all land being entered into CS. You must submit the Conversion Plan with your application. If you have not yet completed and agreed a Conversion Plan, you must do this before you submit your application.

#### Question 19
Enter the name and address of your Defra licensed OCB.

#### Question 20
Enter your Organic Licence number.

#### Question 21
Confirm that you are including copies of the current Schedule and Certificate from your OCB that cover all relevant land parcels in your application.

#### Question 22
Enter the dates covered by your Organic Certificate.

### Step 7 - Complete Section 4: Checklist

Complete the checklist to confirm that you have fully completed your application and attached all required supporting documents, approvals, any evidence required and photographs.
Step 8 - Complete Section 5: Declaration and undertakings

Complete Section 5 to confirm that you have read and understood the requirements of the Countryside Stewardship Mid Tier scheme and the undertakings that you are making in submitting your application.

- Read the declaration, undertakings and warning carefully.
- **Sign Section 5** and enter your name in block capital letters, your capacity (for example Company Director, Agent) and the date of your signature.
- The party/parties that sign the application at Section 5 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, all partners must sign.

Step 9 - Submit your application

Please send all sections of the completed form together with annexes, maps and other supporting documents to:

Rural Payments Agency (CS), PO Box 324, Worksop S95 1DF

Please put your SBI and Application ID number on everything you send to us.

We recommend that you get proof of postage for any documents you send to us by post. You should keep a copy of your completed application form, annexes and your FER and Options maps.

What happens next?

We will check that:

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

If your application fails any of these checks, we will contact you to explain what is wrong and how you can correct it (if applicable).

The Mid Tier is competitive, which means that not everyone who applies will be successful.

We use a scoring process based on environmental benefits to select successful applicants.

What will happen if your application has been successful?

Subject to any changes agreed with your RPA adviser, we will offer you an agreement.

What will happen if your application has been unsuccessful?

You can submit a written representation to us and we will review your case.
Follow us on social media

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Follow us on Twitter @ruralpay

Facebook: https://www.facebook.com/RuralPaymentsAgency

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