



Countryside Stewardship and Environmental Stewardship Minor and Temporary Adjustment form

About this form

This form should be completed if you wish to request a minor and temporary adjustment from option rules (for example weed control) in a Countryside Stewardship or Environmental Stewardship agreement. Please complete a separate form for each Minor and Temporary adjustment (MTA).

How to fill in this form

- Please complete the form as follows.
 - If your request includes **conventional** land only, please complete Sections 1, 2 and 4.
 - If your request includes **organic land**, please complete Sections 1, 2, 3 and 4.
- For Higher Tier or Higher Level Stewardship, your Natural England adviser may complete this form on your behalf, in which case **it is your responsibility to check that the details given are correct before you sign the declaration.**
- The Rural Payments Agency will send you a signed copy of this form notifying you of the outcome of your request. You must **NOT** carry out any work until you have received confirmation that your request has been approved. **If you act without approval you will be in breach of your agri-environment agreement.**
- Please use black ink and CAPITAL LETTERS. Do not use pencil or felt-tip pen.
- Do not cross through whole pages or remove pages.
- **If a mistake is made**, do not use correction fluid. Make your alterations in block capitals and black ink and initial and date them. For boxes with a '✓' or 'x', completely fill in the square box containing the mistake and add your initials and the date. Put a '✓' in the correct box.
- If you require more space for any section please continue on a separate sheet, ensuring that you add the agreement reference to each sheet and sign and date it.

Returning your form

Before returning your form please check that you have filled in all parts of the form and answered all questions that apply to you.

Please send your completed form to the Rural Payments Agency, PO Box 324, Worksop, S95 1DF. You are advised to keep a copy for your records.

For Rural Payments Agency use only		Date Stamp
Office Location		
Agreement reference		
Form Type	CS/ES	
Form Reference	CSMATAF	

Section 1 – Details of your agreement

1. Single Business Identifier (SBI)

2. Business name

3. Agreement type Countryside Stewardship Environmental Stewardship

(a) Agreement number

4. Agreement holder details.

(a) Agreement holder's name(s)

Title (e.g. Mr/Mrs)	Forename(s)	Surname

(b) Landline telephone number

(c) Mobile telephone number

(d) Email address

(e) Please tick to indicate your preferred method of contact Landline Mobile Email Letter

5. (a) Are you an agent (or partnership representative acting as an agent) completing and submitting this transfer request on behalf of others? No Yes

If '**No**', go to Section 2. If '**Yes**', please complete Question 5 (b)

(b) Has an Environmental Stewardship agent authorisation form authorising you to act as an agreement management agent for this agreement already been submitted to the Rural Payments Agency? No Yes

For Countryside Stewardship, do you have the correct permission level to act on behalf of the agreement holder in the Rural Payments service?

If '**Yes**' go to Section 2. If '**No**', you and the individual(s) on whose behalf you are applying must complete an 'Environmental Stewardship agent authorisation form', available from the Rural Payments Agency, or from the 'Agent authorisation Environmental Stewardship' page on GOV.UK. Please complete Question 5 (c).

For Countryside Stewardship, if you do not have the right permission levels in the Rural Payments service, you will need to get someone with 'Business Details: Full Permission' level for the business to change your permission level.

(c) Please tick to confirm that you have attached an Environmental Stewardship agent authorisation form. Yes

Agreement reference

Section 2 – Details of your Minor and Temporary Adjustment (MTA) request continued

7. In the box below please confirm the following.

- Why the adjustment is required
- What exactly the proposed course of action is
- That the situation was unforeseen and that other solutions which are within the allowed management requirements have been considered

If necessary continue on an extra sheet, and enter the number of extra sheets used in this box.

Section 2 – Details of your Minor and Temporary Adjustment (MTA) request continued

8. **MTA type** (please tick one box only)

- | | | |
|---|--|---|
| <input type="checkbox"/> Access | <input type="checkbox"/> Boundary management | <input type="checkbox"/> Drainage and water levels |
| <input type="checkbox"/> Fertilizer and lime | <input type="checkbox"/> Field Operations | <input type="checkbox"/> Meadow or Pasture management |
| <input type="checkbox"/> Stocking/supplementary feeding | <input type="checkbox"/> Weed control | <input type="checkbox"/> Other |

If 'Other', please enter details in the box below.

9. **Start and finish date of the adjustment** (this should be for the minimum period necessary and not exceed one year or the remaining life of the agreement)

	Start date (dd/mm/yyyy)		Finish date (dd/mm/yyyy)
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Section 3 – Organic Inspection Body declarations

Before an adjustment on land registered with an Organic Inspection Body as 'in conversion' or as fully organic can be accepted, it must first be authorised by your Organic Inspection Body. This is to ensure that this adjustment from the rules of the option(s) specified above is reasonable, will not compromise the objectives of the agreement, complies with the standards for organic farming and is the most appropriate response in the situation concerned.

Supporting statement by your Organic Inspection Body

I declare that:

- the adjustment summarised in Section 2 of this form has been approved by the Organic Inspection Body identified below.
- all the information entered into this form is correct to the best of my knowledge.
- the proposed adjustment is compatible with the specified standards established by Council Regulation 2092/91 (as amended) and set out in the Compendium of Organic Standards.

This declaration must be completed by a representative of your Organic Inspection Body

Signature	Name and address in BLOCK letters	Name of Organic Inspection Body	Date

Section 4 – Declarations and undertakings

Declaration

I/We declare that the details I/we have provided in this form are correct and I/we accept full responsibility for them.

Undertakings

In signing this form I/we undertake that I/we:

- will comply with my/our agreement save for any properly approved minor and temporary adjustments;
- are capable and willing to fulfil the terms of the minor and temporary adjustment I/we have requested in this form;
- will allow access to any land and any relevant records to which the request 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 the Rural Payments Agency and the Forestry Commission and to ensure compliance with this undertaking;
- agree to disclose all information relevant to this request, provide any additional information as may be required by the Rural Payments Agency or 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 the Rural Payments Agency and the Forestry Commission or by anyone appointed by it for that purpose; and
- have full authority and capacity to represent and bind the agreement holder(s) named at Section 1 of this form.

and, if the minor and temporary adjustment requested in this form is approved by the Rural Payments Agency, I/we will:

- comply with the details of the approved minor and temporary adjustment;
- continue to comply with the original agreement to the extent its provisions are not temporarily superseded by the approved minor and temporary adjustment; and
- continue to fulfil the obligations set out in the scheme manual and supplements (if any) for the duration of the agreement.

I/We hereby request a minor and temporary adjustment to my/our Countryside Stewardship/Environmental Stewardship agreement as set out in this form.

Signature(s)	Name in BLOCK letters	Status (for example sole trader, company director, agent)	Date

WARNING

If you knowingly or recklessly make a false statement to obtain payments to yourself or others, you risk prosecution, termination of any resulting agreement and recovery of any money paid to you under the scheme. You may also be excluded from certain Rural Development schemes for up to two years.

Using and sharing your information

For information on how we handle personal data go to www.gov.uk and search Rural Payments Agency personal information charter.

For Rural Payments Agency use only

Section 5 - Agrochemical use on conventional land

1. Is the use of agrochemicals involved in the adjustment? No Yes

If 'No' go to Section 6.

If 'Yes' please complete questions 1 (a) - (f). Where an adjustment involves the use of agrochemicals a British Agrochemical Standards Inspections Scheme (BASIS) Registered Rural Payments Agency contact must sign at Section 6.

(a) Field details

Field name

Field number

Adjacent to watercourse? No Yes

Does LERAP¹ apply? No Yes

¹ LERAP is the Local Environment Risk Assessment For Pesticides. Certain pesticides have an aquatic buffer zone requirement. If you want to reduce this aquatic buffer zone there is a legal obligation to carry out and record a LERAP. Further information is available from the Pesticide Safety Directorate.

(b) Non-target vegetation: (base crop, please tick):

Arable field

Arable field margin

Hedgerow

Low value established grass

Newly sown grass

Species rich grassland

Watercourse

Growth stage and height in (cm):

Ground cover (%):

(c) Weeds to be controlled (target):

Growth stage and height in (cm):

Ground cover (%):

(d) Product details:

Category of product: Product rate (l/ha):

Product choice
(Trade name & active ingredient):

(e) Off-label approval required? No Yes

(f) Application method: (Please tick)

Boom sprayer

Spot spray

Weed wiper

Section 6 - Approval/rejection

Approved

Rejected

Comments

Signature	Name in BLOCK letters	Capacity (for example adviser, BASIS registered adviser (include accreditation / registration number), team leader)	Date

Where an MTA involves the use of agrochemicals a British Agrochemical Standards Inspections Scheme (BASIS) registered Natural England contact must sign this section.