

Catchment Sensitive Farming (CSF) 2015 Countryside Stewardship Water Grants



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



Claim Form (WQ 2)

Office Address

Catchment Sensitive Farming (CSF) Section
Natural England
Apex Court
City Link
Nottingham NG2 4LA
Tel: 0300 060 1111

For official use: date received

Important: before you start to complete this claim form please read the guidance which explains the scheme rules. If you need further help completing this form, please contact Natural England at the above address.

Natural England must receive your claim by 29 January 2016.

- Original signatures are required from all partners in the business, unless you have previously supplied an agent's authority to act for.
- You must have completed all your agreed capital work(s) and paid for it in full before you can make a claim.
- Please submit a claim as soon as all work has been completed and paid for in full.
- Please write clearly in BLOCK LETTERS and in black ink throughout, with any alterations initialled and dated. Do NOT use correction fluid.
- It is your responsibility to ensure that a properly completed form is submitted and that you comply with the rules of the scheme.
- Please send your completed claim form, together with your photos and any other supporting documents to the Natural England office at the above address. Please keep a copy of your completed form for your records.
- To receive confirmation that your claim has been received by Natural England please complete the slip at the bottom of this page.

Please enter your name and address in the panel below.

DO NOT DETACH



Your claim form for a 2015 Countryside Stewardship Water Grant was received by Natural England on the date shown overleaf. This acknowledgement only provides proof that your form has been received by Natural England and does not mean that your application has been approved.

For Natural England use only	Reference number (to be used in all correspondence)
	CSF:



Section 1: Details of claimant(s)

1. (a) Reference number, provided in your agreement letter CSF
- (b) Name(s) of claimant(s)
- | | | | |
|--|----------|----------|---------|
| Title
<small>(Mr/Mrs/Miss/Ms/Other)</small> | Forename | Initials | Surname |
|--|----------|----------|---------|

- (c) Vendor number
Single Business Identifier (SBI)

- (d) Business name

- (e) Main correspondence address

Town	Postcode
County	

- (f) Telephone number (inc. national dialling code)
- (g) Mobile number (to allow us to contact you quickly)
- (h) Email address
- (i) Address at which work was carried out (if different from above)

Town	Postcode
County	

- (j) Preferred method of communication Post Email

Receipt Stamp

Section 2: Details of capital items claimed for

A fixed price has been set for each capital item listed in the table in your Agreement Letter 2015/16 and it is important that you refer to this when completing this section.

2. (a) Please complete the table below showing which capital options you are applying for.

- Enter either the quantity, number of units or units of measure for each capital item you are claiming for in the quantity/unit/measure column. e.g. 2 cross drains and 300m length tracks.
- Multiply these numbers by the relevant fixed costs (£) to calculate the total cost for each item and enter this figure in the Total (£) column.
- Add up all of the numbers in the Total (£) column to give the total amount you are claiming for and enter this figure at the bottom of the table.
- The maximum grant available per holding is £10,000.
- Ensure you only claim for work you have completed.

Option code	Option Title	2015 Standard Costs	Quantity/unit measure	Total (£)
RP2	Gateway relocation (per unit)	£340.00		
BN7	Hedgerow gapping up (m)	£9.50		
BN12	Stone wall restoration (m)	£25.00		
BN13	Stone wall restoration supplement – Top Wiring (m)	£3.60		
BN14	Stone wall restoration supplement – stone from quarry (m)	£44.00		
FG15	Water Gates (per gate)	£240.00		
LV3	Hard bases for livestock drinkers (per unit)	£110.00		
LV4	Hard bases for livestock feeders (per unit)	£170.00		
LV5	Pasture pumps and associated pipework (per unit)	£220.00		
LV6	Ram pumps and associated pipework (per unit)	£1480.00		
LV7	Livestock troughs (per unit)	£110.00		
LV8	Pipework for livestock troughs (per m)	£2.65		
RP1	Resurfacing of gateways (per unit)	£92.00		
RP3	Watercourse crossings (per unit)	£300.00		
RP4	Livestock and machinery hard-core tracks (m)	£33.00		
RP5	Cross drains (per unit)	£245.00		
RP6	Installation of piped culverts in ditches (per unit)	£340.00		
RP7	Sediment ponds and traps (m ²)	£10.00		
RP9	Earth banks and soil bunds (per unit) (1 unit = 100m of bund)	£155.00		
RP10	Silt filtration dams/seepage barriers (per unit)	£75.00		
RP11	Swales (m ²)	£5.95		
RP12	Check Dams (per unit)	£42.00		
RP13	Yard works for clean and dirty water separation - underground drainage pipework (m)	£5.50		
RP14	Yard works for clean and dirty water separation - Inspection pit/chamber (per unit)	£200.00		
RP15	Outdoor concrete yard renewal (m ²)	£27.14		
RP16	Rainwater goods (m)	£11.40		
RP17	Storage tanks underground (m ³)	£350.00		
RP18	Above ground storage tank (m ³)	£100.00		
RP19	First-flush rainwater diverters/downpipe filters (per unit)	£125.00		

Section 3: Proof that capital work(s) have been completed

3 Invoices:

You do **not** need to send invoices, bank statements, records, including timesheets for use of own labour or machinery and accounts with your claim. You must keep these records relating to your claim for a minimum of 5 years of your agreement and produce them for inspection by Natural England, the Rural Payments Agency or its authorised agents within 10 days of being asked to see them.

(a) Photos:

It is a requirement of the scheme that you take photographs of the completed work and for some capital items, during their construction. Please check the relevant guidance for each item you are claiming so that you can submit the correct photos **with** your claim.

Please list below what photographs you have enclosed.

(b) Did you use your own labour? Yes No

(c) Did you use your own machinery? Yes No

(d) If you are claiming RP29 self supporting covers for slurry stores or RP30 floating covers for slurry stores, you will need to complete the table below showing the number and type of livestock on your holding. This is an EU reporting requirement.

Livestock type

Number of animals on holding at time of claim

Bulls, cows and other bovine animals over 2 years old and equine animals over 6 months

Bovine animals from 6 months to 2 years

Bovine animals under 6 months

Sheep and goats

Breeding sows over 50kg

Other pigs

Laying hens

Other poultry

Section 4: Additional information for use of recycled or existing materials already on farm

- 4 It is a condition of the grant that where recycled or existing materials are used, evidence will be required that it: meets current Health and Safety legislation, has not previously been purchased using public funds, is fit for purpose and has at least 10 years life expectancy remaining. You cannot claim for materials you have bought specifically for this grant before the date you were made the grant offer.

You will need to retain auditable records ideally this would include receipts from the original purchase of any recycled or existing on farm items (these might have been maintained for the farm accounts in some instances). You will also need to substantiate the value of recycled or existing on farm materials e.g. the use of written quotes/ downloaded web searches/ price lists for comparable new materials at full market rate would be suitable.

You do not need to send this information with your claim, but you must keep these records relating to your claim for a minimum of 5 years of your agreement and produce them for inspection by Natural England, the Rural Payments Agency or its authorised agents within 10 days of being asked to see them.

- (a) What recycled or existing on farm materials have been used and for which option?

Type of material	Option name and code	Estimated value of recycled or existing materials used for capital work(s)
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- (b) What were the recycled or existing on farm materials originally purchased for and why they were not used for this purpose or have become spare?

- (c) Please confirm below that the used are of sufficient quality to lead to a result that is as durable as if the material were purchased new and that they can be used at an equal or lower cost e.g. are fit for purpose and meet any relevant British Standards.

Section 5: Declarations

This declaration must be signed by all claimants i.e. all those who signed the application form.

I/we declare that:

- I/we have understood and complied with, and will continue to comply with for the duration of my/ our agreement, the conditions set out in the Agreement Letter 2015/16 including the rules of the Countryside Stewardship Water Capital Grant Scheme set out in the guidance and any other correspondence relevant to this claim;
- I/we have completed and paid in full for all the items for which I/we are claiming grant aid;
- I/we have not/are not receiving payment for these items under any previous CSF Capital Grant Scheme or other publicly funded scheme e.g. Natural England's Environmental Stewardship, Countryside Stewardship, Paths4Communities Scheme, Forestry Commissions' Woodland Grants Scheme, Defra's Farming and Forestry Improvement Scheme (FFIS), or RPAs Fruit and Vegetable Producer Scheme;
- I/we have obtained all necessary permits/consents/permissions, complied with any associated conditions and met all relevant legal requirements in relation to the capital items I/we am/are claiming for;
- I/we have enclosed photographs which verifies the work completed;
- I/we have read and understood the statement on "using and sharing your information" below and consent to the storage and use of the data provided in this application form in the manner described and;
- The information given in this form is to the best of my/our knowledge correct and I/we accept full responsibility for it.

If you are an agent signing on behalf of your client

I can confirm that I have:

- a** Drawn to the attention of the beneficiary(s) the conditions that apply to this claim; and
- b** I have made the beneficiary(s) aware that they are responsible for complying with those conditions.

Signature(s)

Name(s) in BLOCK letters

Status (eg applicant)

Date

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.

Using and sharing your information

The data controller is Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York YO1 7PX Tel: 0300 060 1911

Your information will be stored and processed in accordance with the Data Protection Act 1998. This Act gives you, as an individual, the right to know what data we hold on you, how we use it, with whom we share it and for it to be accurate.

It will be used for administering and analysing agreements and claims under the Countryside Stewardship Water Capital Grant Scheme. It will be circulated and discussed in confidence with those persons or organisations helping Natural England to assess and monitor agreements and claims. Some information will be shared with other grant distribution bodies and Government Departments to enable them to detect fraudulent claims and to co-ordinate the processing of complementary claims. To do this we may have to discuss agreements and claims with third parties or disclose information about funding decisions. As participation in this scheme involves expenditure of public money and there is public interest in how the money is spent.

Natural England may make the information you provide publicly available. Natural England or its appointed agents may use the name, address and other details on your agreement and claim form to contact you in connection with occasional customer research aimed at improving the services that Natural England provides to you.

We will respect personal privacy, whilst complying with access to information requests to the extent necessary to enable Natural England to comply with its statutory obligations under the Environmental Information Regulations 2004, and the Freedom of Information Act 2000.