



Rural Payments
Agency



Farming Recovery Fund

Support for farmers affected by flooding in December 2015:

- Who can apply
- How to apply
- What farmers can get funding for
- What evidence to include with an application
- Filling in an application

Closing Date: 1 April 2016 (17:00hrs)

For more information, search for 'Farming Recovery Fund' at www.gov.uk or call 03000 200 301.

Version 3.0.

Updated on 30 March 2016 with updated areas the fund is available in.

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What is the Farming Recovery Fund?

The Farming Recovery Fund provides money to help farmers in Cumbria, Lancashire, Northumberland, Yorkshire, County Durham and Greater Manchester whose agricultural land has been affected by the impact of flooding that took place in December 2015.

The money will go towards the costs of restoring their land to productivity as quickly as possible. Only certain activities are eligible for funding.

The minimum grant available is £500.

The maximum grant available is £20,000.

The money comes from the [Rural Development Programme for England \(RDPE\)](#).

The Rural Payments Agency (RPA) will run the fund on behalf of Department for Environment, Food and Rural Affairs (Defra).

Who can apply?

To be able to apply, farmers need to:

- be an active farmer (as defined in Article 4 of Council Regulations (EU) 1307/2013). This covers farmers who claimed the Basic Payment Scheme (BPS) in 2015
- have been trading on 1 December 2015
- have been affected by the flooding that took place between 4 and 9 December 2015 or 25 and 26 December 2015.

The affected land must be located in any of the following:

- Cumbria
- Lancashire
- Northumberland
- Yorkshire
- County Durham
- Greater Manchester

Landowners are also eligible to apply for funding where the restoration of land is their responsibility and they meet the criteria above (and it is not the responsibility of the tenant).

The fund is to help those farmers who have been affected by the 'impact' of flooding. In this case 'impact' means:

- access has been cut off
- significant damage leading to large areas of land not being stock proof
- field edge and debris damage
- impact on any of the items listed in tables 1, 2 and 3.

How to apply

Farmers should fill in the application form to tell RPA which activities they will want funding for and how much the activities will cost.

If farmers can email their application form (along with any supporting evidence) to fff@rpa.gsi.gov.uk, this will help the RPA to process the application more quickly.

Farmers must also send a signed paper copy to:

Rural Payments Agency
C/O Environment Agency
Ghyll Mount
Gillan Way
Penrith
Cumbria
CA11 9BP

There is a list of which activities are eligible for funding in Annex 1.

Every farming business can apply only once, from Friday 18 December 2015 to Friday 1 April 2016

Farming businesses in Greater Manchester have until Friday 15 April 2016 to apply, due to late entry to the Farming Recovery Fund.

On the closing date, to be eligible, a signed hard copy application form must be received by 5pm at Rural Development offices in Penrith.

RPA will let farmers know whether their application has been successful. They will try to do this within 10 working days of receiving a complete application form.

Making a claim for work already carried out

If a farmer needs to carry out work before RPA confirms the outcome of their application, any costs the farmer incurs will be at their own risk.

Farmers should keep records of the work carried out to send as evidence with their claim. This can include any of the following:

- photographs of the work in progress and the completed repairs/restoration
- any invoices for the work undertaken
- any invoices for materials and equipment
- any independent evidence of the need for the work, such as agronomist reports
- the date they started the restoration activity

If farmers have photographs of the area before the floods, they should also send these as they help to show the damage caused by the flooding.

If farmers have already incurred costs for eligible items between 4 and 18 December 2015, call the Farming Recovery Fund helpline on 03000 200 301 to discuss the individual circumstances. RPA will be able to help farmers decide the best way to fill in their application form.

What farmers can apply for

Funding is for activities which will restore the agricultural land to the state it was in before the flooding. Funding will not be granted for non-agricultural purposes.

There is a list of eligible items and activities farmers can apply for funding for in Annex 1. Funding may not cover the whole cost of an individual item.

There are three types of costs within the Farming Recovery Fund:

- work done by others
- 'Reference' costs
- 'Standard' item' costs

For work done by others, farmers are required to provide 3 quotes when they apply.

Reference and Standard costs are those that have a published cost for the job. For such costs, farmers are not required to provide 3 quotes when they apply.

Only in exceptional circumstances will grants cover repairs to agricultural machinery or buildings caused by flood water. However, if a farmer wants to apply for these items, they must explain why (they can use the 'additional information' section of the application form). For example, the insurance company has confirmed that some damage to either buildings or machinery is not covered by the insurance policy.

To make sure that the fund helps those who have been most affected by the exceptional weather, RPA may have to prioritise applications.

The fund expects all businesses to have adequate baseline insurance cover. RPA may check an applicant's cover level with industry experts.

What farmers can't apply for Farmers can't get funding to cover:

- own labour costs including the labour of people employed by the applicant
- the cost of annual agricultural crop seeds or plants
- livestock of any type
- insured losses or items that insurance should normally cover
- loss of income
- any formal obligations that they have for slurry management
- activity that remains the responsibility of local authorities or other bodies (such as drainage boards) to address
- recoverable VAT
- cash payments
- purchase of second hand items previously funded by public funds

Protecting against future damage

In restoring damaged features such as bridges, fences or cross drains, farmers should consider building in protection against future flood damage. They can do this by locating these in a position where they are less likely to be damaged in the future or can be (for example, in the case of bridges) raised to reduce the risk of water damage.

If farmers consider relocating features within their field, they could save replacement costs in the future. However changing boundary positions could impact on eligibility for BPS.

For advice on resilience please contact the Environment Agency on 03708 506506 (call charges apply).

For advice about field boundary changes as a result of flooding, please contact the RPA on: 03000 200 301.

Evidence to include with an application

Farmers must include as much supporting evidence as they can with their application.

1. Sufficient evidence of the damage suffered by their business

Evidence should include:

- photographs during the flooding and of the damage suffered afterwards
- photographs before the flooding (where available)
- maps showing the flooded area and items damaged being claimed for (for example, the position and length of fencing or gates)

How to submit photographs

Photographs should be submitted electronically by email or in hardcopy. RPA can't accept CDs or memory sticks.

What sort of maps?

Farmers can print out maps of their individual land parcels from the Rural Payments service, or they can use other maps used in support of Basic Payment Scheme (BPS) claims.

They then need to mark the maps to show:

- the area where damage has occurred
- which land parcels are affected, and
- what the parcel references are

RPA will also review Environment Agency flood data to help confirm that the holding is within a flood affected area.

2. Insurance details (where applicable)

For items 5 and 6 in table 1 (helping with repairs to buildings and machinery damaged by flooding) farmers must show that the items they are applying for were uninsurable (because the insurers would not insure them).

To do this they must provide a letter or email, from their insurer, confirming that insurance was not available on this item and explaining why.

3. Quotes

Farmers only need to provide quotes for items from table 1, work done by others. They must send 3 quotes for all the work required. All quotes must:

- show the supplier's address, telephone number and contact details
- give the VAT number with VAT charged on the quote (if the supplier is VAT registered)
- show the supplier's company registration number (if it is a limited company)
- be independent of each other (this means from different suppliers that trade as standalone business entities, not linked through shared ownership)
- be independent of the farmers/business (the applicant)
- be comparable to each other (this means of same or similar specification, size, quantity, units)
- be dated after the 4 December 2015
- be addressed to the applicant's business at the address shown on the application form

Please make sure all quotes are as detailed as possible.

If a farmer doesn't choose the cheapest quote, they must explain why on their application form. If this justification doesn't show good value for money, RPA may reduce the grant. If this happens, the farmer can still choose to use the more expensive supplier, but RPA will base the grant offer on the lowest quote.

Quotes are not required for either Reference or Standard cost items, as detailed below:

Reference cost items (listed at table 2)

For these items at table 2 RPA will pay the actual cost of the item up to the reference cost. Farmers will need to submit invoices and bank statements if items/work has been purchased/undertaken. If farmers wish to undertake the cultivation operations themselves, invoices and bank statements are not required for own labour and farmers can claim up to the reference cost for their work. Photographic evidence of the damage and remedial action taken must be provided.

Standard cost items (listed at table 3)

For the standard cost items listed at table 3, the farmer can claim the rate shown. They do not need to submit quotes, invoices or bank statements with their claim. They will need to submit evidence of the damage and the action taken (i.e. the new item in place). They will have to keep invoices and bank statements for inspection on request

RPA will check quotes for contractors cost for land remediation work against market rates to make sure they give good value for money. They may also compare quotes with those supplied by other applicants in a similar position. If costs seem inflated RPA may adjust the grant offer, even if the farmer has chosen the cheapest supplier.

4. Consents and permissions

In the case of tenant farmers, where the tenancy requires the landlord's permission to carry out the works, this should be provided to RPA.

If a farmer has management agreements such as Countryside Stewardship or Catchment Sensitive Farming on the land they want to restore, they will need to discuss the work with their advisor at Natural England before they do any work. They can contact Natural England by email at enquiries@naturalengland.org.uk. They can then speak to RPA to explain the details.

If works are within 8 metres of a main river or farmers need advice on how to deal with restoration such as the removal of gravel, call the Environment Agency National Customer Contact Centre on 03708 506506 (call charges apply) to discuss any consents or environmental permits that may be needed.

If planning permission is needed for any of the activities in an application, farmers must send a copy of the planning permission with their application.

More information about this is in Annex 3 or call the Farming Recovery Fund helpline on 03000 200 301.

When a project is approved

RPA will write to tell farmers if they have approved their application for funding. They will also send the farmer 2 copies of a legal Grant Funding Agreement. If the farmer accepts the offer of the grant award and its conditions, they must sign both copies and return one copy to RPA.

RPA will not pay any claims for grants until they have received a signed Grant Funding Agreement. Farmers who carry out any work before RPA receive this do this at their own risk. Once RPA receive the copy of the signed Grant Funding Agreement any work carried out is no longer at the farmer's risk.

What farmers have to do

When farmers have finished the work, they will need to pay any related invoices before they can make a claim. RPA need to see evidence of the payments that have been made, so farmers should make payments by cheque or through their bank's automated systems. That way they appear on a bank statement. Farmers cannot claim for any cash payments.

Farmers need to gather evidence of the work being done including:

- photographs of the restoration work in progress
- photographs of the restoration work when completed
- a map or maps detailing where the work has taken place

They'll also need to confirm:

- the area of land and parcel number(s),
- the number of gates, and/or
- length of fencing restored under 'standard item' costs (Table 3 items).

Please call 03000 200 301 for any advice on the evidence needed to support a claim.

Claiming the grant

Successful applicants will be sent a claim form and guidance on how to complete it by RPA. The completed claim must be returned to RPA with any accompanying evidence in order for grant funding to be paid.

Farmers need to send RPA their claim no later than 30 December 2016.

They will need to:

- send in copies of any invoices connected with the work they are claiming for only where these are for quoted costs or reference costs (although all evidence should be retained for possible inspection)
- send in all the evidence needed including photographs and maps showing that the restoration and repairs have been done
- give field parcel numbers and maps of the land to help RPA check the restored area with their claim
- send RPA a copy of their bank statement(s) showing any payments

When farmers apply to the Farming Recovery Fund they must tell RPA when they want to claim their grant funding. When they do this they must make sure they allow enough time:

- to carry out the works
- to receive and pay any invoices
- for these payments to show on their bank statement

Inspections

As with other EU funded schemes, RPA will inspect some successful applications before any funds are paid. This is done to make sure that information given in the application is correct, and that farmers have followed the guidance for receiving the grant.

Publicising the grant

The RPA will explain how the farmer must publicise the grant at the funding offer stage (this is a requirement of European Union regulations).

They may expect the applicant to do both of the following:

- mention it in any press releases or when communicating with customers online and on their website (if applicable)
- display a poster, plaque, or billboard, including EU logos, depending on the amount of funding received and the type of investment

If the farmer does not do this, the RPA may have to apply a penalty by deducting payment from the grant.

When a project is rejected

RPA will write to tell farmers why they had to reject a request for funding.

Farmers can appeal, but only if they think that RPA have:

- made a mistake with their application
- made a processing error
- got the law wrong

Annex 1 – list of eligible items and activities

Eligible items

Farmers can apply for items listed in tables 1 to 3. These are items eligible for funding under the Farming Recovery Fund. Farmers can include items from any of the tables in their application

If farmers have been affected and have already incurred costs before they applied to the fund, call the Farming Recovery Fund helpline on 03000 200 301. They will discuss individual circumstances and will be able to help farmers decide the best way to fill in the application form.

Table 1: Work done by others

Activity	Operations	% of costs covered
1) Restoring productive grassland	<ul style="list-style-type: none"> contractor costs for soil restoration for example alleviating soil compaction, grass seed and drilling perennial grass seed costs (if not supplied by contractor) contractor costs for removing flood debris 	Up to 100% of eligible costs
2) Restoring productive arable and horticultural land	<ul style="list-style-type: none"> contractor costs for soil restoration for example alleviating soil compaction contractor costs for removing flood debris <p>not covered: cost of annual agricultural crop seed or plant costs</p>	Up to 100% of eligible costs
3) Restoring field access / track ways	<ul style="list-style-type: none"> restoration materials for access / track ways contractor costs for restoring access / track ways 	Up to 100% of eligible costs
4) Restoring agricultural drainage on flood-damaged land	<ul style="list-style-type: none"> materials to restore agricultural drainage contractor costs for restoring agricultural drainage 	Up to 100% of eligible costs
Under Exceptional Circumstances		
5) Restoration of damage to agricultural machinery that can't be insured	<ul style="list-style-type: none"> materials for repair of flood damaged machinery contractor costs for repair work replacement of business-critical agricultural machinery or electrical equipment damaged by flood and beyond repair decontamination of operable equipment, for example processing / dairy equipment 	Up to 50% of eligible costs
6) Restoration of damage to agricultural buildings	<ul style="list-style-type: none"> materials required for repair contractors costs for repair work 	Up to 50% of eligible costs

that can't be insured	<ul style="list-style-type: none"> decontamination of buildings crucial to processing / food production 	
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Reference and standard item costs

Reference and standard item costs allow farmers to carry out restoration work on their own land. These may not cover the full costs of the work, but will be a contribution to the costs of restoring the farm holding to productivity.

Table 2 lists items which are covered under reference costs. Table 3 lists items which are covered under standard item costs. These are items which would usually be claimed for when restoring farmland after flooding. Farmers **don't need to provide any quotes** for items in Tables 2 or 3, but they need to include the following in their application:

1. The scale of work that they are going to undertake for each item (for example in hectares, the number of gates or length of fence in metres)
2. The total cost of all that work
3. The total grant amount requested

For example, if a farmer over-seeds 25 hectares (ha) with a guide price of £61 per ha for cultivations and £92 per ha for grass seed, they would be asking for a grant for this activity of £3,825.

At the claim stage, farmers will need to send RPA photographs showing the work has been done and invoices and proof of payment for any items from the list that they purchase such as contractor charges, grass seed or fencing materials.

Table 2: Reference costs

Reference costs	Operations / items	Amount available
7) Cultivation operations for the restoration of grassland (can be combined with either 8 or 9 below)	<ul style="list-style-type: none"> Cultivations carried out to over-seed / re-seed grass leys / permanent pasture damaged by flooding <p>Note: farmers can use a contractor to carry out this work but can only claim the invoiced amount up to the reference cost.</p>	£61 per hectare
8) Cost of grass seed for over-seeding (can be combined with 7 above)	<ul style="list-style-type: none"> Grass seed for over-seeding of grassland damaged by flooding Value of the invoice(s) for grass seed will be paid up to the reference cost 	£92 per hectare
9) Cost of grass seed for re-seeding (can be combined with 7 above)	<ul style="list-style-type: none"> Grass seed for re-seeding of grassland damaged by flooding Value of the invoice(s) for grass seed will be paid up to the reference cost 	£144 per hectare
10) Cultivation operations for the restoration of arable / horticultural land	<ul style="list-style-type: none"> Cultivation operations carried out by the applicant to restore arable and horticultural land damaged by flooding to be ready for planting of a new crop <p>Note: farmers can use a contractor to carry out this work but can only claim the invoiced amount up to the reference cost.</p>	£89 per hectare

Table 3: Standard item costs

Standard item costs	Operations / items	Amount available
11) Stone wall restoration	Restoration of dry stone walls where damaged by flooding	£25 per metre
12) Stone wall supplement – difficult sites	Can only be used with item 11 above	£7.90 per metre
13) Post and wire fencing	Replacing field or water course fencing damaged by flooding	£4 per metre
14) Sheep netting	Replacing field or water course fencing damaged by flooding	£4.90 per metre
15) Permanent electric fencing	Replacing field or water course fencing damaged by flooding	£4.90 per metre
16) Rabbit Fencing supplement	Can only be used with items 13, 14 or 15 above.	£2.50 per metre
17) Deer Fencing	Replacing field or water course fencing damaged by flooding	£7.20 per metre
18) Fencing supplement - difficult sites	Can only be used with items 13, 14 or 15 above.	£1.24 per metre
19) Wooden field gate/gate	<ul style="list-style-type: none"> Replacing field gates damaged by flooding To include cost of new hanging and shutting posts See appendix 1 for specification 	£390
20) Galvanised metal field gate/gate	<ul style="list-style-type: none"> Replacing field gates damaged by flooding To include cost of new hanging and shutting posts See appendix 1 for specification 	£288
21) Stone gate post/post	Replacing stone gate post damaged by flooding	£280
22) Water gates /gate	<ul style="list-style-type: none"> Replacing water gates up to 5m wide damaged by flooding See Annex 2 for specification As this is a replacement farmers should already have the necessary consent. If they do not they will need to obtain it from the relevant authority 	£240
23) Livestock troughs/unit	Replacing livestock troughs lost or damaged through flooding	£110
24) Pipework associated with livestock troughs	Can only be used with item 23.	£2.65 per metre
25) Resurfacing of gateways/unit	Restoration of gateway where damaged by flooding	£92
26) Gateway relocation/unit	Where original gateway has been damaged by flooding and relocation is appropriate	£340
27) Watercourse crossings/unit	Restoration of ford type watercourse crossing	£300
28) Cross drains/unit where in place	Restoration of cross drains where damaged by flooding	£245
29) Installation of piped culverts in ditches/unit	Restoration of piped culverts where damaged by flooding.	£340

30) Earth banks and soil bunds/unit	Restoration of earth banks and soil bunds where damaged by flooding	£155
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***Farmers who don't want to use the standard costs for items 11 to 30 because they want to, for example, use a different specification to that set out in appendix 1, can send 3 quotes instead. Find out about quotes at [What evidence to include with an application – section 3: Quotes]**

Second hand equipment

Farmers planning to buy second hand equipment can call the Farming Recovery Fund helpline on 03000 200 301 for help and guidance.

Annex 2 - Specifications for standard cost items

Below are the minimum specifications for standard cost items.

Stone wall restoration

Stone walls need to be rebuilt to their original height in the local style. Farmers should refer to the height and style of other stone walls nearby that are in good condition.

Restoring the wall

- take down the existing structure by hand, separating and sorting copings (covering stones), through stones and building stones for reuse
- lay stones level and pack under each one so that it won't move
- always bring up the level of the middle of the wall for each course if using filling before going to the next one - it shouldn't be possible to see daylight through the wall
- place through stones where the wall is double-faced (they can't stick out more than 15cm), so weight and stresses are spread evenly
- place stones next to each other so they touch as much as possible, covering joints below as it is built (eg 1 stone on 2, then 2 stones on 1)
- place each stone with its length reaching well into the wall, not along the outside
- pack coping stones (stones placed along the top of the wall, 'capping' it) as firmly as possible to tie the whole wall together
- finish the entrances and wall ends with a well-built cheek end
- the sides of the wall should slant evenly on both sides, creating an even 'batter' from a wide base to a narrower top of the wall. Avoid creating bulges as it weakens the wall and may collapse.

How to build the stone wall

Applicants will have to:

- dismantle the existing structure back to a sound construction
- rebuild the wall so there's an even top line, a consistent batter, and no bulges or depressions along the face of the wall
- add a filling of solid rocks with each course where it's part of the traditional construction
- keep all existing wall-side trees and saplings
- use wooden rails to make up any gaps - this allows for tree growth and stock-proofs the wall

- rebuild stone features into the wall such as sheep creeps, troughs and stiles

What stone to use

- use original stone where it's available
- make sure imported stone matches ones that are traditional to the area in type, size and style
- haul stone only when ground conditions are firm enough to prevent damage to the fields next to the wall

Dispose of leftover materials

Remove any leftover materials used to complete the wall from the site and restore the ground where the work has been carried out.

Do not:

- disturb foundation stones unless it's to create a firm base
- use topsoil, earth, sand or fine gravel as filling between courses
- use concrete or mortar
- take stone from other walls, banks or buildings on the holding
- place stone on features of archaeological, historic or wildlife value as identified in the farm environment record (FER)

Choose the right style for the wall

Restore the wall so it matches the stone types and wall styles in the immediate area. There can be distinctive local variations – often in relatively small areas. The style is determined by the composition, shape and size of the stone used and the way it can be split and shaped. Using the right type of stone will ensure the required style can be matched.

Stone wall supplement - difficult sites

This supplement can only be used on walls being restored using the Stone wall restoration item.

The walls must be:

- on a slope with an incline of more than 30 degrees
- greater than 1.6m in height
- in an inaccessible or remote location, for example a considerable distance from a track or is on boggy ground

Post and wire fencing

- remove all old fencing material before putting up the new fencing
- use softwood timber that's fully peeled and tanalised, or treated with an approved preservative
- put up a fence at least 1.05m high
- use strands of galvanised 4mm mild plain steel wire or 2.5mm barbed wire
- use enough strands to control the livestock
- use straining posts that are at least 125mm by 125mm square (or have a 100mm top diameter) and are at least 1.87m long
- set the straining posts at least 750mm into the ground and no more than 150m apart
- place a straining post at every change of direction (horizontal or vertical) and at each end of the fence
- use struts that are 75mm by 75mm square, or have a 65mm top diameter, and 1.87m long

- set the struts at least 450mm into the ground and mortise them into the straining post
- use intermediate posts that are 75mm by 75mm square, or have a 65mm top diameter, and 1.75m long
- set the intermediate posts at least 600mm in the ground and no more than 3.5m apart
- make sure that all the materials meet the relevant British Standards

Do not:

- attach the fence to trees or hedgerows
- block or restrict access to open access land

Related items

This item can be used on the same length as the following items:

- Rabbit fencing supplement
- Fencing supplement – difficult sites

Sheep Netting

- remove all old fencing material before putting up the new fencing
- use softwood timber that's fully peeled and tanalised, or treated with an approved preservative
- put up a steel wire mesh fence at least 1.05m high
- use additional strands of galvanised steel wire (plain or barbed) if extra height is needed
- use straining posts that have a top diameter of at least 125mm top diameter, or are 100 by 100mm in cross-section when sawn
- make sure the straining posts are 1.85m long if they're set in concrete and 2.15m long if they aren't
- place the straining posts no more than 150m apart if using mild steel line wire, or 300m apart for high tensile wire
- use a straining post at every change of direction (horizontal or vertical) and at each end of the fence
- use struts that have a top diameter of at least 80mm, or are 75mm by 75mm when sawn
- make sure the struts are 1.6m if they're set in concrete and 1.9m long if they aren't
- notch struts into the straining post at an angle of no more than 45 degrees
- use intermediate posts that have a top diameter of at least 65mm, or are 75mm by 75mm when sawn
- make sure the intermediate posts are 1.7m long and space them no further than 3.5m apart
- make sure that all the materials used meet the relevant British Standards

Related items

This item can be used on the same length as the following items:

- Rabbit fencing supplement
- Fencing supplement – difficult sites

Permanent electric fencing

- erect wire fencing at least 1050mm high using a minimum of 4 mild steel or high tensile plain wires
- use straining posts with a top diameter of at least 150mm and 2150mm long, spaced according to the type of wire used
- use struts with a top diameter of at least 80mm and 2100mm long, notched into straining posts
- use intermediate posts with a top diameter of at least 63mm and 1700mm long, spaced according to the type of wire used

- install a mains-operated energiser in accordance with the Institute of Electrical Engineers IEEE Regulations.
- make sure that all the materials meet the relevant British Standards

Related items

This item can be used on the same length as the following items:

- Rabbit fencing supplement
- Fencing supplement – difficult sites

Rabbit fencing supplement

This can only be used where farmers are applying for restoration of fencing, for example, post and wire, sheep netting or permanent electric fencing.

Farmers must:

- use galvanised, 18 gauge, 31mm hexagonal wire mesh to construct the rabbit netting
- attach the netting to a pair of 2.65mm, high tensile, spring steel straining wires using galvanised netting rings
- make sure that one of the straining wires is at the bottom of the fence and one is at the top
- bury the bottom edge of the netting to a depth of 150mm, or lap the netting on the surface of the ground towards the rabbit threat
- anchor the lapped netting at 1m intervals
- make sure that all the materials meet the relevant British Standards

Fencing supplement - difficult sites

This can be used where the site being fenced:

- is remote
- cannot be accessed by vehicles
- is on steep slopes
- is prone to flooding or waterlogged for large parts of the year
- is in need of a lot of ground preparation

Farmers must complete the associated fencing to the relevant specification.

Deer fencing

Farmers must:

- meet the fence specifications set out in table3 (and in the Forestry Commission's technical guide Forest Fencing 172)
- clear debris from the line of the fence
- make the line of the fence smooth enough that the bottom of the fence sits with the ground (there must be no gaps that deer can enter through)
- make sure the fence is regularly inspected
- maintain the fence so that deer can't enter the land

Specifications for the fence's woodwork

Species of deer	Endposts and turning posts (m by cm)	Struts (m by cm)	Intermediate takes (m by cm)	Maximum stake spacing (m)
Roe	2.8 by 10 to 13	2.5 by 8 to 10	2.5 by 5 to 8	10
Muntjac	2.8 by 10 to 13	2.5 by 8 to 10	2.5 by 5 to 8	10
Red/sika/fallow	2.8 by 12 to 18	2.5 by 10 to 13	2.6 by 8 to 10	10

Specifications for the height of the fence and the size of the mesh

Species of deer	Minimum fence height (m)	Maximum mesh size (mm)
Red and sika	1.8	200 by 300
Fallow	1.8	200 by 220
Roe	1.5	200 by 150
Muntjack	1.5	75 by 75

Wooden field gate

Farmers will need to follow these requirements for wooden field gates.

Wooden field gate - if the area has a local style

Construct the gate out of timber in a style that's traditional to the local area.

Wooden field gate - if the area doesn't have a local style

Construct the gate to these specifications.

Section	Gates up to 3m wide	Gates 3m and over wide
Top rail	100mm by 75mm	125mm by 75mm
Top rail tapered to	75mm by 75mm	75mm by 75mm
Under rails	75mm by 25mm	75mm by 25mm
Braces	75mm by 25mm	75mm by 25mm
Hanging style	100mm by 75mm	125mm by 75mm
Shutting style	75mm by 75mm	75mm by 75mm

Wooden field gates - for all styles

1. Hang and clap the gate separately from an adjoining fence line - don't use the hanging post as an end strainer.
2. Then do 1 of the following:
 - set gate posts at least 900mm into the ground and surround with concrete at least:
 - 450mm by 450mm wide
 - 600mm deep
 - erect gate posts without concrete surrounds and set at least 1.1m below the ground surface with the soil compacted around the posts in 150mm layers
3. Weather cap the top of the gate posts.

Constructing the gates

Frame the gates soundly and use wooden materials. All gates should match in height with the adjoining fence and be fitted with the appropriate fittings for their operation.

If gateways need widening during wall or bank restoration, or to create a new opening, planning permission may be needed. Consult the national park authority or the local planning authority about hedgerow regulations and the permission needed.

Galvanised metal field gate

Make sure that the galvanised metal field gate meets the relevant British Standards.

1. Hang and clap the gate separately from an adjoining fence line - don't use the hanging post as an end strainer.
2. Then do 1 of the following:
 - set gate posts at least 900mm into the ground and surround with concrete at least:
 - 450mm by 450mm wide
 - 600mm deep
 - erect gate posts without concrete surrounds and set at least 1.1m below the ground surface with the soil compacted around the posts in 150mm layers

Stone gate post

Set up a stone or slate gate post in the local material, cut or tooled to the size and shape typical of the local area.

Do not use existing gate posts from another location on the holding.

Water gates

Fit a gate across the river or stream. Make sure that the gate:

- is framed and made of wood
- fits the profile of the river or stream
- matches the fence next to it in height
- uses timber that's fully peeled and tanalised or treated with an approved preservative
- can float up and down as the water levels rise and fall
- has an approach fence that's either a post-and-rail or fixed netting fence
- is separate (along with the approach fencing) from the main fence line
- meets the relevant British Standards - examine copies of the most up-to-date standards

The gate must consist of a series of wooden droppers attached to a length of wire cable, or a round wooden rail suspended horizontally between straining posts. The droppers must be:

- at least 50mm square in cross section
- made from sawn, untreated timber that's been drilled and then threaded on to the cable or rail
- separated by 150mm lengths of plastic pipe

If the stream gully is more than 1.5m deep, construct the gate in several sections. The droppers must be:

- made of untreated timber
- at least 70mm square
- hung on round wooden poles using loops of fencing wire

Livestock troughs

- make sure the trough is made of galvanised steel, or concrete, spray-moulded glass-reinforced cement (GRC), or polyethylene
- make sure the trough has a ball valve and service box
- connect the trough to a water supply or to water supplied from a bowser on a regular basis
- meet the Water Supply (Water Fittings) Regulations 1999 if using a mains water supply
- make sure the trough meets relevant British Standards

Pipework associated with livestock troughs

- make sure the pipework is made of medium-density blue polyethylene and has an external diameter of at least 25mm
- make sure that all the joints are made of brass or plastic and that they're watertight

- bury the pipework below the cultivation depth and to at least 600mm (or as determined by the local water supplier)
- cover the pipe with a tubular steel guard or sleeve pipe if it crosses an open ditch
- lay the pipe 600mm below the ditch to allow for ditch cleaning
- lay the pipe on a 75mm bed of sand if it crosses farm tracks and then cover it with a further 100mm of sand, before overlaying it with backfill
- make sure that the pipe meets the relevant British Standards

Resurfacing of gateways

All the capital works carried out must meet the relevant British Standards. Examine copies of the most up-to-date standards for guidance.

- excavate the full width of the gateway to the full length of the gate opening into the field when the gate is open 90 degrees
- excavate to a minimum depth of 150mm or until there is a naturally occurring sub-base
- remove the excavated soil from the gateway area and spread it on the verges of the field track, allowing for drainage
- overlay the excavated area with a geotextile membrane, then fill with aggregate (hard core) to a minimum consolidated depth of 150mm

Materials and resurface area

When carrying out the work:

- the area to be resurfaced should be relative in size to the gateway and the type of traffic that will move through it
- compact down each layer of hard core well before adding another layer, making sure each layer is no more than 150mm thick
- advice must be received from the Environment Agency (EA) if road planings, waste or recycled materials will be used as hard core

Gateway relocation

All the capital works carried out must meet the relevant British Standards. Examine copies of the most up-to-date standards for guidance.

- leave the existing gate posts where they are, keeping any existing stone or slate posts that are traditional landscape or historic features
- re-route the existing trackways associated with the gateway and make good the disused sections
- gap up the old gateway using materials that match the character of the rest of the boundary
- use new hanging and shutting posts in the new gateway

Watercourse crossings

All the capital works carried out must meet the relevant British Standards. Examine copies of the most up-to-date standards for guidance.

- construct a ford at least 4m wide
- key a semi-circular, straight or oblique group of toe stones into the riverbed on the downstream edge to form a gravel trap
- key the stones down to at least 600mm below the existing level of the bed or below the known scour level (whichever is deeper)
- make sure the stones do not stand clear of the water during low summer flows and that they do not form a weir
- make sure the approach slope gradient is no steeper than 1 in 4
- make sure that livestock can't access the sides of the ford approaches
- Include rock revetment to protect the ford approaches on the river side

Farmers must also protect the base of the entrance and the exit ramp, as this will help to prevent

bankside erosion. Use either rock armouring or coarse gravel or hardcore for protection. If rock armouring is used cobble-sized rocks should be used to create as flat a surface as possible. Fill any gaps with coarse gravel or hardcore.

If coarse gravel or hardcore are used:

- use them with treated retaining boards (50mm by 230mm) along the ramp (parallel to the river flow) and spaced 1m apart
- hold the boards in position with treated posts (100mm by 100mm) that are 1m apart
- drive the posts into the bank and trim them at an angle of 1 in 4 (parallel to the slope)
- drive the posts at least 50mm below the line of the boards to avoid tripping
- compact the bed of the ramp to provide a stable footing for livestock

Cross drains

All the capital works carried out must meet the relevant British Standards. Examine copies of the most up-to-date standards for guidance.

How to construct a cross drain

- position the cross drain so it catches the water on the upper side of the track or yard and transfer it to an outfall where it will not cause new erosion or runoff issues
- redirect water from the cross drain to a stable drainage outlet such as a ditch, culvert or other outfall - low flows can be directed to a field or field margin
- construct the drain either by digging a partially covered channel to collect sediment and redirect surface water, or by constructing a low hump to direct surface flows
- maintain drains and drainage outfalls or the areas around humps by removing built-up sediment or other clogging materials.

How to construct a channel

- excavate a channel across the width of the track or in a yard that's at least 100mm deep and 100mm to 250mm wide
- line the channel with concrete and install a gridded top that must be at least 150mm wide

How to construct a raised hump

To construct a raised hump, successful applicants will need to:

- excavate a foundation trench across the track or yard that's at least 300mm deep
- fill it with concrete
- key in kerbstones across the trench so they protrude 60 to 100mm above the surrounding surface

Installation of piped culverts in ditches

All work must:

- meet relevant British Standards i.e. Culverts must be constructed using concrete pipes that comply with BS 5911 and BS EN 1916, pipework must be laid in accordance with BS 8000 - examine copies of the most up-to-date standards for guidance
- comply with the culvert design and operation guide (C689)
<http://www.ciria.org/ItemDetail?iProductcode=C689&Category=BOOK>

- install a concrete pipe that's at least 450mm in diameter following the manufacturer's instructions
- make sure that pipes have a positive joint to preserve alignment
- make sure that the pipe lengths give a useable width at ground level that is appropriate for the traffic using the crossing, with the minimum width for a culvert:

- 4m for wheeled traffic
- less than 4m acceptable for livestock footpaths and bridleways
- set the pipes on a firm bed and in true alignment
- make sure that the pipe gradient is approximate to that of the ditch bed
- make sure that the pipe invert (the level of the inside bottom of the pipe) at the upstream end is fractionally below the bottom of the true ditch bed
- grade the ditch bed downstream if any deepening is needed to accommodate the culvert
- maintain the culvert for the duration of the agreement, removing debris that builds up so as to maintain flow

Where the above standard specifications for the culvert are not suitable for the weight of machinery using the crossing applicants must obtain advice from a drainage or bridge engineer and complete the works in accordance with their advice. Farmers are responsible for ensuring the culvert does not collapse.

Earth banks and soil bunds

Design and construction

Farmers are likely to need to:

- form infiltration basins into 'V', 'U' or 'C' shapes
- measure bunds in a continuous length of 100m per unit with up to a 250m² runoff store
- dig down 0.8m in depth
- grade side slopes to no more than 1 in 3
- make sure half the stored water can empty within 24 hours
- flatten the soil when damp to strengthen the structure
- plant grass species in banks that can withstand wet and dry conditions
- establish vegetation on the basin floor to reduce clogging
- build bay silt traps where soil erosion is high to stop the basin from clogging
- regularly remove excess sediment from banks and bunds, reapplying it back to the field (contact the Environment Agency to check if a waste exemption is required)

To enhance buffer strips

- place soil bunds at the field edge of buffer strips, this slows runoff
- build bunds 300mm to 500mm high by 600mm to 1000mm wide
- place larger bunds where complex field slopes divert runoff to pinch points

Establishing soil bunds

Compact down soil bunds then sow a seed mixture at a rate of 24g/m². Form the seed mix from grass, legumes and wildflower, eg:

- creeping red fescue (70%)
- smooth meadow-grass (20%)
- creeping bent (10%)

Building weirs and outlets

Weirs and outlets can be built into the design as they can discharge more water than pipes and are less likely to block up. The water should be directed onto stones or boulders to slow flow for piped overflows or weirs in ditches and ponds.

Annex 3 - Filling in the application form

Please complete all the required and relevant sections of the form.

The farmer must provide the information and complete the relevant sections of the form in full - otherwise it will delay the processing of the application. If you run out of space, add any extra details to a blank piece of paper.

If more help is required, please call the Rural Services helpline on 03000 200 301.

Electronic form

The application is in two parts: a PDF and an excel spreadsheet. You will need to save and submit both to us when submitting your application.

The electronic application form is not an online application, it is a form that can be downloaded from 'GOV.UK', and saved to your computer. It is best to save the form regularly, when it is being completed, so any information is not lost. The following notes will provide help in completing the form and explain why we need certain pieces of information.

Begin with the 'Applicant & Project Details'. Click on each of the entry boxes on the form and type the information in.

It is possible to go back to the box and change the selection if necessary. Finally ensure the 'Declaration' is signed.

A signed hard copy version is also required, to be sent to Rural Payments Agency, c/o Environment Agency, Ghyll Mount, Gillan Way, Penrith, Cumbria CA11 9BP.

Hand written form

We can accept hand written application forms, however it is easier to complete and faster for us to process the application if we also receive it completed electronically and emailed to frf@rpa.gsi.gov.uk.

Section 1: Applicant's business details

- **Name:** this person must have the legal right to apply for funding for the business.
- **Name of business / organisation requesting grant:** the proper legal name of the applicant business (usually the same name used on your business trading accounts).
- **RPA Single Business Identifier (SBI):** the RPA SBI can usually be found on any RPA correspondence. Please call the RPA helpline on 03000 200 301.
- **Type of business/organisation (for example sole trader, partnership, limited company):** this is the legal status of the business and will match the business accounts. Select the type from the drop down box that best describes your business. The choices are:
 - Sole Trader
 - Partnership
 - Limited Company
 - Trust
 - Limited Liability Partnership
 - Charity
 - Community Interest Company

- Public Organisation
- **Business activity:** select the type of business from the drop down box. You should select the activity that best describes the activity of your business. The choices are:
 - Arable Farmer
 - Livestock Farmer
 - Arable & Livestock Farmer
 - Horticultural business
- **Address (for correspondence):** please ensure that you complete the 'County' and 'Postcode' boxes.
- **Telephone numbers:** please include both a landline and mobile number if available, in case we have queries on your application.
- **Email:** it's faster for to use email for contact. Please give us your e-mail address if available.

Section 1a: If you are not the business owner, but are acting on their behalf

If you wish an agent or farm manager to act on your behalf, please complete this section. Without this, the RPA will not be able to discuss any aspect of your application with them. Unless advised otherwise we will correspond with this person as well.

Section 2: Details of the flood damage and where it has occurred

Not all projects will take place at your business address. For this reason please tell us where the equipment will be or activity will take place so we can inspect it if required.

- Include an annotated map showing the land parcels, including their parcel references, which have been affected by flooding and where damage has occurred.
- Provide a description of the extent and nature of the flood damage on your land, where it has occurred and how this has affected the agricultural production potential of your whole farm. This should show the wider impact across the farm as a result of access or stock proofing damage.
- For instance you may be an upland farmer whose upland has not been greatly affected, but your lowland may be significantly damaged. The loss of the lowland for finishing sheep would have a more adverse impact on your agricultural production than the proportion of your farm might suggest. Tell us how you will be impacted.
- If the damage has occurred at a different address to the Business address in Section 1, please provide the details.

Projects located on tenanted land

- If the damage has occurred on rented land or premises, please provide details of your tenancy agreement, including the current end date.
- Where applicable, please include the landlord's permission for the activity to proceed.

Planning permission or other consents

It is important that you have any statutory consents in place before work begins.

- Your application can't be processed if planning permission is required and you don't yet have the necessary permissions in place

The Handbook provides full details on who should be contacted in order to obtain the necessary permissions to proceed. Please read through this carefully before proceeding. You may need consents for work to commence from Natural England if the land is under an agri environment agreement.

Other public sector funding

It is important to provide details if you have also applied for any other public sector funding to support the recovery activities you are undertaking.

- Please provide details of applications or receipt of other funding.

Section 3: Funding requested

Please tell us the amount of grant you are requesting in your application. Remember it must be at least £500 and up to a maximum of £20,000.

Activity time frame

Your application for funding must be submitted no later than **1 April 2016** and claimed before **30 December 2016**.

- You are required to identify when you expect to make a claim for funding. You should ensure that you give a date that allows time for completing the project and paying the invoices.

Section 4: What evidence to send with your application.

It is important that you provide the correct supporting documentation with your application. Further detail is given at section 4 of the FRF application form. This section provides a check list that you should update to confirm that you have included each piece of information.

You must provide an annotated map showing the land parcels (including their parcel references) which have been affected by flooding and where the damage has occurred.

Section 5: Declarations and Undertakings

The applicant must complete and sign the Declaration.

Project Costs & Funding Request

If you have any problems completing the tables, please contact the Helpline on 03000 200 301.

Submitting your completed application form

You can submit your completed application at any time up to 17:00 on Friday 1 April 2016.

All applications and hard copy supporting evidence must be received by that date. It is suggested that you send it as tracked post with a guaranteed delivery date.

Any applications received after this date will not be accepted.

If you are completing your application by hand, you must sign and date the declaration section and post it with the required supporting information to;

Rural Payments Agency, c/o Environment Agency, Ghyll Mount, Gillan Way, Penrith, Cumbria CA11 9BP.

If you have completed the form electronically, save both forms to your computer with a filename of 'FRF Application' 'your business name'. Replace 'your business name' with the business name you used in the application form. Please email it to frf@rpa.qsi.gov.uk. You must then print, sign and date it, and post it with the required supporting information to the address above.

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