

Countryside Stewardship - 2017

Important information about your application – please read

About this form

This application form can be used to apply for Countryside Stewardship Mid Tier grants in 2017. Successful applicants will be offered agreements with a **1st January 2018 start date**.

The Mid Tier offers options and capital items to achieve simple, but effective environmental benefit. Where water quality is a priority for the scheme (see the Statements of Priority on GOV.UK) Mid Tier applications will be accepted that only comprise of capital items that help address water quality issues.

The table below shows which annexes must be completed for each grant application depending on whether both options and capital items are being applied for or just capital items linked to water quality.

| Support applied for | Annexes to complete (separate to this form) | | | |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| Mid Tier options and capital items | ✓ | ✓ | ✓ | ✓ |
| Mid Tier (water quality capital items only) | ✓ | | ✓ | ✓ |

You cannot include more than one SBI on an application form, however if you have a number of farms/sites that fall under one SBI you may choose to submit these on the same or separate forms.

Application window

The table below shows the calendar dates for Mid Tier Applications.

| Mid Tier Application | Application window |
|-----------------------------------|--|
| Request an application pack | 10 th March to 31 st July 2017 |
| Completed application returned by | 30 th September 2017 |

It is recommended that you submit your application as early as possible within the window to allow time for any queries to be resolved.

Before you begin

Please check that you have the following, in addition to this application form:

- **Farm Environment Record, Environmental Information and Option/Capital Items maps** covering all of the land relating to your application.
- A copy of the **'How to complete the Countryside Stewardship Mid Tier application form'** guidance.
- The correct Annexes and that Annex 1 of this form is pre-populated with all of the land parcels relevant to your application.
- If applicable only, CS Agent Authorisation form and/or CS Land Ownership and Control form(s) and/or CS Facilitation Fund Facilitator Endorsement form (sent with the application pack if requested).

You will also need to ensure that all of the land parcels within your application are registered to your SBI on the Rural Land Register.

Visit our CS pages on GOV.UK to access our on-line content:

<https://www.gov.uk/government/collections/countryside-stewardship-get-paid-for-environmental-land-management>

How to fill in this form

- 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 '✓', completely fill in the square box containing the mistake and add your initials and the date. Put a '✓' in the correct box.

Returning your form

Before returning your form please check that you have filled in all relevant Sections and Annexes of the form, answered all questions that apply to you and confirm that all supporting documents and required evidence (This is shown in the CS Mid Tier Manual) have been attached using the Confirmation of attached application form and supporting documents page at the back of the application form.

Please send the completed form together with maps and other supporting documents to the Natural England office at the address shown in the letter sent with this form.

IMPORTANT NOTES:

You must sign your application and any supporting forms by hand. In the case of partnerships ALL partners must sign the application unless an application submission agent is appointed in section 1 of the application form.

If you are submitting the application by email you will need to print out the relevant section(s)/form(s), sign them, scan them and enclose with the email.

If you would like confirmation that your application has been received please tick the box on page 1 of your application form. Electronic submissions will be acknowledged by email.

Countryside Stewardship - 2017

Mid Tier Application form

This form should be used if you wish to apply for a Countryside Stewardship (CS) Mid Tier agreement. If you wish to apply for a CS Higher Tier agreement or are only interested in a capital grant for Tree Health Restoration, Tree Health Improvement or Woodland Creation, please contact Natural England using the contact details at the top of the letter sent with this form.

Note if there are common and/or shared grazing rights on the land included in your application or if you will be applying under the Common SBI you must apply under the CS Higher Tier.

If you would like confirmation that your application has been received, please tick this box and enter your name and address in the panel below.

| For Natural England use only | | Date Stamp |
|------------------------------|----------|------------|
| Office Location | | |
| SBI Number | | |
| Application ID | AG00 | |
| Form Type | Mid Tier | |
| Form Reference | CSAPPF | |

DO NOT DETACH THE SLIP BELOW

COUNTRYSIDE STEWARDSHIP APPLICATION ACKNOWLEDGEMENT



Application ID

AG00

Your Countryside Stewardship Mid Tier application was received by Natural England on the date shown below. This acknowledgement only provides proof that your application has been received by Natural England.

Please enter your name and address in the box below

Date stamp (for NE use)

SAMPLE

Section 1: Applicant details

1. Single Business Identifier (SBI) number

2. Proposed Agreement title (e.g. land or farm name)

Please complete the details of the proposed agreement holder(s) for partnership agreements please enter the names of all partners unless you intend to appoint an application submission agent below.

3. (a) Applicant(s)

| Title (e.g. Mr/Mrs/Miss/Ms) | Forename(s) | Surname |
|-----------------------------|-------------|---------|
| | | |
| | | |
| | | |
| | | |

(b) Business name

(c) Main correspondence address

Town

County

Postcode

(d) Landline telephone number

(e) Mobile telephone number

(f) Email address

(g) Please tick to indicate your preferred method of contact

Landline

Mobile

Email

Letter

4. Main contact details, if different from Question 3 Please go to Question 5 if you don't need to fill in this section.

(a) Main contact's name

| Title (e.g. Mr/Mrs/Miss/Ms) | Forename(s) | Surname |
|-----------------------------|-------------|---------|
| | | |

(b) Business name

(c) Main correspondence address

Town

County

Postcode

(d) Landline telephone number

Section 1: Applicant details continued

Main contact details continued:

(e) Mobile telephone number

(f) Email address

(g) Please tick to indicate your preferred method of contact

Landline

Mobile

Email

Letter

5. Vendor number (*this information is necessary for payments to be made*)

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

6. County Parish Holding (CPH) number

| | | | | | | | | | | |
|--|--|---|--|--|--|---|--|--|--|--|
| | | / | | | | / | | | | |
|--|--|---|--|--|--|---|--|--|--|--|

7. Have you been declared bankrupt in the past 5 Years?

For all applications, a check against the insolvency register will be carried out

No

Yes

8. Applicant's Legal trading status (*tick one box*)

• Individual

• Sole Trader

• Cooperatives (e.g. IPS, Coop, CIC)

• Private Limited Company (Ltd)

• Public Limited Company (Plc)

• Partnership (please specify type)

• Charity (please add the Charities Commission registration number)

• Public Sector Body (e.g. Government Departments, Local Authorities, Universities, Schools)

If you are a Public Body, please tell us about your organisation:

• Unincorporated Associations (e.g. those organisations that don't fit the above categories. For example some Estate Management Committees, Golf Clubs could be unincorporated).

Please specify type:

Section 1: Applicant details continued

9. I confirm that all of the land that I manage, including all land subject to a Rural Development Programme agreement, has been registered on the Rural Land Register and that all of my land details held on the Rural Land Register as shown on the most recent set of maps I have received from the Rural Payments Agency (RPA) are correct at the date of submitting this application Yes

Or, I have notified the RPA of any corrections required via an RLE1 form. Yes

10. (a) Do you currently have management control over all of the land being included in this application for the entire length of the proposed agreement so that you can meet the Declaration and Undertakings in Section 4? (5 years from the Agreement Start Date or up to 2 years if only including Water Capital items) No Yes

If **'Yes'** go to question 12. If **'No'** you must make a countersigned application (using a Countryside Stewardship Land Ownership and Control form available from your Natural England office or from the Countryside Stewardship page on GOV.UK) with each landlord or other person who would take over your responsibilities should you cease to have management control over part/all of the land. Please complete Question 10 (b).

- (b) Please tick to confirm that you have attached a signed Countryside Stewardship Land Ownership and Control form for **each counter signatory required** for this application. Please complete Question 10 (c). Yes

Are any of the counter signatories a public body? If **'No'** go to question 11. If **'Yes'** go to question 10 (d). No Yes

- (c) If **'Yes'** you will need to supply a copy of your tenancy agreement with this application. Please tick to confirm you have done this. Go to question 11. Yes

11. Do you have any obligations in your tenancy to carry out environmental management on the land in this application? If **'No'** go to question 12. No Yes

- (a) If **'Yes'** Please tick to confirm **you are not seeking funding for these activities** in your application. Yes

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

If **'No'**, go to Section 2. If **'Yes'**, you and the individual(s) on whose behalf you are applying must complete a Countryside Stewardship Agent Authorisation form, available from your Natural England office, or from the Countryside Stewardship: authorise an agent page on GOV.UK. Please complete Question 12 (b).

- (b) Please tick to confirm that you have attached a signed Countryside Stewardship Agent Authorisation form and that you have chosen the applicable level of Agent authority. Yes

Section 2: Proposed agreement details

13. Please tick one box only to indicate which type of support you are applying for:

- Mid Tier
- Mid Tier water capital items only

14. Have you applied/will you apply for Basic Payment Scheme (BPS) in 2017? No Yes

If **'No'**, you **MUST** provide details in Annex 1 of BPS land use cover categories; these **MUST** be compatible with the land use of the parcels you are including in this application. If there are any parcels that you have not declared land use for on your BP5 form, or that you don't claim BPS for you **MUST** also provide these details in Annex 1.

Please tick to confirm you have done this then Go to question 15. Yes

15. (a) Does someone else claim Basic Payment Scheme (BPS) payments on any land parcels included within your application? If **'No'**, go to Question 16. If **'Yes'** go to Question 15 (b) No Yes

(b) If **'Yes'** please tick to confirm that you have read Section 3.3.2 of the CS Mid Tier Manual on dual use and provided the required evidence with your application. Go to Question 16. Yes

16. Excluding Basic Payment Scheme (BPS), do you receive any other funding for the management of the land parcels or the proposed capital works included in this application? If **'No'**, go to Question 17 No Yes

If **'Yes'**, please give details in the box below.

Land conditionally exempt from Inheritance Tax or Capital Gains Tax

17. Is any land included in this application designated by HM Revenue & Customs as national heritage property under the conditional exemption tax incentive (heritage property relief)? If **'No'**, go to Question 18 No Yes

If **'Yes'**, please provide the name of the exempt property as it appears on HMRC website (<http://www.hmrc.gov.uk/heritage/lbsearch.htm>)

Section 2: Proposed agreement details continued

18. Livestock unit requirements for specific capital items. Please **only** complete the table below if you are applying for either of the following capital items, If you do not wish to include these items go to Question 19.

- **RP29 Self-supporting covers for slurry stores**
- **RP30 Floating covers (slurry stores and lagoons)**

To calculate the Livestock Units for each type of animal, multiply the LU value by the number of head.

| Livestock (average number on holding at any one time) | | Livestock units (LU) value | Number of head | Livestock Units (LU) |
|--|-----------------------------------|-------------------------------|-------------------|-------------------------|
| Bovine Animals | Below 6 months | 0.4 | | |
| | From 6 months to 2 years old | 0.6 | | |
| | Male, 2 years old and over | 1.0 | | |
| | Heifers, 2 years old and over | 1.0 | | |
| | Dairy cows | 1.0 | | |
| | Other cows, 2 years old and over | 1.0 | | |
| Sheep and Goats | | 0.15 | | |
| Pigs | Breeding sows weighing over 50 kg | 0.5 | | |
| | Other pigs | 0.3 | | |
| Poultry | Laying hens | 0.014 | | |
| | Other poultry* | 0.03 | | |
| Equine Animals | 6 months old and over | 1.0 | | |

*For this category conversion rates may be decreased, taking into account scientific evidence

19. Are you part of a Countryside Stewardship Facilitation Fund (CSFF) facilitated group? If not go to Question 20 No Yes

If 'Yes', please attach the completed facilitator's endorsement form (sent with this application if requested)

20. (a) If your application includes capital items & management options requiring Catchment Sensitive Farm Officer (CSFO) approval (see section 4.3.3 of the CS Mid Tier manual) have you discussed these with your CSFO? No Yes

(b) Does your application include other options relevant to improving water quality that you have discussed with your CSFO, so that they may be considered as supported for a higher score? No Yes

(c) If you answered 'Yes' to Q20 (a &/or b) please enter

The CSFO's name:

and name of the Catchment:

Go to Question 21

Section 2: Proposed agreement details continued

21. Have you received and taken account of the Historic Environment Farm Environment Record (HEFER) for all the land and features in this application? No Yes

If you have not received a HEFER and intend to submit an application please contact NE.

Go to Question 22

22. Please tick to confirm you have completed your Farm Environment Record map for all features **and:** Yes
- for **Mid Tier**, completed a CS options map for the multi-year options and capital items in this application?
 - for **water capital items only**, completed a sketch map showing the location of farm yard and all farm yard water only options?

Go to Question 23

23. (a) Is any of the land in this application at moderate to high risk from run-off or soil erosion? (See CS Mid Tier Manual Section 6.8) No Yes

If '**No**' go to question 24, if '**Yes**' have you:

- (b) Marked these field parcels on your FER map(s)? Yes

- (c) Completed the column headed 'Run-off/ soil erosion risk' on the data sheet at Annex 1 to show which parcels are at risk? Go to Question 24. Yes

24. Please tick to confirm that you have: Yes
- Read and understood the prescriptions and requirements for all the capital items and multi-year options you are applying for;
 - and have completed Annex 4 confirming the supporting documentation provided with your application including relevant consents and dated and signed photographs. Go to Section 3.

Section 3: Organic support – conversion and maintenance

If you are not applying for organic support please go to Section 4.

25. (a) Is this application for an **organic only** agreement? i.e. only organic conversion (OR options) and/or organic maintenance (OT options) No Yes

If 'Yes' go to question 26, if 'No' go to 25 (b)

- (b) If the non-organic element of this application is not successful, do you wish to continue with the organic element? Go to Question 26. No Yes

26. Please tick to confirm that you have read and meet the definition of an 'active farmer' contained in the 'The 'Active Farmer' Rule' section of the 'Basic Payment Scheme: Rules for 2017' guidance. Go to Question 27. Yes

27. (a) Are you registered with a Defra licensed Organic Control Body (OCB)? No Yes

If 'Yes', go to question 28, if 'No' go to 27 (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 to confirm that this has been done. Yes

Please note you must be registered with an Organic Control Body and have an agreed Conversion Plan in place at the time of your first annual claim. You must also have a current Schedule and Certificate from the OCB that covers all relevant land parcels as this must be submitted with your claim form. Please go to question 33.

28. If you are registered with an OCB you must have completed and agreed a Conversion Plan with your OCB for all land and business you are entering into CS. Please tick to confirm that this has been done. Yes

Go to Question 29.

29. Enter the name and address of your licensed OCB. Then go to Question 30

(a) Name

(b) Address

Town

County

Postcode

30. Enter your Organic Licence number:
Go to Question 31

31. Please tick to confirm you have included copies of the current Schedule and Certificate from your OCB that cover all relevant land parcels? Go to Question 32 Yes

32. Date covered by Organic Certificate From To
Go to Question 33.

33. Can you confirm that you have received advice and/or training on conversion to organic farming? Go to Section 4. N/A No Yes

SAMPLE

Section 4: Declaration and undertakings

IMPORTANT PLEASE READ

Before applying for a Countryside Stewardship agreement you must ensure that you have read and understood the Mid Tier Countryside Stewardship Manual which includes the terms and conditions (at Annex 1) and any supplements. If you are successful your agreement offer will set out the detail, which you will need to adhere to should you accept the offer.

Declaration

I/We declare that:

- the details I/we have provided in this form and Annex 1 - 4 (as applicable) are correct and I/we accept full responsibility for them
- the supporting documents and evidence supplied in relation to this application are correct and I/we accept full responsibility for them.
- I/we have read and understood the requirements contained in the Countryside Stewardship Mid Tier Manual and any supplements and will abide by them for the duration of any CS agreement subsequently offered to and accepted by me/us.

Undertakings

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

- are capable and willing to fulfil the obligations which will be required of me/us if my/our application is successful;
- will allow access to any land and any relevant records to which the application relates, to any authorised person for the carrying out of an inspection or audit in order to verify the accuracy of any information provided to Natural England and to ensure compliance with these undertakings and declarations;
- agree to disclose all information relevant to this application, provide any additional information as may be required by Natural England 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 Natural England or by anyone appointed by it for that purpose;
- have full authority and capacity to represent and bind the applicant(s) named at Section 1 of this form

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.

I/We hereby apply for a Countryside Stewardship Mid Tier agreement as set out in this application form and annexes.

Please note: If you are a partnership and the partners have not appointed an Application Submission Agent at Section 1 of the application form, all partners must sign below.

| Signature | Name (BLOCK letters) | Capacity of signatory (e.g. sole trader, company director, agent) | Date |
|-----------|----------------------|---|------|
| | | | |
| | | | |
| | | | |
| | | | |

SAMPLE

Confirmation of attached application form and supporting documents

Before returning your completed application form and supporting documents, please make sure that you have:

- completed all relevant Sections of this application form including **signing and dating it in Section 4**
- completed Annexes 1, 2, 3 and 4, as applicable (1 & 4 are mandatory)
- completed FER map(s)
- completed CS Options map(s), including the location of any capital items for Mid Tier **or** completed Sketch map showing the farm yard and the location of all water capital items

and if applicable

- completed an RLE1 form which has been sent to the RPA to make any required corrections or to add farmyard options which must have their own RLR field number
- completed a CS Agent Authorisation form
- completed CS Land Ownership and Control form(s)
- a copy of your Tenancy agreement (if you have a public body landlord)
- if someone else claims Basic Payment Scheme (BPS) payments on any land parcels included within your application, please tick to confirm you have provided the required evidence specified at Section 3.3.2 of the Mid Tier manual with your application
- for applications where the applicant is part of a CSFF facilitated group, a completed Facilitators endorsement form
- attached any required supporting documents, evidence or permissions and consents applied for (See Annex 4 and the CS Mid Tier Manual for required items)

Please enter the total number of continuation sheets attached in the box opposite



Using and sharing your information

The data controller is Natural England, 4th Floor, Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PX.

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 to ensure that it is accurate.

We will use the data for administering and analysing applications, agreements and claims under Countryside Stewardship. We will circulate and discuss it, in confidence, with those persons or organisations helping us to assess and monitor applications, agreements and claims. Some information will be shared with other grant distribution bodies and government departments, to enable them to detect fraudulent applications, agreements and claims and to co-ordinate the processing of complementary applications, agreements and claims. To do this, we may have to discuss applications, agreements and claims with third parties or disclose information about funding decisions.

Participation in Countryside Stewardship involves expenditure of public money and is therefore a matter of public interest. We make information about Countryside Stewardship applications, agreements and claims publicly available, in line with European Regulations, for example on a website such as www.magic.gov.uk. Details disclosed may include, but are not limited to, your name, the name and address of your farm or business, postal town/parish, first part of your postcode, grid references, the total area under agreement, the payments you receive, the location of parcels, details of the environmental features and management options they contain and details of inspections by Defra or its agents. On request, copies of individual applications and agreements will be made available.

We, or our appointed agents, may use the name, address and other details on your application form to contact you in connection with customer research aimed at improving the services that we provide to you.

We will respect personal privacy while 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.