



Rural Payments
Agency

Farming Recovery Fund Handbook

Support for farmers affected by exceptional flooding incidents as a result of significant rainfall:

- 12 June 2019 Wainfleet in Lincolnshire;
- 30 July 2019 in Swaledale, Arkengarthdale and Wensleydale in the Yorkshire Dales;
- 7 and 8 November 2019 in South Yorkshire, Lincolnshire, Nottinghamshire and Derbyshire;
- 13 to 15 November 2019 in Worcestershire and Gloucestershire.

The Closing Date for Wainfleet, Swaledale, Arkengarthdale and Wensleydale is 31 March 2020 at 17:00 hrs (5 pm).

The Closing Date for South Yorkshire, Nottinghamshire, Lincolnshire, Derbyshire, Worcestershire and Gloucestershire is 31 July 2020 at 17:00 hrs (5 pm).

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

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Important note

If you do not obtain a permit or consent, where one is required, RPA will not be able to pay you. Ensure you read section 3 Permits and Consents in 'Evidence to include with an application'.

What is the Farming Recovery Fund?

The Farming Recovery Fund (the Fund) provides money to help farmers whose land has been damaged by the impact of flooding in 2019 as defined by the Environment Agency and agreed as a natural disaster by the Secretary of State for the Environment, Food and Rural Affairs within the meaning of EU Regulation (EU) 702/2014. The following events are included:

- **10 to 12 June 2019 - Wainfleet, Lincolnshire** where 2.5 times the monthly average rainfall (over 130 mm) fell on Lincolnshire, which was almost double that experienced in 2007, a notable year for flooding in Lincolnshire. As a result, the Wainfleet Relief Channel breached and seriously flooded agricultural land.
- **30 July 2019 - Swaledale, Arkengarthdale and Wensleydale** where a storm cell centred over Reeth and the Arkle Beck deposited 112mm of rain in 3 hours leading to exceptional flash flooding. This was twice the average total rainfall for July and a 1 in 1000 year event.
- **7 and 8 November 2019 - South Yorkshire, Nottinghamshire and Lincolnshire.** South Yorkshire and Nottinghamshire experienced heavy rainfall on 7-8 November, this combined with a series of rainfall events from late September to late October across Lincolnshire resulted in the over-topping of river embankments and extensive flooding of low lying land, much of which is within special drainage areas managed by Internal Drainage Boards. The excess water in the already full and overtopping main rivers such as the Don, Trent, Ancholme and Witham resulted in the drainage systems being at capacity, resulting in severe and prolonged flooding within these Internal Drainage Districts. Lincolnshire experienced several breaches in flood defence embankments, resulting in extensive flooding of low lying areas.
- **7 and 8 November 2019 – Derbyshire** was affected by the heavy rainfall on 7 and 8 November as described above. The river catchments of the Derbyshire Derwent and Dove rivers were already saturated from the prolonged rain in October (with rainfall amounts between 150-170% above monthly average across South Yorkshire and the Midlands), resulting in river levels along the Derwent being the highest on record. At Chatsworth the river levels were the highest on record since 1969. The Derbyshire Derwent and Dove rivers overtopped flood banks and seriously flooded agricultural land.
- **13 to 15 November 2019 – Worcestershire and Gloucestershire** were affected by the exceptional rainfall of 13 to 15 November when river levels on the Avon at Evesham were the 5th highest since 1938 and highest since 2012. Downstream through Gloucestershire river levels on the Avon (measured at Bredon) were the 4th highest since 1988 and the highest since 2012. The Avon reached capacity overtopped flood banks and seriously flooded agricultural land.

The Fund is to help those farmers who have been affected by the 'impact' of flooding. In this case, the 'impact' could include the following:

- Access to your agricultural land or farm buildings is cut off;
- Areas of your agricultural land no longer being stock proof;
- Debris on your agricultural land;
- Damage to riverbanks on the field edge;
- Impact on any of the items or activities listed in tables 1, 2 and 3.

The money will go towards the costs of reinstating and repairing the affected agricultural land as quickly as possible. Only certain items and activities are eligible for funding as set out in this Handbook.

- The minimum grant available is £500
- The maximum grant available is £25,000

If you have eligible costs that exceed the scheme maximum you can let us know this in your application, but we can only guarantee funding up to the scheme maximum. You must only include costs up to £25,000 in the Eligible Costs section of the Application Form.

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

Who can apply?

To be eligible you will need to meet all of the following criteria.

1. You must be either
 - a) in receipt of Basic Payment Scheme (BPS) or
 - b) the owner or tenant of at least 5ha of eligible agricultural land in grazing or on which you produce, rear or grow agricultural products. This includes harvesting, milking, breeding or keeping animals for farming purposes.

You can submit one application per Single Business Identifier (SBI). If you do not have an SBI number and have a question about your eligibility, contact the Helpline on 03000 200 301.

Landlords: You are eligible to apply for the Fund where the restoration of land is your responsibility (and it is not the responsibility of a tenant) and you meet the criteria above. Where land is let under licence, it is the licensor (landlord) who should apply.

Tenant farmers: If you are applying to the Fund as a tenant farmer it is your responsibility to comply with your tenancy agreement, including obtaining and maintaining the landlord's consent where required.

Grazing licensees: If you only have access to graze (or mow) land under licence, you are not eligible for the Fund.

2. Your agricultural land has been affected by the following flooding:

Wainfleet in Lincolnshire

The breach in the Wainfleet Relief Channel on 12 June 2019. A map of the eligible area is provided in Annex 4.

Swaledale, Arkengarthdale and Wensleydale

The flash flooding that occurred on 30 July 2019 in the parishes detailed within the map of eligible areas provided in Annex 4.

South Yorkshire, Nottinghamshire and Lincolnshire

The flooding of low lying agricultural land by overtopping of rivers and the breaches on Barlings Eau, Dorrington and Timberland Delph watercourses on 7 and 8 November 2019 within the Internal Drainage Board areas of Ancholme, Scunthorpe and Gainsborough, Witham Third, Upper Witham, Trent Valley and Danvm. A map of the Internal Drainage Board areas is provided in Annex 4.

Derbyshire, Worcestershire and Gloucestershire

The flooding of agricultural land by overtopping of flood defences on the Derbyshire Derwent and Dove and the Avon in Worcestershire and Gloucestershire, downstream from Evesham.

IMPORTANT NOTE ON AREA ELIGIBILITY

For South Yorkshire, Nottinghamshire and Lincolnshire, satellite data is available that provides an indication of the flooded agricultural land that is situated alongside the overtopped and breached rivers, within the relevant Internal Drainage Board areas.

For Derbyshire, Worcestershire and Gloucestershire areas, satellite data is available that provides an indication of the flooded agricultural land that is situated alongside the overtopped flood defences in the relevant river catchment areas.

If you include land in your application that was not impacted by overtopping or a breach, as set out above, it will be deemed to be ineligible and removed. If your application falls below £500 it may be rejected.

3. You must have eligible items and/or activities of £500 or above caused by the flooding events detailed in this Handbook.

You can only apply if you have eligible damage which meets the minimum value of £500. You can see what is eligible in Annex 1 of this Handbook. If your application is found to have ineligible expenditure that when removed means your project falls below the £500 minimum, your application may be rejected.

If you need advice on eligibility, please contact RPA on 03000 200 301.

How to apply

You should fill in the application form to tell RPA which activities you want funding for and how much the activities will cost. If you have undertaken work following the flooding and before the scheme was launched, please see below under 'Making an application for work already carried out'.

If you can email your application form (along with the supporting evidence) to frf@rpa.gov.uk this will help the RPA to process the application more quickly. **You must send the application from the email address that is registered to you on Rural Payments.**

When you submit by email, please put FRF 2019 and your business name in the title.

If you do not have broadband access, please ring RPA on 03000 200 301 to request a paper copy. If you are submitting a hard copy application form, please ensure you sign the Declaration.

For any supporting information that cannot be emailed with your application, or if you need to send in a hard copy application, please use the address below:

Rural Payments Agency
Ghyll Mount
Gillan Way
Penrith
Cumbria CA11 9BP

Applications can be submitted either directly or by your agent. If you use an agent you remain responsible for the accuracy and completeness of the information provided.

On the closing date, to be eligible, a completed application must be either received in the frf@rpa.gov.uk inbox or a hard signed copy received at the Rural Payments Agency office in Penrith

- For Wainfleet, Swaledale, Arkengarthdale and Wensleydale by 17:00 hrs (5 pm) on 31 March 2020.
- For South Yorkshire, Nottinghamshire, Lincolnshire, Derbyshire, Worcestershire and Gloucestershire by 17:00 hrs (5 pm) on 31 July 2020.

RPA will let you know, as soon as possible, whether your application has been successful. You will be sent an Agreement. See 'When a project is approved' for details of the process.

RPA will process all applications in the order they are received in the FRF inbox or by hard copy at our office in Penrith. This is a limited fund so if it is over-subscribed you may be unsuccessful. For this reason, you are advised to submit your application at the earliest opportunity.

What farmers can apply for

Funding is for uninsurable items and activities which will restore the agricultural land and/or feature 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 you can apply for funding for in Annex 1. The funding provided is a contribution to the costs of repair and therefore might not cover the whole cost.

There are 3 types of costs within the Farming Recovery Fund and you can apply under one, two or all of these in your application:

- Standard costs
- Reference costs
- Quoted costs

When you apply for Quoted costs, you are required to provide 3 quotes for individual items or activities of £5000 or more and 2 quotes for individual items or activities below £5000.

When you apply for Reference and Standard costs, you are not required to provide quotes. These costs have a published cost for the job, see tables 2 and 3.

What farmers can't apply for

Farmers can't get funding to cover:

- insured losses or items that insurance should normally cover, including buildings and equipment
- any items for which you have already sought funding from another source
- any additional items or activities that go beyond what is necessary for the repair and reinstatement
- own labour costs including the labour of people employed by you, if you are applying under quoted costs, table 1
- the cost of annual agricultural cash crop seeds or plants
- livestock of any type
- loss of income
- any formal obligations that you have for slurry management
- activity that remains the responsibility of local authorities or other bodies to carry out
- recoverable VAT
- cash payments

Handling VAT:

If you are VAT registered you can recover VAT from HMRC and should not include it in the costs you apply for.

If you are not registered for VAT and are including VAT in your projects costs, you will need to provide a letter from a professionally qualified independent accountant to confirm that you are not VAT registered.

A professionally qualified accountant is defined as: a member of CIMA or the CCAB constituent bodies (Chartered Institute of Management Accountants); or Institute of Chartered Accountants in England and Wales ICAEW, Association of Chartered Certified Accountants ACCA, Chartered Institute of Public Finance and Accountancy CIPFA, Institute of Chartered Accountants of Scotland ICAS, and Chartered Accountants Ireland).

Evidence to include with an application

You must include as much supporting evidence as you can with your application.

1. Sufficient evidence of the damage suffered by your business and that it was caused by the specific flooding events.

Evidence should include:

- Quality photographs that are labelled as detailed in Photographic Evidence above;
- Mapping to show the location of the damaged land or feature, the length of the feature and/or the area of the land.

Photographic evidence

Photographs are an essential part of the application process, so please read this section carefully. If we cannot see where the damage has occurred and the land/features you are seeking funding for, we will have to come back to you and this will delay getting a decision on your application.

You need dated photographic evidence to support your application and any claim. All photographs must meet the following standards which apply equally to digital photographs or those supplied on paper.

- Quality – photographs must be in focus and clearly show the relevant area of land or feature. If you send your images by email, please send as JPEG files. Digital images should not be smaller than 600 x 400 pixels and ideally the image file size no larger than 400 KB. Printed photographs must be no smaller than 15 cm x 10 cm. Photographs can be in either portrait or landscape.
- Photograph to damaged land area or feature concerned – it is your responsibility to have sufficient evidence to prove damage by the relevant flooding event. For example, more than one photograph may be needed where a feature exceeds the frame or is not clearly evident in a single photograph.
- Where possible, include a significant feature to provide authenticity, for example a ditch, fence, road or telegraph pole.
- Where possible, mark the photographed feature location and direction from which the photograph has been taken, with an 'X' and an arrow on a copy of a map (or map extract) of the area.
- Where scale or continuity is important, include a feature, or introduce one, for example a quad bike, vehicle or use a sighting pole (2m high with 50cm intervals marked in red and white). Take pictures consistently from the same spot for 'before and after' photographs of the damaged area/feature.

Label your photographs as follows:

- your business name, in case they are separated from your application form;
- the field parcel number;
- the eligible item(s) being requested, i.e. damaged stone wall or damaged sheep netting.

Mapping Evidence

You can print out maps of your individual land parcels from Rural Payments or you can use other maps used in support of Basic Payment Scheme claims, for example.

You will need to mark the maps to show:

- the area where damage has occurred;
- the type of damage that has occurred (which should match with the eligible items you are requesting), such as drawing a line to show 4 metres of post and wire fencing (with an arrow confirming the name of the item and the length) or 20 metres of stone wall restoration or shading an area to show the 2 hectares of land needing re-cultivation;
- which land parcels are affected and include the land parcel reference.

The example below shows how to indicate measurements on the damaged land parcel on your annotated map.



How to submit photographs and maps

Labelled photographs and annotated maps can be submitted electronically, including by being scanned in (but ensure the photographs are labelled) or printed out and submitted by post, as RPA cannot accept CDs or memory sticks.

2. What costs to use?

There are 3 types of costs for the Farming Recovery Fund. We would recommend you use Standard and Reference Costs wherever possible as they are the easiest to use and the quickest to process at application stage.

Standard cost items (listed at table 1)

The Standard Cost is the actual cost the RPA will pay for the item or activity.

You can do the work yourself or get a contractor to do the work for you. You do not need to provide quotes, invoices or bank statements, even if you do not do the work yourself. You can apply for the Standard Cost for the work (as shown in table 1) and you must do the work to the specification in Annex 2.

You will need to submit photographic evidence of the damage and the action taken (i.e. the new item in place), to demonstrate that the work meets the specification for the items you are claiming.

If your work does not comply with the specification, RPA will not be able to pay your claim.

You should keep any evidence you have in case it is requested.

Reference cost items – re-cultivation and seeding (listed at table 2)

The Reference Cost is the maximum cost the RPA will pay for the item or activity. You can do the work yourself or get a contractor to do the work for you.

- You do not need to provide any invoices or bank statements if you do the work yourself and we will pay you at the Reference Cost.
- You do need to provide an invoice and bank statement if someone else does the work for you or you are purchasing seed. We will pay the value of the invoice, up to the maximum Reference Cost, so if the invoice is more it will be 'capped' and if it is less than the Reference Cost, RPA will only pay the invoice amount.

You will need to submit photographic evidence of the damage and the action taken to re-cultivate and/or reseed.

Quoted cost items (listed at table 3)

If you are unable to use the Standard or Reference Costs you can obtain quotes from a contractor which means the work is not limited to these maximum rates or the specifications in Annex 2. If you are unable to provide quotes that meet the requirements we may not be able to include the item that you are requesting in an Agreement or we may have to reduce the amount of funding we can provide. Where this occurs, it will be fully explained to you.

You must provide 3 quotes for individual items or activities of £5000 or more and below that value, 2 quotes are required.

You must ensure that the quotes include the information listed below.

Below/over the page is an example of a quote that meets the requirements. Please use this to compare with your quotes to ensure they are appropriate. Remember your quotes must be:

- independent of each other and you and your business (this means from different suppliers that trade as standalone business entities, not linked through shared ownership);
- comparable to each other (this means of the same or similar specification, size, quantity, units);
- dated after the flooding event in your area.

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

RPA will check quotes for contractors cost for land remediation work against market rates to make sure they give good value for money. RPA 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 you have chosen the cheapest quote.

COMPANY

NAME & LOGO

COMPANY contact details,
including
Address
Phone numbers
Emails

Date (after the flooding incidents as detailed in the handbook)

Applicant Name (this should be the same as that on the FRF application)

Applicant Address (this should also be the same as that on the FRF application)

Quotation

Dear (applicant name)

We are pleased to provide a quotation for works at (Farm Name – this should be the same as that on the FRF application)

Quantity	Description	Cost	VAT @ 20%
350m	Sheep Netting @ £xx per m <i>(make sure all quotes are for the same items, quantity and specifications)</i>	£xx	£xx
100m	Dry Stone Walling @ £xx per m <i>(make sure all quotes are for the same items, quantity and specifications)</i>	£xx	£xx
1	Riverbank Restoration <ul style="list-style-type: none"> • Clear debris from watercourse • Stabilise riverbank • Fill voids with topsoil Set cost @ £xx <i>(where works are more complex quotes should include if possible detailed / itemised breakdowns)</i>	£xx	£xx
Total Cost		£xx	£xx

Riverbank restoration may require a permit or consent. This is not included in the price quoted.

YOUR QUOTES SHOULD BE ON LETTER HEADED PAPER AND INCLUDE WHERE APPLICABLE

VAT NUMBER

COMPANY REGISTRATION NUMBER

3. Permits and Consents

If a permit or consent is required for the work that you have started or are proposing to undertake with the Farming Recovery Fund, you must ensure that you obtain/have obtained such consents or permits before you commence work. The Farming Recovery Fund will not be able to pay you if you have not obtained a permit or consent where one is required.

SSSIs (Sites of Special Scientific Interest) and works in or near watercourses

If a permit or consent is required for any of the activities that you have not started, that involve works on or near a watercourse or SSSI, you must provide a copy of the permit/consent when you submit your claim for payment. If you do not have a permit or consent where it is required, RPA will not be able to pay your claim.

If you are including work in your application that you have already carried out, it must be an eligible item for the Farming Recovery Fund. If a permit or consent is required for any of the activities that you have started, that involve works on or near a watercourse or SSSI, you must provide a copy of the permit/consent when you submit your application form. If you do not have a permit or consent where one is required, RPA will not be able to include the item within your Agreement.

Works in a SSSI

If the item or the land that you are reinstating is on a SSSI, either on land or water, you will need to submit a notice to Natural England to obtain consent before you start work, or for Natural England to confirm consent is not required. To contact Natural England please send an email to enquiries@naturalengland.org.uk, telephone 0300 060 3900.

Environmental Permits from the Environment Agency

If works are within 8 metres of a main river or you 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.

Be aware that you are breaking the law if you operate without a permit when you should have one.

Land Drainage Consents from the local authority or internal drainage board

If works are in, over, under or near an ordinary watercourse or flood defence, you will need to talk to the relevant consenting authority before you start work. A land drainage consent is required for:

- erecting, or altering, any mill, dam, weir or similar obstruction to the flow of any ordinary watercourse;
- constructing a culvert in any ordinary watercourse;
- altering a culvert that would affect the flow of an ordinary watercourse; or
- temporary works in an ordinary watercourse, such as scaffolding, a dam, pumping off excessive water or any major drainage work.

For works affecting an ordinary watercourse, you will need to contact either your local authority or your internal drainage board, depending where your land is located. You can find out who to contact through Gov.uk at <https://www.gov.uk/permission-work-on-river-flood-sea-defence>. Follow this link to access information about your local [internal drainage board \(IDB\)](#) and [your local council](#).

Works on tracks or bridges

If you are repairing a track or bridge, you must either be the owner or have the responsibility to maintain the item. Some tracks and bridges may be owned by other parties, such as the local authority or the Highways Agency.

Public Rights of Way

If your works involve a track, bridge or wooden or galvanised field gate, that is also a Public Right of Way, you may be eligible to receive local highway authority/national park authority funding to reinstate the item. You will need to obtain an email from the relevant authority to confirm that they have not provided any funding for the repair. You can check for Public Rights of Way on the relevant authority website.

Agri-environment agreement holders

If you have an agri-environment agreement such as Countryside Stewardship, Environmental Stewardship or Catchment Sensitive Farming on the land you want to restore, you may need to obtain a Minor or Temporary Adjustment from the RPA or apply for force majeure. You should refer to the RPA Flooding Advice for farmers and land managers on GOV.UK <https://www.gov.uk/guidance/flooding-advice-for-farmers-and-land-managers> and email ruralpayments@defra.gov.uk where appropriate.

Including work already carried out

You can include work that you have already carried out in your application to the Farming Recovery Fund and if it is deemed eligible, it will be included in your Agreement. To be eligible it must be:

- an eligible item in this Handbook;
- work carried out after the relevant flooding incident as described in this Handbook and before the launch of the Fund for your area:
 - 20 September 2019 for Wainfleet, Swaledale, Arkengarthdale and Wensleydale;
 - 6 January 2020 for South Yorkshire, Nottinghamshire, Lincolnshire, Derbyshire, Worcestershire and Gloucestershire.

If an item or activity that you have applied for, that you have already started, doesn't appear in your Agreement this is because it is not eligible.

You should keep any records of the work carried out to provide as evidence at the application and claim stage.

Please note that RPA is not liable for work that you have undertaken if it is not included in an Agreement you receive.

You should keep any records of the work carried out to provide as evidence at the application and claim stage.

We will be assessing such applications against the eligibility criteria described in this Handbook. If eligible, we will be assessing how far the work that has been carried out meets the value for money criteria described in the Handbook, in relation to work done using Standard, Reference and/or Quoted Costs. As the Handbook was not available to applicants prior to the scheme launch date, we may consider work carried out that does not fully satisfy those criteria, however we must still be satisfied that the work represents value for money to repair and reinstate.

If we are unable to confirm that the work carried out before the scheme was launched represents value for money, we may not be able to include the item that you are requesting in an Agreement or we may have to reduce the amount of funding we can provide. Where this occurs, it will be fully explained to you.

You must ensure that you provide the following with your application for any work you have already started:

- quotes and/or invoices where relevant;
- relevant permits or consents for work on watercourses and/or SSSIs;
- for tracks or bridges where you are not the owner, confirmation that the owner would not be contributing or undertaking the reinstatement;
- labelled photographs, including the items that you have repaired, in line with the guidance on submitting photographs in this Handbook;
- annotated maps showing the flooded area and where the items damaged and repaired are located, for example, the length of fencing or location of a gate;
- any independent evidence of the need for the work, such as agronomist reports;
- the date you started the restoration activity.

When you make your claim, you will need to follow the guidance in 'Claiming the grant', together with any supplementary conditions set out in your Agreement.

If you need assistance with including work that you have already started, call the Farming Recovery Fund Helpline on 03000 200 301 to discuss your individual circumstances. RPA will be able to help you decide the best way to fill in your application form.

Advice on protecting against future damage

The Farming Recovery Fund can support the costs of repair and reinstatement.

If you are thinking about improving the resilience of your land to future flooding, advice is provided here that will assist you. In restoring damaged features such as bridges and fences, you should consider building in protection against future flood damage. You 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 you consider relocating features within your field, you could save replacement costs in the future.

Where you have made changes in order to include resilience, the Farming Recovery Fund will fund the cost of reinstating the original feature and any additional costs will need to be covered by you. You must let us know in your application because otherwise we will expect to be replacing exactly what is shown in your photographs.

If you are building in resilience to a stone wall or a track using quoted costs, you will need to provide two sets of costs, one to show the standard reinstatement and another showing the more resilient works. The Farming Recovery Fund will support the lowest quote and you will need to fund the difference.

Changing boundary positions could impact on eligibility for BPS, ES and CS. For advice about field boundary changes as a result of flooding, please contact the RPA on 03000 200 301.

For advice on resilience in relation to main rivers, please contact the Environment Agency on 03708 506506 (call charges apply).

For resilience advice in relation to ordinary watercourses, please contact the relevant local authority or internal drainage board for your area. You can find out this information at <https://www.gov.uk/permission-work-on-river-flood-sea-defence>. Follow this link to access information about your local [internal drainage board \(IDB\)](#) or [your local council](#).

For non-river advice on resilience in the Yorkshire Dales, please contact Yorkshire Dales National Park on 0300 456 0030.

When a project is approved

RPA will write to you if they have approved your application for funding. They will also send you 2 copies of a legally binding Agreement. If you accept the offer of grant and its conditions, you must sign both copies of the Agreement and return one copy to the RPA. RPA will not pay claims for grant until they have received a signed Agreement.

Once you have signed and returned your Agreement, RPA will arrange a project inception meeting to be held by telephone. We will talk through with you your obligations under the Agreement and ensure you understand the conditions you must meet in order for a claim to be paid when you have completed the work.

Claiming the grant

You must complete all the repair and reinstatement before you claim. You will need to pay any related invoices before you can make a claim. You must ensure you have all the relevant evidence in order to submit your claim. RPA need to see evidence of the payments that have been made, so you should make payments by cheque or through your business bank's automated systems and only submit your claim when the payments are showing on your business bank account statement. You cannot claim for any cash payments.

You 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, if there is any change from the map you submitted with your application form;

You also need to confirm:

- the area of land and parcel number(s)
- the number of gates and/or
- length of fencing/stone wall restored under 'standard items' costs (table 3)

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

The claim form

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

The RPA needs to receive your claim no later than the dates shown below, unless otherwise confirmed in writing:

- 16 December 2020 at 17:00hrs (5pm) for Wainfleet, Swaledale, Arkengarthdale and Wensleydale;
- 26 February 2021 at 17:00hrs (5 pm) for South Yorkshire, Derbyshire, Nottinghamshire, Lincolnshire, Worcestershire and Gloucestershire.

You will need to:

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

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

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

Inspections

RPA may inspect the repair and reinstatement you have carried out. This is done to make sure that information given in the application is correct and that you have followed the terms and conditions of your grant agreement.

If you refuse to allow the RPA access to your land to carry out these inspections following reasonable notice or fail to provide any assistance the inspectors reasonably require the RPA may withhold or recover some or all of your grant payment.

Not paying a claim, recovering funds paid or terminating an agreement

We may not be able to pay a claim, may seek to recover a claim paid or may terminate the Agreement. Full detail of when payment may be withheld, suspended or the Agreement terminated are provided at Agreement stage. Below are examples of when this situation could arise:

- if you claim for funding that is not shown in your Agreement we will not be able to pay your claim;
- if you are unable to evidence consents or permits where these are required, we will not be able to pay your claim;
- if at inspection it appears that you have not undertaken the work for which you claimed grant, RPA retains the right to recover any such funds from you and to terminate your Agreement;
- if you deliberately attempt to claim funding for which you are not entitled or attempt to defraud the fund, we may pass your case to the Defra Investigations Team.

Publicising the grant

The RPA will add the details of your grant on the Government Grant Information System. By signing the Agreement, you are agreeing to this.

When a project or a claim is rejected

Farmers or agents who are unhappy with a decision or service they've had from RPA, can telephone, email or write. Full guidance about how to complain or appeal is available online at <http://www.gov.uk/rpa>.

Annex 1 - List of eligible items and activities

Eligible items

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

Standard and Reference Costs allow you to carry out restoration work on your own land and are the easiest way to apply and claim under the Farming Recovery Fund.

If you don't want to use the Standard or Reference Costs, be aware that your application will take longer to process and if your quotes are not correct you may be offered a Standard or Reference Cost instead. Find out about quotes in 'What evidence to include with an application – section 2: Quotes'.

All eligible items are supported up to 100%, within the scheme maximum and any Standard or Reference Cost limit.

If you are eligible and have already incurred costs before you applied to the Fund, find out about how to apply in 'Including work already started', or you can call the Helpline on 03000 200 301.

Table 1: Standard Costs (S in the number column stands for Standard)

Standard Cost for the job, no quotes, invoices or bank statements required and you can do the work yourself. Work must be to the specification in Annex 2.

No.	Activity	Operation/Items damaged by flooding	Amount available
S1	Stone wall restoration	Restoration of dry stone walls	£25 per metre
S2	Stone wall supplement - difficult sites	Can only be used with stone wall restoration	£7.90 per metre
S3	Stone wall top-wiring	Can only be used with stone wall restoration	£3.60 per metre
S4	Stone wall supplement – stone from quarry	Can only be used with stone wall restoration	£44 per metre
S5	Post and wire fencing	Replacing field or water course fencing	£4 per metre
S6	Sheep netting	Replacing field or water course fencing	£4.90 per metre
S7	Permanent electric fencing	Replacing field or water course fencing	£4.90 per metre

No.	Activity	Operation/Items damaged by flooding	Amount available
S8	Rabbit Fencing	Can only be used with post and wire, sheep netting or permanent electric fencing	£2.50 per metre
S9	Deer Fencing	Replacing field or water course fencing	£7.20 per metre
S10	Fencing supplement - difficult sites	Can only be used with post and wire, sheep netting or permanent electric fencing	£1.24 per metre
S11	Wooden field gate	<ul style="list-style-type: none"> To include cost of new hanging and shutting posts See Annex 2 for specification 	£390
S12	Galvanised metal field gate	<ul style="list-style-type: none"> To include cost of new hanging and shutting posts See Annex 2 for specification 	£288
S13	Stone gate post	Replacing stone gate post	£280
S14	Water gate	<ul style="list-style-type: none"> Replacing water gates up to 5m wide See Annex 2 for specification As this is a replacement you should already have the necessary consent. If you do not, you will need to obtain consent from the relevant authority. 	£240
S15	Livestock troughs/unit	Replacing lost or damaged livestock trough	£110
S16	Pipework associated with livestock troughs	Can only be used with livestock troughs	£2.65 per metre
S17	Resurfacing of gateways/unit	Restoration of gateway	£92/gateway
S18	Gateway relocation/unit	Where original gateway was damaged	£340/gateway
S19	Watercourse crossings/unit	Restoration of ford type watercourse crossing	£300/crossing
S20	Cross drains/unit where in place	Restoration of cross drains	£245/cross drain
S21	Installation of piped culverts in ditches/unit	Restoration of piped culverts	£340/culvert
S22	Earth banks and soil bunds/100m	Restoration of earth banks and soil bunds	£155/100m

Table 2: Reference costs (R in the number column stands for Reference)

Reference (or Maximum) Cost for the job, no quotes required and you can do the work yourself for the Reference Cost. If you use a contractor, and for any seed purchase, you must provide an invoice and a bank statement.

As an example, if you over-seed 25 hectares (ha) with a reference cost price of £66 per ha for cultivation and £100 per ha for grass seed, you would be asking for a grant for this activity of £4,150.

No.	Activity	Operations damaged by flooding	Amount available
R1	Cultivation operations for the restoration of grassland (can be combined with either R2 or R3 below)	<ul style="list-style-type: none"> • Cultivations carried out to over-seed/re-seed grass leys/permanent pasture damaged by flooding <p>Note: you can use a contractor to carry out this work but can only claim the invoiced amount up to the reference cost.</p>	£66 per hectare
R2	Cost of grass seed for over-seeding (can be combined with R1 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 	£100 per hectare
R3	Cost of grass seed for re-seeding (can be combined with R1 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 	£152 per hectare
R4	Cultivation operations for the restoration of arable/horticultural land	<ul style="list-style-type: none"> • Cultivations carried out to restore arable and horticultural land damaged by flooding to be ready for planting of a new crop <p>Note: you can use a contractor to carry out this work but can only claim the invoiced amount up to the reference cost.</p>	£94 per hectare
R5	Cost of cover crop seed for seeding (can be combined with R4 above)	<ul style="list-style-type: none"> • Cover crop seed for seeding of arable land damaged by the flooding • Cover crop must be the <u>first cropping action</u> on the land following the relevant flooding • Value of the invoice(s) for cover crop seed will be paid up to the reference cost <p>Important: This must be the <u>first cropping action</u> on the land following the relevant flooding damage. If you are a BPS recipient, you cannot request this reference cost on a land parcel you have already included in your BPS claim for the year as a cover crop under EFA, unless you have subsequently withdrawn the land parcel from your EFA obligations.</p> <p>A check will be made at the assessment stage of both 2019 and 2020 BPS claims and any conflict on a land parcel will be disallowed for FRF.</p> <p>The cover crop cannot be grazed or harvested but must be destroyed before any follow-on cropping takes place.</p> <p>You will be required to take photographs of the cultivation but also when the crop is destroyed, which may be required at inspection.</p>	£114 per hectare

Table 3: Quoted costs (Q in the number column stands for Quoted)

Remember that if the quotes you provide do meet the requirements in this Handbook, you may be offered an appropriate Standard or Reference Cost instead.

No.	Activity	Operations/items damaged by flooding
Q1	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, including river debris on fields • contractor costs for reinstating boundaries
Q2	Restoring productive arable and horticultural land	<ul style="list-style-type: none"> • contractor costs for soil restoration for example alleviating soil compaction and cover crop seed • contractor costs for removing flood debris, including river debris on fields • contractor costs for reinstating boundaries <p>Not covered: cost of annual agricultural cash crop seed or plant costs</p>
Q3	Restoring field access/track ways	<ul style="list-style-type: none"> • restoration materials for access/track ways • restoration of bridges • contractor costs for restoring access/track ways
Q4	Restoring open agricultural drains	<ul style="list-style-type: none"> • contractor costs for restoring open agricultural ditches and dykes <p>Not covered: buried land drains</p>

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

Stone wall top-wiring

- use round timber posts with a top diameter of 75mm
- set the posts at centres no wider than 3m (for mild steel wire) or 10m (for high-tensile wire)
- use posts long enough so that the top wire can be fixed at no more than 300mm above the top of the wall
- use timber that is fully peeled and tanalised or treated with an appropriate preservative
- knock the posts into the ground and either set them leaning against the wall or set them alternately on opposite sides of the wall
- secure the posts
- staple either half height sheep netting or 2 lines of steel wire 200mm apart to the upright posts
- use 4mm diameter mild steel or 3.15mm diameter high tensile steel line wire
- ensure the wire is properly strained and fastened with galvanised staples

Stone wall supplement – stone from quarry

- use imported stone that matches the type, size and style of the wall being restored
- restore the wall as specified under 'restoring the wall'
- remove all surplus stone from the site after work has been completed

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 (no top wire)

- 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 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 table 3 (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	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.

You must provide the information and complete the relevant sections of the form in full, otherwise it will delay the processing of your 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 FRF Helpline on 03000 200 301.

Electronic form

The application has two parts and you must ensure you fill both parts in, the Application and the Eligible Costs.

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 'Application'. 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, if you are submitting by email, ensure that you submit using your registered Rural Payments email address. If you have supporting evidence that is in hard copy, you will need to send to the Rural Payments Agency, Ghyll Mount, Gillan Way, Penrith, Cumbria CA11 9BP.

If you are submitting your application form by post, you must ensure you sign the 'Declaration' and send along with your supporting evidence to the Rural Payments 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.gov.uk.

If you decide to complete the application form by hand, the automatic calculations in the eligible cost section will not work and you will need to calculate by hand.

Details of the person completing the application

A2 Email address – this must be filled in by whoever is submitting the application form, either you as the farmer or your agent. The email address must be the one you used when you registered on Rural Payments. We cannot accept a completed application form by email, unless it comes from this address.

Who can apply?

A5 and A6 Not a BPS recipient – you can apply to the Farming Recovery Fund but you must have 5ha of eligible agricultural land and meet the criteria in the Handbook. Contact the Helpline if you need advice.

A7 and A8 Being in the eligible area – you need to check if your land falls into the eligible geographical area for the Farming Recovery Fund and this information is at Annex 4 of the Handbook. If you need advice, contact the Helpline.

Applicant and business details

A12 Single Business Identifier (SBI) – the RPA issues this identification number when you register and it can be found on any RPA correspondence. If you need help with finding your SBI, please contact the Helpline on 03000 300 201 and select the option for Basic Payment Scheme (BPS).

If you do not have an SBI number, please contact the Farming Recovery Fund Helpline.

Details of the flood damage

A15 Describing the damage - tell us how your farm business has been impacted by the relevant exceptional weather event and the damage that has occurred. If the damage was created by overtopping or breach of a river, you need to clarify which river this relates to in your description and provide the name of the Internal Drainage Board, where this is relevant. Let us know if you are applying for work that you have already started, when you started it and what work this is.

A17 Any other public sector funding for recovery - we need to know that you have not

secured other public sector funds to assist with the recovery activities you are requesting from the Farming Recovery Fund. The Fund provides 100% and cannot be matched.

Designated Land, Permits and Consents

A18 – A23 It is your responsibility to ensure that you have obtained any necessary consents or permits to enable you to conduct the restoration works using Farming Recovery Fund. If you have not obtained the consents or permits where they are required, Farming Recovery Fund will not be able to pay your claim or consider items that you have already started in an Agreement.

Please be aware that most consents or permits cannot be provided retrospectively, so you must have it in place before you start work.

If you have started the work you will need to provide any consents or permits with your application, if you have not started the work you will need to provide at claim stage.

A24 – Check that you are the owner of the track or bridge you are applying for, if you are not it is unlikely the item will be eligible.

A25 – Sometimes gates, tracks or bridges are on a Public Right of Way (PROW). Where this is the case you must provide an email from the relevant Highways Authority to confirm that they are not providing any funding.

If you have started the work you will need to provide confirmation from the Highways Authority with your application. If you have not started the work you will need to provide at claim stage.

Land Management Agreements

A26 – we need to understand any cross compliance issues that may relate to your application to the Farming Recovery Fund and for this reason we ask you to confirm what agri environment agreements you hold.

When do you expect to claim?

A27 & A28 – we need to know when you expect to make a claim for the work in your Agreement. You should consider how long it will take you to do the work and give a date that is realistic. You should not give a claim date beyond 16 December 2020 for Wainfleet, Swaledale, Arkengarthdale and Wensleydale or beyond 26 February 2021 for South Yorkshire, Nottinghamshire, Lincolnshire, Derbyshire, Worcestershire and Gloucestershire, which is when the claim windows close. If there is a reason why you think you cannot submit a claim by the relevant deadline, you should explain this in your application. RPA will only be able to consider a later date for exceptional circumstances, such as permitting restrictions. You can submit a claim earlier than your claim date, if you complete the work sooner than expected.

It is preferable that you make only one claim, however if you think that you will have cashflow difficulties you can request two claims. RPA will review this at appraisal stage and confirm in the Agreement.

What evidence to send with your application

Please carefully read the list of evidence you need to provide with your application. If you do not include information that is required, we will need to ask you for it and it will delay your receiving a decision on your application.

Declaration and Important Information

You must ensure that you read the Declaration and Important Information carefully. When you submit the application form, either electronically from a registered Rural Payments email address or by signing the form and submitting by post, you are signing up to the obligations contained within the Declaration.

If you need any advice about the contents of these sections, please call the Farming Recovery Fund Helpline on 03000 200 301.

Signing the application form

If you are submitting the application form as an attachment by email, ensure that you submit from a registered Rural Payments email address. If you do not, we will send you an email asking you to print the form out, sign it and submit by post.

- If you are emailing, ensure you confirm you have read the conditions, included your name and dated the form.
- If you are sending in the form by post, please ensure that you confirm that you have read the conditions, include your name, date and sign the form in the Applicant's signature box. If you do not, we will need to contact you to ask you to resign the application form.

Eligible Costs – Tab 2

This section is where you record the items that you are seeking funding for. If you complete the application form on the computer, the eligible costs will automatically calculate the grant request for you, from the items and quantities that you select. If you fill in the form by hand, you will need to calculate the grant request by hand.

If you have eligible costs that exceed the scheme maximum you can let us know these costs in your application, but you will need to record them on a separate document. We can only guarantee up to the scheme maximum and Tab 2 must only show the costs that you are seeking funding for.

There are 3 sections under which you can seek funding:

1. **Standard Costs**
2. **Reference Costs**
3. **Quoted costs**

Standard and Reference Cost items/activity – do not forget to include the metres or area (ha).

For Standard and Reference Cost items, you simply need to include the area (ha) or metres being requested and the table will total up the item. Using Standard and/or Refer

If you need any assistance in completing this section, contact the Helpline on 03000 200 301.

Quoted costs – do not forget to include the metres or area (ha)

If you do not want to use the Standard or Reference Costs because you want to, for example, use a different specification to that set out in Annex 2, you can provide 2 quotes if the item is below £5000 or 3 quotes if the item is £5000 or above.

You should read section 2 in the Handbook which explains the detail required on quotes. If quotes are not provided with the right amount of information we may offer you a Standard or Reference Cost for the item or activity or remove the work from your application. If the removal of an item or activity reduces the application below £500, it may be rejected.

There are 4 sections for quoted costs:

- Q1 – Restoring productive grassland which also includes undertaking any works on grassland such as debris removal or any Standard Cost or Reference Cost item or activity for which you are using quotes.
- Q2 – Restoring productive arable and horticultural land which also includes undertaking any works on this land such as debris removal or any Standard Cost or Reference Cost item or activity for which you are using quotes.
- Q3 – Restoring field access/track ways.
- Q4 – Restoring open agricultural drains.

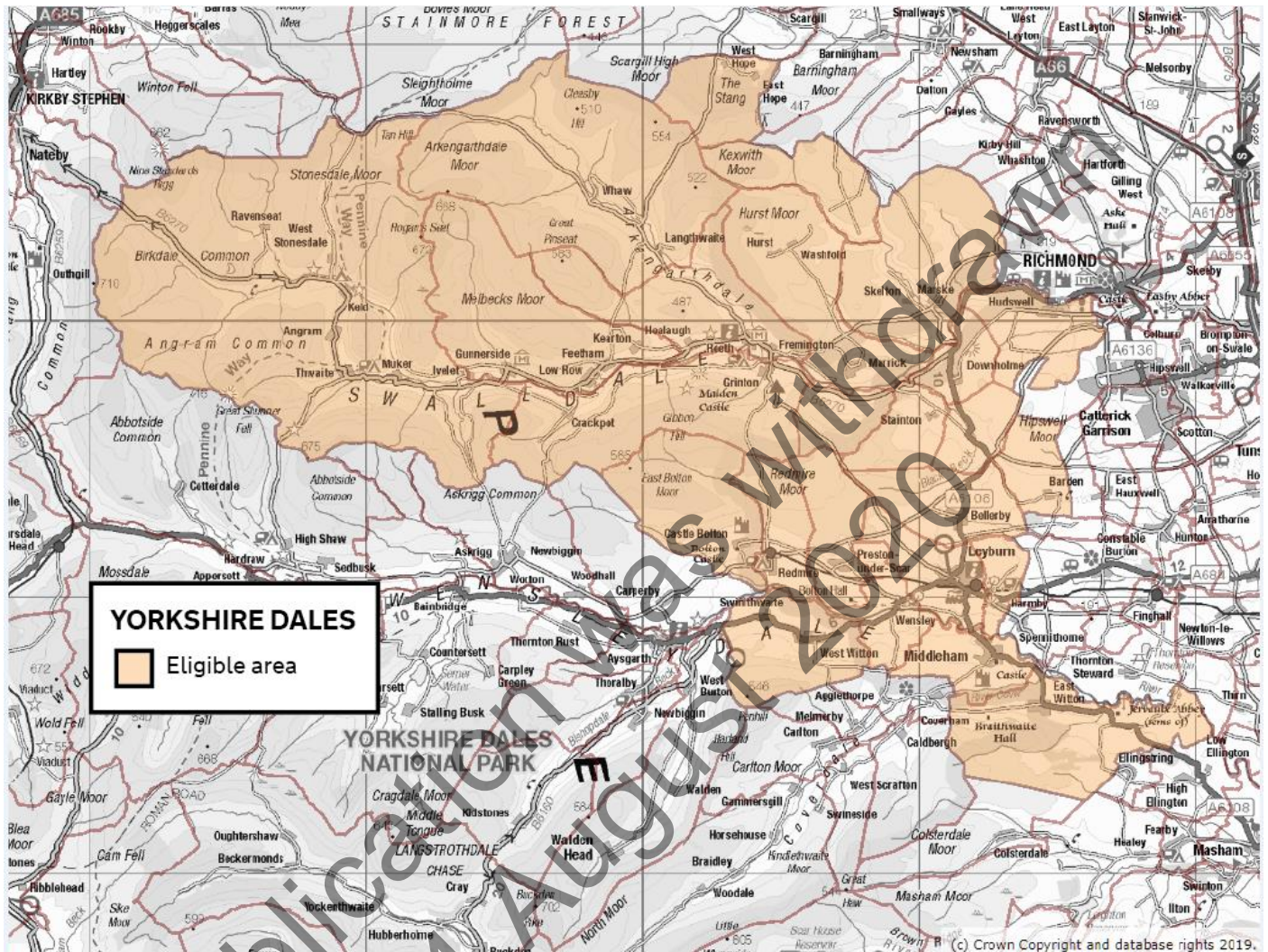
All of the above require either 2 or 3 quotes and each section in the Eligible Costs tab has space for your preferred, second and third supplier details. If you are doing more than one type of activity on grassland for example, i.e. re-cultivation and a stone wall, you have up to 3 spaces available for this information.

You should include the cost excluding VAT and including VAT and then in the final column, state which of these amounts you are requesting. This is because some applicants will not be VAT registered and will be asking for the cost including VAT. If you are not VAT registered and are intending to include VAT in your request for funding, you must ensure you provide a letter from a professionally qualified independent accountant to confirm that you are not VAT registered. This is explained above in the Handbook.

If you don't choose the cheapest quote, you must explain why on your application form. You can use the description box at A15. If this justification doesn't show good value for money, the RPA may reduce the grant to the lowest quote. If this happens, you can still choose to use the more expensive supplier, but RPA will base the grant offer on the lowest quote.

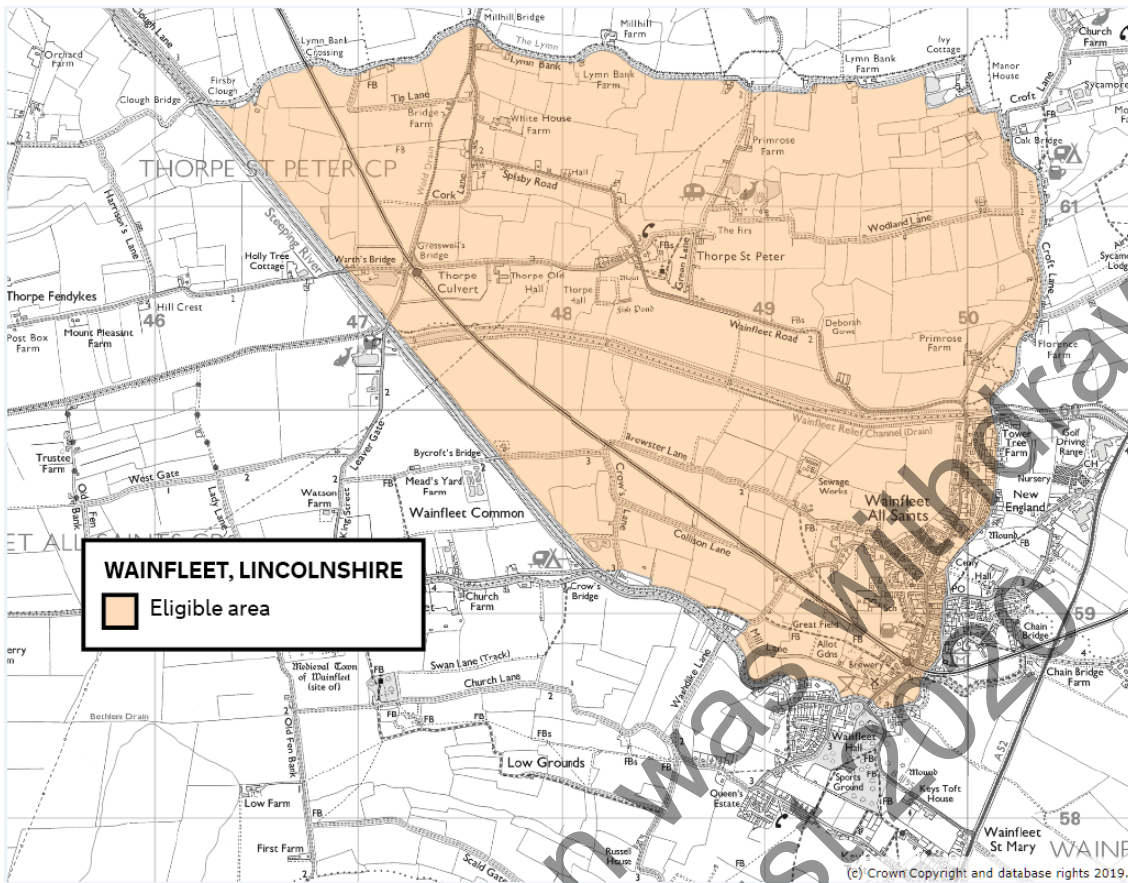
Annex 4 - Eligible Areas

Swaledale, Arkengarthdale and Wensleydale



ELIGIBLE PARISHES	ELIGIBLE PARISHES
Arkengarthdale	Marske
Barden	Melbecks
Bellerby	Middleham
Castle Bolton with East and West Bolton	Muker
Downholme	New Forest
East Witton	Preston – under – Scar
Ellerton Abbey	Redmire
Grinton	Reeth, Fremington and Healaugh
Harmby	Stainton
Hope	Walburn
Hudswell	Wensley
Leyburn	West Witton
Marrik	

Wainfleet, Lincolnshire



South Yorkshire, Derbyshire, Nottinghamshire, Lincolnshire, Worcestershire and Gloucestershire

IMPORTANT NOTE:

The following maps are an indication only of the eligible areas. Note that even if your land appears in one of these maps, you must still meet the eligibility criteria as detailed in the 'Who can apply' section of this Handbook.

South Yorkshire, Nottinghamshire and Lincolnshire

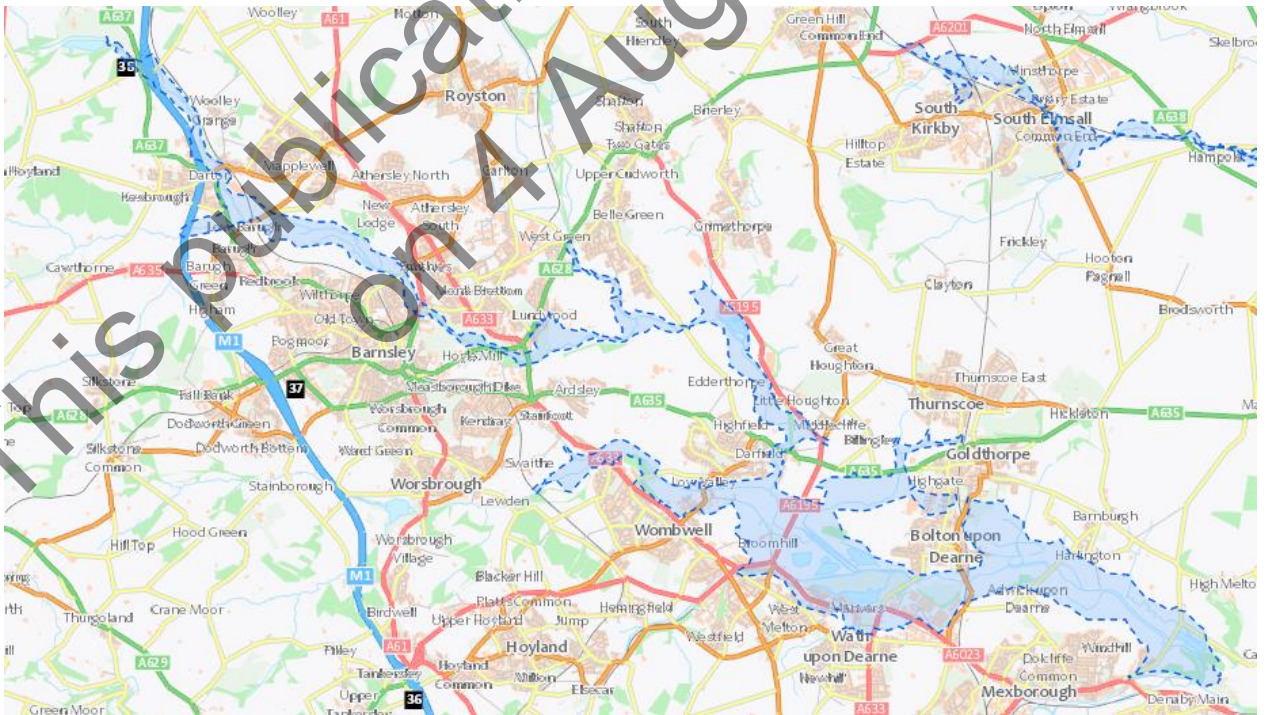
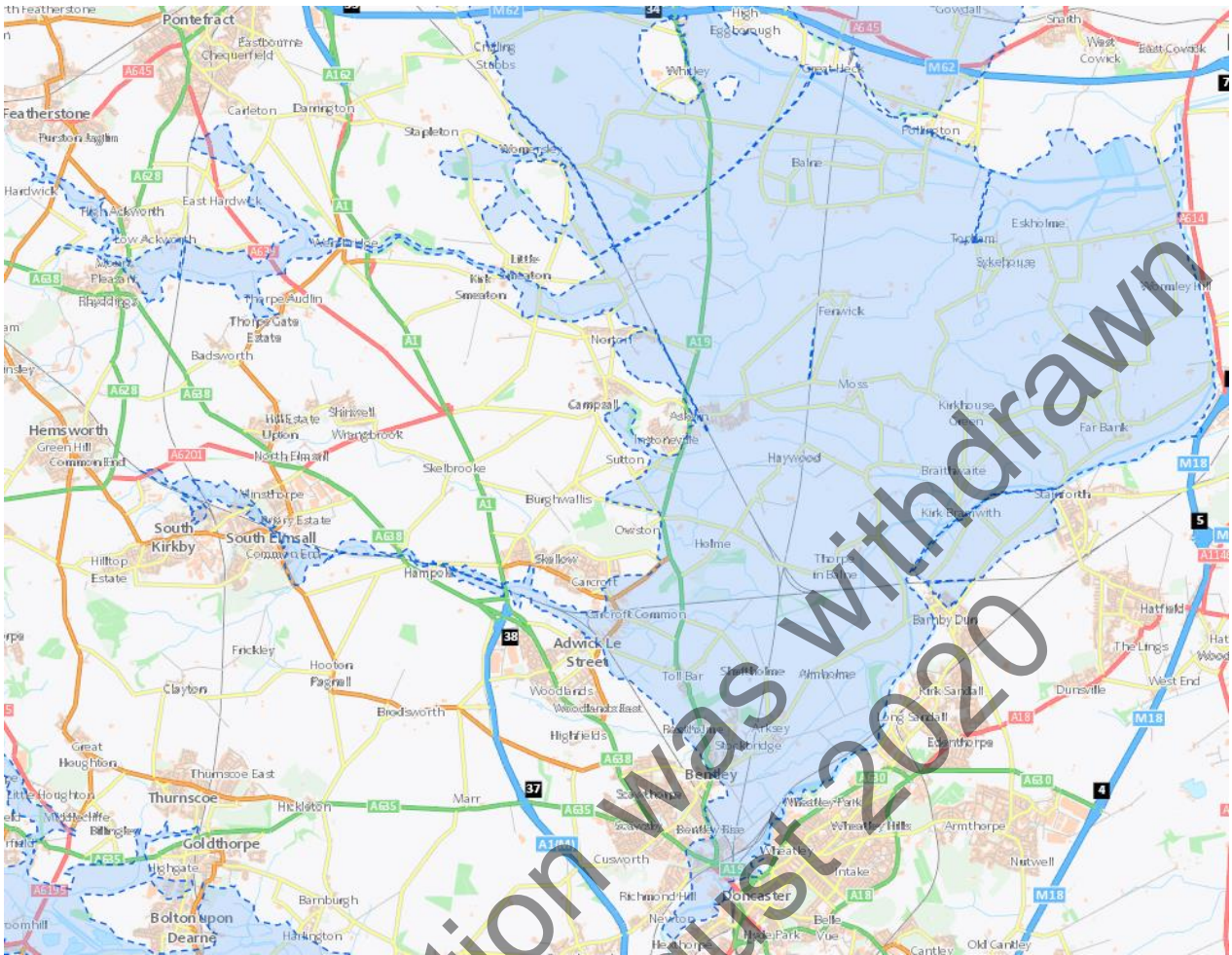
In South Yorkshire, Nottinghamshire and Lincolnshire there are 6 Internal Drainage Board areas that are eligible. The maps below will help you identify if you are eligible.

Ancholme Internal Drainage Board (left)

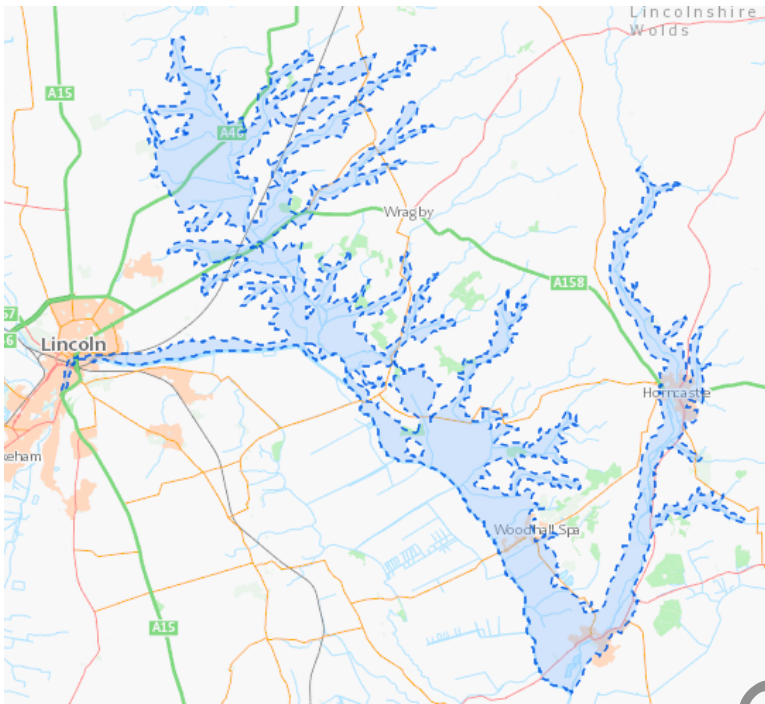
Scunthorpe and Gainsborough Water Management Board (right)



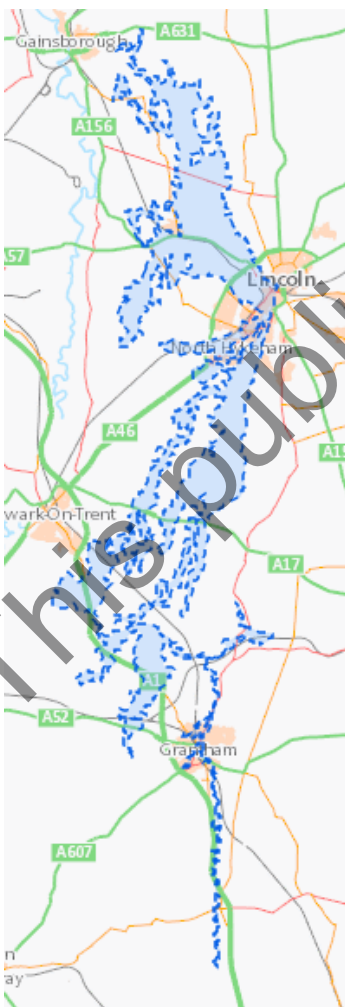
Danvm Drainage Commissioners



Witham Third Internal Drainage Board

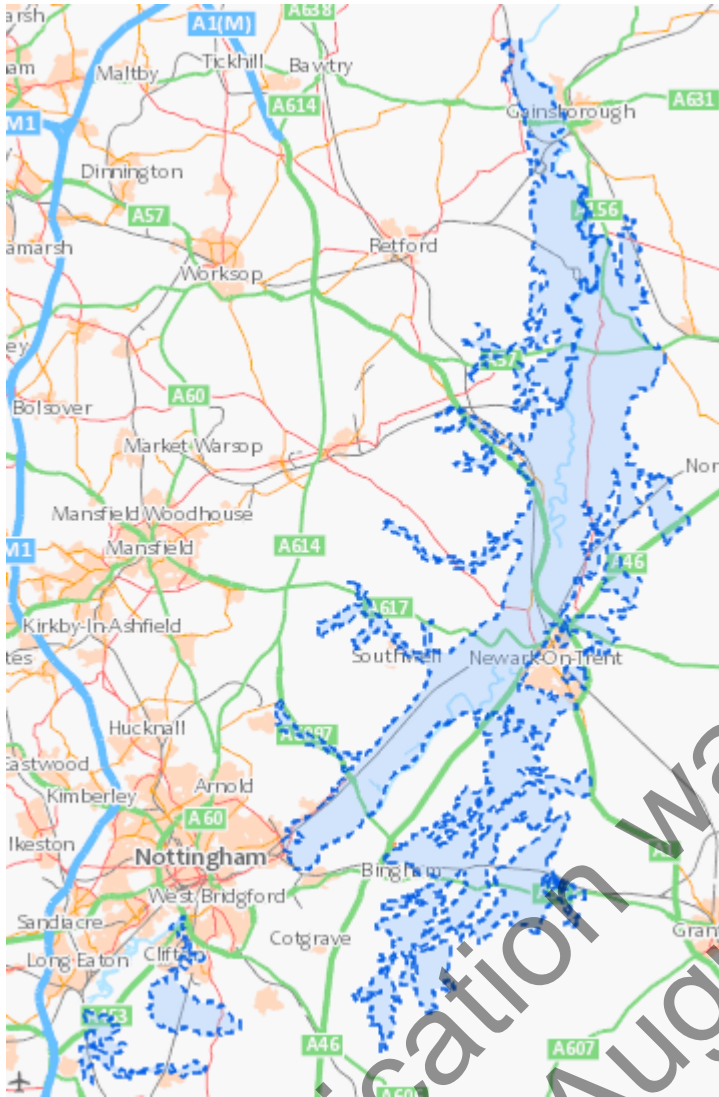


Upper Witham Internal Drainage Board



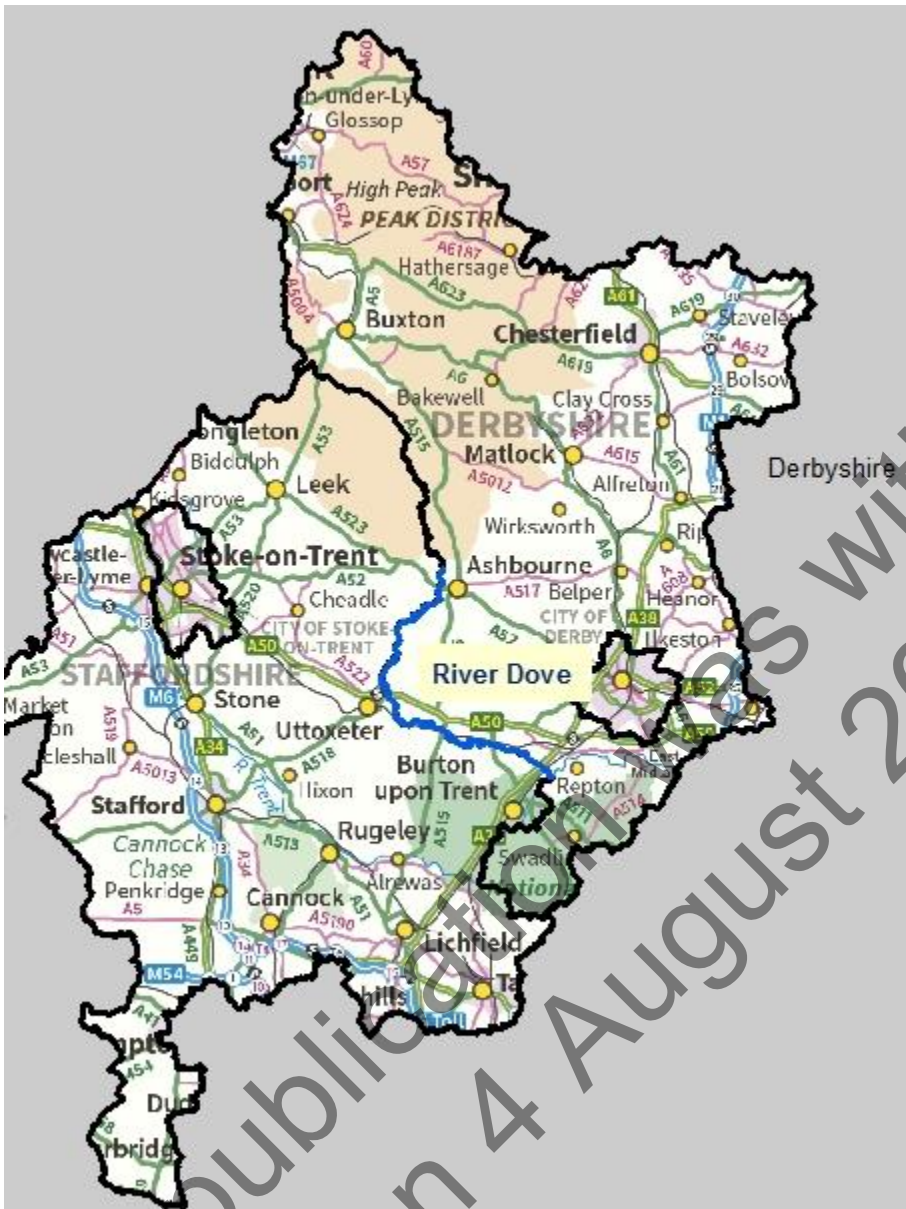
This publication was withdrawn on 4 August 2020

Trent Valley Internal Drainage Board



Derbyshire

Dove (in Derbyshire only and excluding tributaries)



This publication has been withdrawn on 4 August 2020

Derwent (in Derbyshire only and excluding tributaries)



Avon in Worcestershire and Gloucestershire only, downstream from Evesham (excluding tributaries)

