

## 2017 Claim Form (FARG 2)

Office Address

Farming Ammonia Reduction Grant Scheme  
Technical Services  
Natural England  
Apex Court  
City Link  
Nottingham NG2 4LA  
Tel: 0208 026 2018

For official use: date received

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

**Natural England must receive your claim by 31<sup>st</sup> July 2017.**

- You must include handwritten signatures of:
  - each partner in the farm business or the authorised agent acting on your behalf
  - each person who countersigned your application form and agreement
- You must have completed all your agreed capital work(s) and paid for it/them in full before you can make a claim.
- Please use this Claim Form to submit a claim as soon as all works have been completed and paid for in full.
- Please write clearly in BLOCK LETTERS and in black ink throughout, with any alterations initialled and dated. Do NOT use correction fluid.
- Please keep a copy of your completed form for your records.
- It is your responsibility to ensure that a properly completed form is submitted and that you comply with the rules of the scheme.
- Please send your claim form together with your photos and any other supporting documents by post to the address above or by email to [farg.nottingham@naturalengland.org.uk](mailto:farg.nottingham@naturalengland.org.uk). If claiming by email, you must submit a hard copy of an emailed claim form with handwritten signatures to address above within 10 calendar days of the email date.
- To receive confirmation that your claim has been received by Natural England please complete the slip at the bottom of this page. Emailed claims will receive an automatic reply.

Please enter your name and address in the panel below.

DO NOT DETACH

Your claim form for a 2017 Farming Ammonia Reduction Grant was received by Natural England on the date shown overleaf. This acknowledgement only provides proof that your form has been received by Natural England and does not mean that your payment has been approved.

Reference number (to be used in all correspondence)

For  
Natural  
England  
use  
only



## Section 1: Details of claimant(s)

(a) Reference number, provided in your Offer Letter

(b) Name(s) of claimant(s)

Title <small>(Mr/Mrs/Miss/Ms/Other)</small>	Forename	Initials	Surname
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(c) Vendor number

Single Business Identifier (SBI)

(d) Business name

(e) Main correspondence address

Town

Postcode

County

(f) Telephone number (inc. national dialling code)

(g) Mobile number (to allow us to contact you quickly)

(h) Email address

(i) Address at which work was carried out (if different from above)

Town

Postcode

County

(j) Preferred method of communication

Post

Email

Receipt Stamp

This publication was withdrawn on 25 January 2021

## Section 2: Details of capital items claimed for

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

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

- Enter the quantity/unit measure for each capital item you are claiming for in the quantity/unit/measure column.
- Multiply these numbers by the relevant standard costs (£) to calculate the total cost for each item and enter this figure in the Total (£) column.
- Add up all of the numbers in the Total (£) column to give the total amount you are claiming for and enter this figure at the bottom of the table.
- Ensure you only claim for work you have completed and paid for.

Option code	Option Title	2017 Standard Costs	Quantity/unit measure	Total (£)
AQ29	Self-supporting covers for slurry stores (m <sup>2</sup> )	£61.00		
AQ30	Floating covers for slurry stores and lagoons (m <sup>2</sup> )	£11.20		
Total				

(b) Have all capital items listed in your Offer Letter been claimed for? Yes  No

(c) Have the capital items shown in your Offer Letter been completed in full? Yes  No

If the answer to questions 2(b) and/or (c) is 'No', please provide a short explanation as to why.

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

**(a) Invoices:**

You do **not** need to send invoices, bank statements, records or accounts with your claim but you must keep the records relating to your claim for a period of at least five years from the date of the last payment of the Grant and produce them for inspection by Natural England, the Rural Payments Agency or their authorised agents within 10 days of being asked to see them.

**(b) Photos:**

You must provide photographic evidence to support any claims. The following general principles will apply.

You should take a photograph after the works have been completed and send it with the payment claim. This should show the 'works completed condition'. You should take the photographs from the same position as the baseline photographs in the report you will have received from the farm adviser.

The photographs should identify the slurry store cover and provide sufficient evidence that the works have been delivered to the required standard.

Please refer to the guidance specification on photographic evidence within the Guide to Farming Ammonia Reduction Grant Scheme located on the gov.uk website:

<https://www.gov.uk/government/publications/farming-ammonia-reduction-grant-scheme-claim-form-and-offer-terms/guide-to-farming-ammonia-reduction-grant-scheme>

Please list below what photographs you have enclosed.

## Section 4: Declarations

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

I/we declare that:

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

**If you are an agent signing on behalf of a claimant or claimants**

I can confirm that:

- (a) I am authorised to make this application on behalf of the claimant(s) named above;
- (b) I have drawn to the attention of the claimant(s) the conditions that apply to this claim and entitlement to receive any grant; and
- (c) I have made the claimant(s) aware that they are responsible for complying with those conditions.

Signature(s)	Name(s) in BLOCK letters	Status (eg, applicant)	Date

### WARNING

**If you knowingly or recklessly make a false or misleading representation or fail to disclose information which you are under a duty to disclose in order to obtain grant aid for yourself or for anyone else, you risk prosecution (which could result in a fine), and the grant payable or paid to you under the scheme could be withheld or recovered.**

## Using and sharing your information

Natural England, the Rural Payments Agency and the Environment Agency are all Data Controllers in common, which means that any information that you submit to us, including your personal data, will be shared between these public bodies as described below. If you have any queries you can contact Natural England in the first instance at: Foss House, Kings Pool, 1-2 Peasholme Green, York YO1 7PX Tel: 0300 060 1911

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

As the funds you receive under the Farming Ammonia Reduction Grant Scheme form part of the Common Agricultural Policy, your details and the details of the amounts of payments you receive will be published on the website of the UK Co-ordinating Body for two years (see <http://cap-payments.defra.gov.uk/Default.aspx>)

In claiming for the Farming Ammonia Reduction Grant Scheme, it will be necessary to obtain and process certain data about you and your business including personal data. Your data (including personal data) will be used to administer, monitor and evaluate the Farming Ammonia Reduction Grant. It may also be used to improve the design of future schemes. For example:

- We will need to process your data to check that you are eligible for the grant. As part of this process we will need to assess your eligibility by comparing your details with a list of dairy and beef farmers registered on the Rural Payments system held by the Rural Payments Agency
- Details about your slurry store and farm business may be used to evaluate the uptake and outcome of the Scheme
- You may be contacted in the future and asked to give feedback about your experience of using the Scheme.

As well as sharing the personal data with the Rural Payments Agency and the Environment Agency, as mentioned above, Natural England will also share your personal data with third parties, including farm advisers contracted through the Farm Advice Framework (as well as those authorised to act on their behalf), for example

- Your details will be shared with the Rural Payments Agency to administer any funding if your application is successful.

We may need to share data with other bodies responsible for auditing and administering public funds, in order to stop fraud and to protect the European funds that support the Common Agricultural Policy. If so, we will still follow the rules set by the Data Protection Act and Directive 95/46/EC and Regulation (EC) No 45/2001 (as from time to time amended, supplemented or replaced).

Natural England or its appointed agents may use the name, address and other details on your application, Offer Letter, Acceptance of Offer and claim form to contact you in connection with occasional customer research aimed at improving the services that Natural England provides to you.

Natural England may be required to release information, including personal data and commercial information, on request to comply with its statutory obligations under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000. However, Natural England will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998.

Natural England's Personal Information Charter, which gives details of your rights in respect of the handling of your personal data, is on the Natural England section of Gov.uk - please see <http://www.gov.uk/government/organisations/natural-england/about/personal-information-charter>.