



Rural Payments  
Agency

# Countryside Stewardship: How to apply for Capital Grants

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# Countryside Stewardship: How to apply for Capital Grants

This guide explains how to complete your Countryside Stewardship Capital Grants application form and maps if you are unable to apply online.

## Be aware of fraud

How to avoid fraud and what to do if you suspect an attempted fraud.

Fraudsters may target farmers who receive subsidy payments and we're aware that in the past some customers have received emails, texts and telephone calls claiming to be from RPA or Defra. Links to a fake website designed to look like an authentic RPA or Defra online service are sometimes included in the message. We do not send emails or text messages with links to websites asking you to confirm your personal details or payment information. We strongly advise anyone who receives such a request not to open the link and delete the item.

As fraudsters may target farmers who receive subsidy payments, remember:

- never discuss your bank account details with someone you do not know
- we will not ask you to make a payment over the phone
- delete any emails or texts you do not believe are genuine, and do not open any links – our main email addresses are:
  - [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk)
  - [rpa@notifications.service.gov.uk](mailto:rpa@notifications.service.gov.uk)
- be cautious about what information you share externally, particularly on social media.

If you suspect an attempted fraud or feel you have been the subject of fraud, you can contact:

- RPA's Fraud Referral Team on 0800 347 347 or [FraudInConfidence@rpa.gov.uk](mailto:FraudInConfidence@rpa.gov.uk)
- Action Fraud (the UK's national reporting centre for fraud and cyber-crime) on 0300 123 2040.

# Introduction

This guide explains how to complete your Countryside Stewardship Capital Grants application form and maps if you are unable to apply online.

Use this guidance to help you complete your maps to support your CS Capital Grants application.

If you do not have access to the internet or if you read this guidance and are still unsure how to complete your application please contact us on 03000 200 301.

## When to apply

Important dates for Countryside Stewardship Capital Grants.

Applications for CS Capital Grants open on 9 February 2021 and close on 30 April 2021.

## Before you start your application

Read this section to find out what you need to do before you apply.

It is important that you do the following in the order we've listed them:

## Register or sign in to the Rural Payments service

To receive CS payments, you must be registered on the [Rural Payments service](#). To find out how to do this read [Rural Payments service: registering and updating your details](#) on GOV.UK.

For security do not share your password with anyone.

## Check and change

Check that your personal details, business details, and digital maps are up to date, and update them if needed.

You must register all of the land on your application in the Rural Payments service.

To find out how to do this read [Rural Payments service: registering and updating your details](#) on GOV.UK. You may also find the [Rural Land and Entitlements \(RLE1\) guidance](#) useful, which is also on GOV.UK.

If you do not have access to the internet, you can call us on 03000 200 301.

## Check your permissions

To submit an application, you must have the Countryside Stewardship (Applications)

'Submit' Permission level. You can find more information on the Permission levels screen in the [Rural Payments service](#). This lists what is permitted at each level.

If you prefer, you can authorise an agent to fill in and submit your application for you. For an agent to act for you, you must give them the appropriate permission levels in the [Rural Payments service](#) on GOV.UK. This applies even if you have previously authorised the agent using the paper agent authorisation form.

Read [Give someone else permission to act on your behalf](#) on GOV.UK for more information on the different levels of permission.

## Read the scheme manual and other guidance

All the guidance and information you need for Countryside Stewardship is on GOV.UK.

Search for the [Countryside Stewardship Capital Grants manual](#).

For information about the capital items available, search for [Countryside Stewardship grants](#).

## Capital items

Choose your capital items from the [Countryside Stewardship Capital Grants Manual](#).

You can read more information about each capital item on GOV.UK. Search for [Countryside Stewardship grants](#).

You must measure capital item lengths and quantities accurately as errors may lead to the reduction of payments and penalties may be applied.

## Online applications

You can apply for Countryside Stewardship Capital Grants online using the Rural Payments service. If you cannot apply online, you can download the application form from GOV.UK.

## Get the application form

You can download the Countryside Stewardship Capital Grants Application Form from GOV.UK, search for [Countryside Stewardship Capital Grants Application Form](#). If you cannot access GOV.UK, email us at [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk) or you can call us on 03000 200 301, to request a copy.

# Complete and submit your application form and map(s)

Use this section to help you create the map(s) to submit with your application form.

Fill in all parts of the form and answer all questions that apply to you.

## Prepare a map for your application

You must submit a map or maps in support of your application.

Mark your CS capital map(s) to show the location of your CS capital items on your land parcels. You'll need to cross-refer the locations on the maps with the details you enter on the application form. We suggest you complete the application form and your CS capital item map(s) alongside each other.

If your application is successful and you are offered an agreement, your CS capital map(s) will become your 'Agreement Map(s)'.

## How to create a map

You can create your base map yourself by printing your digital maps in the Rural Payments service. Make sure your printed map is clear, readable and meets the standards set out below.

If you cannot create the map yourself you can request one by either calling us or you can use MAGIC maps on GOV.UK – search for [magic.gov.uk](https://magic.gov.uk). If you choose magic.gov.uk, use the 'export map tool' as this adds the required licence information. Wherever you get your base map from, make sure it has the copyright licence for this use.

The map must meet the following requirements:

- A3 or A4 in size (either is acceptable).
- 1:2,500 or 1:10,000 scale, unless using the Rural Payments Land View screen in the Rural Payments service to produce a map as it will automatically scale the map to fit A4 which is acceptable.
- It must show the whole land parcel on which the boundaries to be included are located and the boundaries of the land parcel must be clear.

- The map must include the following:
  - Map number. Include the unique map number and total number of maps for example, 1 of 3.
  - Scale of the map.
  - Single Business Identifier (SBI) – consisting of 9 digits; application year; and agreement title (as entered on the application form), write these on the top right of the map.
  - Name of business or applicant – this should be the name (beneficiary) that is registered with us for the SBI, write this on the right hand side of the map.
  - If there are no numbered Ordnance Survey (OS) grid lines, you must write a 6 figure OS grid reference for the centre of the map on the bottom left of the map (format AB 123 456).
  - Land parcel reference number, for example, SK 1234 5678, for the land parcels where the capital items will be undertaken.
  - Circle the land parcel reference number for all parcels that you include in your application.
  - Add the capital item code to the land parcel where the capital works will be undertaken.
  - Mark the boundaries you include in your application with a thick black line. You only need to include the field parcel(s) adjacent to one side of each boundary, you do not need to include the parcels on both sides of a boundary.
  - Use black ink for all annotations on your map. If you make a mistake do not use correction fluid, strike through the mistake instead.
  - If you send a map that does not meet these requirements, we'll return it to you to amend or ask you to send us a new one. You'll need to complete this map to the minimum standard and return it to us.

## Supplementary information map required for BN3, BN5, BN6, BN11, BN12 and TE1

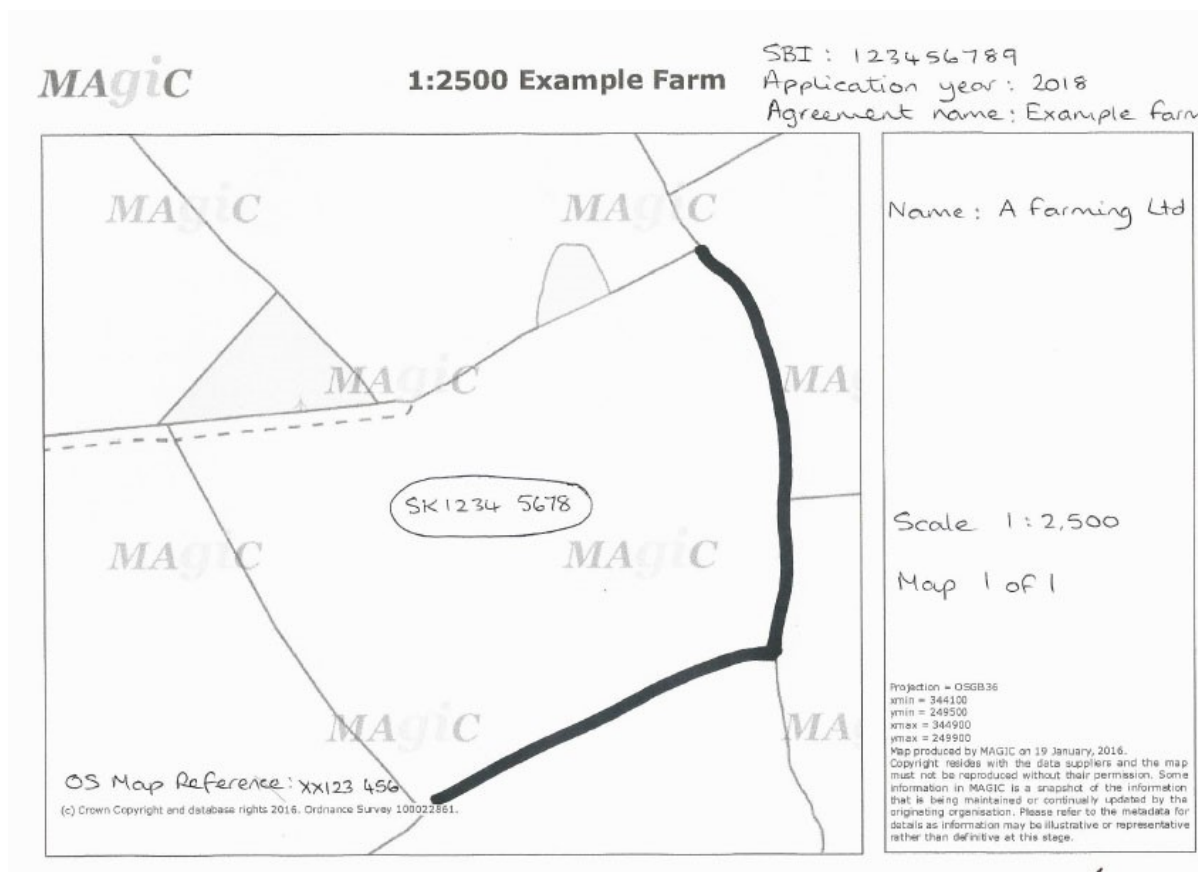
The following items require extra information. This must be provided on a supplementary map.

Option	Name of option	Evidence required at application stage
BN3	Earth bank creation	historic maps or other records to evidence that the proposed location of the bank creation is on an original footprint, or is a feature of a specific location or landscape - this can be marked on any map
BN5	Hedgerow laying	a map showing the location of existing hedgerow trees in each length of hedge
BN6	Hedgerow coppicing	a map showing the location of existing hedgerow trees in each length of hedge
BN11	Planting new hedges	historic map or other records to show that the proposed location of the hedge planting is on an original footprint or extends existing hedges or contributes to the reduction of soil erosion and run-off - this can be marked on any map
BN12	Stone wall restoration	a map showing the location of any wall-side trees, saplings and stone features
TE1	Planting standard hedgerow tree	a record of where hedgerow trees are to be planted



## Example map

The example map shows what you need to note on your map. In this example, the land parcel number is hand-written in the middle of the land parcel. A thick line is drawn along 2 sides of the land parcel to show a new or changed boundary. The map scale and OS grid references are hand-written on the map as well as the SBI, application year and the agreement name.



## Checklist

Use the checklist below to make sure that you have completed your application in full and attached any required supporting documents and maps before sending it to us.

Make sure that:

- you have completed all relevant Parts of the application form, including signing and dating Section 5
- all your land and business details are up to date and correct on Rural Payments
- you have arranged for 'Submit' permissions in Rural Payments, if you're acting as an agent
- you have completed CS map(s) showing the land parcels in this application.

- you have attached any applicable supporting documents or evidence.

For the capital item descriptions, search Countryside Stewardship grants on GOV.UK. You can also read [Countryside Stewardship: Record keeping and inspection requirements](#) on GOV.UK.

## Submit your application

### By email

Send us all parts of the completed form, together with maps and other supporting documents with your application.

Email them to us at: [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk) and put 'Application – CS Capital Grants' in the email subject heading.

You must also put your SBI and Application ID number in your email and check they're on everything you send to us.

### By post

If you prefer, you can post them to us at Rural Payments Agency (Countryside Stewardship), PO Box 324, WORKSOP, S95 1DF. Put your SBI and Application ID number on everything you send to us.

If you are sending the form to us by post you must sign your application and any supporting forms. A signature is not needed if you send your application by email.

For any documents you send us by post, we recommend that you get proof of postage. You're advised to keep a copy of your completed application form and maps.

# What happens next?

Use this section to find out what happens next.

When we receive your application we'll check that:

- you meet the eligibility requirements
- all the necessary details have been entered on your application form and
- all of your maps have been completed.

If your application fails any of the above checks, we'll contact you to explain what is wrong and how the failed check(s) can be corrected (if relevant).

# More information and contacts

Use this section to find more information and contact details

## Contacts

Rural Payments Agency (Countryside Stewardship)  
PO Box 324  
WORKSOP  
S95 1DF

Email: [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk)

Rural Payments helpline: 03000 200 301

Website: [www.rpa.gov.uk](http://www.rpa.gov.uk)

Open – Monday to Friday 8.30am to 5pm, (closed at weekends and on public holidays)

Give your Single Business Identifier (SBI) for all enquiries.

## Complaints about service

If you are an applicant for Countryside Stewardship, or an Agreement Holder, and you want to complain about the level of service you have received or the way that you have been treated, you should use the appropriate organisation's complaints procedure.

Rural Payments Agency: [www.gov.uk/rpa](http://www.gov.uk/rpa) scroll down the page to 'Complaints procedure' under 'Corporate information'.