



Rural Payments
Agency

How to complete your 2021 Environmental Stewardship claim form

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How to complete your 2021 Environmental Stewardship claim form

Guidance on how to complete and submit your 2021 Environmental Stewardship claim form.

Be aware of 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
 - 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
- Action Fraud (the UK's national reporting centre for fraud and cyber-crime) on 0300 123 2040.

Introduction

Further information and what steps to take before you complete your application

About these notes

These notes complement the instructions on pages 1 and 2 of the Environmental Stewardship (ES) claim form.

Please read the notes carefully and refer to them as you work through your claim form.

Take time to make sure you complete your claim form accurately. This will help us process your claim as quickly as possible.

Further information

If you have read the notes and are still not sure how to complete any part of the form please call us on 03000 200 301, selecting the option for Environmental Stewardship.

Before you complete your application:

(1) Read pages 1 and 2 of the claim form letter carefully, and note that if an agent is completing the form, then section 6 must be completed.

(2) Note that to be valid your claim form must:

- be completed by hand (not be completed electronically) and without any correcting fluid
- have all of the declarations in Section 5 ticked
- be signed and dated in Section 7, and
- have Section 6 completed if an agent is completing the form.

Where relevant you must also complete the following sections:

- Section 2 – if there are any changes to your contact details

- Section 3 – to provide the location and area of all Rotational Arable Options, or declare that you will provide this by 1 September 2021 if you do not currently know this
- Section 4 – if there are any changes to your claim. For example, to the land parcels and/or management shown in Annexes 1 and 2 where the area has changed, or if you have not undertaken the required management this year.

(3) Section 3 is now prepopulated with your Rotational Arable Options (RAO) option data, if any. If this section is blank then you do not have any RAO in your agreement.

(4) You can find guidance on GOV.UK by searching for '[Environmental Stewardship: guidance and forms for agreement holders](#)'.

How to use these notes and complete your application

The steps you need to take to complete your application.

Step 1 – Acknowledgement

If you want us to acknowledge your claim with a proof of receipt, please tick the box. We do not automatically acknowledge receipt of claim forms.

Step 2 – Claim form cover letter and Sections 1 and 2

The cover letter states that if you have recently submitted a request for a change to your agreement which is still being processed, the pre-printed details in Annex 1 and 2 may not take your change into account. If this is a mapping change that has been notified to us by an RLE1 form, and the changes are not reflected in Annex 1 and 2, please draw our attention to this by making a note in Section 4 to explain what the changes are. The data in Sections 1 and 2 is prepopulated.

If it is incorrect:

- for Section 1, please contact us
- for Section 2, please enter revised details in the box below.

Step 3 – Section 3: Rotational Arable Options (RAO)

This relates to the current cropping year, that is the cropping year from autumn 2020 to harvest 2021, except for options involving over-wintered stubbles (please see the next paragraph). Annex 1 to this guidance note gives a list of options and timings.

Over-wintered stubble options - Options that include over-wintered stubble come later in the year, after the arable crop has been harvested. The information that we need for these options relates to their location for autumn/winter 2021/2022, not the current cropping year. If you do not know the field number and area of your over-wintered stubble options when you are completing your claim form, then leave these columns blank and tick the box to say you will tell us later. If so, please let us have the details of over-wintered stubble options by 1 September 2021.

You need to tell us if you change the location of any of your RAO after you have submitted the claim form.

There is no requirement to keep options in place after the agreement ends. You do not need to tell us where the option will be if over wintering after harvest starts after the end of the agreement.

Step 4 – Section 4: Changes to your claim

After you have submitted your claim form, you can amend it by writing to us: for example, where you are not able to carry out the management requested, or a land transfer. Please note, for land transfers you must complete a separate 'Land Transfer and Amendment' form (LTA1) to register any change in obligations if you have not already done so. Please request the LTA1 form from us.

If we receive your change(s) by midnight 1 June 2021 we will not apply a late claim penalty for the change. After this date, we can continue to accept changes received until 9 June 2021 but depending on the timing and the amendment made, we may apply late claim penalties on the amended area.

Step 5 – Section 5: Declarations

Please read the declarations carefully to make sure you fully understand them.

Step 6 – Section 6: Agent authorisation

If an agent is completing and submitting the claim form, they should complete this section. The Agent authorisation form for ES can be found on GOV.UK by searching for '[Agent authorisation: Environmental Stewardship](#)'. To be able to submit the claim form, the agent must tick the 'Agreement Management Agent' box on the authorisation form. (The 'Application Submission Agent' does not give authority for an agent to submit a claim form.)

Step 7 – Section 7: Signature and date

Sign Section 7 to complete your claim form, taking note of the warning at the end of the form. Please remember to enter your capacity (for example. agreement holder, partner or agent) and sign and date the form.

Step 8 – Submit your claim form

Either:

- post your completed claim form and any supporting documents, for example, [agent authorisation](#) form or continuation sheets ,to the Rural Payments Agency office address shown at the top of the claim form, or
- email a scanned copy of the claim form and any supporting documents, to the Rural Payments Agency office address shown at the top of the claim form, putting 'Environmental Stewardship claim form 2021' in the Subject line of your email. You must send this from a valid business email address registered against your Single Business Identifier (SBI) in the Rural Payments service.

What happens next

Once we have received your claim form, we will check it to see that it has been completed in full. If anything is missing, we will contact you. If your claim is submitted late, we will let you know about any penalties.

Annex 1 Rotational Arable Options (RAO)

Table showing rotational arable options for Environmental Stewardship claims 2021

| Option Code | Option name | Location to indicate on 2021 form |
|-------------|---|--|
| O/E/HF2 | Wild bird seed mixture | Location when re-established in spring 2021 |
| O/E/HF4 | Nectar flower mixture | If winter sown, existing location If spring sown, where it is or will be located in spring 2021 |
| O/E/HF6 | Overwintered stubble | Where the stubble will be for autumn/winter 2021/22 |
| O/E/HF8 | Skylark plots | Location where established. If spring sown, where it is or will be located in spring 2021 |
| E/HF9 | Cereal headlands for birds | If winter sown, existing location If spring sown, where it is or will be located in spring 2021 |
| E/HF10 | Un-harvested cereal headlands for birds and rare arable plants | If winter sown, existing location If spring sown, where it is or will be located in spring 2021 |
| O/E/HF13 | Uncropped, cultivated areas for ground-nesting birds on arable land | Where it is or will be located in spring 2021 |
| E/HF15 | Reduced herbicide cereal crops followed by overwintered stubble | If winter sown, existing location If spring sown, where it is or will be located in spring 2021 |
| EF22 | Extended overwintered stubble | Where located in spring 2021 |
| O/E/HG1 | Under sown spring cereals | Where it is or will be located in spring 2021 |
| O/EG2 | Wild bird seed mixture in grassland areas | Location when re-established in spring 2021 |

| Option Code | Option name | Location to indicate on 2021 form |
|--------------------|---|--|
| O/E/HG4 | Cereals for whole crop silage followed by overwintered stubble | Where the stubble will be for autumn/winter 2021/2022 |
| O/E/HJ2 | Management of maize crops to reduce soil erosion | Where the maize crop is or will be located in spring 2021 |
| E/HJ10 | Enhanced management of maize crops to reduce soil erosion and run-off | Where the maize crop is or will be located in spring 2021 |
| O/E/HJ13 | Winter cover crops | Where the cover crop was established in 2020 |
| O/EK20 | Ryegrass seed-set as winter/spring food for birds | Where the grass is now that will be used for silage in spring/summer 2021 |
| O/EK21 | Legume- and herb-rich swards | If previously sown, existing location If spring sown, where it is or will be located in spring 2021 |
| HF12 | Enhanced wild bird seed mix plots (rotational) | If winter sown, existing location If spring sown, where it is or will be located in spring 2021 |
| HF14 | Un-harvested, fertiliser-free conservation headlands (rotational) | If winter sown, existing location If spring sown, where it is or will be located in spring 2021 |
| HF16 | Cultivated fallow plots or margins for arable flora as an enhanced set-aside option | Where it is or will be located in spring 2021 |
| HF17 | Fallow plots for ground-nesting birds as an enhanced set-aside option | Where it is or will be located in spring 2021 |
| HF18 | Reduced herbicide, cereal crop management preceding enhanced set-aside | Where it is located in spring 2021 |
| HF19 | Un-harvested, fertiliser-free conservation headlands preceding enhanced set-aside | Where it is located in spring 2021 |
| HF20 | Cultivated fallow plots or margins for arable plants (rotational) | Where it is located in spring 2021 |

| Option Code | Option name | Location to indicate on 2021 form |
|--------------------|---|---|
| HG5 | Brassica fodder crops followed by over-wintered stubbles | Where the stubble will be for autumn/winter 2021/2022 |
| HG6 | Fodder crop management to retain or re-create an arable mosaic | Where the fodder crop will be established in 2021 |
| HG7 | Low input spring cereal to retain or re-create an arable mosaic | Where it is or will be located in spring 2021 |