



Rural Payments  
Agency

# **Countryside Stewardship 2021 How to complete a revenue claim**

## Contents

Introduction .....	3
Key dates .....	5
When to apply .....	6
Getting started.....	7
How to use these notes to complete your claim.....	9
Evidence to support your claim .....	12
More information and contacts .....	13

# Countryside Stewardship 2021 How to complete a revenue claim

## Introduction

This guidance tells you how to make a revenue claim for Countryside Stewardship (CS) in 2021.

Please read these notes carefully and use them to fill in your Countryside Stewardship (CS) revenue claim for 2021.

Please make sure you fill in the claim form fully and accurately and send any required supporting documents to:

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

Or, you can scan and email the completed claim form to:

[ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk). Make sure you put 'Countryside Stewardship 2021 Revenue Claim', in the subject title of the email. This will help us, the Rural Payments Agency (RPA), progress your claim as quickly as possible.

Please put your SBI number, your claim number and your agreement reference number on everything you send to us.

## 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.

# Key dates

Important dates for Countryside Stewardship.

<b>Date</b>	<b>Information</b>
<hr/>	
2021	
<hr/>	
1 January	Beginning of the CS 2021 claim period.
<hr/>	
18 March	Opening of CS revenue claims.
<hr/>	
17 May (midnight)	Deadline for submitting your CS Revenue Claim form without penalties.
<hr/>	
31 May (midnight)	Deadline for you to make changes to your CS Revenue Claim form without penalties.
<hr/>	
11 June (midnight)	Deadline for late submissions and changes to CS Revenue Claim forms. We cannot accept any claim forms or changes we receive after this date.
<hr/>	
1 September	Deadline to confirm the locations of any outstanding rotational options.
<hr/>	
31 December	End of the CS 2021 claim period.
<hr/>	

# When to apply

Details of when you can make a revenue claim.

For 2021, the revenue claim deadline is midnight on 17 May 2021. If we receive your claim after this date, late claim penalties apply at 1% reduction to the claim for each working day it is late, until midnight on 11 June 2021. We cannot accept any claims we receive after midnight on 11 June 2021.

Claims can be changed until midnight on 31 May 2021 without penalty. For each working day after this, a 1% penalty will be applied to the land parcel and the option to which the change relates. Claims cannot be changed after 11 June 2021.

If you have multiple agreements on a single SBI, you must submit a separate claim form for each agreement. If your agreements started before 1 January 2021, you will also need to submit a Whole Business Declaration.

We recommend that you submit your application as early as possible and well before the deadline to allow time to resolve any queries. This will help us progress your claim as quickly as possible. Read 'Key dates' above for more information.

# Getting started

To make a revenue claim in 2021, follow the five steps below

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

## 1. Register or sign in to the Rural Payments service

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

## 2. Check and change

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

## 3. Check your permissions

To submit a revenue claim, you must have the Countryside Stewardship (Agreements) '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.

## 4. Read the scheme manual and other guidance

All the guidance and information you need for CS in 2021 is on GOV.UK.

- For the Countryside Stewardship Mid-Tier and Higher Tier requirements, search for the [Mid-Tier](#) or [Higher Tier](#) manual.
- For information about options and items available, search for [Countryside Stewardship grants](#).
- For information about what evidence is needed for your application, and whether you need to submit it with your application or keep it until you're asked for it, search for [Countryside Stewardship grants](#).
- For guidance about other agri-environment agreements and BPS, search for Agri-environment schemes ([CS](#) and [ES](#)) and [BPS](#).

If you cannot access GOV.UK, you can email or call us to request a paper copy of the Mid-Tier or Higher Tier manual.

Remember, it's your responsibility to make sure that:

- you meet the scheme rules
- all the eligible land included in your revenue claim form is correct, to the best of your knowledge.

## 5. Check you have the correct claim form

Check the top of the first page of your claim form to make sure it is correct:

- The top left of your claim form should read 'Countryside Stewardship Revenue Claims Document 2021'.
- If your agreement started before 1 January 2021, make sure that your claim form has the line 'Use this form to make a claim for an Agreement with a start date before 1 January 2021'. There is an EU logo on this form.
- If your agreement started after 1 January 2021, make sure that your claim form has the line 'Use this form to make a claim for an Agreement with a start date on or after 1 January 2021'. This form does not have an EU logo.

If you do not have the correct claim form, please call us on 03000 200 301.

# How to use these notes to complete your claim

Guidance on how to use these notes to complete your revenue claim for Countryside Stewardship 2021.

Follow the instructions in the order shown below, to help you complete your claim. They include what you need to tell us and where to find out about any supporting documents you need to send with your claim.

You must use BLOCK letters and black ink. Please initial any changes you make and do not use correcting fluid. If you do not follow these instructions, your claim may be rejected.

## Section 1: Your claim details

Please check all pre-populated details are correct. If any details are incorrect, please contact us using our contact details at the top of the letter we sent with your form.

## Section 2: Parcel based multi-year options summary

Please use Annex 1 to complete this section. The table shows the parcel based multi-year options and the parcels in your agreement during the claim period (for example, 1 January to 31 December).

You must meet the requirements of the options as they appeared in the agreement document that you signed up to in the first year of your agreement. Any changes that have been made to the options after you signed up to your agreement do not apply to you.

Please check each line of the table carefully to make sure the correct option code and area are listed and that you have delivered/will deliver the required management this year. If any of the details listed are incorrect, or there are areas you will be unable to manage in accordance with your agreement, complete Section 6. If you do not tell us about any incorrect details it could lead to penalties being applied to your claim.

If you do not claim Basic Payment Scheme (BPS) please write the land use code in the 'If no BPS claim indicate (ha)' column. For a list of BPS 2021 codes go to [www.gov.uk](http://www.gov.uk) and search 'Rural Payments: land use codes 2021'.

We complete land use cross checks when we check your claim form. You must provide a land use code for each parcel on which you are claiming a Countryside Stewardship multi-year option. If you do not, it could result in a delayed or reduced payment.

## **Section 3: Rotational multi-year options summary and location**

Complete the table with the location and area of your rotational options for the current cropping year. For example, for the cropping year which started last autumn to harvest this year.

Only include the amount of the option you intend to claim for. For options AB2, AB6, OP1, AB7 and AB13 record the location of the stubble for winter 2021/2022.

Please read the guidance at [www.gov.uk](http://www.gov.uk) by searching 'Mid Tier and Wildlife Offers manual: Countryside Stewardship'. It includes further information on recording your rotational options.

If you do not claim Basic Payment Scheme (BPS), please write the land-use code in the 'If no BPS claim indicate' column. For a list of BPS 2021 land-use codes go to: [www.gov.uk](http://www.gov.uk) and search 'Rural Payments: land use codes 2021'.

You must also provide a land-use code for each parcel on which you are claiming a Countryside Stewardship multi-year option. This is because we complete land use cross checks as part of the claims process. Your payment may be delayed or reduced, if the land-use codes are missing.

If you cannot confirm the location of any of the rotational options, leave the parcel number(s)/area(s) column blank. Then, tick the final column to confirm you will give us the location by 1 September 2021 by:

- email: [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk)
- or post:

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

Please fill in all other relevant information.

If you run out of space to enter all of the land parcels that a rotational option is located on, use a continuation sheet. If relevant, fill in the number of continuation sheets used in the box provided.

## Section 4: Agreement level options

If your Agreement includes options SP10, AB12 or OP3, please fill in the table. If your Agreement includes AB12 or OP3 fill in the 'Quantity claimed' column in tonnes or hectares (you do not need to fill in this column for SP10).

## Section 5: Number of Educational Access visits

If your Agreement includes Educational Access option ED1, fill in the box with the number of visits that will be made to your farm between 1 January 2021 and 31 December 2021.

The deadline to submit all of your ED1 Farm Visit Evaluation Forms is 31 January 2022.

## Section 6: Change(s) to your claim

If any of the options in your Agreement have changed, use the box to provide details.

For example:

- if you have been or will be unable to carry out the management required, explain why. Also, include the field parcel references and multi-year options affected. (If you have submitted a written request for a minor and temporary adjustment to your Agreement for this year, you do not need to provide details in the box)
- if there has been a transfer in or out of your Agreement, you should complete a transfer in or transfer out form as appropriate. If we have not yet been told about a transfer already include details of the land, the party the land was transferred from/to and the date of transfer.
- provide details of any other changes to the parcel based options information (as shown in Section 4 of your Agreement Document).

Submit your claim form and supporting documents, [Hide this section](#)

Please send us your completed form, together with any required supporting documents, to our postal or email address. Read about required supporting documents at [www.gov.uk/countryside-stewardship-grants](http://www.gov.uk/countryside-stewardship-grants).

For 2021, the revenue claim deadline is midnight on 17 May 2021. If we receive your claim after this date, late claim penalties apply at 1% reduction to the claim for each working day it is late, until midnight on 11 June 2021. We cannot accept any claims we receive after midnight on 11 June 2021.

Claims can be changed until midnight on 31 May 2021 without penalty. For each working day after this, a 1% penalty will be applied to the land parcel and the option to which the change relates. Claims cannot be changed after 11 June 2021.

## Evidence to support your claim

Find out if you need evidence to support your claim.

For some options you are claiming on you have to gather and retain evidence. You must keep this evidence as we may ask to see it. Visit [www.gov.uk/countryside-stewardship-grants](http://www.gov.uk/countryside-stewardship-grants) to check the types of evidence you must keep for each option.

We will contact you if we need to see your evidence.

# More information and contacts

This section provides the contact details for Countryside Stewardship

If you have read these notes and are unsure how to complete the form, contact us.

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

## Email:

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

## Call us:

03000 200 301 (Monday to Friday 8.30am to 5pm, except bank holidays).

## Website:

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

For more information about the Basic Payment Scheme in 2021, go to  
[www.gov.uk/rpa/bps2021](http://www.gov.uk/rpa/bps2021)

## Follow us on social media

### Sign up for our blog at:

[ruralpayments.blog.gov.uk](http://ruralpayments.blog.gov.uk)

### Follow us on Twitter:

[@ruralpay](https://twitter.com/ruralpay)

### Facebook:

[https://www.facebook.com/ RuralPaymentsAgency/](https://www.facebook.com/RuralPaymentsAgency/)

### YouTube:

[Rural Payments Agency](https://www.youtube.com/RuralPaymentsAgency)