Countryside Stewardship 2021: How to apply online for Capital Grants

Contents

Countryside Stewardship 2021: How to apply online for Capital Grants

This guidance explains how to apply for Countryside Stewardship (CS) Capital Grants using the Rural Payments service.

The deadline for the Rural Payments Agency (RPA) to receive your application (including any documents) is midnight on 30 April 2021.

There are 3 things you need to do online:

- **check and change your information**

- **complete your application**

- **confirm your information and apply.**

The sections of this guide are laid out in this order.

You also need to scan and email the supporting documents, and evidence if it needs to be submitted, to RPA – read the 'Supporting documents and evidence' section for more information.

Read the scheme rules before you apply for Capital Grants.

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 website mocked up to look like an 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 don't 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

Sign in to the Rural Payments service

If you're new to the Rural Payments service or already a customer this information will help you sign in.

If you're a new customer

You must verify your identity before you can register with the Rural Payments service. You can do this in one of 2 ways.

1. Online with GOV.UK Verify – this gives you simple, trusted and secure access to an increasing number of public services on GOV.UK.

If you have difficulty verifying your identity with GOV.UK Verify or you are having problems with the Verify service, you should contact your identity provider.

2. Call the Rural Payments helpline on 03000 200 301 and we will help you – this will only give you access to the Rural Payments service, not other government services.

After you've verified your identity, you can sign in to the Rural Payments service and start to register. You will need to create a password. For security do not share your password with anyone.

If you're an existing customer

Sign in to the [Rural Payments service](.).

Or you can sign in using the link on the [RPA page](.) on GOV.UK and click 'Sign in to the Rural Payments service'.

Depending how you registered for the service you'll need your:

- 'Verify' login details if you registered through GOV.UK 'Verify'. Click the 'Sign in if you registered online with GOV.UK Verify' link and follow the onscreen instructions

- customer reference number (CRN) and password, if you registered through RPA. Click 'Sign in with your customer reference number and password'. For security do not share your password with anyone.

To open the service we recommend you use the latest version of Internet Explorer, Google, Chrome, Firefox or Safari.

The best screen resolution to view the service is 1024 x 768.

To view PDF files from the service (such as an application summary), we recommend you download the latest version of Adobe Acrobat.

Problems signing in to the Rural Payments service

If you make a mistake when signing in to the service you'll see this message:

- Check that you've entered your CRN correctly.
- Then make sure you're using the correct password.

You have 3 attempts to sign in to the service. If you make a mistake at each attempt you won't be able to access your account. You'll need to change your password, read 'Registered through RPA' for more information.

If someone else makes a mistake when signing in to their account by accidentally using your customer reference number (CRN), they'll also see this message but it will count towards failed attempts to access your account. If this happens, then the next time you try to sign in to your account you may not get 3 attempts and may need to follow the same instructions above to get access.

What to do if you still cannot access the Rural Payments service

Registered through GOV.UK Verify

If you registered through GOV.UK Verify and cannot access your account, you need to contact your chosen provider.

You can leave feedback on the issue using the link on the GOV.UK Verify screen.

The Government Digital Services (GDS) team will investigate your issue and reply to you if you requested a response.

Registered through RPA

You'll need your CRN and the password you created when you activated your account. If you have forgotten your CRN, call us on 03000 200 301.

If you've forgotten your password or need to change it, click the 'create a new one here' link on the Sign in screen.

Enter your CRN and email address, then click 'Request security code'.

Create new password

First we need to email a security code to you

Customer reference number (CRN)

1234567890

Email address
(Must be held in the Rural Payments service for your CRN)

a.farmer@fieldinternet.com

Request security code

You'll receive a security code by email. You'll need to enter the code on the next screen.

Create new password

Your security code has been emailed to you
(You must use it within 12 hours)

Enter security code

Continue

If you close this screen before you enter your security code, you can enter it from the 'Sign in' screen.

You must use the security code within 12 hours. If you haven't used it by then, you'll have to request another one.
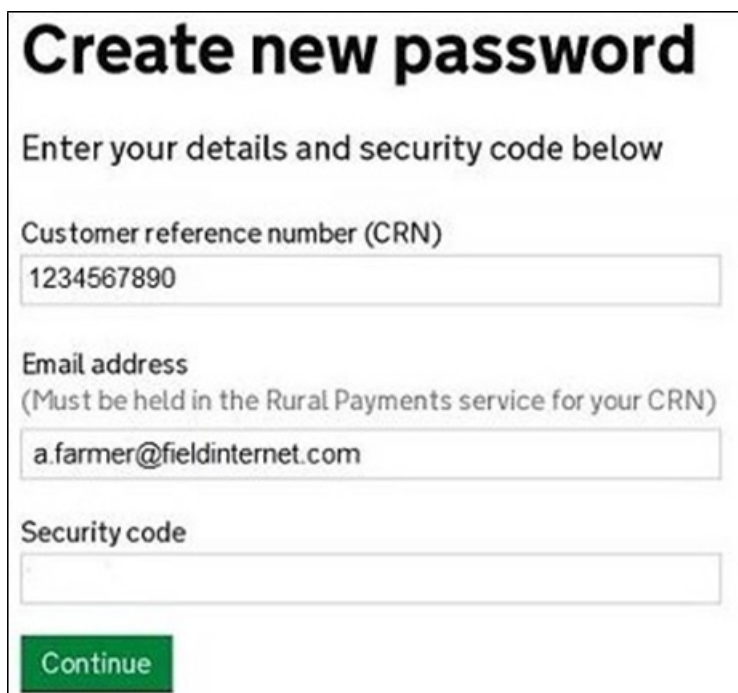
IMPORTANT: keep the 'Create new password' screen open while you access your emails so that you can enter the security code.

The easiest way to do this is either:

- open a 'new tab' by clicking the right button on your mouse or pad with the cursor over the existing tab at the top of the screen, and read your emails in the new tab
- access your emails from another device, for example, your mobile phone.

If you close the 'Create new password' screen before you enter the security code, you can enter it from the Sign in screen. Click the 'Started creating a new password and received the security code by email – enter it here' link near the bottom of the screen. We've shown this link in the screenshot under 'Register through RPA'.

Then at the 'Create new password' screen you'll need to enter your CRN, email address and the security code, then click 'Continue'.

Create new password

Enter your details and security code below

Customer reference number (CRN)

1234567890

Email address
(Must be held in the Rural Payments service for your CRN)

a.farmer@fieldinternet.com

Security code

Continue

After you've entered your security code you can create a new password. You must not use your email address as your password as it will not be accepted.

Use the new password when you want to Sign in to the Rural Payments service.

After you've successfully changed your password, if you still cannot sign in, call us on 03000 200 301.

Check and change anything that needs to be updated

Check your personal details, business details, permission levels and land use, and change them if needed

Check – your details are up to date

Before you start to create your application, you must check that the personal and business details you've already registered are still correct. We'll use them to contact you about your application so please make sure they are up to date.

Check – your personal details

As soon as you sign in to the Rural Payments service you'll see a screen called 'Your businesses and messages'. To check and change your personal details, click 'View and amend personal details' on the right side of the screen. Click 'Amend your details', then after you make any changes, click 'Submit changes'.

Check that your address, email address and phone numbers are up to date.

IMPORTANT: If you apply online, we'll contact you by email whenever possible, so it's important that your email address is up to date.

Check – your business details

To check your business details, choose the business from the 'Your businesses and messages' screen. On the 'Business overview' screen, click 'View full business details' on the right side of the screen. To make any changes, click the appropriate 'Amend' link.

The main business address that we have in the Rural Payments service is the address that we'll use to send certain types of information to you, such as the remittance advice after a payment is made.

Check – your bank account details

It's important that your bank account details are up to date and valid or we will not be able pay you for CS and any other schemes you are claiming payment for. To amend your bank account details, call us on 03000 200 301. You cannot change them online or by email.

We'll make payments in sterling only.

To help prevent fraud, after payments start from 1 December 2021 until the end of December, there are restrictions on updating bank account details. We can only update details if we have asked you for them or if your bank has rejected payment.

Check – your permission levels

If the 'Countryside Stewardship Applications' link is not visible on the Countryside Stewardship screen, or you're not able to do something in the application screens, check you've got the correct permission level.

To check your permission levels, click the relevant name under 'Give people permission to act for this business' on the 'Business overview' screen. If you do not have the right permission level in the service you'll need to get someone with 'Business Details: Full Permission' level for the business to change your permission level.

There are 4 different permission levels. To submit an application, you must have Countryside Stewardship (Applications) 'Submit'.

If you still cannot see what you need to see or the link after your permission level has been updated in the Rural Payments service, you should 'sign out' then 'sign in' again, to refresh your account.

Check – any permission levels you've given to other people

If you want someone else to have access to your business so they can help you apply online, you need to check that you've given them the right permission level. You must have 'Business Details: Full Permission' level for the business to be able to change their permission level.

Click the relevant name under 'Give people permission to act for this business' on the 'Business overview' screen. They'll need Countryside Stewardship (Applications) 'Submit' permission if you want them to apply for you. They must be registered in the Rural Payments service before you can give them access, and you will need their customer reference number (CRN).

If you prefer you can arrange for someone else to receive payments on your behalf.

After you've updated the permission level, remember to scroll to the bottom of the screen and click 'Save and return'.

Check – your digital maps

You can look at digital maps of the individual land parcels which are linked to your SBI in the Rural Payments service. You can see them as either an OS map or as an aerial photo – you can print the OS map view too (with or without your hedges showing on it). For more information about how to do this, click the 'Help' link on the screen.

On the 'Business overview' screen, click the 'View land' link.

Check your land parcel maps online

It's important that you check your maps online because we've reviewed and updated our mapping information, where necessary, since applications were made for 2020. We've updated our digital land maps using the latest available data sources, such as aerial photography and Ordnance Survey updates. If we've updated your land parcels, you will have received notifications in the 'All messages' tab in the Rural Payments service identifying which land parcels have been updated. If you do not read your messages, we will send you an email reminding you to sign in to the service and check your notifications.

How to use the Land summary screen

You'll see a summary of your land parcels giving the number of parcels, their total area, and the total areas of your land covers. You'll also see a list of all the individual land parcels and the total area, land cover and eligible area for each of them. Click on the individual land parcel details to see more information about that land parcel. If your business has 50 land parcels or more and land in more than one Ordnance Survey (OS) tile (for example, ZZ3, ZZ4, ZT3, this is he National Grid reference and

first digit of the OS number), you may see a slightly different map. Click the 'Help' link on the screen to find out more about any of these screens or maps.

The 'Land summary' screen will highlight if there are any changes 'pending' on any of the land parcels – if there are, you will see an '!' icon (exclamation mark). This means we're still working on changes to that land parcel, so you should take account of any outstanding RLE1 forms that you've sent to us - or any outstanding inspection reports. You do not need to send us another RLE1 form.

If there are no changes 'pending', but you need to make changes to the land parcel, send us an RLE1 form and sketch map to tell us about the changes.

If you cannot see a particular land parcel, this could be because it is not linked to your SBI – or is not registered on our database at all. Read the 'Add a land parcel to your business (SBI)' section.

Land cover and how to change it

From the 'Land summary' screen, click the details for an individual land parcel and you can see the 'land cover' and its total area for that land parcel in the 'Parcel details' screen. The land cover will be either arable, permanent pasture, permanent crops or 'other' (non-agricultural area, with the type of non-agricultural area if that has been mapped, such as ungrazeable scrub). It is important that this information is correct.

To change the land cover for a land parcel, read the information under 'Other things you may need to know'.

IMPORTANT: Before you change the land cover for an individual land parcel, check that this will not affect any Countryside Stewardship or Environmental Stewardship agreement or BPS application that the land parcel has been included in.

Hedge layer information

You can view the hedge information we have for your land in the 'Parcel details' screen by selecting a parcel within the 'Land summary' screen. If the parcel contains any hedge information, it will display in a list at the bottom left of the screen. If you want to see where your hedges are in the map, click the 'Hedges' icon. You can also print the land parcel map either with or without the hedges showing on it. For more information, click the 'Help' link on the screen.

Checking your land areas

All the land information needs to be to 4 decimal places (that is, x.xxxx ha). If you have any problems doing this we recommend you round down rather than using normal rounding rules.

For example if the parcel is 2.47725 ha, record as 2.4772 ha, rather than 2.4773 ha.

Other things you may need to know

Additional information you may find useful when checking your land information.

If you have an exclamation mark (!) icon next to a land parcel in the Land summary screen.

You need to make your application and ensure that the information in your 'Land use' screen is up to date. The exclamation mark in your digital map shows that we're still mapping changes but you do not need to wait for us to finish before you apply.

If you sent us an RLE1 and sketch map to tell us about a change to your land – but the change is not on your maps and you cannot see an exclamation mark (!) icon

You need to do one of the following:

- email us at ruralpayments@defra.gov.uk

- call us on 03000 200 301, giving your SBI.

Give your SBI and use 'Mapping Query' as the subject heading of an email or letter and give details of the change that you've requested.

You should still submit your application based on the information you have to the best of your knowledge, and send an email to us to explain what you've done.

If you think we have mapped a permanent non-agricultural feature or area, or land parcel boundary incorrectly

You need to send us an email or a letter to let us know, if you have already told us about the change. If you have them, include a copy of any RLE1 forms and maps you have sent to us (if applicable) about the non agricultural area or feature (read the RLE guidance for more information).

Print a copy of the land parcel from the 'Parcel details' screen and mark the change required on it (include any measurements if you have them and if it is a feature, what the feature is).

Make sure the feature has the correct area/land use code in your land use screen.

If you have land cover shown on your maps which is incorrect

You need to do one of the following:

- if there is one land cover type for the whole land parcel, call us

- if there is more than one land cover for a land parcel, you must fill in an RLE1 form and send it to us with a sketch map clearly marked with the land cover and areas.

If you see a change to your maps and are not sure why we have made it (for example it is not a change you told us about)

You need to check 'All messages' tab in the Rural Payments service for any new notifications.

We use all available data sources, including aerial photos and Ordnance Survey map updates, to keep our land information up to date, and to check any claims you make.

We will not write to you anymore to tell you when we make a change to your maps based on these data sources but you will receive a notification when we make these changes – check 'All messages' tab regularly in the Rural Payments service.

If you do not agree with the changes:

If it's a change to land cover, see the query above.

If you disagree with a split or merger of parcels, providing you are the sole applicant and there is no overall change to the eligible area you are applying for, there is no need to update your maps before you apply. If you want us to do so, then please tell us later in the year.

If the changes do affect the eligible area of the land parcel, you need to fill in an RLE1 form and submit this along with a sketch map. Then, continue to make your application using the information you've given us on the RLE1 form.

For more information read the RLE1 guidance. You can find the RLE1 form and guidance on GOV.UK.

If you notice a mapping change made by RPA after you've submitted your 2021 application – and need to update your application

You need to call RPA on 03000 200 301.

However, you cannot make these changes if:

- you have already been told about any non-compliance affecting the agricultural parcel you want to amend

- an inspection has revealed a non-compliance affecting the agricultural parcel you want to amend

- you have received advance warning of an inspection.

If you want to know if you should send us an RLE1 form and sketch map to tell us about changes to your land

You need to send us an RLE1 form and sketch map if you are:

- registering new land parcels

- transferring parcels and cannot make the transfer using the Rural Payments service

- dividing or merging parcels

- making permanent boundary changes

- adding or deleting non-agricultural areas and features that are not already shown on your maps

- changing land cover – where there is more than one land cover for a land parcel

You do not need to send us an RLE1 form if you've already sent one telling us about a change, and an exclamation mark (!) icon is showing against your land parcel on the 'Land summary' screens in the Rural Payments service.

If you have a small area of land at least 0.01 of a hectare in size that has been wrongly mapped as ineligible land

You need to change the land use and send us an RLE1 form to ask us to change it to eligible land.

If you have a land parcel that has been incorrectly merged with someone else's land parcel

You need to apply on the eligible land area within the parcel and then send us an RLE1 form and sketch map to correct the land parcel boundaries. Do not fill in a land use code for the area that is not yours.

If you need to send us a map showing any changes, print the individual land parcel from the Rural Payments service – 'Land summary' screen – mark it up and send it to us with your RLE1 form.

The RLE1 form and guidance are available at on GOV.UK.

Check – your Land use

If you do not need to make a change to your land use, go to 'Complete your application'.

On the 'Business overview' screen, click 'Update land use'.

IMPORTANT: If you are changing the land use for a land parcel that is already included in a CS agreement or BPS application, make sure that the land use is compatible for BPS and with the CS management option or it may affect your CS agreement and payment. For more information, read the relevant CS manual – search for 'Countryside Stewardship' on GOV.UK.

Help is available

There's a 'Help' link on the screens that will take you through each process step by step. You can print a copy of the onscreen Help from inside each Help window or you can call us on 03000 200 301 if you get stuck.

Searching for a land parcel

If you have a large number of land parcels, the easiest way to find the parcel you're looking for is to use the 'Filters'. When you use a filter, you can update your land use and you'll return to the filtered view (rather than the top of the land use screen). This means you can make a number of changes to a land parcel without having to search for it each time.

To see the filters, click the Filters heading.

You can filter by:

- sheet reference (for example, '2435' or 'AB1234')

- parcel ID (for example, '1145')

- land use – using this filter will show all the instances of a single land use (for example, if you search for permanent grassland it will show you all the land uses for 'PG01 – Permanent Grassland' for each National Grid reference)

- 'Undeclared' or 'Overdeclared' to see all the parcels and land use areas which have these warnings.

To filter, type the information you want to search for into one of the white boxes, then click the 'Search' button. To filter for 'Undeclared' or 'Overdeclared' warnings, click the arrow next to 'All', and choose the warning you want to search for.

To remove a filter:

- delete the text you've typed into one of the white boxes, then click 'Search'

- click the arrow next to the box showing 'Undeclared' or 'Overdeclared', then click 'All'.

If you use the filter to search by OS Sheet number you will rarely have more than 10 land parcels to look through and generally all are displayed on the screen.
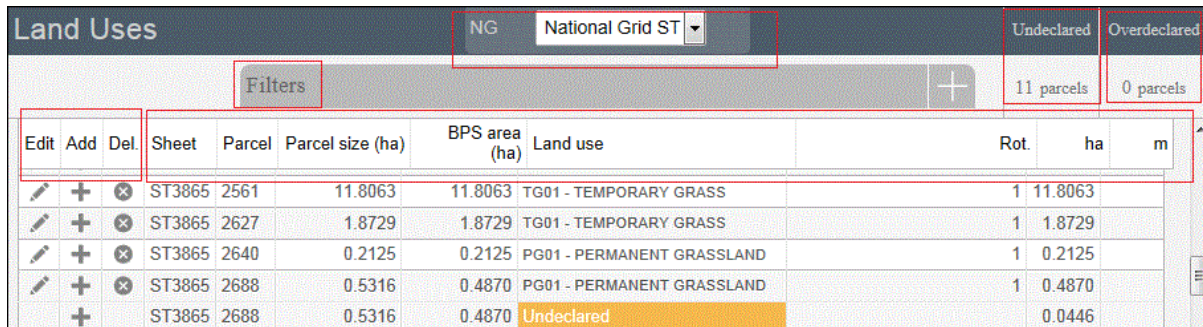
Make changes to land use

You can do the following:

Edit – change a land use area.
Add – include another land use in the land parcel, and tell us area/measurement.
Del (delete) – remove a land use from a land parcel.

When you are changing your land use there are checks built into the Rural Payments service. They will highlight if the land uses you have declared for a parcel add up to more or less than the total field size that we currently have mapped.

The total field size is the area of the parcel which is linked to your holding. This may be different from the size shown in your land maps as they show the total parcel size. For example, if the land parcel is 10.0000ha in size and 50% is linked to you, the total field size will show as 5.0000ha in the land use screen but 10.0000ha in your land maps.

If you see an amber 'undeclared' warning, this means you have not declared the land use for the area of the land parcel that is linked to your holding and we currently have mapped. To add a land use for this area, click the Add icon for the row shown as undeclared.

If you see a red 'overdeclared' warning, this means you have declared land use that is larger than the total size of the land parcel we currently have mapped and linked to your holding (SBI). Use the 'Edit' icons on the land use screen to reduce the size of one or more of the land uses in the land parcel.

You can update your land use to remove the 'Undeclared' and / or 'Overdeclared' warnings, but you may not need to if:

- you need to tell us about a change to the total size of the field – fill in and send us an RLE1 form and sketch map to tell us about the changes and make sure the land use you've entered is correct

- you have already sent us an RLE1 to tell us about changes, but we have not updated your maps yet. You need to make sure the land uses for the parcel and their areas are correct

- only part of the land parcel is yours, then you should only declare the land use(s) and area for your part of the parcel.

If any of these apply, you can still submit your application if the 'undeclared' or 'overdeclared' warnings are showing.

If you have a land parcel in the 'land use' screen showing an area of 0.0000 and an amber 'undeclared' warning next to it. You need to do one of the following:

- if the parcel should not be linked to your SBI because, for example, you do not have control of the parcel or have sold it, and you want to transfer it to the new owner or remove it from your holding, read the 'Transfer or remove a land parcel from your business (SBI)' section.

- if you cannot remove or transfer the parcel online in the Transfer Land screens, fill in and send us an RLE1 form to make the transfer

- if you want to use it in your application, add the land uses to the land use screen using the information you have before you add the land parcel to your application

- if you do not want to use this land parcel in your application then leave the parcel as undeclared with an area of 0.0000 when you submit your application.

Note that the land use screen will still show as an 'undeclared' area and warning against the 0.0000 and reference number.

Adding or editing a land use

Enter a new land use (after clicking the 'Add' icon) or edit an existing one (after clicking the 'Edit' icon). If you get stuck, click the 'Help' link.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m
✎	+	⊗	ST4668	9653	1.1516	1.1439	PG01 - PERMANENT GRASSLAND	1	1.1439	
✎	+	⊗	ST4767	1769	5.2691	5.2691	PG01 - PERMANENT GRASSLAND	1	5.2691	
✎	+	⊗	ST4767	2388	3.7210	3.7210	WO12 - MIXED WOODLAND	1	3.7210	
✎	+	⊗	ST4767	4279	0.6631	0.6631	PG01 - PERMANENT GRASSLAND	1	0.6631	
✎	+	⊗	ST4767	5899	0.1174	0.0998	PG01 - PERMANENT GRASSLAND	1	0.0219	
✎	+	⊗	ST4767	5899	0.1174	0.0998	PG01 - PERMANENT GRASSLAND	1	0.0779	
	+		ST4767	5899	0.1174	0.0998	Undeclared		0.0176	

When you add or edit a land use, if the screen shows 'Rotations' this is no longer in use.

When you have made your changes on this screen, click 'Save', then 'Back'.

IMPORTANT: If the changes you make mean that the total size of the field ('Parcel size' in the land use screen) has changed, you need to fill in and send us an RLE1 form and sketch map and ask us to change the permanent field boundaries (if you have not already done so). You can download an RLE1 form from GOV.UK, search for RLE1.

If you have already sent us an RLE1 form, you can check your land parcel digital map to see if the change still shows as 'pending' – shown by an (!) icon. For more information, read the 'How to use the land summary screen' section.

Add a land parcel to your business (SBI)

If you want to add a land parcel to your business (SBI) before you submit your application, you need to:

1. If the land parcel is not registered with RPA

Fill in and send us an RLE1 form and sketch map to register the land parcel (if you have not already done so).

2. If the land parcel is already registered with RPA

You need to do one of the following:

- ask the previous owner or applicant to transfer the land parcel to you in the Rural Payments service (this will link the parcel to your SBI). We recommend online transfers are made as early as possible so they appear in your online application before you submit it. If the business transferring the land owns less than 100% of the land parcel or is a tenant, they need to fill in and send us an RLE1 form to request the transfer.

- add land by email – you can now add land to your holding by sending an email request to ruralpayments@defra.gov.uk with the details of the parcel(s) you wish to add. The subject heading of the email should include the wording 'CS 2021 Add Land', or use the relevant year if after 2021.

Include the following information:

- the SBI and name of the business the land should be linked to
- the land parcel reference numbers for the parcels you want to add, including sheet reference numbers and parcel IDs
- your name and contact number in case of any issues.

When we have completed your request, we will send you a confirmation email. You should make sure that requests are sent to us before 30 June.

You can now edit land use in the Rural Payments service. You can also now transfer land parcels until 17 May 2021 using the Rural Payments service.

Transfer or remove a land parcel from your business (SBI)

IMPORTANT: This is not removing a land parcel from your CS application

If you want to transfer or remove a land parcel from your business (SBI) using the Transfer Land screens, you need to do one of the following:

1. transfer the land parcel to the right business on the Rural Payments service (this will remove it from your business (SBI)). Read the Important note below for more information.

2. 'Remove' the land parcel **from your business (SBI)** if you no longer have control of it – for example, you do not farm it any longer. Read the Important note below for more information.

IMPORTANT: If you transfer the land parcel from your SBI, or use the 'Remove' land option in the 'Transfer land' screens, this will completely remove the land parcel from your record (SBI), you will not be able to use it in your application for either Countryside Stewardship or any of the following schemes.

- Basic Payment Scheme
- Environmental Stewardship
- Habitat Scheme
- English Woodland Grant Scheme
- Farm Woodland Premium Scheme
- National Forest Changing Landscape Scheme
- Woodland Carbon Fund

- HS2 Woodland Fund

Do not use the 'Remove land' option in the 'Transfer land' screens if you still control the land parcel for one of these schemes. If you remove a land parcel that is under an existing Rural Development Programme agreement, it will be removed from your land record and from your agreement. It may also mean that any payments already made to you are reclaimed.

For these cases you should use the correct 'land use' for the scheme you are claiming under. To update your land use, from 'land use' screen, use the 'Edit land use' option.

Other changes you may want to make

Additional information you may find useful when you make changes to your land information.

If you want to change the size of a land parcel (because the permanent boundary has changed)

You need to increase or reduce the total size of your land parcel.

To increase the size of the land parcel, you must do all of the following:

- increase the area of land use for the corresponding land use code(s). Use the 'Edit' and/or 'Add' icons in the land use screen to make the changes. The total area of land use will now be larger than the total parcel size, and will show as 'overdeclared'

- fill in an RLE1 and sketch map to tell us about the change to the land parcel (if you have not already done so).

   To reduce the size of the land parcel you must:

- reduce the area of land use for the corresponding code(s). Use the 'Edit' icon in the land use screen to make the changes. The total area of land uses will now be smaller than the total parcel size, and will show as 'undeclared'

- fill in an RLE1 form and sketch map to tell us about the change (if you have not already done so).

If you want to split or merge parcels (permanent splits, not crop splits)

You need to do either of the following:

- Merge: fill in the land use for each parcel and leave as 2 separate parcels. Use the 'Edit', 'Delete' or 'Add' icons in the land use screen to do this.

- Split: fill in the land use for each parcel in the existing parcel (and do not split it other than providing different land use where needed). Use the 'Edit', 'Delete' or 'Add' icons in the land use screen to do this.

Then fill in and send us an RLE1 form and sketch map to tell us about the change (if you have not already done so).

If you want to submit an RLE1 to tell us about changes to your land

You need to fill in an RLE1 form and sketch map to tell us about permanent changes to your land.

When submitting an RLE1 form for land changes, make sure that the changes are also shown in your online application.

If land changes occur later in the year and these affect your current application, tell us about the change using an RLE1 form and sketch map, and write to us explaining the changes needed to your application.

If you want to claim for land that is in dual use

You need to agree the land use code for the land parcel with the other applicant – make sure it is compatible with both CS/ES agreements and BPS. Once this is agreed, this is the land use you should both declare in your land use screen and should not be changed unless you both agree with the change.

Then, you need to do one of the following if you are:

- Claiming for Countryside Stewardship or Environmental Stewardship and someone else is claiming for BPS on the same area: do not activate the land parcel for payment on your BPS application if you are applying for BPS on other land parcels, use the 'activate less BPS area' screen. Do not amend the land use code or eligible area on the 'Land use' screen.

- Claiming for BPS on the land parcel: claim for the land parcel but do not amend the land use code. The person who IS NOT claiming for BPS on the land parcel should use the 'activate less BPS area' screen to show the 'eligible area' as 0.0000 so that the land parcel is not activated for payment, if they are applying for BPS on other land parcels.

If you want to have a land parcel in your 'Land use' screen in the Rural Payments service and a single land use is shown over a number of lines (for example, permanent grassland is shown 3 times in one land parcel)

You need to do one of the following:

- leave it so it shows as more than one line in the 'Land use' screen, or

- delete and edit the information so the land use only shows on one line for that land parcel.

If you want to change the land cover for a land parcel

You need to do one of the following:

1. where there is one land cover (arable, permanent grassland, permanent crops or non-agricultural use) for the whole land parcel, call us on 03000 200 301.

2. where there is more than one land cover for a land parcel, you must fill in and send us an RLE1 form and sketch map clearly marked with the land covers and areas.

For more information about land cover, read the RLE1 guidance.

Complete your application

Use this section to help you complete your application. You must also complete supporting map(s) – read Annex 1

Getting started

After you've signed in to the Rural Payments service, click 'View business'. Scroll down the 'Business overview' screen and click 'Countryside Stewardship Applications'.

If you cannot see the 'Countryside Stewardship Applications' link, you should check that you have the correct permission level to create an application. For more information read the 'Check your permission levels' section. If you still cannot see the link after your permission level has been updated in the Rural Payments service, you should 'sign out' then 'sign in' again, to refresh your account.

Use these screens to apply online for the Countryside Stewardship Capital Grants. Before you start your application you must read the scheme manual, search for Capital Grants on GOV.UK. There's a 'Help' link on the screens that will tell you step-by-step what to do on each screen. Click the Help link, then scroll down to the long list of blue links at the end of the Help window. Click the relevant Capital Grants link. Before you start your application you must read the scheme manual, search for

Capital Grants on GOV.UK. You must also create a map to support your application. Read Annex 1. 'Supporting documents and evidence'

Create your application

On the Countryside Stewardship Applications screen, click the green button to 'Apply for CS Capital Grants'.

Apply for an Arable Offer
Apply for a Lowland Grazing Offer
Apply for a Mixed Farming Offer
Apply for an Upland Offer
Apply for CS Capital Grants
Apply for a Woodland Management Plan

When your application is successfully created a 'Successful' message will appear.

Scroll down the screen and click 'Back' to return to the previous screen where you can 'open' your application. Read the 'Open your application' section.

Open your application

After you've successfully created your application, you'll see it in the 'Countryside Stewardship Applications' screen with its own application number. The status will be 'Application Created'.

Click 'Open' to continue your application.

Year	App. number	Sector	Type	Active	Submit Date	Status	
2021	654321		Capital Grants	Yes		Application Created	Open

Add land parcels to your application

You now need to add the land parcels you want to use for this application. Click 'Edit your Application' in the list. Then click 'Parcels under agreement'.
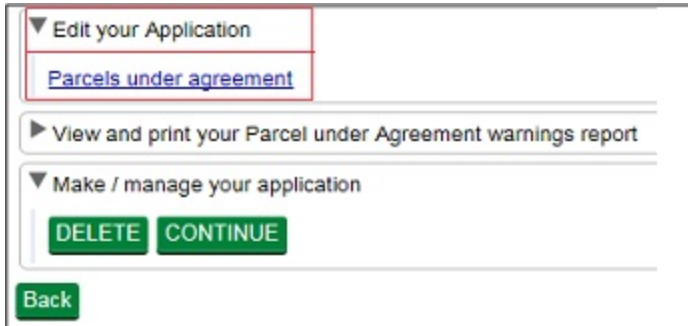
Click 'Import parcels' to open a window with a list of all of the land parcels under your SBI.
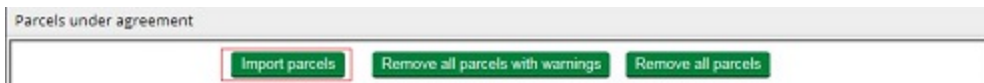
The screen shows a list of all parcels associated with the SBI. The system shows the very latest live parcel information. If a land parcel is missing read the 'Check and change' section.

You can then add individual land parcels you want to include in your application.

To add land to your application one at a time click 'Add' next to each land parcel you want to include. After you've added a land parcel, the 'Add' button changes to' Remove'. Click 'Remove' to take parcels from your application. Or you can add all of the land parcels in the list together by clicking 'Import all parcels'.
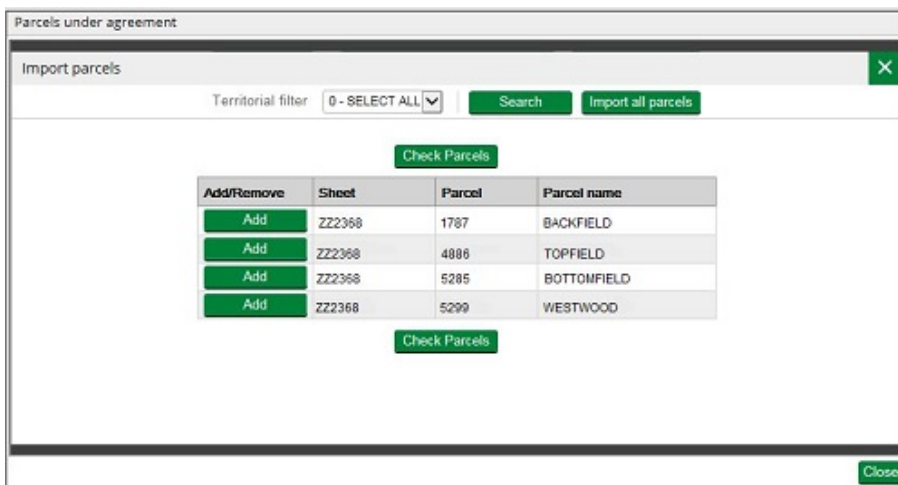
Check land parcel warnings

After you've added all of the required land parcels to the application you can check whether any of them are already included in another application or agreement.

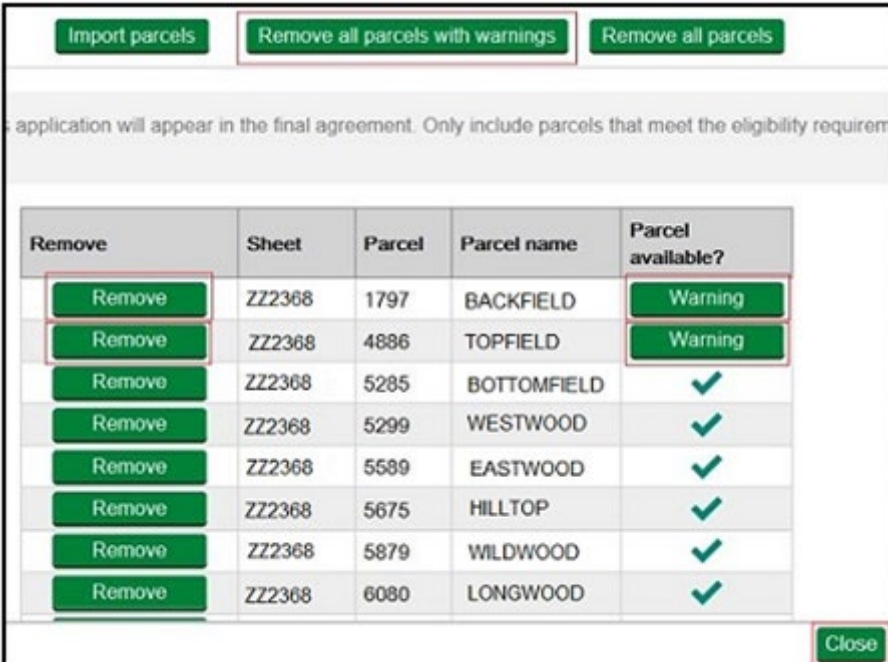To check whether they're in a live agreement, 'View and print your Parcels under agreement warnings report'.

To check whether they're in another application click 'Check Parcels', and a new column will appear for 'Parcel Availability':

- If the land parcel is not in another application a tick will show next to the relevant land parcel details.

- If any land parcel is already in another type of application, a green 'Warning' button will appear for that land parcel. You must remove all land parcels with warnings, as explained later in this section.

Your list of land parcels may extend over 2 or more pages depending on the number of land parcels you have. The number of pages of land parcels shows at the bottom of the list. Click the single arrow to move to the next page of the list.

Click 'Remove' to take the land parcel from the application. Or click 'Remove all parcels with warnings' if you want to remove all land parcels together.

A message will appear to confirm that the land parcel is removed from the application.

Click 'Close' to leave the land parcel screen.

IMPORTANT: Remember to 'View and print your Parcels under agreement warnings report' which will list all the land parcels that are already in a live agreement.
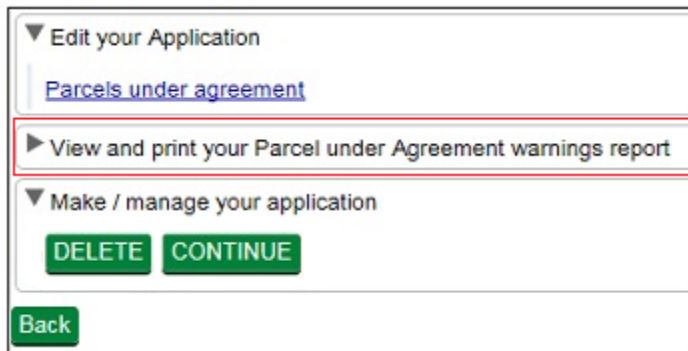
Return to the parcels under agreement screen to 'Remove' any of the land parcels listed in the report. Read the 'Parcel under agreement warnings report' section for more information about creating the report.

Progress to next stage of application

You can now either continue to the next stage of your application or delete your application by using the buttons under 'Make/Manage your application'.
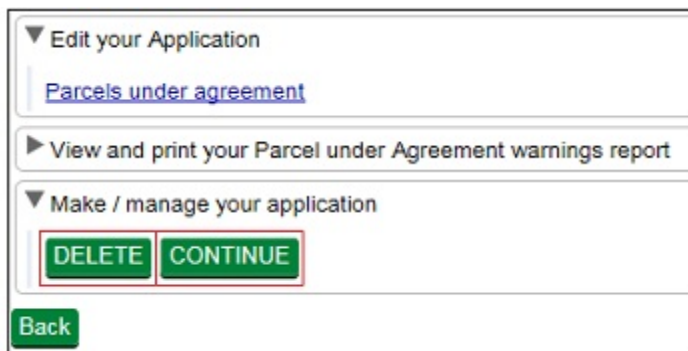
Click 'Delete' – if you do not want to go ahead with your application at this point. You need to confirm that you want to delete the application. If you answer 'Yes', you'll see a message confirming that you've deleted your application successfully. On the application screen, the status will be 'Closed'.

If you answer 'No', the status of your application will not change and you can continue your application.

(If you delete your application you can create a new one, but it must contain land parcels that are not already in use in another application or live agreement.)

Click 'Continue' – if you want to move on to the next stage of your application.

- Either a 'successful' message will appear. Click 'Back' to continue your application.
- Or a 'failed' message will appear.

This means your application cannot move to the next stage as there is an issue with the land parcels selected. You may not have selected any land parcels or there may be issues with ones you have selected. This may also happen if you did not check for warnings earlier in your application.

It is important that you read the onscreen message as it will tell you why your application has failed to progress.

Scroll down the screen to click 'Back'.

Open the application again, and remove any land parcels with warnings and any listed in your 'Parcels under agreement warnings report', or in this case add some land parcels as none have been added yet.
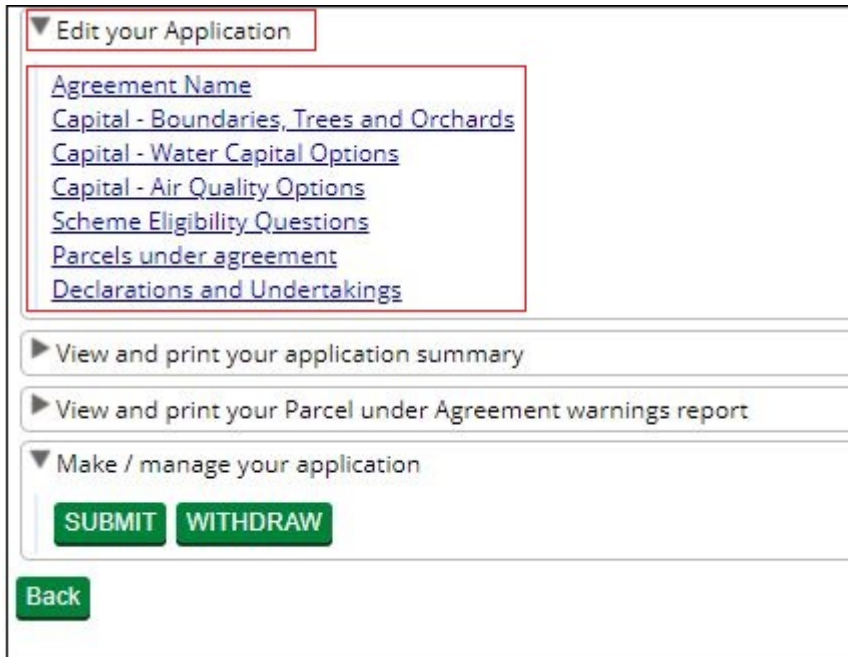
Edit your application

After you've successfully added the land parcels to your application, 'Open' your application again on the Countryside Stewardship Applications screen.

Using the list on your screen, you can add details to your online application using 'Edit your application', or use the other choices to create the land parcel warnings report again, application summary and evidence checklist. (If you cannot see the evidence checklist you can read about the relevant evidence at 'Countryside Stewardship grants' on GOV.UK.

Click 'Edit your Application'.

A list of everything you need to do in your application appears.

Add an agreement name

To make it easier for you to identify the agreement, give your agreement/application a name. Enter a name into the box and then click 'Save' and 'Close' to return to the previous screen. You can use both letters and numbers in the agreement name.

Add capital items to your application

You can read about options in the scheme manual on GOV.UK, search for Capital Grants. You'll find a description and brief requirements for each capital item by searching for Countryside Stewardship grants on GOV.UK.

Add capital items – Boundaries, trees and orchards

You can apply for:

- items on a boundary around or within a land parcel in your application

- a maximum of £20,000 for this Boundaries, trees and orchards option in one application

- a 'supplement' item if you have applied for the main item it relates to on the same boundary:

    - BN8 – can only be used on BN5 and BN6

    - BN10 – can only be used with BN5

    - BN13 – can only be used with BN12

    - BN14 – can only be used with BN12

    - Both BN13 and BN14 can be used with BN12

Click 'Capital - Boundaries, Trees and Orchards'.

This screen lists all the capital items you can include under this option in your application.

To apply for an item click Open for the item code you want.

Item Code	Item Title	Applied for	
BN1	BN1 - Stone-faced bank repair	0 Metres	Open
BN10	BN10 - Hedgerow Supplement - Top Binding and Staking	0 Metres	Open
BN11	BN11 - Planting new hedges	0 Metres	Open
BN12	BN12 - Stone Wall Restoration	0 Metres	Open
BN13	BN13 - Stone Wall - Top Wiring	0 Metres	Open
BN14	BN14 - Stone wall supplement - Stone from quarry	0 Metres	Open
BN2	BN2 - Stone faced bank restoration	0 Metres	Open
BN3	BN3 - Earth bank creation	0 Metres	Open
BN4	BN4 - Earth Bank Restoration	0 Metres	Open
BN5	BN5 - Hedgerow laying	0 Metres	Open
BN6	BN6 - Hedgerow Coppicing	0 Metres	Open
BN7	BN7 - Hedgerow Gapping	0 Metres	Open
BN8	BN8 - Hedgerow Supplement - Casting Up	0 Metres	Open
FG12	FG12 - Wooden Field Gate	0 Units	Open
FG14	FG14 - Badger Gates	0 Units	Open
TE1	TE1 - Planting Standard Hedgerow Tree	0 Units	Open
TE10	TE10 - Coppicing Bank-side Trees	0 Trees	Open
TE11A	TE11A - Tree surgery	0 Trees	Open
TE11B	TE11B - Tree surgery	0 Trees	Open
TE3	TE3 - Planting Fruit Trees	0 Trees	Open
TE6	TE6 - Tree guard (tube and mesh)	0 Trees	Open
TE7	TE7 - Tree guard (Wood post and rail)	0 Trees	Open
TE8	TE8 - Tree Guard (wood post and wire)	0 Trees	Open
WB1	WB1 - Small Wildlife Box	0 Units	Open
WB2	WB2 - Medium Wildlife Box	0 Units	Open
WB3	WB3 - Large Wildlife Box	0 Units	Open

Capital - Boundaries, Trees and Orchards

Close

This will open a new screen showing all of the land parcels in your application.

Add the total length or number of units next to each land parcel you want to apply for.

For example, to add 10m of stone faced bank repair to a land parcel, first 'Open' BN1 at the previous screen, then enter the length in this screen for the relevant land parcel.

Capital - Boundaries, Trees and Orchards

BN1 - Stone-faced bank repair

Sheet Number	Parcel Number	Parcel Name	Applied for (Meters)
ZZ2342	8895	Top Field	0
ZZ2342	9010	The Woods	0
ZZ2442	9820		0
ZZ2442	4685	Nectar Field	0
ZZ2443	5955		0
ZZ2443	6358		0
ZZ2542	6772		0
ZZ2542	0221		0
ZZ2344	0322		0
ZZ2344	0515		0
ZZ2344	0827		0
ZZ2344	2162		0
ZZ2344	2716		0
ZZ2344	2858		0

Save   Back   Close

Applied for (metres or units/trees) – the length in metres, number of units or trees you enter should be a whole number. If you enter a number with decimal places, this will be automatically rounded up or down to the nearest whole number. For example, if you enter 10.5m of stone-faced bank repair, this would be round to 11m in your application, or 10.4m would round to 10m in your application.

Then click Save and then Back to return to the Items menu. Repeat this for all of the items you want to add to your application. Click Close to return to the application menu.

Add capital items – Water quality

IMPORTANT: For some water quality items your land must be in a high priority water quality area, and for these items you must have approval from your Catchment Sensitive Farming Officer.

You can apply for:

- items to improve water quality

- a maximum of £20,000 for this 'Water quality' option in one application

- a 'supplement' item if you have applied for the main item it relates to:

  - FG4 – can only be used with FG1, FG2 and FG3.

Click 'Capital – Water capital options'

This screen lists all the capital items you can include under this option in your application.

It shows the code and description for each item, as well as the length, area, volume or number of the items you're applying for after you enter the details at the next screen.

To apply for an item click Open for the item code you want.

Capital - Water Capital Options

Item Code	Item Title	Eligible	Applied for	
FG1	FG1 - Fencing		0 Metres	Open
FG15	FG15 - Water Gates		0 Units	Open
FG2	FG2 - Sheep netting		0 Metres	Open
FG3	FG3 - Permanent electric fencing		0 Metres	Open
FG4	FG4 - Rabbit fencing supplement		0 Metres	Open
LV3	LV3 - Hard bases for livestock drinkers		0 Units	Open
LV4	LV4 - Hard bases for livestock feeders		0 Units	Open
LV5	LV5 - Pasture pumps and associated pipework/unit		0 Units	Open
LV6	LV6 - Ram pumps and pipework/unit		0 Units	Open
LV7	LV7 - Livestock troughs		0 Units	Open
LV8	LV8 - Pipework for livestock troughs		0 Metres	Open
RP1	RP1 - Resurfacing of gateways		0 Units	Open
RP10	RP10 - Silt filtration dams or seepage barriers		0 Units	Open
RP11	RP11 - Swales	134.5584 HA	0.0000 HA	Open
RP12	RP12 - Check dams and woody debris dams		0 Units	Open
RP13	RP13 - Yard - underground drainage pipework		0 Metres	Open
RP14	RP14 - Yard inspection pit		0 Units	Open
RP15	RP15 - Concrete yard renewal	134.5584 HA	0.0000 HA	Open
RP16	RP16 - Rainwater goods		0 Metres	Open
RP17	RP17 - Storage tanks underground		0 Cubed Meters	Open
RP18	RP18 - Above ground tanks		0 Cubed Meters	Open
RP19	RP19 - First-flush rainwater diverters/downpipe filters		0 Units	Open
RP2	RP2 - Gateway relocation		0 Units	Open
RP20	RP20 - Relocation of sheep dips and pens		0 Units	Open
RP21	RP21 - Relocation of sheep pens only		0 Units	Open
RP22	RP22 - Sheep dip drainage aprons and sumps	134.5584 HA	0.0000 HA	Open
RP23	RP23 - Installation of livestock drinking troughs (in draining pens for freshly dipped sheep)		0 Units	Open
RP24	RP24 - Lined biobed plus pesticide loading and washdown area	134.5584 HA	0.0000 HA	Open
RP25	RP25 - Lined biobed with existing washdown area	134.5584 HA	0.0000 HA	Open
RP26	RP26 - Biofilters		0 Units	Open
RP27	RP27 - Sprayer or applicator load and washdown area/sq m	134.5584 HA	0.0000 HA	Open
RP28	RP28 - Roofing (sprayer washdown area, manure storage area, …)	134.5584 HA	0.0000 HA	Open
RP29	RP29 - Self supporting covers for slurry stores/sq m	134.5584 HA	0.0000 HA	Open
RP3	RP3 - Watercourse crossing/unit		0 Units	Open
RP30	RP30 - Floating covers for slurry stores and lagoons	134.5584 HA	0.0000 HA	Open
RP4	RP4 - Livestock and machinery hardcore tracks		0 Metres	Open
RP5	RP5 - Cross drains/unit		0 Units	Open
RP6	RP6 - Installation of piped culverts and ditches		0 Units	Open
RP7	RP7 - Sediment ponds and traps/sq m	134.5584 HA	0.0000 HA	Open
RP9	RP9 - Earth banks and soil bunds/unit		0 Units	Open
WN5A	WN5A - Pond Management - creation (first 100 sq m)		0 Units	Open
WN5B	WN5B - Pond Management - restoration - first 100 sq m		0 Units	Open
WN6A	WN6A - Pond Management - creation - (areas more than 100 sq m)	134.5584 HA	0.0000 HA	Open
WN6B	WN6B - Pond Management - restoration - (areas more than 100 sq m)	134.5584 HA	0.0000 HA	Open

Close

This will open a new screen showing all of the land parcels in your application.

Add the length, volume or area (in metres, cubic metres or hectares) or the number of units (for example, biofilters, sheep pens) for the item in each land parcel.

For example, to add 10m of fencing to a land parcel, first 'Open' FG1 at the previous screen, then enter the length in this screen for the relevant land parcel.

Capital - Water Capital Options

RP3 - Watercourse crossing/unit

Sheet Number	Parcel Number	Parcel Name	Applied for (Units)
ZZ6523	2379		0
ZZ6523	2478		0
ZZ6523	3582		0
ZZ6523	4772		0
ZZ6524	0457		0

Close

NOTE: Applied for (metres, cubic metres or units) – the length in metres, volume in cubic metres or the number of units you enter should be a whole number. If you enter a number with decimal places, this will be automatically rounded up or down to the nearest whole number. For example, if you enter 10.5m of fencing, this would be round to 11m in your application, or 10.4m would round to 10m in your application. Applied for (hectares) – the area in hectares does not round up or down.

Click Save and then Back to return to the Items menu. Repeat this for all of the items you want to add to your application. Click Close to return to the application menu.

Add capital items – Air quality

You can apply for:

- items on your land in this application that aim to improve air quality
- a maximum of £20,000 for this 'Air quality' option in one application
- a 'supplement' item if you have applied for the main item it relates to:
  - TE5 – can only be used with TE4.

Click 'Capital – Air quality options'

This screen lists all the capital items you can include under this option in your application.

It shows the code and description for each item, as well as the area or number of the items you're applying for after you enter the details at the next screen.

To apply for an item click Open for the item code you want.

Capital - Air Quality Options

Item Code	Item Title	Eligible	Applied for	
AQ1	AQ1 - Automatic slurry scraper		0 Units	Open
AQ2	AQ2 - Low ammonia emission flooring for livestock buildings	134.5584 HA	0.0000 HA	Open
TE4A	TE4A - Woodland Tree Planting - Biodiversity		0 Trees	Open
TE4B	TE4B - Woodland Tree Planting - Improving water quality or reducing flood risk		0 Trees	Open
TE4C	TE4C - Woodland Tree Planting - Restock after a tree health issue		0 Trees	Open
TE4D	TE4D - Woodland Tree Planting - Hedges and clumps		0 Trees	Open
TE5	TE5 - Woodland Tree Planting - Treeshelter Supplement		0 Units	Open

This will open a new screen showing all of the land parcels in your application.

Add the number of units or trees, or for low emission flooring add the area (in hectares) for the item in each land parcel.

For example, to add an area of 150m2 of low emission flooring to a land parcel, first 'Open' AQ2 at the previous screen, then enter the area as 0.015 hectares in this screen for the relevant land parcel.

Capital - Air Quality Options

AQ2 - Low ammonia emission flooring for livestock buildings

Sheet Number	Parcel Number	Parcel Name	Eligible (HA)	Applied for (HA)
ZZ6523	2379		0.2853	0
ZZ6523	2478		0.4554	0
ZZ6523	3582		0.2289	0
ZZ6523	4772		3.1510	0
ZZ6524	0457		0.1313	0
ZZ6524	0465	GILLS1	1.9676	0

Close

NOTE: Applied for (units or trees) – the number of units or trees for the item should be a whole number. If you enter a number with decimal places, this will be

automatically rounded up or down to the nearest whole number. Applied for (hectares) – the area in hectares does not round up or down.

Click Save and then Back to return to the Items menu. Repeat this for all of the items you want to add to your application. Click Close to return to the application menu.

Scheme eligibility

You must answer all the eligibility questions.

Click 'Scheme eligibility' and answer each question with a Yes or No.

You must answer all the questions accurately, as the answers are used to assess your eligibility.

For more information about eligibility read 'Who Can Apply' in the scheme manual. Search for 'Capital Grants' on GOV.UK.

First question – you must be able to answer 'Yes' to confirm that you have management control through the agreement. If you answer 'No', you must remove the land parcels and relevant options from this application which you do not have management control over.

Second question – you must be able to answer 'Yes' to confirm that you are not seeking funding in this application for the activities outlined in the question. If you answer 'No', because you cannot give the confirmation, you must remove the options from this application that would provide this funding.

Third question – if you answer 'Yes' to confirm that you are receiving other funding, you must give details in the box below the third question. You cannot use a Capital Grant for capital work that you must carry out under other obligations or for which

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you are receiving funding from other sources. For more information read the Capital Grants manual on GOV.UK.

The remaining questions are self-explanatory and also need to be completed before you can progress the application.

Click 'Save' after you've completed all of the questions and you'll receive a message confirming the details have 'saved' successfully. If you have not answered a question, a message will appear in red asking you to answer it.

After you've successfully saved your answers, click 'Close' to return to the previous screen.

Update land parcels in your application

Click 'Update parcels under agreement' to see all of the land parcels you have added to the application.
This is an opportunity to check which land parcels you've included in the application and change them if needed.
Use the 'Remove' or 'Add' buttons as explained in the earlier 'Add land parcels to your application' section.
If you add different land parcels, remember to click 'Check Parcels' for warnings against your land parcels in another application.
Also remember to View and print your land parcel warnings report again to check for land parcels already in an agreement.

Declarations and Undertakings

You must complete this declaration or you cannot submit your application.

Read all of the declarations and undertakings. Use the scroll bar at the side of the declaration to read it all.

The click 'Yes' to confirm that you accept the declarations and responsibilities, then click 'Close'.

You should create (generate and download) your application summary, and your evidence checklist if this is visible on your screen, before submitting your application to RPA.

View and print documents

Using the list on your screen, you can 'View and Print' details about your online application **before you submit it**:

- application summary – shows all the information you've added to your application – create it after you've filled in your application

- evidence checklist – shows all the evidence needed for your application – create it after you've filled in your application

- parcel warnings report – another chance to check that the land parcels you've added to your application are not in another application or agreement.

Application summary

This summary shows the information you have entered into your application. It's important that you use it to check you've given the correct information, **before you submit your application**. Then if needed, you can go back into your application and change it.

(You also get another opportunity to create an application summary after you've submitted your application to RPA to keep as a record of the application you've submitted.)

IMPORTANT: Remember to complete your supporting map(s) – read Annex 1

Click 'View and print your application summary'.
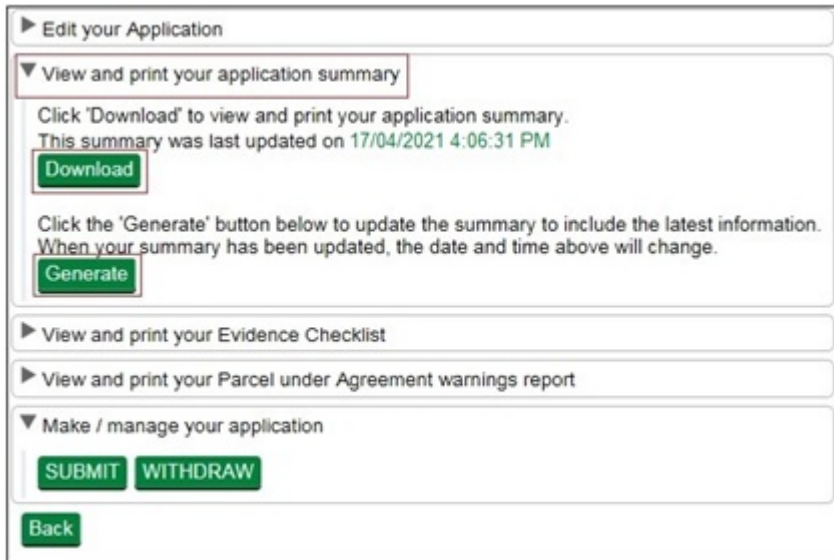
Click 'Generate' to create the document.

The first time you generate the document the 'Download' button will not be clearly visible. When the document is ready the 'Download' button turns green and the button will now always be visible. The date and time that appears next to the

'Download' button tells you when the document was last updated with the information in your application.

After you've generated the document, click 'Download' to see the document.

If you always click 'Generate' before you click 'Download', you'll always see the most up to date information in your application.

You can read the summary on screen by scrolling down the pages or you can print or save it for your records by using the buttons that appear when you place the cursor near the middle point at the bottom of the screen.
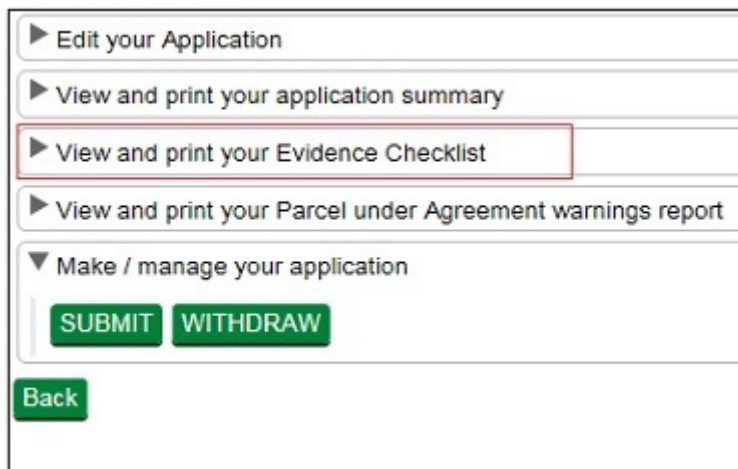
Do not send it to us as a paper form – we cannot accept it.

Evidence checklist

This checklist shows all the evidence needed for your application. It tells you which evidence you must submit to RPA by the application deadline and which you must keep until you're asked for it.

If it is not visible on your screen you can read 'Countryside Stewardship grants' on GOV.UK for information about evidence.

Click 'View and Print your Evidence Checklist'.

To create your checklist follow the instructions in the Application summary section.

If you make any updates to your application after you've created your evidence checklist, you should generate and download a new checklist to make sure you have the most up to date information.
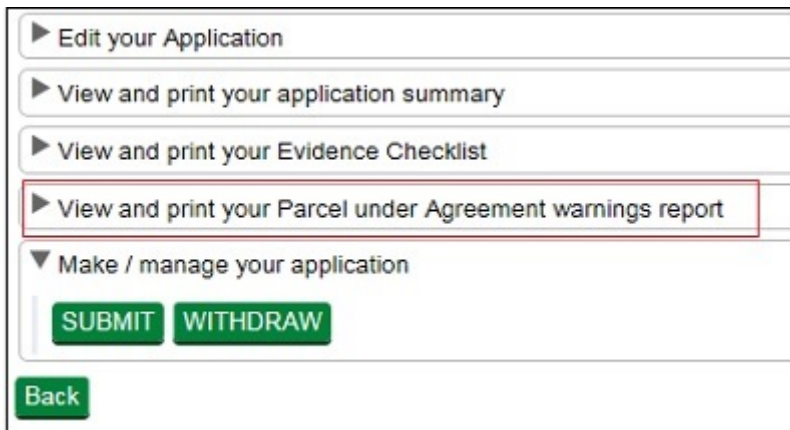
You can read the checklist on screen by scrolling down the pages or you can print or save it for your records by using the buttons that appear when you place the cursor near the middle point at the bottom of the screen.

Parcels under agreement warnings report

This warnings report lists any land parcels that need to be removed from your application. This is because they are already included in a live agreement or another application. The report also shows details of the agreement/application that the land parcels are currently included in, and the status of that agreement or application. For more information read 'Check land parcel warnings' in the 'Complete' section.

If all of the land parcels in your application are available to use, the report will not contain any information.

Click 'View and print the Parcel under Agreement warnings report'.

To create your report follow the instructions in the Application summary section.

You can read the report on screen by scrolling down the pages or you can print or save it for your records by using the buttons that appear when you place the cursor near the middle point at the bottom of the screen.

You must return to the land parcel screen to remove all the land parcels from your application that appear in the warnings report.
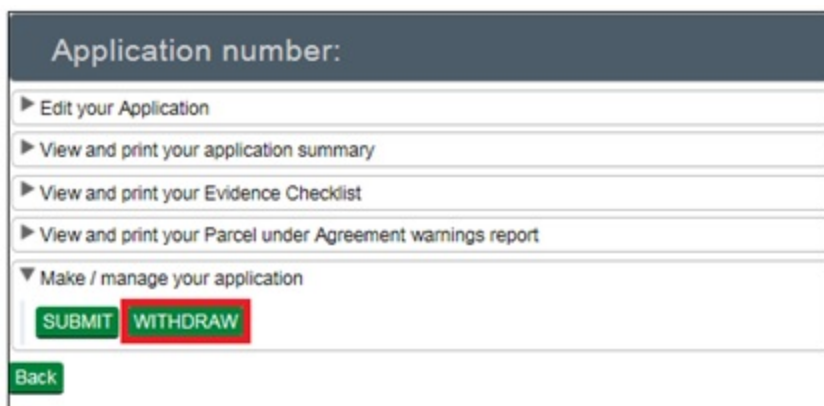
Confirm your information and apply

To confirm the information in your application is correct, check it before you submit it online.

Application summary

When you've completed your application you need to check that the information in it is correct. To do this, create or update your application summary by following the instructions in the 'Complete' section under 'Application summary'. Then if needed, you can go back into your application and change it.

Withdraw your application

If you decide you do not want to submit your application, click 'Withdraw'. A message appears to check that you do want to withdraw the application.

Click 'No' if you do not want to withdraw it.

Click 'Yes' if you do want to withdraw it. You'll see a screen message confirming that you've successfully withdraw the application. This application will not be submitted to RPA, and you cannot open it again but you can create a new application while the green application buttons are available.

Click 'Back' to return to the application screen (where you'll see the application status is now 'Withdrawn' and the application is no longer 'Active').

Submit your application

If you have checked your application summary and the information in your application is correct, click 'Submit' to apply for Capital Grants.

If your application meets all the requirements for the grant and you have completed the declaration, the screen will confirm that your application has 'submitted successfully' to RPA.

Click 'Print' if you want to print and keep the confirmation for your records.

Click 'Back' to return to the application screen (where you'll see that the application status has changed to 'Submitted' and the application is still 'Active'. It also shows the date and time your application was submitted.
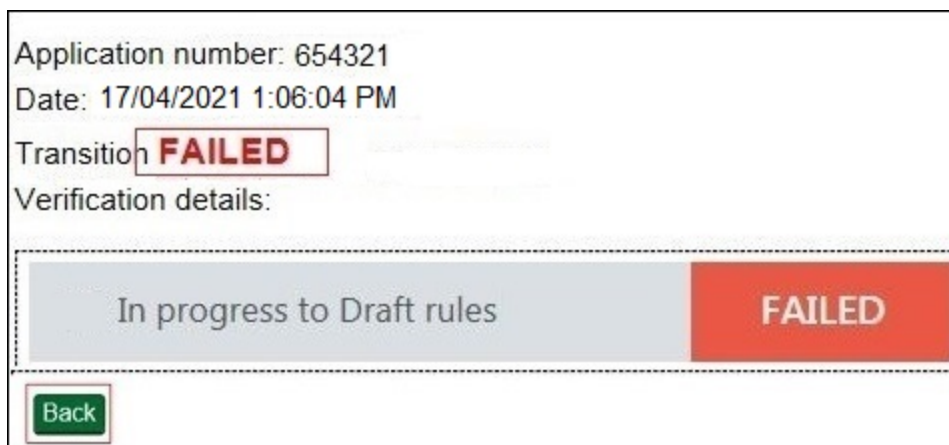
The deadline for RPA to receive your supporting documents is given in the 'Supporting documents and evidence' section.

Application fails to submit

If your application fails to submit, a screen message will tell you this. It will also show the reasons why it did not submit with a red warning box beside it.

Read this message fully by using the scroll bar to the right of the message. You may find it useful to print and save the message. You may be able to do this by clicking the button on the right side of the 'mouse' or 'touchpad' and choosing the print or save options.

Click 'Back' to return to the application screen.

Check and correct all of the sections detailed in the message before you 'Submit' your application again.

The information below gives examples of some of the reasons why you cannot submit your application. It will help you to identify what you need to do before you submit your application again:

Your application exceeds the maximum value allowed or is below the minimum value allowed

You need to 'Open' your application from the Countryside Stewardship Applications screen and click the relevant capital item options under 'Edit your Application':

- Capital – Boundaries, Trees and Orchards

- Capital – Water Quality

- Capital – Air Quality

Then:

- If you have not selected any capital items, select all those you want to include in the application then click 'Close'

- If you have already selected your capital items, you have exceeded the maximum grant value of £20,000 for the option group and need to reduce the

items selected.

All responses on the Eligibility form must be completed

From the Countryside Stewardship Applications screen, 'Open' your application and click on 'Scheme Eligibility' under 'Edit your Application'. Answer ALL of the eligibility questions and click 'Save' then 'Close'.

You must select 'Yes' in the Declarations section to be able to proceed with your Application

From the Countryside Stewardship Applications screen, 'Open' your application and click 'Declarations and Undertakings' under 'Edit your Application'. Click 'Yes' to confirm that you accept the declaration then click 'Close'.

After you've applied

After you've submitted your application and returned to the application screen, you may see 2 green buttons beside your submitted application details:

- Application summary

- Evidence checklist – if this is not visible on your screen read 'Countryside Stewardship grants' on GOV.UK.

Year	App. number	Sector	Type	Active	Submit Date	Status	
2021	654321		Capital Grants	Yes	17/04/2021 1:25:01 PM	Submitted	Summary / Evidence Checklist

Application summary and Evidence checklist

You may have already created these at the 'Edit your application' screen while you were completing your application. You should 'generate' and 'download' them again after you complete your application to make sure they contain everything you've put into your application. The checklist tells you what evidence you must submit to RPA by the application deadline and what evidence you should keep until you're asked for it. (If the checklist is not visible on our screen read 'Countryside Stewardship grants'.) As explained earlier in the 'View and print documents' section.

You may want to print or save your application summary and keep for your records.

Read the 'Supporting documents and evidence' section for details about how to send your supporting documents and any evidence that must be submitted to RPA.

Supporting documents and evidence

RPA must receive your online application, supporting documents and evidence that must be submitted to RPA by midnight on 30 April 2021. You may also need to keep some evidence until you're asked for it – read below.

Supporting documents

For example,

- Application map(s) (read Annex 1)

- A Land Ownership Consent form (if required)

- [Catchment Sensitive Farming Officer](#) (CSFO) approval (if required)

Evidence

Some evidence RPA must receive by midnight on 30 April 2021, and some evidence you should keep until you're asked for it.

Read about the requirements for each option or item in your evidence checklist or '[Countryside Stewardship grants](#)' on GOV.UK.

How to submit your supporting documents and evidence

You can scan and email all the documents above to ruralpayments@defra.gov.uk. The maximum size of emails we can accept is 32MB. For security reasons, we cannot accept discs, USB pen drives or other external storage media.

You must put your SBI and Application ID number in the email and on all documents. Also use 'Application – CS Capital Grants' as the email subject heading.

You can submit digital photos by email, but do not scan printed photos as the quality is not good enough.

Or you can post the documents to RPA using the address in the 'More information and Contact us' section. We recommend you get 'proof of posting'.

Next steps

If your application meets the eligibility criteria, you will be offered an agreement.

You'll receive confirmation regardless of whether or not your application has been successful. If it's successful you'll receive an agreement offer letter. The Agreement Start Date will be set out in the agreement documents contained with the agreement offer letter.

If you want to accept the agreement offer you must return the signed acceptance declaration to RPA within 20 working days of receiving it. If you do not accept the offer in time, it will be withdrawn. The person signing the acceptance declaration must have at least 'View' business permission level, and 'Submit' permission for CS Agreements in the Rural Payments service.

If you enter into a Capital Grant by accepting the offer (an 'Agreement Holder') you cannot modify, extend or amend the Capital Grant. You must either accept or decline the offer.

Scheme rules and other guidance

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

For guidance and information read [Countryside Stewardship](#).

For the scheme rules and information about agreements read the [Countryside Stewardship Capital Grants manual](#).

Find out how to [contact your Catchment Sensitive Farming Officer](#).

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

- you meet the scheme rules

- all the eligible land included in your application is correct, to the best of your knowledge.

More Information and Contact details

How to contact us

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

Rural Payments helpline: 03000 200 301

Email: ruralpayments@defra.gov.uk

Follow us on Twitter @ruralpay

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

For any queries about your online Capital Grants contact RPA. Please quote 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 below:

For more information search for Rural Payments Agency on GOV.UK then scroll down the page to 'Complaints procedure' under 'Corporate information'.

Annex 1: Supporting map(s)

You must create and submit a map to support your application.

Create your map(s)

You can create your base map by printing your land parcel digital maps in the Rural Payments service. On the 'Business overview' screen click 'View land' then click the relevant land parcel. The option to print is below the map. Make sure your printed map is clear, readable and meets the standards set out below.

If you cannot print the map you can call us or you can use MAGIC maps at on GOV.UK – search for 'www.magic.defra.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.

What to include in the map(s)

Mark your map(s) to show the location of your CS capital items on your land parcels. It may help to complete the application and your 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)'.

The map must include the following.

- Map number. Include a 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 in the application), write these on the top right of the map.

- Name of business – this should be the name 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 land parcel(s) adjacent to one side of each boundary, you do not need to include the land parcels on both sides of a boundary.

- Use black ink for all annotations on your map. If you make a mistake do not use correcting 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 – BN3, BN5, BN6, BN11, BN12 and TE1

These 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.