



Countryside Stewardship and Environmental Stewardship

Minor and Temporary Adjustment form

About this form

This form should be completed if you wish to request a minor and temporary adjustment from option rules (e.g. weed control) in a Countryside Stewardship (CS) or Environmental Stewardship (ES) agreement.

Please complete a separate form for each Minor and Temporary adjustment (MTA). Do not use this form to request an amendment to extend your CS Capital Works plan.

How to fill in this form

- Please complete the form as follows:
 - If your request includes **conventional** land only, please complete Sections 1, 2, 5 (and 4)
 - If your request includes **organic land**, please complete Sections 1, 2, 3 and 5
- The Rural Payments Agency (RPA) will send you a signed copy of this form notifying you of the outcome of your request. You must **not** carry out any work until you have received confirmation that your request has been approved. **If you act without approval you will be in breach of your agri-environment agreement.**
- You should keep a copy of this form for your records.
- If you need more space for any section please continue on a separate sheet. Make sure that you add the agreement reference or SBI to each sheet, and sign and date it.
- Enter all dates in the 'dd/mm/yyyy' format (e.g. '01/11/2019').
- Make choices by clicking on relevant boxes to mark 'X'; if completing by hand mark 'X' in **black** ink.

Returning your form

Before returning your form please check that you have filled in all parts of the form and answered all questions that apply to you. Remember to include a map showing the parcel reference(s) and location of the request within the parcel(s).

To help us to respond more quickly please email a saved or scanned copy of your completed form to: ruralpayments@defra.gov.uk Make sure you put 'Adjustment request' and either 'Environmental Stewardship' or 'ES', or 'Countryside Stewardship' or 'CS', as relevant, in the subject title of the email.

Or post your form to: Rural Payments Agency, PO Box 324, Worksop, S95 1DF.

For Rural Payments Agency use only

Date stamp

Office Location

Agreement reference

Form Type CS/ES

Form Reference CSMATAF

Section 1 - Details of your agreement

1. Single Business Identifier (SBI) number

2. Business name

3. Agreement type Higher Level Stewardship Mid-Tier Higher-Tier

Agreement number

4. Agreement holder details:

Agreement holder's name Title

Forename(s)

Surname

Address
(Including
postcode)

Landline telephone number

Mobile telephone number

Email address

5. Are you an agent (or partnership representative acting as an agent) completing and submitting this request on behalf of others? No Yes

If '**No**', go to Section 2.

If '**Yes**', do you have the correct permission levels in Rural Payments to act for the agreement holder? No Yes

Section 2 - Details of your Minor and Temporary Adjustment (MTA) request continued

7. Reason for the MTA

In the box below please confirm the following:

- Why the adjustment is required
- What exactly the proposed course of action is; and
- That the situation was unforeseen and that other solutions which are within the allowed management requirements have been considered.

If necessary continue on an extra sheet, and enter the number of extra sheets used in this box:

Section 2 - Details of your Minor and Temporary Adjustment (MTA) request continued

8. MTA type (please tick one box only, e.g. the main impact of the adjustment)

Access

Boundary management

Drainage and water levels

Fertilizer and lime

Field Operations

Meadow or Pasture management

Stocking/
supplementary
feeding

Weed control

Other *

* If 'Other', please enter details in the box below.

9. Start and finish date of the adjustment (this should be for the minimum period necessary and not exceed one year or the remaining life of the agreement)

Start date

Finish date

Section 3 - Organic Inspection Body declarations

Your Organic Inspection Body must authorise any adjustment to land registered with them that is 'in conversion' or fully organic. This is to make sure that the temporary derogation is reasonable, will not affect the objectives of your agreement, meets with organic farming standards, and is the most appropriate response to the situation.

Supporting statement by your Organic Inspection Body

I declare that:

- the adjustment summarised in Section 2 of this form has been approved by the Organic Inspection Body identified below;
- all the information entered into this form is correct to the best of my knowledge.
- the proposed adjustment is compatible with the specified standards established by Council Regulation 2092/91 (as amended) and set out in the Compendium of Organic Standards.

This declaration must be completed by a representative of your Organic Inspection Body

Signature	Name and address in BLOCK letters	Name of Organic Inspection Body	Date

Section 4 - Agrochemical use on conventional land

1. Is the use of agrochemicals involved in the adjustment? No Yes

If '**No**' go to Section 5 – Declarations and undertakings.

If '**Yes**' please complete questions 1 (a) - (g). **It is recommended that that you seek advice from a BASIS qualified agronomist to help complete this Section and preferably include a pesticide recommendation sheet from an agronomist when submitting this form.**

a) Field details

Are any fields adjacent to a water-course? (including lake or pond)

No

Yes (Please show on your map.)

Does ¹ LERAP apply? (see below and refer to product label)

No

Yes

¹ LERAP is the Local Environment Risk Assessment For Pesticides. Certain pesticides have an aquatic buffer zone requirement. If you want to reduce this aquatic buffer zone there is a legal obligation to carry out and record a LERAP. Further information is available from the Chemical Regulation Directorate (CRD) – part of the Health and Safety Executive.

b) Non-target vegetation: (base crop, please tick):

Notes

Arable field

Hedgerow

Newly sown grass

Watercourse (inc. lake or pond) ***(see Notes)**

Arable field margin

Low value (species poor) **** (see Notes)**
established grass

Species rich grassland **** (see Notes)**

* When spraying on or near a watercourse you must submit a copy of an approved AqHerb01 form available from GOV.UK.

** If you intend to carry out work on unimproved or species rich grassland, for example using pesticides, you must check if Environmental Impact Assessment (Agriculture) regulations apply - check on GOV.UK. You must submit any screening decisions with this form. You may want to seek advice on this.

Growth stage/height (cm) of **non-target** vegetation

Ground cover (%)

c) Target weeds to be controlled

Growth stage/height (cm) of **target** vegetation

Ground cover (%)

d) Product details: Product choice(s)

Trade name

Product rate
(l/ha)

Active
substance

Trade name

Product rate
(l/ha)

Active
substance

e) Off-label approval required? No Yes

f) Application method Boom sprayer Spot spray Weed wiper

g) Where advice has been provided by an agronomist please provide:

Agronomist's
name

BASIS
Professional
Register number

Section 5 - Declarations and undertakings

Declaration

I/We declare that the details I/we have provided in this form are correct and I/we accept full responsibility for them.

Undertakings

In signing this form I/we undertake that I/we:

- will comply with my/our agreement save for any properly approved minor and temporary adjustments;
- are capable and willing to fulfil the terms of the minor and temporary adjustment I/we have requested in this form;
- will allow access to any land and any relevant records to which the request relates, to any authorised person for the carrying out of an inspection or audit in order to verify the accuracy of any information provided to the Rural Payments Agency, Natural England and the Forestry Commission and to ensure compliance with this undertaking;
- agree to disclose all information relevant to this request, provide any additional information as may be required by the Rural Payments Agency or inspectors or auditors and co-operate with or take part in any economic environmental or other monitoring and evaluation of the scheme (including any research and development studies) conducted by Natural England and the Forestry Commission or by anyone appointed by it for that purpose;
- have full authority and capacity to represent and bind the agreement holder(s) named at Section 1 of this form

and, if the minor and temporary adjustment requested in this form is approved by the Rural Payments Agency,

I/we will:

- comply with the details of the approved minor and temporary adjustment;
- continue to comply with the original agreement to the extent its provisions are not temporarily superseded by the approved minor and temporary adjustment; and
- continue to fulfil the obligations set out in the scheme manual and supplements (if any) for the duration of the agreement.

I/We hereby request a minor and temporary adjustment to my/our Countryside Stewardship / Environmental Stewardship agreement as set out in this form.

Signature(s)	Name in BLOCK letters	Status (e.g. sole trader, company director, agent)	Date

Warning

If you knowingly or recklessly make a false statement to obtain payments to yourself or others, you risk prosecution, termination of any resulting agreement and recovery of any money paid to you under the scheme. You may also be excluded from certain Rural Development schemes for up to two years.

Using and sharing your information

For information on how we handle personal data go to www.gov.uk and search Rural Payments Agency personal information charter.

For Rural Payments Agency and Natural England use only

Section 6 - Approval/rejection

Natural England

Approved

Rejected

Comments

Use plant protection products safely. Always read the label and product information before use. Pay attention to the risk indications and follow the safety precautions on the label.

Signature(s)	Name in BLOCK letters	Capacity (for example. adviser, BASIS registered adviser (include accreditation / registration number), team leader)	Date

Where a MTA involves the use of agrochemicals a British Agrochemical Standards Inspections Scheme (BASIS) Registered Natural England contact must sign this section.

Rural Payments Agency

Approved

Rejected

Comments

Signature(s)	Name in BLOCK letters	Capacity (for example adviser, team leader)	Date