Countryside Stewardship 2021: How to request a Mid Tier or Higher Tier application pack

Contents

Version 2.0

24 June 2021 – Page 3 – the deadline to request a Mid Tier application pack in the Rural Payments service has been extended to 16 July 2021.

Countryside Stewardship 2021: How to request a Mid Tier or Higher Tier application pack

This guide explains how to request a Mid Tier or Higher Tier application pack in the Rural Payments service.

Before you request the application pack make sure you check your personal details, business details, permission levels and land use in the Rural Payments service, and change them if needed. Read 'Check and Change anything that needs to be updated'.

IMPORTANT: The application pack is emailed to you only once – therefore, to make sure all the information in the pack is up to date, and the email reaches you, it's important that all your information is up to date in the Rural Payments service before you request the pack.

If you have a very large number of land parcels (200 or more) for your SBI you can't request your pack using the service. You need to call us on 03000 200 301 to request a pack.

The deadline to request an application pack in the Rural Payments service is:

Higher Tier – 31 March 2021

Mid Tier – 30 June 2021 – this has been extended to 16 July 2021.

Read the scheme rules before you apply for either Mid Tier or Higher Tier.

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 you 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:

Sign in

There is a problem signing in - try the following:
Check you've entered your 10 digit customer reference number (CRN) correctly
Check you've entered your password correctly

Customer reference number (CRN)
This is the 10 digit number emailed to you when you created your account
987654321

Password
****

Sign in

Still having trouble signing in after you've checked your CRN and password?
Forgotten your password - create a new one here.

Started creating a new password and received the security code by email - enter it here

Lost your customer reference number (CRN), call 03000 200 301.

- 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, Hide this section

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.

Sign in

Customer reference number (CRN)
This is the 10 digit number emailed to you when you created your account

1234567890

Password

[ ]

Sign in

Forgotten your password - create a new one here.

Started creating a new password and received the security code by email - enter it here

Lost your customer reference number (CRN). call 03000 200 301.

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.
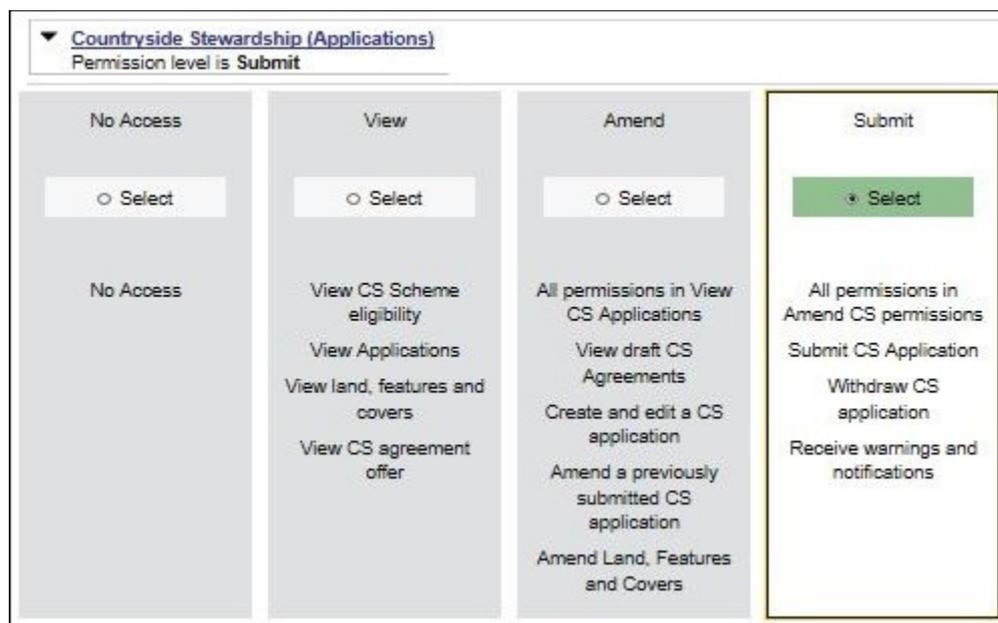
Check – your permission levels

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 pemission 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 the 'Request your Mid Tier or Higher Tier application pack' section.

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 Filters heading.

To see the filters, click 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.
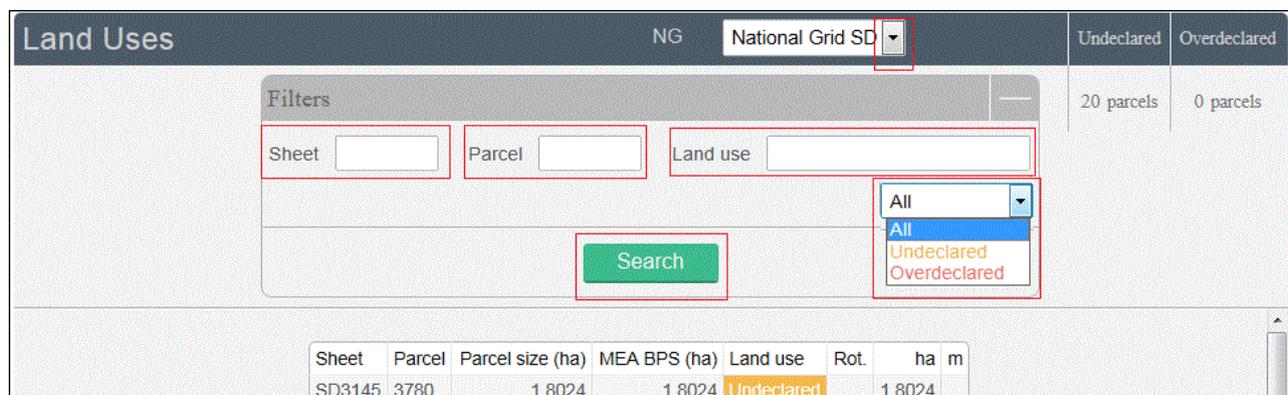
To remove a filter:

- 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.

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.

Overdeclared

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.

Request your Mid Tier or Higher Tier application pack

Find out how to request an application pack online to be sent to you by email.

On the Countryside Stewardship Applications screen, you'll see the blue buttons to 'Request a Mid Tier application pack', or to request one of 3 different Higher Tier application packs.

If you cannot see these blue buttons on your screen this means that the option to request a pack is not available to customers at this particular time.

After you've requested a pack to be sent to you by email using a blue button, you cannot use the button again in the same scheme year. This means that the application pack can only be emailed to you once. You can only request one type of Higher Tier application pack, if you try to request a different type of pack you'll see a message onscreen that tells you the request has failed.

Request a Mid Tier or Higher Tier application pack

To request a pack select the relevant blue option.

- Request a Mid-Tier application pack.
- Request a Higher Tier Agri-Environment application pack.
- Request a Higher Tier Agri –Environment with Woodland Support (mixed) application pack.
- Request a Higher Tier Woodland Support application pack.

You'll see a message onscreen showing that your request has started, followed by a message confirming that the pack has been created successfully. This may take up to 24 hours when the service is busy. The application pack will be emailed to you automatically as a zipped file. Your SBI appears as the first 9 numbers in the name of the zipped file.

If you have 200 or more land parcels for your SBI the message will tell you that your online request has failed. You need to call us on 03000 200 301 to

request the pack. You cannot carry on in the Rural Payments service with your request for a Mid Tier or Higher Tier application pack.

Click 'Back' (you may need to scroll down the screen to see it) to take you to the previous screen.

Your Mid Tier pack will contain:

- Application form (pdf) – to complete on screen

- Application Annex (Excel) – (listing the land parcels for your SBI) to complete on screen

- Options/Farm Environment Record (FER) map – to print 2 copies, and mark your options on one and your environment features on the other

- Environmental Information Map (EIM) – for information only.

Your Higher Tier pack will contain:

- Application form (pdf) – to complete on screen

- Application Annex 1 (Excel) – Agri-environment (listing the land parcels for your SBI) to complete on screen

- Application Annex 2 (Excel) – Woodland Support (listing the land parcels for your SBI to complete onscreen

- Options/Farm Environment Record (FER) map – to print 2 copies, and mark your options on one and your environment features on the other

- Environmental Information Map (EIM) – for information only.

All of these show your SBI as the first 9 numbers in the file names, as well as in the documents themselves.

Save the pack to your computer

After the pack has been created successfully, you can then also save it to your computer.

Click 'Open' alongside the details for your Mid Tier or Higher Tier application pack, on the application screen.

Year	App. number	Sector	Type	Active	Submit Date	Status	
2021	866837		Mid-Tier application pack	Yes		Application Created	Open

On the next screen click 'View and print your Application Pack'. Then click the 'Download' button after it turns green.

You can choose to 'Open' the pack or 'Save' it to your computer. But if you don't want to do either of these click 'Cancel'.

Update your application pack

If there has been a change in the Rural Payments service, for example, land parcel changes, you can update your application pack. To do this, click 'Generate' then repeat the 'Download' and 'Save' process under 'Save the pack to your computer' above. The pack will not be emailed to you again, but you can save it to your computer or print it.

Scheme rules and guidance

All the guidance and information you need for Countryside Stewardship Mid Tier or Countryside Stewardship Higher Tier is on GOV.UK.

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

For the scheme rules and information about agreements read the [Countryside Stewardship Mid Tier manual](#) or [Countryside Stewardship Higher Tier manual](#).

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.