



Countryside Stewardship Transfer Out form

When to use this form

If all or any part of your Countryside Stewardship (CS) agreement is not being taken on by the transferee(s), you must complete the Transfer Out form for the parts of your agreement not being continued.

CS Capital Grant Agreements are not transferable.

You must submit this form within 90 calendar days from the day after the land sale or transfer was completed.

If you are an agent (or partnership representative acting as an agent) acting on behalf of the transferor, you and the individual(s) on whose behalf you are applying must have 'Submit' permissions for CS agreement management on the Rural Payments service. We cannot accept the form if it is submitted by an unauthorised agent. Where necessary ask the person with CS 'Submit' permissions to set the correct permissions for the agent on the Rural Payments service.

For more information on transfers, go to www.gov.uk and search for 'Countryside Stewardship' to find the relevant Mid-Tier or Higher Tier CS manual.

How to fill in this form electronically

- Click boxes to select that answer (to deselect click on it again).
- Complete all sections and questions that apply to you.

How to fill in this form by hand

- Use black ink and CAPITAL LETTERS. Do not use pencil or felt-tip pen.
- Do not cross through whole pages or remove pages.
- If you make a mistake, do not use correction fluid. Make your alterations in black ink and CAPITAL LETTERS, initial and date them. For boxes with a '✓' or 'x', completely fill in the incorrect square box, add your initials and the date. Put a '✓' or 'x' in the correct box.
- Complete all sections and questions that apply to you and attach all supporting documents.

Returning your transfer application

Send your completed form and any supporting documents to ruralpayments@defra.gov.uk.

Or you can post them to:

Rural Payments Agency (CS)
PO Box 324
Worksop
S95 1DF

Keep a copy of all documents sent to us for your records.



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Is someone else taking over all or part of your agreement?

If 'Yes', there is no need to complete this form. For any land where management of the options will continue, contact the new owners and inform them that they must complete a Transfer IN Form and submit it to the RPA.

If 'No', continue to Section 1.

Section 1: Transfer out agreement details

1 Single Business Identifier (SBI) number:

2 Business name:

3 Agreement number:

4 Tick to confirm that you have told us about the land transfer. If not, you can do this on the Rural Payments service or submit an RLE1 form.

5a Is the agreement part of a facilitated group? You can find more information about the facilitation fund in the [Guide to Countryside Stewardship facilitation fund](#) at www.gov.uk.

No Go to Section 2: Details of the land transfer(s)

Yes Complete questions 5b and 5c

5b Is the facilitator aware the agreement land is being transferred? No Yes

5c Enter the name of the facilitator:

Go to Section 2: Details of the land transfer(s)

Section 3: Declaration

I declare that:

- The details I have provided in this form are correct and I accept full responsibility for them.
- I agree to be bound by the terms relating to transfers as specified in the relevant CS manual.
- I understand that if I am not transferring my CS agreement in full, I will continue to be responsible for any retained elements of the CS agreement.
- I understand that if the land being transferred contains capital items which have been delivered, grant payments may be recovered from me if the transferee does not want to take on the CS agreement. This is because the linked maintenance obligations, to keep the capital items in the condition and to the specification for which they were grant-aided for the remaining term of the agreement, may not be fulfilled.

These declarations and undertakings must be signed by a party/parties having full authority and capacity to bind the transferor named at section 1 of this form.

Signature	Name (BLOCK letters)	Capacity of signatory (for example, 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 CS schemes for up to two years.

Using and sharing your information

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information about our standards for requesting and storing personal information, go to www.gov.uk and search for [Defra Personal information charter](#).