



Tick the box next to the Higher Tier Capital Grant you are applying for:

Agri-environment with woodland support (mixed)

Agri-environment only

Woodland support only

## Countryside Stewardship

# Higher Tier Capital Grants application form

### Important information about your application – please read

You must submit a map in support of your application.

Use this form with the [How to complete your Higher Tier Capital Grants application](#) guidance to help you apply.

Before you submit your application, make sure that you:

- have filled in all parts of the form and answered all questions that apply to you
- attach all supporting documents and maps
- have the appropriate permissions in the Rural Payment service

**If you submit your application by email please put ‘Application – CS – Higher Tier Capital Grants’ in the email subject heading and send it to us at [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk)**

## Using and sharing your information

For information on how we handle personal data go to [www.gov.uk](http://www.gov.uk) and search [Rural Payments Agency personal information charter](#).

## Section 1 – Applicant details

1. Applicant name
2. Single Business Identifier (SBI) number
3. Agreement name (land or farm name)
4. You must have management control over all of the land included in this application, so that you can meet the Declaration and Undertakings in section 4 for the length of the proposed agreement (3 years from the agreement start date).

If you do not, you can still apply if your landlord(s) countersigns the application using a Land Ownership and Control (LOC) form, available on GOV.UK. If your landlord(s) does not do this, you are not eligible to apply.

Tick if you have submitted a Land Ownership and Control form (LOC) form

5. Are you VAT registered?      Yes                      No

If you are not VAT registered and wish to include VAT in your claims you will need to supply a letter from an independent accountant to verify you are not able to reclaim VAT from HMRC.

If you're claiming for actual cost items complete section 2.

If you're claiming for fixed cost items complete section 3.

## Section 2 – Actual cost capital items

Enter details of land parcels registered to your SBI where the actual cost capital works will be carried out.

| Field name (if any) | OS map sheet reference | National grid field number | Capital item option code |
|---------------------|------------------------|----------------------------|--------------------------|
| Example: Top field  | LP1234                 | 5678                       | FM1                      |
|                     |                        |                            |                          |
|                     |                        |                            |                          |
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Enter the details of at least 3 cost quotations you've obtained for each actual cost item you are applying for.

Actual cost item code

| <b>Quote</b> | <b>Supplier details (name and address)</b> | <b>Total amount (£) excluding VAT</b> | <b>VAT amount (£)</b> | <b>Total amount (£) including VAT</b> | <b>Supplier VAT registration number (if applicable)</b> | <b>Date of quotation</b> |
|--------------|--|---------------------------------------|-----------------------|---------------------------------------|---|--------------------------|
| <b>1</b>     |  |                                       |                       |                                       |   |                          |
| <b>2</b>     |  |                                       |                       |                                       |   |                          |
| <b>3</b>     |  |                                       |                       |                                       |   |                          |

Actual cost item code

| <b>Quote</b> | <b>Supplier details (name and address)</b> | <b>Total amount (£) excluding VAT</b> | <b>VAT amount (£)</b> | <b>Total amount (£) including VAT</b> | <b>Supplier VAT registration number (if applicable)</b> | <b>Date of quotation</b> |
|--------------|--|---------------------------------------|-----------------------|---------------------------------------|---|--------------------------|
| <b>1</b>     |  |                                       |                       |                                       |   |                          |
| <b>2</b>     |  |                                       |                       |                                       |   |                          |
| <b>3</b>     |  |                                       |                       |                                       |   |                          |

Actual cost item code

| <b>Quote</b> | <b>Supplier details (name and address)</b> | <b>Total amount (£) excluding VAT</b> | <b>VAT amount (£)</b> | <b>Total amount (£) including VAT</b> | <b>Supplier VAT registration number (if applicable)</b> | <b>Date of quotation</b> |
|--------------|--|---------------------------------------|-----------------------|---------------------------------------|---|--------------------------|
| <b>1</b>     |  |                                       |                       |                                       |   |                          |
| <b>2</b>     |  |                                       |                       |                                       |   |                          |
| <b>3</b>     |  |                                       |                       |                                       |   |                          |

Actual cost item code

| <b>Quote</b> | <b>Supplier details (name and address)</b> | <b>Total amount (£) excluding VAT</b> | <b>VAT amount (£)</b> | <b>Total amount (£) including VAT</b> | <b>Supplier VAT registration number (if applicable)</b> | <b>Date of quotation</b> |
|--------------|--|---------------------------------------|-----------------------|---------------------------------------|---|--------------------------|
| <b>1</b>     |  |                                       |                       |                                       |   |                          |
| <b>2</b>     |  |                                       |                       |                                       |   |                          |
| <b>3</b>     |  |                                       |                       |                                       |   |                          |

Actual cost item code

| <b>Quote</b> | <b>Supplier details (name and address)</b> | <b>Total amount (£) excluding VAT</b> | <b>VAT amount (£)</b> | <b>Total amount (£) including VAT</b> | <b>Supplier VAT registration number (if applicable)</b> | <b>Date of quotation</b> |
|--------------|--|---------------------------------------|-----------------------|---------------------------------------|---|--------------------------|
| <b>1</b>     |  |                                       |                       |                                       |   |                          |
| <b>2</b>     |  |                                       |                       |                                       |   |                          |
| <b>3</b>     |  |                                       |                       |                                       |   |                          |

### Section 3 - Fixed cost capital items

Enter details of land parcels registered to your SBI where the fixed cost capital works will be carried out.

See the Countryside Stewardship: Higher Tier Capital Grants guidance for a full list of fixed cost capital items.

| Field name (if any) | OS map sheet reference | National grid field number | Capital item option code | Capital item area or number of units | Payment rate | Amount claiming (area/ units x payment rate) |
|---------------------|------------------------|----------------------------|--------------------------|--------------------------------------|--------------|--|
| Example: Top field  | LP1234                 | 5678                       | FG9                      | 30 metres                            | £10.27 metre | £308   |
|                     |                        |                            |                          |                                      |              |  |
|                     |                        |                            |                          |                                      |              |  |
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|                     |                        |                            |                          |                                      |              |  |

Total amount applying for

## Section 4 – Declaration and undertakings

### Important please read

Before applying for a Countryside Stewardship agreement, you must ensure that you have read and understood the Countryside Stewardship: Higher Tier Capital Grants guidance and the terms and conditions that will apply to the Capital grant you are applying for. If you are successful your agreement offer will set out the detail which you will need to adhere to should you accept the offer.

### Declaration

I/We declare that:

- I/we have checked that all of the land on my/our holding, including all land contained in this application, is registered in the Rural Payments service and that all of my/our land details held in the Rural Payments service are correct and complete at the date of submitting this application or I/we have already submitted an RLE1 form to update these details.
- I/we have notified the RPA of any corrections required using an RLE1 form.
- I/we have read and understood the requirements contained in the Countryside Stewardship: Capital Grants guidance and the terms and conditions that will apply and that I/we will abide by them for the duration of any CS agreement subsequently offered to and accepted by me/us.

### Undertakings

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

- are capable and willing to fulfil the obligations which will be required of me/us if my/our application is successful;
- will allow access to any land and any relevant records to which the application relates, to any authorised person for the carrying out of a site visit or audit in order to verify the accuracy of any information provided to the Rural Payments Agency and the Forestry Commission and to ensure compliance with these undertakings and declarations;
- agree to disclose all information relevant to this application, provide any additional information as may be required by the Rural Payments Agency or field officer 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 the Rural Payments Agency and the Forestry Commission or by anyone appointed by it for that purpose;
- have full authority and capacity to represent and bind the applicant(s) named at Section 1 of this form

**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.

If you are applying for a HT Capital Grant by post you must sign your application and any supporting forms. A signature is not necessary if you submit your form by email.

I/We hereby apply for a Countryside Stewardship Higher Tier Capital Grant agreement as set out in this application form.

| <b>Signature</b> | <b>Name (BLOCK letters)</b> | <b>Capacity of signatory (sole trader, company director, agent)</b> | <b>Date</b> |
|------------------|-----------------------------|---|-------------|
|                  |                             |   |             |