



\* E R D P / A U T H 1 \*

# Environmental Stewardship Agent authorisation

## How to use this form

**Important: before you complete this form, please read your agreement/handbook and supplements (if any). If you need further guidance please contact the Rural Payments Agency.**

- This form should be completed by applicants/agreement holders who wish to authorise an agent to act on their behalf.
- **To revoke the authorisation of a previously authorised agent, notify the Rural Payments Agency immediately, by calling Rural Payments on 03000 200 301 (Rural Payments Helpline number) or send an email to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk).**
- If you wish to nominate more than one agent to act on your behalf you must complete separate Authorisation forms for each agent.
- Please write clearly in **black ink** and BLOCK letters. Any alterations must be initialled and dated. Do not use correction fluid.
- Please email your completed form to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk). Or you can post it to your local Rural Payments office (find the addresses online at [Agreement holders' information](#)). You are advised to keep a copy for your records.
- This form is available from the Rural Payments helpline. Call 03000 200 301 to request an 'Agent Authorisation' form. You can download and print the form from GOV.UK. Search for: [environmental-stewardship-agent-authorisation](#).

## Data Protection

For information on Data Protection go to [www.gov.uk](http://www.gov.uk) and search for "Rural Payments Agency Personal Information Charter".

# Section 1: Details of applicant/agreement holder

**1 a** Application/agreement reference number

**b** Name of applicant/agreement holder

Title (Mr/Mrs/Miss/Ms)

Initials

Forename(s)

Surname

**c** Business name

**d** Correspondence address (including postcode)

**e** Telephone number (including national dialling code)

**f** Mobile number

**g** Email address

# Section 2: Agent details

**2 a** Name of agent

Title (Mr/Mrs/Miss/Ms)

Initials

Forename(s)

Surname

**b** Business name

**c** Correspondence address (including postcode)

**d** Telephone number (including national dialling code)

**e** Mobile number

**f** Email address

g Preferred method of contact Telephone Mobile Email Letter

Signature	Name (BLOCK letters)	Status	Date

### Section 3: Declaration

I the applicant/agreement holder at section 1, hereby authorise the agent at Section 2 to act in the following capacity on my behalf and create a legally binding agreement between the agent and myself.

**Please tick one or more of the following boxes:**

- Application Submission Agent** (tick if you want an agent to submit the application on your behalf)
- Agreement Management Agent** (tick if you want to authorise an agent to be responsible for managing your agreement)
- Agreement Payment Agent\*** (tick if you want your scheme payments to be paid to an agent)

\*If you are authorising an agent to act as an Agreement Payment Agent **an assignment letter must be submitted with each claim.** This must provide the name and address of the agent and the individual on whose behalf the agent is acting and the agreement reference, and must give clear instructions that payments should be made to the agent. It must be signed by the individual on whose behalf the agent is acting.

I declare that:

- the information given in this form is to the best of my knowledge correct and I/we accept full responsibility for it.
- I will manage the Agreement in accordance with the provisions in the Agreement and the relevant Handbook.

**This declaration must be signed by the applicant/agreement holder named at Section 1 of this form.**

Signature	Name (BLOCK letters)	Date

#### WARNING

**If you knowingly or recklessly make a false or misleading statement to obtain aid for yourself or anyone else, you risk prosecution (which could result in imprisonment, a fine or both), the loss of all aid paid to you under the scheme(s) in respect of which you have made a commitment, and exclusion from certain schemes for up to two years.**