



Countryside Stewardship Facilitation Fund

New group member request form

Use this form if:

- You want to add a new group member to your existing Facilitation Fund group.

Notes about this form:

- All group members must be registered in the Rural Payments service either as a business in their own right or as an individual linked to your group account before we can consider them.
- Fill in the form electronically except for the new group members signature which must be signed in black ink.
- Save the form on your computer first and fill it in electronically. The Facilitator should fill in the Part A, then email the updated form to the new group member and ask them to complete Part B, C and D.
- When the group member has filled in Part B, C and D, they must print the form to sign it and then scan it into their computer and email it back to the Facilitator.
- The Facilitator should submit the completed form to ruralpayments@defra.gov.uk using their registered email address. The email should include:
 - the completed and signed form
 - the updated Change Log, requesting the addition of the new group member
 - an updated map showing the new and existing group members including their surnames and
 - SBIs
 - a landowner consent email, where relevant.

Data protection

- For information on how we handle personal data go to GOV.UK and search '[Rural Payments Agency personal information charter](#)'.

Part A – Facilitator details

Facilitator to complete

Facilitator's full name

Group reference number

Group name

CSFF agreement dates Start

End

Date new member has
joined the group

Part B – New member details

Group member's name

Email address

(this should be the email address you have used to register with us on the Rural Payments service)

Business SBI number

Business name

Telephone number

Part C – Land details and eligibility

1. Total area of your holding (ha)
2. Will you have management control of the land for the full length of the Facilitation Fund agreement? Yes No
If Yes, go to Question 5, if No, go to Question 3.
3. Tick to confirm if the landowner will continue to be a group member for the remainder of the agreement when your management control of the land has ended.
4. Tick to confirm that you have obtained confirmation that the landowner will continue as a group member.
The landowner must provide written (email is acceptable) confirmation of this which must be sent to the Facilitator with this form.
5. If you do not own the land, tick the box to confirm that you have informed the landowner (or their agent) that you are planning to join a Facilitation group.
You must do this to check the land is eligible for funding under the terms and conditions of the Facilitation Fund agreement. Read the [CSFF: scheme manual for agreements starting 1 June 2022](#) on GOV.UK for more details.
6. Tick the box to confirm that your landlord has given you written consent (email can be accepted) that the land is eligible, and that you can use it as part of the Facilitation Fund agreement.
Confirmation of consent must be obtained to become an eligible group member. Send this to the Facilitator with this form.
7. Tick this box to confirm that you support the proposed group activities.
8. Tick this box to confirm you have seen and signed the Facilitation group agreement form.

Are you a member of any other facilitation group? No Yes

If yes, please add the group reference:

Part D – Declaration

I declare that:

- To the best of my knowledge and belief, all of the information contained in this form and any other supporting documentation is true and correct and I accept full responsibility for it.
- Any information I supply may be used by public bodies or their appointed agents in connection with the Countryside Stewardship Facilitation Fund, and that I may be contacted from time to time.
- I understand that my information may also be shared with other government departments and agencies for the purpose of fraud prevention and detection.

| | | |
|--|--|-------------|
| New member signature (in black ink) | | Date |
|--|--|-------------|

Scan and email the completed, signed and dated form back to the Facilitator of your new group. Remember to attach a landowner (or agent) consent, if necessary. Your Facilitator will submit the form to the RPA.

Warning: if you know or recklessly make a false statement to obtain payments for yourself or anyone else, you risk prosecution, termination of the Facilitation agreement and the recovery of all grant payments made under the Facilitation agreement.

By submitting this form, you are confirming that you have read and agree with the above declarations, and you consent to us processing the information that we collect from you in accordance with our Privacy Policy and personal information charter.