



Department  
for Environment,  
Food & Rural Affairs

Countryside  
Stewardship  
Environmental  
Stewardship  
Capital Grants

# Site visit declaration form

## Section A: Agreement holder details

**Business name:**

**SBI number:**

**Scheme type:**

**Agreement reference:**

**Declaration:** I confirm that the visit was free of charge and was more than 2 hours long. I confirm that the school/other organisation has been provided with a risk assessment prior to this visit.

**Signature:**

## Section B: Visit details

**Name of school /  
organisation:**

**Group leader name:**

**Date of visit:**

**Number of visitors:**

**Visit start time:**

**Visit end time:**

**Was the visit conducted by a member of farm staff or volunteer suitable for your group's needs?**

**Yes**

**No**

**Declaration:** I confirm that the visit was free of charge and was more than 2 hours long. I confirm that the school/other organisation has been provided with a risk assessment prior to this visit.

**Signature:**

## Section C: Feedback

Please include any feedback you would like to give the farmer in the text box provided:

### Completing this form

This form should be completed by the agreement holder (Section A) and the leader of the visiting group (Section B). All signatures should be original and in black ink. A copy of this form should be retained by the agreement holder for their records.

Please provide all required information as fully as possible.

Please complete one form per visit. A single visit is any number of classes/groups (of 4 or more) on site at the same time. Further copies of this form are available from [www.gov.uk/government/publications/countryside-stewardship-farm-visit-evaluation](https://www.gov.uk/government/publications/countryside-stewardship-farm-visit-evaluation)

Visits must meet the requirements of the agreement to be eligible for payment. For information on the requirements and prohibited activities, please visit:

- <https://www.gov.uk/guidance/environmental-stewardship-educational-access-visits-on-your-land> for Environmental Stewardship
- <https://www.gov.uk/capital-grant-finder/ved1-educational-access-visits> for Capital Grants.
- Send the completed form to the Rural Payments Agency, along with your claim form, by:
- scanning and attaching it in an email to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk). Use the subject heading 'Educational Access Claim Evidence'.
- posting the completed annex to the address: Rural Payments Agency, PO Box 324, Worksop, S95 1DF. Consider getting proof of postage.

Please include your/your client's Single Business Identifier (SBI) and agreement number in anything you send to us.

For information on how we handle personal data go to <https://www.gov.uk/government/organisations/rural-payments-agency/about/personal-information-charter>