



Claim for conservation plan

PO Box address

Natural England
PO BOX 2863
Slough
Berkshire
SL1 4ZL

How to use this form

Important: before you complete this form, please read your Environmentally Sensitive Areas Scheme (ESA) agreement. If you need further guidance please contact Natural England.

- **All** claims for actual costs must be supported by acceptable receipted invoices or documents of equal value (please contact your Natural England adviser for further information, if required) to demonstrate that the costs claimed have been paid out. **Payment will not be made until the necessary evidence is received and checked.**
- If an agent has been authorised to receive payments resulting from this claim, the claim must be submitted with an assignment letter. 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.
- Please write clearly in **black ink** and BLOCK letters. Any alterations must be initialled and dated. Do **NOT** use correction fluid.
- If you require more space for any section please continue on a separate sheet, ensuring that you add the agreement reference, sign and date each sheet.
- Please send your completed form with any supporting documents to the Natural England address as above. Forms completed electronically must be printed and signed. You are advised to keep a copy for your records.
- This form is available from your Natural England office or the Natural England web site at www.naturalengland.org.uk.

Section 1: Details of agreement holder(s)

1. (a) Agreement reference number

(b) Name(s) of agreement holder(s)

Title (Mr/Mrs/Miss/Ms)	Initials	Forename	Surname

(c) Business name

(d) Correspondence address

Town
County
Postcode

(e) Tel number (incl. national dialling code)

(f) Fax number (incl. national dialling code)

(g) Mobile number

(h) Email address

(i) Main Holding number

County / Parish / Holding

Holding number(s) of other land covered by this claim

County / Parish / Holding

County / Parish / Holding

2. Vendor number: Please enter, if your vendor number has changed since your last claim.

3. If you are submitting a claim for item(s) with a grant rate that is a % of actual costs and you are not VAT registered and wish to claim the VAT element of the costs, have you submitted a VAT declaration form?

Yes No

4. Authorisation for an agent to complete an ESA Claim for conservation plan.

(a) I am an agent completing this form on behalf of others. Yes No

If 'NO', please go to Section 2.

(b) If 'YES' the individual(s) on whose behalf you are completing this form must have authorised you to complete it. If no written authorisation has been supplied previously for this agreement you must submit it with this completed form.

Please tick to confirm if an authorisation letter or form is attached.

Please tick to confirm if an authorisation letter or form has been previously supplied

Section 4: Declarations

I/we declare that:

- I/we have read and understand the provisions of my/our agreement and have complied with its terms, except as otherwise approved in writing by Natural England;
- the information given in this form is to the best of my/our knowledge correct and I/we accept full responsibility for it;
- in joining the scheme I/we accepted the conditions of payment and understand that payment may be withheld or recovered if it appears to Natural England that any of the conditions have not been complied with or a false or misleading statement has been made; and
- I/we understand that payments may be reduced as necessary to ensure that public funds will not be used to pay aid twice for the same activities.

This declaration must be signed by either all signatories to the agreement or by an agent who has written authority from all named agreement holders.

Signature(s)	Name(s) in 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.



Using and sharing your information

The data controller is Natural England, Foundry House, 3 Millsands, Riverside Exchange, Sheffield S3 8NH.

Your information will be stored and processed in accordance with the Data Protection Act 1998. This Act gives you, as an individual, the right to know what data we hold on you, how we use it, with whom we share it and for it to be accurate.

It will be used for administering and analysing applications/agreements under agri-environmental schemes. It will be circulated and discussed in confidence with those persons or organisations helping Natural England to assess and monitor applications/agreements. Some information will be shared with other grant distribution bodies and Government Departments to enable them to detect fraudulent applications/agreements and to co-ordinate the processing of complementary applications/agreements. To do this we may have to discuss applications/agreements with third parties or disclose information about funding decisions. Because participation in this scheme involves expenditure of public money and there is public interest in how the money is spent, Natural England may make the information you provide publicly available.

Natural England or its appointed agents may use the name, address and other details to contact you in connection with occasional customer research aimed at improving the services that Natural England provides to you.

We will respect personal privacy, whilst complying with access to information requests to the extent necessary to enable Natural England to comply with its statutory obligations under the Environmental Information Regulations 2004, and the Freedom of Information Act 2000.