

Your Countryside Stewardship online claim is just a few clicks away

There's a quick and easy way to submit your Countryside Stewardship payment claim. You can submit your claim online at <https://www.ruralpayments.service.gov.uk/>. This service should be used to submit your Countryside Stewardship annual revenue claims. The service can also be used to submit Countryside Stewardship capital claims.

Why claim online?

	<p>Simpler and more convenient</p>	<ul style="list-style-type: none"> • You choose when to fill in the claim. Save and return to it whenever you like.* • Online system guides you through the steps. • You'll get instant confirmation that your claim has been received.
	<p>Get it right first time</p>	<ul style="list-style-type: none"> • Online validation means less worry about errors. • Prevents overstating of field sizes and blocks claims on ineligible land parcels. • Fewer reasons for Natural England staff to call you back.
	<p>You're already half way there</p>	<ul style="list-style-type: none"> • Your personal, business and land information is on Rural Payments ready to use. • Claiming online will feel familiar if you're one of the 83.5% who claimed BPS online in 2017. • You'll be able to manage all your information in one place.
	<p>Help is at hand</p>	<ul style="list-style-type: none"> • On-screen help and step-by-step guidance on GOV.UK. • 15 minute YouTube clips set out what to do. • Support from Natural England advisers via Rural Payments helpline 03000 200 301.

* NB: Claim deadlines apply. See Countryside Stewardship guidance on GOV.UK for details.

Countryside Stewardship  online

<https://www.ruralpay>

How to submit your revenue claim online

The document 'How to submit your Countryside Stewardship revenue claim online' sets out the full description of the steps to be followed to claim online. This can be downloaded from:

<https://www.gov.uk/government/publications/countryside-stewardship-how-to-submit-claims-online>

Below for quick reference is a summary of the key steps to be taken:

1. Sign in and set up the permissions

- Sign into Rural Payments
- Set up the CS permissions for the person who will submit the payment claim

2. Create the payment claim

- From the 'Your Businesses' screen, select 'Create a new Countryside Stewardship Revenue Claim'
- Create the 2018 revenue claim even if the 2017 claim has not yet been paid

3. Complete the payment claim details

- Agreement level options
- Parcel based options
- Rotational options
- Any changes to your claim
- Other public funding
- Organic land
- Declarations

Note that the land parcels shown online may differ from those in the agreement, for example, an amendment may be outstanding. In this case, enter details in the 'changes to your claim' section

4. Generate

- Generate the claim summary
- Review the evidence checklist

5. Confirm and submit

- Double check your claim summary and print it off for your records
- Submit the claim
- Print off the covering letter for your records

6. Send in your supporting documents

- Email or post these to the appropriate Countryside Stewardship Delivery Services office.

Addresses can be found here:

[Agreement holders' information: Countryside Stewardship - GOV.UK](#)



Help and support



If you need help or support at any stage of the process then you can:

- Watch the YouTube video for a summary of the process.
- Click on the on-screen help for advice on the step you are trying to complete.
- Read 'How to submit your Countryside Stewardship revenue claim online' on GOV.UK.
- Call Natural England via the **Rural Payments helpline on 03000 200 301**.