

How to complete your Annual 2018 Environmental Stewardship (ES) Claim form

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About these notes

These notes complement the instructions on pages 1 and 2 of the ES claim form.

Please read the notes carefully and refer to them as you work through your claim form. Take the time to ensure you complete your claim form accurately. This will help Natural England process your claim as quickly as possible.

Further information

If you have read the notes and are still not sure how to complete any part of the form please contact Natural England at the address shown on the top of the claim form.

What to do first

Before you complete your application:

1. Read pages 1 and 2 of the claim form letter carefully, and note that if an agent is completing the form, then section 6 must be completed.
2. Note that to be 'valid' your claim form must be completed as follows:
 - by hand (i.e. it must not be completed electronically) and without any correcting fluid;
 - all of the declarations in Section 5 must be ticked;
 - it must be signed and dated in Section 7;
 - if an agent is completing the form Section 6 must be completed.

If applicable you must also complete the following sections:

- Section 2 – if there are any changes to your contact details; and
- Section 3 – provide the location and area of all rotational arable options, or declare that their location will be provided by 1st September 2018 where not currently known; and
- Section 4 – if there are any changes to your claim, e.g. to the land parcels and/or management shown in Annexes 1 and 2 where the area has changed or you have not undertaken the required management this year.

You must also:

- Enclose any supporting documents, if applicable (for example, [agent authorisation](#) form, continuation sheets) and
 - Return your claim form to Natural England at the office or email address at the top of this letter.
3. Section 3 is now prepopulated with your Rotational Arable Options (RAO) option data – if there is no data in the section then you do not have any RAO in your agreement.
 4. The ES Handbook can be found at: <https://www.gov.uk/guidance/environmental-stewardship>

How to use these notes and complete your application

Step 1 of the Claim Form - Acknowledgement

- If you want Natural England to acknowledge your claim, please tick the box. We do not automatically acknowledge receipt of claim forms, so if you do require proof of receipt by us, please remember to tick this box.

Step 2 – ES Claim form cover letter and Sections 1 and 2

- The cover letter states that if you have recently submitted a request for a change to your agreement which is still being processed, the pre-printed details in Annex 1 and 2 may not take your change into account. If this is a mapping change that has been notified to the RPA by an RLE1 form, and the changes are not reflected in Annex 1 and 2, please draw our attention to this by making a note in Section 4 to explain what the changes are.
- The data in Sections 1 and 2 is prepopulated – if the data in Section 1 is incorrect, please contact Natural England; if the data in Section 2 is incorrect, please enter revised details in the box below.

Step 3 – Section 3 Rotational Arable Options (RAO)

- The information that Natural England usually needs here relates to the current cropping year, i.e. **the *cropping year which started autumn 2017 through to harvest 2018**, except for options involving over-wintered stubbles (* please see the next bullet point below). Annex 1 to this guidance note provides a list of options and timings.
- **Over-wintered stubble options** – Options that include over-wintered stubble have to be placed later in the year after the arable crop has been harvested. The information that Natural England needs for these options relates to their location for autumn/winter 2018/2019, not the current cropping year. If you do not know the location of your over-wintered stubble options when you are completing your claim form, then you can leave the field number and area columns blank and tick the box to say you will provide the information later. **If you do tick the box, then please ensure you write to us and let us have the details of any missing locations for over-wintered stubble options by 1st September 2018.**
- Please note Natural England needs to be told if you change the location of any of your RAO after you have submitted the claim form.
- There is no requirement to keep options in place beyond the end of the agreement, so you do not need to notify Natural England where the option will be if over wintering after harvest starts after the end of the agreement.

Step 4 – Section 4 Changes to your claim

After you have submitted your claim form, you can amend your claim by writing to us, for example, in cases where you have not been able or will not be able to carry out the management requested, or of a transfer in/out of land. Please note, for land transfers you are still required to complete a separate Land Transfer and Amendment form (LTA1) to register any change in obligations if you haven't already done so.

If we receive your change on or before **31 May 2018** we will not apply a late claim penalty for the change. After this date, we can continue to accept changes received until **11 June 2018** but depending on the timing and the amendment made, late claim penalties on the area amended may be applied.

Step 5 – Section 5 - Declarations

Please read the declarations carefully to ensure you have fully understood them.

Step 6 - Section 6 – Agent Authorisation

If an agent is completing and submitting the ES claim form, this section should be completed by that agent.

The Agent Authorisation form changed in 2015. If you are an agent acting on behalf of an agreement holder, a revised Agent Authorisation is required. If you submitted a revised Agent Authorisation in 2015, you do not need to submit another one. Just complete Section 6 of the ES claim form.

If you did not submit a revised Agent Authorisation in 2015, you must submit one with this claim form as your pre-2015 agent authorisation no longer applies. The Agent Authorisation form can be found at <https://www.gov.uk/government/publications/environmental-stewardship-agent-authorisation>. For an agent to submit the ES claim form, the 'Agreement Management Agent' box on the Agent Authorisation must be ticked. The 'Application Submission Agent' does not give authority for an agent to submit an ES claim form.

Step 7 – Section 7 - Signature and Date

Sign Section 7 to complete your claim form, taking note of the warning at the end of the form.

Please ensure you enter your capacity (e.g. agreement holder, partner or agent) and sign and date the form.

Step 8 - Submit your claim form

Please send the completed form to the Natural England office at the address shown in the letter sent with your claim form, together with all supporting documents. You can deliver your form by hand to any Natural England office, if you prefer, or submit a scanned copy via email.

What happens next?

What happens once you have submitted your claim form?

Once your claim form has been received by Natural England, it will be checked to see that it has been completed in full. If necessary, we will contact you to explain what is missing and what you need to do. If your claim is submitted late, we will write to you with details of any penalties that may be applied. Payment of claims will be in line with Natural England's published payment targets, i.e., partial payments by December 2018 and end of year payments by June 2019.

Environmental Stewardship claims 2018: Rotational Arable Options (RAO)

Option Code	Option name	Location to indicate on 2018 form
O/E/HF2	Wild bird seed mixture	Location when re-established in spring 2018
O/E/HF4	Nectar flower mixture	If winter sown, existing location If spring sown, where it is or will be located in spring 2018
O/E/HF6	Overwintered stubble	Where the stubble will be for autumn/winter 2018/19
O/E/HF8	Skylark plots	Location where established. If spring sown, where it is or will be located in spring 2018
E/HF9	Cereal headlands for birds	If winter sown, existing location If spring sown, where it is or will be located in spring 2018
E/HF10	Un-harvested cereal headlands for birds and rare arable plants	If winter sown, existing location If spring sown, where it is or will be located in spring 2018
O/E/HF13	Uncropped, cultivated areas for ground-nesting birds on arable land	Where it is or will be located in spring 2018
E/HF15	Reduced herbicide cereal crops followed by overwintered stubble	If winter sown, existing location If spring sown, where it is or will be located in spring 2018
EF22	Extended overwintered stubble	Where located in spring 2018
O/E/HG1	Under sown spring cereals	Where it is or will be located in spring 2018
O/EG2	Wild bird seed mixture in grassland areas	Location when re-established in spring 2018
O/E/HG4	Cereals for whole crop silage followed by overwintered stubble	Where the stubble will be for autumn/winter 2018/2019
O/E/HJ2	Management of maize crops to reduce soil erosion	Where the maize crop is or will be located in spring 2018
E/HJ10	Enhanced management of maize crops to reduce soil erosion and run-off	Where the maize crop is or will be located in spring 2018

O/E/HJ13	Winter cover crops	Where the cover crop was established in 2017
O/EK20	Ryegrass seed-set as winter/spring food for birds	Where the grass is now that will be used for silage in spring/summer 2018
O/EK21	Legume- and herb-rich swards	If previously sown, existing location If spring sown, where it is or will be located in spring 2018
HF12	Enhanced wild bird seed mix plots (rotational)	If winter sown, existing location If spring sown, where it is or will be located in spring 2018
HF14	Un-harvested, fertiliser-free conservation headlands (rotational)	If winter sown, existing location If spring sown, where it is or will be located in spring 2018
HF16	Cultivated fallow plots or margins for arable flora as an enhanced set-aside option	Where it is or will be located in spring 2018
HF17	Fallow plots for ground-nesting birds as an enhanced set-aside option	Where it is or will be located in spring 2018
HF18	Reduced herbicide, cereal crop management preceding enhanced set-aside	Where it is located in spring 2018
HF19	Un-harvested, fertiliser-free conservation headlands preceding enhanced set-aside	Where it is located in spring 2018
HF20	Cultivated fallow plots or margins for arable plants (rotational)	Where it is located in spring 2018
HG5	Brassica fodder crops followed by over-wintered stubbles	Where the stubble will be for autumn/winter 2018/2019
HG6	Fodder crop management to retain or re-create an arable mosaic	Where the fodder crop will be established in 2018
HG7	Low input spring cereal to retain or re-create an arable mosaic	Where it is or will be located in spring 2018