



The European
Agricultural Fund for
Rural Development:
Europe investing in
rural areas



Forestry Commission
England



Countryside Stewardship Agent Authorisation form

About this form

This form should be completed by applicants/agreement holders who wish to authorise an agent (or partnership representative acting as an agent) to act on their behalf.

To revoke the authorisation of a previously authorised agent, notify your Natural England (NE) office in writing immediately.

If you wish to nominate more than one agent to act on your behalf you must complete a separate Authorisation form for each agent. Further copies of this form can be obtained from your NE office or from <https://www.gov.uk/government/publications/countryside-stewardship-authorise-an-agent>

How to fill in this form

- Please use black ink and CAPITAL LETTERS. Do not use pencil or felt-tip pen.
- Do not cross through whole pages or remove pages.
- **If a mistake is made**, do not use correction fluid. Make your alterations in block capitals and black ink and initial and date them. For boxes with a '✓' or 'x', completely fill in the square box containing the mistake and add your initials and the date. Put a '✓' in the correct box.

Returning your form

Before returning your form please check that you have filled in all parts of the form and answered all questions that apply to you.

Please send your completed form to your Natural England office. You are advised to keep a copy for your records.

For Natural England use only		Date Stamp
Office Location		
Application/Agreement reference		
Form Type	CS	
Form Reference	CSAAF	

Part 1 – Applicant/Agreement Holder details

1 Applicant/Agreement Holder details:

(a) Application/Agreement reference number
(where available only)

(b) Single Business Identifier

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(c) Applicant/Agreement holder name(s)

Title (e.g. Mr/Mrs)	Forename(s)	Surname

(d) Business name

(e) Main correspondence address

Town

County

Postcode

(f) Landline telephone number

(g) Mobile telephone number

(h) Email address

(i) Please tick to indicate your preferred method of contact

Landline

Mobile

Email

Letter

Part 2 – Agent details and signature

This section must be completed by the agent

2 Agent details:

(a) Are you representing a partnership?

No Yes

(b) Please enter your Rural Payments Customer Registration Number (CRN)

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(c) Agent name

Title (e.g. Mr/Mrs)	Forename(s)	Surname

(d) Business name

(e) Main correspondence address

Town

County

Postcode

(f) Landline telephone number

(g) Mobile telephone number

(h) Email address

(i) Please tick to indicate your preferred method of contact

Landline Mobile Email Letter

3 Agent signature

Agent's signature	Name (BLOCK letters)	Date

Part 3 – Applicant/Agreement holder authorisation, declaration and signature

This section must be completed by the applicant(s)/agreement holder(s) named in Part 1.

Please read and complete this authorisation, read the declarations and sign, name and date this section.

- I/We the applicant(s)/agreement holder(s) at Part 1 authorise the agent named in Part 2 to act in the following capacity on my/our behalf and by so authorising create a legally binding agreement between the agent and myself/ourselves

Please tick one or more of the following boxes:

- Application Submission Agent** (tick if you want the agent to complete and submit the application on your behalf)
- Agreement Management Agent** (tick if you want to authorise the agent to manage your CS agreement on your behalf (including the acceptance of an agreement offer), should your application be successful)
- Agent authorisations only: Agreement Payment Agent** (tick if you want your CS payments to be paid to the agent)

If you are authorising an agent to act as an Agreement Payment Agent **an assignment letter must be submitted with each payment claim.** This must provide the name and address of the agent and the party/parties 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 party/parties on whose behalf the agent is acting.

- I/We declare that I understand that whilst I am appointing an agent to act on my behalf in the above matters, I/we remain fully responsible for such matters.
- I/we declare that I/we have full authority and capacity to represent and bind the applicant(s)/agreement holder(s) named at Part 1 of this form.

Warning: if you knowingly or recklessly make a false statement to obtain payments to yourself or others, you risk prosecution, termination of any resulting agreement and recovery of any money paid to you under the scheme. You may also be excluded from certain Rural Development schemes for up to two years.

This declaration must be signed by the applicant(s)/agreement holder(s) named at Part 1a of this form. **If a partnership is authorising an agent, all partners must sign.**

Applicant/Agreement holder signature(s)	Name(s) (BLOCK letters)	Date



Using and sharing your information

The data controller is Natural England, 4th Floor, Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PX.

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 to ensure that it is accurate.

We will use the data for administering and analysing applications, agreements and claims under Countryside Stewardship. We will circulate and discuss it, in confidence, with those persons or organisations helping us to assess and monitor applications, agreements and claims. Some information will be shared with other grant distribution bodies and government departments, to enable them to detect fraudulent applications, agreements and claims and to co-ordinate the processing of complementary applications, agreements and claims. To do this, we may have to discuss applications, agreements and claims with third parties or disclose information about funding decisions.

Participation in Countryside Stewardship involves expenditure of public money and is therefore a matter of public interest. We make information about Countryside Stewardship applications, agreements and claims publicly available, in line with European Regulations, for example on a website such as www.magic.gov.uk. Details disclosed may include, but are not limited to, your name, the name and address of your farm or business, postal town/parish, first part of your postcode, grid references, the total area under agreement, the payments you receive, the location of parcels, details of the environmental features and management options they contain and details of inspections by Defra or its agents. On request, copies of individual applications and agreements will be made available.

We, or our appointed agents, may use the name, address and other details on your application form to contact you in connection with customer research aimed at improving the services that we provide to you.

We will respect personal privacy while 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.