

## Conservation plan application

PO Box address

Natural England  
PO BOX 2863  
Slough  
Berkshire  
SL1 4ZL

For official use: date received

### How to use this form

**Important: before you complete this form, please read your Environmentally Sensitive Areas (ESA) Scheme explanatory notes and guidelines or farmers booklet for your ESA . These are available from your Natural England office or on the Natural England internet site at [www.naturalengland.org.uk](http://www.naturalengland.org.uk). If you need further guidance please contact Natural England.**

- This form should be completed if you wish to apply for an ESA Conservation Plan.
- 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 maps and supporting documents to the Natural England address 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](http://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. Legal trading status of applicant (tick one box)

Sole trader

Public limited company

Cooperative

Public sector organisation

Partnership

Other

Private limited company

4. Are you VAT registered?

Yes

No

5. Authorisation for an agent to complete an ESA Conservation plan application.

(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 application, 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 2: Other Public Funding

6. (a) Have you received or applied for or do you intend to apply for public funding from any other source for any of the land in the agreement? (Excluding SPS payments)

Yes

No

(b) If 'YES', give details of the land concerned and the sources of funding involved:

Please enter the number of continuation sheets used in the box

## Section 3: Application for ESA Conservation Plan

7. (a) Requirements of the ESA Conservation plan

The Conservation Plan feature of the ESA Scheme provides additional payments for carrying out particular works that are designed to improve the landscape, wildlife and historic interest of the area. Undertaking a plan is optional, but to qualify you must have an ESA management agreement under the Scheme. For information on the full requirements of the conservation plan, and eligible works available in your ESA, please see the Guidelines for Farmers booklet and the ESA information sheets available from either your Natural England Office or on the Natural England internet site at [www.naturalengland.org.uk](http://www.naturalengland.org.uk)

(b) Details of your application

Please complete a farm plan, using 1:25000 or 1:10000 scale map(s) or by marking on a copy of your ESA agreement map:

- i. all the RLR references for the land parcels in which you intend to carry out the work;
- ii. where the work is intended to be carried out. Please identify the works using the work codes allocated alongside each of the eligible items listed in the ESA Information Sheet for your area, which is available at [www.naturalengland.org.uk](http://www.naturalengland.org.uk)

(c) Please complete the table by:

- i. entering the work to be undertaken in column 1 using the work code allocated alongside the eligible works listed in the ESA Information Sheet;
- ii. entering the RLR references for the land parcel(s) in which the work will be carried out in column 2;
- iii. giving a brief description of the works to be carried out in column 3 (please specify the area or length of works involved);
- iv. indicating the total cost of the work involved in your plan in column 4. **Payments will generally be based on the standard payments rates (SPRs) where they are available for the work that you propose. Percentage grant rates of the actual costs for such work will only be available in exceptional circumstances;**
- v. if work is to be claimed at standard payment rates, please calculate the cost using the SPRs specified in the ESA Information Sheets and enter the grant payable in column 4;
- vi. if the work is to be claimed using actual costs, please enter the estimated cost of the work in column 5. Calculate the grant payable by multiplying the figures entered in column 5 by



## Section 4: Declaration

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;
- I/we confirm that all work under this Conservation plan will be carried out to the standards specified by Natural England and that features restored by this plan will be maintained in good condition for the remainder of the ESA agreement; and
- I/we declare that the information given in this form is to the best of my/our knowledge correct and I/we accept full responsibility for it.

**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	Status	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.**



## Section 5: Landlord consent for Conservation Plan Application

- If you are a tenant you are required to obtain your landlord's consent to your application for an ESA Conservation Plan. Without consent Natural England cannot accept your application. It is not necessary to complete this section of the form where landlord(s) and tenant(s) apply jointly. If your application relates to land rented from more than one landlord please photocopy this section of the form and ask each landlord to complete it. You should also send each landlord a copy of the work scheduled on their land in Section 3.
- Both tenant and landlord are advised to keep a copy.

### 9. (a) Name of tenant

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

(b) Business name

(c) Correspondence address

Town

County

Postcode

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

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

(f) Mobile number

(g) Email address

(h) Main Holding number

County / Parish / Holding

/ /

(i) Name of ESA

### Landlord's declaration of consent to ESA Conservation Plan

Where the landlord is more than one person, this form must be signed by all landlords or an authorised signatory or other person.

10. (a) I/We (name)

(b) of (address)

Town

County

Postcode

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

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

(e) Mobile number

(f) Email address

consent to the works set out in Section 3 of this form, which relate to land which I/we rent to the tenant, being carried out in accordance with the requirements of the ESA Scheme.

Signature	Name(s) in BLOCK letters	Status	Date



### 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.