

Customer application checklist



Information you need to supply with your HLS application form

Use this checklist to help you complete your application form. Please complete your application in **BLOCK LETTERS** and **black ink**. Do not use correcting fluid but cross out any amendments, initial and date them.

1. Are all of the fields you wish to apply for listed in the application and on the maps?
If 'No' please contact your Natural England Customer Services (CS) office to request a new form and maps. Yes No
2. Have you completed page 2 of the application form and does the business name match the name recorded against the vendor number issued to you by the RPA (Rural Payments Agency)? Yes No
3. Have you entered ALL options and Environmental Features onto the maps as shown in the example maps in the back of the handbook? Yes No
4. Have you enclosed ALL of your maps (FER/FEP, ELS and HLS options maps) with your application form? Yes No
5. If you have used an agent have you enclosed a completed signed Agent Authorisation Form (NE-Auth)? This is available from your Natural England CS office or the Natural England website at:
<http://www.naturalengland.org.uk/ourwork/farming/funding/es/forms/default.aspx> Yes No
6. Have you, or an authorised agent, signed and dated the application form? Yes No

Please send your completed application to your **Natural England Customer Services (CS) office**.