

## Guidance for submitting a completed e-FEP to Natural England

1. On the front page of the Adobe part of the form select your local Natural England office from the drop-down list.
2. Click on the 'Submit form to Natural England' button
3. This will automatically generate an email and incorporate the Adobe portion of the e-FEP as an xfdf file.
4. you will be prompted if an essential field is incomplete, and then be reminded to attach the Excel part of the e-form; you will need to add this manually as an attachment to the email.

**Note:** you should not experience difficulties emailing the Adobe and Excel documents using this process. We have ensured that the size of the Adobe file to be returned to Natural England is small.

This is because the submit function converts the PDF file into an XFDF document format which ensures that only the data is emailed and not the entire PDF file. You should **always** use the 'submit form' function rather than sending the entire PDF form, as this will validate the essential fields and avoid unnecessary delays to processing.

If you do not have a default mail client set up, for example where web-based email is used, a 'Help' button will appear beside the 'Submit Form to Natural England' button to help you to save both parts of the form for attachment to manual email.

Do not submit an e-FEP (both parts) more than once. Submitting subsequent, revised versions of the e-FEP would result in the HLS application receipt date being considered the date of receipt of the revised e-FEP, which may result in a later agreement start date. If you have made a mistake, contact your local Natural England office for advice.

Only one e-FEP should be submitted per HLS application. Please do not submit a separate e-FEP for each holding number covered by the application.

It is recommended that you store any complete e-FEPs (both parts) as read-only and put in a completed folder on your PC.