



## Field parcel reconciliation

Office address

For official use: date received



If you wish to receive confirmation that your form has been received please complete this slip.

Please enter your name and address in the panel below

**DO NOT DETACH**



Blank box for name and address

Your Field parcel reconciliation form was received by Natural England on the date shown overleaf.

**This acknowledgement only provides proof that your form has been received by Natural England.**

|                                     |  |
|-------------------------------------|--|
| <b>FOR NATURAL ENGLAND USE ONLY</b> | Agreement reference number<br>(to be used on all correspondence) |
|-------------------------------------|--|

## How to use this form

**Important: before you complete this form, please read your Organic Entry Level Stewardship (OELS) handbook and supplements (if any). If you need further guidance please contact Natural England.**

- If your certificates and schedules already list your land according to their RLR reference numbers, you do not need to complete this form.

- To complete this form you will need:

Annex 2 of your application- your field data sheets.

**Your current, valid certificate(s) of registration and accompanying schedules issued by your Organic Inspection Body (OIB).**

- The Rural Land Register (RLR) exercise has resulted in a high proportion of changes to field numbers and as a result many of the field numbers listed in your current, valid certificate of organic registration and accompanying schedules, issued by your OIB, may not match those listed in Annex 2 of your OELS pre-filled application form (i.e. your certificate and accompanying schedule will probably list the fields according to their IACS/OS field numbers, while Annex 2 of your OELS pre-filled application form will list the RLR field numbers). In order for the old numbers to be reconciled against the new, you will need to identify the field parcels affected by this change on this form.
- 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 application/agreement reference, sign and date each sheet.
- Please send your completed form, maps and any other supporting documentation to your Natural England office. Forms completed electronically must be printed and signed. You are advised to keep a copy of this form for your records.
- This form is available from your Natural England Office or the Natural England web site at <http://www.naturalengland.org.uk/ourwork/farming/funding/es/forms/default.aspx>

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Receipt Stamp





## Section 1: Details of applicant

1. (a) Application/agreement reference number

(b) Name of applicant/agreement holder

| Title<br>(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

2. Authorisation for an agent to complete a Field parcel reconciliation.

(a) I am an agent completing this form on behalf of the applicant/agreement holder.

Yes  No

If 'NO', please go to Section 2.

(b) If 'YES' the individual 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 agreement/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 3: Declaration

I declare that:

- the information given in this form is to the best of my knowledge correct and I accept full responsibility for it.

**This declaration must be signed by either the signatory to the application or by an agent who has written authority from the named signatory.**

| Signature | Name 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.**



### 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.