



VAT Declaration

Office address

For official use: date received

How to use this form

Important: before you complete this form please read your agreement, handbook and supplements (if any). If you need further guidance please contact Natural England.

- This form should be completed by agreement holders who are not registered for VAT and who are therefore not able to reclaim from HM Revenue and Customs the VAT element on goods and services which they have purchased. VAT can only be reclaimed from Natural England for Capital elements of any claim.
- 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 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>

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



Empty box for name and address

Your VAT Declaration was received by Natural England on the date shown overleaf.

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

FOR NATURAL ENGLAND USE ONLY	Agreement reference number (to be used on all correspondence)
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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

County / Parish / Holding

(i) Main Holding number

2. Authorisation for an agent to complete a VAT Declaration.

(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 agreement, 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

Receipt Stamp

Section 3: Declarations

I/we declare that:

- I am/we are not registered or about to be registered for the purposes of Value Added Tax and that I/we have not claimed and will not claim deduction or repayment as input tax of any amounts of VAT included in the price paid for the listed work at Section 2 which are or will be the subject of the claim for grant made by me/us; and
- 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.



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.