This handbook explains the CSF Capital Grant Scheme, the grant aid available, and provides guidance in relation to applications, approvals, technical specifications and standards of capital work required and subsequent claims for grants. It should be retained for future reference.
1 Introduction and general information

1.1 Background

1.1.1 Why is controlling diffuse water pollution from agriculture important?
Good water quality is important because it provides clean drinking water, safe bathing waters, productive fisheries and a healthy environment. It is vital for wildlife and biodiversity and encourages countryside recreation and tourism so benefitting rural businesses. In future years water quality standards will become increasingly stringent. The EC Water Framework Directive requires Member States to prepare river basin management plans and manage water resources in a sustainable manner. A key objective is that rivers should achieve good ecological status in terms of water quality and this will require action in both urban and rural areas with implications for farming.

There is a clear need to address and remedy diffuse water pollution from agricultural sources, and the Catchment Sensitive Farming programme introduced in April 2006 by Defra, in partnership with Natural England and the Environment Agency is an example of measures which aim to raise awareness and encourage early voluntary action by land managers to tackle diffuse pollution.

Diffuse pollution or ‘non-point’ source pollution can come from many sources within a catchment over time, and is not caused by a single event or action. An example of this is where excess slurry is applied to several fields in a river valley. The run-off from one field may not appear too large a problem, but the combined run-off could result in poor water quality.

1.1.2 What diffuse pollutants arise from agriculture?
The diffuse pollutants that might arise from agriculture and agricultural land are:
- Nitrates and Ammonia, which are very soluble. Excessive application of fertiliser can lead to nutrients seeping through to groundwater, or being washed into rivers through drains or subsurface flow.
- Phosphorus, which can also be carried in this way, but more commonly binds tightly to soils and is lost through surface run-off or erosion from ploughed or eroded land.
- River sediment, levels of which can be increased by soil erosion due to inappropriate livestock or soil management, and when livestock damage riverbanks or churn up sediment within the riverbed.
- Agrochemicals such as sheep dip, which can be washed into surface or ground waters if not correctly handled and applied.
- Microbial pathogens from manure, which can be washed into surface waters by rain or where livestock have direct access to watercourses.

1.1.3 How do I recognise the signs of diffuse pollution? The effects of diffuse pollution are wide ranging, and may result in toxic algal growth and oxygen depletion of water, sediment deposition, resulting in increased flood hazard, loss of storage capacity in water supply reservoirs and blockage of river channels used for navigation, loss of bankside habitats due to erosion, and contamination of groundwater and surface water supplies, resulting in the need for costly treatment or even rendering the supply unusable.

Signs of diffuse pollution are:
- impoverished stream life, particularly in head waters;
- declining fish numbers;
- water samples that have high or rising concentrations of nitrate, phosphate, suspended soils, micro-organisms or pesticides;
- mud in rivers and on roads;
- rapid build-up of sediment in rivers; and
- algal growth (blue-green algae and sewage fungus).

Wet soils can become poached. Run off from this sloping land has washed into the watercourse at the base of the slope.
2 How the CSF Capital Grant Scheme works

2.1 Background

2.1.1 What is the aim of the CSF Capital Grant Scheme? The aim of the scheme is to help farmers and land managers tackle diffuse pollution from agriculture by providing funding to make relatively low cost infrastructure investments. The capital items available are designed to tackle environmental issues on farms, reduce diffuse pollution and improve the natural environment. A fixed payment rate has been set for each capital item (see section 2.5), but grant aid is not available to meet the cost of:

- maintenance or normal wear and tear;
- investments which simply replace existing equipment with similar without bringing additional environmental benefit;
- capital works which are already under way.

2.2 How much grant is available?

2.2.1 What is the maximum amount of grant? Up to a maximum of £10,000 per holding. If you apply for capital items that amount to more than £10,000, and your application is approved, the grant will be capped to the maximum of £10,000 for all items.

2.2.2 Is there a minimum amount of grant? There is no minimum amount of grant per holding.

2.2.3 How many applications can I submit? You may make only one application in any one year.

2.2.4 What if I have more than one agricultural business? Two or more holdings managed as a single unit, or in single ownership, or which to some extent have:

- common management;
- common financial accounts;
- common livestock, machinery and/or feeding stores and/or;
- the same vendor or single business identifier (SBI) number.

will be classed as one holding and subject to a single grant ceiling of £10,000.

Guidance on the definition of separate businesses is available from the Rural Payments Agency (RPA) Customer Service Centre in Newcastle: 0845 603 7777.

2.2.5 Am I guaranteed an agreement? No, grants are currently awarded on a competitive basis to eligible farmers within 50 priority catchments in England based on catchment-level priorities identified in funding priority statements (see section 4.1). Securing an agreement is therefore not guaranteed and acceptance depends on the quality of all applications. If the total amount of grant applied for by all applicants exceeds the available budget, grants will be allocated to those applications which best meet the scheme’s priorities, are within target areas and will deliver the greatest environmental benefit.

2.2.6 Who can help me with my application? You are strongly recommended to seek advice about the scheme from your Catchment Sensitive Farming Officer (CSFO) before making an application for grant aid. They will be able to help you identify the main opportunities for water quality improvement, advise you what capital work could be eligible for grant aid and help you to complete your application.

CSFOs will provide advice on the basis of the information given by you at the time of the enquiry; however, it is your responsibility to ensure that a properly completed application form is submitted on time and that you comply with the rules of the scheme. CSFO contacts are provided at Annex 2.

2.2.7 How is the scheme funded? The scheme is funded by the European Agricultural Fund for Rural Development.
2.2.8 How long does an agreement last?
If your application is successful and you are offered a grant, your agreement with Natural England will be legally binding. It will run for 5 years and you will be expected to fulfil your obligations for the full term of your agreement. You will be in breach of your agreement and will incur a penalty, if the land on which grant aided capital items are installed is not kept in agricultural use, or the use of a grant aided capital item is changed or removed without the written consent of Natural England at any time within this 5 year period (see section 6).

2.3 Who can apply?

2.3.1 Is my holding eligible?
All agricultural holdings that are run by small or medium-sized enterprises and are viable businesses with land within a priority catchment (on the English side of the borders) are eligible.

Annex 1 of this handbook shows the location of priority catchments. If you are unsure whether your land is eligible please contact your local CSFO or Natural England’s CSF section:
Block 7 Government Buildings,
Chalfont Drive, Nottingham, NG8 3SN.
Tel: 0300 060 1111

2.3.2 What is the definition of a small or medium sized enterprise?
The farm business must be classified as a small or medium sized enterprise (SME) in line with Annex 1 of Commission Regulation (EC) 70/2001 (as amended). In summary, a SME:
- Has fewer than 250 employees;
- Has either an annual turnover not exceeding 50 million Euros, or a balance sheet total not exceeding 43 million Euros and is independent;
- The criteria must be applied to the company as a whole (including subsidiaries located in other Member States and outside the EU).

European law restricts the amount of State aid given to businesses. This scheme is being made available to farmers in accordance with Article 4, 2(e) of Commission Regulation (EC) 1857/2006.

2.3.3 Do I declare that my business is viable?
Yes, you are required (by declaring at section 9 on the application form) that your business is currently viable and that expenditure through the CSF Capital Grant scheme will not result in the business experiencing financial difficulty or becoming unviable. To be viable the business must provide a profit (before depreciation) that will be sufficient to meet cash needs such as personal drawings, tax, capital re-investment and capital repayments.

Please note: Natural England reserves the right to see the business trading accounts plus balance sheet that cover a period of 12 months and are less than 18 months old at the time of the application in order to check viability. It will only do this if there are concerns about the viability of your business.

2.3.4 Can I apply for a grant if I received a CSF Capital Grant Scheme in previous years?
You can apply for another grant provided the application is not for items for which a CSF Capital Grant Scheme grant payment has already been made (or is still pending) in previous scheme years. You must not change the use of a previously CSF grant aided capital item e.g. if you received a grant for concrete yard renewal in a previous year, you cannot apply for a further grant to roof over the grant aided yard as it will alter the use for which it was originally grant aided.

2.3.5 What if my farm straddles the boundary of a priority catchment?
Farms which straddle the boundary of a priority catchment are able to enter into the scheme if the proposed capital items are situated within the priority catchment. Proposed capital items on land outside a priority catchment are not eligible for this scheme.

If you are unsure whether your proposed work will be in an eligible area you should seek advice from your local CSFO or Natural England’s CSF section.
2.4 What if I do not have full control over the land for 5 years?

2.4.1 What if I am a tenant, licensee or share farmer?
Before you make an application, you must discuss your application with your landlord, licensor or the landowner to ensure that you do not breach the conditions of your tenancy, licence or farming agreement.

2.4.2 Can I submit a countersigned application?
If you do not have sufficient control over the management of the land for the whole of the duration of your agreement, even if you are expecting a further extension, your landlord or the landowner must agree to take over this commitment in the event of your control lapsing. Failure to do so may result in a breach of your CSF Capital Grants Scheme agreement. S/he must countersign your application to this effect at section 15 of the Application Form (CSF 1) to confirm they will ensure your commitment is fulfilled if, for any reason, you cease to have control over the land before the end of your agreement. This will mean that they will be responsible for any consequences of a breach of the agreement that occurs after you have ceased to have control of the land. They will also have to countersign the Agreement Letter (CSF 6).

If the land on which you propose to install the capital items is the subject of more than one tenancy, licence or farming agreement, you will need each landowner/ landlord to countersign your application by signing a separate copy of Section 15 of the Application Form (CSF 1). Additionally, if your application is approved, all the landowners will have to countersign the Agreement Letter (CSF 6).

2.4.3 Can landlords submit an application?
Landlords may apply for a grant provided you have the agreement of your tenant, but please note that both the tenant and the landlord must sign the declaration at Section 13 of the Application Form (CSF 1). If the land on which grant aided capital items are installed is not kept in agricultural use, or the use of a grant aided capital item is changed or removed without the written consent of Natural England before the end of the agreement, then you will be in breach of your agreement (see section 6).

2.4.4 What if I have another scheme or obligation on my land?
Grant cannot be paid from more than one source for the same work nor for any work the applicant is required to carry out under an existing scheme or obligation such as Natural England’s Higher Level Stewardship Scheme. However, in a few special cases, other organisations may be able to supplement the CSF Capital Grant Scheme. Charities such as the Rivers Trusts may be able to pay a supplement as a ‘top-up’, provided this does not exceed the actual cost of an item.

You can find out how and where to locate your local Rivers Trust from the Association of Rivers Trusts website www.associationofriverstrusts.org.uk.

As a general rule, land receiving payments from the Rural Payment Agency’s Single Payment Scheme (SPS) may be entered into the CSF Capital Grant Scheme.

2.4.5 What if the land is owned by the Crown, local authority or an Exchequer funded body?
Exchequer-supported businesses, such as farms owned and run by local authorities and other public bodies (including National Park Authorities), may not be eligible for a CSF Capital Grant. Crown and Non Departmental Public Bodies are not eligible for the grant scheme. Guidance is available from the CSF Section in Nottingham (tel: 0300 060 1111).

If you are an agricultural or farm business tenant of a public body, with security of tenure for the full 5 years of the agreement, you will be eligible for a grant provided the application does not include any environmental management that is a condition of your tenancy, or that is already required as part of the conservation responsibilities of your landlord. In addition, your application should not include work that is already being subsidised by your landlord. It is your responsibility to ensure there is no overlap between your obligations as a tenant and any CSF Capital Grant Scheme requirements. Ask your landlord if you are uncertain.
2.4.6 Is common land eligible?
Natural England can, under certain limited circumstances, accept applications from those who have relevant rights over land, including the owner of a common. Guidance is available from the CSF Section in Nottingham (tel: 0300 060 1111).

2.5 Choosing capital items

2.5.1 What capital items are available?
Grant aid is only available on the items shown in Table 1 below. You may use a ‘better quality’ product or specification, but we will not be able to pay you any additional grant for doing so.

<table>
<thead>
<tr>
<th>Code</th>
<th>Capital item</th>
<th>Payment per unit (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Fences and gates</strong></td>
<td></td>
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<tr>
<td>CSFo01</td>
<td><strong>A: Relocation of gates (per gate)</strong></td>
<td><strong>£136.00</strong></td>
</tr>
<tr>
<td></td>
<td>Gapping up of boundary following gate relocation</td>
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<tr>
<td></td>
<td><strong>B: Hedge planting (per 5m)</strong></td>
<td><strong>£54.00</strong></td>
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<tr>
<td></td>
<td><strong>C: Walling (per 5m)</strong></td>
<td><strong>£200.00</strong></td>
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<td></td>
<td><strong>D: Stone faced hedge banks (per 5m)</strong></td>
<td><strong>£170.00</strong></td>
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<tr>
<td></td>
<td><strong>E: Earth bank</strong></td>
<td><strong>£55.00</strong></td>
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<tr>
<td></td>
<td><strong>F: Hedge banks (per 5m)</strong></td>
<td><strong>£109.00</strong></td>
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<tr>
<td></td>
<td><strong>G: Sheep netting (per m)</strong></td>
<td><strong>£2.50</strong></td>
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<tr>
<td></td>
<td><strong>H: Post and wire (per m)</strong></td>
<td><strong>£2.50</strong></td>
</tr>
<tr>
<td></td>
<td><strong>I: High tensile (per m)</strong></td>
<td><strong>£1.25</strong></td>
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<td>CSFo02</td>
<td><strong>Water gates</strong></td>
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<td></td>
<td><strong>A: gates up to 5m wide (per gate)</strong></td>
<td><strong>£149.00</strong></td>
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<td><strong>B: gates over 5m wide (per gate)</strong></td>
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<tr>
<td>CSFo03</td>
<td><strong>Watercourse fencing</strong></td>
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<tr>
<td></td>
<td><strong>A: sheep netting (per m)</strong></td>
<td><strong>£2.50</strong></td>
</tr>
<tr>
<td></td>
<td><strong>B: high tensile (per m)</strong></td>
<td><strong>£1.25</strong></td>
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<td></td>
<td><strong>C: post-and-wire (per m)</strong></td>
<td><strong>£2.50</strong></td>
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<tr>
<td>CSFo04</td>
<td><strong>Fencing for buffer strips, marshes, wet grassland, wet woodland and ponds</strong></td>
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<td></td>
<td><strong>A: sheep netting (per m)</strong></td>
<td><strong>£2.50</strong></td>
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<tr>
<td></td>
<td><strong>B: high tensile (per m)</strong></td>
<td><strong>£1.25</strong></td>
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<tr>
<td>CSFo05</td>
<td><strong>Solar-powered electric fence kits for seasonal fencing (per unit)</strong></td>
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<td><strong>Water provision for grazing livestock</strong></td>
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<td>CSFo06</td>
<td><strong>Livestock drinking bays (per unit)</strong></td>
<td><strong>£254.00</strong></td>
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<td>CSFo07</td>
<td><strong>Hard bases for livestock drinkers and feeders</strong></td>
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<tr>
<td></td>
<td><strong>A: hard base for a livestock drinker (per unit)</strong></td>
<td><strong>£85.00</strong></td>
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<td></td>
<td><strong>B: hard base for a livestock feeder (per unit)</strong></td>
<td><strong>£120.00</strong></td>
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<td>CSFo08</td>
<td><strong>Pasture pumps and associated pipework (per unit)</strong></td>
<td><strong>£165.00</strong></td>
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<td>CSFo09</td>
<td><strong>Ram pumps and associated pipework (per unit)</strong></td>
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<td>CSFo10</td>
<td><strong>Livestock troughs with associated pipework (as an alternative to livestock drinking from watercourses)</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>A: livestock drinking trough (per unit)</strong></td>
<td><strong>£85.00</strong></td>
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<tr>
<td></td>
<td><strong>B: pipework for the supply of drinking water (per m)</strong></td>
<td><strong>£2.00</strong></td>
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<tr>
<td>Section</td>
<td>Management of run-off and drainage water, dirty water and sediments</td>
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<tr>
<td>CSF011</td>
<td>Cross drains on or in farm tracks <em>(per unit)</em></td>
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<tr>
<td>CSF012</td>
<td>Sediment ponds and traps <em>(per m²)</em></td>
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<tr>
<td>CSF013</td>
<td>Swales with check dams</td>
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</tr>
<tr>
<td>A: swales <em>(per m²)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B: check dams <em>(per unit)</em></td>
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<tr>
<td>CSF014</td>
<td>Yard works for clean and dirty water separation</td>
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<tr>
<td>A: underground drainage pipework <em>(per m)</em></td>
<td></td>
<td></td>
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<tr>
<td>B: inspection pit <em>(per unit)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C: concrete yard renewal <em>(per m²)</em></td>
<td></td>
<td></td>
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<tr>
<td>D: rainwater goods <em>(per m)</em></td>
<td></td>
<td></td>
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<tr>
<td>CSF015</td>
<td>Installation of piped culverts in ditches <em>(per unit)</em></td>
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<tr>
<td>CSF016</td>
<td>Resurfacing of gateways <em>(per gate)</em></td>
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<tr>
<td>CSF017</td>
<td>Rainwater storage tanks, first flush rainwater diverters and downpipe filters</td>
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</tr>
<tr>
<td>A: storage tanks underground <em>(per m³)</em></td>
<td></td>
<td></td>
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<tr>
<td>B: above-ground tanks <em>(per m³)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C: first-flush rainwater diverters/downpipe filters <em>(per unit)</em></td>
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<td></td>
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<tr>
<td>CSF018</td>
<td>Relocation of sheep dip/pens</td>
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<tr>
<td>A: relocation of sheep dips including pens <em>(per unit)</em></td>
<td>£3500.00</td>
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<td>B: relocation of sheep pens only <em>(per unit)</em></td>
<td>£2250.00</td>
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<tr>
<td>CSF019</td>
<td>Sheep dip drainage aprons with residue sumps <em>(per m²)</em></td>
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<td>CSF020</td>
<td>Installation of livestock drinking troughs in draining pens for freshly dipped sheep <em>(per unit)</em></td>
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<td>CSF021</td>
<td>Livestock and machinery tracks</td>
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<tr>
<td>A: bark/wood chipping tracks <em>(per m)</em></td>
<td></td>
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<td>B: hardcore tracks <em>(per m)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C: hardcore tracks on peaty soil <em>(per m)</em></td>
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<tr>
<td>D: upgrade bark/wood chipping tracks <em>(per m)</em></td>
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<tr>
<td>CSF022</td>
<td>Lined biobeds (off-set or drive-over) <em>(per unit)</em></td>
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<tr>
<td>CSF023</td>
<td>Roofing of manure storage and livestock gathering areas <em>(per m³)</em></td>
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<tr>
<td>CSF024</td>
<td>Watercourse crossings <em>(per unit)</em></td>
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<tr>
<td>CSF026</td>
<td>Roofs for slurry and silage stores including self feed silage stores</td>
<td></td>
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<tr>
<td>A: roofs for silage stores (clamp or silo), self feed silage stores and square/ rectangular slurry stores <em>(per m³)</em></td>
<td>£42.00</td>
<td></td>
</tr>
<tr>
<td>B: self-supporting covers for circular above-ground slurry stores <em>(per m³)</em></td>
<td>£17.00</td>
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<tr>
<td>C: floating covers for circular above-ground slurry stores <em>(per m³)</em></td>
<td>£6.00</td>
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<tr>
<td>D: floating covers for lagoons <em>(per m³)</em></td>
<td>£3.50</td>
<td></td>
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<tr>
<td>CSF027</td>
<td>Pesticide loading and wash down areas</td>
<td></td>
</tr>
<tr>
<td>A: Pesticide sprayer loading and wash-down areas <em>(per unit)</em></td>
<td>£1250.00</td>
<td></td>
</tr>
<tr>
<td>B: Roofing of pesticide sprayer or applicator loading and wash-down areas <em>(per m³)</em></td>
<td>£42.00</td>
<td></td>
</tr>
</tbody>
</table>
2.5.2 What standard of work is required?

In order to be eligible for a grant, capital items must comply with the specifications (and further requirements) set out in Section 8. In addition, each capital item must:

- have a minimum design life of at least 10 years, unless it is covered by The Water Resources (Control of Pollution) (Silage, Slurry, and Agricultural Fuel Oil) (England) Regulations 2010, in which case it must have a design life of at least 20 years (these items are identified in section 8 of this handbook);
- be properly designed for the purposes for which it is to be used;
- comply with all relevant health and safety legislation and British Standards (BS) or equivalent (see Annex 5); and
- be installed in accordance with Protecting our Water, Soil and Air: A Code of Good Agricultural Practice for farmers, growers and land managers (the ‘CoGAP’); the Groundwater Protection Code: Use and disposal of sheep dip compounds; and any higher standards that apply.

If, on any inspection visit, we consider that the standard of work does not meet the required specifications, and/or the requirements of the scheme have not been complied with, we will bring this to your attention. Non compliance with the standard of work required constitutes a breach of your agreement and Natural England will be entitled to withhold all or part of your grant or recover all or part of grant already paid, if we consider that the above requirements have not been met. Breaches of agreement may also result in the imposition of penalties (see section 6), and the amount of grant paid to you may be reduced.

2.5.3 Availability of Special projects and collaborative applications

From 2011/12 we are able to offer Special projects and collaborative agreements to increase the flexibility of the scheme to address specific diffuse water pollution problems. All such applications will need the support of your CSFO and they will need to provide you with an endorsement form CSF8 to attach to your application form.

Special projects cover agreements that may be outside target areas but would solve a specific water pollution problem. Exceptionally, your proposals may require standard or non standard capital items (eg mobile equipment) which may be eligible for funding if the item is essential to the delivery of your CSF Capital Grant Scheme application and it is the most suitable option available. You will need to provide details at section 5, question 13 (b) of your application form and attach a copy of your CSFO endorsement form CSF8.

Natural England also welcomes collaborative applications with neighbouring holdings. These types of applications should:

- Add value to the proposal (not collaboration for the sake of collaboration);
- Deliver as much as possible, relative to the scale of opportunity within the catchment and;
- Offer an integrated approach to address specific issues.

Although you may be participating in a collaborative application, you are expected to submit an individual application, as are all other parties involved, and provide details at section 5, question 13 (a) of your application form and attach a copy of your CSFO endorsement form CSF8.

Your individual proposal relates to the work to be undertaken on your land rather than the entire work covered by the collaboration.

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Defra is also making the CoGAP available on DVD to those registering to be a PLANET 3 user: PLANET 3 is a tool to help land managers make the right decisions about the fertilisers that they use. The CoGAP is available in hard copy, priced at £12.50 per copy, from The Stationery Office, PO Box 29, Norwich, NR3 1GN (ISBN 9780112432845).

It is likely that collaborative applications will be given priority, (see section 4.1.3 on prioritisation of applications) if, as a result of your circumstances or choice of options, you can demonstrate greater contribution to achieving the catchment priorities through collaboration with other CSF Capital Grant Scheme applicants eg

- management of bordering farms within close proximity to, but not necessarily physically adjoining each other that are components of an eco-system or habitat network. An example of this would be joint action amongst riparian owners to reduce diffuse pollution along a river by fencing off the river and providing alternative drinking sources for grazing livestock.
- linked or integrated assets across more than one land holding, eg farm tracks.

The other collaborators must have submitted a proposal which has either; already been approved or is due to be assessed during the same scheme year and collaborators’ proposals are compatible and genuinely add value to the applicant’s proposals.

Before you make an application, you will need to draft an initial description of the proposed works, together with an estimate of the costs, and then discuss these with your local CSFO at an early stage. In all cases you should consult your CSFO before you start detailed planning or seeking quotes, so that you can be clear that your proposed work is eligible.
3 How do I apply?

3.1 Do I need approval before I start work?

Yes, this is a prior approval scheme and you must not commit to expenditure, e.g., purchase any materials, before your application has been approved by Natural England. Works must not start before the application has been approved. If works are started, the application will not be approved and a grant cannot be paid towards any expenditure incurred prior to approval.

To ensure your application form is processed without delay, make sure you complete it in full, answering all questions and enclose all relevant documents such as maps and consents. There is a checklist at Section 11 of the application form.

3.2 What mandatory information must I supply with my application?

3.2.1 The following must be supplied in all applications:
- Vendor number;
- Single Business Identifier (SBI);
- County Parish Holding (CPH) number;
- Rural Land Register (RLR) Map showing the location of your holding and proposed capital items and;
- Confirmation that you demonstrate adequate agricultural skill and competence.

3.2.2 How do I obtain Vendor, SBI and CPH numbers?
The vendor number and Single Business Identifier are unique trader registrations allocated to you by the Rural Payments Agency (RPA) so that you can receive payments. You will need to enter these numbers on your application form. The CPH number enables Natural England to identify the location of your holding.

If you have previously claimed payments under the Single Payment Scheme (SPS) or other Defra/RPA schemes, you will already have a vendor number, single business identifier and a CPH. If you do not have these, you must obtain them from RPA prior to submitting your CSF Capital Grant Scheme application to Natural England. Your application could be rejected if it does not contain this information.

3.2.3 How do I contact the RPA?
The RPA can be contacted at:
Customer Service Centre
Rural Payments Agency
PO Box 1058
Newcastle upon Tyne NE99 4YQ

Tel: 0845 603 7777
Email: customer.service.centre@rpa.gsi.gov.uk

3.2.4 How do I complete the required maps?
When you submit your application form, you must enclose a Rural Land Register (RLR) map, or if a RLR map is not available an Ordnance Survey (OS) map. If you do not provide this information your application could be rejected.

The map must show the following:
- The boundary of your holding (if the boundary of the priority catchment runs through or close to your holding please show this on the map).
- The location of the proposed capital works. A cross with the capital item code written next to it will suffice, as long as we can easily identify the position of each capital item.
- If you are applying for a fence or track, please identify it on your map by drawing a line between where it begins and where it ends.
- Add the OS map reference at the bottom left of your map if there are no numbered OS grid lines on it.
- Provide a map reference number e.g. SK 1234 5678 for one field that is central or located in close proximity, to your proposed capital items. An example map is included in the application pack.

If any of the proposed capital items are situated within the farmyard area you must provide a sketch map showing the layout plan and location of the capital items. You should draw this in the box at section 2, question 7b of your application form or attach it to the form.
3.2.5 Can I change my mind about locating the capital items?
No, if your application is successful, the capital items for which you receive a grant must be sited in the locations identified on the map accompanying your original application. If at inspection the capital items are found in a different location, you will be in breach of your agreement. Under these circumstances, Natural England will be entitled to withhold all or part of your grant and may also impose a penalty, so the amount of grant aid that is paid to you may be reduced. If the discrepancy is discovered after your grant has been paid, then Natural England may recover all or part of your grant with interest and penalties (see section 6).

3.2.6 Can I authorise an agent to complete my application?
The application process has been designed to be as simple as possible, to enable you to complete and submit the application form yourself. However, if you prefer, you can authorise an agent to submit an application on your behalf.

If an agent is completing the application form, you will need to authorise the agent to act on your behalf by completing Section 14 of the Application Form (CSF1). Please note that we will send the grant agreement or rejection letter via your agent (unless otherwise requested).

Any payment you may make to an agent to help you with your application form will not be reimbursed by Natural England.

3.3 Agricultural skill and competence

3.3.1 What agricultural skill and competence are needed?
It is a requirement of the CSF Capital Grant Scheme that you demonstrate adequate agricultural skill and competence. You will be asked to confirm on the application form that you have either managed a farm business (full or part time) for five years or more, or obtained relevant agricultural qualifications in Agriculture, Dairying, Countryside Management and Agriculture, Agricultural Engineering, Agricultural Business Management or Agriculture and Rural Business Management. Any of the following qualifications are acceptable:
- First Degrees (or higher);
- Higher National Diplomas and Level 3 National Certificates or Diplomas;
- Scottish or National Vocational Qualifications (S/NVQ) Level 4;
- City and Guilds of London Institute; or
- Foundation Degrees in Agriculture-related subjects

3.4 What further information will I have to supply?

3.4.1 Do I need Environment Agency relevant permission and/or agreement(s)?
If you propose to install capital items which affect slurry or silage storage systems, or which could affect water flow, you must seek any relevant permission and/or agreement(s) from the Environment Agency (see section 6, questions 14 to 16 of the application form). You must do this before you commit yourself to the proposed work and before you submit an application for a grant under the scheme. Please note that the Environment Agency may charge for the relevant permissions.

Relevant written permission(s) and/or agreement from the Environment Agency may be required for (but are not limited to) the following capital items listed in section 8 of this handbook:
- CSF002 – Water gates;
- CSF006 – Livestock drinking bays;
- CSF015 - Installation of piped culverts in ditches;
- CSF018A - Relocation of sheep dips including pens;
- CSF018B - Relocation of sheep pens only;
- CSF022 - Lined biobeds (off-set or drive-over);
- CSF024 – Watercourse crossings;
- CSF026 - Roofs for slurry and silage stores and;
- CSF027B – Roofing of sprayer loading and wash down areas.
3.4.2
When should I apply for permissions or consents?
You should apply for any relevant permission(s) and/or agreement from the Environment Agency early enough to allow sufficient time to obtain written permission(s) and/or agreement before the application closing date. You should tell them that you are intending to apply for a CSF Capital Grant.

3.4.3
Do I need to send the Environment Agency relevant permission and/or agreement(s) with my application?
Yes, if the Environment Agency confirms that permission and/or agreement is required you must submit a copy of the relevant written permission and/or agreement(s) with your application form.

If you have applied for any relevant permission and/or agreement(s) but have not received it/them by the application closing date, we will accept your application but we cannot process it until you submit the relevant written copy/copies. The final deadline for us to receive this/these will be published in the Key changes and dates sheet included in your application pack. If we have not received it/them by then we will reject your application.

3.4.4
How can I contact the Environment agency?
If you require any help regarding Environment Agency permission and/or agreement(s) you should contact your local Environment Agency Officer directly or the National Customer Contact Centre (tel: 08708 506606 or email enquiries@environment-agency.co.uk).

3.4.5
Do I need written consents for work in Designated Conservation Areas eg a National Park or relating to a Scheduled Monument and do I need to submit them with my application?
If you propose to install capital items on land located in a National Park, a Site of Special Scientific Interest or a National Nature Reserve, or if the work relates to a Scheduled Monument, you must first obtain consent from the relevant authority. Please see Annex 3 of this handbook for more information and a list of relevant authorities.

You should contact the relevant authority early enough to allow sufficient time to obtain written consent or agreement before the application deadline. You should tell them that you are intending to apply for a CSF Capital Grant. If they confirm that consent or agreement is required, you must submit a written copy with your application form.

3.4.6
What is the final deadline for sending the above consents to Natural England?
If you have applied for any relevant consent or agreement but have not received it by the application closing date, we will accept your application but we cannot process it until you submit the relevant written copy. The final deadline for us to receive this/these will be published in the Key changes and dates sheet included in your application pack. If we have not received it by then we will reject your application.

3.4.7
What are Conditional permissions/consents?
This is where the authority concerned wishes to inspect the work undertaken prior to providing final approval.

We will accept your CSF Capital Grant application on receipt of a letter from the authority, indicating that permission/consent is given notwithstanding their wish to also inspect the works once they have been completed. If your application is accepted, you must enclose a copy of this final clearance letter (usually provided after the authority has inspected the works) with your Claim Form (CSF 2). If no clearance letter has been received by the claims deadline, we may not be able to pay your claim.
3.5 Additional requirements and obligations

3.5.1 What if I will make a permanent field boundary change as a result of my proposed capital work?
You must inform the Rural Payments Agency1 (tel: 0845 603 7777) of any permanent field changes resulting from the CSF Capital Grant Scheme, for example where permanent fencing has been erected which changes the original field boundary. We do not require copies of this correspondence.

3.5.2 What if I already have a management agreement?
If you already have a management agreement such as Countryside Stewardship Scheme, Environmentally Sensitive Areas Scheme, Habitat Scheme, Environmental Stewardship (including Entry Level Stewardship, Organic Entry Level Stewardship, Uplands Entry Level Stewardship, Higher Level Stewardship or Organic Higher Level Stewardship), you should consult your Natural England Adviser2 before incurring any costs.

You must not claim grant funding for Capital items under the CSF Capital Grants Scheme if you have claimed or intend to claim for similar items under other schemes eg under the Higher Level Stewardship Scheme, as this would constitute Dual Funding and is not allowable under the rules of either scheme.

3.5.3 Do I need planning consent for proposed work under the CSF Capital Grant Scheme?
Possibly, depending on the nature of the capital item you are installing. You must obtain any necessary planning consent and abide by any other relevant statutory requirements (for example building regulations). You should check that your proposals do not break any byelaws, obstruct rights of way, affect oil or gas pipelines and you must avoid damaging the countryside or causing pollution. Your local planning authority (usually the Local Authority or National Park Authority) can give informal advice as to whether your proposals are either permitted development or require planning consent. A farmer’s guide to the planning system is available at the Communities and Local Government website www.communities.gov.uk/publications/planningandbuilding/farmersguide.

Natural England does not require copies of this correspondence, but you do need to complete the declaration at section 13 of the application form to confirm that planning permission and any other relevant legal requirements will be met.

3.5.4 Do I need flood defence consent?
Any proposed works in the proximity of a watercourse or where works will be situated within 9 metres (depending on local byelaws) of the top of the riverbank may require flood defence consent. This is because the proposed works may affect the flow of a river or other watercourses.

Depending on the size of the river, the Environment Agency, an Internal Drainage Board for the area or the Local Authority will be responsible for deciding whether or not consent should be granted. You should contact the Environment Agency in the first instance (tel: 08708 506506 or email enquiries@environment-agency.co.uk). Further information on flood defence consents can be found at Annex 4. We do not require copies of this correspondence.

3.5.5 What if my proposed works are in a floodplain?
Works in a floodplain must be discussed with the Environment Agency, although formal consent is not always required. We do not require copies of this correspondence.

3.5.6 What if my proposed work are to Listed buildings?
If any of the proposed works are to listed buildings you will need to discuss them with your local authority Conservation Officer who will advise if listed building consent is required. We do not require copies of this correspondence.

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1 The RPA can be contacted at Customer Service Centre, Rural Payments Agency, Lancaster House, Hampshire Court, Newcastle Upon Tyne, NE4 7YN; email: customer.service.centre@rpa.gsi.gov.uk; website: www.rpa.gov.uk/rpa/index.nsf/home

2 You can find contact details on the Natural England website www.naturalengland.org.uk/ourwork/farming/funding/es/contacts.aspx
4 How will my application be assessed?

4.1 Target areas

4.1.1 How is the scheme targeted?
Target areas and key pollutants have been identified within each of the priority catchments and set out in a Funding Priority Statement.

If the scheme is oversubscribed, the highest priority applications will receive funding first. In the event of applications having equal priority with inadequate grant aid to fund them all, the applications will be prioritised further in terms of overall benefit to water quality.

4.1.2 How do I obtain a Funding Priority Statement?
It is your responsibility to obtain the correct Funding Priority Statement for the area where the proposed work is to be carried out. If it was not included in your application pack, copies are available from:

- the CSF Section, Natural England; tel: 0300 060 1111;
- your local CSFO (see Annex 2); or

4.1.3 How is the scheme prioritised?
Priority will be given to applicants who have land located in the target area (as distinct from just being located within the catchment) and who select any of the priority capital items listed in the relevant Funding Priority Statement. The majority of your proposed work must be within the target area. Priority will also be given to collaborative applications, see section 2.5.3.

4.1.4 Are there any additional criteria?
Yes, a number of additional criteria have been introduced to prioritise applications. These are:

- Applications that have not previously received a CSF capital grant or the CSF grant received in previous years was less than £2000 in total.
- Applications with a current agreement under the Countryside Stewardship Scheme, Environmentally Sensitive Areas Scheme, Habitat Scheme, Environmental Stewardship (including Entry Level Stewardship, Organic Entry Level Stewardship, Uplands Entry Level Stewardship, Higher Level Stewardship and Organic Higher Level Stewardship).

- Applicants who have already engaged with CSF at any time before submitting of their application for example:
  - received a 1:1 site visit from a local Catchment Sensitive Farming Officer (CSFO) or CSF Contractor to discuss their application, and/or
  - discussed their application by telephone with their local CSFO or CSF Contractor, and/or
  - attended a CSF workshop or advice event,
  - received further more specialist training or advice for example soil analysis and nutrient planning, manure planning, fertiliser spreader testing, soil health check, and/or
  - had a farm infrastructure audit carried out on their holding.
- have had their application endorsed by their local CSFO

4.2 What happens once I have submitted an application?

4.2.1 When will I hear if my application has been successful?
All applications will be considered as quickly as possible and we aim to let you know whether your application has been successful by early July. You should not start any of the proposed work before you hear from us. If you do, your application will not be approved and you will not receive a grant from Natural England towards any expenditure you have already incurred.

4.2.2 What if my application is unsuccessful?
If your application is unsuccessful, we will inform you by letter explaining the reasons why, but you need to remember that there is a limited budget and it is likely that a proportion of applications will be unsuccessful. If you do not agree with the decisions that we have taken in respect of your application, you have the right of appeal (see section 7).
4.2.3 Do you have a reserve list?
Yes, we will hold a reserve list of next highest priority applications and you may subsequently be offered an agreement if higher priority successful applicants do not take up their agreement offers. You will be told if you are on the reserve list by early July and we aim to let reserve list applicants know whether their application has been successful by early September.

4.2.4 What if my application is successful, do I need to sign anything?
Yes, if your application is successful, we will send you two copies of an Agreement Letter (CSF 6). You must sign both copies and return one signed copy to Natural England within one calendar month of the date of the letter if you wish to accept the offer and conditions, otherwise the agreement offer will be withdrawn and you will not receive any grant aid.

If your landlord or the landowner countersigned the application he/she must also countersign the agreement letter.

4.3 After approval has been given

4.3.1 When can I commence work?
You may begin work as soon as you have received an Agreement Letter (CSF 6) offering you a CSF Capital Grant and you have signed and returned a copy of it to Natural England within the required one month period.

4.4 Claims for payment

4.4.1 Where do I get a claim form?
Natural England will send you a claim form with your Agreement Letter. If you need another form, you can obtain one from CSF Section in Nottingham tel: 0300 060 1111.

4.4.2 When can I submit my claim?
You should submit your Claim Form (CSF2) once you have completed all of the approved work and paid for it in full. To ensure your claim is processed quickly, please make sure you complete your claim form in full, answer all the questions and include receipted invoices that have been signed and dated by the payee as received and attach before and after photographs where required (Yard works and all roofing options). It is vital that you refer to your agreement when completing your claim form.

4.4.3 How many claims can I submit?
You can submit only one claim and we will assume that the items included in it are the only ones for which you intend to claim.

4.4.4 What will I be paid?
We will pay you a fixed amount for approved capital items identified in your agreement letter. Claims for capital items not included in your agreement letter will not be paid.

4.4.5 What if I have not completed all the capital work?
If you are unable to complete all capital items that were listed in your agreement letter you may claim for those items that you have completed and paid for in full. It will not be possible to make any further claims.

4.4.6 When is the claims deadline?
All claims must be received by Natural England no later than the end of February following the date of your agreement.

4.4.7 What proof do I need to enclose with my claim form to show that the capital work(s) have been completed and paid for in full?
Natural England must be satisfied that the work has been completed and paid for in full before any grant payment can be made. You MUST provide original receipted invoices in support of every item claimed. Where invoices are missing, we cannot pay a claim until you provide some form of evidence,
such as credit card statements or bank statements.

- The original receipted invoices. This means that the receipt of payment should be acknowledged in writing on the original invoice by a representative of the company providing the goods or services, including any relevant cheque number (or statement that cash paid), a signature and legible indication of who the person signing was (or the company). This applies to new or second hand materials purchased. An invoice must provide sufficient details to enable Natural England to confirm the eligibility of the items listed. For the purposes of verifying claims, an unsigned invoice does not provide sufficient evidence of payment. All original invoices will be returned to you.

- Till receipts from shops can be accepted but they should be itemised so that it is clear what was purchased and how the payment was made.

- Larger organisations often use a stamp to receipt invoices. However, for a large number of smaller suppliers this may not be feasible. In these cases a written note on the original invoice including any relevant cheque number, a signature, the date of receipt and a legible indication of who the person signing was (or the company) is sufficient.

- If invoices are not available, copies of bank or credit card statements which show the work has been paid for in full may be acceptable.

4.4.8 What if I have used recycled or materials that were already on my farm?

It is a requirement that the conformation of expenditure is established before payment is made. The use of recycled or existing on farm materials must therefore be verified. The fixed standard costs of each CSF capital item include the costs of materials and you need to demonstrate you are contributing 50% of the costs. You will need to:

- Substantiate the value of recycled or existing on farm materials by written quotes/downloaded web searches/price lists for comparable new materials at full market rate.

- Justify the use of recycled or existing on farm. You must demonstrate that the items being used are of sufficient quality to lead to a result that is as durable as if the material were purchased new and that they can be used at an equal or lower cost, are fit for purpose and meet any relevant British Standards as set out in section 8

- Provide auditable records for the use of recycled or existing on farm materials. Ideally this should include receipts from the original purchase of any recycled or existing on farm items (these might have been maintained for the farm accounts in some instances) but failing this a summary record of what the materials were originally purchased for and why they were not used or have become spare.

4.4.9 What if I have used my own labour rather than a contractor to complete my work?

It is a requirement that before payment is made, the labour costs for the use of your own or your regular workforce can be verified. This is because the fixed standard costs of each CSF capital item include labour and you need to demonstrate you are contributing 50% of the costs. You will need to provide:

- copies of timesheets signed by the employee/employer; and

- if timesheets are not available, detail the hourly rate for your labour and/or own regular workforce labour (the actual rate) and what work has been undertaken.

You can request a CSF 7 form to set out this information.

4.4.10 When will I be paid?

Claims will be considered as quickly as possible. We will aim to make payment within 2 months of receipt; however, if we cannot reconcile the invoices with your claim or further checks are required, we may have to withhold all or part of your claim until any issues have been resolved.

4.4.11 How are payments made?

Payments will be paid directly into your bank account. Payments are made by the Rural Payments Agency (RPA) and if they do not have details of your bank account please contact them and request a bank details registration form. If you do not provide bank details to enable payment to be made direct into your account, RPA will not be able to pay you.
The RPA can be contacted at:
Customer Service Centre
Rural Payments Agency
PO Box 1058
Newcastle upon Tyne
NE99 4YQ

Tel: 0845 603 7777
Email: customer.service.centre@rpa.gsi.gov.uk

4.4.12
Can I redirect my payment to a third party?
Yes, you can re-direct your grant payment to a third party bank account such as an agent. You will need to complete a CREG 08 (Payment re-direction form) containing the third party bank details. This must be signed by all legally empowered people within the business. The CREG 08 form and Guidance notes (CREG 09) are available online on the RPA website (Customer Registration - Forms and Guidance).

www.rpa.gov.uk/rpa/index.nsf/vContentByTaxonomy/Customer%20Focus**Customer%20Registration**Forms%20and%20guidance**?OpenDocument
5 Additional scheme rules

5.1 What else do I need to consider if my application is approved?

5.1.1 Damage to the natural beauty or amenity of the countryside

You must ensure that the works to put in place any grant aided capital item are carried out in a good and workmanlike manner so as to minimise the destruction of, or damage to, the natural beauty or amenity of the countryside.

5.1.2 Damage to the historic environment

You must ensure that the works to put in place any grant aided capital item do not cause damage to known features of historic environment interest. You can obtain details of such interest from the Local Historic Environment Record (HER) which is held at your County Council, Unitary or National Park Authority. To find the contact details of your local HER see [www.heritagegateway.org.uk/gateway/chr/default.aspx](http://www.heritagegateway.org.uk/gateway/chr/default.aspx). If you have a Higher Level Stewardship agreement you may also have information on your Farm Environment Plan. However it is recommended that you contact the HER for up-to-date advice.

5.1.3 How long must I retain invoices, records (including photographic) and accounts relating to my agreement?

You must keep all invoices, records, photographs and accounts relating to your claim for the 5 years of your agreement. You must produce such invoices, records (including photographic) and accounts for inspection by Natural England, the Rural Payments Agency or its authorised agents within 10 days of being asked to see them.

5.1.4 Do I need to take photographs of the work I have completed?

Yes, if you are offered an agreement, it is a requirement of the scheme that you take photographs of all yard works CSF014 and roofing options CSF023, CSF026, CSF027B as evidence of their condition when you joined the scheme and photos of work after it has been completed together with a record of work done. These should be submitted with your claim, with copies retained for future inspection if required.

5.1.5 How is this scheme inspected?

In accordance with EU requirements, authorised Natural England staff or their agents such as the Rural Payments Agency conduct an annual inspection programme, visiting a percentage of agreements every year to assess compliance with the scheme requirements.

Inspectors may visit you at any time during the 5 year period of your agreement to carry out inspections associated with the scheme. Under EU Regulations, they do not have to give prior warning of an inspection, although an appointment will usually be made shortly beforehand. You must give inspecting officers access at any reasonable time and you may be asked to accompany them during the inspection to help identify work and discuss the requirements of your agreement and check compliance with scheme rules and State Aids requirements.

Deliberate failure to be available or to accompany the officer at a prearranged time without valid reason will be treated as unacceptable and constitute a breach of your agreement. In addition, if you refuse an inspection, payment on your agreement will be suspended and intentional obstruction of inspecting officers may render you liable for prosecution (see section 6).

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1 European law restricts the amount of State aid given to businesses. This scheme is being made available to farmers in accordance with Article 4, 2(e) of Commission Regulation (EC) 1857/2006. Gross aid intensity under this Article allows funding of 75% in less favoured areas and 60% in other regions where investments result in extra costs to the farmer for the protection and improvement of the environment.
5.2 Changes to your agreement

5.2.1 What if I have withheld or given false information?
If Natural England discovers that any of the information that you have provided in your application form and/or claim form is false, or that you have deliberately withheld required information, this will constitute a breach of your agreement. This could result in the non-payment or recovery (possibly with interest and penalties) of some or the entire grant payable or already paid to you under the scheme and may render you liable for prosecution. You could also be excluded from any subsequent scheme year (see section 6).

5.2.2 What if the ownership or control of the land under agreement changes?
As the agreement holder, you are required to notify Natural England in writing as early as possible in advance of any change of ownership/control of the land which occurs before the end of the 5 year period of your agreement.

If advance notification is not possible, you must inform Natural England within 3 months of the land being transferred. If the person(s) who assume(s) control over the land does not use the grant aided capital item(s) for the agricultural purpose for which it/they were installed, then Natural England will be entitled to recover all or part of the grant paid (with penalties) from either the original agreement holder (you) or, where there is one, any counter-signatory/signatories.

5.2.3 What happens if I change the use of or remove CSF grant aided capital items?
You must use each grant aided capital item for the agricultural use for which it was installed for the 5 years of your agreement. If you change the use of the item, for example, use a CSF grant aided manure store as a machinery store during the winter, or remove a grant aided item from the land without the prior written consent of Natural England you will be in breach of your agreement and will be liable to repay any grant on a sliding scale according to the table below.

Table 2 Amount repayable if CSF Capital Grant found to have change of use or removed from land.

<table>
<thead>
<tr>
<th>Date of change of use etc of the grant aided capital item</th>
<th>Amount of repayment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 April to 31 March during year 1</td>
<td>100%</td>
</tr>
<tr>
<td>1 April to 31 March during year 2</td>
<td>80%</td>
</tr>
<tr>
<td>1 April to 31 March during year 3</td>
<td>60%</td>
</tr>
<tr>
<td>1 April to 31 March during year 4</td>
<td>40%</td>
</tr>
<tr>
<td>1 April to 31 March during year 5</td>
<td>20%</td>
</tr>
<tr>
<td>On or after 1 April year 5</td>
<td>Nil</td>
</tr>
</tbody>
</table>
6 Withholding or recovery of grant

6.1 Breaches of your agreement

6.1.1 What are breaches of agreement?
If you fail to comply with any condition set out in your agreement letter and/or the rules of the scheme included in this handbook, this will constitute a breach of your agreement with Natural England, even if the breach was the result of a third party such as a contractor.

The following constitute a breach of agreement:
- Failure to ensure that capital items comply with the specifications and requirements set out in this handbook and/or failure to ensure that capital items comply with the standard of work requirements at section 2.5 of this handbook.
- Failure to ensure that the land on which capital items are located is kept in agricultural use until the end of the 5 year agreement.
- Failure to ensure that capital items are retained on the land until the end of the 5 year agreement.
- Unauthorised removal or an unauthorised change in the use of capital items before the end of the 5 year agreement.
- Failure to notify Natural England in writing within 3 months of any change of ownership/control of the land on which capital item(s) are located, if this change of ownership/control takes place before the end of the 5 year agreement.
- Any failure by any person who assumes control of the land before the end of the 5 year agreement, to keep the capital item(s) within the agricultural use for which it/they were installed until the end of the 5 year agreement.
- Failure to ensure that capital items are sited in the locations identified on the map accompanying the application.
- Failure to obtain any written permission/consent needed from another authority in order to carry out the works to put in place any capital item (see section 3.4 and 3.5).
- Failure to ensure that provision of a capital item does not conflict with the purpose of any commitment under an agri-environment agreement that is in force at any time during the 5 year agreement.
- Failure to ensure that the works to put in place any capital item are carried out in a good and workmanlike manner so as to minimise the destruction of, or damage to, the natural beauty, historic environment or amenity of the countryside.
- Failure to produce, within 10 days of a demand to do so, all invoices, records (including photographic where required) and accounts relating to your claim.
- Refusal to permit access to your land on reasonable notice and/or deliberate failure to be available or to accompany a Natural England officer or agent on a site visit where reasonable notice has been given (intentional obstruction of inspecting officers may render you liable for prosecution).
- Provision of false or misleading information or deliberate withholding of required information (this may render you liable for prosecution and exclude you from receiving support in this year’s scheme and possibly any subsequent year’s scheme).

6.1.2 If I have to repay some or my entire grant, will I have to pay interest?
Yes, if you breach your agreement, Natural England is entitled to withhold all or part of your grant, or to recover all or part of your grant (possibly with interest) if it has already been paid. Interest may be charged on any recoveries at 1% above the London Inter-Bank Offered Rate (LIBOR). Interest would be applied to the relevant repayment amount from the date of the letter sent by Natural England advising that a breach of agreement has occurred.
6.1.3
If I breach my agreement will I have a penalty imposed?
You may also be liable to a penalty, depending on the circumstances of the breach, for example where on inspection, the grant aided item(s) you have claimed, are found to be incorrect or not in the declared location (see table 3). Where a serious breach has occurred, you may be subject to an additional penalty and may be prohibited from entering a new agreement under this scheme or any other EU agri-environment schemes.


Table 3 Penalties for difference between areas or measurements claimed and areas or measurements found

<table>
<thead>
<tr>
<th>Difference between area or measurements claimed and area or measurements found</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where the discrepancy is no greater than 3% of the found amount.</td>
<td>The claim shall be reduced to the found amount.</td>
</tr>
<tr>
<td>Where the discrepancy is greater than 3% of the found amount.</td>
<td>An additional penalty equal to the discrepancy shall be applied to the found amount.</td>
</tr>
</tbody>
</table>

6.1.4
What if a breach is due to circumstances beyond my control?
Where a breach is due to circumstances beyond your control that could not have been avoided by reasonable action, Natural England has discretion not to take action to recover or withhold your grant. These categories are very narrow and cover only the most exceptional circumstances and you must have notified the CSF section in Nottingham of the relevant event in writing within 10 working days of you, or your representative, being in a position to do so. If you are unsure if this applies to your situation, you should contact the CSF Section (tel: 0300 060 1111) without delay.
7 Appeals & Complaints

7.1 What if I disagree with any Natural England decision or proposed action regarding my application or claim?

7.1.1 Appeals
If you do not agree with the decisions that we have taken in respect of your application, agreement or claim, you should write within 28 days, to the CSF Scheme Manager who will ensure that your case is properly investigated and advise you on the procedures to be followed. Those procedures will include, your case initially being dealt with informally by Natural England advisers. Where informal discussions fail to resolve the dispute, you will be sent a written explanation of our concerns, explaining the action, if any, we propose to take.

The address to write to is:
CSF Section
Natural England
Block 7, Government Buildings,
Chalfont Drive,
Nottingham NG8 3SN

If you remain dissatisfied with the decisions that have been taken by Natural England staff following reasonable attempts to resolve the dispute informally and formally within the processing CSF section, you can ask to have the dispute referred to a senior Natural England officer who has not been involved with your case. As part of the referral process you will be invited to provide written representations within a specified time frame setting out your concerns. The officer will consider the case and report to the CSF Scheme Manager with their view on the step or steps proposed to resolve the dispute.

7.1.2 Complaints
Natural England is committed to giving high quality services, despite this commitment, sometimes things do go wrong. When this happens, we want to know about it, and to put things right where we can. We also like to hear any suggestions you may have about how our services are provided so we can use these to improve the way we work. Please contact the CSF section in Nottingham.
You can find out more about Natural England’s complaints procedure on the website www.naturalengland.org.uk/about_us/contact_us/complaints.aspx
8 Capital works specification and guidance

8.1 Background

8.1.1 Health and safety requirements
It is your responsibility to ensure that the capital items you install comply with the relevant health and safety legislation. If on an inspection visit we consider that health and safety issues have not been adequately addressed, we will bring this to your attention and we will require you to rectify the problem(s) before your claim can be paid.

- Do not place yourself or others at risk near silage pits, manure stores, pits, lagoons, tanks and watercourses.
- Beware of falling into pits, gulleys, tanks or lagoons.
- Do not enter any confined space that could contain manure or silage effluent and, in particular, do not put your head into any pit or tank – toxic gases can kill even if there is no smell.
- Your attention is drawn to the Construction (Design and Management) Regulations 2007 which can be accessed on the UK Legislation web site. www.legislation.gov.uk/uksi/2007/320/contents/made
- Some construction projects are notifiable to the Health and Safety Executive (HSE) and in all cases you have a duty to ensure that the construction works are designed and carried out with due regard to the health and safety of all operatives. The HSE website www.hse.gov.uk has further information and relevant information sheets on health and safety issues.

8.1.2 Compliance with British Standards and Codes of Practice
The capital items you install must comply with all relevant British Standards (BS) or equivalent (see the list of relevant Standards at Annex 5). It is your responsibility to examine copies of the relevant Standards and to use the most up-to-date version.

All competent contractors should carry out works in accordance with the BS 8000 series which deals with workmanship and best practice on construction sites. If you are carrying out the work yourself, local libraries may have copies of British Standards.

The installation of capital items must also be carried out in accordance with Protecting our Water, Soil and Air: A Code of Good Agricultural Practice for farmers, growers and land managers (the ‘CoGAP’) and with any higher standards that apply. This document is free of charge as a pdf download from the Defra website www.defra.gov.uk/foodfarm/landmanage/cogap/documents/cogap090202.pdf

Defra is also making the CoGAP available on DVD to those registering to be a PLANET 3 user www.planet4farmers.co.uk. Hard copies of the CoGAP can still be ordered through The Stationary Office www.tso.co.uk but there is now a charge of £12.50 per copy.

Capital items dealing with sheep dips and dipping must be carried out in accordance with the Groundwater Protection Code: Use and disposal of sheep dip compounds (PB12010) and with any higher standards that apply. Both codes can be downloaded from the Defra website www.defra.gov.uk/environment/quality/water/waterquality/ground/documents/sheepdip-code.pdf

8.2 Fences and gates

8.2.1 CSF001 Relocation of gates and gapping up of boundary following gate relocation
This option involves the re-location of an existing gate and gateway away from high risk areas such as the bottom of a slope or near a watercourse, to a more appropriate lower risk position to eliminate run-off pathways and reduce the potential for soil erosion. It also includes an option for gapping up the boundary once the original gate has been relocated. For the boundary options, a fixed cost is payable based on an average 5 m wide gap, except for fencing which is based on a per/m basis. Fencing can be applied to all the boundary options, except walling.

The new location for the gate and gateway and boundary gapping up must be discussed with your CSFO. It should avoid affecting sites of archaeological or historic importance.

1 PLANET 3 is a tool to help land managers make the right decisions about the fertilisers that they use.
CSF001A  Relocation of gates
CSF001B  Hedge planting
CSF001C  Walling
CSF001D  Stone faced hedge bank
CSF001E  Earth bank
CSF001F  Hedge banks
CSF001G  Sheep netting
CSF001H  Post and wire
CSF001I  High tensile

General specification for relocation of gates
- New hanging and slamming posts should be used and materials must be in accordance with BS 3470.
- Where appropriate the original gateposts should be left where they are.
- Trackways associated with the gateway should be re-routed and the disused sections made good.
- Any new gateways that give access onto highways will need planning permission and you should consult with your Local Planning Authority before starting any work.

Boundary specification

Hedge planting
- Prepare the ground along a 1.5 m wide strip to control existing vegetation and weeds by herbicide treatment or cultivation.
- Plant bare-rooted nursery stock during the winter months from November to February when the ground is not frozen or waterlogged. The plants should be at least 2-year old transplants, 450-600 mm high (BS3936) and of British native origin where possible, ideally sourced locally. Planting must be in a staggered double row 30 cm apart, with at least 6 plants per metre depending on the local situation.
- All failures must be replaced in the following planting season. Once planted the hedge should be maintained so there is a continuous hedgerow in good condition at the end of the agreement.
- Damage by livestock and other grazing animals must be prevented. Protective fencing (on one or both sides of the hedge) or individual guards may be needed and must be set back at least 1.2 m from the centre of the hedge.

Walling
- Dry stone walls are to be built according to the style and customs of the area, including coping and through stones where appropriate.
- Do not use soil or other debris to infill the wall. Where the original stone is no longer available replacement stone must be sourced locally and must be of a type used in the area. Stone must not be taken from other walls, hedge banks or buildings.
- Hauling stone should be done when ground conditions are firm enough to prevent damage to adjacent fields.
- No concrete or mortar is to be used, unless it is the traditional construction of walls.
- All surplus stone must be removed from site on completion.
- Where the restored wall line is crossed by a Public Right of Way, stiles and gates must be restored as they were originally constructed.
- The wall should be maintained in good condition for the lifetime of the agreement.

Stone faced hedge bank
- Build the stone-faced hedge bank according to the style and custom of the local area.
- Where double-faced, the hedge bank should taper evenly on both sides to the top. It should be at least 1.3 m high and 1.3 m wide at the base. The top width should be between 600 – 800 mm, depending on the size and type of stone used and the local style.
- Stone must be placed and laid in regular courses or randomly depending on the local style. A sound wall of even height and line should be constructed to tie in with adjacent hedge banks.
- Where earth infill is required, it must be compacted and tamped down in layers to tie in with the existing bank.
- Imported stone should match the type, size and style traditional to the area. The source of stone should be agreed with Natural England. Hauling stone must be done when ground conditions are firm enough to prevent damage to adjacent fields.
- All surplus earth fill and stones should be removed from site on completion of the work and the adjacent ground restored.
- Where the bank is crossed by a Public Right of Way, any stiles and gates must be restored to their original construction. Other features, such
as creep holes must be restored.

- The hedge bank should be maintained in good condition for the lifetime of the agreement.

**Earth banks**
- Must be constructed according to the style and custom of the local area so it matches other banks in the surrounding landscape.
- Avoid creating earth banks in adverse weather conditions such as drought or very wet weather as this will result in instability. Using machinery in wet weather may also damage the adjacent land.
- Do not take material to build the earth bank from other existing banks or other archaeological features.
- Mould and compact suitable material to form a bank which matches the height of other banks in the vicinity which are in good condition. Dimensions may vary greatly, but as a rough guide the height and width at the base should be approximately 1.2 -1.5 m.
- Build up moist soil in consolidated layers, allowing settlement at each stage to ensure stability. Use sub soil and small stones for the lower layers and topsoil with no stones for the upper layers. The finished face of the bank should slope inwards approximately 0.3 m for every 1 m in height to create a ‘batter’, making the base of bank wider than the top by roughly 45-60 cm on each side.
- In areas where banks are traditionally faced with turves, turf to the top of the bank to help bind the structure together, and finish off on top with loose soil or turf. Note: turf will not be needed on top of the bank when a new hedge is to be planted.
- There will be some shrinkage as the earth settles and dries out. You should therefore allow plenty of settlement time before planting a hedge into the new bank.

**Hedge banks**
- Can be created using hedge planting and earth bank creation options, see specification above

**Fencing**
- See the specification detailed for options CSF003 and CSF004 below

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### 8.2.2 CSF002 Water gates

Water gates are used to control stock access to rivers and streams where there is a clear environmental gain. They should usually be used in conjunction with other stock control items such as fencing where fence lines cross rivers and streams. The water gate and the approach fencing must be separated from the main fence line, so should the river or stream flood and the gate be destroyed then the main fence will remain undamaged.

You must seek relevant permission from the Environment Agency (see sections 3.4 and 3.5 of this handbook) before you commit yourself to the proposed work and before you submit your application. The Environment Agency may charge for the relevant permission.

- The work should include the installation of approach fencing consisting of post-and-rail construction or fixed netting fence and should be erected in accordance with the appropriate part of BS 1722.
- The gate should consist of a series of wooden droppers attached to a length of wire cable or a round wooden rail suspended horizontally between the straining posts.
- Each gate must be constructed to fit the profile of the individual stream.
- Droppers must be at least 50 mm square in cross section and constructed from sawn untreated timber that has been drilled and then threaded onto the cable or fencing wire, with 150 mm lengths of plastic pipe acting as spacers. As a result, each dropper will be 150 mm apart.
- Where the stream gully is more than 1.5 m deep, 70 mm square untreated timber must be used to make up the gate which should be hung on a round wooden pole using loops of fencing wire. It can be made in several sections.
8.2.3
**CSF003 Watercourse fencing**
Trampling by livestock can erode banks and increase inputs of sediment to watercourses lowering surrounding water quality. Livestock can also add pollutants directly by urinating and defecating directly into the water. Preventing access by fencing off water courses and buffer strips is a simple solution to help reduce this type of pollution. Fencing should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work.

- CSF003A Sheep netting
- CSF003B High tensile
- CSF003C Post-and-wire

8.2.4
**CSF004 Fencing for buffer strips, marshes, wet grassland, wet woodland or ponds**
- CSF004A Sheep netting
- CSF004B High tensile

All fencing options include payment for posts. Grant will only be paid for the lowest cost option where a combination of fencing types is used to cover the same area of fencing.

Example:
You wish to install a fence where the top section is **CSF003B high tensile** and the lower section is **CSF003A sheep netting** then you may do so; however you should only apply for the lower cost fencing option, in this case **CSF003B high tensile** at £1.25/m.

There is no minimum or maximum distance that the fence needs to be from the watercourse (including ponds, rivers, streams and ditches that contain water that livestock use for drinking water). However, try to locate the fence on stable ground away from the immediate bank edge as this may be vulnerable to erosion.

If you are fencing off streams and rivers within a floodplain, you may need temporary fencing which will only remain during the grazing season (permanent wire fencing could collect debris from flooding and push the fence over). In this case you may use option **CSF003C post-and-wire fencing** using temporary fixed wire/tape suitable for electric fencing. The posts must be permanently fixed and installed in accordance with the appropriate part of BS 1722.

**General specifications**
The detailed specifications for all types of fencing are included in the various parts of BS1722. All fencing must be erected in accordance with the appropriate specification. All softwood timber must be fully peeled and tanalised or treated with an approved preservative. Durable hardwood, such as oak or sweet chestnut, may be used and does not require treatment with preservatives. The timber sizes quoted in the specifications are minimum requirements. Posts can be round, square or semi-circular providing that the thickness, height and durability of the post meet the standards set out in this handbook.

**Post-and-wire fencing**
- Wire fencing must be at least 1.05 m high. Use galvanised 4 mm mild steel plain or 2.5 mm
barbed wire, or equivalent as stated in BS 4102 and BS EN 10223.

- The number of strands of wire required is not specified but must be ‘fit for purpose’. For example, if installed to keep cattle in a field it would need to be sufficient to hold them there.
- Straining posts must be at least 125 x 125 mm square or 100 mm top diameter. The straining posts for fences 1.05 m high should be 1.87 m long and in all cases they should be set in the ground at least 750 mm and at a spacing not exceeding 1.50 m.
- Struts must be 75 x 75 mm square or 65 mm top diameter, 1.87 m long for fences 1.05 m high and set in the ground at least 450 mm and morticed into the straining post.
- Intermediate posts must be 75 x 75 mm square or 65 mm top diameter, 1.75 m long for a fence 1.05 m high and in all cases set in the ground at least 600 mm and at a spacing not exceeding 3.50 m.
- Barbed wire must not be used where fencing runs alongside access routes, unless this is unavoidable.

8.3 Water provision for grazing livestock

8.3.1 CSF006 Livestock drinking bays
This option is available to restrict stock access to watercourses where there is no piped water available and where watercourse fencing has been or will be erected. Provision of bays should be able to achieve environmental benefits by helping to prevent erosion and other damage elsewhere along the bankside and edge of the watercourse.

You must seek relevant permission from the Environment Agency (see sections 3.4 and 3.5 of this handbook) before you commit yourself to the proposed work and before you submit your application. The Environment Agency may charge for the relevant permission.

The livestock drinking bay should be constructed on a new site and is restricted under the CSF Capital Grant scheme to 1 drinking bay per field or paddock.

Livestock drinking bays consist of an access ramp excavated into the bank of a watercourse, with a three-sided perimeter post-and-rail fence. The size of the drinking bay will be dictated by the type and number of livestock that need access to drinking water. The access ramp should slope gently down to the water’s edge so that livestock can have easy access to drinking water. The in-stream width of water should be sufficient to provide drinking access but prevent animals from standing in the watercourse.

To construct an access ramp:
- Soil should be excavated to a depth of not less than 150 mm or down to a naturally occurring hard surface, the depth of which will vary...
according to the type of ground.

- The excavated soil should be spread and profiled in the immediate area.
- A hardened surface with a minimum depth of 150 mm and consisting of compacted hardcore, scalplings or locally produced shale should prove sufficiently robust to withstand regular livestock movements, prevent poaching and reduce the amount of sediment from entering the stream.
- At the water’s edge, some form of kerb (such as 100 mm x 50 mm tanalised timber) must be in place to prevent the gradual ‘creep’ of hardcore/scalping into the watercourse. Alternatively, a concrete slab which conforms to the relevant British Standards listed could be used to produce the hard surface. The concrete should have a pronounced tamped finish parallel to the watercourse to prevent animals slipping.

The fencing erected in conjunction with the drinking bay must comply with the appropriate part of BS 1722. Strainer posts must be used at any corners. All timber should be fully peeled and tanalised or treated with preservative.

8.3.2 CSF007 Hard bases for livestock drinkers and feeders
Placing livestock drinkers and feeders on hard bases will help to reduce poaching. The work should cover the associated groundwork, construction of a hard surface and the re-siting of livestock drinkers and feeders.

- CSF007A Hard base for a livestock drinker (restricted to 1 per field or paddock)
- CSF007B Hard base for a livestock feeder (restricted to 1 per field or paddock)

This option is for the hard base only and can be used in conjunction with CSF010 Livestock troughs with associated pipework.

- The soil should be excavated to a minimum depth of 150 mm or down to a naturally occurring hard surface, the depth of which will vary according to the type of ground.
- The excavated area around the drinking trough and/or feeder should extend to a minimum width of 2.5 m.
- Prior to placing the hardcore; a geotextile membrane should be laid over the excavated area.
- The hardcore should then be well compacted by rolling to a minimum depth of 150 mm.
- If there is a requirement for a deeper thickness of hardcore, each successive layer should not exceed 150 mm thickness and should be well compacted.
- The finished hardcore area should be blinded with at least 50 mm of a suitable blinding material.
- Timber boards will provide an edge to the hard base to help retain the hardcore. The livestock drinker and/or feeder can then be relocated to the hardstanding.

8.3.3 CSF008 Pasture pumps and associated pipework
Low-lift animal-operated pasture pumps provide a viable alternative to livestock drinking from watercourses. This reduces the risk of bank erosion and soil loss. The works covered include the purchase of the pasture pump, the associated pipework (adequately sized to provide the required water supply) and the construction of a hardstanding.

- The pasture pump should be secured (pumps that are not fixed are ineligible) to robust and preserved timber.
- The hardstanding should consist of a minimum area around the pasture pump of 1 m x 1 m and excavated to a minimum depth of 150 mm or down to a naturally occurring hard surface, the depth of
which will vary according to the type of ground.

- Hardcore should be well compacted on a geotextile liner by rolling to a minimum depth of 150 mm.
- The hardstanding area should be edged with preserved timber (not smaller than 150 mm x 50 mm) so as to prevent the movement of hardcore.
- The pump itself can be removed and stored during the winter to guard against frost damage; however it must be available for inspection if requested.

8.3.4 CSF009 Ram pumps and associated pipework

This option provides a viable alternative to livestock accessing watercourses thereby reducing bank erosion and soil loss. A ram pump may be located only on sites that have sufficient hydraulic head with a consistent water supply throughout the year.

Water entering the pump must have low sediment content or resulting abrasion will lead to excessive wear and tear. Sediment can be reduced by use of a sedimentation tank.

- The ram pump must be set on a firm base such as a 150 mm thick slab of concrete which conforms to the British Standards.
- Alternatively if the sub-base is firm, then a 150 mm layer of consolidated hardcore will be suitable.
- The work can include the installation of a suitable water collection facility, sediment tank (if necessary), drive pipe (supplying pump), pump chamber, pump, and delivery pipe to point of use.

8.3.5 CSF010 Livestock troughs with associated pipework

This option is for the installation of new livestock troughs and associated pipework and provides an alternative to watercourse drinking for livestock. Poaching around feeding and drinking areas can lead to soil damage, as well as stock welfare and pollution problems, particularly during wet periods. To minimise damage caused by poaching, the water trough must be installed on a level hard base. Typically, work would also include the siting of the water trough and connecting pipework for the water supply. The trough should not be located near watercourses, on areas vulnerable to soil erosion or on or near a site of archaeological or historic interest. It is available for use where watercourse fencing has been erected.

This option can be used in conjunction with CSF007 Hard bases for livestock drinkers and feeders.

- CSF010A Installation of the trough and immediate connection pipework.
- CSF010B Installation of the length of supply pipework required (this option cannot be used on its own).

To create the base:

- The soil should be excavated to a minimum depth of 150 mm or down to a naturally occurring hard surface, the depth of which will vary according to the type of ground.
- The excavated area around the drinking trough should extend to a minimum width of 2.5 m.
- The excavated area should be overlaid with a geotextile membrane and the hardcore well compacted by rolling to a minimum depth of 150 mm. If there is a requirement for a thicker depth of hardcore, successive layers (each 150 mm thick) should be applied and be well compacted.
- The area should be blinded with at least 50 mm of a suitable blinding material.
- Timber boards will provide an edge to the hard base to help retain the hardcore.

Water troughs must be of galvanised steel, concrete, spray-moulded glass-reinforced cement (GRC) or polyethylene, and have a ball valve and service box. Water troughs must comply with BS 3445. The trough must be either connected to a water supply or supplied from a bowser on a regular basis. If you use a mains water supply, you must comply with The Water Supply (Water Fittings) Regulations 1999.
Pipework and fittings for the supply of drinking water to livestock must conform to the appropriate parts of BS EN 12201.

- Pipework must be medium-density blue polyethylene (with a minimum external diameter of 25 mm).
- All joints must be made of brass or plastic and be watertight.
- Pipework must be buried below cultivation depth and to a minimum depth of 600 mm or as determined by your local water supplier.
- When crossing open ditches, the pipe must be covered by a tubular steel guard or sleeve pipe and laid 600 mm below the ditch to allow for ditch cleaning.
- When crossing farm tracks, the pipe must be laid on a 75 mm bed of sand and then covered by further 100 mm of sand before being overlaid by backfill.

8.4 Management of run-off and drainage water, dirty water and sediments

8.4.1 CSF011 Cross drains on or in farm tracks
Cross drains should be designed to intercept and conduct surface run-off so as to reduce flow rates at down slope locations and therefore help to prevent erosion on farm track surfaces. By taking action to control run-off you can reduce dirty water disposal costs, reduce water damage to tracks, minimise soil erosion and reduce the risk of water pollution.

This option can be used in conjunction with CSF021 livestock and machinery tracks.

An open channel is the most effective way of intercepting run-off water from tracks as it can easily be cleared of accumulated silt and debris. Work should include:

- The excavation of channels across the width of the track to a minimum depth of 100 mm and widths of 100-250 mm.
- The depth and spacing of these cross channels will depend on the volume of water that they have to intercept which will also be affected by the slope of the track, the track construction and the amount of rainfall.
- It may be appropriate to construct the channel in concrete with a gridded top which must be at least 150 mm wide.
- The water from the cross drains should be directed to a stable drainage outlet such as a ditch, culvert or other drainage outfall.

Alternatively, the use of cross humps (sleeping policemen) across the track may be more appropriate to direct water off the track. They must be sufficiently robust to stand up to farm vehicle movements and not undermine the track in any way. The spacing of the cross humps is critical and you should discuss your proposals with your CSFO before you start any work (see CSFO contact list at Annex 2). Work should include:

- The excavation of a trench across the track to a minimum depth of 300 mm.
- Fill with concrete and key in kerb stones protruding from the track.
- Tamper the concrete on the lower side of the
track to the edge of kerb stone
- Leave concrete on the upside of track flat below the level of kerb stone.
- The water from the sleeping policemen should be directed to a stable drainage outlet such as a ditch, culvert or other drainage outfall.
- Concrete work should be carried out in accordance with the relevant British Standards BS 8000 and BS 8500

8.4.2 CSFo12 Sediment ponds and traps
Sediment ponds and traps are used to provide an area where muddy run-off is allowed to pond, so sediment will settle out. Traps are used where the site conditions or other restrictions prevent other erosion control measures from adequately controlling erosion and sedimentation.

This option is for installing a new sediment pond/trap and not for the enlargement of an existing sediment pond/trap or dried up pond. Sediment ponds vary in size depending on the estimated volume of field run-off that needs to be contained for sufficient time to allow sediment to fall out of suspension.

You should discuss your requirements with the Environment Agency (see sections 3.4 and 3.5) as permissions may be required in some situations. In addition, such work could be considered to be an ‘engineering operation’ and may require planning permission. You should consult with your Local Planning Authority before starting any work.

The sediment pond should include the area covered by the embankments as well as the open water area.

For relatively small scale operations where most of the soil is excavated and above-ground embankments are not needed, the work must include the following:
- Excavation to an appropriate depth creating gently sloping banks.
- Spread excess soil thinly across land away from the excavated pond area.

For larger scale operations, you should take advice from a qualified soil and water or civil engineer. The work may include the following:
- Excavation of the topsoil and an appropriate depth of subsoil. Stockpile soil types separately for re-use.
- Construct embankments using the subsoil, making sure they are properly compacted to provide a stable structure.
- Install an outflow pipe at a suitable location 750 mm below the top of the embankment to provide a freeboard. You may need to provide protection (such as stone pitching, slabs or concrete spillway) around the outflow to avoid damaging the receiving ditch.
- Spread the topsoil on the embankments and their outside slopes to allow vegetation to grow, to help stabilise slopes and prevent erosion. A grass seed mix of 25 g/m² is suitable.

8.4.3 CSFo13 Swales with check dams
Swales are linear depressions formed in the ground to receive run-off and slowly move water to a discharge point. Check dams are small dams constructed across a swale. They are made from graded broken stone which slow the flow of water, allowing run-off to pond behind the dam and sediment to settle out. Swales are often used along-side roads where the
road surface can drain directly to the swale. You can use them to treat lightly contaminated run-off from hard standing around farmyards and farm roads where it pools before soaking away.

The work should consist of site preparation, excavation of the swale and, if required, the installation of check dams. Formation of a swale could be considered to be an ‘engineering operation’ and may require planning permission. You should consult with your Local Planning Authority before starting any work.

- **CSF013A** Swales
- **CSF013B** Check dams

When calculating the area of the swale, the measurement should start at the inside edge of the created bank.

- Construct the swale on the contour or at a longitudinal slope of normally no greater than 2 degrees.
- Mark the layout of the swale on the ground and excavate the swale to a depth of 750 mm. Topsoil should be stockpiled separately and used in the bottom of the swale and on the graded slopes.
- Side slopes should be graded to no more than 1 in 3. For greater slopes you will need to install more check dams (see below).
- Excavate the floor of the swale for a further 150 – 250 mm and replace the excavated material with topsoil.
- Establish a dense grass sward on the sides and floor of the swale. A seed mixture should be sown at a seed rate of 25 g/m2 and consist of a multi species grass mix such as creeping red fescue (70%), smooth meadow-grass (20%) and creeping bent (10%).

Check dams should be located at regular intervals along the swale, though the steeper the gradient of the swale the shorter the distance between them should be.

- Excavate a trench across the width of the swale.
- Make the trench 200 mm deep and 3 3m long.
- Build up the check dam to 75 – 150 mm and grade broken stone to a height of 500 mm above the floor of the swale.
- The side slopes of the check dam should be at a maximum gradient of about 1 in 2.

**8.4.4 CSF014 Yard works for clean and dirty water separation**

Dirty water around farm buildings can contain nutrients and harmful bacteria from livestock manure and slurry, giving it a high polluting potential. Cattle crossing yards can deposit a significant amount of manure and slurry on yard surfaces and rainfall will wash some of these materials into drains and ditches around the farm. Rainfall running though middens, silage clamps, feeding areas and on to dirty yards collects nutrients and bacteria, adding to the problem of slurry and dirty water storage. Dealing with dirty water is often an area where considerable savings can be made and it also substantially reduces the risks of water pollution.

A yard is defined as ‘a yard at the farm surrounded by farm buildings or adjacent to farm buildings’.

- **CSF014A** underground drainage pipework which includes all excavation, bedding, pipes, fittings and backfill.
- **CSF014B** inspection chambers and pits which should be provided at changes of gradient and changes of direction of all drainage runs.
- **CSF014C** existing outdoor concrete yard renewal or upgrade existing hardcore, tarmac or earth yards to a concrete yard to reduce dirty water production.
- **CSF014D** provision of new rainwater goods (guttering and downpipes) which discharge clean water onto fouled yard areas. This option is for existing buildings within the farmyard that currently do not have rainwater goods or which have existing rainwater goods but they are beyond their serviceable life and need replacement. Clean water from new rainwater goods must be directed...
into a clean water drain. Rainwater goods on proposed new buildings are not eligible for a grant.

For the yard renewal option (CSF014C) the aim is to improve or upgrade existing outdoor concrete, hardcore, tarmac or bare earth yard drainage (indoor yards are not eligible) to reduce foul drainage volumes and to avoid run-off causing pollution. You can use this option to improve existing yards on any farm, and also to renew concrete in the base of existing silage pits and yards which are used for stacking silage bales. You must discuss proposals with the Environment Agency before commencing any work as silage storage areas must comply with the Water Resources (Control of Pollution) (Silage, Slurry, and Agricultural Fuel Oil) (England) Regulations 2010. You will also need to ensure that the Agency is given notice of the place where the silage is to be stored at least 14 days before the place is first used for that purpose.

- The construction the upgraded concrete base must not allow silage effluent to escape.
- The foundations must comply with the relevant parts of BS 5502.
- Drainage works must comply with BS 8000; BS EN 752 and BS EN 1610.

You cannot use option CSF014 to build a new muck pad.

The rainwater goods option (CSF014D) can be used in conjunction with option CSF017C First-flush rainwater diverters/downpipe filters.

If you are offered an agreement, it is a requirement of the scheme that you take photographs of all yard works as evidence of its condition when you joined the scheme and after work is completed together with a record of work done. These should be submitted with your claim, with copies retained for future inspection if required.

The work may include re-organisation of clean and dirty drains, catchpits, gulleys, kerbs, ‘sleeping policemen’, and associated yard areas to reduce the amount of foul or sediment-rich drainage collected; and improvements to dirty drainage to avoid run-off to surrounding areas (this option does not include payment for dirty-water storage tanks). Clean water must not be contaminated by foul/dirty water.

Any foul/dirty-water (which includes slurry or manure residues) and any channels and pipes used in connection with such storage must conform to the Water Resources (Control of Pollution) (Silage, Slurry, and Agricultural Fuel Oil) (England) Regulations 2010 and have a minimum design life of 20 years (with maintenance). If silage effluent is involved, below ground storage systems must be ‘maintenance free’ for the 20 year design life. The use of materials such as upvc or glass-reinforced plastic (GRP) will normally meet this requirement.

You should consult the Environment Agency on detailed requirements, and there is a legal requirement to notify them of new or altered storage facilities.

- Any renewed yards associated with clean and dirty water separation should be constructed using a minimum of 150 mm thick concrete on at least 150 mm thickness of compacted and blinded hardcore.
- The use of a polythene membrane on the surface of newly laid concrete will assist in curing the concrete and prevent premature drying-out.
- It is recommended that the slab is reinforced to minimise cracking and distribute the loads exerted by livestock and/or farm vehicles.
- The concrete should be laid in bays and all joints treated with an appropriate sealant that is resistant to effluent attack.
- The work must satisfy the relevant British Standards or other relevant or equivalent standards including BS 8000, BS 8500, BS EN 206-1, BS EN 1992 and BS 6213, all of which deal with
concrete works and sealants (see Annex 5).
- Do not fully load concrete until it achieves its design strength (equivalent to 28 day strength).

Further information is given in a guidance note CGN 008 Separation of clean and dirty water; dirty water storage; and yard area construction. Copies of this information note can be viewed and downloaded from the Defra website. www.defra.gov.uk/foodfarm/landmanage/water/csf/grants/capital-grants-scheme.htm

All drainage works must comply with the provisions of BS 8000, BS EN 752 and BS EN 1610 and great care should be taken to ensure that open excavations are not left unguarded during the works.

8.4.5 CSF015 Installation of piped culverts in ditches
Culverts are short sections of piped ditch and are designed to take water under a track that provides safe carriage for farm machinery or livestock. The culvert must not be used for agricultural drainage unless this is connected with management under an agri-environment scheme or the drying out of archaeological features.

You must seek relevant permission from the Environment Agency (see sections 3.4 and 3.5 of this handbook) before you commit yourself to the proposed work and before you submit your application. The Environment Agency may charge for the relevant permission.

Pipe diameter
- Pipes must be capable of accommodating anticipated design flows and must always be at least 450 mm in diameter.

Culvert width
- The length of the pipes must provide an adequate, useable width at ground level for normal traffic using the crossing.
- The minimum useable width for a culvert used by wheeled traffic is 4 m.

Pipe type
- The culverts should be constructed using concrete pipes that comply with BS 5911 and BS EN 1916.

Pipes should have a positive joint to preserve alignment.

Culvert construction
- Concrete work should be carried out in accordance with the relevant British Standards and all pipework should be laid in accordance with BS 8000.
- Pipes should be set on a firm bed and be in true alignment.
- The trench bottom (usually the ditch bed) should be recessed where necessary to accommodate pipe joints (normally some form of spigot and socket).
- The pipe invert (water entry level) at the upstream end should be fractionally below the bottom of the true ditch bed.
- Where the total depth of cover over the pipes is less than their diameter plus 300 mm, a concrete pad at least 150 mm thick should be used.
- In all cases, the pipe manufacturer’s specifications and warnings should be sought and observed.

Pipe gradient
- This should approximate to that of the ditch bed.
- The ditch bed should be graded downstream to allow for any deepening required to accommodate the culvert.

Prevention of erosion
- Protection measures (such as stone pitching or slabs) may be needed at the downstream end of the culvert and, if appropriate, on the sides of the ditch.

Backfilling
- Stone-free filling should be packed and rammed tight at the sides of the pipe and to a level 300 mm above the crown (top) of the pipe.
- All filling should be put back in layers not more than 150 mm thick and thoroughly consolidated.
- The finished backfill surface should be left ‘crowned’ above surrounding levels, to allow for some settlement and to prevent surface water collecting on the crossing.

Headwalls
- Adequate provision should be made to retain the backfill material against the pressure of traffic using the crossing.
- Sloping earth ends can be used as headwalls; these should have slopes not steeper than 1 in 1.5,
and the length of the culvert should be extended by 1 m at each end to give stability to the walls.

Use by heavy vehicles

A specialist design is required if the culvert will be used by heavy vehicles. Pipes of specified strength and appropriate bedding and backfilling should be used.

8.4.6 CSF016 Resurfacing of gateways

This item aims to help reduce flooding either side of the gateways caused by soil compaction from vehicles and machinery, it can help reduce soil erosion and run-off and improve the quality of watercourses.

The minimum area resurfaced should be the full width of the gateway multiplied by the length of the gate into the field (opened at 90 degrees) so for a 3 m gate this would cover an area 9 m². In many cases this area may need to be extended to accommodate specific gateway circumstances and will relate to the type and frequency of vehicular and livestock movements.

Appropriate works will involve:

- Excavating the extent of the hardstanding to a minimum depth of 150 mm or down to a naturally occurring sub-base, the depth of which will vary according to the type of ground.
- Remove the excavated soil from the immediate gateway area, spread it on the verges of the field track and profile as necessary to permit drainage.
- Overlay the excavation with a geotextile membrane and apply aggregate/hardcore to a minimum consolidated depth of 150 mm. The required depth of hardcore depends upon soil type; the depth of existing ruts can be used as a guide. A greater depth of stone will be required on peaty soils. In such circumstances a coarser aggregate will be needed to form a base/sub-base layer before placing hardcore on the surface. In most situations, the minimum depth should be at least 150 mm.
- The whole of the hardcore area should be well compacted. If there is a requirement for a thicker depth of hardcore, successive layers (each 150 mm thick) should be applied and be well compacted.

Road planings

You can use road planings, but you should take expert advice on their use and on measures needed to ensure that any oil seepage does not cause water pollution and you must comply with waste regulations. The Environment Agency has developed a specific position on the use of road planings that meet a quality control standard, which allows farmers to use small volumes (less than 150 tonnes per site) without having to pay the normal registration fee. Contact the Environment Agency for further information.

Road planings are not recommended where livestock will use the gateways.

8.4.7 CSF017 Rainwater storage tanks, first flush rainwater diverters and downpipe filters

Collecting rainwater from roofs and buildings can be used for a number of tasks around the farm such as parlour and yard washing. Fitting a first flush rainwater diverter is critical to achieve good quality water. Water diverters improve water quality, reduce tank maintenance and protect pumps by preventing the first flush of water, which may contain contaminants from the roof, from entering the tank. The downpipe diverter cleans water before it enters storage tank.

- CSF017A Rainwater storage tanks underground
- CSF017B Above-ground storage tanks
- CSF017C First-flush rainwater diverters/downpipe filters

You are reminded that it is your responsibility to seek advice from your Local Planning Authority as to whether or not planning consent is needed, especially for underground construction work. You should do this before you submit your application.
CSF017A: Rainwater storage tanks underground

Typical underground storage tanks are made from glass-reinforced plastic (GRP) and pre-cast concrete. They may also be built in situ (poured concrete using shuttering/steel reinforcement) or potentially, for small tanks, using bricks or blocks and rendered to make waterproof. However in situ concrete tanks and masonry tanks can be very expensive and they must be designed and constructed by competent persons. GRP tanks should conform to BS EN 13923 or other relevant or equivalent British standards.

Installation should follow the manufacturer’s instructions. The work includes the tank, pump, site excavation, a lean-mix concrete bed, backfilling with concrete to cover the tank and then, optionally, a free-flowing material to ground level and installation of connecting pipework and pump. These tanks will not be suitable in ground with a high water table unless further structural work is undertaken to avoid such tanks from floating. In such cases you must seek advice from the manufacturer. Pre-cast concrete tanks should conform to BS 8000, BS EN 1917, BS EN 1992-3:2006 or other relevant or equivalent standards (see Annex 5). Installation should follow the manufacturer’s instructions. The work includes the tank, pump, site excavation and backfilling, and the installation of connecting pipework and pump.

CSF017B: Above-ground storage tanks

New above-ground storage tanks should be suitably located on hardstanding or concrete according to the manufacturer’s instructions. There are no generic specifications for above-ground storage tanks as they are pre-made tanks supplied as fit for purpose. This option does not include a lined, soil-bunded ‘pond’ for rainwater collection. Second-hand tanks are not eligible for grant aid.

CSF017C: First-flush rainwater diverters/downpipe filters

First flush rainwater diverters can be used for potentially contaminated roof water on individual rainwater downpipes, or as wall-mounted diverters or as larger stand-alone diverters depending on the volumes to be treated. The work includes the supply and installation of diverters. Such diverters can be used in conjunction with water storage tanks. Diverted contaminated water must not enter a clean water drain or discharge to ditches or watercourses. Downpipe filters can be used to keep leaves, debris and other contaminants out of diverters, clean water drains and water storage tanks. The work includes the supply and installation of downpipe filters.

8.5 Sheep dips

Research has shown that pollution from sheep dip can be a major cause of damage to aquatic fauna and also to public health. If good facilities are provided, handling and dipping can be carried out with the minimum of stress, effort and pollution risk.

8.5.1 CSF018 Relocation of sheep dips/pens

- CSF018A Relocation of sheep dips including any holding pens to a better site
- CSF018B Relocation of sheep pens only

You must seek relevant permission from the Environment Agency (see sections 3.4 and 3.5 of this handbook) before you commit yourself to the proposed work and before you submit your application. The Environment Agency may charge for the relevant permission.

You cannot use CSF018 to build a new permanent sheep dip with holding pens on a farm where there are no existing dipping facilities. Grant is not available for mobile penning arrangements.

If you have a static holding pen and use a mobile sheep dip you may use option CSF018B to relocate the sheep pen and continue to use the mobile sheep dip.

- New dip baths and drain pens must be sited as
far away as possible, and a minimum of 10 m from watercourses (including streams, ditches, land drains and wetlands), and at least 30 m from watercourses that drain into protected conservation sites (such as Sites of Special Scientific Interest).

- Such facilities must be at least 50 m from any spring, well or borehole.
- Dip baths and drain pens must not be sited on, or at the top of, a slope where there is a risk that spillage might drain to a watercourse, road or track.
- Dip baths must be impermeable (free of leaks) and have no drain outlet.
- The work includes the installation of a new dip bath and drain pens.
- Concrete areas must be impermeable with watertight sealed joints conforming to BS 8500, BS EN 206-1, BS EN 1992-1-1:2004 and BS N 1992-3:2006, or other equivalent standards.
- Non-return valves must be fitted to any mains water supply to avoid any back-siphoning.


Copies of these documents can be viewed and downloaded from the Defra website www.defra.gov.uk/foodfarm/landmanage/water/csf/grants/capital-grants-scheme.htm

8.5.2 CSF019 Sheep dip drainage aprons with residue sumps

Drainage aprons should be designed to redirect drainage from pen areas back to the dip bath. The drainage apron should be constructed of impermeable concrete and conform to BS 8500, BS EN 206-1, BS EN 1992-1:2004 and BS N 1992-3:2006

- The residue sump should be designed to catch debris, such as wool and faeces, and prevent it from re-entering the dipping tank.
- The sump should be constructed of engineering brick walls set on a concrete base.


Copies of these documents can be viewed and downloaded from the Defra website www.defra.gov.uk/foodfarm/landmanage/water/csf/grants/capital-grants-scheme.htm

8.5.3 CSF020 Installation of livestock drinking troughs in draining pens for freshly dipped sheep

The water trough must be installed on a level hard base and should be installed in either the draining pen or a fenced area. Typical work would include the siting of the water trough and connecting pipework for water supply.

- Troughs made of galvanised steel must comply with BS 3445. Other materials may also be acceptable if they comply with the basic requirements contained within this Standard.
- The trough must either be connected to a water supply or supplied from a bowser.
- Pipework for the supply of drinking water to livestock must conform to the relevant parts of BS EN 12201.
- Pipework must be medium-density blue polyethylene (with a minimum external diameter of 25 mm).
- All joints must be watertight and made of brass or plastic to meet BS EN 12201.
- Pipework must be buried below cultivation depth to a minimum depth of 600 mm or as determined by your local water supplier.
8.6 Others

8.6.1 CSF021 Livestock and farm machinery tracks
Effective positioning, construction and maintenance of livestock/farm machinery tracks can help to reduce the amount of poaching and soil erosion, run-off and watercourse pollution associated with this movement. Except for CSF021D which is to replace degraded bark or wood chippings to help reduce run-off, options A, B and C are not available to repair potholes in or upgrade existing tracks or farm drives. The option is to deal with compaction or erosion issues caused by livestock or machinery movements by building new tracks. **Note:** if it is currently bare soil, a few stones or has completely overgrown this would not be classed as an existing track.

Please contact the Environment Agency before starting to build your tracks to apply for the relevant waste exemption licence, for most cases it will be U1 - Use of waste in construction. Example activities for a U1 waste exemption licence include:
1. using crushed bricks, concrete, rocks and aggregate
2. using road planings and rubble to build a track, road or car park.

The installation of cross drains or sleeping policeman (option CSF011) is essential on sloping tracks where run-off is an issue or where a track leads onto a highway. Such drains could be linked up with a sediment trap (option CSF012) to prevent excess runoff from contributing to localised flooding.

- **CSF021A** Bark/wood chipping tracks,
- **CSF021B** Hardcore tracks for heavier/frequent use,
- **CSF021C** Hardcore tracks on peaty soils.
- **CSF021D** Upgrade of existing Bark/wood chipping tracks

Cattle tracks constructed of sand and removable rubber mats are not eligible for grant aid.

8.6.1.1 CSF021A: Bark/wood chipping tracks
Excavate a trench 1.2 m wide and to a soil depth of 300 mm, or down to a depth where a firm base is reached.

Use the soil to profile the edge of the track so that it acts as bunding to prevent the movement of track materials.

- Line the trench with a geotextile membrane.
- Fill the trench with aggregate to a depth of 200 mm and compact it.
- Cover the aggregate with a further geotextile membrane, ensuring it is tucked into the sides of the trench effectively containing all the aggregate.
- Alternatively, the lower layer membrane should extend beyond the excavation and be folded back over the compacted fill.
- Cover with bark/wood chippings to a depth of 100 - 150 mm.

8.6.1.2 CSF021B: Hardcore tracks
Excavate a trench 2.4 m wide and to a minimum depth of 150 mm, or down to a depth where a firm base is reached.

- Use the soil to profile the edge of the track so that it acts as bunding and prevents the movement of track materials.
- Overlay the excavation with a geotextile membrane and fill the trench with local stone or hardcore to a depth of 150 mm or more and compact. The exact depth of local stone/hardcore will depend upon the frequency of livestock movements.
- Top it off with a finer material (wearing course, 18 mm to dust) to a depth of 25 - 50 mm and compact it into a camber with a vibrating roller so as to ensure track drainage.
- Any track run-off should be directed to a ditch or other stable drainage outlet or diverted onto grassland.
Road planings can be used to form the main structural layer; however, their use for the wearing course depends on the specific composition of the material. You should take expert advice on the use of road planings and on measures needed to ensure that any oil seepage does not cause water pollution. You must comply with waste regulations. The Environment Agency has developed a specific position on the use of road planings which allows farmers to use small volumes (less than 150 tonnes per site) without having to pay the normal registration fee. Contact the Environment Agency for further information. Road planings are not recommended for livestock tracks.

8.6.1.3 CSF021C: Hardcore tracks on peaty soils
Track construction on peaty soils can require significant excavation to reach a solid base and large quantities of aggregate are needed. This can be reduced by using a synthetic geotextile membrane laid under the track which separates the track material from the peat. It prevents aggregate loss and helps to reduce the risk of creating an undulating trackway even when the track effectively “floats” over deep peat. The work should be undertaken when conditions are dry.

- Excavate a trench 2.4 m wide and to a minimum soil depth of 300 mm on peat soils, and 500 mm on deep peats.
- Soft pockets in the profile should be dug out, drained and filled with well compacted hardcore and capped with clay.
- Cut and lay a geotextile membrane to the full width of the track, folding up the sides of the excavated trench.
- The geotextile must be laid onto a surface that will not puncture the material. Allow at least 300 mm for any overlaps of the geotextile.
- Fill the trench to within 50 mm of the top with local stone/hardcore (40 mm to dust).
- Profile and compact with a vibrating roller to produce a double camber. Take care to prevent any puncturing of the geotextile when filling the trench and compacting.
- Top off with a finer material (wearing course, 18 mm to dust) to a depth of 25 – 50 mm and compact with a vibrating roller to produce a double camber.
- Ensure that the geotextile is fully covered. Grass turfs may be required to prevent geotextile exposure at the edge of the track.

8.6.2 CSF021D Upgrading existing Bark/wood chipping tracks
This option can be used to replace degraded existing bark/wood chipping tracks used for regular livestock movements around the farm to help reduce run-off. This option is based on replacing the bark/wood chippings covering only, not the aggregate foundation or geotextile membrane, to bring the track up to the same standard as a new track, as specified in CSF021A.

- The foundations of the track (aggregate covered with geotextile membrane) should be covered with bark or wood chippings to a depth of 100-150 mm.
- Please note that if the track is a Public Right of Way you should consult the local Highways or Rights of Way Office.

8.6.3 CSF022 Lined biobeds (off-set or drive-over) and associated loading/wash down area.
Biobeds are intended to collect, retain and degrade non-hazardous pesticide residues arising from agricultural pesticide handling activities such as diluting pesticides and washing equipment. They have the potential to reduce pollution of ground and surface waters.

You should use option CSF027 if you only want to install a pesticide sprayer loading/wash-down area.

Before you commit yourself to the proposed work and before you submit your application, you must seek guidance from the Environment Agency on the location of your proposed biobed, whether you will need to register a waste exemption and/or obtain an environmental permit.

The construction of a biobed may well be considered by Local Planning Authorities to be an ‘engineering operation’ and as such will require planning consent; you should contact your local planning authority for guidance.
The treatment of pesticide washings in a lined biobed is covered by the Environmental Permitting (England and Wales) Regulations 2010. They can usually be installed and used under an exemption T32. This exemption allows you to treat non-hazardous pesticide washings prior to their disposal to land. There are fewer environmental impacts from this compared with discharging untreated pesticide washings directly to land. Further information and detailed guidance on installing biobeds can be found on the Environment Agency website [www.environment-agency.gov.uk/business/sectors/117117.aspx](http://www.environment-agency.gov.uk/business/sectors/117117.aspx) or from the agricultural waste helpline (0845 603 3113). Biobeds may not be appropriate for all situations. There will be some locations that are not suitable. Before installing a biobed you MUST carefully consider whether the proposed site presents an unacceptable risk to surface water, groundwater and the nearby environment.

The place where you store and handle your pesticides and where you wash down spraying equipment is usually the best place to site your biobed. However, you must not construct the biobed within 10 m of a watercourse or 50 m from a spring, well or borehole. It also has to be away from major access routes to prevent the trafficking of potentially contaminated material.

You must also check to see if the site you plan to use is within a groundwater source protection zone 1 (SPZ1). To prevent pollution of the groundwater, you cannot build the biobed within a SPZ1. So, before you choose your site check first either by contacting the Environment Agency National Customer Contact line or via the EA website [www.environment-agency.gov.uk/contactus/default.aspx](http://www.environment-agency.gov.uk/contactus/default.aspx).

The work may include the installation of a bunded loading/wash-down area (for an off-set biobed) or a bunded drive-over grid with supporting foundations (for a drive-over biobed), holding tanks, the biobed structure (but not the biobed material), liquid distribution system (for off-set biobeds), necessary pumps and pipes, and all site preparation and excavation work.

- Remove topsoil and excavate an area for the biobed
- Remove and block off any field drains.
- Earth banks should have slopes of around 30 - 35 degrees (about 1 in 1.5) that are stable and well compacted.
- The biobed must have a liner at least 1.5 mm thick laid on top of a geotextile membrane and/or 25 mm of sand blinding.
- Follow the liner manufacturer’s installation instructions.
- The biobed must have an effective depth of at least 1 m and at least one cubic metre of biobed material must be used to treat 1000 litres of liquid in any 12 month period.

For off-set biobeds:

- The bunded loading area should have 150 mm of reinforced concrete over 150 mm of hardcore with not less than a 1 in 100 slope to collect liquids via a suitable drain for treatment.
- Concrete and drainage works must meet the appropriate British Standards.
- The surrounding bund should be at least 100 mm high to contain liquids.
- The biobed does not require a cover/roof.

For drive-over biobeds:

- The drive-over grid should be bunded to ensure that only liquids for treatment are applied to the biobed.
- The grid and its foundations must be suitable for the loading from the equipment being driven over it.
- Typical underground storage/holding tanks may be made from glass-reinforced plastic (GRP) or pre-cast concrete. GRP tanks should conform to BS EN 13923 or other relevant or equivalent standards. Pre-cast concrete tanks should conform to the requirements of BS EN 1992-3:2006.
8.6.4 CSFO23 Roofing of existing manure storage and livestock gathering areas

An uncovered yard is vulnerable to polluted runoff in heavy rain. Roofing manure storage reduces runoff and saves storage and spreading costs. Roofing collecting yards and loafing areas can help save time, aid animal handling and welfare.

- CSFO23A Roofing of existing manure storage
- CSFO23B Roofing of existing livestock gathering areas

If you are offered an agreement, it is a requirement of the scheme that you obtain current photographs of all roofing works as evidence of its condition when you joined the scheme and after work is completed together with a record of work done. These should be submitted with your claim, with copies retained for future inspection if required.

CSFO23A is to be used for constructing a roof over existing ‘solid’ manure stores (where the manure has been removed from cattle, pig or poultry housing). This option cannot be used for a dual purpose such as holding feed or storing machinery during the winter and as a manure store at other times of the year. If at inspection the manure store is found to be used for another purpose, you will be in breach of your agreement and Natural England may recover with interest and penalties or withhold grant aid if the claim has not been paid (see section 6).

CSFO23B is to be used to roof over existing external outside soiled yards that is normally used by livestock to defecate on, including yards where animals feed, drink or exercise. It cannot be used to build a livestock housing unit and the covered gathering area must not contain cubicles, kennels or bedding areas so that livestock can lie down and be kept overnight. If at inspection the livestock gathering area is found to be used as an animal housing unit, you will be in breach of your agreement and Natural England may recover with interest and penalties or withhold grant aid if the claim has not been paid (see section 6).

For both options:
- The roof, structural supports and foundations must comply with the relevant part of BS 5502, or other relevant or equivalent standards.
- Roof water must be directed away from the manure store or livestock gathering area into a clean water drain.
- The work may include foundations (including excavation), supporting structure, the roof sheeting, cladding above eaves level (gable ends), rainwater goods, and installation of clean water drains.
- Drainage works must comply with BS 8000; BS EN 752 and BS EN 1610.

8.6.5 CSFO24 Watercourse crossings

If livestock and machinery have to access land on both sides of a watercourse it is necessary to cross the watercourse. This may cause increased bacteria levels in the water and/or bank erosion leading to an increased sediment load in the water which can smother out aquatic habitat. Dedicated crossings restrict disturbance to watercourses and surrounding buffer areas and minimise sedimentation of watercourses.

You must seek relevant permission from the Environment Agency (see sections 3.4 and 3.5 of this handbook) before you commit yourself to the proposed work and before you submit your application. The Environment Agency may charge for the relevant permission.
Ford/crossing point

- A ford must include a semi-circular, straight or oblique group of toe stones keyed into the river bed on the downstream edge to form a gravel trap.
- The specific design will depend upon local conditions, but must minimise both erosion and the obstruction of fish.
- The trap allows the natural build up of gravel and cobbles to form a hard crossing point.
- The stones should be keyed down to a minimum of 600 mm below the existing level of the bed or below the known scour level, whichever is the deeper.
- Stones that form the trap should not stand clear of the water during low summer flows, and should not form a weir.
- Fords should usually be 4 m wide to allow access for stock and farm machinery.

To protect the bank and immediate area:

- The approach slope gradient should not be steeper than 1 in 4.
- The length of the ramp will depend on the slope of the river bank. The steeper the bank the longer the ramp must be.
- The sides of the ford approaches should not be accessible to livestock and should be protected by minor rock revetment on the river side.
- The base of the ramp should be protected to avoid bankside erosion.

The nature of the protection will be site specific but must be of one of the following types:

- **Rock armouring:** Cobble-sized rocks should be positioned to provide as flat a surface as possible, with gaps filled with coarse gravel or hardcore. The gaps should be tightly filled so that livestock will not be at risk of injury.

- **Coarse gravel/hardcore with retaining boards:** If rock cannot be used as the ramp base, coarse gravel/hardcore can be used with treated retaining boards (50 mm x 230 mm) along the ramp (parallel to river flow) spaced 1 m apart. The boards should be held in position by treated posts (100 mm x 100 mm), 1 m apart, driven into the bank and trimmed at an angle (1:4 parallel to slope), 50 mm below the line of the boards to avoid tripping. The bed of the ramp should be compacted to provide a stable footing for livestock.

**8.6.6 CSF025 Tree planting alongside watercourses**
This item is no longer available for grant aid.

**8.6.7 CSF026 Roofs for existing slurry and silage stores (including self feed silage stores or clamps)**
Roofing will help ease the burden on your slurry storage facilities and reduce the volume of slurry to be spread by diverting rainwater away into a clean water drain. If you put a cover on your slurry store or lagoon you can increase your storage capacity and it can be spread when the crop needs it most. Well-designed silage storage and distribution systems can prevent waste through spoilage in addition to helping reduce pollution.

You must seek relevant permission from the Environment Agency (see sections 3.4 and 3.5 of this handbook) before you commit yourself to the proposed work and before you submit your application. The Environment Agency may charge for the relevant permission.

If you are offered an agreement, it is a requirement of the scheme that you obtain current photographs of all roofing works as evidence of its condition when you joined the scheme and after work is completed together with a record of work done. These should be submitted with your claim, with copies retained for future inspection if required.
CSF026A  Roofs for silage stores (clamp or silo), self feed silage stores or clamps and square/rectangular slurry stores
CSF026B  Self supporting covers for circular above-ground slurry stores
CSF026C  Floating covers for circular above-ground slurry stores
CSF026D  Floating covers for slurry lagoons

This option cannot normally be used for a dual purpose such as holding silage during part of the year and as an animal housing unit at other times of the year. If you intend using a self feed silage store or clamp, then you MUST declare this at section 12 on your application form CSF 1. Provided you have declared this allowable dual use, then you will not be in breach of your agreement.

8.6.7.1 Roofs for existing silage stores (clamp or silo), self feed silo stores and existing square/rectangular slurry stores
If any part of the roof supporting structure forms part of the silo or slurry store, you must discuss proposals with the Environment Agency since significantly altered silos must comply with the Water Resources (Control of Pollution) (Silage, Slurry, and Agricultural Fuel Oil) (England) Regulations 2010.

- The construction of the foundations and structural supports (CSF026A) must not allow silage effluent or slurry to escape.
- The foundations, support structure and roof must comply with the relevant parts of BS 5502.
- Roof water must be directed away from the silo or slurry store into a clean water drain.
- The work may include foundations (including excavation), supporting structure, the roof sheeting, cladding above eaves level (gable ends), rainwater goods, and installation of clean water drains.
- Drainage works must comply with BS 8000; BS EN 752 and BS EN 1610.

Further information is given in CGN 011 The use of covers on circular steel and concrete slurry stores. Copies of this information note can be viewed and downloaded from the Defra website www.defra.gov.uk/foodfarm/landmanage/water/csf/grants/capital-grants-scheme.htm

8.6.7.2 Roofs for existing circular above-ground slurry stores
Self-supporting covers/roofs (option CSF026B) must conform to the Water Resources (Control of Pollution) (Silage, Slurry, and Agricultural Fuel Oil) (England) Regulations 2010. They must have a minimum design life of 20 years (with maintenance) and satisfy the relevant British Standards.

- If a cover is fitted to an existing above-ground steel or concrete tank you should take advice from a structural or civil engineer (alternatively a specialist supplier or tank manufacturer) to identify its condition and suitability.
- Installation should be carried out when the store is empty.
- Display appropriate signs to warn of the dangers of confined spaces and fragile roofs.
- Roof water must be directed away from the slurry store into a clean water drain.
- The work includes the roof material, supporting structure, strengthening of an existing slurry store in order to take the roof, and installation of clean water drains.
- Drainage works must comply with BS 8000; BS EN 752 and BS EN 1610.

8.6.7.3 Floating covers for existing slurry stores (tank and lagoon)
Suitable flexible heavy-gauge fabric covers for slurry stores (option CSF026C for tanks, and option CSF026D for lagoons) require specialist supply and fitting.

- They must be impermeable to prevent rainfall from entering the store and consequently may require a small pump to remove surplus rainwater collected on the surface of the cover.
- The cover should be secured to avoid wind damage and may be placed on floats, depending on the surface area of the slurry.
- Installation should be carried out when the store is empty.
- Display appropriate signs to warn of the dangers of confined spaces and fragile covers.
8.6.8

**CSF027 Pesticide sprayer or applicator loading and wash-down areas and roofing for pesticide sprayer or applicator loading and wash-down areas**

- **CSF027A**  Pesticide sprayer or applicator loading and wash-down areas
- **CSF027B**  Roofing for pesticide sprayer or applicator loading and wash-down areas

The use of dedicated areas for mixing and loading pesticides, spray equipment filling, washing spray equipment and pesticide waste disposal operations, has the potential to reduce diffuse contamination of groundwater and surface water as well as point source pollution incidents. These areas may also help avoid costs related to disposal of washings. You can avoid rainfall increasing the volumes of water that need to be handled by roofing an existing or new area or using a cover when the washdown areas are not in use.

You must contact the Environment Agency for advice on the requirements for permit under the Environmental Permitting (England and Wales) Regulations 2010 if you intend to dispose of the pesticide washings/drainage water to land before you submit your application. The Environment Agency may charge for the relevant permission.

You cannot use this option in conjunction with **CSF022** (Lined biobeds) as that option already includes the loading or wash down areas.

If you are offered an agreement, it is a requirement of the scheme that you obtain current photographs of all roofing works (CSF027B) as evidence of its condition when you joined the scheme and after work is completed together with a record of work done. These should be submitted with your claim, with copies retained for future inspection if required.

**General specification for loading and wash down areas**

The construction of a concrete loading and/or wash-down area for agricultural/horticultural pesticide sprayers or other applicators such as slug pellet applicators, without an associated lined biobed, will require separate arrangements to be made for disposal of the washings and/or drainage water.

The work may include:
- The installation of a new bunded concrete loading area, holding tanks, and any necessary fixed pumps and pipework for removing washings from the holding tank.
- It also includes all site preparation and excavation works.
- The structure must be impermeable and not within 10 m of any field drain, ditch, pond or watercourse or within 50 m of any spring, well or borehole.
- Choose a site that is not affected by a high water table or liable to flooding.
- Remove topsoil and excavate as necessary (remove and divert any field drains that may cross the site).
- The bunded concrete loading area should be constructed with 150 mm of reinforced concrete on 150 mm of compacted and blinded hardcore with not less than a 1 in 100 fall, to direct liquids via a suitable drain to discharge to a suitable holding tank.
- The surrounding bund should be at least 100 mm high to contain liquids.
- All concrete joints should be sealed with a proprietary sealant.
- The size must be adequate to contain all liquids that drop from the sprayer or applicator, and to allow the operator to work freely in all pesticide mixing, loading, washdown and water-filling operations.
- The width and length of the concrete bunded area for sprayers should be the sprayer transport width plus 2 m, and sprayer length plus 1.5 m. Allowances, from currently available sprayer equipment and work routines, suggest the following typical sizes:

<table>
<thead>
<tr>
<th>Sprayer type</th>
<th>Overall length (m)</th>
<th>Overall width (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self propelled sprayer</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Trailer</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Mounted</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

*Source: Design manual: Pesticide handling areas and biobeds (The Voluntary Initiative, April 2005).*
A typical storage/holding tank should be sized according to the local rainfall and the area of concrete (if there is no roof or cover over the structure). It may be made from glass-reinforced plastic (GRP) or pre-cast concrete. GRP tanks should conform to BS EN 13923 and pre-cast concrete tanks should conform to BS EN 1992-3:2006 or other relevant or equivalent standards.

The work must satisfy the relevant British Standards including BS 8000, BS 8500, BS EN 206-1, BS EN 1992-1-1:2004; BS 6213:2000, BS 5502 and BS EN 752.

**Specification for roofing of pesticide sprayer or applicator loading and wash-down areas**

This option is only available for roofing over a bunded concrete pad used as a pesticide handling area with all pesticide washings draining to a holding tank (sump), without an associated biobed. The roof should cover the concrete bunded area where sprayer/applicator filling and washing is carried out, to prevent rainfall increasing volumes of pesticide washings and drainage water to be safely disposed of. Please note that there is a separate grant option for a lined biobed with associated loading/washdown area (CSF022), recommended as the best option for treatment of pesticide washings.

Grant can be claimed based on the length and width of the bunded area plus 1 m on each side (to allow for overhang) to be covered. Additional roof area to this would be at the applicant’s own cost.

This item can be used in conjunction with CSF027A ‘Pesticide sprayer or applicator loading and wash-down areas’. However, roofs can also be installed over existing concrete-bunded pesticide handling areas, with a holding tank, that are designed and sited to protect drains, ditches, ponds, watercourses, springs, wells or boreholes from the risk of pesticides. This option should not be used for roofing a storage or livestock holding area.

You are reminded that it is your responsibility to seek advice from the Local Planning Authority as to whether or not planning consent is needed for the structure and from the Environment Agency on relevant permissions. You can refer to Schedule 2, Part 6 of The Town and Country Planning (General Permitted Development) Order 1995 on [www.legislation.gov.uk/uksi/1995/418/schedule/2/made](http://www.legislation.gov.uk/uksi/1995/418/schedule/2/made).

Please note that separate arrangements are required to be made for safe disposal of the washings and drainage water from the wash-down areas and holding tank. If you intend to dispose of the pesticide washings/drainage water to land, before submitting an application for a grant under the scheme, you must contact the Environment Agency for advice on the requirements for an Environmental Permit, under the Environmental Permitting (England and Wales) Regulations 2010. Guidance on Environmental Permit for Water Discharge and Groundwater Activity Permits can be viewed on the Environment Agency website at [www.environment-agency.gov.uk/business/topics/water/117697.aspx](http://www.environment-agency.gov.uk/business/topics/water/117697.aspx). Please note that the Environment Agency may charge for the relevant permit.

The construction of the foundations, support structure and roof must conform to the following conditions:

- The roof area must cover the concrete-bunded wash down area draining to the holding tank plus 1 m overhang on each side. The bunded area should be the sprayer transport width (with booms folded) plus 2 m and sprayer length plus 1.5 m (see CSF027).
- The roof structure must be impermeable to rainwater and include guttering and drains to direct all roof water away from the wash-down area into a clean water drain.
- The construction of the foundations and structural supports must not allow pesticide washings to escape.
- The foundations, support structure and roof must comply with the relevant parts of BS 5502.
- The work may include foundations (including excavation), supporting structure, the roof sheeting, cladding above eaves level (gable ends), rainwater goods, and installation of clean water drains.
- Drainage works must comply with BS 8000; BS8500; BS EN 752; BS EN 206-1; BS6213 and BS EN 1610.

Further information on pesticide handling and disposal is given on the Voluntary Initiative website [www.voluntaryiniative.org.uk](http://www.voluntaryiniative.org.uk).
Annex 1: Location of priority catchments

If you are unsure if you are in a priority catchment contact your local CSFO (see Annex 2).

Alternatively, more detailed maps for individual catchments can be viewed on the MAGIC website via a link in the Capital Grant Scheme pages on the Defra website. From the MAGIC website select the 'search option' tab then select the 'postcode' button and enter your postcode. This will load a map that will show if your land is in one of the following priority catchments.

1. Bure, Ant and Muckfleet
2. River Wensum
3. West Midlands Meres and Mosses
4a. Yare
4b. Waveney
5. Rivers Axe and Otter
6. East Riding Of Yorkshire and North Lincolnshire
7. River Lugg
8. Yorkshire Ouse, Nidd and Swale
9. North Norfolk Rivers
10. Little Ouse (Thetford Ouse)
11. River Wyre
12. Somerset Levels and Moors
13. Slapton Ley, Salcombe to Kingsbridge, Devon Avon and Dart
14. Lincolnshire Coast Rivers
15. Deben, Alde and Ore
16. West Cornwall Catchments
17. River Nar
18. River Exe
19. Rivers Waver and Wampool
20. River Piddle, River Frome and Fleet Lagoon
21. Yorkshire Derwent
22. Tamar - Tavy
23. River Wye
24. Hampshire Avon
25. Tweed, Aln, Coquet and Coastal Streams
26. Dorset Stour
27. River Camel Valley and Tributaries
28. River Teme
29. Rivers Test and Itchen
30. Peak District Dales
31. Gipping and Orwell
32. River Eden and Tributaries
33. Rivers Lambourn and Kennet
34. Bassenthwaite Lake
35. Eastern Rother and Walland Marsh
36. North Somerset Moors
37. The Stour
38. Yealm and Erme Estuaries
39. River Eye
40. Pevensey
41. Arun and Western Rother
42. Rivers Kent and Leven
43. River Leadon
44. River Beult
45. River Blyth and Surrounding SSSIs
46. River Esk and North Yorkshire Coastal Streams
47. River Ribble
48. Rivers Stour and Colne
49. The Tern and Roden
50. Upper Roding
Annex 2: Contact details for Catchment Sensitive Farming Officers (CSFOs) and River Basin Co-ordinators

Details are correct at the time of printing. For up-to-date information please check the Defra website www.defra.gov.uk/foodfarm/landmanage/water/csf/catchments/csfos.htm
Or contact the Regional River Basin Co-ordinator (contact details at the end of this annex).

Anglia

1 BURE, ANT AND MUCKFLEET
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Natural England CSF Capital Grant Scheme Farmer Handbook (CSF 3)
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42 RIVERS KENT AND LEVEN
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46 RIVERS ESK & NORTH YORKSHIRE COASTAL STREAMS
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7 RIVER LUGG
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23 RIVER WYE
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28 RIVER TEME
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South East

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37 THE STOUR
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18 RIVER EXE
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20 RIVER PIDDLE, RIVER FROME AND FLEET LAGOON
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26 DORSET STOUR
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27 RIVER CAMEL VALLEY AND TRIBUTARIES
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36 NORTH SOMERSET MOORS
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25 TWEED, ALN, COQUET AND COASTAL STREAMS
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32 RIVER EDEN AND TRIBUTARIES
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Northumbria

25 RIVERS TWEED, ALN AND COASTAL STREAMS
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Thames

33 RIVERS LAMBOURN & KENNET
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44 RIVER BEULT
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50 UPPER RODING
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Annex 3: Consent for work within a National Park, other Designated Protected Sites, or relating to a Scheduled Monument or listed building.

Special rules apply to the installation of capital items in these areas. Before starting work you must write to the relevant authority for your area and seek consent for your proposed work. Applications can only be considered under this scheme if you follow this procedure.

The information you supply to the relevant authority should include:
- a list of your proposed capital works;
- a clear location plan identifying your proposals by OS grid references or field numbers;
- a full description of your proposals including appropriate dimensions, detailed plans, and a specification of design and materials to be used; and
- details of the expected timing of the work.

If your proposed work is in a Site of Special Scientific Interest or National Nature Reserve and a National Park you must send details of your proposals to both authorities.

Some of CSF capital works such as putting in rain water goods may affect listed buildings. In these cases Listed Building Consent would be needed from the local Conservation Officer in the District Authority.

The relevant authorities are:
- National Parks – the appropriate National Park Authority.
- Sites of Special Scientific Interest and National Nature Reserves\(^1\) – Natural England.
- Scheduled Monuments – English Heritage\(^2\).
- Listed buildings - the local Conservation Officer in the District Authority.

The authority will normally reply within one month of receiving details of your proposals. They may, however, wish to discuss your proposals with you and suggest changes. If the authority writes to say that it has no objection or agrees any changes with you, then you should send us their letter of consent or authorisation document when you make your application.

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1. You can check whether your land is within a Site of Special Scientific Interest or National Nature Reserve by using Natural England’s website Nature on the Map [www.natureonthemap.org.uk](http://www.natureonthemap.org.uk)

Annex 4: Flood defence consents

The following is an extract from the Environment Agency’s ‘Living on the Edge’ publication, which can be viewed in its entirety on: www.environment-agency.gov.uk/homeandleisure/floods/31626.aspx

“The Water Resources Act 1991 and associated byelaws require you to apply for formal consent for works in, over, under or adjacent to main rivers. This is to ensure that such activities do not cause or make worse an existing flooding problem, interfere with our work, and do not adversely affect the local environment, fisheries, wildlife, and flood defences. These consents are referred to as ‘flood defence consents’. Under the Land Drainage Act 1991, you also need Environment Agency consent if you want to construct a culvert or flow control structure (such as a weir) on any ordinary watercourse. The Environment Agency generally opposes culverts and in-channel structures because of their environmental impacts. You can read about their policy via a link to the Environment Agency website.

Contact the Environment Agency as soon as possible to discuss your plans. They will want to see full details of the work you propose at least two months before you intend to start. Discussing plans early on helps everyone and avoids delays and wasted effort. Once preliminary details have been agreed, you will need to fill in an application form. This must be returned with the appropriate fee. You can obtain details of the charges from local Environment Agency offices.

The Environment Agency will not approve works that they believe would harm the environment or would increase flood risk – even if the works appear to be sound from an engineering or structural point of view. As noted above, the culverting of watercourses is discouraged, and ‘soft engineering’ methods to control erosion is promoted. For example, the use of natural materials such as woven willow spiling or natural planting to limit erosion is preferred where practical, rather than steel sheet piles, unless conditions at the location require that piles are used.

If consent is refused, and you think it has been withheld unreasonably, you may appeal. There is a procedure for such appeals, which are heard by an agreed independent arbitrator. You will be told more about how this works at the time the decision is made whether to grant consent or not.

You must not carry out work without consent. If you do, the consequences can be expensive. The Environment Agency can reclaim from you the cost of whatever action they decide is necessary to remove or alter your work. Or, they can require you to put things right. Carrying out works without prior consent or failing to rectify problems may be a criminal offence.

Environment Agency consent only covers the impact of the structure on flood risk and the environment; it does not cover the following:

- Confirmation that a proposed structure is of sound design.
- Confirmation that your plan complies with other legislation, such as health and safety.
- Consent does not allow you to carry out works on land or rivers that you do not own; you must have the landowner’s permission as well as the Environment Agency.

If you are a landowner affected by flooding, you may wish to consider some of the coastal or floodplain options within Environmental Stewardship schemes operating in England and Wales. Your local Environment Agent office or our website can give more advice. You may also be able to apply to a conservation scheme for the restoration or creation of features either on a watercourse or within the flood plain. However, you will still require consent for works and possibly other permissions. You may have to show this consent before you receive any funding payment from a conservation scheme. You should seek advice before you make a funding application: this will avoid unnecessary delays.
### Annex 5: British Standards

#### Fencing and Gates

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Fencing general</td>
<td>BS 1722-1:2006 Specification for chain link fences.</td>
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<tr>
<td></td>
<td>BS 1722-7:2006 Fences - Specification for wooden post and rail fences.</td>
</tr>
<tr>
<td>Steel gate</td>
<td>BS EN 10296-1:2003 Welded circular steel tubes for mechanical and general engineering purposes: Non-alloy and alloy steel tubes.</td>
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<td>BS EN 10210-1:2006 Hot finished structural hollow sections of non-alloy and fine grain steels. Technical delivery requirements.</td>
</tr>
<tr>
<td></td>
<td>BS EN 10210-2:2006 Hot finished structural hollow sections of non-alloy and fine grain steels. Tolerances, dimensions and sectional properties.</td>
</tr>
<tr>
<td></td>
<td>BS EN 10219-1:2006 Cold formed welded structural hollow sections of non-alloy and fine grain steels. Technical delivery requirements.</td>
</tr>
<tr>
<td></td>
<td>BS EN 10219-2:2006 Cold formed welded structural hollow sections of non-alloy and fine grain steels. Tolerances, dimensions and sectional properties.</td>
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</tbody>
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#### Water Supply Services

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#### Drainage

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<tbody>
<tr>
<td>General</td>
<td>BS EN 752:2008 Drain and sewer systems outside buildings. BS EN 1610:1998 Construction and testing of drains and sewers.</td>
</tr>
</tbody>
</table>
### Below ground tanks

- **BS EN 13923:2005** Filament-wound FRP pressure vessels. Materials, design, manufacturing and testing.
- **BS EN 1917:2002** Concrete manholes and inspection chambers, unreinforced, steel fibre and reinforced.

### Groundworks and Concrete Works

#### Workmanship


#### General

- **BS 8500-1:2006** Concrete – Complementary British Standard to BS EN 206-1: Method of specifying and guidance for the specifier.
- **BS 8500-2:2006** Concrete – Complementary British Standard to BS EN 206-1: Specification for constituent materials and concrete.

#### Structural concrete


#### Sealants


### Culverts

#### Workmanship


#### Concrete pipes

- **BS 5911-1:2002 + A2:2010** Concrete pipes and ancillary concrete products. Specification for unreinforced and reinforced concrete pipes (including jacking pipes) and fittings with flexible joints (complementary to BS EN 1916:2002).
- **BS EN 1916:2002** Concrete pipes and fittings, unreinforced, steel fibre and reinforced.

### Buildings and Structures

#### General

Annex 6 Documentation

Application Form (CSF 1)
Claim Form (CSF 2)
Combined Farmer Handbook (CSF 3)
Funding Priority Statement (CSF 5)
Agreement Letter (CSF 6)
Additional information to support Claim Form (CSF 7)
Key changes and dates sheet
Special Projects and Collaborative applications - CSFO endorsement form (CSF 8)
A clear solution for farmers

CATCHMENT SENSITIVE FARMING

www.defra.gov.uk/farm/environment/water/csfd

Catchment Sensitive Farming (CSF) is delivered in partnership by Natural England, the Environment Agency and Defra.
The Catchment Sensitive Farming programme is delivered in partnership by Natural England, the Environment Agency and Defra.

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