

Agri-Environment Climate Scheme (AECS): Capital items claim form



Official use only

Date claim received:

Notes for guidance

Before completing this form you must read the guidance on the Rural Payments and Services website. Please complete in capital letters and black ink.

Your completed form with all the correctly receipted supporting documentation must be received in your local area office by the closing date of end February of the following year of the scheme year in your contract.

If your claim is received after the closing date in the guidance it will not be accepted in any circumstances. It is your responsibility to ensure that you meet the closing date.

Part 1 – Business details

Case reference number

Claim year

Business name

Business address

Postcode

Main contact name

Phone number

Mobile number

Email

Main Location Code

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Business Reference Number (BRN)

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Is the business/organisation registered for VAT?

Yes

☐

No

☐

(If you **are** registered for VAT, costs claimed must be exclusive of any VAT.)

Part 2 – Costs incurred

Standard cost options

The information in this table should be taken from your contract and claimed **after** the work has been completed. You should **not** claim for work that has not been completed or has not been approved in your contract. If you do, we may consider that as a breach that may be subject to financial penalties.

Fill in these fields according to your contract and the claim you wish to make					For official use only		
LPID	Map letter	Option code	Capital Item	Quantity	Quantity certified	Certified rate (£/unit)	Amount Certified (£)

Total amount due	£
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Part 3 – Costs incurred for actual cost options

In this part, you must enter the actual cost of the eligible items paid by you as the scheme beneficiary named in the contract and indicated by invoices submitted as per the scheme guidance.

*You must also enter the amount you are claiming against each item and the total amount claimed. The figure to be entered in the 'amount claimed' column should be the maximum value figure from your Schedule of Works or the amount you have paid – whichever is the lesser amount. Please read the guidance on 'How to make a capital claim' before completing this part to make sure you don't over-claim.

It is your responsibility to ensure that the amounts claimed have been properly incurred and are in line with your agreed Schedule of Works. **If you are registered for VAT then costs claimed must be exclusive of any VAT.**

Fill in these fields according to your contract and the claim you wish to make								For official use only		
LPID	Map Letter	Option code	Capital Item	Max. value	Quantity	Actual cost incurred (£)	*Amount claimed (£) (see above)	Eligible costs	Further deductions	Amount certified (£)

Total amount claimed	£	Total amount due	£
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Part 4 – Supporting documentation

Please complete the details of what you have included to support your claim.

Type of documentation	Document reference number or name	Option or item the document relates to

I/We declare that:

1. I/We have read and understood the rules, conditions and requirements of the scheme as detailed at the Rural Payments and Services website.
2. I/We declare that all the work claimed for has been completed.
3. I/We understand that if I/we knowingly or recklessly make a false statement, I/we may be prosecuted. If I/we make a false statement intentionally, or as a result of serious negligence, I/we may be excluded from this scheme. If I/we otherwise break the rules or fail to comply with the undertakings I/we have given, I/we may lose some or all of the payment I/we have claimed and a penalty may apply.
4. I/We have not claimed from other, including European and national, funding sources (except where it is specifically authorised under the terms of that scheme) for any work which is the subject of this claim.
5. I/We understand and accept that the payment rates may change.

Undertakings

I/We undertake:

1. To comply with the current versions of the Regulation (EU) 1305/2013 on support for rural development by the European Agricultural Fund for Rural Development, Regulation (EU) 1306/2013 on the financing, management and monitoring of the common agricultural policy and Commission Implementing Regulation EU 809/2014 supplementing Regulation EU 1306/2013 with regard to the integrated administration and control system.
2. To comply with the domestic regulations
3. To provide any additional information relating to this claim that RPID or any other UK government department may require.
4. To keep all farm records and information necessary to validate my/our claim for seven years after payment relating to the scheme year in respect of which this claim is lodged (or from the payment for year five when there is a five-year commitment).
5. To meet the requirements of the individual option requirements, as well as Cross Compliance (including GAEC and SMRs) and for agri-environment options to meet the minimum requirements for fertiliser use, plant protection products and protection of historic sites in order to be eligible to receive payment. I/We understand that any breach of these requirements may lead to loss of entitlement to payment or recovery with interest of payments made.
6. To repay any payment, with interest, if you ask me/us to do so because I/we have broken the scheme rules. I/We will also repay any payment overpaid to me/us.

Part 5 – Declarations and undertakings (continued)

Signature

Name (block capitals)

¹ Status of person signing

(for example, director, company secretary or other duly authorised officer)

² Agent identification number (if applicable)

Date

³ Are you a non-trading person or organisation? Yes ☐ No ☐

Further notes for guidance

1. If the claimant is a limited company (or other corporate body) the claim must be signed by a director, company secretary or other duly authorised officer. Enter the position held here. The signatory should sign in his or her own name and not the name of the business, or a partnership name.

2. If this form is to be submitted by an agent, the agent must obtain the applicant's authority before the form is submitted. The 'PF05 – Business Mandate Form' is available for this purpose and is available on the Rural Payments website.

3. Non-trading person/organisation is defined as a private household or a not for profit institution which may include registered charities and community groups.

Data disclosure

The data you have provided in the claim form are subject to the provisions of the Freedom of Information (Scotland) Act 2002 (FOISA), the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004 (EIR).

It is the policy of Scottish Ministers to share relevant data, including historical, that is held on your business with other organisations for legitimate purposes and when required to do so and also to share relevant data under FOISA and EIR when it is in the public interest.

It is also the policy of Ministers to release information on recipients and amounts of subsidy under the Common Agricultural Policy schemes and the Scottish Rural Development Programme.

Please refer to the General Contract Undertakings for more information on the purposes for which we will use the data, and about the data that will be released.

WARNING

If you knowingly or recklessly make a false statement to obtain payment of aid to yourself or anyone else, you risk prosecution.

You also risk the loss of all the aid which you have claimed this year under the Agri-Environment Climate Scheme, the Rural Development Contract Land Managers Options, Rural Development Contract Rural Priorities and the other rural development delivery mechanisms, and your entitlement to claim under these mechanisms next year.

Visit <https://www.ruralpayments.org> to read the full Agri-Environment Climate Scheme (AECS) guidance and find details of your local RPID area office.