

Agent authorisation

Office address

For official use: date received



How to use this form

Important: before you complete this form, please read your agreement/handbook. If you need further guidance please contact Natural England.

- This form should be completed by applicants/agreement holders who wish to authorise an agent to act on their behalf.
- **To revoke the authorisation of a previously authorised agent, notify your Natural England office immediately.**
- If you wish to nominate more than one agent to act on your behalf you must complete separate Authorisation forms for each agent.
- Please write clearly in **black ink** and BLOCK letters. Any alterations must be initialled and dated. Do **NOT** use correction fluid.
- Please send your completed form to your Natural England office. Forms completed electronically must be printed and signed. You are advised to keep a copy for your records.
- This form is available from your Natural England Office or the Natural England web site at www.naturalengland.org.uk.

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

Please enter your name and address in the panel below

DO NOT DETACH

Your Agent Authorisation was received by Natural England on the date shown overleaf.
This acknowledgement only provides proof that your form has been received by Natural England.

**FOR
NATURAL
ENGLAND
USE ONLY**

Agreement reference number
 (to be used on all correspondence)

Section 1: Details of applicant(s)/agreement holder(s)

1. (a) Application/agreement reference number

(b) Name(s) of applicant(s)/agreement holder(s)

Title (Mr/Mrs/Miss/Ms)	Initials	Forename	Surname

(c) Business name

(d) Correspondence address

Town
County
Postcode

(e) Tel number (incl. national dialling code)

(f) Fax number (incl. national dialling code)

(g) Mobile number

(h) Email address

(i) Main Holding number

County / Parish / Holding

Receipt Stamp

Section 2: Other applicant/agreement contact details

2. (a) Main contact details (if different from section 1)

Title (Mr/Mrs/Miss/Ms) Initials

Forename Surname

(b) Business name

(c) Correspondence address

Town

County

Postcode

(d) Tel number (incl. national dialling code)

(e) Fax number (incl. national dialling code)

(f) Mobile number

(g) Email address

Section 3: Agent details

3. (a) Name of Agent

Title (Mr/Mrs/Miss/Ms) Initials

Forename Surname

(b) Business name

(c) Correspondence address

Town

County

Postcode

(d) Tel number (incl. national dialling code)

(e) Fax number (incl. national dialling code)

(f) Mobile number

(g) Email address

(h) Please indicate your preferred method of contact

Telephone Fax Mobile Email Letter

Signature	Name in BLOCK letters	Status	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 4: Declaration

I/we the applicant(s)/agreement holder(s) at section 1, hereby authorise the agent at Section 3 to act in the following capacity on my/our behalf and create a legally binding agreement between the agent and myself/ourselves.

Please tick one or more of the following boxes

- | | | |
|------------------------------|--|--------------------------|
| Application Submission Agent | (tick if you want an agent to submit the application on your behalf) | <input type="checkbox"/> |
| Agreement Management Agent | (tick if you want to authorise an agent to be responsible for managing your agreement) | <input type="checkbox"/> |
| Agreement Payment Agent* | (tick if you want your scheme payments to be paid to an agent) | <input type="checkbox"/> |

*If you are authorising an agent to act as an Agreement Payment Agent an assignment letter must be submitted with each claim. This must provide the name and address of the agent and the individual on whose behalf the agent is acting and the agreement reference, and must give clear instructions that payments should be made to the agent. It must be signed by the individual on whose behalf the agent is acting.

I/we declare that:

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

This declaration must be signed by the applicant(s)/agreement holder(s) named at Section 1 of this form.

Signature	Name(s) in BLOCK letters	Date

WARNING

If you knowingly or recklessly make a false or misleading statement to obtain aid for yourself or anyone else, you risk prosecution (which could result in imprisonment, a fine or both), the loss of all aid paid to you under the scheme(s) in respect of which you have made a commitment, and exclusion from certain schemes for up to two years.



Using and sharing your information

The data controller is Natural England, Northminster House, Peterborough, PE1 1UA.

Your information will be stored and processed in accordance with the Data Protection Act 1998. This Act gives you, as an individual, the right to know what data we hold on you, how we use it, with whom we share it and for it to be accurate.

It will be used for administering and analysing applications/agreements under agri-environmental schemes. It will be circulated and discussed in confidence with those persons or organisations helping Natural England to assess and monitor applications/agreements. Some information will be shared with other grant distribution bodies and Government Departments to enable them to detect fraudulent applications/agreements and to co-ordinate the processing of complementary applications/agreements. To do this we may have to discuss applications/agreements with third parties or disclose information about funding decisions. Because participation in this scheme involves expenditure of public money and there is public interest in how the money is spent, Natural England may make the information you provide publicly available.

Natural England or its appointed agents may use the name, address and other details to contact you in connection with occasional customer research aimed at improving the services that Natural England provides to you.

We will respect personal privacy, whilst complying with access to information requests to the extent necessary to enable Natural England to comply with its statutory obligations under the Environmental Information Regulations 2004, and the Freedom of Information Act 2000.