

# Detailed guide: How to get paid under an agreement: Environmental Stewardship

*Updated:* Deadline for late applications and amendments has passed.

## **Making a claim**

The deadline for Natural England to receive Environmental Stewardship (ES) revenue claims and amendments was 11 June 2018. Natural England will not accept any further revenue claims in 2018.

The extension of the Countryside Stewardship payment claim deadline does not apply to ES claims.

## **Claims for capital works under HLS**

Contact Natural England to request a capital works claim form. You can claim:

- throughout the year when you complete work as specified in your agreement
- for capital works for educational access visits

You'll need to complete the [HLS VAT declaration form](#) if you are not registered for VAT with HM Revenue and Customs.

## **Getting paid**

Natural England and RPA aim to make:

- partial payments by December 2018
- end of year payments by June 2019

RPA will make payments into your bank account. To update RPA on your bank account details, call 03000 200 301.

## **Changes to your agreement**

You must notify Natural England in writing before you make any changes to your agreement. This is in addition to completing your claim form. Check your agreement's [handbook](#) for details of the requirements and deadlines for making changes.

Your payments may be affected if you do not meet the requirements and deadlines in your handbook.

## Contact

Natural England – contact the [office for your county](#).

Rural Payments Agency – call the helpline on 03000 200 301.

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## Detailed guide: Gangmaster licensing appeals: challenge a licence decision

*Updated:* Update email address

### What you can appeal against

You need a licence if you are involved in supplying workers for agriculture, horticulture, shellfish gathering or food processing and packaging.

It is illegal to provide this labour (eg as an employment agency) without one.

You can appeal to a tribunal if:

- you are refused a licence
- your licence is revoked
- extra conditions are added to your licence
- your request to transfer the licence is turned down

When you appeal, the licensing decision will normally be put on hold until the tribunal has considered your case.

The tribunal is independent of the government. A judge will listen to both sides of the argument before reaching a decision.

### Time limits for appealing

You must normally appeal within 20 working days of receiving the decision from the GLAA.

If your licence is revoked with immediate effect, you have to appeal within 10 working days.

If you miss the time limit, you can [apply for more time to appeal](#). The tribunal will decide if it can still take your case.

## How to appeal

Use the [notice of appeal form](#) and [guidance leaflet](#).

Clearly state why you want to appeal against the decision.

Include any supporting documents, like the GLAA's decision. Mark each one as a 'copy'.

Send the form to [gangmastersappeals@justice.gov.uk](mailto:gangmastersappeals@justice.gov.uk) or:

### England, Wales and Scotland

Gangmaster Licensing Appeals

Alexandra House

14-22 The Parsonage

Manchester

M3 2JA

Telephone: 0161 833 6123 or 0161 833 6118

Fax: 0870 739 4433

### Northern Ireland

Office of the Industrial Tribunals and the Fair Employment Tribunal

Killymeal House

2 Cromeac Quay

Ormeau Road

Belfast

BT7 2JD

Phone: 028 9032 7666

Fax: 028 9025 0100

## Help and advice

You can get advice on your appeal from a:

- [solicitor](#)

- [trade association](#)
- [Citizens Advice bureau](#)
- [law centre](#)

Tribunal staff can give you general guidance on how the process works, but cannot give you legal advice.

## What happens next

In most cases:

- the GLAA will reply to your appeal within 20 working days
- the tribunal will send you a copy of this reply
- you will be asked how you want your appeal to be decided

You can ask for your appeal to be decided:

- at a hearing in your local area – where you can put your case in person
- without a hearing – using only the documents in the case

The tribunal may ask for more information or documents before the hearing or before it makes its decision.

## The tribunal hearing

If you do have a hearing it will take place in a court or tribunal building.

The hearing will be attended by:

- an employment judge (known as an ‘appointed person’) – who will decide on your case
- a representative from the GLAA
- you and your representative – if you have one

The hearing may also be attended by members of the public or the press.

You can represent yourself, or ask someone to speak for you – such as a lawyer, consultant, colleague, friend or relative.

You or your representative will have the chance to:

- present your case to the judge
- call witnesses
- ask questions
- present documents

The judge and the representative from the GLAA may also ask you questions.

The judge may tell you their decision at the end of the hearing or send you decision in writing afterwards.

## The tribunal's decision

The tribunal will normally send you a written copy of its decision within 4 weeks.

The decision may tell you when it will come into effect. If it doesn't give a specific date, then this will be 5 working days after the decision was sent to you.

This tribunal's decision is usually final – you can't appeal to another tribunal.

If you still want to challenge the decision, speak to a solicitor as soon as possible about how to apply for judicial review.

## Previous decisions

Search the list of [appeal results](#) to see how judges made decisions in previous cases.

## Legislation and rules

You can find the licensing rules and the right to appeal to the tribunal in the [Gangmasters \(Licensing\) Act 2004](#).

More detailed rules on how your case will be handled are contained in [The Gangmasters \(Appeals\) Regulations 2006](#).

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## [Detailed guide: Catchment Sensitive Farming: reduce water and air pollution](#)

*Updated:* CSF is also working to improve air quality.

Catchment Sensitive Farming (CSF) raises awareness of diffuse pollution from agriculture by giving free training and advice to farmers in selected areas in England. The aim of the advice is to improve the environmental performance of farms.

Advice is only available in high priority areas for water quality. These areas will contribute most to meeting Water Framework Directive and National Emissions Ceiling Directive objectives. To find priority areas and local data on [MAGIC](#):

- select 'Countryside Stewardship Targeting & Scoring Layers', then 'Water', then 'Countryside Stewardship Water Quality Priority Areas (England)' in the Table of Contents
- enter place or postcode in 'Map search'
- use the 'Identify' tool under 'Feature Tools' to get local data

CSF is a project run by Natural England in partnership with the Environment Agency and the Department for Environment, Food and Rural Affairs. It's staffed by trained, qualified and experienced advisors. The advice is confidential and not disclosed to other parties.

CSF complies with Article 22 of Commission Regulation (EU) No 702/2014 on how it gives advice. The amount of aid given for advisory services is limited to 1,500 euros per farmer per advisory theme.

## Countryside Stewardship

CSF supports farmers applying for Mid Tier capital grants to improve water and air quality in priority areas.

Some [Mid Tier capital items](#) require written support from a Catchment Sensitive Farming officer (CSFO) as part of an application's evidence requirement. Check the capital item requirements to find out when this is necessary.

Endorsement of a Mid Tier application by a CSFO will increase the chance of its success. Applicants who require this support should [contact CSF to discuss a pre-application visit](#).

## Training and advice

All CSF training and advice aims to give practical and cost-effective solutions to improve water and air quality through:

- workshops
- demonstrations
- farm walks
- farm events
- one-to-one advice

You should be in one of the high priority areas for water quality to qualify for training and advice. Contact your [Catchment Sensitive Farming officer](#) for more information.

## Training topics

Topics are tailored to the area and farming sector but include:

- manure management
- nutrient management
- soil condition
- pesticide management

- farm infrastructure

You'll also learn about:

- [silage, slurry and agricultural fuel oils regulations \(SSAF0\)](#)
- [cross compliance](#)
- Nitrate Vulnerable Zones (NVZ)

Get further CSF information by downloading one of the [related publications and documents](#).

## Training events

For details of CSF farm training events, email [farm.events@naturalengland.org.uk](mailto:farm.events@naturalengland.org.uk) or telephone 020 8026 8780.

## CSF partnerships

CSF is working with partners in the farming and water industries, government agencies and environmental bodies.

### National partnerships

CSF works with national partners to run joint events and share best practice:

- [The Agriculture and Horticulture Development Board](#)
- [Professional Nutrient Management Group](#)
- [The Rivers Trust](#)
- [The Voluntary Initiative](#)
- [Soil and Water Management Centre events](#)
- [Innovation for Agriculture](#)
- [Campaign for the Farmed Environment \(CFE\)](#)

### Long term catchment partnerships

CSF provides advice, training and support through the following partnerships.

#### Isle of Wight

Partners: Hampshire & Isle of Wight Wildlife Trust, Environment Agency  
 CSF0: Lucy Temple, Hampshire & Isle of Wight Wildlife Trust  
 Contact: [lucy.temple@hiwwt.org.uk](mailto:lucy.temple@hiwwt.org.uk), 01983 760016 / 07739 312930

#### Nene and upper Welland

Partners: River Nene Regional Park, Environment Agency, Anglian Water, Wildlife Trust, Welland Rivers Trust  
 CSF0: Georgina Wallis, River Nene Regional Park  
 Contact: [georgina@rnrp.org.uk](mailto:georgina@rnrp.org.uk), 01536 526438 / 07921 941734

#### Yorkshire Dales

Partner: Yorkshire Dales National Park

CSF0: Jane Le Cocq, Yorkshire Dales National Park Authority  
Contact: [jane.lecocq@yorkshiredales.org.uk](mailto:jane.lecocq@yorkshiredales.org.uk), 07818 048748  
CSF0: Hannah Fawcett, Yorkshire Dales National Park Authority  
Contact: [Hannah.Fawcett@yorkshiredales.org.uk](mailto:Hannah.Fawcett@yorkshiredales.org.uk), 01969 652391

## **Nidd**

Partners: Nidderdale AONB (Harrogate Borough Council), Yorkshire Water  
CSF0: Marian Wilby, Nidderdale AONB  
Contact: [marian.wilby@harrogate.gov.uk](mailto:marian.wilby@harrogate.gov.uk), 01423 712950

## **Loddon**

Partner: Affinity Water (working with South East Water)  
CSF0: Amanda Ingham, Hampshire & Isle of Wight Wildlife Trust  
Contact: [amanda.ingham@hiwt.org.uk](mailto:amanda.ingham@hiwt.org.uk), 01256 381017 or 07796 387872

## **Hertfordshire and Essex catchments (Roding, Beam & Ingerbourne, Colne & Upper Lee)**

Partner: Environment Agency  
CSF0: Emma Boyle, Environment Agency  
Contact: [emma.boyle@environment-agency.gov.uk](mailto:emma.boyle@environment-agency.gov.uk), 020 8474 7304 or 07760 408196  
CSF0: Rosemary Robinson  
Contact: [rosemary.robinson@naturalengland.org.uk](mailto:rosemary.robinson@naturalengland.org.uk), 07500 793028

## **Short-term collaborative projects**

CSF also collaborates on projects with partners such as rivers trusts, universities and Areas of Outstanding Natural Beauty (AONBs). For example, in collaboration with East Devon AONB we are helping farmers reduce sediment and phosphate loads in the River Axe, a site of special scientific interest and Special Area of Conservation.

## **Contact**

### **Catchment Sensitive Farming customer services**

Natural England  
PO Box 247  
Cambridge  
CB2 2WW

Telephone  
020 8026 2018

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# Detailed guide: Animal by-product categories, site approval, hygiene and disposal

*Updated:* Disposing of small quantities of ABP section updated.

ABPs are animal carcasses, parts of animals, or other materials which come from animals but are not meant for humans to eat.

They can either be destroyed or can be used to make compost, biogas or other products.

## **ABP categories explained**

ABPs are divided into 3 categories, based on the risks they pose.

### **Category 1 ABPs**

Category 1 ABPs are classed as high risk.

They include:

- carcasses and all body parts of animals suspected of being infected with TSE (transmissible spongiform encephalopathy)
- carcasses of wild animals suspected of being infected with a disease that humans or animals could contract
- carcasses of animals used in experiments
- parts of animals that are contaminated due to illegal treatments
- [international catering waste](#)
- carcasses and body parts from zoo and circus animals or pets
- specified risk material (body parts that pose a particular disease risk, eg cows' spinal cords)

### **Category 2 ABPs**

Category 2 ABPs are classed as high risk.

They include:

- animals rejected from abattoirs due to having infectious diseases
- carcasses containing residues from authorised treatments
- unhatched poultry that has died in its shell
- carcasses of animals killed for disease control purposes
- carcasses of dead livestock
- manure
- digestive tract content

## Category 3 ABPs

Category 3 ABPs are classed as low risk.

They include:

- carcasses or body parts passed fit for humans to eat, at a slaughterhouse
- products or foods of animal origin originally meant for human consumption but withdrawn for commercial reasons, not because it's unfit to eat
- domestic catering waste
- shells from shellfish with soft tissue
- eggs, egg by-products, hatchery by-products and eggshells
- aquatic animals, aquatic and terrestrial invertebrates
- hides and skins from slaughterhouses
- animal hides, skins, hooves, feathers, wool, horns, and hair that had no signs of infectious disease at death
- processed animal proteins (PAP)

PAP are animal proteins processed from any category 3 ABP except:

- milk, colostrum or products derived from them
- eggs and egg products, including eggshells
- gelatine
- collagen
- hydrolysed proteins
- dicalcium phosphate and tricalcium phosphate of animal origin
- blood products (although any processed blood would still be subject to this guide)

## Getting your site approved or registered

If your site uses ABPs, it needs to be approved by or registered with the Animal and Plant Health Agency (APHA).

Whether you need approval or registration depends on what your site does and the ABPs you handle there.

### Sites that need approval

You need approval if you are using ABPs at a:

- [processing facility](#)
- [biodiesel factory](#)
- [site that makes pet food](#)
- combustion site
- [commercial compost or biogas/anaerobic digestion site](#)
- [site that makes organic fertiliser or soil improver](#)
- site where boilers use tallow as fuel
- [high or low capacity incinerator site](#)
- [handling or storage plant](#)

- [site that stores derived products](#)

## How to get your site approved

Complete an application form to [get your site approved](#).

Your application form needs to show:

- that you know how to set up and operate your plant
- that you've identified the most hazardous risk areas on your site
- that you have a workable plan to control these risks
- how you'll maintain hygiene in common areas like canteens, offices, waste water plants and boilers
- what you'll do if cross-contamination occurs
- how you'll manage spillages of any ABPs or processed products
- how you'll maintain equipment, clean it, and deal with any faults
- how you'll train your staff to safely operate the site
- where you'll store raw ABP materials and finished products

After you've applied, APHA inspectors will then check your site to make sure you're operating legally.

## Sites that must register

You need to register your site if you use:

- blood or blood products, except if you're using them in feed
- medical devices like heart valves
- hides, skins, wool, hair, pig bristles, feathers, down or related materials
- commercial game trophies or taxidermy pieces
- chemicals derived from plant or animal fats
- bee-keeping by-products
- bones, horns, hooves and related materials
- milk, milk-based and milk-derived products
- colostrum (milk from animals) and colostrum-based products
- ABPs for feeding zoo or circus animals, or other wild animals
- ABP samples for research or diagnostic tests (unless this is for education)

You also have to register your site if it's a:

- [collection centre](#) (any site where dead stock is collected for use as feed for carnivores)
- site that mixes components for organic fertilisers or soil improvers
- cosmetics manufacturing site
- landfill site
- [pet cemetery](#)
- medical or veterinary supply factory

You also must register if you're:

- a trader selling untreated agricultural [wool or hair](#)

- an animal keeper who gets [hides and skins](#) from your animals returned after slaughter
- handling ABPs as trade samples, or for exhibition and artistic uses
- a [haulier or transporter](#) who doesn't work for an APHA-approved site or an FSA approved food or feed business

## How to register your site

To [get your site registered](#) complete form AB117 and [post it to APHA](#).

## When you don't need registration or approval

You don't need to be registered to:

- run a farm, breeding farm or a shop which produces ABPs
- supply other farms with colostrum (milk from animals) for feeding
- dispose of category 2 and 3 materials on your site, if they came from surgery on a live animal (eg horns from calves)
- collect and transport manure between 2 places on the same farm, or between farmers within the UK
- make game trophies or taxidermy pieces that aren't to be sold commercially
- use ABP samples for education, eg at a school, college, or university

## ABP hygiene on your site

If you want to use different categories of ABPs on one site, you must:

- keep unprocessed ABPs in category-specific rooms, divided by floor-to-ceiling walls or partitions
- keep raw ABP material separate from any processed final products

If you run a category 3 processing, handling or storage plant, you must do one of the following:

- keep any category 1 and category 2 materials in a separate building, that's both:
  - divided from the category 3 plant by floor-to-ceiling walls or partitions
  - accessed by a dedicated entrance and exit
- prove to AHPA inspectors that you're using an equally effective method to separate category 1 and 2 material from your category 3 plant

## Cleaning your site and vehicles

You must clean and disinfect your site and any containers or vehicles used for storing or transporting ABPs.

You should:

- make and enforce a cleaning plan for all areas of the site
- regularly inspect the site and all equipment to make sure they're clean,

and record the results

- have a waste-water disposal system
- disinfect vehicles fully, including the wheels, before they enter clean areas of your site
- make sure finished products are not contaminated by splashes or run-off
- have a pest control programme as protection against insects, rats, birds, and other pests

## **ABP safety and your staff**

You must:

- control the movement of staff between areas that use different ABP materials
- make sure all clothing and footwear are disinfected after use
- make sure staff change protective clothing when moving between areas that use different categories of ABP
- use colour-coded protective clothing to identify staff working in clean or unclean areas
- clean and disinfect common areas like toilets, changing rooms, and canteens
- train staff so that they are familiar with your plant's safety procedures and keep a record of the training
- keep a list of any staff who own livestock in case a notifiable disease breaks out

## **ABP safety and your equipment**

Your equipment can spread diseases if you don't clean and disinfect it.

You should:

- check all equipment regularly to make sure it works
- use trained maintenance staff to fix any broken equipment
- only use each piece of equipment for a single category of ABP, and colour-code accordingly
- limit the movement of equipment between clean and unclean parts of your site
- wash and disinfect equipment, especially if you're moving it between clean and unclean sectors
- use caustic decontamination for equipment that you're moving from category 1 processing sites to category 2 or 3

## **Loading and unloading ABPs**

When you're getting your site approved or registered, inspectors will check your loading and unloading method is safe.

Generally, loading and unloading must be done inside, in a covered area, but inspectors may allow other methods.

## **Loading and unloading ABPs next to the building**

If you can't drive a vehicle inside your building, you may be allowed to load and unload by docking with the building.

This means that a vehicle or container backs up to the building and empties or fills through a covered dock. This must not be open to the outside.

Docking is more likely to be approved when the materials you're transporting won't spill, eg a carcass is safer than liquid waste.

## **Unloading ABPs in outside yards**

Inspectors may allow certain ABPs to be unloaded in outside yards, if the materials are:

- moved into the building immediately
- stored in covered and leak-proof containers or sealed packages
- dry, eg fresh whole carcasses, fully salted hides, skins, horns, hooves

They'll also check that:

- your yard is made from concrete or another material that won't let liquid seep through and contaminate the ground
- materials are not unloaded anywhere else on your site besides this yard

## **Loading ABPs in outside yards**

If you want to load ABP materials in outside yards, inspectors will make sure:

- materials are held outside for the shortest possible amount of time, ideally loaded on the day of dispatch
- your containers are leak-proof and securely covered immediately after loading
- the ground under and around the container is made from concrete or another material that won't let liquid seep through
- the ground can be cleaned and disinfected, and has a fall to a foul drain

## **Keeping records and labelling**

If you're moving consignments of ABPs or derived products, you must have a commercial document.

The commercial document must list:

- a detailed description of the contents, including category and quantity
- the date of transport
- an address of origin and destination, and contact names at both
- approval or registration numbers for the factory or vehicle
- the signature of whoever is responsible for the contents

- ear numbers and details of species, where carcasses have been taken from farms

You should keep a copy of the commercial document for at least 2 years.

## **Keeping records of consignments**

You must keep a record of any consignments of ABPs or derived products that enter or exit your premises.

You can do this using your commercial document or a logbook – you should record:

- the date you sent or received the consignment
- a description of the material you sent or received including its category
- the weight, volume and quantity of the material
- the place where you sent the material or the place it came from

See

[an example of a logbook](#)

(MS Word Document, 49KB)

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## **Labelling**

When labelling ABP vehicles or containers you should measure quantity by:

- weight
- number of containers, with estimates of their average weight
- number, for example '85 tripes'
- volume, for example '20,000 litres of bovine blood'

Vehicles, containers, or packaging must also have a label attached that says what category of ABP the contents are.

You must use these wordings:

- category 1 material – 'for disposal only'
- category 2 material – 'not for animal consumption'
- category 3 material – 'not for human consumption'

## **Disposing of ABPs**

### **Category 1**

You can only dispose of category 1 ABPs by:

- incineration or co-incineration at an approved plant
- [processing using processing methods 1-5](#) followed by permanent marking using GTH, then incineration or co-incineration

- pressure sterilisation (apart from possible TSE cases or animals killed under TSE eradication laws) followed by permanent marking, then landfill
- using them as fuel for combustion at an approved combustion plant
- sending them for burial at an authorised landfill, if they are [international catering waste](#)

## Category 2

You can only dispose of category 2 ABPs by:

- incinerating or co-incinerating without processing or with prior processing, when resulting material has to be marked with glyceroltriheptanoate (GTH)
- sending them to authorised landfill after processing by pressure sterilisation and marking with GTH
- making them into organic fertilisers/ soil improvers, after processing and marking with GTH
- composting or anaerobic digestion after processing by pressure sterilisation and marking with GTH (milk, milk products, eggs, egg products, digestive tract content, manure do not need processing, providing no risk of spreading serious transmissible disease)
- applying them to land, in the case of manure, digestive tract content, milk, milk products and colostrum, this can be done without processing
- using them in composting or anaerobic digestion, if they are materials coming from aquatic animals ensiled
- using them as fuel for combustion
- using them for manufacture of certain cosmetic products, medical devices and safe industrial or technical uses

## Category 3

You can only dispose of category 3 ABPs by:

- [incineration or co-incineration](#)
- sending them to landfill after they've been processed
- processing them, if they're not decomposed or spoiled, and using them to [make feed for farm animals](#) (where allowed by the TSE/ABP regulations)
- processing them and using them to [make petfood](#)
- processing them and using them to [make organic fertilisers and soil improvers](#)
- using them in [composting or anaerobic digestion](#)
- ensiling (turning them into silage) if they come from aquatic animals
- applying them to land as a fertiliser, in some cases
- using them as fuel for combustion
- using them to make cosmetic products or medical devices

## Disposing of small quantities of ABPs

If you are a retail business producing a total weight of less than 20kg of raw or partially cooked meat, fish or shellfish waste per week, you can send this waste to landfill each week.



There is no need to register with APHA, however you do need to keep records of the type and approximate weight of ABP sent to landfill each week.

This is a weekly limit, not an average limit over a number of weeks.

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## **Corporate report: Durham's National Nature Reserves**

*Updated:* Updated the schools and education and volunteer section of the Castle Eden Dene reserve.

Details on the management, features, location, safety and contact information for Durham's NNRs:

- [Castle Eden Dene](#)
- [Derwent Gorge and Muggleswick Woods](#)
- [Durham Coast](#)
- [Moor House-Upper Teesdale](#)
- [Thrislington](#)

## **Research opportunities**

Some NNRs host students who are working on dissertations or similar projects. This provides the opportunity to study on a high quality site and to contribute to the research and management of the reserve.

Read [more information](#) about how we arrange these projects, the list of reserves that currently offer this facility and some suggested topic titles.