

Agreement ref:

## Capital Grant Scheme Claim Form

Please complete and return a copy of this Claim Form, along with any supporting documents and photos by emailing to: **Catchment@southeastwater.co.uk** or by mailing hard copies to:

## **Catchment Management Environmental**

South East Water The Fishing Lodge Arlington Reservoir Berwick Polegate East Sussex BN26 6TF

Your details:					
Name					
Farm/Business Name					
Farm/Business Address					
			Postcode:		
Items to be claimed (please complete):					
Item Code	Payment rate (£)	Date completed	Quantity / ha completed	Total to claim for this item (£)¹	
			Claims total <sup>2</sup>		

<sup>&</sup>lt;sup>1</sup>As listed in the table of options, your figures are based on sum of the unit(s) cost(s) and/or up to 50 per cent of the total costs that you are claiming for, to the maximum payment rate stated or total agreed with South East Water.

<sup>&</sup>lt;sup>2</sup> VAT is not normally included. For further information about how we deal with VAT, please refer to the appropriate section of your Application form.

The claim(s) you are making should match those listed on the Agreement Form. Any alterations to your claim will need to have been made by prior agreement and in writing with South East Water. Claims above the agreed amount will not be accepted.

Checklist:				
Please tick to confirm you have included the following documents in support of your claim.				
Before and after photographs (where relevant), copies of relevant invoices, delivery notes, certificates, sampling results or other supporting documents				
Farm invoice for the total amount claimed				
Declarations:				
I/We confirm the following:				
The claim is for exact quantities and up to the stated maximum for each item as detailed in the Agreement Offer				
The items have been applied in the appropriate catchment area and/or at the locations agreed in the Agreement Offer with the Catchment Advisor				
The Project capital options implemented will be maintained for at least five years from Date of Completion and will be used for their intended purpose and/or land management options will be maintained for the minimum period agreed with South East Water, as set out in the Terms and Conditions in the Application Form and/or any other terms and conditions outlined separately by your Catchment Advisor				
I/We have the appropriate authority to make a claim for this holding				
If you are a tenant or otherwise require the acother involved party to make this claim, the becountersigned.			<b>)</b>	
Declaration Signature 1:	Declara	tion Signature 2:		
Signed	Signed			
Name	Name			
Date	Date			
	Relation	nship to claimant		

If you have not received funding from South East Water in the past or your previous payment details have changed, you will need to complete a supplier set-up form. If you did not receive this with your Agreement Offer, please contact your Catchment Advisor.

Please be aware of the South East Water standard minimum of 60 working days to make payment, following receipt of your invoice, completed paperwork and any supporting evidence. However, we endeavour to reduce Capital Grant Scheme payments time by half where possible.

If you require an update from South East Water on your payment's progress, please get in touch with your Catchment Advisor or email the catchment mailbox.

If you have previously received funding from South East Water, please confirm your bank details for BACS payment below:

Account holder name	
Account number	
Account named	
Sort code	

**(** 

Customer enquiries: **0333 000 1122** 24 hour emergencies: **0333 00 00 365** 



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