

Activity Diary Guidance

You will be required to maintain an activity diary for each parcel of land that has been included in the contract as habitat land or eligible permanent grassland being managed as habitat land (HS20). The activity diary must, include as a minimum:

- Record of any topping.
- Record of hay meadow closure and cutting dates.
- Applications of any lime.
- Application of any necessary pesticides.
- Traditional field boundary maintenance.
- Any activity on the habitat land in your contract on any given day of the year.
- For habitat categories with grazing management requirements, you must record date livestock introduced and date livestock removed or reduced. (HS02, HS03, HS05 and HS06)

The following templates have been designed as examples of the kind of record you are required to maintain. You may use your own diary, but you must record all the information contained within the templates.

What activities should I record in my activity diary?

- The date that the activity took place.
- The type of activity – e.g., spreading FYM (where permitted), topping.
- The Sheet Reference and Field number where the activity took place.

- The Map ID or Extent where the activity took place. Use 'HW003' where the activity has taken place within a mapped Management Option. If the activity has taken place outside of a Management Option, you need to describe where in the field it occurred eg 'spot treating thistle on the northern half of the field'.
- The length or Quantity, for example '5 trees', '2 hectares of barley sown', or 'rate / hectare of FYM applied'.
- The product name/type for all applications of any manures, pesticides etc.
- The Method used for carrying out the activity where appropriate.

Activity Diary templates

There are two different templates for your use:

- **Version 1** involves filling in a separate sheet for each field in your contract.
- **Version 2** involves recording all activities across the contract land on a day-by-day basis when those activities take place. You should only enter one field per line, so for example, if you want to record that you carried out an activity in 10 fields you will need to list these fields on 10 separate lines.

Activity Diary Template – Version 1

| OS Sheet Reference | | OS Field Number | | Field name (Optional) | | |
|--------------------|----------|-----------------|--------------------------|-----------------------|--------|---------|
| Date | Activity | Map ID | Length / Quantity / Rate | Product | Method | Comment |
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Activity Diary Template – Version 2

