How to claim BPS online in 2017

Sign in at www.gov.uk/rural-payments
Claim BPS Online

Use built-in checks to help you get your application right and get an instant receipt.

Do more than just apply:

- check your entitlements online and transfer them
- view maps and aerial photography
- print maps of individual land parcels
- transfer and remove land parcels online

"The online help guidance was very helpful and well-written. I just relied on that in the end and I had no problems...
BPS 2016 applicant"

Sign in at www.gov.uk/rural-payments
<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting started</td>
<td>1</td>
</tr>
<tr>
<td>Sign in to the Rural Payments service</td>
<td>4</td>
</tr>
<tr>
<td>Check your information</td>
<td>6</td>
</tr>
<tr>
<td>Change anything that needs updating</td>
<td>15</td>
</tr>
<tr>
<td>Complete your declarations</td>
<td>27</td>
</tr>
<tr>
<td>Confirm your information and apply</td>
<td>31</td>
</tr>
<tr>
<td>Annex 1: Your digital maps</td>
<td>35</td>
</tr>
<tr>
<td>Annex 2: At a glance: your online application</td>
<td>38</td>
</tr>
<tr>
<td>Annex 3: Key dates for BPS 2017</td>
<td>40</td>
</tr>
<tr>
<td>More information</td>
<td>41</td>
</tr>
</tbody>
</table>
Getting started

This guidance explains how to apply for the Basic Payment Scheme (BPS) online in 2017 using the Rural Payments service.

There are 4 things you need to do to complete your application:

- **check** your information
- **change** anything that needs to be updated
- **complete** your declarations
- **confirm** your information and apply

This document also includes the ‘Hints and Tips’ which were published separately last year.

**Read the scheme rules and other guidance**

All the guidance and information you need for BPS 2017 is at www.gov.uk/rpa/bps2017 including:

- the Basic Payment Scheme: rules for 2017
- the cross compliance rules for 2017
- Rural Land and Entitlements (RLE1) form and guidance
- the list of land use codes for BPS 2017
- an ‘active farmer readmission: accountant certificate’ form
- a form to apply for entitlements under the ‘Young and new farmer’ rules or to prove you’re eligible for the young farmer payment

Before you apply, you should read these carefully to make sure you are eligible.

**Applying in 2017**

Remember to declare all the agricultural land on your holding when you apply. You can apply for BPS on as much of your eligible land as you want to - you don’t need to match the area you apply for with the number of entitlements you have.

There is no penalty if the eligible area you apply for is greater than the number of entitlements you actually have. We will work out your payment based on the lower figure. However, you should not apply for more eligible land than you have.

**Paper BP5 form**

If you’ve received a paper application form but want to apply online, call RPA on 03000 200 301 to set up your online application.

If you need a BP5 form, they are available. You need to call RPA by 9 May and ask for one to make sure there is time for us to receive the completed form by the application deadline.
Outstanding BPS queries from previous years

If you think there is a difference between the amount you were expecting to be paid for BPS 2015 or BPS 2016 and what you’ve received, or that your entitlements balance is incorrect, we recommend you:

• fill in a ‘BPS payment query form’ which is available on GOV.UK at www.gov.uk/rpa/bps2017 and return it to us by post or email (use ‘BPS payment query’ as the subject), then
• carry on with your 2017 application, declaring your land as it is at 15 May 2017.

Remember, it’s your responsibility to make sure that all your eligible land included in your application is correct, that you hold the correct number of entitlements and that you meet the scheme rules.

<table>
<thead>
<tr>
<th>If you ...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were inspected in 2016 and aren’t sure what to declare on your 2017 application</td>
<td>If you have the results of your inspection, make sure you take these into account when you apply – for example by updating your land use and making sure mapping changes have been made (or that we have received them). If you haven’t had your inspection results yet, you can still make your application, showing your land as at 15 May (or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 15 May – read the ‘The Basic Payment Scheme: rules for 2017’ for more information). If you receive a 2016 inspection report after you have submitted your 2017 application, you can make some changes to your application up to midnight on 31 May without getting a penalty (as long as you submitted your claim by midnight on 15 May 2017). Changes can be made with penalty from 1 June to 9 June – some changes can also be made after 9 June. However, farmers can’t make these changes if: • they have already been told about any non-compliance • affecting the agricultural parcel they want to amend • an inspection has revealed a non-compliance affecting the • agricultural parcel they want to amend • they have received advance warning of an inspection Read the BPS scheme rules for more information. If you are unsure about whether you can make the change, you should request it and RPA will then decide if it is permitted</td>
</tr>
<tr>
<td>If you ...</td>
<td>You need to...</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------</td>
</tr>
</tbody>
</table>
| Haven’t received a BPS 2016 payment and/or claim statement yet and aren’t sure what to claim on. | Make your application for 2017 showing your land as at 15 May 2017 (or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 15 May – read the ‘The Basic Payment Scheme: rules for 2017’ for more information).
If you receive a payment and claim statement after you have submitted your 2017 application, you can make some changes to your application up to midnight on 31 May without getting a penalty (as long as you submitted your claim by midnight on 15 May 2017). Changes can be made with penalty from 1 June to 9 June – some changes can also be made after 9 June.
However, farmers can’t make these changes if:
• they have already been told about any non-compliance affecting the agricultural parcel they want to amend
• an inspection has revealed a non-compliance affecting the agricultural parcel they want to amend
• they have received advance warning of an inspection
Read the BPS scheme rules for more information. |
Sign in to the Rural Payments service

Sign in to the Rural Payments service at www.ruralpayments.service.gov.uk.

Or you can sign in using the link on the RPA page on GOV.UK at www.gov.uk/rpa and click ‘Sign in to the Rural Payments service’.

Depending how you registered for the service you’ll need your:

- Customer reference number (CRN) and password, if you registered through RPA. Click ‘Sign in with your customer reference number and password’, or

- ‘Verify’ login details if you registered through GOV.UK ‘Verify’. Click ‘Sign in if you registered online with GOV.UK Verify’ link and follow the onscreen instructions. (If you have any questions about this process, you need to contact the company you verified your details with.)

To open the service we recommend you use the latest version of Internet Explorer, Google Chrome, Firefox or Safari. The best screen resolution to view the service is 1024 x 768. To view PDF files from the service (such as an application summary), we recommend you download the latest version of Adobe Acrobat.

If you’re a new customer, you must register before you can apply - call us on 03000 200 301 or search for ‘register for Rural Payments’ at www.gov.uk.

Problems logging into the Rural Payments service

You have 3 attempts to access your account in the service.

If you make a mistake when logging into the service you’ll see this message:

![Sign in to the Rural Payments service sign-in screen](image)
If you make a mistake 3 times then you won’t be able to access your account, and you’ll need to either change your password by following the ‘If you’ve forgotten you password’ link on the screen, or call 03000 200 301 as shown below.

If someone else makes a mistake when logging into their account and accidentally uses your customer reference number they’ll also see this message, but it will count towards failed attempts to access your account. If this happens, then the next time you try to log in to your account you may not get 3 attempts, and may need to follow the same instructions above to get access.

Help is available

There is a ‘Help’ link on many of the screens that will take you through each process step-by-step. You can print or download a copy of all the onscreen help at www.gov.uk/rpa/bps2017. Or you can call us on 03000 200 301 if you get stuck.

Rural Payment availability – the service may not be available from time to time due to maintenance work. Check www.gov.uk/rpa/bps2017 to find out when the service will be unavailable.
Check
...your information
First check that your personal and business details are up-to-date, then create and check your ‘application summary’.

Check that your details are up-to-date
Before you start to check your application, you must check that the personal and business details you’ve already registered are still correct. We will use them to contact you about your claim so please make sure they are up to date.

Check your personal details
As soon as you sign in to the Rural Payments service you’ll see a screen called ‘Your Businesses’. To check and change your personal details click ‘View and amend personal details’ on the right side of the screen. After you make any changes, click ‘Amend your details’.

Check that your address, email address and phone number are up-to-date. If they aren’t, we might not be able to contact you about your application.

Check your business details
To check your business details, choose the business from the ‘Your businesses’ screen. On the ‘Business overview’ screen click ‘View full business details’ on the right side of the screen. To make any changes, click the appropriate ‘Amend’ link.

The main business address that we have on the Rural Payments service is the address that we will use to send certain types of information to you, such as the remittance advice after a payment.

If you’ve not been paid in Euros before and you want to be paid in Euros for BPS 2017, you must give us your Euro bank account details before 20 November 2017.

Check your permission levels
To check your permission levels click ‘Give access to this business’ on the ‘Business overview’ screen. If you don’t have the right permission on the service you will need to get someone with ‘full permission’ level for the business to change your permission level.

To access your online application summary you need to have the BPS ‘submit’ permission.

If your ‘relationship’ for the business is ‘employee’ in the service you will not be able to access the application, even if you have the permission shown above. You will need to get someone with full permission for the business to change your relationship to ‘helper’. If there is nobody else for the business who can do this on the service, call us and we will help you over the phone.

Check any permissions you’ve given to other people
If you want someone else to have access to your business so they can help you apply online, you need to check that you’ve given them the right permission. Click ‘Give access to this business’ from the ‘Business Overview’ screen. They will need BPS ‘submit’ permissions if you want them to apply on your behalf. They must be registered on Rural Payments before you can give them access.
Check your application summary

Once you’ve checked that your details are up-to-date, you can start checking your online application. To do this, create an ‘application summary’. You may find it useful to print the summary as it looks like a paper application form, so if you’ve applied for BPS before it should look familiar.

How to create your application summary

From the ‘Business overview’ screen, click the ‘Basic Payment Scheme Applications’ link, and then the ‘Apply for BPS’ link.

Remember there’s ‘Help’ on these screens to guide you step-by-step.

Create a new application

Each year, before you can set up an application summary for the first time, you need to create a new BPS application.

To do this:
• click the green button ‘Create a new DIRECT PAYMENTS application’.
• a message will appear showing a green tick, this confirms the application has been created ‘Successfully’. Click the green ‘Back’ button at the bottom of this screen.
• on the next screen click ‘Open’.

If the green ‘Create a new DIRECT PAYMENTS application’ button isn’t available or isn’t clearly visible, this means that the option to apply for BPS isn’t available to customers at that particular time. We tell you each year on GOV.UK when you can start to apply for BPS – this ends at midnight on the ‘late application’ deadline (usually 9 June).

You can also see how to create a new application summary by clicking the ‘Help’ link on the relevant screen.

When you create your application for the first time, we recommend you make a note of the ‘App. number’ which is the unique application number given in the Rural Payments service, and share this with anyone in your business who has permission to change your application.

If you have more than one application with the ‘Status’ of ‘Created’ for the same scheme year you can use the ‘App. number’ to identify which is the most up-to-date application.
Create a new application summary

After you’ve created and opened your new BPS application:

• click the drop-down arrow ‘View and print your application summary’
• then click ‘Generate’ - when your application summary is available a date and time will appear beside the ‘Download’ button.
• click ‘Download’ to read or print your application summary or to save it to your computer.

This will be the most recent summary you created about this business. For this button to work there must already have been a summary generated. If you always ‘generate’ before you ‘download’ you’ll always see the most up-to-date information that is in the Rural Payments service.

You can also read how to generate your application summary by clicking the ‘Help’ link on the relevant ‘Apply for BPS’ screen.

The ‘Business summary’ you find on your ‘Business overview’ screen is different to your application summary. You don’t have to check your business summary to apply. If you do want to look at it, make sure you are looking at the latest information.

We’ve filled in your application with information we already have about your business – so you can check it like you would have checked a BP5 paper form in the past. It is your responsibility to make sure that the information in your application is correct.

The first time you read your application summary, you’ll see information in the following sections that you will need to check:

• Part A: Your business
• Part B: Payment (this will only be filled in if you were paid in Euros last year)
• Part C: Field data sheet
• Part D: Greening: ecological focus areas (EFA) (if this applies to you)
• Part E: Common land grazing rights (if you have any)
• Part H: Entitlements

The other sections of the application summary will be blank at the moment. You will fill them in when you complete your declarations (see page 27).

As you check these sections, make a note of anything that needs to change. Once you have checked them all, if you need to make any changes, read ‘Change’ (page 15) to find out how.

Parts C and D of your application summary

In parts C and D of your application summary, you’ll see information about greening and whether you may be meeting the crop diversification or EFA rules. For more information about this, read the section ‘Using the greening checker in your application summary’ on page 13.
What to check in Part A: Your business
Check that the Single Business Identifier (SBI) and the ‘Name of beneficiary (or business name)’ are correct. You can’t change your SBI online. If the SBI on your application summary is wrong, call us on 03000 200 301.

What to check in Part B: Payment
If you want to be paid in euros, check that there is an ‘X’ in the box in this part of the form.

What to check in Part C: Field data sheet
In Part C, your application summary should show all the agricultural areas on your holding which are 0.0100 hectares or more (as well as any non-agricultural land you have in a rural development agreement or the National Forest Changing Landscapes Scheme), even if you are not claiming BPS on that land.

The information in Part C is based on what land we have linked to your holding and the land we have recorded on our maps (columns C3 and C4), and the information we took from your BPS application last year.

The total field size of every land parcel needs to be accounted for, including:
- areas within the land parcel which are non-agricultural
- ineligible features within it
- how different areas of the parcel are being used for different things - such as arable land,
- permanent grassland and permanent crops (they need to have the appropriate land use code)

First, check if there are any land parcels missing from your application, or if there are any that you want to remove. Make a note of this so you can change it later (see page 15).

The information below explains what else you should check in Part C.

It’s particularly important to check that columns C6, C7 and C8 are correct. These are the columns which tell us what you use each area of land for, what size it is, and how much of it you want to claim for payment (if it’s eligible).

Check your maps online
You can see digital maps of your individual land parcels on the Rural Payments service and print them. From the ‘Business overview’ screen, click ‘Land’ then ‘View land’. For more information, read ‘Annex 1: Your digital maps’ on page 35.

C2 – Ordnance Survey Map sheet reference and National Grid field number
This will contain a 10-character reference, made up of 2 letters, 4 numbers and the final 4 numbers indicating the centre of the land parcel (for example, AA1234 1234).

Some field numbers may have changed since last year – you can check them by looking at your digital maps – read page 35.
C3 (Total field size) and C4 (Maximum area eligible for BPS)
Column C3 should show the total area of the land parcel. C4 should show the maximum area eligible for BPS (the total area of the land parcel, minus the area of any recorded permanent ineligible features).

The information in columns C3 and C4 comes from our mapping database. It may not be up to date if you have:

- sent us an RLE1 form to tell us about land changes and we haven’t made them yet (they will be shown as a ‘pending’ change on your digital maps)
- made changes to your land parcel that you haven’t told us about yet on an RLE1 form, or
- had a land inspection in 2016 and we have changes to make to our mapping database as a result.

Checking your land areas
All the land information on your application summary needs to be to 4 decimal places (that is, x.xxxx ha). If you have any problems doing this we recommend you round down rather than using normal rounding rules.

C6 – Part field size
Column C6 shows the size of the different eligible and ineligible areas (or crops) in the land parcel (C7 shows what the area is being used for). We’ve listed the ones that you supplied in 2016. Make a note of any areas that have changed, so that you can update them in the ‘Land use’ screen later. (See page 19 for more information).

The total of all the land use areas (C6) should add up to the correct total field size (C3) of the land parcel. The total area of all the eligible land uses (C7) should add up to the correct maximum area eligible for BPS (C4) for the land parcel. You might need to take into account any RLE1 forms you have sent to us or recent changes.

If you only have part of a land parcel ‘at your disposal’ for BPS, and someone else has the other part, you should only declare the land use(s) (C7) and area for your part of the parcel (C6).

If you need to tell us about more than one land use in your ‘share’ of the eligible land, then you can do this in the ‘land use’ screen – read page 24 for more information. Read the BPS 2017 scheme rules for more information about what ‘land at your disposal’ means.

We will use the information about your land use in columns C6 and C7 to work out if you:

- have enough eligible land to claim BPS
- are exempt from any of the greening rules
- are meeting the crop diversification or EFA rule for greening
C7 – Land use in 2017
This column should contain a land use code showing what each area of land is being used for on 15 May 2017. You need to tell us about all the land uses in each parcel. There’s a list of all the land use codes on GOV.UK at www.gov.uk/rpa/bps2017.

Declare which crop is there for the majority of the cropping period but if this is likely to be fallow and you intend to sow a crop before the 30 June, you should declare this crop instead of fallow.

If you have any land that won’t be eligible for the entire calendar year (for example, you know that utility works will take place on the land later in the year), use the correct code at C7. You don’t need to fill in an RLE1 form to tell us about ineligible features or areas that will only be on agricultural land temporarily (temporary ineligible features). Read the table on page 24 for more information.

If you have features on your land which are eligible for BPS (such as hedges or ditches), these don’t need to be declared as separate land uses in columns C6 and C7. You should include the area of these features in the main land use of the field.

Grass strips (such as tracks, strips, margins and headlands) do not need to be identified separately from the main land use of the parcel (the cropped area), unless you want to count the area:
• separately for crop diversification
• as a permanent grassland buffer strip or fallow land for EFA
• towards your permanent grassland total for a greening exemption; or
• towards your temporary grassland and/or fallow land total for a greening exemption.

C8 – Eligible area you want to claim for payment
Column C8 should be the sum of the eligible areas in columns C6 and C7. Check that the area you want to claim payment for is correct. You can only use land parcels which have a total eligible area of 0.1000 hectares or more to claim BPS.

The area entered in C8 for each eligible land use must not exceed the area entered in C6 for that land use. The total of the areas entered in C8 for the land parcel must not exceed the total of all the eligible land use areas entered in C6.

What to check in Part D: Greening: ecological focus areas (EFA)
You only need to check this section if you have to follow the EFA greening rule (read the scheme rules to check).

D2 to D8 – EFAs
Your application summary will show the EFAs you declared for BPS 2016, with the exception of catch and cover crops. Check that all the EFA features/areas you want to declare this year are shown and that their areas/lengths are correct.

In 2017, we will use new EFA hedge information. This may mean that entries are different to those that were declared in 2016.

EFA hedges next to fallow land, nitrogen-fixing crops, catch or cover crops
You will need to reduce the area of the fallow, nitrogen-fixing crop or catch or cover crop if a hedge you are also using as part of your EFA is next to them – read the ‘Basic Payment Scheme: rules for 2017’ on GOV.UK at www.gov.uk/rpa/bps2017 and page 29 for more information.
Using the greening checker in your application summary

In parts C and D of your application summary, you’ll see information about greening and whether you may be meeting the crop diversification or EFA rules. This is just a guide and is based on your land use and area information.

These greening sections may be incorrect if you have:
- ‘Undeclared’ areas in your land use screen
- organic land and have applied for an exemption in Part J of your application summary
- applied for crop diversification exemption 3 (read the BPS scheme rules for more information)
- used paper continuation sheets, or
- have land in another part of the UK.

If your application summary shows N/A beside ‘EFA rules met’, this means that you don’t need to declare EFAs because you meet one of the exemptions (these are explained in the scheme rules).

However if your circumstances change and you are no longer exempt, you can check which areas or features on your application would count as EFA. Go to the ‘Use less EFA than available’ screen - you’ll see all the areas and features you’ve declared which would count as EFA.

For more information, read page 29.

What to check in Part E: Common land

This part will show any common land grazing rights that you have. Check that the information is correct and make a note of anything that you need to change.

E3 – Type of commons rights

This shows the type of grazing rights you have by animal type (for example, cattle, sheep or ponies) using the information we have.

Read the ‘BPS 2017 scheme rules’ for more information and for guidance on how to claim if you have New Forest grazing rights.

E4 – Number of rights of this type

This shows the number of animals you have grazing rights for, for the animal type listed at E3, using the information we have. Read the BPS 2017 scheme rules for more information.

You don’t need to convert your rights to Livestock Units or do any other calculations.

E5 – Do you own the common?

If you own the common, check that this is shown correctly.

E6 – Activate entitlements

Check that each line in column E6 is correct if you want to be paid for your common land rights.
What to check at Part H: Entitlements

This section is for information only. You can check your entitlements information in the ‘View entitlements’ screen - from the Business overview screen click ‘Entitlements’ then ‘View entitlements’. Click the ‘Help’ link for more information about what the information on the screen means. If you think your entitlements information is wrong call us on 03000 200 301.

Remember, you can apply for BPS on as much of your eligible land as you want to - you don’t need to match the area you apply for with the number of entitlements you hold.

There is no penalty if the eligible area you apply for is greater than the number of entitlements you actually hold. We will work out your payment based on the lower figure. However, you should not apply for more eligible land than you actually have.

More detail about checking your entitlements is in the table below.

<table>
<thead>
<tr>
<th>If you...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should have had entitlements transferred to you, but they are not included on your application summary / paper BPS application form</td>
<td>First check your entitlement balance on the Rural Payments service. If the entitlements are definitely not in your balance call us and we will look into this. On your application, declare your land and BPS eligible area as you normally would. When we process your claim, we will update your entitlement balance if there is a transfer we still need to make and pay against the actual number of entitlements you hold.</td>
</tr>
<tr>
<td>Have entitlements on the Rural Payments service which show the wrong ‘use by year’</td>
<td>Click ‘Help’ to read more information about the ‘use by years’ shown on the screen. If you still think some of the use by years are wrong, check your claim statement (if you have one). If you still think the wrong use by year is shown, write to us.</td>
</tr>
<tr>
<td>Think your Rural Payments screen shows the wrong number of entitlements</td>
<td>On the Rural Payments service, click ‘Help’ in the ‘View entitlements’ screen to read more information about your entitlements. If you think the information on the Rural Payments service is wrong, email or write to us to let us know. On your application, declare your land and BPS eligible area as you normally would. When we process your claim, we will check your entitlements balance and make any updates we need to. This means we can pay you for the correct number of entitlements you have (based on the eligible land you claim against).</td>
</tr>
<tr>
<td>Applied for entitlements under the ‘young or new farmer’ rules in 2016, but they are not included in your balance on the Rural Payments screens</td>
<td>Call us on 03000 200 301 and we will look into this. Declare your land and BPS eligible area as you normally would on your application. When we process your claim, we will check your entitlements balance and make any updates we need to so we can pay you for the correct number of entitlements you have (based on the eligible land you claim against).</td>
</tr>
</tbody>
</table>
Change
...your anything that needs updating
Making your changes online will update your application automatically. If you don’t need to make any changes, go to page 27.

Use the different links on your ‘Business Overview’ screen to make your changes to your application summary. If you are still on the ‘Apply for BPS screen’ (where you downloaded your application summary), click ‘Back to applications’ then ‘Back to Business overview’ to see the Business Overview screen.

There’s a guide on where to make changes in the Rural Payments service in the annex of this booklet. When you’re using the Rural Payments service, whenever you see the ‘Help’ link, you can click it to read extra information about the screen you’re on and how to use it.

When you’ve finished making your changes, you’ll need to go back to the ‘Apply for BPS’ screen so you can complete your declarations (read page 28 for more information).

Part A: Business details
To update your business name, click ‘View full business details’ from the Business overview screen, then ‘Amend business details and reference numbers’.

If the SBI is wrong in Part A, call the Rural Payments helpline on 03000 200 301.

Make changes to Part C: Field data sheet
The information in Part C comes from the ‘Land use’ screen. The information in Part D for Ecological Focus Areas also comes from this screen. You can find it by clicking the ‘Land’ link on the Business Overview screen, then ‘Land use’.

You can make the following changes to Part C using the Rural Payments service:
• add or remove land parcels from your application
• change your ‘land use’ (columns C6 and C7 on your application summary)
• reduce the area you want to claim payment for (C8) - see page 28 for more information. You can’t change the information in columns C3 or C4 of your application summary online – and you won’t need to when you make an application. You just need to:
  - make sure your land use (C7) and areas (C6) are correct, and
  - send us an RLE1 form and sketch map (if you haven’t already done so) if the total size of the parcel has changed or if permanent ineligible features have been added or removed from it.

In the Rural Payments service, all of the land information needs to be to 4 decimal places (i.e. x.xxxx ha). If you have any problems doing this we recommend you round down rather than using normal rounding rules.
Add or remove land parcels in Part C

The table below explains how to add or remove a land parcel at Part C of your application summary.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a land parcel to your application</td>
<td>If the land parcel is already registered with us, you can do one of the following:</td>
</tr>
<tr>
<td></td>
<td>• ask the previous owner or claimant to transfer the land parcel to you online (this will register the parcel to your holding). We recommend online transfers are made as early as possible so they appear on your online application in time to submit it.</td>
</tr>
<tr>
<td></td>
<td>• fill in a BP5 continuation booklet (available on GOV.UK) with the details of the land parcel and send it to us when you apply.</td>
</tr>
<tr>
<td></td>
<td>• send us an email to let us know – put ‘Add land’ in the subject line and include the following information:</td>
</tr>
<tr>
<td></td>
<td>- The SBI and name of the business the land should be linked to (so it appears on your online claim)</td>
</tr>
<tr>
<td></td>
<td>- Your name and contact number in case of any issues</td>
</tr>
<tr>
<td></td>
<td>- The land parcel reference numbers for the parcels you want to add, including sheet reference numbers and parcel IDs.</td>
</tr>
<tr>
<td></td>
<td>Send your email to: <a href="mailto:ruralpayments@defra.gsi.gov.uk">ruralpayments@defra.gsi.gov.uk</a></td>
</tr>
<tr>
<td></td>
<td>Please email us by 5 May to make sure we can get back to you in time for you to complete your application by the deadline of 15 May.</td>
</tr>
<tr>
<td></td>
<td>We will send you an email (to the email address you send the request from) once the change has been made. In some cases we may not be able to link your parcel to your holding – if this happens we will email you and provide you with a link to the continuation sheets that you will need.</td>
</tr>
<tr>
<td></td>
<td>Please note: the person requesting this will need a minimum of ‘Amend’ permissions for land and/or ‘BPS Amend’ permissions.</td>
</tr>
<tr>
<td></td>
<td>If the land parcel isn’t registered with us:</td>
</tr>
<tr>
<td></td>
<td>• Fill in a BP5 continuation booklet with the details of the land parcel and send it to us when you apply, and</td>
</tr>
<tr>
<td></td>
<td>• Fill in an RLE1 form to register the land parcel (if you haven’t already done so)</td>
</tr>
<tr>
<td>If you want to...</td>
<td>You need to...</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Transfer or remove a land parcel from your application | You can do one of the following:  
• transfer the land parcel to the right business on the Rural Payments service (this will remove it from your holding)  
• ‘Remove’ the land parcel from your holding (record) if it shouldn’t appear under your SBI because you no longer have control of it - for example, you don’t farm it any longer or you tried to delete it from your application last year and it’s still appearing.  
If you use the ‘Remove’ land option this will completely remove the land parcel from your record so you won’t be able to claim for payment on that land parcel for either BPS or a one of the following rural development payment schemes.  
- Countryside Stewardship  
- Environmental Stewardship  
- Habitat Scheme  
- English Woodland Grant Scheme  
- Farm Woodland Premium Scheme  
- National Forest Changing Landscape Scheme  
Don’t use the ‘Remove land’ option if you still control the land parcel for one of these schemes, in these cases you should use the correct ‘land use’ under the ‘Edit land use’ option.  
And make sure you only indicate that you have applied for the land parcel you still control for the scheme you want to claim for payment.  
If you remove a land parcel under an existing rural development payment scheme agreement (see above list), this may affect your agreement or payment. |

Transferring or removing land as a tenant or if you own less than 100% of the land parcel  
You can’t remove or transfer a land parcel to another business in the Rural Payments service if:  
• you own less than 100% of a land parcel, or  
• your ‘Holding type’ is ‘tenant’ in the ‘Transfer land’ screens. This includes if you actually own the land but the Holding type is incorrectly showing as ‘tenant’.  
In these cases you need to read the RLE1 guidance and fill in and send us an RLE1 form.  
You can still apply for BPS on these land parcels.  
If you transfer land online, you won’t see this straight away in the ‘View land’ screens (it can take up to 24 hours to appear). You should see it straight away in the ‘Land use’ screen.
Change ‘Land use’ - columns C6 and C7

From the ‘Business Overview’ screen, click ‘Land’, then ‘Land use’. The information on the land use screen will be submitted to us as part of your BPS application (in parts C and D), so it’s important that it’s correct.


Searching for a land parcel

If you have a large number of land parcels, the easiest way to find the parcel you are looking for is to use the ‘Filters’. When you use a filter, you can update your land use and you’ll return to the filtered view (rather than the top of the land use table). This means you can make a number of changes to a land parcel without having to search for it each time.

To view the filters, click the plus symbol next to the ‘Filters’ heading.

You can filter by:
• Sheet reference (for example, ‘2435’ or ‘AB1234’).
• The parcel ID (for example, ‘1145’)
• A land use – using this filter will show all the instances of a single land use (for example if you search for permanent grassland it will show you all the land uses for ‘PG01 – Permanent Grassland’ for each National Grid reference)
• ‘Undeclared’ or ‘Overdeclared’ to see all the parcels and land use areas which have these warnings

To filter, type the information you want to search for in one of the white boxes, then press the ‘Search’ button. To filter for warnings, click the arrow next to ‘All’:

To remove a filter:
• delete the text you’ve typed into one of the white boxes, then press ‘Search’
• the drop down box to ‘all’ (if you’ve used it), then press ‘Search’
If you use the filter to search by OS Sheet number you will rarely have more than 10 fields to look through and generally all are displayed on the screen.

To make changes to land use, use the icons on the left of the screen:

- **Edit** – change a land use area (and add a catch or cover crop if you need to)
- **Add** – include another land use in the land parcel and tell us its area / measurement
- **Delete** – remove a land use from a land parcel

When you are changing your land use there are checks built into the service. They will highlight to you if the land uses you have declared for a parcel add up to more or less than the total field size that we currently have mapped. The total field size is shown in the ‘Parcel size’ column (and column C3 on your application summary).
If you see an amber ‘undeclared’ box, this means you haven’t declared the land use for the whole area of the land parcel we currently have mapped. To add a land use for this area, click the ‘Add’ icon for the row shown as undeclared.

If you see a red ‘overdeclared’ box, this means you have declared land use that is larger than the total size of the land parcel we currently have mapped. Use the ‘Edit’ icons on the land use screen to reduce the size of one or more of the land uses in the land parcel.

You can update your land use to remove these boxes, but you may not need to if:

- you need to tell us about a change to the total size of the field - send us an RLE1 form and sketch map to tell us about the changes and make sure the land use you’ve entered is correct
- you have already sent us an RLE1 to tell us about changes, but we haven’t updated your maps yet. You need to make sure the land uses for the parcel and their areas are correct
- only part of the land parcel is ‘at your disposal’ for BPS, then you should only declare the land use(s) and area for your part of the parcel.

If any of these apply, you can still submit your application if the ‘undeclared’ or ‘overdeclared’ box is showing.

<table>
<thead>
<tr>
<th>If you ...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have a land parcel in the 'land use’ table showing an area of 0.0000 and an ‘undeclared’ flag next to it</td>
<td>You’ll see the following in the land use table, where you have a land parcel with 0.0000 in total field size and BPS area.</td>
</tr>
</tbody>
</table>

```
+----------------+-----------------+-----------------+----+
| SP1968 3805   | 0.0000          | 0.0000          | 0.0000 |
```

You’ll need to do one of the following:

1. If you shouldn’t be linked to the parcel, for example you no longer have control of the parcel or have sold it, and you want to remove it from your holding, or transfer it to the new owner, follow the instructions on page 18.

If you can’t do this in the service, leave the area as undeclared in your online application, and send us an RLE1 form to make the transfer.

2. If you want to claim on it, add the land uses to the land use table using the information you have.

3. If you don’t want to claim for BPS on this parcel then leave the parcel as undeclared with an area of 0.0000 when you submit your BPS application.

Note that the land use table will still show as an ‘undeclared’ area and flag against the 0.0000 and reference number. However it will not be included in the list of ‘undeclared areas’ at the top of the table (as shown below).
Adding or editing a land use

Use the screen below to enter a new land use (after clicking the ‘Add’ icon) or edit an existing one (after clicking the ‘Edit’ icon). If you get stuck, click the ‘Help’ link.

When you add or edit a land use, the screen will let you choose ‘Rotations’ on the land use. You only need to use this to add a catch or cover crop to your land use. These should be entered as rotation 2.

When you have made your changes on this screen, press the ‘Save’ button, then ‘Back’.

Greening and land use codes

If you have any nitrogen-fixing crops or fallow land in your EFA, you need to include them in your land use. Land you are using for catch or cover crops as part of your EFA also needs to be included in land use - with the main land use being the land use on 15 May 2017. The catch and cover crops need to be included as a rotation crop (entered as rotation 2, see above).

EFA buffer strips and hedges also need to be separately identified in land use, and their length recorded in metres. There are specific codes you can use on the Rural Payments service. For more information read the list of land use codes on GOV.UK at www.gov.uk/rpa/bps2017. You don’t need to send us an RLE1 form or sketch map to identify your EFA buffer strips or hedges.

The measurements for EFA features/areas should be the actual physical measurements of the areas or features (in metres or hectares), not what they are worth for greening.

To declare a buffer strip as an EFA, you only need to declare the length of the buffer strip.

You should include the area of the buffer strip within the main land use of the parcel – you don’t need to declare the area of an EFA buffer strip separately from the main land use unless:

• the buffer strip is permanent grassland, or
• the remaining area over the first 1m width is being used as fallow for EFA.

In these cases, the area of the buffer strip should be declared in Part C using the land use code for permanent grassland or fallow land, as appropriate.
**Important**

If the changes you make mean that the total size of the field (‘Parcel size’ in the land use screen) has changed, you need to fill in and send us an RLE1 form to ask us to change the field boundaries (if you haven’t already done so). You can download an RLE1 form from GOV.UK – go to [www.gov.uk/rpa/bps2017](http://www.gov.uk/rpa/bps2017).

If you’ve already sent us an RLE1 form, you can check your digital map of the land parcel to see if the change is still ‘pending’ – read page 35.

The table below explains how to make other changes to your land. Use the onscreen ‘Help’ (see page 5) for more guidance on how to do these. You might need to use the add, edit or delete buttons to make changes (see page 20).

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>You need to...</th>
</tr>
</thead>
</table>
| **Change the size of a land parcel (because the boundary has changed)** | To increase the size of the land parcel, you must do all of the following:  
  • increase the area of land use for the corresponding land use code(s). Use the ‘Edit’ and/or ‘Add’ icons in the land use screen to make the changes. The total area of land use will now be larger than the total parcel size, and will show as ‘overdeclared’.  
  • fill in an RLE1 to tell us about the change to the land parcel (if you haven’t already done so)  
  The area you want to claim payment for will automatically increase to the new total of eligible land uses.  
  To reduce the size of the land parcel you must:  
  • reduce the area of land use for the corresponding code(s). Use the ‘Edit’ icon in the land use screen to make the changes. The total area of land uses will now be smaller than the total parcel size, and will show as ‘undeclared’.  
  • fill in an RLE1 form to tell us about the change (if you haven’t already done so) |
| **Split or merge parcels (Permanent splits, not crop splits)** |  
  • **Merge**: fill in the land use for each parcel and leave as 2 separate parcels. Use the ‘Edit’, ‘Delete’ or ‘Add’ icons in the land use screen to do this.  
  • **Split**: fill in the land use for each parcel in the existing parcel (and don’t split it other than providing different land use where needed). Use the ‘Edit’, ‘Delete’ or ‘Add’ icons in the land use screen to do this.  
  Then fill in an RLE1 form to tell us about the change (if you haven’t already done so). |
<table>
<thead>
<tr>
<th>If you want to...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Claim land that is in dual use</strong></td>
<td>If you are:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Claiming BPS on the land parcel</strong>: fill in your land use as normal</td>
</tr>
<tr>
<td></td>
<td>The person who isn’t claiming BPS on the land should delete the land use for the area they are not claiming on and leave it as undeclared – rather than edit it.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Claiming Countryside Stewardship or Environmental Stewardship and someone else is claiming BPS on the same area</strong>: Remove the land use code and area in land use table. The area you want to claim payment for will automatically decrease to 0.0000. Use the ‘Edit’ icons in the land use screen to do this.</td>
</tr>
<tr>
<td><strong>Declare an area of a shared parcel</strong></td>
<td>• Reduce the area of land use for the relevant parts of the parcel - the total area of land uses will now be smaller than the total parcel size, and you will get an ‘undeclared’ warning. Use the ‘Edit’ icons in the land use screen to do this.</td>
</tr>
<tr>
<td><strong>Show a Greening feature, such as a hedge</strong></td>
<td>• Update your land use to show EFA greening features. Use the ‘Add’ icon on the land use screen to add new land uses. You can also add linear EFA features such as hedges and buffer strips.</td>
</tr>
<tr>
<td></td>
<td>• Reduce EFA field area to take account of the greening feature.</td>
</tr>
<tr>
<td><strong>Tell us about a permanent ineligible feature/area in a land parcel which is not on your maps</strong></td>
<td>• Enter the land use code for the ineligible land use or feature, and enter the area. Use the ‘Add’ icon on the land use screen to add new land uses.</td>
</tr>
<tr>
<td></td>
<td>• Fill in an RLE1 form and sketch map to tell us about these features/ areas (if you haven’t already done so)</td>
</tr>
<tr>
<td><strong>Tell us about permanent ineligible areas where they cover a whole land parcel and are either already mapped as ineligible or are not mapped</strong></td>
<td>• Enter the land use code for the ineligible land use or feature, and enter the area. Use the ‘Add’ icon on the land use screen to add new land uses.</td>
</tr>
<tr>
<td></td>
<td>• You don’t need to fill in an RLE1 form or sketch map to tell us about this.</td>
</tr>
<tr>
<td><strong>Tell us about temporary ineligible features</strong></td>
<td>• Give the area a land use code of NA02 and enter the area. Use the ‘Add’ icon on the land use screen to add new land uses.</td>
</tr>
<tr>
<td></td>
<td>• You don’t need to fill in an RLE1 form or sketch map.</td>
</tr>
<tr>
<td>If you want to...</td>
<td>You need to...</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Want to submit an RLE1 to tell us about changes to your land</td>
<td>Fill in an RLE1 to tell us about permanent changes to your land for BPS 2017. You should submit it to us before the claim deadline of midnight on 15 May. If we receive RLE1s after this deadline, it could lead to delays in processing your claim. When submitting an RLE1 for land changes, make sure that the changes are also shown in your BPS or online claim. If land changes occur later in the year and these affect your 2017 claim (for example, some of your land has become ineligible for BPS), tell us about the change using an RLE1 form and write to us explaining the changes needed to your claim.</td>
</tr>
<tr>
<td>Have a land parcel in your ‘Land use’ screen on Rural Payments and a single land use is shown over a number of lines (for example, permanent grassland is shown 3 times in one land parcel)</td>
<td>You can: • leave it so it shows as more than one line in the ‘Land use’ screen, or • delete and edit the information so the land use only shows on one line for that land parcel</td>
</tr>
</tbody>
</table>

**Make changes to Part D: Greening: Ecological Focus Area**

The information in Part D comes from the information in the ‘Land use’ screen. So it’s important to make sure all the features and areas you want to use as EFAs are included in your land use. You can edit, add or delete information as you did when making changes to Part C. If you get stuck, click the ‘Help’ link. See page 20 for more information.

If you want to reduce any areas you are declaring as an EFA, read page 29.

**Make changes to Part E: Common land grazing rights**

**Changing E1 to E5**

If you need to make changes to your common land, you can do this in the ‘Update rights for common land’ screen. From the Business overview screen click, ‘Commons’.

**Update rights for common land**

A Farmer

Tell us about any changes to your grazing rights for common land.

Help
Onscreen ‘Help’ is available and will guide you through using the commons’ screens step-by-step. Click on the row you want to change and a ‘Common Declared Rights’ table will appear on the screen. Or, if the table is empty and you want to add common land rights, click ‘New page’. Then, follow the steps under the heading ‘If you have common land rights not showing in the application summary’, below.)

**Changing E6**
The information in column E6 on your application summary automatically updates based on the information in the ‘Update rights for common land screen’.

It will update to make sure you are always claiming the rights that you have. If, for any reason, you want to reduce the area you are claiming for, you can do this in the ‘Activate less commons’ screen (read page 29).

**If you have common land rights not showing in the application summary**
Make sure your common land appears in your online application:

- Go to your application, from the ‘Business Overview’ screen, click ‘Applications’, ‘Apply for BPS’, then ‘Open’.
- Click ‘Make changes to your application’, then ‘activate less commons’.
- Make sure the rights you want to claim on in the column ‘Do you want to activate entitlements’ have the Yes (‘Y’) box filled in. You can fill in all the Yes boxes by clicking ‘Activate all’.
- Click ‘Save’ then close the ‘activate less commons’ screen.

When you generate a new application summary your common land rights should show on it.

**Part H: Entitlements**
This part of your application summary is for information only. If you think the information is incorrect, you can check it under ‘View entitlements’.

If you want to transfer entitlements online, click on ‘Entitlements’ from the ‘Business Overview’ screen. Then click ‘Transfer entitlements’ and follow the ‘Help’ that’s available onscreen.
Complete
...your declarations
Before you can confirm your application and submit it, you need to complete your declarations.

Every applicant must make an ‘Active farmer’ declaration and fill in the ‘Your declaration and responsibilities’ section before submitting their application. Some farmers may need to make other declarations too.

To complete your declarations, go to the ‘Apply for BPS screen’. From the ‘Business overview’ screen, click ‘Basic Payment Scheme Applications’ and then ‘Apply for BPS’ (and ‘open’ your application) to get there.

You don’t have to fill in all the declarations, just the ones that apply to your claim. If you get stuck, click the ‘Help’ link.

**Part B: Payment**

To declare that you want to be paid in Euros, go to the ‘Declarations’ section on the ‘Apply for BPS’ screen and click ‘Payment’. Select ‘Yes’, then click ‘Close’.

**Part C (Column C8): ‘Activate less BPS area’**

The information in column C8 (Eligible area you want to claim payment for) on your application summary automatically updates based on the information in the ‘Land use’ screen. It will update to make sure you are always claiming the maximum eligible area that you can (based on your land use).

If, for any reason, you want to reduce the area you are claiming a BPS payment for, you can declare this in the ‘Activate less BPS area’ screen. Go to the ‘Make changes to your application’ section of the ‘Apply for BPS’ screen and click ‘Activate less BPS area’.

You can make changes by typing the areas you want to claim into the ‘Applied for’ column. Click the ‘Help’ link on the screen for more information on how to do this.

Make sure you save any changes before you close the screen.
Part D: ‘Use less EFA than available’

You can choose to reduce an EFA area you’ve declared. For example, if you:

• have fallow land in part D of your application summary that is eligible for crop diversification but doesn’t count as EFA fallow land, or

• need to reduce an EFA area because an EFA hedge ‘overlaps’ with fallow land, nitrogen-fixing crops, catch or cover crops (read the scheme rules for more information about this), or

• have land in a Countryside Stewardship agreement and you want to avoid the double funding reductions which you intend to claim at the full rather than reduced CS payment.

To reduce an EFA, go to the ‘Make changes to your application’ section of the ‘Apply for BPS’ screen. Then click ‘Use less EFA than available’.

You can make changes by typing the areas you want to claim into the ‘Applied for’ column. Click the ‘Help’ link on the screen for more information on how to do this.

Make sure you save any changes before you close the screen.

If you declare less EFA area in Part D for fallow, nitrogen fixing or catch or cover crops, you may also need to reduce the eligible area you want to claim for payment in Part C.


Part E: ‘Activate less commons’

If you don’t want to claim for payment on all your grazing rights (E6 on your application summary), you need to reduce the number of entitlements you use (activate).

From the ‘Apply for BPS’, use the green button to open your application, choose ‘Make changes to your application’ then ‘Activate less commons’. This shows the grazing rights from your BPS 2016 application, and any additional changes that we’ve already agreed with you. It shows the maximum number of rights you can use to activate (use) payment entitlements for BPS 2017.

Any further changes that we’ve agreed with you but not yet entered, or changes that we may agree later, will show when we enter the updated information into the Rural Payments service.

For any common you don’t want to claim for payment click ‘N’ in the ‘Do you want to activate entitlements’ column’.

Then choose the relevant common. (If you need more help to do this click the ‘Help’ link on the screen.) Then click Save. Click Close to go back to the previous screen.

If you make any changes to this information please send us any supporting evidence you have showing the numbers you declare.
Part F: Active Farmer declaration
To be eligible for BPS, you must qualify as an ‘active farmer’ and you must declare this on your application. Read the BPS 2017 scheme rules to make sure you know whether you qualify automatically or whether you need to fill in an ‘active farmer readmission: accountant certificate’ form. If you do need to fill in a readmission form, this must be sent so we receive it by midnight on 15 May 2017.

To make your declaration, click ‘Active farmer declaration’ and answer the questions onscreen. When you’ve finished, click ‘Save’.

Part G: Young farmer payment
To apply for the young farmer payment, go to the ‘Make changes to your application’ section of the ‘Apply for BPS’ screen and click ‘Apply for young farmer’. Click ‘Yes’ to apply for the young farmer payment, then ‘Close’. You need to fill in and return a ‘Young and new farmer’ form together with evidence to prove you are a young farmer. These must be returned by the claim deadline of midnight on 15 May. Read the scheme rules for more information.

Part I: Land in more than one part of the UK
To tell us you are applying for BPS in more than one part of the UK, go to the ‘Declarations’ part of the ‘Apply for BPS’ screen and click ‘Cross border’.

Answer the questions on screen and click ‘Save’. Then click ‘Close’.

Part J: Organic land
To tell us you want to declare that you are using the organic greening exemption, go to the ‘Declarations’ part of the ‘Apply for BPS’ screen and click ‘Organic’. Select ‘Yes’, then ‘Close’.

You’ll also need to send a copy of your organic evidence to RPA to support your application.

You don’t need to fill in Part K to apply and you can’t complete it online. This part is just for your own use.

Part L: Your declarations and responsibilities
To make your declaration, click ‘Your declarations and responsibilities’. You must click ‘Yes’ to confirm that you accept the terms of the declarations.

You must complete this declaration before you apply.
Confirm
...your information and apply
Once you’ve made your changes and declarations, check your application again and submit it.

We recommend that you generate and print a copy of your application summary before you submit it.

Before you submit your application, generate a new copy of your application summary and check it again to make sure that you’re happy with the information you’re going to submit.

From the ‘Apply for BPS’ screen, click the drop-down arrow ‘View and print your application summary’, then click ‘Generate’ to create an updated version of your application summary. Then click ‘Download’ to read it.

Do not send a printed copy of this updated application summary to us as a paper BP5 form – we cannot accept it.

How to check your application summary is up to date

Check you are looking at the latest information in your application summary – the date and time on screen will tell you when your summary was last updated. When the summary is up to date, the date and time will be green. If it is red, this means something has changed and you need to generate a new summary to view the latest information.

Submit your application

Click ‘Submit’ on the ‘Apply for BPS’ screen to apply. A ‘pop up’ notice on the screen should confirm that RPA has received your application.

If you haven’t completed the ‘Active farmer’ or ‘Your declaration and responsibilities’ declarations you will be asked to do this before you can submit.

Once you have submitted, the ‘Apply for BPS’ screen status of your application will change to ‘Submitted’ and show the date and time it was submitted, as well as the date it was generated (‘Date produced’).

Every time you generate a new summary it will contain the most up to date information that is in the Rural Payments service for that claim.

You must submit your application by **midnight on 15 May 2017**. The most recent BPS application is the one that will be accepted. It cannot be deleted online. If you want to withdraw it, you need to contact us.
We can accept applications until midnight on 9 June 2017 but will apply penalties to claims submitted after midnight on 15 May 2017 (read the ‘Key dates’ on page 40).

We recommend that immediately after you submit your application you ‘generate’ a new application summary, download it and either print it or save it to your computer – this will be a direct copy of the application you’ve submitted and will contain the time and date that you submitted it.

<table>
<thead>
<tr>
<th>If you...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Want to submit your BPS application online but can’t see a ‘Submit’ button in the ‘Basic Payment Scheme Applications screens’.</td>
<td>The green ‘Submit’ button shows at the bottom of the list of options when your BPS application is open on the ‘Apply for BPS’ screen (from Business Overview, click ‘Basic Payment Scheme Applications’, ‘Apply for BPS’, then ‘Open’). If the button doesn’t show then you mustn’t have the correct permission level to ‘submit’ the application. To find out more about this permission level read page 7 of this document.</td>
</tr>
<tr>
<td>Want to know if your online application has submitted successfully</td>
<td>Do any of the following: • watch for the message that appears on your screen after you’ve submitted your application • click the ‘messages’ tab on the initial ‘Your businesses’ screen. You’ll see a message telling you that you’ve submitted your application successfully • go to the ‘Apply for BPS’ screen which will show the status of the application as ‘submitted’ and the date and time that it was submitted. We recommend you save a copy. • generate a copy of your application summary after you’ve submitted your application and save it. This application summary shows the time and date you submitted your application.</td>
</tr>
</tbody>
</table>

**Track your claim**

When you’ve submitted your application, you can track its progress from the ‘Apply for BPS’ screen. Check the status column as this will tell you what stage your claim is at.

- Submitted – we’ve received your application and it’s ready for us to make our initial checks.
- Claim validation – we’re making our main checks on the claim.
- Final checking – we’re completing final checks to confirm the claim value.
- Preparing for payment – our checks are complete and the claim will be sent for payment. You should receive your payment soon unless we’re still waiting for something from you before we can make your payment, for example, your bank details.
Supporting documents (including continuation sheets)
If you need to send supporting documents as part of your application, make sure you clearly write the SBI on every sheet, then send them to us by post. We cannot accept scanned images that are sent by email. The address to send them to is on page 41.

We must receive any supporting evidence and continuation sheets by the BPS application deadline of midnight on 15 May 2017. If they are received late, the application they are part of will be also treated as late and a late application penalty may be applied. Your application may be rejected if supporting documents are received after midnight on 9 June 2017. Read the ‘Basic Payment Scheme: rules for 2017’ for more information on application dates and penalties.

After you’ve applied: how to make changes to your application
You can make certain changes to your application - without getting a penalty - before midnight on 31 May 2017 (as long as you submitted your application by midnight on 15 May 2017). Read the BPS 2017 scheme rules for more information.

To make the changes, you will need to ‘create’ a new application and submit it when you have made them. To do this, follow the online ‘Help’ at the ‘Apply for BPS’ screen.

If you submit an updated application after 15 May 2017, you should send an email to us, explaining that this is a change to your original application. Include ‘Amendments to BPS 2017 application’ in the header of the email and your Single Business Identifier (SBI) in the email. Send it to ruralpayments@defra.gsi.gov.uk.

Any new application will replace your original application – but you will still be able to see (and print) your original application as an application summary.
Annex 1: Your digital maps

You can look at digital maps of the individual land parcels which are registered to your business on the Rural Payments service. You can see them as either an OS map or as aerial photography - you can print the OS map view too.

From the ‘Business overview’ screen, click the ‘Land’ link, and then ‘View land’.

You’ll see a summary of your land parcels giving the number of parcels and their total area, and a list of all the individual land parcels. Click on the individual land parcel details to see more information about that parcel, for example, BPS eligible area, total area and land cover.

The screen will highlight if there are any changes ‘pending’ on any of the land parcels - if there are, you will see an ‘!’ icon. This means we’re still working on changes to that land parcel, so you should take account of any outstanding RLE1 forms that you’ve sent to us - or any outstanding inspection reports. You don’t need to send us another RLE1 form.

If there are no changes ‘pending’, but you need to make changes to the land parcel, send us an RLE1 form to tell us about the changes.

If you can’t see a particular land parcel, this could be because it isn’t registered to your business – or isn’t registered with us at all.

<table>
<thead>
<tr>
<th>If you ...</th>
<th>You need to...</th>
</tr>
</thead>
</table>
| Sent us an RLE1 and sketch map to tell us about a change to your land – but the change is not on your maps and you cannot see an exclamation mark | Do one of the following:  
• call us on 03000 200 301, giving your SBI  
• email us at ruralpayments@defra.gsi.gov.uk; or  
• write to us at Rural Payments Agency, PO Box 352, Worksop S80 9FG  
Give your SBI and use ‘Mapping Query’ as the subject heading of an email or letter. |
<table>
<thead>
<tr>
<th>If you ...</th>
<th>You need to...</th>
</tr>
</thead>
</table>
| Think we have mapped a permanent ineligible feature or land parcel boundary incorrectly | Send a letter or email us to let us know. If you have them, include a copy of any RLE1 forms and maps you have sent us about the permanent ineligible feature – if you don’t have permanent ineligible features (read the RLE guidance for more information).  
  Print a copy of the land parcel from the land viewer and sketch on the change required (include any measurements if you have them and if it is a feature, what the feature is).  
  For 2017, make sure the feature has the correct area/land use code in your land use code in your land use screen (if you are applying online). |
| Have land cover shown on your maps which is incorrect                     | Update your land use for each land parcel (in your ‘Land use’ screen if you are applying online.  
  If you haven’t done so already, you might need to send us an RLE1 form to tell us about any changes to your land cover. |
| See a change to your maps and aren’t sure why we have made it (for example it isn’t a change you told us about) | You don’t need to do anything, unless you think your maps are incorrect and you need to tell us about a change. If you think they are incorrect, read ‘Think we have mapped a permanent ineligible feature or land parcel boundary incorrectly’ (above).  
  RPA will use all available data sources, including aerial photography and Ordnance Survey map updates, to keep our land information up-to-date, and to check any claims you make.  
  We won’t write to you anymore to tell you when we make a change to your maps based on these data sources. |
| Have an update made to your maps by RPA after you have applied for BPS 2017 – and need to update your claim | If you notice a mapping change after you have submitted your 2017 application, you can make some changes to your application up to midnight on 31 May without getting a penalty (as long as you submitted your claim by midnight on 15 May 2017 and haven’t been told you will be inspected). Changes can be made with penalty from 1 June to 9 June – some changes can also be made after 9 June.  
  However, farmers can’t make these changes if:  
  • they have already been told about any non-compliance affecting the agricultural parcel they want to amend  
  • an inspection has revealed a non-compliance affecting the agricultural parcel they want to amend  
  • they have received advance warning of an inspection  
  Read the BPS scheme rules for more information. |
<p>| Have an exclamation mark next to a land parcel in the View land screen     | Make your application and ensure that the information in your land use tables is up to date. The exclamation mark shows that we’re still mapping changes but you don’t need to wait for us to finish before you make your claim. |</p>
<table>
<thead>
<tr>
<th>If you ...</th>
<th>You need to...</th>
</tr>
</thead>
</table>
| **Want to know whether to send us an RLE 1 form to tell us about changes to your land** | Send us RLE 1 forms for:  
  - Registering new land parcels  
  - Transferring parcels  
  - Dividing or merging parcels  
  - Boundary changes  
  - Adding or deleting permanent ineligible features that are not already shown on your maps  
  You don’t need to send us an RLE 1 form if you’ve already sent one telling us about a change, and an exclamation mark is showing against your land parcel on the land viewer. |
| **Have submitted a land change that doesn’t appear on your maps** | This may be because we’re still mapping changes that you’ve requested. You should keep checking online for updates to your maps. You should still submit your BPS 2017 application based on your best knowledge. And send a covering letter to us to explain what you’ve done. |
| **Have a small area of land at least 0.01 of a hectare in size that has been wrongly mapped as ineligible land** | Change the land use to what is on the ground at 15 May 2017, and send us an RLE1 to ask us to change it to eligible land. |

The RLE1 form and guidance is available on GOV.UK at [www.gov.uk/rpa/bps2017](http://www.gov.uk/rpa/bps2017).

If you need to send us a map showing any changes, print the individual land parcel from the Rural Payments service, mark it up and send it to us with your RLE1 form.
## Annex 2: At a glance: your online application

The table below shows you where to change the different parts of your online application.

<table>
<thead>
<tr>
<th>Part of your ‘application summary’</th>
<th>Where to click from the ‘Business overview’ screen</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part A - Your business</strong></td>
<td>Business name: ‘View full business details’ › ‘Amend business details and reference numbers’</td>
</tr>
<tr>
<td></td>
<td>SBI: If your SBI is incorrect in Part A, call the Rural Payments helpline on 03000 200 301.</td>
</tr>
<tr>
<td><strong>Part B - Your choice of currency</strong></td>
<td>‘Applications’ › ‘Apply for BPS’ › ‘Declarations’ › ‘Payment’</td>
</tr>
<tr>
<td><strong>Part C - C1: Field name</strong></td>
<td>Not available to change online.</td>
</tr>
<tr>
<td><strong>Part C - C2: OS map sheet ref / National Grid field no</strong></td>
<td>Not available to change online. You can check them by going to ‘Land’ › ‘Land use’</td>
</tr>
<tr>
<td><strong>Part C - C3: Total field size</strong></td>
<td>You can’t update the Total field size within your online application. But you should make sure your part field size (C6) and land use information (C7) are correct. You can update these in the Land Use screen (‘Land’ › ‘Land use’)</td>
</tr>
<tr>
<td><strong>Part C - C4: Maximum area eligible for BPS</strong></td>
<td>You can’t update the Maximum area eligible for BPS within your online application. But you should make sure your part field size (C6) and land use information (C7) are correct. You can update these in the Land Use screen (‘Land’ › ‘Land use’)</td>
</tr>
<tr>
<td><strong>Part C - C5: Part field suffix</strong></td>
<td>This will update automatically, based on the information in your land use screen.</td>
</tr>
<tr>
<td><strong>Part C - C6: Part field size</strong></td>
<td>‘Land’ › ‘Land use’</td>
</tr>
<tr>
<td><strong>Part C - C7: Land use in 2016</strong></td>
<td>‘Land’ › ‘Land use’</td>
</tr>
<tr>
<td><strong>Part C - C8: Eligible area you want to claim payment for</strong></td>
<td>This will update automatically when you make any changes to land use.</td>
</tr>
<tr>
<td></td>
<td>If, for any reason, you want to reduce this area, go to ‘Applications’ › ‘Apply for BPS’ › ‘Make changes to your application’ › ‘Activate less BPS area’</td>
</tr>
<tr>
<td><strong>Part D - Ecological Focus Areas (EFA)</strong></td>
<td>Include EFA areas and features in your land use (‘Land’ › ‘Land use’)</td>
</tr>
<tr>
<td></td>
<td>If you want to reduce the amount of EFA you want to declare, go to: ‘Applications’ › ‘Apply for BPS’ › ‘Make changes to your application’ › ‘Use less EFA than available’</td>
</tr>
<tr>
<td><strong>Part E - Common land</strong></td>
<td>If you want to activate less grazing rights online, go to:  ‘Applications’ › ‘Apply for BPS’ › ‘Make changes to your application’ › ‘activate less commons’</td>
</tr>
<tr>
<td></td>
<td>If you need to make any other changes to your common land, go to the ‘Update rights for common land’ screen.</td>
</tr>
<tr>
<td>Part F - Active farmer declaration</td>
<td>‘Applications’ › ‘Apply for BPS’ › ‘Declarations’ › ‘Active farmer declaration’</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Part G - Young farmer payment</td>
<td>‘Applications’ › ‘Apply for BPS’ › ‘Make changes to my application’ › ‘Apply for young farmer’</td>
</tr>
<tr>
<td>Part H - Entitlements</td>
<td>‘Entitlements’ › ‘Transfer entitlements’ or ‘View entitlements’</td>
</tr>
<tr>
<td>Part I - Land in more than one part of the UK</td>
<td>‘Applications’ › ‘Apply for BPS’ › ‘Declarations’ › ‘Cross border’</td>
</tr>
<tr>
<td>Part J - Organic land</td>
<td>‘Applications’ › ‘Apply for BPS’ › ‘Declarations’ › ‘Organic’</td>
</tr>
<tr>
<td>Part K - Checklist</td>
<td>Not applicable online, but available on ‘application summary’ for your own use.</td>
</tr>
<tr>
<td>Part L - Declarations and responsibilities</td>
<td>‘Applications’ › ‘Apply for BPS’ › ‘Declarations’ › ‘Your declarations and responsibilities’.</td>
</tr>
</tbody>
</table>
# Annex 3: Key dates for BPS 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January</td>
<td>• Official start of the BPS 2017 scheme year</td>
</tr>
<tr>
<td>1 January to 31 December</td>
<td>• Land used to claim BPS must be eligible all year</td>
</tr>
<tr>
<td></td>
<td>• Ecological focus area (EFA) period for hedges (which must</td>
</tr>
<tr>
<td></td>
<td>be present all year unless newly planted) and buffer strips (which</td>
</tr>
<tr>
<td></td>
<td>must be present all year)</td>
</tr>
<tr>
<td></td>
<td>• Cross compliance rules must be followed all year</td>
</tr>
<tr>
<td>1 January to 30 June</td>
<td>• EFA period for EFA fallow land</td>
</tr>
<tr>
<td>1 May to 30 June</td>
<td>• Crop diversification period and EFA period for nitrogen-fixing</td>
</tr>
<tr>
<td>15 May (midnight)</td>
<td>• BPS 2017 application deadline to avoid late claim penalties</td>
</tr>
<tr>
<td></td>
<td>• Deadline for RPA to receive supporting evidence to prove</td>
</tr>
<tr>
<td></td>
<td>active farmer, young farmer or new farmer status, to avoid</td>
</tr>
<tr>
<td></td>
<td>late claim penalties</td>
</tr>
<tr>
<td></td>
<td>• Deadline for BPS 2017 entitlement transfers (only the person</td>
</tr>
<tr>
<td></td>
<td>who holds an entitlement on this date can use it to get paid</td>
</tr>
<tr>
<td></td>
<td>for BPS in 2017)</td>
</tr>
<tr>
<td></td>
<td>• Land you use to claim BPS in 2017 has to be ‘at your disposal’</td>
</tr>
<tr>
<td></td>
<td>(only the person who has the land at their disposal on this</td>
</tr>
<tr>
<td></td>
<td>date can use it to get paid for BPS in 2017)</td>
</tr>
<tr>
<td></td>
<td>• Deadline for RPA to receive applications for new entitlements</td>
</tr>
<tr>
<td></td>
<td>from new or young farmers</td>
</tr>
<tr>
<td></td>
<td>• Deadline for RPA to receive applications for young farmer</td>
</tr>
<tr>
<td></td>
<td>payment</td>
</tr>
<tr>
<td>31 May (midnight)</td>
<td>• Deadline to make certain changes to an application</td>
</tr>
<tr>
<td></td>
<td>submitted by 15 May without receiving a penalty (read the</td>
</tr>
<tr>
<td></td>
<td>‘Basic Payment Scheme: rules for 2017’ for information about</td>
</tr>
<tr>
<td></td>
<td>these changes)</td>
</tr>
<tr>
<td>9 June (midnight)</td>
<td>• Late application’ deadline. Deadline for late applications,</td>
</tr>
<tr>
<td></td>
<td>or late amendments, with penalties. Any applications or</td>
</tr>
<tr>
<td></td>
<td>supporting evidence received after this date will not be</td>
</tr>
<tr>
<td></td>
<td>accepted.</td>
</tr>
<tr>
<td>31 August</td>
<td>• EFA catch crops must be established by this date</td>
</tr>
<tr>
<td>1 October</td>
<td>• EFA catch crops must be retained until at least this date</td>
</tr>
<tr>
<td></td>
<td>• EFA cover crops must be established by this date</td>
</tr>
<tr>
<td>1 December</td>
<td>• BPS 2017 Payment window opens</td>
</tr>
<tr>
<td>31 December</td>
<td>• Official end of the BPS 2017 scheme year</td>
</tr>
<tr>
<td>15 January 2018</td>
<td>• EFA cover crops must be retained until at least this date</td>
</tr>
<tr>
<td>30 June 2018</td>
<td>• Payment window ends</td>
</tr>
</tbody>
</table>
More information

**Call us**
03000 200 301 (Monday to Friday 8.30am to 5pm, except bank holidays).

**Email**
ruralpayments@defra.gsi.gov.uk
Please quote your Single Business Identifier (SBI) for all enquiries.

**Write to us**
Rural Payments Agency
PO Box 352
Worksop
S80 9FG
Please quote your Single Business Identifier (SBI) for all enquiries.

**Visit our website**
www.gov.uk/rpa
For more information about the Basic Payment Scheme in 2017, go to www.gov.uk/rpa/bps2017.

Follow us on Twitter @ruralpay

To complain to RPA, write, email or telephone. Full guidance about how to complain or appeal is available online at www.gov.uk/rpa.
The Better Broadband Subsidy Scheme

basicbroadbandchecker.culture.gov.uk

ABOUT THE SCHEME

The UK government is committed to providing every home and business across the country with access to a basic broadband service.

If you can’t get a broadband speed of at least 2Mb per second, you could qualify for a subsidised connection worth up to £350 to boost your internet speed.

The scheme is delivered in partnership with Local Broadband Projects across England, Scotland and Northern Ireland.

FIND OUT IF YOU’RE ELIGIBLE

- Visit basicbroadbandchecker.culture.gov.uk to find out if you are eligible for a subsidy.
- Fill out a simple application form.
- If you qualify you will be emailed a unique code.
- Use the code with selected service providers to get a subsidised broadband service.