The 2016 Basic Payment Scheme in England

How to apply using a paper form (version 2)

This is version 2. Version 1 of this guidance was printed and sent to customers in March 2016. We have since updated it to:

• give more detail about which land use codes not to use on your application – and which codes to use instead
• update the descriptions for land use codes IW02 and IW03
• correct the land use code for ‘Permanent crops’ from PC01 to TC01
• correct the land use code for ‘Nursery crops’ from PC02 to NU01
• explain that ‘scattered features’ are also described as ‘notional features’ on the Rural Payments service

This publication was archived on 10 June 2016
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BPS Form 2016

What the icon means
Where you see this icon it means that the information is particularly important
Introduction

This guidance tells you how to apply for the Basic Payment Scheme (BPS) in England in 2016 using a paper application form.

Everything you need to know about BPS 2016 – including the scheme rules and information about how to apply online – is on GOV.UK at www.gov.uk/rpa/bps2016.

If you’ve received a paper form, but would rather apply online, call 03000 200 301 and we will set up an application on the Rural Payments service for you. Read ‘How to claim BPS online’ to find out more.

When to apply

The deadline for RPA to receive your application (including any paperwork to support it) is midnight on 16 May 2016. This date is the same for applications across the other parts of the UK too.

You can submit a late application after this date but penalties will apply. For more information about the ‘key dates’ of the scheme – including how to change an application after the deadline – read the BPS 2016 scheme rules.

How to check your BP5 application form

The BP5 application form we have sent you is already filled in with the information we hold about your land and entitlements. It is your responsibility to check it to make sure it is still correct.

The ‘How to apply’ section (starting on page 3) tells you how to do this. Make sure you tell us about the land use in each parcel. All the land use codes you need to use are in annexes A and B.

You might need to tell us more about your land and/or transfer entitlements before you make your application. The quickest way to transfer is using the Rural Payments service at www.ruralpayments.service.gov.uk, but there are some land changes that you’ll have to use a paper Rural Land and Entitlements (RLE1) to tell us about this year. If you can’t use the online service you can still use an RLE1 form.

Help with your application

If you need help with your application, call us on 03000 200 301.

If you’re thinking about applying online we have Online Support Centres across the country that will be able to help you to make your application.

There is more information about Online Support Centres, including locations and opening hours, at www.gov.uk/rpa/bps2016. If you’d like to book an appointment please call us on 03000 200 301.

You’ll also need to call us if you do plan to apply using BPS online, because we need to activate your online form.
# Key dates

The key dates for 2016 applications are in the table below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 May 2016 (midnight)</td>
<td>BPS 2016 application deadline</td>
</tr>
<tr>
<td>16 May 2016 (midnight)</td>
<td>Deadline for RPA to receive evidence to prove active farmer, young farmer or new farmer status</td>
</tr>
<tr>
<td>16 May 2016 (midnight)</td>
<td>Deadline for BPS 2016 entitlement transfers (only the person who holds an entitlement on this date can use it to get paid for BPS in 2016)</td>
</tr>
<tr>
<td>16 May 2016 (midnight)</td>
<td>Land you use to claim BPS in 2016 has to be ‘at your disposal’ (only the person who has the land at their disposal on this date can use it to get paid for BPS in 2016)</td>
</tr>
<tr>
<td>16 May 2016 (midnight)</td>
<td>Deadline for RPA to receive applications for new entitlements from new or young farmers</td>
</tr>
<tr>
<td>31 May 2016 (midnight)</td>
<td>Deadline to make changes to an application without receiving a penalty</td>
</tr>
<tr>
<td>10 June 2016 (midnight)</td>
<td>Deadline for late applications, or late amendments, with penalties</td>
</tr>
</tbody>
</table>

## When to apply if you have land in more than one part of the UK

If you have land in more than one part of the UK, you need to submit your application by midnight on the deadline set by the agency that is paying you (the paying agency). For example, a farmer with land in England and Wales:

- Must apply in England and Wales by midnight on the date set by Wales if they will be paid by Rural Payments Wales.
- Must apply in England and Wales by midnight 16 May 2016 if they will be paid by the RPA.

For more information about ‘cross-border’ claims read ‘Land in more than one part of the UK’ on GOV.UK at www.gov.uk/rpa/bps2016.
How to apply

To apply for the Basic Payment Scheme (BPS) in England in 2016, follow the four steps below.

<table>
<thead>
<tr>
<th></th>
<th>How to apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Check: your personal and business details, and your BP5 form</td>
</tr>
<tr>
<td>2.</td>
<td>Change: tell RPA about land or entitlement transfers and changes to land parcels</td>
</tr>
<tr>
<td>3.</td>
<td>Complete: your BPS 2016 application form</td>
</tr>
<tr>
<td>4.</td>
<td>Confirm: send RPA your BPS 2016 application (including any supporting evidence)</td>
</tr>
</tbody>
</table>

More detail on each of these steps can be found below.

1. Check

Are you registered on Rural Payments?

To receive BPS payments you must be registered on the Rural Payments service.

If you claimed last year you should already have done this.

If you’re new to BPS you can register online at www.gov.uk/claim-rural-payments, or by calling the Rural Payments helpline on 03000 200 301.

Check your personal and business details

Check that the personal and business details we hold for you are correct. We’ll use these to contact you about your claim. You can do this, and update them if necessary, online using the Rural Payments service. If you can’t do this online, call us on 03000 200 301.

Check your BP5 application form

We’ve filled the form in for you with information we already hold on the Rural Payments service, but it’s important that you check the information printed on the form. We’ve filled it in for you as best we can, but it may not be correct, for example if we have any outstanding mapping or processing we still need to do.

You must check your BP5 form and update it if you find any of the information is wrong or has changed. It’s your responsibility to make sure the information on the application form you send us is correct.

You need to make sure that:

- all the agricultural areas on your holding which are 0.0100 hectares or more are included on the form (as well as any non-agricultural land you have in a Rural Development Programme agreement or the National Forest Changing Landscapes Scheme), even if you are not claiming BPS on that land
- all of the land uses for each land parcel you have are on the form. If you have a land parcel with more than one land use, you must tell us about all the land uses in that parcel. If there is a permanent ineligible feature you haven’t already told us about you need to sketch this on a map and send it with an RLE1 form to tell us.
- the area you want to claim payment for BPS in each land parcel is correct (column C8)
- you have filled in Part D if you need to tell us how you are meeting the ecological focus area rules
- you confirm that you are an active farmer
New for 2016

This year all of the land information that we print in your application form or you write in it needs to be to 4 decimal places (i.e. x.xxxx ha). Last year it was to 2 decimal places. If you have any problems doing this we recommend you round down rather than using normal rounding rules.

Go online to check your digital maps

You can check your maps online using the Rural Payments service, look at aerial photography for your holding and print maps of individual land parcels.

Access to your business

You can give someone else ‘access to your business’ on the Rural Payments service to help you make your application (such as an agent). If you want someone to submit your claim for you, give them ‘Submit’ permission on the service for the Basic Payment Scheme and give them the right access for land and entitlements.

If the person who needs to give permission to someone else is unable to register for reasons of ill-health or they have passed away, call us on 03000 200 301.

2. Change

Tell RPA about land and entitlement transfers

The quickest way to tell us about some changes to your land or entitlements is using the Rural Payments service at www.ruralpayments.service.gov.uk

Use it for:
  • land transfers
  • entitlement transfers

Making entitlement or land changes online means the information should be updated into your online application.

You can transfer entitlements or land by sale, gift or lease on the Rural Payments service, but you need to fill in an RLE1 form if you want to:
  • sub-lease
  • transfer through inheritance, or
  • give up entitlements to RPA

To extend a lease - or end it early - call RPA on 03000 200 301.

If you can’t use the online service, use an RLE1 form. You can get an RLE1 form online from www.gov.uk/rpa/bps2016. Or you can call 03000 200 301 if you don’t have a computer.
Changes to land parcels

You’ll also need to use a paper RLE1 form to tell us about:

• permanent changes to land parcel boundaries
• splitting a land parcel (due to a new permanent land parcel boundary)
• merging 2 or more land parcels (due to the removal of a permanent land parcel boundary)
• adding land parcels that have not previously been registered
• any permanent ineligible features/areas we don’t have mapped (read page 14 for more information)
• any permanent ineligible feature which we have mapped but no longer exists

You don’t need to use an RLE1 form or send us a sketch map to:

• tell us about changes to your eligible land uses in a land parcel
• tell us about your ecological focus areas – you do this in Part D on the BP5 application form (you don’t need to draw your EFAs on your maps)
• show us where your crops are for the crop diversification rules – you just need to enter each land use for a parcel in Part C of your BP5 application form
• map any features or options you have in a Rural Development Programme agreement – unless they are a permanent ineligible feature for BPS that we haven’t already mapped
• tell us about features that will only be temporarily ineligible (read page 14 for more information) – you can do this on the BP5 application form

3. Complete

Make any changes you need to on the form by hand, then return the form and any evidence to us by post.

You don’t have to use SBI barcodes on information you send to us, but do write your SBI on every page of anything you post to us that doesn’t already show your SBI.

4. Confirm

Send your application to the RPA

You must send your BP5 application form and any other forms or evidence so that we receive them by midnight on 16 May 2016.

Send them to:
Rural Payments Agency
PO Box 352
Worksop
S80 9FG

How you will know your paper application has been received by the RPA

We will send you confirmation by post to tell you we have received your form.
Changing your claim after you’ve sent it to RPA

If you need to change your application after you have sent it to us, read pages 6 and 7 of ‘The BPS 2016 scheme rules’. The ‘Key dates’ section of this guide tells you when you can make changes to your application.

How to check your BP5 application form

Guidance about how to check and update your BP5 application form for the Basic Payment Scheme 2016.

What to do first

When you receive your BP5 application form, read the ‘Important notes’ on the form first.

Where we can, we have already added information to the form in words and figures. Check the information and make sure it is correct for your 2016 application. If the information we have filled in for you is correct, you don’t need to write it in again to confirm it.

Part A: Your business

Check the application form we have sent you has the right SBI and that the name of the beneficiary (business name) is correct. If it is not, call us on 03000 200 301.

Part B: Your choice of currency

For BPS, we will make payments in Sterling, unless you tell us that you want to be paid in Euros. Put an ‘X’ in the box if you want to be paid in Euros. Even if you have told us before that you want to be paid in Euros, you still need to put an X in this box.

If you’ve not asked to be paid in Euros before, you must give us your euro bank account details before 1 December 2016. Call us on 03000 200 301 with these details. If you don’t do this, we will make the payment into your sterling account - your bank may charge you a fee for this.

Make sure you know the details of the bank account that the payment will be made into. If you’re in any doubt about this call us on 03000 200 301.

If you want a sterling payment to be paid into a different bank account to the one we’ve used in a previous year, you also need to tell us details of the new account before 1 December 2016.
Part C: Field data sheet

Make sure that all of the agricultural land on your holding in England is in this section, as well as any non-agricultural land claimed for in Rural Development Programme agreements or the National Forest Changing Landscapes Scheme. Include all of your land, even if it is not being claimed for BPS.

Check that the information we have entered for your land parcels is correct and complete.

Important

Columns C3 (Total field size) and C4 (Maximum area eligible for BPS) contain information from our land parcel database. You must not use your application form to make any changes to the information in these columns. If you do, it may slow us down when we’re working through your application form.

If you think that the information in these columns is incorrect:

• Check whether you have already sent us an RLE1 to tell us about the changes that need to be made. If you have and we haven’t actioned it yet you don’t need to send us a new RLE1,
• If you haven’t already sent us an RLE1, send us one now to tell us what needs to be changed.
• Don’t change the information that we have printed in columns C3 and C4 to show the changes you have asked for in an RLE1. Instead you should make sure you declare all land uses (both eligible and ineligible) in column C7 (land use in 2016) and the associated areas in column C6 (part field size):
  • The total of all the land use areas (eligible and ineligible) in C6 should add up to the correct total size for the land parcel, taking into account any changes you have told us about on your RLE1
  • The total of all the eligible land uses in C6 should add up to the correct maximum eligible area for BPS for the land parcel, again taking into account any information you have provided in an RLE1
  • 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 uses entered in C6

Adding land in Part C

If you need to add a land parcel, use the next available blank line on your Field Data Sheet for the correct English region. Where there are no blank lines for that English region use a continuation booklet (available at www.gov.uk/rpa/bps2016, or call us on 03000 200 301). If you are adding a land parcel that is not already registered with RPA, use an RLE1 form to tell us about it (as well as entering it in Part C). When entering a new line, leave columns C3 and C4 blank.

Correcting information we’ve put in Part C

If you need to correct any of the data we’ve filled in for you, enter the correct information into column C7 and C6. If you are adding other land uses for ‘temporary land parcel splits’ you can enter the correct data in the next available blank line – you need to enter information in C2, C6, C7 and C8 (you don’t have to re-enter data into columns C3 and C4).

If information is missing for a land parcel, please fill in the correct information in the relevant
column. Don’t use columns C3 or C4 to do this. Add the land use at column C7 and add the correct area into column C6. If we do not have all the required information for a land parcel, we may have to remove it from your claim and we may not pay you for it.

**Land areas in Part C**

If you need to add land areas to Part C of your application form, make sure you put them in to 4 decimal places.

For example ‘10.0100’ hectares, not ‘10’ hectares.

**English Payment Region**

This will display the English region for all parcels on a page. More information on the three English regions can be found in ‘The BPS 2016 scheme rules’.

Where you are adding parcels to a blank page, you should add the English region in this box and only add parcels that are located in that region.

If you have land on your holding that was declared as agricultural, but has since become non-agricultural and is not being used to claim support under a Rural Development Programme agreement or the National Forest Landscapes Changing Scheme, write to us to let us know that the land has passed out of agricultural use. More information is in the RLE1 guidance, available at www.gov.uk/rpa/bps2016.

**C1 – Field name**

We may fill in this column with the first 8 characters of any land parcel names you have previously told us about on SPS claims, or any land parcel names you have updated on the Rural Payments service. We will not fill in this column with any land parcel names you provided in your 2015 BP5 application.

If land parcel names haven’t been filled in on your application form, you can add them to help you make your claim, but you don’t have to.

**C2 – Ordnance Survey (OS) Map sheet reference and National Grid field number**

This must contain a 10-character reference, made up of two letters, four numbers and the final four numbers indicating the centre of the land parcel (for example, AA1234 1234). We need the whole reference to identify the land parcel.

Field numbers may have changed since last year. You can check them online, or using your latest maps if you can’t go online.

You must tell us about additional land you have on your holding that has already been registered with RPA by adding the land parcel onto your application form. You must make sure that all the details for the parcel are included. You don’t need to use an RLE1 or sketch map to tell us about this.
If the land you are adding to your application has not yet been registered with RPA, you need to use an RLE1 and sketch map to tell us about this land.

You can tell us about land which you no longer have as part of your holding for BPS 2016 by deleting that parcel from your application form. Read page 16 for more information.

**C3 – Total field size**

Total field size is the total area of the land parcel based on the area registered with RPA. This will be shown in hectares – we have put in a figure for you based on the information we hold about your land.

Please check this area, making sure that it includes the area of all eligible and ineligible land in the parcel.

If your total land parcel size has changed, do not amend the area provided in C3. Use columns C6 and C7 to list all of the land uses for the parcel, including their correct areas. You will need to use an RLE1 form and sketch map to tell RPA about the change to the total land parcel size of the parcel. You can increase the size of the area if you need to, for example because a land parcel has been merged with another one and is now larger.

If you have recently sent us an RLE1 to tell us about land changes, but we haven’t finished working on it yet, column C3 may be incorrect.

**Important**

Do not make any changes to the information in column C3 or C4. If you do, it may slow us down when we’re working through your application form.

Instead you should add the correct land uses (both eligible and ineligible) in column C7 and record the associated areas in column C6. Column C6 is called ‘Part field size (ha)’ on the application form, but use it to record any updates to information that is incorrect in columns C3 or C4 or to add any new land parcels. You can include whole or part field areas in column C6.

You’ll also need to fill in an RLE1 form to tell us about the changes you’ve made, if you haven’t already.

**C4 – Maximum area eligible for BPS**

The maximum area eligible for BPS is the total size of the land parcel (based on the area registered with RPA) minus the area of any permanent ineligible features we have mapped for the land parcel. Any ‘temporary’ ineligible features you have on the land parcel won’t have been deducted from the area shown in C4.

Please check this area, making sure that it does not include the area of any permanent ineligible features on the land.

If the maximum area eligible for BPS has changed, do not amend the area provided in C4. Use columns C6 and C7 to list all of the correct land uses for the parcel, including their correct areas.
If the maximum area eligible for BPS for your land parcel has increased, for example because:

- the permanent boundary between the land parcel and another land parcel no longer exists (the parcels have been merged), or
- a permanent ineligible feature no longer exists on the land parcel

Don’t make any changes to the figure in column C4 on your application form. Use C6 and C7 to enter the correct land use and areas for the parcel.

Please check this area, making sure that in each land parcel all of the BPS permanent ineligible features and areas of land have been deducted from the area shown in C4. If the maximum area eligible for BPS on your form is incorrect, update the land uses in C7 if necessary and put the correct areas in C6.

**What to check in C4:**

To make sure the figure in C4 is correct, take the total size of your parcel in column C3 and deduct all of the permanent ineligible features that add up to 0.0100 hectares or more. Remember to include any ‘scattered’ ineligible features in this calculation and any area of land under a Rural Development Programme agreement which is ineligible for BPS. Read Annex B for more information.

**When to use an RLE1**

If you are using columns C6 and C7 to tell us about any permanent changes to the total land parcel size or the maximum area eligible for BPS in your parcel, you must fill in a RLE1 form, mark the changes on a sketch map and send them to us (if you haven’t already done so). Check the table on page 2 to see when we need to receive RLE1 forms and sketch maps.

You must use an RLE1 form and sketch map to:

- ask us to add land parcels not already mapped with RPA
- amend a permanent land parcel boundary
- split a land parcel into two or more land parcels (with a permanent boundary)
- merge two or more land parcels into one land parcel
- tell us about a permanent ineligible feature not already mapped with RPA
- tell us that a permanent ineligible feature already mapped with RPA no longer exists

You don’t need to send an RLE1 form to tell us:

- that an area of the land included in your application form is not ‘at your disposal’ for BPS. You can tell us about this using column C6
- you have land under a Rural Development Programme agreement or the National Forest Changing Landscapes Scheme which is ineligible for BPS, unless this land has not yet been registered with RPA or is a permanent ineligible feature that we haven’t already mapped in an agricultural parcel
- about ineligible features or areas on land which is normally agricultural (temporary ineligible features). Read Annex B for more information

More information on eligible land and ineligible features is in ‘The BPS 2016 scheme rules’, pages 16 to 32.
C5 - Part field suffix

This column is for your own use. You can use it to give a reference to each land use in a land parcel, for example parts A, B, C or 1, 2, 3.

C6 – Part field size (size of land use in C7)

Check the information in this box. If it is wrong, use column C6 to tell us about the area of different land uses in a land parcel. If there is only one land use in a land parcel, enter the entire area for that land use.

You can also use it for:
• any corrections to the pre-printed information in columns C3 and C4
• temporary crop splits in land parcels

If you have some of a land parcel at your disposal, and someone else has the other part at their disposal, use C6 to tell us your share of the parcel.

For example, if 2 farmers each have a 50% share of a parcel that is 10,000 hectares in size, they would each enter 5,000 hectares in C6.

If both shares of the land parcel are eligible for BPS and both farmers want to include the land in their claim, they would each enter 5,000 hectares in C8.

If you need to tell us about more than one land use in your ‘share’ of the eligible land, use part fields in C5 and C6.

Using part fields

If you are using parts of a land parcel in different ways, declare each of the land uses on a separate line in column C7 and the area of each land use in C6. The total of all of the land use areas in C6, both eligible and ineligible should add up to the Total Field Size.

If you need to amend the Total Field Size entered in C3, don’t change the figure on your form but submit an RLE1 to tell us about the change. Add the area you want to use to activate entitlements for payment for each of the eligible land uses into column C8.

If you need to tell us about more than one land use in your ‘share’ of the eligible land, use part fields in C5 and C6.

If you have split a land parcel in the past and told us about it, we may have put this information on your land parcel data sheet. If so, check this information to make sure it is still correct and complete.

If you need to tell us about a permanent split, declare the 2 different land uses against the same land parcel and send an RLE1 form and sketch map to tell us. Declare the land uses on separate lines in column C7, the areas of each land use in C6 and the area you want to use to activate entitlements for payment for each of the eligible land uses into column C8.
Telling RPA about land use

You need to tell us about the land use of all your agricultural land parcels and any non-agricultural land you are using to claim under a Rural Development Programme agreement or the National Forest Changing Landscapes Scheme using the appropriate BPS land use code (read ‘C7 – Land use’, below). If a parcel has only one land use, enter the total area of that land use in column C6 and the land use code in C7. If a parcel has more than one land use, use C6 to tell us the area of each land use and C7 to provide each land use code.

C7 – Land use

This column must contain the land use code for the crop or cover on 16 May 2016 for each agricultural land parcel on your holding - unless you will plant a crop to meet the crop diversification rule that will be sown after 16 May. In that case, you can tell us what the land use will be for the majority of the ‘cropping period’. Read the ‘The BPS 2016 scheme rules’, for more information.

We will use the information on your land use to work out if you:

- have enough eligible land to claim BPS
- are exempt from any of the greening rules; and
- are meeting the crop diversification rule for greening

Land use codes and eligible features

If you have BPS eligible features on your land, such as hedges, dry stone walls, ditches or watercourses meeting the BPS eligibility rules, you should include these under the main land use of the land parcel (cropped area).

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.

**Example**

A farmer has a 10 hectare land parcel with 4 land uses in it:

- 6.4500 hectares of winter wheat
- 2.1500 hectares of winter oilseed rape
- 1.3900 hectares of fallow land
- 0.0100 hectares of hard standing, which is a permanent ineligible feature and has already been mapped with RPA

The farmer should show 4 land uses on his form. He should

- label them as ‘A’, ‘B’, ‘C’ and ‘D’ in column C5
- put the size of each land use in column C6; and
- put the land use code for each use in column C7

The farmer doesn’t need to send us an RLE 1 and sketch map to tell us about the ineligible feature, because we already have it mapped.

More information on land use codes is in Annexes A and B.

**Land use codes and ineligible features / areas**

The way you need to declare ineligible features or areas in Part C will depend on what they are and whether we have them mapped already. The table below explains what you need to do.

If you have already told us about any of these features or areas on the Rural Payments service and we have included them when we filled in your application form, you don’t need to send us an RLE1 form to tell us about them.
**Ecological Focus Areas (EFA) and land use codes**

If you have any nitrogen-fixing crops or fallow land in your EFA, you also need to include them in your land use in Part C.

If you are using a buffer strip of permanent grassland for EFA, declare the area of the buffer strip as permanent grassland in Part C. For all other buffer strips you are using for EFA, include the area of the buffer strip under the land use code of the cropped area adjacent to the buffer strip. If you are using a strip of fallow land to count as fallow for EFA, declare the area of the strip as fallow land in Part C.

Land you are using for catch or cover crops as part of your EFA needs to be included in Part C, with the land use at C7 being the land use on 16 May 2016.

Read Annex A for more information.

<table>
<thead>
<tr>
<th>Ineligible feature / area</th>
<th>What to do in Part C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent ineligible feature/area in a land parcel which is already on your maps</td>
<td>Check the area and land use we have provided for the feature. If these need to be changed, give the area a new land use in column C7 and an area in C6. Enter the area as 0.0000 in column C8. Do not change the areas in columns C3 and C4. You don’t need to use an RLE1 or sketch map to tell us about this unless you needed to change the area in C6.</td>
</tr>
<tr>
<td>Permanent ineligible feature/area in a land parcel which is not on your maps</td>
<td>Give the ineligible feature/area a land use code in column C7 and an area in C6. Enter the area as 0.0000 in column C8. Do not change the areas in columns C3 and C4. You need to send us an RLE1 and a sketch map to tell us about these features/areas (unless you’ve already done so).</td>
</tr>
<tr>
<td>Permanent ineligible areas where they cover a whole land parcel and are either already mapped as ineligible or are not mapped</td>
<td>Check the area and land use we have provided for the parcel. If these need to be changed, give the area a new land use code in column C7 and new area in C6. Enter the area as 0.0000 in column C8. Do not change the area in columns C3 and C4. You don’t need to use an RLE1 or sketch map to tell us about this unless you needed to change the area in C6.</td>
</tr>
<tr>
<td>Ineligible area or feature which is temporary and likely to change over time (Non-Agricultural Area)</td>
<td>Give the area a land use code of NA02 in column C7 and an area in C6. Enter the area as 0.0000 in C8. You don’t need to use an RLE1 or sketch map to tell us about this unless you needed to change the area in C6.</td>
</tr>
</tbody>
</table>
Which land use codes to use in C7

All the codes to use for BPS are in annexes A and B. If you have any codes on your form which aren’t in the annexes, please update them with the codes from annexes A and B.

The table below shows where to find the right land use codes, depending on what type of land you need a code for.

<table>
<thead>
<tr>
<th>Land type</th>
<th>Where to find the right land use codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural land at your disposal for BPS</td>
<td>Annex A: Coding agricultural land when you claim for the Basic Payment Scheme.</td>
</tr>
<tr>
<td>Agricultural land under your management control for a Rural Development Programme agreement and not at your disposal for BPS</td>
<td>Do not enter a land use code for any agricultural land you have that is not at your disposal for BPS. Leave C7 blank and enter 0.0000 in C6 and C8.</td>
</tr>
<tr>
<td>Land in a ‘dual use’ situation with another applicant</td>
<td>If you are claiming BPS enter:</td>
</tr>
<tr>
<td>(One of you has the agricultural land at your disposal for BPS and the other has the land under their management control for a Rural Development Programme agreement)</td>
<td>• the land use code in C7</td>
</tr>
<tr>
<td></td>
<td>• the area in C6, and</td>
</tr>
<tr>
<td></td>
<td>• the area to activate in C8</td>
</tr>
<tr>
<td></td>
<td>If you are the Rural Development claimant you should enter:</td>
</tr>
<tr>
<td></td>
<td>• 0.0000 in C6 and C8, and</td>
</tr>
<tr>
<td></td>
<td>• leave C7 blank</td>
</tr>
<tr>
<td>Non-agricultural land under a Rural Development Programme agreement or the National Forest Changing Landscapes Scheme</td>
<td>Annex B: Coding non-agricultural land when you claim for the Basic Payment Scheme</td>
</tr>
</tbody>
</table>

If you are exempt under crop diversification exemption ‘3’ (where you have new land and new crops) you need to enter your land use details correctly in this section and send us the required evidence by midnight on 16 May 2016. Read page 41 of ‘The BPS 2016 scheme rules’ for more information.

Trees and Woodland

If you have land that contains scattered trees but remains agricultural, use an appropriate agricultural land use from Annex A in column C7. Read page 32 of ‘The BPS 2016 scheme rules’ for more information about trees on eligible land.

If you have trees on land that was agricultural last year but has now become non-agricultural, use an appropriate land use code from Annex B (see the sections describing ‘Woodland’). For example, because:

• the trees are scattered in the land parcel and now prevent agricultural activity being carried out in the same way as in a land parcel without trees; or

• the land has become woodland preventing agricultural activity

If you have woodland which is under a Rural Development Programme agreement or the National...
Forest Changing Landscapes Scheme, the land use code for this land depends on its eligibility for BPS.

If the land is ineligible for BPS, use the land use code for ‘Woodland’ provided in the table of ineligible areas and features in Annex B. If the land is eligible for BPS, use the land use code provided in Annex B: Non-agricultural land use under a Rural Development Programme agreement or the National Forest Changing Landscapes Scheme.

C8 – Eligible area you want to claim for

You can only use land parcels which have a total eligible area of 0.1000 hectares or more to claim BPS. Use column C8 to tell us how much of your eligible area in C6 you want to use in your claim.

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 uses entered in C6.

C9 – Cross to delete line

For BPS 2016 you can tell us about land which you no longer have as part of your holding by deleting land parcels from your application form.

Put an ‘X’ in C9 to delete the line and remove the whole or part land parcel from your application and holding. A land parcel can be re-entered on the next available line or on a continuation booklet if needed.

C10 – Your checklist

This column is for your own use and does not form part of your application.

Part D: Greening: Ecological Focus Areas (EFA)

You only need to complete this part if you need to have an ecological focus area on your holding to meet the greening rules. If you are exempt or have 15 hectares or less of arable land, you do not need to fill in Part D. If part of your holding is organic, you may still need to fill in Part D for your non-organic land if you need to have an ecological focus area.

Before you fill in this part, read pages 37 to 66 of ‘The BPS 2016 scheme rules’.

We’ve filled in Part D with the information you gave us on your 2015 BPS application, but have not filled in information for catch crops or cover crops (columns D7 and D8). This means columns D1 to D6 show the EFAs you used for greening in 2015. Check to make sure this information is still correct. If any of the information is incorrect for 2016, please update it.

You can tell us how you’re meeting the crop diversification rules through the land uses in Part C, using columns C6 and C7.

If you are using catch or cover crops as part of your EFA you still need to tell us in Part C about the main land use for the land parcels these crops are in (the land use on 16 May 2016).

Land areas in Part D

If you need to add land areas (in hectares) to Part D of your application form, make sure you put them in to 4 decimal places.

For example ‘10.0100’ hectares, not ‘10’ hectares. Lengths are shown in, and should be given in, whole metres.
D1 – Ordnance Survey Map sheet reference and National Grid land parcel number

This column must contain a 10-character reference comprising two letters, four numbers and the final four numbers indicating the centre of the land parcel (for example, AA1234 1234). We need the whole reference to identify the land parcel, the references will be the same as they are for the same land parcel in column C2.

In Part D you only need to tell us about land parcels that have EFA features or areas in them. You do not need to re-enter all of the land parcels you have in Part C – just those that have EFA features / areas that you are using to meet the rules in 2016.

D2 to D8: Ecological Focus Areas

Tell us about the EFAs you have in each land parcel. You need to provide measurements for the EFA features / areas you have in each land parcel which you are using as part of your EFA. The measurements should be the actual physical measurements of the areas or features (in metres or hectares), not what they are worth for greening.

If you have any features which ‘overlap’ you might need to reduce these measurements. If you have fallow land, nitrogen-fixing crops or catch/cover crops next to a hedge that is also in your EFA, reduce the area of these crops in your EFA – read pages 58 to 60 of ‘The BPS 2016 scheme rules’ for more information.

If you have any nitrogen-fixing crops or fallow land in your EFA, you also need to include them in your land use in Part C.

If you are using a buffer strip of permanent grassland for EFA, declare the area of the buffer strip as permanent grassland in Part C. For all other buffer strips you are using for EFA, include the area of the buffer strip under the land use code of the cropped area adjacent to the buffer strip. If you are using a strip of fallow land to count as fallow for EFA, declare the area of the strip as fallow land in Part C.

Where you are using hedges or buffer strips for EFA, you do not need to complete an RLE1 form or send us a map of their location.

D4 – Buffer strips

You should record the length (in whole metres) of EFA buffer strips in this column.

D5 and D6: EFA Hedges

Record the lengths of all the hedges you are using for EFA in column D5. If a hedge forms the boundary between two arable land parcels at your disposal, record its length separately as an EFA feature in column D5 for each land parcel.

There are some situations where we need to know more about the location of your hedge to give you credit for both sides of it for EFA, particularly where:

- a length of hedge juts out into an arable parcel at the farmer’s disposal, so both sides of the hedge count within the parcel (if the hedge is a minimum of 20 metres long)
• a hedge forms the boundary between an arable parcel at the farmer’s disposal and a non-agricultural feature such as a wood or a road, and the farmer is responsible for maintaining both sides of the hedge (so can claim on both sides of it)

• a hedge is between an arable land parcel at the farmer’s disposal and a parcel of permanent grassland, and the farmer is responsible for managing both sides of the hedge

Where any of these situations occur in a particular land parcel, enter the length/s of the affected hedges in column D5 and again in column D6 (so that they are entered twice, once in D5 and once in D6). This means that both sides of the hedge will be counted when we work out what your hedges are worth for EFA.

To work out the total EFA value of your hedges, we will:
• multiply the total figure entered in D5 by 5 square-metres
• multiply the total figure entered in D6 by 5 square-metres (if you have entered a length in D6), then
• add these two figures together to get the total EFA area for your hedges.

Example
An arable land parcel ‘A’ has hedges on 3 sides:
1. On one side there is a length of hedge 80 metres long bordering another arable land parcel (‘B’), which is part of the same holding and has a 20 metre spur of hedge jutting out into the middle of it.
2. On the second side, there is a length of hedge 200 metres long bordering a land parcel in permanent grassland, which is part of the same holding.
3. On the third side, a 75 metre length of hedge runs alongside a public road where the farmer manages both sides of the hedge.

If the farmer chooses to count all of these hedges for EFA, they should be recorded as follows:
1. 80 metre long hedge: they are claiming both sides, half in parcel A and half in land parcel B, so they include 80 metres in D5 for both parcels. The 20 metre spur is in land parcel B, but they can claim both sides, so they include 20 metres in both D5 and D6
2. 200 metre long hedge: they are claiming both sides, but cannot declare it in the land parcel with permanent grassland, so they include the 200 metres in columns D5 and D6 for land parcel A
3. 75 metre long hedge: they can claim both sides, but cannot mark the hedge in another land parcel, so they include 75 metres in column D5 and D6 for land parcel A.
Read page 56 of ‘The BPS 2016 scheme rules’ for more information on hedges and how much to count for EFA.

D9 - Cross to delete line

Put an ‘X’ in D9 to delete the line and remove the whole or part parcel from your greening calculations. You can re-enter a land parcel on the next available line or on a continuation booklet if needed.

Example

The example below shows how to update the EFA greening information in Part D. We have pre-printed the data from 2015.

In 2015 a farmer grew nitrogen-fixing crops in three land parcels to meet his EFA requirements. For 2016, he keeps the first land parcel as fallow, in the second parcel he is planning to grow a catch crop and in the third parcel will not have any EFAs. To meet the rule he has kept another parcel as fallow in 2016.

He fills in his form as follows:

- In the first land parcel he has removed the nitrogen fixing crop by entering 0.0000 in D2 and has added the area for the fallow land in D3 of the same land parcel
- In the second parcel he has removed the nitrogen fixing crop by entering 0.0000 in D2 and has added the area for the catch crop in D7 the same land parcel
- The third parcel doesn’t include any EFA, so he has put a cross ‘X’ in D9
- He has then had to add the fourth land parcel by adding the parcel reference in to D1 and the area of fallow land in D8

<table>
<thead>
<tr>
<th>Land Parcel reference</th>
<th>Column ‘D5’</th>
<th>Column ‘D6’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Parcel A</td>
<td>Enter ‘355’ (80+200+75)</td>
<td>Enter ‘275’ (200 + 75)</td>
</tr>
<tr>
<td>Land Parcel B</td>
<td>Enter ‘100’ (80+20)</td>
<td>Enter ‘20’</td>
</tr>
<tr>
<td>Total</td>
<td>455</td>
<td>295</td>
</tr>
</tbody>
</table>
Part E: Common land grazing rights
Before you fill in this part, read the BPS scheme rules for 2016.
If we have filled in information for you and it is wrong, use the boxes below to correct it.

E1 and E2 – Common land (CL) number and name
The CL number should always be two letters and four numbers. If the number you have isn’t four numbers, add zeroes at the front of the number. For example if the number is ‘123’, put in ‘0123’.
Both the CL number and common land name are registered officially with your local authority.

E3 – Type of commons rights
Remember that if your register entry allows you a choice of animal types (for example, cattle, sheep or ponies), you should convert your rights to Livestock Units (LUs) and use whichever rights give the highest LU value. This will maximise the number of LUs you can claim on the common.
The codes to use are shown in the table below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cattle</td>
<td>CTTLE</td>
</tr>
<tr>
<td>Donkey</td>
<td>DNKYS</td>
</tr>
<tr>
<td>Geese</td>
<td>GEESE</td>
</tr>
<tr>
<td>Goats</td>
<td>GOATS</td>
</tr>
<tr>
<td>Heifers/Stirks</td>
<td>HEFER</td>
</tr>
<tr>
<td>Horses</td>
<td>HRSES</td>
</tr>
<tr>
<td>Poultry (over 6 months)</td>
<td>PLTRY</td>
</tr>
<tr>
<td>Pigs</td>
<td>PIGS</td>
</tr>
<tr>
<td>Ponies</td>
<td>PONY</td>
</tr>
<tr>
<td>Sheep/lambs</td>
<td>SHEEP</td>
</tr>
</tbody>
</table>

If you have separate rights to graze more than one type of animal, you should put each animal type on a separate line. Please note, you are claiming for your right to graze common land. This will not necessarily be the same as what you actually graze on the common.

E4 – Number of rights of this type
Use this column to tell us the number of animals of the type you entered in column E3. Do not give the number of stints/gaits, an area in hectares or the total LU value of your claim, as this can lead to us reducing your claim significantly or removing it entirely.

E5 – Do you own the common?
Make sure column E5 is filled in correctly. If the information we’ve added shows as ‘Yes’, but this is incorrect, put a cross in the ‘No’ box.
If you own the common land, you may be eligible to claim for any surplus eligible area that exists on the common, once the grazing requirements associated with the registered rights on the common have been taken into account.
E6 – Activate entitlements
Make sure each line in column E7 is filled in correctly if you want to be paid for your common land rights. If we have already filled the ‘Yes’ box but you don’t want to claim on the rights, put a cross in the ‘No’ box.

E7 - Cross to delete line
Put an ‘X’ in the box if the information is wrong and you need to remove it from your application. You can re-enter information on the next available line if needed.

E8 – Your checklist
This column is for your own use and does not form part of your application.

Part F: Active Farmer
Before you fill in this part, read the section ‘Who can claim BPS’, starting on page 8 of ‘The BPS 2016 scheme rules’.

F1 – Do you operate one or more of the non-agricultural activities listed?
If ‘No’, put an ‘X’ in the box. You automatically qualify as an active farmer,
If ‘Yes’, put an ‘X’ in the box and go to F2.
It’s important you answer this question. If you don’t fill it in we will return your form to you.

F2 – Was your BPS claim last year worth €5,000 or less – or would have been if you had applied?
If ‘Yes’, put an ‘X’ in the box. You automatically qualify as an active farmer,
If ‘No’, go to F3.

F3 - Which of the readmission criteria are you applying under?
If you answered ‘No’ at F2, you must put a cross in one of the readmission criteria boxes. If you need to send us an ‘Active farmer readmission: accountant certificate’, we must receive this by midnight on 16 May 2016.
If you choose the 36 hectare option, we’ll use Part C of your application form to check if you meet this criteria.

Part G: Young farmer payment
If you want to apply for the young farmer payment, you must put a cross in the ‘Yes’ box. You need to do this for each year you want to apply for the young farmer payment.
If ‘Yes’, you will need to send a completed certificate to confirm new or young farmer status so we receive it by midnight on 16 May 2016.
For more information about the young farmer payment, read page 95 of ‘The BPS 2016 scheme rules’.

**Part H: Entitlements**

This section is for information only. If you think your entitlements information is wrong, you can check your most up to date entitlement position on the Rural Payments service, or on your latest BPS 2015 entitlement statement (if you’ve received it).

**Applying for new entitlements as a new or young farmer**

If you’re a ‘new’ or ‘young’ farmer and want to apply for new entitlements there is a separate form on GOV.UK to do this.

**Part I: Land in more than one part of the UK**

If you are claiming for land in other parts of the UK, please tell us where. If you know them, give us your reference numbers for the other part/s of the UK you are claiming BPS in.

Use this section of the form to tell us which paying agency you want to pay you in 2016.


**Part J: Organic land**

If you are sending us evidence to prove that you have organic land parcels that you want to be exempt from greening, put an ‘X’ in the box in this section. The land must be organic for the whole of the calendar year and the certification must be valid at the date of the BPS application.

You need to send a copy of your organic certificate and parcel schedules so we received them by midnight on 16 May 2016. These should cover the whole calendar year.

Read page 38 of ‘The BPS 2016 scheme rules’ for more information.

**Part K: Other documents you are sending**

You can use this section as a checklist if you are sending any supporting documents with your application. If you are not sending any you do not need to include a ‘0’ in any of the boxes. We don’t use the information you give in this section, but it can be helpful for you to make sure you have included everything you need to with your application.

If you are sending us documents to tell us about any hemp you grow, or to show how you meet crop diversification ‘exemption 3’, tell us how many documents you are sending in ‘F’. For example if you are sending 6 seed labels, put ‘006’ in F.

More information on providing evidence is in ‘The BPS 2016 scheme rules’.

**Part L: Your declaration and responsibilities**

Read this part before you sign your application. We reserve the right to reject applications if ‘Your declaration and responsibilities’ has been changed.
Make sure you:
• sign the application form
• add your name in block capitals
• have the right permission to submit the form

If you’re acting on behalf of someone else, you must make sure you have the correct level of permission to sign the application. You can check this on the Rural Payments service or call us on 03000 200 301 if you don’t have a computer. If your level of access is incorrect, contact the person who has full access for the business.

In the ‘Relationship to beneficiary’ box, enter one of the following to describe your role:
• Agent – if you have been given permission to act on behalf of the person claiming BPS
• Trustee – a trustee of the business that is making the BPS claim
• Partner – a partner in the business that is making the BPS claim
• Director – a director of the business that is making the BPS claim
• Sole trader

**New information for agents acting on someone’s behalf**

This year, as part of ‘Your declaration and responsibilities’ you will need to sign to confirm that you have made the beneficiary(ies) aware that they are responsible for complying with the conditions.

You also need to make sure you fill in your relationship to the beneficiary and your CRN number. If you’re not sure where to find your CRN number this is the number you use to log in to Rural Payments. If you’re still not sure about what this is call us on 03000 200 301.

**Using ‘continuation booklets’**

If you need to tell the RPA more about your land parcels, common land or ecological focus areas, continuation booklets are available at www.gov.uk/rpa/bps2016. Booklets are available for:
• Part C: Land parcels
• Part D: Greening - Ecological Focus Areas
• Part E: Common Land

Use the booklets if you cannot fit all the information you need to tell us in these sections of your BP5 application form. Please add your SBI number on to all continuation booklets you use. If you don’t have a computer you can get copies by calling 03000 200 301.

You can use as many continuation booklets as you need to, but make sure you give each one a number on the front page, starting at 001. For example if you are sending RPA three booklets (two for Part C and one for Part D), you can number them as follows:
• ‘001’ for the first Part C continuation booklet
• ‘002’ for the second Part C continuation booklet
• ‘003’ for the Part D booklet
BP5 checklist: Things to check before you send your application form back

If you need to post your application form back to us, make sure that:

✓ You’ve checked all of the information and told us about any changes if you need to
✓ You’ve completed the active farmer question in Part F
✓ You have signed, dated and entered your name in Part L
✓ You’ve included any continuation booklets or evidence in the envelope with your application form (if you need to) and have added your SBI number to these
✓ You haven’t removed any pages from your application form
✓ You have the correct amount of postage on the envelope
✓ You keep a copy of your application and any evidence you send us
✓ You send it to the correct address

We recommend that you use recorded delivery if you are posting your application form to us.

If you are updating your BP5, do not:

✗ use a pencil or felt-tip pen
✗ use correction fluid
✗ cross through entire form pages or parts of the form; either leave them blank or use the delete line box
✗ use your own computer generated land parcel data sheets
✗ send us a covering letter - unless you need to give us extra information to support your application
Annex A

Coding agricultural land when you claim for the Basic Payment Scheme

- Permanent grassland and permanent grassland buffer strips – page 26
- Permanent crops – page 26
- Arable land: temporary grassland, fallow land, arable buffer strips, hedges and arable land exempt from greening – page 30
- Arable land: arable crops for crop diversification – page 32
- Arable land: leguminous and nitrogen-fixing crops for crop diversification and ecological focus area – page 37
- Arable land: catch and cover crops for ecological focus areas – page 40
- Agricultural land under a Rural Development Programme agreement – page 40
- Dual use - page 40
## Permanent grassland and permanent grassland buffer strips

<table>
<thead>
<tr>
<th>Land use</th>
<th>Code to use in column C7</th>
<th>Description</th>
</tr>
</thead>
</table>
| Permanent grassland              | PG01                     | All land you are planning to count as permanent grassland for BPS.  
Also use this code for strips and margins of permanent grassland if you want these to count towards your total area of grassland to meet a greening exemption or to limit your area of arable land subject to crop diversification.  
Otherwise you can include strips and margins of permanent grassland under the main land use of the parcel and they don’t need to be separately identified.  
If you have a buffer strip of permanent grassland that you want to include in your ecological focus area, declare the area of the buffer strip as permanent grassland in Part C7, then declare the length of the buffer strip in Part D.  
Read the BPS 2016 scheme rules for more information on permanent grassland. |

## Permanent crops

<table>
<thead>
<tr>
<th>Land use</th>
<th>Code to use in column C7</th>
<th>Description</th>
</tr>
</thead>
</table>
| Permanent crops other than nursery crops and short rotation coppice     | TC01                     | Permanent crops are crops that occupy the land for 5 years or more (other than permanent grassland) and provide repeated harvests.  
Multi-annual/perennial crops include:  
Almonds  
Apples  
Apricots  
Artichoke  
Asparagus  
Avocados  
Bilberries  
Blackberries  
Blueberries  
Cherries  
Chestnuts  
Chestnuts  
Cranberries |
<table>
<thead>
<tr>
<th>Land use</th>
<th>Code to use in column C7</th>
<th>Description</th>
</tr>
</thead>
</table>
| Permanent crops other than nursery crops and short rotation coppice      | TC01                     | Currants  
|                                                                         |                           | English Chamomile  
|                                                                         |                           | Figs  
|                                                                         |                           | Gooseberries  
|                                                                         |                           | Grapes  
|                                                                         |                           | Guavas  
|                                                                         |                           | Hazelnuts  
|                                                                         |                           | Hops  
|                                                                         |                           | Hyssop  
|                                                                         |                           | Lavender  
|                                                                         |                           | Loganberries  
|                                                                         |                           | Macadamia nuts  
|                                                                         |                           | Mangos  
|                                                                         |                           | Mangosteens  
|                                                                         |                           | Melissa  
|                                                                         |                           | Mint  
|                                                                         |                           | Miscanthus  
|                                                                         |                           | Mulberries  
|                                                                         |                           | Papayas and Locust beans  
|                                                                         |                           | Peaches  
|                                                                         |                           | Pears  
|                                                                         |                           | Pecans  
|                                                                         |                           | Pineapples  
|                                                                         |                           | Pine nuts  
|                                                                         |                           | Pistachios  
|                                                                         |                           | Plantains  
|                                                                         |                           | Plantains  
|                                                                         |                           | Plums  
|                                                                         |                           | Raspberries  
|                                                                         |                           | Reed canary grass  
|                                                                         |                           | Rhubarb  
|                                                                         |                           | Rosemary  
|                                                                         |                           | Sloes and Quince  
|                                                                         |                           | Walnuts  
|                                                                         |                           | Yarrow  
<p>|                                                                         |                           | Other fruits under the genus ‘Vaccinium’ are also permanent crops |</p>
<table>
<thead>
<tr>
<th>Land use</th>
<th>Code to use in column C7</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent crops other than nursery crops and short rotation coppice</td>
<td>TC01</td>
<td>Includes flower crops such as: Agrinomy Autumn Hawk-bit Betony Bladder Campion Bluebell Bulbous Buttercup Cats Ear Clustered Bellflower Coltsfoot Common Daisy Common Mallow Common Sorrel Cowslip Creeping Buttercup Dandelion Devils-bit Scabious Drop wort Field Scabious Garlic Mustard Great Burnett Greater Hawk-bit Greater Knapweed Greater Mullein Heartsease Hedge woundwort Hoary Plantain Kidney Vetch Lady’s Bed Straw Lawn Chamomile Lesser Knapweed Meadow Buttercup Meadow Cranesbill Meadow Vetchling Meadowsweet Musk Mallow Nettle leaved bellflower Ox-Eye Daisy Purple Loosestrife Purple Toad</td>
</tr>
<tr>
<td>Land use</td>
<td>Code to use in column C7</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Permanent crops other than nursery crops and short rotation coppice     | TC01                     | Flax Ragged  
Robin Red  
Campion Ribwort  
Plantain Salad  
Burnett Self Heal  
Small Scabious  
St. John’s wort  
Vipers Bugloss  
Water Avens  
White Campion  
Wild Angelica  
Wild Garlic  
Wild Primrose  
Wood Avens  
Yellow flag Iris  
Yellow Toad Flax                                                        |
| Nursery crops                                                           | NU01                     | Nursery crops are areas of young woody plants grown in the open air, on soil in greenhouses, or under polytunnels for later transplantation.  
They include:  
• vine and root stock nurseries  
• fruit tree and berry nurseries  
• ornamental nurseries  
• mixed nurseries of forest trees (except those for the holding’s own requirements grown in woodland)  
• nurseries of trees and bushes for planting in gardens, parks, at the road side and on embankments  
Nursery crops do not include Christmas trees unless they are grown in nurseries for later transplantation. |
### Short rotation coppice

**Land use**: Short rotation coppice  
**Code to use in column C7**: SR01  
**Description**: Short rotation coppice includes areas planted with tree species that consist of woody, perennial crops, the rootstock or stools remaining in the ground after harvesting, with new shoots emerging in the following season. The maximum harvest cycle is 20 years. The eligible species for short rotation coppice are:

- Alder (Alnus)
- Ash (Fraxinus excelsior)
- Birch (Betula)
- Hazel (Corylus avellana)
- Hornbeam (Carpinus spp)
- Lime (Tilia cordata)
- Poplar (Populus spp)
- Sweet chestnut (Castanea sativa)
- Sycamore (Acer pseudoplatanus)
- Willow (Salix spp)

### Arable land: temporary grassland, fallow land, arable buffer strips, hedges and arable land exempt from greening

**Land use**: Temporary grassland  
**Code to use in column C7**: TG01  
**Description**: All land you are planning to count as temporary grassland for BPS. Also use this code for strips and margins of temporary grassland if you want these to count towards your total area of grassland to meet a greening exemption or as a single ‘crop’ for crop diversification. If the strips meet the fallow rules for greening and you want them to count as fallow land for crop diversification or EFA, use the land use code for ‘Land lying fallow’ (FA01) in C7, then declare the area of the fallow land in Part D if you are using it for EFA. Otherwise you can include the areas of strips and margins of temporary grassland under the land use code you are using for the main land use of the parcel and they don’t need to be separately identified.

If you have a buffer strip of temporary grassland that you want to include in your ecological focus area, use the land use code of the cropped area adjacent to the buffer strip in Part C7 then declare the length of the buffer strip in Part D. Read the BPS 2016 scheme rules for more information.
<table>
<thead>
<tr>
<th>Land use</th>
<th>Code to use in column C7</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land lying fallow</td>
<td>FA01</td>
<td>All land you are planning to count as fallow land for BPS or as part of your ecological focus area.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Also use this code for strips and margins of fallow land if you want these to count towards your total area of fallow land to meet a greening exemption or as a single ‘crop’ for crop diversification. Otherwise you can include the areas of strips and margins of fallow land under the land use code you are using for the main land use of the parcel and they don’t need to be separately identified.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you have a buffer strip on fallow land that you want to include in your ecological focus area, use the land use code of the cropped area adjacent to the buffer strip in Part C7, then declare the length of the buffer strip in Part D. If you are using part of the buffer strip to count as fallow land for your ecological focus area, enter this area as fallow land in Part C7, then enter the fallow area in Part D.</td>
</tr>
<tr>
<td>Wild bird mixes</td>
<td></td>
<td>can be coded under a number of different land use codes, as long as your individual example matches the criteria, for example:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) as a <strong>mixed crop</strong> if there is an area where a seed mixture is sown, this area must be counted as a single crop for crop diversification, it doesn’t matter what crops are included in the mix.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) as <strong>fallow land (crop diversification)</strong> when it is land which has no crop production or grazing on it, but is maintained in a state suitable for grazing or cultivation. To count as a ‘crop’ for crop diversification, fallow land must be kept fallow from 1 May 2016 to 30 June 2016.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) as <strong>fallow land (EFA)</strong> when it is land which has no crop production or grazing on it, but is maintained in a state suitable for grazing or cultivation. To count as part of an ecological focus area (EFA), fallow land must be kept fallow from 1 January 2016 to 30 June 2016. Farmers can grow or plant wild-bird seed mixes, pollen sources and nectar sources on their EFA fallow land during the fallow period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These must be an unharvestable mix of at least 2 crops that support wildlife and pollinators (advisers from the ‘Campaign for the Farmed Environment’ can help farmers choose). Wild-bird seed mixes should be an area with a balanced combination of small-seed bearing crops, for example Barley, Triticale, Kale, Quinoa, Linseed, Millet, Mustard, Fodder radish, Sunflower. This will benefit over-wintering birds.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pollen sources and nectar sources should be in an area with a mixture of nectar-rich plants, for example Red clover, Alsike clover, Bird’s foot trefoil, Sainfoin, Musk mallow or Common knapweed. This will benefit nectar feeding insects like butterflies and bumble bees.</td>
</tr>
</tbody>
</table>
Land use Code to use in column C7 Description

Crops under water and leguminous crops Use the appropriate code(s) listed in the arable land tables All land you are planning to count as crops under water or leguminous crops to meet a greening exemption or for crop diversification purposes.

<table>
<thead>
<tr>
<th>Land use</th>
<th>Code to use in column C7</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hedge</td>
<td>Code for the main land use of the parcel</td>
<td>A hedge on or within 5 metres of arable land that you want to use as part of your ecological focus area. Include the area of the hedge under the main land use of the parcel in Part C7, then enter the length of the hedge in Part D</td>
</tr>
<tr>
<td>Buffer strip</td>
<td>PG01, FA01 or the land use of the adjacent cropped area</td>
<td>A buffer strip of permanent grassland, temporary grassland or fallow land that you want to use as part of your ecological focus area.</td>
</tr>
</tbody>
</table>

**Arable land: arable crops for crop diversification**

<table>
<thead>
<tr>
<th>Land use</th>
<th>Genus</th>
<th>Species</th>
<th>Code for C7</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aubergine-type arable crop</td>
<td>Solanaceae</td>
<td>Solanum melongena</td>
<td>AC46</td>
<td>Includes Aubergine and Eggplant</td>
</tr>
<tr>
<td>Banana squash-type arable crop</td>
<td>Cucurbitaceae</td>
<td>Cucurbita maxima</td>
<td>AC53</td>
<td>Includes Banana squash and Buttercup squash</td>
</tr>
<tr>
<td>Barley (spring)-type arable crop</td>
<td>Hordeum</td>
<td>Spring variety</td>
<td>AC01</td>
<td>Includes Feed barley, Malting barley, Two row barley, Six row barley</td>
</tr>
<tr>
<td>Barley (winter)-type arable crop</td>
<td>Hordeum</td>
<td>Winter variety</td>
<td>AC63</td>
<td>Includes Feed barley, Malting barley, Two row barley, Six row barley</td>
</tr>
<tr>
<td>Basil-type arable crop</td>
<td>Ocimum</td>
<td>-</td>
<td>AC02</td>
<td>Includes all Basils</td>
</tr>
<tr>
<td>Beet-type arable crop</td>
<td>Beta</td>
<td>-</td>
<td>AC03</td>
<td>Includes Beetroot, Chard, Field beet, Fodder beet, Mangolds, Redbeet, Sugar beet</td>
</tr>
<tr>
<td>Borage-type arable crop</td>
<td>Borago</td>
<td>-</td>
<td>AC04</td>
<td>Includes Borage</td>
</tr>
<tr>
<td>Brown mustard-type arable crop</td>
<td>Brassicaceae</td>
<td>Sinapsis alba</td>
<td>AC37</td>
<td>Includes Brown mustard. Use AC38 for White or Yellow mustard</td>
</tr>
<tr>
<td>Land use</td>
<td>Genus</td>
<td>Species</td>
<td>Code for C7</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------</td>
<td>--------------------------------------</td>
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<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Buckwheat-type arable crop</td>
<td>Fagopyrum</td>
<td>-</td>
<td>AC05</td>
<td>Includes Buckwheat</td>
</tr>
<tr>
<td>Butternut squash-type arable crop</td>
<td>Cucurbitae</td>
<td>Cucurbita moschata</td>
<td>AC54</td>
<td>Includes Butternut squash, Cheese pumpkin</td>
</tr>
<tr>
<td>Cabbage (spring)-type arable crop</td>
<td>Brassicaceae</td>
<td>Brassica oleracea - spring variety</td>
<td>AC34</td>
<td>Includes Broccoli, Brussels sprouts, Cabbages, Calabrese, Cauliflower, Chinese kale, Kale, Kohlrabi, Red cabbage, Savoy cabbage, White cabbage</td>
</tr>
<tr>
<td>Cabbage (winter)-type arable crop</td>
<td>Brassicaceae</td>
<td>Brassica oleracea - winter variety</td>
<td>AC70</td>
<td>Includes Broccoli, Brussels sprouts, Cabbages, Calabrese, Cauliflower, Chinese kale, Kale, Kohlrabi, Red cabbage, Savoy cabbage, White cabbage</td>
</tr>
<tr>
<td>Camelina-type arable crop</td>
<td>Camelina</td>
<td>-</td>
<td>AC73</td>
<td>Includes Camelina, gold-of-pleasure, false flax</td>
</tr>
<tr>
<td>Canary seed-type arable crop</td>
<td>Phalaris</td>
<td>-</td>
<td>AC06</td>
<td>Includes Canary seed</td>
</tr>
<tr>
<td>Carrot-type arable crop</td>
<td>Daucus</td>
<td>-</td>
<td>AC07</td>
<td>Includes Carrot</td>
</tr>
<tr>
<td>Celery-type arable crop</td>
<td>Apium</td>
<td>-</td>
<td>AC08</td>
<td>Includes Celeriac, Celery</td>
</tr>
<tr>
<td>Chicory-type arable crop</td>
<td>Chichorium</td>
<td>-</td>
<td>AC09</td>
<td>Includes Chicory, Endive, Italian chicory, Radiccio</td>
</tr>
<tr>
<td>Chilli-type arable crop</td>
<td>Solanaceae</td>
<td>Capsicum baccatum</td>
<td>AC48</td>
<td>Includes Bishop’s crown chilli, Lemon drop chilli, Peppadew chilli</td>
</tr>
<tr>
<td>Coriander-type arable crop</td>
<td>Coriandrum</td>
<td>-</td>
<td>AC71</td>
<td>Includes Coriander</td>
</tr>
<tr>
<td>Corn chamomile-type arable crop</td>
<td>Anthemis arvensis</td>
<td></td>
<td>AC77</td>
<td>Includes Corn chamomile</td>
</tr>
<tr>
<td>Corn cockle-type arable crop</td>
<td>Agrostemma</td>
<td>-</td>
<td>AC78</td>
<td>Includes Corn cockle</td>
</tr>
<tr>
<td>Corn flower-type arable crop</td>
<td>Centaurea</td>
<td>-</td>
<td>AC79</td>
<td>Includes Corn flower</td>
</tr>
<tr>
<td>Corn gromwell-type arable crop</td>
<td>Buglossoides (also known as -)</td>
<td></td>
<td>AC72</td>
<td>Includes Corn gromwell</td>
</tr>
<tr>
<td>Corn marigold-type arable crop</td>
<td></td>
<td>-</td>
<td>AC80</td>
<td>Includes Corn marigold</td>
</tr>
<tr>
<td>Crambe-type arable crop</td>
<td>Brassicaceae</td>
<td>Crambe maritima</td>
<td>AC39</td>
<td>Includes Crambe, Seakale</td>
</tr>
<tr>
<td>Cress-type arable crop (excluding Watercress)</td>
<td>Brassicaceae</td>
<td>Lepidium sativu</td>
<td>AC89</td>
<td>Includes Garden Cress. Use CW01 for Watercress</td>
</tr>
<tr>
<td>Cucumber-type arable crop</td>
<td>Cucurbitae</td>
<td>Cucumis sativus</td>
<td>AC56</td>
<td>Includes Cucumber</td>
</tr>
<tr>
<td>Land use</td>
<td>Genus</td>
<td>Species</td>
<td>Code for C7</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------</td>
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<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Daffodil-type arable crop</td>
<td>Narcissus</td>
<td>-</td>
<td>AC10</td>
<td>Includes all daffodils</td>
</tr>
<tr>
<td>Dill-type arable crop</td>
<td>Anethum</td>
<td>-</td>
<td>AC11</td>
<td>Includes Dill</td>
</tr>
<tr>
<td>Evening primrose-type arable crop</td>
<td>Oenothera</td>
<td>-</td>
<td>AC12</td>
<td>Includes Evening primrose</td>
</tr>
<tr>
<td>Fennel-type arable crop</td>
<td>Foeniculum</td>
<td>-</td>
<td>AC13</td>
<td>Includes Fennel</td>
</tr>
<tr>
<td>Field forget-me-not-type arable crop</td>
<td>Myosotis</td>
<td></td>
<td>AC82</td>
<td>Includes Forget-me-not</td>
</tr>
<tr>
<td>Fox-glove-type arable crop</td>
<td>Digitalis</td>
<td>-</td>
<td>AC83</td>
<td>Includes Fox-glove</td>
</tr>
<tr>
<td>German chamomile-type arable crop</td>
<td>Matricaria</td>
<td>-</td>
<td>AC76</td>
<td>Includes Chamomile, German Chamomile, Hungarian Chamomile, Kamilla, Wild Chamomile, Scentless Mayweed</td>
</tr>
<tr>
<td>Hay rattle-type arable crop</td>
<td>Rhinanthus</td>
<td>-</td>
<td>AC84</td>
<td>Includes Hay-rattle</td>
</tr>
<tr>
<td>Hedge bedstraw-type arable crop</td>
<td>Galium</td>
<td>-</td>
<td>AC85</td>
<td>Includes Hedge bedstraw</td>
</tr>
<tr>
<td>Hemp-type arable crop</td>
<td>Cannabis</td>
<td>-</td>
<td>AC14</td>
<td>Includes Hemp</td>
</tr>
<tr>
<td>Horseradish-type arable crop</td>
<td>Brassicaceae</td>
<td>Armoracia rusticana</td>
<td>AC42</td>
<td>Includes Horseradish (Cochlearia armoracia)</td>
</tr>
<tr>
<td>Japanese pie squash-type arable crop</td>
<td>Cucurbita argyrosperma</td>
<td></td>
<td>AC51</td>
<td>Includes Japanese pie squash</td>
</tr>
<tr>
<td>Lettuce-type arable crop</td>
<td>Lactuca</td>
<td></td>
<td>AC15</td>
<td>Includes Butterhead lettuce, Cos lettuce, Iceberg lettuce, Lettuce, Romaine lettuce</td>
</tr>
<tr>
<td>Linseed (spring)-type arable crop</td>
<td>Linum</td>
<td>Spring variety</td>
<td>AC16</td>
<td>Includes Flax, Linseed</td>
</tr>
<tr>
<td>Linseed (winter)-type arable crop</td>
<td>Linum</td>
<td>Winter variety</td>
<td>AC64</td>
<td>Includes Flax, Linseed</td>
</tr>
<tr>
<td>Maize-type arable crop</td>
<td>Zea</td>
<td>-</td>
<td>AC17</td>
<td>Includes Corn, Maize, Sweetcorn</td>
</tr>
<tr>
<td>Melon-type arable crop</td>
<td>Cucurbitaceae</td>
<td>Cucumis melo</td>
<td>AC57</td>
<td>Includes Melons other than Water melon</td>
</tr>
<tr>
<td>Millet-type arable crop</td>
<td>Echinochloa</td>
<td>-</td>
<td>AC18</td>
<td>Includes Millet</td>
</tr>
<tr>
<td>Land use</td>
<td>Genus</td>
<td>Species</td>
<td>Code for C7</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------</td>
<td>------------------</td>
<td>-------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mixed arable crop - group 1</td>
<td>Variable</td>
<td>Variable</td>
<td>AC58</td>
<td>Mixed arable crop - you can mark up to 5 different mixed crops on your land as different crops. Each mixed crop will be considered as a separate crop for crop diversification.</td>
</tr>
<tr>
<td>Mixed crop - group 2</td>
<td>Variable</td>
<td>Variable</td>
<td>AC59</td>
<td></td>
</tr>
<tr>
<td>Mixed crop - group 3</td>
<td>Variable</td>
<td>Variable</td>
<td>AC60</td>
<td></td>
</tr>
<tr>
<td>Mixed crop - group 4</td>
<td>Variable</td>
<td>Variable</td>
<td>AC61</td>
<td></td>
</tr>
<tr>
<td>Mixed crop - group 5</td>
<td>Variable</td>
<td>Variable</td>
<td>AC62</td>
<td></td>
</tr>
<tr>
<td>Mustard-type arable crop</td>
<td>Brassicaceae</td>
<td>Sinapis alba</td>
<td>AC38</td>
<td>Includes White or Yellow mustard; use AC37 for Brown mustard</td>
</tr>
<tr>
<td>Oats (spring)-type arable crop</td>
<td>Avena</td>
<td>Spring variety</td>
<td>AC19</td>
<td>Includes Feed oats, Naked oats, Porridge oats, Quaking oats</td>
</tr>
<tr>
<td>Oats (winter)-type arable crop</td>
<td>Avena</td>
<td>Winter variety</td>
<td>AC65</td>
<td>Includes Feed oats, Naked oats, Porridge oats, Quaking oats</td>
</tr>
<tr>
<td>Oca-type arable crop</td>
<td>Oxalis</td>
<td>-</td>
<td>AC75</td>
<td>Includes Oca, New Zealand Yam</td>
</tr>
<tr>
<td>Oilseed (spring)-type arable crop</td>
<td>Brassicaceae</td>
<td>Brassica napus (spring variety)</td>
<td>AC36</td>
<td>Includes Industrial rape, Oilseed rape, Swede</td>
</tr>
<tr>
<td>Oilseed (winter)-type arable crop</td>
<td>Brassicaceae</td>
<td>Brassica napus (winter variety)</td>
<td>AC67</td>
<td>Includes Industrial rape, Oilseed rape, Swede</td>
</tr>
<tr>
<td>Onion-type arable crop</td>
<td>Ilium</td>
<td>-</td>
<td>AC20</td>
<td>Includes Chives, Garlic, Onions, Leeks, Scallions, Shallot, Spring Onions</td>
</tr>
<tr>
<td>Oregano-type arable crop</td>
<td>Origanum</td>
<td>-</td>
<td>AC21</td>
<td>Includes Oregano, Marjoram</td>
</tr>
<tr>
<td>Parsley-type arable crop</td>
<td>Petroselinum</td>
<td>-</td>
<td>AC22</td>
<td>Includes All Parsleys</td>
</tr>
<tr>
<td>Parsnip-type arable crop</td>
<td>Pastinaca</td>
<td>-</td>
<td>AC23</td>
<td>Includes Parsnips</td>
</tr>
<tr>
<td>Pepper-type arable crop</td>
<td>Solanaceae</td>
<td>Capsicum annuum</td>
<td>AC47</td>
<td>Includes Bell pepper, Chilli pepper</td>
</tr>
<tr>
<td>Phacelia-type arable crop</td>
<td>Phacelia</td>
<td>-</td>
<td>AC74</td>
<td>Includes Phacelia</td>
</tr>
<tr>
<td>Poppy-type arable crop</td>
<td>Papaver</td>
<td>-</td>
<td>AC81</td>
<td>Includes Poppy and Corn poppy</td>
</tr>
<tr>
<td>Potato-type arable crop</td>
<td>Solanaceae</td>
<td>Solanum tuberosum</td>
<td>AC44</td>
<td>Includes Early potato, Maincrop potato, Seed potato; use AC28 for Sweet potato</td>
</tr>
<tr>
<td>Quinoa-type arable crop</td>
<td>-</td>
<td>-</td>
<td>AC87</td>
<td>Includes Quinoa</td>
</tr>
<tr>
<td>Radish-type arable crop</td>
<td>Brassicaceae</td>
<td>Raphanus sativus</td>
<td>AC41</td>
<td>Includes Radish</td>
</tr>
<tr>
<td>Rocket-type arable crop</td>
<td>Brassicaceae</td>
<td>Eruca sativa</td>
<td>AC40</td>
<td>Includes Rocket</td>
</tr>
<tr>
<td>Land use</td>
<td>Genus</td>
<td>Species</td>
<td>Code for C7</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------</td>
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<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rye (spring)-type arable crop</td>
<td>Secale</td>
<td>Spring variety</td>
<td>AC24</td>
<td>Includes Rye (spring)</td>
</tr>
<tr>
<td>Rye (winter)-type arable crop</td>
<td>Secale</td>
<td>Winter variety</td>
<td>AC68</td>
<td>Includes Rye (winter)</td>
</tr>
<tr>
<td>Sage-type arable crop</td>
<td>Salvia</td>
<td>-</td>
<td>AC25</td>
<td>Includes Clary sage, Sages</td>
</tr>
<tr>
<td>Siam pumpkin-type arable crop</td>
<td>Cucurbitacea</td>
<td>Cucurbita ficifolia</td>
<td>AC52</td>
<td>Includes Siam pumpkin, Seven year melon</td>
</tr>
<tr>
<td>Spinach-type arable crop</td>
<td>Spinacia</td>
<td>-</td>
<td>AC26</td>
<td>Includes Spinach</td>
</tr>
<tr>
<td>Squash-type arable crop</td>
<td>Cucurbitacea</td>
<td>Cucurbita pepo</td>
<td>AC50</td>
<td>Includes Pumpkins, Squashes, Marrows, Zucchini, Courgettes</td>
</tr>
<tr>
<td>Strawberry-type arable crop</td>
<td>Fragaria</td>
<td>-</td>
<td>AC27</td>
<td>Includes Strawberry</td>
</tr>
<tr>
<td>Sunflower-type arable crop</td>
<td>Halianthus</td>
<td>-</td>
<td>AC88</td>
<td>Includes Sunflower</td>
</tr>
<tr>
<td>Sweet potato-type arable crop</td>
<td>Ipomoea</td>
<td>-</td>
<td>AC28</td>
<td>Includes Sweet potato; use AC44 for Potato</td>
</tr>
<tr>
<td>Teasel-type arable crop</td>
<td>Dipsacus</td>
<td>-</td>
<td>AC86</td>
<td>Includes Teasel</td>
</tr>
<tr>
<td>Thyme-type arable crop</td>
<td>Thymus</td>
<td>-</td>
<td>AC29</td>
<td>Includes all thymes</td>
</tr>
<tr>
<td>Tobacco-type arable crop</td>
<td>Solanaceae</td>
<td>Nicotiana tabacum</td>
<td>AC43</td>
<td>Includes Tobacco</td>
</tr>
<tr>
<td>Tomato-type arable crop</td>
<td>Solanaceae</td>
<td>Solanum lycopersicum</td>
<td>AC45</td>
<td>Includes Tomato</td>
</tr>
<tr>
<td>Tree chilli-type arable crop</td>
<td>Solanaceae</td>
<td>Capsicum pubescens</td>
<td>AC49</td>
<td>Includes Tree chilli</td>
</tr>
<tr>
<td>Triticale (spring)-type arable crop</td>
<td>-</td>
<td>Spring variety</td>
<td>AC30</td>
<td>Includes Triticale (spring)</td>
</tr>
<tr>
<td>Triticale (winter)-type arable crop</td>
<td>-</td>
<td>Winter variety</td>
<td>AC69</td>
<td>Includes Triticale (winter)</td>
</tr>
<tr>
<td>Tulip-type arable crop</td>
<td>Tulipa</td>
<td>-</td>
<td>AC31</td>
<td>Includes all tulips</td>
</tr>
<tr>
<td>Turnip-type arable crop</td>
<td>Brassicaceae</td>
<td>Brassica rapa</td>
<td>AC35</td>
<td>Includes Bok choi, Chinese cabbage (Pak choi), Turnip, Turnip rape</td>
</tr>
<tr>
<td>Watermelon-type arable crop</td>
<td>Cucurbitacea</td>
<td>Citrullus lanatus</td>
<td>AC55</td>
<td>Includes Watermelon</td>
</tr>
<tr>
<td>Watercress-arable crop under water</td>
<td>Brassicaceae</td>
<td>Nasturtium officinale</td>
<td>CW01</td>
<td>Includes Watercress</td>
</tr>
<tr>
<td>Land use</td>
<td>Genus</td>
<td>Species</td>
<td>Code for C7</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------</td>
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<td>-------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Wheat (spring)-type arable crop</td>
<td>Triticum</td>
<td>Spring variety</td>
<td>AC32</td>
<td>Includes Biscuit wheat, Common or Bread wheat, Durum wheat, Einkorn, Feed wheat, Red wheat, Spelt</td>
</tr>
<tr>
<td>Wheat (winter)-type arable crop</td>
<td>Triticum</td>
<td>Winter variety</td>
<td>AC66</td>
<td>Includes Biscuit wheat, Common or Bread wheat, Durum wheat, Einkorn, Feed wheat, Red wheat, Spelt</td>
</tr>
<tr>
<td>Yam-type arable crop</td>
<td>Dioscorea</td>
<td>-</td>
<td>AC33</td>
<td>Includes Yam</td>
</tr>
<tr>
<td>Gladioli</td>
<td>Glasiolus</td>
<td></td>
<td>AC90</td>
<td></td>
</tr>
<tr>
<td>Echium</td>
<td>Boraginaceae</td>
<td></td>
<td>AC91</td>
<td></td>
</tr>
<tr>
<td>Sorghum</td>
<td>Sorghum</td>
<td></td>
<td>AC92</td>
<td></td>
</tr>
<tr>
<td>Sticky Nightshade (Solanum sisymbriifolium)</td>
<td>Solanum</td>
<td></td>
<td>AC93</td>
<td></td>
</tr>
<tr>
<td>Sweet William</td>
<td>Dianthus</td>
<td></td>
<td>AC94</td>
<td></td>
</tr>
<tr>
<td>Wallflower</td>
<td>Erysimum</td>
<td></td>
<td>AC95</td>
<td></td>
</tr>
<tr>
<td>Samphire</td>
<td>Salicornia</td>
<td></td>
<td>AC96</td>
<td></td>
</tr>
<tr>
<td>Aster (Chinese)</td>
<td>Callistephus</td>
<td></td>
<td>AC97</td>
<td></td>
</tr>
<tr>
<td>Larkspur</td>
<td>Consolida</td>
<td></td>
<td>AC98</td>
<td></td>
</tr>
<tr>
<td>Nigella</td>
<td>Nigella</td>
<td></td>
<td>AC99</td>
<td></td>
</tr>
<tr>
<td>Ryegrass (Italian) (Solanum sisymbriifolium)</td>
<td>Lolium</td>
<td></td>
<td>AC100</td>
<td></td>
</tr>
</tbody>
</table>

### Arable land: leguminous and nitrogen-fixing crops for crop diversification and ecological focus areas

<table>
<thead>
<tr>
<th>Land use</th>
<th>Genus</th>
<th>Species</th>
<th>Code for C7</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bird’s foot trefoil-type leguminous and nitrogen-fixing crop</td>
<td>Lotus</td>
<td>-</td>
<td>LG10</td>
<td>Includes Bird’s foot trefoil If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Chickpea-type leguminous and nitrogen-fixing crop</td>
<td>Cicer</td>
<td>-</td>
<td>LG01</td>
<td>Includes Chickpea If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Clover-type leguminous and nitrogen-fixing crop</td>
<td>Trifolium</td>
<td>-</td>
<td>LG14</td>
<td>Includes clovers and some trefoils If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Land use</td>
<td>Genus</td>
<td>Species</td>
<td>Code for C7</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Cowpea-type leguminous and nitrogen-fixing crop</td>
<td>Vigna</td>
<td>-</td>
<td>LG09</td>
<td>Includes Black eye peas, Cowpeas If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Fenugreek-type leguminous and nitrogen-fixing crop</td>
<td>Trigonella</td>
<td>-</td>
<td>LG02</td>
<td>Includes Fenugreek If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Field beans (spring)-type leguminous and nitrogen-fixing crop</td>
<td>Vicia</td>
<td>Spring variety</td>
<td>LG03</td>
<td>Includes Broad beans, Field beans, Vetch If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Field beans (winter)-type leguminous and nitrogen-fixing crop</td>
<td>Vicia</td>
<td>Winter variety</td>
<td>LG02</td>
<td>Includes Broad beans, Field beans, beans, Vetch If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Green beans-type leguminous and nitrogen-fixing crop</td>
<td>Phaseolus</td>
<td>-</td>
<td>LG04</td>
<td>Includes French beans, Green beans, Haricot beans, Runner beans If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Lentil-type leguminous and nitrogen-fixing crop</td>
<td>Lens</td>
<td>-</td>
<td>LG05</td>
<td>Includes Lentils If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Lucerne-type leguminous and nitrogen-fixing crop</td>
<td>Medicago</td>
<td>-</td>
<td>LG11</td>
<td>Includes Lucerne (Alfalfa), Black medic If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Lupin-type leguminous and nitrogen-fixing crop</td>
<td>Lupinus</td>
<td>-</td>
<td>LG06</td>
<td>Includes Lupins If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Land use</td>
<td>Genus</td>
<td>Species</td>
<td>Code for C7</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-------------</td>
<td>------------------</td>
<td>-------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mixed crop - leguminous only 1</td>
<td>Variable</td>
<td>Variable</td>
<td>LG15</td>
<td>Mixed crop, where all the crops are leguminous. You can mark up to 5 different mixed crops made up of legumes on your land. These land uses will count for both crop diversification and ecological focus area.</td>
</tr>
<tr>
<td>Mixed crop - leguminous only 2</td>
<td>Variable</td>
<td>Variable</td>
<td>LG16</td>
<td></td>
</tr>
<tr>
<td>Mixed crop - leguminous only 3</td>
<td>Variable</td>
<td>Variable</td>
<td>LG17</td>
<td>If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Mixed crop - leguminous only 4</td>
<td>Variable</td>
<td>Variable</td>
<td>LG18</td>
<td></td>
</tr>
<tr>
<td>Mixed crop - leguminous only 5</td>
<td>Variable</td>
<td>Variable</td>
<td>LG19</td>
<td></td>
</tr>
<tr>
<td>Pea (spring)- type leguminous and nitrogen-fixing crop</td>
<td>Pisum</td>
<td>Spring variety</td>
<td>LG07</td>
<td>Includes Feed pea, Mange tout, Marrow fat pea, Snap pea, Snow pea, Vining pea. If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Pea (winter)- type leguminous and nitrogen-fixing crop</td>
<td>Pisum</td>
<td>Winter variety</td>
<td>LG21</td>
<td>Includes Feed pea, Mange tout, Marrow fat pea, Snap pea, Snow pea, Vining pea. If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Sainfoin-type leguminous and nitrogen-fixing crop</td>
<td>-</td>
<td>-</td>
<td>LG13</td>
<td>Includes sainfoin. If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Soya-type leguminous and nitrogen-fixing crop</td>
<td>Glycine</td>
<td>-</td>
<td>LG08</td>
<td>Includes Soya bean, Soybean. If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
<tr>
<td>Sweetclover-type leguminous and nitrogen-fixing crop</td>
<td>Melilotus</td>
<td>-</td>
<td>LG12</td>
<td>Includes sweet clovers. If you are counting this crop towards your ecological focus area, enter the area in column D2.</td>
</tr>
</tbody>
</table>
Arable land: catch and cover crops for ecological focus areas

<table>
<thead>
<tr>
<th>Land use</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catch crop</td>
<td>Any catch crop that is eligible under the ecological focus area rule. Read ‘The BPS 2016 scheme rules’ for more information. There is no land use code required as a catch crop for EFA in Part C7, as they will be entered into Part D.</td>
</tr>
<tr>
<td>Cover crop</td>
<td>Any cover crop that is eligible under the ecological focus area rule. Read ‘The BPS 2016 scheme rules’ for more information. There is no land use code required as a cover crop for EFA in Part C7, as they will be entered into Part D.</td>
</tr>
</tbody>
</table>

Agricultural land under a Rural Development Programme agreement

If you have agricultural land which is both under your management control for a Rural Development Programme agreement and at your disposal for BPS, use the appropriate land use code from Annex A to tell us about this land. Enter an area for the land use in C6 and if you want to use the land in your BPS claim, enter an area in C8.

If you have agricultural land which is under your management control for a Rural Development Programme agreement and is not at your disposal for BPS, leave C7 blank for this land and enter 0.0000 in C6 and C8. This land will not count towards your area available to use with entitlements or your greening calculation.

Dual use

If you are in a ‘dual use’ situation with another BPS applicant – the other applicant has the land at their disposal for BPS and you have the same area of land under your management control for a Rural Development Programme agreement, leave C7 blank for this land and enter 0.0000 in C6 and C8. This land will not count towards your area available to use with entitlements or your greening calculation.

If you are the applicant with the land at your disposal for BPS, use the appropriate land use code from Annex A to tell us about this land. Enter an area for the land use in C6 and if you want to use the land in your BPS claim, enter an area in C8.

Non-agricultural land under a Rural Development Programme agreement

If you have non-agricultural land, for example woodland, under a Rural Development Programme agreement or the National Forest Changing Landscape Scheme, read Annex B for more information on coding this land.
Annex B

Coding non-agricultural land when you claim for the Basic Payment Scheme

How to code non-agricultural land when you fill in a BP5 application form to claim the Basic Payment Scheme (BPS) in 2016.

Ineligible areas and features on otherwise eligible land

You can tell us about ineligible features on agricultural land in your application form using land use codes.

You also need to tell us about these features on any non-agricultural land you have that is eligible for BPS – read the ‘Non-agricultural land under a Rural Development Programme agreement or the National Forest Changing Landscape Scheme’ section on page 47 for more information.

Declare BPS permanent ineligible features or areas using the land use codes in this Annex, read pages 14 and 15 for more information.

If you haven’t already told us about any permanent ineligible features, use an RLE1 form to do this. If you’ve already told us, but we haven’t mapped it yet – you don’t have to tell us again. If you are in any doubt about the permanence of a feature, you are advised to use an RLE1 form.

<table>
<thead>
<tr>
<th>Land use</th>
<th>Code for C7</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ineligible area or feature which is likely to change over time ('temporary' ineligible feature)</td>
<td>NA02</td>
<td>An area of land which is normally agricultural but the intensity, nature, duration, and timing of non-agricultural activity significantly interferes with agricultural activity.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Examples:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- an area which is taken out of agricultural use due to temporary utility or transport works but will later revert to land that is used primarily for agricultural activity.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- an area in which the non-agricultural activities referred to on page 27 of ‘The BPS 2016 scheme rules’ occur on the land for more than 28 days in the calendar year.</td>
</tr>
<tr>
<td>Airstrip/airports</td>
<td>MT05</td>
<td>Airstrip – a stretch of land which has been cleared so that light aircraft can take off and land. The area is defined by the edges of the landing strip.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grass air strips which are only used for part of the year on land which is normally agricultural should be declared as agricultural land.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Airport – an area of land where aircraft land and take off and which provides facilities for handling passengers, air freight and servicing aircraft.</td>
</tr>
<tr>
<td>Land use</td>
<td>Code for C7</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Non-utilised Bank</td>
<td>PL01</td>
<td>This code should only be used for banks which are inaccessible or not protected under cross compliance. A bank is a raised linear feature that is artificially constructed and predominantly made up of earth. A bank can have a vegetated, bare earth or stone surface.</td>
</tr>
<tr>
<td>Bog</td>
<td>IW07</td>
<td>An area of land that is normally waterlogged throughout the year and consists of spongy moss and peat. Bogs most often occur in low lying flat areas with poor drainage, and in upland areas of high rainfall.</td>
</tr>
<tr>
<td>Boulders</td>
<td>RO03</td>
<td>An area of large, rounded rocks that are weathered or water-worn and have a diameter that is greater than 0.2 metres.</td>
</tr>
<tr>
<td>Bracken and heather</td>
<td>HE02</td>
<td>Bracken - this code should only be used for an area of bracken which is not kept in a state suitable for grazing or is in an area where grasses and other herbaceous forage are not predominant. Grazeable bracken in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland. Bracken is an area covered predominantly by a type of fern (Pteridium aquilinum) found together with other species in heathland or hill sides. See also ‘Scattered bracken or heather’. Heather - this code should only be used for an area of heather which is not kept in a state suitable for grazing. Grazeable heather should be coded as permanent grassland. Heather is an area covered predominantly by common heather and various species of the Cassiope or Erica genus. See also ‘Scattered bracken or heather’.</td>
</tr>
<tr>
<td>Cliff</td>
<td>CF01</td>
<td>A feature representing a steep rock face, most commonly occurring where the land meets the sea. Cliffs may be semi-natural, in the case of disused mineral workings, or manmade in the case of rock faces resulting from construction activity.</td>
</tr>
<tr>
<td>Farm building</td>
<td>AB01</td>
<td>A building used for livestock husbandry, cultivation or the storage of crops, feed and machinery, and associated residences, i.e. farmhouses.</td>
</tr>
<tr>
<td>Farmyard</td>
<td>AB09</td>
<td>The open ground, generally of hard standing or compacted earth, surrounding farm buildings.</td>
</tr>
<tr>
<td>Fen, marsh and swamp</td>
<td>IW06</td>
<td>An area of low and flat waterlogged land.</td>
</tr>
<tr>
<td>Gallop</td>
<td>NT01</td>
<td>A track with a grass or manmade surface that is used for horses to gallop on when being trained for horse racing. Grass gallops can exceptionally be considered part of the agricultural area of a land parcel but only if the applicant can prove that the non-agricultural activity does not significantly interfere with agricultural activity.</td>
</tr>
<tr>
<td>General Utility</td>
<td>UT06</td>
<td>A type of permanent infrastructure on land that is not covered by other utility classifications. Examples include water tanks and butts.</td>
</tr>
<tr>
<td>Land use</td>
<td>Code for C7</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
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<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Glasshouse, including...</td>
<td>AB06</td>
<td>This code should only be used for glasshouses which are on a hard standing or are being used to grow ineligible crops. Glasshouses which are on a natural surface and are being used to grow eligible crops should be coded using the land use of the eligible crops. A glasshouse is a horticultural building constructed largely of grass.</td>
</tr>
<tr>
<td>Golf course</td>
<td>RL04</td>
<td>Bunkers, greens, fairways and areas of rough that are part of the playing course. Includes putting greens and driving ranges. Golf courses can exceptionally be considered part of the agricultural area of a land parcel but only if the applicant can prove that the non-agricultural activity does not significantly interfere with agricultural activity.</td>
</tr>
<tr>
<td>Hard standing</td>
<td>HS01</td>
<td>A manmade, open ground surface built using aggregate, concrete-type construction materials.</td>
</tr>
<tr>
<td>Heap</td>
<td>HE03</td>
<td>This code should only be used for permanent heaps. A heap is permanent if it has been (or will be) kept at the same location for 3 years or more. A heap is a pile of farm refuse, for example straw, manure, compost, hay or silage.</td>
</tr>
<tr>
<td>Intertidal habitats</td>
<td>MW04</td>
<td>An area of sand or mud uncovered at low tide.</td>
</tr>
<tr>
<td>Mineral extraction site</td>
<td>MS04</td>
<td>A site used for mineral extraction. Includes both currently operational and disused sites.</td>
</tr>
<tr>
<td>Peat production</td>
<td>CM01</td>
<td>This code should only be used for an area of land which is permanently used for peat production. An area of land is permanently used for peat production if the production has taken (or will take) place for 3 years or more. Peat production is an area of land used for peat extraction.</td>
</tr>
<tr>
<td>Pond</td>
<td>WF03</td>
<td>An area of fresh water, often artificially constructed, which is smaller than a lake. Includes artificially created scrapes which are winter feeding areas for wading birds.</td>
</tr>
<tr>
<td>Railway</td>
<td>MT04</td>
<td>Steel bar or continuous line of bars laid on the ground, usually forming a track used for the movement of trains.</td>
</tr>
<tr>
<td>Reed bed</td>
<td>MW03</td>
<td>This code should only be used for reed beds which are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant. Grazeable reed beds in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland. A reed bed is an area of tall, stiff marsh or water grass of various kinds.</td>
</tr>
<tr>
<td>Residential dwelling, house</td>
<td>NR01</td>
<td>Residential dwellings, including domestic outbuildings.</td>
</tr>
<tr>
<td>Land use</td>
<td>Code for C7</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Residential garden</td>
<td>WO17</td>
<td>A garden making up part of a residential dwelling.</td>
</tr>
<tr>
<td>Road</td>
<td>MT03</td>
<td>A metalled or surfaced way that is clearly marked, permanent and forms part of a wider road network with, for example, road markings, road names or road numbers.</td>
</tr>
<tr>
<td>Rocky outcrop</td>
<td>RO04</td>
<td>A protrusion of rocks above the ground in a conspicuous form.</td>
</tr>
<tr>
<td>Sand dunes</td>
<td>CF03</td>
<td>An area of sand dunes (ridges of sand created by the wind).</td>
</tr>
<tr>
<td>Saline habitats</td>
<td>MW05</td>
<td>A coastal area with a sodium chloride content of at least 0.5%.</td>
</tr>
<tr>
<td>Salt marsh</td>
<td>MW01</td>
<td>This code should only be used for salt marshes which are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grazeable salt marsh in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Salt marsh is an area of coastal grassland which is frequently inundated by the sea.</td>
</tr>
<tr>
<td>Scattered bracken or heather</td>
<td>NF02</td>
<td>Scattered bracken - areas of bracken which are scattered in a land parcel, are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scattered bracken which is grazeable and in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scattered heather - areas of heather which are scattered in a land parcel and are not kept in a state suitable for grazing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scattered heather which is grazeable should be coded as permanent grassland.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This code should be used only for scattered features within a land parcel which are too small to map individually but which – when added together – have a combined area of 0.01 Ha or greater.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scattered features are also referred to as ‘notional features’.</td>
</tr>
<tr>
<td>Scattered features - mixed</td>
<td>NF08</td>
<td>This code can be used for a combination of more than one type of the scattered features described in this table.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This code should be used only for scattered features within a land parcel which are too small to map individually but which – when added together – have a combined area of 0.01 Ha or greater.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scattered features are also referred to as ‘notional features’.</td>
</tr>
<tr>
<td>Scattered manmade features</td>
<td>NF07</td>
<td>Any man-made features which are scattered in a land parcel.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This code should only be used only for scattered features within a land parcel which are too small to map individually but which – when added together – have a combined area of 0.01 Ha or greater.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scattered features are also referred to as ‘notional features’.</td>
</tr>
<tr>
<td>Natural Feature Type</td>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>Scattered natural features</td>
<td>NF06</td>
<td>Natural features that are scattered in a land parcel, are not kept in a state suitable for grazing or cultivation, are not protected under cross compliance, and are not included under any other land use codes. This code should be used only for scattered features within a land parcel which are too small to map individually but which – when added together – have a combined area of 0.01 Ha or greater. Scattered features are also referred to as notional features.</td>
</tr>
<tr>
<td>Scattered rock</td>
<td>NF01</td>
<td>Any naturally occurring scattered elements of a rocky nature. Includes small outcrops, areas of shingle or scree, small boulders, etc. This code should be used only for scattered features within a land parcel which are too small to map individually but which – when added together – have a combined area of 0.01 Ha or greater. Scattered features are also referred to as notional features.</td>
</tr>
<tr>
<td>Scattered scrub</td>
<td>NF03</td>
<td>This code should only be used for patches of scrub which are scattered in a land parcel and are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant. Includes patches of scrub which are too dense to be grazed. Scattered scrub which is grazeable and in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland. This code should only be used only for scattered features within a land parcel which are too small to map individually but which – when added together - have a combined area of 0.01 Ha or greater. Scattered features are also referred to as ‘notional features’.</td>
</tr>
<tr>
<td>Scattered water features</td>
<td>NF05</td>
<td>Any naturally occurring scattered elements of a watery nature. Includes small ponds, springs, etc. This code should only be used only for scattered features within a land parcel which are too small to map individually but which – when added together - have a combined area of 0.01 Ha or greater. Scattered features are also referred to as ‘notional features’.</td>
</tr>
<tr>
<td>Scree</td>
<td>RO02</td>
<td>A mass of loose stones on the side of a steep rock face.</td>
</tr>
<tr>
<td>Scrub</td>
<td>WO25</td>
<td>This code should only be used for scrub which is not kept in a state suitable for grazing or is in an area where grasses and other herbaceous forage are not predominant. Includes scrub which is too dense to be grazed. Grazeable scrub in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland. Scrub is an area of shrubs and bushes, including Rhododendrons, Gorse, Briar and Broom. See also ‘Scattered scrub’.</td>
</tr>
<tr>
<td>Shingle</td>
<td>IW05</td>
<td>An area of small, rounded pebbles.</td>
</tr>
<tr>
<td>Land use</td>
<td>Code for C7</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Stone wall</td>
<td>BB01</td>
<td>This code should only be used for stone walls which are not protected under cross compliance. Stone walls protected under cross compliance should be coded using the land use code for the main land use of the parcel. A stone wall is a wall structure built with stones, traditionally with loose field stones and mortar.</td>
</tr>
<tr>
<td>Solar panels</td>
<td>UT01</td>
<td>An area taken up by solar panels and solar panel arrays.</td>
</tr>
<tr>
<td>Sports and recreation</td>
<td>RL03</td>
<td>An area used for permanent sports and recreational purposes.</td>
</tr>
<tr>
<td>Storage area</td>
<td>SA02</td>
<td>An area of bare earth that is used for storage purposes. Includes storage of farm-related machinery, hay bales, etc.</td>
</tr>
<tr>
<td>Structure</td>
<td>ST05</td>
<td>A manmade structure that is not described under any other land use code. Examples include animal shelters or polytunnels on a hard standing.</td>
</tr>
<tr>
<td>Tidal areas</td>
<td>MW02</td>
<td>Tidal areas other than salt marshes.</td>
</tr>
<tr>
<td>Track - natural surface</td>
<td>NT03</td>
<td>This code should only be used for a natural, unsurfaced track or path which is not used as part of the agricultural activity carried out on the land parcel or is part of a transport network entering and exiting the land parcel. Natural paths and tracks which are used as part of the agricultural activity carried out on the land parcel and are not part of a transport network entering and exiting the land parcel should be coded using the land use code for the main land use of the parcel.</td>
</tr>
<tr>
<td>Manmade track</td>
<td>MT01</td>
<td>A metalled or surfaced way that is clearly marked and permanent. Includes any manmade surface, such as areas of asphalt, concrete and gravel.</td>
</tr>
<tr>
<td>Turf production</td>
<td>CM02</td>
<td>This code should only be used for a site which is permanently used for the production of turf for fuel. A site is permanently used for the production of turf for fuel if the production has taken (or will take) place for 3 years or more. Turf for later replanting will be considered part of the agricultural area of the land parcel and should be coded as either permanent grassland or temporary grassland. Turf production is a site used for the production of turf, a surface layer of earth containing a dense growth of grass and its roots.</td>
</tr>
<tr>
<td>Vegetated shingle</td>
<td>CF02</td>
<td>An area of water-worn pebbles which supports growth of vegetation.</td>
</tr>
<tr>
<td>Watercourse - Ditch, drain or dyke</td>
<td>WF01</td>
<td>This code should only be used for a drain, ditch or dyke which is inside the land parcel and is not part of the parcel boundary. A drain, ditch or dyke is an artificial channel used to carry excess water from low-lying areas.</td>
</tr>
<tr>
<td>Watercourse - river or stream (Rivers and Streams Type 2)</td>
<td>IW02</td>
<td>This code should only be used for a river or stream which: • is inside the land parcel and is not part of the parcel boundary • is less than 4 metres wide over the majority of its length A river or stream is a body of water flowing in a definite channel towards the sea, a lake or into another river.</td>
</tr>
<tr>
<td>Watercourse - river or stream (Rivers and Streams Type 3)</td>
<td>IW03</td>
<td>This code should only be used for a river or stream which: • is inside the land parcel and is not part of the parcel boundary • is greater than, or equal to, 4 metres wide over the majority of its length. A river or stream is a body of water flowing in a definite channel towards the sea, a lake or into another river.</td>
</tr>
<tr>
<td>Waterworks</td>
<td>UT07</td>
<td>A site where water is treated and supplied.</td>
</tr>
<tr>
<td>Woodland</td>
<td>WO12</td>
<td>An area of woodland preventing agricultural activity. Includes areas where the density of the trees prevents the growth of vegetative under-storey needed to support agricultural activity.</td>
</tr>
</tbody>
</table>

**Non-agricultural land under a Rural Development Programme agreement or the National Forest Changing Landscapes Scheme**

Non-agricultural land used with entitlements to claim for SPS in 2008 and currently in certain Rural Development Programme agreements or the National Forest Changing Landscapes Scheme can still be eligible for BPS. This land may have been coded as ‘SA2’ or ‘SA3’ on your SPS claim. Read page 26 of ‘The BPS 2016 scheme rules’ for more information. You need to include all of the land uses for the land parcel in C7 and their associated area in column C6 for the BPS eligible areas. You can enter an area to activate entitlements in C8 however the non-agricultural land that is eligible for BPS will not count towards greening.

Other non-agricultural land under these schemes is not eligible for BPS. However, you still need to enter it in your application form. If you have land of this type, use an appropriate land use code from Annex B: Coding non-agricultural land when you claim for the Basic Payment Scheme. Always enter 0.0000 in column C8.

This land will not count towards your area available to use entitlements, or towards greening.

Use the following code to tell us about any non-agricultural land you are claiming under a Rural Development Programme agreement or the National Forest Changing Landscapes Scheme that is eligible for BPS.
Land use Code to use in column C7

Non-agricultural land, for example woodland, which is at your disposal and remains eligible for BPS because it is under a suitable Rural Development Programme agreement or the National Forest Changing Landscape Scheme and was used with entitlements to claim SPS in 2008. RD01

Annex C
Codes you must not use

There are some land use codes which appear in the Rural Payments service which you should not use in your BPS application.

The table below shows which codes not to use, and which to use instead:

<table>
<thead>
<tr>
<th>Code</th>
<th>What code to use instead</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES01 - Real estate services</td>
<td>This code does not relate to land and is for RPA use only.</td>
</tr>
<tr>
<td>NF04 - Scattered trees</td>
<td>If the area with scattered trees in is eligible, you don’t need to declare it as a separate ‘land use’ with its own land use code. Instead, include its area within the main land use of the parcel it is in. If the area with scattered trees in is ineligible, use the code ‘WO12 – Ineligible woodland’.</td>
</tr>
<tr>
<td>AS01 – Archaeological site</td>
<td>Use the code which best describes the land which the archaeological site is on.</td>
</tr>
</tbody>
</table>
| PL02 – Uncropped area | If the area is eligible, use one of the following:
  - FA01 – Fallow
  - PG01 - Permanent Grassland

  If the area is ineligible, use the relevant code from the ‘Ineligible areas and features on otherwise eligible land’ list above. |

You should also avoid using the codes in the table below. If you have one or more of these features within a land parcel, don’t declare it as a separate ‘land use’ with its own land use code. Instead, include its area within the main land use of the parcel it is in.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description of feature</th>
</tr>
</thead>
<tbody>
<tr>
<td>BF01</td>
<td>Stone wall (a stone wall protected under cross compliance)</td>
</tr>
<tr>
<td>BF02</td>
<td>Hedge (a hedge protected under cross compliance)</td>
</tr>
<tr>
<td>AB03</td>
<td>Shelter on bare soil (an animal shelter on bare soil)</td>
</tr>
<tr>
<td>IW01</td>
<td>Rivers and streams less than 4 metres in width and forming part of a boundary (type 1)</td>
</tr>
<tr>
<td>IW11</td>
<td>Drain/Ditch/Dyke less than 4 metres in width and forming part of a boundary</td>
</tr>
<tr>
<td>BF08</td>
<td>Bank</td>
</tr>
<tr>
<td>BF16</td>
<td>Fence</td>
</tr>
</tbody>
</table>
Annex D

Codes for Countryside Stewardship options with multiple crops

<table>
<thead>
<tr>
<th>Countryside Stewardship option</th>
<th>Description</th>
<th>Code(s) to use for BPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB1</td>
<td>Nectar flower mix</td>
<td>AC58 to AC62</td>
</tr>
<tr>
<td>AB3</td>
<td>Beetle banks</td>
<td>Record as per rest of field cropping</td>
</tr>
<tr>
<td>AB4</td>
<td>Skylark plots</td>
<td>Record as per rest of field cropping</td>
</tr>
<tr>
<td>AB5</td>
<td>Nesting plots for lapwing and stone curlew</td>
<td>FA01</td>
</tr>
<tr>
<td>AB6</td>
<td>Enhanced overwinter stubble</td>
<td>Record as per crop</td>
</tr>
<tr>
<td>AB8</td>
<td>Flower rich margins and plots</td>
<td>AC58 to AC62</td>
</tr>
<tr>
<td>AB9</td>
<td>Winter bird food</td>
<td>AC58 to AC62</td>
</tr>
<tr>
<td>AB11</td>
<td>Cultivated areas for arable plants</td>
<td>FA01</td>
</tr>
<tr>
<td>AB15</td>
<td>Two year sown legume fallow</td>
<td>TG01</td>
</tr>
<tr>
<td>AB16</td>
<td>Autumn sown bumblebird mix</td>
<td>AC58 to AC62</td>
</tr>
<tr>
<td>WD3</td>
<td>Woodland edges on arable land</td>
<td>Record as per rest of field cropping</td>
</tr>
<tr>
<td>HS2</td>
<td>Take historic and archaeological features out of cultivation</td>
<td>TG01</td>
</tr>
<tr>
<td>SW1</td>
<td>4 to 6 metre buffer strip on cultivated land</td>
<td>Record as per rest of field cropping</td>
</tr>
<tr>
<td>OP2</td>
<td>Organic wild bird seed mixture</td>
<td>AC58 to AC62</td>
</tr>
<tr>
<td>SW3</td>
<td>In-field grass strips</td>
<td>TG01</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Code</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>SW4</td>
<td>12 to 24 metre watercourse buffer strips on cultivated land</td>
<td>AC58 to AC62</td>
</tr>
<tr>
<td>SW6</td>
<td>Winter cover crops</td>
<td>CA02</td>
</tr>
<tr>
<td>SW12</td>
<td>Making space for water</td>
<td>Record as per use each claim year (as will change over time from arable crop, into temporary grass and then to gravel/river bed).</td>
</tr>
<tr>
<td>WT2</td>
<td>Buffering in-field ponds and ditches on arable land</td>
<td>AC58 to AC62</td>
</tr>
</tbody>
</table>

## Annex E

### BPS Forms 2016

The forms available to help you with your BPS application in 2016 are:

- The ‘BP5’ application form
- Continuation booklets for Parts C, D and E of the BP5
- RLE 1 form
- Active farmer readmission: accountant certificate
- Certificate to prove new/young farmer status and apply for new entitlements
- Application for new entitlements (‘new’ and ‘young’ farmers only)

All the forms above, as well as all the guidance for BPS 2016, can be found on GOV.UK at: [www.gov.uk/rpa/bps2016](http://www.gov.uk/rpa/bps2016). Guidance for farmers with common land and farmers with land in more than one part of the UK can also be found on this web page.
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