How to claim BPS online in 2016

• Check
• Change
• Complete
• Confirm

www.gov.uk/rpa/bps2016

This publication was archived on 10 June 2016
At a glance: your online application

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

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

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

Do **more** than just apply:

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

https://www.ruralpayments.service.gov.uk
Getting started

In 2016 you can apply for the Basic Payment Scheme online using the Rural Payments service.

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

- check your information
- change anything that needs updating
- complete your declarations
- confirm your information and apply

Scheme rules and other guidance

Before you start, you should read the BPS 2016 scheme rules, which are on GOV.UK at www.gov.uk/rpa/bps2016. All the guidance and information you need for BPS 2016 is on this page – including:

- the BPS 2016 scheme rules
- the cross compliance rules
- Rural Land and Entitlements (RLE1) form and guidance
- the list of land use codes for BPS 2016
- extra guidance for those with areas of common land or shared grazing
- extra guidance for those with land in more than one part of the UK
- an ‘active farmer’ readmission form
- an application form for new entitlements or to prove ‘new’ or ‘young farmer’ eligibility

Sign in to the Rural Payments service

To sign in, go to https://www.ruralpayments.service.gov.uk.

Depending on how you registered you will need your:

- Customer Reference Number and password, if you registered through the RPA. Click ‘Sign in with your customer reference number and password’, or
- Verify log in details if you registered through GOV.UK Verify. Click ‘Sign in if you registered online with GOV.UK Verify’.

If you’re a new customer, you must register before you can apply - call us on 03000 200 301 or search for ‘Register for rural payments’ at www.gov.uk.
Help is available
There is a ‘Help’ link on many of the screens that will take you through each process step-by-step. You can download and print a separate copy of all the onscreen help at www.gov.uk/rpa/bps2016. Or you can call us on 03000 200 301 if you get stuck.

We can help you apply online
We have online support centres across England to help you apply online. To book an appointment, call 03000 200 301.

If you have a paper BP5 form
If you’ve received a paper application form but want to apply online, call RPA on 03000 200 301 to set up your online application.
First check that your personal and business details are up to date, then create and check your ‘application summary’.

Check that your details are up-to-date

Before you start to check your application, you must check that the personal and business details which you’ve already registered are still correct. We will use them to contact you about your claim.

Check your personal details

You’ll see your personal details on the ‘Your Businesses’ screen as soon as you sign in, and you can check and edit them here (click on the ‘View and amend personal details’ link on the right-hand side of the screen). To make any changes, click ‘Amend your details’.

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

Check your business details

To check your business details, select the business from the ‘Your businesses’ screen. You can edit the details from the ‘Business overview’ screen - click on ‘View full business details’ on the right-hand side of the screen. To make any changes, click on the appropriate ‘Amend’ link.

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

Check any permissions you’ve given to other people

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

Once you’ve checked that your details are up-to-date, you can start checking your online application. To do this, create an ‘application summary’ (we recommend you print it). This looks like a paper application form, so if you’ve applied for BPS before, it should look familiar.

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

How to create your ‘application summary’

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

The first time you set up an application summary, you will need to create a new BPS application. Click on the button ‘Create a new DIRECT PAYMENTS application’. Once you see a message confirming the summary has been created, click ‘Back’, then on the next screen click ‘Open’.

From the next screen, click on the drop-down arrow ‘View and print your application summary’, then click on ‘Generate’, followed by ‘Download’ to view your application summary. You can print it or check it on screen.

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

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

The other sections of the application summary will be blank at the moment. You will fill them in when you complete your declarations (see page 16).

As you check these sections, make a note of anything that needs to change. Once you have checked them all, if you need to make any changes, read ‘Change’ (page 9) to find out how.

Your application summary

In parts C and D of your application summary, you’ll see information about greening and whether you may be meeting the crop diversification or EFA rules. This is just a guide and is based on your land use information (see page 11).

These sections may be incorrect if you have:

- organic land and have applied for an exemption in Part J of your application summary
- applied for crop diversification exemption 3 (read the BPS scheme rules for more information), or
- used paper continuation sheets
What to check in Part A: Your business
Check that the Single Business Identifier (SBI) and the ‘Name of beneficiary (or business name)’ are correct. You can’t change your SBI online. If the SBI on your application summary is incorrect, call the Rural Payments helpline on 03000 200 301.

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

What to check in Part C: Field data sheet
In Part C, your application summary should show:
• all the agricultural areas on your holding that are ‘at your disposal’ and are 0.0100 hectares or more – whether or not you use that land to claim for payment
• any non-agricultural land you are using to claim for in a Rural Development agreement or the National Forest Changing Landscapes Scheme

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

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

First, check if there are any land parcels missing from your application, or if there are any that you want to remove. Make a note of this so you can change it later (see page 10).

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

Check your maps online
You can look at digital maps of your individual land parcels on Rural Payments and print them. From the Business overview screen, click ‘Land’ then ‘View land’. For more information, read ‘Annex: Your digital maps’ on page 21.

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

Some field numbers may have changed since last year – you can check them by looking at your digital maps – read page 21.
C3 (Total field size) and C4 (Maximum area eligible for BPS)

Column C3 should show the total area of the land parcel. C4 should show the maximum area eligible for BPS (the total area of the land parcel, minus the area of any permanent ineligible features).

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

- sent us an RLE1 form to tell us about land changes and we haven’t made them yet (they will be shown as a ‘pending’ change on your digital maps)
- made changes to your land parcel that you haven’t told us about yet on an RLE1 form, or
- had a land inspection in 2015 and we have changes to make to our mapping database as a result.

Checking your land areas

This year all of the land information on your application summary 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.

C6 – Part field size

Column C6 shows the size of the different areas (or crops) in the land parcel (C7 shows what the area is being used for). We will have listed the ones that you supplied in 2015. Make a note of any areas that have changed, so that you can update them in the ‘Land use’ screen later. (See page 11 for more information).

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

If you only have part of a land parcel ‘at your disposal’ for BPS, and someone else has the other part, you should only declare the land use(s) and area for your part of the parcel. If you need to tell us about more than one land use in your ‘share’ of the eligible land, then you can do this in the ‘land use’ screen – see page 14 for more information. Read the BPS 2016 scheme rules for more information about what ‘land at your disposal’ means.

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

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

C7 – Land use in 2016

This column should contain a land use code showing what each area of land is being used for on 16 May 2016. You need to tell us about all the land uses in each parcel. There’s a list of all the land use codes on GOV.UK at www.gov.uk/rpa/bps2016.
If you’re going to sow a crop after 16 May, use the land use code that’s right for the majority of the ‘cropping period’ (read the BPS 2016 scheme rules for more information).

If you have any land that won’t be eligible for the entire calendar year (for example, you know that utility works will take place on the land later in the year), use the correct code at C7. You don’t need to fill in an RLE1 form to tell us about ineligible features or areas that will only be on agricultural land temporarily (temporary ineligible features). See the table on page 14 for more information.

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

Grass strips (such as tracks, strips, margins and headlands) do not need to be identified separately from the main land use of the parcel (the cropped area), unless you want to count the area:

• separately for crop diversification
• as a permanent grassland buffer strip or fallow land for EFA
• towards your permanent grassland total for a greening exemption; or
• towards your temporary grassland and/or fallow land total for a greening exemption.

C8 – Eligible area you want to claim payment for

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

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

What to check in Part D: Greening: ecological focus areas (EFA)

You only need to check this section if you have to follow the EFA greening rule (read the scheme rules to check).

D2 to D8 – EFAs

Your application summary will show the EFAs you declared for BPS 2015, with the exception of catch and cover crops. Check that all the EFA features/areas you want to declare this year are shown and that their areas/lengths are correct.

EFA hedges next to fallow land, nitrogen-fixing crops, catch or cover crops

You will need to reduce the area of the fallow, nitrogen-fixing crop or catch or cover crop if a hedge you are also using as part of your EFA is next to them – read the BPS 2016 scheme rules and page 17 for more information.
What to check in Part E: Common land

This part will show any common land grazing rights that you have. Check that the information is correct and make a note of anything that you need to change. There is extra guidance about common land on GOV.UK at www.gov.uk/rpa/bps2016. The key things to check in this part are shown below.

E3 – Type of commons rights

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.

If you have separate rights to graze more than one type of animal, check that each animal type is on a separate line.

E4 – Number of rights of this type

Check the number of animals of the type entered in column E3 is correct – you should not give the number of stints/gaits, an area in hectares or the total LU value of your claim.

E5 – Do you own the common?

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

E6 – Activate entitlements

Check that each line in column E6 is correct if you want to be paid for your common land rights.

What to check at Part H: Entitlements

This section is for information only. If you think your entitlements information is wrong, go to the ‘View entitlements’ screen to check (click ‘Entitlements’ then ‘View entitlements’ from the Business overview screen) or call us on 03000 200 301.
Change

...anything that needs updating

• Part A: Business details
• Part C: Field data sheet
• Part D: Greening: Ecological Focus Areas
• Part E: Common land grazing rights
• Part H: Entitlements

Making your changes online will update your application automatically. If you don’t need to make any changes, go to page 16.

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

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

When you’ve finished making your changes, you’ll need to go back to the ‘Apply for BPS’ screen so you can complete your declarations (read page 16 for more information).

Part A: Business details

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

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

Make changes to Part C: Field data sheet

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

You can make the following changes to Part C using the Rural Payments service:

• add or remove land parcels from your application
• change your ‘land use’ (columns C6 and C7 on your application summary)
• reduce the area you want to claim payment for (C8) - see page 16 for more information
You can’t change the information in columns C3 or C4 of your application summary online – and you won’t need to when you make an application. You just need to:
- make sure your land use is correct, and
- send us an RLE1 form and sketch map (if you haven’t already done so) if the total size of the parcel has changed or if permanent ineligible features have been added or removed from it.

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

Add or remove land parcels in Part C

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

<table>
<thead>
<tr>
<th>If you want to ...</th>
<th>you need to...</th>
</tr>
</thead>
</table>
| Add a land parcel to your application | If the land parcel is already registered with us:  
  - ask the previous owner or claimant to transfer the land parcel to you online (this will register the parcel to your holding). We recommend online transfers are made as early as possible so they appear on your online application in time to submit it.  
  Or  
  - fill in a BP5 continuation booklet (available on GOV.UK) with the details of the land parcel and send it to us when you apply.  

If the land parcel isn’t registered with us:  
  - fill in a BP5 continuation booklet with the details of the land parcel and send it to us when you apply, and  
  - fill in an RLE1 form to register the land parcel (if you haven’t already done so). |

Remove a land parcel from your application | You can do one of the following:  
  - transfer the land parcel to the right business on the Rural Payments service (this will remove it from your holding) - read the box below for more information on transferring land.  
  - if you’re not able to send it to another business, transfer it to the SBI we have set up on the service to remove land parcels from your claim. Use SBI 200116651, the business name you are transferring to should appear as ‘Land removed from your holding’. Read the box below for more information on transferring land.  
  - use the ‘Edit’ icons on the land use screen to change all the land uses in the parcel so that they have an area of 0.0000 hectares and leave the land use description blank. The area to claim for payment should automatically update to zero. This will remove it from your application, but the parcel will stay registered to your holding. |

We recommend online transfers are made as early as possible.
To transfer land, go to the ‘Business Overview’ screen and click on the ‘Land’ link, then click on ‘Transfer land’, and follow the on-screen help.

Watch our video called ‘How to transfer land parcels on the Rural Payments service’ on YouTube for more information.

We recommend transfers are made early so they can appear (or be removed) from your online application before you apply.

**Change ‘Land use’ - columns C6 and C7**

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

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

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

When you are changing your land use there are built-in checks in the service. They will highlight to you if the land uses you have declared for a parcel add up to more or less than the total field size that we currently have mapped. The total field size is shown in the ‘Parcel size’ column (and column C3 on your application summary).

If you see an amber ‘undeclared’ box, this means you haven’t declared the land use for the whole area of the land parcel we currently have mapped. To add a land use for this area, click the ‘Add’ icon for the row shown as undeclared.
If you see a red ‘overdeclared’ box, this means you have declared land use that is larger than the total size of the land parcel we currently have mapped. Use the ‘Edit’ icons on the land use screen to reduce the size of one or more of the land uses in the land parcel.

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

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

Adding or editing a land use

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

Adding or editing a land use

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

**Type the land use on 16 May 2016 here - it will bring up a list of relevant codes (just like a search engine)**

**Add an area for the land use in this box**

**Some land uses have a length rather than an area. Lengths in metres can be entered in this box**

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

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

**Greening and land use codes**

If you have any nitrogen-fixing crops or fallow land in your EFA, you need to include them in your land use. Land you are using for catch or cover crops as part of your EFA also needs to be included in land use - with the main land use being the land use on 16 May 2016. The catch and cover crops need to be included as a rotation crop (entered as rotation 2, see above).

EFA buffer strips and hedges also need to be separately identified in land use, and their length recorded in metres. There are specific codes you can use on the Rural Payments service. For more information read the list of land use codes on GOV.UK at www.gov.uk/rpa/bps2016. You don’t need to send in an RLE1 form or sketch map to identify your EFA buffer strips or hedges.

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

We will also use the information in your land use screen to work out if you are meeting the crop diversification rule.
**Important**

If the changes you make mean that the total size of the field (‘Parcel size’ in the land use screen) has changed, you need to fill in and send us an RLE1 form to ask us to change the field boundaries (if you haven’t already done so). You can download an RLE1 form from GOV.UK – go to www.gov.uk/rpa/bps2016.

If you’ve already sent us an RLE1 form, you can check your digital map of the land parcel to see if the change is still ‘pending’ – read page 21.

The table below explains how to make other changes to your land. Use the onscreen help and YouTube videos for more guidance on how to do these. You might need to use the add, edit or delete buttons to make changes (see page 11).

<table>
<thead>
<tr>
<th>If you want to ...</th>
<th>you need to ...</th>
</tr>
</thead>
</table>
| Change the size of a land parcel (because the boundary has changed) | **To increase the size of the land parcel, you must do all of the following:**
  - increase the area of land use for the corresponding land use code(s). Use the ‘Edit’ and/or ‘Add’ icons in the land use screen to make the changes. The total area of land use will now be larger than the total parcel size, and will show as ‘overdeclared’.
  - fill in an RLE1 to tell us about the change to the land parcel (if you haven’t already done so)

The area you want to claim payment for will automatically increase to the new total of eligible land uses.

To reduce the size of the land parcel you must:
  - reduce the area of land use for the corresponding code(s). Use the ‘Edit’ icon in the land use screen to make the changes. The total area of land uses will now be smaller than the total parcel size, and will show as ‘undeclared’.
  - fill in an RLE1 form to tell us about the change (if you haven’t already done so)

The area you want to claim payment for will automatically decrease to the new total area of eligible land uses. |
| Split or merge parcels (Permanent splits, not crop splits) | **Merge**: fill in the land use for each parcel and leave as 2 separate parcels. Use the ‘Edit’, ‘Delete’ or ‘Add’ icons in the land use screen to do this.
  - **Split**: fill in the land use for each parcel in the existing parcel (and don’t split it other than providing different land use where needed). Use the ‘Edit’, ‘Delete’ or ‘Add’ icons in the land use screen to do this.

Then fill in an RLE1 form to tell us about the change (if you haven’t already done so). |
<table>
<thead>
<tr>
<th>If you want to ...</th>
<th>you need to ...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Claim land that is in dual use</strong></td>
<td>If you are:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Claiming BPS on the land parcel</strong>: fill in your land use as normal</td>
</tr>
<tr>
<td></td>
<td>• <strong>Claiming Countryside Stewardship or Environmental Stewardship and someone else is claiming BPS on the same area</strong>: Remove the land use code and area in land use table. The area you want to claim payment for will automatically decrease to 0.0000. Use the ‘Edit’ icons in the land use screen to do this.</td>
</tr>
<tr>
<td><strong>Declare an area of a shared parcel</strong></td>
<td>• Reduce the area of land use for the relevant parts of the parcel - the total area of land uses will now be smaller than the total parcel size, and you will get an ‘undeclared’ warning. Use the ‘Edit’ icons in the land use screen to do this.</td>
</tr>
<tr>
<td></td>
<td>• The area you want to claim payment for will automatically reduce to the new total of eligible land uses.</td>
</tr>
<tr>
<td><strong>Show a Greening feature, such as a hedge</strong></td>
<td>• Update your land use to show EFA greening features. Use the ‘Add’ icon on the land use screen to add new land uses. You can also add linear EFA features such as hedges and buffer strips.</td>
</tr>
<tr>
<td><strong>Tell us about a permanent ineligible feature/area in a land parcel which is not on your maps</strong></td>
<td>• Enter the land use code for the ineligible land use or feature, and enter the area. Use the ‘Add’ icon on the land use screen to add new land uses.</td>
</tr>
<tr>
<td></td>
<td>• Fill in an RLE1 form and sketch map to tell us about these features/areas (if you haven’t already done so)</td>
</tr>
<tr>
<td><strong>Tell us about permanent ineligible areas where they cover a whole land parcel and are either already mapped as ineligible or are not mapped</strong></td>
<td>• Enter the land use code for the ineligible land use or feature, and enter the area. Use the ‘Add’ icon on the land use screen to add new land uses.</td>
</tr>
<tr>
<td></td>
<td>• You don’t need to fill in an RLE1 form or sketch map to tell us about this.</td>
</tr>
<tr>
<td><strong>Tell us about temporary ineligible features</strong></td>
<td>• Give the area a land use code of NA02 and enter the area. Use the ‘Add’ icon on the land use screen to add new land uses.</td>
</tr>
<tr>
<td></td>
<td>• You don’t need to fill in an RLE1 form or sketch map.</td>
</tr>
</tbody>
</table>

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

The information in Part D comes from the information in the ‘Land use’ screen. So it’s important to make sure all the features and areas you want to use as EFAs are included in your land use. You can edit, add or delete information as you did when making changes to Part C. If you get stuck, click the ‘Help’ link. See page 11 for more information.

If you want to reduce any areas you are declaring as an EFA, read page 17.
Make changes to Part E: Common land grazing rights
We will let you know when you will be able to change common land information online - check GOV.UK at www.gov.uk/rpa/bps2016 to find out when this is available.

Part H: Entitlements
This part of your application summary is for information only.

If you want to transfer entitlements online, click on ‘Entitlements’ from the ‘Business Overview’ screen. Then click ‘Transfer entitlements’ and follow the ‘Help’ that’s available onscreen.

Watch our YouTube video called ‘How to transfer BPS entitlements on the Rural Payments service’ for more information.
Before you can confirm your application and submit it, you need to complete your declarations.

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

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

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

**Part B: Payment**

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

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

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

If, for any reason, you want to reduce the area you are claiming for, you can declare this in the ‘Activate less BPS area’ screen. Go to the ‘Make changes to your application’ section of the ‘Apply for BPS’ screen and click ‘Activate less BPS area’.
Part D: ‘Use less EFA than available’

You can choose to reduce an EFA area you’ve declared. You only need to do this if you:

• have fallow land in part D of your application summary that is eligible for crop diversification but doesn’t count as EFA fallow land, or
• need to reduce an EFA area because an EFA hedge ‘overlaps’ with fallow land, nitrogen-fixing crops, catch or cover crops (read the scheme rules for more information about this).

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

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

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

Part F: Active Farmer declaration

To be eligible for BPS, you must qualify as an ‘active farmer’ and you must declare this on your application. Read the BPS 2016 scheme rules to make sure you know whether you qualify automatically or whether you need to fill in a readmission form. If you do need to fill in a readmission form, this must be sent so we receive it by midnight on 16 May 2016.

To make your declaration, click ‘Active farmer declaration’ and answer the questions onscreen.

When you’ve finished, click ‘Save’.

Part G: Young farmer payment

To apply for the young farmer payment, go to the ‘Make changes to your application’ section of the ‘Apply for BPS’ screen and click ‘Apply for young farmer’. Click ‘Yes’ to apply for the young farmer payment, then ‘Close’. You’ll need to send us evidence to prove you are a young farmer - read the scheme rules for more information.
Part I: Land in more than one part of the UK
To tell us you are applying for BPS in more than one part of the UK, go to the ‘Declarations’ part of the ‘Apply for BPS’ screen and click ‘Cross border’.
Answer the questions on screen and click ‘Save’. Then click ‘Close’.

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

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

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

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

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

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

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

Submit your application

Click ‘Submit’ on the ‘Apply for BPS’ screen to apply. A ‘pop up’ notice on the screen should confirm that RPA has received your application - if you haven’t completed the ‘Active farmer’ or ‘Your declaration and responsibilities’ declarations you will be asked to do this before you can submit.

Once you have submitted, on the ‘Apply for BPS’ screen the status of your application will change to ‘Submitted’ and show the date and time it was submitted.

You must submit your application by midnight on 16 May 2016. We can accept applications until midnight on 10 June 2016 but will apply penalties to claims submitted after midnight on 16 May 2016 (read the ‘Key dates’ in the scheme rules).

Supporting documents (including continuation sheets)

If you need to send supporting documents as part of your application, make sure you clearly write the SBI on every sheet, then send them to us by post. We cannot accept scanned images that are sent by email. The address to send them to is on page 22.

We must receive any supporting evidence and continuation sheets by the BPS application deadline of midnight on 16 May 2016. If they are received late, the application they are part of will be also treated
as late and a late application penalty may be applied. Your application may be rejected if supporting documents are received after midnight on 10 June 2016. Read the BPS scheme rules for more information on application dates and penalties.

**After you’ve applied: how to make changes to your application**

You can make certain changes to your application - without getting a penalty - before midnight on 31 May 2016 (as long as you submitted your application by midnight on 16 May 2016). Read the BPS 2016 scheme rules for more information.

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

If you submit an updated application after 16 May 2016, you should send an email to us, explaining that this is a change to your original application. Include ‘Amendments to BPS 2016 application’ in the header of the email and your Single Business Identifier (SBI) in the email. Send it to ruralpayments@defra.gsi.gov.uk.

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

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

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

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

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

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

The RLE1 form and guidance is available on GOV.UK at www.gov.uk/rpa/bps2016.

! If you need to send us a map showing any changes, print the individual land parcel from the Rural Payments service, mark it up and send it to us with your RLE1 form.
More information

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

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

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

Visit our website
www.gov.uk/rpa
For more information about the Basic Payment Scheme in 2016, go to www.gov.uk/rpa/bps2016.
RPA have produced videos to help you apply for BPS in 2016 – go to ‘YouTube’ and search for ‘Rural Payments Agency’.

Follow us on Twitter @ruralpay

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