

BPS 2018 application checklist

This checklist shows the steps you should consider for making your application and where to find each step in the Rural Payments service.

Then, use the checklist to keep track of your online application.

		Step 1 Check your information (read pages 8 to 19)	Step 2 Change your information if you need to (read pages 20 to 35)
		✓	✓
1	Sign into the Rural Payments service		
2	Your personal details (including the details we need to contact you) Your businesses › View and amend personal details		
3	Your business details (including the details we need to pay you) Business overview › View full business details › Amend		
4	Your permission levels Business overview › Give access to this business		
5	The permission levels you've given other people (so they can act for your business) Business overview › Give access to this business		
6	Create a new application and your application summary Business overview › Basic Payment Scheme Applications › Apply for BPS		
	Your application summary Accessed from the Business overview screen We suggest you write any changes you need to make to your application on the summary – then make all the changes later.		
7	Part A: Your business View full business details › Amend		
	Part B: Payment Applications › Apply for BPS › Declarations › Payment		
	Part C: Field data sheet		
	Are any land parcels missing?		
	Do you want to remove any land parcels?		
	C2 – OS map sheet reference and National Grid field numbers Check only, available at: Land › Land use		

7	C3 – Total field size Check C6 and C7 are correct		
	C4 – Maximum area eligible for BPS Check C6 and C7 are correct		
	C6 – Part field size Land › Land use		
	C7 – Land use Land › Land use		
	C8 – Eligible area you want to claim for payment See Step 3.9: Activate less BPS area		
	Part D: Greening: Ecological focus areas (EFA) – if you have any Include EFA areas and features: Land › Land use Reduce amount of EFA: see Step 3.10: Use less EFA than available		
	D2		
	D3		
	D4		
	D5		
	D6		
	D7		
	D8		
	Part E: Common land – if you have any E3 to E5: Update rights for common land		
	E3 – Type of common rights		
	E4 – Number of rights of this type		
	E5 – Do you own the common?		
	E6 – Activate entitlements Activate less grazing rights: see Step 3.11 Activate less commons		
	Part H: Entitlements Entitlements › Transfer entitlements or View entitlements		
	Step 3 Complete your declarations (read pages 36 to 41)		Step 3 Complete
You may also need to fill in some of the following Go to Applications › Apply for BPS			

8	Part B: Payment – if you want to be paid in euros Declarations › Payment	
9	Part C (C8): Activate less BPS area Make changes to your application › Activate less BPS area	
10	Part D: Use less EFA than available Make changes to your application › Use less EFA than available	
11	Part E: Activate less commons ‘Make changes to your application › activate less commons	
12	Part F: Active Farmer declaration – you must fill this in Declarations › Active farmer declaration	
13	Part G: Young farmer payment Make changes to your application › Apply for young farmer	
14	Part I: Land in more than one part of the UK (cross border) Declarations › Cross border	
15	Part K: Organic land Declarations › Organic	
16	Part L: Your declarations and responsibilities - you must fill this in Declarations › Your declarations and responsibilities	
Step 4 Confirm your information; and Apply (read pages 42 to 47)		Step 4 Confirm and Apply
After you’ve made all your changes, we suggest you create a new application summary and check the changes before you submit your online application. Save your final application summary to your computer or print it for your records.		
17	Check the changes to confirm your application is correct	
18	Apply – ‘submit’ your online application Business overview › Basic Payment Scheme Applications › Apply for BPS	
19	We must receive any supporting documents by post and before the application deadline (midnight on 15 May 2018) to avoid late application penalties	
20	Countryside Stewardship – apply for the Countryside Stewardship Arable Offer using the Rural Payments service Use the link in your BPS application receipt or from Business overview › Countryside Stewardship › Countryside Stewardship Applications	