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

Do more than just apply:

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

“...site is very easy to use. In particular the help screens are fantastic, a very usable service.”

BPS 2018 applicant
How to work out if you meet the greening rules

This workbook is designed to help you work out if you are meeting the crop diversification and ecological focus area (EFA) greening rules for the 2019 Basic Payment Scheme (BPS) in England.

Use this workbook for your own calculations every year - you do not need to send it to the Rural Payments Agency as part of your BPS application. Filling in this workbook does not prove that you meet the greening rules. You need to complete a BPS application to show how you are meeting the rules, and RPA will use that information to work out if you are meeting them. You could also be inspected.


You can apply online – using the Rural Payments service - or on paper using a BP5 application form. If you submitted a paper form in 2018, you will receive a BPS 2019 paper application pack, including a paper application form. However it is quicker and easier to apply online. Give us a call on 03000 200 301 to set up your online application form.

What to fill in

If you need to check that you are meeting:

• the crop diversification rules, fill in pages 4 and 5
• the EFA rules, fill in pages 6 and 7.

What is your total area of arable land

What you need to do to meet the greening rules each year will depend on how much arable land you have at your disposal. You need to include all the arable land you have on your holding when you work out your total arable area - even if you are not claiming BPS on it.

For BPS, arable land is:

• land cultivated for crop production. This includes:
  - land used for combinable crops
  - crops grown as root crops and/or fibre (including hemp)
  - crops grown for animal feed, such as forage maize and forage rape
  - field vegetables
  - cut flowers or bulbs and soft fruit (other than permanent crops)
• fallow land
• temporary grassland

Work out your total area of arable land before you start using this workbook. You might have used this workbook in 2018 to check whether you met the crop diversification and EFA requirements. You should still check your land areas before you complete this workbook for 2019 – there might have been changes since last year, for example changes to the size of your holding or land uses.
Crop diversification

Depending on how much eligible arable land you have on your holding, you may need to grow at least 2 or 3 crops, covering certain areas of your land, to meet the crop diversification rules.

Read the ‘crop diversification’ section of the BPS 2019 scheme rules: www.gov.uk/rpa/bps2019

Read the ‘Land’ section of the BPS 2019 Scheme rules to make sure you know what counts as ‘eligible land’.

Crop diversification totals

Use Part A if you have between 10.00 and 30.00 hectares of eligible arable land and need to grow at least 2 different crops. Use Part B if you have more than 30.00 hectares of eligible arable land and have to grow at least 3 different crops to meet the rules.

Part A: 2 crops

If you need to grow at least 2 crops, your main crop cannot cover more than 75% of your arable land. Use the boxes below to work out if you are meeting the rules.

1. Put the total area of your main crop (in hectares) in the first box
2. Put your total eligible area of arable land (in hectares) in the box below
3. Divide the first box by the second box
4. Multiply the answer by 100 to get the percentage of your arable land that your main crop covers.

To meet the rule, the answer should be no more than 75%
Part B: 3 crops

If you need to grow at least 3 crops, your main crop cannot cover more than 75% of your arable land and your 2 main crops must not cover more than 95%. Use the boxes below to work out if you are meeting the rules.

Enter:

1. the total area of your main crop (in hectares) in the first box
2. your total area of arable land (in hectares) in the box below
3. divide the first box by the second box
4. multiply the answer by 100 to get the percentage of your arable land that your main crop covers.

Total area of main crop (ha) =  
Divided by total area of arable land (ha) =  
\[ \times 100 = \% \]
To meet the rule, the answer should be no more than 75%

To work out if your 2 main crops cover less than 95% of your total arable land:

5. Put the total area of your main crop (in hectares) in the first box
6. Put the total area of your second largest crop (in hectares) in the second box
7. Add box 1 and box 2 together (in hectares) to give the total area of crop
8. Put the total area of your arable land (in hectares) in box 4
9. Divide the total area of your crop (box 3) by your total area of arable land (box 4)
10. Multiply the answer by 100

Total area of main crop (ha) =  
Total area of second largest crop (ha) =  
Total area of crop – box 1 plus box 2 (ha) =  
Total area of arable land (ha) =  
Divide box 3 by box 4 =  
\[ \times 100 = \% \]
To meet the rule, the answer should be no more than 95%
**Ecological Focus Areas (EFAs)**

To meet the EFA rules, your total area of EFA must add up to the equivalent of at least 5% of your total eligible arable land (to work out 5%, multiply your total arable area by 0.05). You may want to have more than 5% to make sure you are meeting the rule. Before you fill in this section, read the EFA section of the BPS 2019 scheme rules: [www.gov.uk/rpa/bps2019](http://www.gov.uk/rpa/bps2019).

Use the table below to work out the total amount of each type of EFA area / feature you have. Use the amounts from each ‘Part D’ sheet you have filled in on your BP5 application form or from the EFA section of your online application summary to complete the columns below. There are ‘total’ boxes at the bottom of each column (below) for you to add these totals into. You can use entries up to 4 decimal places to reflect what’s on your form/online.

<table>
<thead>
<tr>
<th>Field name/reference</th>
<th>Nitrogen-fixing crops (hectares)</th>
<th>EFA Fallow land (hectares)</th>
<th>Buffer strips or field margins (metres)</th>
<th>Hedges or trees in a line in an arable land parcel (metres)</th>
<th>Adjacent hedges or trees in a line (metres)</th>
<th>Catch crops (hectares)</th>
<th>Cover crops (hectares)</th>
</tr>
</thead>
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</tbody>
</table>

**Total**

**Total**

**Total**

**Total**

**Total**

**Total**

4
**What your EFA areas / features are worth for greening**

Put the totals from the previous page into the ‘Total size/length’ column below, then work across each row (column by column) to see what your areas / features are worth for EFA in square-metres. For example, if you have 5 hectares of nitrogen-fixing crops, write ‘5’ in the ‘Total size/length’ column, then multiply 5 by 10,000. Write the answer (50,000) in the ‘Square-metres’ column. Then multiply that figure by ‘1’ (‘what it is worth for EFA’) to get the total square-metre area for EFA (50,000). Write the amount of square-metres in the final column. When you have worked out a total in square-metres for all your areas / features, add them all up and put the total in the ‘Total in square-metres’ box at the bottom corner of the table.

<table>
<thead>
<tr>
<th>Total size/ length</th>
<th>Convert to square-metres</th>
<th>Square-metres</th>
<th>What it’s worth for EFA</th>
<th>Total square-metres for EFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nitrogen-fixing crops</td>
<td>x 10,000</td>
<td></td>
<td>x 1</td>
<td></td>
</tr>
<tr>
<td>EFA fallow land</td>
<td>x 10,000</td>
<td></td>
<td>x 1</td>
<td></td>
</tr>
<tr>
<td>Buffer strips or field margins</td>
<td>---------</td>
<td>--------------</td>
<td>x 9</td>
<td></td>
</tr>
<tr>
<td>Hedges or trees in a line in an arable land parcel</td>
<td>---------</td>
<td>--------------</td>
<td>x 5</td>
<td></td>
</tr>
<tr>
<td>Adjacent hedges or trees in a line</td>
<td>---------</td>
<td>--------------</td>
<td>x 5</td>
<td></td>
</tr>
<tr>
<td>Catch crops</td>
<td>x 10,000</td>
<td></td>
<td>x 0.3</td>
<td></td>
</tr>
<tr>
<td>Cover crops</td>
<td>x 10,000</td>
<td></td>
<td>x 0.3</td>
<td></td>
</tr>
</tbody>
</table>

**Total EFA in hectares**

1. Total in square-metres
2. Divided by 10,000 = Total EFA in hectares
Are you meeting the EFA rules?

To work out if you are meeting the rules, put your total EFA in hectares in the first box, then your total area of arable land in the box below. Divide your total EFA by your total arable land, then multiply that figure by 100 to get the equivalent percentage of EFA.

To work out if you are meeting the rules:

1. put your total EFA in hectares in the first box
2. your total area of arable land in the box below
3. divide your total EFA by your total arable land
4. multiply that figure by 100 to get the equivalent percentage of EFA.

\[
\frac{\text{Total EFA (ha)}}{\text{Total eligible arable land (ha)}} = \times 100 = \%
\]

Equivalent percentage of arable land covered by EFA. Should be 5% or more to meet the rule.
More information

If you’re deaf, deaf blind, deafened, hard of hearing or speech impaired and have a text phone, you can use Text Relay (previously known as Type Talk). This is a telephone relay service that means you can communicate with hearing people by telephone. To contact RPA using Text Relay, dial 18001 03000 200 301 from your text phone.

To use text relay on a device such as a smartphone or computer you also need to download the free Next Generation Text app from www.ngts.org.uk or from a marketplace such as Google Play or the App Store.

You can make a text relay call in a number of different ways and using a number of different devices.

For more information go to www.ngts.org.uk

To receive this guidance in large print, or another alternative format, contact RPA.

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

The Farming Advice Service – if you need help

The Farming Advice Service (FAS) is funded by Defra to provide free, confidential advice to farmers and farming industry advisers to help them understand and meet requirements for cross compliance, ‘greening’, water protection and the sustainable use of pesticides.

Call their helpline on 03000 200 301 or search for more information on the Farming Advice Service online.
Contact us

Visit our website
www.gov.uk/rpa
For more information about the Basic Payment Scheme in 2019, go to www.gov.uk/rpa/bps2019.

Look on our website for information about when the Rural Payments service may not be available.

Email
ruralpayments@defra.gov.uk
Please quote your single business identifier (SBI) for all enquiries

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

Write to us or send evidence to support applications to
Rural Payments Agency
PO Box 352
Worksop
S80 9FG
Please quote your single business identifier (SBI) for all enquiries.

Sign up for our blog at ruralpayments.blog.gov.uk

Follow us on Twitter @ruralpay

Facebook: https://www.facebook.com/
RuralPaymentsAgency/

YouTube: Rural Payments Agency
Call us now on 03000 200 301 to activate your BPS 2019 online application

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This document is also available on our website at www.gov.uk/rpa/bps2019

www.gov.uk/rpa

Produced by the Rural Payments Agency

Version 1.0 ZMarch 2019