How to apply online for BPS in 2019
Get ready for BPS 2019

Visit the BPS 2019 webpage
Everything you need to know about BPS 2019 will be at www.gov.uk/rpa/bps2019 – including the scheme rules and guidance about how to apply.

Sign in to the Rural Payments service
If you have not signed in for a while, you might need to re-set your password.

Update your contact details
We’ll use these to contact you about your application – so please make sure they are right (especially your email address).

Set your ‘permission levels’
You need ‘BPS submit’ permission to submit an application. You can give an agent permission to apply for you as well.

Check your maps carefully
Make sure your land parcels are all registered correctly (you’ll be able to transfer and remove land parcels this year too).

Phone a friend
With 8 out of 10 people now applying online, you probably know someone who has already done it.
Why not see if they can help you this year?

www.gov.uk/rural-payments

Why not try applying online?
Here’s what people said last year:

“The whole process is a lot easier … and it’s user friendly.”

“… compared to other systems we have used it’s very good.”
<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraud</td>
<td>1</td>
</tr>
<tr>
<td>Key dates for BPS 2019</td>
<td>2</td>
</tr>
<tr>
<td>Updates for 2019</td>
<td>3</td>
</tr>
<tr>
<td>Getting started</td>
<td>5</td>
</tr>
<tr>
<td>Sign in to the Rural Payments service</td>
<td>8</td>
</tr>
<tr>
<td><strong>Check</strong> your information</td>
<td>13</td>
</tr>
<tr>
<td><strong>Change</strong> anything that needs updating</td>
<td>26</td>
</tr>
<tr>
<td><strong>Complete</strong> your declarations</td>
<td>43</td>
</tr>
<tr>
<td><strong>Confirm</strong> your information and apply</td>
<td>49</td>
</tr>
<tr>
<td>Annex 1: Your digital maps</td>
<td>56</td>
</tr>
<tr>
<td>Annex 2: At a glance: your online application</td>
<td>61</td>
</tr>
<tr>
<td>Contact us</td>
<td>63</td>
</tr>
</tbody>
</table>
Fraud

Fraudsters may target farmers who receive subsidy payments and we’re aware that in the past some customers have received emails, texts and telephone calls claiming to be from RPA or Defra. Links to a website mocked up to look like an RPA or Defra online service are sometimes included in the message. We do not send emails or text messages with links to websites asking you to confirm your personal details or payment information. We strongly advise anyone who receives such a request not to open the link and delete the item.

Never discuss your bank account details with someone you don’t know. The RPA, your bank or the Police will never ask you to reveal your online password, PIN or bank account details or ask you to make a payment over the telephone. If in doubt, call the organisation back, ideally using a different telephone, on a number you know to be official. You can usually find this on the organisation’s website.

Be cautious about what you share externally. Fraudsters use information such as social media posts to gain knowledge of a person’s circumstances that will help them to scam victims.

If you suspect an attempted fraud or feel you have been the subject of fraud, you can contact:

- RPA’s Fraud Referral Team on 0800 347 347 or FraudInConfidence@rpa.gov.uk
- Action Fraud (the UK’s national reporting centre for fraud and cyber-crime) on 0300 123 2040
### Key dates for BPS 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January</td>
<td>• Official start of the BPS 2019 scheme year</td>
</tr>
</tbody>
</table>
| 1 January to 31 December      | • Land used to apply for BPS must be eligible all year  
                                   • Ecological focus area (EFA) period for hedges and trees in a line (which must be present all year unless newly planted) and buffer strips and field margins (which must be present all year)  
                                   • Environmentally sensitive permanent grassland must be retained all year  
                                   • Cross compliance rules must be followed all year  |
| 1 January to 30 June          | • EFA period for EFA fallow land                                                                                                             |
| 13 March                      | • Application window opens                                                                                                                  |
| 1 May to 30 June              | • Crop diversification period and EFA period for nitrogen-fixing crops                                                                      |
| 15 May (midnight)             | • Land used to apply for BPS in 2019 has to be ‘at your disposal’ (only the person who has the land at their disposal on this date can use it to be paid for BPS in 2019)  
                                   • BPS 2019 application deadline to avoid late application penalties  
                                   • Deadline for BPS 2019 entitlement transfers (only the person who holds an entitlement on this date can use it to be paid for BPS in 2019)  
                                   • Deadline for RPA to receive applications for new entitlements from young or new farmers  
                                   • Deadline for RPA to receive applications for young farmer payment  
                                   • Deadline for RPA to receive supporting evidence to prove young farmer or new farmer status, to avoid late application penalties |
| 31 May (midnight)             | • Deadline to make certain changes to an application received by 15 May without a penalty (for more information read the ‘Basic Payment Scheme: rules for 2019’) |
| 10 June (midnight)            | • Late application deadline. Deadline for late applications, or late amendments, with penalties. Any applications or supporting evidence received after this date will not be accepted. |
| 20 August                     | • EFA catch crops must be established by this date                                                                                     |
| 1 October                     | • EFA cover crops must be established by this date                                                                                     |
| 14 October                    | • EFA catch crops must be retained until at least this date                                                                            |
| 1 December                    | • BPS 2019 payment window opens                                                                                                          |
| 31 December                   | • Official end of the BPS 2019 scheme year                                                                                              |
| 15 January 2020               | • EFA cover crops must be retained until at least this date                                                                            |
| 30 June 2020                  | • BPS 2019 payment window ends                                                                                                           |
Updates for 2019

There are no new changes to the scheme rules for BPS 2019 that will affect how you fill in your application. However, there are some points that you should be aware of.

How to update your application and application summary after a mapping change, or a land parcel has been added to your business (SBI)

If, after you’ve created your application and application summary, a land parcel is added to your business (SBI), or there’s a mapping change, you **must**:

- add the land use, or make the relevant change, to the land parcel in the Land use screens. (From the Business overview screen click ‘Land’, then click ‘Land use’ – read page 30 for information about how to do this): **then**, click ‘Activate less BPS area’ to allow your application to update with the new information. You’ll see a message saying ‘We are calculating your eligibility information, please wait..’. After it’s completed, check the information is correct. Then click ‘Save’, then ‘Close’ to leave the screen. (From the Business overview screen click ‘Basic Payments Scheme Applications’, then click ‘Apply for BPS’ then ‘Open’ your application and click ‘Manage changes to your application’. Read page 44 for more information about how to do this.)

If the change relates to EFA or commons, you **must** click the relevant link to allow that part of your application to update.

- ‘Use less EFA than available’ – read page 45 for more information about how to do this
- ‘Activate less commons’ – after you’ve updated the Commons land rights screen – read pages 41 and 46 for more information about how to do this.

After you’ve done this, generate and download your application summary again to see the updates that have been made to your application.

Hedges

You can view the information we hold about your hedges in the Rural Payments service in the ‘Parcel Details’ screen.

This information is made up from the following sources.

- Ordnance Survey hedge information that we used in 2018
- Any mapping requests that we have received from you
- Updates to missing hedge information that we have identified.

Part D of your application summary will show the lower figure from either:

- hedges that you claimed payment for BPS in 2018; or
- hedge information that we hold (which may have been updated using the latest data sources described above).

You can read more information under ‘What to check in Part D: ecological focus area (EFA) on page 21; ‘Make changes to Part D’ on page 39; and Annex 1 on page 56.
Mapping updates

We’ve made changes to our land data using the latest land data sources (as described above). It’s important that you check this information on your digital maps. For more information, read Annex 1 on page 56.

Temporary to permanent grassland

Check that grassland, which has been claimed as temporary grass for 5 consecutive years (2014-2018 inclusive), is shown as permanent grassland for BPS 2019 (the sixth consecutive year in which the parcel is declared as grass) – as long as it is still grassland, has not been used for a catch crop and has not been in certain agri-environment scheme options during this time. For more information, read the ‘Temporary grassland’ section in the ‘Basic Payment Scheme: rules for 2019’.

Land-use code change

The land-use code for ‘Spelt Wheat’ is AC96. However, this shows as ‘Samphire’ in the Rural Payments service.

Nitrogen-fixing crops

The value of nitrogen-fixing crops for EFA increased from 0.7 to 1.0 from 2018. This has now been updated in the Rural Payments service for BPS 2019.

Countryside Stewardship (CS) or extended Higher Level Stewardship (HLS) agreements and Ecological Focus Areas (EFAs)

You can no longer overlap certain CS or 2019 extended HLS agreement options with land declared as EFAs on your BPS 2019 application. This is to avoid funding the same activity on the same land parcel under both CS or 2019 extended HLS agreements and BPS, known as ‘double funding’. You can continue to place EFAs and the affected ‘double funding’ options in the same land parcel but they cannot overlap. Land in Entry Level Stewardship (ELS), Organic ELS, Upland ELS and HLS agreements not extended in 2019 are unaffected by this change and can continue to overlap EFAs where both the agreement and BPS requirements can be met. For more information, read section 3.3.1 of the CS Mid Tier manual, section 3.3.1 of the CS Higher Tier manual and guidance for extended HLS option.

Active farmer declaration

The active farmer declaration has now been removed from the Rural Payments service.
Getting started

This guidance explains how to apply for the Basic Payment Scheme (BPS) online in 2019 using the Rural Payments service.

When to apply

The deadline to receive your application (including any supporting documents) is midnight on 15 May 2019.

This date is the same for applications across the other parts of the UK too. We encourage you to submit your application as soon as possible and well in advance of the deadline. Read the ‘Key Dates’ on page 2 for more information.

You can submit a late application after 15 May 2019 but penalties will apply. We cannot accept any applications after midnight on 10 June 2019, unless it is accepted due to force majeure.

For more information about the ‘key dates’ of the scheme, including how to change your application after the deadline, read the ‘Basic Payment Scheme: rules for 2019’.

Applying in 2019

There are 4 things you need to do:

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

Outstanding BPS queries from previous years

If you think there is a difference between the amount you were expecting to be paid for BPS 2018, or previous BPS years, and what you’ve received, or that your entitlements balance is incorrect, we recommend you:

• fill in a ‘BPS payment query form’ which is available on GOV.UK at www.gov.uk/rpa/bps2019 and return it to us by email (use ‘BPS payment query’ as the subject) or post it to us. We need this form so that we can investigate your query. Then:
• carry on with your 2019 application, declaring your land as it is on 15 May 2019 or giving the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 15 May – read the ‘Basic Payment Scheme: rules for 2019’ for more information.
<table>
<thead>
<tr>
<th>If you...</th>
<th>You need to...</th>
</tr>
</thead>
</table>
| were inspected in 2018 and aren’t sure what to declare on your 2019 application | make sure you take the results of your inspection into account when you apply – for example, by updating your land use and making sure mapping changes have been made (or that we have received an RLE1 form requesting them). You can do this by checking your digital maps on the Rural Payments service – see Annex 1 on page 56 for more information.  
If you haven’t had your inspection results yet, you can still apply, showing your land on 15 May 2019, or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 15 May – read the ‘Basic Payment Scheme: rules for 2019’ for more information.  
If you receive a 2018 inspection report after you have submitted your 2019 application, you can make some changes to your application up to midnight on 31 May 2019 without getting a penalty (as long as you submitted your application by midnight on 15 May 2019). Changes can be made with penalty from 1 June to 10 June 2019 – some changes can also be made after 10 June 2019.  
However, you can’t make these changes if:  
• you have already been told about any non-compliance affecting the agricultural parcel you want to amend  
• an inspection has revealed a non-compliance affecting the agricultural parcel you want to amend  
• you have received advance warning of an inspection.  
Read the ‘Basic Payment Scheme: rules for 2019’ for more information. |
| haven’t received a BPS payment for a previous year and/or claim statement yet and aren’t sure what to apply for. | make your application for 2019 showing your land on 15 May 2019, or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 15 May 2019 – read the ‘Basic Payment Scheme: rules for 2019’ for more information.  
If you receive a payment and claim statement after you have submitted your 2019 application, you can make some changes to your application up to midnight on 31 May 2019 without getting a penalty (as long as you submitted your application by midnight on 15 May 2019). Changes can be made with penalty from 1 June to 10 June 2019 – some changes can also be made after 10 June 2019.  
However, you can’t make these changes if:  
• you have already been told about any non-compliance affecting the land parcel you want to amend  
• an inspection has revealed a non-compliance affecting the land parcel you want to amend  
• you have received advance warning of an inspection.  
Read the ‘Basic Payment Scheme: rules for 2019’ for more information. |
Read the scheme rules and other guidance

All the guidance and information you need for BPS 2019 is at www.gov.uk/rpa/bps2019 including:

• the Basic Payment Scheme: rules for 2019
• the list of land use codes for BPS 2019
• the form to apply for entitlements under the ‘Young and new farmer’ rules or to prove you’re eligible for the young farmer payment
• Greening workbook for 2019
• the cross compliance rules for 2019
• Rural Land and Entitlements (RLE1) form and guidance

Remember, it’s your responsibility to make sure that:

• you meet the scheme rules
• all the eligible land included in your application is correct, to the best of your knowledge
• you hold the correct number of entitlements. Refer to the ‘Basic Payment Scheme: rules for 2019’ for more information about entitlements.

If you hold an Environmental Stewardship or Countryside Stewardship agreement or an agreements with the Forestry Commission, you can also refer to the separate guidance on claiming land in BPS and RDPE.

You can find guidance for the Forestry Commission schemes and BPS in the Forestry Commission’s ‘Guidance on woodland grant schemes and BPS: operations note 42’ which is available on GOV.UK at: https://www.gov.uk/government/publications/guidance-on-woodland-grant-schemes-and-bps-operations-note-42

Sign in to the Rural Payments service

If you’re a new customer

You must verify your identity before you can register with the Rural Payments service. You can do this in one of two ways.

1. Online with GOV.UK Verify – this gives you simple, trusted and secure access to an increasing number of public services on GOV.UK. If you have difficulty verifying your identity with GOV.UK Verify or you are having problems with the Verify service, you should contact your identity provider.

2. Call the Rural Payments helpline on 03000 200 301 and we will help you – this will only give you access to the Rural Payments service, not other government services.

After you’ve verified your identity, you can sign in to the Rural Payments service and start to register. You will need to create a password.

If you’re an existing customer

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

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

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

- ‘Verify’ login details if you registered through GOV.UK ‘Verify’. Click ‘Sign in if you registered online with GOV.UK Verify’ link and follow the onscreen instructions

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

To open the service we recommend you use the latest version of Internet Explorer, Google Chrome, Firefox or Safari.

The best screen resolution to view the service is 1024 x 768.

To view PDF files from the service (such as an application summary), we recommend you download the latest version of Adobe Acrobat.
Problems signing into the Rural Payments service

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

Check that you’ve entered your CRN correctly. Then make sure you’re using the correct password.

You have 3 attempts to sign in to the service. If you make a mistake at each attempt you won’t be able to access your account. You’ll need to change your password, read page 8 for more information.

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

What to do if you still can’t access the Rural Payments service

Registered through GOV.UK Verify

If you registered through GOV.UK Verify and can’t access your account, you need to contact your chosen provider.

You can leave feedback on the issue using the link on the GOV.UK Verify page.

The Government Digital Services (GDS) team will investigate your issue and reply to you if you requested a response.
If you registered through RPA
You’ll need your CRN and the password you created when you activated your account. If you have forgotten your CRN, call us on 03000 200 301.

If you’ve forgotten your password or need to change it, click the ‘Create a new one here’ link on the Sign in screen.

Enter your CRN and email address, then click ‘Request security code’.

You’ll receive a security code by email. You’ll need to enter the code on the next screen.

You must use the security code within 12 hours. If you haven’t used it by then, you’ll have to request another one.
Important: Keep the ‘Create new password’ screen open while you access your emails so that you can enter the security code.

The easiest way to do this is either:

• open a ‘new tab’ by clicking the right button on your mouse or pad with the cursor over the existing tab at the top of your screen, and access your emails in the new tab
• access your emails from another device, for example, your mobile phone.

If you close the ‘Create new password’ screen before you enter the security code, you can enter it from the Sign in screen. Click the ‘Started creating a new password and received the security code by email enter it here’ link near the bottom of the screen. We’ve shown this link in the first screenshot on page 9.

Then at the ‘Create new password’ screen you’ll need to enter your CRN, email address and the security code, then click ‘Continue’.

After you’ve entered your security code you can create a new password.

You must not use your email address as your password as it will not be accepted.

Use the new password when you want to Sign in to the Rural Payments service.

After you’ve successfully changed your password, if you still cannot sign in, call us on 03000 200 301.
Help is available

There is a ‘Help’ link on many of the screens that will take you through each process step-by-step. You can print or download a copy of all the onscreen help at www.gov.uk/rpa/bps2019. Or you can call us on 03000 200 301 if you get stuck.

Transfer land

Transfer a land parcel to another registered business.

Transfer type: [Sale/Gift] 01/03/2018 (range: 01/01/2018 - 09/03/2018)

Before you start

Before you start you need to know the single business identifier (SBI) for the business you’re transferring the land to. You’ll also need to know the Ordnance Survey (OS) sheet reference number and the National Grid (NG) prefix and field number for each land parcel you’re transferring. For example, AA1234 5678

Starting a transfer

To start the transfer click the arrow and choose the Transfer type you’re making:

- ‘Sale/Gift’ for land you’re selling or giving to another business
- ‘Lease’ for land you’re leasing to another business.
Check

...your information
First check that your personal and business details are up-to-date, then create and check your ‘application summary’.

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

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

Check that your address, email address and phone number are up to date.

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

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

If you’ve not been paid in euros before and you want to be paid in Euros for BPS 2019, you must give us your euro bank account details before 14 November 2019.

Bank account details
It’s important that your bank account details are up-to-date and valid or we will not be able pay you for BPS and any other schemes you are claiming payment for. To amend your bank account details, call us on 03000 200 301. You can’t change them online or by email.

To help prevent fraud, after BPS payments start from 1 December 2019 until the end of December, there are restrictions on updating bank account details. We can only update details if we have asked you for them or if your bank has rejected payment.

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

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

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

If you want someone else to have access to your business so they can help you apply online, you need to check that you’ve given them the right permission. Click ‘Give access to this business’ from the ‘Business overview’ screen. They’ll need BPS ‘submit’ permission if you want them to apply on your behalf. They must be registered on the Rural Payments service before you can give them access, and you will need their customer reference number (CRN).

If you prefer you can arrange for someone else to receive payments on your behalf.

Check your application summary

Once you’ve checked that your details are up-to-date, you can start checking your online application. To do this, create an ‘application summary’. You may find it useful to print the summary as it looks like a paper BP5 application form, so if you’ve applied for BPS before it should look familiar.

How to generate your application summary

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

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

Create a new application

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

To do this:

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

Apply for BPS

A Farmer

You can also see how to create a new application summary by clicking the ‘Help’ link on the relevant screen.
If the green ‘Create a new DIRECT PAYMENTS application’ button isn’t available or isn’t clearly visible, this means that the option to apply for BPS isn’t available to customers at that particular time. We tell you each year on GOV.UK when you can start to apply for BPS – this ends at midnight on the ‘late application’ deadline (10 June).

If you have been advised that you can apply for BPS, but the green ‘Create a new DIRECT PAYMENTS application’ button isn’t available, this may be because your permission level is not correct. You need to have the ‘BPS: Submit’ permission level.

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

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

You can only have one BPS application with the ‘Status’ of ‘Created’ at any one time – this is your current application. If you have more than one, call us to find out how this has happened and what to do. When you ‘Create a new DIRECT PAYMENTS application’, the information is pre-populated from information we hold from previous years’ applications and updated mapping information.

**Generate an application summary**

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

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

This will be the most recent summary you generated about this business. For this button to work there must already have been a summary generated.

After you’ve created your application and application summary, if a land parcel is then added to your business (SBI) or there’s a mapping change there are additional steps that you **must** follow to make sure that the latest information appears in your application and your application summary. Please read page 30 for more information.

The ‘Business summary’ you find on your ‘Business overview’ screen is different to your application summary. You don’t have to check your business summary to apply. If you do want to look at it, make sure you are looking at the latest information.
We’ve filled in your application with information we already have about your business – so you can check it like you would have checked a BP5 paper form in the past. Where necessary, we have reviewed and updated our mapping information based on the latest available data sources, such as aerial photography and Ordnance Survey updates. It is your responsibility to make sure that the information in your application is correct.

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

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

The other sections of the application summary are blank at the moment. You will fill them in when you complete your declarations (see page 44).

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 the ‘Change’ section (starting on page 27) to find out how.

**Parts C and D of your application summary**

In Parts C and D of your application summary, you’ll see information about greening and whether you may be meeting the crop diversification or EFA rules. For more information about this, read the section ‘Using the greening checker in your application summary’ on page 22.

**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 it’s incorrect, call us.

**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 summary.
What to check in Part C: Field data sheet

In Part C, your application summary should show:

• all the agricultural areas on your holding which are 0.0100 hectares or more, even if you are not applying for BPS on that land.

• non-agricultural land, including woodland, that you have in a Rural Development Programme for England (RDPE) agreement (such as Countryside Stewardship and Farm Woodland Schemes) and the National Forest Changing Landscape Scheme.

• Land in the Woodland Carbon Fund or HS2 Woodland Fund should also be included where it is already registered with RPA.

• all of the land uses for each land parcel. If you have a land parcel with more than one land use, you must tell us about all the land uses in that parcel.

• non-agricultural features on your agricultural land.

You can apply for BPS on as much of your eligible land as you want to - however, you should not declare more eligible land than you have.

You don’t need to match the area you apply for with the number of entitlements you have. If the eligible area you apply for is greater than the number of entitlements you actually have, we will work out your payment based on the number of entitlements you have that are matched by the eligible area. No penalty will be applied for this as this is not considered an over-declaration.

The information in Part C is based on:

• what land parcels we have linked to your SBI shown on your digital maps

• the total field size and maximum area eligible for BPS that we have recorded on our maps (columns C3 and C4)

• 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 and features within the land parcel which are non-agricultural

• 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 them later (see pages 32 and 33).

It’s particularly important to check that columns C6, C7 and C8 are correct. These are the columns that tell us what you use each area of a land parcel for, what size it is, and how much of it you want to claim for payment (if it’s eligible). As the Rural Payments service accepts zero values, for example in C7 and C8, it’s important that you check that the values shown are correct. If they are not correct, this can reduce the value of the payment or cause your application to be rejected.

Check your maps online

It’s important that you check your maps online because we’ve reviewed and updated our mapping information, where necessary, since applications were made for BPS 2018. We’ve updated our digital land maps using the latest available data sources, such as aerial photography and Ordnance Survey updates. If we’ve updated your land parcels, you will have received notifications in the ‘Messages’ tab in the Rural Payments service identifying which land parcels have been updated. If you do not read your messages, we will send you an email reminding you to sign in to the service and check your notifications.

For more information about your digital maps, read Annex 1 starting on page 56.
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 Annex 1 page 56.

C3 (Total field size) and C4 (Maximum area eligible for BPS)
Column C3 should show the total area of the land parcel that is linked to your holding. C4 should show the maximum area eligible for BPS (the total area of the land parcel (that is linked to your holding), minus the area of any non-agricultural areas and 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 show 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 2018 and we have changes to make to our mapping database as a result.

It’s important that you check your digital maps as we’ve been reviewing and updating our mapping information, where necessary, since BPS 2017 applications were submitted. Read Annex 1: Your digital maps on page 48.

C6 – Part field size
Column C6 shows the size of the eligible areas (or crops) and non-agricultural areas and features in the land parcel (C7 shows what the area is being used for). We’ve listed the ones that you supplied in 2018. Only permanent non-agricultural features are prepopulated on your BPS application, not temporary ones.

Make a note of any areas that have changed, so that you can update them in the ‘Land use’ screen later. (See page 29 for more information).

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

If you only have part of a land parcel ‘at your disposal’ for BPS, and someone else has the other part, you should only declare the land use(s) (C7) and area (C6) 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 – read page 22 for more information. Read the ‘Basic Payment Scheme: rules for 2019’ 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 apply for BPS
- are exempt from any of the greening rules
- are meeting the crop diversification or EFA rules for greening

C7 – Land use in 2019

This column should contain a land use code showing what each area of land is being used for on 15 May 2019. If the crop will be planted after 15 May, you should declare which crop is there for the majority of the cropping period. If this is likely to be fallow and you intend to sow a crop before the 30 June, you should declare this crop instead of fallow.

There’s a list of all the land use codes on GOV.UK at www.gov.uk/rpa/bps2019.

If you have any land that will not be eligible for the entire calendar year, use the correct non-agricultural land use code at C7. Or, if the reason is temporary, for example, you know that utility works will take place on the land later in the year, use land-use code NA02 at C7. You do not need to fill in an RLE1 form to tell us about non-agricultural areas or features that will only be on agricultural land temporarily. Read the table on page 31 for more information.

If you have features on your land which are eligible for BPS (such as hedges or ditches), these do not 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, headlands, including agri-environment field margins, buffer strips, field corners and beetle banks) 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.

Temporary to permanent grassland: check that grassland, which has been claimed as temporary grass for 5 consecutive years (2014-2018 inclusive), is shown as permanent grassland for BPS 2019 (the sixth consecutive year in which the parcel is declared as grass) – as long as it is still grassland, has not been used for a catch crop, and has not been in certain agri-environment scheme options during this time. For more information, read the ‘Temporary grassland’ section in the ‘Basic Payment Scheme: rules for 2019’.

C8 – Eligible area you want to claim for payment

Column C8 should be the sum of the eligible areas (column C6) and land uses (column 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 apply for BPS.

The area entered in C8 for each eligible land use must not be more than the area entered in C6 for that land use. The total of the areas entered in C8 for the land parcel must not be more than the total of all the eligible land use areas entered in C6.
**Why it’s important that you check the ‘activate less BPS area’ screen**

Whether or not any changes have been made to your land information, it’s very important that you check the ‘Activate less BPS area’ screen to make sure that the eligible area you want to claim for payment (C8) is showing correctly. In some cases, particularly where a land parcel has been added to your business (SBI) or there’s been a mapping change, the eligible area you want to claim for payment (C8) may have defaulted to 0.0000 in this screen.

If this has happened, you can update it in the ‘Activate less BPS area’ screen. From the Business overview screen click ‘Basic Payment Scheme Applications’, then ‘Apply for BPS’, then ‘Open’ your application, and click ‘Make changes to our application’. After you’ve updated it, generate and download a copy of your application summary showing the correct eligible area you want to claim for payment (C8).

If a land parcel has been added to your business (SBI) or there’s been a mapping change, after you’ve created your application online, there are additional steps that you must follow to make sure that the latest information appears in your application and your application summary. Please read page 30 for more information.

**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 rules (read the ‘Basic Payment Scheme: rules for 2019’ to check).

If you have more than 15 hectares of arable land you must have ‘ecological focus areas’ (EFAs) on your land unless you are exempt from this rule. The total of all EFAs must add up to an equivalent of at least 5% of the total amount of arable land you have (even if you aren’t using it to apply for BPS).

You can declare more EFAs if you want to make sure that you meet this rule. You cannot do this after the late application deadline of 10 June 2019. For example, if your holding is inspected and the inspector finds that some of the EFAs you declared are not present on your holding, they can work with you to use alternative eligible EFAs on land that you have already declared up to the area of EFA declared on your BPS 2019 application. For more information, read the ‘How many EFAs to declare’ section in the ‘Basic Payment Scheme: rules for 2019’.

**Countryside Stewardship (CS) or 2019 extended Higher Level Stewardship (HLS) agreements and EFAs**

You can no longer overlap certain CS or 2019 extended HLS agreement options with land declared as EFAs on your BPS 2019 application. This is to avoid funding the same activity on the same land parcel under both CS or 2019 extended HLS agreements and BPS, known as ‘double funding’. You can continue to place EFAs and the affected ‘double funding’ options in the same land parcel but they cannot overlap. Land in Entry Level Stewardship (ELS), Organic ELS, Upland ELS and HLS agreements not extended in 2019 are unaffected by this change and can continue to overlap EFAs where both the agreement and BPS requirements can be met. For more information, read section 3.1.1 of the CS Mid Tier manual, section 3.1.1 of the CS Higher Tier manual and guidance for extended HLS option.

**D2 to D8 – EFAs**

Your application summary will show the EFAs you declared for BPS 2018, with the exception of catch and cover crops. Check that all the EFA features and areas you want to declare this year are shown and that their areas or lengths are correct.
**EFA hedge information**

We’ve reviewed and updated our mapping information, including hedges, where necessary, since applications were made for BPS 2018. We’ve used the latest available data sources and from customers’ requests.

Part D of your application summary will show the lower figure from either:
- hedges that you claimed on for BPS in 2018; or
- hedge information that we hold.

You can see the EFA hedge information on your digital maps – from the ‘View land’ screen select individual land parcels and tick the ‘Hedges’ box. The information shows the length of the hedge in metres and whether the hedge is eligible as an EFA. For more information, read Appendix 1 starting on page 56.

If you want to declare an EFA hedge that is not visible on the ‘View land’ screen, you need to submit an RLE1 form and sketch map. For more information, read pages 39 and 40 of the ‘Change’ section.

**EFA hedges or trees in a line next to fallow land, nitrogen-fixing crops, catch or cover crops also declared as EFAs**

You need to reduce the area of the fallow, nitrogen-fixing crop or catch or cover crop declared as EFA if an EFA hedge or trees in a line you are also declaring is next to them – read the ‘Basic Payment Scheme: rules for 2019’ on GOV.UK.

**Using the greening checker in your application summary**

In Parts C and D of your application summary, you’ll see information about greening and whether you may be meeting the crop diversification or EFA rules.

The greening checker is based on your land use and area information. It is a guide and for your use only. It is not as part of your application and is not used to check your application.

The greening sections may be incorrect if you have:
- ‘Undeclared’ areas in your land use screen
- organic land and have applied for an exemption, as shown in Part J of your application summary
- applied for crop diversification exemption 3 (for more information, read the ‘Basic Payment Scheme: rules for 2019’)
- used paper continuation sheets
- land in another part of the UK
- claimed on common land, it will only show as part of your application once the common allocation is completed later in the scheme year.

If you’re using different EFAs this year, you may prefer to use the greening workbook to confirm that you are meeting the greening requirements. This is available at www.gov.uk/rpa/bps2019.

After you have updated your land uses and areas in the Land use screen, generate and download an application summary to update it. The greening checker should then show your updated information.

If a land parcel has been added to your business (SBI) or there’s been a mapping change, after you’ve created your application, there are additional steps that you must follow to make sure that the latest information appears in your application and your application summary. Please read page 30 for more information.
What to check if the greening checker shows you do not meet the greening rules

If your application summary shows NO beside ‘EFA rules met’, check that you have declared eligible and non-agricultural land uses for the total field size of all your land parcels.

If your application summary shows N/A beside ‘EFA rules met’, this means that you don’t need to declare EFAs because you meet one of the exemptions (these are explained in the ‘Basic Payment Scheme: rules for 2019’).

You can also check which areas or features on your BPS 2019 application count as EFA by going to the ‘Use less EFA than available’ screen. This shows all the areas and features you’ve declared as EFA or that would count as EFA.

For more information, read page 45.

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 is either missing or that you need to change. If you need to add or change your information, read page 44.

E3 – Type of commons rights

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

Read the ‘Basic Payment Scheme: rules for 2019 for more information and for guidance on how to apply if you have New Forest grazing rights.

E4 – Number of rights of this type

This shows the number of animals you have grazing rights for, for the animal type listed at E3, using the information we have. Read the BPS 2019 scheme rules for more information.

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

E5 – Do you own the common?

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

E6 – Activate entitlements

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

Where rights can be used on more than one common, we will allocate the rights between the commons in proportion to their relative eligible areas. For example, if a farmer has rights to graze 100 cattle (equivalent to 100 Livestock Units (LU)) on Common A (150ha eligible area) or Common B (50ha eligible area), we will allocate 75 LU (150 ha/200 ha x 100LU) to Common A and 25LU (50 ha/200ha x 100LU) to Common B.

The information pre-populated in the ‘Common Land Grazing Rights’ table shows the allocation of rights that was used for BPS 2018 payments. However, if you are declaring split rights for BPS 2019, you should declare the full number of rights held against all of the commons on which the rights can be used (in the above example declare 100 cattle on Common A and 100 cattle on Common B) and we will do the calculation to allocate the rights between the commons for you, using up to date information from the system.
**What to check at Part H: Entitlements**

This section is for information only. You can check your entitlements information in the ‘View entitlements’ screen – from the ‘Business overview’ screen click ‘Entitlements’ then ‘View entitlements’. As you can view entitlements from different scheme years, make sure you click on the correct option at the top of the screen.

Click the ‘Help’ link to read about what the information on the screen means. If you think your entitlements information is wrong call us on 03000 200 301.

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

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

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

To check your entitlements, go to ‘Entitlements’ and then ‘View entitlements’ in the Rural Payments service.

<table>
<thead>
<tr>
<th>If you...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>should have had entitlements transferred to you, but they are not included on your application summary</td>
<td>first check your entitlement balance on the Rural Payments service. If an online entitlements transfer is showing as ‘pending’, there may be an outstanding query about those entitlements. On your application, declare your land and BPS eligible area as you normally would. When we process your application, we’ll update your entitlement balance if there is a transfer we still need to complete and pay you for the actual number of entitlements you held on 15 May 2019.</td>
</tr>
<tr>
<td>have entitlements on the Rural Payments service which show the wrong ‘use by year’</td>
<td>click ‘Help’ on the screen to read more information about the ‘use by years’. If you think some of the use by years are wrong, check your claim statement (if you have one), which shows the number of entitlements that were held on 15 May 2019 and were available for payment. If you still think the number of entitlements shown in the ‘View entitlements’ screen is wrong, email or write to us.</td>
</tr>
<tr>
<td>If you...</td>
<td>You need to...</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>think your Rural Payments service screen shows the wrong number of entitlements</td>
<td>click ‘Help’ in the ‘View entitlements’ screen to read more information about your entitlements.</td>
</tr>
<tr>
<td></td>
<td>If you still think the Rural Payments service shows the wrong number of entitlements, fill in and send us a ‘BPS Payment Query’ form giving as much detail as you can. This is available on GOV.UK at <a href="http://www.gov.uk/rpa/bps2018">www.gov.uk/rpa/bps2018</a>.</td>
</tr>
<tr>
<td></td>
<td>On your application, declare your land and BPS eligible area as you normally would. When we process your application, we’ll check your entitlements balance and make any updates we need to.</td>
</tr>
<tr>
<td></td>
<td>NOTE: If there are any planned adjustments or you have an outstanding query about your BPS payment for previous years, any entitlement transfers will show as ‘pending’ on the ‘View entitlements’ screen until the adjustment or query has been completed. Once that is done, the transfer will be completed with the effective date given (unless there are insufficient entitlements).</td>
</tr>
<tr>
<td>applied for entitlements under the ‘young or new farmer’ rules in 2018, but they are not included in your balance on the Rural Payments service screens</td>
<td>declare your land and BPS eligible area as you normally would on your application. Where applicable, refer to any information we have sent to you about your entitlements. When we process your application, we’ll check your entitlements balance and make any updates we need to so we can pay you for the correct number of entitlements you held on 15 May 2019 (based on the eligible land you apply on).</td>
</tr>
</tbody>
</table>
Change

...anything that needs updating
Making changes online will update your application. If you don’t need to make any changes, go to page 37.

Use the different links on your ‘Business overview’ screen to make changes to the information shown on 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.

A guide about where you can make changes in the Rural Payments service is at annex 2 of this booklet. When you’re using the Rural Payments service, whenever you see the ‘Help’ link, you can click it to read information about how to use the screen you’re on.

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 (for more information, read page 44).

**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’.

**Make changes to Part C: Field data sheet**

The information in Part C: field data sheet and Part D: ecological focus areas comes from the ‘Land use’ 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:

- 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 for payment (C8).

**Change the ‘activate less BPS area’ screen**

You should check the ‘activate less BPS area’ screen whether or not you’ve made any changes to your land information as the area claimed for payment can default to 0.0000. Read pages 44 and 45 for more information. If the information shown in the ‘activate less BPS area’ is incorrect, update the ‘Applied for’ column to show the area you want to claim for payment, and click ‘Save’.

If a land parcel has been added to your business (SBI) or there’s been a mapping change, after you’ve created your application, there are additional steps that you must follow to make sure that the latest information appears in your application and in your application summary. Please read page 30 for more information.

You can’t change the information in columns C3 or C4 of your application summary online – and you won’t need to when you make an application. You just need to:

- make sure your land use (C7) and areas (C6) are correct, and
- send us an RLE1 form and sketch map (if you haven’t already done so) if there has been a permanent boundary change (the total size of the parcel has changed) , or if non-agricultural areas and features have been added or removed from it.
In the Rural Payments service, declare all of the land information to 4 decimal places \( x.xxxx\text{ha} \). If you have any problems doing this we recommend you round down rather than using normal rounding rules.

**For example if the parcel is 2.47725ha, record as 2.4772ha, rather than 2.4773ha.**

If you see the ‘Plan not editable’ message on the ‘Land use’ table, call us on 03000 200 301 and tell us you have this message. We’ll change the status on the Rural Payments service so that you can make your changes.

**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.


**IMPORTANT:** if you are changing the land use for a land parcel that is already included in a Countryside Stewardship (CS) agreement, make sure that the land use is compatible with the CS management option or it may affect your CS agreement and payment. For more information, refer to:

- the appropriate CS manual – search ‘Countryside Stewardship’ at www.gov.uk
- the Forestry Commission guidance ON42 – search ‘Woodland grant schemes and BPS’ at www.gov.uk.

**Searching for a land parcel**

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

To see the filters, click the plus symbol next to the ‘Filters’ heading.
You can filter by:

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

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

To remove a filter:

- delete the text you’ve typed into one of the white boxes, then click ‘Search’
- click the arrow next to the box showing ‘Undeclared’ or ‘Overdeclared’ and click ‘All’.

If you use the filter to search by OS Sheet number you will rarely have more than 10 fields to look through and generally all are displayed on the screen.

**Make changes to land use**

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

- **Edit** – change a land use area (and add a catch or cover crop if you need to)
- **Add** – include another land use in the land parcel and tell us its area / measurement
- **Delete** – remove a land use from a land parcel
When you are changing your land use there are checks built into the Rural Payments service. They will highlight 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).

The total field size shown is the area of the parcel which is linked to your holding. This may be different from the size shown in your land maps as they show the total parcel size. For example, if the parcel is 10.0000ha in size and 50% is linked to you, the total field size will show as 5.0000ha in the land use screen but 10.0000ha in your land maps.

Undeclared

If you see an amber ‘undeclared’ warning, this means you haven’t declared the land use for the area of the land parcel that is linked to your holding and we currently have mapped. To add a land use for this area, click the ‘Add’ icon for the row shown as undeclared.

If you have an ‘undeclared’ warning, the greening checker may not work correctly. For more information, read page 22.

Overdeclared

If you see a red ‘overdeclared’ warning, this means you have declared land use that is larger than the total size of the land parcel we currently have mapped and linked to your holding (SBI). 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 the ‘Undeclared’ and / or ‘Overdeclared’ warnings, but you may not need to if:

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

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

**IMPORTANT:** After you’ve created your application and application summary, and then a land parcel is added to your business (SBI), or there’s a mapping change, you **must**:

- add the land use, or make the relevant change, to the land parcel in the Land use screens. From the Business overview screen click ‘Land’, then click ‘Land use’ – **then**
- click ‘Activate less BPS area’ to allow your application to update with the new information. You’ll see a message saying ‘We are calculating your eligibility information, please wait…’. Once it’s completed, check the information is correct. Then click ‘Save’, then ‘Close’ to leave the screen. (From the Business overview screen click ‘Basic Payments Scheme Applications’, then click ‘Apply for BPS’ then ‘Open’ your application and click ‘Manage changes to your application’. Read page 44 for more information about how to do this.)

If the change relates to EFA or commons, you **must** click the relevant link to allow that part of your application to update.

- ‘Use less EFA than available’ – read page 45 for more information about how to do this.
- ‘Activate less commons’ – after you’ve updated the Commons land rights screen – read pages 41 and 46 for more information about how to do this.

After you’ve done this, generate and download your application summary again to see the updates that have been made to your application.
If you have a land parcel in the ‘land use’ table showing an area of 0.0000 and an amber ‘undeclared’ warning next to it, do one of the following:

- if the parcel should not be linked to your SBI because, for example, you do not have control of the parcel or have sold it, and you want to remove it from your holding, or transfer it to the new owner, follow the instructions on page 28.
- if you can’t remove or transfer the parcel online, leave the area as undeclared in your online application, and send us an RLE 1 form to make the transfer.
- if you want to claim on it, add the land uses to the land use table using the information you have.
- if you don’t want to claim for BPS on this parcel then leave the parcel as undeclared with an area of 0.0000 when you submit your BPS application.

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

Adding or editing a land use

Use the screen below to enter a new land use (after clicking the ‘Add’ icon) or edit an existing one (after clicking the ‘Edit’ icon). If you get stuck, click the ‘Help’ link.
When you add or edit a land use, the screen will let you choose ‘Rotations’ on the land use. You only need to use this to add an EFA catch or cover crop to your land use. These should be entered as rotation 2.

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

For BPS 2019, if you’re applying for ‘Spelt Wheat’, you need to use code AC96, which will show as ‘Samphire’.

**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 and sketch map and ask us to change the permanent field boundaries (if you haven’t already done so). You can download an RLE1 form from GOV.UK – go to www.gov.uk and search for RLE1.

If you have already sent us an RLE1 form, you can check your digital map of the land parcel to see if the change is still shows ‘pending’ – shown by an (!) icon. For more information, read page 56.

**Add or remove land parcels at Part C**

The tables on pages 33 and 34 explain how to add or remove a land parcel at Part C of your application summary.

If you transfer land online, you won’t see this straightaway on your digital maps in the ‘View land’ screens. It can take up to 24 hours to appear. You should see it straightaway in the ‘Land use’ screen.
<table>
<thead>
<tr>
<th>If you want to...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>add a land parcel to your application</td>
<td>do either option 1 if the land parcel is already registered with us or option 2 if it is not registered with us.</td>
</tr>
</tbody>
</table>

1. **If the land parcel is already registered with us**

You need to do one of the following:

- ask the previous owner or applicant to transfer the land parcel to you online (this will link the parcel to your SBI). We recommend online transfers are made as early as possible so they appear on your online application in time to submit it. If the business transferring the land owns less than 100% of the land parcel or is a tenant, read page 35.

- 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.

- send us an email (from an email address registered for a person in the business on the Rural Payments service, with at least ‘BPS: Amend’ permission) to asking us to add the land to your online application – put ‘BPS 2019 add land’ in the subject line and include the following information:
  - the SBI and name of the business the land should be linked to (so it appears on your online application)
  - the land parcel reference numbers for the parcels you want to add, including sheet reference numbers and parcel IDs.
  - your name and contact number in case of any issues.

Only land parcels not linked to common land can be added using email. Any requests to add land parcels that are linked to common land must be submitted on a BP5 continuation booklet.

Send your email to: ruralpayments@defra.gov.uk

We must receive your email by 4 May 2019 to make sure we can get back to you in time for you to complete your application by the 15 May 2019 deadline.

We will send you an email (to the email address you sent the request from) after the change has been made. In some cases, for example, the land has an outstanding mapping change, we may not be able to link the parcel to your SBI. If this happens we will email you and provide you with a link to the continuation sheets that you will need.

2. **If the land parcel is not 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 and sketch map to register the land parcel (if you haven’t already done so).

**IMPORTANT:** For both of the above options, you must read the ‘Important’ information on page 30 about adding a land parcel to your application.
<table>
<thead>
<tr>
<th>If you want to...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>transfer or remove a land parcel from your application</td>
<td>do one of the following:</td>
</tr>
<tr>
<td></td>
<td>1. transfer the land parcel online to the right business on the Rural Payments service (this will remove it from your business). After you have transferred the land parcel, you need to make sure you do not include it as part of your BPS application – see below for more information. If you own less than 100% of the land parcel or you are the tenant read page 35</td>
</tr>
<tr>
<td></td>
<td>2. Remove’ the land parcel from your business (SBI) if you no longer have control of it - for example, you don’t farm it any longer or you tried to delete it from your application last year and it’s still appearing. To do this go to ‘Transfer land’ and select ‘Remove’ as the type of transfer.</td>
</tr>
<tr>
<td></td>
<td>You must remove the land parcel from your BPS application</td>
</tr>
<tr>
<td></td>
<td>After you have either transferred or removed the land parcel, you must remove it from your BPS application (before you submit it). To this this, from the ‘Land use’ screen delete the ‘land use’ from the land parcel. Then, check the ‘Activate less BPS area’ screen. The land parcel should not appear.</td>
</tr>
<tr>
<td></td>
<td>If you are not able to transfer or remove the land parcel online, fill in an RLE1 form and post it to us. You also need to remove the land parcel from your BPS application – see the information above.</td>
</tr>
<tr>
<td>IMPORTANT</td>
<td>If you transfer the land parcel from your SBI, or use the ‘Remove’ land option, this will completely remove the land parcel from your record, you won’t be able to claim for payment on that land parcel for either BPS or one of the following rural development payment schemes.</td>
</tr>
<tr>
<td></td>
<td>• Countryside Stewardship</td>
</tr>
<tr>
<td></td>
<td>• Environmental Stewardship</td>
</tr>
<tr>
<td></td>
<td>• Habitat Scheme</td>
</tr>
<tr>
<td></td>
<td>• English Woodland Grant Scheme</td>
</tr>
<tr>
<td></td>
<td>• Farm Woodland Premium Scheme</td>
</tr>
<tr>
<td></td>
<td>• National Forest Changing Landscape Scheme</td>
</tr>
<tr>
<td></td>
<td>• Woodland Carbon Fund</td>
</tr>
<tr>
<td></td>
<td>• HS2 Woodland Fund</td>
</tr>
<tr>
<td></td>
<td>Do not use the ‘Remove land’ option if you still control the land parcel for one of these schemes. If you remove a land parcel under an existing Rural Development Programme agreement, it will be removed from your land record and from your agreement. It may also mean that any payments already made to you are reclaimed.</td>
</tr>
<tr>
<td></td>
<td>For these cases you should leave the land parcel on your BPS application and use the correct ‘land use’ for the scheme you are applying for. To update your land use, from ‘land use’ screen, use the ‘Edit land use’ option. You also need to remove the land parcel from your BPS application – see above.</td>
</tr>
<tr>
<td></td>
<td>For these cases you should leave the land parcel on your BPS application and use the correct ‘land use’ for the scheme you are applying for. To update your land use, from ‘land use’ screen, use the ‘Edit land use’ option. You also need to remove the land parcel from your BPS application – see above.</td>
</tr>
</tbody>
</table>
Transferring or removing land as a tenant or if you own less than 100% of the land parcel

You cannot transfer or remove a land parcel online if the ‘Holding’ type on the ‘Transfer land’ screen shows as:

1. Tenant
2. Owner but the percentage owned is less than 100%

In these cases, you’ll need to fill in and send us an RLE1 form to transfer or remove the land parcel from your SBI. Read the RLE1 guidance for more information.

The ‘Business summary’, which you can access from the Business overview screen, shows the percentage of land owned on the ‘Land details’ page under ‘Share %’.

Dual linking of land for landlords and tenants

If a landlord has a land parcel in a Rural Development Programme scheme agreement and is letting the land to a tenant who is using the same land at the same time to apply for BPS, that land needs to be linked to both the landlord’s and tenant’s SBI. This situation is known as ‘dual use’.

The tenant can add the land parcel to their online BPS application by emailing us – follow the instructions detailed on page 33 (‘add a land parcel to your application’) This will allow the land parcel to be linked to the tenant’s SBI at the same time as being linked to the landlord’s SBI. This will not create a permanent land link to the tenant’s SBI, only submitting an RLE1 form or transferring the land online will do that.

If an RLE1 form is submitted to transfer the land parcel to the tenant, write on the front page of the RLE1 form ‘Dual use – maintain link to existing SBI’. The tenant should then include the land parcel on a continuation sheet or email us to add the land parcel to their online BPS application.

If the landlord is transferring the land online to a tenant, they should transfer it by lease, which will allow the tenant to include the land parcel on their application. This will not break the existing land link to the owner but will add a new link to the land parcel for the tenant. At the end of the lease, the parcel link will end but the original land link to the owner will be retained.

If the landlord is applying for BPS on other land, the Rural Development Programme scheme agreement land should be declared on their BPS 2019 application but no land use or area completed so the area being claimed for payment shows as 0.0000.

IMPORTANT: the tenant claiming BPS on the land parcel should update the land use – they must make sure that the land use code for BPS does not conflict with the CS option that the landlord has on their RDPE agreement. If the parcel is owned by someone else but they are not claiming it for payment for BPS, they should use the ‘activate less BPS area’ screen to show that they are not claiming on that land parcel - click the button next to the N to answer ‘no’ in the relevant row, then click Save.
The table below explains how to make other changes to your land. You can also read more detail in the onscreen ‘Help’ (see page 12). You might need to use the add, edit or delete buttons to make changes (see page 29).

<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 permanent boundary has changed) | increase or reduce the total size of your land parcel.  
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 and sketch map to tell us about the change to the land parcel (if you haven’t already done so).  
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 and sketch map to tell us about the change (if you haven’t already done so). |
| split or merge parcels (permanent splits, not crop splits) | do either of the following:  
• **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 and send us an RLE1 and sketch form to tell us about the change (if you haven’t already done so).  
**Important**: you **must** click ‘Activate less BPS area’ for the information to be updated in your application. For more information ready page 30. |
<table>
<thead>
<tr>
<th>If you want to...</th>
<th>You need to...</th>
</tr>
</thead>
</table>
| claim for land that is in dual use            | agree the land-use code for the land parcel with the other claimant – make sure it is compatible with both BPS and CS / ES agreements. Once this is agreed, this is the land use you should both declare in your land use screen and should not be changed unless you both agree with the change. Then, you need to do one of the following if you are:  
  • **Claiming for BPS on the land parcel**: claim for the land parcel but do not amend the land-use code. The person who IS NOT claiming for BPS on the land parcel should use the ‘activate less BPS area’ screen to show the ‘eligible area’ as 0.0000 so that the land parcel is not activated for payment, if they are applying for BPS on other land parcels.  
  • **Claiming for Countryside Stewardship or Environmental Stewardship and someone else is claiming for BPS on the same area**: do not activate the land parcel for payment on your BPS application, if you are claiming for BPS on other land parcels, use the ‘activate less BPS area’ screen. Do not amend the land-use code or eligible area on the ‘Land use’ screen. |
| use less EFAs or remove EFAs have been declared | check the ‘use less EFA than available’ screen whether or not you’ve made any changes to your land information. If the information shown in the ‘activate less EFA area’ is incorrect, update the ‘Applied for’ column to show the area you want to claim for payment. See page 45 for more information. |
| declare an area of a shared parcel            | Declare the area of land use for your share of the land 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. |
| tell us about non-agricultural areas and features in a land parcel which are not on your maps | enter the land use code for the non-agricultural area or feature, and enter the area. Use the ‘Add’ icon on the land use screen to add new land uses. If it is a temporary non-agricultural area or feature, use the NA02 land use code.  
  You also need to fill in an RLE1 form and sketch map to tell us about these features/ areas if it is a permanent non-agricultural area or feature (if you haven’t already done so). We do not map temporary non-agricultural areas or features. |
| tell us about temporary non-agricultural areas and features | give the area or feature a land use code of NA02 and enter the area. Use the ‘Add’ icon on the land use screen to add new land uses.  
  You don’t need to fill in an RLE1 form or sketch map to tell us about temporary non-agricultural features. |
<table>
<thead>
<tr>
<th>If you want to...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>submit an RLE1 to tell us about changes to your land</td>
<td>fill in an RLE1 form and sketch map to tell us about permanent changes to your land for BPS 2019.</td>
</tr>
<tr>
<td></td>
<td>When submitting an RLE1 form for land changes, make sure that the changes are also shown in your online claim.</td>
</tr>
<tr>
<td></td>
<td>If land changes occur later in the year and these affect your 2019 claim (for example, some of your land has become permanently ineligible for BPS), tell us about the change using an RLE1 form and sketch map, and write to us explaining the changes needed to your claim.</td>
</tr>
<tr>
<td></td>
<td>Read the ‘Basic Payment Scheme: rules for 2019’ for more information about withdrawing part or all of a claim.</td>
</tr>
<tr>
<td>have a land parcel in your ‘Land use’ screen on the Rural Payments service and a single land use is shown over a number of lines (for example, permanent grassland is shown 3 times in one land parcel)</td>
<td>do one of the following:</td>
</tr>
<tr>
<td></td>
<td>• leave it so it shows as more than one line in the ‘Land use’ screen, or</td>
</tr>
<tr>
<td></td>
<td>• delete and edit the information so the land use only shows on one line for that land parcel.</td>
</tr>
<tr>
<td>change the land cover for a land parcel</td>
<td>do one of the following:</td>
</tr>
<tr>
<td></td>
<td>1. where there is one land cover (arable, permanent grassland, permanent crops or non-agricultural use) for the whole land parcel, call us on 03000 200 301</td>
</tr>
<tr>
<td></td>
<td>2. where there is more than one land cover for a land parcel, you must fill in an RLE1 form and send it to us with a sketch map clearly marked with the land covers and areas.</td>
</tr>
<tr>
<td></td>
<td>For more information about land cover, read page 21 of the RLE1 guidance.</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 on your land use screen. You can edit, add or delete information as you did when making changes to Part C.

**IMPORTANT:** If a land parcel has been added to your business (SBI) or there’s been a mapping change and these relate to EFA, there are additional steps that you **must** follow to make sure that the latest information appears in your application and in your application summary. Please read page 30 for more information.

If you have any difficulty, click the ‘Help’ link. For more information, read page 7.

If you want to reduce any areas you are declaring as an EFA, read page 45.

### EFA area or features: what you need to include in the ‘Land use’ screen

<table>
<thead>
<tr>
<th>If you have...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFA nitrogen-fixing crops or fallow land</td>
<td>include at Part C using the ‘Land use’ screen – C6 (area) and C7 (land use).</td>
</tr>
<tr>
<td>EFA catch or cover crops</td>
<td>include them at Part C using the ‘Land use’ screen – C6 (area) and C7 (land use) at 15 May 2019. The catch and cover crops need to be included as a rotation crop (entered as rotation 2, see above).</td>
</tr>
<tr>
<td>EFA buffer strips and field margins, and EFA hedges or trees in a line:</td>
<td>separately identify them by giving them a land use (C7), and record their length in metres.</td>
</tr>
</tbody>
</table>

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/bps2019](http://www.gov.uk/rpa/bps2019).

You don’t need to send us an RLE1 form or sketch map to identify your buffer strips and field margins for EFA purposes, or hedges or trees in a line that you don’t want to use for EFA purposes.

### How to declare EFAs

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

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

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

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

In these cases, the area of the buffer strip and field margin should be declared separately in Part C using the land use code for permanent grassland or fallow land, as appropriate.
**When to use an RLE1 form**

You will need to fill in an RLE1 form and sketch map if:

- you want to include a hedge as an EFA feature on your claim but the hedge does not appear in the ‘View land’ screen; or
- the length or location of the hedge that you are using as an EFA feature is shown incorrectly on the ‘View land’ screen.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>show a greening feature, such as an EFA hedge and trees in a line</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 or trees in a line, and buffer strips and field margins. You may also need to reduce an EFA field area (for example, nitrogen fixing crops, fallow land, catch/cover crops) to take account of the greening feature. Read the ‘Basic Payment Scheme: rules for 2019’ for more information about ecological focus areas (EFAs).</td>
</tr>
<tr>
<td>add a new hedge to your claim which doesn’t appear in the ‘View land’ screen</td>
<td>add the correct land use code for the hedge (BF11 or BF12) in the ‘Edit Land Use’ screen. Enter the hedge length you want to add. Fill in and return an RLE1 form and sketch map to have the hedge mapped, if you haven’t done so already. If you are not using a hedge for EFA, you do not need to tell us about it.</td>
</tr>
</tbody>
</table>
Make changes to Part E: Common land grazing rights

Changing E1 to E5
If you need to make changes to your common land, you can do this in the ‘Update rights for common land’ screen. From the ‘Business overview’ screen click ‘Commons’.

Onscreen ‘Help’ is available and will guide you through using the commons screens step-by-step.

Click on the row you want to change and a ‘Common Declared Rights’ table will appear on the screen. If the table is empty and you want to add common land rights, click ‘New page’. Then, follow the steps below under the heading ‘If you have common land rights not showing in the application summary’.

Changes to E3 or E4
If any information has changed, please send us supporting evidence to show the updated type of commons rights or number of rights. Clearly write your SBI on everything you send to us, and then post your evidence to us – our address is on page 63.

Changing E6
The information in column E6 on your application summary updates based on the information in the ‘Update rights for common land’ screen, but you need to follow the steps below under ‘Important’.

It will update to make sure you are always claiming the rights that you have. If, for any reason, you want to reduce the rights you are claiming for, you can do this in the ‘Activate less commons’ screen (read page 46).

IMPORTANT: After you’ve made changes to your common land you must follow the steps below to update the information in your application and your application summary.

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

When you generate a new application summary the updated information should show on it.
Part H: Entitlements

This part of your application summary is for information only. If you think the information is incorrect, you can check it on the ‘View entitlements’ screen.

Transferring entitlements

If you want to transfer entitlements online, click ‘Entitlements’ from the ‘Business overview’ screen. Then click ‘Transfer entitlements’, ‘Help’ is available onscreen.

If you think the ‘View entitlements’ screen shows the incorrect number of entitlements and you still want to transfer them, fill in an RLE1 form and send it to us.

On your application, declare your land and BPS eligible area as you normally would. When we process your claim, we’ll check your entitlements balance and make any updates we need to. So we can pay you for the correct number of entitlements you have based on the eligible land you claim for.

Only the business that has the entitlements at midnight on 15 May 2019 can use them to be paid in that scheme year. This means all entitlement transfers for the BPS 2019 scheme year also need to be made by midnight on 15 May 2019.

If you want to lease your entitlements to the same business year after year call us on 03000 200 301 to extend the original lease. Only the business leasing out the entitlements to another business can extend the lease, not the business leasing the entitlements from another business.

For more information about transferring entitlements, read the ‘Basic Payment Scheme: rules for 2019’.

If you’ve already sent us an RLE1 to transfer entitlements

If the transfer was for entitlements to be used in 2019 but the transfer hasn’t yet been completed, you can still make the transfer online using the Rural Payments service. Once you’ve transferred your entitlements online, you need to send us an email (from an email address that is registered in the Rural Payments service for a person with at least ‘BPS: Amend’ or ‘Entitlements: Amend’ permission for the business transferring the entitlements), or call us asking to withdraw your RLE1 form. The email subject heading should include ‘BPS 2019 - Withdraw entitlements transfer RLE1’. You’ll need to tell us the following information from your RLE1 form in the email:

- SBI of the business transferring the entitlements
- SBI of the business receiving the entitlements
- type of transfer: state that this is an entitlement transfer RLE1
- the method of transfer, for example, sale, gift or lease
- the number of entitlements and payment region they’re in.
Complete
...your declarations
Before you can confirm your application and submit it, you need to complete your declarations.

Every applicant must fill in the ‘Your declaration and responsibilities’ section before submitting their application.

Some farmers may need to make other declarations too.

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

You don’t have to fill in all the declarations, just the ones that apply to your application. If you experience any difficulty, click the ‘Help’ link.

If you’ve made changes to Part C: Field data sheet, Part D: Greening: ecological focus area, or Part E: Common land grazing rights, you must make sure that the changes appear in your application and your application summary. To do this, click on the relevant link under ‘Manage changes to your application’. You may see a message while your application is updating. Once this is complete, check that the information is correct, click ‘Save’, and then ‘Close’ to leave the screen. Read page 30 for more information.

Part B: Payment

This should default to Sterling unless you were paid in Euros for BPS 2018. 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’

From the ‘Apply for BPS’ screen, click ‘Activate less BPS area’.

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

The ‘Eligible’ area will show the eligible area you’ve declared in the ‘Land use’ screen (C6 and C7). You can also see how much land you’ve ‘Applied for’ (C8). For BPS, the total eligible area of a land parcel must be at least 0.10ha to ‘Apply for’ payment for it. If the land parcel is below 0.10ha then C4 and C8 in your application summary will show as 0.0000ha.
IMPORTANT: Whether or not any changes have been made to the information in the ‘Land use’ screens, it’s very important that you check the ‘Activate less BPS area’ screen to make sure that the eligible area you want to claim for payment (C8) is showing correctly. In some cases, the eligible area you want to claim for payment (C8) may have defaulted to 0.0000 in this screen. If this has happened, you can update it in the ‘Activate less BPS area’ screen.

After you’ve updated it, generate and download a copy of your application summary showing the correct eligible area you want to claim for payment (C8).

How to claim less BPS area

If, you want to reduce the area you are claiming a BPS payment for, you can declare this in the ‘Activate less BPS area’ screen.

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.

If you do not want to claim for payment on a specific land parcel, for example, you are in a dual use situation, or you have transferred or removed the land parcel, you must click the button next to the N to answer ‘no’ in the relevant row.

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

Part D: ‘Use less EFA than available’

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

- have fallow land in Part D of your application summary that is eligible for crop diversification but isn’t eligible as EFA fallow land

- need to reduce an EFA area because an EFA hedge or trees in a line ‘overlaps’ with fallow land, nitrogen-fixing crops, catch or cover crops that are also being declared as EFA (read the scheme rules for more information about this)

- have land in a Countryside Stewardship option which cannot overlap with EFAs due to ‘double funding’ (funding the same activity on the same land parcel under CS and BPS). If the EFA is overdeclared, it could lead to an overlap of an EFA and CS option. You need to make sure there is sufficient area for both within the land parcel, and that the land use is split to show this. For more information about EFAs and CS options, read section 3.3.1 of the CS Mid Tier manual or section 3.3.1 of the CS Higher Tier manual.
• have nitrogen fixing crops but are using plant protection products (PPPs) so are not able to claim as part of the EFA requirement. You need to include the land information in the land use screen but reduce the EFA value to zero in this screen. For more information about PPPs, read page 44 of the Basic Payment Scheme: rules for 2019.

You can make changes by typing the areas you want to claim into the ‘Applied for’ column.

If you don’t want to declare an EFA at all, you must click the button next to the N to answer ‘no’ in the relevant row. Then click Save.

Click the ‘Help’ link on the screen for more information on how to use this screen.

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

If you declare less EFA area in Part D for fallow, nitrogen fixing or catch or cover crops, you may also need to reduce the eligible area you want to claim for payment in Part C. For example, Part C applied for area is 5ha, but Part D area is 4ha, the applied for area in Part C should also be 4ha.


**IMPORTANT:** If a land parcel has been added to your business (SBI), or there’s been a mapping change, you must click ‘Use less EFA than available’ to allow your application to update with the new information. You may see a message while your application is updating. Once this is complete, check that the information is correct, click ‘Save’ and then ‘Close’ to leave the screen.

**Part E: ‘Activate less commons’**

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

From the ‘Apply for BPS’ screen, use the green button to open your application, choose ‘Make changes to your application’ then ‘Activate less commons’. This shows the grazing rights from your BPS 2018 application, and any additional changes that we’ve already agreed with you. It shows the maximum number of rights you can use to activate (use) payment entitlements for BPS 2019.

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

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

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

If you make any changes to this information please send us any supporting evidence you have showing the numbers you declare.
Change the information we have about your commons rights

You can also add and remove commons and change the name of a common, the number of rights or the type of rights. From the ‘Business overview’ screen, click ‘Commons’.

IMPORTANT: If you’ve added or made changes to your common land (read page 41), you must click ‘Activate less commons’ to allow your application to update with the new information. You may see a message while your application is updating. Once this is complete, check that the information is correct, click ‘Save’ and then ‘Close’ to leave the screen.

Part F: Active Farmer declaration

This section has been removed.

Part G: Young farmer payment

To apply for the young farmer payment, go to the ‘Make changes to your application’ section of the ‘Apply for BPS’ screen and click ‘Apply for young farmer’. Click ‘Yes’ to apply for the young farmer payment, then ‘Close’. You need to fill in and send a ‘Basic Payment Scheme (2019): Young and new farmer’ form to us together with the accountant or solicitor certificate (and covering letter, where relevant) to prove you are a young farmer. As these are part of your BPS application, we must receive them by midnight on 15 May 2019. Read the ‘Basic Payments Scheme: rules for 2019’ for more information.

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

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

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

Part J: Organic land

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

You’ll also need to send a copy of your organic evidence to us to support your application. Please send it to us by post as we are unable to accept copies sent by email. Read what evidence is accepted in the Greening section of the ‘Basic Payment Scheme: rules for 2019’.

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’. Please read these carefully and then click ‘Yes’ to confirm that you accept the terms of the declarations.

You must complete this declaration before you submit your application.
Confirm

...your information and apply
After you’ve made your changes and declarations, check your application again and submit it.

If you have made any changes to your information, you must generate and print a new application summary. You must do this to see the most up to date information in your application.

**IMPORTANT:** if a land parcel has been added to your business (SBI), or there’s been a mapping change, there are additional steps that you must follow to make sure that the latest information shows on your application and your application summary. Please read page 30 for more information.

**How to create an application summary**

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

The date and time the summary was generated will show above the ‘Download’ button.

After you’ve created your application summary, check for the following common errors.

**Common errors when applying online**

Some of the most common errors when applying include:

- Part C: missing information, for example, missing or zero values in the Land Use Code (C7) and Area to Activate (C8) boxes
- EFA declarations: failure to declare EFA and missing or contradictory information in Part C and Part D, usually land use codes in Part C
- Failure to check that the online claim has been submitted.

What you should do:

- carefully check the form before it is submitted, particularly for any incorrect zero values
- check EFAs are correct in both Part C and Part D summary. Please read page 21 for more information.
Submit your application

You must submit your application by midnight on **15 May 2019**. The most recent BPS application is the one that will be accepted. It cannot be deleted online. If you want to withdraw it, you need to write or email us.

We can accept applications until midnight on 10 June 2019 but will apply penalties to applications submitted after midnight on 15 May 2019 (read the ‘Key dates’ on page 2).

You must complete the ‘Your declaration and responsibilities’ declaration.

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 the ‘pop up’ notice does not appear, it means that your application has not been received – read page 53 for more information about what you need to do.

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

Applying online for Countryside Stewardship Wildlife Offers option

As part of your BPS 2019 online receipt, you’ll see information about applying for Countryside Stewardship (CS) Wildlife Offers online using the Rural Payments service. If you’re interested in applying, click the link in the receipt – as shown below.
This will take you to the Countryside Stewardship section on the Rural Payments service, where you can apply for the CS Arable Offer.

If you don’t want to apply at this time, click ‘Back’. You’ll return to the ‘Apply for BPS’ screen.

If you want to apply at another time, you can do this from the ‘Business Overview’ screen, click ‘Countryside Stewardship’, then ‘Countryside Stewardship Applications’. The online application deadline is 31 July 2019.

For more information about the Wildlife Offers, search ‘Wildlife Offers’ on GOV.UK.

After you’ve submitted your BPS application

The ‘status’ on the ‘Apply for BPS’ screen will change to ‘Submitted’ and the date and time it was submitted will show, as well as the date it was created (‘Date produced’).

IMPORTANT: if you need to send us supporting documents, remember that they are part of your application, so we must receive them by the application deadline. For more information, read page 54.

You do not need to send us a paper application form (BP5) unless you want to withdraw your online application. If you do send a paper form, it will replace your online application and the date we receive the paper application will then become the date you submitted your application.

<table>
<thead>
<tr>
<th>If you...</th>
<th>You need to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>want to submit your BPS application online but can’t see a ‘Submit’ button in the ‘BPS Applications screens’</td>
<td>check your permission level in the Rural Payments service - you need ‘BPS submit’ permission level. To find out more about this permission level read pages 14 and 15. If you have the correct permission level the green ‘Submit’ button shows at the bottom of the list of options when your BPS application is open on the ‘Apply for BPS’ screen (from Business overview, click ‘Basic Payment Scheme Applications’, ‘Apply for BPS’, then ‘Open’).</td>
</tr>
<tr>
<td>are unable to submit your BPS application online</td>
<td>check you have completed ‘Your declaration and responsibilities’ declarations.</td>
</tr>
<tr>
<td>If you...</td>
<td>You need to...</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>want to know if your online application has submitted successfully</td>
<td>do any of the following:</td>
</tr>
<tr>
<td></td>
<td>• watch for the ‘pop up’ message that appears on your screen after you’ve submitted your application</td>
</tr>
<tr>
<td></td>
<td>• click the ‘messages’ tab on the initial ‘Your businesses’ screen. You’ll see a message telling you that you’ve submitted your application successfully</td>
</tr>
</tbody>
</table>
|                                        | • go to the ‘Apply for BPS’ screen which will show the status of the application as ‘submitted’ and the date and time that it was submitted. We recommend you save a copy. generate a copy of your application summary after you’ve submitted your application and save it. This application summary shows the time and date you submitted your application.  
However, when you submit a new application, the date and time of your original application will still show in the ‘Apply for BPS’ screen. See page 55 for more information. |

**Track your claim**

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

- Submitted – we’ve received your application and it’s ready for us to make our initial checks.
- Claim validation – we’re making our main checks on the claim.
- Final checking – we’re completing final checks to confirm the claim value.
- Preparing for payment – our checks are complete and the claim will be sent for payment. You should receive your payment soon unless we’re still waiting for something from you before we can make your payment, for example, your bank details. This status may also remain after payment has been made.

If the status is blank, this means we have not received your application.

Generate and print a new copy of your application summary, check the information, make any changes, complete your declarations, confirm your information and then submit your application.
Supporting documents (including continuation sheets)

If you need to send supporting documents as part of your application, for example:
- young farmer or new farmer form and proof of young farmer or new farmer status
- organic certificate
- continuation booklets

They are part of your application and we must receive them by midnight on 15 May 2019 to avoid late application penalties. You must make sure you clearly write the SBI on every sheet, then send them to us by post – we recommend that you get proof of posting. We cannot accept supporting documents that are sent by email. The address to send them to is:

Rural Payments Agency
PO Box 352
Worksop
S80 9FG

If they are received late, the application they are part of will also be 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 2019. Read the ‘Basic Payment Scheme: rules for 2019’ for more information on application dates and penalties.

We recommend that you keep a copy of everything you send to us, including supporting documents.

We do not send acknowledgement receipts for any supporting documents we receive. However, we do send them for RLE1 forms.
After you’ve applied: how to make changes to your application

You can make certain changes to your application - without getting a penalty - until midnight on 31 May 2019 (as long as we received your original application by midnight on 15 May 2019). For more information, read the ‘Basic Payment Scheme: rules for 2019’.

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.

A new application will replace a previously submitted application – you will still be able to see (and print) any previously submitted applications as an application summary.

When you submit a new application, the date and time of your original application will still show in the ‘Apply for BPS’ screen.

Apply for BPS

The ‘Active’ column for the previously submitted application will show as ‘No’ and the status will now be blank.

This means penalties will not be applied for submitting a late claim, as long as the original application was made by midnight on 15 May.

However, when you generate an application summary, the actual date and time the summary was generated will show.

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

IMPORTANT: If you submit an updated application after 15 May 2019, you must send an email to us, explaining that this is a change to your original application. Use ‘Amendments to BPS 2019 application’ as the subject of the email and quote your single business identifier (SBI) in the email. Send it to ruralpayments@defra.gov.uk
Annex 1: Your digital maps

Check your digital maps

It’s important that you check your digital maps online because we’ve reviewed and updated our mapping information, where necessary, since applications were made for BPS 2018. We’ve updated our digital land maps using the latest available data sources, such as aerial photography and Ordnance Survey updates. If we’ve updated your land parcels, you will have received notifications in the ‘Messages’ tab on the Rural Payments service identifying which land parcels have been updated. We’ll also send you an email to remind you to check your notifications, so it’s important that you keep your email address up to date.

If you do not agree with the changes, what you need to do is explained on page 59.

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

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

How to use the ‘Land summary’ screen

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

The ‘Land summary’ screen will highlight if there are any changes ‘pending’ on any of the land parcels - if there are, you will see an ‘!‘ icon (exclamation mark). 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 and sketch map to tell us about the changes.

If you can’t see a particular land parcel, this could be because it isn’t linked to your SBI – or isn’t registered on our database at all. For information about what you need to do, read page 33 ‘Add a land parcel to your application’.

**Land cover and how to change it**

From the ‘Land summary’ screen, click the details for an individual land parcel and you can see the ‘land cover’ for that land parcel in the ‘Parcel details’ screen. This will be either arable, permanent pasture, permanent crops or ‘other’ (non-agricultural area, with the type of non-agricultural area if that has been mapped, such as ungrazeable scrub). It is important that this information is correct, for example, all EFA features and areas must be on or within 5 metres of land mapped as arable cover.

---

**Parcel details**

**A Farmer**

Parcel ID: FT1234 6781

This is a summary of the information we currently hold for this land parcel.

- **Summary**
  - BPS eligible area (ha) 11.1
  - Total area (ha) 11.62

- **Land covers**
  - These are the land covers that we currently have mapped

<table>
<thead>
<tr>
<th>Land covers</th>
<th>Total area (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodland</td>
<td>0.52</td>
</tr>
<tr>
<td>Permanent Grassland</td>
<td>11.10</td>
</tr>
<tr>
<td><strong>Total area</strong></td>
<td><strong>11.62</strong></td>
</tr>
</tbody>
</table>

To change the land cover for a land parcel, read the information on page 59.

---

**IMPORTANT:** before you change the land cover for an individual land parcel, check that this will not affect any Countryside Stewardship or Environmental Stewardship agreement that the land parcel has been included in. For more information, read ‘Change land use – columns C6 and C7’ on page 28.
Hedge layer information

You can view the hedge information we have for your land in the ‘Parcel details’ screen by selecting a parcel within the ‘Land summary’ screen. If the parcel contains any hedge information, it will display in a table at the bottom left of the screen. If you want to see where hedges in the map, click the ‘Hedges’ icon. For more information, click the ‘Help’ link on the screen.

### Land covers

These are the land covers that we currently have mapped.

<table>
<thead>
<tr>
<th>Land covers</th>
<th>Total area (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arable Land</td>
<td>4.18</td>
</tr>
<tr>
<td><strong>Total area</strong></td>
<td><strong>4.18</strong></td>
</tr>
</tbody>
</table>

### Hedges

These are the hedges that we currently have mapped for this parcel.

<table>
<thead>
<tr>
<th>Number</th>
<th>Length(m)</th>
<th>EFA Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>315</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>229</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>163</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>135</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### If you ... | You need to...

- **have an exclamation mark (!) icon next to a land parcel in the Land summary screen**
  - make your application and ensure that the information in your ‘Land use’ screen is up to date. The exclamation mark shows that we’re still mapping changes but you don’t need to wait for us to finish before you apply.

- **sent us an RLE1 and sketch map to tell us about a change to your land – but the change is not on your maps and you cannot see an exclamation mark (!) icon**
  - do one of the following:
    - email us at ruralpayments@defra.gov.uk
    - call us on 03000 200 301, giving your SBI
    - write to us at Rural Payments Agency, PO Box 352, Worksop S80 9FG
  - Give your SBI and use ‘Mapping Query’ as the subject heading of an email or letter and give details of the change that you’ve requested.
  - You should still submit your BPS 2019 application based on the information you have to the best of your knowledge, and send an email to us to explain what you’ve done.
<table>
<thead>
<tr>
<th>If you ...</th>
<th>You need to...</th>
</tr>
</thead>
</table>
| **think we have mapped a non-agricultural feature or area, or land parcel boundary incorrectly** | send us an email or a letter to let us know, if you have already told us about the change. If you have them, include a copy of any RLE1 forms and maps you have sent to us (if applicable) about the non-agricultural area or feature (read the RLE guidance for more information).  
Print a copy of the land parcel from the ‘Parcel details’ screen and mark the change required on it (include any measurements if you have them and if it is a feature, what the feature is).  
Make sure the feature has the correct area/land use code in your land use screen. |
| **have land cover shown on your maps which is incorrect** | Do one of the following:  
1. where there is one land cover type for the whole land parcel, call us.  
2. if there is more than one land cover for a land parcel, you must fill in an RLE1 form and send it to us with a sketch map clearly marked with the land cover and areas. |
| **see a change to your maps and aren’t sure why we have made it (for example it isn’t a change you told us about)** | we use all available data sources, including aerial photos and Ordnance Survey map updates, to keep our land information up to date, and to check any claims you make.  
We won’t write to you anymore to tell you when we make a change to your maps based on these data sources but you will receive a notification when we make these changes – check ‘my messages’ tab regularly in the Rural Payments service.  
**If you do not agree with the changes**  
If it is a change to land cover, see the query above.  
If you disagree with a split or merger of parcels, providing you are the sole claimant and there is no overall change to the eligible area you are claiming for, there is no need to update your maps before you claim. If you wish us to do so, then please tell us later in the year.  
If the changes do affect the eligible area of the land parcel, you need to fill in an RLE1 form and submit this along with a sketch map. Then, continue to make your application using the information you’ve given us on the RLE1 form.  
When you submit your RLE1 form and sketch map, write the heading ‘Mapping change query’ on both of them.  
For more information read the RLE1 guidance. You can find the RLE1 form and guidance on GOV.UK at [www.gov.uk/rpa/bps2019](http://www.gov.uk/rpa/bps2019). |
<table>
<thead>
<tr>
<th>If you ...</th>
<th>You need to...</th>
</tr>
</thead>
</table>
| notice a mapping change made by RPA after you’ve submitted your 2019 application – and need to update your claim | refer to the section ‘After you’ve applied: how to make changes to your application’ on page 55. However, you can’t make these changes if:  
  • you have already been told about any non-compliance affecting the agricultural parcel you want to amend  
  • an inspection has revealed a non-compliance affecting the agricultural parcel you want to amend  
  • you have received advance warning of an inspection  
  Read the ‘Basic Payment Scheme: rules for 2019’ for more information |
| want to know if you should send us an RLE1 form and sketch map to tell us about changes to your land | send us an RLE1 form and sketch map if you are:  
  • registering new land parcels  
  • transferring parcels  
  • dividing or merging parcels  
  • making permanent boundary changes  
  • adding or deleting non-agricultural areas and features that are not already shown on your maps  
  • changing land cover – where there is more than one land cover for a land parcel  
  You don’t need to send us an RLE1 form if you’ve already sent one telling us about a change, and an exclamation mark (!) icon is showing against your land parcel on the ‘Land summary’ screens on the Rural Payments service. |
| have a small area of land at least 0.01 of a hectare in size that has been wrongly mapped as ineligible land | change the land use to what is on the ground at 15 May 2019, and send us an RLE1 form to ask us to change it to eligible land. |
| have a land parcel that has been incorrectly merged with someone else’s land parcel | apply on the eligible land area within the parcel and then send us an RLE1 form and sketch map to correct the land parcel boundaries. Read ‘C6 –Part field size’ on page 19. Do not fill in a land use code for the area that is not yours. |

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

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

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

<table>
<thead>
<tr>
<th>Part of your application summary</th>
<th>Where to click from the Business overview screen</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part A - Your business</strong></td>
<td>Business name: View full business details › Amend business details and reference numbers</td>
</tr>
<tr>
<td><strong>Part B - Your choice of currency</strong></td>
<td>Applications › Apply for BPS › Declarations › Payment</td>
</tr>
<tr>
<td><strong>Part C - C1: Field name</strong></td>
<td>Not available to change online.</td>
</tr>
<tr>
<td><strong>Part C - C2: OS map sheet ref / National Grid field no</strong></td>
<td>Not available to change online. You can check them by going to Land › Land use</td>
</tr>
<tr>
<td><strong>Part C - C3: Total field size</strong></td>
<td>You can’t update the Total field size within your online application. But you should make sure your part field size (C6) and land use information (C7) are correct. You can update these in the Land Use screen (Land › Land use) or by sending us an RLE1 form and sketch map.</td>
</tr>
<tr>
<td><strong>Part C - C4: Maximum area eligible for BPS</strong></td>
<td>You can’t update the Maximum area eligible for BPS within your online application. But you should make sure your part field size (C6) and land use information (C7) are correct. You can update these in the Land Use screen (Land › Land use) or by sending us an RLE1 form and sketch map.</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 2019</strong></td>
<td>Land › Land use</td>
</tr>
<tr>
<td><strong>Part C - C8: Eligible area you want to claim for payment for</strong></td>
<td>This will update 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) If you want to reduce the amount of EFA you want to declare, go to: Applications › Apply for BPS › Make changes to your application › Use less EFA than available</td>
</tr>
<tr>
<td><strong>Part E - Common land</strong></td>
<td>If you need to make any other changes to your common land, go to the Update rights for common land screen. If you want to activate less grazing rights online, go to: Applications › Apply for BPS › Make changes to your application › activate less commons</td>
</tr>
<tr>
<td>Part of your application summary</td>
<td>Where to click from the Business overview screen</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Part G - Young farmer payment</td>
<td>Applications › Apply for BPS › Make changes to my application › Apply for young farmer</td>
</tr>
<tr>
<td>Part H - Entitlements</td>
<td>Entitlements › Transfer entitlements or View entitlements</td>
</tr>
<tr>
<td>Part I - Land in more than one part of the UK</td>
<td>Applications › Apply for BPS › Declarations › Cross border</td>
</tr>
<tr>
<td>Part J - Organic land</td>
<td>Applications › Apply for BPS › Declarations › Organic</td>
</tr>
<tr>
<td>Part K - Checklist</td>
<td>Not applicable online, but available on application summary for your own use.</td>
</tr>
<tr>
<td>Part L - Declarations and responsibilities</td>
<td>Applications › Apply for BPS › Declarations › Your declarations and responsibilities.</td>
</tr>
</tbody>
</table>
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