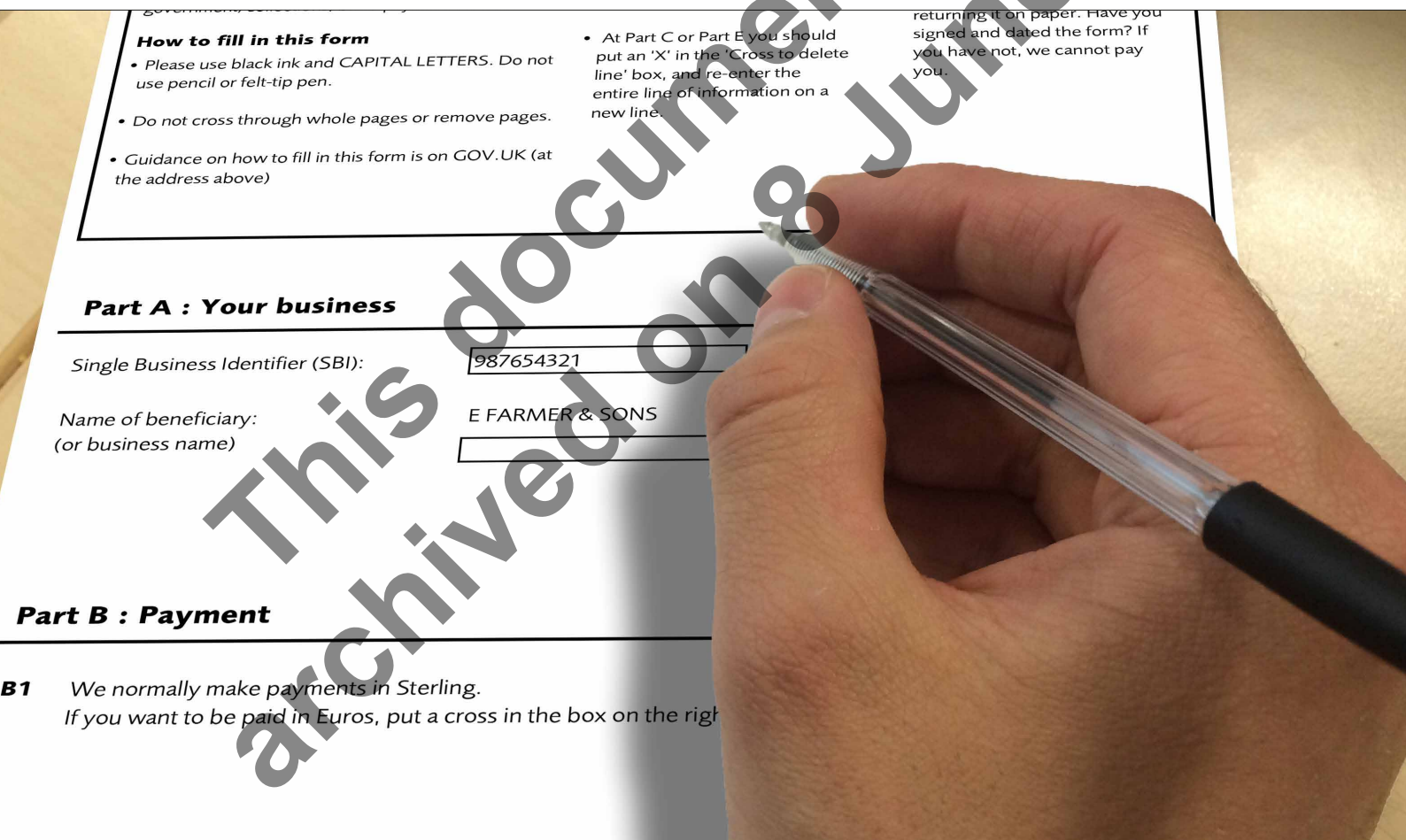




How to fill in a paper BP5 application form - an example



How to fill in this form

- Please use black ink and CAPITAL LETTERS. Do not use pencil or felt-tip pen.
- Do not cross through whole pages or remove pages.
- Guidance on how to fill in this form is on GOV.UK (at the address above)
- At Part C or Part E you should put an 'X' in the 'Cross to delete line' box, and re-enter the entire line of information on a new line.
- returning it on paper. Have you signed and dated the form? If you have not, we cannot pay you.

Part A : Your business

Single Business Identifier (SBI):

Name of beneficiary:
(or business name)

Part B : Payment

B1 We normally make payments in Sterling.
If you want to be paid in Euros, put a cross in the box on the right

Basic Payment Scheme 2015: we're here to help

Call us
7
days a week

For more information
search 'find help to
claim rural payments' at
www.gov.uk.

Or call 03000 200 301.

Visit one of our
50
drop-in centres

Use one of our

10

mobile support units

This document was archived on 8 June 2016

Introduction

This is an example of how to apply for the Basic Payment Scheme (BPS) in 2015 using a paper BP5 application form.

Most farmers who claimed for the old Single Payment Scheme (SPS) will have received a BP5 paper application form. This will already contain information about their land and business, based on their previous SPS claim(s).

If you're a new customer, you need to fill in a [blank BP5 application form](#). Read the BPS guidance first to check that:

- you're eligible to apply for the scheme
- you will be able to follow all the scheme rules

All the BPS guidance is available on GOV.UK at www.gov.uk/rpa/bps. You must be registered at www.gov.uk/claim-rural-payments before the Rural Payments Agency (RPA) can pay you.

Haven't got your BP5 application form?

If you haven't received your application form yet, call RPA on 03000 200 301

When to apply

Apply by midnight on 15 June 2015. Applicants can apply after this – until midnight on 10 July 2015 – but they will get a penalty.



An example application

Pages 6 to 13 contain an example of parts C and D of a BP5 application form which has been filled in correctly. First, here's some information about our example farmer and his farm:

- he's already registered for rural payments online at www.gov.uk/rural-payments
- he has land in an Entry Level Stewardship (ELS) agreement
- he has more than 30 hectares of arable land. According to the BPS 'greening' rules, this means he needs to grow at least 3 different types of crop and have ecological focus areas which add up to an equivalent of at least 5% of his arable land

Here's a list of his 13 land parcels and what is in them:

Farmer's field name	What's in the field
TOP	<p>In this field he is growing a winter variety of wheat. It has ELS grass margins which he wants to count as 'EFA fallow'.</p> <p>There is also a new pond in the field. It has a total area of 320 square-metres, which he can round down to 0.03 hectares. It isn't showing on his maps yet.</p> <p>The hedges on this land parcel are eligible for BPS and he wants to count them as part of his ecological focus area (EFA). He is responsible for both sides of the hedges.</p>
PARK1	<p>The whole land parcel is woodland which isn't eligible for BPS.</p> <p>The land parcel is included in his ELS agreement and it's already shown as a permanent ineligible feature (PIF) on his maps.</p>
PARK2	<p>This field is temporary grass, which he's going to let people use for 3 weeks this summer for a local festival.</p> <p>There is also 0.25 hectares of temporary scrub in this land parcel, which he is going to clear before the end of 2015.</p>
COOPERS	<p>The field is oilseed rape but there is also a fallow buffer strip that he will count as part of his ecological focus area.</p>
CASTLE	<p>This is a field of Corn. This parcel contains hedges which are eligible for BPS and which he wants to count as part of his ecological focus area. He is responsible for both sides of the hedges.</p>
HOUSE	Malting Barley, undersown with grass
BARN	Asparagus
FOOTBALL	Durum wheat (a winter variety)
STEEP	Part of the field is maize and part of the field is lying fallow.
GREEN	Permanent grass
MIDDLE	Permanent grass
PIG	Permanent grass
SHEEP	5.3 hectares of the field is broad beans which he will count as an EFA nitrogen-fixing crop. The rest of the field is wheat (a winter variety).

Over the following pages, you will see how this farmer:

- checks that his land is mapped correctly
- checks and updates Part C of his BP5 application form
- declares ecological focus areas in Part D of his BP5 application form

First, he checks his maps and reads the scheme guidance

The first thing this farmer needs to do is make sure that his land parcels are mapped properly on the last set of maps which RPA sent to him.

The maps need to show all his agricultural land parcels, their permanent boundaries and any permanent ineligible features that lie within them.

To make sure he knows exactly what land and features his maps should show, he reads:

- pages 8-13 of the [RLE1 Guidance](#)
- pages 13-27 of the [The Basic Payment Scheme in England 2015](#)

As you can see in the table on the previous page, our farmer needs to update his maps to reflect the fact that he has a new permanent ineligible feature (in this case, a pond) measuring 0.03 hectares in 'Top' field. To do this, he will need to fill in an [RLE1 form](#) to ask RPA to change his maps.



Part C of the BP5 form: he checks and updates it

RPA have already printed information on his form. He needs to check it carefully and make any changes that are needed, so that it reflects the information in the table on page 4.

In Part C of his form, the farmer must declare all of the agricultural land parcels on his holding, even if he doesn't want to claim payment for them (or can't because they aren't eligible).

To make sure he understands how to fill in the form and make changes to it, he reads pages 10-28 of [How to apply for the 2015 Basic Payment Scheme in England](#).

He doesn't need to declare any hedges separately in Part C because these will go in Part D as EFAs.

Part C: Field data sheet

Before you fill in this part, read the BPS guidance for 2015.

Use this part to tell us about your land parcels. Do not mix land parcels from different English Areas on the same sheet. Do not put common land field numbers in Part C, you must declare common land in Part E. If you want to delete a line, put an 'X' in the 'Cross to delete line' box (C9).

Line	C1 Your field name (max 8 characters) This column is for your own use	C2 OS Map sheet reference eg SU1234	C3 National Grid field number eg 1234	C4 Total field size (ha)	C5 Maximum area eligible for BPS (ha) (Should be the total field size with all BPS ineligible features removed)
1	TOP	AB1234	5678	3.09	3.00
2	PARK 1	AB1234	6789	4.02	0.00
3	PARK 2	AB1234	7890	6.67	6.61
4	COOPERS	AB1234	8901	4.97	4.97
5	CASTLE	AB1234	9012	3.72	3.72
6	HOUSE	AB2345	1234	16.91	16.90
7	BARN	AB2345	2345	3.86	3.86
8	FOOTBALL	AB2345	3456	5.60	5.51
9	STEEP	AB2345	4567	5.03	4.84
10	GREEN	AB2345	5678	3.23	3.23
11	MIDDLE	AB2345	6789	6.90	6.90
				Total	

This area is for your own use.
These totals do not form part of your application.

2 Application ID: 90000000001 Single Business Identifier (SBI): 987654321

If he's made changes to his maps, he must make the same changes to the information in Part C of his BP5 application.

The land use codes he uses are all in the annexes of [How to apply for the 2015 Basic Payment Scheme in England](#).

He has declared more than 3 different type of crop – so he is meeting the crop diversification rule. He has used the greening workbook to check the size of his largest crop and two main crops meet

English area: Non-Severely Disadvantaged Area

C5 Part field suffix	C6 Part field size (ha)	C7 Land use 2015	C8 Eligible area you want to claim BPS for (ha)	C9 Cross to delete line	C10 Your checklist
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	3.00 <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1
<input type="checkbox"/>	<input type="text"/>	RD02	0.00 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> 2
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	6.61 <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 3
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	4.97 <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 4
<input type="checkbox"/>	<input type="text"/>	AC17	3.72 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> 5
<input type="checkbox"/>	<input type="text"/>	AC01	16.90 <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 6
<input type="checkbox"/>	<input type="text"/>	PC01	3.86 <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 7
<input type="checkbox"/>	<input type="text"/>	AC66	5.51 <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 8
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	4.84 <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 9
<input type="checkbox"/>	<input type="text"/>	PG01	3.23 <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 10
<input type="checkbox"/>	<input type="text"/>	PG01	6.90 <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 11

C8 Total

He's deleted this line because he needs to split the field

Because Park 1 is ineligible woodland, he uses land use code RD02 and makes sure he doesn't claim BPS payment for it in C8.

This parcel hasn't changed in size so he's just added the correct land use code.

Part C continued ...

Part C: Field data sheet
 Before you fill in this part, read the BPS guidance for 2015.
 Use this part to tell us about your land parcels. Do not mix land parcels from different English Areas on the same sheet. Do not put common land field numbers in Part C, you must declare common land in Part E. If you want to delete a line, put an 'X' in the 'Cross to delete line' box (C9).

Line	C1 Your field name (max 8 characters) This column is for your own use	C2 OS Map sheet reference eg SU1234	C3 National Grid field number eg 1234	C3 Total field size (ha)	C4 Maximum area eligible for BPS (ha) (Should be the total field size with all BPS ineligible features removed)
1	PIG	AB2345	7890	7.41	7.41
2	SHEEP	AB2345	8901	10.61	10.30
3					
4	TOP	AB1234	5678	3.09	2.97
5					
6					
7	PARK2	AB1234	7890	6.67	6.36
8					
9	COOPERS	AB1234	8901	4.97	4.97
10					
11					
				Total	

This area is for your own use.
 These totals do not form part of your application.

4 Application ID: 9000000001 Single Business Identifier (SBI): 987654321

This is where he has re-entered 'TOP' field. He's reduced the area in C4 to take account of the ineligible pond.

He's reduced C4 because the temporary scrub in the field isn't eligible.

He's added the scrub in this field as a separate line with land use code NA02 but because it's a temporary ineligible feature, he doesn't need to fill in an RLE1 form to map it.

English area:		Non-Severely Disadvantaged Area			
C5	C6	C7	C8	C9	C10
Part field suffix	Part field size (ha)	Land use 2015	Eligible area you want to claim BPS for (ha)	Cross to estate line	Your checklist
<input type="checkbox"/>		PG01	7.41	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1
A	5.30	LC20	5.30	<input checked="" type="checkbox"/>	<input type="checkbox"/> 2
B	5.00	AC66	5.00	<input checked="" type="checkbox"/>	<input type="checkbox"/> 3
A	0.03	NA01	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/> 4
B	2.10	AC66	2.10	<input checked="" type="checkbox"/>	<input type="checkbox"/> 5
C	0.87	FA01	0.87	<input checked="" type="checkbox"/>	<input type="checkbox"/> 6
A	0.25	NA02	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/> 7
B	6.36	TC01	6.36	<input checked="" type="checkbox"/>	<input type="checkbox"/> 8
A	4.95	AC36	4.95	<input checked="" type="checkbox"/>	<input type="checkbox"/> 9
B	0.02	ABS03	0.02	<input checked="" type="checkbox"/>	<input type="checkbox"/> 10
<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/> 11
C2 Total					

Application ID: 9000000001 Single Business Identifier (SBI): 987654321

He's added the pond as a separate line with land use code NA01. Because this is a permanent ineligible feature and it isn't on his maps, he must fill in an RLE1 to make this change to his maps.

He's added the grass margins as a separate line, with the land use code FA01. To count this as EFA fallow, he will need to add this area in Part D as well.

He doesn't make any changes to the part of the parcel which he's going to use for the local festival, because although it's a non-agricultural activity, it doesn't last more than 28 days so the land is still eligible.

He declares the area of the buffer strip as fallow land with land use code ABS03. He will need to include the length of the buffer strip in Part D.

Part C continued ...

He deleted this field on line 9 of the second page of his application form and uses the next available blank lines to tell RPA more about the field.

Part C: Field data sheet
 Before you fill in this part, read the BPS guidance for 2015.

Use this part to tell us about your land parcels. Do not mix land parcels from different English Areas on the same sheet. **Do not** put common land field numbers in Part C, you must declare common land in Part E. If you want to delete a line, put an 'X' in the 'Cross to delete line' box (C9).

Line	C1 Your field name (max 8 characters) This column is for your own use	C2 OS Map sheet reference eg SU1234	C3 National Grid field number eg 1234	C4 Total field size (ha)	C5 Maximum area eligible for BPS (ha) (Should be the total field size with all BPS ineligible features removed)
1	STEEP	AB2345	4567	5.03	4.84
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
				Total	

This area is for your own use.
 These totals do not form part of your application.

Application ID: Single Business Identifier (SBI):

RPA will use the information in a BP5 application form to check that the applicant is meeting the scheme rules. Applicants could be inspected to check that what they put on their application form is accurate.

English area: Non-Severely Disadvantaged Area

C5 Part field suffix	C6 Part field size (ha)	C7 Land use 2015	C8 Eligible area you want to claim BPS for (ha)	C9 Cross to delete line	C10 Your checklist
<input type="checkbox"/> A	<input type="text" value="2.84"/>	<input type="text" value="AC17"/>	<input type="text" value="2.84"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1
<input type="checkbox"/> B	<input type="text" value="2.00"/>	<input type="text" value="FA01"/>	<input type="text" value="2.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 2
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 3
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 4
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 5
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 6
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 7
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 8
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 9
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 10
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 11

C8 Total

Application ID:

Single Business Identifier (SBI):

He 'splits' those land parcels which have more than one crop growing in them (like Coopers field).
Each part needs its own suffix, area and land use code.

This document was archived on 8 June 2018

Part D of the BP5 form: he declares his ecological focus areas

Because our farmer has more than 15 hectares of arable land - and doesn't meet any of the greening exemptions - he needs to declare ecological focus areas (EFA) in Part D of his BP5 application form.

To understand what he can count as an EFA, he reads page 37-47 of the [The Basic Payment Scheme in England 2015](#).

To make sure he declares enough ecological focus areas, he uses the [Greening workbook for the 2015 Basic Payment Scheme in England](#).

This is where he's declared the area of EFA fallow land from 'Top' field – he's reduced this area as it overlaps with an EFA hedge. *

He's measured the length of the buffer strip in 'Coopers' field and entered it here.

He puts the area of broad beans from 'Sheep' field here.

Part D: Greening: Ecological Focus Areas (EFA)

Before you fill in this part, read pages 37 to 47 of the BPS guidance 2015.

If you need to have ecological focus areas on your land, use this section to tell us about them. You don't need to draw your EFA features or areas on a sketch map or send us an RLE 1 to tell us about them. If you are exempt you don't need to fill in this section.

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

	D1 OS Map sheet reference eg SU1234	National Grid field number eg 1234	D2 Nitrogen-fixing crops (Area in hectares)	D3 EFA Fallow land (Area in hectares)	D4 Buffer strips (Total length in metres)
1	AB1234	5678		0.85	
2	AB1234	8901			220
3	AB1234	9012			
4	AB2345	1234			
5	AB2345	4567		2.00	
6	AB2345	8901	5.30		
7					
8					
9					
10					
11					
This area is for your own use. These totals do not form part of your application.			Total		

Application ID: 9000000001 Single Business Identifier (SBI): 987654321

* The farmer used the following guidance to check whether their hedge ‘overlaps’ with their fallow land (this helps them to work out what they could declare in Part D as an EFA):

[Greening: EFA hedges next to fallow land, nitrogen-fixing crops or catch/cover crops](#)

He’s measured the length of the hedges on ‘Top’ field and ‘Castle’ field and entered them in D5 and D6 as he is claiming for both sides.

If you have any hedges, catch crops or cover crops in your EFA, don't include them in your land use in Part C. However, you still need to include the land parcel they are in, with its land uses, in Part C.

D5 Hedges in arable land parcel (Total length in metres)	D6 Adjacent hedges (Total length in metres)	D7 Catch crops (Area in hectares)	D8 Cover crops (Area in hectares)
80	80		
250	110		
			16.90
			Total

He enters the area of malting barley undersown with grass from ‘House’ field here.

This area is for your own use.
These totals do not form part of your application.

More information

Contact RPA

Rural Payments Agency
PO Box 352
Worksop
S80 9FG

Email: ruralpayments@defra.gsi.gov.uk

Call: 03000 200 301 open 8.30am to 5pm Monday to Friday (except Bank Holidays).

Website: www.gov.uk/rpa. Twitter: [@Ruralpay](https://twitter.com/Ruralpay)

When you contact RPA please give your Single Business Identifier (SBI) and your business name.

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

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

You can make a text relay call in a number of different ways and using a number of different devices. For more information go to www.ngts.org.uk

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

Farming Community Network

Farming people who need any help or support can call the Farming Community Network (formerly the Farm Crisis Network).

They give pastoral and practical support to farming people during times of worry, stress and problems about the farming business and the farming home.

They run a helpline from 7am to 11pm every day of the year and are staffed by a team of volunteers. Call 0845 367 9990. Email: mail@fcn.org.uk. Website: www.fcn.org.uk.

**This document was
archived on 8 June 2016**

This document was archived on 8 June 2016

© Crown copyright 2015

You may re-use this document (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence v3.0. To view this licence visit <http://www.nationalarchives.gov.uk/doc/open-government-licence>; or write to the Information Policy Team, The National Archives, Kew, Richmond, Surrey, TW9 4DU or email: psi@nationalarchives.gsi.gov.uk

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

Any enquiries regarding this document should be sent to us at:

Webmaster.rpa@rpa.gsi.gov.uk

www.gov.uk/cap-reform

www.gov.uk/rpa

Produced by the Rural Payments Agency