



Rural Payments  
Agency

# Greening workbook for the Basic Payment Scheme in England

## 2015

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# How to work out if you are meeting the greening rules

This workbook is designed to help you work out if you are meeting the crop diversification and ecological focus area greening rules for the 2015 Basic Payment Scheme in England. Use this workbook for your own calculations and to satisfy yourself that you are meeting the rules. You don't need to send it to the Rural Payments Agency as part of your BPS application.

Filling in this workbook does not prove that you are meeting the greening rules or that RPA agree you are meeting them. You need to fill in your BP5 application form to show how you are meeting the rules. RPA will use the information in your BP5 application form to work out if you are meeting them. You could also be inspected. We recommend you read 'The Basic Payment Scheme in England 2015' before you complete your application.

This workbook is also not part of the guidance available on the Basic Payment Scheme 2015. All the guidance on the scheme can be found at [www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps).

## What to fill in

To check if you are meeting the rules, fill in:

- Part A if you need to check if you are meeting the crop diversification rules.
- Part B if you need to check if you are meeting the ecological focus area (EFA) rules.

## Your total area of eligible arable land

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

For BPS, arable land is:

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

Read pages 17 to 18, 24 to 27 and 31 to 32 of 'The Basic Payment Scheme in England 2015' guidance for information on how to work out your total area of eligible arable land. Work out your total area of arable land before you start using this workbook. You will need to know this when you fill in Parts A or B.

# Crop diversification

Depending on how much eligible arable land you have on your holding, you may need to grow at least 2 or 3 crops, covering certain areas of your land, to meet the crop diversification rules. Read pages 33 to 36 of 'The Basic Payment Scheme in England 2015' for more information.

## Crop Diversification totals

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

### Part i: 2 crops

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

Put the total area of your main crop (in hectares) in the first box, then your total eligible area of arable land (in hectares) in the box below. Divide the first box by the second box, then multiply the answer by 100 to get the percentage of your arable land that your main crop covers.

Total area of main crop (ha)

Divided by total area of arable land (ha)

=

x 100 =

 %

To meet the rule, the answer should be no more than 75%

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**Part ii: 3 crops**

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

Put the total area of your main crop (in hectares) in the first box, then your total area of arable land (in hectares) in the box below. Divide the first box by the second box, then multiply the answer by 100.

Total area of main crop (ha)			
Divided by total area of arable land (ha)			
		=	
		x 100 =	%

To meet the rule, the answer should be no more than 75%

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

- put the total area of your main crop and second largest crop in the first two boxes below (in hectares)
- add the 2 crop sizes together, then divide this figure by the total area of arable land you have (in hectares)
- multiply this answer by 100

Total area of main crop (ha)			
Plus total area of second largest crop (ha)		+	
Total size of 2 largest crops (ha)		=	
Divided by total area of arable land (ha)			
		=	
		x 100 =	%

To meet the rule, the answer should be no more than 95%

# Ecological Focus Areas (EFAs)

To meet the EFA rules, your total area of EFA must add up to the equivalent of at least 5% of your total eligible arable land (to work out 5%, multiply your total arable area by 0.05). You may want to have more than 5% to make sure you are meeting the rule. Before you fill in this section, read pages 37 to 47 of 'The Basic Payment Scheme in England 2015'.

Use the table below to work out the total amount of each type of EFA feature / area you have. Use the amounts from each 'Part D' sheet you have filled in on your BP5 application form to complete the columns below. There are 'total' boxes at the bottom of each column (below) for you to add these totals into.

Field name/ reference	Nitrogen- fixing crops (hectares)	EFA Fallow land (hectares)	Buffer strips (metres)	Hedges in an arable land parcel (metres)	Adjacent hedges (metres)	Catch crops (hectares)	Cover crops (hectares)
<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>

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## What your EFA features / areas are worth for greening

Put the totals from the previous page into the 'Total size/length' column below, then work across each row (column by column) to see what your features/areas are worth for EFA in square-metres. For example, if you have 5 hectares of nitrogen-fixing crops, write '5' in the 'Total size/length' column, then multiply 5 by 10,000. Write the answer (50,000) in the 'Square-metres' column. Then multiply that figure by 0.7 ('What it is worth for EFA') to get the total square-metre area for EFA (35,000). Write the amount of square-metres in the final column. When you have worked out a total in square-metres for all your features/areas, add them all up and put the total in the 'Total in square-metres' box at the bottom corner of the table.

Total size/ length	Convert to square-metres	Square-metres	What its worth for EFA	Total square-metres for EFA
Nitrogen-fixing crops	x 10,000		x 0.7	
EFA fallow land	x 10,000		x 1	
Buffer strips	-----	-----	x 9	
Hedges in an arable land parcel	-----	-----	x 5	
Adjacent hedges	-----	-----	x 5	
Catch crops	x 10,000		x 0.3	
Cover crops	x 10,000		x 0.3	
<b>Total in square-metres</b>				

### Total EFA in hectares

Total in square-metres  =

Divided by 10,000

Total EFA in hectares

### Are you meeting the EFA rules?

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

Total EFA (in hectares)  =  x 100 =  %

Total eligible arable land

(in hectares)

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

# More information

## Contact RPA

All written queries, forms and maps should be sent to:

Rural Payments  
PO Box 352  
Worksop  
S80 9FG

Email: [ruralpayments@defra.gsi.gov.uk](mailto: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](http://www.gov.uk/rpa)

Twitter: @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](http://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](http://www.ngts.org.uk)

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

### Other useful contacts

Defra helpline: 0345 933 5577

Forestry Commission national office: 0300 067 4000

Natural England: 0845 600 3078

### How to complain

Farmers or agents who are unhappy with a decision or service they've had from RPA, can call, email or write to RPA.

For contact details and more information about how to complain or appeal go to [www.gov.uk/rpa](http://www.gov.uk/rpa) and click on 'Complaints procedure' in the 'Corporate Information' section.

### Data Protection

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act.

For more information, go to [www.gov.uk/rpa](http://www.gov.uk/rpa), choose 'Contact RPA' and click on 'Personal information charter'.