



Rural Payments  
Agency

# How to apply for the 2015 Basic Payment Scheme in England

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Version 4 - May 2015

22 May 2015 - updated to explain when to submit an RLE1 form to map permanent ineligible features which aren't already on your maps.

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## What the icon means

Where you see this icon it means that the information is important



# Introduction

The way you need to apply for the Basic Payment Scheme (BPS) in England in 2015 has changed. This guidance provides more information on the changes and gives an update on when you need to apply in 2015.

This guidance updates the 'Key dates in 2015' and 'Making an application' sections of 'The Basic Payment Scheme in England 2015' handbook sent to farmers in March 2015. The rest of the guidance on the scheme rules in that handbook is still correct. It also updates the information on how to apply for BPS in 2015 that we published on GOV.UK at the end of March 2015.

## When to apply

We encourage you to submit your application as soon as possible and well in advance of the deadline of midnight on 15 June 2015. This deadline was 15 May, but the European Commission have provided an extension to the deadline for 2015. Read 'Key dates' for more information.

## The new way to apply

To apply for BPS in England in 2015, you will start your application on the Rural Payments service and finish it using a BP5 application form. There are 6 things you need to do, read 'How to apply' for more information. Many farmers have already completed the first three steps.

## How to check your BP5 application form

We will send BP5 application forms by email or post to farmers (or their agents if they have given an agent 'Submit' permissions for BPS on Rural Payments). Forms will be sent out from the middle of April. Most farmers and agents will be sent a form by email, which should come from 'donotreply@ruralpayments.service.gov.uk'. If you haven't received a form by the end of April, call us on 03000 200 301.

The application forms will be filled in with the information we hold about land and entitlements. The entitlements information will include any transfers that were completed by October 2014, but not necessarily those submitted after this date.

Applicants will need to check their BP5 forms if we have filled them in for them. Read the 'How to check your BP5 application form' section to find out more, including the checklist on page 27. When you check your BP5, you need to make sure you tell us about the land use in each parcel (unless your holding is made up of 10 hectares or less of arable land, read page 16 for more information). All the land use codes you need to use are in annexes A and B.

You might need to tell us more about your land and/or transfer entitlements before you make your application. If you do, use an RLE 1 form. More information is on page 28.

If you are posting your BP5 application form, use our new PO Box address. It is different to the address you might have used for SPS claims in the past and the address in the cross compliance handbook for 2015. Read page 8 for more information.

## Help with your application

If you need help with your application, call us on 03000 200 301. We have support centres across the country that may be able to help you with your application. More information on support centres is on GOV.UK at [www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps).

## Key dates

Some of the dates for the 2015 Basic Payment Scheme in England have changed, the key dates are in the table below. An updated timeline for 2015 is on page 30.

Date	Deadline
<b>15 May 2015</b>	Land you use to claim BPS in 2015 has to be 'at your disposal' on this date
<b>Midnight on 15 June 2015</b>	Deadline for RPA to receive RLE 1 forms for entitlement transfers
<b>Midnight on 15 June 2015</b>	Only the person who holds an entitlement at midnight on 15 June 2015 can use it to get paid for BPS in 2015
<b>Midnight on 15 June 2015</b>	Deadline for RPA to receive RLE 1 forms for land transfers (to use land for BPS 2015, the land must have been at the applicants disposal on 15 May 2015)
<b>Midnight on 15 June 2015</b>	Deadline for RPA to receive RLE 1 forms telling them about most mapping changes (such as permanent changes to field boundaries)
<b>Midnight on 15 June 2015</b>	BPS 2015 application deadline
<b>Midnight on 15 June 2015</b>	Deadline for RPA to receive evidence to prove active farmer, young farmer or new farmer status
<b>Midnight on 10 July 2015</b>	Deadline for late applications, or late amendments, with penalty
<b>Midnight on 30 September 2015</b>	Deadline for RPA to receive RLE1 forms telling them about permanent ineligible features that aren't already showing on your maps

The European Commission has produced a draft regulation which confirms the 15 June 2015 deadlines listed above. They are not planning on allowing a period for amending your application without penalty after 15 June 2015. However, amendments after this date can be made in cases of force majeure, withdrawals of all or part of your application, obvious errors and notified errors – read pages 50, 51 and 61 of 'The Basic Payment Scheme in England 2015' for more information.

## When to apply if you have land in more than one part of the UK

If you have land in more than one part of the UK, you need to submit your application by midnight on the deadline set by the agency that is paying you (the paying agency). For example:

- A farmer has land in England and Wales, and will be paid by Rural Payments Wales (the Welsh paying agency). He/she must apply in England and Wales by midnight on the date set by Wales.
- Another farmer has land in England and Wales, and will be paid by the RPA (the English paying agency). He/she must submit his application to England by 15 June 2015 and his/her Welsh application to Wales by the same date.

More information about 'cross-border' claims is on GOV.UK at [www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps).

# How to apply

To apply for the Basic Payment Scheme (BPS) in England in 2015, follow the six steps below.

1.	<b>Register on the Rural Payments Service</b>
2.	<b>Check your personal and business details</b>
3.	<b>Give someone permission to act on your behalf (if you need to)</b>
4.	<b>Check the application form RPA send you</b>
5.	<b>Tell RPA about changes to your land or entitlements (if you need to)</b>
6.	<b>Submit your application to the RPA</b>

More detail on each of these steps can be found below. Most farmers have already completed the first three, if you have, start at Step 4: 'Check the application form RPA send you'.

After you have made your application, we will need you to tell us who within your business receives payment from the EU (the 'accountable person' – there can be more than one). Under EU rules, details of Common Agricultural Policy payments to companies (legal persons) have to be published. From 2015 it is possible that this may include payments made to individuals. So we need to know the detail of everyone in a business who will benefit financially (receive payment).

We will provide more information on this after 15 June.

## 1. Register on the Rural Payments service

To claim BPS in 2015, you still have to register on the Rural Payments service. Go to <https://www.gov.uk/rural-payments> and follow the instructions on the screen.

If you are a new customer (you haven't registered with the RPA before), you need to verify your identity using GOV.UK Verify. If you use GOV.UK Verify and you aren't able to verify your identity, call us on the number below.

If you are already registered with us, you can register for the Rural Payments service by:

- using GOV.UK Verify; or
- calling the Rural Payments helpline on 03000 200 301

Anyone who doesn't want to claim BPS, but wants to sell their entitlements or transfer land to someone else, won't need to register on Rural Payments.

## 2. Check your personal and business details

Once you've registered on Rural Payments, please check your personal and business details are correct on the service and update them if necessary.

### 3. Give 'permissions'

You can give someone else 'permission' on Rural Payments to help you make your application (such as an agent). If you want someone to submit your claim for you, give them 'Submit' permissions on the service for the Basic Payment Scheme and give them the right permissions for land and entitlements. More information on how to do this is on the service.

If the person who needs to give permission to someone else is unable to register for reasons of ill-health or they have passed away, contact us on 03000 200 301.

If you don't need to give anyone else permission, you can go straight to step 4.

### 4. Check the application form RPA send you

We will send a BP5 application form to farmers who:

- claimed for the Single Payment Scheme in 2013 or 2014
- have 5 hectares or more of eligible land; and
- are not using an agent.

Most forms will be sent by email, we will only post forms where we don't hold an up to date email address.

We will fill the form in for you with information we already hold and email or post forms to the person in the business that has 'Submit' permissions for BPS on the Rural Payments Service. If more than one person in a business has 'Submit' permissions, we will send an application form to each person. Only one form needs to be submitted for each business.

If you are using an agent and have given them 'submit' permissions for BPS on Rural Payments, we will send your application form to your agent. If you have given more than one agent 'submit' permissions, we will send your application form to the firm these agents work for.

If you haven't claimed for the Single Payment Scheme (SPS) in the past or you haven't been sent a BP5 application form, you can use a blank BP5 application form to apply. The form is on GOV.UK at [www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps). You must be registered with us and have an SBI number before you can apply.

If you are sent a BP5 application form that we have already filled in, you need to make sure that:

- all the agricultural land on your holding is included on the form (as well as any non-agricultural land you have in a Rural Development Programme agreement), even if you are not claiming BPS on that land
- the land uses for each land parcel you have are on the form. If you have a land parcel with more than one land use, you must tell us about all the land uses in that parcel. You don't need to sketch these on a map or send an RLE 1 to tell us about land use in each field
- the area you are claiming for BPS in each land parcel is correct (column C8)
- if you need to, fill in Part D to tell us how you are meeting the ecological focus area rules
- you confirm that you are an active farmer
- you have the correct number of entitlements listed in Part I

For detailed information on how to complete the BP5 application form, read the 'How to check your BP5 application form' section of this guide on pages 10 to 27.

## What to do with your maps

We will send maps by post to farmers who haven't had any in the last 6 months (or their agent/s if they have been empowered to act on their behalf). We'll send maps out by 30 April. If you haven't received a map by then and would like them to be sent to you, call us 03000 200 301.

## 5. Tell RPA about changes to your land or entitlements

When you apply for BPS, you only need to draw on your maps and send them back to us with an RLE 1 form if you need to tell us about:

- permanent changes to field boundaries
- splitting a land parcel (due to a new permanent field boundary)
- merging 2 or more land parcels (due to the removal of a permanent field boundary)
- adding land parcels that have not previously been on the Rural Land Register
- any permanent ineligible features/areas we don't have mapped (read pages 17, 18 and 29 for more information)
- removing a feature that was mapped as an ineligible feature under SPS but is now eligible for BPS

If you need to tell us about these changes:

- mark the change/s on your maps
- complete an RLE 1 form; and
- send the maps, RLE 1 form and BP5 application form to us. Check the table on page 4 to see when we need to receive them by.

If you need to transfer entitlements, use an RLE 1 form. Read 'Using an RLE 1 form' for more information.

You need to send RLE 1 forms to our new PO Box address, read page 8 for more information. Remember to keep a copy of anything you send us.

## You might not need to use an RLE 1 or send us sketch maps

When you apply for BPS in 2015, you don't need to use an RLE 1 or send us a sketch map to:

- tell us about your ecological focus areas – you do this in Part D on the BP5 application form (you don't need to draw your EFAs on your maps)
- show us where your crops are for the crop diversification rules – you just need to enter each land use for a parcel in Part C of your BP5 application form
- map any features or options you have in a Rural Development Programme agreement – unless they are a permanent ineligible feature for BPS that we haven't already mapped
- tell us about features that will only be temporarily ineligible (read page 18 for more information) – you can do this on the BP5 application form

## 6. Submit your application to the RPA

You must submit your BP5 application form and any other forms or evidence so that we receive them by midnight on 15 June 2015.

Depending on how you receive your application form, there are different ways to apply. The table below shows all the ways to apply.

If you get your BP5 application form from RPA...	How to apply
in an email with an 'apply now' link	<ul style="list-style-type: none"> <li>If you <b>don't</b> need to make any changes to any part of the application form we send you and you qualify automatically as an active farmer, click the 'apply now' link and follow the instructions on the screen</li> <li>If you <b>do</b> need to make any changes, write them in by hand and return the form and any evidence to us by post or in person at a support centre (see below)</li> </ul> <p>(This will be a simple email, with a link that will let you apply if you don't need to make any changes to the application form attached. It won't have the RPA logo at the top, but you can tell it's from us by checking who the email is from. The email should come from 'donotreply@ruralpayments.service.gov.uk')</p>
by email (with no 'apply now' link in it)	<p>Print out your application form, make any changes by hand then return the form and any evidence to us by post or in person at a support centre (see below).</p> <p>If you need us to print the form for you, call us on 03000 200 301.</p> <p>(This will be a simple email. It won't have the RPA logo at the top, but you can tell it's from us by checking who the email is from. The email should come from 'donotreply@ruralpayments.service.gov.uk')</p>
in the post	<p>Make any changes you need to on the form by hand, then return the form and any evidence to us by post or in person at a support centre (see below)</p>

If you are filling in a blank BP5 application form, you can submit your form and evidence by post or in person at a support centre. Make sure you put your SBI on each page if you are filling in a blank form.

Everyone who applies will get a receipt to prove we have received their application. Read the 'How you will know your application has been received by the RPA' section (on the next page) for more information.

### Applying by post

To apply by post, send your completed and signed form and any evidence to our new address:

Rural Payments  
 PO Box 352  
 Worksop  
 S80 9FG

This is different to the address you might have used for a Single Payment Scheme application form.



It is also different to the address in the Cross Compliance guidance for 2015.

You don't have to use SBI barcodes on information you send to us, but do write your SBI on every page of anything you post to us or bring to a support centre that doesn't already show your SBI.

### **Applying at a support centre**

You can bring your signed and completed application form and any evidence to one of our 50 support centres. Call 03000 200 301 for more information and to find your nearest centre. Information about support centres is also on GOV.UK at [www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps).

Agents can bring up to 5 claims into a support centre without an appointment. If they want to bring in more than 5, they need to make an appointment first by calling the number above.

Agents who want to submit 5 or more RLE1s to transfer entitlements should also book an appointment.

### **How you will know your application has been received by the RPA**

If you are sent an email with an 'apply now' link, you will see a confirmation on screen once you have successfully made an application. We recommend you print the confirmation screen and keep it for your records.

If you make your application by post, you will get a receipt posted to you to confirm we have received your form.

If you bring your application to a support centre, you will be given a receipt to confirm that we have received it.

### **Changing your claim after you've sent it to RPA**

If you need to change your application after you have sent it to us, read pages 50 and 51 of 'The Basic Payment Scheme in England 2015'. Read the 'Key dates' section of this guide for more information on when you can make changes to your application.

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# How to check your BP5 application form

Guidance about how to check and update your BP5 application form for the Basic Payment Scheme 2015

## What to do first

When you receive your BP5 application form, read the 'Important notes' on the form first.

Where we can, we have already added information to the form in words and figures.



Check the information and make sure it is correct for your 2015 application. If the information we have filled in for you is correct, you don't need to write it in again to confirm it.

## Part A: Your business

If you are sent a form we've filled in for you, only use it if your SBI and the name of the beneficiary (business name) is correct. If not, do not use the form and call us on 03000 200 301.

## Part B: Payment

For BPS, we will make payments in Sterling, unless applicants tell us they want to be paid in Euros. Put an 'X' in the box if you want to be paid in Euros. Even if you have told us before that you want to be paid in Euros, you still need to put an X in this box.

If you do want to be paid in Euros, you must give us euro bank details, or we will pay into your sterling account and your bank may charge you a fee. You can call us to let us know the new details. We need the details before December 2015, even if you have given them to us before for the Single Payment Scheme.

If you want to be paid into a different bank account, you also need to tell us before December 2015.

## Part C: Field data sheet

Make sure that all of the agricultural land on your holding in England is in this section, as well as any non-agricultural land claimed for in Rural Development Programme agreements (even if it is not being claimed for BPS).

Check that the information we have entered for your fields is correct and complete. Fields may be in a different order to the way they were on your SPS application form in the past, as they are not sorted by County Parish Holding Number (CPH).

You can claim for Common land in Part E. Do not enter common land in Part C, even if you have recently been given a 10-character field reference for it.

If any common land you claim on under a Rural Development Programme scheme has been filled in by us in Part C, please delete the relevant lines and include this land in Part E.

## Adding land in Part C

If you need to add a land parcel, use the next available blank line on your field data sheet for the correct region. Where there are no blank lines for that region use a continuation booklet (available on GOV.UK at [www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps)). If you are adding a land parcel that we do not have mapped on the Rural Land Register, use an RLE 1 form to tell us about it (as well as entering it in Part C). More information on RLE 1 forms is on pages 28 and 29.

## Correcting information we've put in Part C

Enter any corrections in the boxes immediately below the data we've filled in for you (see below), or delete the line by putting an 'X' in column C9 and re-entering all the correct field data in the next available blank line.

C4	Maximum area eligible for BPS (ha) (Should be the total field size with all BPS ineligible features removed)
	4.39
	4.30

Example of how to correct information in Part C

If information is missing for a land parcel, please fill in the correct information in the relevant column. If we do not have all the required information for a land parcel, we will have to remove it from your claim and we may not pay you for it.

### Land areas in Part C

If you need to add land areas to Part C of your application form, make sure you put them in to 2 decimal places.

For example '10.01' hectares, not '10' hectares.

### English Area

This will display the English region for all parcels on a page. More information on the three English regions can be found on page 28 of 'The Basic Payment Scheme in England 2015'.

Where you are adding parcels to a blank page, you should add the English area in this box and only add parcels that are located in that region.

If you have land on your holding that was declared as agricultural, but has since become non-agricultural and is not being used to claim support under a Rural Development Programme agreement or the National Forest Landscape Changing Scheme, write to us to let us know that the land has passed out of agricultural use. More information is in the RLE 1 guidance, available at [www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps).

### C1 - Field name

We may fill in this column with the first 8 characters of any field names you have previously told us about on SPS claims, or any field names you have updated on the Rural Payments service.

If field names haven't been filled in on your application form, you can add them to help you make your claim, but you don't have to.

## **C2 – Ordnance Survey Map sheet reference and National Grid field number**

This must contain a 10-character reference, made up of two letters, four numbers and the final four numbers indicating the centre of the land parcel (for example, AA1234 1234). We need the whole reference to identify the land parcel.

Field numbers may have changed since last year. You can check them on your latest maps.

You must tell us about additional land you have on your holding that has already been registered on the Rural Land Register by adding the land parcel onto your application form. You must make sure that all the details for the parcel are included. You don't need to use an RLE 1 or sketch map to tell us about this.

For BPS 2015 you can tell us about land which you no longer have as part of your holding by deleting that parcel from your application form. Read page 11 for more information.

## **C3 – Total field size**

Total field size is the area of the land parcel before any ineligible features/areas are deducted (based on the area shown on our Rural Land Register). This must show the size in hectares – we have put in a figure for you based on the information we hold about your land.

This column must be correct for each land parcel. Please check this area, making sure that it includes the area of all eligible and ineligible land in the parcel.

If your total field size has changed, update the total field size of the parcel and send us an RLE 1 form to tell us about these changes. You can increase the size of the area if you need to, for example because a land parcel has been merged with another one and is now larger.

Columns C3 and C4 may not be correct if you have recently:

- made changes to your land on the Rural Payments Service; or
- sent us an RLE 1 to tell us about land changes and they are not shown on the latest maps we've sent you.

## **C4 – Maximum area eligible for BPS**

The area shown in column C4 should be the total field size of the parcel (in column C3) with all the BPS ineligible features/areas in that parcel and/or any areas that are not 'at your disposal' for BPS deducted. We will use this column to calculate:

- your maximum eligible area available for activating entitlements
- whether you have any 'excess' entitlements; and
- any greening requirements you have.

This column must be filled in correctly for each land parcel. Please check this area, making sure that in each field all the BPS ineligible features and ineligible areas of land have been deducted from the area shown in C4. If the maximum eligible area for BPS on your form is incorrect, put the correct figure in column C4.

If you are checking a form we've sent you, the 'maximum area eligible for BPS' that we have filled



in for you is the total area of the field, minus the area of BPS ineligible features that were mapped as SPS 'permanent ineligible features' on our Rural Land Register. This means any 'temporary ineligible' features you have in the field won't have been deducted from the area shown in C4, as they won't be on the Rural Land Register (or your land maps).

The BPS land eligibility rules are slightly different from the old SPS rules – for example, 'permanent' and 'temporary' ineligible features must all be deducted from the maximum area eligible for BPS. It is no longer possible to only reduce the activated area in C8 to take account of 'temporary' ineligible areas and features, they must also be deducted from the area shown in C4.

If you have any land which will not be eligible for the entire calendar year (such as land you know that utility works will take place on later in the year), you should reduce this area in column C4. This could mean you don't have enough land to support your entitlements in 2015, read page 29 of 'The Basic Payment Scheme in England 2015' for more information about 'excess entitlements'.

#### What to check in C4:

To make sure the figure in C4 is correct, take the total field size of your parcel in column C3 and deduct:

- **all** the BPS 'ineligible features' in the parcel. Remember to deduct any ineligible 'scattered features' and any features that were 'temporary' ineligible features for SPS that are still ineligible for BPS if they haven't been deducted already.
- any area which is not at your disposal for BPS (such as land held by a landlord under a 'dual use' situation). You still need to include land in dual use in your application form – read Annex A for more information)
- any area which is not eligible for the whole calendar year (such as land that utility works will take place on). Read 'The Basic Payment Scheme in England 2015' for more information on temporary non-agricultural activities which make land ineligible for BPS.
- any area of land under a Rural Development Programme agreement which is ineligible for BPS. You still need to include this land in your application form – read Annex B for more information

#### When to use an RLE 1

If you tell us about permanent changes in columns C3 and C4, you must also fill in a RLE 1 form, mark the changes on a sketch map and send them to us. Check the table on page 4 to see when we need to receive them by.

You must use an RLE 1 form and sketch map to:

- ask us to add land parcels not already mapped on the Rural Land Register
- amend a permanent field boundary
- split a field into two or more fields (with a permanent boundary)
- merge two or more fields into one field
- tell us about a permanent ineligible feature not already mapped on the Rural Land Register
- tell us that a permanent ineligible feature already mapped on the Rural Land Register no longer exists

You don't need to send an RLE 1 form to tell us:

- that an area of land is not 'at your disposal' for BPS. You can tell us about this in your application form.
- you have land under a Rural Development Programme agreement which is ineligible for BPS, unless this land is an ineligible feature that we haven't already mapped in an agricultural parcel.
- about ineligible features or areas that will only be on agricultural land temporarily (temporary ineligible features). Read Annex B for more information.

You can increase the size of the area in C4 if you need to, for example because:

- a land parcel has been merged with another one and is now larger,
- an ineligible feature has been removed; or
- an area that was ineligible under SPS is now eligible under the BPS rules.

More information on eligible land and ineligible features is in 'The Basic Payment Scheme in England 2015', pages 13 to 27.

### **C5 and C6 – Part field**

You can use these columns to tell us about:

- temporary crop splits in fields, and/or
- the different land uses in a field

If you have some of a land parcel at your disposal, and someone else has the other part at their disposal, use C4 to tell us your share of the parcel in eligible hectares. You don't need to mark part fields in C5 and C6.

For example, if 2 farmers have a 50% / 50% share of a 10 hectare parcel of eligible land, they would each enter 10.00 hectares in C3 and 5.00 hectares in C4.

If you need to tell us about more than one land use in your 'share' of the eligible land, use part fields in C5 and C6.

### **Using part fields**

If you are using parts of a field in different ways, use a separate line for each part of the field and enter an identifying suffix (parts A, B, C, etc) in column C5 for each part.

Declare in column C6 the total area of each of the part fields. The total of all the areas entered into column C6 for a particular field must not exceed the total field size in column C3. The total of all the areas entered into column C8 must not exceed the maximum area eligible for BPS in column C4.

**Example**

A farmer has a 10.02 hectare field with a temporary split (5 hectares of temporary grassland and 5 hectares of winter Barley) and two ineligible features (one is 'temporary', one is 'permanent' and isn't mapped on the Rural Land Register) both are 0.01 hectares in size. He would show the split as follows on his application form:

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)	C4 Maximum area eligible for BPS (ha) (Should be the total field size with all BPS ineligible features removed)	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
1	TOP FIELD	AB1234	5678	10.02	10.00	A	5.00	TG01	5.00	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1
2						B	5.00	AC63	5.00	<input checked="" type="checkbox"/>	<input type="checkbox"/> 2
3						C	0.01	NA01	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1
4						D	0.01	NA02	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/> 2

The permanent ineligible feature hasn't been mapped on our Rural Land Register, so the farmer must include it in Part C and send an RLE 1 and sketch map to us to tell us about it. He doesn't need to send an RLE 1 to tell us about the 'temporary' ineligible feature, but he does need to give it a land use code C7. Read page 18 for more information.

If you have split a field in the past and told us about it, we may have put this information on your field data sheet. If so, check this information to make sure it is still correct and complete.

If you need to tell us about a permanent field split, send an RLE 1 form and sketch map to tell us. You don't need to use columns C5 and C6, enter the fields as separate land parcels instead.

**Telling RPA about land use**

You need to tell us about the land use of all your agricultural land parcels by using the appropriate BPS land use code (read 'C7 – Land use', below). If an agricultural land parcel has more than one land use, give each use a part field suffix in column C5, then use C6 to tell us the area of that land use. Use column C7 to tell us the land use code.

You also need to tell us about any non-agricultural parcels you have under a Rural Development Programme agreement, using the appropriate non-agricultural land use code (see below). We do not need to know about non-agricultural land parcels that are not under a Rural Development Programme agreement.

**Example**

A farmer has a 10 hectare field with 3 land uses in it:

- 6.45 hectares of winter wheat
- 2.15 hectares of winter oilseed rape
- 1.39 hectares of fallow land
- 0.01 hectares of hard standing, which is a permanent ineligible feature and has already been mapped on the Rural Land Register

The farmer should show 3 land uses on his form. He should

- label them as 'A', 'B' and 'C' in column C5
- put the size of each land use in column C6; and
- put the land use code for each use in column C7

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 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
1	MIDDLE FIELD	DK1568	2581	10.00	A	6.45	AC66	6.45	X	<input type="checkbox"/>
2					B	2.15	AC67	2.15	X	<input type="checkbox"/>
3					C	1.39	FA01	1.39	X	<input type="checkbox"/>

The farmer doesn't need to use a part field suffix or a land use code to tell us about the ineligible feature as we already have it on our Rural Land Register. He also doesn't need to send us an RLE 1 and sketch map to tell us about it, as we already have it mapped.

### C7 – Land use

This column must contain the land use code for the crop or cover on 15 May 2015 for each agricultural land parcel on your holding - unless you will plant a crop to meet the crop diversification rule that will be sown after 15 May. In that case, you can tell us what the land use will be for the majority of the 'cropping period'. Read the 'The Basic Payment Scheme in England 2015', Annex A, for more information.

You don't have to tell us about land use in column C7 if you:

- receive an email from us which includes an 'apply now' link; and
- your holding is made up of less than 10 hectares of arable land (as you won't need to follow the crop diversification or ecological focus area rules)

We will use the information on your land use to work out if you:

- have enough eligible land to keep all your entitlements in 2015
- have enough eligible land to claim BPS
- are exempt from any of the greening rules; and
- are meeting the crop diversification rule for greening

If you have BPS eligible features on your land, such as hedges, dry stone walls, ditches or watercourses meeting the BPS eligibility rules, you don't need to enter these as separate land uses in C7. You should include the area of these features in the main land use of the field. The only eligible features you need to enter separately in C7 are any buffer strips you are using to meet the ecological focus area (EFA) rules.

Grass strips (such as tracks, strips, margins and headlands) that you are not using as EFA buffer strips do not need to be identified separately from the land use for the rest of the land parcel, but



you can do so if you want to count the area:

- separately for crop diversification
- towards your permanent grassland total for a greening exemption; or
- towards your temporary grassland and/or fallow land total for a greening exemption.

### Ecological Focus Areas and land use codes

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

EFA buffer strips need to be separately identified in column C5 and C6 and coded with the relevant land use code in C7. You don't need to send in an RLE 1 form or sketch map to identify your EFA buffer strips.

You don't need to declare the area of eligible hedges separately in Part C or include them as a land use in column C7. You can include them in the main land use of the parcel (the cropped area).

Land you are using for catch or cover crops as part of your EFA needs to be included in Part C with the land use at C7 being the land use on 15 May 2015.

Read Annex A for more information.

More information on land use codes is in Annexes A and B.

### Land use codes and ineligible features / areas

The way you need to declare ineligible features or areas in Part C will depend on what they are and whether we have them mapped already. The table below explains what you need to do.

If you have already told us about any of these features or areas on the Rural Payments service and we have included them when we filled in your application form, you don't need to send us an RLE 1 to tell us about them.

Ineligible feature / area	What to do in Part C
Permanent ineligible feature/area in a land parcel which is already on your maps	<p>You don't have to give a land use code in column C7 or part field details in C5 and C6 for these ineligible features/areas, but make sure you deduct their area from columns C4 and C8.</p> <p>If you do want to give these ineligible features/areas a code and include them in Part C, you can. But you don't have to.</p> <p>You don't need to use an RLE 1 or sketch map to tell us about these ineligible features/areas as we already have them mapped.</p>



Ineligible feature / area	What to do in Part C
Permanent ineligible feature/area in a land parcel which is not on your maps	Give the ineligible feature/area a land use code in column C7 and part field details in C5 and C6. Make sure you deduct its area from columns C4 and C8.  You do need to send us an RLE 1 and a sketch map to tell us about these features/areas.
Permanent ineligible areas where they cover a whole land parcel and are already mapped as ineligible	Give the area a land use code in column C7. Make sure you deduct the area from columns C4 and C8 by putting '0.00' in both.  You don't need to use an RLE1 or sketch map to tell us about this area as we already have it mapped.
Permanent ineligible areas where they cover a whole land parcel and are <b>not</b> already mapped as ineligible	Give the area a land use code in column C7. Make sure you deduct its area from columns C4 and C8 by putting '0.00' in both.  You do need to send us an RLE1 and a sketch map to tell us about this area.
Temporary ineligible feature/area	Give the ineligible feature/area a land use code in column C7 and part field details in C5 and C6. Make sure you deduct their area from columns C4 and C8.  You don't need to use an RLE 1 or sketch map to tell us about these ineligible features/areas.

### Which land use codes to use in C7

Please do not use the land use codes for the Single Payment Scheme on your BP5 application form. All the codes to use for BPS are in Annexes A and B. If you have any land use codes we've filled in for you that you can't find in the annexes, check the full list of codes on GOV.UK at [www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps). If you have any codes on your form which aren't in the annexes (whether they are in the lists on GOV.UK or not), please update them with the codes from annexes A and B.

The table below shows where to find the right land use codes, depending on what type of land you need a code for.

Land type	Where to find the right land use codes
Agricultural land at your disposal for BPS	Annex A: Coding agricultural land when you claim for the Basic Payment Scheme.
Agricultural land under your management control for a Rural Development Programme agreement and not at your disposal for BPS	Use the appropriate land use code provided in Annex A for agricultural land under a Rural Development Programme agreement.  This land will not count towards your area available to keep or use entitlements, or towards greening.

Land type	Where to find the right land use codes
Land in a 'dual use' situation with another applicant  (One of you has the agricultural land at your disposal for BPS and the other has the land under their management control for a Rural Development Programme agreement)	Read Annex A for information on how to code this land.
Non-agricultural land under a Rural Development Programme agreement	Use the most appropriate land use code(s) from the list provided in Annex B: Coding non-agricultural land when you claim for the Basic Payment Scheme.

If you are exempt under crop diversification exemption '3' (where you have new land and new crops) you need to enter your land use details correctly in this section and send us the required evidence by midnight on 15 June 2015. Read page 33 of 'The Basic Payment Scheme in England 2015' for more information.

### Trees and Woodland

If you have land that contains scattered trees but remains agricultural, use an appropriate agricultural land use from Annex A in column C7. Read page 27 of 'Basic Payment Scheme in England 2015' for more information about trees on eligible land.

If you have land that was agricultural last year but has now become woodland and is not under a Rural Development Programme agreement or the National Forest Changing Landscape Scheme, you should write to us to tell us about this land. Read the RLE 1 guidance for more information. Until we have re-mapped this land as woodland, you should code the land using 'NA01' in column C7.

If you have woodland that is under a Rural Development Programme agreement or the National Forest Changing Landscape Scheme, use an appropriate land use from Annex B.

### C8 – Eligible area you want to claim for

Use column C8 to tell us how much of your eligible area (in column C4) you want to use to claim BPS (we call this 'activating entitlements').

The total area in C8 must not exceed the maximum area eligible for BPS entered in column C4. It can be less than C4 if you want to claim less than the maximum eligible area.

If you are using part fields to tell us about more than one land use in a parcel, the area you enter in C8 should not exceed the area of the part field in C6.

You can't just use column C8 to deduct temporary ineligible features as you may have done for SPS in the past. You need to make sure these are also deducted from the figure in column C4.



### C9 – Cross to delete line

For BPS 2015 you can tell us about land which you no longer have as part of your holding by deleting fields from your application form.

Put an 'X' in C9 to delete the line and remove the whole or part field from your application. A field can be re-entered on the next available line or on a continuation booklet if needed.

## C10 – Your checklist

This column is for your own use and does not form part of your application.

## Part D: Greening: Ecological Focus Areas

You only need to complete this part if you need to have an ecological focus area on your holding to meet the greening rules. If you are exempt or have 15 hectares or less of arable land, you do not need to fill in Part D.

If only part of your holding is organic, you may still need to fill in Part D for your non-organic land if you need to have an ecological focus area.

Before you fill in this part, read pages 37 to 47 of 'The Basic Payment Scheme in England 2015'.

You can tell us how you're meeting the crop diversification rules through the land uses in Part C, using column C7.

If you are using catch or cover crops as part of your EFA you still need to tell us in Part C about the main land use for the fields these crops are in (the land use on 15 May 2015).

### Land areas in Part D

If you need to add land areas (in hectares) to Part D of your application form, make sure you put them in to 2 decimal places.

For example '10.01' hectares, not '10' hectares.

## D1 – Ordnance Survey Map sheet reference and National Grid field number

This column must contain a 10-character reference comprising two letters, four numbers and the final four numbers indicating the centre of the land parcel (for example, AA1234 1234). We need the whole reference to identify the land parcel, the references will be the same as they are for the same land parcel in column C2.

In Part D you only need to tell us about land parcels that have EFA features or areas in them. You do not need to re-enter all of the land parcels you have in Part C – just those that have EFA features / areas that you are using to meet the rules in 2015.

## D2 to D8: Ecological Focus Areas

Tell us about the EFAs for each land parcel you have them in. You need to provide measurements for the EFA features / areas you have in each land parcel which you are using as part of your EFA. The measurements should be the actual physical measurements of the areas or features (in metres or hectares), not what they are worth for greening.

If you have any features which 'overlap' you might need to reduce these measurements. If you have fallow land, nitrogen-fixing crops or catch/cover crops next to a hedge that is also in your EFA, reduce the area of these crops in your EFA – read page 47 of 'The Basic Payment Scheme in England 2015' for more information.

If you have any nitrogen-fixing crops, fallow land or buffer strips in your EFA, you also need to include them in your land use in Part C. EFA buffer strips need to be separately identified in columns C5 and C6 and their area recorded and coded with the relevant land use code in C7.



Where you are using hedges or buffer strips for EFA, you do not need to complete an RLE 1 form or send us a map of their location.



#### D4 – Buffer strips:

You should record the length of EFA buffer strips in this column. Their area and land use should be recorded separately in Part C, so we can work out what they might be worth as part of the crop diversification rules.

#### D5 and D6: EFA Hedges

Record the lengths of all the hedges you are using for EFA in column D5. If a hedge forms the boundary between two arable fields at your disposal, record its length as an EFA feature in column D5 for both land parcels.

There are some situations where we need to know more about the location of your hedge to give you credit for both sides of it for EFA, particularly where:

- a length of hedge juts out into an arable parcel at the farmer's disposal, so both sides of the hedge count within the parcel (if the hedge is a minimum of 20 metres long)
- a hedge forms the boundary between an arable parcel at the farmer's disposal and a non-agricultural feature such as a wood or a road, and the farmer is responsible for maintaining both sides of the hedge (so can claim on both sides of it)
- a hedge is between an arable field at the farmer's disposal and a parcel of permanent grassland, and the farmer is responsible for managing both sides of the hedge

Where any of these situations occur in a particular land parcel, enter the length/s of the affected hedges in column D5 and again in column D6 (so that they are entered twice, once in D5 and once in D6). This means that both sides of the hedge will be counted when we work out what your hedges are worth for EFA.

To work out the total EFA value of your hedges, we will:

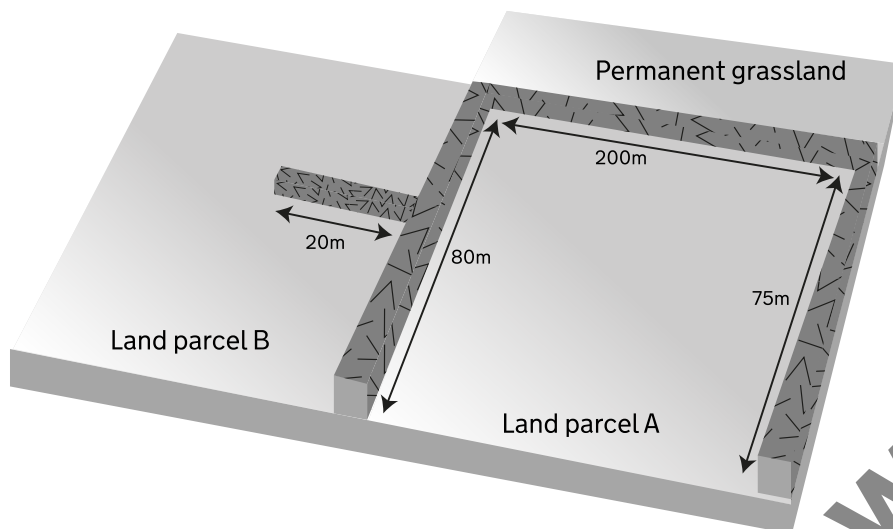
- multiply the total figure entered in D5 by 5 square-metres
- multiply the total figure entered in D6 by 5 square-metres (if you have entered a length in D6), then
- add these two figures together to get the total EFA area for your hedges.

#### Example

An arable land parcel 'A' has hedges on 3 sides:

1. On one side there is a length of hedge 80 metres long bordering another arable land parcel ('B'), which is part of the same holding and has a 20 metre spur of hedge jutting out into the middle of it.
2. On the second side, there is a length of hedge 200 metres long bordering a field in permanent grassland, which is part of the same holding.

3. On the third side, a 75 metre length of hedge runs alongside a public road where the farmer manages both sides of the hedge.



If the farmer chooses to count all of these hedges for EFA, they should be recorded as follows:

- 80 metre long hedge: they are claiming both sides, half in parcel A and half in land parcel B, so they include 80 metres in D5 for both parcels. The 20 metre spur is in land parcel B, but they can claim both sides, so they include 20 metres in both D5 and D6
- 200 metre long hedge: they are claiming both sides, but cannot declare it in the field with permanent grassland, so they include the 200 metres in columns D5 and D6 for land parcel A
- 75 metre long hedge: they can claim both sides, but cannot mark the hedge in another land parcel, so they include 75 metres in column D5 and D6 for land parcel A.

They should enter the lengths as shown below:

Land Parcel reference	Column 'D5'	Column 'D6'
Land parcel A	Enter '355' (80 + 200 + 75)	Enter '275' (200 + 75)
Land parcel B	Enter '100' (80 + 20)	Enter '20'
<b>TOTAL</b>	455	295

The total EFA credit for these two fields will be  $(455 \times 5\text{m}^2 = 2275\text{m}^2)$  plus  $(295 \times 5\text{m}^2 = 1475\text{m}^2)$  =  $3750\text{m}^2$ .

Read page 45 of 'The Basic Payment Scheme in England 2015' for more information on hedges and how much to count for EFA.

## Part E: Common land grazing rights

Before you fill in this part, read pages 15 and 16 of 'The Basic Payment Scheme in England 2015'. We will contact farmers with common land to let them know more about how we will allocate common land for BPS.

Part E is the same as the common land section in the SPS application form.

If we have filled in information for you and it is wrong, use the boxes below to correct it.

If you are claiming on the New Forest, we will send you separate guidance on how to fill in this section.

### **E1 and E2 – Common land number and name**

The CL number should always be two letters and four numbers. If the number you have isn't four numbers, add zeroes at the front of the number. For example if the number is '123', put in '0123'.

Both the CL number and common land name are registered officially with your local authority.

### **E3 – Type of commons rights**

Remember that if your register entry allows you a choice of animal types (for example, cattle, sheep or ponies), you should convert your rights to Livestock Units (LUs) and use whichever rights give the highest LU value. This will maximise the number of LUs you can claim on the common. Read page 16 of 'The Basic Payment Scheme in England 2015' for more information. The codes to use are shown in the table below.

Description	Code
Cattle	CTTLE
Donkey	DNKYS
Geese	GEESE
Goats	GOATS
Heifers/Stirks	HEFER
Horses	HRSES
Poultry (over 6 months)	PLTRY
Pigs	PIGS
Ponies	PONY
Sheep/lambs	SHEEP
Stints	STNTS

If you have separate rights to graze more than one type of animal, you should put each animal type on a separate line. Please note, you are claiming for your right to graze common land. This will not necessarily be the same as what you actually graze on the common.

### **E4 – Cross to delete line**

Put an 'X' in the box if the information is wrong and you need to remove it from your application. You can re-enter information on the next available line if needed.

### **E5 – Number of rights**

Use this column to tell us the number of animals of the type you entered in column E3. Do not give the number of stints/gaits, an area in hectares or the total LU value of your claim, as this can lead to us reducing your claim significantly or removing it entirely.

## **E6 – Do you own the common?**

Make sure column E6 is filled in correctly. If the information we've added shows as 'Yes', but this is incorrect, put a cross in the 'No' box.

If you own the common land, you may be eligible to claim for any surplus eligible area that exists on the common, once the grazing requirements associated with the registered rights on the common have been taken into account.

## **E7 – Activate entitlements**

Make sure each line in column E7 is filled in correctly if you want to be paid for your common land rights. If we have already filled the 'Yes' box but you don't want to claim on the rights, put a cross in the 'No' box.

## **E8 – Your checklist**

This column is for your own use and does not form part of your application.

## **Part F: Active Farmer**

Before you fill in this part, read the section 'Who can claim BPS', starting on page 7 of 'The Basic Payment Scheme in England 2015'.

### **F1 – Does your business automatically qualify as an active farmer?**

If your business automatically qualifies as an active farmer, put an 'X' in the 'Yes' box. You won't need to do this if you get an email with an 'apply now' link as you will confirm this when you submit your application.

### **F2 – If 'No', which of the readmission criteria are you applying under?**

If you've put 'No' at F1, you must put a cross in one of the readmission criteria boxes. If you need to send us an 'Accountant certificate to confirm active farmer status', we must receive this by midnight on 15 June 2015.

If you choose the 36 hectare option, we'll use Part C of your application form to check if you meet this criteria.

## **Part G: Young farmer payment**

If you want to apply for the young farmer payment, you must put a cross in the 'Yes' box.

If 'Yes', you will need to send a completed 'Accountant or Solicitor certificate to confirm new or young farmer status' so we receive it by midnight on 15 June 2015.

For more information about the young farmer payment, read pages 52 to 54 of 'The Basic Payment Scheme in England 2015'.



## Part H: Applying for entitlements from the national reserve

### H1 – I want to apply for entitlements

Put a cross in the 'Yes' box if you want to apply for entitlements from the national reserve.

You then need to tell us which category you are applying under – young farmer or new farmer. You will also need to send us a completed 'Accountant or Solicitor Certificate to confirm new or young farmer status' so we receive it by midnight on 15 June 2015 to prove you are eligible.

For more information about applying for entitlements, read page 52 of 'The Basic Payment Scheme in England 2015'.

## Part I: Entitlements

If you are checking a form we've filled in for you, this section shows the number of entitlements you had in each region on 1 January 2015.

You can compare this information against your 2014 SPS entitlement statement (which will include any transfers that were completed by October 2014, but not necessarily those submitted after this date). However, the numbers may have changed if you've sent us an RLE 1 form to transfer entitlements, or if someone else has sent us a form to transfer entitlements to you.

If the numbers shown in Part I are different to the number of entitlements you will hold on 15 June 2015, you need to update these numbers. For example if you are transferring entitlements out, or will receive entitlements to use in your 2015 claim, update the numbers in Part I.

To avoid having entitlements taken away, you must make sure you declare enough eligible land in column C4 on your 2015 BPS application form - in the same payment regions - to support the number of entitlements you have in 2015 in those payment regions. For more information read the 'Entitlements' section, starting on page 28 of 'The Basic Payment Scheme in England 2015'.

For BPS, entitlements can only be transferred to active farmers. Many farmers will not be confirmed as active farmers until they apply for BPS (and make a declaration under parts F and M). If we find that a farmer who has received transferred entitlements is not an active farmer, the transfer is invalid and they will lose their entitlements. The entitlements will not be returned to their original owner.

RPA will not replace any entitlements that are lost if a farmer is found not to be an active farmer after entitlements are transferred to them. Read page 30 of 'The Basic Payment Scheme in England 2015' for more information.

Part I on your 2015 BPS application form is different to the old part G that was on the SPS application form. Under SPS you didn't need to update the entitlement totals on your form – but you will need to on your BPS application form if the information we have filled in for you is incorrect.



## Part J: Land in more than one part of the UK

If you are claiming for land in other parts of the UK, please tell us where. If you know them, give us your reference numbers for the other part/s of the UK you are claiming BPS in.

You can use this section of the form to tell us which paying agency you want to pay you in 2015 if:

- your most recent SPS payment was made by a paying agency other than the one where the majority of your land was situated
- you are again claiming in 2015 for land in other parts of the UK; and
- you want to be paid by the paying agency that paid your most recent SPS payment.

More information about 'cross-border claims' is on GOV.UK at [www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps).

## Part K: Organic land

If you are sending us evidence to prove that you have organic land parcels that you want to be exempt from greening, put an 'X' in the box in this section. You'll need to send a copy of your organic certification so we receive it by midnight on 15 June 2015. Read page 31 of 'The Basic Payment Scheme in England 2015' for more information.

## Part L: Other documents you are sending

Please complete this if you are sending any supporting documents with your application. If you are not sending any you do not need to include a '0' in any of the boxes.

If you are sending us documents to tell us about any hemp you grow, or to show how you meet crop diversification 'exemption 3', tell us how many documents you are sending in 'F'. For example if you are sending 6 seed labels, put '006' in F.

More information on providing evidence is in 'The Basic Payment Scheme in England 2015'. Read page 33 of the guidance for information on the evidence requirements for crop diversification exemption 3, and page 78 for hemp.

## Part M: Your declaration and responsibilities

Read this part before you sign your application. We reserve the right to reject applications if *Your declaration and responsibilities* has been changed, or if the application has not been signed and dated.

You must make sure you have the correct permissions to sign the application. You can check your permissions on Rural Payments. If your level of permissions is incorrect, contact the person who has full permissions for the business.

In the 'Relationship to beneficiary' box, enter one of the following to describe your role:

- Agent – if you have been given permission to act on behalf of the person claiming BPS
- Trustee – a trustee of the business that is making the BPS claim
- Partner – a partner in the business that is making the BPS claim
- Director – a director of the business that is making the BPS claim
- Sole trader

## Using 'continuation booklets'

If you need to tell the RPA more about your land parcels, common land or ecological focus areas, continuation booklets are available on GOV.UK at [www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps). Booklets are available for:

- Part C: Land parcels
- Part D: Greening - Ecological Focus Areas
- Part E: Common Land

Use the booklets if you cannot fit all the information you need to tell us in these sections of your BP5 application form.

You can use as many continuation booklets as you need to, but make sure you give each one a number on the front page, starting at 001. For example if you are sending RPA three booklets (two for Part C and one for Part D), you can number them as follows:

- '001' for the first Part C continuation booklet
- '002' for the second Part C continuation booklet
- '003' for the Part D booklet

## BP5 checklist: Things to check before you send your application form back

If you need to post your application form back to us, make sure that:

- ✓ You've checked all of the information and told us about any changes if you need to
- ✓ You've completed the active farmer question in Part F
- ✓ You have signed and dated the form
- ✓ You've included any continuation booklets or evidence in the envelope with your application form (if you need to)
- ✓ You have the correct amount of postage on the envelope
- ✓ You print and keep a copy of your application and any evidence you send us
- ✓ You send it to our new PO Box address (read page 8)

We recommend that you use recorded delivery if you are posting your application form to us.

If you are updating your BP5, do not:

- ✗ use a pencil or felt-tip pen
- ✗ use correction fluid
- ✗ cross through entire form pages or parts of the form; either leave them blank or use the delete line box
- ✗ use your own computer generated field data sheets
- ✗ send us a covering letter unless you need to give us extra information to support your application

# Using an RLE 1 form

Farmers need to use the RLE 1 form to tell us about changes to their land or to transfer entitlements for the Basic Payment Scheme in 2015. Guidance on how to use the RLE 1 form is on GOV.UK at [www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps).

## What to use the RLE 1 form for

You must use an RLE 1 form and sketch map to:

- ask us to add land parcels not already mapped on the Rural Land Register
- amend a permanent field boundary
- split a field into two or more fields (with a permanent boundary)
- merge two or more fields into one field
- tell us about a permanent ineligible feature not already mapped on the Rural Land Register (read the next page for more information)
- tell us that a permanent ineligible feature already mapped on the Rural Land Register no longer exists

You also need to use an RLE 1 form if you want to transfer entitlements.

You don't need to send an RLE 1 form to tell us:

- that an area of land is not 'at your disposal' for BPS. You only need to make an appropriate deduction in column C4 to tell us about this land.
- you have land under a Rural Development Programme agreement which is ineligible for BPS, unless this land is an ineligible feature in an agricultural parcel that we haven't already mapped.
- about ineligible features that will only be on agricultural land temporarily. They used to be called 'temporary ineligible features' under the Single Payment Scheme. Read Annex B for more information

If you are updating your land information, you need to make sure any changes you make on an RLE 1 form are also reflected on your BP5 application form

## You don't always need to use an RLE 1

When you apply for BPS in 2015, you don't need to draw on your maps and send them to us to:

- tell us about your ecological focus areas or where your crops are for crop diversification – you can do this on the BP5 application form
- show us where the different land uses are in a land parcel – you just need to enter each land use for a parcel in column C7 on the BP5 application form
- map any features or options you have in a Rural Development Programme agreement - unless they are ineligible for BPS
- map areas of land which are not 'at your disposal'
- tell us about 'temporary' ineligible features we don't have mapped (read page 18)

## If a permanent ineligible feature (PIF) isn't on your map

All features which are permanently ineligible for BPS, must be shown accurately on your maps.

If they aren't, fill in an RLE1 form and send it to RPA (it's best to send it with your BP5 application if you can). Read the RLE1 guidance before you fill in the form – it has a list of ineligible areas and features on page 37.

Send your RLE1 to tell RPA about permanent ineligible features by 30 September 2015. If you miss this deadline, it could take RPA longer to process your BPS application.

On your BPS 2015 application, remember to make sure that you:

- don't include the area of the permanent ineligible feature in column C4 (because it's not eligible)
- include the area of the feature in columns C5, C6 and C7 and give it land use code 'NA01'
- don't claim payment for the area of the feature in C8

### 'New' permanently ineligible features

A permanent ineligible feature is not eligible for payment at any time of the scheme year, even if it becomes permanently ineligible after you apply for BPS. If you claim a BPS payment for an area or feature which becomes permanently ineligible later in 2015, you should:

- fill in an RLE form to update your maps
- write to RPA to ask them to reduce your BPS application so that you don't get paid for the ineligible feature

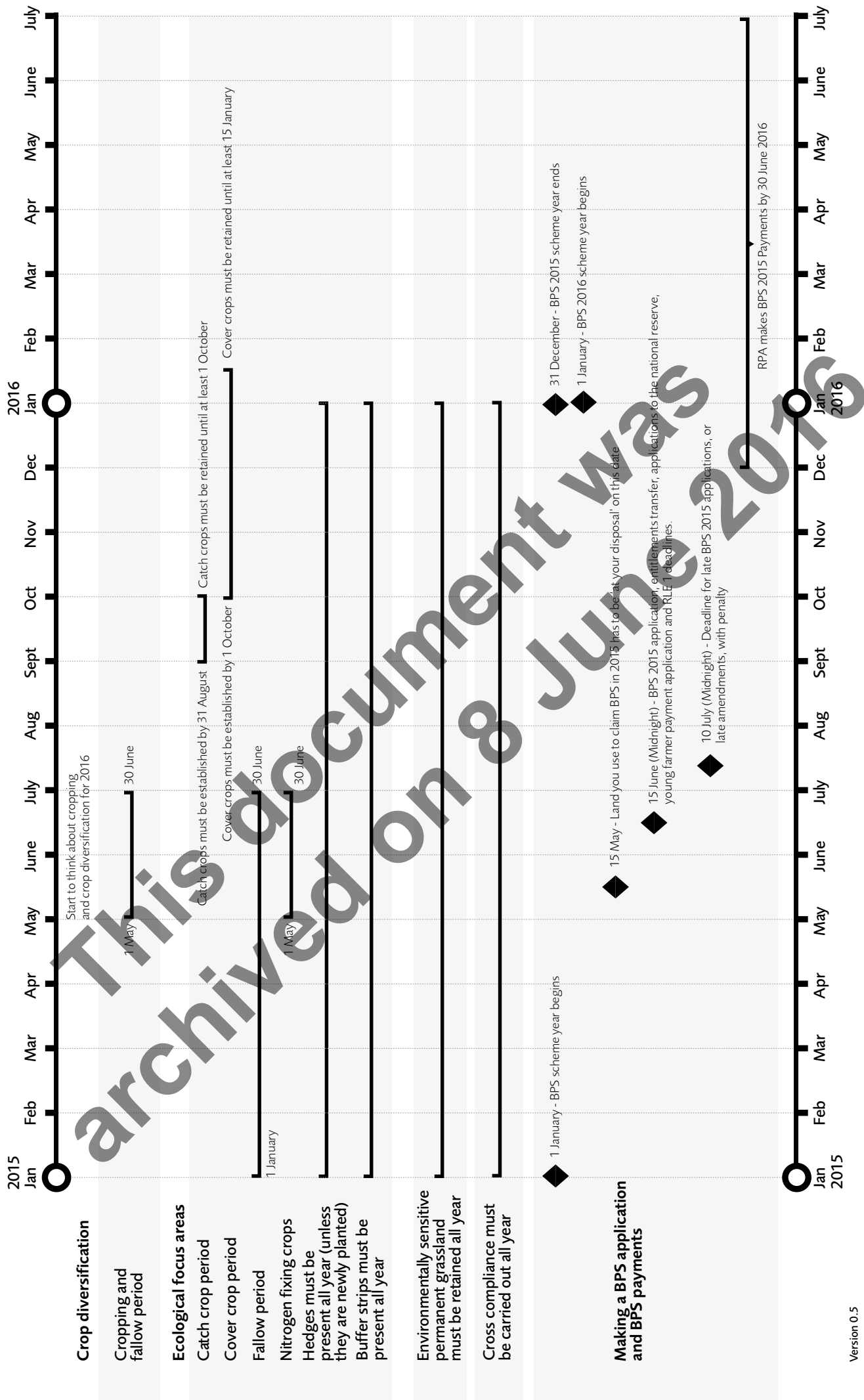
## Where to get an RLE 1 form

Download the RLE 1 form from GOV.UK ([www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps)) or call the Rural Payments helpline to ask for a blank form on 03000 200 301. We won't send pre-printed versions of the form.

You can use the RLE 1 guidance on GOV.UK to help you fill in the form.

You don't need to tell us about entitlement transfers 6 weeks before they happen any more. For BPS 2015, you have to send us any RLE 1 forms to transfer entitlements so we receive them by midnight on 15 June 2015.

# Basic Payment Scheme 2015: Key dates



## Annex A

# Coding agricultural land when you claim for the Basic Payment Scheme

- Permanent grassland and permanent grassland buffer strips – page 32
- Permanent crops – page 33
- Arable land: temporary grassland, fallow land, arable buffer strips, hedges and arable land exempt from greening – page 36
- Arable land: arable crops for crop diversification – page 38
- Arable land: leguminous and nitrogen-fixing crops for crop diversification and ecological focus area – page 44
- Arable land: catch and cover crops for ecological focus area – page 47
- Agricultural land under a Rural Development Programme agreement – page 47
- Dual use - page 48
- Agricultural land not at the applicant's disposal - page 48

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## Permanent grassland and permanent grassland buffer strips

Land use	Code to use in column C7	Description
Permanent grassland	PG01	<p>All land you are planning to count as permanent grassland for BPS.</p> <p>Also use this code for strips and margins of permanent grassland if you want these to count towards your total area of grassland to meet a greening exemption or to limit your area of arable land subject to crop diversification. Otherwise you can include strips and margins of permanent grassland under the main land use of the parcel and they don't need to be separately identified.</p> <p>If you have a buffer strip of permanent grassland that you want to include in your ecological focus area, use 'Permanent grassland buffer strip' as the land use (see below).</p> <p>Read page 18 of 'the Basic Payment Scheme in England 2015' guidance for more information on permanent grassland.</p>
Permanent grassland buffer strip	PG02	<p>A buffer strip of permanent grassland that you want to use as part of your ecological focus area. This must be within an arable field.</p> <p>The area of this buffer strip will not count for crop diversification as it is not arable land, however it will count as permanent grassland when working out if you need to meet crop diversification or ecological focus area on your holding.</p> <p>Enter the length of the buffer strip in column D4.</p> <p>Read page 18 of 'the Basic Payment Scheme in England 2015' guidance for more information on permanent grassland.</p>



## Permanent crops

Land use	Code to use in column C7	Description
Permanent crops other than nursery crops and short rotation coppice	PC01	<p>Permanent crops are crops that occupy the land for 5 years or more (other than permanent grassland) and provide repeated harvests. They include nursery crops (code PC01) and short rotation coppice (code SR01).</p> <p>Multi-annual/perennial crops include:</p> <ul style="list-style-type: none"> <li>Almonds</li> <li>Apples</li> <li>Apricots</li> <li>Artichoke</li> <li>Asparagus</li> <li>Avocados</li> <li>Bilberries</li> <li>Blackberries</li> <li>Blueberries</li> <li>Cherries</li> <li>Chestnuts</li> <li>Citrus fruit</li> <li>Cranberries</li> <li>Currants</li> <li>English Chamomile</li> <li>Figs</li> <li>Gooseberries</li> <li>Grapes</li> <li>Guavas</li> <li>Hazelnuts</li> <li>Hops</li> <li>Hyssop</li> <li>Lavender</li> <li>Loganberries</li> <li>Macadamia nuts</li> <li>Mangos</li> <li>Mangosteens</li> <li>Melissa</li> <li>Mint</li> <li>Miscanthus</li> <li>Mulberries</li> <li>Papayas and Locust beans</li> <li>Peaches</li> <li>Pears</li> <li>Pecans</li> <li>Pineapples</li> <li>Pine nuts</li> <li>Pistachios</li> <li>Plantains</li> <li>Plums</li> <li>Raspberries</li> <li>Reed canary grass</li> <li>Rhubarb</li> </ul>

Land use	Code to use in column C7	Description
		<p>Rosemary Sloes and Quinces Walnuts Yarrow</p> <p>Other fruits under the genus 'Vaccinium' are also permanent crops.</p> <p>Includes flower crops such as:</p> <p>Agrinomy Autumn Hawk-bit Betony Bladder Campion Bluebell Bulbous Buttercup Cats Ear Clustered Bellflower Coltsfoot Common Daisy Common Mallow Common Sorrel Cowslip Creeping Buttercup Dandelion Devils-bit Scabious Drop wort Field Scabious Garlic Mustard Great Burnett Greater Hawk-bit Greater Knapweed Greater Mullein Heartsease Hedge woundwort Hoary Plantain Kidney Vetch Lady's Bed Straw Lawn Chamomile Lesser Knapweed Meadow Buttercup Meadow Cranesbill Meadow Vetchling Meadowsweet Musk Mallow Nettle leaved bellflower Ox-Eye Daisy Purple Loosestrife</p>

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Land use	Code to use in column C7	Description
		Purple Toad Flax Ragged Robin Red Campion Ribwort Plantain Salad Burnett Self Heal Small scabious St. John's wort Vipers Bugloss Water Avens White Campion Wild Angelica Wild Garlic Wild Primrose Wood Avens Yellow flag Iris Yellow Toad Flax
Nursery crops	PC02	<p>Nursery crops are areas of young woody plants grown in the open air, on soil in greenhouses, or under polytunnels for later transplantation.</p> <p>They include:</p> <ul style="list-style-type: none"> <li>• vine and root stock nurseries</li> <li>• fruit tree and berry nurseries</li> <li>• ornamental nurseries</li> <li>• mixed nurseries of forest trees (except those for the holding's own requirements grown in woodland)</li> <li>• nurseries of trees and bushes for planting in gardens, parks, at the road side and on embankments</li> </ul> <p>Nursery crops do not include Christmas trees unless they are grown in nurseries for later transplantation.</p>

Land use	Code to use in column C7	Description
Short rotation coppice	SR01	<p>Short rotation coppice includes areas planted with tree species that consist of woody, perennial crops, the rootstock or stools remaining in the ground after harvesting, with new shoots emerging in the following season.</p> <p>The eligible species for short rotation coppice are:</p> <ul style="list-style-type: none"> <li>• Alder (<i>Alnus</i>)</li> <li>• Ash (<i>Fraxinus excelsior</i>)</li> <li>• Birch (<i>Betula</i>)</li> <li>• Hazel (<i>Corylus avellana</i>)</li> <li>• Hornbeam (<i>Carpinus</i> spp)</li> <li>• Lime (<i>Tilia cordata</i>)</li> <li>• Poplar (<i>Populus</i> spp)</li> <li>• Sweet chestnut (<i>Castanea sativa</i>)</li> <li>• Sycamore (<i>Acer pseudoplatanus</i>)</li> <li>• Willow (<i>Salix</i> spp)</li> </ul>

### Arable land: temporary grassland, fallow land, arable buffer strips, hedges and arable land exempt from greening

Land use	Code to use in column C7	Description
Temporary grassland	TG01	<p>All land you are planning to count as temporary grassland for BPS.</p> <p>Also use this code for strips and margins of temporary grassland if you want these to count towards your total area of grassland to meet a greening exemption or for crop diversification purposes. Otherwise you can include strips and margins of temporary grass under the main land use of the parcel and they don't need to be separately identified, unless they meet the fallow rules and you want to count them as fallow. If this is the case, you need to identify them separately and code them as fallow.</p> <p>If you have a buffer strip of temporary grassland that you want to include in your ecological focus area, use 'Fallow buffer strip' as the land use.</p> <p>Read page 17 of 'The Basic Payment Scheme in England 2015' for more information.</p>

Land use	Code to use in column C7	Description
Land lying fallow	FA01	<p>All land you are planning to count as fallow land for BPS or as part of your ecological focus area.</p> <p>For fallow land you are counting towards your ecological focus area, enter the area of the land in column D3.</p> <p>Also use this code for strips of fallow land if you want these to count towards your total area of fallow land to meet a greening exemption or for crop diversification purposes. Otherwise you can include strips of fallow land under the main land use of the parcel.</p> <p>If you have a buffer strip on fallow land that you want to include in your ecological focus area, use 'Fallow buffer strip' as the land use.</p>
Fallow buffer strip	ABS03	<p>A buffer strip of arable land that you want to use as part of your ecological focus area.</p> <p>The area of this buffer strip will count as fallow for crop diversification.</p> <p>Enter the length of the buffer strip in column D4.</p>
Crops under water and leguminous crops	Use the appropriate code(s) listed in the arable land tables	All land you are planning to count as crops under water or leguminous crops to meet a greening exemption or for crop diversification purposes.

Land use	Description
Hedge	<p>A hedge on or next to arable land that you want to use as part of your ecological focus area.</p> <p>There is no land use code required as a hedge you are using for ecological focus area will be entered into Part D.</p>

## Arable land: arable crops for crop diversification

Land use	Genus	Species	Code to use in column C7	Description
Aubergine-type arable crop	Solanaceae	Solanum melongena	AC46	Includes Aubergine and Eggplant
Banana squash-type arable crop	Cucurbitaceae	Cucurbita maxim	AC53	Includes Banana squash and Buttercup squash
Barley (spring)-type arable crop	Hordeum	Spring variety	AC01	Includes Feed barley, Malting barley, Two row barley, Six row barley
Barley (winter)-type arable crop	Hordeum	Winter variety	AC63	Includes Feed barley, Malting barley, Two row barley, Six row barley
Basil-type arable crop	Ocimum	-	AC02	Includes all Basils
Beet-type arable crop	Beta	-	AC03	Includes Beetroot, Chard, Field beet, Fodder beet, Mangolds, Redbeet, Sugar beet
Borage-type arable crop	Borago	-	AC04	Includes Borage
Brown mustard-type arable crop	Brassicaceae	Sinapsis alba	AC37	Includes Brown mustard; Use AC38 for White or Yellow mustard
Buckwheat-type arable crop	Fagopyrum	-	AC05	Includes Buckwheat
Butternut squash-type arable crop	Cucurbitaceae	Cucurbita moschata	AC54	Includes Butternut squash, Cheese pumpkin
Cabbage (spring)-type arable crop	Brassicaceae	Brassica oleracea - spring variety	AC34	Includes Broccoli, Brussels sprouts, Cabbages, Calabrese, Cauliflower, Chinese kale, Kale, Kohlrabi, Red cabbage, Savoy cabbage, White cabbage

Land use	Genus	Species	Code to use in column C7	Description
Cabbage (winter)-type arable crop	Brassicaceae	Brassica oleracea - winter variety	AC70	Includes Broccoli, Brussels sprouts, Cabbages, Calabrese, Cauliflower, Chinese kale, Kale, Kohlrabi, Red cabbage, Savoy cabbage, White cabbage
Camelina-type arable crop	Camelina	-	AC73	Includes Camelina, gold-of-pleasure, false flax
Canary seed-type arable crop	Phalaris	-	AC06	Includes Canary seed
Carrot-type arable crop	Daucus	-	AC07	Includes Carrot
Celery-type arable crop	Apium	-	AC08	Includes Celeriac, Celery
Chicory-type arable crop	Chichorium	-	AC09	Includes Chicory, Endive, Italian chicory, Radiccio
Chilli-type arable crop	Solanaceae	Capsicum baccatum	AC48	Includes Bishop's crown chilli, Lemon drop chilli, Peppadew chilli
Coriander-type arable crop	Coriandrum	-	AC71	Includes Coriander
Corn chamomile-type arable crop	Anthemis arvensis	-	AC77	Includes Corn chamomile
Corn cockle-type arable crop	Agrostemma	-	AC78	Includes Corn cockle
Corn flower-type arable crop	Centaurea	-	AC79	Includes Corn flower
Corn gromwell-type arable crop	Buglossoides (also known as	-	AC72	Includes Corn gromwell
Corn marigold-type arable crop		-	AC80	Includes Corn marigold
Crambe-type arable crop	Brassicaceae	Crambe maritima	AC39	Includes Crambe, Seakale

Land use	Genus	Species	Code to use in column C7	Description
Cress-type arable crop (excluding Watercress)	Brassicaceae	Lepidium sativu	AC89	Includes Garden Cress. Use CW01 for Watercress
Cucumber-type arable crop	Cucurbitaceae	Cucumis sativus	AC56	Includes Cucumber
Daffodil-type arable crop	Narcissus	-	AC10	Includes all daffodils
Dill-type arable crop	Anethum	-	AC11	Includes Dill
Evening primrose-type arable crop	Oenothera	-	AC12	Includes Evening primrose
Fennel-type arable crop	Foeniculum	-	AC13	Includes Fennel
Field forget-me-not-type arable crop	Myosotis	-	AC82	Includes Forget-me-not
Fox-glove-type arable crop	Digitalis	-	AC83	Includes Fox-glove
German chamomile-type arable crop	Matricaria	-	AC76	Includes Chamomile, German Chamomile, Hungarian Chamomile, Kamilla, Wild Chamomile, Scentless Mayweed
Hay rattle-type arable crop	Rhinanthus	-	AC84	Includes Hay-rattle
Hedge bedstraw-type arable crop	Galium	-	AC85	Includes Hedge bedstraw
Hemp-type arable crop	Cannabis	-	AC14	Includes Hemp
Horseradish-type arable crop	Brassicaceae	Armoracia rusticana	AC42	Includes Horseradish (Cochlearia armoracia)
Japanese pie squash-type arable crop	Cucurbitaceae	Cucurbita argyrosperma	AC51	Includes Japanese pie squash



Land use	Genus	Species	Code to use in column C7	Description
Lettuce-type arable crop	Lactuca	-	AC15	Includes Butterhead lettuce, Cos lettuce, Iceberg lettuce, Lettuce, Romaine lettuce
Linseed (spring)-type arable crop	Linum	Spring variety	AC16	Includes Flax, Linseed
Linseed (winter)-type arable crop	Linum	Winter variety	AC64	Includes Flax, Linseed
Maize-type arable crop	Zea	-	AC17	Includes Corn, Maize, Sweetcorn
Melon-type arable crop	Cucurbitaceae	Cucumis melo	AC57	Includes Melons other than Water melon
Millet-type arable crop	Echinochloa	-	AC18	Includes Millet
Mixed arable crop - group 1	Variable	Variable	AC58	Mixed arable crop - you can mark up to 5 different mixed crops on your land as different crops. Each mixed crop will be considered as a separate crop for crop diversification.
Mixed crop - group 2	Variable	Variable	AC59	
Mixed crop - group 3	Variable	Variable	AC60	
Mixed crop - group 4	Variable	Variable	AC61	
Mixed crop - group 5	Variable	Variable	AC62	
Mustard-type arable crop	Brassicaceae	Sinapsis alba	AC38	Includes White or Yellow mustard; use AC37 for Brown mustard
Oats (spring)-type arable crop	Avena	Spring variety	AC19	Includes Feed oats, Naked oats, Porridge oats, Quaking oats
Oats (winter)-type arable crop	Avena	Winter variety	AC65	Includes Feed oats, Naked oats, Porridge oats, Quaking oats
Oca-type arable crop	Oxalis	-	AC75	Includes Oca, New Zealand Yam

Land use	Genus	Species	Code to use in column C7	Description
Oilseed (spring)-type arable crop	Brassicaceae	Brassica napus (spring variety)	AC36	Includes Industrial rape, Oilseed rape, Swede
Oilseed (winter)-type arable crop	Brassicaceae	Brassica napus (winter variety)	AC67	Includes Industrial rape, Oilseed rape, Swede
Onion-type arable crop	Ilum	-	AC20	Includes Chives, Garlic, Onions, Leeks, Scallions, Shallot, Spring Onions
Oregano-type arable crop	Origanum	-	AC21	Includes Oregano, Marjoram
Parsley-type arable crop	Petroselinum	-	AC22	Includes All Parsleys
Parsnip-type arable crop	Pastinaca	-	AC23	Includes Parsnips
Pepper-type arable crop	Solanaceae	Capsicum annum	AC47	Includes Bell pepper, Chilli pepper
Phacelia-type arable crop	Phacelia	-	AC74	Includes Phacelia
Poppy-type arable crop	Papaver	-	AC81	Includes Poppy and Corn poppy
Potato-type arable crop	Solanaceae	Solanum tuberosum	AC44	Includes Early potato, Maincrop potato, Seed potato; use AC28 for Sweet potato
Quinoa-type arable crop	Chenopodium quinoa	-	AC87	Includes Quinoa
Radish-type arable crop	Brassicaceae	Raphanus sativus	AC41	Includes Radish
Rocket-type arable crop	Brassicaceae	Eruca sativa	AC40	Includes Rocket
Rye (spring)-type arable crop	Secale	Spring variety	AC24	Includes Rye (spring)
Rye (winter)-type arable crop	Secale	Winter variety	AC68	Includes Rye (winter)
Sage-type arable crop	Salvia	-	AC25	Includes Clary sage, Sages

Land use	Genus	Species	Code to use in column C7	Description
Siam pumpkin-type arable crop	Cucurbitaceae	Cucurbita ficifolia	AC52	Includes Siam pumpkin, Seven year melon
Spinach-type arable crop	Spinacia	-	AC26	Includes Spinach
Squash-type arable crop	Cucurbitaceae	Cucurbita pepo	AC50	Includes Pumpkins, Squashes, Marrows, Zucchini, Courgettes
Strawberry-type arable crop	Fragaria	-	AC27	Includes Strawberry
Sunflower-type arable crop	Halianthus	-	AC88	Includes Sunflower
Sweet potato-type arable crop	Ipomoea	-	AC28	Includes Sweet potato; use AC44 for Potato
Teasel-type arable crop	Dipsacus	-	AC86	Includes Teasel
Thyme-type arable crop	Thymus	-	AC29	Includes all thymes
Tobacco-type arable crop	Solanaceae	Nicotiana tabacum	AC43	Includes Tobacco
Tomato-type arable crop	Solanaceae	Solanum lycopersicum	AC45	Includes Tomato
Tree chilli-type arable crop	Solanaceae	Capsicum pubescens	AC49	Includes Tree chilli
Triticale (spring)-type arable crop	-	Spring variety	AC30	Includes Triticale (spring)
Triticale (winter)-type arable crop	-	Winter variety	AC69	Includes Triticale (winter)
Tulip-type arable crop	Tulipa	-	AC31	Includes all tulips
Turnip-type arable crop	Brassicaceae	Brassica rapa	AC35	Includes Bok choy, Chinese cabbage (Pak choy), Turnip, Turnip rape
Water melon-type arable crop	Cucurbitaceae	Citrullus lanatus	AC55	Includes Water melon

Land use	Genus	Species	Code to use in column C7	Description
Watercress – arable crop under water	Brassicaceae	Nasturtium officinale	CW01	Includes Watercress
Wheat (spring)-type arable crop	Triticum	Spring variety	AC32	Includes Biscuit wheat, Common or Bread wheat, Durum wheat, Einkorn, Feed wheat, Red wheat, Spelt
Wheat (winter)-type arable crop	Triticum	Winter variety	AC66	Includes Biscuit wheat, Common or Bread wheat, Durum wheat, Einkorn, Feed wheat, Red wheat, Spelt
Yam-type arable crop	Dioscorea	-	AC33	Includes Yam

## Arable land: leguminous and nitrogen-fixing crops for crop diversification and ecological focus areas

Land use	Genus	Species	Code to use in column C7	Description
Bird's foot trefoil-type leguminous and nitrogen-fixing crop	Lotus	-	LG10	Includes Bird's foot trefoil If you are counting this crop towards your ecological focus area, enter the area in column D2.
Chickpea-type leguminous and nitrogen-fixing crop	Cicer	-	LG01	Includes Chickpea If you are counting this crop towards your ecological focus area, enter the area in column D2.
Clover-type leguminous and nitrogen-fixing crop	Trifolium	-	LG14	Includes clovers and some trefoils If you are counting this crop towards your ecological focus area, enter the area in column D2.

Land use	Genus	Species	Code to use in column C7	Description
Cowpea-type leguminous and nitrogen-fixing crop	Vigna	-	LG09	Includes Black eye peas, Cowpeas  If you are counting this crop towards your ecological focus area, enter the area in column D2.
Fenugreek-type leguminous and nitrogen-fixing crop	Trigonella	-	LG02	Includes Fenugreek  If you are counting this crop towards your ecological focus area, enter the area in column D2.
Field beans (spring)-type leguminous and nitrogen-fixing crop	Vicia	Spring variety	LG03	Includes Broad beans, Field beans, Tic beans, Vetch  If you are counting this crop towards your ecological focus area, enter the area in column D2.
Field beans (winter)-type leguminous and nitrogen-fixing crop	Vicia	Winter variety	LG20	Includes Broad beans, Field beans, Tic beans, Vetch  If you are counting this crop towards your ecological focus area, enter the area in column D2.
Green beans-type leguminous and nitrogen-fixing crop	Phaseolus	-	LG04	Includes French beans, Green beans, Haricot beans, Runner beans  If you are counting this crop towards your ecological focus area, enter the area in column D2.
Lentil-type leguminous and nitrogen-fixing crop	Lens	-	LG05	Includes Lentils  If you are counting this crop towards your ecological focus area, enter the area in column D2.
Lucerne-type leguminous and nitrogen-fixing crop	Medicago	-	LG11	Includes Lucerne (Alfalfa), Black medic  If you are counting this crop towards your ecological focus area, enter the area in column D2.

Land use	Genus	Species	Code to use in column C7	Description
Lupin-type leguminous and nitrogen-fixing crop	Lupinus	-	LG06	Includes Lupins  If you are counting this crop towards your ecological focus area, enter the area in column D2.
Mixed crop - leguminous only 1	Variable	Variable	LG15	Mixed crop, where all the crops are leguminous. You can mark up to 5 different mixed crops made up of legumes on your land.  These land uses will count for both crop diversification and ecological focus area.  If you are counting this crop towards your ecological focus area, enter the area in column D2.
Mixed crop - leguminous only 2	Variable	Variable	LG16	
Mixed crop - leguminous only 3	Variable	Variable	LG17	
Mixed crop - leguminous only 4	Variable	Variable	LG18	
Mixed crop - leguminous only 5	Variable	Variable	LG19	
Pea (spring)-type leguminous and nitrogen-fixing crop	Pisum	Spring variety	LG07	Includes Feed pea, Mange tout, Marrow fat pea, Snap pea, Snow pea, Vining pea  If you are counting this crop towards your ecological focus area, enter the area in column D2.
Pea (winter)-type leguminous and nitrogen-fixing crop	Pisum	Winter variety	LG21	Includes Feed pea, Mange tout, Marrow fat pea, Snap pea, Snow pea, Vining pea  If you are counting this crop towards your ecological focus area, enter the area in column D2.
Sainfoin-type leguminous and nitrogen-fixing crop		-	LG13	Includes sainfoin  If you are counting this crop towards your ecological focus area, enter the area in column D2

Land use	Genus	Species	Code to use in column C7	Description
Soya-type leguminous and nitrogen-fixing crop	Glycine	-	LG08	Includes Soya bean, Soybean  If you are counting this crop towards your ecological focus area, enter the area in column D2.
Sweet clover-type leguminous and nitrogen-fixing crop	Melilotus	-	LG12	Includes sweet clovers  If you are counting this crop towards your ecological focus area, enter the area in column D2.

## Arable land: catch and cover crops for ecological focus area

Land use	Description
Catch crop	Any catch crop that is eligible under the ecological focus area rule. Read Annex A of 'The Basic Payment Scheme in England 2015' for more information.  There is no land use code required as a catch crop for EFA in Part C, as they will be entered into Part D.
Cover crop	Any cover crop that is eligible under the ecological focus area rule. Read Annex A of 'The Basic Payment Scheme in England 2015' for more information.  There is no land use code required as a cover crop for EFA in Part C, as they will be entered into Part D.

## Agricultural land under a Rural Development agreement

If you have agricultural land which is under your management control for a Rural Development Programme agreement but not at your disposal for BPS, you still need to tell us about this land on your application form using the appropriate code(s) from this Annex for the land use of that land. If you are unsure of the agricultural land uses taking place on all of this land, read 'Agricultural land not at the applicant's disposal' for more information.

You should always deduct the area of this land from columns C4 and C8 in your application form. To do this put '0.00' in columns C4 and C8. This land will not count towards your area available to keep or use entitlements, or towards greening.

## Dual use

If you are in a 'dual use' situation with another BPS applicant – the other applicant has the agricultural land at their disposal for BPS and you have the same area of land under your management control for a Rural Development Programme agreement - use the appropriate land

use code(s) from this Annex to tell us about this land.

As the other applicant has the land at their disposal for BPS, you should deduct the area of this land from Columns C4 and C8 in your own application. This land will not count towards your area available to keep or use entitlements, or towards greening.

If you are the applicant with the land at your disposal for BPS, use the appropriate land use code(s) from this Annex to tell us about this land. You can include the area of the agricultural land (minus any ineligible features) in column C4. You can also include this land in column C8 if you are planning to include it in your BPS claim. This land may count towards your area available to keep or use entitlements, and towards greening.

### **Non-agricultural land under a Rural Development Programme agreement**

If you have non-agricultural land, for example woodland, under a Rural Development Programme agreement or the National Forest Changing Landscape Scheme, read Annex B for more information on coding this land.

### **Agricultural land not at the applicant's disposal**

If you have any agricultural land on your holding, other than permanent grassland, which is not at your disposal for BPS (such as land you only manage under a Rural Development Programme agreement and are sharing with another farmer) and you are unsure of all the land uses on the field, use the code below to tell us about this land.

If the land is predominantly permanent grassland, use code PG01 to tell us about this land.

You should always deduct the area of this land from columns C4 and C8 in your application form. This land will not count towards your area available to keep or use entitlements, or towards greening.

Land use	Code to use in column C7	Description
Agricultural land, other than permanent grassland, which is not at the applicant's disposal for BPS and the land use(s) of the field are unknown.	ND01	Agricultural land, such as permanent crops or arable land, which is not at the applicant's disposal for BPS because it is only being managed under a Rural Development Programme agreement and is being shared with another farmer.



## Annex B

# Coding non-agricultural land when you claim for the Basic Payment Scheme

How to code non-agricultural land when you fill in a BP5 application form to claim the Basic Payment Scheme (BPS) in 2015.

### Ineligible areas and features on otherwise eligible land

There are two types of BPS ineligible features on agricultural land that you can tell us about in your application form using land use codes:

- Permanent ineligible features – these are features which are stable over time and do not change year on year, such as buildings, areas of hard standing and dense woodland.
- Temporary ineligible features on otherwise agricultural land – these are features which are likely to change over time, such as areas that are ineligible due to the 28 day rule or areas made ineligible due to short-term utility works. Read ‘The Basic Payment Scheme in England 2015’ for more information.

You also need to tell us about these features on any non-agricultural land you have that is eligible for BPS – read the ‘Non-agricultural land under a Rural Development Programme agreement or the National Forest Changing Landscape Scheme’ section on the next page for more information.

You don’t always have to declare BPS permanent ineligible features using the land use codes below, read pages 17 and 18 for more information. You do need to declare permanent ineligible areas where they cover a whole land parcel and temporary ineligible features.

You should tell us about any permanent ineligible features that we haven’t already mapped for your agricultural parcels using an RLE 1 form. You do not need to use an RLE 1 form to tell us about temporary ineligible features on otherwise agricultural land. If you are in any doubt about the permanence of a feature, you are advised to use an RLE 1 form.

If we’ve filled in your form with any codes for specific ineligible features, change them to one of the codes below. The full list is on GOV.UK.

Land use	Code to use in column C7	Description
Permanent ineligible area or feature which is unlikely to change	NA01	<p>You need to send us an RLE 1 form for any area or feature of this type which is not already mapped on the Rural Land Register. You must also deduct its area from columns C4 and C8.</p> <p>If you have more than one area or feature of this type in the same field, you don’t need to separate out each feature in your application form. You only need to provide a sum of the total area of all the features of this type against the code NA01.</p>

Land use	Code to use in column C7	Description
Ineligible area or feature which is likely to change over time ('temporary' ineligible feature)	NA02	<p>Includes:</p> <ul style="list-style-type: none"> <li>• Compost heaps or muck heaps that are in place for less than 3 years, but not stored in the field on which they are to be used or the amount stored is not appropriate for that field. Compost heaps that are in the same place for more than 3 years should always be treated as permanent ineligible features.</li> <li>• Area used for turf production for fuel (for up to 3 years). If used for turf production for fuel for more than 3 years, it should always be treated as a permanent ineligible feature.</li> <li>• Machinery (on grass or bare soil) if it has been stored in the same place for more than a year but less than 3 years. Machinery stored for more than 3 years should always be treated as a permanent ineligible feature.</li> <li>• Area used for peat production (for up to 3 years). If used for peat production for more than 3 years, it should always be treated as a permanent ineligible feature.</li> <li>• Area in which the non-agricultural activities referred to on page 23 of 'The Basic Payment Scheme in England 2015' occur on the land for more than 28 days in the calendar year.</li> <li>• Area that will be temporarily ineligible due to utility or transport works.</li> </ul> <p>Read 'The Basic Payment Scheme in England 2015' for more information about these ineligible features.</p> <p>You do not need to send us an RLE 1 form for any feature/ area of this type but you should deduct its area from columns C4 and C8.</p> <p>If you have more than one feature of this type in the same field, you don't need to separate out each feature in your application form. You only need to provide a sum of the total area of all the features of this type against the code NA02.</p>

**Non-agricultural land under a Rural Development Programme agreement or the National Forest Changing Landscape Scheme**

Land used with entitlements to claim for SPS in 2008 and currently in certain Rural Development Programme agreements or the National Forest Changing Landscape Scheme can still be eligible for BPS.

This land may have been coded as 'SA2' or 'SA3' on your SPS claim. Read pages 20-22 of 'The

Basic Payment Scheme in England 2015' for more information. You can include the area of this land (minus any ineligible features) in column C4. You can also include this land in column C8 if you are planning to include it in your BPS claim. However, this land will not count towards greening.

Other non-agricultural land under these schemes is not normally eligible for BPS. However, you still need to enter it in your application form unless it's an ineligible feature in an agricultural parcel that we've already mapped or you are telling us about through the RLE 1 process.

Land of this type should always be deducted from column C4 and any entry you are making in column C8. It will not count towards your area available to keep or use entitlements, or towards greening.

Use the following codes to tell us about any eligible and ineligible non-agricultural land (other than ineligible features in agricultural parcels) which is under a Rural Development Programme agreement or the National Forest Changing Landscape Scheme.

Land use	Code to use in column C7
Non-agricultural land, for example woodland, which is at your disposal and remains eligible for BPS because it is under a suitable Rural Development Programme agreement or the National Forest Changing Landscape Scheme and was used with entitlements to claim SPS in 2008.	RD01
Non-agricultural land, for example woodland, which is under a Rural Development Programme agreement or the National Forest Changing Landscape Scheme and is ineligible for BPS because it does not meet the conditions of the RD01 land above.	RD02

## Annex C

### BPS Forms 2015

The forms available to help you with your BPS application in 2015 are:

- The 'BP5' application form
- Continuation booklets for Parts C, D and E of the BP5
- RLE 1 – Request for changes to the Rural Land Register and for the transfer of entitlements
- Accountant certificate to confirm active farmer status
- Accountant or Solicitor Certificate to confirm new or young farmer status
- IACS 26 - Separate Business Questionnaire. We might ask you to fill this in if we need more information about changes to your business

All the forms above, as well as all the guidance for BPS 2015, can be found on GOV.UK at: [www.gov.uk/rpa/bps](http://www.gov.uk/rpa/bps). Guidance for farmers with common land and farmers with land in more than one part of the UK can also be found on this web page.

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