



Rural Payments
Agency

The Basic Payment Scheme in England 2020

How to apply using a paper form

Claim BPS



Get ready for BPS 2020

Visit the BPS 2020 webpage



Everything you need to know about BPS 2020 will be on the BPS 2020 guidance page – including the scheme rules and guidance about how to apply.

Sign in to the Rural Payments service



If you have not signed in for a while, you might need to re-set your password.

Update your contact details



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

Set your 'permission levels'



You need 'BPS submit' permission to submit an application. You can give an agent permission to apply for you as well.

Check your maps carefully



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

Phone a friend



With 8 out of 10 people now applying online, you probably know someone who has already done it.

Why not see if they can help you this year?

Sign in to the Rural Payments service

Why not try
applying online?

Here's what people
said last year:

'The online service
has vastly improved,
and the mapping
experience is better'

'... the layout of the
form makes it easier
to fill in '

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What the icon means

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



Fraud

Fraudsters may target farmers who receive subsidy payments and we're aware that in the past some customers have received emails, texts and telephone calls claiming to be from RPA or Defra. Links to a website mocked up to look like an RPA or Defra online service are sometimes included in the message.

We do not send emails or text messages with links to websites asking you to confirm your personal details or payment information. We strongly advise anyone who receives such a request not to open the link and delete the item.

As fraudsters may target farmers who receive subsidy payments, remember:

- never discuss your bank account details with someone you don't know
- we will not ask you to make a payment over the phone
- delete any emails or texts you do not believe are genuine, and do not open any links – our main email addresses are:
 - ruralpayments@defra.gov.uk
 - rpa@notifications.service.gov.uk
 - ruralpayments@rpa.emails.com
- be cautious about what information you share externally, particularly on social media.

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

- RPA's Fraud Referral Team on 0800 347 347 or FraudInConfidence@RPA.gov.uk
- Action Fraud (the UK's national reporting centre for fraud and cyber-crime) on 0300 123 2040.

Key Dates for BPS 2020

Date	Information
1 January 2020	<ul style="list-style-type: none"> • Official start of the BPS 2020 scheme year
1 January to 31 December	<ul style="list-style-type: none"> • Land used to apply for BPS must be eligible all year • Ecological focus area (EFA) period for hedges and trees in a line (which must be present all year unless newly planted) and buffer strips and field margins (which must be present all year) • Environmentally sensitive permanent grassland must be retained all year • Cross compliance rules must be followed all year
1 January to 30 June	<ul style="list-style-type: none"> • EFA period for EFA fallow land
12 March	<ul style="list-style-type: none"> • Application window opens
1 May to 30 June	<ul style="list-style-type: none"> • Crop diversification period and EFA period for nitrogen-fixing crops
15 May (midnight)	<ul style="list-style-type: none"> • Land used to apply for BPS in 2020 has to be ‘at your disposal’ (only the person who has the land at their disposal on this date can use it to be paid for BPS in 2020) • BPS 2020 application deadline to avoid late application penalties • Deadline for BPS 2020 entitlement transfers (only the person who holds an entitlement on this date can use it to be paid for BPS in 2020) • Deadline for RPA to receive applications for new entitlements from young or new farmers • Deadline for RPA to receive applications for young farmer payment • Deadline for RPA to receive first time applications and supporting evidence for young farmer payment • Deadline for RPA to receive supporting evidence for the young farmer payment when the business structure has changed • Deadline for RPA to receive supporting evidence to prove new farmer status, to avoid late application penalties
1 June (midnight)	<ul style="list-style-type: none"> • Deadline to make certain changes to an application received by 15 May without a penalty (for more information read the ‘Basic Payment Scheme: rules for 2020’)
9 June (midnight)	<ul style="list-style-type: none"> • Late application deadline. Deadline for late applications, or late amendments, with penalties. Any applications or supporting evidence received after this date will not be accepted.
20 August	<ul style="list-style-type: none"> • EFA catch crops must be established by this date
1 October	<ul style="list-style-type: none"> • EFA cover crops must be established by this date
14 October	<ul style="list-style-type: none"> • EFA catch crops must be retained until at least this date
1 December	<ul style="list-style-type: none"> • BPS 2020 payments window opens
31 December	<ul style="list-style-type: none"> • Official end of the BPS 2020 scheme year
15 January 2021	<ul style="list-style-type: none"> • EFA cover crops must be retained until at least this date
30 June 2021	<ul style="list-style-type: none"> • BPS 2020 payment window ends

Updates for 2020

There are no changes to the scheme rules for BPS 2020 that will affect how you fill in your application. However, there are some updates that you should be aware of.

Young farmer payment

If you're applying for the young farmer payment, you must send us a 'Basic Payment Scheme Young and new farmer application form' and 'Accountant or Solicitor' certificate in the first year you apply.

If you were assessed as eligible for the young farmer payment in 2019, you do not need to send us another form or any evidence unless there has been a change to the structure of your business. In which case, you must send us another 'Basic Payment Scheme Young and new farmer application form' and 'Accountant or Solicitor' certificate.

For more information about the young farmer payment and the evidence we need, read the 'Basic Payment Scheme: rules for 2020'.

Payment in sterling

RPA will make all BPS 2020 payments in sterling. There will not be an option to receive payment in euros. Please disregard question B1 on the BPS application form (BP5) to request payment in euros.

Exchange rate

The Government intends to introduce legislation to set an exchange rate. The rate will be published at www.gov.uk once it's confirmed.

Land affected by extreme weather conditions

If your land is temporarily flooded it will still be eligible for BPS and can be claimed on as normal.

If you have difficulty meeting the crop diversification rules for 2020 due to heavy rain and flooding on your land, there are exemptions.

For guidance on exemptions and other ways to meet your 2020 crop diversification requirement, search for 'Claiming BPS 2020 and greening payments in extreme weather' at www.gov.uk.

Why not apply online

If you've received a paper application form but want to apply online, call RPA on 03000 200 301 to set up your online application.

Introduction

This guidance tells you how to apply for the Basic Payment Scheme (BPS) in England in 2020 using a paper application form (BP5).

Everything you need to know about BPS 2020 – including the scheme rules, cross compliance guidance and information about how to apply online - will be on the BPS 2020 guidance page on GOV.UK

If you've received a paper form, but would rather apply online it's not too late, call 03000 200 301 and we'll activate your online form. Read [How to claim BPS online in 2020](#) to find out more.

When to apply

The deadline for us to receive your application (including any paperwork to support it) is midnight on 15 May 2020. This date is the same for applications across the other parts of the UK too. We encourage you to submit your application as soon as possible and well in advance of the deadline. Read the [Key dates](#) for more information.

You can submit a late application after 15 May 2020 but penalties will apply. We cannot accept any applications after midnight on 9 June 2020, unless it is accepted due to force majeure. For more information about the 'key dates' of the scheme - including how to change an application after the deadline – read the ['Basic Payment Scheme: rules for 2020'](#).

How to check your BP5 application form

The BP5 application form we have sent you is already filled in with the information we hold about your land and entitlements. It is your responsibility to check it to make sure it is still correct.

The 'How to apply' section tells you how to do this. Make sure you tell us about the land use in each parcel. 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 land and/or entitlements before you make your application. The quickest way to do this is using the Rural Payments service but there are some land changes that you'll have to use a paper RLE1 to tell us about this year. You can find more information about this in the ['Changes to land parcels'](#) section.

Remember to declare all the agricultural land and any non-agricultural land in a Rural Development Programme for England (RDPE) scheme on your holding when you apply. You can then apply for BPS on as much of your declared eligible land as you want to - you do not need to match the area you apply for with the number of entitlements you have.

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

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

- you meet the scheme rules
- all the eligible land included in your application is correct, to the best of your knowledge
- you hold the correct number of entitlements. Read the ['Basic Payment Scheme: rules for 2020'](#) for more information about entitlements.

Applying in 2020

Outstanding BPS queries from previous years

If you think there is a difference between the amount you were expecting to be paid for BPS 2019, or previous BPS years, and what you've received, or that your entitlements balance is incorrect, we recommend you:

- fill in a BPS payment query form and return it to us by post or email put 'BPS payment query' as the subject header (if you have already sent us a query form for 2019 or a previous scheme year, you do not need to send us another one).
- carry on with your 2020 application, showing your land as at 15 May 2020 or state the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 15 May – read the 'Basic Payment Scheme: rules for 2020' for more information.

If you...	You need to...
<p>were inspected in 2019 and are not sure what to declare on your 2020 application</p>	<p>make sure you take the results of your inspection into account when you apply – for example, by updating your land use and making sure mapping changes have been made (or that we have received an RLE1 form requesting them). You can do this by checking your digital maps on the Rural Payments service.</p> <p>If you have not had your inspection results yet, you can still apply, showing your land as at 15 May 2020, or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 15 May 2020 – read the 'Basic Payment Scheme: rules for 2020' for more information.</p> <p>If you receive a 2019 inspection report after you have submitted your 2020 application, you can make some changes to your application up to midnight on 1 June 2020 without getting a penalty (as long as you submitted your application by midnight on 15 May 2020). Some changes can be made with penalty from 2 June to 9 June 2020 – some changes can also be made after 9 June 2020.</p> <p>However, you can't make these changes if:</p> <ul style="list-style-type: none"> • you have already been told about any non-compliance affecting the agricultural parcel you want to amend • an inspection has revealed a non-compliance affecting the agricultural parcel you want to amend • you have received advance warning of an inspection. <p>Read the 'Basic Payment Scheme: rules for 2020' for more information.</p> <p>If you are unsure about whether you can make the change, you should request it and we will then decide if it is allowed.</p>

If you...	You need to...
<p>have not received a BPS payment for a previous year and/or claim statement yet and are not sure what to claim.</p>	<p>make your application for 2020 showing your land as at 15 May 2020, or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 15 May 2020 – read the ‘Basic Payment Scheme: rules for 2020’ for more information.</p> <p>If you receive a payment and claim statement after you have submitted your 2020 application, you can make some changes to your application up to midnight on 1 June without getting a penalty (as long as you submitted your application by midnight on 15 May 2020). Changes can be made with penalty from 2 June to 9 June 2020 – some changes can also be made after 9 June 2020.</p> <p>However, you can’t make these changes if:</p> <ul style="list-style-type: none"> • you have already been told about any non-compliance affecting the agricultural parcel you want to amend • an inspection has revealed a non-compliance affecting the agricultural parcel you want to amend • you have received advance warning of an inspection <p>Read the ‘Basic Payment Scheme: rules for 2020’ for more information.</p>

Help with your application

If you need help with your application, call us on 03000 200 301.

You’ll also need to call us if you plan to apply using the online Rural Payments service, because we will need to activate your online application.

Read the scheme rules and other guidance

All the guidance and information you need is on the [BPS 2020 guidance page including:

- the ‘Basic Payment Scheme: rules for 2020’
- the list of land use codes for BPS 2020
- the form to apply for entitlements under the ‘Young and new farmer’ rules or to prove you are eligible for the young farmer payment if you are applying for the first time.
- Winter varieties of brassica crops for ‘crop diversification’
- ‘Greening workbook for 2020’
- ‘The guide to cross compliance in England 2020’
- Rural Land and Entitlements (RLE1) form and guidance.

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

- you meet the scheme rules
- all the eligible land included in your application is correct, to the best of your knowledge
- you hold the correct number of entitlements. Refer to the ‘Basic Payment Scheme: rules for 2020’ for more information about entitlements.

If you have difficulty meeting crop diversification rules (the 3 crop rule) following extreme weather conditions, read 'Claiming BPS 2020 and greening payments in extreme weather' at www.gov.uk

If you have an Environmental Stewardship or Countryside Stewardship agreement or an agreement with the Forestry Commission, you can also refer to the separate guidance on applying for payment on land in BPS and in an agri-environment or woodland agreement.

You can find guidance for the Forestry Commission schemes and BPS in the Forestry Commission's 'Guidance on woodland grant schemes and BPS: operations note 42'.

Read the guidance for BPS and Agri-environment schemes.

How to apply

To apply for the Basic Payment Scheme (BPS) in England in 2020, follow the four steps below.

1. Check: your BP5 form and your personal and business details
2. Change: tell RPA about land or entitlement transfers and changes to land parcels
3. Complete: your BP5 application form
4. Confirm: send RPA your BP5 application form (including any supporting evidence, making sure your SBI number is on anything that you send)

More detail on each of these steps can be found below.

1. Check

Check your BP5 application form

We've filled in the BP5 application form for you with information we already hold on the Rural Payments service, but it's important that you check the information printed on the form. Some of the information on the form may not be correct, for example if you have any outstanding mapping or processing we still need to do.

You must check your BP5 application form and update it if you find any of the information is wrong or has changed. It's your responsibility to make sure the information on the application form you send us is correct.



When your BP5 application form is created, the information is pre-populated from the information we currently hold from previous years' application information and updated mapping information.

You need to make sure that:

- you check that your digital maps in the Rural Payments service are correct, including the land cover
- all the agricultural areas on your holding which are 0.0100 hectares or more, are included on the form, even if you are not claiming BPS on that land.
- You must also include any non-agricultural land, including woodland, you have in agreements under RDPE (such as Countryside Stewardship and Farm Woodland Schemes) and the National Forest Changing Landscape Scheme.
- Land in the Woodland Carbon Fund or HS2 Woodland Fund should also be included where it is already registered with us.
- all of 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. If there is a permanent non-agricultural feature that is not showing on your maps, you need to sketch this on a map and send it to us with an RLE1 form
- you submit an RLE1 to tell us about land that is now non-agricultural due to being managed as part of an agri-environment or woodland scheme agreement (for example, Countryside Stewardship Woodland Creation Grant). Non-agricultural land must be declared for on your BPS application under a relevant non-agricultural land use code or under the land use code RD01 where it meets the BPS eligibility criteria
- the area you want to claim payment for BPS in each land parcel is correct (column C8)
- you have filled in Part D (Greening) if you need to tell us how you are meeting the EFA rules

As in 2019, all of the land information that we print, or you write, on your application form needs to be to 4 decimal places (for example 1.2775ha).

If you have any problems doing this we recommend you round down rather than using normal rounding rules. For example, if the parcel is 2.47725ha, record it as 2.4772ha, rather than 2.4773ha.

You should check your information on the Rural Payments service

Are you registered in Rural Payments?

To receive BPS payments you must be registered in the Rural Payments service. If you applied last year you should already have done this.

Sign in to the Rural Payments service

Or you can sign in using the link on the RPA page on GOV.UK and click 'Sign in to the Rural Payments service'.

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

- Customer reference number (CRN) and password, if you registered through RPA. Click 'Sign in with your customer reference number and password', or
- 'Verify' login details if you registered through GOV.UK 'Verify'. Click 'Sign in if you registered online with GOV.UK Verify' link and follow the onscreen instructions. (If you have any questions about this process, you need to contact the company you verified your details with.)

Check you can sign in before you plan to make your application. If you've forgotten your CRN, phone our Rural Payments helpline on 03000 200 301.

If you're new to BPS call the Rural Payments helpline on 03000 200 301 and we will help you to register.

Check your personal and business details

Check that the personal and business details we hold for you are correct. We'll use these to contact you or your agent, if you have one, about your application. It is quicker and easier for us to contact you or your agent using email, so please make sure the email address registered for your business is correct. You can check your details and update them if necessary, online using the Rural Payments service.

If you cannot do this online, call us on 03000 200 301. Remember to have your SBI number available when you call us.

Check your digital maps

You can use the Rural Payments service to check your digital maps, look at aerial photography for your holding and print maps of individual land parcels. Unfortunately, we cannot send you paper maps of your land.

We may have updated your digital maps since your 2019 application was submitted, using the latest information we have, including aerial photography and Ordnance Survey map updates. This keeps information about your land up to date and we use it to check any applications you make.

It is important that you check this information to make sure it is correct. If the information is incorrect, you need to fill in an RLE1 form and submit it to us with a sketch map. You can find more information in the RLE1 guidance at for example www.gov.uk/rpa/bps2020.

You can see the 'land cover' for your land parcels on your digital maps, this will be either arable, permanent pasture, permanent crops or in non-agricultural use. It is important that this information is correct. To change the land cover for a land parcel you need to fill in an RLE1 form and a sketch map. Where there is only one land cover for a land parcel, you can call us to update it. You can find more information in the RLE1 guidance, available at www.gov.uk/rpa/bps2020.

Access to your business

You can give someone else 'access to your business' on the Rural Payments service to help you make your application (such as an agent).

If you want someone to submit your application for you, they need to be set up on the Rural Payments service with the right permissions. Give them BPS 'Submit' permission on the service.

2. Change

Tell RPA about land and entitlement transfers

The quickest way to tell us about some changes to your land or entitlements is using the Rural Payments service at www.ruralpayments.service.gov.uk

Use it for:

- land transfers
- entitlement transfers

You can transfer entitlements or land by sale, gift or lease using the Rural Payments service. Making entitlement or land transfers online, wherever possible, means the information will be updated on your online application quicker than if you fill in an RLE1 form. You'll also get an acknowledgement once you've completed your transfer and you can check your entitlements position online.

If you need to post an RLE1 form to us instead, please send it to Rural Payments, PO Box 352, Worksop, S80 9FG. We cannot accept RLE1 forms by email.

Changes to entitlements

You need to fill in an RLE1 form if you want to:

- sub-lease
- transfer through inheritance
- give up entitlements to RPA
- transfer by sale or as a gift
- transfer by lease

To extend a lease or end it early call us on 03000 200 301, email: ruralpayments@defra.gov.uk or write to Rural Payments Agency, PO Box 352, Worksop, S80 9FG. Only the lessor can extend or end a lease early.

If you cannot use the online service, use an RLE1 form. You can print an RLE1 form online at www.gov.uk/rpa/bps2020. Or you can call us on 03000 200 301 if you don't have access to a computer.

Changes to land parcels

You'll also need to use a paper RLE1 form and a sketch map to tell us about:

- adding land parcels not already mapped with us
- amending a permanent land parcel boundary
- splitting a land parcel into two or more land parcels (due to a new permanent land parcel boundary)
- merging two or more land parcels into one land parcel (due to the removal of a permanent land parcel boundary)
- a hedge that you want to declare for EFA, that needs corrected.
- a permanent non-agricultural feature not already mapped with us
- a permanent non-agricultural feature already mapped with us no longer exists
- transferring a land parcel with an online 'holding type' of 'tenant' or where less than 100% of the land parcel is owned
- changes to land cover (arable, permanent grassland, permanent crops or non-agricultural use) including where the change to non-agricultural use has happened under an agri-environment agreement (such as Countryside Stewardship), the National Forest Changing Landscapes Scheme, Woodland Carbon Fund or HS2 Woodland Fund. Where there is only one land cover for a land parcel you can call us.
- if you disagree with any updates we have made to your land on our digital land maps including:
 - changes to a permanent land parcel boundary
 - changes to the land cover where there is more than one land cover for a land parcel (Where there is only one land cover for a land parcel you can call us)
 - removal of non-agricultural features. (There is no deadline for sending your RLE1 and sketch map to tell us you disagree with a mapping update. Read the instructions in the 'How to check and update your digital maps' or the 'Land cover changes' section of the RLE1 guidance 2020, which you can find on GOV. UK at www.gov.uk/rpa/bps2020)

You **do not** need to use an RLE1 form or send us a sketch map to:

- tell us about changes to your eligible land uses in a land parcel
- tell us about your Ecological Focus Areas – you do this in Part D on the BP5 application form (you do not 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 an RDPE agreement – unless they are a permanent non-agricultural feature for BPS that we have not already mapped
- tell us about features that will only be temporarily non-agricultural (read page 20 for more information) – you can do this on the BP5 application form.

You can read more information about eligible land and ineligible features in the 'Basic Payment Scheme: rules for 2020', on GOV.UK.

3. Complete

Make any changes you need to on the form by hand, then return the form and any evidence to us by post.

Write your SBI on every page you post if it's not already shown.

4. Confirm

Send your application to RPA

You must send your BP5 application form and any other forms or evidence so that we receive them by midnight on 15 May 2020 to avoid receiving a penalty (or by midnight on 9 June 2020 with penalties).

Send them to: Rural Payments
PO Box 352
Worksop,
S80 9FG

- Keep a copy of everything you send us.
- Make sure you have attached the right postage amount or your application may be delayed. The Post Office will be able to help you with this.
- Consider getting proof of posting as the form is an important document.
- We cannot accept any supporting documents by email.

How you will know we have received your paper application

We will send you confirmation by post to tell you we have received your form.

Contact us if you have not received an acknowledgement for your application within 10 working days of sending it to us.

Before posting any evidence to us, you should put your name and address on the front page, and your SBI on every page. We do not send confirmation receipts for any evidence we receive separately from the paper form. We will return any evidence to you by post, usually within 3 working days.

Changing your application after you've sent it to us


There are some changes you can make to your application after you have sent it to us – read the 'Basic Payment Scheme: rules for 2020' for details of these. The 'Key dates' section of this guide tells you when you can make changes to your application. Send any changes to us at the address above.

How to check your BP5 application form

Guidance about how to check and update your BP5 application form for the Basic Payment Scheme 2020.

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 2020 application. If the information we have filled in for you is correct, you do not need to write it in again to confirm it.

You must send back all pages of the BP5 application form, even if some of the pages are blank. In previous years we had to reject some applications that were submitted with missing pages, so it's essential that you submit all the pages in the BP5 application form - even if you think some of the pages are not relevant to you.

Part A: Your business

Check the BP5 application form we have sent you has the right SBI and that the name of the beneficiary (business name) is correct. If it is not, call us on 03000 200 301 and we will arrange for a new form to be sent to you.

It may take up to two weeks before you receive your new form, so if you would prefer to complete an online application instead, please let us know so we can activate it for you.

It may take up to two weeks before you receive your new form, so if you would prefer to complete an online application instead, please let us know so we can activate it for you.


Part B: Your choice of currency

We will make payments in sterling only from the 2020 scheme year.

We have not been able to update the BPS application form (BP5) to remove the option to be paid in euros. Please do not put an 'X' in the box to be paid in euros.

If we previously paid your BPS payment into a euro-only bank account, you will need to contact us on 03000 200 301 with the account number of your sterling account.

If you have both a euro and a sterling account, you need to make sure that we have your correct account details for the sterling account to receive your BPS payment.

 Make sure you know the details of the bank account that the payment will be made into. If you are in any doubt about this, call us on 03000 200 301.

If you want a sterling payment to be paid into a different bank account to the one we've used in a previous year, you also need to contact us on 03000 200 301 before 13 November 2020 to tell us details of the new account.

We can only hold details of two bank accounts, one sterling account and one euro account.

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

Part C: Field data sheet

Check that the information we have entered for your land parcels is correct and complete.

Important

Columns C3 (Total field size) and C4 (Maximum area eligible for BPS) show the information our land parcel database holds for your land. Do not change the information showing in these columns, even if you think it's wrong.

Instead, use columns C7 and C6.

- In C7 (land use in 2020), declare all the agricultural and non-agricultural land uses
- In C6 (part field size), declare the areas of all the agricultural and non-agricultural land uses shown in column C7.

If you do change columns C3 and C4, it may delay the processing of your BP5 application form. If you think the information in these columns is wrong, this may be because:

- you have already sent us an RLE1 form requesting a change to your land but this has not been actioned yet. If you have, you do not need to send us a new RLE1 form.
- you have not sent us an RLE1 form yet to request a change to your land. If this is the case, you need to send us one now to tell us what needs to be changed.
- we have updated your land using the latest information we have, including aerial photography and Ordnance Survey map updates. This keeps our land information up to date and we use it to check any applications you make.

The total of all the agricultural and non-agricultural land use areas in column C6 should add up to the correct total field size (C3), taking into account any changes you have told us about on an RLE1 form.

The total of all the eligible land use areas in column C6 should add up to the correct maximum area eligible for BPS (C4), again taking into account any changes you have told us about on an RLE1 form.

You should also check column C8 (Eligible area you want to claim payment for). The area entered for each eligible land use must not exceed the area entered in column C6 for that land use. Where there is more than one eligible land use in a land parcel, the total of the eligible land use areas entered in column C8 for that land parcel must not exceed the total of the eligible land use areas entered at column C6.

Example:

Your paper BP5 application form shows the following:- C3 (Total field size) = 10.0000ha C4 (Maximum area eligible for BPS) = 8.5000ha

You sent an RLE1 form (which has not been actioned yet) asking for a new permanent non-agricultural feature of 0.5000ha to be mapped. Your new maximum area eligible for BPS should therefore be 8.0000ha. You should not update the information showing in column C4, instead use columns C7 and C6 to give the relevant non-agricultural land use code and area for the new permanent non-agricultural feature. You do not need to send another RLE1 form as you have already sent one. You should make sure that column C8 (Eligible area you want to claim payment for) is reduced to take account of the smaller eligible area of 8.0000ha in this land parcel.

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 English region. Where there are no blank lines for that English region, use a continuation booklet for 2020 (available at www.gov.uk/rpa/bps2020, or call us on 03000 200 301). If you are adding a land parcel that is not already registered with RPA, use an RLE1 form to tell us about it (as well as entering it in Part C). When entering a new line, leave columns C3 and C4 blank.

Correcting information we've put in Part C

If you need to correct any of the data we've filled in for you, do not cross out the information that's wrong or put an X in column C9, simply enter the correct information in the blank row below the land parcel at columns C7 and C6.

However, if you need to add other land uses to a land parcel (for example, to show a 'temporary land parcel split') use the next available blank line – you need to enter information in columns C2, C3, C4, C6, C7 and C8. You can either enter the whole land parcel with all the different land uses, or just enter the land use which was not pre-printed on the form.

If information is missing for a land parcel, please enter this information in the relevant columns of the blank row below the land parcel. Make sure you add the land use at column C7 and add the correct area into column C6. If we do not have all the required information for a land parcel, we may have to remove it from your application and we may not pay you for it. You must put the area you want to claim on in column C8.

Where a land parcel has incomplete land cover mapped, the form may be pre-populated with multiple lines for the same land use. If this happens, enter the correct information in the line of data you believe is incorrect.

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 4 decimal places. For example '10.0100' hectares, not '10' hectares.

English Payment Region

This will display the English BPS payment region for all parcels on a page. More information about the three English payment regions is in the 'Basic Payment Scheme: rules for 2020'.

Where you are adding parcels to a blank page, you should add the English BPS payment region in this box and only add parcels that are located in that region. If you need to add parcels for more than one region, use a separate blank page for each region.

If you have land on your holding that was declared as agricultural, but has since become permanently non-agricultural, fill in an RLE1 form to let us know that the land has passed out of agricultural use. More information is in the RLE1 guidance, available at www.gov.uk/rpa/ bps2020.

C1 – Field name

You do not have to fill in this section. We've included it because it may help you when you make your application. If you add field names, we will not keep a record of them, as these are for your use only.

C2 – Ordnance Survey (OS) 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.

Land parcel numbers may have changed since last year, which means they may be listed in a different order from last year's application. You can check them on your digital maps in the Rural Payments service, or using your latest maps if you cannot get online. If you are having problems, or cannot go online, call us on 03000 200 301.

You must tell us about additional land you have on your holding that has already been registered with us but is not showing on your BP5 application form, by adding the land parcel onto your form. You must make sure that all the details for the parcel are included. If this land has been transferred to you, make sure the transferor has submitted a transfer request for that parcel or parcels, using the Rural Payments service or an RLE1 form.

If the land you are adding to your application has not yet been registered with us, you need to use an RLE1 and sketch map to tell us about this land, as well as entering it in Part C.

If you've already sent an RLE1 to register land, check online on the Rural Payments service to see if it's been mapped yet

If you cannot get online, call us and we can check for you. If we have not actioned your RLE1 form yet, on your BP5 application form put the estimated field number and size from the RLE1 form.

You can tell us about land which you no longer have as part of your holding for BPS 2020 by deleting that parcel from your application form. Read page 23 for more information.

C3 – Total field size

Do's and don'ts

✓ You should use the blank boxes underneath each line of pre-populated data to tell us about changes to that land parcel.

✗ Do not use the 'cross to delete' box at the end of the row and re-enter the land parcel with the corrected information on a blank row. You should only do this if you have split the parcel this year, otherwise it results in additional lines of data in the application which can delay processing.

✗ If you need to make a change to some of the pre-populated information for a land parcel, or add missing information, make sure you write the correct, or missing, information in the blank box underneath the line. Do not use "ditto" marks to replicate the information that is correct.

Important

Do not make any changes to the information in column C3 or C4. If you do, it may slow us down when we're working through your application form.

Instead, you should add the correct land uses (both eligible and ineligible) in column C7 and record the associated areas in column C6. Column C6 is called 'Part field size (ha)' on the application form, but use it to record any updates to information that is incorrect in columns C3 or C4 or to add any new land parcels. You can include whole or part areas in column C6.

You'll also need to fill in an RLE1 form to tell us about the changes you've made, if you have not already.

C3 – Total field size

Total field size is the total area of the land parcel based on the area registered with us. This will be shown in hectares – we have put in a figure for you based on the information we hold about your land.

Remember, we use all available data sources including aerial photography and Ordnance Survey map updates to keep our land information up-to-date and to check any applications you make.

Please check this area, making sure that it includes the area of all eligible and ineligible land in the parcel.

If your total land parcel size has changed, do not amend the area provided in column C3. Use columns C6 and C7 to list all of the land uses for the parcel, including their correct areas. You will need to use an RLE1 form and sketch map to tell us about the change to the total size of the parcel. 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.

If you have recently sent us an RLE1 form to tell us about land changes but we have not finished working on it yet, column C3 may be incorrect.

C4 – Maximum area eligible for BPS

The maximum area eligible for BPS is the total size of the land parcel (based on the area registered with us) minus the area of any permanent non-agricultural features we have mapped for the land parcel.

You must make sure that column C4 does not include the area of any permanent non-agricultural areas and features, including any that are new for 2020.

If the maximum area eligible for BPS has changed, do not amend the area provided in column C4. Use column C6 to list all of the correct land uses for the parcel and C7 to list the correct areas.

The maximum area eligible for BPS for your land parcel could have increased, for example because:

- the permanent boundary between the land parcel and another land parcel no longer exists (the parcels have been merged)
- a permanent non-agricultural feature no longer exists in the land parcel

If this is the case, do not make any changes to the figure in column C4 on your application form.

What to check in C4:

To make sure the figure in column C4 is correct, take the total size of your parcel in column C3 and deduct all of the permanent non-agricultural areas and features that add up to 0.0100 hectares or more.

Remember to include any 'scattered' ineligible features in this calculation and any area of land under an RDPE agreement which is ineligible for BPS. Read Annex B for more information.

Use columns C6 and C7 to enter the correct land use and areas for the parcel and, if you have not already done so, fill in an RLE1 form to tell us.

When to use an RLE1

If you are using columns C6 and C7 to tell us about any permanent changes to the total land parcel size or the maximum area eligible for BPS in your parcel, you must fill in an RLE1 form, mark the changes on a sketch map and send them to us (if you have not already done so).

C5 - Part field suffix

This column is for your own use. You can use it to give a reference to each land use in a land parcel, for example parts A, B, C or 1, 2, 3.

C6 – Part field (size of land use in C7)

Check the information in this box. If it is wrong, use column C6 to tell us about the area of different land uses in a land parcel. If there is only one land use in a land parcel, enter the entire area for that land use.

You can also use it for:

- any corrections to the pre-printed information in columns C3 and C4
- temporary crop splits in land parcels

If you have some of a land parcel at your disposal, and someone else has the other part at their disposal, use column C6 to tell us your share of the parcel.

For example, if you and someone else each have a 50% share of a parcel that is 10.0000 hectares in size, you would both enter 5.0000 hectares in column C6.

If both shares of the land parcel are eligible for BPS and both of you want to include the land in your application, you would each enter 5.0000 hectares in column C8.

If you need to tell us about more than one land use in your ‘share’ of the eligible land, use part fields in columns C5, C6 and C7.

Using part fields

If you are using parts of a land parcel in different ways, declare each of the land uses on a separate line in column C7 and the area of each land use in column C6. The total of all of the land use areas in column C6, both agricultural and non-agricultural should add up to the Total field size (C3).

If you need to amend the Total field size entered in column C3, do not change the figure on your form but submit an RLE1 form to tell us about the change (if you have not already). Add the area you want to use to activate entitlements for payment for each of the eligible land uses into column C8.

Example

You have a 10.0200 hectare land parcel with a temporary split (5 hectares of temporary grassland and 5 hectares of winter barley) and two non-agricultural features (one is ‘temporary’, one is ‘permanent’ and is not mapped with us) both are 0.1000 hectares in size. You would show the split as follows on the application form:

Line	Your field name (max. 8 characters) This column is for your own use	OS Map sheet Reference eg. SU1234	National Grid field number eg. 1234	C3 Total field size (ha)	C4 Maximum area eligible for BPS (ha) (Should be the total field size with all BPS ineligible features removed)	C5 Part field suffix	C6 Part field size (ha)	C7 Land use in 2017	C8 Eligible area you want to claim payment for (ha)	C9 Cons to claim line from your claim	C10 Your field id
1											
2											
3											
4											

The permanent non-agricultural feature has not been mapped with us, so the farmer must declare its land use and area in Part C and send an RLE1 form and sketch map to us to tell us about it. The farmer does not need to send an RLE1 form to tell us about the ‘temporary’ non-agricultural feature, but does need to give it a land use code in column C7.

Telling us about land use

You need to tell us about the agricultural and non-agricultural land uses for all the land parcels registered to your holding (SBI) on your application, using the appropriate BPS land use code (read 'C7 – Land use', below).

If a parcel has only one land use, enter the total area of that land use in column C6 and the land use code in C7. If a parcel has more than one land use, use column C6 to tell us the area of each land use and column C7 to provide each land use code.

C7 – Land use

This column should contain a land use code showing what each area of land is being used for on 15 May 2020 (or the land use for the crop that will be present for the majority of the cropping period 1 May - 30 June 2020, where this is to be sown after 15 May). You need to tell us about all the land uses in each parcel.

There's a list of all the land use codes you'll need for BPS in annexes A and B.

Declare which crop is there for the majority of the cropping period but if this is likely to be fallow and you intend to sow a crop before 30 June 2020, you should declare this crop instead of fallow.

We will use the information on your land use provided at C6 (part field) and C7 (land use) to work out if you have enough eligible land to apply for BPS.

We will also use the information provided at C6 and C7 to work out if you:

- are exempt from any of the greening rules
- are meeting the crop diversification rule for greening

Read the 'Basic Payment Scheme: rules for 2020' for more information.

Land use codes and eligible features

If you have BPS eligible features on your land, such as hedges and trees in a line, dry stone walls, ditches or watercourses meeting the BPS eligibility rules, you should include these under the main land use of the land parcel (cropped area).

Grass strips (such as tracks, strips, margins and headlands) do not need to be identified separately from the main land use of the parcel (the cropped area), unless you want to count the area:

- separately for crop diversification
- as a permanent grassland buffer strip or field margin or fallow land for EFA
- towards your permanent grassland total for a greening exemption; or
- towards your temporary grassland and/or fallow land total for a greening exemption

Temporary to permanent grassland: check that grassland, which has been claimed as temporary grass for 5 consecutive years (2015-2019 inclusive), is shown as permanent grassland for BPS 2020 (the sixth consecutive year in which the parcel is declared as grass) – as long as it is still grassland, has not been used for a catch crop, and has not been in certain agri-environment scheme options during this time. For more information, read the 'Temporary grassland' section in the 'Basic Payment Scheme: rules for 2020'.

Example

A farmer has a 10 hectare land parcel with 4 land uses in it:

- 6.4500 hectares of winter wheat
- 2.1500 hectares of winter oilseed rape
- 1.3900 hectares of fallow land
- 0.0100 hectares of hard standing, which is a permanent non-agricultural feature and has already been mapped with RPA

The farmer should show 4 land uses on the form:

- label them as 'A', 'B', 'C' and 'D' 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

CP	CP	CP	CP	CP	CP	CP	CP	CP	CP	CP
Your field name (map 4 characters) (see column 1 for guidance)	OS Map sheet reference (eg 12/124)	National Grid field number (eg 1234)	Total field size (ha)	Maximum area eligible for RPS (ha) (should be the total field size with all RPS ineligible features removed)	Part field code (alpha)	Part field area (ha)	Land use in 2017	Eligible area you want to claim payment for (ha)	Does it differ from your data?	Your checking
1									<input type="checkbox"/>	<input type="checkbox"/>
2									<input type="checkbox"/>	<input type="checkbox"/>
3									<input type="checkbox"/>	<input type="checkbox"/>
4									<input type="checkbox"/>	<input type="checkbox"/>

The farmer does not need to send us an RLE1 form and sketch map to tell us about the non-agricultural feature, because we already have it mapped.

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

Land use codes and non-agricultural areas and features

The way you need to declare non-agricultural areas and features 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 any permanent non-agricultural areas or features already show on your digital maps in the Rural Payments service and we have included them when we filled in your application form, you do not need to send us an RLE1 form to tell us about them.

Non-agricultural area or feature	What to do in Part C
Permanent non-agricultural area or feature in a land parcel which is already on your digital maps	<p>Check the area and land use we have provided for the feature. If these need to be changed, give the area a new land use in column C7 and an area in column C6. Enter the area as 0.0000 in column C8. You should also reduce the areas in column C6 for the other land uses for the field to account for this.</p> <p>Do not change the areas in columns C3 and C4.</p> <p>You do not need to use an RLE1 form or sketch map to tell us about this unless you needed to change the area in column C6.</p>

Non-agricultural area or feature	What to do in Part C
<p>Permanent non-agricultural area or feature in a land parcel which is not on your digital maps</p>	<p>Give the non-agricultural area or feature a land use code in column C7 and an area in column C6. Enter the area as 0.0000 in column C8. You should also reduce the areas in column C6 for the other land uses for the field to account for this.</p> <p>Do not change the areas in columns C3 and C4.</p> <p>You need to send us an RLE1 form and a sketch map to tell us about these features or areas unless you've already done so.</p>
<p>Permanent non-agricultural areas where they cover a whole land parcel and are already shown on your digital maps</p>	<p>Check the area and land use we have provided for the parcel.</p> <p>If these need to be changed, give the area a new land use code in column C7 and new area in column C6. Enter the area as 0.0000 in column C8. Do not change the area in columns C3 and C4.</p> <p>You don't need to use an RLE1 form or sketch map to tell us about this unless you needed to change the area in column C6.</p>
<p>Permanent non-agricultural areas where they cover a whole land parcel and are not already shown on your digital maps</p>	<p>Give the area a land use code in column C7 and an area in column C6. Enter the area as 0.0000 in column C8. Do not change the areas in columns C3 and C4.</p> <p>You need to send us an RLE1 form and a sketch map to tell us about this area, unless you've already done so.</p>
<p>Temporary non-agricultural areas or features</p>	<p>Give the area a land use code of NA02 in column C7 and an area in column C6. Enter the area as 0.0000 in column C8.</p> <p>You don't need to send us an RLE1 form and a sketch map to tell us about these temporary non-agricultural areas or features.</p>

Ecological Focus Areas and land use codes

Some EFAs should be recorded in both Parts C and D to avoid penalties. If you are declaring fallow land or nitrogen-fixing crops as EFAs in Part D, you must also include them in your land use in Part C to make sure they count towards your crop diversification requirement and to claim payment on them.

Grass strips (such as tracks, strips, margins and headlands) do not need to be identified separately from the main land use of the parcel (the cropped area), unless you want to count the area:

- separately for crop diversification
- as a permanent grassland buffer strip or field margin or fallow land for EFA
- towards your permanent grassland total for a greening exemption; or
- towards your temporary grassland and/or fallow land total for a greening exemption

If you are using a permanent grassland buffer strip or field margin for EFA, you should declare the area of the buffer strip or field margin separately with a land use of permanent grassland in Part C. For all other buffer strips and field margins you are using for EFA that are not permanent grassland, include the area of the buffer strip or field margin under the land use code of the cropped area adjacent to the buffer strip or field margin. You do not need to fill in an RLE1 form to identify EFA buffer strips or EFA field margins but we may contact you to confirm the location.

If you are using a strip of fallow land to count as fallow for EFA, declare the area of the strip as fallow land in Part C.

Land use you are declaring as catch or cover crops as part of your EFA needs to be declared in Part D only. In column C7, use the appropriate land use code for the land use on 15 May 2020.

Read Annex A for more information.

Which land use codes to use in C7

All the land use codes to use for BPS are in 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 apply for the Basic Payment Scheme.
Agricultural land under your management control for an RDPE agreement and not at your disposal for BPS	Do not enter a land use code for any land you have that is not at your disposal for BPS. Leave column C7 blank and enter 0.0000 in columns C6 and C8.

Land type	Where to find the right land use codes
<p>Land in a 'dual use' situation with another applicant</p> <p>(One of you has the agricultural land at your disposal for BPS and the other has the land under their management control for an RDPE agreement)</p>	<p>Note: you will need to agree the land use code for the land parcel with the other applicant - make sure it is compatible with both BPS and CS / ES agreements. Once this is agreed, the land use code should not be changed, unless you both agree with the change.</p> <p>If you are applying for BPS enter:</p> <ul style="list-style-type: none"> • the land use code in column C7 • the area in column C6, and • the area to activate in column C8 <p>If you are the RDPE agreement holder you should enter:</p> <ul style="list-style-type: none"> • 0.0000 in columns C6 and C8, and • the same land use code as the BPS applicant in column C7
<p>Non-agricultural land under an RDPE agreement, National Forest Changing Landscapes Scheme Woodland Carbon Fund or HS2 Woodland Fund.</p>	<p>Use the appropriate non-agricultural land use code(s) from the list provided in Annex B: Coding non-agricultural land when you apply for the Basic Payment Scheme.</p>

If you see 'unknown cover' in Part C of your application, enter the correct land use code(s) as at 15 May 2020 or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 15 May 2020 – read the 'Basic Payment Scheme: rules for 2020' for more information.

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 so we receive it by midnight on 15 May 2020. Read the 'Basic Payment Scheme: rules for 2020' for more information.

Trees and Woodland

If you have land that contains scattered trees, trees in line or groups of trees but remains agricultural, use an appropriate agricultural land use code from Annex A in column C7. Read the 'Basic Payment Scheme: rules for 2020' for more information about BPS eligibility and trees on eligible land.

If you have trees on land that was agricultural last year but has now become non-agricultural, for example, because:

- the trees are scattered in the land parcel and now prevent agricultural activity being carried out in the same way as in a land parcel without trees; or
- the land has become woodland preventing agricultural activity

use an appropriate non-agricultural land use code from Annex B (see the sections describing 'Scattered trees' and 'Woodland').

If you have woodland that is under an RDPE agreement, the National Forest Changing Landscape Scheme, Woodland Carbon Fund or HS2 Woodland Fund, use an appropriate non-agricultural land use from Annex B or the land use code RD01 where the woodland meets the BPS eligibility criteria. Make sure you have followed the Forestry Commission's '[Guidance on woodland grant schemes and BPS: operations note 42](#)' which is available on GOV.UK or the [guidance on agri-environment agreements](#) (Countryside Stewardship) and Environmental Stewardship (ES) and the Basic Payment Scheme as appropriate and submitted an RLE1 form and sketch map to amend the land cover of the area.

C8 – Eligible area you want to apply for payment on

You must put all the areas you want to claim for payment into column C8.



You can only use land parcels which have a total eligible area of 0.1000 hectares or more to apply for BPS. Use column C8 to tell us how much of your eligible area in column C6 you want to use in your application.

The area entered in column C8 for each eligible land use must not exceed the area entered in column C6 for that land use. The total of the areas entered in column C8 for the land parcel must not exceed the total of all the eligible land uses entered in column C4 or column C6.

C9 – Cross to delete line

Only use column C9 if you want to remove a parcel from your application.

For BPS 2020 you can tell us about any land parcels which you no longer wish to claim BPS for. To do this, put an 'X' in column C9 to delete the line – this will remove the whole (or part) land parcel from your application.

If you want the land to be permanently removed from your holding, you can remove the land parcel using the Rural Payments service, or by filling in an RLE1 form. If you do not do this, the land parcel will remain linked to your holding.

Important

If you choose to remove the land, either using the Rural Payments service or by completing an RLE1 form, this will completely remove the land parcel from your records. This means you will not be able to claim for payment on that land parcel for either BPS or any of the following agri-environment or national woodland schemes.

- Countryside Stewardship
- Environmental Stewardship
- Habitat Scheme
- English Woodland Grant Scheme
- Farm Woodland Premium Scheme
- National Forest Changing Landscape Scheme
- Woodland Carbon Fund
- HS2 Woodland Fund

Do not remove the land from your holding if you still control the land parcel for one of these schemes. If you remove a land parcel under an existing agri-environment or national woodland scheme agreement (see above list), this may affect your agreement or payment.

The land you remove will not be available for a new application under a RPDE scheme, such as Countryside Stewardship, unless it is re-registered using an RLE1 form.

If you have common land parcels showing in Part C, you can remove them from your application by adding an 'X' in column C9. Common land grazing rights should appear in Part E.

C10 – Your checklist

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

Part D: Greening: Ecological Focus Areas (EFA)

You only need to fill in this part if you need to have an EFA 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 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 EFA, which needs to be located on non-organic land.

Before you fill in this part, read the 'Basic Payment Scheme: rules for 20120'.

You can also use the 'Greening workbook' to work out if you are meeting the greening rules. This is available at www.gov.uk/rpa/bps2020.

We've filled in Part D with the information you gave us on your BPS 2019 application, but have not filled in information for catch crops or cover crops (columns D7 and D8). This means columns D1 to D6 show the EFAs you used for greening in 2019. You need to check the information we have filled in and amend any areas or features you do not want to be used for EFA in 2020.

Crop diversification

You can tell us how you are meeting the crop diversification rules through the land uses in Part C, using columns C6 and C7.

If you are claiming fallow land or nitrogen fixing crops for EFA, as well as for crop diversification, you must fill in both Part C and Part D.

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 2020), unless you will plant a crop after 15 May 2020 to meet the crop diversification rule.

If you have difficulty meeting the crop diversification rules for 2020, due to heavy rain and flooding on your land, there are exemptions.

For guidance on exemptions due to extreme weather and other ways to meet your 2020 crop diversification requirement, search for 'Claiming BPS 2020 and greening payments in extreme weather' at www.gov.uk.

Countryside Stewardship (CS) and EFAs

You cannot declare land as EFAs on your BPS 2020 application if it will overlap with certain CS or extended HLS agreement options. This is to avoid funding the same activity on the same land parcel under both CS or extended HLS agreements and BPS, known as 'double funding'.

You can continue to place EFAs in the same land parcel as the affected 'double funding' options but they cannot overlap. Land in Environmental Stewardship agreements not extended, is unaffected by this change and EFAs can continue to overlap with those agri-environment agreement options where both the agreement and BPS requirements can be met.

For more information, read section 3.3.1 of the CS Mid Tier manual, section 3.3.1 of the CS Higher Tier manual, and the 'Higher Level Stewardship (HLS) 2020 agreement extension' guidance on GOV.UK.

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 4 decimal places.

For example '10.0100' hectares, not '10' hectares.

Lengths are shown in, and should be given in, whole metres.

Remember to enter the actual measurements for the areas and lengths not the EFA values.

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. Check the details in Part D are still correct and update them if necessary. 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 2020.

D2 to D8: Ecological Focus Areas

Tell us about the EFA features/areas you wish to declare in each land parcel. You need to provide measurements for the EFA features/areas you have in each land parcel that 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 EFA features which ‘overlap’ you might need to reduce these measurements. If you have fallow land, nitrogen-fixing crops or catch/cover crops declared as EFA which are located next to a hedge or trees in a line also declared as EFA, reduce the area of these crops in your EFA – read the ‘Basic Payment Scheme: rules for 2020’ for more information.



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

If you are using a buffer strip or field margin of permanent grassland for EFA, declare the area of the buffer strip or field margin as permanent grassland in Part C separately. For all other temporary grassland buffer strips and field margins you are using for EFA, include the area of the buffer strip or field margin under the land use code of the cropped area adjacent to the buffer strip or field margin. If you are using a strip of fallow land to count as fallow for EFA, declare the area of the strip separately as fallow land in Part C.

D4 – EFA buffer strips and field margins:



Where you are using buffer strips and field margins for EFA, you do not need to fill in an RLE1 form or send us a map of their location.

You should record the length (in whole metres) of EFA buffer strips and field margins in this column.

You can only declare a buffer strip and field margin for the land parcel it is in.

D5 and D6: EFA hedges and trees in a line

We've reviewed and updated our mapping information, including hedges where necessary, since applications were made for BPS 2019. We've used the latest available data sources and from customers' requests.

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

- hedges that you applied for BPS on in 2019; or
- hedge information that we hold.

Where you are using hedges and trees in a line for EFA, you do not need to fill in an RLE1 form if they are already shown on your digital maps in the Rural Payments service. You can use the Rural Payments service at www.ruralpayments.service.gov.uk to check which hedges and trees in a line have been mapped.

If hedges and trees in a line are not mapped (or you disagree with what is shown on your digital maps), you should read the RLE1 guidance and send us an RLE1 form and sketch map to update your hedges. If you are not using a hedge for EFA, it does not have to be shown on your digital maps and an RLE1 form is not needed.



Record the lengths of all the hedges and trees in a line you are using for EFA in column D5. If a hedge or trees in a line forms the boundary between two arable land parcels at your disposal, you will need to record the lengths of each side separately for each land parcel, to make sure you only declare the side of the hedge or trees in a line, which is in that parcel.

There are some situations where we need to know more about the location of your hedge or trees in a line to give you credit for both sides of them for EFA, particularly where:

- a length of hedge or trees in a line juts out into an arable parcel at your disposal, so both sides of the hedge or trees in a line count within the parcel (if the hedge or trees in a line meet the minimum requirements)
- a hedge or trees in a line forms the boundary between an arable parcel at your disposal and a non-agricultural feature such as a road, and you are responsible for maintaining both sides of the hedge or trees in a line (so can claim on both sides of it)
- a hedge or trees in a line are between an arable land parcel at your disposal and a parcel of permanent grassland or permanent crops, and you are responsible for managing both sides of the hedge or trees.

Where any of these situations occur in a particular land parcel, enter the length/s of the respective hedges or trees in a line in column D5 for the internal side of the hedge or trees in a line and again in column D6 for the external or other side of the hedge or trees in a line. This will mean there are two entries for these hedges or trees in a line, one in D5 and one in D6 and both sides of the hedge or trees in a line will be counted when we work out what your hedges are worth for EFA.

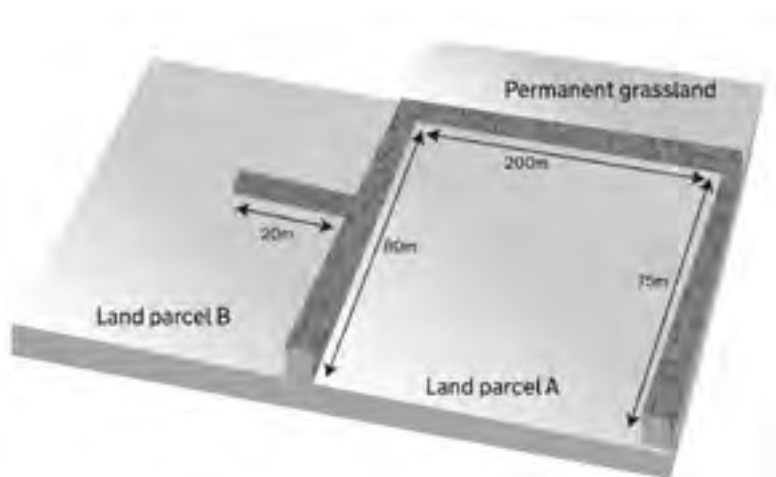
To work out the total EFA value of your hedges and trees in a line, we will:

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

Example

An arable land parcel 'A' has hedges and trees in a line on 3 sides:

1. On one side there is a length of hedge or trees in a line of 80 metres long bordering another arable land parcel ('B'), which is part of the same holding and has a 20 metre spur of hedge or trees in a line jutting out into the middle of it.
2. On the second side, there is a length of hedge or trees in a line of 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 or trees in a line runs alongside a public road where the farmer manages both sides of the hedge and trees.



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

1. 80 metre long hedge or trees in a line: they are claiming both sides, half in parcel A and half in land parcel B, so they include 80 metres in column 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 columns D5 and D6
2. 200 metre long hedge or trees in a line: they are claiming both sides, so they include the 200 metres in columns D5 and D6 for land parcel A
3. 75 metre long hedge or trees in a line: they can claim both sides, but cannot declare the hedge or trees in a line 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'
TOTAL	455	295

Read the 'Basic Payment Scheme: rules for 2020' for more information on hedges and trees in a line and how much to count for EFA.

D9 - Cross to delete line

Put an 'X' in column D9 to delete the line and remove the whole or part parcel from your greening calculations. You can re-enter a land parcel on the next available line or on a continuation booklet if needed.

Example

The example below shows how to update the EFA greening information in Part D. We have pre-printed the data from 2019.

In 2019 you grew nitrogen-fixing crops in three land parcels to meet your EFA requirements. For 2020, you keep the first land parcel as fallow, in the second parcel you plan to grow a catch crop and the third parcel will not have any EFAs. To meet the rule you have kept another parcel as fallow in 2020.

He fills in his form as follows:

- In the first land parcel he has removed the nitrogen-fixing crop by entering 0.0000 in column D2 and has added the area for the fallow land in column D3 of the same land parcel.
- In the second parcel he has removed the nitrogen-fixing crop by entering 0.0000 in D2 and has added the area for the catch crop in column D7 the same land parcel.
- The third parcel doesn't include any EFA, so he has put a cross 'X' in column D9.

He has then had to add the fourth land parcel by adding the parcel reference into column D1 and the area of fallow land in column D3.

Line	D1 OS Map sheet reference eg 501234	National Grid field number eg 1234	D2 EFA Nitrogen fixing crops (Area in hectares)	D3 EFA Fallow land (Area in hectares)	D4 EFA Buffer strips (Total length in metres)	D5 EFA Hedges in arable land parcel (Total length in metres)	D6 EFA Adjacent hedges (Total length in metres)	D7 EFA Catch crops (Area in hectares)	D8 EFA Cover crops (Area in hectares)	D9 Cross to delete line from year claim
1	T14480	9090	3.9180 0.0000	0.0000 3.9180	0	0	0	0.0000	0.0000	<input type="checkbox"/>
2	T14464	9470	5.6479 0.0000	0.0000	0	0	0	0.0000 5.6479	0.0000	<input type="checkbox"/>
3	T14580	1880	6.6700	0.0000	0	0	0	0.0000	0.0000	<input checked="" type="checkbox"/>
4	P51234	1235		9.1200						<input type="checkbox"/>

Part E: Common land grazing rights

This part will show any common land grazing rights that you have. Check that the information is correct. If we have filled in information for you and it is wrong, use the boxes below to correct it.

If your common land grazing rights have changed, please send us evidence of the changes, with your BP5 form. The types of evidence we accept include, a solicitor's letter, grant of probate/ letters of administration holding/ownership deeds or land registry title documents. Before you fill in this part, read the 'Basic Payment Scheme: rules for 2020'.

E1 and E2 – Common land (CL) number and name

The CL number should always be two letters and four numbers. If the number you have is not 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

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

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 the 'Basic Payment Scheme: rules for 2020' for more information and for guidance on how to apply if you have New Forest rights. 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

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 – Number of rights of this type

This shows the number of animals you have grazing rights for, for the animal type listed at column E3, using the information we have. Read the 'Basic Payment Scheme: rules for 2020' for more information.

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

If you need to correct any of the information printed 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. Tell us the number of animals of the type you entered in column E3.

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

The information pre-populated in the 'Commons eligibility checks updated areas' shows the allocation of rights that was used for BPS 2019 payments. However, if you are declaring split rights for BPS 2020, you should declare the full number of rights held against all of the commons on which the rights can be used (in the above example declare 100 cattle on Common A and 100 cattle on Common B) and we will do the calculation to allocate the rights between the commons for you, using up to date information from the system.

E5 – Do you own the common?

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

E6 – Activate entitlements

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

E7 - 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.

E8 – Your checklist

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

Part G: Young farmer payment

If you want to apply for the young farmer payment, you must put a cross in the 'Yes' box. You need to do this for each year you want to apply for the young farmer payment.

If you are applying for the young farmer payment for the first time, you must send us a 'Basic Payment Scheme (BPS) 'Young' and 'new' farmer application form' and 'Accountant and Solicitor' certificate which is part of the form, and any other relevant evidence, so we receive it by midnight on 15 May 2020.

If you were assessed as eligible for the young farmer payment in 2019, you do not need to send us another 'Basic Payment Scheme (BPS) 2020 'Young' and 'new' farmer application form' or any evidence, unless there has been a change to the structure of your business since then.

The same applies if you were assessed as eligible for the young farmer payment in an earlier scheme year but did not apply for the young farmer payment in 2019, and there has been no change to the business structure since you last successfully applied for the young farmer payment.

You will need to confirm there has been no change to the structure of your business in 'Your declaration and responsibilities' in Part L of the BP5 form.

If your business structure has changed, you must send us another 'Basic Payment Scheme (BPS) 2020 'Young' and 'new' farmer application form' and 'Accountant or Solicitor certificate'.

For more information about the young farmer payment and the evidence we need, read the 'Basic Payment Scheme: rules for 2020' at www.gov.uk.

Part H: Entitlements

This section is for information only. If you think your entitlements information is wrong, you can check your most up to date entitlement position on the Rural Payments service.

If you cannot do this online, call us on 03000 200 301.

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

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

Example

A farmer holds 100 entitlements on 15 May 2020 and declares 120ha of eligible land. 100 entitlements are activated for payment. The additional 20ha of eligible land is not an over-declaration.

Applying for new entitlements as a new or young farmer

If you are a 'new' or 'young' farmer and want to apply for new entitlements, read the 'Basic Payment Scheme: rules for 2020' and send us a completed 'Basic Payment Scheme (BPS) 2020 'Young' and 'new' farmer application form' These are available at [www.gov.uk/rpa/ bps2020](http://www.gov.uk/rpa/bps2020).

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

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

Use this section of the form to tell us which paying agency you want to pay you in 2020.

Read the 'Basic Payment Scheme: rules for 2020' for more information about 'cross-border claims'. Read the relevant guidance to submit a claim for land in other parts of the UK.

Part J: 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. The land must be organic for the whole of the calendar year and the certification must be valid at the date of the BPS application.

You need to send a copy of your organic certificate and parcel schedules by post and we must receive them by midnight on 15 May 2020. These should cover the whole calendar year. If your certificate does not cover the whole calendar year, you must send us the new certificate to cover the remainder of the year, as soon as it is available. Use 'Organic Evidence' as the subject/title of your letter. Read the 'Basic Payment Scheme: rules for 2020' for more information.

Part K: Other documents you are sending

You can use this section as a checklist 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. We do not use the information you record on this part of the form, but it can be helpful for you to make sure you have included everything you need to with your application.

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: rules for 2020'.

Remember to keep a copy of your application and any documents you send to us.

Part L: 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

Make sure you:

- sign the BP5 application form
- add your name in block capitals
- have the right permissions to submit the form (in this case 'BPS Submit').

If you are acting on behalf of someone else, or even if you are making an application for 'your' business, you must make sure you have the correct level of permission to sign the application. You can check this on the Rural Payments service or call us on 03000 200 301 if you do not have a computer. If your level of permission is incorrect, contact the person who has full permissions for the business to ask them to change this.

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 who is making the BPS claim
- Partner – a partner in the business who is making the BPS claim
- Director – a director of the business who is making the BPS application
- Sole trader

Information for agents acting on someone's behalf

As part of 'Your declaration and responsibilities' you will need to sign to confirm that you have made the beneficiary(ies) aware that they are responsible for complying with the conditions.

You also need to make sure you fill in your relationship to the beneficiary and your CRN number. If you are not sure where to find your CRN number this is the number you use to log in to Rural Payments. If you are still not sure what this is, call us on 03000 200 301.

Using ‘continuation booklets’

If you need to tell us more about your land parcels, common land or EFAs, continuation booklets are available at www.gov.uk/rpa/bps2020. 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. Please add your SBI number on to all continuation booklets you use. If you do not have a computer you can get copies by calling 03000 200 301.

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 us 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

If you use continuation booklets make sure you fill in all of the relevant pages and send all of the pages to us with your application. It’s important that you do this - even if you think some of the pages are not relevant to you, or are blank, you must still return them.

If you have land in different English payment regions, do not mix land parcels from different regions on the same sheet. Fill in a new sheet for each region.

BP5 checklist: What you need to do 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 have signed, dated and entered your name in Part L
- ✓ You’ve included any continuation booklets or evidence in the envelope with your application (if you need to) and have added your SBI number to each of these supporting documents
- ✓ You have not removed any pages from your application form (and any continuation booklets). It’s important that you send us all the pages in the BP5 form (and any continuation booklets). Even if you think some of the pages are not relevant to you, or are blank, you must still return them.
- ✓ You keep a copy of your application and everything you send us
- ✓ You send it to the correct address
- ✓ You have the correct amount of postage on the envelope.

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 land parcel data sheets
- ✘ send us a covering letter unless you need to give us extra information to support your application

What you'll get a receipt for

You will receive a receipt for any BP5 or RLE1 forms you send us, that pass our basic checks. You will also receive a receipt for any continuation booklets you send with your BP5 application form, but we will not send a receipt if we receive a continuation booklet separately. We do not send receipts for any other supporting documents.

Our BP5 basic check

We will do a basic check on any BP5 or RLE1 forms you send to us, as follows:

- Is the form a paper BP5, Application for the Basic Payment Scheme in England, rather than an online print?
- Is the paper BP5 a 2020 form?
- Is the BP5 application form complete and contains all of the pages?

Part A Claimant Details

- Is there another nine digit SBI number; or is the SBI not recognised/illegible/altered?
- Is the Business Name different; or is it not recognised/illegible/altered/missing ?

Part C Field Data Sheet (there must be either one line of complete data at C, or one at E, or both)

- Are there any land parcels?
- Does at least one line of data in Part C of the application contain the minimum of an entry at C2, C3, C4, C7, C8?

Part E Common Land Grazing Rights

- Does the form contain data at Part E?
- Does at least one line of data in Part E of the application contain an entry at E1, E2, E3, E4, E6?

Part L Your Declaration and Responsibilities

- If any of the declarations or responsibilities have been amended in any way we will reject and return the form with a letter
- Has the form been signed and a name entered on the form?

If we have to reject your form because it does not pass our basic checks, we will return the original form to you with a letter explaining why it failed. You can then update the form and return it to us, within the usual deadlines (see 'Key dates' on page 1).

Annex A

Coding agricultural land when you apply for the Basic Payment Scheme

- Permanent grassland and permanent grassland buffer strips – page 36
- Permanent crops – page 37
- Arable land: temporary grassland, fallow land, arable buffer strips, hedges and arable land exempt from greening – page 41
- Arable land: arable crops for crop diversification – page 43
- Arable land: leguminous and nitrogen-fixing crops for crop diversification and Ecological Focus Areas – page 48
- Arable land: catch and cover crops for Ecological Focus Areas – page 50
- Agricultural land under a Rural Development Programme agreement – page 52
- Dual use - page 52

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.</p> <p>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, declare the area of the buffer strip in C6, the land use as permanent grassland in C7, then declare the length of the buffer strip in Part D.</p> <p>Read the 'Basic Payment Scheme: rules for 2020' 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	TC01	<p>Permanent crops are crops that occupy the land for 5 years or more (other than permanent grassland) and nursery crops and provide repeat harvests. They include nursery crops, short rotation (code NU01) and short rotation coppice (code SR01).</p> <p>Multi-annual/perennial crops include:</p> <ul style="list-style-type: none"> Almonds Apples Apricots Artichoke Asparagus Avocados Bilberries Blackberries Blueberries Cherries Chestnuts Citrus fruit Cranberries Currants English Chamomile Figs Gooseberries Grapes Guavas Hazelnuts Hops Hyssop Lavender Loganberries Macadamia nuts Mangos Mangosteens Melissa Mint Miscanthus Mulberries Papayas and Locust beans Peaches

Land use	Code to use in column C7	Description
Permanent crops other than nursery crops and short rotation coppice	TC01	<p>Pears Pecans Pineapples Pine nuts Pistachios Plantains Plums Raspberries Reed canary grass Rhubarb 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 Sorrell Cowslip Creeping Buttercup Dandelion Devils-bit Scabious Drop wort Field Scabious Garlic Mustard</p>

Land use	Code to use in column C7	Description
Permanent crops other than nursery crops and short rotation coppice	TC01	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 Purple Toadflax Ragged Robin Red Campion Ribwort Plantain Salad Burnet Seal 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

Land use	Code to use in column C7	Description
Nursery crops	NU01	<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"> • vine and root stock nurseries • fruit tree and berry nurseries • ornamental nurseries • mixed nurseries of forest trees (except those for the holding's own requirements grown in woodland) • nurseries of trees and bushes for planting in gardens, parks, at the road side and on embankments <p>Nursery crops do not include Christmas trees unless they are grown in nurseries for later transplantation.</p>
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. The initial tree planting must have been planted after the year 2000.</p> <p>The eligible species for short rotation coppice are:</p> <ul style="list-style-type: none"> • Alder (<i>Alnus</i>) • Ash (<i>Fraxinus excelsior</i>) • Birch (<i>Betula</i>) • Hazel (<i>Corylus avellana</i>) • Hornbeam (<i>Carpinus</i> spp) • Lime (<i>Tilia cordata</i>) • Poplar (<i>Populus</i> spp) • Sweet chestnut (<i>Castanea sativa</i>) • Sycamore (<i>Acer pseudoplatanus</i>) • Willow (<i>Salix</i> spp)

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 as a single ‘crop’ for crop diversification. If the grassland meets the fallow rules for greening and you want it to count as fallow land for crop diversification or EFA, use the land use code for ‘Land lying fallow’ (FA01) in C7, then declare the area of the fallow land in Part D if you are using it for EFA. Otherwise you can include the areas of strips and margins of temporary grassland under the land use code you are using for 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 temporary grassland that you want to include in your Ecological Focus Area, use the land use code of the cropped area adjacent to the buffer strip in Part C7 then declare the length of the buffer strip in Part D. Read the ‘Basic Payment Scheme: rules for 2020’ for more information.</p>
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>Use this code for strips and margins of fallow land if you want these to count towards your total area of fallow land to meet a greening exemption or as a single ‘crop’ for crop diversification. Otherwise you can include the areas of strips and margins of fallow land under the land use code you are using for the main land use of the parcel and they don’t need to be separately identified.</p> <p>If you have a buffer strip on fallow land that you want to include in your Ecological Focus Area, use the land use code of the cropped area adjacent to the buffer strip in Part C7, then declare the length of the buffer strip in Part D. If you are using part of the buffer strip to count as fallow land for your Ecological Focus Area, enter this area as fallow land in Part C6, then enter the fallow area in Part D.</p> <p>Wild bird mixes can be coded under a number of different land use codes, as long as your individual example matches the criteria, for example:</p> <ol style="list-style-type: none"> a. as a mixed crop if there is an area where a seed mixture is sown, this area must be counted as a single crop for crop diversification, it doesn’t matter what crops are included in the mix.

Land use	Code to use in column C7	Description
Land lying fallow	FA01	<p>b. as fallow land (crop diversification) when it is land which has no crop production or grazing on it, but is maintained in a state suitable for grazing or cultivation.</p> <p>c. as fallow land (EFA) when it is land which has no crop production or grazing on it, but is maintained in a state suitable for grazing or cultivation. Farmers can grow or plant wild-bird seed mixes, pollen sources and nectar sources on their EFA fallow land during the fallow period.</p> <p>These must be an unharvestable mix of at least 2 crops that support wildlife and pollinators (advisers from the ‘Championing the Farmed Environment’ can help farmers choose). Wild-bird seed mixes should be an area with a balanced combination of small-seed bearing crops, for example Barley, Triticale, Kale, Quinoa, Linseed, Millet, Mustard, Fodder radish, Sunflower. This will benefit over-wintering birds.</p> <p>Pollen sources and nectar sources should be in an area with a mixture of nectar-rich plants, for example Red clover, Alsike clover, Bird’s foot trefoil, Sainfoin, Musk mallow or Common knapweed. This will benefit nectar feeding insects like butterflies and bumble bees.</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.
Hedge	BF11 - Half Hedge, BF12 - adjacent hedge	<p>A hedge that you want to use as part of your Ecological Focus Area. This includes trees in a line as per the revised BPS 2020 guidance.</p> <p>Use ‘BF11 - Half Hedge’ for the inside half of a hedge in land parcel. These lengths will be shown in column D5 on your application summary.</p> <p>Use ‘BF12 - Adjacent Hedge’ as well as BF11 if you to want to add the other ‘outside’ half of the hedge but it can’t be claimed in another arable land parcel. For example where:</p> <p>If you have management control of both sides of the hedge enter the length/s of the hedges using both codes (so that they are entered twice, once as BF11 and once as BF12). This means that both sides of the hedge will be counted when we work out what your hedges are worth for EFA. These lengths will be shown in column D6 on your application summary.</p> <p>For a paper application you will not need to use this code as you must enter a length in the correct column in Part D.</p>

Land use	Code to use in column C7	Description
Buffer strip	-	<p>A buffer strip of permanent grassland and field margin of temporary grassland or fallow land that you want to use as part of your Ecological Focus Area.</p> <p>There is no land use code required as a buffer strip you are using for Ecological Focus Area will be entered into Part D, unless the buffer strip is declared as permanent grassland, which needs to be separately identified.</p>

Arable land: arable crops for crop diversification

Land use	Genus	Species	Code for C7	Description
Aster (Chinese)	Callistephus	-	AC97	-
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, Kohrabi, Red cabbage, Savoy cabbage, White cabbage

Land use	Genus	Species	Code for 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 chilli peppers
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 Lithospermum)	-	AC72	Includes Corn gromwell
Corn marigold-type arable crop		-	AC80	Includes Corn marigold
Crambe-type arable crop	Brassicaceae	Crambe maritima	AC39	Includes Crambe, Seakale
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
Echium	Boraginaceae		AC91	
Evening primrose-type arable crop	Oenothera	-	AC12	Includes Evening primrose
Fennel-type arable crop	Foeniculum	-	AC13	Includes Fennel

Land use	Genus	Species	Code for C7	Description
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
Gladioli	Glasiolus	-	AC90	-
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
Larkspur	Consolida	-	AC98	-
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	

Land use	Genus	Species	Code for C7	Description
Mustard-type arable crop	Brassicaceae	Sinapsis alba	AC38	Includes White or Yellow mustard; use AC37 for Brown mustard
Nigella	Nigella	-	AC99	-
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
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	Ilium	-	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)

Land use	Genus	Species	Code for C7	Description
Ryegrass (Italian) (Solanum sisymbriifolium)	Lolium	-	AC100	-
Sage-type arable crop	Salvia	-	AC25	Includes Clary sage, Sages
Siam pumpkin-type arable crop	Cucurbitaceae	Cucurbita ficifolia	AC52	Includes Siam pumpkin, Seven year melon
Sorghum	Sorghum	-	AC92	-
Spelt Wheat	Triticum Spelta	-	AC96	
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
Sticky Nightshade (Solanum sisymbriifolium)	Solanum	-	AC93	-
Sunflower-type arable crop	Halianthus	-	AC88	Includes Sunflower
Sweet potato-type arable crop	Ipomoea	-	AC28	Includes Sweet potato; use AC44 for Potato
Sweet William	Dianthus	-	AC94	-
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
Wallflower	Erysimum	-	AC95	-
Water melon- type arable crop	Cucurbitaceae	Citrullus lanatus	AC55	Includes Water melon

Land use	Genus	Species	Code for 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
Wheat (winter)-type arable crop	Triticum	Winter variety	AC66	Includes Biscuit wheat, Common or Bread wheat, Durum wheat, Einkorn, Feed wheat, Red wheat
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 for 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 trefoil. If you are counting this crop towards your Ecological Focus Area, enter the area in column D2.
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.

Land use	Genus	Species	Code for C7	Description
Field beans (spring)-type leguminous and nitrogen-fixing crop	Vicia	Spring variety	LG03	Includes Broad beans, Field 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, 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.
Lupin-type leguminous and nitrogen-fixing crop	Lupinus	-	LG06	Includes Lupin. If you are counting this crop towards your Ecological Focus Area, enter the area in column D2.
Mixed crop - Predominant	Variable	Variable	LG15	Mixed crop, the leguminous crops are predominant. You can mark up to 5 different mixed crops made up of a legumes predominant mix on your land. These land uses will count for both crop diversification and Ecological Focus Area.
Mixed crop - Predominant	Variable	Variable	LG16	
Mixed crop - Predominant	Variable	Variable	LG17	
Mixed crop - Predominant	Variable	Variable	LG18	
Mixed crop - Predominant	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.

Land use	Genus	Species	Code for C7	Description
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
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 clover. 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 the 'Basic Payment Scheme: rules for 2020' for more information. There is no land use code required as a catch crop for EFA in Part C7, as they will be entered into Part D.
Cover crop	Any cover crop that is eligible under the Ecological Focus Area rule. Read the 'Basic Payment Scheme: rules for 2020' for more information. There is no land use code required as a cover crop for EFA in Part C7, as they will be entered into Part D.

Codes you must not use

There are some land use codes which appear in the Rural Payments service, so may appear on your form, which you should not use in your BPS application.

The table below shows which codes not to use, and which codes to use instead.

Code	What code to use instead
ES01 - Real estate services	This code does not relate to land and is for RPA use only.
NF04 - Scattered trees	If the area with scattered trees in is eligible, you don't need to declare it as a separate 'land use' with its own land use code. Instead, include its area within the main land use of the parcel it is in. If the area with scattered trees in is ineligible, use the code 'WO12 – Ineligible woodland'.
AS01 – Archaeological site	Use the code which best describes the land which the archaeological site is on.
PL02	If the area is eligible, use one of the following: FA01 – Fallow PG01 - Permanent Grassland If the area is ineligible, use the relevant code from the 'Ineligible areas and features on otherwise eligible land' list.
BF01 - Stone wall protected under cross compliance	You don't need to declare these as a separate 'land use' with their own land use code. Instead, include their area within the main land use of the parcel it is in.
BF02 - Hedge protected under cross compliance	
AB03 - Animal shelter on bare soil	
IW01 - Rivers and streams less than 4 metres in width and forming part of a boundary (type 1)	
IW11 - Drain/Ditch/Dyke less than 4 metres in width and forming part of a boundary	
BF08 - Bank	
BF16 - Fence	

Agricultural land under a Rural Development Programme for England (RDPE) agreement

If you have agricultural land which is under your management control for an RDPE agreement and at your disposal for BPS use the appropriate codes to tell us about this land.

If you have agricultural land which is under your management control for a RPDE agreement and is not at your disposal for BPS, You must make sure the parcel is included in part C of your form and declare the area in column C8 as 0.00ha. Read Dual use below.

Dual use

If you are in a 'dual use' situation with another BPS applicant – the other applicant has the land at their disposal for BPS, and you have the same area of land under your management control for an RDPE agreement, you must agree the land-use code with the other BPS applicant and declare this at C7 and then enter 0.0000 in C6 and C8. This land will not count towards your area available to use entitlements or your greening calculation.

If you are the applicant with the land at your disposal for BPS, use the appropriate land use code from Annex A to tell us about this land. Enter an area for the land use in C6 and if you want to use the land in your BPS claim, enter an area in C8.

Non-agricultural land under an RDPE agreement

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

Annex B

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

How to code non-agricultural land when you fill in a BP5 application form to apply for the Basic Payment Scheme (BPS) in 2020.

Non-agricultural areas and features on otherwise eligible land

You can tell us about non-agricultural areas and features on agricultural land in your application form using land use codes.

You also need to tell us about these areas and features on any non-agricultural land you have that is eligible for BPS – read the ‘Non-agricultural land under an RDPE agreement or the National Forest Changing Landscape Scheme, Woodland Carbon Fund, HS2 Woodland fund’ on page 62 for more information.

Declare permanent non-agricultural areas or features, using the land use codes in this Annex. Read pages 19 and 20 for more information

If you haven’t already told us about any permanent non-agricultural areas or features, fill in an RLE1 form and send it to us together with a sketch map. If you’ve already told us, but we haven’t mapped it yet – you don’t have to tell us again. If you are in any doubt about the permanence of a feature, you are advised to fill in an RLE1 form and send it to us together with a sketch map.

Land use	Code to use in column C7	Description
Non-agricultural area or feature which is temporary and likely to change over time (ineligible area)	NA02	<p>An area of land which is normally agricultural but the intensity, nature, duration, and timing of non-agricultural activity significantly interferes with agricultural activity.</p> <p>Examples</p> <ul style="list-style-type: none"> - An area that is taken out of agricultural use due to temporary utility or transport works but will later revert to land that is used primarily for agricultural activity - Compost or muck heaps that are in place for less than 3 years and not stored in the land parcel on which they are to be used, or the amount stored is not appropriate for that land parcel. Heaps that are in the same place for 3 years or more should always be treated as permanent non-agricultural features. - An area used for turf production for fuel for less than 3 years. Areas used for turf production for fuel for 3 years or more should always be treated as permanent non-agricultural features. - 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 3 years or more should always be treated as a permanent non-agricultural feature. - An area used for peat production for less than 3 years. Areas used for peat production for 3 years or more should always be treated as permanent non-agricultural features. - An area in which the non-agricultural activities referred to in the 'Basic Payment Scheme: rules for 2020' occur on the land for more than 28 days in the calendar year.
Airstrip/airports	MT05	<p>Airstrip – a stretch of land which has been cleared so that light aircraft can take off and land. The area is defined by the edges of the landing strip.</p> <p>Grass air strips that are only used for part of the year on land that is normally agricultural should be declared as agricultural land.</p> <p>Airport – an area of land where aircraft land and take off and which provides facilities for handling passengers, air freight and servicing aircraft.</p>

Land use	Code to use in column C7	Description
Non-utilised Bank	PL01	This code should only be used for banks which are inaccessible or not protected under cross compliance. A bank is a raised linear feature that is artificially constructed and predominantly made up of earth. A bank can have a vegetated, bare earth or stone surface.
Bog	IW07	An area of land that is normally waterlogged throughout the year and consists of spongy moss and peat. Bogs most often occur in low lying flat areas with poor drainage, and in upland areas of high rainfall.
Boulders	RO03	An area of large, rounded rocks that are weathered or water-worn and have a diameter that is greater than 0.2 metres.
Bracken, heather and heathland	HE02	Bracken - this code should only be used for an area of bracken which is not kept in a state suitable for grazing or is in an area where grasses and other herbaceous forage are not predominant. Grazeable bracken in an area where grasses and other herbaceous forage remain predominant should be declared as permanent grassland. Bracken is an area covered predominantly by a type of fern (<i>Pteridium aquilinum</i>) found together with other species in heathland or hill sides. See also 'Scattered bracken or heather'. Heather - this code should only be used for an area of heather which is not kept in a state suitable for grazing. Grazeable heather should be declared as permanent grassland. Heather is an area covered predominantly by common heather and various species of the <i>Cassiope</i> or <i>Erica</i> genus. See also 'Scattered bracken or heather'.
Cliff	CF01	A feature representing a steep rock face, most commonly occurring where the land meets the sea. Cliffs may be semi-natural, in the case of disused mineral workings, or manmade in the case of rock faces resulting from construction activity.
Farm building	AB01	A building used for livestock husbandry, cultivation or the storage of crops, feed and machinery, and associated residences, i.e. farmhouses.
Farmyard	AB09	The open ground, generally of hard standing or compacted earth, surrounding farm buildings.
Fen, marsh and swamp	IW06	An area of low and flat waterlogged land.

Land use	Code to use in column C7	Description
Gallop	NT01	A track with a grass or manmade surface that is used for horses to gallop on when being trained for horse racing. Grass gallops can exceptionally be considered part of the agricultural area of a land parcel but only if the applicant can prove that the non-agricultural activity does not significantly interfere with agricultural activity.
General Utility	UT06	A type of permanent infrastructure on land that is not covered by other utility classifications. Examples include water tanks and butts.
Glasshouse, including polytunnels	AB06	This code should be used for glasshouses on a hard standing. For BPS also use this code if the glasshouse is being used to grow ineligible crops. A horticultural building constructed largely of glass, which is on a hard standing or used to grow ineligible crops. The area of a glasshouse that is on a natural surface and is being used to grow eligible crops should be declared using the land use of the eligible crops.
Golf course	RL04	Bunkers, greens, fairways and areas of rough that are part of the playing course. Includes putting greens and driving ranges. Golf courses can exceptionally be considered part of the agricultural area of a land parcel but only if the applicant can prove that the non-agricultural activity does not significantly interfere with agricultural activity.
Hard standing	HS01	A manmade, open ground surface built using aggregate, concrete-type construction materials.
Heap	HE03	A permanent pile of farm refuse, for example straw, manure, compost, hay or silage. A heap is permanent if it has been kept at the same location for 3 years or more.
Intertidal habitats	MW04	An area of sand or mud uncovered at low tide.
Mineral extraction site	MS04	A site used for mineral extraction. Includes both currently operational and disused sites.
Peat production	CM01	This code should only be used for an area of land which is permanently used for peat production. An area of land is permanently used for peat production if the production has taken (or will take) 3 years or more. Peat production is an area of land used for peat extraction.
Pond	WF03	An area of fresh water, often artificially constructed, which is smaller than a lake. Includes artificially created scrapes which are winter feeding areas for wading birds.

Land use	Code to use in column C7	Description
Railway	MT04	Steel bar or continuous line of bars laid on the ground, usually forming a track used for the movement of trains.
Reed bed	MW03	<p>This code should only be used for reed beds which are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant.</p> <p>Grazeable reed beds in an area where grasses and other herbaceous forage remain predominant should be declared as permanent grassland.</p> <p>A reed bed is an area of tall, stiff marsh or water grass of various kinds.</p>
Residential dwelling, house	NR01	Residential dwellings, including domestic outbuildings.
Residential garden	WO17	A garden making up part of a residential dwelling.
Road	MT03	A metalled or surfaced way that is clearly marked, permanent and forms part of a wider road network with, for example, road markings, road names or road numbers.
Rocky outcrop	RO04	A protrusion of rocks above the ground in a conspicuous form.
Sand dunes	CF03	An area of sand dunes (ridges of sand created by the wind).
Saline habitats	MW05	A coastal area with a sodium chloride content of at least 0.5%.
Salt marsh	MW01	<p>This code should only be used for salt marshes which are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant.</p> <p>Grazeable salt marsh in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland.</p> <p>Salt marsh is an area of coastal grassland which is frequently inundated by the sea.</p>

Land use	Code to use in column C7	Description
Scattered bracken or heather	NF02	<p>Scattered bracken - areas of bracken that are scattered in a land parcel, are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant.</p> <p>Scattered bracken which is grazeable and in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland.</p> <p>Scattered heather - areas of heather which are scattered in a land parcel and are not kept in a state suitable for grazing.</p> <p>Scattered heather which is grazeable should be coded as permanent grassland.</p> <p>This code should be used only for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>
Scattered features - mixed	NF08	<p>This code can be used for a combination of more than one type of the scattered features described in this table.</p> <p>This code should only be used for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>
Scattered manmade features	NF07	<p>Any manmade features which are scattered in a land parcel.</p> <p>This code should be used only for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>
Scattered natural features	NF06	<p>Natural features that are scattered in a land parcel, are not kept in a state suitable for grazing or cultivation, are not protected under cross compliance, and are not included under any other land use codes.</p> <p>This code should only be used for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>

Land use	Code to use in column C7	Description
Scattered rock	NF01	<p>All naturally occurring scattered elements of a rocky nature. Includes small outcrops, areas of shingle or scree, small boulders, etc.</p> <p>This code should only be used for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>
Scattered scrub	NF03	<p>This code should only be used for patches of scrub which are scattered in a land parcel and are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant. Includes patches of scrub which are too dense to be grazed.</p> <p>Scattered scrub which is grazeable and in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland.</p> <p>This code should only be used for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>
Scattered water features	NF05	<p>All naturally occurring scattered elements of a watery nature. Includes small ponds, springs, etc.</p> <p>This code should only be used for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>
Scree	RO02	A mass of loose stones on the side of a steep rock face.
Scrub	WO25	<p>This code should only be used for scrub which is not kept in a state suitable for grazing or is in an area where grasses and other herbaceous forage are not predominant. Includes scrub which is too dense to be grazed.</p> <p>Grazable scrub in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland.</p> <p>Scrub is an area of shrubs and bushes, including Rhododendrons, Gorse, Briar and Boom. See also 'Scattered scrub'</p>

Land use	Code to use in column C7	Description
Shingle	IW05	An area of small, rounded pebbles.
Stone wall	BB01	<p>This code should only be used for stone walls that are not protected under cross compliance.</p> <p>Stone walls protected under cross compliance should be coded using the land use code for the main land use of the parcel.</p> <p>A stone wall is a wall structure built with stones, traditionally with loose field stones and mortar.</p>
Solar panels	UT01	<p>An area taken up by solar panels and solar panel arrays.</p> <p>Land parcels which contain solar panels are ineligible for BPS. If the panels are concentrated in one end of a field, the rest of the land can be eligible if the 2 areas are registered as individual land parcels and separated by a permanent boundary.</p>
Sports and recreation	RL03	An area of land used for permanent sports and recreational activities.
Storage area	SA02	An area of bare earth that is used for storage purposes. Includes storage of farm-related machinery, hay bales, etc.
Structure	ST05	A manmade structure that is not described under any other land use code. Examples include animal shelters or polytunnels on a hard standing.
Tidal areas	MW02	Tidal areas other than salt marshes.
Track - natural surface	NT03	<p>This code should only be used for a natural, unsurfaced track or path which is not used as part of the agricultural activity carried out on the land parcel or is part of a transport network entering and exiting the land parcel.</p> <p>Natural paths and tracks which are used as part of the agricultural activity carried out on the land parcel and are not part of a transport network entering and exiting the land parcel, should be coded using the land use code for the main land use of the parcel.</p>
Manmade track (Metalled)	MT01	A metalled or surfaced way that is clearly marked and permanent. Includes any manmade surface, such as areas of asphalt, concrete and gravel.

Land use	Code to use in column C7	Description
Turf production	CM02	<p>This code should only be used for a site which is permanently used for the production of turf for fuel. A site is permanently used for the production or turf for fuel if the production has taken (or will take) place for 3 years or more.</p> <p>Turf for later replanting will be considered part of the agricultural area of the land parcel and should be coded as either permanent grassland or temporary grassland.</p> <p>Turf production is a site used for the production of turf, a surface layer of earth containing a dense growth of grass and its roots.</p>
Vegetated shingle	CF02	An area of water-worn pebbles which supports growth of vegetation.
Watercourse - ditch, drain or dyke (in-field)	WF01	<p>This code should only be used for a drain, ditch or dyke which is inside the land parcel and is not part of the parcel boundary.</p> <p>A drain, ditch or dyke is an artificial channel used to carry excess water from low-lying areas.</p>
Watercourse - river or stream (Rivers and Streams Type 2)	IW02	<p>This code should only be used for a river or stream which:</p> <ul style="list-style-type: none"> - is inside the land parcel and is not part of the parcel boundary. - is less than 4 metres wide over the majority of its length. <p>A river or stream is a body of water flowing in a definite channel towards the sea, a lake or into another river.</p>
Watercourse - river or stream (Rivers and Streams Type 3)	IW03	<p>This code should only be used for a river or stream which:</p> <ul style="list-style-type: none"> - is inside the land parcel and is not part of the parcel boundary - is greater than, or equal to, 4 metres wide over the majority of its length <p>A river or stream is a body of water flowing in a definite channel towards the sea, a lake or into another river.</p>
Water treatment works	UT07	A site where water is treated and supplied.
Woodland	WO12	An area of woodland preventing agricultural activity. Includes areas where the density of the trees prevents the growth of vegetative under-storey needed to support agricultural activity.

Non-agricultural land under a Rural Development Programme for England (RDPE) agreement or the National Forest Changing Landscapes Scheme, Woodland Carbon Fund, HS2 Woodland Fund

Non-agricultural land used with entitlements to apply for SPS in 2008 and currently in certain options under an RDPE agreement or the National Forest Changing Landscapes Scheme, the Woodland Carbon Fund or the HS2 Woodland Fund can still be eligible for BPS.

This land may have been coded as 'SA2' or 'SA3' on your SPS application. You should read 'Guidance on agri-environment agreements (Countryside Stewardship) and Environmental Stewardship (ES) and the Basic Payment Scheme' and Forestry Commission guidance (ON42) to confirm that land-use code RD01 is the correct code to use. The guidance will also tell you if you need to submit an RLE1 and sketch map to change the land cover. If you do use land-use code RD01, the land parcels will not count towards your greening requirement.

Other non-agricultural land under these schemes that was not used with entitlements to claim for SPS in 2008 is not eligible for BPS. However, you still need to enter it on your BP5 form using the appropriate non-agricultural land use code as cross compliance applies to this land.

Land use	Code to use in column C7
<p>Non-agricultural land, for example woodland, which was used with entitlements to apply for SPS in 2008 and is at your disposal, remains eligible for BPS because it is under a suitable RDPE agreement or the National Forest Changing Landscape Scheme, the Woodland Carbon Fund or the HS2 Woodland Fund.</p> <p>Agri-environment scheme agreement holders should refer to 'Guidance on agri-environment agreements (Countryside Stewardship) and Environmental Stewardship (ES) and the Basic Payment Scheme' at https://www.gov.uk/guidance/guidance-on-agri-environment-agreements-cs-and-es-and-bps and Woodland scheme agreement holders can refer to Forestry Commission guidance ON42 for details about the appropriate Land cover for these areas to be claimed for BPS.</p>	RD01

Annex C BPS Forms 2020

The forms available to help you with your BPS application in 2020 are:

- The 'BP5' application form
- Continuation booklets for Parts C, D and E of the BP5
- RLE1 form – request for changes to the land registered with RPA and for the transfer of entitlements
- 'Basic Payment Scheme (BPS) 2020 'Young' and 'new' farmer application form'
- 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 2020, can be found on GOV.UK at: www.gov.uk/rpa/bps2020.

More information



Visit our website

www.gov.uk/rpa

For more information about the Basic Payment Scheme in 2020, go to www.gov.uk/rpa/bps2020.

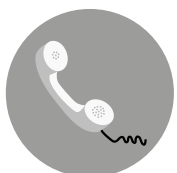
Look on our website for information about when the Rural Payments service may not be available.



Email

ruralpayments@defra.gov.uk

Please quote your single business identifier (SBI) for all enquiries



Call us

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



Write to us or send evidence to support applications to

Rural Payments Agency
PO Box 352
Worksop
S80 9FG

Please quote your single business identifier (SBI) for all enquiries.

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

Call us now on 03000 200 301 to activate your BPS 2020 online application

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