



Rural Payments  
Agency

# **Rural land and entitlements (RLE1) guidance 2021 - for electronic and paper use**

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## How to use the RLE1 form

Use the RLE1 form to make changes to your land, or transfer BPS entitlements

This guidance is for people applying for or claiming any of the following rural payments and grants:

- Basic Payment Scheme (BPS)
- Countryside Stewardship (CS)
- Environmental Stewardship (ES)
- English Woodland Grant Scheme (EWGS)
- Farm Woodland Premium Scheme (FWPS)
- Woodland Carbon Fund if you are also claiming for payment under BPS for the same land parcel(s)
- HS2 Woodland Fund if you are also claiming for payment under BPS for the same land parcel(s)
- National Forest Changing Landscape Scheme if you are also claiming for payment under BPS for the same land parcel(s)

It explains when to use the RLE1 form to make changes to your land, or transfer BPS entitlements, when you cannot use the Rural Payments service to do this. You do not have to register your land to claim Woodland Carbon Fund, HS2 Woodland Fund or National Forest Changing Landscape Scheme if they are the only rural payments and grants you claim.

You must use separate RLE1 forms to request changes to your land parcels in your digital maps and to request BPS entitlement transfers.

This is because we process land and BPS entitlement requests separately, so they need to be on separate forms. We also need separate forms if you have different types of BPS entitlement transfer. You can also transfer entitlements online in the Rural Payments service.

**During the coronavirus (COVID-19) outbreak, we will accept both entitlement transfer and land change notifications on the same RLE1 form.**

We're also accepting electronic RLE1 forms. You can read more information on how to use the electronic RLE1 form on GOV.UK.

## Permissions

You must make sure that you (or your agent if they complete the form for you) have the correct permission level in the Rural Payments Service to complete the RLE1 form. Electronic RLE1s must be sent from an email address registered in the Rural Payments service. Forms can only be accepted when they are completed by someone with one of the following permission levels:

| Permission level                                                                                   | Transfer BPS entitlements | Transfer land | Amend land, features and covers |
|----------------------------------------------------------------------------------------------------|---------------------------|---------------|---------------------------------|
| 'Business: Make legal changes'                                                                     | Yes                       | Yes           | Yes                             |
| 'Business: Full permission'                                                                        | Yes                       | Yes           | Yes                             |
| 'Land: Amend'                                                                                      | No                        | Yes           | Yes                             |
| 'Entitlements: Amend'                                                                              | Yes                       | No            | No                              |
| 'Basic Payment Scheme (BPS): Amend'; or 'Basic Payment Scheme (BPS): Submit'                       | Yes                       | Yes           | Yes                             |
| 'Countryside Stewardship (Application): Amend'; or 'Countryside Stewardship (Application): Submit' | No                        | No            | Yes                             |
| 'Countryside Stewardship (Agreements): Amend'; or 'Countryside Stewardship (Agreements): Submit'   | No                        | No            | Yes                             |

You can check your permission level in the [Rural Payments service](#). To do this, click 'Give access to this business' on the 'Business overview' screen. If your level of permission is incorrect, contact the person who has 'Full Permission' for the business to ask them to change it.

If you do not have internet access you can call us on 03000 200 301 to check your permission level.

## Transfer land and BPS entitlements online

From early 2021 until 17 May 2021, you can use the [Rural Payments service](#) to:

- transfer BPS entitlements to someone else (by sale, lease or gift only)
- transfer land to someone else (by sale, lease or gift) or remove land from your holding.

You can transfer land and BPS entitlements online even if you're applying for BPS on a paper BP5 form.

If you are unable to use the Rural Payments service to transfer or remove land because your holding type is shown as tenant or that less than 100% of the land parcel is owned, and this information is incorrect, you should use the Change land tenure form [link] to correct this information. When the information is shown correctly, you will then be able to use the Rural Payments service to transfer or remove the land parcel.

Throughout 2021, you can also use the Rural Payments service to view digital maps and aerial photography of your land.

## What to use the RLE1 form for

### BPS entitlements

| Details                        | RLE1 form | Online Rural Payments service |
|--------------------------------|-----------|-------------------------------|
| Transfer by sale or as a gift  | Yes       | Yes                           |
| Transfer entitlements by lease | Yes       | Yes                           |
| Transfer by sub-lease          | Yes       | No                            |
| Transfer through inheritance   | Yes       | No                            |

### Land

| Details                                                                                                                                  | RLE1 form | Online Rural Payments service |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------|
| Map a land parcel for the first time (or a land parcel that's already mapped but is new to the business)                                 | Yes       | No                            |
| Request that a registered land parcel is linked to your Single Business Identifier (SBI) at the same time as it is linked to another SBI | Yes       | No                            |

| Details                                                                                                                                                                                                                        | RLE1 form | Online Rural Payments service |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------|
| Make permanent changes to a land parcel including:<br>- changing the size and shape<br>- adding or removing a permanent boundary to split and/or merge parcels<br>- add or remove a permanent non-agricultural area or feature | Yes       | No                            |
| Remove or transfer a land parcel from your holding if Rural Payments service shows:<br>- your holding type as 'owner', and<br>- 100% of the land parcel as owned                                                               | Yes       | Yes                           |
| Remove or transfer a land parcel from your holding if Rural Payments service shows your holding type as 'tenant'                                                                                                               | Yes       | No                            |
| Remove or transfer a land parcel from your holding if the Rural Payments service shows:<br>- your holding type as 'tenant', and<br>- less than 100% of the land parcel as owned                                                | Yes       | No                            |
| Tell us about changes to the land cover (arable, permanent grassland, permanent crops and non- agricultural)                                                                                                                   | Yes       | No                            |
| Map hedges being included in a Countryside Stewardship (CS) application under options BE3, BN5 or BN6 or being used to claim BE3 in an existing CS agreement that are not shown in the Rural Payments service                  | Yes       | No                            |

You must use an [RLE1 form](#) to transfer BPS entitlements if there's an ongoing dispute about your BPS entitlement information in the Rural Payments service.

When you use the [Rural Payments service](#) to transfer land parcels and/or BPS entitlements you must not send in an RLE1 form for the same transfer. If you've already sent in an RLE1 form, what you need to do is explained below.

### **Already sent an RLE1 form to transfer land**

If you've sent an RLE1 form to transfer land but now want to use the Rural Payments service to transfer the land online, you need to call us on 03000 200 301 to check the latest advice for the specific change you want to make.

## **Already sent an RLE1 form to transfer BPS entitlements**

If you've sent an RLE1 form to transfer BPS entitlements to be used in 2021 but the transfer has not yet been completed, you can still make the transfer online using the Rural Payments service but you must notify us to withdraw the RLE1 form.

When you've transferred your BPS entitlements online, send us an email (from an email address that is registered in the Rural Payments service against a person with at least 'BPS: Amend' or 'Entitlements: Amend' permission for the business transferring the BPS entitlements), or call us on 03000 200 301 asking to withdraw your RLE1 form. The email subject heading should include 'BPS 2021 – Withdraw entitlements transfer RLE1'.

You'll need to tell us in your email the following information from your RLE1 form:

- SBI of the business transferring the BPS entitlements
- SBI of the business receiving the BPS entitlements
- type of transfer: state that this is a BPS entitlement transfer RLE1 form
- the method of transfer, for example, sale, gift or lease
- the number of BPS entitlements transferred and payment region they're in.

Send your email to: [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk).

## **Business changes**

You may also need to fill in an RLE1 form to transfer land and/or BPS entitlements if your business is involved in either a merger, split (scission) or other business change which results in a new business being formed.

## **Use separate RLE1 forms if you want to transfer both land and BPS entitlements.**

You need to use at least 2 separate RLE1 forms to transfer land and transfer BPS entitlements. This is because we process land and BPS entitlement requests separately, so they need to be on separate forms. We also need separate forms if you have different types of BPS entitlement transfer. In most cases you can do both or either in the Rural Payments service.

**During the coronavirus (COVID-19) outbreak, we will accept both entitlement transfer and land change notifications on the same RLE1 form.**

## **When not to use an RLE1 form**

**Do not use an RLE1 form to tell us about changes to your BPS eligible land uses in a land parcel** – you do this in the ‘Land use’ screen in the [Rural Payments service](#) or in Part C on your BPS paper application form. Land use is not the same as land cover. Read the section ‘Land cover changes’.

**Do not use an RLE1 form to tell us about your hedges** unless they are to be included in a Countryside Stewardship application. You do not need to request that hedges are mapped unless they are not shown in your digital maps and you want to include them in your Countryside Stewardship application or claim (this only affects certain options). If this is the case, you would need to use an RLE1 form to add them to your digital maps.

**Do not use an RLE1 form to map any features or options you have in a Rural Development Programme agreement or domestic agri-environment or woodland scheme** unless it is to change the land cover of your land parcel, for example, from arable land cover to woodland (non-agricultural) land cover.

**Do not use an RLE1 form to tell us about temporary BPS ineligible non-agricultural areas or features** – you can tell us about these areas or features in your BPS application.

## **Read the scheme rules**

This guidance tells you how to use the RLE1 form. It does not give any scheme rules. Read the rules for the relevant scheme before you use this form.

We reject RLE1 forms and return them if Parts A and F are not completed correctly, or Part F has been amended in any way. If we require further information about Parts B, C and D we'll contact you and request this information before processing your RLE1 form.

## **Check your land details**

It's your responsibility to make sure that you:

- only apply for and / or claim on your land that is eligible for the scheme you're applying for and / or claiming payment for
- check your maps, either online or on paper
- tell us about any changes.

You can view your land details online using the [Rural Payments service](#).

We continuously use all available data sources, including aerial photography and Ordnance Survey (OS) map updates, to keep our land information up-to-date, and to check any applications and claims you make.

It's important that you check your digital maps online because we've reviewed and updated our mapping information, where necessary.

## **How we contact you about changes to your digital maps**

If we've updated your land parcels, you'll have received notifications in the 'Messages' tab in the Rural Payments service identifying which land parcels have been updated.

If you've requested a change to your digital maps, either by calling us or by sending an RLE1 form and sketch map to us, we will not send you a notification in the 'Messages' tab in the Rural Payments service. We'll write to you to either confirm that we've made the changes you requested, or we'll explain why they cannot be made.

## **Transfer Basic Payment Scheme (BPS) entitlements**

You can use an RLE1 form to transfer or give up BPS entitlements

During the coronavirus (COVID-19) outbreak, we're also accepting electronic RLE1 forms.

**To transfer BPS entitlements on paper**, fill in Parts A, B, C, E and F of the RLE1 form.

**To transfer BPS entitlements online**, download the RLE1 form and save it onto your computer. You must save the form as a PDF (do not change the file type) and include your SBI in the file name. You can then fill in the form electronically using the existing RLE1 guidance to help you. We do not need a written signature, fill in the signature box electronically by typing your name.

If you need to include additional information, please include it in the body of the email when you submit your electronic RLE1 form.

When you have filled in your electronic RLE1 form, send it to us as a PDF attached to an email. You must make sure that the email address you're sending the RLE1 form from is registered in the Rural Payments service and has the correct permission level for the business the RLE1 form relates to.

We'll only accept electronic RLE1 forms if you return them as a PDF attached to an email.

## **When to transfer BPS entitlements**

You can use an [RLE1 form](#) to transfer or give up (surrender) BPS entitlements at any time of year but there are scheme deadlines for receipt of some transfers.

Only the person who holds the BPS entitlements at the deadline set in the Basic Payment Scheme rules can use them to claim BPS in any given

scheme year. This is usually by midnight on 15 May. Read the latest [Basic Payment Scheme rules](#) on GOV.UK to check when this is.

So, if the person you're transferring BPS entitlements to wants to use them to claim BPS, we must receive the RLE1 form before the deadline.

If we receive the RLE1 form after this, or the 'effective date of transfer' is after this, the BPS entitlement transfer will take effect in the next scheme year. We cannot backdate BPS entitlements transfers to be effective for a previous scheme year.

The date that the transfer becomes effective ('effective date of transfer') can be up to a year after the date you send us your RLE1 form.

## **What happens next**

The transfer cannot be approved until the BPS claim for the previous scheme year for the person transferring the BPS entitlements has been paid. We send a notification in the 'Messages' tab in the Rural Payments service to both the person transferring the BPS entitlements and the business receiving the entitlements that the transfer is complete. We do this after the transfer has been approved.

### **If the transfer is not successful**

We send an email or letter to both the person transferring the BPS entitlements and the person receiving them. They only tell the person transferring the BPS entitlements the reason why the transfer was not successful.

## **Who can transfer BPS entitlements**

To transfer, surrender or receive BPS entitlements, you must:

- make sure that you (or your agent if they complete the form for you) have the correct permission level in the Rural Payments service to complete the RLE1 form (read 'Permission levels'). Electronic RLE1s must be sent from an email address registered in the Rural Payments service.
- be registered in the [Rural Payments service](#) (your agent must be registered if they complete the form for you)
- have a main Single Business Identifier (SBI).

A main SBI is a unique 9 digit number given to a farmer or business that is involved in an agricultural activity. It is not the same as a trader SBI.

## **You cannot transfer more BPS entitlements than you have**

The number of BPS entitlements you're transferring or surrendering cannot be greater than the number you hold. If it is, we can only transfer the maximum number of BPS entitlements you hold. If you've already transferred all the BPS entitlements you hold to another farmer or business, we'll reject the transfer. Check the Rural Payments service for the latest information about your BPS entitlements. To do this, sign in to the [Rural Payments service](#). From the 'Business overview' screen click 'Entitlements' then click 'view entitlements'.

## **Invalid transfers**

You may want to take independent professional advice before deciding to transfer BPS entitlements.

If we find that a completed transfer becomes invalid later, we may reclaim the transferred BPS entitlements. This could happen if, for example, a previous owner of the BPS entitlements did not use them properly and they should have already expired.

If a farmer receives BPS entitlements that they should not have had, the transfer is invalid and they'll lose those BPS entitlements. In these cases, the transferred BPS entitlements (whether they were leased or sold) will not be returned to their original owner.

If the recipient has already transferred them again (to a third business), that business may lose some or all of the BPS entitlements that came from the invalid transfer.

In all the above cases, the farmer receiving the BPS entitlements will also have to pay back any BPS payments they should not have received while they held the BPS entitlements.

## **Types of transfers**

### **You need separate RLE1 forms for different types of transfer**

If you use an RLE1 form to transfer BPS entitlements, you must fill in a separate form for every different type of transfer – for example, one form

for BPS entitlements transferred by lease and another for BPS entitlements transferred by sale.

### **Transfer by sale or gift**

From January through to mid-May each year, you can do this online using the [Rural Payments service](#). We also accept RLE1 forms for this type of transfer throughout the year.

### **Transfer by lease**

From January through to mid-May each year, you can do this online using the [Rural Payments service](#). We also accept RLE1 forms for this type of transfer throughout the year.

You must include the lease end date on the RLE1 form.

At the end of a lease, the leased BPS entitlements automatically return to the lessor.

**Important** - You should keep a note of the lease end date as we no longer contact both parties to tell them that the BPS entitlements leases have ended.

If the lessor wants to end the lease early or extend the term, they must tell us by letter or email, before the change takes effect. You should include the subject heading on your email and if extending the term of the lease, you need to tell us before the original lease term ends. Only the lessor can extend the lease, although both lessor and lessee may give notice by letter or email to end the lease early.

### **Subleasing entitlements**

You must use the [RLE1 form](#) to sublease BPS entitlements – you cannot do this in the Rural Payments service.

You can sublease BPS entitlements, but the sublease cannot last longer than the lease of the entitlements.

### **Transfer through inheritance**

You must use an [RLE1 form](#) for this – you cannot do it in the Rural Payments service.

When a sole trader dies, the executor or administrator to the estate of the deceased should fill in a separate RLE1 form for each beneficiary.

If there's more than one executor or administrator, they must all sign the RLE1 form(s), unless they agree to authorise only one of them to sign for the others. We need proof of this agreement in writing.

An inheritance transfer can be backdated to the settlement date of the estate if the transferor or their estate has not already been paid for the scheme year of the settlement.

### **Giving up your BPS entitlements (surrendering your BPS entitlements)**

You can give your BPS entitlements back to us if you do not want to use them, or do not want to transfer them to anyone else.

You must use the [RLE1 form](#) for this – you cannot do it in the Rural Payments service.

### **Transfer as part of a business merger or scission**

You can do this online using the Rural Payments service, although we also accept RLE1 forms for this type of transfer.

If your business structure changes, you may need to transfer BPS entitlements. For example, if:

- 2 or more farming businesses are merging to form a single business
- a single business is splitting into 2 or more businesses
- other changes are taking place which result in a new business being formed

Read the [latest BPS rules](#) on GOV.UK for more information about business structures and also read [Change your business details after you've registered](#) on GOV.UK.

We may ask you for more information about all the changes to the structure of a business and any associated businesses. Until this information is assessed, we will not know who the BPS entitlements can legally be transferred to and any RLE1 forms will be put on hold.

We may also ask you to fill in an [IACS Separate Business Questionnaire](#) (also known as an 'IACS 26') to confirm the changes that are taking place. You can download the questionnaire from GOV. UK.

We may treat the business that you or others are involved in as one business, even though you may run these businesses separately for commercial reasons.

## **Mergers**

If businesses are merged, each original business must fill in an [RLE1 form](#). These must be completed by someone who has the correct level of permission on behalf of all members of that business.

## **Scissions**

If a business is split (a scission), you must fill in a separate [RLE1 form](#) for each new SBI you want to transfer BPS entitlements and/or land to. RLE1 forms must show how the BPS entitlements and/or land are being divided and transferred to each business. BPS Entitlement transfers must be on a separate RLE1 form to land transfers. All partners must sign the RLE1 forms.

If other business changes are to take place, for example, a partnership is being dissolved and a new independent business is being formed (not a continuation of the old business), the RLE1 form should be completed by all partners in the old business.

If a family member is not already a partner in the business and will be farming as a new business or is already farming in their own right as a separate business, you need to transfer your BPS entitlements to them by filling in an RLE1 form. If you are a new business, you must register in the [Rural Payments service](#).

## Registering land and making mapping changes

You can see digital maps of all the land parcels registered to your holding using the Rural Payments service on GOV.UK.

We use digital maps to record physical land parcel boundaries and features for land which will be included in an application and/or claim for the following rural payments schemes:

- Basic Payment Scheme
- Countryside Stewardship
- Environmental Stewardship
- English Woodland Grant Scheme
- Farm Woodland Premium Scheme
- Woodland Carbon Fund (only if another scheme such as BPS is also claimed)
- HS2 Woodland Fund (only if another scheme such as BPS is also claimed)
- National Forest Changing Landscape Scheme if you are also claiming for payment under BPS for the same land parcel(s)

To apply for and/or claim these rural payments, you'll need to check that your digital maps correctly show:

- all the agricultural land parcels on your holding
- all their permanent boundaries
- all permanent non-agricultural areas or features within them
- all the non-agricultural land parcels on your holding which you manage under a Rural Development Programme agreement or domestic agri-environment or woodland scheme, the Woodland Carbon Fund, HS2 Woodland Fund or under the National Forest Changing Landscape Scheme
- all hedges being included in a new Countryside Stewardship (CS) application under options BE3 (Management of hedgerows), BN5 (Hedgerow laying) or BN6 (Hedgerow coppicing) or included in \* a claim for an existing CS agreement under option BE3

You do not have to register your land to claim Woodland Carbon Fund, HS2 Woodland Fund or National Forest Changing Landscape Scheme, if they are the only rural payments you claim.

## Where to find your digital maps

Sign in to the [Rural Payments service](#). From the 'Business overview' screen, click 'Land' then 'View land'.

## How to print your digital maps

You can download and print your digital maps – you can only print a map of one land parcel at a time. Sign in to the [Rural Payments service](#). From the 'View land' screen, select the land parcel you need. The 'Parcel details' screen shows a digital map and details of the land parcel. You should tick 'Hedges' so the hedge detail is showing. Below the map, click on 'Download a print-friendly version of this page (PDF)' and follow the instructions.

You should use these printed paper maps whenever you need to send us a sketch map with your RLE1 form. If you can't do that, you can use maps that we've sent you in the past or use the best maps available to you. If you have a Farm Environment Record (FER) map from Natural England, you can use a copy of this map. You must clearly write the RPA land parcel reference numbers on your FER map as we cannot use the printed land parcel numbers. You can find land parcel reference numbers on your digital maps.

A sketch map should be a printed map which you've clearly marked with the changes you want to make.

## When to use an RLE1 form to update your digital maps

Check your digital maps carefully to make sure they are correct. Read more information in the 'How to check and update your digital maps' section in this guide. If the digital maps do not show all of your land correctly and you need to make changes, you can do this using the [Rural Payments service](#) or by filling in an RLE1 form and sending it to us. Check the information below and in the 'What to use the RLE1 form for' table in this guide, to find out if you need to use an RLE1 form to tell us about the changes or if you can make them online.

To find out if there's a deadline for sending us your completed RLE1 form, read the [latest scheme guidance](#) on GOV.UK for the specific scheme you wish to use the land to apply or claim for.

You must fill in an RLE1 form to:

- register a land parcel for the first time (or a land parcel that's already mapped but is new to the business)
- request that a land parcel is linked to your SBI at the same time as being linked to another SBI
- change the size of a land parcel (because the permanent boundary has changed) split or merge land parcels
- transfer part of a land parcel to another holding
- tell us about a permanent non-agricultural area or feature in a land parcel which is not on your maps or you need to correct it on your maps because the size has changed
- tell us about a change to the land cover (arable, permanent grassland, permanent crops and non-agricultural) – where there's only one land cover change and it covers the whole of the land parcel, you can call us. If you want to tell us about several land parcels, each with only one land cover, it's better to fill in an RLE1 form than to call us
- tell us that you do not agree with changes we've made, including:
  - changes to a permanent land parcel boundary
  - changes to the land cover where there's more than one land cover for a land parcel – where there's only one land cover change and it covers the whole of the land parcel, you can call us removal of permanent non-agricultural area or features
- map hedges that are either not shown or are shown incorrectly (you disagree with a length of hedge or hedge feature shown) in your digital maps in the Rural Payments service that you want to include as:
  - BE3 (Management of hedgerows), BN5 (Hedgerow laying) or BN6 (Hedgerow coppicing) in a new Countryside Stewardship application
  - BE3 (Management of hedgerows) on a claim for an existing Countryside Stewardship agreement

If another person has transferred land to you and you cannot see it in the Rural Payments service, you can call us.

You can use the [Rural Payments service](#) to transfer land parcels to someone else by sale, gift or lease unless your holding type is shown as 'tenant' or it shows less than 100% of the land parcel as owned. Use the [land tenure form](#) to update your holding type and share – that will allow you to transfer the land online.

When you use the Rural Payments service to transfer land parcels you must not send in an RLE1 form for the same transfer.

If there's more than one person with an interest in the land parcel (for example, a landlord and tenant sharing use of a land parcel) please make sure that you agree any changes with the other person using the land, as it may affect your application and/or claims.

### **Pending changes**

When we receive your RLE1 form, your change will show as pending in your digital maps. You'll see an exclamation mark icon. If you cannot see this icon, then your RLE1 form has not yet been marked as pending in the Rural Payments service. You do not need to send a new RLE1 form if you've already sent one.

### **Sending sketch maps to us**

You must send sketch maps to us with your RLE1 form if you make any:

- permanent changes to the shape of your land parcels
- permanent changes to the size of your land parcels
- changes to the land cover of your land parcels (except for those cases where you can ring us rather than sending an RLE1 form)

If you are requesting a change to one or more of the land parcels shown in your digital maps or you are requesting that a new land parcel is mapped to your holding, you will need to send us a sketch map.

Mark the changes on your map, then scan it into your computer and save it as a separate document. If you are unable to scan your map into your computer, you can take a photo of the map and then save that as a separate file instead. This must show clearly the change you have requested.

Label the file containing the photo or scanned image with the original land parcel reference (for example, AB12341234). If it's a new land parcel not previously mapped, use an estimated land parcel reference number. Read the RLE1 guidance for instructions on how to estimate a land parcel reference number.

You do not need to send us a sketch map to remove or transfer a land parcel.

## **Send your maps and RLE1 form to us together.**

If you are posting your maps to us, you should also post your RLE1 form.

If you are emailing your maps to us, you should also email your RLE1 form.

Or, you can download and print maps of your land parcels from the Rural Payments service. If you can't do that, you can use maps that we've sent you in the past or use the best maps available to you. If you have a Farm Environment Record (FER) map from Natural England, you can use a copy of this map. You must clearly write the RPA land parcel reference numbers on your FER map as we can't use the printed land parcel numbers. You must make sure that your SBI is clearly marked on any sketch maps you send to us.

## **Marking changes on sketch maps**

When you send your RLE1 form to us to make mapping changes to your registered land, it's important you send accurate sketch maps. You should use your sketch maps alongside aerial photography and OS map updates to amend your information, rather than the RLE1.

You must:

- use the most up-to-date maps available (usually your digital maps on the Rural Payments service) clearly write your SBI on every map you send to us
- use a fine-tipped colour pen to draw, as accurately as possible, on your sketch map(s) the changes you want to make
- if there's a change to the land cover, and there's more than one land cover in the land parcel, you must make sure that the sketch map is clearly marked with the new land covers (arable, permanent grassland, permanent crops and/or non-agricultural) and their different areas in the land parcel. If the land cover is non-agricultural, where possible, write the land use code from Annex 1 (this will help us record it as the correct type of non- agricultural land cover)
- if the boundary or part of it, is marked by boundary stones or marker posts you must show this clearly on your sketch map. Use a different colour pen to draw the boundary that is marked by boundary stones or marker posts. Label this boundary clearly on your sketch map to show it's marked by boundary stones or marker posts. This will reduce the risk of parcels being merged in error in the future

- provide all measurements needed in metric. You can use the online measuring tool (onscreen help will guide you through using the tool) in the [Rural Payments service](#) or other online mapping tools such as Google Earth or Magic for accurate, metric measurements
- use other mapped features as reference points, for example, fence lines and buildings
- be specific when noting the land use of any new features in a land parcel – find the [land use codes](#) on GOV.UK.
- clearly mark hedges that you want added to your registered land. Include the length of the hedge
- cross through the boundary you want removed to merge parcels. You need to clearly identify which parcels you want merged and include their parcel IDs
- make sure that new and existing parcel numbers are clearly identified on the sketch maps
- provide additional notes, where possible, on the sketch map. This includes those that you've included in your covering letter

You must not:

- guess or estimate the feature or boundary areas and lengths
- request parcel boundaries that are not valid permanent boundaries. The 'Permanent land parcel boundaries' section explains what is a permanent boundary and what is not
- request woodland (a non-agricultural land cover) is mapped as arable land, permanent grassland or permanent crops (agricultural land covers) on your sketch map. You should read the 'Trees and woodland' section in this guide. If you have non-agricultural land that is either of the following:
  - under a suitable agri-environment agreement or woodland agreement
  - under the National Forest Changing Landscape Scheme, Woodland Carbon Fund or HS2 Woodland Fund, and you claim that land as RD01 on your BPS application;

you should note it on your sketch map with the current land cover/use of the parcel, for example, woodland or scrub. Read the [non-agricultural land under an agric-environmental/woodland agreement](#) and [Forestry Commission guidance Operations](#)

- send us multiple maps that contradict each other. You must add additional notes to your sketch map and covering letter if you want a new sketch map to replace one you sent us previously.

## What land to register

You must register all agricultural areas on your holding which are 0.0100 hectares or larger.

### Agricultural land parcels

Agricultural land is:

- arable land (including temporary grassland and fallow land)
- permanent grassland
- permanent crops

All other land is 'non-agricultural'.

For a full list of non-agricultural land and for a list of land use codes, check [Rural payments: land use codes 2021](#) on GOV.UK.

### Non-agricultural land parcels

You must also register any non-agricultural land parcels that you're managing (or intend to manage) under a Rural Development Programme scheme or relevant domestic agri-environment or woodland scheme agreement.

A land parcel of woodland/forestry must be registered if it's in, or will be in:

- a Rural Development Programme or domestic woodland scheme
- Woodland Carbon Fund, HS2 Woodland Fund or the National Forest Changing Landscapes Scheme and you are claiming for payment under BPS for the same land parcel(s).

### Registering land parcels for agri-environment or woodland schemes

All land parcels where agri-environment or woodland scheme options are to be located must be registered on your digital maps in the [Rural Payments service](#).

When registering these land parcels for the first time, give the 'effective date of change' as the date you took legal responsibility for the land parcel.

If the land parcel is already registered in the Rural Payments service but is not linked to your holding (SBI), it should be transferred to you online. However, if the land needs to remain linked to another SBI at the same time, you should transfer it by filling in an [RLE1 form](#) and write 'Dual use – maintain link to existing SBI' on the front page of the RLE1 form. Or, if you are requesting a change to your digital maps, put 'RLE1 Land Change' and your SBI in the email subject heading. Make sure you also enter '(Keep link)' after the business name in section B2.

## **Permanent land parcel boundaries**

You must use an RLE1 form to tell us about any changes to the permanent boundaries of a land parcel which you expect to last for 3 years or more.

Permanent boundaries are:

- fixed fences (but not temporary electric fences)
- walls (including Cornish hedges)
- hedges
- lines of trees
- Devon banks (a bank forming a parcel boundary for the purpose of, for example, containing livestock)
- watercourses, for example, ditches, rivers and streams
- changes in vegetation that are clearly visible on the ground, for example, woodland next to grass, but not crop splits
- roads or man-made surfaced tracks
- boundary stones, marker posts (see below) or the extent of common land, registered under the Common Registration Act 1965 or Part 1 of the Commons Act 2006

English BPS Area/payment regions in England will be counted as a permanent land parcel boundary.

### **Using marker posts as a permanent boundary**

You can choose to use marker posts (for example, fence posts with a minimum diameter of 75mm) as a permanent boundary. If you do, we recommend they have a white or coloured top so that they can easily be seen. This is important because our inspectors will look for them to be clearly visible and not moveable.

If you use marker posts, there should be at least three posts to identify a straight boundary, marking both ends (as near as is practical) and the mid-point. If the boundary does not follow a straight line, you should use a post to mark each turning point in the boundary line.

Marker posts should be maintained and visible (for example, not obscured by vegetation). It is important that the position of the posts is accurately measured so that the details on the map match the actual location of the

boundary. Ordnance Survey will not identify the posts or the boundary on their maps. Our inspectors will measure the boundary in the normal way if they inspect the holding.

## **Boundaries across more than one part of the UK**

A land parcel can only be in one part of the UK. This means that a national boundary is a permanent boundary.

We split land parcels accordingly and give separate reference numbers to the resulting land parcels.

## **What is not a permanent boundary?**

Permanent land parcel boundaries

The features listed below are not classed as permanent boundaries:

- ownership boundaries
- temporary boundaries such as electric fences (this only refers to temporary electric fencing and not permanent fencing that is electrified), plough lines or buffer strips
- underground drains which are not visible on the ground
- administrative boundaries such as parish boundaries which do not follow a physical feature on the ground
- map grid lines
- natural-surfaced (unsurfaced) tracks and paths, in particular muddy tracks, that can either be ploughed up or can move slightly from year to year

## **Cropping splits and ownership boundaries**

These are not classified as permanent boundaries. If you want to register a land parcel boundary based on a cropping split or ownership boundary, then you must use marker stones or posts (read 'Using marker posts as a permanent boundary') to create a permanent boundary which can be mapped.

## **Shared land parcels**

If a land parcel is occupied by more than one person, they should both register the whole land parcel according to its permanent boundary – not according to the area each person occupies.

If you want to change the permanent boundary of a shared land parcel, you should speak to the other occupier(s) to make sure that you all agree to the change, as it may affect your applications or claims for different schemes.

## **How to register changes to permanent boundaries**

You'll need to send sketch maps to us with your [RLE1 form](#) (read 'Sending sketch maps to us' and 'Marking changes on sketch maps' in this guide).

If you're not using RPA maps, clearly mark the boundaries of the land parcels on the maps. Remember to write on the map:

- the current OS sheet references and grid references of each of the parcels you're making changes to
- an estimate of what the new references will be - read 'Annex 2 - How to estimate a land parcel reference number' to find out how.

Tell us the measurements (in metres) of all the new permanent boundaries.

If adding a new permanent boundary creates a separate land parcel, you need to tell us whether you want to register the newly created land parcel as part of your holding. If you do not, the separate parcel will be removed from your registered holding.

If you have any other maps such as site plans or Compulsory Purchase Orders you should send a copy of these to us. Please supply any information that you have which clearly shows the changes you want to make and believe could be of use to us. We will not be able to return any documents that you send, so please make sure that you keep the original copy for your records.

For more information about how to make boundary changes read Part D: Change a permanent boundary.

## **Non-agricultural areas and features**

Many agricultural land parcels contain areas and features which are permanently non-agricultural. To apply for and claim rural payments, these will need to show correctly on your digital map(s) in the Rural Payments Service.

We have already used OS information and information supplied by farmers to map as many of these features as possible – you can see them in your digital maps online. You can see your digital maps on the ‘View land’ screens in the Rural Payments service.

### **Telling us about permanent non-agricultural areas or features that are not on your digital maps**

If there are features which are not on your digital maps, you need to tell us about them using an RLE1 form and a sketch map.

You must make sure that areas or features which are 0.0100 hectares or more are marked on the sketch maps that you send.

You normally only need to tell us about the areas or features which lie within the permanent boundary of an agricultural land parcel, within a non-agricultural land parcel that is part of an agri-environment or woodland scheme agreement, or form part of the permanent boundary itself. However, you also need to tell us about areas or features that are outside land parcel boundaries if they are included, or will be included, in your Rural Development or domestic agri-environment or woodland scheme agreements. For example, you’ll need to tell us about buildings and farmyards where you want to apply for Countryside Stewardship options or capital items. Read about how to do this at ‘Part D: Add a permanent non-agricultural area or feature’.

In Annex 1, there’s a full list of non-agricultural areas and features which you must make sure are registered on your digital maps.

### **‘Scattered features’**

Some non-agricultural areas or features may be small and scattered across a land parcel. In these cases, you must add up the sizes of the individual features. If they add up to 0.0100 hectares or more, you must

register them using the appropriate 'scattered feature' code and make sure they show on your maps.

## **Trees and woodland**

Trees are considered part of the agricultural area of a parcel if they are:

- a) individual trees scattered within an agricultural parcel
- b) lines of trees (of a maximum of two trees wide) on an agricultural parcel
- c) groups of trees on an agricultural parcel that are not adjacent to a boundary and
  - i. the area underneath the canopy is used for agricultural activity (this condition is met where it's suitable for cultivation or grazing of livestock)
  - ii. more than 50% of the area underneath the tree canopy is covered by grasses, other herbaceous forage or arable land
- d) groups of trees on an agricultural parcel that are adjacent to a boundary, and
  - i. the area underneath the canopy is used for agricultural activity (this condition is met where it is suitable for cultivation or grazing of livestock)
  - ii. if unsuitable for cultivation, the entire area under the canopy is accessible to farm animals for grazing, and
  - iii. more than 50% of the area underneath the tree canopy is covered by grasses, other herbaceous forage or arable land.

All other groups of trees are woodland which is a non-agricultural area.

Areas of woodland that prevent agricultural activity should be registered and mapped as woodland.

## Applying for and claiming rural payments

To find out if a non-agricultural area or feature is eligible for a particular scheme, read the relevant [scheme guidance](#), [Non-agricultural land in agri-environment agreements and BPS eligibility](#) and the [Forestry Commission guidance Operations Note 42](#) on GOV.UK.

## Transferring or removing land

Transferring or removing a land parcel you are no longer in control of.

You may have land that should no longer be linked to your holding (SBI) you no longer have control of it. For BPS it's no longer at your disposal and for other Rural Payment schemes it's not under your management control. For example, you do not farm it any longer or you tried to delete it from your BPS application last year and it's still appearing. You can transfer it from your SBI (holding) in the [Rural Payments service](#).

If you find you cannot use the Rural Payments service to transfer or remove a land parcel because the holding type is shown as tenant or as owner but the percentage owned is less than 100%, you must fill in one of the following forms:

[Change land tenure form](#) – use this form if your holding type is shown incorrectly in the Rural Payments service as tenant or that less than 100% of the land parcel is owned. Once the information is corrected, you will be able to use the Rural Payments service to transfer or remove the land parcel.

[RLE1 form](#) – use this form for any other reason why you cannot use the Rural Payments service. You can download an RLE1 form or a (Change land tenure form)[<https://www.gov.uk/government/publications/change-land-tenure-form>] from GOV.UK.

If you transfer or remove a land parcel from your SBI (holding), it will completely remove the land parcel from your record. This means you will not be able to claim for payment on that land parcel for either BPS or agri-environment and woodland schemes. So, if you still control (for BPS it's at your disposal and for other Rural Payment schemes it's under your management control) the land parcel for one of these schemes, do not transfer or remove the land from your record.

If you remove a land parcel under an existing agri-environment or woodland scheme agreement, this may affect your agreement or payment. See 'Registering land and making mapping changes' for a list of these schemes.

If you are sure you want to remove a land parcel from your holding (record) and you need to use either a Change land tenure form or an RLE1 form, follow the instructions given below in 'Transferring or removing land where the holding type in the Rural Payments service is shown as tenant or as owner but the percentage owned is less than 100%'.

You may have land that has been linked to your SBI by mistake. You can:

- remove this land from your holding (record) using the Rural Payments service - use 'remove'. To do this the Rural Payments service must show:
  - your holding type as 'owner', and
  - 100% of the parcel as owned

If the Rural Payments service shows your holding type as 'tenant' or less than 100% of the land parcel as owned, you'll need to:

- call us and ask us to remove this land from your holding (record); or
- remove this land from your holding (record) in the same way as transferring land – in this case you need to fill in an RLE1 form and:
  - at Part B2 – you should use SBI 200116651 and fill in 'Parcel never linked to business' instead of a business name
  - at Part B3b – fill in the 'Effective date of transfer' as 01/01/2021.

## **'Dual use' - Transferring land**

If you want to use land to apply for BPS at the same time as an agri-environment or woodland scheme applicant wants to use the same land parcel (known as 'dual use' of land), the land parcel needs to remain linked to your SBI as well as being linked to the Rural Development or domestic agri-environment or woodland scheme applicant's SBI. To do this you need to fill in an RLE1 form. You must:

- fill in the RLE1 form as though you are transferring the land but write clearly on the front of the form 'Dual use – maintain link to existing SBI'. If you are requesting a change to your digital maps, put 'RLE1 Land Change' and your SBI in the email subject heading. To keep the parcel link(s), enter '(Keep link)' after the business name in section B2.
- put an 'X' in the box on the first page of the RLE1 form to indicate that the land is being used to claim (or will be used to claim) under a Rural Development Programme or domestic agri-environment or

woodland schemes – with dual use, we realise that it may be the other applicant and not you who is claiming/intending to claim under the Rural Development Programme or domestic agri-environment or woodland schemes.

- give the effective date of change as the date the other person takes (or intends to take) legal responsibility for the agri-environment or woodland scheme on the land parcel.

The same applies if you are an existing agri-environment or woodland scheme agreement holder and a tenant will be applying for BPS on the same land at the same time. The land parcel needs to be linked to both SBIs at the same time. Read the relevant scheme rules for more information on 'Dual use'.

## **Transferring or removing land where the holding type in the Rural Payments service is shown as tenant or as owner but the percentage owned is less than 100%**

You cannot transfer or remove a land parcel in the Rural Payments service if the 'Holding' type on the 'Transfer land' screen shows as:

- tenant; or
- owner but the percentage owned is less than 100%

You can check your 'holding type' and '% owned' on the 'Transfer land' page in the Rural Payments service.

If this information is incorrect, you need to download and fill in a [Change land tenure form](#) to correct it. You can download a copy of the form from GOV.UK, search for 'Change land tenure'.

Fill in the form and then attach it to an email and send it to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk). Put 'BPS 2021 Update land tenure status' in the subject heading. We'll confirm when the changes have been made. You will then be able to transfer or remove the land parcel using the Rural Payments service.

If the 'holding type' or '% owned' information is correct, you have to use an RLE1 form to transfer or remove a land parcel.

In these cases, you need to:

- at Part B1 – use the option ‘Sale/gift of land’
- at Part B2 – transfer the land parcel to the SBI we have set up to remove land parcels from your claim – SBI 200116651. The business name for this SBI is ‘Land removed from your holding’
- at Part B3b – fill in the ‘Effective date of transfer’ as 01/01/2021
- at Part D – fill in the land parcel details.

# Land cover changes

Tell us about changes to your land cover

## What is land cover?

Land cover is not the same as land use. We classify land by looking firstly at the physical nature of the land, these categories are referred to as land covers. We then look at the activities the land is used for, these sub-categories are referred to as land uses.

Land cover categories are:

- arable land
- permanent grassland
- permanent crops
- non-agricultural area

Examples of land use are:

- winter wheat
- spring barley
- temporary grassland
- permanent grassland
- short rotation coppice
- woodland
- farm building
- structure

## How to tell us about changes to your land cover

There are 2 ways you can tell us about changes to your land cover.

- If there's only one land cover change and it covers the whole of the land parcel, you can call us.
- If there's more than one land cover for a land parcel, you must fill in an RLE1 form and send it to us with a sketch map clearly marked with the land covers and areas. You must write your SBI on your [RLE1 form](#) and sketch map.

If you want to tell us about several land parcels, each with only one land cover, it's better to fill in an RLE1 form than to call us.

Read 'Do I need to send any evidence with my RLE1 form and sketch maps' for information about land cover changes involving non-agricultural land.

## **Agri-environment and woodland schemes - changing land cover**

The management required under certain agri-environment and woodland scheme options means that the land cover changes from agricultural to non-agricultural. You need to tell us about this change in land cover using an RLE1 form and sketch map. You can find a list of options where the land parcel becomes non-agricultural in the latest [BPS rules](#) on GOV.UK.

If you have, or are applying for, an agri-environment or woodland scheme agreement you need to read:

- [Guidance on agri-environment agreements \(Countryside Stewardship, Environmental Stewardship\) and the Basic Payment Scheme](#) on GOV.UK
- [Forestry Commission guidance ON42](#) on GOV.UK

These will tell you what date to use for the 'effective date of change' on the RLE1 form as this may not be the date the actual change was made.

## How to check and update your digital maps

Check your digital maps in the Rural Payments service throughout the year

It's your responsibility to check your digital maps in [the Rural Payments service](#) throughout the year and tell us:

- about any changes to your land
- if you do not agree with a change that we've made

### How to check your maps/land parcels

You can see digital maps of all the land parcels registered to your holding using the Rural Payments service.

1. Go to: [www.ruralpayments.service.gov.uk](http://www.ruralpayments.service.gov.uk).
2. From the 'Business overview' screen, click 'Land' then 'View land'.
3. To view individual land parcel details, select the land parcel you need. The 'Parcel details' screen shows you a digital map and details of the land parcel. There's also a 'Photo' option as well as the 'Map' option.

You need to check that:

- all your land parcels are shown as linked to your SBI
- the permanent boundaries are shown correctly
- the land covers are shown correctly
- land has not been linked to your SBI by mistake.

If you believe we've made a change and the map or any of the details are incorrect you can call us.

If we agree this is an error in the mapping work, we'll change it. If the mapping work is correct, you'll need to follow the instructions 'What to do if you do not agree with the updates.'

You need to request a change to your digital maps if you believe the map or the details are incorrect because:

- you've made changes to the land that are not shown in your digital maps
- you disagree with a change we've made

Read the information below. If you are not sure why the change has been made, you can call us.

Requests for changes to your digital maps and land parcel details could affect payments you have already received as well as future payments. Only tell us about changes if you are sure they need to be made.

## **Land that has been linked to your SBI by mistake**

If a land parcel is incorrectly linked to your holding and you want to remove it from your holding record, read the 'Transferring or removing a land parcel you are no longer in control of' section in this guidance.

## **How to check and change your land cover**

If you want to change the land cover read 'Land cover changes' and 'Part D: Change land cover'. If your land cover change request is because you do not agree with a change we made, you need to write 'Mapping change query' and your SBI on your RLE1 form and sketch map.

If you are requesting a change to your digital maps, put 'RLE1 Land Change' and your SBI in the email subject heading.

## **Changes other than land linked by mistake or land cover**

### **How to tell us about changes you've made or that you do not agree with a change we've made**

You must read the instructions in this guidance and then fill in an RLE1 form and send it to us with relevant sketch maps.

Information on how to mark changes on sketch maps is given in the 'Marking changes on sketch maps' section of this guide. If you are telling us that you do not agree with a change we've made, you must also:

- read the section 'Permanent land parcel boundaries' – we can only add boundaries back into a map if they are physically present and visible on the ground

- write on the RLE1 form and the sketch map 'Mapping change query' and your SBI then mark the changes you would like to make – read 'Do I need to send any evidence with my RLE1 form and sketch maps?' below for anything else that must be written on the sketch maps. If you are requesting a change to your digital maps, put 'RLE1 Land Change' and your SBI in the email subject heading.
- mark on the RLE1 form and sketch map what scheme this update relates to (include which scheme year), such as the Basic Payment Scheme 2021, a Countryside Stewardship 2021 application, an Environmental Stewardship 2021 claim. If you are requesting a change to your digital maps, put 'RLE1 Land Change' and your SBI in the email subject heading.
- add the land parcel you are querying on the RLE1 form and the effective date of change. For BPS this is when the change was made on the ground, for CS or ES agreements read [Guidance on agri-environment agreements \(CS and ES\) and BPS](#) on GOV.UK. If you believe there has never been a change to the land parcel please use 31 December 2020 as the effective date. If you are requesting a change to your digital maps, put 'RLE1 Land Change' and your SBI in the email subject heading.

## **Adding or changing hedges**

If you disagree with a length of hedge or hedge feature shown in your digital maps (or it is not shown), you only need to submit an RLE1 form and sketch map to us if you're using hedges for any of the following:

- applying to join the Countryside Stewardship scheme and including BE3 (Management of hedgerows), BN5 (Hedgerow laying) or BN6 (Hedgerow coppicing)
- submitting a claim for BE3 (Management of hedgerows) against an existing Countryside Stewardship agreement

## **Hedges**

The RLE1 form is not part of your BPS, CS or ES application or claim. You may however, need to send us your RLE1 form and sketch map at the same time or before you submit your application or claim. To check if there are any deadlines for sending your RLE1 to us, you need to read the scheme rules and guidance on GOV.UK for the scheme you want to apply or claim for. If you are requesting a change to your digital maps, put 'RLE1 Land Change' and your SBI in the email subject heading.

## **Do I need to send any evidence with my RLE1 form and sketch maps?**

You do not need to send any specific evidence with your RLE1 form and sketch maps. However, you need to make sure that the changes you request are necessary and correct. We use the latest developments in aerial photography so before we accept the request for change, we may need:

- further evidence from you
- to inspect the land parcel

If your request for change is necessary, you need to send us your RLE1 form with your sketch maps. If you are requesting a change to your digital maps, put 'RLE1 Land Change' and your SBI in the email subject heading.

To change a boundary, fill in the RLE1 form and send it with your sketch map clearly marked to show the boundary and write on what type of permanent boundary it is. If the boundary or part of it is marked by boundary stones or marker posts, you must show this clearly on your map. This will reduce the risk of parcels being merged in error in the future. (Read 'Using marker posts as a permanent boundary' and 'Change a permanent boundary' in this guide).

To add a non-agricultural area or feature – fill in the RLE1 form and send it with your sketch map clearly marked to show the non-agricultural area or feature. Write clearly on the map what type of area or feature it is. Where possible, write the land use code from Annex 1 (this will help us record it correctly).

- To remove a non-agricultural area or feature – fill in the RLE1 form and send it with your sketch map. The sketch map should clearly show the non-agricultural area or feature with a cross marked through it. Write clearly on the map that you want to remove the area or Feature and record the new agricultural land cover (arable, permanent grassland, permanent crops).

To reverse where a land parcel has been split, fill in the RLE1 form and send it with your sketch map. Where you:

- have removed the permanent dividing boundary - clearly mark on your sketch map that the permanent boundary has been removed and write on your sketch map the date you removed it

- have removed a temporary dividing boundary – clearly mark on your sketch map that the temporary boundary has been removed and write on your sketch map the start and end dates of the division
- do not agree with the boundary that has been mapped – clearly mark on your sketch map here the boundary actually is and explain why you do not agree with the new boundary on your map

To reverse where a land parcel has been merged, fill in the RLE1 form and send it with your sketch map. Clearly mark on your sketch map the correct boundary and clearly write what type of boundary it is, such as marker posts or boundary stones.

There is not a deadline for sending your RLE1 form and sketch map to tell us that you do not agree with a mapping change. We review every 'Mapping change query' RLE1 form we receive; however, our focus is on making payments. This means depending on when you send your RLE1 form, it may take time to review your request.

## **After we've reviewed your request for change**

Whether you've requested a change to your digital maps by calling us or by sending an RLE1 form and sketch map to us, we'll write to you. We'll either confirm that we've made the changes you requested, or explain why they cannot be made.

## How to fill in your RLE1 form

A step-by-step guide explaining how to fill in your RLE1 form and what to draw on your map(s).

Read this section together with updated guidance about using the RLE1 form electronically and submitting it by email, published on the [RLE1 form and guidance](#) page on GOV.UK.

You only need to fill in the parts of the form which are relevant to you, but you must return the whole RLE1 form to us.

Please remember:

- do not use correction fluid
- you must enter an effective date in Part D for all requests
- you must not change any of the wording in Part F
- it is your responsibility to make sure the information you give on this form is accurate and correct.

### Part A: General details

Fill in your SBI and Name of beneficiary (or business name). The main County Parish Holding (CPH) number is no longer mandatory. You also need to say whether any land included on the RLE1 form will be used to apply for or claim under a Rural Development Programme for England (RDPE) or domestic agri-environment or woodland scheme. (Please note the wording on the RLE1 form only states RDPE schemes but also includes domestic schemes).

If you want to use land to claim BPS at the same time as an agri-environment or woodland scheme applicant wants to use it, then it needs to remain linked to your SBI at the same time. To do this, write 'Dual use – maintain link to existing SBI' on the front page of the RLE1 form. Or, if you are requesting a change to your digital maps, put 'RLE1 Land Change' and your SBI in the email subject heading. Make sure you also enter '(Keep link)' after the business name in section B2.

## County Parish Holding (CPH) number

### It is no longer mandatory to fill in CPH numbers on the RLE1 form

Please remember that there are Defra rules on the allocation of CPHs and British Cattle Movement Service (BCMS) links to land parcels for animal movements and disease control purposes.

If you do not have an appropriate CPH to use, call 03000 200 301 to get a new one.

## Part B: Transfer or remove details

Fill in Part B if you want to:

- transfer BPS entitlements or land
- remove land

You must fill in a separate RLE1 form for each type of transfer or removal – for example, one form for transfer by lease, one form for transfer by sale and another form for removing a parcel no longer part of the occupied land. You must also use separate RLE1 forms for land and BPS entitlements transfers.

You do not need to fill in Parts B and C if you only want to register new fields, make changes to permanent non-agricultural areas or features or make permanent boundary changes to your holding.

### **B1 – How are you disposing of your BPS entitlements or land?**

Put an 'X' in one box only to tell us which type of transfer you want to make. Inheritance can apply to land or BPS entitlements.

To remove land when your holding type is shown correctly as 'tenant' in the Rural Payments service or it correctly shows less than 100% of the land parcel as owned you must put an 'X' in the 'Sale/gift of land' box.

### **B2 – Details of the business you are transferring BPS entitlements or land to**

Fill in the SBI and name of the beneficiary or business you are transferring the BPS entitlements or land to. You need to give us these details or your transfer may be rejected.

To remove land when your holding type is shown correctly as 'tenant' in the Rural Payments service or it correctly shows less than 100% of the land parcel as owned you must use the SBI 200116651. The business name for this SBI is 'Land removed from your holding'.

If the business receiving the BPS entitlements or land does not have an SBI, they should register using [the Rural Payments service](#) to get one. You must get their SBI from them before you send your RLE1 form to us (except for inheritance, mergers or scissions where we are still assessing a new business).

The SBI is not needed in B2 if:

- you're giving up BPS entitlements
- you're only transferring land out of agricultural production (for example, land that has been sold for residential use).

### **B3a – CPH number of the farmer receiving the land**

It is no longer mandatory to fill in CPH numbers on the RLE1 form.

### **B3b – Effective date of transfer**

Fill in the date you want the transfer to take place. We must have this information for all transfer types.

If you are transferring land to an agri-environment or woodland scheme applicant, fill in the 'effective date of transfer' as the date the parcel was legally transferred.

### **B3c – Lease start date**

Only fill in a date if the transfer is a lease or sub-lease. Give the date your lease or sub-lease agreement starts.

### **B4 – Lease end date**

Only fill in this date if the transfer is a lease or sub-lease. Give the date when the lease or sub-lease agreement ends. You must give a lease end date.

## **B5/B6 – Merger or Scission**

Only fill in these questions if your transfer is as a result of a merger or scission. If not, ignore these questions.

Put an 'X' in either the Merger or Scission box if your transfer is as a result of a business change. If you've filled in B5, go to B6.

You should also put an 'X' in one box to confirm whether you've updated your registered business details in the Rural Payments service or filled in and sent us a 'separate business questionnaire'. You must do one of these things before we can make the transfer. Until then, we'll put your RLE1 form on hold.

## **Part C: Entitlements to be transferred/surrendered**

Fill in Part C if you want to transfer or surrender BPS entitlements (give them up).

You can check the details of your BPS entitlements in the Rural Payments service.

You can only transfer BPS entitlements that you hold on the day you send the RLE1 form to us.

### **C1 – Number of entitlements held**

For each region you want to transfer BPS entitlements from, enter the number of BPS entitlements you hold in that entitlement region, to 2 decimal places.

This is the number of BPS entitlements that you hold, not the number that you are transferring.

### **C2 – Number of entitlements to transfer/or surrender**

Fill in the number of BPS entitlements to transfer/surrender in each entitlement region.

Put an X in 'All' if you want to transfer/surrender all your BPS entitlements in that region. Leave both boxes blank if you do not want to transfer/surrender any BPS entitlements in that region.

## Part D: Register a land parcel to your holding



### What to draw on your sketch map

To register a land parcel to your holding (whether it has been mapped before or not), mark the boundary using a fine-tipped colour pen and mark the correct Ordnance Survey (OS) sheet and National Grid (NG) field number if you know it.

If the boundary or part of it, is marked by boundary stones or marker posts you must show this clearly on your map. Use a different colour pen to draw the boundary that is marked by boundary stones or marker posts. Label this boundary clearly on your map to show it is marked by boundary stones or marker posts. This will reduce the risk of parcels being merged in error in the future.

Write the land parcel number clearly on the map. If you do not know it, you can estimate it. When we register the land parcel to your holding, the land parcel reference number may not be the same as the estimated number. For more information about how to estimate a land parcel reference number read 'Annex 2 - How to estimate a land parcel reference number'.

It will help us to register the boundary and measure the area correctly if you give us measurements of the boundary from a clearly defined point, such as a corner along an existing boundary, and where it lies in relation to other boundaries.

You do not need to give details of the person you've transferred the field from when adding a land parcel to your holding.

To add a land parcel correctly, fill in the following columns on the RLE1 form, Part D: Field transfers and boundary changes as follows.

#### **D4 – Action Code**

Fill in the action code 'N'.

#### **D5 – Effective date of change**

Fill in the effective date of change, which is the date when you started (or will start) claiming on the land parcel. If you intend to apply for an agri-environment or woodland scheme agreement, give the 'effective date of change' as the date you took legal responsibility for the land parcel. If the date you took legal responsibility was 1 January, fill in the effective date of change as 31 December (the day before).

#### **D6 – New OS map sheet reference and NG number**

Fill in the OS map sheet reference and the NG number of the land parcel(s) you are adding.

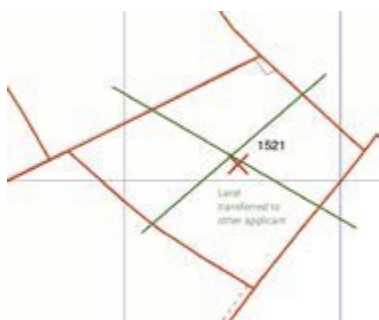
#### **D7 – Total field size in hectares**

Fill in the total land parcel area in hectares, to 4 decimal places – your best estimate.

#### **D9 – CPH for the land parcel**

It is no longer mandatory to fill in CPH numbers on the RLE1 form.

### **Part D: Transfer or remove a land parcel**



What to draw on your sketch map

If you want to remove a land parcel, put a cross through the land parcel and write clearly on the map. If you are transferring (selling or leasing) the land to another agricultural holding or if you are taking the land out of agricultural use (for example, as building land or for the construction of a road), write this on the map.

To transfer or remove a land parcel, fill in the 'Part D: Field transfers and boundary changes' columns on the RLE1 form as follows.

### **D1 – Existing OS map sheet reference and NG number**

Fill in the OS map sheet reference and the NG number of the land parcel(s) you are removing or transferring.

### **D2 – Total field size in hectares**

Fill in the total land parcel area in hectares, to 4 decimal places.

### **D4 – Action Code**

Leave this blank if you are transferring the land to another farmer or to the SBI 'Land removed from your holding'. Fill in the action code 'B' if you are transferring the land out of agricultural use.

### **D5 – Effective date of change**

Fill in the effective date of change, which is the date when you'll transfer (sell or lease) the land parcel.

If you are removing land parcels because:

- your holding type is 'tenant' in the Rural Payments service, or
- the Rural Payments service shows less than 100% of a land parcel as owned you must fill in the 'effective date of change' as 01/01/2021.

If the land parcel will be used to apply for an agri-environment or woodland scheme, give the 'effective date of change' as the date the agri-environment or woodland scheme applicant will take/took legal responsibility for the land parcel.

### **D6 – New OS map sheet reference and NG number**

If you are transferring a land parcel and the size/shape of the land parcel is changing, fill in the estimated new OS map sheet reference and NG number of the land parcel. For more information about how to estimate a land parcel reference number read page 62.

If you are transferring a land parcel and the size/shape is not changing, there is no need to fill in this column.

## D7 – Total field size in hectares

If you are transferring a land parcel and the total field size will change, fill in the new estimated area for the land parcel involved, to 4 decimal places. If you are transferring a land parcel and the total field size will not change, there is no need to fill in this column.

## D8 – Transfer this field

If you are removing this land parcel and it is being transferred to another person or business (as detailed in part B2), put an 'X' in the 'Transfer this field' column. If you are removing this land parcel and it is not a transfer, leave this column blank.

## D9 – CPH for the land parcel

It is no longer mandatory to fill in CPH numbers on the RLE1 form.

## Part D: Change a permanent boundary



What to draw on your sketch map

Cross through the incorrect boundary line and mark the new boundary using a fine tipped colour pen, showing that this is the correct permanent land parcel boundary. Write on the map what type of permanent boundary it is. If the boundary or part of it is marked by boundary stones or marker posts, you must show this clearly on your map. Use a different colour pen to draw the boundary that is marked by boundary stones or marker posts.

Label this boundary clearly on your map to show it is marked by boundary stones or marker posts. This will reduce the risk of parcels being merged in error in the future.

If you are reducing the size of the land parcel, write on the map to show whether the area that you are removing should be part of another land

parcel, given a new land parcel number for its own area, or should not be registered at all as it is not an eligible area.

If you want to change a shared boundary or the boundary of a shared land parcel, please speak with the other land user to make sure that the information you give to us is agreed and consistent.

If the new boundary is not showing on our map or the OS map you are using, it would help us to register the boundary and measure the area correctly if you give us measurements of the new boundary from a clearly defined point, such as a corner along an existing boundary and where it lies in relation to other boundaries.

To record a permanent boundary change to a land parcel correctly, fill in the following columns on the RLE1 form, Part D: Field transfers and boundary changes.

#### **D1 – Existing OS map sheet reference and NG number**

Fill in the OS map sheet reference and the NG number of the land parcel for which you are changing the boundary.

#### **D2 – Total field size in hectares**

Fill in the old land parcel area, to 4 decimal places.

#### **D4 – Action code**

Fill in the action code 'B' for a boundary change.

#### **D5 – Effective date of change**

Fill in the effective date of change, which is the date when you changed (or will change) the boundary. If you intend to split or alter a parcel shape to claim Rural Development Programme funding or domestic agri-environment or woodland scheme, you need to check the terms and conditions of your agreement as well as any agreement specific guidance including:

- [Guidance on agri-environment agreements \(Countryside Stewardship, Environmental Stewardship\) and the Basic Payment Scheme](#) on GOV.UK
- [Forestry Commission guidance ON42](#) on GOV.UK

If you make changes after your agreement start date, your agreement will need to be reviewed and updated to reflect the changes.

### **D6 – New OS map sheet reference and NG number**

Fill in the estimated new OS map sheet reference and NG number of the land parcel after the change. These may be the same as the old ones, but you should still give them to us. When we update the land parcel in your digital map, the land parcel number may not be the same as the estimated number.

For more information about how to estimate a land parcel reference number read 'Annex 2 - How to estimate a land parcel reference number'.

### **D7 – Total field size in hectares**

Fill in the new estimated land parcel area after the boundary change, to 4 decimal places – your best estimate.

## **Part D: Merge land parcels**



What to draw on your sketch map

Cross through the previous boundary line using a fine tipped colour pen. Mark on the map the new NG number. You can only merge land parcels when:

- the boundary between the land parcels has been permanently removed
- both land parcels have the same region classification, for example, you cannot merge parcels that are split by a Less Favoured Area line or a Registered Common boundary.

To merge land parcels, fill in the following columns on the RLE1 form, Part D: Field transfers and boundary changes as follows.

### **D1 – Existing OS map sheet reference and NG number**

Fill in the OS map sheet reference and the NG number for each of the land parcels you are combining.

### **D2 – Total field size in hectares**

Fill in the areas of each old land parcel, to 4 decimal places.

### **D3 – Group**

Use the group column to identify all of the land parcels that you are combining. Give your own two digit number, for example, 01, 02 or 03, to act as a group code.

Give the same group code to each land parcel you are combining.

### **D4 – Action Code**

Fill in the action code 'C' for combining land parcels.

### **D5 – Effective date of change**

Fill in the effective date of change, which is the date you merged (or will merge) the land parcels.

If you intend to merge parcels to claim Rural Development Programme funding or domestic agri-environment or woodland scheme, you need to check the terms and conditions of your agreement as well as any agreement specific guidance, to make sure you can make this change and what you need to do. If you make changes after your agreement start date, your agreement will need to be reviewed and updated to reflect the changes.

### **D6 – New OS map sheet reference and NG number**

Fill in the estimated new OS map sheet reference and NG number of the land parcel once it is merged. When we update the land parcel in your digital map, the land parcel reference number may not be the same as the estimated number. For more information about how to estimate a land parcel reference number read 'Annex 2 - How to estimate a land parcel reference number'.

## D7 – Total field size in hectares

Fill in the new estimated area for the merged land parcel, to 4 decimal places – your best estimate.

## Part D: Split land parcels



What to draw on your sketch map

Mark the new boundary using a fine tipped colour pen. Write on the map what type of permanent boundary it is. If the boundary or part of it is marked by boundary stones or marker posts, you must show this clearly on your map. Use a different colour pen to draw the boundary that is marked by boundary stones or marker posts. Label this boundary clearly on your map to show it is marked by boundary stones or marker posts. This will reduce the risk of parcels being merged in error in the future.

You should only split land parcels if there's a permanent boundary within the perimeter boundary of the land parcel shown on the map.

Do not mark boundaries if the land parcel has been split on a temporary basis, for example, using an electric fence or between 2 or more crops.

If the new boundary is not shown on our map or the OS map you are using, it would help us to register the boundary and measure the area correctly, if you give us measurements of the new boundary from a clearly defined point, such as a corner along an existing field boundary and where it lies in relation to other boundaries.

To split a land parcel, fill in the following columns on the RLE1 form, Part D: Field transfers and boundary changes as follows.

### **D1 – Existing OS map sheet reference and NG number**

Fill in the OS map sheet reference and the NG number of the land parcel you are dividing.

### **D2 – Total field size in hectares**

Fill in the area of the old land parcel, to 4 decimal places.

### **D3 – Group**

Use the group column to identify all of the land parcels you are dividing. Give your own two digit number, for example, 01, 02 or 03 to act as a group code.

Give the same group code to each land parcel you are dividing.

### **D4 – Action Code**

Fill in the action code 'D' for dividing land parcels.

### **D5 – Effective date of change**

Fill in this date for each land parcel, this is the date when you split (or will split) the land parcel.

If you intend to split a parcel to claim Rural Development Programme funding or domestic agri-environment or woodland scheme , you need to check the terms and conditions of your agreement as well as any agreement specific guidance, to make sure you can make this change and what you need to do. If you make changes after your agreement start date, your agreement will need to be reviewed and updated to reflect the changes.

### **D6 – New OS map sheet reference and NG number**

Fill in the estimated new OS map sheet references and NG numbers of the land parcels once they have been divided. When we update the land parcel in your digital map, the land parcel reference number may not be the same as the estimated number. For more information about how to estimate a land parcel reference number read 'Annex 2 - How to estimate a land parcel reference number'.

## D7 – Total field size in hectares

Fill in the new estimated areas for the new split land parcels, to 4 decimal places – your best estimate.

## Part D: Add a permanent non-agricultural area or feature



What to draw on your sketch map

Mark the boundary of the feature using a fine tipped colour pen and write clearly on the map what type of feature it is. Where possible, write the land use code from Annex 1 (this will help us record it correctly).

If you need to add an area such as a building or farmyard, so that you can apply for Countryside Stewardship options or capital items, you must add it in the same way as any other land parcel. The whole area should be marked on the map as a single land parcel. You cannot mark a building or part of a yard as an individual land parcel. It should be shown as a separate land cover in the larger farmyard area or surrounding land parcel. It can only be split up if the boundaries you mark on the map show permanent, physical boundaries in the area. Read 'Permanent land parcel boundaries' in this guidance for the definition and details of permanent boundaries.

Find out more about BPS permanent non-agricultural areas or features in the ['How to apply' guidance booklets for the Basic Payment Scheme](#) on GOV.UK.

Also read Annex 1: List of permanent non-agricultural areas and features.

To add a feature to the land parcel correctly, fill in the following columns on the RLE1 form, Part D: Field transfers and boundary changes.

## **D1 – Existing OS map sheet reference and NG number**

Fill in the OS map sheet reference and the NG number of the land parcel(s) to which you are adding the feature.

## **D2 – Total field size in hectares**

Fill in the total land parcel area in hectares, to 4 decimal places.

## **D4 – Action Code**

Fill in the action code 'I' for a feature.

## **D5 – Effective date of change**

Fill in the effective date of change, which is the date when the change took place or will take place.

If you have, or are applying for, an agri-environment or woodland scheme agreement you need to read the relevant guidance:

- [Guidance on agri-environment agreements \(Countryside Stewardship, Environmental Stewardship\) and the Basic Payment Scheme](#) on GOV.UK
- [Forestry Commission guidance ON42](#) on GOV.UK

These will tell you what date to use for the 'effective date of change' on the RLE1 form as this may not be the date the actual change was made.

You need to check the terms and conditions of your agreement as well as any agreement specific guidance, to make sure you can make this change and what you need to do. If you make changes after your agreement start date, your agreement will need to be reviewed and updated to reflect the changes.

## Part D: Remove a permanent non-agricultural area or feature



What to draw on your sketch map

If you want to remove a permanent non-agricultural area or feature from your maps, put a cross through the feature and write clearly on the map that you want to remove it. Where possible, write the new land use code (this will help us record it correctly). You can find the [land use codes](#) on GOV.UK.

Find out more about BPS permanent non-agricultural areas or features in the [latest BPS rules](#).

If you have an agri-environment or woodland scheme agreement you need to need to check the terms and conditions of your agreement as well as any agreement specific guidance, to make sure you can make this change and what you need to do. If you make changes after your agreement start date, your agreement will need to be reviewed and updated to reflect the changes.

To remove the feature from the land parcel correctly, fill in the following columns on the RLE1 form, Part D: Field transfers and boundary changes.

### **D1 – Existing OS map sheet reference and NG number**

Fill in the OS map sheet reference and the NG number of the land parcel(s) you are removing the feature from.

### **D2 – Total field size in hectares**

Fill in the total land parcel area in hectares, to 4 decimal places.

## D4 – Action Code

Fill in the action code '1' for a feature.

## D5 – Effective date of change

Fill in the effective date of change, which is the date when the change took place or will take place.

If the feature never existed or the date of the change is unknown, fill in the 'effective date of change' as 01/01/2021.

If you have, or are applying for, an agri-environment or woodland scheme agreement you need to read the relevant guidance:

- [Guidance on agri-environment agreements \(Countryside Stewardship, Environmental Stewardship\) and the Basic Payment Scheme on GOV.UK](#)
- [Forestry Commission guidance ON42 on GOV.UK](#)

These will tell you what date to use for the 'effective date of change' on the RLE1 form as this may not be the date the actual change was made.

## Part D: Change land cover



What to draw on your sketch map

Write 'Land cover change' at the top of your sketch map. Clearly label the land parcel with the new land cover (arable land, permanent grassland, permanent crops or non-agricultural). If the land cover is non-agricultural, write the land use code from Annex 1 (this will help us record it correctly).

If there's more than one land cover in the land parcel you must clearly mark the areas of each land cover using a fine tipped colour pen. It would help us to register the different areas within the land parcel correctly, if you

give us the measurements of the areas from a clearly defined point, such as a corner along an existing boundary and where it lies in relation to other boundaries. Label each area on your map to clearly show the new land cover.

If you have a narrow strip of land (a sliver) between a non-agricultural area such as a track or watercourse, and the boundary of the land parcel, you cannot change the land cover of the sliver to arable land. This is because it is not possible to cultivate these areas.

To record a change of land cover for a land parcel correctly, fill in the following columns on the RLE1 form, Part D: Field transfers and boundary changes.

### **D1 – Existing OS map sheet reference and NG number**

Fill in the OS map sheet reference and the NG number of the land parcel for which you are changing the land cover.

### **D2 – Total field size in hectares**

Fill in the total land parcel area in hectares, to 4 decimal places.

### **D4 – Action Code**

Fill in the action code '1'.

### **D5 – Effective date of change**

Fill in the effective date of change, which is the date when you changed (or will change) the land cover.

If you have, or are applying for, an agri-environment or woodland scheme agreement you need to read the relevant guidance:

- [Guidance on agri-environment agreements \(Countryside Stewardship, Environmental Stewardship\) and the Basic Payment Scheme](#) on GOV.UK
- [Forestry Commission guidance ON42](#) on GOV.UK

These will tell you what date to use for the 'effective date of change' on the RLE1 form as this may not be the date the actual change was made.

## Part D: Add hedges



### How to check your digital maps for hedges

Check your digital maps in the Rural Payments service. Make sure you've clicked the hedges icon so you can check which boundaries are shown with hedges. You only need to add hedges if you cannot see them on your digital maps and you are using them for:

- a Countryside Stewardship application – only options BE3 (Management of hedgerows), BN5 (Hedgerow laying) and BN6 (Hedgerow coppicing)
- a Countryside Stewardship claim – only option BE3

Read the latest scheme rules for more information about including hedges in your claim(s). If you need to add hedges to your digital maps, print a copy of the relevant map(s) with the hedges visible and follow the instructions below.

### What to draw on your sketch map

Mark the boundary of the hedge using a fine tipped colour pen and write clearly on the map if this is a hedge. You also need to clearly state the length of the hedge.

To add a hedge to a land parcel correctly, fill in the following columns on the RLE1 form, Part D: Field transfers and boundary changes.

### **D1 – Existing OS map sheet reference and NG number**

Fill in the OS map sheet reference and the NG number of the land parcel(s) to which you are adding the hedge.

## D2 – Total field size in hectares

Fill in the total land parcel area in hectares, to 4 decimal places

## D4 – Action Code

Fill in the action code 'B' for the boundary feature change.

## D5 – Effective date of change

Fill in the effective date of change as 1 January 2021 or, if later, the date when the change took place or will take place.

## Part D: Multiple changes to a land parcel



What to draw on your sketch map

If you want to make several changes to one land parcel, mark the new boundaries and other features you want to change in the land parcel, following the information earlier in this section.

To record all changes correctly, fill in the following columns on the RLE1 form, Part D: Field transfers and boundary changes.

**D1 – Existing OS map sheet reference and NG number** Fill in the OS map sheet reference and the NG number of the land parcel(s) you want to change.

## D2 – Total field size in hectares

Fill in the total land parcel area in hectares, to 4 decimal places.

## D3 – Group

If you want us to make several changes to one land parcel use the group column to show the change is part of a number (group) of changes to be made on the land parcel.

Give your own two digit number, for example, 01, 02 or 03 to act as a group code. Use the same group code for each change to that land parcel.

#### **D4 – Action Code**

Fill in the relevant action code, for example ‘C’ or ‘D’ or ‘I’ or ‘B’.

#### **D5 – Effective date of change**

Fill in the effective date of change, which is the date when the change took place or will take place. If the feature never existed or the date of the change is unknown, fill in the ‘effective date of change’ as 01/01/2021.

If you have, or are applying for, an agri-environment or woodland scheme agreement you need to read the relevant guidance:

- [Guidance on agri-environment agreements \(Countryside Stewardship, Environmental Stewardship\) and the Basic Payment Scheme](#) on GOV.UK
- [Forestry Commission guidance ON42](#) on GOV.UK

These will tell you what date to use for the ‘effective date of change’ on the RLE1 form as this may not be the date the actual change was made.

You need to check the terms and conditions of your agreement as well as any agreement specific guidance, to make sure you can make this change and what you need to do. If you make changes after your agreement start date, your agreement will need to be reviewed and updated to reflect the changes.

#### **D6 – New OS map sheet reference and NG number**

Fill in the estimated new OS sheet references and NG numbers of any new land parcel(s). When we update the land parcel(s) in your digital map, the land parcel reference number(s) may not be the same as the estimated number(s).

For more information about how to estimate a land parcel reference number read ‘Annex 2 - How to estimate a land parcel reference number’.

#### **D7 – Total field size in hectares**

Fill in the new estimated areas for the new split land parcels, to 4 decimal places – your best estimate.

## **D8 – Transfer this field**

If you are removing/adding a land parcel and it is being transferred to another person or business, put an 'X' in the Transfer this field column. If you are removing/adding a land parcel and it is not a transfer, leave this column blank.

## **D9 – CPH for the land parcel**

It is no longer mandatory to fill in CPH numbers on the RLE1 form.

## **Part E – Supporting documents**

If you are sending supporting documents with your RLE1 form, we need to know what you've included. If you are not sending any supporting documents, please ignore Part E.

### **E1 - Fill in the number of each type of supporting documents that you are sending to us.**

The following maps are acceptable supporting documents:

- RPA maps
- Natural England Farm Environment Record map
- OS/professionally drawn maps

### **Keep a copy of documents you send to us**

We cannot return documents to you and we strongly recommend that you keep a copy of your completed RLE1 form for reference, as well as copies of any maps and supporting documents that you are sending with the RLE1 form.

## **Part F – Your declaration and responsibilities**

You must read the declaration and responsibilities carefully before signing the RLE1 form.

If you are sending us a paper RLE1 form, remember to:

- use capital letters
- sign and date the RLE1 form

- make sure that you have the correct permission level to sign the RLE1 form. See the 'Permissions' table for the list of appropriate permission levels
- complete in your own name - the RLE1 form must not be completed in the name of the business
- give your customer reference number (CRN) if you have one or, explain your relationship to the beneficiary.

We will reject your RLE1 if you cross out or deface the declaration and responsibilities in Part F.

If you are sending us an electronically completed RLE1 form, we do not need a written signature. Fill in the signature box electronically by typing your name. You must have the correct permission level to submit the RLE1 form. Read about correct permission levels in the 'Permissions' table in this guide.

## Send your RLE1 form to RPA

Find out about posting or emailing your RLE1 form and supporting documents to RPA

Read this section together with updated guidance about using the RLE1 form electronically and submitting it by email, published on the [RLE1 form and guidance](#) page on GOV.UK

Post your completed RLE1 form(s), maps and other supporting documents to: Rural Payments Agency, PO Box 352, Worksop, S80 9FG or email it and any supporting documents to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk).

If you are sending an electronic RLE1 form, send it to us as a PDF attached to an email. You must make sure that the email address you're sending the RLE1 form from is registered in the Rural Payments service and has the correct permission level for the business the RLE1 form relates to.

We'll only accept electronic RLE1 forms if you return them as a PDF attached to your email. Photos and/or scanned maps if needed, must also be attached to the same email as separate files. The maximum size of emails that we can accept is 32MB. If the email exceeds this limit, please send a further email and use the same subject heading. Add the number of emails at the end of the subject heading, for example, 1 of 3, 2 of 3, 3 of 3. For security reasons, we cannot accept discs, USB pen drives or other external storage media.

Send your electronically completed RLE1 form and any supporting documents by email to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk). We do not need a written signature. Fill in the signature box electronically by typing your name. You must have the correct permission level to submit the RLE1 form. See the 'Permissions' table in this guide for information about correct permission levels.

To request a change to your digital maps, put 'RLE1 Land Change' and your SBI in the email subject heading.

To request entitlement transfers, put 'RLE1 Entitlements' and your SBI in the email subject heading.

If you are requesting a change to your digital maps and entitlement transfers, put 'RLE1 Entitlements/Land Change' and your SBI in the email subject heading.

The subject heading of your email is important because without the correct wording, your request may be delayed.

To transfer BPS entitlements or land for a specific scheme year, we must receive your RLE1 form by midnight on the application deadline. Read the rules for the scheme(s) you're applying for to check when the application deadline is.

When you post your RLE1 form to us, please make sure you pay the correct amount of postage for the size and weight of your envelope - Royal Mail may return letters with insufficient postage, or it may take longer. The envelope may need more stamps than the usual first or second class delivery charge, especially if you are including supporting documents.

We'll let you know when we've received your RLE1 form by sending you an acknowledgement card. The acknowledgement card is proof of receipt so please keep it.

## **Changing or withdrawing your RLE1 form**

Only the person who signed the RLE1 form can change or withdraw it. They can do this up to the day before the 'effective date'.

If we have already rejected your RLE1 form because it was not valid, you cannot change or withdraw it. You may choose to fill in and send a new RLE1 form to us.

Call our helpline on 03000 200 301, or email [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk) or write to us at the above address.

We will contact only the farmer or business making the change to confirm that we have accepted their request.

## **Our basic check of RLE1 form**

We carry out a basic check on any RLE1 forms you send to us, as follows:

### **Part A General details**

- Is there a 9 digit SBI present?

## **Part F Your declaration and responsibilities**

- Have any of the declarations or responsibilities been amended in any way?
- Has the form been signed (either a written signature or by filling in the signature box electronically) and a name entered on the form?

We will reject an RLE1 form and return it with a letter if part A and F are not completed correctly, or part F has been amended in any way. If we require further information on sections B, C and D, we will contact you and request this information. You should send us this information as soon as you can because we cannot process your RLE1 form without it. If we cannot process your RLE1 form then this could affect your BPS or Countryside Stewardship applications, claims and payments.

# Annex 1 - List of permanent non-agricultural areas and features

All the features and areas appearing in this list must be mapped for your registered land parcels, regardless of which scheme you apply for. This applies whether they form part of the parcel boundary or are 'in-field' features.

If we've already mapped the areas or features, you do not need to tell us about them again. If we haven't, you need to fill in an RLE1 form and send it to us together with a sketch map.

## Agricultural buildings

| Land use                          | Definition                                                                                                                                                                                                                                                                                                                                                                                                                          | Land use code |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Farm building                     | A building used for livestock husbandry, cultivation or the storage of crops, feed and machinery, and associated residences, for example, farmhouses.                                                                                                                                                                                                                                                                               | AB01          |
| Farmyard                          | The open ground, generally of hard standing or compacted earth, surrounding farm buildings.                                                                                                                                                                                                                                                                                                                                         | AB09          |
| Glasshouse, including polytunnels | 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. | AB06          |

## Banks, hedges and stone walls not protected under cross compliance

| Land use          | Definition                                                                                                                                                                                                                                                               | Land use code |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Non-utilised bank | 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. | PL01          |

## Banks, hedges and stone walls not protected under cross compliance continued

| Land use   | Definition                                                                                                                                                                                                                                                                                                                    | Land use code |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Stone wall | This code should only be used for stone walls which are not protected under cross compliance. Stone walls protected under cross compliance should be coded using the land use code for the main land use of the parcel. A stone wall is a wall structure built with stones, traditionally with loose field stones and mortar. | BB01          |

## Coastal features

| Land use          | Definition                                                                                                                                                                                                                                       | Land use code |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Cliff             | 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 man-made in the case of rock faces resulting from construction activity. | CF01          |
| Sand dunes        | An area of sand dunes (ridges of sand created by the wind).                                                                                                                                                                                      | CF03          |
| Vegetated shingle | An area of water-worn pebbles which supports growth of vegetation.                                                                                                                                                                               | CF02          |

## Cultivated and managed features

| Land use        | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Land use code |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Peat production | 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) place for 3 years or more. Peat production is an area of land used for peat extraction.                                                                                                                                                                                                                                                                | CM01          |
| Turf production | 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 of turf for fuel if the production has taken (or will take) place for 3 years or more. 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. 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. | CM02          |

## Heaps

| Land use | Definition                                                                                                                                                                       | Land use code |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Heap     | A permanent pile of farm produce or 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. | HE03          |

## Inland water and wetland features

| Land use             | Definition                                                                                                                                                                                                      | Land use code |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Bog                  | An area of land which 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. | IW07          |
| Fen, marsh and swamp | An area of low and flat waterlogged land.                                                                                                                                                                       | IW06          |
| Shingle              | An area of small rounded pebbles.                                                                                                                                                                               | IW05          |

| Land use                                                  | Definition                                                                                                                                                                                                                                                                                                                                         | Land use code |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Watercourse – ditch, drain or dyke                        | 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. A drain, ditch or dyke is an artificial channel used to carry excess water from low-lying areas.                                                                                                                  | WF01          |
| Watercourse - river or stream (Rivers and Streams Type 2) | This code should only be used for a river or stream which: - 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 A river or stream is a body of water flowing in a definite channel towards the sea, a lake or into another river.                                       | IW02          |
| Watercourse - river or stream (Rivers and Streams Type 3) | This code should only be used for a river or stream which:<br><br>- is inside the land parcel and is not part of the parcel boundary<br><br>- is greater than, or equal to, 4 metres wide over the majority of its length<br><br>A river or stream is a body of water flowing in a definite channel towards the sea, a lake or into another river. | IW03          |

## Man-made transport, surfaces, storage areas and utility features

| Land use          | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                               | Land use code |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Airstrip/airports | 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. Grass air strips which are only used for part of the year on land which is normally agricultural should be declared as agricultural land. Airport – an area of land where aircraft land and take off and which provides facilities for handling passengers, air freight and servicing aircraft. | MT05          |
| General utility   | A type of permanent infrastructure on land that is not covered by other utility classifications. Examples include water tanks and butts.                                                                                                                                                                                                                                                                                                                 | UT06          |

| <b>Land use</b>             | <b>Definition</b>                                                                                                                                                                                                                                                                                                           | <b>Land use code</b> |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Hard standing               | A man-made, open ground surface built using aggregate, concrete-type construction materials.                                                                                                                                                                                                                                | HS01                 |
| Mineral extraction site     | A site used for mineral extraction. Includes both currently operational and disused sites.                                                                                                                                                                                                                                  | MS04                 |
| Railway                     | Steel bars or a continuous line of bars laid on the ground, usually forming a track used for the movement of trains.                                                                                                                                                                                                        | MT04                 |
| Road                        | 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.                                                                                                                                                           | MT03                 |
| Scattered man-made features | Any man-made features which are scattered in a land parcel. 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 0.01 ha or greater. Scattered features are also referred to as ‘notional features’. | NF07                 |
| Solar panels                | An area taken up by solar panels and solar panel arrays<br>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.       | UT01                 |
| Structure                   | A manmade structure that is not described under any other land use code. Examples include animal shelters or polytunnels on a hard standing.                                                                                                                                                                                | ST05                 |
| Manmade track (metalled)    | A metalled or surfaced way that is clearly marked and permanent. Includes any manmade surface, such as areas of asphalt, concrete and gravel.                                                                                                                                                                               | MT01                 |
| Water treatment works       | A site where water is treated and supplied.                                                                                                                                                                                                                                                                                 | UT07                 |

## Marine wetland features

| <b>Land use</b>     | <b>Definition</b>                             | <b>Land use code</b> |
|---------------------|-----------------------------------------------|----------------------|
| Intertidal habitats | An area of sand or mud uncovered at low tide. | MW04                 |

| <b>Land use</b> | <b>Definition</b>                                                                                                                                                                                                                                                                                                                                                                                            | <b>Land use code</b> |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Reed bed        | 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. Grazeable reed beds in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland. A reed bed is an area of tall, stiff marsh or water grass of various kinds.              | MW03                 |
| Saline habitats | A coastal area with a sodium chloride content of at least 0.5%.                                                                                                                                                                                                                                                                                                                                              | MW05                 |
| Salt marsh      | 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. Grazeable salt marsh in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland. Salt marsh is an area of coastal grassland which is frequently inundated by the sea. | MW01                 |
| Tidal areas     | Tidal areas other than salt marshes.                                                                                                                                                                                                                                                                                                                                                                         | MW02                 |

## **Mixed, scattered non-agricultural features**

| <b>Land use</b>            | <b>Definition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Land use code</b> |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Scattered features - mixed | This code can be used for a combination of more than one type of the scattered features described in this table. This code should only 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 0.01 ha or greater. Scattered features are also referred to as ‘notional features’.                                                                                                  | NF08                 |
| Scattered natural features | 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. This code should only 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 0.01 ha or greater. Scattered features are also referred to as ‘notional features’. | NF06                 |

## Natural transport features – tracks and gallops

| Land use                | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Land use code |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Gallop                  | 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.                                                                                                                                                        | NT01          |
| Track – natural surface | 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. 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. | NT03          |

## Recreational and non-recreational buildings, and recreational land

| Land use                    | Definition                                                                                                                                                                                                                                                                                                                                                     | Land use code |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Golf course                 | 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. | RL04          |
| Residential dwelling, house | Residential dwellings, including domestic outbuildings.                                                                                                                                                                                                                                                                                                        | NR01          |
| Residential garden          | A garden making up part of a residential dwelling.                                                                                                                                                                                                                                                                                                             | WO17          |
| Sports and recreation       | An area of land used for permanent sports and recreational activities.                                                                                                                                                                                                                                                                                         | RL03          |

## Rocky features

| Land use       | Definition                                                                                                                                                                                                                                                                                                                                                                                                       | Land use code |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Boulders       | An area of large, rounded rocks that are weathered or water-worn and have a diameter that is greater than 0.2 metres.                                                                                                                                                                                                                                                                                            | RO03          |
| Cliff          | 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 man-made in the case of rock faces resulting from construction activity.                                                                                                                                                                 | CF01          |
| Rocky outcrop  | A protrusion of rocks above the ground in a conspicuous form.                                                                                                                                                                                                                                                                                                                                                    | RO04          |
| Scattered rock | Any naturally occurring scattered elements of a rocky nature. Includes small outcrops, areas of shingle or scree, small boulders and so on. This code should only 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 0.01 ha or greater. Scattered features are also referred to as ‘notional features’. | NF01          |
| Scree          | A mass of loose stones on the side of a steep rock face.                                                                                                                                                                                                                                                                                                                                                         | RO02          |

## Storage areas

| Land use     | Definition                                                                                                            | Land use code |
|--------------|-----------------------------------------------------------------------------------------------------------------------|---------------|
| Storage area | An area of bare earth which is used for storage purposes. Includes storage of farm-related machinery, hay bales, etc. | SA02          |

## Trees, foliage, scrubland, woodland and forestry

| Land use code                  | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Land use code |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Bracken, heather and heathland | 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 coded 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 coded 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'. | HE02          |
| Scattered bracken or heather   | Scattered bracken - areas of bracken which 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. Scattered bracken which is grazeable and in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland. Scattered heather - areas of heather which are scattered in a land parcel and are not kept in a state suitable for grazing. Scattered heather which is grazeable should be coded as permanent grassland. 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 0.01 ha or greater. Scattered features are also referred to as 'notional features'.                                            | NF02          |
| Scattered scrub                | 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. Scattered scrub which is grazeable and in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland. This code should only 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 0.01 ha or greater. Scattered features are also referred to as 'notional features'.                                                                                                                                                                     | NF03          |

| Land use code | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Land use code |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Scrub         | 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. Grazeable scrub in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland. Scrub is an area of shrubs and bushes, including rhododendrons, gorse, briar and broom. See also 'Scattered scrub'. | WO25          |
| Woodland      | An area of woodland preventing agricultural activity. Includes areas where the density of trees prevents the growth of vegetative under-storey needed to support agricultural activity.                                                                                                                                                                                                                                                                                       | WO12          |

## Water and irrigation features

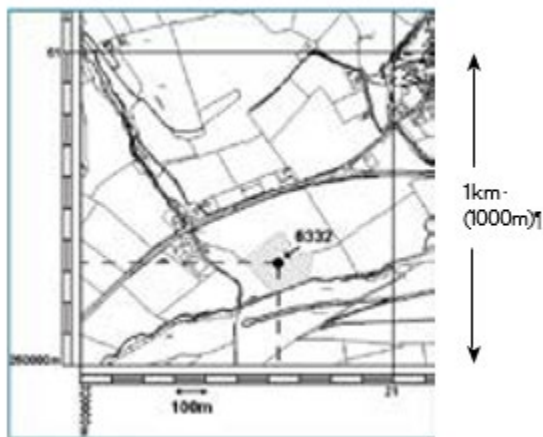
| Land use                 | Definition                                                                                                                                                                                                                                                                                                                                                                   | Land use code |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Pond                     | 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.                                                                                                                                                                                                 | WF03          |
| Scattered water features | Any naturally occurring scattered elements of a watery nature. Includes small ponds, springs and so on. This code should only 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 0.01 ha or greater. Scattered features are also referred to as 'notional features'. | NF05          |



## Estimating the centroid of a field - finding your field number

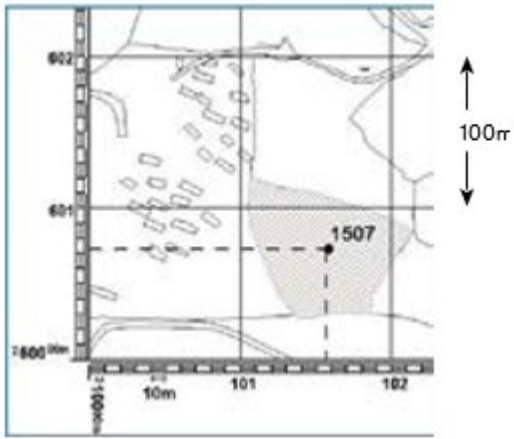
To generate a unique field number, first estimate by eye and mark as a dot or cross on the map the centre point of your field. To identify your field parcel centre numbers you will need a ruler and pencil to draw lines from the map edge to the field centre (see dashed lines on the two diagrams below)

Below is the South West corner of a 1:10,000 map. The map is divided into squares at 1km (1000 metre) intervals. These squares will measure 10cm on your map.



The centre of the field marked above is 630 metres along the bottom (the eastings) and 320 metres up the side (the northings) from the South West corner of the map. The field number is made up of the first two digits of each number - 63 32.

Below is the South West corner of a 1:2,500 map. The map is divided into squares at 100 metre intervals. These squares will measure 4cm on your map.



The centre of the field marked above is 150 metres along the bottom (the eastings) and 70 metres up the side (the northings) from the South West corner of the map. The field number is made up of the first two digits of each number - 15 07.

## **Annex 3 - Counting slopes when measuring total field size**

### Measure your areas of sloping land in 2 dimensions

Up until 2017, we accepted 3 dimensional measurements of the areas of land parcels to account for the additional area of sloping land, when accompanied by a detailed, independent professional survey.

We stopped accepting these surveys, to account for sloping land, from 2017.

Land parcels previously surveyed and their 3 dimensional maximum area eligible values accepted by us will remain valid unless other land changes are required, when the area will revert to a 2 dimensional area.

## More information

### Useful contacts

## Contact us

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

Rural Payments Agency  
PO Box 352  
Worksop S80 9FG

Email: [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk).

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

For any changes to our opening times, please check on our website at [www.gov.uk/rpa](http://www.gov.uk/rpa).

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

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

To use Relay UK on a device such as a smartphone or computer you also need to download the free [Relay UK app](#) from Relay UK website or from a marketplace such as Google Play or the App Store.

You can make a text relay call in a number of different ways and using a number of different devices.

For more information go to the [Relay UK website](#).

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

### **Other useful contacts**

Defra helpline: 0345 933 5577

Forestry Commission national office: 0300 067 4000

Natural England: 0300 060 6000

### **How to complain**

To complain to RPA, write, email or telephone. Full guidance about how to complain or appeal is available on GOV.UK

### **Data Protection**

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information, go to [www.gov.uk/rpa](http://www.gov.uk/rpa), choose 'Contact RPA' and click on 'Personal information charter'.