



Rural Payments  
Agency

# Basic Payment Scheme 2021 - How to apply using a paper form

## **Contents**

Updates for 2021 .....	3
Be aware of fraud .....	6
Key Dates for BPS 2021 .....	7
Introduction .....	10
How to apply .....	15
How to check your BP5 application form .....	24
Annex A.....	50
Annex B.....	70
Annex C .....	82
More information and contacts.....	83

This guidance explains how to submit your Basic Payment Scheme (BPS) claim using a paper form.

## Updates for 2021

There are updates to the Basic Payment Scheme (BPS) rules for 2021.

Some of these changes will affect the information you need to give us in your application form. These are outlined below with more detail provided in this guidance document and the [‘Basic Payment Scheme: rules for 2021’](#).

These updates apply from 2021 onwards. They do not apply to any previous BPS claims that you have made.

At the time of publication, the Direct Payments to Farmers (Reductions and Simplifications) (Amendment) (England) Regulations 2021, which set the progressive reductions for BPS 2021 and the percentage of the young farmer payment, and remove the existing 5% reduction for payments over €150,000, are awaiting Parliamentary approval. Subject to that approval, we expect the Regulations to come into force towards the end of March.

## Progressive reductions

Over the next 7 years, we plan to progressively reduce Direct Payments. This gradual approach is designed to help everyone manage the transition as smoothly as possible. The same amount will be available to the farming sector in every year of this Parliament, though the way it is distributed will change. This means funds will be redirected straight back into Countryside Stewardship and our new schemes. 2021 will be the first year that BPS payments will be reduced as part of the phasing out of Direct Payments.

As in previous years, your BPS 2021 claim value will depend on the number of entitlements, with eligible hectares, you claim in 2021 and on whether you claim the young farmer payment. Progressive reductions will be applied to your total claim value (after any other reductions or penalties). You can read more about this in the [‘Basic Payment Scheme: rules for 2021’](#) in the ‘Changes to BPS payments from the 2021 scheme year: progressive reductions’ section.

The 5% reduction previously applied to BPS amounts over €150,000, no longer applies.

## **Simplifications and other updates in 2021**

### **Greening**

From the 2021 scheme year, we have permanently removed all three of the greening requirements: crop diversification, Ecological Focus Areas and the greening permanent grassland rules. Other rules still apply to protect permanent grassland, please see information below. You will no longer receive a separate greening payment; the greening funds will be included in the value of BPS entitlements.

### **Permanent grassland**

As in previous years, you must not plough or convert permanent grassland if it is in a Natura 2000 site. For any other permanent grassland, you must get a screening decision from Natural England before you plough up or improve land which has not been cultivated for 15 years, or which is uncultivated or semi-natural grassland (or another semi-natural area). If you are in a Countryside Stewardship (CS) or Environmental Stewardship (ES) agreement you will also have to meet the rules for permanent grassland for those schemes.

### **Cross border farms**

If you have land in more than one part of the UK (England, Northern Ireland, Scotland or Wales), this will no longer be treated as a single holding for BPS. BPS applications submitted in England will now be treated completely separately from any applications you make to other UK administrations for land in another part of the UK. You should only enter your English land onto your BP5 form. You can read more about this in the 'Basic Payment Scheme: rules for 2021' in the 'Simplifications and other updates in 2021' section.

These rules apply to your English claim and land. We will calculate and apply any reductions or penalties to your English claim only. You should read the guidance issued by the devolved administrations for the rules that will apply to claims you make in other parts of the UK.

**Important: if you are making a separate application for land in another part of the UK to England, you must make sure you have updated your bank details to allow that Agency to make payments to you.**

To apply for BPS in England you need to claim on at least 5 entitlements, with at least 5 hectares of eligible land in England (the minimum claim size). However, from 2021 there is an exemption for some farmers who had a cross-border holding in 2020. You meet the exemption if, for BPS 2020, you:

- had eligible land in England and another part of the UK
- had less than 5 hectares of eligible land in England; and
- claimed BPS and were eligible for payment in relation to some or all of your English land.

Other than this minimum claim size exemption for some farmers, your application will be treated the same as any other English application.

### **Entitlement usage**

You no longer have to use all of your entitlements (in a single application) at least once every 2 years to avoid losing some in the second year. This means you do not have to sell or lease out entitlements to keep them. You can read more about this in the [‘Basic Payment Scheme: rules for 2021’](#) in the ‘What are entitlements?’ section or you can see updated information in the Rural Payments service.

### **Force Majeure**

The deadline to tell us about a force majeure and exceptional circumstance event for BPS, has been extended to 8 weeks. You can read more about this in the [‘Basic Payment Scheme: rules for 2021’](#) in the ‘Force majeure and exceptional circumstances’ section.

### **Deadline for making changes to your application / submitting supporting evidence**

We can now accept changes to your application and supporting evidence relating to your application up to midnight on 11 June without incurring any penalties. You can read more about this in the [‘Basic Payment Scheme: rules for 2021’](#) in the ‘Making an application’ section.

## **Obvious errors**

We have also changed the rules so that we can be more flexible on what can be considered an 'obvious error' on your application. You can read more about this in the ['Basic Payment Scheme: rules for 2021'](#) in the 'Changing a BPS application' section.

## **New Forest common land**

How we allocate common land in the New Forest was subject to a consultation exercise which closed on 3 February. You can read more about this in the ['Basic Payment Scheme: rules for 2021'](#) in the 'How to claim on common land in the New Forest' section.

## **Payment in sterling**

We will continue to make all BPS 2021 payments in sterling only. There is no option to receive your payment in euros. We will also show entitlement values in sterling and calculate the payments in sterling rather than using an exchange rate.

## **BP5 application form**

The paper application form (BP5) has not been reformatted following BPS simplifications. Therefore, some sections have been greyed out, such as Part D: Greening, and Part I: Land in more than one area of the UK. Remaining sections stay the same as previous years, for example Part C: Field data sheet and Part H: Entitlements.

## **Why not apply online**

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

## **Be aware of fraud**

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

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

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

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

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

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

## **Key Dates for BPS 2021**

Important dates for the Basic Payment Scheme

Date	Information
1 January 2021	Official start of the BPS 2021 scheme year
1 January to 31 December 2021	Land used to apply for BPS must be eligible all year Cross compliance rules must be followed all year
18 March 2021	Application window opens
17 May (midnight) 2021	<p>Land used to apply for BPS in 2021 must be 'at your disposal' (only the person who has the land at their disposal on this date can use it to be paid for BPS in 2021)</p> <p>BPS and Young and new farmer 2021 application deadline to avoid late application penalties</p> <p>Deadline for BPS 2021 entitlement transfers (only the person who holds an entitlement on this date can use it to be paid for BPS in 2021)</p> <p>Deadline for RPA to receive applications for new entitlements from young or new farmers, to avoid late application penalties</p> <p>Deadline for RPA to receive the Young and new farmer form for the young farmer payment from first time applicants, or from existing young farmer applicants when the business structure has changed.</p>
11 June (midnight) 2021	'Late application' deadline. Deadline for supporting evidence and certain changes to the application (no penalty) and late applications with penalties. Any applications, certain changes to applications or supporting evidence received after this date will not be accepted (except in cases of force majeure and exceptional circumstances).
1 December 2021	BPS 2021 payment window opens
31 December 2021	Official end of the BPS 2021 scheme year
30 June 2022	BPS 2021 payment window ends





## **Introduction**

This guidance tells you how to apply for the Basic Payment Scheme (BPS) in England in 2021 using a paper application form (BP5).

Everything you need to know about BPS 2021– including the scheme rules, cross compliance guidance and information about how to apply online - will be on the BPS 2021 guidance page on GOV.UK

If you have received a paper form, but would rather apply online it's not too late, call 03000 200 301 and we will activate your online form. Read How to claim BPS online in 2021 to find out more.

## **When to apply**

The deadline for us to receive your application is midnight on 17 May 2021. We encourage you to submit your application as soon as possible and well in advance of the deadline. Read the 'Key dates for BPS 2021' for more information.

You can submit a late application after 17 May 2021, but penalties will apply. We cannot accept any applications after midnight on 11 June 2021, unless it is accepted due to force majeure.

For more information about the 'key dates' of the scheme - including how to change an application after the deadline – read the ['Basic Payment Scheme: rules for 2021'](#).

## **How to check your BP5 application form**

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

The 'How to apply' section tells you how to do this. Make sure you tell us about the land use in each parcel. All the land use codes you need to use are in annexes A and B.

You might need to tell us more about your land and/or transfer land and/or entitlements before you make your application. The quickest way to do this is using the Rural Payments service but there are some land changes that you'll have to use an RLE1 form to tell us about this year. You can find more information about this in the 'Changes to land parcels' section.

Remember to declare all the agricultural land and any non-agricultural land in agri environment schemes such as CS and ES on your holding when you apply. You can then apply for BPS on as much of your declared eligible land as you want to - you do not need to match the area you apply for with the number of entitlements you have.

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

Remember, it is your responsibility to make sure that:

- you meet the scheme rules
- all the eligible land included in your application is correct, to the best of your knowledge
- you hold the correct number of entitlements. Read the ['Basic Payment Scheme: rules for 2021'](#) for more information about entitlements.

## **Applying in 2021**

### **Outstanding BPS queries from previous years**

If you think there is a difference between the amount you were expecting to be paid for BPS 2020, or previous BPS years, and what you have received, or that your entitlements balance is incorrect, we recommend you:

- fill in a BPS payment query form and return it to us by post or email (put 'BPS payment query form' as the subject header). If you have already sent us a query form for 2020 or a previous scheme year, you do not need to send us another one.
- carry on with your 2021 application, showing your land as at 17 May 2021. You should use the code of the main crop you intend to grow in the year even if it will be late sown, or declare it as fallow if you do not intend to sow a main crop – read the ['Basic Payment Scheme: rules for 2021'](#) for more information.

### **If you were inspected in 2020 and are not sure what to declare on your 2021 application**

You need to make sure you take the results of your inspection into account when you apply – for example, by updating your land use and making sure mapping changes have been made (or that we have received an RLE1 form requesting them). You can do this by checking your digital maps in the Rural Payments service – see Annex A for more information.

If you have not had your inspection results yet, you can still apply, showing your land as at 17 May 2021. You should use the code of the main crop you intend to grow in the year even if it will be late sown, or declare it as fallow if you do not intend to sow a main crop – read the ['Basic Payment Scheme: rules for 2021'](#) for more information.

If you receive a 2020 inspection report after you have submitted your 2021 application, you can make some changes to your application up to midnight on 11 June 2021 without getting a penalty (as long as you submitted your application by midnight on 17 May 2021). Some changes can also be made after 11 June 2021.

However, you cannot make these changes if:

- you have already been told about any non-compliance affecting the agricultural parcel you want to amend
- an inspection has revealed a non-compliance affecting the agricultural parcel you want to amend
- you have received advance warning of an inspection.

Read the ['Basic Payment Scheme: rules for 2021'](#) for more information.

If you are unsure about whether you can make the change, you should request it and we will then decide if it is allowed.

### **If you have not received a BPS payment for a previous year and/or claim statement yet and are not sure what to claim**

You need to make your application for 2021 showing your land as at 17 May 2021. You should use the code of the main crop you intend to grow in the year even if it will be late sown, or declare it as fallow if you do not intend to sow a main crop – read the [‘Basic Payment Scheme: rules for 2021’](#) for more information.

If you receive a payment and claim statement after you have submitted your 2021 application, you can make some changes to your application up to midnight on 11 June without getting a penalty (as long as you submitted your application by midnight on 17 May 2021). Some changes can also be made after 11 June 2021.

However, you cannot make these changes if:

- you have already been told about any non-compliance affecting the agricultural parcel you want to amend
- an inspection has revealed a non-compliance affecting the agricultural parcel you want to amend
- you have received advance warning of an inspection

Read the [‘Basic Payment Scheme: rules for 2021’](#) for more information.

## **Help with your application**

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

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

## Read the scheme rules and other guidance

All the guidance and information you need is on the BPS 2021 guidance page including:

- the [‘Basic Payment Scheme: rules for 2021’](#)
- the list of land use codes for BPS 2021 at annexes A and B
- the form to apply for entitlements under the ‘Young and new farmer’ rules or to prove you are eligible for the young farmer payment if you are applying for the first time, or you have previously applied but your business structure has since changed
- the cross compliance rules for 2021
- Rural Land and Entitlements (RLE1) form and guidance.

Remember, it is your responsibility to make sure that:

- you meet the scheme rules
- all the eligible land included in your application is correct, to the best of your knowledge
- you hold the correct number of entitlements. Refer to the [‘Basic Payment Scheme: rules for 2021’](#) for more information about entitlements.

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

You can find guidance for the Forestry Commission schemes and BPS in the Forestry Commission’s [‘Guidance on woodland grant schemes and BPS: operations note 42’](#) and guidance for BPS and Agri-environment schemes.

## How to apply

To apply for the BPS in England in 2021, follow the four steps below

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

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

### 1. Check

#### Check your BP5 application form

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

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

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

You need to make sure that:

- you check that your digital maps in the Rural Payments service are correct, including the land cover

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

**Important- All of the land information that we print, or you write, on your application form needs to be to 4 decimal places (for example 1.2775ha). If you have any problems doing this, we recommend you round down rather than using normal rounding rules. For example, if the parcel is 2.47725ha, record it as 2.4772ha, rather than 2.4773ha.**

### **Are you registered in the Rural Payments service?**

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

Sign in to the Rural Payments service



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

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

- Customer reference number (CRN) and password, if you registered through RPA. Click 'Sign in with your customer reference number and password'. For security, do not share your password with anyone, or
- 'Verify' login details if you registered through GOV.UK 'Verify'. Click 'Sign in if you registered online with GOV.UK Verify' link and follow the onscreen instructions. (If you have any questions about this process, you need to contact the company you verified your details with.)

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

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

## **You should check your information in the Rural Payments service**

### **Check your personal and business details**

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

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

### **Check your bank account details**

It's important that your bank account details are up-to-date and valid or we will not be able to pay you for BPS and any other schemes you are claiming for.

We'll make payments in sterling only.

We will use the bank account details we already have to pay you. If you want to be paid into a different account, you must call us before 12 November 2021.

To amend your bank account details, call us on 03000 200 301. You cannot change them online or by email. You must have 'Business details: Full or Make legal changes' permission level in the Rural Payments service before you ask us to update your bank account details.

To help prevent fraud, after payments start on 1 December 2021 until the end of December, there are restrictions on updating bank account details. We can only update details if we have asked you for them or if your bank has rejected payment.

### **Check your digital maps**

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

We may have updated your digital maps since your 2020 application was submitted, using the latest information we have, including aerial photography and Ordnance Survey map updates. This keeps information about your land up to date and we use it to check any applications you make.

It is important that you check this information to make sure it is correct. If the information is incorrect, you need to fill in an RLE1 form and submit it to us with a sketch map. You can find more information in the RLE1 guidance at for example [www.gov.uk/rpa/bps2021](http://www.gov.uk/rpa/bps2021).

You can see the 'land cover' for your land parcels on your digital maps, this will be either arable, permanent pasture, permanent crops or in non-agricultural use. It is important that this information is correct. To change the land cover for a land parcel you need to fill in an RLE1 form and a sketch map. Where there is only one land cover for a land parcel, you can call us to update it. You can find more information in the RLE1 guidance, available at [www.gov.uk/rpa/bps2021](http://www.gov.uk/rpa/bps2021).

### **Access to your business**

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

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

## 2. Change

### **Tell us about land and entitlement transfers**

The quickest way to tell us about some changes to your land or entitlements is using the Rural Payments service at [www.ruralpayments.service.gov.uk](http://www.ruralpayments.service.gov.uk).

Use it for:

- land transfers
- entitlement transfers

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

If you are unable to use the Rural Payments service you can complete an RLE1 form electronically and email it to us as a PDF email attachment. Send your electronically completed RLE1 form and any supporting documents by email to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk).

If you need to post an RLE1 form to us instead, please send it to Rural Payments, PO Box 352, Worksop, S80 9FG.

### **Changes to entitlements**

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

- sub-lease
- transfer through inheritance
- give up entitlements to RPA

- transfer by sale or as a gift
- transfer by lease

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

If you cannot use the online service, use an RLE1 form. You can print an RLE1 form online at [www.gov.uk/rpa/bps2021](http://www.gov.uk/rpa/bps2021). Or you can call us on 03000 200 301 if you don't have access to a computer.

## **Changes to land parcels**

You will also need to use an RLE1 form and a sketch map to tell us about:

- adding land parcels not already mapped with us
- amending a permanent land parcel boundary
- splitting a land parcel into two or more land parcels (due to a new permanent land parcel boundary)
- merging two or more land parcels into one land parcel (due to the removal of a permanent land parcel boundary)
- a permanent non-agricultural feature not already mapped with us
- a permanent non-agricultural feature already mapped with us no longer exists
- transferring a land parcel with an online 'holding type' of 'tenant' or where less than 100% of the land parcel is owned. If the land parcel shows the holding type as 'tenant' or less than 100% owned and this is incorrect, you will need to fill in a 'Change land tenure form'. You can download a copy of the form from GOV.UK, search for 'Change land tenure'
- changes to land cover (arable, permanent grassland, permanent crops or non-agricultural) including where the change to non-agricultural use has happened under an agri- environment agreement (such as Countryside Stewardship), the National Forest Changing Landscapes Scheme, Woodland Carbon Fund or HS2 Woodland

Fund. Where there is only one land cover for a land parcel you can call us

- if you disagree with any updates, we have made to your land on our digital land maps including:
  - changes to a permanent land parcel boundary
  - changes to the land cover where there is more than one land cover for a land parcel (Where there is only one land cover for a land parcel you can call us)
  - removal of non-agricultural features. (There is no deadline for sending your RLE1 and sketch map to tell us you disagree with a mapping update. Read the instructions in the 'How to check and update your digital maps' or the 'Land cover changes' section of the RLE1 guidance 2021, which you can find on GOV. UK at [www.gov.uk/rpa/bps2021](http://www.gov.uk/rpa/bps2021))

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

- tell us about changes to your eligible land uses in a land parcel
- map any features or options you have in an agri-environment or woodland scheme, such as CS or ES – unless they are a permanent non-agricultural feature for BPS that we have not already mapped
- tell us about features that will only be temporarily non-agricultural (read 'How to check your BP5 application form' for more information) – you can do this on the BP5 application form.

You can read more information about eligible land and ineligible features in the ['Basic Payment Scheme: rules for 2021'](#), on GOV.UK.

### **3. Complete**

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

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

## **4. Confirm**

### **Send us your application**

You must send your BP5 application form so that we receive it by midnight on 17 May 2021 to avoid receiving a penalty (or by midnight on 11 June 2021 with penalties).

Send them to:

Rural Payments  
PO Box 352  
Worksop,  
S80 9FG

### **Important:**

- Keep a copy of everything you send us.
- Make sure you have attached the right postage amount, or your application may be delayed. The Post Office will be able to help you with this.
- Consider getting proof of posting as the form is an important document.
- We cannot accept your BP5 application form or any supporting documents by email.

### **How you will know we have received your paper application**

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

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

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

## **Changing your application after you've sent it to us**

There are some changes you can make to your application after you have sent it to us – read the ['Basic Payment Scheme: rules for 2021'](#) for details of these. The 'Key dates' section of this guide tells you when you can make changes to your application. Send any changes to us at the address above.

# How to check your BP5 application form

Guidance about how to check and update your BP5 application form for the Basic Payment Scheme 2021.

## What to do first

When you receive your BP5 application form, read the 'Important notes' on the form first. Where we can, we have already added information to the form in words and figures.

Check the information and make sure it is correct for your 2021 application. If the information we have filled in for you is correct, you do not need to write it in again to confirm it.

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

## Part A: Your business

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

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

## Part C: Field data sheet

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



## Important

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

Instead, use columns C7 and C6.

- In C7 (land use in 2021), declare all the agricultural and non-agricultural land uses
- In C6 (part field size), declare the areas of all the agricultural and non-agricultural land uses shown in column C7.

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

- you have already sent us an RLE1 form requesting a change to your land, but this has not been actioned yet. If you have, you do not need to send us a new RLE1 form.
- you have not yet sent us an RLE1 form to request a change to your land. If this is the case, you need to send us one now to tell us what needs to be changed.
- we have updated your land using the latest information we have, including aerial photography and Ordnance Survey map updates. This keeps our land information up to date and we use it to check any applications you make. So it's important that you check your maps online because we may have updated them since your application for 2020.

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

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

You should also check column C8 (Eligible area you want to claim payment for). The area entered for each eligible land use must not exceed

the area entered in column C6 for that land use. Where there is more than one eligible land use in a land parcel, the total of the eligible land use areas entered in column C8 for that land parcel must not exceed the total of the eligible land use areas entered at column C6.

### **Example:**

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

You sent an RLE1 form (which has not been actioned yet) asking for a new permanent non- agricultural feature of 0.5000ha to be mapped.

Your new maximum area eligible for BPS should therefore be 8.0000ha.

You should not update the information showing in column C4, instead use columns C7 and C6 to give the relevant non-agricultural land use code and area for the new permanent non-agricultural feature.

You do not need to send another RLE1 form as you have already sent one. You should make sure that column C8 (Eligible area you want to claim payment for) is reduced to take account of the smaller eligible area of 8.0000ha in this land parcel.

### **Adding land in Part C**

If you need to add a land parcel, use the next available blank line on your Field Data Sheet. Where there are no blank lines, use a continuation booklet for 2021 (available at [www.gov.uk/rpa/bps2021](http://www.gov.uk/rpa/bps2021), or call us on 03000 200 301). If you are adding a land parcel that is not already registered, use an RLE1 form to register it with us (as well as entering it in Part C). When entering a new line, leave columns C3 and C4 blank.

### **Correcting information we've put in Part C**

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

However, if you need to add other land uses to a land parcel (for example, to show a 'temporary land parcel split') use the next available blank line – you need to enter information in columns C2, C3, C4, C6, C7 and C8. You

can either enter the whole land parcel with all the different land uses, or just enter the land use which was not pre-printed on the form.

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

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

### **Land areas in Part C**

If you need to add land areas to Part B of your application form, make sure you put them in to 4 decimal places. For example, '10.0100' hectares for '10' hectares.

### **English Payment Region**

This will display the English BPS payment region for all parcels on a page. More information about the three English payment regions is in the 'Basic Payment Scheme: rules for 2021'.

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

If you have land on your holding that was declared as agricultural, but has since become permanently non-agricultural, fill in an RLE1 form to let us know that the land has passed out of agricultural use. More information is in the RLE1 guidance, available at [www.gov.uk/rpa/ bps2021](http://www.gov.uk/rpa/ bps2021).

### **C1 – Field name**

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

## **C2 – Ordnance Survey (OS) Map sheet reference and National Grid (NG) field number**

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

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

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

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

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

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

You can tell us about land which you no longer have as part of your holding for BPS 2021 by deleting that parcel from your application form. Read 'C9 – Cross to delete line' for more information.

### **Do's and don'ts**

- You should use the blank boxes underneath each line of pre-populated data to tell us about changes to that land parcel.
- **Do not** use the 'cross to delete' box at the end of the row and re-enter the land parcel with the corrected information on a blank row.

You should only do this if you have split the parcel this year, otherwise it results in additional lines of data in the application which can delay processing.

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

## **Important**

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

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

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

## **C3 – Total field size**

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

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

Please check this area, making sure that it includes the area of all agricultural and non-agricultural land in the parcel.

If your total land parcel size has changed, do not amend the area provided in column C3. Use columns C6 and C7 to list all of the land uses for the parcel, including their correct areas. You will need to use an RLE1 form and sketch map to tell us about the change to the total size of the parcel. You can increase the size of the area if you need to, for example because a land parcel has been merged with another one and is now larger.

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

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

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

You must make sure that column C4 does not include the area of any permanent non-agricultural areas and features, including any that are new for 2021.

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

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

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

If this is the case, do not make any changes to the figure in column B4 on your application form.

#### **What to check in C4:**

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

Remember to include any 'scattered' non-agricultural areas and features in this calculation and any area of land under an agri-environment or woodland scheme, such as CS or ES agreement which is ineligible for BPS. Read Annex C for more information.

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

## **When to use an RLE1**

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

### **C5 - Part field suffix**

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

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

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

You can also use it for:

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

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

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

If both shares of the land parcel are eligible for BPS and both of you want to include the land in your application, you would each enter 5.0000 hectares in column C6.

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

### **Using part fields**

If you are using parts of a land parcel in different ways, declare each of the land uses on a separate line in column C7 and the area of each land use in

column C6. The total of all of the land use areas in column C6, both agricultural and non-agricultural should add up to the Total field size (C3).

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

### Example

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

- Line 1 : **C2** enter OS map reference and grid number, **C5** enter part field suffix 'A', **C6** part field size 5.000, **C7** Land use TG01, **C8** Eligible area to claim is 5.000
- Line 2: **C5** enter part field suffix 'B', **C6** enter part field size 5.000, **C7** enter land use code AC63, **C8** eligible area to claim is 5.000
- Line 3: **C5** enter part field suffix 'C', **C6** enter part field size 0.000, **C7** enter land use code NA02, **C8** eligible area to claim is 0.000
- Line 4: **C5** enter part field suffix 'D', **C6** enter part field size 0.000, **C7** enter land use code HS01, **C8** eligible area to claim is 0.000

	C1	C2		C3	C4	C5	C6	C7	C8	C9	C10
	Your field name (max 8 characters) This column is for your own use	OS Map sheet reference eg SU1234	National Grid field number eg 1234	Total field size (ha)	Maximum area eligible for BPS (ha) (Should be the total field size with all BPS ineligible features removed)	Part field suffix	Part field size (ha)	Land use in 2017	Eligible area you want to claim payment for (ha)	Cross to delete line from your claim	Your checklist
Line											
1	TOP FIELD	AB1234	1234			A	5.000	TG01	5.000	<input type="checkbox"/>	<input type="checkbox"/> 1
2						B	5.000	AC63	5.000	<input type="checkbox"/>	<input type="checkbox"/> 2
3						C	0.000	NA02	0.000	<input type="checkbox"/>	<input type="checkbox"/> 3
4						D	0.000	HS01	0.000	<input type="checkbox"/>	<input type="checkbox"/> 4

The permanent non-agricultural feature has not been mapped with us, so you must declare its land use and area in Part C and send an RLE1 form and sketch map to us to tell us about it. You do not need to send an RLE1



form to tell us about the 'temporary' non- agricultural feature but do need to give it a land use code in column C7.

## **Telling us about land use**

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

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

## **C7 – Land use**

This column should contain a land use code showing what each area of land is being used for on 17 May 2021. You should use the code of the main crop you intend to grow in the year even if it will be late sown, or declare it as fallow if you do not intend to sow a main crop. You need to tell us about all the land uses in each parcel.

There's a list of all the land use codes you'll need for BPS in annexes A and B. You can also refer to the [Agroforestry and the Basic Payment Scheme guidance](#) on GOV.UK.

Declare which crop is there for most of the cropping period but if this is likely to be fallow and you intend to sow a crop before 30 June 2021, you should declare this crop instead of fallow.

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

Read the ['Basic Payment Scheme: rules for 2021'](#) for more information.

## **Land use codes and eligible features**

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

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

Temporary to permanent grassland: check that grassland, which has been claimed as temporary grass for 5 consecutive years (2016-2020 inclusive), is shown as permanent grassland for BPS 2021 (the sixth consecutive year in which the parcel is declared as grass) – as long as it is still grassland and has not been used for a catch crop, and has not been in certain agri-environment scheme options during this time. For more information, read the ‘Temporary grassland’ section in the [‘Basic Payment Scheme: rules for 2021’](#).

### Example

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

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

The farmer should show 4 land uses on the form:

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

C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	
Your field name (max 8 characters) This column is for your own use	OS Map sheet reference eg SU1234	National Grid field number eg 1234	Total field size (ha)	Maximum area eligible for BPS (ha) (Should be the total field size with all BPS ineligible features removed)	Part field suffix	Part field size (ha)	Land use in 2017	Eligible area you want to claim payment for (ha)	Crops to delete line from your claim	Your checklist
1	TS1234	1234			A	6.4500	AC00	6.4500	<input type="checkbox"/>	<input type="checkbox"/> 1
2					B	2.1500	AC01	2.1500	<input type="checkbox"/>	<input type="checkbox"/> 2
3					C	1.3900	FA03	1.3900	<input type="checkbox"/>	<input type="checkbox"/> 3
4					D	0.0100	HS01	0.0100	<input type="checkbox"/>	<input type="checkbox"/> 4

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

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

## **Land use codes and non-agricultural areas and features**

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

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

### **Non-agricultural area or feature**

### **What to do in Part C**

---

Permanent non-agricultural area or feature in a land parcel which is already on your digital maps

Check the area and land use we have provided for the feature. If these need to be changed, give the area a new land use in column C7 and an area in column C6. Enter the area as 0.0000 in column C8. You should also reduce the areas in column C6 for the other land uses for the field to account for this.

Do not change the areas in columns C3 and C4.

You do not need to use an RLE1 form or sketch map to tell us about this unless you needed to change the area in column C6.

---

Permanent non-agricultural area or feature in a land parcel which is not on your digital maps

Give the non-agricultural area or feature a land use code in column C7 and an area in column C6. Enter the area as 0.0000 in column C8. You should also reduce the areas in column C6 for the other land uses for the field to account for this.

Do not change the areas in columns C3 and C4.

You need to send us an RLE1 form and a sketch map to tell us about these features or areas unless you've already done so.

---

**Non-agricultural area or feature**

**What to do in Part C**

---

Permanent non-agricultural areas where they cover a whole land parcel and are already shown on your digital maps

Check the area and land use we have provided for the parcel.

If these need to be changed, give the area a new land use code in column C7 and new area in column C6. Enter the area as 0.0000 in column C8. Do not change the area in columns C3 and C4.

You don't need to use an RLE1 form or sketch map to tell us about this unless you needed to change the area in column C6.

---

Permanent non-agricultural areas where they cover a whole land parcel and are not already shown on your digital maps

Give the area a land use code in column C7 and an area in column C6. Enter the area as 0.0000 in column C8. Do not change the areas in columns C3 and C4.

You need to send us an RLE1 form and a sketch map to tell us about this area, unless you've already done so.

---

Temporary non-agricultural areas or features

Give the area a land use code of NA02 in column C7 and an area in column C6. Enter the area as 0.0000 in column C8.

You don't need to send us an RLE1 form and a sketch map to tell us about these temporary non-agricultural areas or features.

---

## Which land use codes to use in C7

All the land use codes to use for BPS are in annexes A and B.

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

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

If you see 'unknown cover' in Part C of your application, enter the correct land use code(s) as at 17 May 2021. You should use the code of the main crop you intend to grow in the year even if it will be late sown, or declare it as fallow if you do not intend to sow a main crop - read the 'Basic Payment Scheme: rules for 2021' for more information.

## **Trees and Woodland**

If you have land that contains scattered trees or groups of trees but remains agricultural, use an appropriate agricultural land use code from Annex A in column C7. Read the ['Basic Payment Scheme: rules for 2021'](#) for more information about BPS eligibility and trees on eligible land. You can also refer to the Agroforestry and the Basic Payment Scheme guidance on GOV.UK.

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

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

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

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

## **C8 – Eligible area you want to apply for payment on**

**Important: You must put all the areas you want to apply for payment into column C8.**

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

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

### **C9 – Cross to delete line**

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

For BPS 2021 you can tell us about any land parcels which you no longer wish to claim BPS for. To do this, put an 'X' in column C9 to delete the line – this will remove the whole (or part) land parcel from your application.

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

### **IMPORTANT**

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

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

- HS2 Woodland Fund

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

The land you remove will not be available for a new application under a an agri-environment or woodland scheme, such as CS or ES, unless it is re-registered using an RLE1 form.

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

### **C10 – Your checklist**

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

## **Part E: Common land grazing rights**

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

If your common land grazing rights have changed, please send us evidence of the changes, with your BP5 form. The types of evidence we accept include, a solicitor's letter, grant of probate/ letters of administration holding/ownership deeds or land registry title documents. Before you fill in this part, read the ['Basic Payment Scheme: rules for 2021'](#).

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

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

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



### **E3 – Type of commons rights**

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

Remember that if your register entry allows you a choice of animal types (for example, cattle, sheep or ponies), you should convert your rights to Livestock Units (LUs) and use whichever rights give the highest LU value. This will maximise the number of LUs you can claim on the common.

Read the ‘Basic Payment Scheme: rules for 2021’ for more information and for guidance on how to apply if you have New Forest rights. The codes to use are shown in the table below.

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

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

#### **E4 – Number of rights of this type**

This shows the number of animals you have grazing rights for, for the animal type listed at column E3, using the information we have. Read the 'Basic Payment Scheme: rules for 2021' for more information.

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

**Important:** If you need to correct any of the information printed do not give the number of stints/gaits, an area in hectares or the total LU value of your claim, as this can lead to us reducing your claim significantly or removing it entirely. Tell us the number of animals of the type you entered in column E3.

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

The information pre-populated in the 'Commons eligibility checks updated areas' shows the allocation of rights that was used for BPS 2020 payments. However, if you are declaring split rights for BPS 2021, you should declare the full number of rights held against all of the commons on which the rights can be used (in the above example declare 100 cattle on Common A and 100 cattle on Common B) and we will do the calculation to allocate the rights between the commons for you, using up to date information from the system.

#### **E5 – Do you own the common?**

If you own the common, check that this is shown correctly. If the information we've added shows as 'Yes', but this is incorrect, put a cross in the 'No' box.

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

### **E6 – Activate entitlements**

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

### **E7 - Cross to delete line**

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

### **E8 – Your checklist**

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

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

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

If you are applying for the young farmer payment, you must send us a 'Basic Payment Scheme (BPS) 'Young' and 'new' farmer application form' together with the accountant or solicitor' certificate to prove you are a young farmer. We must receive your application by midnight on 17 May 2021.

If you were assessed as eligible for the young farmer payment in 2020, you do not need to send us another 'Basic Payment Scheme (BPS) 2021 'Young' and 'new' farmer application form' or any evidence, unless there has been a change to the structure of your business since then.

The same applies if you were assessed as eligible for the young farmer payment in an earlier scheme year but did not apply for the young farmer payment in 2020, and there has been no change to the business structure since you last successfully applied for the young farmer payment.

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

If your business structure has changed, you must send us another 'Basic Payment Scheme (BPS) 2021 'Young' and 'new' farmer application form' and 'Accountant or Solicitor certificate'.

For more information about the young farmer payment and the evidence we need, read the ['Basic Payment Scheme: rules for 2021'](#) at [www.gov.uk](http://www.gov.uk).

## **Part H: Entitlements**

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

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

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

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

### **Example**

A farmer holds 100 entitlements on 17 May 2021 and declares 120ha of eligible land. 100 entitlements are activated for payment. The additional 20ha of eligible land is not an over- declaration.

### **Applying for new entitlements as a new or young farmer**

If you are a 'new' or 'young' farmer and want to apply for new entitlements, read the 'Basic Payment Scheme: rules for 2021' and send us a completed 'Basic Payment Scheme (BPS) 2021 'Young' and 'new' farmer application form' These are available at [www.gov.uk/rpa/bps2021](http://www.gov.uk/rpa/bps2021).

## Part K: Other documents you are sending

You can use this section as a checklist if you are sending any supporting documents with your application. If you are not sending any, you do not need to include a '0' in any of the boxes. We do not use the information you record on this part of the form, but it can be helpful for you to make sure you have included everything you need to with your application.

If you are sending us documents to tell us about any hemp you grow, tell us how many documents you are sending in at question '6'. For example, if you are sending 5 seed labels, put '005' in question 6.

More information on providing evidence is in the ['Basic Payment Scheme: rules for 2021'](#).

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

## Part L: Your declaration and responsibilities

Read this part before you sign your application. We reserve the right to reject applications if 'Your declaration and responsibilities' has been changed

Make sure you:

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

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

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

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

### **Information for agents acting on someone's behalf**

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

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

### **Using 'continuation booklets'**

If you need to tell us more about your land parcels or common land, continuation booklets are available at [www.gov.uk/rpa/bps2021](http://www.gov.uk/rpa/bps2021). Booklets are available for:

- Part C: Land parcels
- Part E: Common Land

Use the booklets if you cannot fit all the information you need to tell us in these sections of your BP5 application form. Please add your SBI number on to all continuation booklets you use. If you do not have a computer, you can get copies by calling 03000 200 301.

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

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

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

## **BP5 checklist: What you need to do before you send your application form back**

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

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

We recommend that you use recorded delivery when you post your application form to us. If you are updating your BP5, do not:

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

### **What you'll get a receipt for**

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

### **Our BP5 basic check**

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

- Is the form a paper BP5, Application for the Basic Payment Scheme in England, rather than an online print?
- Is the paper BP5 a 2021 form?
- Is the BP5 application form complete and contains all of the pages?

### **Part A Claimant Details**

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



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

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

**Part E Common Land Grazing Rights**

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

**Part L Your Declaration and Responsibilities**

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

If we have to reject your form because it does not pass our basic checks, we will return the original form to you with a letter explaining why it failed. You can then update the form and return it to us, within the usual deadlines (see 'Key dates for BPS 2021').

## Annex A

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

- Permanent grassland
- Permanent crops
- Arable land: temporary grassland and fallow land
- Agricultural land under a Rural Development Programme agreement
- Dual use

### Permanent grassland

Land use	Code to use in column C7	Description
Permanent grassland	PG01	<p>All land you are planning to count as permanent grassland for BPS.</p> <p>You can include strips and margins of permanent grassland under the main land use of the parcel and they don't need to be separately identified.</p> <p>Read the <a href="#">'Basic Payment Scheme: rules for 2021'</a> for more information on permanent grassland.</p>

## Permanent crops

Land use	Code to use in column C7	Description
Permanent crops other than nursery crops and short rotation coppice	TC01	<p>Permanent crops are crops that occupy the land for 5 years or more (other than permanent grassland) and nursery crops and provide repeat harvests. They include nursery crops, short rotation (code NU01) and short rotation coppice (code SR01).</p> <p>Multi-annual/perennial crops include:</p> <ul style="list-style-type: none"><li>Almonds</li><li>Apples</li><li>Apricots</li><li>Artichoke</li><li>Asparagus</li><li>Avocados</li><li>Bilberries</li><li>Blackberries</li><li>Blueberries</li><li>Cherries</li><li>Chestnuts</li><li>Citrus fruit</li><li>Cranberries</li><li>Currants</li><li>English Chamomile</li><li>Figs</li><li>Gooseberries</li><li>Grapes</li><li>Guavas</li><li>Hazelnuts</li><li>Hops</li><li>Hyssop</li><li>Lavender</li><li>Loganberries</li><li>Macadamia nuts</li><li>Mangos</li><li>Mangosteens</li><li>Melissa</li><li>Mint</li><li>Miscanthus</li><li>Mulberries</li></ul>

Land use	Code to use in column C7	Description
		Papayas and Locust beans Peaches Pears Pecans Pineapples Pine nuts Pistachios Plantains Plums Raspberries Reed canary grass Rhubarb Rosemary Sloes and Quinces Walnuts Yarrow
		Other fruits under the genus 'Vaccinium' are also permanent crops.
		Includes flower crops such as:
		Agrinomy Autumn Hawk-bit Betony Bladder Campion Bluebell Bulbous Buttercup Cats Ear Clustered Bellflower Coltsfoot Common Daisy Common Mallow Common Sorrell Cowslip Creeping Buttercup Dandelion Devils-bit Scabious Drop wort Field Scabious Garlic Mustard Great Burnett Greater Hawk-bit Greater Knapweed

Land use	Code to use in column C7	Description
		Greater Mullein Heartsease Hedge woundwort Hoary Plantain Kidney Vetch Lady's Bed Straw Lawn Chamomile Lesser Knapweed Meadow Buttercup Meadow Cranesbill Meadow Vetchling Meadowsweet Musk Mallow Nettle leaved bellflower Ox-Eye Daisy Purple Loosestrife Purple Toadflax Ragged Robin Red Campion Ribwort Plantain Salad Burnet Seal Heal Small Scabious St. John's Wort Vipers Bugloss Water Avens White Campion Wild Angelica Wild Garlic Wild Primrose Wood Avens Yellow flag Iris Yellow Toad Flax
Nursery crops	NU01	Nursery crops are areas of young woody plants grown in the open air, on soil in greenhouses, or under polytunnels for later transplantation.  They include: <ul style="list-style-type: none"> <li>- vine and root stock nurseries</li> <li>- fruit tree and berry nurseries</li> <li>- ornamental nurseries</li> <li>- mixed nurseries of forest trees (except those for the</li> </ul>

Land use	Code to use in column C7	Description
		<p>holding's own requirements grown in woodland)</p> <p>- nurseries of trees and bushes for planting in gardens, parks, at the road side and on embankments</p> <p>Nursery crops do not include Christmas trees unless they are grown in nurseries for later transplantation.</p>
Short rotation coppice	SR01	<p>Short rotation coppice includes areas planted with tree species that consist of woody, perennial crops, the rootstock or stools remaining in the ground after harvesting, with new shoots emerging in the following season. The initial tree planting must have been planted after the year 2000.</p> <p>The eligible species for short rotation coppice are:</p> <ul style="list-style-type: none"> <li>- Alder (<i>Alnus</i>)</li> <li>- Ash (<i>Fraxinus excelsior</i>)</li> <li>- Birch (<i>Betula</i>)</li> <li>- Hazel (<i>Corylus avellana</i>)</li> <li>- Hornbeam (<i>Carpinus</i> spp)</li> <li>- Lime (<i>Tilia cordata</i>)</li> <li>- Poplar (<i>Populus</i> spp)</li> <li>- Sweet chestnut (<i>Castanea sativa</i>)</li> <li>- Sycamore (<i>Acer pseudoplatanus</i>)</li> <li>- Willow (<i>Salix</i> spp)</li> </ul>

## Arable land: temporary grassland and fallow land

Land use	Code to use in column C7	Description
Temporary grassland	TG01	<p>All land you are planning to count as temporary grassland for BPS.</p> <p>You can include the areas of strips and margins of temporary grassland under the land use code you</p>

Land use	Code to use in column C7	Description
		are using for the main land use of the parcel and they don't need to be separately identified
Land lying fallow	FA01	<p>All land you are planning to count as fallow land for BPS.</p> <p>You can include the areas of strips and margins of fallow land under the land use code you are using for the main land use of the parcel and they don't need to be separately identified.</p> <p><b>Wild bird mixes</b> can be coded under a number of different land use codes, as long as your individual example matches the criteria, for example:</p> <ul style="list-style-type: none"> <li>- as a <b>mixed crop</b> if there is an area where a seed mixture is sown. It doesn't matter what crops are included in the mix.</li> <li>- as <b>fallow land</b> when it is land which has no crop production or grazing on it, but is maintained in a state suitable for grazing or cultivation.</li> </ul> <p>These must be an unharvestable mix of at least 2 crops that support wildlife and pollinators (advisers from the 'Championing the Farmed Environment' can help farmers choose). Wild-bird seed mixes should be an area with a balanced combination of small-seed bearing crops, for example Barley, Triticale, Kale, Quinoa, Linseed, Millet, Mustard, Fodder radish, Sunflower. This will benefit over-wintering birds.</p> <p>Pollen sources and nectar sources should be in an area with a mixture of nectar-rich plants, for example Red clover, Alsike clover, Bird's foot trefoil, Sainfoin, Musk mallow or Common knapweed. This will benefit nectar feeding insects like butterflies and bumble bees.</p>
Crops under water and leguminous crops	Use the appropriate code(s) listed in the arable land tables	All land you are planning to count as crops under water or leguminous c

## Arable land: arable crops

Land use	Genus	Species	Code for C7	Description
Aster (Chinese)	Callistephus	-	AC97	-
Aubergine-type arable crop	Solanaceae	Solanum melongena	AC46	Includes Aubergine and Eggplant
Banana squash-type arable crop	Cucurbitaceae	Cucurbita maxim	AC53	Includes Banana squash and Buttercup squash
Barley (spring)-type arable crop	Hordeum	Spring variety	AC01	Includes Feed barley, Malting barley, Two row barley, Six row barley
Barley (winter)-type arable crop	Hordeum	Winter variety	AC63	Includes Feed barley, Malting barley, Two row barley, Six row barley
Basil-type arable crop	Ocimum	-	AC02	Includes all Basils
Beet-type arable crop	Beta	-	AC03	Includes Beetroot, Chard, Field beet, Fodder beet, Mangolds, Redbeet, Sugar beet
Borage-type arable crop	Borago	-	AC04	Includes Borage
Brown mustard-type arable crop	Brassicaceae	Sinapsis alba	AC37	Includes Brown mustard; Use AC38 for White or Yellow mustard
Buckwheat-type arable crop	Fagopyrum	-	AC05	Includes Buckwheat
Butternut squash-type arable crop	Cucurbitaceae	Cucurbita moschata	AC54	Includes Butternut squash, Cheese pumpkin
Cabbage (spring)-type arable crop	Brassicaceae	Brassica oleracea - spring variety	AC34	Includes Broccoli, Brussels sprouts, Cabbages, Calabrese, Cauliflower, Chinese kale, Kale, Kohlrabi, Red



Land use	Genus	Species	Code for C7	Description
				cabbage, Savoy cabbage, White cabbage
Cabbage (winter)-type arable crop	Brassicaceae	Brassica oleracea - winter variety	AC70	Includes Broccoli, Brussels sprouts, Cabbages, Calabrese, Cauliflower, Chinese kale, Kale, Kohlrabi, Red cabbage, Savoy cabbage, White cabbage
Camelina-type arable crop	Camelina	-	AC73	Includes Camelina, gold-of-pleasure, false flax
Canary seed-type arable crop	Phalaris	-	AC06	Includes Canary seed
Carrot-type arable crop	Daucus	-	AC07	Includes Carrot
Celery-type arable crop	Apium	-	AC08	Includes Celeriac, Celery
Chicory-type arable crop	Chichorium	-	AC09	Includes Chicory, Endive, Italian chicory, Radiccio
Chilli-type arable crop	Solanaceae	Capsicum baccatum	AC48	Includes chilli peppers
Coriander-type arable crop	Coriandrum	-	AC71	Includes Coriander
Corn chamomile-type arable crop	Anthemis arvensis	-	AC77	Includes Corn chamomile
Corn cockle-type arable crop	Agrostemma	-	AC78	Includes Corn cockle
Corn flower-type arable crop	Centaurea	-	AC79	Includes Corn flower

Land use	Genus	Species	Code for C7	Description
Corn gromwell-type arable crop	Buglossoides (also known as Lithospermum)	-	AC72	Includes Corn gromwell
Corn marigold-type arable crop		-	AC80	Includes Corn marigold
Crambe-type arable crop	Brassicaceae	Crambe maritima	AC39	Includes Crambe, Seakale
Cress-type arable crop (excluding Watercress)	Brassicaceae	Lepidium sativu	AC89	Includes Garden Cress. Use CW01 for Watercress
Cucumber-type arable crop	Cucurbitaceae	Cucumis sativus	AC56	Includes Cucumber
Daffodil-type arable crop	Narcissus	-	AC10	Includes all daffodils
Dill-type arable crop	Anethum	-	AC11	Includes Dill
Echium	Boraginaceae		AC91	
Evening primrose-type arable crop	Oenothera	-	AC12	Includes Evening primrose
Fennel-type arable crop	Foeniculum	-	AC13	Includes Fennel
Field forget-me-not-type arable crop	Myosotis	-	AC82	Includes Forget-me-not
Fox-glove-type arable crop	Digitalis	-	AC83	Includes Fox-glove
German chamomile-type arable crop	Matricaria	-	AC76	Includes Chamomile, German Chamomile, Hungarian Chamomile, Kamilla, Wild Chamomile, Scentless Mayweed

<b>Land use</b>	<b>Genus</b>	<b>Species</b>	<b>Code for C7</b>	<b>Description</b>
Gladioli	Glasiolus	-	AC90	-
Hay rattle-type arable crop	Rhinanthus	-	AC84	Includes Hay-rattle
Hedge bedstraw-type arable crop	Galium	-	AC85	Includes Hedge bedstraw
Hemp-type arable crop	Cannabis	-	AC14	Includes Hemp
Horseradish-type arable crop	Brassicaceae	Armoracia rusticana	AC42	Includes Horseradish (Cochlearia armoracia)
Japanese pie squash-type arable crop	Cucurbitaceae	Cucurbita argyrosperma	AC51	Includes Japanese pie squash
Larkspur	Consolida	-	AC98	-
Lettuce-type arable crop	Lactuca	-	AC15	Includes Butterhead lettuce, Cos lettuce, Iceberg lettuce, Lettuce, Romaine lettuce
Linseed (spring)-type arable crop	Linum	Spring variety	AC16	Includes Flax, Linseed
Linseed (winter)-type arable crop	Linum	Winter variety	AC64	Includes Flax, Linseed
Maize-type arable crop	Zea	-	AC17	Includes Corn, Maize, Sweetcorn
Melon-type arable crop	Cucurbitaceae	Cucumis melo	AC57	Includes Melons other than Water melon
Millet-type arable crop	Echinochloa	-	AC18	Includes Millet
Mixed arable crop - group 1	Variable	Variable	AC58	Mixed arable crop - you can mark up to 5 different mixed crops on your land as different crops.

Land use	Genus	Species	Code for C7	Description
Mixed crop - group 2	Variable	Variable	AC59	Mixed arable crop - you can mark up to 5 different mixed crops on your land as different crops.
Mixed crop - group 3	Variable	Variable	AC60	Mixed arable crop - you can mark up to 5 different mixed crops on your land as different crops.
Mixed crop - group 4	Variable	Variable	AC61	Mixed arable crop - you can mark up to 5 different mixed crops on your land as different crops.
Mixed crop - group 5	Variable	Variable	AC62	Mixed arable crop - you can mark up to 5 different mixed crops on your land as different crops.
Mustard-type arable crop	Brassicaceae	Sinapsis alba	AC38	Includes White or Yellow mustard; use AC37 for Brown mustard
Nigella	Nigella	-	AC99	-
Oats (spring)-type arable crop	Avena	Spring variety	AC19	Includes Feed oats, Naked oats, Porridge oats, Quaking oats
Oats (winter)-type arable crop	Avena	Winter variety	AC65	Includes Feed oats, Naked oats, Porridge oats, Quaking oats
Oca-type arable crop	Oxalis	-	AC75	Includes Oca, New Zealand Yam
Oilseed (spring)-type arable crop	Brassicaceae	Brassica napus (spring variety)	AC36	Includes Industrial rape, Oilseed rape, Swede

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

Land use	Genus	Species	Code for C7	Description
Ryegrass (Italian) (Solanum sisymbriifolium)	Lolium	-	AC100	-
Sage-type arable crop	Salvia	-	AC25	Includes Clary sage, Sages
Siam pumpkin- type arable crop	Cucurbitaceae	Cucurbita ficifolia	AC52	Includes Siam pumpkin, Seven year melon
Sorghum	Sorghum	-	AC92	-
Spelt Wheat	Triticum Spelta	-	AC96	
Spinach-type arable crop	Spinacia	-	AC26	Includes Spinach
Squash-type arable crop	Cucurbitaceae	Cucurbita pepo	AC50	Includes Pumpkins, Squashes, Marrows, Zucchini, Courgettes
Strawberry-type arable crop	Fragaria	-	AC27	Includes Strawberry
Sticky Nightshade (Solanum sisymbriifolium)	Solanum	-	AC93	-
Sunflower-type arable crop	Halianthus	-	AC88	Includes Sunflower
Sweet potato- type arable crop	Ipomoea	-	AC28	Includes Sweet potato; use AC44 for Potato
Sweet William	Dianthus	-	AC94	-
Teasel-type arable crop	Dipsacus	-	AC86	Includes Teasel
Thyme-type arable crop	Thymus	-	AC29	Includes all thymes
Tobacco-type arable crop	Solanaceae	Nicotiana tabacum	AC43	Includes Tobacco

Land use	Genus	Species	Code for C7	Description
Tomato-type arable crop	Solanaceae	Solanum lycopersicum	AC45	Includes Tomato
Tree chilli-type arable crop	Solanaceae	Capsicum pubescens	AC49	Includes Tree chilli
Triticale (spring)-type arable crop	-	Spring variety	AC30	Includes Triticale (spring)
Triticale (winter)-type arable crop	-	Winter variety	AC69	Includes Triticale (winter)
Tulip-type arable crop	Tulipa	-	AC31	Includes all tulips
Turnip-type arable crop	Brassicaceae	Brassica rapa	AC35	Includes Bok choy, Chinese cabbage (Pak choy), Turnip, Turnip rape
Wallflower	Erysimum	-	AC95	-
Water melon- type arable crop	Cucurbitaceae	Citrullus lanatus	AC55	Includes Water melon
Watercress – arable crop under water	Brassicaceae	Nasturtium officinale	CW01	Includes Watercress
Wheat (spring)-type arable crop	Triticum	Spring variety	AC32	Includes Biscuit wheat, Common or Bread wheat, Durum wheat, Einkorn, Feed wheat, Red wheat
Wheat (winter)-type arable crop	Triticum	Winter variety	AC66	Includes Biscuit wheat, Common or Bread wheat, Durum wheat, Einkorn, Feed wheat, Red wheat
Yam-type arable crop	Dioscorea	-	AC33	Includes Yam

<b>Land use</b>	<b>Genus</b>	<b>Species</b>	<b>Code for C7</b>	<b>Description</b>
Bird's foot trefoil-type leguminous and nitrogen-fixing crop	Lotus	-	LG10	Includes Bird's foot trefoil.
Chickpea-type leguminous and nitrogen-fixing crop	Cicer	-	LG01	Includes Chickpea.
Clover-type leguminous and nitrogen-fixing crop	Trifolium	-	LG14	Includes clovers and some trefoil.
Cowpea-type leguminous and nitrogen-fixing crop	Vigna	-	LG09	Includes Black eye peas, Cowpeas.
Fenugreek-type leguminous and nitrogen-fixing crop	Trigonella	-	LG02	Includes Fenugreek.
Field beans (spring)-type leguminous and nitrogen-fixing crop	Vicia	Spring variety	LG03	Includes Broad beans, Field beans, Vetch.
Field beans (winter)-type leguminous and nitrogen-fixing crop	Vicia	Winter variety	LG20	Includes Broad beans, Field beans, Vetch.
Green beans-type leguminous and nitrogen-fixing crop	Phaseolus	-	LG04	Includes French beans, Green beans, Haricot beans, Runner beans.
Lentil-type leguminous and nitrogen-fixing crop	Lens	-	LG05	Includes Lentils.
Lucerne-type leguminous and nitrogen-fixing crop	Medicago	-	LG11	Includes Lucerne (Alfalfa), Black medic.



<b>Land use</b>	<b>Genus</b>	<b>Species</b>	<b>Code for C7</b>	<b>Description</b>
Lupin-type leguminous and nitrogen-fixing crop	Lupinus	-	LG06	Includes Lupin.
Mixed crop - Predominant	Variable	Variable	LG15	Mixed crop, the leguminous crops are predominant. You can mark up to 5 different mixed crops made up of a legumes predominant mix on your land.
Mixed crop - Predominant	Variable	Variable	LG16	Mixed crop, the leguminous crops are predominant. You can mark up to 5 different mixed crops made up of a legumes predominant mix on your land.
Mixed crop - Predominant	Variable	Variable	LG17	Mixed crop, the leguminous crops are predominant. You can mark up to 5 different mixed crops made up of a legumes predominant mix on your land.
Mixed crop - Predominant	Variable	Variable	LG18	Mixed crop, the leguminous crops are predominant. You can mark up to 5 different mixed crops made up of a legumes predominant mix on your land.
Mixed crop - Predominant	Variable	Variable	LG19	Mixed crop, the leguminous crops are predominant. You can mark up to 5 different mixed crops made up of a legumes predominant mix on your land.

Land use	Genus	Species	Code for C7	Description
Pea (spring)-type leguminous and nitrogen-fixing crop	Pisum	Spring variety	LG07	Includes Feed pea, Mange tout, Marrow fat pea, Snap pea, Snow pea, Vining pea.
Pea (winter)-type leguminous and nitrogen-fixing crop	Pisum	Winter variety	LG21	Includes Feed pea, Mange tout, Marrow fat pea, Snap pea, Snow pea, Vining pea.
Sainfoin-type leguminous and nitrogen-fixing crop	-	-	LG13	Includes sainfoin.
Soya-type leguminous and nitrogen-fixing crop	Glycine	-	LG08	Includes Soya bean, Soybean.
Sweet clover-type leguminous and nitrogen-fixing crop				

## Codes you must not use

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

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

<b>Code</b>	<b>What code to use instead</b>
ES01 - Real estate services	This code does not relate to land and is for RPA use only.
NF04 - Scattered trees	If the area with scattered trees in is eligible, you don't need to declare it as a separate 'land use' with its own land use code. Instead, include its area within the main land use of the parcel it is in. If the area with scattered trees in is ineligible, use the code 'WO12 – Ineligible woodland'.
AS01 – Archaeological site	Use the code which best describes the land which the archaeological site is on.
PL02	If the area is eligible, use one of the following:  FA01 – Fallow PG01 - Permanent Grassland  If the area is ineligible, use the relevant code from the 'Ineligible areas and features on otherwise eligible land' list.
BF01 - Stone wall protected under cross compliance	You don't need to declare these as a separate 'land use' with their own land use code. Instead, include their area within the main land use of the parcel it is in.
BF02 - Hedge protected under cross compliance	You don't need to declare these as a separate 'land use' with their own land use code. Instead, include their area within the main land use of the parcel it is in.
AB03 - Animal shelter on bare soil	You don't need to declare these as a separate 'land use' with their own land use code. Instead, include their area within the main land use of the parcel it is in.

<b>Code</b>	<b>What code to use instead</b>
IW01 - Rivers and streams less than 4 metres in width and forming part of a boundary (type 1)	You don't need to declare these as a separate 'land use' with their own land use code. Instead, include their area within the main land use of the parcel it is in.
IW11 - Drain/Ditch/ Dyke less than 4 metres in width and forming part of a boundary	You don't need to declare these as a separate 'land use' with their own land use code. Instead, include their area within the main land use of the parcel it is in.
BF08 - Bank	You don't need to declare these as a separate 'land use' with their own land use code. Instead, include their area within the main land use of the parcel it is in.
BF16 - Fence	You don't need to declare these as a separate 'land use' with their own land use code. Instead, include their area within the main land use of the parcel it is in.
CA01 Catch crop	Greening code no longer in use
CA02 Cover crop	Greening code no longer in use
BF11 Half hedge	Greening code no longer in use
BF12 Adjacent hedge	Greening code no longer in use
BF15 Buffer strip	Greening code no longer in use

## **Agricultural land under an agri-environment or woodland scheme, such as CS or ES agreement**

If you have agricultural land which is under your management control for an agri-environment or woodland scheme, such as CS or ES agreement and at your disposal for BPS, use the appropriate codes to tell us about this land.

If you have agricultural land which is under your management control for an agri environment or woodland scheme, such as CS or ES agreement and is not at your disposal for BPS, you must make sure the parcel is included in part B of your form and declare the area in column C8 as 0.00ha. Read Dual use below.

## **Dual use**

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

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

## **Non-agricultural land under an agri-environment or woodland scheme, such as CS or ES agreement**

If you have non-agricultural land, for example woodland, under an agri-environment or woodland scheme, such as CS or ES agreement, read Annex B for more information on coding this land.

## Annex B

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

How to code non-agricultural land when you fill in a BP5 application form to apply for the BPS in 2021.

#### Non-agricultural areas and features on otherwise eligible land

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

You also need to tell us about these areas and features on any non-agricultural land you have that is eligible for BPS – read the ‘Non-agricultural land under an agri-environment or woodland scheme, such as CS or ES agreement’ for more information.

Declare permanent non-agricultural areas or features, using the land use codes in this Annex. Read ‘Land use codes and non-agricultural areas and features’ for more information

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

Land use	Code to use in column C7	Description
Non-agricultural area or feature which is temporary and likely to change over time (ineligible area)	NA02	An area of land which is normally agricultural, but the intensity, nature, duration, and timing of non-agricultural activity significantly interferes with agricultural activity.  Examples  - An area that is taken out of agricultural use due to

Land use	Code to use in column C7	Description
		<p>temporary utility or transport works but will later revert to land that is used primarily for agricultural activity</p> <ul style="list-style-type: none"> <li>- Compost or muck heaps that are in place for less than 3 years and not stored in the land parcel on which they are to be used, or the amount stored is not appropriate for that land parcel. Heaps that are in the same place for 3 years or more should always be treated as permanent non-agricultural features.</li> <li>- An area used for turf production for fuel for less than 3 years. Areas used for turf production for fuel for 3 years or more should always be treated as permanent non- agricultural features.</li> <li>- Machinery (on grass or bare soil) if it has been stored in the same place for more than a year but less than 3 years. Machinery stored for 3 years or more should always be treated as a permanent non-agricultural feature.</li> <li>- An area used for peat production for less than 3 years. Areas used for peat production for 3 years or more should always be treated as permanent non-agricultural features.</li> <li>- An area in which the non-agricultural activities referred to in the <a href="#">‘Basic Payment Scheme: rules for 2021’</a> occur on the land for more than 28 days in the calendar year.</li> </ul>
Airstrip/airports	MT05	<p>Airstrip – a stretch of land which has been cleared so that light aircraft can take off and land. The area is defined by the edges of the landing strip.</p> <p>Grass air strips that are only used for part of the year on land that is normally agricultural should be declared as agricultural land.</p> <p>Airport – an area of land where aircraft land and take off and which provides facilities for handling passengers, air freight and servicing aircraft.</p>
Non-utilised Bank	PL01	<p>This code should only be used for banks which are inaccessible or not protected under cross</p>

Land use	Code to use in column C7	Description
		<p>compliance.</p> <p>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.</p>
Bog	IW07	<p>An area of land that is normally waterlogged throughout the year and consists of spongy moss and peat. Bogs most often occur in low lying flat areas with poor drainage, and in upland areas of high rainfall.</p>
Boulders	RO03	<p>An area of large, rounded rocks that are weathered or water-worn and have a diameter that is greater than 0.2 metres.</p>
Bracken, heather and heathland	HE02	<p>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.</p> <p>Grazeable bracken in an area where grasses and other herbaceous forage remain predominant should be declared as permanent grassland.</p> <p>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'.</p> <p>Heather - this code should only be used for an area of heather which is not kept in a state suitable for grazing.</p> <p>Grazeable heather should be declared as permanent grassland.</p> <p>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'.</p>
Cliff	CF01	<p>A feature representing a steep rock face, most commonly occurring where the land meets the sea.</p>



Land use	Code to use in column C7	Description
		Cliffs may be semi-natural, in the case of disused mineral workings, or manmade in the case of rock faces resulting from construction activity.
Farm building	AB01	A building used for livestock husbandry, cultivation or the storage of crops, feed and machinery, and associated residences, for example, farmhouses.
Farmyard	AB09	The open ground, generally of hard standing or compacted earth, surrounding farm buildings.
Fen, marsh and swamp	IW06	An area of low and flat waterlogged land.
Gallop	NT01	A track with a grass or manmade surface that is used for horses to gallop on when being trained for horse racing. Grass gallops can exceptionally be considered part of the agricultural area of a land parcel but only if it can be proven that the non-agricultural activity does not significantly interfere with agricultural activity.
General Utility	UT06	A type of permanent infrastructure on land that is not covered by other utility classifications. Examples include water tanks and butts.
Glasshouse, including polytunnels	AB06	This code should be used for glasshouses on a hard standing. For BPS also use this code if the glasshouse is being used to grow ineligible crops.  A horticultural building constructed largely of glass, which is on a hard standing or used to grow ineligible crops.  The area of a glasshouse that is on a natural surface and is being used to grow eligible crops should be declared using the land use of the eligible crops.
Golf course	RL04	Bunkers, greens, fairways and areas of rough that are part of the playing course. Includes putting greens and driving ranges.  Golf courses can exceptionally be considered part of the agricultural area of a land parcel but only if it can

<b>Land use</b>	<b>Code to use in column C7</b>	<b>Description</b>
		be proven that the non-agricultural activity does not significantly interfere with agricultural activity.
Hard standing	HS01	A manmade, open ground surface built using aggregate, concrete-type construction materials.
Heap	HE03	A permanent pile of farm refuse, for example straw, manure, compost, hay or silage. A heap is permanent if it has been kept at the same location for 3 years or more.
Intertidal habitats	MW04	An area of sand or mud uncovered at low tide.
Mineral extraction site	MS04	A site used for mineral extraction. Includes both currently operational and disused sites.
Peat production	CM01	<p>This code should only be used for an area of land which is permanently used for peat production. An area of land is permanently used for peat production if the production has taken (or will take) 3 years or more.</p> <p>Peat production is an area of land used for peat extraction.</p>
Pond	WF03	An area of fresh water, often artificially constructed, which is smaller than a lake. Includes artificially created scrapes which are winter feeding areas for wading birds.
Railway	MT04	Steel bar or continuous line of bars laid on the ground, usually forming a track used for the movement of trains.
Reed bed	MW03	<p>This code should only be used for reed beds which are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant.</p> <p>Grazeable reed beds in an area where grasses and other herbaceous forage remain predominant should be declared as permanent grassland.</p>

Land use	Code to use in column C7	Description
		A reed bed is an area of tall, stiff marsh or water grass of various kinds.
Residential dwelling, house	NR01	Residential dwellings, including domestic outbuildings.
Residential garden	WO17	A garden making up part of a residential dwelling.
Road	MT03	A metalled or surfaced way that is clearly marked, permanent and forms part of a wider road network with, for example, road markings, road names or road numbers.
Rocky outcrop	RO04	A protrusion of rocks above the ground in a conspicuous form.
Sand dunes	CF03	An area of sand dunes (ridges of sand created by the wind).
Saline habitats	MW05	A coastal area with a sodium chloride content of at least 0.5%.
		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.
Salt marsh	MW01	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.
		Scattered bracken - areas of bracken that are scattered in a land parcel, are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant.
Scattered bracken or heather	NF02	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

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

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

Land use	Code to use in column C7	Description
		Scattered features are also referred to as 'notional features'.
Scree	RO02	A mass of loose stones on the side of a steep rock face.
Scrub	WO25	<p>This code should only be used for scrub which is not kept in a state suitable for grazing or is in an area where grasses and other herbaceous forage are not predominant. Includes scrub which is too dense to be grazed.</p> <p>Grazable scrub in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland.</p> <p>Scrub is an area of shrubs and bushes, including Rhododendrons, Gorse, Briar and Boom. See also 'Scattered scrub'</p>
Shingle	IW05	An area of small, rounded pebbles.
Stone wall	BB01	<p>This code should only be used for stone walls that are not protected under cross compliance.</p> <p>Stone walls protected under cross compliance should be coded using the land use code for the main land use of the parcel.</p> <p>A stone wall is a wall structure built with stones, traditionally with loose field stones and mortar.</p>
Solar panels	UT01	<p>An area taken up by solar panels and solar panel arrays.</p> <p>Land parcels which contain solar panels are ineligible for BPS. If the panels are concentrated in one end of a field, the rest of the land can be eligible if the 2 areas are registered as individual land parcels and separated by a permanent boundary.</p>
Sports and recreation	RL03	An area of land used for permanent sports and recreational activities.

<b>Land use</b>	<b>Code to use in column C7</b>	<b>Description</b>
Storage area	SA02	An area of bare earth that is used for storage purposes. Includes storage of farm-related machinery, hay bales, etc.
Structure	ST05	A manmade structure that is not described under any other land use code. Examples include animal shelters or polytunnels on a hard standing.
Tidal areas	MW02	Tidal areas other than salt marshes.
Track - natural surface	NT03	<p>This code should only be used for a natural, unsurfaced track or path which is not used as part of the agricultural activity carried out on the land parcel or is part of a transport network entering and exiting the land parcel.</p> <p>Natural paths and tracks which are used as part of the agricultural activity carried out on the land parcel and are not part of a transport network entering and exiting the land parcel, should be coded using the land use code for the main land use of the parcel.</p>
Manmade track (Metalled)	MT01	A metalled or surfaced way that is clearly marked and permanent. Includes any manmade surface, such as areas of asphalt, concrete and gravel.
Turf production	CM02	<p>This code should only be used for a site which is permanently used for the production of turf for fuel. A site is permanently used for the production or turf for fuel if the production has taken (or will take) place for 3 years or more.</p> <p>Turf for later replanting will be considered part of the agricultural area of the land parcel and should be coded as either permanent grassland or temporary grassland.</p> <p>Turf production is a site used for the production of turf, a surface layer of earth containing a dense growth of grass and its roots.</p>
Vegetated shingle	CF02	An area of water-worn pebbles which supports growth of vegetation.

Land use	Code to use in column C7	Description
Watercourse - ditch, drain or dyke (in-field)	WF01	<p>This code should only be used for a drain, ditch or dyke which is inside the land parcel and is not part of the parcel boundary.</p> <p>A drain, ditch or dyke is an artificial channel used to carry excess water from low-lying areas.</p>
Watercourse - river or stream (Rivers and Streams Type 2)	IW02	<p>This code should only be used for a river or stream which:</p> <ul style="list-style-type: none"> <li>- is inside the land parcel and is not part of the parcel boundary.</li> <li>- is less than 4 metres wide over the majority of its length.</li> </ul> <p>A river or stream is a body of water flowing in a definite channel towards the sea, a lake or into another river.</p>
Watercourse - river or stream (Rivers and Streams Type 3)	IW03	<p>This code should only be used for a river or stream which:</p> <ul style="list-style-type: none"> <li>- is inside the land parcel and is not part of the parcel boundary</li> <li>- is greater than, or equal to, 4 metres wide over the majority of its length</li> </ul> <p>A river or stream is a body of water flowing in a definite channel towards the sea, a lake or into another river.</p>
Water treatment works	UT07	A site where water is treated and supplied.
Woodland	WO12	An area of woodland preventing agricultural activity. Includes areas where the density of the trees prevents the growth of vegetative under-storey needed to support agricultural activity. Use this code for newly planted woodland that does not meet the BPS eligibility rules.



## Non-agricultural land under an agri-environment or woodland scheme, such as CS or ES agreement

Non-agricultural land used with entitlements to apply for SPS in 2008 and currently in certain options under an agri-environment or woodland scheme, such as CS or ES or the National Forest Changing Landscapes Scheme, the Woodland Carbon Fund or the HS2 Woodland Fund can still be eligible for BPS.

For details on how to claim BPS on these land areas and the appropriate land use codes to use on your BPS application you should read "[Guidance on agri-environment agreements \(Countryside Stewardship\) and Environmental Stewardship \(ES\) and the Basic Payment Scheme](#)" or for woodland schemes you should read Forestry Commission '[Guidance on woodland grant schemes and BPS: operations note 42](#)'. The guidance will also provide details about the appropriate land cover for these areas and tell you if you need to submit an RLE1 and sketch map to change the land cover.

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

### Land use

### Code to use in column C7

---

Non-agricultural land, for example woodland, which was used with entitlements to apply for SPS in 2008 and is at your disposal, remains eligible for BPS because it is under a suitable agri-environment or woodland scheme, such as CS or ES agreement including the National Forest Changing Landscape Scheme, the Woodland Carbon Fund or the HS2 Woodland Fund.

RD01

Agri-environment scheme agreement holders should refer to '[Guidance on agri-environment agreements \(Countryside Stewardship\) and Environmental Stewardship \(ES\) and the Basic Payment Scheme](#)' and Woodland scheme agreement holders can refer to Forestry Commission '[Guidance on woodland grant schemes and BPS: operations note 42](#)' for details about the appropriate Land cover for these areas to be claimed for BPS.

---

# Annex C

## BPS Forms 2021

The forms available to help you with your BPS application in 2021 are:

- The 'BP5' application form
- Continuation booklets for Parts C, and E of the BP5
- RLE1 form – request for changes to the land registered with RPA and for the transfer of entitlements
- 'Basic Payment Scheme (BPS) 2021 'Young' and 'new' farmer application form'
- IACS 26 - Separate Business Questionnaire. We might ask you to fill this in if we need more information about changes to your business

All the forms above, as well as all the guidance for BPS 2021, can be found on GOV.UK at: [www.gov.uk/rpa/bps2021](http://www.gov.uk/rpa/bps2021).

## More information and contacts

This section provides the contact details for the Basic Payment Scheme

### Write to us or send evidence to support applications to

Rural Payments Agency  
PO Box 352  
WORKSOP  
S80 9FG

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

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

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

Website: [www.gov.uk/rpa](http://www.gov.uk/rpa)

For more information about the Basic Payment Scheme in 2021, go to [www.gov.uk/rpa/bps2021](http://www.gov.uk/rpa/bps2021)

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

## Complaints about service

If you want to complain about the level of service you have received or the way that you have been treated, you should use the appropriate organisation's complaints procedure.

For more information search for the Rural Payments Agency on GOV.UK, then scroll down the page to '[Complaints procedure](#)' under 'Corporate information'.