



Lump Sum Exit Scheme

Entitlements and Evidence form

If you have applied for the Lump Sum Exit Scheme in 2022, and are eligible, you need to complete parts A to E of this form and get an agricultural valuer or solicitor to complete the agricultural valuer or solicitor certificate (pages 6 – 10 of this form) before we can pay you.

For information about the Lump Sum Exit Scheme read the scheme guidance at

www.gov.uk/rpa/lump-sum-exit-scheme

Notes about this form:

Use this form by 31 May 2024 to:

- show that you have transferred your agricultural land in England (where required)
- tell us if you've planted your agricultural land with trees under a woodland creation scheme
- show that you have transferred grazing or pannage rights you have on common land in England (where required).
- give up (surrender) English BPS entitlements to RPA that you own or lease-in.

You will need to fill in all relevant parts and ask an agricultural valuer (Fellow of the Central Association of Agricultural Valuers (CAAV) or member of the Royal Institute of Chartered Surveyors (RICS)) or solicitor to fill in and sign the certificate at the end of this form. See page 10 for a list of recognised professional bodies.

You must provide evidence to the agricultural valuer or solicitor, so they can fill out the certificate. The certificate gives examples of the evidence you can provide.

If you have planted trees in a woodland creation scheme, you should ask the Forestry Commission or the Woodland Creation Partnership who administer the scheme, to send you evidence that you have planted the trees, when you claim for planting. You should provide this to the agricultural valuer or solicitor.

It is your responsibility to make sure that the documents you provide to the valuer or solicitor are up to date and accurate.

You should keep the documents you send to the agricultural valuer or solicitor for 5 years as we may carry out checks on them. If you fail to send the documents when we request them, we will not be able to pay you. You should keep a copy of this form for your records.

Please add the Single Business Identifier (SBI) of your business to the box at the bottom of each page.

Send your completed form, including the signed certificate, to: **Rural Payments Agency, PO Box 352, Worksop S80 9FG.**

We must receive it by midnight on 31 May 2024. (See 'When you can ask for an extension' section of the guidance for how to request an extension in certain circumstances)

All relevant parts of this form - including the signed certificate - must be completed before you send it to us.

Part A - Applicant details

A1 Applicant / business name

A2 Applicant's full name

A3 Single Business Identifier (SBI)

A4 Business address and postcode

Part B - Transfer of land and land planted with trees under a woodland creation scheme

Complete this part to confirm that you have transferred the land in England which was agricultural land 'at your disposal' on 17 May 2021. You do not need to transfer:

- up to 5 hectares of that agricultural land and any non-agricultural land
- agricultural land you plant with trees under some woodland creation schemes.

(See 'Transferring agricultural land' section of the guidance for more details about the land you need to transfer.)

B1 I had _____ ha of land in England which was agricultural land 'at my disposal' on 17 May 2021.

If you entered more than 5 ha of land at B1 you need to enter a '✓' in the relevant boxes below – you may need to complete more than one box.

I have:

B2 _____ Transferred some or all of the land in England which was agricultural land 'at my disposal' on 17 May 2021

and / or I have:

B3 _____ planted some or all of the land in England which was agricultural land 'at my disposal' on 17 May 2021, with trees under a woodland creation scheme (any Nature for Climate Fund woodland creation scheme, such as the England Woodland Creation Offer or Woodland Creation Partnerships, or the Woodland Carbon Guarantee)

or a land transfer is not required, because:

- B4
- the applicant is a partnership
 - partner(s) with 50% or more interest in the profits of the partnership have left the partnership
 - the land is not held in the name of the partner(s) leaving the partnership

- B5
- the applicant is a company
 - shareholder(s) with 50% or more of the equity share capital of the company have sold or gifted their shares
 - the land is not held in the name of the shareholders leaving the company

Part C – Transfer of grazing or pannage rights on common land

Complete this part to confirm you have no grazing and pannage rights which need to be transferred, or to confirm that you have transferred grazing or pannage rights you have on common land in England. (See 'If you have rights on common land' section of the guidance for more details about the rights you need to transfer.)

C1 I have no grazing and pannage rights which need to be transferred.

C2 I have transferred grazing and pannage rights.

Part D – Giving up (surrendering) BPS entitlements

You must give up (surrender) to RPA, all the English BPS entitlements you own. (See 'Give up BPS entitlements' section of the guidance for more details.)

Put a '✓' in the relevant boxes below – you may need to complete more than one box.

D1 I have already given up (surrendered) to RPA some or all of the English BPS entitlements I own which are not leased out, and agree to give up (surrender) any remainder. I understand that RPA will cancel these entitlements before a lump sum payment is made to me.

D2 I agree to give up (surrender) to RPA all the English BPS entitlements I own which are not leased out. I understand that RPA will cancel these entitlements before a lump sum payment is made to me.

D3 I agree to give up (surrender) to RPA all the English BPS entitlements I own which are leased out. I understand that RPA will cancel these entitlements at the end of the entitlements lease.

Part E - Declaration – you or your representative must fill this in

By signing this declaration, I confirm I have read and understood all the relevant guidance and confirm that all the details given in this form are true, accurate and completed to the best of my knowledge and belief.

If signing as an appointed representative, you must also confirm you have full business permissions in the Rural Payments service, to represent the applicant, and that you have made the applicant aware that they are responsible for complying with the guidance and regulations.

E1 Signed

E2 Print full name

E3 Date

E4 CRN number (if known)

E5 Relationship to applicant

(for example, agent, partner, owner, director, sole trader)

An agricultural valuer or solicitor will need to fill in and sign the certificate at the end of this form. You need to provide them with the relevant supporting documents. See the 'Evidence received' section of the certificate for types of evidence.

Agricultural valuer or solicitor certificate

This certificate must be completed by an agricultural valuer or solicitor for the applicant identified at Part A and should be submitted with the completed 'Lump Sum Exit Scheme – Entitlements and Evidence form'.

We will be checking that valuers and solicitors are registered with their corresponding professional bodies (listed on page 9).

You (the agricultural valuer or solicitor) must not be an employee, partner, shareholder, or a director of the farm business which has applied to the Lump Sum Exit Scheme.

This certificate is a statement of factual findings, and you must use documentation supplied by the applicant to confirm their compliance with the Lump Sum Exit Scheme rules.

Examples of acceptable evidence are given in the certificate.

1. Evidence received

How land has been transferred

I confirm that the applicant has transferred _____ ha of the land which was agricultural land at the applicant's disposal on 17 May 2021. If the applicant claimed BPS 2021, this land is the total of the maximum area eligible for BPS (ha) values shown in Part C on their BPS 2021 application.

Use the check list below to show the type of evidence that the applicant has provided to support their application. Put a '✓' in the relevant boxes below. Examples of acceptable evidence are included in brackets; these are not exhaustive.

For owner-occupiers:

- 1.01 Evidence of sale of land. (Transfer Deed (usually Land Registry Form TR1 or TP1).)
- 1.02 Evidence of gift of land. (Transfer Deed (usually Land Registry Form TR1 or TP1) – may be called a Deed of Gift.)
- 1.03 Farm Business Tenancy showing that land has been rented out for a minimum term of 5 years. The tenancy must not include break clauses which are based on a date, such as halfway through the tenancy, if this date is in the first 5 years of the tenancy. Other break clauses are allowed, such as in the event of the ill health or bankruptcy of the tenant. (Farm Business Tenancy agreement)

For tenants:

- 1.04 Evidence of surrender of the tenancy or the ending of the tenancy following a Notice to Quit. (Surrender Deed or Expired Notice to Quit)
- 1.05 Evidence of assignment of the tenancy. (Deed of Assignment or Transfer Deed (TR1 or TP1))
- 1.06 Evidence of transfer of the tenancy to a successor where the applicant has an Agricultural Holdings Act 1986 tenancy with succession rights. (A copy of the AHA tenancy and a copy of the direction of the First Tier Tribunal vesting of the tenancy in the successor (either on death or retirement))
- 1.07 Evidence the tenancy has expired. (A sworn declaration)

Land planted with trees under a woodland creation scheme

I confirm that the applicant has planted trees on _____ ha of the land which was agricultural land at the applicant's disposal on 17 May 2021.

- 1.08 Evidence that land has been planted with trees under a woodland creation scheme (any Nature for Climate Fund woodland creation scheme, such as the England Woodland Creation Offer or Woodland Creation Partnerships, or the Woodland Carbon Guarantee). (The Forestry Commission or Woodland Creation Partnership administering the scheme will be able to provide evidence of this tree planting to the applicant.)

Land transfer not required

I confirm that a land transfer is not required. Put a '✓' in the relevant boxes below.

- 1.09 Evidence of the applicant only having 5 ha or less of agricultural land 'at their disposal' on 17 May 2021. (If the applicant claimed BPS 2021, this land is the total of the maximum area eligible for BPS (ha) values shown in Part C on their BPS 2021 application .)
- 1.10 Evidence that the applicant is a partnership, that partner(s) with 50% or more interest in the profits of the partnership have left the partnership and that the land is not held in the name of the partner(s) leaving the partnership. (Partnership Agreement and Deed of Retirement covering partner(s) leaving, Land Registry title register and plan or tenancy agreement.)
- 1.11 Evidence that the applicant is a company, that shareholder(s) with 50% or more of the equity share capital of the company have sold or gifted their shares, and that the land is not held in the name of the shareholders leaving the company. (A signed and stamped stock transfer form (J30 or J10) for each shareholder retiring, or a copy of the company's revised register of shareholders/members, or the company's confirmation statement filed with Companies House, Land Registry title register and plan or tenancy agreement.)

Transfer of grazing or pannage rights on common land

In some cases, the applicant must transfer rights to graze or rights to pannage that they hold for common land. (See the 'If you have rights on common land' section of the guidance.)

Where the applicant owns these rights. I confirm that the applicant has transferred rights to graze or rights to pannage for common land as required by the scheme rules.

Use the check list below to show the type of evidence that the applicant has provided to support their application. Put a '✓' in the relevant boxes below.

- 1.12 Evidence of sale of the rights. (If the rights exist in gross a Conveyance or Transfer deed of Rights. If the rights are attached to the land, a Transfer Deed (TR1 or TP1).)
- 1.13 Evidence of gift of the rights. (Deed of Gift of Rights or Transfer Deed for nil consideration).
- 1.14 Evidence of leasing them for a minimum of five years (Lease of Rights).

Where the applicant leases these rights:

- 1.15 Evidence of surrender of the lease, the landlord ending the lease or the lease expiring. (Deed of Surrender).
- 1.16 Evidence of assignment of the lease (Deed of Assignment).
- 1.17 Succession of an Agricultural Holdings Act 1986 tenancy if the grazing rights are attached to this. (A copy of the AHA tenancy and a copy of the direction of the First Tier Tribunal vesting of the tenancy in the successor (either on death or retirement).)

Who the land and/or commons rights have been transferred to

Where land and/or commons rights have been transferred, use the evidence provided in relation to previous entries (or similar evidence) to check and complete one of the following. Put a '✓' in the relevant box below.

- 1.18 For sole traders, I confirm that land and, where relevant, rights to graze or pannage on common land, have not been transferred to their spouse or civil partner or someone they are cohabiting with as a couple. (See 'Sole trader' section of the guidance.)
- 1.19 For partnerships, I confirm that land and, where relevant, rights to graze or pannage on common land, have not been transferred to an existing partner in the partnership unless:
- a partner with 50% or more interest in the profits of the partnership, or more than one partner with a combined interest of 50% or more, has left the partnership;
 - and, that the partners who leave the business have transferred the agricultural land used by that business if it was held, or partly held, in their name.
- 1.20 For limited companies, I confirm that land and, where relevant, rights to graze or pannage on common land have not been transferred to a shareholder in the business unless:
- a shareholder with 50% or more equity share capital in the company, or more than one shareholder with combined shares of 50% or more, has sold or gifted their shares;
 - and, that the shareholders who leave the business have transferred the agricultural land used by that business if it was held, or partly held, in their name.

(See the 'Partnerships and limited companies' section of the guidance.)

2. Valuer's/ solicitor's liability disclaimer (optional)

3. Agricultural valuer/ solicitor declaration

3.01 Name

3.02 Signature

3.03 Name of agricultural valuer's / solicitor's firm

3.04 I confirm that I am not an employee, partner, shareholder, or a director of the farm business which has applied to the Lump Sum Exit Scheme.

Relevant professional body (agricultural valuers) - put a '✓' in the relevant boxes below:

3.05 Member or Fellow of the Royal Institute of Chartered Surveyors (RICS)

3.06 Fellow of the Central Association of Agricultural Valuers (FAAV)

Relevant professional body (solicitors) - put a '✓' in the relevant boxes below:

3.07 Solicitors Regulation Authority (SRA)

3.08 Law Society of Scotland

We may carry out additional checks to confirm the professional status of the valuer/solicitor as shown above.

3.09 Practising certificate number (solicitors)

3.10 SRA or Law Society of Scotland ID number (solicitors)

3.11 Please add your business stamp (or alternative) to authenticate this document. If you are not able to add this we may contact you by phone to confirm you completed this certificate

Data Protection

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information visit our website at www.gov.uk/rpa. In the search box type in full: 'Rural Payments Agency Personal Information Charter.'