

Basic Payment Scheme (BPS) 2023 - Land tenure form

Use this form to let us know if:

- the holding type and/or land share of a parcel in the Rural Payments service needs to be updated so it can be transferred online
- the land share of a parcel in the Rural Payments service needs to be updated so you can make a BPS claim.

Notes about this form

- To change your 'holding type' and 'land share' fill in Parts A and B. To transfer land in the Rural Payments service the 'holding type' must show as owner/occupier and '% owned' must show the 'land share' as 100%. If you are a tenant or you do not have 100% land share but want to transfer land, please refer to the RLE1 guidance on GOV.UK
- To update your 'land share', fill in Parts A and C. If a land parcel in the 'Land use' screen shows a lower BPS eligible area (column C4) than the digital maps on 'View land' in the Rural Payments service, this is because a lower land share for that parcel has been allocated as 'being at the disposal' of the BPS claimant.
- Email the completed form to ruralpayments@defra.gov.uk. Use the subject heading 'BPS 2023 Update land tenure status'. The email must be sent from an address registered for a person in the business in the Rural Payments service, with at least 'BPS: Amend' permission. We will send you an email (to the email address the request was sent from) after the change has been made.

Part A - Applicant details

Business name	
Applicant's full name	
SBI	
Telephone number	

Part B - change your 'holding type' and 'land share' to transfer land online

Land parcel reference number (including sheet reference and parcel ID)	Current 'holding type' shown on 'transfer land' page.	If 'owner occupier' what is current '% owned' on Transfer land' page	Is this the correct 'holding type' for this land parcel?	If NO in previous column, what is the correct 'holding type'? (NB it must be owner occupier to transfer online)	If 'holding type' is owner occupier, what '% owned' should be shown? (NB it must be 100% to transfer online)

Part C - change your 'land share' to make a BPS claim

To check the % share of the parcel registered to a SBI, download the 'Business summary' from the Rural Payments service. From the 'Business overview' page, click on 'Business summary', then click on 'Generate' and then 'Download'. The % share available will be shown under 'share'.

Land parcel reference number (including sheet reference number and parcel ID)	Current '% share' shown on the 'Business summary'	Requested % share