# Rural Payments Agency

# Land tenure form

**Use this form to let us know if:**

- the holding type 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 it can be transferred online

**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. The % 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

- Email the completed form to ruralpayments@defra.gov.uk. Use the subject heading 'Update land tenure status'. The email needs to come from a person in the business with at least 'Amend' permission and the email address must be registered in the Rural Payments service. We will reply to your email 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) |
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| 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) |
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