



Sustainable Farming Incentive (SFI) Guidance on how to apply for an SFI agreement for the SFI 2023 offer

www.gov.uk/defra/sustainablefarmingincentive

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About this guidance

This guidance explains the step-by-step process of how to apply for an SFI agreement online in the Rural Payments service. We've also produced a <u>video</u> which summarises this process.

1. What to do before you apply

Before you apply for an SFI agreement, you need to make sure that:

- you've read and understand the mandatory scheme requirements
- you're eligible to apply
- your land is eligible, and its registered details are up to date on your digital maps
- your contact details and permissions are up to date in the Rural Payments service

 you need either 'Business Details: Full' or 'BPS: Submit' permissions to start and submit your SFI application

To find out more about each of these, read section 3.1 of the <u>SFI handbook</u> (or '<u>what to do before you apply for an SFI agreement</u>').

2. How to start your SFI application

To start your SFI application, sign in to the <u>Rural Payments service</u> using your existing sign-in details. On your 'Business overview' screen, select 'Sustainable Farming Incentive'.

On the 'SFI applications and agreements' screen, select 'Apply for SFI Actions' to create an SFI application. It may take a few moments for your application to be created.



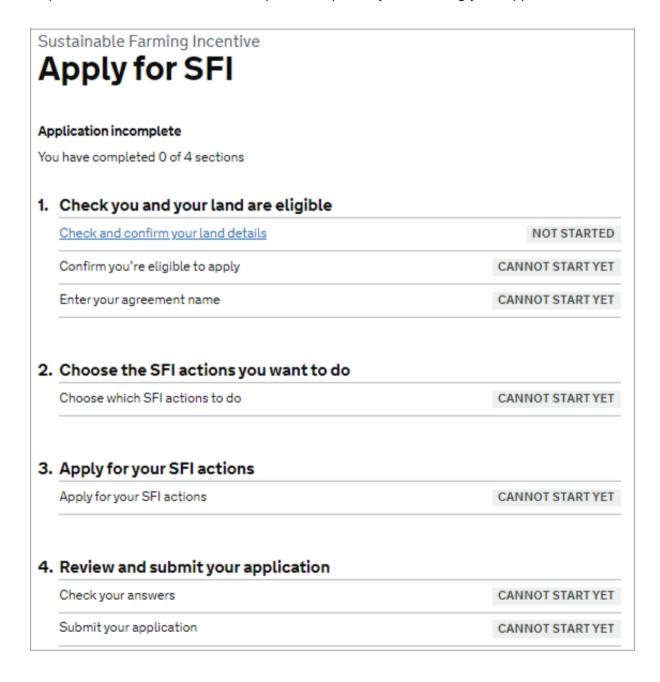
If you cannot select 'Apply for SFI Actions', check your permissions are set to either 'Business Details: Full' or 'BPS: Submit'.

Once your application has been created, you'll see the 'Apply for SFI' Task List.

You need to complete each step under 4 sections:

- Section 1: Check you and your land are eligible
- Section 2: Choose the SFI actions you want to do
- Section 3: Apply for your SFI actions
- Section 4: Review and submit your application

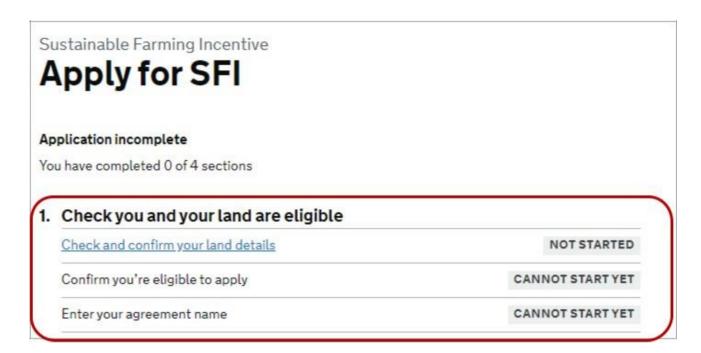
To guide you through the steps, you cannot start a step until the previous one shows as 'Completed'. You can return to a completed step at any time during your application.



3. Section 1: Check you and your land are eligible

To complete section 1 of your application, you need to complete 3 steps:

- · 'Check and confirm your land details'
- · 'Confirm you're eligible to apply'
- · 'Enter your agreement name'



3.1 Check and confirm your land details are up to date

To complete the first step of section 1, select 'Check and confirm your land details' to check and confirm your registered land details are up to date. If they're not up to date, this will affect which land parcels you can include in your SFI application.

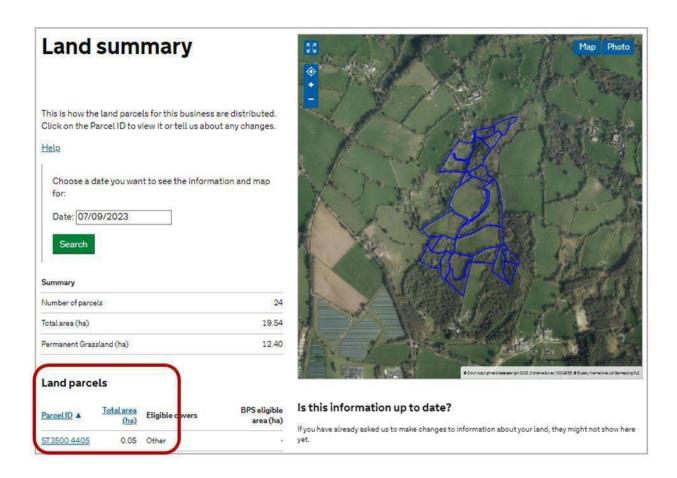
Before continuing with your SFI application, check the registered land details on your digital maps are up to date for each land parcel you want to include in your SFI application.

To view your digital maps, click on the 'your digital maps' link under 'What to check on your digital maps'. This will open your digital maps 'Land summary' screen in a separate browser tab.



3.1.1 What to check on your digital maps

On the 'Land summary' screen, check that all the land parcels you want to include in your SFI application are shown in the list of 'Land parcels'. This means they're registered with us and linked to your Single Business Identifier (SBI).



Then check the digital map for each individual land parcel you want to include in your SFI application. To do this, click on the relevant 'Parcel ID' (for example, SE2131 6123) and check the parcel's:

- permanent boundaries these identify each separate land parcel so its total area in hectares can be calculated (shown as 'Total area (ha)')
- 'land covers' and their areas Annex A shows the land covers we register



You do not need to check the lengths of hedges on your digital maps or send us an RLE1 form to ask us to update those lengths. They're not used in your SFI application. You'll simply enter a length.

After you've checked your digital maps, select either:

- 'Yes, my land details are up to date' and 'Continue', which will return you to the Task List so you can continue with your application - read section 3.2
- 'No, I need to update my land details' read section 3.1.2 below

3.1.2 How to ask us to update your registered land details

If you've answered 'No, I need to update my land details', read this information to find out how to ask us to update your digital maps.

Adding missing land parcels

If a land parcel is missing from the list of 'Land parcels' on the 'Land summary' screen in your digital maps, it's either:

- not registered with us use the <u>Rural Payments service</u> or an <u>RLE1 form</u> and sketch map to register it
- not linked to your SBI you can <u>ask us to link a registered land parcel to your</u> SBI by email

Updating land covers

The registered land covers and their areas on your digital maps are not the same as the land use codes and areas declared for a BPS 2023 application.

The land use codes and areas declared for a BPS application are not:

- registered on your digital maps we only register land covers
- used to update the registered land covers and areas on your digital maps you need to ask us to do this

The land cover needs to be compatible with the land use declared for a BPS 2023 application. Read Annex A to find out which land covers and land uses are compatible.

Use the <u>Rural Payments service</u> or an <u>RLE1 form</u> and sketch map to ask us to update the land covers and areas in a land parcel.

Alternatively, if the total area of a land parcel has a single land cover and you want to update that to another single land cover, you can:

- use the 'Single Land Cover Change Request Form' in the Rural Payments service (there's a link to it from the 'Update your land details' screen)
- <u>call us</u> if it's for 5 land parcels or fewer

Updating permanent boundaries

Use the <u>Rural Payments service</u> or an <u>RLE1 form</u> and sketch map to tell us about changes to permanent boundaries. For example, if you have:

- moved a permanent boundary
- · removed a permanent boundary to combine land parcels
- split a land parcel with a new permanent boundary

You do not need to send us an RLE1 form to ask us to update your hedgerow lengths. They're not used in your SFI application. You'll simply enter a length.

What happens after you've asked us to update your land details

After you've asked us to update your land details, you need to wait for us to complete that request before you continue with your SFI application.

We'll process mapping update requests as quickly as possible. It will usually take around 15 working days, but this will depend on:

- · the volume of requests we receive at the same time
- if we need to ask you for more details for example, if a sketch map sent with an RLE1 form is not clearly annotated with details of what needs to be updated

When we've updated your registered land details, we'll confirm this by sending you either:

- a notification in your 'Messages' in the Rural Payments service
- an email to the registered email address for your business

If you've asked us to link a registered land parcel to your SBI by email, this will usually take up to around 10 working days. We'll send an email to the email address that submitted the request to confirm when this has been completed.

3.2 Confirm you're eligible to apply

To complete the next step of section 1, select 'Confirm you're eligible to apply' on the Task List.

3.2.1 Confirm you will have management control of the land

The <u>SFI handbook</u> (section 4.1.1) explains that you must expect to have 'management control' of the land parcels you select in your SFI application for the 3-year duration of your SFI agreement.

Read the information on this screen. Select 'Yes' and 'Continue' if you can meet the requirement.

3.2.2 Additional eligibility screens for land containing an historic or archaeological feature or an SSSI

If any of the land parcels linked to your SBI contain an historic or archaeological feature, or a site of special interest (SSSI), you'll see additional eligibility screens.

These screens ask if you'll:

- request an SFI Historic Environment Farm Environment Record (SFI HEFER) if you apply for the relevant SFI actions on land containing an historic or archaeological features
- give notice to Natural England for SSSI consent or already have a valid consent if you apply for the relevant SFI actions on land containing an SSSI

If you do not have land containing an historic or archaeological feature or an SSSI, you will not see these additional eligibility screens.

As you'll apply for SFI actions later in your application, you may not know the answer to these screens at this stage. Select 'Yes' or 'Not applicable' so you can continue with your application. You can return to the SFI HEFER and SSSI screens later if you need to change your answer.

If you select 'No' on the SFI HEFER or SSSI screens, you will be unable to continue with your SFI application.

Select 'Continue'.

3.3 Enter agreement name

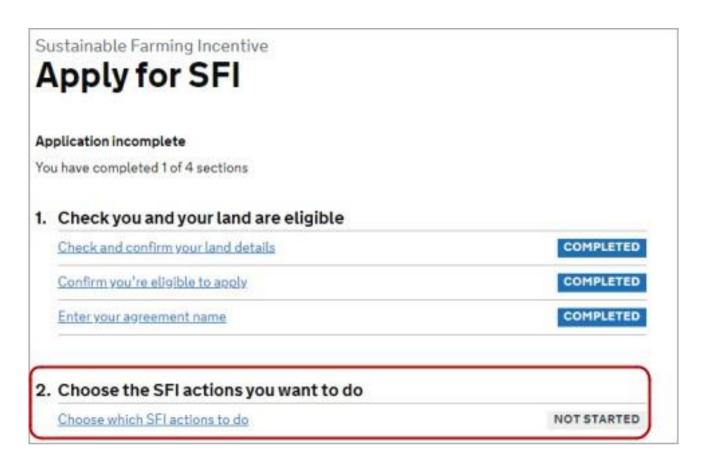
To complete the final step of section 1, select 'Enter agreement name' on the Task List.

Your agreement name is for your own use. It's up to you what name to use. For example, 'SFI Home Farm'. It will be shown on your agreement documents.

Enter an agreement name and select 'Continue'.

4. Section 2: Choose the SFI actions you want to do

To complete section 2 of your SFI application, select 'Choose which SFI actions to do'.



Before you choose your SFI actions, read section 2 of the <u>SFI handbook</u> ('Details of the SFI actions') to find out where you can do each action and what you're required to do.

Please note that some SFI actions are 'limited area actions'. Read section 2 of the <u>SFI</u> handbook for more information.

On this screen, you'll see the SFI actions that are available for your land, based on the land use code declared for a BPS 2023 application. For example, if land was declared as PG01 (permanent grassland), you will not see SFI actions that can only be done on arable land

The SFI actions are grouped together, with the groups shown in alphabetical order. For example, 'Actions for buffer strips' and 'Actions for farmland wildlife on improved grassland'.

To view the SFI actions under each group, select 'Show' to expand the relevant group.



You may see:

- MOR1 (assess moorland and produce a written record) as it will be shown even
 if you do not have land above the moorland line
- IPM4 has a different title to what's in the SFI handbook it shows as 'No use of insecticide, nematicide or acaricide on arable crops and permanent crops'

To choose an SFI action you want to apply for later in your application, tick the box next to the relevant action. Do this for each action you're interested in applying for. The relevant group of actions will then show as 'Selected'.



After you've chosen the SFI actions you want to apply for, select 'Continue'.

You can return to this screen again later in your application from the Task List. If you do this after you've applied for SFI actions on land parcels later in your application, use the 'Sort by' dropdown menu at the top of the list. Select:

- 'All' to see all the groups of SFI actions
- 'Selected' to see the groups of SFI actions where you've ticked an action to choose it, but you have not applied for it
- 'Applied' to see the groups of SFI actions which contain an action you've applied for



5. Section 3: Apply for your SFI actions

There will be either 1 or 2 steps to complete section 3 of your application, depending on which SFI actions you've chosen earlier in your application.

If you've chosen:

- only land based actions, the next step is to select 'Apply for SFI actions on available land parcels'
- only agreement level actions (IPM1 or NUM1), the next step is to select 'Apply for agreement level SFI actions'
- both land based actions and agreement level actions, select 'Apply for SFI actions on available land parcels' - once you've completed that, you'll be able to 'Apply for agreement level SFI actions'

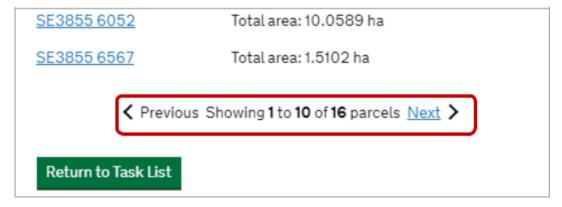


5.1 Apply for your SFI actions on available land parcels

The land parcels currently linked to your SBI are grouped together by the relevant Ordnance Survey (OS) Map Sheet Reference(s). These references are shown with 2 letters (for example, SY) and a number (for example, 6). This is how OS records mapping data.

If you see more than 1 OS Map Sheet Reference, click on the relevant link or the digital map to view the land parcels. To view a different OS Map Sheet Reference, select 'Return to OS Map Sheet Reference selection'.

For each OS Map Sheet Reference, you'll see a list of 10 land parcels. If you have more than 10 land parcels, select 'Next' or 'Previous' to view more land parcels.



5.1.1 How to select a land parcel to apply for SFI actions

To select a land parcel under the relevant OS Map Sheet Reference, click its 'Parcel ID' (for example, SY3132 4648) on either the list of land parcels or the digital map.

For the selected land parcel, you'll see:

- 'Total area' this is the total size of the land parcel in hectares
- 'Land Use'- these are the land use codes and areas declared for a BPS 2023 application
- 'Layer intersections' these show the mapping data layers which affect the land parcel, for example an SSSI (read Annex B to find out about these)

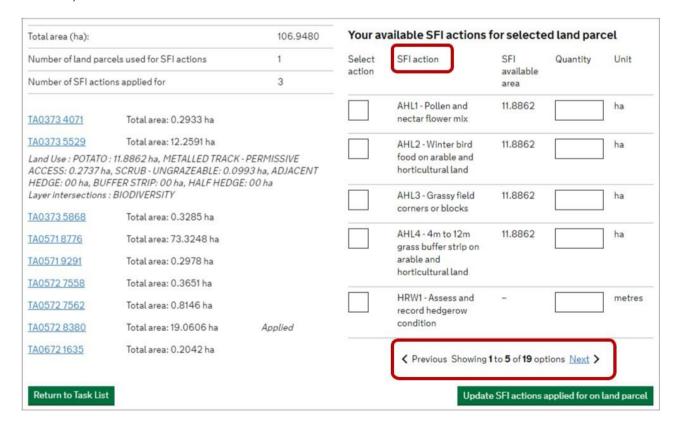
NY52671954 Total area: 8.6968 ha

Land Use: PERMANENT GRASSLAND: 8.2011 ha, MIXED WOODLAND: 0.4957 ha

Layer intersections: BIODIVERSITY, LFA-S

You'll also usually see the land based SFI actions you chose earlier under 'Your available SFI actions for selected land parcel'. If you see an error message, read section 5.1.2.

The actions are displayed in alphabetical order. If there are more than 5 available actions, select 'Next' or 'Previous' at the bottom of the list to view more actions.



An SFI action may not be shown in the list of available actions for a selected land parcel if:

- you have not chosen the SFI action earlier in your application
- the 'Land Use' does not include an eligible land use for the SFI action
- there's a Countryside Stewardship (CS) or Environmental Stewardship (ES)
 option or SFI pilot standard in the selected land parcel that's incompatible with the
 SFI action you'll only see the compatible SFI actions
- the 'Layer intersections' mean the SFI action is not eligible read Annex B to find out about this
- you've chosen 'agreement level SFI actions' (IPM1 and NUM1) which you'll apply for later in your application

5.1.2 When you'll see an error message for a selected land parcel

When you select a land parcel, you may see an error message and either:

- not see SFI actions listed under 'Your available SFI actions for selected land parcel'
- be unable to apply for the SFI actions listed

'Land Use' error messages

You'll see a 'Land Use' error message if the land uses declared for a BPS 2023 application do not match the registered land covers and areas shown on your digital maps.

These error messages are:

- 'There have been no land uses declared on this land parcel for this year'
- 'Not all of the parcel has had land uses declared against it'
- 'Some of the land uses on the parcel are not compatible with the land cover on the parcel'

SY3599 4985 Total area: 2.6285 ha

Land Use: PERMANENT GRASSLAND: 2.59 ha, SCRUB - UNGRAZEABLE:

0.0385 ha

Layer intersections : BIODIVERSITY

Some of the land uses on the parcel are not compatible with the land

cover on the parcel

Read section 5.1.3 to find out how to fix these 'Land Use' error messages.

'The current options you have selected are not available for this parcel' error message

You'll see an error message which says 'The current options you have selected are not available for this parcel' if:

• the 'Total area' is already used for another environmental land management scheme option that's ineligible for all the SFI actions you've chosen

- the 'Land Use' for the total area of the land parcel are ineligible for the SFI actions
 for example, the total area has been declared as woodland (WO12)
- the 'Layer intersections' are ineligible for the SFI actions for example, the parcel is located above the moorland line

Your available SFI actions for selected land parcel

The current options you have selected are not available for this parcel.

'The parcel has been identified as a Common land parcel' error message

You'll see an error message which says 'The parcel has been identified as a Common land parcel' if the land parcel is common land. This is because you need to apply separately for a common land SFI agreement. Contact us if you would like to do that.

5.1.3 How to fix 'Land Use' error messages in a selected land parcel

You'll need to fix 'Land Use' error messages in a selected land parcel before you can apply for SFI actions. To do this, follow the steps below to update the land uses. This will not impact a BPS 2023 application, as long as they're still eligible for BPS.

Step 1: Identify land parcels which show 'Land Use' error messages

On the 'Apply for your SFI actions on available land parcels' screen, for each land parcel you want to apply for SFI actions on:

- click on the Parcel ID (for example, SE2131 6123)
- if a 'Land Use' error message is shown, make a note of the Parcel ID and which error message is shown so you know what to do to fix the error

'Land Use' error message	What the error message means	What to do
'There have been no land uses declared on this land parcel for this year'	No land uses were declared for the land parcel for a BPS 2023 application	Add land use codes and areas
'Not all of the parcel has had land uses declared against it'	The total area of land uses declared in the land parcel for a BPS 2023 application is either: • greater than its total area ('overdeclared') • less than its total area ('undeclared')	Update land use areas
'Some of the land uses on the parcel are not compatible with the land cover on the parcel'	The land uses declared for a BPS 2023 application for the land parcel are not compatible with its registered land covers and their areas on your digital maps	Update land use codes and areas

Step 2: View your digital maps and check the registered land covers and their areas for each affected land parcel

Before you update the land use codes and areas (step 3), view your digital maps and make a note of the registered land covers and their areas for each affected land parcel.

You need to do this because when you update the land uses:

- the land use codes need to be compatible with the registered land covers read Annex A to find out about which land covers and land uses are compatible
- the land use areas need to match the land cover areas shown on your digital maps

For example, a 10.25ha land parcel is shown on your digital maps as:

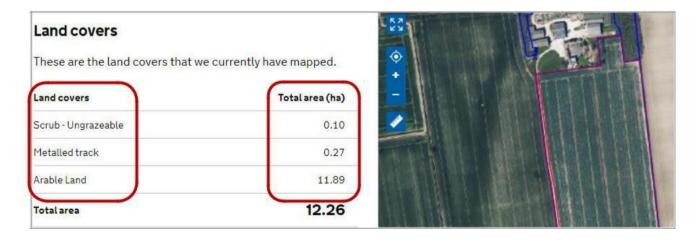
- 'Permanent Grassland' 10.00ha it will need to be declared with land use code PG01 and area 10.0000 ha
- Farmyard 0.25ha it will need to be declared with land use code AB09 and area 0.2500ha

To view your digital maps, click on 'Return to Task List' and select 'Check and confirm your land details'. Then click on 'your digital maps' on that screen.

What to check on your digital maps Before you apply for SFI, check each land parcel is shown on your digital maps which opens in a separate browser tab).

On the 'Land summary' screen in your digital maps, click on the Parcel ID for each land parcel you identified under step 1 and make a note of:

- each land cover (shown under 'Land covers'), for example arable land, permanent grassland, permanent crops, farmyard, pond, metalled track
- the area of each land cover (shown under 'Total area (ha)'), in hectares to 2 decimal places



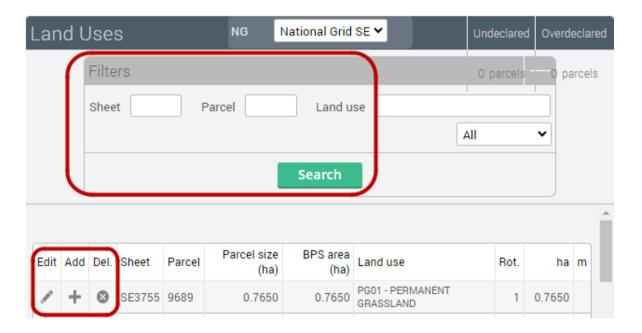
Step 3: Update land use codes and areas

To update land use codes and areas for each affected land parcel, go to your 'Business overview' screen in the Rural Payments service. Select 'Land' and then 'Update land use'.

In the 'Land use' screen, click the 'Filters' heading and search for the affected land parcel (for example, SY3132 4648) by entering both:

- OS Map Sheet Reference in 'Sheet', for example SY3132
- parcel ID in 'Parcel', for example 4648

Click 'Search' to display the relevant land parcel.



To update the land uses in the relevant land parcel, you can select:

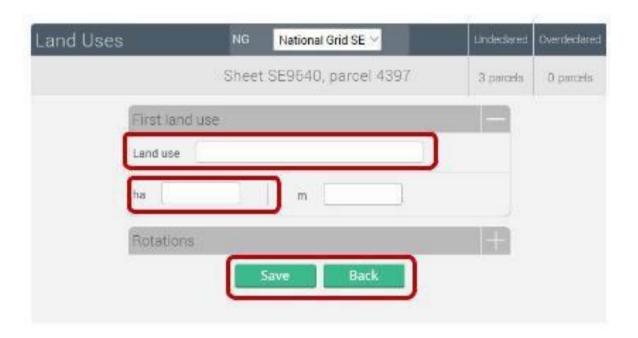
- the 'Edit' icon to change a land use code and area
- the 'Add' icon to add a land use code and area
- the 'Del' icon to delete a land use code and area

If you select 'Edit' or 'Add', enter:

- the <u>land use code</u> in the 'Land use' field this needs to be compatible with the registered land cover for the land parcel on your digital maps (which you noted down in step 2 above) – read Annex A to find out which land covers and land uses are compatible
- the land use area in hectares (ha) this needs to match the land cover area for the land parcel shown on your digital maps (which you noted down in step 2 above)

Ignore the 'Rotations'. Click 'Save' and then 'Back'.

If you need to edit or add more land uses for the same land parcel, select 'Edit' or 'Add' and enter the land use code and area. Click 'Save' and then 'Back'.



You can also delete the existing land use codes and areas by clicking on the 'Del' icon and then 'Add' land use codes and areas following the process above.

Step 4: Check the land parcels in your SFI application

Once you've updated the land uses for all the affected land parcels, return to the 'Apply for SFI' Task List and select 'Apply for SFI actions on available land parcels'.

Click on the relevant Parcel ID to apply for SFI actions. If you still see a land use error message this may be because it's not been possible match:

- the land use area (shown to 4 decimal places on the 'Land use' screen)
- the corresponding land cover area (shown to 2 decimal places on your digital maps)

If you still see a land use error message in your SFI application after you've updated the land uses, <u>contact us</u> with the Parcel ID.

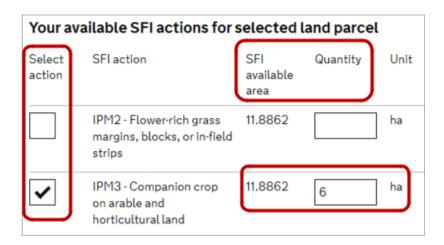
5.1.4 How to enter SFI available area into your area based SFI actions

For the selected land parcel, you'll see the 'SFI available area' for each area based SFI action you can apply for.

The SFI available area indicates what area may be eligible for the SFI action, based on the land uses declared for a BPS 2023 application.

To apply for your area based SFI actions in the selected land parcel, you can either:

- tick the 'Select action' box next to the action to enter the total SFI available area
- type the area (in hectares) in the 'Quantity' box next to the action to enter part of the SFI available area



You do not have to apply for all the SFI actions you chose earlier in your application.

If you untick the 'Select action' box or delete an area from the 'Quantity' box, you may find that you cannot enter a new area. If this happens, click on the green 'Update SFI actions applied for on land parcel' button to reset the information.

You cannot enter an area that's greater than the SFI available area shown, as you'll see an error message.



Why the SFI available area may be less than the land parcel's total area

The SFI available area shown for an SFI action may be less than the selected land parcel's total area. This is because one or more of the following areas have been automatically deducted:

- ineligible land uses for the SFI action
- ineligible CS management options, static ES revenue options, SFI pilot standards

Ineligible rotational ES revenue options cannot be automatically deducted. Instead, you'll need to apply for the area, and we'll manually deduct it when we process your SFI application. We'll contact you before we do this.

Check the SFI available area is an eligible land type for the SFI action

Check that the SFI available area you want to enter is an eligible land type for the SFI action. This is because we do not hold information on land types, we only hold information on:

- land use codes and their areas, usually declared for a BPS application
- land covers we've registered on your digital maps

For example, the land use has been declared as PG01 (permanent grassland) for a 10.00ha land parcel. You choose IGL2 (winter bird food on improved grassland) and the SFI available area for the action shows as 10.000ha. Check that the area you enter into IGL2 is improved permanent grassland, as that's an eligible land type for this action.

You can find out which land types are eligible for each action in the section 2 of the SFI handbook.

How to enter SFI available area for SFI actions you can do on the same area of land

You can enter the same SFI available area for SFI actions which can be done on the same area of land within the selected land parcel.

For example, if the SFI available area is 10ha, you can tick the 'Select action' box next to each action to enter that same 10ha into:

- SAM1 (assess soil, produce a soil management plan and test soil organic matter)
- AHL2 (winter bird food on arable and horticultural land)
- IPM4 (no use of insecticide on arable crops and permanent crops)

Annex C explains which SFI actions can be done on the same area of land within a land parcel.

How to enter SFI available area for 'part-parcel' SFI actions which cannot be done on the same area of land

If SFI actions cannot be done on the same area of land within the selected land parcel, you can enter part of the SFI available area into each 'part parcel' action.

In this case, enter an area into the 'Quantity' box for each action. Make sure these areas do not add up to more than the SFI available area shown.

For example, if the SFI available area is 10ha, you can enter:

- 1ha into IPM2 (flower-rich grass margins, blocks or in-field strips)
- 5ha into NUM3 (legume fallow)
- 4ha into AHL1 (pollen and nectar flower mix)

Annex C explains which SFI actions can be done on part of the SFI available area.

How to apply for 'total SFI available area actions'

You can only enter the total SFI available area for some SFI actions ('total SFI available area actions'). These actions are:

- SAM1 (assess soil, produce a soil management plan and test soil organic matter)
- MOR1 (assess moorland and produce a written record)
- IPM4 (no insecticide on arable crops and permanent crops)
- LIG1 and LIG2 (manage grassland with very low nutrient inputs outside SDAs or in SDAs) unless done with IGL1 (take grassland field corners or blocks out of management)

Tick the 'Select action' box next to the action to enter the SFI available area shown.

5.1.5 How to enter a length into the SFI actions for hedgerows

The hedgerow lengths shown on your digital maps are not used in your SFI application if you apply for:

- HRW1 (assess and record hedgerow condition)
- HRW2 (manage hedgerows)
- HRW3 (maintain or establish hedgerow trees)

Instead, you need to tell us the length of eligible hedgerows you want to enter into HRW1, HRW2 or HRW3. This length should correspond with what's on the ground in the relevant land parcel. You can use the measuring tool on your digital maps to help you measure the length of a hedgerow.

How to enter a length for HRW1 or HRW2 – one side of a hedgerow

HRW1 (assess and record hedgerow condition) and HRW2 (manage hedgerows) pay for 1 side of the hedgerow. To apply for these actions, you need to:

- enter a length (in metres) for 1 side of the hedgerow in the 'Quantity' box next to the action in the selected land parcel
- select the relevant adjacent land parcel and enter the length for the other side of the hedgerow if you want to apply for HRW1 or HRW2 on both sides of the hedgerow

How to enter a length for HRW3 – both sides of a hedgerow

HRW3 (maintain or establish hedgerow trees) pays for both sides of the hedgerow. To apply for this action, you need to:

- enter half the length (in metres) for 1 side of the hedgerow in the 'Quantity' box next to the action in the selected land parcel
- select the relevant adjacent land parcel and enter half the length to apply for the other side of the hedgerow

The only exception to this is if it's a roadside hedgerow without an adjacent land parcel. In this case, include the full length of the relevant hedgerow in the selected land parcel.



5.1.6 Update SFI actions applied for on the selected land parcel

After you've entered areas and lengths into your SFI actions in the selected land parcel, click on 'Update SFI actions applied for on land parcel'. The land parcel will show as 'Applied'.

If you see SFI available area warnings, read section 5.1.7 to find out how to fix them.



You can then continue applying for SFI actions on other land parcels. After you've applied for SFI actions on all the land parcels you want to include in your SFI application, click on 'Return to Task List'.

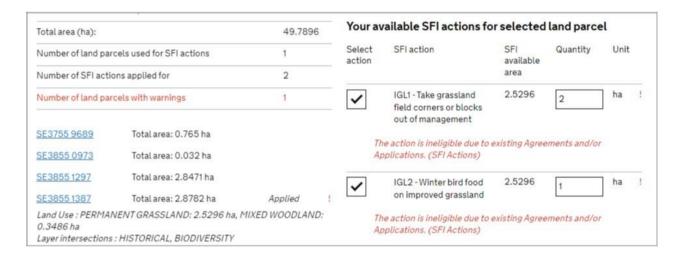
5.1.7 How to fix 'SFI available area' warnings for area based SFI actions

After you've clicked on 'Update SFI actions applied for on land parcel', you may see an '!' icon and one of the following 'SFI available area' warnings.

Warning for actions that cannot be done on the same area

You'll see 'The action is ineligible due to existing Agreements and/or Applications (SFI Actions)' warning if:

- you've applied for SFI actions that cannot be done on the same area within a land parcel
- the areas you've entered into these SFI actions add up to more than the SFI available area shown, so they're overlapping in the selected land parcel



To fix this warning:

- update the area into the 'Quantity' box for the affected actions so the areas do not add up to more than the SFI available area shown
- click on 'Update SFI actions applied for on land parcel'

Warning for IPM4 and other SFI actions that cannot be done on the same area

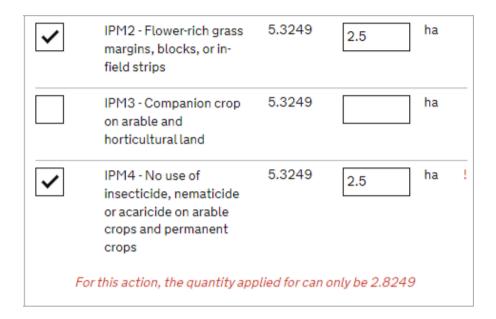
'The action is ineligible due to existing Agreements and/or Applications (SFI Actions)' warning will also show if you've applied for:

- IPM4 (no use of insecticide on arable and horticultural crops)
- other SFI actions that cannot be done on the same area within the selected land parcel as IPM4

To fix this warning:

- type an area in the 'Quantity' box for IPM4 that's less than the SFI available area shown
- click on 'Update SFI actions applied for on land parcel'

- IPM4 will then show a different warning 'For this action, the quantity applied for can only be [relevant adjusted area]'
- type the area shown in the warning into the 'Quantity' box for IPM4 this is the adjusted SFI available area, so the actions fit in the land parcel without overlapping
- click on 'Update SFI actions applied for on land parcel'

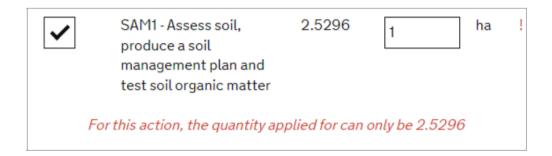


Warning if you've entered less than the total SFI available area into certain actions

If you've entered less than the total SFI available area into a 'total SFI available area action', for example SAM1 (assess soil, produce a soil management plan and test soil organic matter), you'll see a warning. It says, 'For this action, the quantity applied for can only be [relevant adjusted area]'.

To fix this warning:

- type the area shown in the warning into the 'Quantity' box
- click on 'Update SFI actions applied for on land parcel'



How to reset a selected land parcel to clear all warnings

You can reset a selected land parcel to clear all warnings and re-enter the areas for each SFI action. To do this, delete all of the areas from the 'Quantity' box and click on 'Update SFI actions applied for on land parcel'. You can then re-enter areas.

5.2 Apply for agreement level SFI actions

The 'agreement level SFI actions' are:

- IPM1 (assess integrated pest management and produce a plan)
- NUM1 (assess nutrient management and produce a review report)

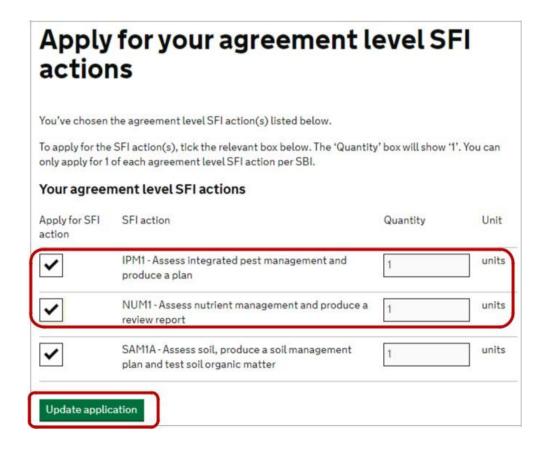
If you've chosen these actions earlier in your SFI application, select 'Apply for agreement level SFI actions' on the Task List.

This step will already show as 'Completed' if you've applied for SAM1 (assess soil, produce a soil management plant and test soil organic matter) or MOR1 (assess moorland and produce a written record) earlier in your application. To apply for IPM1 or NUM1, you need to select this 'Completed' step.



How to apply for your agreement level SFI actions

To apply for IPM1 and NUM1, tick the 'Apply for SFI action' box. The 'Quantity' box should show '1'. Your SBI can only apply for each of these actions once in 1 SFI application. Click on 'Update application' to return to the Task List.



Why you may see SAM1a and MOR1a

SAM1a and MOR1a will be shown on the 'Apply for agreement levels SFI actions screen' if you've applied for the following actions in available land parcels:

- SAM1 (assess soil, produce a soil management plant and test soil organic matter)
- MOR1 (assess moorland and produce a written record) on available land parcels

This is because both SAM1 and MOR1 have an additional payment per agreement in their payment rate. The SFI application service holds this information separately as SAM1a and MOR1a.

Ignore any information relating to SAM1a and MOR1a. Do not deselect them.

The Task List will also show 'Apply for agreement level SFI actions' as 'Completed' on the Task List even though you have not been into this screen before.

You will also see SAM1a and MOR1a on:

- the 'Check your answers screen' under Section 4 of your SFI application
- your application summary after you've submitted your application

6. Section 4: Review and submit your application

You need to complete 2 steps for section 4 of your SFI application:

- · 'Check your answers'
- 'Submit your application'

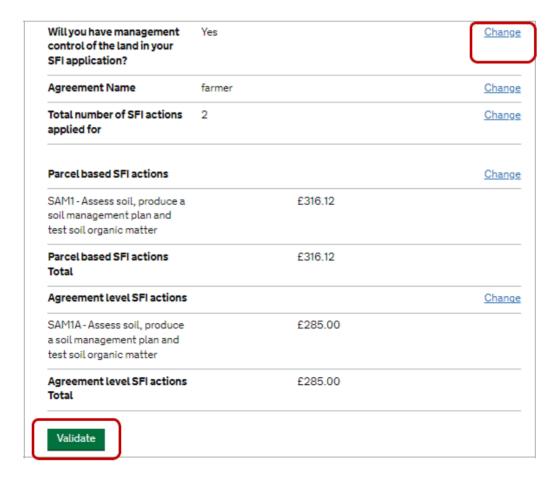


6.1 Check your answers

On the 'Check your answers' screen, you'll see the answers you've given in sections 1, 2 and 3 of your SFI application.

The payment values shown are for a 3-year SFI agreement. The SFI management payment value is not shown on this screen.

To update an answer, select 'Change' next to the relevant part on this screen.



'Validate' your application

After you've checked your answers, click on 'Validate'. If there are no unresolved warnings in your SFI application, your SFI application will be validated. Click on 'Continue'.

What to do if there are 'unresolved warnings'

If there are unresolved warnings, you'll see a message telling you there are 'Unresolved warnings in your application'. This means you cannot submit your application.

Click on 'Continue' to return to the Task List. You will see an '!' icon next to the relevant section in your application where there are unresolved warnings. Click on 'Change' to take you to the section so you can resolve the warnings.

An '!' icon may be shown on the 'Check your answers screen' if:

- you've applied for SFI actions on a land parcel containing an historic or archaeological feature or SSSI
- you answered 'N/a' on the SFI HEFER or SSSI consent screen

In this case, click on 'Change' next to your SFI HEFER or SSSI consent answer on the 'Check your answers' screen. Update your answer to 'Yes' on the SSSI consent or SFI HEFER screens. Then return to the 'Check your answers' screen from the Task List and click on 'Validate' again. This should allow you to finish submitting your application.

6.2 Submit your application

Select 'Submit your application' on the Task List.

Make sure you read the declaration on this screen. If you agree with that, click on 'I agree - submit my application'.

You'll then see a screen confirming that you've submitted your application. It may take a few moments for confirmation of submission to appear.

Select 'Close' to return to the 'SFI applications and agreements' screen. You can select 'Application summary' to generate and download your application summary PDF, which shows what you've applied for. You may want to print or save this and keep it for your records.

Once you've submitted your application you cannot amend it. You can only withdraw it and start again.

7. Your SFI agreement offer

We'll tell you when your SFI agreement offer is available in the Rural Payments service for you to review.

When it's available, you'll be able to access your agreement offer by selecting:

- 'Sustainable Farming Incentive' on your 'Business overview' screen
- 'Review Offer' on the 'SFI applications and agreements' screen

On the 'Agreement Offered' screen, click on 'Download' to view your agreement offer. It may take a few moments to download.

Check your agreement offer and then either click 'Accept' or 'Reject'. You cannot request changes to it.

If you accept your agreement offer, your SFI agreement will usually start on the first day of the following calendar month.

8. Contact the RPA about your SFI application

If you need to contact us for help with your SFI application, you can:

- email us at <u>ruralpayments@defra.gov.uk</u> use 'SFI Early Application' as the subject heading
- call us on 03000 200 301 (Monday to Friday, 8.30am to 5pm)

When you contact us, please tell us your SBI. If you're an agent, tell us the relevant SBI for your client.

Annex A: Compatible land uses and land covers

Registered land cover on digital maps	Compatible land uses
Arable land	Arable crops
Arable land	Leguminous and nitrogen-fixing crops
Arable land	FAO1 (fallow)
Arable land	TG01 (temporary grassland)
Permanent grassland	PG01 (permanent grassland)
Permanent crops	Permanent crops
Non-agricultural area	NA02
Woodland	WO12
Residential gardens	WO17
Scrub - ungrazeable	WO25
Farm building	AB01
Shelter on bare soil	AB03
Glasshouse	AB06
Farmyards	AB09
Residential dwelling, house	NR01
Structure	ST05
Solar panels	UT01
General utility	UT06
Water treatment works	UT07
Hard standing	HS01
Real estate services	ES01
Storage area	SA02
River/Stream on a boundary	IW01
Rivers and Streams type 2	IW02
Rivers and Streams type 3	IW03
Drain/Ditch/Dyke	WF01
Pond	WF03
Drain/Ditch/Dyke on a boundary	IW11
Shingle	IW05
Fen marsh and swamp	IW06
Bog	IW07
Salt marsh – ungrazeable	MW01

Registered land cover on digital maps	Compatible land uses
Tidal areas	MW02
Reed beds	MW03
Intertidal habitats	MW04
Saline habitats	MW05
Cliffs	CF01
Vegetated shingle	CF02
Sand dunes	CF03
Metalled track	MT01
Roads	MT03
Railway	MT04
Airstrip/airports	MT05
Gallop	NT01
Track – natural surface	NT03
Heath land and bracken – ungrazeable	HE02
Неар	HE03
Sports and recreation	RL03
Golf course	RL04
Peat production	CM01
Turf production	CM02
Mineral extraction site	MS04
Non-utilised Bank	PL01
Uncropped	PL02
Notional – rock	NF01
Notional - bracken	NF02
Notional - scrub	NF03
Notional - trees	NF04
Notional - water	NF05
Notional – natural	NF06
Notional - manmade	NF07
Notional - mixed	NF08
Scree	RO02

Annex B: How 'Layer intersections' affect a selected land parcel

The 'Layer intersections' show you the mapping data layers which affect the selected land parcel.

Layer intersection	What the layer intersection means	How this affects a selected land parcel
'SSSI' There's a site of special scientific interest (SSSI) in the selected land parcel		You cannot apply for SAM3 (herbal leys).
'HISTORICAL'	There's an historic or archaeological feature, including scheduled monuments, in the selected land parcel	Deduct the area of any historic or archaeological feature from the SFI available area you enter into: • SAM3: Herbal leys • NUM2: Legumes on improved grassland • IGL1: Take grassland field corners or blocks out of management
'LFA-S'	The land parcel is in a Severely Disadvantaged Area (SDA) below the moorland line	You cannot apply for: • LIG1: Manage grassland with very low nutrient inputs (outside SDAs)) • MOR1: Assess moorland and produce a written record
'LFA-MS' and 'LFA- MD'	The land parcel is above the moorland line	You will only be able to apply for the following land based actions: • MOR1: Assess moorland and produce a written record • HRW1: Assess and record hedgerow condition • HRW2: Manage hedgerows • HRW3: Maintain or establish hedgerow trees
'BIODIVERSITY'	Not relevant for the SFI actions	No impact

Annex C: What you can do on the same area within a land parcel

The table below summarises which SFI actions, Countryside Stewardship (CS) and Environmental Stewardship (ES) options and SFI pilot standards you can do on the same area within a land parcel ('compatible' SFI actions, CS / ES options and SFI pilot standards).

If it's not possible to do an action, option or pilot standard on the same area within a land parcel, you may be able to do it on a different area in the same land parcel. You can do this if it can be done on part of the parcel, the land is eligible and there's no overlap.

Code	Rotational or static	Eligible land type	SFI available area	Compatible SFI actions	Compatible CS options	Compatible ES options	Compatible SFI pilot standards
SAM1	Static	All agricultural land, apart from moorland	Total only	All SFI actions, except MOR1	Arable CS options: AB1, AB2, AB3, AB4, AB5, AB6, AB7, AB8, AB9, AB10, AB11, AB12, AB13, AB14, AB15, AB16 In-field tree CS options: BE1, BE2 Traditional orchard CS options: BE4, BE5 Grassland CS options: GS1, GS2, GS3, GS4, GS5, GS6, GS7, GS8, GS9, GS10, GS11, GS12, GS13, GS14 Historic environment CS options: HS3, HS4, HS7, HS9 Lowland heathland CS options: CT1, CT2, CT3, CT4, CT5, CT7, LH1, LH2, LH3, WT6, WT7, WT8, WT9, WT10 Organic CS options: OP1, OP2, OP3, OP4, OP5, OR1, OR2, OR3,	All ES revenue options	SFI pilot arable and horticultural land standard – all levels SFI pilot improved grassland standard – all levels SFI pilot low and no input grassland standard – all levels SFI pilot water body buffering standard – all levels SFI pilot hedgerows standard – all levels

Code	Rotational or static	Eligible land type	SFI available area	Compatible SFI actions	Compatible CS options	Compatible ES options	Compatible SFI pilot standards
					OR4, OR5, OT1, OT2, OT3, OT4, OT5		
					Water quality CS options: SW1, SW2, SW3, SW4, SW5, SW6, SW7, SW8, SW9, SW10, SW12, SW13, SW15, SW16, SW17, SW18, WT1, WT2		
					Uplands CS options: UP2 (if located below the moorland line)		
					BE3 on eligible boundaries		
SAM2	Rotational or static	Arable land, including temporary grassland Permanent crops – horticultural	Total or part	SAM1, IPM1, IPM3 (if companion crop is not present during the winter months), IPM4, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	AB11, AB12 AB14, HS3, HS9, OP3, OP5, OR3, OR4, OT3, OT4, SW17 BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries
SAM3	Rotational or static	Arable land, including temporary grassland Improved permanent grassland	Total or part	SAM1, IPM1, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	OR3, OT1, OT3, OR1 BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries
MOR1	Static	Moorland	Total only	No other area-based SFI actions, as they cannot be done above the moorland line HRW1, HRW2 and HRW3 on eligible boundaries	All CS management options (if located above the moorland line) CS boundary options on eligible boundaries	All ES revenue options (if located above the moorland line)	No SFI pilot standards

Code	Rotational or static	Eligible land type	SFI available area	Compatible SFI actions	Compatible CS options	Compatible ES options	Compatible SFI pilot standards
HRW1	Static	Not applicable	Not applicable	All SFI actions	All CS management options, including BE3 (management of hedgerows)	All ES revenue options	All SFI pilot standards, including all levels of the SFI pilot hedgerows standard
HRW2	Static	Not applicable	Not applicable	All SFI actions	All CS management options, except BE3 (management of hedgerows)	All ES revenue options, apart from boundary options	All SFI pilot standards, except the SFI pilot hedgerows standard
HRW3	Static	Not applicable	Not applicable	All SFI actions	All CS management options, including BE3 (management of hedgerows)	All ES revenue options, apart from boundary options	All SFI pilot standards, except the SFI pilot hedgerows standard
IPM1	Not applicable	All agricultural land, apart from moorland	Not applicable	All SFI actions, except MOR1	All CS management options	All ES revenue options	All SFI pilot standards
IPM2	Rotational or static	Arable land, including temporary grassland Permanent crops	Total or part	SAM1, IPM1, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	OR3, OR4, OR5, OT3, OT4, OT5, SW17 BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries
IPM3	Rotational or static	Arable land, including temporary grassland Permanent crops – horticultural	Total or part	SAM1, SAM2 (only if IPM3 is done during the summer months), IPM1, IPM4, NUM1, AHL2 (only if IPM3 is done during the summer months) HRW1, HRW2 and HRW3 on eligible boundaries	HS3, HS9, OP1, OR3, OR4, OR5, OT3, OT4, OT5, SW17 BE3 on eligible boundaries	No ES revenue options	SFI pilot arable and horticultural soils standard – all levels SFI pilot hedgerows standard – introductory level on eligible boundaries

Code	Rotational or static	Eligible land type	SFI available area	Compatible SFI actions	Compatible CS options	Compatible ES options	Compatible SFI pilot standards
IPM4	Rotational or static	Arable land, excluding temporary grassland and fallow land Permanent crops	Total only	SAM1, SAM2, IPM1, IPM3, NUM1, AHL2 HRW1, HRW2 and HRW3 on eligible boundaries	Arable CS options: AB1, AB2, AB4, AB5, AB8, AB9, AB15, AB16 Historic environment CS options: HS3, HS9 Organic CS options: OP1, OP2, OP5, OR3, OR4, OR5, OT3, OT4, OT5 Water quality CS options: SW5, SW6, SW17 BE3 on eligible boundaries	No ES revenue options	SFI pilot arable and horticultural land standard – all levels SFI pilot arable and horticultural soils standard – all levels SFI pilot hedgerows standard – introductory level on eligible boundaries
NUM1	Not applicable	All agricultural land, apart from moorland	Not applicable	All SFI actions, except MOR1	All CS options	All ES options	All SFI pilot standards
NUM2	Rotational or static	Temporary grassland Improved permanent grassland	Total or part	SAM1, IPM1, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	OR3, OT1, OT3, OR1 BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries
NUM3	Rotational or static	Arable land, including temporary grassland Permanent crops - horticultural	Total or part	SAM1, IPM1, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	OR3, OR4, OR5, OT3, OT4, OT5 BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries

Code	Rotational or static	Eligible land type	SFI available area	Compatible SFI actions	Compatible CS options	Compatible ES options	Compatible SFI pilot standards
AHL1	Rotational or static	Arable land, including temporary grassland Permanent crops - horticultural	Total or part	SAM1, IPM1, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	OR3, OR4, OR5, OT3, OT4, OT5, SW17 BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries
AHL2	Rotational or static	Arable land, including temporary grassland Permanent crops - horticultural	Total or part	SAM1, IPM1, IPM3 (only if the companion crop is not present during the winter months), IPM4, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	HS3, HS9, OR3, OR4, OR5, OT3, OT4, OT5, SW17 BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries
AHL3	Static	Arable land, including temporary grassland Permanent crops - horticultural	Total or part	SAM1, IPM1, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	OR3, OR4, OR5, OT3, OT4, OT5, SW17 BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries
IGL1	Static	Temporary grassland Improved permanent grassland	Total or part	SAM1, IPM1, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	OR1, OR3, OT1, OT3, SW17, SW18 BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries
IGL2	Rotational or static	Temporary grassland Improved permanent grassland	Total or part	SAM1, IPM1, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	HS3, HS9, OR1, OR3, OT1, OT3, SW17, SW18 BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries

Code	Rotational or static	Eligible land type	SFI available area	Compatible SFI actions	Compatible CS options	Compatible ES options	Compatible SFI pilot standards
AHL4	Static	Arable land, including temporary grassland Horticultural permanent crops	Total or part	SAM1, IPM1, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	OR3, OR4, OR5, OT3, OT4, OT5, SW17 BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries
IGL3	Static	Temporary grassland Improved permanent grassland	Total or part	SAM1, IPM1, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	OR1, OR3, OT1, OT3, SW10, SW17, SW18 BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries
LIG1 and LIG2	Static	Temporary grassland Improved permanent grassland	Total, unless done with IGL1	SAM1, IPM1, NUM1 HRW1, HRW2 and HRW3 on eligible boundaries	OR1, OR2, OT1, OT2, SW15, SW16, (and for LIG1 only – SW17, SW18) BE3 on eligible boundaries	No ES revenue options	No area-based SFI pilot standards SFI pilot hedgerows standard – introductory level on eligible boundaries