Single Payment Scheme
Handbook for England 2010
Including the Area Payment for Nuts, Protein Crop Premium, and the 2011 Uplands Transitional Payment
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Key changes

What changes have been made to the Single Payment Scheme 2010 application form (SP5)?

We have changed the SP5 to make it easier for you to complete. However, the form now looks different and you will need to take care when completing the field data sheet. The key changes to the SP5 are listed below:

- In 2010 the deadline for your application form to reach us is 17 May in order to avoid late application penalties.
- This year you must have land at your disposal on 17 May.
- We have added your primary contact details to the front page of the form.
- A new column has been added to the field data sheets called the ‘Maximum area eligible for SPS (ha)’, this is the total field size less any SPS permanent ineligible features that you have marked on your new Rural Land Register maps.
- Some of the columns have been moved across to make room for the new ‘Maximum area eligible for SPS (ha)’ column (C4).
- Column C9 is now the ‘Area to activate entitlements to claim SPS (ha)’, this was column C8 in 2009.
- The 2003 land use column has been removed from use.
- We have changed some of the land use codes.

What do I need to know about the Rural Land Register Mapping Update?

Over this last year we have undertaken the Rural Land Register Mapping Update. This has involved updating the Rural Land Register and maps to include the latest information held by the Ordnance Survey and aerial photography. We have sent sets of maps to most farmers and we are now in the process of sending out maps confirming any changes you might have made.

If you have not received your maps or a letter about your updated maps, contact us straightaway. You must also check the mapping information on your SP5 field data sheets to ensure they are correct. If you have received your maps but have not yet replied to us, it is important that you check your maps as soon as possible, and either confirm they are correct or ask us to make changes. If you are a landowner with a tenant who is claiming for payment on your land, we will have sent the maps for your land to your tenant.
We are using the Mapping Update information to update the Rural Land Register and to help pre-print Single Payment Scheme 2010 application forms. As we are pre-printing Single Payment Scheme application forms using this updated information from the Rural Land Register we have had to change the form slightly. You will need to make sure you check any pre-printed information carefully and make any changes needed, as we may not have been able to pre-print all of your information for the Single Payment Scheme 2010. If you were inspected during 2009 and have not yet received updated maps, please contact the Customer Service Centre for guidance.

If you have land under a Rural Development Programme for England agreement, Natural England and the Forestry Commission will update your agreement details during the course of 2010 so that they match the newly updated Rural Land Register.

3 What should I do if land parcels have not been included on my SP5?

In certain circumstances, for example, if you have made a recent Rural Development Programme for England agreement, we may not have your newly agreed land parcels on the SP5 form. Please add these on.

4 What woodland should be declared on my Single Payment Scheme 2010 application form?

Woodland/forest should be included on your Single Payment Scheme application if it meets one or more of the following:

- it is being grazed (including pannage);
- there are less than 50 trees per hectare and it can be grazed;
- it is short rotation coppice; or
- it is in a Rural Development Programme for England scheme (such as English Woodland Grant Scheme, Farm Woodland Premium Scheme or Entry Level Stewardship).

In these cases it is agricultural land (whether or not it is eligible for the Single Payment Scheme), therefore it must meet cross compliance rules.
Is there a minimum claim size from the 2010 scheme year?

From the 2010 scheme year, there will be a minimum claim size of one hectare (1ha) of eligible land and a minimum parcel size of 0.10 ha. This minimum area applies to your total claim under the Single Payment Scheme and other direct payments (Area Payments for Nuts and Protein Crop Premium). But if you hold special entitlements your claim will only be valid if the value of your claim is at least €200. Claims which do not meet the relevant minimum will not be valid. If you send us a claim above the minimum which is later found to be less than the minimum, we will reject it and may apply penalties.

If you do not meet the minimum claim size in 2010 you will still keep your entitlements as long as you meet the entitlement usage rule. If you do not meet the rules on how to use your entitlements we will return them to the National Reserve. To avoid this happening you may choose to buy/lease additional land and/or entitlements to increase your claim or you can sell or lease your entitlements to another farmer.

If you also farm land in Scotland, Wales or Northern Ireland and you normally send your application form to us (because most of your land is in England) then the one hectare (or €200) minimum claim size applies. The minimum claim size applies to your whole claim, including the part in Scotland, Wales or Northern Ireland. If you normally send your application form to the Agriculture Department in Scotland, Wales or Northern Ireland (because that is where most of your land is), then their minimum claim size will apply to your whole claim.

What are the new rules for entitlement usage from the 2010 scheme year?

From the 2010 scheme year, you will have to use (activate) your entitlements for payment at least once every two years. But as part of transitional arrangements, if your entitlements were activated in 2007 but not in 2008 or 2009 we will not return them to the National Reserve as long as they are activated for payment in 2010. This means that in 2010 you will need to activate any entitlements that were last activated in 2007 or 2008 to avoid losing them to the National Reserve. We show this in the table below:

<table>
<thead>
<tr>
<th>2007</th>
<th>2008</th>
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<td>Must use to keep</td>
<td>Expires if not used in 2010</td>
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<td>Not used</td>
<td>Not used</td>
<td>Not used</td>
<td>Expires</td>
<td>N/A</td>
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</table>
7 Will I have to complete an SP5 if I want to receive payment using my new entitlements?

Yes. Land used to grow permanent fruit and vegetables, nursery crops or vines became eligible for the Single Payment Scheme in 2009. Farmers and growers had the opportunity to apply for new entitlements on the newly eligible land between June and August 2009 using the SP20 application form. An SP5 application form will need to be submitted by the 17 May 2010 deadline and you will need to meet the scheme rules to receive any payment. If you do not apply, we will not be able to pay you.

8 Can I submit my SP5 online?

SPS Online was successfully piloted last year. This is a free service.

SPS Online can be accessed through the ‘Whole Farm Approach’ on the Defra website (www.wholefarm.defra.gov.uk). This will allow you to submit your SP5 electronically with the added security of receiving on-screen confirmation that your claim has been received. New online features are also being developed for the 2010 scheme year.

9 Where can I find out more about the farm software packages which are available?

We are continuing to work with farm software providers to supply updates for their packages to allow you to submit your SP5 electronically for 2010. The two farm software providers are Paul Holliday software (www.phsoftwaresolutions.com) and Farmplan (www.farmplan.co.uk).

10 What has replaced Hill Farm Allowance?

The Hill Farm Allowance has ended and has been replaced by a new strand of Environmental Stewardship, Uplands Entry Level Stewardship. If you farm land in Severely Disadvantaged Areas you may be unable to join the Uplands Entry Level Stewardship from the start if you have an existing Countryside Stewardship Scheme and/or Environmentally Sensitive Area agreement. If this is the case you may be able to claim the Uplands Transitional Payment instead.

You will need to apply for the Uplands Transitional Payment on the 2010 SP5 application form.

The Uplands Transitional Payment booklet was sent to all previous HFA (2010) claimants who claimed on the 2009 SP5, and who have an agri-environment agreement (CSS/ESA).
Has Aid for Energy Crops ended?
Yes. The final year of the Aid for Energy Crops was 2009 and this scheme will not be replaced. This scheme is separate from the Energy Crop Scheme under the Rural Development Programme for England, managed by Natural England, which will continue to run. This will mean your Single Payment Scheme payment will no longer be delayed by having to wait for energy crops contracts to be returned.

When does land have to be at my disposal?
In England, the date on which you must have land at your disposal has changed to 17 May for 2010. In Scotland, Ireland and Wales the land at your disposal date is 15 May 2010.
The Scheme Year

The 2010 scheme year is between these dates.

The 2010 scheme year begins on 1 January 2010.

The 2010 scheme year ends on 31 December 2010.

Your Form

When to send in your application form.

Your form must reach us by midnight 17 May 2010 in order to avoid late claim penalties.

How long you have to make changes.

Once you have sent in your form you can make certain changes by writing to us. If we receive your changes by midnight on 1 June 2010 we will not apply a penalty for these changes.

If you are late sending in your form.

If you are late sending your form or telling us about any changes, you can still do this up to midnight on 11 June 2010. However, we will charge you a penalty. If you send your form and any amendments after 11 June they will not be accepted.
Paying you

When is the payment window?

The payment window opens on 1 December 2010.

The payment window will close on 30 June 2011.

Other dates to note

When to tell us about entitlement transfers.

If you want us to take into account an entitlement transfer for the 2010 payment, you must tell us about it by midnight 4 April 2010.

On what date must SPS land be at my disposal?

17 May 2010.
How your application form is processed by us

Electronic application forms
- Electronic application submitted

Paper application forms
- Paper application forms completed and sent in
  - Application form checked and will be returned if not signed
  - Application forms scanned into computer system

To note:
Before an electronic application can be submitted, most format and some validity checks are completed so a form should complete the first checks more rapidly

Format and Eligibility checks
- Check information on the form is in the correct format
- Ensure that all mandatory boxes are complete

Validation Checks
- Land parcels checked against the Rural Land Register including Maximum Eligible Area for SPS
- Check for land parcels claimed by more than one applicant
- Common land is correctly identified and used
- Check each land parcel is above the minimum parcel size of 0.10 ha
- Check that claim is above minimum claim size of 1.00 ha

Annual Revaluation of Entitlements
- For example, 60% of total SPS ceiling was used to pay the flat rate area of 2009
- In 2010 this figure will increase to 75%
- In 2011 this figure will increase to 90%
- In 2012 this figure will increase to 100%
Any remaining percentage will be used to fund the historic element of your entitlement value

Claim value is calculated
- Claim authorised after all checks completed & passed
- Claim is batched for payment
- Claim is paid (subject to no other outstanding issues)
What is the Single Payment Scheme (SPS)?

The Single Payment Scheme is the main payment scheme for most farmers in England. It replaced most other crop and livestock schemes in 2005. That year, we gave each farmer one ‘entitlement’ for each hectare of eligible land. Entitlements are your right to claim. We use entitlements to work out how much to pay each farmer. You can find more information about who can claim and how to claim in the rest of this handbook.

What special terms do I need to know to understand the Single Payment Scheme?

2a Cross compliance, Good Agricultural and Environmental Condition and Statutory Management Requirements

You will see these terms throughout this handbook and other booklets about the Single Payment Scheme. The term cross compliance refers to the requirement for farmers to comply with

- a set of Statutory Management Requirements (SMRs); and
- keep their land in Good Agricultural and Environmental Condition (GAEC); in order to qualify for the full single payment and other direct payments.

The SMRs relate to the areas of public, animal and plant health, environment and animal welfare. The standards of GAEC relate to the issues of soil erosion, soil organic matter, soil structure and ensuring a minimum level of maintenance, avoiding the deterioration of habitats.

2b English Areas and the Severely Disadvantaged Area

You will see the terms ‘English Area’ and ‘Severely Disadvantaged Area’ or SDA throughout this handbook and other booklets on the Single Payment Scheme. For this scheme, we divide England into three areas (the ‘English Areas’):

- Severely Disadvantaged Area (SDA): this is upland other than moorland.
- Severely Disadvantaged Area Moorland (SDA moorland): this is moorland within the Severely Disadvantaged Area.
- Non-Severely Disadvantaged Area (Non-SDA): this is the majority of land in England. It simply means ‘normal’ land.
What does this handbook cover?
This handbook covers:

• the rules for the Single Payment Scheme; and
• how to complete your application form.

If you grow any of the following crops you may be able to apply for a separate scheme payment:

• protein crops, (peas, field beans or sweet lupins) you may be able to claim Protein Crop Premium;
• nuts you may be able to claim the Area Payment for Nuts;

This book also includes Uplands Transitional Payment which provides additional support for some farmers.

How do I apply?
You will need to apply to the scheme every year. We will automatically send you a Single Payment Scheme application form if you hold entitlements, or you have registered to receive an SP5 in 2010. If you have not received a form, you will need to ask us for a copy. You must fill in the form and send it back to us so we receive it no later than midnight on 1 July 2010 to avoid paying late application penalties. If we receive your application form after 11 June 2010, we will not pay you.

What else do I need to read?
Here is a list of the guides that you will need to read before applying for the Single Payment Scheme:

- **The Guide to Cross Compliance in England** – this tells you what you need to do to meet the cross compliance requirements.
- **Cross Compliance Guidance for Soil Management** 2010 edition
- **Management of Habitats and Landscape Features: Guidance for Cross Compliance in England** – this tells you about the specific rules for different features of your land.
- **Uplands Transitional Payment 2011**: If you want to apply for the Uplands Transitional Payment.
- **Single Payment Scheme RLE 1 Guidance - Request for changes to the Rural Land Register and/or the Transfer of Entitlements.**
- **Customer Registration Guidance – Completing the Customer Registration Form** (CReg 02).
Introduction

What are entitlements?
You must have entitlements to claim under the Single Payment Scheme.
In 2005, we gave farmers one entitlement for every hectare of eligible land. We now use these entitlements to decide how much to pay you. Each year, you can choose how to activate your entitlements. We will pay you as long as you meet all of the scheme rules.

A farmer is a natural or legal person (or a group of natural or legal persons), with a holding within the European Union, who exercises an agricultural activity or is responsible for the land being maintained in Good Agricultural and Environmental Condition. If a group, it does not matter what legal status the group and its members hold under national law.

Eligible land is any agricultural area of the holding taken up by arable land (including permanent crops), short rotation coppice and permanent pasture except:
• forests or grazed woodland in most circumstances, or
• areas that are used for non-agricultural activities.
See section C for more details about grazed woodland and non-agricultural activities.

For further information about entitlements, read section D.

Who can apply for the Single Payment Scheme payment?
To apply for the Single Payment Scheme, you must:
• be a farmer (see the column on the right for how we define this);
• have eligible land (see the column on the right for how we define this);
• have payment entitlements (see paragraph 6a below for an explanation of entitlements);
• have the land at your disposal on 17 May 2009 (see below for an explanation of what this means).
• meets minimum claim size.

What are entitlements?
You must have entitlements to claim under the Single Payment Scheme. In 2005, we gave farmers one entitlement for every hectare of eligible land. We now use these entitlements to decide how much to pay you. Each year, you can choose how to activate your entitlements. We will pay you as long as you meet all of the scheme rules.

You don’t need to be farming crops or livestock, but you must meet the cross compliance requirements, including having all of your land in Good Agricultural and Environmental Condition.

For further information about entitlements, read section D.

What land do I need available to me?
If you want to claim for the Single Payment Scheme on your land this year, the land must be at your disposal on 17 May 2010. The land must also be eligible for the Single Payment Scheme and must meet all the cross compliance requirements from 1 January until 31 December 2010.

When deciding if the land is at your disposal, please consider whether,
• you own and actively farm the land yourself; or
• you actively farm the land and have a formal tenancy agreement (either under the Agricultural Holdings Act 1986 or the Agricultural Tenancies Act 1995) that grants you full responsibility for managing the land.

Either of the arrangements above will mean that the land is at your disposal. You should also consider when making your application if you retain responsibility for the land and GAEC compliance throughout the year (as this will normally be the person who is eligible to receive Single Payment Scheme payments).

For further information about land at your disposal, read section E.
What else do I need to know?

There are financial penalties if you don’t follow the scheme rules. For example, if you miss the deadline for applying, we will apply a penalty or reject your application if it’s received after 11 June. If you artificially create the conditions for payment, we will not pay you.

Other information that we need to give you

This is the list of the main regulations governing the scheme:

- Council Regulation (EC) No 73/2009 (as amended);
- Statutory Instrument 2010 No 39
- Statutory Instrument 2009 No 3263
- Statutory instrument 2009 No 3102

This handbook reflects how we’ve interpreted SPS legislation. It’s not a definitive statement of the law. Only the courts can give this. We reserve the right to review our position if circumstances change, for example, if the European Commission issues new guidance or we change how we interpret the regulation. We cannot advise you or your legal representatives. You may wish to get independent professional or legal advice before you change anything about the way you farm.
1. What do I do if I farm in more than one region of the United Kingdom?

You should submit one Single Payment Scheme application for all the land you farm in the United Kingdom. If you farm land in more than one region (England, Ireland, Scotland, Wales), your application will be made up of two or more separate forms. One for each region. If you are an existing customer, please submit your applications to your 2009 paying agency. If you are a new applicant, please submit your applications to the paying agency where the majority of your land is situated.

2. What happens if I am involved in more than one business?

A farmer may only submit one Single Payment Scheme application per year. You can be involved in more than one business within the United Kingdom that are separate legal entities (such as limited companies or partnerships). However, it is the relationship between these businesses which will decide if you can make separate Single Payment Scheme applications for each business or if the businesses should be counted as one business for Single Payment Scheme purposes. You must advise us if you are involved in any other business that has not yet been assessed by us.

If your businesses have been assessed by us under any previous schemes or the Single Payment Scheme and the business structure has not changed, the decision made should still apply.

3. What happens once I have notified you that I am involved in more than one business?

If it appears that you are involved in more than one business, we will need to determine if the businesses you are involved in can be treated as separate under the Single Payment Scheme. We will send you a questionnaire (IACS 26/27) asking the following:

- legal status of the businesses;
- names and responsibilities of those involved (including the percentage share holdings if appropriate);
- the extent to which the businesses are run separately on a day to day basis;
- whether there are separate farm plans and accounts;
- the extent to which there is independent decision making;
- where the overall economic control and benefits lie.

The above factors are not definitive and we may ask you to provide further evidence such as:

- Partnership agreements;
- Accounts;

For information on how to fill in your application form, read section Q.

Who can apply

A farmer is a natural or legal person (or a group of natural or legal persons), with a holding within the European Union, who exercises an agricultural activity or is responsible for the land being maintained in Good Agricultural and Environmental Condition. If a group, it does not matter what legal status the group and its members hold under national law.
• Certification of Incorporation; or
• Articles of Association.

It is up to you to prove to us that your businesses should be regarded as being separate under the Single Payment Scheme.

4 What are mergers and scissions?
A merger is when two or more businesses join together and at least one member of each of the original businesses is a member of the new business.

A scission, is when one business is split into two or more businesses, each with one of the original members.

When a merger or scission happens in your business you should inform our Customer Service Centre immediately to give details of the change. You need to tell us of these changes to your business in good time to ensure entitlements can be transferred if necessary and a Single Payment Scheme application submitted by the correct business.

5 How will my SPS claim be affected by restructuring of my business?
Restructuring the business may impact on both your business registration for the Single Payment Scheme, Integrated Administration and Control System and your entitlements. You may want to get legal advice before making any decisions.

We will send you an IACS 26/27 form which will allow us to decide if your businesses are new or continuing. We will tell you if you also have to fill in a RLE 1 form if a transfer of entitlements is needed. If this is the case, an RLE 1 would need to be submitted by 4 April to allow them to be part of your application on 17 May 2010.

The Single Payment Scheme RLE 1 guidance gives you further information. The person signing the RLE 1 must be empowered to do so, that is, they must be a sole trader or empowered or we will reject the RLE 1. They must be empowered by an SP9 or CReg01. We must have received the empowerment instructions with or before the RLE 1.

The farmer receiving the entitlements from the transfer will also need an SBI. If they do not have one, they should call our Customer Service Centre to register by telephone or to request the relevant forms.

Transfers are processed using the SBI and not name and address of the person transferring the entitlements or the person receiving the entitlements.

Therefore if the SBI you give us is wrong, it is possible that we will reject your RLE 1 or that the entitlements could even be transferred to the wrong person.

Please take care when filling in the RLE 1 to transfer any entitlements.
What happens if I have a share farming agreement?

Where two or more farmers have a share farming agreement only one farmer can receive the Single Payment. All of the land within the agreement must be included on that designated farmer’s application and the entitlements activated must be held by that farmer.

The entitlements for the agreement can only be activated by the designated farmer who holds them on the application deadline (17 May 2010). Subsequent distribution of payments (or repayments if this applies), lies with the Single Payment Scheme applicant.

If other members of the agreement hold more land outside of this, they should submit their own application for this land. All parties should consider how these businesses are structured to make sure they comply with the regulations. You may wish to get professional or legal advice before making any decisions.

Can my agent or partner sign my application form?

Yes. Anyone can act as your agent, however, they will need to be empowered to make your Single Payment Scheme application. If they are not already authorised to do this you must submit a valid Agent/Partnership Authorisation form (SP9) with your SP5.

The SP9 refers to named individuals, even if appointed as a director or a partner of a firm, so an agent must sign in their own name and not that of the firm.
What land do I need to register for the Single Payment Scheme?

You must register all of your agricultural land on the Rural Land Register to apply for any of our payment schemes. These schemes are:

- The Single Payment Scheme;
- The Area Payment for Nuts;
- The Protein Crop Premium; and
- The Uplands Transitional Payment

Even if you do not want to claim for the Single Payment Scheme or any of our other schemes for parts of your land, you must declare all of your land on your application form and declare it on the Rural Land Register. This includes:

- all land under the Rural Development Programme for England; including land under Forestry Commission woodland agreements (please see right-hand column)
- other woodland/forest if it meets one or more of the following:
  - it is being grazed (including pannage);
  - there are less than 50 trees per hectare and it can be grazed; and
  - it is short rotation coppice.

What is the minimum area that I need to claim?

The minimum total claim size for the Single Payment Scheme is one hectare (1ha). The minimum area also applies to other direct payments (Area Payment for Nuts and Protein Crop Premium). The minimum individual field (or ‘land parcel’) size is 0.1 hectares.

Any parcels that are found to be less than 0.1 ha, whether they are in a less favoured area or not, are ineligible for Single Payment Scheme and will not be paid, but must still be declared on the SP5.

Which land is eligible for the Single Payment Scheme?

You can apply for Single Payment Scheme payments on any agricultural land used for arable land and permanent pasture, except:

- forests – except in certain circumstances (see later in this section); and
- areas that are used for non-agricultural activities – please see below for more details.

You can only use eligible land to activate entitlements for payment under the Single Payment Scheme. This includes land used for:

- normal arable or combinable crops, including protein crops and hemp;
- potatoes, sugar beet and other root crops;
What land is eligible for the Single Payment Scheme?

- forage maize and forage rape;
- wild bird cover;
- fruit, including permanent fruit (such as top fruit and nuts) and strawberries;
- vegetables (including permanent vegetables);
- vines;
- other permanent crops, including lavender, miscanthus and reed canary grass;
- multiannual crops including: artichoke, asparagus, rhubarb, raspberries, blackberries, mulberries, loganberries, black, white or redcurrants, gooseberries, cranberries, bilberries, other fruit of the genus 'Vaccinium'.
- nursery crops;
- cut flowers and bulbs;
- turf, except for fuel (for example, peat cutting);
- hops;
- permanent pasture; and
- short rotation coppice including: alder, birch, hazel, ash, lime, sweet chestnut, sycamore, willow and poplar.

It also includes:
- land under grass for less than five years;
- land under greenhouses or fixed or mobile cover (unless it has been made unsuitable for agriculture, for example, by concreting the ground);
- fallow land maintained in Good Agricultural and Environmental Condition;
- in some circumstances, land that is part of a grazed woodland; and
- land under a Rural Development Programme for England Scheme (for example, ELS or EWGS) which was used to activate Single Payment Scheme entitlements in 2008.

What land is not eligible for the Single Payment Scheme?

You cannot claim the Single Payment Scheme on the following types of land:

- Land being used to produce peat.
- Forest including: woodland, trees and most Christmas trees (except in nurseries). It excludes short rotation coppice, some grazed woodland, and land under some forestry schemes.
- Land that is being used for non-agricultural purposes.
- Ineligible features.

If you change your land use in the future, it may become eligible for the scheme. You would then be able to use it to activate entitlements.

If you have agricultural land that is not eligible for the Single Payment Scheme, you must still declare it on your form. If you fail to declare land, we may charge you a penalty.
What is permanent pasture?

When deciding whether your land is permanent pasture, think about its status as at 17 May 2010.

Permanent pasture is land that all of the following applies to on that day:

- It is used to grow grasses or other herbaceous forage, either self-seeded or sown. It has not been included in the crop rotation for five years or longer.
- It has not been set-aside during this five year period under the Single Payment Scheme options.
- It has not been taken out of production under certain agri-environment schemes.

This means that if you enter land as grass or herbaceous forage on six consecutive Single Payment Scheme applications the land will be classified as permanent pasture.

So for example: if you first declared land as being in grass on 15 May 2005 (which means it was first put down to grass in the year before 15 May 2005), and it is still in grass at 17 May 2010, it will be classified as permanent pasture. You should enter this land as permanent pasture on your 2010 application.

If you have not declared this land on previous SP5 applications, the same idea applies; once the land has been in grass or herbaceous forage at midnight of the application deadline for six consecutive years it will be classified as permanent pasture.

If you have re-sown land with grass or other herbaceous forage during the five years, it will still count the land as permanent pasture. However, if you have re-seeded the land following a catch crop, such as stubble turnips, during the last five years, the land will be classified as arable land.

If you take the land out of production under any of the following agri-environment scheme options, it is not classified as permanent pasture, even if it meets the permanent pasture criteria described above. These options do not count as permanent pasture because they are largely margins and strips within arable fields. Once your Rural Development Programme for England agreement ends, they could go back to being arable.

Environmental Stewardship:

- EC24, HC24, OC24 or OHC24 hedgerow tree buffer strips on cultivated/rotational land;
- EE1, HE1, OE1 or OHE1 2 metre buffer strips on cultivated/rotational land;
- EE2, HE2, OE2 or OHE2 4 metre buffer strips on cultivated/rotational land;
- EE3, HE3, OE3 or OHE3 6 metre buffer strips on cultivated/rotational land;
- EE8, HE8, OE8 or OHE8 buffering in-field ponds on arable/rotational land;
- EE9, HE9, OE9 or OHE9 6 metre buffer strips on cultivated/rotational land next to watercourse;
- EF1, HF1, OF1 or OHF1 management of field corners;
EF4, HF4, OF4 or OHF4 nectar flower mixture;
EF5 or HF5 pollen and nectar flower mixture on set aside land. Note: the land was set-aside at the time you entered into the agreement;
EF7, HF7, OF7 or OHF7 beetle banks;
EG3, HG3, OG3 or OHG3 nectar flower mixtures in grassland areas;
EJ5, HJ5, OJ5 or OHJ5 in-field grass areas to prevent erosion and run-off;
EJ9, HJ9, OJ9 or OHJ9 12 metre buffer strips for watercourses on cultivated/rotational land; and
HE10 floristically enhanced grass margin.

Countryside Stewardship:
R3 (6 metre margin), R7 (2 metre margin), R8 (2 metre beetle banks) and WM2 (pollen and nectar mixture).

Environmentally Sensitive Areas:
The Broads (Tier 4B) and Upper Thames Tributaries (Tier 3C).

Habitat Scheme:
Tier 1B.

If you have used the land to support set-aside entitlements in at least one of the last five years, it will not count as permanent pasture.

Some of my land is in an agri-environment scheme, can I use this land to apply for payment under the Single Payment Scheme?

Normally, you can claim under the Single Payment Scheme on land which is in an agri-environment agreement with Natural England as long as it meets all of the Single Payment Scheme eligibility rules. The agri-environment schemes are:

• Environmental Stewardship (ELS, OELS, HLS),
• Countryside Stewardship (CSS),
• Environmentally Sensitive Areas (ESA),
• Habitat Scheme,
• Energy Crops Scheme, and
• Organic Farming Scheme.

Most agri-environment scheme options are compatible with the eligibility requirements for the Single Payment Scheme, and you should declare your agri-environment land using the most appropriate land use code to describe what is in your field; for example arable land should be coded OT1, permanent pasture including moorland and rough grazing should be coded PP4, and grazed woodland should be coded PP1.
A few agri-environment scheme options could render the land ineligible for the Single Payment Scheme if the management prescriptions do not allow the land to be grazed. However, a European Commission policy change in 2009 now lets you claim land under these options for the Single Payment Scheme if it meets certain criteria. If it does not meet the criteria, it remains ineligible for the Single Payment Scheme. This land can only be claimed for the Single Payment Scheme in the following two circumstances:

• The land is in CSS option R (reedbeds), IT2 or IT3 (intertidal habitats), or ESA woodland option ESA01O2C, ESA08OOOW, ESA09OOW, ESA14OOOW, ESA15OOOW, ESA16OOOW, ESA16OSW, ESA17OOOW, ESA19OOOW or ESA21OOOW, and must have been claimed as set-aside in 2008 and remains under the agri-environment agreement for the entire Single Payment Scheme year.

• The land is in one of a few Environmental Stewardship woodland, intertidal habitat and reedbed options which would ordinarily be ineligible for the Single Payment Scheme. The land must have been activated for the Single Payment Scheme in 2008. For example:
  • Land claimed as grassland for the Single Payment Scheme in 2008 which has reverted to an intertidal habitat under HLS option HP8 in 2009.
  • Land claimed as grazed woodland (PP1) for the Single Payment Scheme in 2008 which has been entered into an HLS agreement in 2009 under option HC8 and where option HC11 (livestock exclusion supplement) is also being claimed.

Land which falls into the above categories must be declared and activated for the Single Payment Scheme using land use code SA3, in order for us to identify it and carry out the necessary checks. Land use code SA3 should also be used for the following:

• The land in ELS options EF3 or EF5, or HLS options HF16, HF17, HF18 or HF19 where the Natural England prescriptions require the land to continue to be managed as set-aside.

I have some woodland that is used for grazing. Can I use this land to apply for payment under the Single Payment Scheme?

If your grazed woodland has fewer than 50 trees per hectare, you can claim Single Payment Scheme payments for it.

If it has more than 50 trees per hectare, you can claim as follows:

✔ If it’s woodland, you can claim aid if you can show that there is a history of grazing (for example, if you have declared this on previous applications, or if there are trees that look like animals have been browsing – for instance, they have swelling at the base).
If it’s new planting, you can claim if you have protected the trees from grazing.

Whether it’s woodland or new planting, the grazing must not be damaging the land ecologically. For example, the grazing must not reduce the number of existing tree seedlings and saplings, and must not reduce plants that are sensitive to grazing, such as bramble.

If you want to claim the Single Payment Scheme for grazed woodland, when you measure the land you must deduct the area taken up by tree trunks. You must also remove any areas where trees or bushes prevent the growth of vegetation suitable for grazing.

You will also need to make sure that the land follows the relevant cross compliance requirements, including those relating to over grazing and supplementary feeding.

If you have woodland in a forestry or woodland scheme. Can I claim the Single Payment Scheme for this land?

Land in the following schemes cannot be claimed as grazeable woodland:

- Farm Woodland Scheme;
- Farm Woodland Premium Scheme;
- New planting under the Woodland Grant Scheme; and
- Woodland Creation Grant and Farm Woodland Payment options under the English Woodland Grant Scheme.

This rule applies to open space areas as well as woodland in these schemes.

You can only apply in three circumstances under the Single Payment Scheme;

- As grazeable woodland under land use code PP1, provided it meets the Single Payment Scheme eligibility rules.
- As eligible forestry under land use code SA2, provided the land was activated for SPS payment in 2008 and the land is in a Farm Woodland Premium Scheme, English Woodland Grant Scheme, or Woodland Grant Scheme agreement with the Forestry Commission for the duration of the Single Payment Scheme year (this includes land still under agreement with the Forestry Commission for 10 or 15 years after the final forestry payment has been made).
- Areas which were used to activate SPS payment for 2008 and which receive grant under the National Forest’s Changing Landscapes Scheme (CLS) may also be eligible to be claimed under land use code SA2.

The area of land which is under agreement is the only area that is eligible to be claimed as SA2; other parts of the field should be claimed under the most appropriate Single Payment Scheme land use code.
This is because to qualify for these schemes, land must be taken out of agricultural production and, therefore, cannot be grazed. This rule also applies to open space areas under the same schemes. If you count land under these schemes as grazed woodland in your Single Payment Scheme application, we may reduce your payments and you may incur a penalty.

I have other woodland that I don’t use for grazing and that isn’t in a woodland scheme; how does this affect the Single Payment Scheme?

Generally, you cannot claim Single Payment Scheme payment for woodland. If there are more than 50 trees per hectare, usually you cannot claim for this area, particularly if the trees can only be used to produce wood. However, you can claim for the Single Payment Scheme:

✓ on land used for short rotation coppice (including land under short rotation forestry trials with the Forestry Commission); and
✓ for an area with trees, as long as you can carry out agricultural activities there in the same way as you would on land without trees in the same area.

If you are claiming Single Payment Scheme for an area with trees, you will need to allow for the area taken up by the trees. To do this, use the following rules.

For arable fields:

• If you have a few trees dotted around a field, you only need to remove them from the activated area of the field if the area taken up by the tree trunks, together with any other ineligible land or features, is 0.01 hectare or more.

• The same applies if you have clumps of trees, or any more extensive areas of woodland. So if the clumps of trees, together with any other ineligible land or features, take up 0.01 hectare or more, you need to remove their area from the field area.

For other fields:

• As for arable fields, if you have a few trees dotted around a field, you only need to remove them from the field area if the area taken up by the tree trunks, together with any other ineligible land or features, is 0.01 hectare or more.

• If you have clumps of trees, up to 50 per hectare, remove the area of the clumps from the field area if their area (together with other ineligible land or features) rounds up to 0.01 hectare or more.

• If you have more than 50 trees per hectare, you must remove the area of woodland from the field area. The only exception is if it is grazed woodland, please see above for the rules about this. Even if it is grazed, you must remove the area taken up by tree trunks if it adds up to 0.01 hectare or more.
You must declare all woodland subject to a Rural Development Programme for England scheme on your application even if you cannot claim for payment on it. If you have land that is not eligible for the Single Payment Scheme and is not covered by a Forestry Commission scheme, please use land use code FR1 for it.

I have pipelines or other utilities on my land. Do I need to take these into account?

You may be exempted from a cross compliance standard where, for example, the laying, construction or maintenance of a pipeline, cable or pylon under statutory authority is incompatible with meeting a standard. If you think such work might be incompatible with meeting a standard, you should request an exemption from RPA in advance of the work being carried out. This should safeguard your position.

In emergency situations, where advance requests may not be possible, we would not expect advance requests to be made. If, however, you find the work is incompatible with a standard, you would be advised to write to us as soon as practicable to safeguard your position.

We would not expect statutory bodies to have to undertake the process of using their statutory powers to obtain the required permission for access or to carry out work, where voluntary consent exists and where statutory consent would be granted if required.

I use some of my land for non-agricultural purposes. How does this affect my Single Payment Scheme payment?

Non-agricultural activity may affect your Single Payment Scheme payment. However, this depends upon the kind of non-agricultural activity that the land is used for. There are three categories:

- **Category A** – these are activities that will not affect your Single Payment Scheme application; they are allowed without any restriction.
- **Category B** – these are activities that are allowed up to a 28 day limit.
- **Category C** – these activities will mean that you cannot use this land for Single Payment Scheme payment because the land is no longer in agricultural use.
Examples of the types of activities covered by each category are listed below.

11a **Category A – activities that will not affect your Single Payment Scheme application and are allowed without restriction**

- walking;
- bird watching;
- school or university nature or farm visits;
- horse riding along bridleways;
- bicycle riding along defined paths or bridleways;
- fishing;
- hedge laying competitions, local ploughing competitions or other demonstrations of farming that do not affect the land being in good agricultural and environmental condition. This will exclude events that use trade stands; these are covered by Category B;
- shooting game;
- deerstalking;
- drag hunting; and
- paragliding and hang gliding.

11b **Category B – activities that are allowed up to a 28 day limit**

- clay shooting;
- car boot sales;
- car parking (whether it is for any of the listed activities or not);
- country fairs and shows;
- farm auctions and shows;
- horse riding activities other than those described in Category A;
- ballooning;
- festivals and events;
- scout or guide camps, or similar;
- TV and film locations;
- caravan sites (if you do have a caravan site that is used for longer than 28 days, exclude this land from your application. This need not affect a whole field);
- motor sports; and
- grass airstrips.
What land is eligible for the Single Payment Scheme?

Category C – activities that mean you cannot claim Single Payment Scheme payment on the land

This category includes situations where the land is being used mainly for recreational or other non-agricultural purposes. For example:

- a golf course;
- any other permanent sports facility;
- gallops;
- airstrip; and
- community recreational land such as rural land used primarily for public recreation and/or dog walking.

The examples given above are not exhaustive but generally land that is considered recreational or primarily of amenity use will not be paid.

If you rear game, this is also seen as a non-agricultural activity. The area taken up by pens for rearing game is not eligible for the Single Payment Scheme. However, if you move the pens every 28 days or more often, the area will be eligible for the Single Payment Scheme.

Restrictions on activities – how they work

The restrictions for Categories B and C apply throughout the calendar year. You will need to make sure that any land that is in agricultural use follows the cross compliance requirements for the whole calendar year. You will also need to remove any ineligible features – see below for more about this.

Where there are 28 day limits, these apply to the number of actual days that the activity takes place. In other words, you cannot spread the 24 hours of each ‘day’ over several days. You must also count days when you have reserved the land or are preparing for the activity, not just the days of the activity itself.

If you go over the 28 day limit, due to force majeure or exceptional circumstances we will count the area of the activity as being ineligible. In other words, we will not count your whole holding as being ineligible, just the affected area. If you go over the 28 day limit due to circumstances that are completely beyond your control, please let us know and we will consider your case.

Please note: this information only applies to the Single Payment Scheme. The rules for agri-environment schemes may be different. You can check the rules with Natural England.

There may be other limits on what you can do with the land, such as planning restrictions.
Can I claim the Single Payment Scheme where some of my land is used by the military?

If the land is eligible, you can still use it to claim the Single Payment Scheme payment even if the Ministry of Defence use it for training. However, you will still need to make sure that you follow the cross compliance requirements for the land.

Will my Single Payment Scheme application be cross checked against applications I have under other schemes?

When we receive your form, we will check the land that you have told us about against:

- land held under Rural Development Programme for England (RDPE) agreements, including:
  - land held under agri-environment schemes from Natural England;
  - land held under Forestry Commission schemes.

If you don’t declare all of your Rural Development Programme for England land correctly, this may delay your Single Payment Scheme and Rural Development Programme for England payments, and we may apply a penalty.

If the land use code that you enter on your Single Payment Scheme application doesn’t match the requirements of your Rural Development Programme for England agreement, we may apply penalties.

If the land use code that you enter on your Single Payment Scheme application doesn’t match Natural England’s requirements, they will contact you to find out why. If they cannot solve the problem, they may stop your payments, and may recover past payments from you.

For example, if you declare land as protein crops for the Single Payment Scheme, but Natural England are paying for the land as permanent pasture, this would be against scheme rules and Natural England would need to contact you.

If you do not record all the land you hold that is covered by Forestry Commission Schemes, it may delay your payment and we may apply a penalty.

What area of my field should I use to activate entitlements?

You can use the maximum eligible area for SPS of the field shown on column C4 of your SP5 field data sheet to activate your entitlements. This is taken from your Rural Land Register map. You also need to check and if necessary remove any temporary ineligible features from this area.
How do I tell you about changes to field boundaries or adding unregistered land?

If you have changed any field boundaries since your latest Rural Land Register map was drawn, or if you want to add land that you have not registered before, you will need to fill in an RLE 1 form. Please call us on 0845 603 7777 and we will send the form to you. To avoid non-payment or delays to your payment, please try to do this well before 17 May 2010, although you can submit it with your SP5.

Once we receive your RLE 1 form, we will write to you to confirm your new field numbers and areas. You will need to fill in the new numbers and areas by hand on your application form.

If you have not received the new field numbers and areas by the time you need to send in your form, please still enter the field on the form using the details entered on the RLE 1 form.

If you have not heard from us about your RLE 1 by the time you send in your Single Payment Scheme 2010 application form, don’t resend it with your form. Instead, enclose a covering letter that explains clearly which fields the RLE 1 covered.

If you have not sent us your RLE 1 by the time you send your Single Payment Scheme application form, send it with your form. You must also enclose a map that shows any new land or permanent changes to field boundaries. If you don’t send a map, and we cannot identify the field, we will not be able to pay you for that land.

I have uncropped areas such as grass banks, strips and wide field margins. How do I work out my land areas for the Single Payment Scheme?

You can use the whole field area declared on the Rural Land Register to apply for the Single Payment Scheme, but you must deduct any SPS ineligible areas from it. In a cropped field, this means that you can claim for grass margins and banks, so long as they are grazeable (they do not have to be actually grazed by animals in order to qualify).

Where you have landscape features such as streams, ditches and hedges running along the boundary of a field, the following rules apply:

- Streams and ditches have been mapped using data from Ordnance Survey Master Map. Their width will be measured as the width of the flow at normal winter level, excluding banks.
- If the field boundary runs down the far side of a stream or ditch that it is included entirely within the area of the field, the stream or ditch must be treated and mapped as a permanent ineligible feature if it is greater than 0.001ha in area.
• If the field boundary runs down the middle of a stream or ditch less than 4 metres in width (or 2 metres from its centre point), the stream or ditch will be treated as a boundary feature and no deduction will be made from the eligible area of the field.

• If the field boundary runs down the middle of the stream or ditch greater than 4 metres in width (or 2 metres from it centre point), the area of the stream or ditch from its centre-point to the edge of the water must be treated and mapped as a permanent ineligible feature if it is greater than 0.001ha in area.

• Exceptionally, where the field boundary runs down the centre of a hedge characteristic of the regional landscape and being managed in line with good agricultural cropping and utilisation practice, no deduction should be made where the total width of the hedge is less than 6 metres (3 metres from its centre point). If a hedge has grown out beyond this width, it should be treated as a temporary ineligible feature and the area within the boundary of field (i.e. from centre point to field edge) deducted from its eligible area.

Where Protein Crop Premium is being applied for, it can only be claimed on the relevant cropped area. Where there is a grass bank or strip, or an area of bare soil, within the field, the area on which the Protein Crop Premium can be claimed will be less than the area which can entered into the Single Payment Scheme.

Measuring fields for Single Payment Scheme

Please note: the rules for working out field margins are different between Single Payment Scheme and Protein Crop Premium. If you are applying for either of these payments, you need to read both this section and section H very carefully.
What land is eligible for the Single Payment Scheme?

**How should I declare my agri-environment margins?**

You should declare your agri-environment margins, buffer strips, field corners, beetle banks and other areas which are not permanently divided from the rest of your field as part of the main land use code for that field. You do not need to declare them separately. This is particularly important where these areas are less than 0.10 hectares as this is the minimum parcel size you can claim under the Single Payment Scheme.

**I have paths, tracks or bridleways across my land. How do I work out my land areas?**

You can claim Single Payment Scheme payment for footpaths, tracks and bridleways as long as they are kept in good agricultural and environmental condition.

**Some of my land is scrub. How do I claim the Single Payment Scheme for this?**

You can claim payment for areas of scrub that can clearly be grazed. That means areas where the scrub are not thick allowing grazing vegetation to grow. If you have areas that are covered with taller or thicker scrub where animals cannot graze, you must remove this area from your field area.

Sometimes, within an area of scrub, it can be difficult to identify which land can be grazed and which cannot. This may mean you cannot easily measure the area within the field that is eligible. In this case, think about whether 50% of the area can be grazed:

- If 50% can be grazed, then you can claim payment for the whole area of scrub.
- If less than 50% can be grazed, you must exclude the whole area of scrub from that field.

We call this the 50% test. Use this test for every area of scrub within your field where it is difficult to identify what can be grazed. If the whole field is scrub, and it’s difficult to work out which areas can be grazed, use the 50% test for the whole field.

You should not view very dense areas of thistles as scrub. As such, they are eligible for the Single Payment Scheme.

**Two examples of the 50% test**

- **Area is eligible because 50% or more can be grazed.**
- **Area is ineligible because less than 50% can be grazed.**
20 Some of my land is bracken. Can I claim for payment under the Single Payment Scheme?

If the bracken or bracken litter is too thick for grass or other forage to grow, you cannot claim the Single Payment Scheme payment on this area. If your area of bracken is being grazed, or if there is enough grass or other forage to support grazing, you can claim payment for the area.

We count bracken separately from scrub because:

- bracken is generally not grazed;
- bracken is poisonous to cattle and only eaten by sheep if there is nothing else to eat; and
- scrub is permanent, while bracken dies back each year, building up a dense layer of litter.

21 What other permanent and temporary ineligible features do I need to remove from the area of my claim?

You must deduct all permanent and temporary ineligible features from the area that you enter into the Single Payment Scheme. The permanent ineligible features that we have identified for your holding are shaded green on your new Rural Land Register maps and listed in the Field Data Information Sheet(s) that we sent you with the maps. We have used this information to calculate the ‘Maximum area eligible for SPS’ (column C4 of your SP5 field data sheet) for each of your fields. You should check this information carefully. If you need to make any changes, please include a sketch map with your SPS application giving full details.

You may also have temporary ineligible features in your fields, areas temporarily outside agricultural use which are likely to change over time and are not usually shown on Ordnance Survey maps. These temporary features are not shown on your Rural Land Register maps and you will need to deduct their area to calculate the ‘area to activate entitlements on to claim SPS’ (column C9 of your SP5 field data sheet) for each field.

22 What should I do if anything changes after I have sent my application in?

If, after you have sent us your application, you discover something that might affect your land’s eligibility for the Single Payment Scheme you must let us know. Similarly, if anything changes that would affect your application, you must let us know. Penalties may apply in some cases.
What is an entitlement?

If you hold an entitlement you can apply for payment under the Single Payment Scheme, if you meet certain rules.

There are two types of entitlement:

- normal entitlements, which are activated (claimed) against land; and
- special entitlements with special conditions which are activated (claimed) against livestock.

To activate means to use your entitlements along with eligible land or livestock to claim for payment under the Single Payment Scheme.

Your entitlements statement will show the number of entitlements you hold at the time of printing.

How do I receive payment on my entitlement?

Entitlements can be activated (that is claimed against or used) for payment each year you apply for the Single Payment Scheme.

To activate normal entitlements you must claim them against at least the same number of hectares of eligible land, which must be used in the same English region in which the entitlement was allocated.

If you claim fewer hectares of eligible land than entitlements, we will only activate the same number of entitlements as hectares of eligible land in the following order:

- normal entitlements (from highest to lowest value); then
- special entitlements (only whole entitlements are used, from lowest to highest value – European Commission regulations say we must do this).

If you do not want your entitlements activated in this order you should fill in an Entitlements declaration form (SP11) and send it to us at the address at the back of this booklet, as we do not automatically activate entitlements by their expiry dates. You can get an SP11 if you call our Customer Service Centre on 0845 603 7777.

If you do not activate your entitlements at least once every two years they will be taken away from you and the value will be put into the National Reserve, except in cases of ‘force majeure’. Transitional rules are explained in Key Changes paragraph 6.

You can rotate your entitlements to make sure that they are used at least once every two years. For example, if you have 40 entitlements but only 20 hectares of eligible land, you could have used 20 entitlements in 2009 and the other 20 entitlements in 2010. This means you will have used all of your entitlements at least once every two years.
The example below may help you understand how we activate your entitlements:

Example:

You hold 25 entitlements on 17 May 2010, Block 1 is 10 normal entitlements worth €300 each with a use by date of 2011; and Block 2 is 15 normal entitlements worth €200 each and a use by date of 2010.

You only have 23ha of eligible land which you can use in 2010.

**Option 1**

Here we activate your entitlements in the usual order:

- The 10 normal entitlements from Block 1 first as they have the highest value; then
- 8 of the normal entitlements from Block 1 of the lower value.
- You then have 2 entitlements left in Block 1 which we take away from you, as they have a use by date of 2010 and you have not used them.

To avoid losing the two remaining entitlements from Block 2 you should ask for an SP11 to change the order of activation.

**Option 2**

Here we activate your entitlements using the order you could ask for in your SP11:

- The normal entitlements from Block 2 first, even though these are worth less than the entitlements in Block 1, but you can activate these the following year because they have a use by date of 2010: then
- 8 of the normal entitlements from Block 1
- you then have 2 entitlements left in Block 1, but you can activate these the following year because they have a use by date of 2011.

In this example, you will not lose any entitlements you hold if you use them in the order in option 2.

**How much are my entitlements worth?**

The value of an entitlement is made up of a combination of a flat rate for that scheme year for the English region it is held in and where applicable any historic reference amount that you hold.

The flat rate is based on a percentage of the total amount available to pay Single Payment Scheme applicants in each of the English regions. The flat rate increases each year and, where it applies, any historic reference amount reduces. By 2012 there will only be a single flat rate value for all entitlements in each of the three English areas.
For 2010, 75% of the total amount available to each English area will be used for the flat rate and 25% for the historic reference amount including the sugar reference amount where applicable. These proportions will continue to change over the next few years as shown in the table:

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<thead>
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<th>Year</th>
<th>Percentage used to fund the:</th>
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<tbody>
<tr>
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<td>Flat rate element</td>
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<td>2011</td>
<td>90</td>
</tr>
<tr>
<td>2012</td>
<td>100</td>
</tr>
</tbody>
</table>

How do I use entitlements with special conditions (special entitlements)?

To activate your special entitlements for payment you must maintain at least 50% of the level of agricultural activity you had during the reference period of 2000 to 2002.

You need to declare the number of animals that meet the Single Payment Scheme special entitlement rules which you have in your herd on your holding up to and including 31 October each year.

We check to make sure that livestock numbers are kept to the right levels to meet the special entitlement rules. These may include:

- Checking livestock records;
- Checking livestock movement databases, for example the Cattle Tracing System; and
- Farm inspections.

How are special entitlements changed into normal entitlements?

Special entitlements will be changed irreversibly into normal entitlements if:

- You declare more hectares of eligible land on your 2010 application form field data sheet than you need to activate all your normal entitlements. We will use the surplus hectares to activate the number of special entitlements for payment. We will then change these entitlements into normal entitlements;
- You do not confirm at question E1 of your 2010 application form that you want to keep the ‘special status’. We will change your entitlements into normal entitlements;
- You transfer out your special entitlements without transferring all of them to a single farmer in the same entitlement transfer. We will change the special entitlements that you transferred into normal entitlements.

In all of these cases the change we make from special entitlements into normal entitlements is permanent.
What happens if my allocation of entitlements needs to be corrected? Can entitlements be recovered from me?

If the number or value of entitlements you hold is unduly high, we may be required to reduce them accordingly. However, from 1 January 2010, there are fewer circumstances in which this will apply due to the implementation of Article 137 of Council Regulation 73/2009 (as amended).

Where Article 137 applies, entitlements allocated before 1st January 2009 (eg in the original SPS entitlement allocation in 2005) will be confirmed at that level from 2010 onwards. This applies if your original application was correct or you could not have reasonably detected the mistake.

You should note that even though the higher level of entitlements is confirmed from 2010 any overpayments on unduly high entitlements claimed on from 2005 to 2009 can be recovered.

If you think your entitlements are incorrect you should write to inform us of this. We will then investigate your case and, if appropriate, make any necessary corrections.

To ensure that you are paid the correct amount, it is important to check the accuracy of entitlements allocated. If we find that entitlements are incorrect, we may have to recover overpayments.

All cases are considered on their own merits, but from 2010, the following general rules will apply to entitlements which appear to be incorrect:

• We cannot increase the number of entitlements if you under declared your number of eligible hectares on your original application;
• In duly justified circumstances, we may be able to issue new entitlements or increase the value of existing ones.
**E Land at your disposal**

1. **When does land have to be at my disposal**
   If you want to claim the Single Payment Scheme on English land this year, it must be 'at your disposal' on 17 May 2010. In Wales, Scotland and Northern Ireland land must be at your disposal on 15 May 2010. The land must be eligible for the Single Payment Scheme for the entire calendar year.

2. **What land is not covered by these requirements?**
   Land used only for non-Single Payment Schemes, for example:
   - Uplands Transitional Payment;
   - Area Payment for Nuts; and
   - Protein Crop Premium.

3. **How do I identify what land is at my disposal?**
   This is usually easy to do because:
   - you are an owner occupier and farm the land;
   - you have a tenancy under the Agricultural Holdings Act 1986; or
   - you have a Farm Business Tenancy under the Agricultural Tenancies Act 1995.

4. **How can I determine if land is 'at my disposal' if someone else also carries out agricultural activities on the same area of land as me?**
   The following will help you to establish whether or not land is 'at your disposal'. Please note that this is not a complete list, and we have not ordered it in any particular way. It simply shows some of the factors you may need to consider.
   - Whether one of you clearly does not have use of the land on 17 May.
   - Who actually uses the land.
   - The predominant use of the land.
   - Whether you actually carry out an agricultural activity, which includes keeping the land in good agricultural and environmental condition.
   - Who takes the profit from the land.
   - Who takes the risks.
   - The terms of any agreement between you.
   - Your legal rights, including the right to terminate and to carry out an agricultural activity on the land.
   - Who controls the use of the land and the access to it, to ensure that it is only put to eligible uses and is kept in accordance with cross compliance requirements. This includes keeping the land in good agricultural and environmental condition.

   For further information about cross compliance, read paragraphs 8 and 9 of this section.
The following examples may help you decide who has the land at their disposal.

- **Example 1:** You are an owner occupier and farm your own land to claim the Single Payment Scheme. There are no other farmers involved and you are able to claim for payments on eligible land provided you have entitlements.

- **Example 2:** You have an agricultural tenancy either under the Agricultural Holdings Act 1986 or the Agricultural Tenancies Act 1995 which covers a period including 17 May and a period of over one year. As a tenant you are eligible for the Single Payment Scheme provided you hold sufficient entitlements.

- **Example 3:** You are a livestock farmer. You do not own the land but you have an agreement with the landowner which allows you to graze your animals for a period including 17 May. Depending on the rights and obligations of both parties, an application could come either from the landowner or the grazier. For example, the landowner could apply, given that he/she has responsibility for looking after the quality of the land, fertilising and reseeding as required, and for maintaining key features such as hedges, gates and tracks. Alternatively, the grazier might apply on the basis that the agricultural activity is mainly under his/her control. Eligibility to apply for payment will depend on the contract or agreement between the landowner and the grazier, and how this works in practice on the land. Whoever makes the application is in most cases responsible for making sure that any cross compliance requirements are met.

If we are in any doubt as to who should receive the Single Payment Scheme payment, we may ask for sight of the terms of any agreements.

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5 I sub-let some of my land to another farmer. Can I claim under the Single Payment Scheme?

If you sub-let any land, the terms of your agreement can affect whether you can claim the Single Payment Scheme. If the sub-let is a tenancy, the sub-lessee will have the land at their disposal. If it is merely a grazing licence, the licensor will have the land at his disposal. You should check your agreement to ensure it reflects your exact situation, even if it has been running for a long time. It is better to have a written agreement, although a verbal agreement may still be legally valid. If land is found not to be at your disposal, penalties may apply.

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6 I have a contract farming agreement. Can I claim under the Single Payment Scheme?

A contract farming agreement does not usually convey the rights to the land contractor. The contractor has access to the land to undertake his duties at the bidding of the farmer, and so simply acts as the agent of the farmer. In this case, only the farmer is eligible to apply for payment.
What if I have a dispute with someone else about who can claim the Single Payment Scheme payment?

We will only pay you if you are the farmer (as defined in the adjacent box) with the land at your disposal on 17 May 2010.

If we later find that you were not eligible to apply or that the land was not at your disposal, we may apply penalties. We will not make a payment to anyone who artificially creates the conditions required to receive payment.

If we receive two applications for the same land, we will not be able to pay either of you. The responsibility to resolve this lies with you. After the problem has been sorted out, we will apply penalties to the party who wrongly claimed for the land.

Who is responsible for meeting cross compliance requirements?

Land used to activate entitlements only needs to be at your disposal on 17 May 2010 if you are claiming under the Single Payment Scheme. However cross compliance requirements still need to be met for the whole of the calendar year. It is your responsibility to make sure these requirements are met. You are normally liable for any breach of these requirements.

However, please note that new rules apply for transfers of land from 2010.

- If you took on some land after 1 January 2010 and used this land to activate Single Payment Scheme entitlements and it was found that the person from whom you received the land had caused a breach of cross compliance, it would be that person who would be liable for that breach provided he is a Single Payment Scheme claimant.
- If you transfer out some land after 17 May 2010 that you used to activate Single Payment Scheme entitlements and it was found that the person to whom you transferred the land caused a breach of cross compliance, that person would be liable for that breach provided he was a Single Payment Scheme claimant.

A Farmer is defined as a natural or legal person (or group of natural or legal persons) with a holding within the EU, who exercises an agricultural activity or is responsible for the land being maintained in accordance with the Good Agricultural and Environmental Condition.

For further information about penalties, read section M.
Who is responsible for maintaining cross compliance requirements relating to livestock?

If you have day to day responsibility for sheep, goats and pigs you are responsible for compliance relating to identification and traceability. This applies whether or not you own the animals or whose land they are grazing on.

If you keep cattle and are the person registered on the Cattle Tracing System it is your responsibility to ensure compliance relating to the identification and traceability of cattle.

The welfare of all farmed animals is with both the person who has day to day responsibility for the animals and the owner of the animals.

What happens if I refuse to allow an inspection?

You may lose your payment if you refuse to allow an inspection, intentionally obstruct an inspector or fail to give reasonable help. This applies even if you have claimed on the land, but are no longer the occupier and the new occupier refuses to allow access to the inspector to that land.

What do I need to consider when transferring land?

You should carefully consider the terms of any contractual arrangements between yourself and the other party. You should consider whether you are protected if cross compliance rules are broken or inspectors are refused access before or after any land transfers. You should consider the risks of not having an agreed contract in place.
Can I claim common land for the Single Payment Scheme?

If you have common rights, you may be able to use them to activate Single Payment Scheme entitlements. You must be a farmer and have a legal right to use the common. This will usually be a right of grazing registered under the Commons Registration Act (1965) but it may be possible for you to claim other rights, such as an owner’s right to surplus grazing. Where an owner of a common assigns or leases his surplus grazing rights to a third party, that person may be able to use them to claim under the Single Payment Scheme.

If you own a house or other land that has common grazing rights attached, you will only be able to use those rights to support a Single Payment Scheme application if you meet the definition of being a farmer.

You can apply to the Single Payment Scheme for any common right that entitles you to graze stock on the common. The common grazing needs to be at your disposal on 17 May 2010 and there must be nothing in the Common Land Register that stops you from being able to comply with this. Any common land over which your stock stray is not eligible, that is, where you have no registered right to graze.

The common land used to support your application must meet all Single Payment Scheme eligibility requirements. It must be managed to meet the requirements of cross compliance including the Good Agricultural and Environmental Condition. This applies to the whole common, so if a Good Agricultural and Environmental Condition rule is broken anywhere on the common, the farmer (or farmers) who broke the rule may have their payments reduced in whole or in part. You do not need to carry out a Soil Protection Review for a common unless you are the sole occupier of the common land.

The Single Payment Scheme does not alter your legal rights of common, or your ability to exercise those rights.

How do I claim common land for the Single Payment Scheme?

The commons on which you have grazing rights should be listed at Part CA of the Single Payment Scheme SP5 form. If you have not received Part CA, please contact the Customer Service Centre for a copy of the form.

If you do not enter your common land on Part CA of the SP5, you may not receive a notional area allocation for your common land grazing rights.

Please ensure that you check the pre-printed information entered at Part CA. If any of the pre-printed information is incorrect, please ensure that you either correct it, or delete the whole line and enter your correct data on a new line.
3 I also have an Ordnance Survey sheet and field number for the common I graze. How should I claim?

Common land is not usually included on the Rural Land Register for Single Payment Scheme purposes, however, it may have been included or registered in relation to an agri-environment scheme agreement. This may mean that the common is shown on the Rural Land Register and you will have been given a field reference number for it. For the Single Payment Scheme, please record your common grazing rights only at Part CA of the SP5 form and remove any field reference numbers relating to common land from the field data sheets.

4 How do I know if I have common land rights or how many rights I have?

Your grazing rights will usually be listed in the Common Land Register drawn up under the Commons Registration Act 1965. These registers are held by the Local Authority that is responsible for the common.

We recommend that you check the Common Land Register to ensure you know:

- the number of the entry or entries to which your rights are attached;
- the number and type of rights that are available to you; and
- whether your rights are split.

Checking your rights may help you to provide the correct information and to resolve queries resulting in the speeding up of the processing of your claim.

5 I have been asked to provide proof of my rights, what evidence can I use?

Evidence may be provided in the form of deeds, conveyances, or a specific reference to an entry or entries in the relevant Common Land Register(s). Your Single Payment Scheme payment may not be made until you provide us with satisfactory evidence.

6 I am claiming rights on the New Forest, what evidence should I provide?

If you are using New Forest common rights to support your application, you must supply a photocopy of a valid marking fee receipt(s). A valid receipt is one that has been signed by an Agister. The receipt should show that marking fees have been paid for a period that includes up to and including 17 May 2010.
I am claiming a right of grazing that can be for different types of animal. How should I claim?

If you have the right to graze more than one type of animal on a common, for example, 5 cattle and 10 sheep and 2 ponies, you should enter them all in Part CA on separate lines.

If your rights are in the form of gates/gaits or stints, you must explain their equivalent value as defined in the Common Land Register, for example, one stint = the right to graze one cow or five sheep. You should submit this information with your application so that we can calculate the actual value of your rights. If you are in any doubt, please provide all the information contained in your register entry.

If your register entry allows you a choice of animal types, you should convert them to Livestock Units and enter whichever gives the highest Livestock Unit value.

Please note this will not affect any environmental agreement you have in place as the Single Payment Scheme is based on the register NOT what is actually grazed.

Example:
The Common Land Register gives the farmer the right to graze 10 cattle or 50 sheep or 15 ponies. The Livestock Units are calculated as follows:

A) 10 cattle x 1.0 LU’s = 10 LU’s,
B) 50 sheep x 0.15 LU’s = 7.5 LU’s,
C) 15 ponies x 0.6 LU’s = 9 LU’s. In this case, the farmer can maximise his common land allocation by claiming for 10 cattle.

How will you calculate my common land allocation?

Allocations will normally be based on your entries in the Common Land Registers. We will calculate them using the maximum number of Livestock Units that are available to be grazed on the common. To ensure you receive your full allocation, and if your register entry gives you the option of different animal types, you should claim the animal type that gives the maximum number of Livestock Units for your entries.

You will be notionally allocated part of the area of the common. Your notional allocation on the common will be calculated as follows:

The agricultural area of the common divided by the total number of Livestock Units on the common multiplied by the number of rights you have claimed (as expressed in Livestock Units).
I am the owner of a common, is my allocation calculated differently?

Owners, who must be farmers, generally have the right to any surplus grazing beyond the registered rights of the commoners. This is known as the structural surplus or headroom. If the common can accommodate more animals than are registered in the Common Land Register, surplus grazing will be available for the owner to use. However, a common may have registered rights for so many animals that there is no surplus grazing available to the owner.

To see if there is surplus grazing available, we will check whether there is any headroom between the total rights available on the common (both claimed and unclaimed) and a conservative measure of the overall capacity of the common. If there is headroom, it will be converted into a notional land area for the owner to claim entitlements against. If there is no headroom, there will be no surplus grazing available for the owner to claim.

If the owner of the common has chosen not to establish entitlements on the common, or if we calculate that there is no surplus grazing, the area of the common will then be allocated only to those with rights to graze.

Calculations will be based on the following stocking rates:

Severely Disadvantaged Area moorland: 0.25 Livestock Unit/hectare
Severely Disadvantaged Area non-moorland: 0.75 Livestock Unit/hectare
Non-Severely Disadvantaged Area grassland: 0.75 Livestock Unit/hectare

Example 1:
Common 1 is 20 ha in the Severely Disadvantaged Area moorland. The Common Land Register gives 3 commoner farmers the right to graze 3 Livestock Units each on the common.

In this case, the surplus grazing is calculated as follows:

A) Stocking density is 0.25 LU/ha: 20 ha x 0.25 LU/ha = 5 LUs
B) Total registered rights on common: 3 commoners x 3 LUs = 9 LUs
C) Structural surplus grazing (A – B): 5 LUs – 9 LUs = -4 LUs

As the surplus grazing is calculated as -4, there is no surplus and so the owner cannot establish entitlements on this common.

Example 2:
Common 2 is 20 ha in the Severely Disadvantaged Area non-moorland. The Common Land Register gives 3 commoner farmers the right to graze 3 Livestock Units each on the common.

In this case, the surplus grazing is calculated as follows:

A) Stocking density is 0.75 LU/ha: 20 ha x 0.75 LU/ha = 15 LUs
B) Total registered rights on common: 3 commoners x 3 LUs = 9 LUs
C) Structural surplus grazing (A – B): 15 LUs – 9 LUs = +6 LUs

As the surplus grazing is calculated as +6, the owner can claim the notional grazing for 6 LUs.
I am aware of grazing rights that are not being used on my common. Will these rights be divided up amongst those applicants claiming the Single Payment Scheme?

No, we will not increase your notional area to take account of any rights that other commoners are not claiming.

My common land is classed as ‘cross border’, how should I claim?

If you have rights on a common that straddles the border between England and Wales, you must complete both the Single Payment Scheme SP5 form and a separate Welsh Single Application Form. You should enter your cross border common land on both applications.

The number of rights you can hold and activate in England will be in proportion to the area of the common that is actually within England. The balance will be in the other region. You should claim for the correct number of rights in each region.

I am claiming on behalf of other commoners as a ‘Commoners’ Association’, how should I claim?

Exceptionally, you may activate entitlements as a Commoners’ Association (or other body), provided you can show that the Association meets the definition of being a farmer and:

- lawfully exercises the rights of one or more commoners, or
- lawfully exercises rights on behalf of the owner of the common, and
- can meet the remaining scheme rules.

You must also show that:

- the Association’s Single Payment Scheme application is supported by some form of legal written agreement between all graziers/owners to claim the common on their behalf;
- the Association is acting as the ‘farmer’ in terms of keeping the land in Good Agricultural and Environmental Condition and has supplied proof to support this; and
- the Association is representing all graziers on the 1965 Common Land Register, regardless of whether or not a Single Payment Scheme application has been submitted.

If you are considering applying for the Single Payment Scheme as a Commoners’ Association (or similar body), you should contact us and seek independent professional or legal advice.
What is the Uplands Transitional Payment?

The Uplands Transitional Payment aims to provide dedicated transitional support to beef and sheep producers who farm land in England’s Severely Disadvantaged Areas. You must have an existing Countryside Stewardship Scheme or Environmentally Sensitive Areas agreement which means you cannot immediately enter the new Uplands Entry Level Stewardship.

The Uplands Transitional Payment is intended as a transitional payment to those former Hill Farm Allowance claimants who cannot yet enter the replacement scheme, Uplands Entry Level Stewardship, because of their existing Countryside Stewardship Scheme and/or Environmentally Sensitive Areas commitments. Both the Uplands Transitional Payment and Uplands Entry Level Stewardship recognise the specific difficulties farmers can face in these regions and the vital role you play in delivering the landscape and environmental benefits for England’s uplands.

The Uplands Transitional Payment is intended to help preserve the farmed upland environment by making sure that land in the Severely Disadvantaged Areas is managed in a sustainable way. It also aims to contribute to maintaining the social fabric in upland communities through supporting continued agricultural land use.

The Uplands Transitional Payment is administered by the Rural Payments Agency on behalf of the Department for Environment, Food and Rural Affairs.

When does the Uplands Transitional Payment come into effect?

The Uplands Transitional Payment will be made from 2011. You should claim for payment on the Single Payment Scheme 2010 application form SP5 which needs to be submitted by 17 May 2010.

Am I eligible to claim?

The transitional payment is available from 2011 if you have eligible Severely Disadvantaged Area land still in an Environmentally Sensitive Area or in a Countryside Stewardship Scheme. You must have made a valid claim for Hill Farm Allowance 2010 in the 2009 Single Payment Scheme application year. This is because the land is ineligible for Uplands Entry Level Stewardship due to double-funding rules.

We cannot pay Uplands Transitional Payment on land used for dairying. Other eligibility rules will apply. You should refer to the relevant guidance.
How do I apply for the Uplands Transitional Payment?

You will need to:

• read the Uplands Transitional Payment 2011 Explanatory Booklet;
• submit a Single Payment Scheme (SP5) 2010 application. You don’t have to apply for the Single Payment Scheme, but the only way to apply for Uplands Transitional Payment is by using this form;
• make sure you apply all cross compliance requirements throughout all of your holding.

To apply, please complete your Single Payment Scheme application form. In particular you must complete column C8, C11, part CA (if applicable) and question E3 giving the number of eligible cattle and/or sheep as accurately as you can. If possible you should also give the number of your Countryside Stewardship Scheme or Environmentally Sensitive Areas agreement that is the last to conclude.

All of your forage area, including land outside of the Severely Disadvantaged Areas, counts towards your eligibility for the Uplands Transitional Payment. The land must be available to graze or to take a forage cut from it for seven months starting on any date between 1 January to 31 March 2010. In order for it to count towards your claim the land must be available to you for four of those seven months, although the four months don’t need to run consecutively.

We will pay you on the Severely Disadvantaged Area remaining after we have concluded our checks.

What land use codes should I be using on my field data sheets?

Each parcel of forage, including land outside of the Severely Disadvantaged Area, that meets the condition described in paragraph 4, should be listed on your Single Payment Scheme application form. The land use must be recorded in column C8 and the area available to be grazed must be listed in column C11. The land uses eligible for the basic Uplands Transitional Payment are:

• PP1 – Permanent pasture
• PP4 – Permanent pasture in an agri-environment scheme
• TG1 – Temporary grass
• TG3 – Temporary grass in an agri-environment scheme

For further information on eligibility, please refer to the Uplands Transitional Payment 2011 Explanatory Booklet.
Can I claim Uplands Transitional Payment on common land?

If you own the right to graze common land and you wish to claim both the Uplands Transitional Payment as well as the Single Payment Scheme, please complete part CA of your Single Payment Scheme 2010 application form in full. You will need to activate all entries at column CA8. You must also declare your intention to claim for Uplands Transitional Payment at question E3.

If you lease rights, or have leased rights out, and you wish to claim only for the Uplands Transitional Payment portion, please complete Part CA but do not activate at column CA8. You must also declare your intention to claim for Uplands Transitional Payment at question E3.

How can I increase the payment rate for my Uplands Transitional Payment?

You can increase the basic payment rate of your Uplands Transitional Payment by doing at least one of the following:

- maintaining at least one hectare or 5% (whichever is the smaller) of the Severely Disadvantaged Area land on your holding under arable cover that is not receiving other financial support for growing crops and was not converted from permanent grassland in or after 2005. Eligible arable codes are flax (FL1), hemp (HM1) and other (OT1).
- maintaining at least one hectare or 5% (whichever is the smaller) of the Severely Disadvantaged Area land on your holding under woodland cover that is not receiving other financial support for growing crops and was not converted from permanent grassland in or after 2005. Eligible woodland codes are forests (FR1), land afforested that was permanent pasture on 15 May 2003 (FR4), almonds (NT3) and permanent crops (PC2).

If you declare the minimum eligible area for either woodland or arable crops your basic Uplands Transitional Payment rate will increase by 5%. If you declare the minimum eligible area for both the woodland and arable crops, your basic Uplands Transitional Payment rate will increase by 10%.

If you want to declare land that is eligible for enhancement, you should record the land use at column C8 and the area at column C11 on the field data sheet.
What are some of the main requirements for keeping cattle under the Uplands Transitional Payment?

Cattle that are eligible for the Uplands Transitional Payment belong to herds that are used for rearing calves for meat production only. Cattle that form part of a dairy herd are not eligible.

You must keep eligible cattle on your holding for at least six months from any start date between 1 July and 31 December 2010.

The Uplands Transitional Payment 2011 Explanatory Booklet contains details of other requirements that your cattle must meet in order for you to meet the scheme rules.

What are some of the main requirements for keeping sheep under the Uplands Transitional Payment?

Any female sheep are eligible for the Uplands Transitional Payment but they must be at least 12 months of age or have given birth by the end of the sheep retention period to qualify.

The retention period for eligible sheep lasts for 100 days and can start from any day from 1 January to 22 September 2010.

The Uplands Transitional Payment 2011 Explanatory Booklet contains more information on eligible sheep and the conditions that you must meet for your animals to count towards the scheme eligibility requirements.
1 What is covered in this section?
Protein Crop Premium is a separate scheme from the Single Payment Scheme. You must apply for the premium by filling in columns C8 and C11 on the 2010 application form, but you do not have to be applying under the Single Payment Scheme to qualify for the premium.

2 What do I have to do to claim Protein Crop Premium?
You can use any land to apply for the premium but you must sow all crops in line with local standards. This means that the land must be prepared and the seed sown in a way and at a seed rate that should produce a normal marketable crop. You should note that the area of a land parcel on which you can apply for any premium may be different from the area you can use to support your Single Payment Scheme application.

Crops cannot be harvested until they reach lactic ripeness. In the United Kingdom proteins can be harvested at a maximum moisture content of 30% (that is, harvested dry) to meet this requirement.

Where protein crops are sown in a mixture with cereals, you must be able to prove that the protein crops are the main crop in the mixture to receive the premium. As proof of the mix you should keep labels, seed invoices and sowing records. If we make an inspection visit, we may ask to see this proof as well as making a physical assessment of the crop.

Protein crops are defined as:
- Peas within CN code 0713.10;
- Field beans within CN code 0713.10; and
- Sweet lupins within CN code ex 1209 29 50.

3 How do I measure my protein crop area?

Measuring fields for Protein Crop Premium
Please note that the rules for calculating the claimable area for the Protein Crop Premium are different from those for the Single Payment Scheme. If you are claiming the Protein Crop Premium, please read this section and section C carefully.

For the total Single Payment Scheme field area to be used to support your application for the Protein Crop Premium, the field must be fully cropped. For your field boundaries this means that:
- Where you are able to claim the Single Payment without making any deduction from total field size for boundary features, any un-cropped area around the margin of the field must not exceed 3m from the field boundary (measured from the centre point of the boundary where the boundary is a hedge or a ditch). If the un-cropped margin does extend further than 3 metres into the field, you should calculate the area on which the Protein Crop Premium can be claimed from the edge of the actual cropped area within the field.
Protein Crop Premium

Measuring fields for Protein Crop Premium

Please note: the rules for working out field margins are different between Single Payment Scheme and Protein Crop Premium. If you are applying for either of these payments, you need to read both this section and section H very carefully.

How do I take account of footpaths, tracks and bridleways?

If you want to claim Protein Crop Premium, use the following rules for any footpaths, tracks and bridleways:

- if you have any visible tracks and bridleways that are not public rights of way, measure them and remove these from your application;
- if you have public rights of way running across a field, remove the following from the area of your field:
  - for footpaths, one metre multiplied by the length of the path; or
  - for tracks and bridleways, two metres multiplied by the length of the track or bridleway;
- if you have public rights of way that run alongside a field boundary, remove the following from the area of your field:
  - for footpaths, 1.5 metres multiplied by the length of the path; or
  - for tracks and bridleways, three metres multiplied by the length of the track or bridleway.

How will I be paid for Protein Crop Premium?

The premium will be paid at €55.57 per hectare.

There is a European Union Maximum Guaranteed Area of 1.648 million hectares. If this is exceeded we will reduce payments.
What is covered in this section?
The Area Payment for Nuts can be claimed separately from the Single Payment Scheme and you can apply for it using any orchard growing nuts that meet the rules below. You must apply for the payment by filling in columns C8 and C11 on the 2010 application form. The area of land you use to support your application for Area Payment for Nuts can also be used to support your application for the Single Payment Scheme.

What counts as eligible?
Eligible nuts are:
- Almonds, within CN codes 0802 11 and 0802 12;
- Hazelnuts or filberts, within CN codes 0802 21 and 0802 22;
- Walnuts, within CN codes 0802 31 and 0802 32;
- Pistachios, within CN code 0802 50; and
- Locust beans within CN code 1212 10 10.

Orchards must be a minimum plot size of 0.1 hectares and a minimum tree density (per hectare) applies as follows:
- 125 for hazelnuts;
- 50 for almonds;
- 50 for walnuts;
- 50 for pistachios; and
- 30 for locust beans.

An orchard is explained as ‘an unvarying and geographically continuous area which is not divided by other crops or plantations’. Isolated nut trees or a single row of nut trees planted alongside roads or other crops are not considered to be an orchard. Other trees (including chestnuts) within an orchard will not stop your application for payment, if they are not greater than 10% of the density needed.

How is my Area Payment for Nuts calculated?
The average payment will be €120.75 per hectare unless the payment ceiling (based on a National Guaranteed Area of 100 hectares for the United Kingdom) is exceeded. If this is exceeded, we will reduce payments.
If I am growing hemp, do I need to declare it on my application form?
Yes. You must declare any land parcels which you use to grow hemp for fibre or other purposes. We can provide a list of the hemp varieties that you can grow under the Single Payment Scheme.

What other conditions do I have to meet if I intend to grow hemp?
Strict conditions apply to anyone growing hemp. Therefore, you need to be fully aware of your legal responsibilities. You must have a licence from the Home Office. It is against the law to grow hemp in the United Kingdom for any purpose without a licence.

How do I get a licence?
You should contact:
Home Office Drugs Licensing and Compliance Unit
4th Floor, Fry Building
2 Marsham Street
London
SW1P 4DF
Telephone: 0207 035 3548
Fax: 020 7035 6161
You should apply for a licence as early as possible. They are not issued automatically. The Home Office will ask where and why you plan to grow hemp. You may be asked for evidence that you have a contract to supply hemp to a Home Office approved processor.

How do I confirm the variety I am growing?
You will need to use certified seed of one of the eligible varieties. You will need to enclose the original official seed labels with your Single Payment Scheme application. The seed label must confirm the variety. We will return these labels to you. Hemp varieties Finola and Tiborszallas are not eligible.

What happens if I do not sow the hemp until after 17 May?
You will still need to send in the official seed labels no later than 30 June. If you do not then you will not be paid for your hemp and you may have a penalty imposed.
What sampling and testing will be done?

Under European Commission rules the United Kingdom must sample and test 20% of all applications which include hemp. This includes 20% of the total area of hemp and all varieties of hemp grown. This is done to make sure that the tetrahydrocannabinol content is below the level outlined by European Commission legislation.

For each variety sown, you must keep three distinct areas of each field which you have included in your Single Payment Scheme application. Each area must contain at least 4,000 plants, until at least 10 days after flowering. You must not harvest these areas until sampling has been done or until you have received a letter from us stating that sampling is not necessary.
Am I able to transfer entitlements?

Yes, you can transfer entitlements to other Single Payment Scheme farmers, but there are rules about how and when this can happen.

- You can only transfer entitlements to a farmer.
- The person transferring out the entitlements does not need to be a farmer at the date of the transfer.
- Transfers of entitlements to farmers in different Member States can only take place through inheritance. The entitlements can only be used in the Member State in which they were issued.

When do I as a transferor tell you that I want to transfer entitlements to another farmer?

You can transfer entitlements at any time during the year, but you must tell us at least six weeks before you want the transfer to take place. To do this you should complete and send in a Rural Land and Entitlements form, RLE 1. If we do not object to the transfer, it will take place on the date you have given us on the form; or after a six week notice period if you have not given an effective date of transfer, or you have given a date less than six weeks.

You should note that:

- The deadline for us to receive an entitlement transfer RLE 1 form is midnight 4 April 2010. This will allow the transferee (that is, the person receiving the entitlement) to use it for their application for payment in 2010.
- Entitlement transfer forms received after 4 April will be allocated to the next scheme year.
- The person signing the RLE 1 must have been properly empowered by the business transferring the entitlements out before they sign it.

How can I transfer entitlements?

There are several types of entitlement transfers. You can transfer entitlements by:

- Sale or as a gift with land.
- Sale or as a gift without land.
- Lease of entitlements with the transfer of an equivalent area of SPS eligible land that is in the same region.
- Inheritance.
- Surrender.

You may also need to complete an RLE 1 where your business is involved in either a merger or scission which results in the formation of a new business.
When do I need to send any supporting documents for an entitlement transfer?

You need to send supporting documents when:

- you are transferring entitlements by inheritance; or
- you are transferring entitlements with land.

You do not need to send copies of tenancy agreements, sales contracts, or other similar types of documents, with your RLE 1 form.

What do I do if I want to withdraw or change my RLE 1 after I have sent it to you?

You can withdraw or change your request to transfer land and/or entitlements by writing to our Customer Service Centre.

For your request to be accepted it must be:

- in writing and signed by someone who has been properly empowered to act for the transferor’s business; and
- received by us no later than the day before the transfer is due to take place.

We will not accept a request for a change if we receive it after we have rejected your RLE 1 form.

What happens if I receive entitlements that have been wrongly allocated (issued)?

You may have to surrender (give up), entitlements that you have been given, bought or leased if, for example:

- the entitlements should not have been allocated (issued) at all, resulting in the farmer who is transferring them having insufficient entitlements available to honour the transfer; or
- a previous owner of the entitlements has not met the required usage rules.

Also, the value of any entitlements you have bought or leased may be reduced if their value was originally set too high.

In all of the above cases, the farmer receiving the entitlements will also have to pay back any undue payments they received while they held the entitlements. It may be wise if you are buying or leasing entitlements to get professional advice about how to protect your position in this type of situation.
When will I be notified that my transfer has been successful?

We will send either a letter or an entitlements statement to you and the other party once the transfer has taken effect.
We will send a letter to you and the other party if your application is not successful.

Where can I find out more information about transferring entitlements?

For more information about transferring entitlements including more rules and restrictions, and guidance on how to complete the RLE 1, you can read the RLE 1 Guidance which is on our website (www.rpa.gov.uk) or you can call our Customer Service Centre, the telephone number is 0845 603 7777.
There is also a set of frequently asked questions and answers on our website.

How can I get an RLE 1?

You can ask for an RLE 1 pre-printed with your details by calling our Customer Service Centre on 0845 603 7777.
You will need to use a separate RLE 1 for each entitlements transfer or land change.
We will not accept photocopies, e-mail copies or faxed copies of RLE 1 forms.
1. **When is the window for payment for the Single Payment Scheme?**

   The payment window to make Single Payment Scheme 2010 payments is between the dates of 1 December 2010 and 30 June 2011.

2. **How will my payment be made?**

   European Commission regulations say that all payments we make have to be made directly into your bank account and that we are not able to make payments by cheque. You need to provide us with correct bank details before the payment window opens or your payment will be delayed.

3. **Can I change payment currency?**

   Payment can be made in either Sterling or Euros. You must let us know at the time you complete your 2010 application form which of these currencies you would like to be paid in. Your 2010 application form will be pre-printed in section B1 with your choice from last year. All direct aid schemes will be paid in your chosen currency until you claim again next year. Please ensure you provide the bank details of the account where you wish payment to be made. If you wish to receive payments in Euros, you must have a UK bank account that accepts Euros. You should inform us by completing and sending a *Registration form* (CReg 01) or, if you have already submitted one recently, an *Amendment form* (CReg 10).

4. **What exchange rate will be used for the Single Payment Scheme?**

   The exchange rate for the Single Payment Scheme, Area Payments for Nuts and Protein Crop Premium will be calculated on the last working day of September 2010 and will be published on our website and in the farming press.

5. **How are payments worked out and what will affect my final payments?**

   There is a fixed amount (known as ‘the ceiling’) available to make payments under the Single Payment Scheme each year. In 2012 this whole amount will be used to fund the flat rate payment.

   The flat rate area payment is being introduced over an eight year period (a process known as ‘Progressive Modification’). This means that each year up to 2012 a proportion of the ceiling will be used to fund a flat rate element of entitlements and the remainder used to fund the historic element.
For 2010 75% of the ceiling will be used for the flat rate element and 25% for the historic element including the sugar reference amount where applicable. These proportions will continue to change as follows:

- 2011 – 90% flat rate, 10% historic.
- 2012 – 100% flat rate, 0% historic.

### What is modulation and how does it affect my payments?

Modulation is a way of diverting part of everyone’s payments to help fund rural development programmes. The Government also makes an additional contribution to the Rural Development Programme for England (RDPE) which includes support for agri-environmental, forestry, less-favoured areas and socio-economic measures. The United Kingdom has applied modulation to direct payments since 2001. All payments you receive under the following schemes will have modulation deductions:

- Single Payment Scheme;
- Area Payment for Nuts;
- Protein Crop Premium.

Total modulation (including European and National modulation) will be 19% for each of the years 2010 to 2012. This applies to England only. If you have separate payment for land in Scotland, Wales or Northern Ireland they will have a different National modulation.

European modulation does not apply to the first €5,000 of your payment. For earlier scheme years, we deducted modulation from all of your payment and we then repaid the amount deducted for this €5,000 at a later date (usually August/September). From the 2009 scheme year onwards, we will not deduct any European modulation from the first €5,000 of your payment, so we will not make a separate modulation refund payment.

Modulation will be taken from your payment after any penalties have been applied (except reductions that came about as a result of a breach in cross compliance). The first €5,000 of your payment is exempt from European modulation (but not exempt from National modulation). Your payment for Single Payment Scheme and other direct payment schemes will take this exemption into account.

### What else can affect my payments?

The United Kingdom has a maximum fund value for the Single Payment Scheme and other direct payments. If, when we calculate payments we find that we have exceeded the fund value we may have to scale back all payments. If we need to do this we will provide further information with your payment.
If the overall European budget for direct payments is in danger of being exceeded there is a mechanism (called Financial Discipline) by which payments being made across all member states are reduced. This action is designed to protect European Union taxpayers from budget increases.

If Financial Discipline is to be applied to the Single Payment Scheme 2010 payments, everyone affected will be notified of how it will affect them through a mailing later in the year.

Payments of very small amounts can attract bank charges as well as incur administrative costs to us. To limit these costs we may retain very small payments due to you until they reach a certain level. At this point the total amount would be sent to your bank.
Penalties for late or incorrect applications

1 When are penalties applied to applications?
Penalties, reductions or exclusions may be applied if:
• your application is submitted after the deadline (17 May 2010);
• you are found to be in breach of the scheme rules;
• you fail to meet the cross compliance requirements; or
• you make certain amendments to your application after 1 June 2010.

2 Are there any occasions when penalties won’t be applied to applications?
If you realise, after you have submitted your claim form, that you have made a mistake, for example declared more land than you should have done, you must tell us quickly or we may apply penalties. If you tell us before we inspect you or we tell you about the mistake, then it may be possible to waive the penalty. Therefore, it is in your best interests to inform us as soon as possible. Otherwise, apart from cases of force majeure, exceptional circumstances or obvious error, we have no discretion to waive penalties.

3 What happens if force majeure or exceptional circumstances are applicable?
In limited circumstances, we may accept that you are prevented from meeting the scheme rules, or getting your application in on time, due to force majeure or exceptional circumstances. In such cases, we may not have to apply penalties. We consider each case on its own merit.

4 What type of event can be considered as force majeure and exceptional circumstances?
Examples which may be recognised are:
• the death of the farmer (where there is no other authorised contact);
• a long-term professional incapacity of the farmer;
• a severe natural disaster affecting the holding’s agricultural land;
• the accidental destruction of livestock buildings; and
• an epizootic disease affecting livestock.

5 What do I have to do if I want you to consider my case under force majeure or exceptional circumstances?
You (or the estate executor) must write to us within 10 working days of being able to do so. You will need to provide evidence of what has happened, and that the event resulted in you being unable to meet the scheme rules. We consider every case individually.
What is an obvious error?

If you make a mistake or omit something on your application form we may be able to consider it as an obvious error if you can show that the mistake is obvious from a simple examination of the application.

Responsibility for claiming obvious error lies with you or your agent. We can’t correct a mistake made because of a misunderstanding of the scheme rules. We have no obligation to check applications for obvious errors.

Mistakes that can be classed as obvious errors may be corrected without penalty at any time if:

- it is clear to us that you acted in good faith; and
- there is no risk of fraud; and
- you haven’t previously made the same mistake.

Can you give me some examples of obvious errors?

We may consider the following types of mistake as obvious errors:

- clerical errors such as certain empty boxes where the mistake is clear from the rest of the form. These kinds of mistakes must be obvious to us from a simple examination of the application;
- contradictions that become known when we compare information in the same application. Examples might include arithmetical mistakes and inconsistent information, for instance, declaring the same parcel twice in a single application or declaring the same parcel for two types of usage; and
- if we find differences in parcel numbers or references when we cross check the application (for example, reversed figures (parcel number 1169 instead of 1196), mistakes in map reference numbers, or mistakes in parcel numbers because of a mistake made in map reading).

Please note any information in the ‘farmer’s own use box’ will not be taken into consideration for obvious error purposes.

What happens if I make the same mistake again as in a previous year?

Please take care when completing your application so that a mistake isn’t repeated in the next or in future applications. It is unlikely that we’ll accept the same error in future years.

We have no obligation to check applications for mistakes. Responsibility for sending a correct application lies with you or with your agent.
9 What is a notified error?
This is where you find an error and you tell us about it before we contact you about it. It also applies where you tell us about an error before we tell you that an inspection is due.

We may not apply penalties in these cases.

You can notify us of an error at any time. However, we cannot increase your claim after 1 June 2010, without late amendment penalties.

Example:
If the field area is 9.5 hectares and you enter 7.5 hectares, you could be penalised for failing to declare all of your land. However, if you tell us, although we will only pay you on 7.5 hectares, we will not apply a penalty on that parcel.

10 Can I withdraw all or part of my application?
You can withdraw all or part of your application at any time. Your request must be in writing and must be made before we tell you about any mistakes in your application and before we tell you about an inspection that later shows errors in the withdrawn information.

11 Can I make amendments?
You can make the following amendments to your application without incurring penalties but we must receive them, in writing, by midnight on 1 June 2010.

You can:

• add agricultural parcels (whether or not they are with payment entitlements); and
• make changes about the use of individual parcels, or the aid scheme, already included in your application.

If we receive your amendments after 1 June 2010 and before midnight on 11 June, we will reduce payments relating to the parcels in question by 1% for each working day the amendments are late. We will not accept amendments received after midnight on 11 June.

If we’ve already told you about a mistake in your application, or you’ve been told about an inspection that later reveals mistakes, then you can’t amend details for the parcels of land concerned. This includes mistakes found by Natural England or by the Forestry Commission when cross checking your Single Payment Scheme information against their agreement details.
12 Late applications

What happens if my application is submitted late?

Except in cases of force majeure and exceptional circumstances, we will reduce the amount you receive by 1% for each working day that it is late after the 17 May 2010 deadline until we receive your application.

You can only submit your application up to 25 calendar days late. We cannot accept applications received after 11 June and we will not pay you. We will also consider your entitlements as unused for that year.

Example:
An application received on 26 May 2010 is 9 calendar days/7 working days late. Payment will be reduced by 7% of the overall amount due (this takes account of non working days such as weekends and bank holidays).

13 Breaches of scheme rules

What land do I need to declare?

You must declare all agricultural land on your holding (not just the land which you are using to support your Single Payment Scheme application), even if it’s not eligible for the scheme. If you don’t do this, the payment you receive may be reduced. If you are unsure about the areas you should declare, please seek independent legal or professional advice.

What happens if I fail to declare all my land on my holding?

If there’s a difference between the total area you actually declared on your application and the area you should have declared, we will reduce your payment as follows:

- if the difference is up to 3% – there will be no reduction in payment;
- if the difference is more than 3% and up to 20% – we will reduce your payment by 1%;
- if the difference is more than 20% and up to 50% – we will reduce your payment by 2%; and
- if the difference is more than 50% – we will reduce your payment by 3%.

Example:
The total area of agricultural land on your holding is 110 hectares. You declare 50 hectares on your Single Payment Scheme application. The difference is more than 50% of the total area of your holding, so we will reduce your total payment by 3%.
Discrepancies in areas declared

What happens if there are discrepancies in declared areas?

You cannot receive payment on an area larger than that declared in your application. If we find the area of a crop group to be larger than that declared on your application, we will use the area you have declared to calculate your payments.

The crop groups are:

• Single Payment Scheme;
• Protein Crop Premium;
• Area Payment for Nuts; and
• Uplands Transitional Payment.

If the determined (found) area is less than the total number of entitlements you hold, we will pay on the highest value entitlements first.

If the determined (found) area is lower than the declared area we calculate your payment on the lower area.

If you declare more area than payment entitlements and the area declared meets all other eligibility requirements, we won’t apply any penalties, but you will only be paid for the payment entitlements you hold.

If you declare more area than payment entitlements and the area declared doesn’t meet all eligibility requirements we’ll calculate any reduction on the difference between the area which meets all other eligibility requirements and the amount of payment entitlements declared. Please see worked example 4 on the next page.

Discrepancies within crop groups

What happens if there are differences within crop group areas declared?

If we find the area for a crop group is less than you declared, we’ll calculate your payment using the determined area:

• we’ll make a further reduction of twice the difference determined if the difference is more than either 3% or two hectares, but not more than 20% of the determined area; or
• if the difference is more than 20% of the determined area but not more than 50%, we will make no payment for the crop group concerned.
• If the difference is more than 50%, not only will you not get paid for the crop group concerned, but we will also apply a further penalty. We will work out the payment on the difference between the area you declared and the area we found. When we have calculated this amount, we will recoup it from you by setting it off against future payments. If you are not due sufficient aid payments in the three years after the year of the penalty to allow us to recoup the whole of this amount, we waive the balance. We call this the three year penalty.

A three year penalty means that, as well as receiving no payment for the crop group for the scheme year which you made the over claim in, we will deduct the value of the over claim (until it is repaid or written off) from your future payments under the Single Payment Scheme, other direct payment schemes and any payments made under Rural Development Programme for England schemes.

We'll apply a small tolerance if;

• the difference between the total area determined and the total area declared is less than or equal to 0.1 hectare for the crop group, and
• is less than or equal to 20% of the total declared area across all crop groups.

We'll then adjust the area determined to agree with the area declared. However, we won’t apply this tolerance if you have made this same mistake before.

16a Example 1
You declared your Single Payment Scheme eligible area for activation to be 100 hectares, but we find it is 98 hectares. We won’t apply a further reduction because the difference is not more than 3% (of 98 hectares) or 2 hectares. We will base your payment on 98 hectares.

16b Example 2
You declared your Protein Crop Premium area as 20 hectares, but we find it is 17 hectares - a difference of 3 hectares (17.65% of 17 hectares). We will base your payment on 17 hectares – 6 hectares (3 hectares x 2) = 11 hectares.

16c Example 3
You declared your Single Payment Scheme eligible area for activation as 250 hectares, supported by 250 entitlements, but we find it is 198 hectares - a difference of 52 hectares (26.26% of 198 hectares). We will not pay you for the Single Payment Scheme.

16d Example 4
You declared your Single Payment Scheme eligible area for activation as 250 hectares, supported by 198 payment entitlements, but we find it is 198 hectares. Your declared land meets all other eligibility requirements but you don’t have enough payment entitlements to support it. We won’t apply any penalties but payment will be based on 198 hectares.
17 **Intentional over declaration (declaring more land than you actually have)**

**What will happen if I know that I’m declaring more land than I actually have?**

If you intentionally over declare the crop group by 0.5% of the area determined or by more than 1 hectare, we will not pay for that crop group.

If an over declaration is found to be intentional and is greater than 20% of the area determined for that crop group we will apply a three year penalty.

In addition, if you intentionally declare that the area is greater for the, • Single Payment Scheme;  
• Protein Crop Premium; or  
• Area Payment for Nuts,  
and we find that the difference is greater than 20%, we will also apply a three year penalty.

**Important:** If you make a false declaration intentionally or recklessly it may lead to a criminal prosecution. If you are found guilty, you could face an unlimited fine or up to two years imprisonment.

18 **Reductions or exclusions relating to cross compliance requirements**

If you, or someone acting on your behalf or under your control, fail to comply with any of the cross compliance requirements we may reduce your payments.

Section E explains who is responsible for cross compliance where you have transferred land in or out of your business during the year.

19 **What will happen if I negligently fail to comply with cross compliance rules?**

If you breach more than one requirement within the same broad area (for example, public and animal health), these failures will be treated as a single non-compliance.

If you don’t comply in different areas (for example, public and animal health and the environment), separate reductions will be made for each non-compliance. The percentage reductions will be added together, but the maximum reduction will be 5% of the overall payment due.

If we find that you have failed to comply with the same requirement or standard more than once during a period of three consecutive calendar years, the reduction applicable to the repeated non-compliance will be three times that for a first time breach. Reductions for subsequent repetitions will continue to be multiplied by three, up to a maximum of 15% of the overall payments due.

**Please read The Guide to Cross Compliance in England., available on our website: www.rpa.gov.uk/cross compliance, or by calling 0845 603 7777.**
If we find that you continue not to comply and the reduction has reached 15%, we will treat any further instances of non-compliance as intentional. We will multiply by three the previous reduction. We will calculate this on the original amount and before we applied the 15% maximum. We will also apply the rules on intentional non-compliance.

Please read these examples in conjunction with the Payment Reduction Matrices on the RPA website at www.rpa.gov.uk/crosscompliance.

19a Example 1

In 2009 you breached cattle identification (SMR 7) by failing to report movements of your cattle. This resulted in a 3% reduction to your 2009 claim.

In 2010 you were again found to have failed to report movements of your cattle, but not as many as in 2009. This would normally have resulted in a 1% reduction. However, as this is a repeat breach, the 1% reduction is multiplied by 3. This would therefore result in a 3% reduction to your 2010 claim.

19b Example 2

In 2009 you breached protection of hedgerows and watercourses (GAEC 14) as you had failed to maintain a green cover within two metres of a number of your hedgerows. This resulted in a 3% reduction to your 2009 claim.

In 2010 you again failed to maintain a green cover within two metres of even more of your hedgerows. This would normally have resulted in a 5% reduction. However, as this is a repeat breach, the 5% reduction is multiplied by 3. This would result in a 15% reduction to your 2010 claim. Any future breaches of this rule within three calendar years would be treated as intentional.

What will happen if I intentionally do not comply?

If you intentionally fail to comply, we will generally reduce your payments by 20%. This may be reduced to 15% or increased up to 100% depending on the extent, severity and permanence of the breach.

If you fail to comply with more than one requirement within the same broad area, (for example, public and animal health), we will treat these failures as a single non-compliance.

If you fail to comply in different areas, (for example, public and environmental health and the environment), we will make separate reductions for each non-compliance and we will add the percentage reductions together.
21 If you apply different penalties or reductions to my payment, how will you do this?

The order of reductions.

We’ll apply reductions in the following order:

- penalties for over declaration of area;
- penalties for late submission;
- penalties for failing to declare all agricultural land on your holding; and
- reductions or exclusions for cross compliance breaches.

We’ll base each successive reduction on the amount resulting from the previous reduction.
1. What are inspections?
These are 'on the spot' checks to make sure that the information you provide in your Single Payment Scheme application is correct and that you have met all the relevant scheme rules.

2. Why do we have inspections?
Each year we pay out large amounts of money, and are required by the European Commission to carry out inspections for the following reasons:

- to make sure that all the information you provide on your application form is correct;
- that you have met all the scheme rules;
- to ensure that you are eligible to receive payment;
- to ensure that all the ineligible areas from each of your land parcels, including those arising from changes to their boundaries, are deducted correctly;
- to ensure that you receive the correct payment;
- to carry out cross compliance inspections.

Mistakes can lead to a reduction of payment made to your claim and may even lead to an increase in the number of inspections, for you, or the farming community in general. It is in your best interest to take care when you are completing your application and to make sure that it is accurate.

3. How do we decide to make an inspection?
We can make inspections more than once in a calendar year. Inspections are based on:

- Risk assessment (based on your claim history, and the land uses you have declared). A selection based on risk assessment should not be taken as meaning that we suspect your application as being fraudulent;
- Random selection; and
- Specific targeting (if we feel there is a need to inspect certain individuals).

4. Who carries out inspections?
Inspections are carried out by four Competent Control Authorities:

- Rural Payments Agency;
- The Environment Agency;
- Veterinary Medicines Directorate, and
- Animal Health.

If these authorities find any non-compliance during an inspection they will report this to us.

For further information on cross compliance inspections please refer to our website: www.rpa.gov.uk
What do I need to do?
You must allow officers of the relevant authorities or their appointed agents (and people accompanying them) access to check your land, animals, storage facilities and farm records. Failure to do so could result in your claim not being paid.

How are inspections carried out?
We will carry out on the spot checks by visiting your holding(s) and through the use of ‘remote sensing’ that is the use of satellite images or aerial photographs: generally remote sensing does not require us to visit you except where the image was not clear (for example, where there is cloud cover on the image).

Land eligibility and cross compliance inspections are likely to be unannounced which means we may not give you any notice of our visit.

If we do notify you it is likely to be less than 48 hours before the inspection.

What will happen if I refuse an inspection?
We will take whatever action is necessary if you refuse to allow an inspection, intentionally obstruct an inspector, do not give reasonable assistance, or threaten or behave in an abusive manner towards any of our staff, either verbally, physically or in writing. This may result in the reduction or the loss of your payment. If it is appropriate we may also serve an animal movement restriction on your farm. You could also face prosecution and therefore you should give all reasonable assistance to the inspectors.

How will I know that I will be inspected?
We will meet you when we arrive at your holding before we start an inspection and will:
- provide a clear explanation of why we are there;
- the way we will carry out the inspection; and
- what we will need from you.

We will take all precautions to prevent the risk of contamination or the spread of disease from one premise to another.
What will happen after an inspection?

After the inspection is complete, we will then:

• give you a summary of our findings;
• give you the opportunity to put comments on a customer feedback form;
• advise you to keep all records which will confirm that you have provided complete and accurate information in your application and that you have complied with all of our requirements;
• assess whether we need to make any adjustments to your claim and notify you of these.
1. **Complaints**

**What can I do when things go wrong?**

We aim to provide a good quality of service to you. However, we know that sometimes you may be unhappy with the way we’ve handled your application or with a decision that we’ve reached. This section explains what you need to do next.

2. **I’m unhappy with the way you’ve handled my application**

Your first point of contact should be with our Customer Service Centre. You can contact us by e-mail, letter or by phone. If you ring us we will try to resolve your query over the telephone in the first instance. However, if you prefer to write to us, please give as many details as you can and quote your SBI number.

We’ll investigate your complaint and write to you to let you know the outcome. You should receive a response within 15 working days. Where this isn’t possible, we’ll explain why and let you know when you can expect a reply.

If you remain unhappy, you can write to us at Customer Relations. Customer Relations staff play no part in managing any of our schemes and will investigate your complaint and write to you to let you know the outcome. You should receive a response within 15 working days. Where this isn’t possible, we’ll explain why and let you know when you can expect a reply.

3. **What happens if I’m unhappy with the reply from Customer Relations**

If you are not satisfied with our response to your complaint, you can ask your Member of Parliament to raise your concerns with the Parliamentary Commissioner for Administration (the Parliamentary Ombudsman) who is entirely independent of Government.

4. **Appeals**

**I’m unhappy with a decision you’ve reached on my SPS application**

Please write to us at the Customer Service Centre to tell us why you feel a mistake has been made. Please provide as many details as you can and quote your SBI number.

We will investigate and write to you to let you know the outcome. You should receive a response within 15 working days. Where this isn’t possible, we’ll explain why and let you know when you can expect a reply.

If you’re unhappy with our decision, you can make a formal appeal under the Single Payment Scheme Appeal Procedure. We will send you the guidance booklet, user guide and a *Stage 1 Appeal Form* (SP 6) when we write to you.

You should complete and return the SP 6 within 60 days of receiving our decision letter. Customer Relations will consider your case and write to you with the outcome.
Feedback

How do I provide you with feedback?

We welcome any feedback you may have about the services we provide. Your feedback is important to us as it helps us:

• to put things right if they go wrong; and
• to improve our services.

Please write to us with your feedback at:

Customer Relations.
Rural Payments Agency
PO Box 69
Reading
RG1 3YD

Or e-mail us at: customerrelations@rpa.gsi.gov.uk
Who is in control of my personal data?
We treat the way we store and use your personal information seriously and how we meet our legal obligations.

The Department for Environment, Food and Rural Affairs is the data controller for any personal data that you give to the Rural Payments Agency. Your personal data will be protected in line with the Data Protection Act 1998.

What will you use my data for?
To support the claim it relates to and:

• for the Cattle Tracing System, to register cattle and their movements and to confirm that there is a full animal history;

• to administer the Common Agricultural Policy, and other schemes, and to keep you updated with changes to schemes that relate to:
  • the production and safety of food;
  • the management of land and other environmental controls;
  • animal health and welfare; and
  • occupational health and welfare.

When would you pass my data to other organisations?
Examples include:

• to Her Majesty’s Revenue and Customs for import and export purposes;

• to local authorities for milk, health or cross compliance purposes; and


What else would you use my data for?
We may use your data to produce statistics for the agricultural census. However, these statistics will not identify individuals.

We may have to release information (including personal data and commercial information), under the Environmental Information Regulations 2004 and the Freedom of Information Act 2000.

The Department for Environment, Food and Rural Affairs and its agencies, including us, may use your name, address and other details to contact you occasionally for customer research to help improve the services that we provide.
5 What other legislation is there?
There is other legislation that requires the United Kingdom to publish details for all those we pay under the Common Agricultural Policy, on a single website, containing:

- the name in which the claim is made, that is the trading title;
- payments for the year divided into Single Payment Scheme and Rural Development Programme for England payments;
- local town plus the first three or four digits of the recipient’s postcode.

6 How do I get a copy of my personal data held by you?
Go to our website to find out how to get a copy of your personal data. You can also read our public service guarantee on data handling, which sets out your rights for the handling of your personal data.

7 What do I do if I think data you hold is wrong or out of date?
Send the new correct information to us in writing with supporting evidence if appropriate.

Send the information to:
Access to Information Helpdesk
Rural Payments Agency
PO Box 69
Reading
Berkshire
RG1 3YD

See www.rpa.gov.uk and click on access to information, then ‘Personal Data’.
How to complete your Single Payment Scheme 2010 application form

What important issues do I need to know about the 2010 application process?

In 2010 the deadline for your application form to reach us is midnight on 17 May in order to avoid late application penalties.

There have been some changes to the land use codes – in particular to Aid for Energy which is no longer part of the scheme. If you have previously claimed your energy crop under EC1 then you should enter PC2 as your current land use code on your 2010 SP5 Single Payment Scheme Application Form. The new code PC2 is introduced to cover land not eligible under Agri-Environment Schemes.

If you previously claimed your energy crop under EC2-EC8 then you should enter OT1 as your current land use code on your Single Payment Scheme 2010 Application Form.

There is a new column at C4 on the field data sheet called ‘Maximum area eligible for SPS (ha)’. This column shows the area after any permanent Single Payment Scheme ineligible features have been deducted (such as buildings and ponds). This is the maximum area you can activate entitlements on. You cannot activate entitlements greater than the ‘Maximum area eligible for SPS (ha)’. You must also remember to reduce the area you use to claim to also take account of any temporary ineligible features (column C9 of the SP5 field data sheet).

The 2003 Land Use column has now been removed from use in the application form.

The Hill Farm Allowance has ended and has been replaced by a new strand of Environmental Stewardship, Uplands Entry Level Stewardship. If you farm land in Severely Disadvantaged Areas you may be unable to join the Uplands Entry Level Stewardship from the start if you have an existing Countryside Stewardship Scheme and/or Environmentally Sensitive Area agreement. If this is the case you may be able to claim the Uplands Transitional Payment instead.

Common land data sheets will only be included in your Single Payment Scheme 2010 application pack if you used common land to activate entitlements in 2009. Blank copies of the data sheets are always available from the Customer Service Centre on 0845 603 7777 if you need them.
What is the first thing I should do when I receive my application form?

When you receive the form it will usually be pre-printed with information in the form of words, figures and filled-in check boxes. You must check this information very carefully and make sure it is correct for your 2010 application.

You should use the blank boxes provided to amend the pre-printed information that is incorrect. Information written outside of the boxes will not be picked up by our scanning equipment. Therefore if you make a mistake, you should mark the ‘Cross to delete’ box and re-enter the entire line of information for a land parcel on a new line.

You can find land use codes and common land types in the Annexes in the back of this handbook.

What information will be pre-printed on my field data sheets as a result of the Rural Land Register Mapping Update?

We have updated the Rural Land Register to help improve the information we hold on our maps and central database of information from your previous year’s form.

The following printed information will be taken from land that is linked to you. We connect a land parcel on the RLR to one or more customers using their registered County Parish Holding (CPH) numbers. The same CPH number should not be used by more than one farmer.

- English area
- County Parish Holding number (CPH);
- Ordnance Survey (OS) map sheet reference (column C2);
- National Grid field number (column C2);
- Total field size (ha) (column C3);
- Maximum area eligible for SPS (ha) (column C4).

Important: As part of the Rural Land Register Mapping Update some field numbers have been changed from previous years. Please check your field number carefully against the one we have shown on your latest Rural Land Register map and use the latest field number. If you don’t use the latest field number there is a possibility that we may not be able to recognise the land parcel and may remove it from your claim.

We will also pre-print details of land parcels you have been claiming under Rural Development Programme for England agreements, such as English Woodland Grant Scheme. We may not have printed these on your Single Payment Scheme application form for earlier scheme years.
What field numbers and areas do I use on the SP5 field data sheets if I agreed with my latest RLR maps?

Use the information supplied on your latest RLR maps.

What field numbers and areas do I use on the SP5 field data sheets if I returned some changes to my RLR mapping update maps, have received revised maps back, and need to make additional changes?

Use the information supplied on these RLR maps making any relevant amendments to your SP5 field data sheet (you should also complete and enclose an RLE 1 or a sketch map with your application).

What field numbers and areas do I use on the SP5 field data sheets if I returned some changes to my RLR mapping update maps, but have not received revised maps back yet?

Even if you haven’t received your latest RLR maps we are likely to have updated the information on your SP5 field data sheet. Therefore you should use your maps and a copy of your RMU1 form you returned to us requesting changes to check the information and make any changes you think are required to your SP5 field data sheet. We will also send you a set of updated maps confirming your changes.

What field numbers and areas do I use on the SP5 field data sheets if I have not received a set of RLR mapping update maps?

a. If your holding has been inspected (either a remote sensing or physical land inspection) during 2009 please use the latest maps you have taking into account any inspections findings you have received.

b. If your holding has not been inspected during 2009 and you have not received any maps please call us immediately on 0845 603 7777.
8 What other pre-printed information will be on my SP5 field data sheet?

Other pre-printed information shown in the columns listed below will be taken in the main from your 2009 Single Payment Scheme claim information:

- Your field name (column C1);
- Part field suffix (column C5);
- Part field size (ha) (column C6);
- Land use 2010 (this will be the 2009 land use code), (column C8);
- Area to activate entitlements to claim SPS, (column C9).

Where a field size has been increased as part of the RLR update and it was fully claimed for SPS in 2009, the increased area will be pre-printed rather than the 2009 claimed area.

You need to check these carefully to ensure that this matches you wishes. If you claimed Area Payment for Nuts and Protein Crop Premium we will pre-print column C11 ‘Forage area for UTP (ha) and area claimed for Protein and Nuts (ha)’ with the validated information from 2009.

If you claimed Hill Farm Allowance or Aid for Energy Crops on your 2009 application form we will not pre-print the information in column C11 ‘Forage area for UTP (ha) and area claimed for Protein and Nuts (ha)’ as 2009 was the last year for these schemes.

9 Why are some of the columns on my SP5 blank?

As a result of the changes to field numbers and sizes it has not been possible to pre-print all the information needed for every line of your claim. The reasons include:

- If a field number has been changed, we may not be able to trace the information for the same land parcel. We will pre-print the field number, but we may not pre-print your field name, land use code, the 2009 area activated for payment or the information in C11 ‘Forage area for UTP (ha) and area claimed for Protein and Nuts (ha)’.
- If a land parcel was split into two or more parts in 2009, and the total of the two parts is more than the ‘total field size’ for the land parcel, we may not be able to pre-print the part field information in columns C5 or C6 or the land use codes for these part fields. We will pre-print the field number, total field size and ‘maximum area eligible for SPS’ of the whole land parcel.
- Two or more parcels were merged in 2009 and the existing parcels did not all belong to the same SBI, were split parcels, or did not share the same land use code in 2009. We may only be able to pre-print the field number, total field size and ‘maximum area eligible for SPS’ for the whole field.
- There is a new or existing land parcel on your claim that was not claimed by you in 2009. We may only be able to pre-print the field number, total field size and ‘Maximum area eligible for SPS’ for the whole field.

We have highlighted where land use 2010 and area to activate (C8 and C9) have been left blank to assist you but you must check all of the information.
What should I do where there are blank columns on my SP5?

It is very important that you check the pre-printed information carefully. You must check the information in every column for each land parcel. If you want to claim on a land parcel, please check the pre-printed information carefully to make sure the correct information is printed. If you find it is wrong or blank, you should fill in the correct information keeping within the boxes.

Information required for claiming the Single Payment Scheme in 2010.
The following columns must contain correct information for every land parcel on which you want to claim for the Single Payment Scheme. If the pre-printed information is wrong or missing please add the correct details, we recommend you check each land parcel carefully.

Whole field:
For every whole field you want to claim on you will need to make sure that you have the correct pre-printed information or you have filled in each of the following:
• OS map sheet reference (C2).
• National Grid number (field number) (C2).
• Total field size (ha) (C3).
• Maximum area eligible for SPS (ha) (C4).
• Land use 2010 (C8).
• Area to activate entitlements to claim SPS (ha) (C9).

Part field:
For every part field you want to claim on you will need to make sure that you have the correct pre-printed information or you have filled in each of the following:
• OS map sheet reference (C2).
• National Grid number (field number) (C2).
• Total field size (ha) (C3).
• Maximum area eligible for SPS (ha) (C4).
• Part field suffix (C5).
• Part field size (ha) (C6).
• Land use 2010 (C8).
• Area to activate entitlements to claim SPS (ha) (C9).

If your field name is wrong, add the correct details so that we can pre-print the name in future years. Please note that we can only record eight characters.

WARNING!
Without an entry in C8 and C9 we will not be able to pay on the parcel and similarly we cannot pay Nuts, Protein or Uplands Transitional Payment without an entry in C11.
11  What do I have to do to make sure the form gets to you in time?

It is your responsibility to make sure that we receive your completed SP5 form by the deadline of midnight **17 May 2010** to avoid any late application penalties. If you fail to get your SP5 to us by **11 June 2010** your application will be rejected.

When returning your form use the envelope we provided. You can return your application to us by post in the reply envelope provided, or take it to any of the drop-in centres listed in the handbook. We will let you know we have received your application by:

- sending you an acknowledgement card if we receive your application by post;
- handing you an acknowledgement card if you bring it to a Drop-in Centre; or
- You will receive an online acknowledgement of submission of your SP5. Please print this screen and keep safe as proof.

The acknowledgement card is proof that your SP5 form has been received by us, so please keep it.

If you send your application by post, please ask for proof of posting and make sure you pay the correct postage as the Post Office may return letters with insufficient postage.

Please consider returning your application by Special Delivery well in advance of the deadline. Proof of postage will not be considered if your form is returned late. Postal applications should be made as soon as possible so that our acknowledgement card reaches you before the deadline and you know that we have received it in time. You should receive this card within seven working days, so please contact us if you don’t get one by then.

12  Where do I use the Single Business Identifier (SBI) barcode labels?

These barcode labels are unique to the individual Single Business Identifier (SBI) and you should include them on correspondence with us where there is no pre-printed barcode. Further guidance was enclosed with the labels and is available on our website.

We will not be sending a bulk mailing of SBI barcode labels this year. You can still use any labels you have from previous years’ mailings, but if you would like more, please call our Customer Service Centre on 0845 603 7777. To help us deal with your query quickly, have your SBI number ready. If you need labels to use on your supporting documents for your Single Payment Scheme 2010 application, you should call before 31 March so that you get them in time.

The following gives guidance on the use of barcode labels:
• You should place an SBI barcode label on the first page of each letter or set of documents and make sure your business name is clearly shown.
• Follow the guidance on the reverse of the labels and place the label in the correct position on the document as shown.
• Allow plenty of time to reorder labels if you are running low. These should normally arrive within two weeks.
• Don’t delay sending your documents if you have no labels. Just make sure you write your SBI and business name clearly on each document.

Acknowledgement cards will include a reference to any document containing a pre-printed barcode or a Single Business Identifier barcode label.

13 If I make an error on my application what should I do?
If you realise you have made a mistake in your SP5 after sending it you should notify us immediately in writing.

14 What are the Do’s and Don’ts I need to remember?
14a Do…
If you are posting your application to us please make sure you have the correct amount of postage for the size and weight of your envelope.

If you are sending your application by post please:
• Make sure you sign and date the SP5 at part I.
• Make sure you use a 2010 SP5, SP11 or SP13. Do not use any previous forms as we will not accept any other versions.
• Use original forms – not photocopies. If you need extra forms, SBI barcode labels or blank data sheets contact our Customer Service Centre on 0845 603 7777.
• Submit your completed form in time to reach us by midnight 17 May 2010 to avoid late application penalties.
• Tell us if you or any other members of your farming business have an interest in another farming business, whether in England or in another area of the United Kingdom.
• Use CAPITAL LETTERS.
• Use black ink.
• Complete the field data sheets in hectares and to two decimal places.
• Ensure you have checked all the pre-printed information carefully to ensure that it is correct for 2010.
• Attach one of the Single Business Identifiers barcode labels to any covering letter (if included). If you have no barcode labels left write your SBI on the letter and state ‘2010 supporting information’.
• Place any extra pages behind the SP5 in the envelope provided along with supporting documents.
• You should use the blank boxes provided to amend the pre-printed information that is incorrect. Information written outside of the boxes will not be picked up by our scanning equipment. Therefore if you make a mistake, you should mark the ‘Delete line’ box and re-enter the entire line of information for a land parcel on a new line.

• Check all gaps in our printed information by reviewing column C7.

• Check you have met the requirements of section H of the application form.

• Include sketch maps if you are splitting a field into two or more parts and if one of these parts is supporting either Protein Crop Premium or Area Payment for Nuts scheme.

• Keep a copy of the SP5 for your own records.

• Use the crop codes as shown at Annex A at the back of this booklet.

**Don’t…**

• Use a pencil or felt-tip.

• Use correction fluid.

• Use someone else’s form, or let someone else use your form.

• Use a photocopy, as our system will reject the application as a duplicate.

• Damage the barcode, as the system will not be able to identify you.

• Remove staples or unused pages from the form.

• Cross through entire form pages or parts of the form; either leave them blank or use the delete line box.

• Fold your SP5 as this may cause a delay in processing your application.

• Use your own computer generated field data sheets.

• Submit a covering letter unless you need to do so to provide extra information to support your application.

**What is the step-by-step process for completing the SP5?**

Sample pages of the 2010 SP5 have been included in the following pages with useful information for completing your application.
How to complete your SP5 – Application for Single Payment in England

Notes.
Read the notes and the rest of the guidance carefully before completing the form. References on this form relate to the 2010 Handbook.

Notes.
It is up to you to make sure that you sign your application and that it gets to us by midnight 17 May 2010 in order to avoid late claim penalties.

Notes.
The form is electronically scanned so any information you write outside of the boxes may be missed off or will slow down the scanning process.

Part A.
Only use this form if this is your SBI.

Part A.
Only use this form if this is the name of your business. If not, do not use and contact our Customer Service Centre.

Part A.
If your contact details are incorrect, ring our Customer Service Centre on 0845 603 7777 or amend your details online. Please do not write in or make handwritten amendments on this page.

Part B.
If you want to change the currency in which you are paid you should cross the relevant box.
How to complete your SPS - Application for Single Payment Scheme in England

Single Payment Scheme - 2010
Application for the Single Payment in England SPS
Including the Area Payment for Nuts, Protein Crop Premium for 2010, and the 2011 Uplands Transitional Payment (UTP)

How to fill in this form
- The deadline for receipt of this signed application form is midnight 17 May 2010.
- Please use black ink and CAPITAL LETTERS. Do not use pencil or felt tip pen.
- You should check all the pre-printed information. If you are sure that it is correct, just sign, date and return the form. If you need to change anything, please write the correct information in the box below the pre-printed text, or put a cross in the relevant box. Do not write outside boxes provided.
- Do not cross through whole pages or remove pages.
- Do not fold the form.

If you make a mistake
- Do not use correction fluid. For boxes with crosses, totally fill in the box, initial and date it.
- At part C or part CA you should mark the 'Cross to delete' box and re-enter the entire line of information for a land parcel on a new line.
- Also read section Q of the Single Payment Scheme (SPS) Handbook for more information on how to correct mistakes.

Before returning this form
- Have you completed all parts of the form and checked that all the pre-printed information is correct? Use the part H checklist (for your own use and section Q of the SPS handbook to help you.
- Have you signed the form? If you have not signed the form, we cannot pay you.

Part A: Your business
This form is only for this business. If the Single Business Identifier (SBI) or any other information in Part A is wrong please call 0845 603 7777 or update your details online (read section Q of the SPS Handbook).

Single Business Identifier (SBI): 987654321
Business name: ANOTHER
Contact name: ANOTHER
Contact address: ANYONE FARM, ANYONE LANE, ANYONE LANE 2,
ANYONE TOWN, ANYONE COUNTY, ANYONE POST CODE,
ANYONE COUNTRY
Phone number: 01234 567891
Mobile number: 01345 678901
Email address: ANYONE@ANYNETWORK.COM

Part B: Payment
B1 Which currency would you like to be paid in? Sterling x Euros X
Before you fill in this section, read section Q of the SPS Handbook.

PO Box 300, Sheffield, S95 1AA
Customer Service Centre: csc@rpa.gsi.gov.uk or 0845 603 7777
The Rural Payments Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs (Defra)
Part C.
Please make sure that all of the agricultural land on your holding in England including any land claimed for under RDPE agreements (even if it is not being claimed for SPS) is entered in this section. **Please check carefully the information that we have pre-printed for your fields.** If you need to add a field, please do so using the next available blank row on your field data sheet. Enter any corrections in the boxes immediately below the pre-printed data, or delete the line by crossing column C10 and entering the field data in the next available blank line. If information is missing for a field, please enter the correct information in the relevant column. If we do not have all of the required information for a field, we will have to remove it from your 2010 claim and no money will be paid on it for SPS 2010.

C1.
Please use this column to record your own reference for the field. This will then appear on next year’s pre-printed sheet. This can be helpful if the field number changes.

C2.
This must contain the official Ordnance Survey 10-figure reference comprising two letters, four numbers (showing the area) and the final four numbers indicating the centre of the parcel for example OS AA1234 1234. Both these numbers are needed to identify the field. If they are wrongly entered, it could lead to the parcel being removed from the claim and no money being paid on it. Please note field numbers may have changed since last year, please refer to your latest maps.

C3.
Total field size is the area of the field before the deduction of any ineligible features. This column must be completed correctly for each field on which you are claiming SPS. If not, we will have to remove the field from your 2010 claim and no money will be paid on it for SPS 2010.

C4.
**New Column for 2010**
The ‘maximum area eligible for SPS’ is calculated as total field size minus the area of all permanent SPS ineligible features in the field. Please check this area carefully, making sure that all permanent SPS ineligible features have been deducted (see Section C, paragraph 21). This column must be completed correctly for each field on which you are claiming SPS. If not, we will have to remove the field from your 2010 claim and no money will be paid on it for SPS 2010. If you have to make any changes to the area shown in this column you should include a sketch map for the land parcel highlighting the change to the permanent SPS ineligible feature(s).
Part C: Field data sheet

Before you fill in this page, read section Q of the SPS Handbook.

Use this section to tell us about your land parcels. Do not mix land parcels from different CPH numbers, or English Areas, on the same sheet. If you want to delete a line use columns C10. Check any pre-printed information carefully.

<table>
<thead>
<tr>
<th>Row</th>
<th>C1 Your field name (max 8 characters)</th>
<th>C2 OS Map sheet reference eg SU1234</th>
<th>C3 National Grid field number eg 1234</th>
<th>C4 Total field size (ha)</th>
<th>Maximum area eligible for SPS (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TOPFIELD</td>
<td>SU8834</td>
<td>0910</td>
<td>10.20</td>
<td>10.20</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>SU8834</td>
<td>0910</td>
<td>10.20</td>
<td>10.20</td>
</tr>
<tr>
<td>3</td>
<td>HOUSEFLD</td>
<td>SU8834</td>
<td>6015</td>
<td>25.30</td>
<td>25.30</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>SU8834</td>
<td>6015</td>
<td>25.30</td>
<td>25.30</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>SU8834</td>
<td>6015</td>
<td>25.30</td>
<td>25.30</td>
</tr>
<tr>
<td>6</td>
<td>BIGFIELD</td>
<td>SU8834</td>
<td>6312</td>
<td>21.75</td>
<td>21.75</td>
</tr>
</tbody>
</table>

This area is for your own use. These totals do not form part of your application, we will use the totals above to work out your claim total.
**CPH.**
You must use a separate field data sheet for each English area or County/Parish/Holding (CPH) number. If you need to correct the CPH number or English area at the top of the field data sheet, you should clearly cross out the pre-printed CPH or English area code and enter the correct information.

**English Area.**
You must use a separate field data sheet for each English area.
For England outside upland SDA use “EOUT”.
For England upland SDA use “ESDA”; and for English moorland within the upland SDA use “EMOR”.

*Note
This text will be present if some boxes have not been pre-printed.

**C5 & C6.**
If you are splitting a field on your 2010 SPS application, for example, if you are using parts of the field in different ways, or only claiming on part of it, use a separate line for each part of the field and enter an identifying suffix (usually parts A, B, C, etc) in column 5 for each part. The total area of each of the part field(s) that you are responsible for should then be declared in column C6, including the area of any SPS ineligible features within them. The total of all the areas entered into Column C6 for a particular field must not exceed the total field size in Column C3. If you split a field on your 2009 SPS claim, we may have been able to pre-print this information on your 2010 SPS field data sheet. If so, check this information carefully to ensure it is still correct.

**C7.**
This text will be present if some boxes have not been pre-printed.

**C8.**
This column must contain the relevant land use code for the crop or cover for each land parcel as of 17 May 2010. The list of codes is at Annex A. You must make an entry in this column otherwise the parcel will be removed from the claim and no money will be paid on it.

**C9.**
This column must be completed for each field or field that is being used to activate entitlements to claim SPS in 2010. If it is left blank, we will have to remove the field from your 2010 claim and no money will be paid on it for SPS 2010. Please check carefully the area entered in this column, maximum area eligible for SPS from Column C4 and deducting the area of all temporary features (see Section C, paragraph 21) contained within it to calculate the area that can be used to activate entitlements.

If you have notified a part field split in columns 5 and 6, we will not have been able to calculate the maximum area eligible for SPS for each part field. Therefore please make sure the area you declare in C9 does not include any permanent or temporary SPS ineligible features. Take the total area figure for each part field from column C6 and deduct all of the permanent and temporary ineligible features within it to arrive at the maximum SPS claimable area for each part field.

The total area used to activate entitlements for any field must not exceed the maximum area eligible for SPS entered in Column C4.

**C10.**
Cross here to delete the line and remove the field from your application. A field can be re entered on the next available line if required.

**C11.**
Enter the total eligible area of each parcel you wish to claim Area Payment for Nuts, Protein Crop Premium (2010) or Uplands Transitional Payment (2011). For UTP you must declare all of your available forage area as well as land on which you intend to claim enhancement payments.

**C12.**
This column is for your own use. You can use the boxes to mark off each row that you have completed.
It is important that you check all pre-printed information to make sure it is accurate. All SPS ineligible features must be deducted, but take care to ensure that you do not inadvertently deduct the same feature twice in different columns of the field data sheet. Some information may be missed out and you should make sure any unfilled boxes are completed if needed. Please pay particular care with columns C8 and C9 (C11 for Uplands Transitional Payment, Protein Crop Premium and Area Payment for Nuts) as these are needed for working out your payments.

*Note: Some boxes are blank. If you wish to claim on these parcels you need to check and complete these boxes as appropriate.*
Part CA.
The Common Land grazing rights section will only be included as part of your 2010 Single Payment Scheme application form if you received a common land allocation in 2009. If this section is missing and you wish to activate entitlements on commons or claim common land for the Uplands Transitional Payment, you must request Part CA by calling our Customer Service Centre on 0845 603 7777.

CA1 and CA2.
If the pre-printed information is wrong use the boxes below to correct it. The CL number is always two letters and four numbers. Both the CL number and common land name will be registered officially with your local authority. Please refer to the guidance at section F – Common Land.

CA3.
If the pre-printed information is wrong, use the boxes below to correct it. Remember that if your register entry allows you a choice of animal types, for example, cattle or sheep or ponies, you should convert your rights to Livestock Units and use whichever give the highest Livestock Unit value.
If you have the right to graze more than one type of animal, you should enter them all on separate lines. This will maximise your allocation.
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. Please refer to the guidance at section F – Common Land.
### How to complete your SP5 – Application for Single Payment Scheme in England

**Part CA: Common land grazing rights**

Before you fill in this page, read section Q of the SP5 Handbook.

Use this section to tell us about any common land grazing rights that you have as part of your holding in this Scheme year. If you want to delete a line go to column CA4. Check any pre-printed information carefully.

<table>
<thead>
<tr>
<th>Row</th>
<th>CA1 Common land number</th>
<th>CA2 Common land name as shown in Common Land Register</th>
<th>CA3 Type of common rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CL0009</td>
<td>BLACK MOUNTAINS</td>
<td>Cattle</td>
</tr>
<tr>
<td>2</td>
<td>CL0010</td>
<td>GOATHLAND MOOR</td>
<td>Cattle</td>
</tr>
<tr>
<td>3</td>
<td>CL0007</td>
<td>DUNSTON MOOR</td>
<td>Cattle</td>
</tr>
<tr>
<td>4</td>
<td>CL0011</td>
<td>TOWN MOOR</td>
<td>Sheep</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<tr>
<td>13</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
CA4.
Cross here if the information is incorrect and you need to remove it from your application. Information can be re-entered on the next available line if required.

CA5.
Use this column to record the number of animals of the type you entered in column CA3. Do not enter the number of stints/gaits, an area in hectares or the total livestock unit value of your claim as this can lead to your claim being reduced significantly or removed entirely. If you are in doubt, please contact our Customer Service Centre on 0845 603 7777.

CA7.
Complete this column if you own the common land (and not just the grazing rights) as you may be eligible to claim for surplus rights if they exist. Please refer to section F - Common Land.

CA8.
You must complete this column if you wish to be paid through the Single Payment Scheme for your common land rights. If you do not complete this column, you will not receive any payments. Please note different rules apply if you are claiming the common for Uplands Transitional Payment. Please refer to the guidance at section G.

CA9.
You should enter your CPH in this column.

CA10.
This column is for your own use. You can use the boxes to mark off each row that you have completed.
How to complete your SP5 - Application for Single Payment Scheme in England
Part D: Cross Compliance.
Read ‘The Guide to Cross Compliance in England’ for further information. If the pre-printed ‘X’s are correct you do not need to change anything on this page.

D1.
Cross the ‘Yes’ or ‘No’ boxes against any Statutory Management Requirements (SMR) that apply/do not apply to you.

D2.
Cross the ‘Yes’ or ‘No’ boxes against any Good Agricultural and Environmental Conditions that apply/do not apply to you.

D3.
Cross the ‘Yes’ box at D3 if you plan to convert permanent pasture to some other land use during 2010 (or have already done so this year). Cross the ‘No’ box if this does not apply to you.
**Part D: Cross compliance**

Before you fill in this page, read 'The Guide to Cross Compliance in England'.

Use this section to tell us about the cross compliance requirements that will be relevant to your holding in this scheme year.

### D1 Which Statutory Management Requirements (SMRs) will apply to your holding between 1 January and 31 December 2010?

<table>
<thead>
<tr>
<th>SMR</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Will some or all of your holding be a Special Protection Area under the Wild Birds Directive (SMR 1)?</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>B</td>
<td>Do you handle, store or dispose of any substance covered by SMR 2 in 'The Guide to Cross Compliance in England'?</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>C</td>
<td>Will you be using sewage sludge (SMR 3)?</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>D</td>
<td>Will some or all of your holding be in a Nitrate Vulnerable Zone (SMR 4)?</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>E</td>
<td>Will some or all of your holding be classified as a Special Area of Conservation, or are you aware of any European protected species on your holding (SMR 5)?</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>F</td>
<td>Will you be keeping pigs, goats or sheep (SMR 6, 8, 12, 13, 14, 15, 17 and 18)?</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>G</td>
<td>Will you be keeping cattle (SMR 7, 12, 13, 14, 15, 16 and 18)?</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>H</td>
<td>Will you be keeping any livestock other than pigs, goats, sheep or cattle (SMR 12, 13, 14, 15 and 18)?</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>I</td>
<td>Will you be using substances or products to protect plants, influence growth, or destroy undesirable plants (SMR 9)?</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>J</td>
<td>Will you be using substances or products with hormonal or thyrostatic actions, or beta-agonists on your livestock (SMR 10)?</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>K</td>
<td>Will you be producing food for human consumption, or feed for food producing animals? (SMR 11)?</td>
<td>☒</td>
<td>☒</td>
</tr>
</tbody>
</table>

### D2 Which Good Agricultural and Environmental Conditions (GAEC) will apply to your holding between 1 January and 31 December 2010?

<table>
<thead>
<tr>
<th>GAEC</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Sites of Special Scientific Interest (SSSIs) (GAEC 6)</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>B</td>
<td>Scheduled Monuments (GAEC 7)</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>C</td>
<td>Visible public rights of way (GAEC 8)</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>D</td>
<td>Burnt heather, rough grass, bracken, gorse and Vaccinium (GAEC 10)</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>E</td>
<td>Agricultural land that will not be in agricultural production during the scheme year (GAEC 12)</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>F</td>
<td>Stone walls (GAEC 13)</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>G</td>
<td>Hedge rows (GAEC 14 &amp; 15)</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>H</td>
<td>Watercourses (GAEC 14)</td>
<td>☒</td>
<td>☒</td>
</tr>
</tbody>
</table>

### D3 Between 1 January and 31 December 2010, have you converted, or are you planning to convert, any permanent pasture on your holding?

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☒</td>
<td>☒</td>
</tr>
</tbody>
</table>
E1.
Cross the box at E1 to keep entitlements subject to special conditions rather than having them changed back into normal entitlements. If you do not cross this box then you will not receive payment for your special entitlements.

E2.
If you grow hemp please read section J of this handbook before answering E2.

E3.
If you do not complete this section and the appropriate sections of the SP5, you will not be paid for the Uplands Transitional Payment. Please read section G for further information.

E3 – part D.
Please complete question E3, part D to tell us the number of the Countryside Stewardship Scheme or Environmentally Sensitive Area agreement that covers all or part of your holding. If you have more than one agreement you must tell us the number of the agreement that expires last.

If you are a tenant farmer you may not know the number of the agreement for the land you are farming. If this is the case, please leave question E3, part D blank.

F1.
Sections F through to J are for you to record the number of documents you are sending. Place an SBI barcode on the first page of each letter or set of documents such as maps and make sure your business name is clearly shown.
How to complete your SPS – Application for Single Payment Scheme in England

**Part E: Additional information**

**E1 Special entitlements**
If you do not have any special entitlements, go straight to E2.

Read section D of the SPS Handbook
Do you want your entitlements subject to special conditions to remain special entitlements?

**E2 Hemp**
If you do not claim for hemp, go straight to E3.

Read section J of the SPS Handbook
If you are growing hemp, how many kilograms will you be sowing per hectare? Send your seed labels in with this form.

**E3 2011 Uplands Transitional Payment**
If you do not farm, either as an owner, tenant or licensor, any Severely Disadvantaged Area (SDA) land, including Woodland and Common land, that is part of either an Environmentally Sensitive Area (ESA) or a Countryside Stewardship Scheme (CSS) agreement on 1 January 2011, go to Part F.

Read section C of the SPS Handbook
If you have answered yes to ESA, make sure you have the details of your land in column E11 in Part C.

**Part F: Other documents that you are sending**

**F1 Use this part to tell us which documents you are sending with your application.**
Sick an SB barcode label on each document.

A. If you are sending an "Agent/Partnership form (SP9)", cross this box.

B. If you are sending a "Payment assignee details form (SP13)", cross this box.

C. If you are sending an "Entitlements declaration form (SP11)", cross this box.

D. If you are sending a "Registration form (C/Reg 01)", cross this box.

E. If you are sending a "Request for changes to the Rural Land Register and for the transfer of entitlement/entitlement for transfer with land form (RLET)", how many are attached?

F. If you are sending maps, including sketch maps, how many?

G. If you are claiming for hemp, how many copies of official hemp seed labels have you attached?

H. How many copies of original official hemp seed labels have you attached?

I. How many other documents have you attached?

J. If you are sending forms for other UK regions, cross the relevant boxes to tell us which region or regions you are claiming for.

Northern Ireland [x] Wales [x] Scotland [x]
**G1.**
This section is provided for your own use and any information you do choose to enter will not form part of your application. It provides a useful check sheet to help manage the number of entitlements activated for payment.

**G2.**
This section is pre-printed with the number of entitlements we consider you to have. The information may be slightly out of date as it was extracted from the system in January 2010. If you transferred any entitlements after this date they will not be part of these figures. Please complete an SP11 form if your entitlements are incorrect.

**G2.**
Please note that any changes you make to this section will be ignored – it is for your information only and will not form part of your application.

**Part H.**
Use this checklist to make sure you have completed your form and returned all the necessary documents, making sure they are each marked with the name of your business and SBI Barcode label or an SBI. The information in Part H does not form part of your application.
How to complete your SPS – Application for Single Payment Scheme in England

### Part G: Claim summary

<table>
<thead>
<tr>
<th>G1</th>
<th>For your own use: This area is for your own use. These totals do not form part of your application, we will use the totals from the Field Data Sheets to work out your claim totals.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total land area</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Land outside SDA</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SDA land (non moorland)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Moorland within SDA</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Single Payment Scheme**

| **Total area claimed for Single Payment Scheme:** |  |
| **Land outside SDA** |  |
| **SDA land (non moorland)** |  |
| **Moorland within SDA** |  |

**Other aid schemes**

| **Protein:** |  |
| **2011 Uplands Transitional Payments (UTP):** |  |
| **Nuts:** |  |


### Part H: Checklist for your own use

- **A** Have you completed columns C8 and C9 in Part C, and if you are claiming common land CA8 in Part CA? If these columns are not filled in, we cannot pay you.
- **B** If you are claiming for Pheasants, Nuts or 2011 Uplands Transitional Payment (UTP), have you filled in columns C8 and C11 for these fields?
- **C** If you have made any corrections, have you initialled and dated them all?
- **D** Have you read the declaration and signed and dated the form at Part I? If you have not signed the form, we cannot pay you.
- **E** Have you photocopied the form, and kept a copy?
- **F** Have you attached your maps or other supporting documents?

Do not forget to check through the notes on the front of this form and put the correct amount of postage on the application envelope before posting it to RPA.
Part I.
You must read the declarations before signing to fully understand both your and our responsibilities before you make an application. We reserve the right to reject forms where the declarations and undertakings have been changed, or if the form has not been signed and dated.

HAVE YOU SIGNED AND DATED YOUR FORM? WE WILL NOT PAY YOU IF YOU HAVE NOT SIGNED AND DATED YOUR APPLICATION FORM.

If you are signing as an agent or partner you must make sure you have proper empowerment to make the application. If you submitted an Agent/Partnership Authorisation Form(SP9) in previous years and no further changes have taken place you do not need to send in a new one. If there have been changes or no SP9 exists you must send a new SP9 with this application.
How to complete your SPS – Application for Single Payment Scheme in England

**Part I: Your declaration and responsibilities**

To receive your payment, you must sign this section to confirm that you understand, agree and are complying with the conditions listed. If you are signing as an agent or a partner read section Q of the SPS Handbook to see whether you need to send an authorisation form (SPS).

**Warnings**
- RPA can only pay you if you agree with these conditions and comply with them. If you change the wording of this section in any way, we may reject your application. We may also recover any money that we have already paid to you.
- If you make a false declaration, or if you do not tell us about a material change to the information in this form, you may be liable to prosecution. A false, inaccurate or incomplete statement or failure to notify RPA of any material change to the information given in this form may result in loss of entitlement and/or recovery of any payments made.

**Declaration**
- I confirm that I am a farmer as defined in Article 2(a) of Council Regulation (EC) 73/2009, as set out in section 8 of the SPS Handbook. I am aware of the conditions that apply to this, my application, and I have complied with these conditions.
- I have told RPA about all the farming business interests held by any member of this business. Read section 8 of the SPS Handbook.
- I have complied with the current versions of:
  - Council Regulation (EC) 73/2009
  - any other applicable legislation.
- I have read and understood all of the relevant guidance information, and confirm that the details given on this application, including:
  - the entitlement statement
  - the entitlement declaration form (where needed)
  - the continuation booklets; and
  - any supporting documents are true, accurate and completed to the best of my knowledge and belief.
- If there is any material change to the information in this application, I will tell RPA.
- I confirm that the land in this application is available to me on 17 May 2010. Read section E of the SPS Handbook.
- If I am applying for 2011 Uplands Transitional Payment:
  - I will comply with the relevant parts of Council Regulation 1257/1999 and 1689/2003
  - I have read and understood the 2011 Uplands Transitional Payment explanatory booklet
  - I undertake that I will pursue my farming activity in a Less Favoured Area as explained in the 2011 Uplands Transitional Payment explanatory booklet for at least five years from the first payment of LFA support.
- I confirm that this application supersedes any previous application made by me for Single Payment in 2010, and that any such previous application is hereby withdrawn.

**You must sign and date your application**

[Signature]

**Name:**

[Name]

**Status:**

e.g. agent, partner, director, sole trader (Read section Q of the SPS Handbook)

All RPA payments must be paid directly into your bank account. If you have not given us your bank details, we will not be able to pay you.

**Data protection**

Defra is the data controller in respect of any personal data that you provide to the Rural Payments Agency. Your personal information will be protected in line with the Data Protection Act 1998. The information will be used mainly to support the application to which it relates. The information may also be used in line with the Data Protection Act, for other purposes as explained in scheme guidance and on the RPA website. If you have any questions please contact the Customer Service Centre.

**PO Box 300, Sheffield, S95 1AA**

Customer Service Centre: csc@rpa.gsi.gov.uk or 0845 603 7777

The Rural Payments Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs (Defra)
The Entitlements declaration Form (SP11)

What is the step-by-step process for completing the SP11?
Sample pages of the 2010 SP11 have been included in the following pages with useful information for completing your application.

What is the SP11 form?
This is the entitlements declaration form. We use a default order of activation for entitlements (read section D paragraph 2). If you decide that you would like your entitlements activated in a different order or you think your entitlements are incorrect please call us on 0845 603 7777 and ask for an SP11.

Part A.
- Only use this form if this is your SBI. If not, do not use and contact our Customer Service Centre.
- Only use this form if this is the name of the business. If not contact our Customer Service Centre.
- If you have changed your business structure, name or contact details then contact our Customer Service Centre.
- Do not write in this section.

Part B.
Please make sure you sign this form. By signing and submitting this form, you are opting to activate your entitlements in a different order or notify us of a correction. This may affect your payment (read section D of this handbook).
Single Payment Scheme
Entitlements declaration form

How to fill in this form

- This form is part of your Single Payment Scheme (SPS) application and must be returned with your SPS form. The deadline for return of both signed forms is 17 May 2010. This SP11 form applies to this scheme year only.
- Before starting, please read the Entitlements section of the Single Payment Scheme 2010 Handbook for England.
- Complete Part C if this form if the entitlements on your entitlements statement are incorrect and you want to make a separate declaration. Do not include any in progress RLE1 transfers.
- Complete Part D of this form if you want to activate/pay for payment on your entitlements in a different order from the standard approach.
- Please use black ink and CAPITAL LETTERS. Do not use pencil or felt tip pen.
- Do not fold the form.

If you make a mistake

- Do not use correction fluid. If you make a mistake, cross through, initial and date it.
- Write in the correct information as near to the answer space as possible, and add your initials and the date.
- Also read the SPS Handbook for more information on how to correct mistakes.

Before returning this form

- Have you completed all parts of the form and checked that all the pre-printed information is correct?
- If the Single Business Identifier (SBI) or the name of the business in Part A is wrong please call 0845 603 7777. Read the SPS Handbook for more information.
- Have you signed the form? If you have not signed the form, we cannot pay you.

Part A: Claimant details

Single Business Identifier (SBI): 987654321

Business name: ANOTHER

Part B: Declarations and undertakings

WARNING: Any person who makes a false declaration or fails to notify us of a material change to the information given in this form is liable to prosecution. A false, inaccurate or incomplete statement or failure to notify us of any material change to the information given in this form may result in loss of entitlement and/or recovery of any payments made.

- I confirm that the details given on this form, which is part of my 2010 SPS application, are true accurate and complete to the best of my knowledge and belief.

If you are signing as an agent or a partner, you may need to submit an authorisation form (SP9).

Signature and date: ___________________________

Name: ___________________________

Status: ___________________________

WARNING: You must sign and date your form.

PO Box 300, Sheffield, S95 1AA
Customer Service Centre: csc@rpa.gsi.gov.uk or 0845 603 7777
The Rural Payments Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs (Defra)
C1.
You should enter the reference ID for each block of entitlements you hold in this section.

C2 to C4.
You should use these sections to tell us the correct details. Do not include RLE 1 transfers. Please look at your most recent entitlement statement.
Part C: Amendments to the declaration of entitlements

Please use this section if you consider the declaration of entitlements in your 2009 entitlements statement to be incorrect. Do not include any outstanding RLE1 transfers.

<table>
<thead>
<tr>
<th>C1</th>
<th>C2</th>
<th>C3</th>
<th>C4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entitlements Block ID</td>
<td>English Area</td>
<td>Type</td>
<td>Unit value in euros</td>
</tr>
</tbody>
</table>
C5 to C7.
You should use this section to tell us the correct details.

C8.
Mark with a cross here if your entitlements are subject to transfer.
<table>
<thead>
<tr>
<th>Amendments to the declaration of entitlements</th>
<th>Use by date</th>
<th>Number of entitlements</th>
<th>Entitlements to activate</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Entitlements declaration Form (SP11)

**D1.**
You should enter the reference ID for each block of entitlements you hold in this section.

**D2 to D4.**
You should copy this information from your entitlements statement.
### Part D: Activation order

Please use this section if you want to activate your entitlements in a different order from the standard approach (read section D of the SPS Handbook). When doing this you should bear in mind the use by date of the entitlements that you hold and their associated unit value.

<table>
<thead>
<tr>
<th>D1</th>
<th>D2</th>
<th>D3</th>
<th>D4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entitlements Block ID</strong></td>
<td><strong>English Area</strong></td>
<td><strong>Type</strong></td>
<td><strong>Unit value in euros</strong></td>
</tr>
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</tbody>
</table>
D5.
Bear in mind the ‘USE BY’ date when choosing your order of activation, as this could result in entitlements being recovered and put into the National Reserve. Read section D and Key Changes paragraph 6 for more about this.

D6.
You should enter the total number of entitlements in each block in this column.

D7.
You should enter the total amount of entitlements for each block you wish to activate. Remember that each entitlement needs to be supported by the equivalent area of eligible land.
How to complete your SP13 – Payment Assignee Details Form

What is the step-by-step process for completing the SP13?

Sample pages of the 2010 SP13 have been included in the following pages with useful information for completing your application.

What is the SP13 form?
This is the Payment assignee details form. If you want to register a third party so that payments are redirected to them you must complete an SP13 and a Payment Redirection Form, CREG 08. The CREG 08 registers the full details of the third party and the SP13 gives us the authority to pay your 2010 payment to that account.

If you have already sent us a completed CREG 08 you will still need to complete an SP13 if you would like us to make your 2010 payment to that person. Please ring us on: 0845 603 7777 to obtain either of these forms.

Part A.
- Only use this form if this is your SBI. If not, do not use and contact our Customer Service Centre.
- Only use this form if this is the name of the business. If not contact our Customer Service Centre.
- If you have changed your business structure, name or contact details then contact our Customer Service Centre.
- Only use a 2010 form do not use any previous versions or photocopies.

Part B.
Enter the full name and address of the person or organisation you wish your payment to be sent to.
Single Payment Scheme

Payment assignee details form

SP13

How to fill in this form

- Please complete this form if you want to assign any payment due to your farm from the 2010 Single Payment Scheme (SPS) (incorporating Area Payment for Nuts, Protein Crop Premium and the 2011 Uplands Transitional Payment (UTP)) to a third party (the "assignee").
- This form applies to the 2010 scheme year only, except for the 2011 Uplands Transitional Payment.
- Please use black ink and CAPITAL LETTERS. Do not use pencil or felt tip pen.

If you make a mistake

- Do not use correction fluid. If you make a mistake, cross through, initial and date it.
- Also read the SPS Handbook for more information on how to correct your mistakes.

Before returning this form

- Have you completed all parts of the form and checked that all the pre-printed information is correct?
- If the Single Business Identifier (SBI) or the name of the business in Part A is wrong please call 0845 603 7777. Read the SPS Handbook for more information.
- Have you signed the form?
- Completion of this form will start the process of assigning your payment to a third party. We may need to contact you for further details.

Part A: Claimant details

Single Business Identifier (SBI): 987654321

Business name: ANOTHER

Part B: Assignee details

Name:

TITLE SURNAME FIRST AND MIDDLE NAMES

Address:

LINE 1

LINE 2

LINE 3, CITY COUNTY POSTCODE
Part C. You should make sure you sign and date this form otherwise it will be returned to you.
Part C: Declarations and undertakings

I wish to assign any payment I may be due under 2010 SPS (incorporating Area Payment for Nuts, Protein Crop Premium and Uplands Transitional Payments Scheme 2011 (UTP)) to another person/business.

Signature and date:

Name:

Status:

e.g. agent, partner, director, sole trader
(Read section Q of the SPS Handbook)
What is agricultural land?

Land in the following uses should be declared as agricultural land on your application form:

- Arable land;
- Permanent pasture;
- Permanent crops (including permanent fruit and vegetable crops, nursery crops and vines);
- Land used for grapes, tobacco, hops, agri-environmental, forestry, less favoured areas, and areas with environmental restrictions, olive oil, cotton, dried fodder, citrus for processing, tomatoes for processing and wine; and
- Land put to other agricultural uses other than the above and not already declared for Single Payment Scheme or other direct payments.
- Woodland, if;
  - It’s being grazed (including pannage);
  - There are fewer than 50 trees per hectare and it can be grazed;
  - It’s short rotation coppice;
  - It’s in a Rural Development Programme for England Scheme, for example, the Farm Woodland Premium Scheme, the Farm Woodland Scheme, the Woodland Grant Scheme and the English Woodland Grant Scheme.

What is arable land?

Arable land includes the following:

- Land used for normal arable/combinable crops, including protein crops, flax and hemp;
- Land used for potatoes, sugar beet and other root crops;
- Land used for forage maize and forage rape;
- Land under grass for less than five years;
- Land used for fruit (including strawberries), but not top fruit;
- Land used for vegetables;
- Land used under greenhouses or under fixed or mobile cover (unless the land was eligible land and has been made unsuitable for agriculture, for example by concreting);
- Land for multiannual crops;
- Land used for cut flowers or bulbs;
- Land used for turf, except for fuel; and
- Fallow land maintained in accordance with the Good Agricultural and Environmental Conditions.

Temporary grass is considered arable land under the Single Payment Scheme.

Temporary grass is land that has been in grass for less than five years whether reseeded or not during that time.
What is forage?

Forage area is the area of land on which you are claiming Uplands Transitional Payment. Herbaceous forage contains plants that are traditionally found in natural pastures or normally included in the mixtures of seeds for pastures and meadows in the United Kingdom (whether or not they are used for grazing animals). These include lucerne, sainfoin, forage vetches and clover.

It does not include any kale fodder rape or any other forage brassicas, fodder root crops or forage maize or any other cereals grown for silage or for any other form of forage.

What are nursery crops?

Nursery crops are defined as areas of young woody plants grown in the open air, on soil in greenhouses or under polytunnels for later transplantation and include:

- Vine and root stock nurseries;
- Fruit tree nurseries;
- Ornamental nurseries;
- Nurseries of forest trees (excluding those for the holding’s own requirements grown within woodland); commercial forest tree nurseries, whether in woodland or outside are included in the definition, as are commercial forest tree nurseries for the holding’s own requirements grown outside woodland. Christmas trees will not usually be eligible as they are not grown for later transplantation; and
- Trees and bushes for planting in gardens, parks, at the road side and on embankments, for example, hedgerow plants, rose trees and other ornamental bushes, ornamental conifers including all cases of their stock and seedlings.

What is Short Rotation Coppice?

The definition of short rotation coppice (in Article 2(n) of Commission Regulation 1120/2009) is areas planted with those tree species of CN code 0602 90 41 that consist of woody, perennial crops, the rootstock or stools remaining in the ground after harvesting, with new shoots emerging in the following season and that are contained in a list to be drawn up by Members States from 2010 of the species which are appropriate for use as short rotation coppice and their maximum harvest cycle.

Having consulted the Forestry Commission, the list of eligible species in England is:

- Alder (Alnus)
- Birch (Betula)
- Hazel (Corylus avellana)
• Ash (Fraxinus excelsior)
• Lime (Tilia cordata)
• Sweet chestnut (Castanea sativa)
• Sycamore (Acer pseudoplatanus)
• Willow
• Poplar

The maximum harvest cycle (the period between harvests) is 20 years.

Other phrases
Here is an explanation of other phases you may hear us use:

**Holding**  All production units managed by a farmer within the United Kingdom.

**CN code** European Commission Combined Nomenclature code, it is used to identify products for duty and trade statistics.

**BACS** Bankers’ Automated Clearing Service is a mechanism for making electronic payments between bank accounts.

**Personal data** This is information that relates to a living individual.

**Boundary features** These can include wide hedges, rivers, streams, walls ditches and anything that makes up the boundary of a parcel.

**Agricultural activity** The production, rearing or growing of agricultural products including harvesting, milking, breeding animals and keeping animals for farming purposes, or maintaining the land in Good Agricultural and Environmental Condition (GAEC).
Annex A: Land Use Codes for 2010 (column C8)

<table>
<thead>
<tr>
<th>Land Use Codes 2010</th>
<th>Crop or Cover code</th>
<th>Eligible for Single Payment Scheme?</th>
<th>Eligible for additional aid in C11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Pasture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent pasture on RDPE agri-environment scheme land.</td>
<td>PP4</td>
<td>Y</td>
<td>Y*</td>
</tr>
<tr>
<td>Permanent pasture used for dehydrated fodder.</td>
<td>PP3</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>All other permanent pasture (including grazed woodland)</td>
<td>PP1</td>
<td>Y</td>
<td>Y*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Grass</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary grass on RDPE agri-environment scheme land.</td>
<td>TG3</td>
<td>Y</td>
<td>Y*</td>
</tr>
<tr>
<td>Temporary grass used to make dehydrated fodder.</td>
<td>TG2</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>All other temporary grass that does not fit into any of</td>
<td>TG1</td>
<td>Y</td>
<td>Y*</td>
</tr>
<tr>
<td>the above temporary grass types.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protein Crop Premium</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All protein crops applied for under the Protein Crop Premium.</td>
<td>PR0</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Nuts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Almonds</td>
<td>NT3</td>
<td>Y</td>
<td>Y**</td>
</tr>
<tr>
<td>Hazlenuts</td>
<td>NT1</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Pistachios</td>
<td>NT4</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Walnuts</td>
<td>NT2</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Other crops</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flax</td>
<td>FL1</td>
<td>Y</td>
<td>Y**</td>
</tr>
<tr>
<td>Hemp</td>
<td>HM1</td>
<td>Y</td>
<td>Y**</td>
</tr>
<tr>
<td>Hops</td>
<td>HO1</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Dehydrated fodder crops</td>
<td>DF1</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Forest/Woodland</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land under the Woodland Grant Scheme (WGS), Farm Woodland Premium Scheme (FWPS), English Woodland Grant Scheme (EWGS) or the National Forest’s Changing Landscapes Scheme (CLS), which you are using to support your 2010 application. This land must have been used to activate Single Payment Scheme entitlements in 2008</td>
<td>SA2</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Forest/Woodland not covered by the other land use codes</td>
<td>FR1</td>
<td>N</td>
<td>Y**</td>
</tr>
<tr>
<td>RDPE Schemes such as Farm Woodland Scheme (FWS), Farm Woodland Premium Scheme (FWPS), Woodland Grant Scheme (WGS), and English Woodland Grant Scheme (EWGS)</td>
<td>FR3</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Land afforested that was permanent pasture on 15 May 2003</td>
<td>FR4</td>
<td>N</td>
<td>Y**</td>
</tr>
<tr>
<td>Grazed woodland which you are using to support your application for Single Payment Scheme</td>
<td>PP1</td>
<td>Y</td>
<td>Y*</td>
</tr>
</tbody>
</table>

* If you are applying for Uplands Transitional Payment 2011.
** If you are intending to apply for enhancement payments under Uplands Transitional Payment 2011.
*** Available for Uplands Transitional Payment but not for Protein Crop Premium or Area Payment for Nuts.
### Land Use Codes 2010

#### General

<table>
<thead>
<tr>
<th>Crop or Cover code</th>
<th>Eligible for Single Payment Scheme?</th>
<th>Eligible for additional aid in C11</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA3</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

Land in CSS option R (reedbeds), IT2 or IT3 (intertidal habitats), or ESA woodland option ESA0102C, ESA0800W, ESA1000W, ESA1100W, ESA1200W, ESA1300W, ESA1400W, ESA1500W, ESA1600W, ESA1700W, ESA1900W or ESA2100W - the land must have been claimed as set-aside in 2008 and remain under the agri-environment agreement for the entire Single Payment Scheme year. Land in one of a few Environmental Stewardship woodland, intertidal habitat and reedbed options which would ordinarily be ineligible for the Single Payment Scheme. The land was entered into the option on or after 1 January 2009 and must have been activated for the Single Payment Scheme in 2008.

Land in non-agricultural activities for more than 28 days which would otherwise be eligible for Single Payment Scheme

Agricultural land not in production managed in accordance with GAEC12

Crops such as wheat, barley, maize and other combinable crops not covered by any other land use code. Land uses that should be declared under this code include protein crops where you do not want to apply for the additional premium. Energy crops which would have been coded EC2, EC3, EC4, EC5, EC6, EC7 and EC8 in previous years, and eligible SPS crops which do not fit into any other land use code, for example, wild bird cover.

Other non-eligible crops

Permanent Fruit and Vegetables: apples, pears, apricots, peaches, cherries, plums, sloes and quinces, citrus fruit, plantains, pineapples, figs, avocados, guavas, mangoes, mangosteens, papayas and locust beans, mint, melissa, rosemary, chestnuts, pine nuts, macadamia nuts, pecans and other nuts (NB almonds, hazelnuts, pistachios, and walnuts should be claimed under codes NT1-4). Nursery Crops: Areas of young woody plants grown in open air, on soil in greenhouses or under polytunnels for subsequent transplantation: vine and root stock nurseries, fruit tree nurseries, ornamental nurseries, nurseries of forest trees, commercial forest tree nurseries, land used for growing trees and bushes for planting in gardens, parks, etc. Vines (under polytunnels is also included). Other Permanent Crops: lavender, miscanthus, reed canary grass, short rotation coppice. PC2 also replaces short rotation forest trees that would have previously been recorded as land use code EC1.

Land in agri-environment schemes that does not fit into any other land use code.

#### Additional notes for Annex A

1. Whether your land needs to be coded as permanent pasture depends on how long it has been down to grass/herbaceous forage (read section C)
2. You should record agri-environment scheme margins and strips under the same land use code as the rest of the parcel.
### Annex B: Common Land Grazing (CA)

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Livestock unit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cattle</td>
<td>CTTLE</td>
<td>1.0</td>
</tr>
<tr>
<td>Donkey</td>
<td>DNKYS</td>
<td>0.6</td>
</tr>
<tr>
<td>Geese</td>
<td>GESE</td>
<td>0.04</td>
</tr>
<tr>
<td>Goats</td>
<td>GOATS</td>
<td>0.15</td>
</tr>
<tr>
<td>Heifers/Stirks</td>
<td>HEFER</td>
<td>0.6</td>
</tr>
<tr>
<td>Horses</td>
<td>HRSES</td>
<td>1.0</td>
</tr>
<tr>
<td>Other poultry (over six months)</td>
<td>PLTRY</td>
<td>0.02</td>
</tr>
<tr>
<td>Pigs</td>
<td>PIGS</td>
<td>0.3</td>
</tr>
<tr>
<td>Ponies</td>
<td>PONY</td>
<td>0.6</td>
</tr>
<tr>
<td>Sheep</td>
<td>SHEEP</td>
<td>0.15</td>
</tr>
</tbody>
</table>

### Annex C: English Area Codes

<table>
<thead>
<tr>
<th>Area</th>
<th>Code</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Area - Land outside the severely disadvantaged areas</td>
<td>EOUT</td>
<td>Non SDA</td>
</tr>
<tr>
<td>English Area - Upland severely disadvantaged area other than moorland</td>
<td>ESDA</td>
<td>SDA</td>
</tr>
<tr>
<td>English Area - Upland SDA Moorland</td>
<td>EMOR</td>
<td>SDA Moorland</td>
</tr>
</tbody>
</table>
SPS Online

The SPS Online application allows users to submit their Single Payment Scheme claims electronically, using our own web-based Electronic Channel Service. In 2009 this service was successfully piloted for a limited number of customers, and SPS Online is now available to all who wish to use this service for the 2010 scheme year.

The service allows you to access and amend pre-printed Single Payment Scheme information, and submit your claim to us electronically. You will receive on-screen confirmation that your claim has been received.

You will also be able to update the details you see on the front of the SP5 form (or in the ‘Your Details’ page on SPS Online) electronically.

To enrol for SPS Online, you will need a PIN (Personal Identification Number). PINs will be issued by post to all Single Payment Scheme claimants who have not previously submitted a claim using the electronic channel service. These will arrive around the same time as the paper forms are issued. If you are an agent, you will need to call our Customer Service Centre on 0845 603 7777 to request your PIN letter.

As an alternative to our online service, there are currently two farm software packages which will allow you to submit your SPS application electronically. These will allow you to download, amend and submit your claim to us electronically.

For further details on SPS Online, future developments and the two farm software providers, visit our website (www.rpa.gov.uk) and select >Single Payment Scheme> Electronic Channel> SPS Online.

The two farm software providers are: Paul Holliday software (www.phsoftwaresolutions.com) and Farmplan (www.farmplan.co.uk)
These pages contain further information you may find useful.

1. **Who do I contact if I have any questions?**

You can contact our Customer Service Centre, which is open from 8:30am to 5:00pm Monday to Friday. You will be asked for your SBI number when you call. If you write to us please give us your SBI number, the name of your business and the scheme year relating to your query.

Customer Service Centre: 0845 603 7777

E-mail address: csc@rpa.gsi.gov.uk

Address: Rural Payments Agency
         P.O. Box 1058
         Newcastle upon Tyne
         NE99 4YQ

For more information about the Single Payment Scheme, visit our website (www.rpa.gov.uk) or the Defra website at (www.defra.gov.uk).

You can also find details of the relevant European Community Regulations on the European Union website at: http://europa.eu/legislation_summaries/agriculture/general_framework/ag0003_en.htm and the relevant domestic legislation from the Office of Public Sector Information website at: (www.opsi.gov.uk) or call 0870 600 5522.

2. **How do I register or change the details that you hold on record for me?**

We have now made it easier to register or change the details we hold on record for you. To register with us or to change your personal details please call 0845 603 7777 and choose the ‘Customer Registration’ option. Our representatives are on hand to quickly record your information.

2a. **New registrations:**

To help us to register you please have the following information with you. We won’t be able to complete registration without it.

- The name and address of your business and your contact details.
- The address of your land including the grid reference or postcode.
- The name and address of any others you would like to give the authority to act for your business (empower them).
- Your bank details.
Amending your details:

If you are already registered with us and are correctly empowered, you can change your registration details, change your bank details and add an agent to your registered details by telephone. When calling to make changes to your records you will need:

- The Single Business Identifier (SBI) you are calling about.
- Your security question details.
- The information you would like to change.

Calls for new registrations will take around 30 minutes to complete and calls for changing details will take around 15 minutes. The length of your call may vary depending on the kind of change you want to make.

We will take your details over the telephone but we may need to contact you again if we need more information. And in some cases, you will still need to fill in paper forms and our staff will tell you during the call. You can print forms from the ‘forms and guidance’ page on the ‘Customer Registration’ section of our website, or you can ask us to send them to your address.

The Single Payment Scheme 2010 SP5 application form will contain your pre-printed contact details.

Can I still come to a Drop in centre?

Drop-in-centres will be open for receiving application forms from 10 March 2010 between the hours of 08:30–17:00 Monday to Friday. They will be closed on 2 and 5 April for Easter and 3 and 31 May for bank holidays.

The drop-in-centres will be open the weekend prior to the scheme deadline (17 May) and will be supported by Customer Service Centre staff in case of queries, as follows: Saturday 15 and Sunday 16 May between the hours of 09:00 and 15:00. The drop-in-centres will not be open the weekend before 11 June deadline.

When you deliver your application form we will give you a receipt. Post boxes will be available for you to deliver your application form between the hours of 5:00pm and midnight on 17 May to 11 June. We will then send you a receipt within 10 working days.

Application forms delivered after 17 May will be subject to penalties resulting from a late application. Applications received after midnight on 11 June will be rejected.

Please note that drop-in-centre staff are available to receive your application forms and supporting documents only, they cannot provide advice on filling in your forms.
Drop-in centres are available at the following sites:

**Bristol**
- Block 5 (CFCU/inspectorate)
- Burghill Road
- Westbury On Trym
- Bristol
- BS10 6NJ

**Carlisle**
- Eden Bridge House
- Lowther Street
- Carlisle
- CA3 8DX

**Crewe**
- Electra Way
- Crewe
- CW1 6GJ

**Exeter**
- Clyst House
- Winslade Park
- Clyst St Mary
- Exeter
- EX5 1DY

**Newcastle**
- Lancaster House
- Hampshire Court
- Newcastle Business Park
- Newcastle Upon Tyne
- NE4 7YH

**Newmarket**
- RPA Inspectorate
- Hyperion House
- Unit 2, The Oaks
- Fordham Road
- Newmarket
- CB8 7XN

**Northallerton**
- Alverton Court
- Crosby Road
- Northallerton
- DL6 1AD

**Nottingham**
- Block 7
- Government Buildings
- Chalfont Drive
- Nottingham
- NG8 3SN

**Reading**
- North Gate House
- 21-23 Valpy Street
- Reading
- RG1 1AF

**Worcester**
- Block B
- Government Buildings
- Whittington Road
- Worcester
- WR5 2LQ

**Workington (BCMS/RPA)**
- Curwen Road
- Workington
- CA14 2DD

Depending on demand we are considering opening additional drop-in centres. Please consult our website www.rpa.gov.uk or telephone 0845 603 7777 to find your closest centre.

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**Where can I get support?**

You may wish to know of two organisations that may be able to help you. These organisations are independent and are totally unconnected with us. All calls will be dealt with under the strictest of confidence.

**Farm Crisis Network:** provides pastoral and practical support to farming people during times of worry, stress and problems relating to both the farming business and the farming home. They run a helpline from 7am to 11pm every day of the year and are staffed by a team of volunteers.

Helpline: 0845 367 9990.

**Rural Stress Helpline:** offers a confidential and non judgemental listening service to anyone in a rural area who is feeling troubled, worried, stressed or needing information. The helpline operates from and is a project of The Arthur Rank Centre at Stoneleigh Park, Warwickshire. The helpline operates from 9am to 5pm Monday to Friday. Helpline: 0845 094 8286.
Single Payment Scheme
Handbook for England 2010
Including the Area Payment for Nuts, Protein Crop Premium, and the 2011 Uplands Transitional Payment