

A Customer Guide to Online SAF Submission



Scottish Government
Riaghaltas na h-Alba
gov.scot

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Chapter 1 - Introduction

This document is intended to assist you with completing and submitting your Single Application Form (SAF) online using our Rural Payments and Services system.

Please remember your local Rural Payments and Inspections Division (RPID) area office can also help navigate you through your application. They can view your draft application and help you understand how to complete your online application. Area offices have self-service laptops for you to use if your own broadband is unreliable. Also, you can book an appointment to get assistance from our staff to help guide you through your application.

To submit your application online, you must be registered on Rural Payments and Services. You can find more information about this by visiting the [Rural Payments and Services – Your Business](#) section on the website.

The application can be completed and submitted by any of the following people providing the correct mandates are in place.

Rural Payments and Services Role
Business Responsible Person
Business Representative
Advisory Firm Accountable Person
Advisory Firm Agent

There are two mandates that are applicable to the Single Application Form as listed below. As an online customer, you can apply these mandates to a Business Representative or Advisory Firm if you wish them to be able to complete and/or submit your Single Application Form on your behalf.

Mandate Name	Description
Maintain Single Application Form Applications	Allows the completion of the SAF
Submit Single Application Form Applications	Allows the submission of the SAF

If you would prefer, you can complete the paper mandate form [PF05 - Business mandate form](#) and hand this into your local area office.

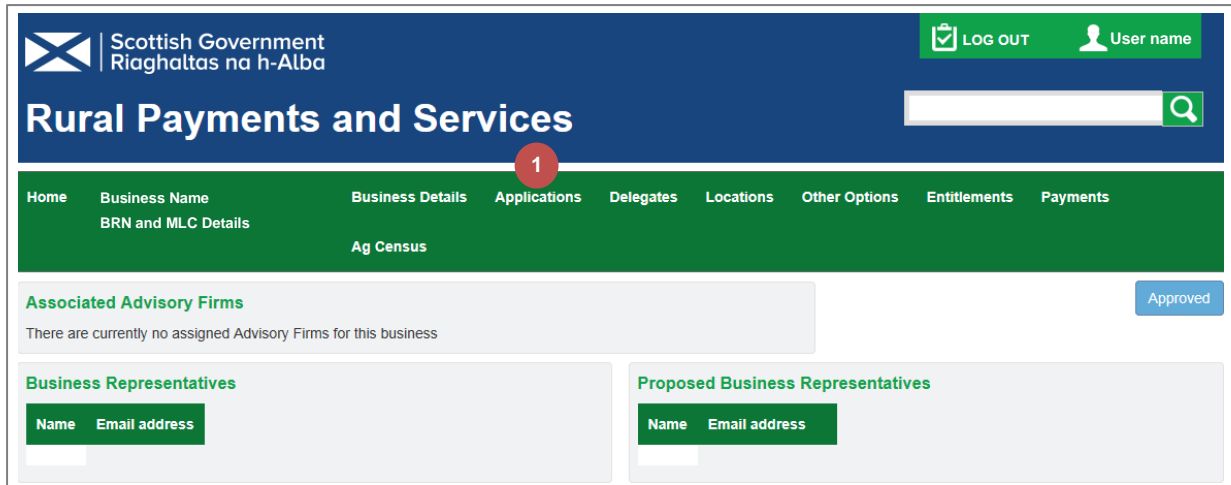
We have used anonymised data throughout this document.

Chapter 2 - The Online Application


1. Start the Application

The following steps assume that you have logged into Rural Payments and Services and clicked onto your Business name. Until the following steps have been completed, the application will not be created.

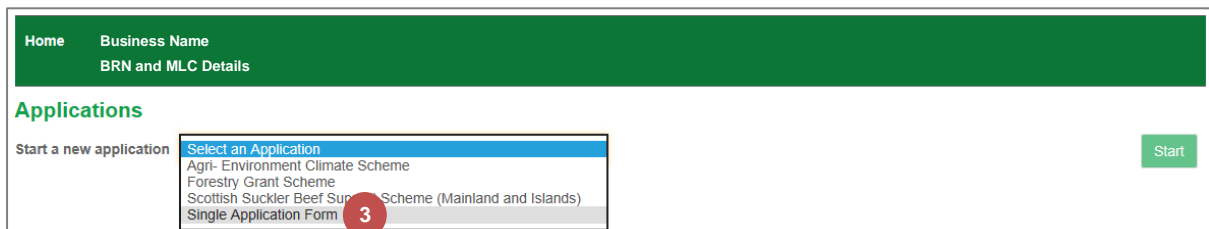
- 1 Select **Applications** from the Business Menu Bar



- 2 Click the **Start a new application** Drop-down arrow



- 3 Select **Single Application Form** from the list

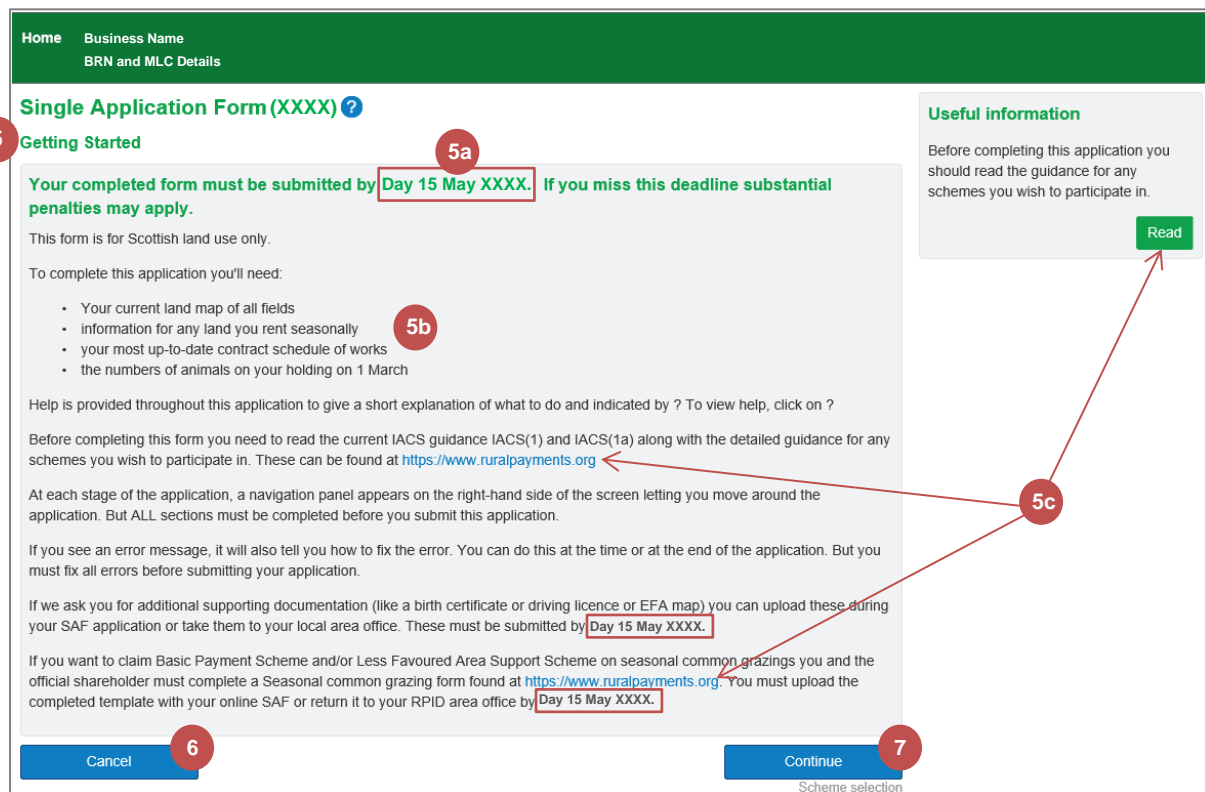


- 4 Click the **Start** button



The following screen details the information that you will need to complete your application. It confirms the latest date that your application and supporting documents must be submitted by to avoid penalty and contains links to the relevant guidance.

5	The Getting Started section
a	The application and all supporting documentation must be received by 15 May to avoid penalty
b	What you will need to complete your application
c	Links are provided to the relevant guidance
6	If you click the Cancel button, the application will not be created. You will be asked to confirm that you wish to cancel this application
7	Click the Continue button



The screenshot shows the 'Single Application Form (XXXX)' interface. At the top, there is a green header bar with 'Home', 'Business Name', and 'BRN and MLC Details'. Below this, the title 'Single Application Form (XXXX) ?' is displayed. A red circle with the number '5' is placed next to the 'Getting Started' section header. The main content area contains several paragraphs of text. A red circle with '5a' points to the deadline 'Day 15 May XXXX'. A red circle with '5b' points to a list of requirements: 'Your current land map of all fields', 'information for any land you rent seasonally', 'your most up-to-date contract schedule of works', and 'the numbers of animals on your holding on 1 March'. A red circle with '5c' points to a 'Useful information' box on the right, which contains the text 'Before completing this application you should read the guidance for any schemes you wish to participate in.' and a 'Read' button. At the bottom of the form, there are two buttons: 'Cancel' (annotated with a red circle '6') and 'Continue' (annotated with a red circle '7'). Below the 'Continue' button, the text 'Scheme selection' is visible. Red arrows also point from the '5c' annotation to the 'Read' button and from the '5a' annotation to the deadline text.



The following screen allows you to select the schemes that you would like to apply for or include within your application. It is divided into 4 sections however, the section for Seasonal Land will only be displayed if you claimed land last year that is considered to be seasonal at the time of application. You can still add new seasonal land at a later stage in the application.

[Home](#) [Business Name](#) [BRN and MLC Details](#)

Single Application Form (xxxx) - schemes you can apply for ?

Before you start your SAF application, please let us know which schemes and claims you would like to apply for.

☐ I am only completing this form to tell you about my business and agricultural land

☐ I wish to claim Basic Payment Scheme ?
If you are claiming Basic Payment Scheme you must undertake a Greening obligation appropriate to your land unless exempt.

☐ I wish to claim Less Favoured Area Support Scheme (LFASS) ?

Useful information

Before completing this application you should read the guidance for any schemes you wish to participate in.

[Read](#)

Contracts and Continuing Commitments ?

I wish to claim the following schemes

☐ Agri- Environment Climate Scheme (AECS)

☐ Beef Efficiency Scheme (BES)

☐ Forestry Grant Scheme (FGS)

These schemes are now closed to new applications. I wish to apply/claim for:

☒ Rural Priorities

RDC_RP/0000000/000/0000/0000000/X/000

Letting Land Out ?

Please confirm if you are letting any of your land out to another business this year.

☐ Yes, I let out land to another business

☐ No, I do not let any land out

Seasonal land ?

Confirm if you would you like the details of the seasonal land which you supplied last year to be included in this year's application?

☐ Yes, include last years seasonal land information

☐ No, let me enter new seasonal land information for this year

[Cancel](#) [Start application](#)

Declare Land

9	<p>You have the option to complete this form to tell us about your business and agricultural land only</p> <p>This option will be greyed out if any contracts have been prepopulated</p>
----------	--

9	<p><input type="checkbox"/> I am only completing this form to tell you about my business and agricultural land</p> <p><input type="checkbox"/> I wish to claim Basic Payment Scheme ?</p> <p>If you are claiming Basic Payment Scheme you must undertake a Greening obligation appropriate to your land unless exempt.</p> <p><input type="checkbox"/> I wish to claim Less Favoured Area Support Scheme (LFASS) ?</p>
----------	--

10	<p>If you have selected Basic Payment Scheme, additional questions will be displayed.</p>
a	Select whether your land is registered as organic
b	<p>Select whether to use your Partial Exemption on your organic land</p> <p>You will only be asked this question if you selected the Partial option in step 10a</p>
c	Select whether you have any land parcels that contain only permanent grassland and/or open woodland
d	<p>Select whether you intend to apply for inorganic fertiliser and/or lime</p> <p>You will only be asked these questions if you have selected the Yes option in step 10c</p>
11	<p>Select if you wish to claim Young Farmers Payment</p> <p>The Head of Business information will be pre-populated from your business information. If this is blank, continue to the next section of the application where you can save and close your application. Follow the steps in Chapter 6 - Head of Business starting on page 48 to update the head of business information. You can then resume your application following Resume an Existing Application starting on page 8 and the head of business information will now be pre-populated.</p>
12	<p>Select if you wish to claim Less Favoured Area Support Scheme (LFASS)</p> <p>There are no additional questions related to this option</p>

10	<p><input type="checkbox"/> I am only completing this form to tell you about my business and agricultural land</p> <p><input checked="" type="checkbox"/> I wish to claim Basic Payment Scheme ?</p> <p>If you are claiming Basic Payment Scheme you must undertake a Greening obligation appropriate to your land unless exempt.</p> <p>Is your land registered as organic? <input type="radio"/> No <input type="radio"/> All Organic <input checked="" type="radio"/> Partial ? 10a</p> <p>Do you want to use your partial exemption on your organic land? <input checked="" type="radio"/> Yes <input type="radio"/> No ? 10b</p> <p>Under our proposed certification scheme, applicants need to comply with the standard Permanent Grassland requirement (not to plough legally protected grasslands on Natural sites) plus an equivalent Nutrient Management Plan requirement.</p> <p>Do you have any land parcels which contain only permanent grassland and/or open woodland i.e. they do not contain any arable land or rough grazing? 10c</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Do you intend to apply inorganic fertiliser on any of these land parcels? 10d</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Do you intend to apply lime on any of these land parcels?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
11	<p><input checked="" type="checkbox"/> Young Farmers Payment ?</p> <p>Who is the Head of Business? <input type="text"/> if Business</p> <p>When did they become Head of Business? <input type="text"/> Head of Business</p> <p>Date of Birth <input type="text"/></p>
12	<p><input checked="" type="checkbox"/> I wish to claim Less Favoured Area Support Scheme (LFASS) ?</p>

13	Select the schemes where you have a contract You will be able to add your claim details later in the application
14	Existing scheme(s) will be preselected with contract numbers displayed where applicable and we currently hold that information

Contracts and Continuing Commitments ?

I wish to claim the following schemes

☐ Agri- Environment Climate Scheme (AECS)
☐ Beef Efficiency Scheme (BES)
☐ Forestry Grant Scheme (FGS)

13 These schemes are now closed to new applications. I wish to apply/claim for:

☐ Land Managers Options (LMO)
☒ Rural Priorities

RDC_RP/0000000/000/0000/0000000/X/000 14

15	Select whether you are Letting Land Out to another business this year
16	Additional information that is only displayed when you have selected the Yes option at step 15

Letting Land Out ?

Please confirm if you are letting any of your land out to another business this year.

15 ☒ Yes, I let out land to another business
☐ No, I do not let any land out

16 As you have indicated that you let land out you will be presented with a Land Let Out indication box for each land use entry when declaring your land. Further information on when to use this box is provided in the land declaration section.

17	Select whether to include last year's Seasonal Land in your application
18	If you click the Cancel button, the application will not be created. You will be asked to confirm that you wish to cancel this application
19	Click the Start application button

Seasonal land ?

Confirm if you would like the details of the seasonal land which you supplied last year to be included in this year's application?

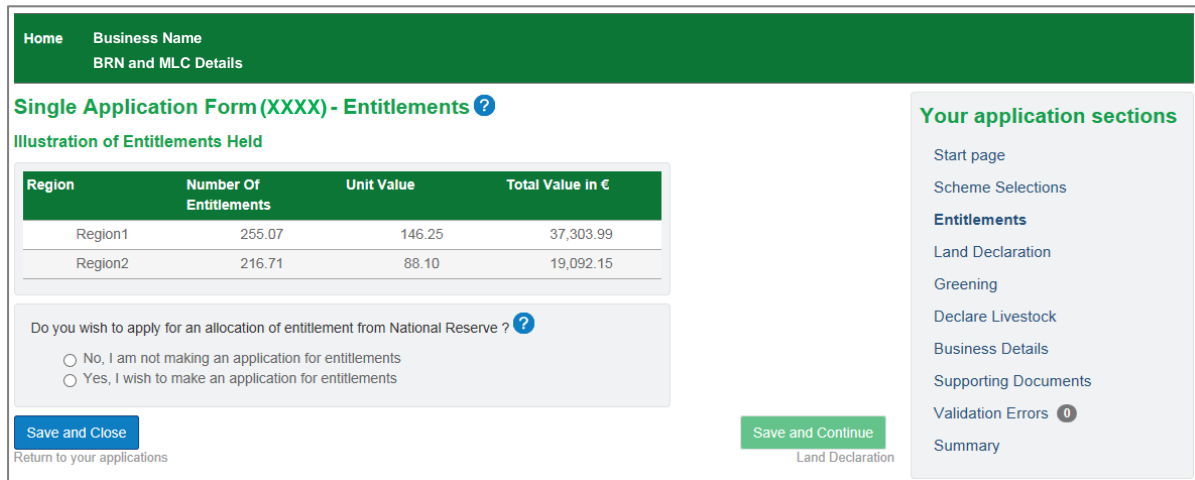
17 ☒ Yes, include last years seasonal land information
☐ No, let me enter new seasonal land information for this year

18 Cancel

19 Start application

Entitlements

The application has now started, has been saved, and the Entitlements section is displayed. You can continue with your application by referring to the chapter [Completing The Application Sections](#) starting on page [11](#).



Home Business Name
BRN and MLC Details

Single Application Form(XXXX) - Entitlements ?

Illustration of Entitlements Held

Region	Number Of Entitlements	Unit Value	Total Value in €
Region1	255.07	146.25	37,303.99
Region2	216.71	88.10	19,092.15

Do you wish to apply for an allocation of entitlement from National Reserve ? ?

☐ No, I am not making an application for entitlements

☐ Yes, I wish to make an application for entitlements

Save and Close
Return to your applications

Save and Continue
Land Declaration

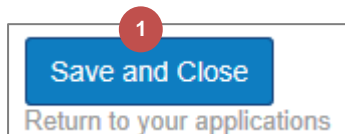
Your application sections

- Start page
- Scheme Selections
- Entitlements**
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors 0
- Summary

2. Save and Close the Application

Once you have started the application, you can save and close it at any point. There is a button at the bottom left of every SAF screen to allow you to do this.

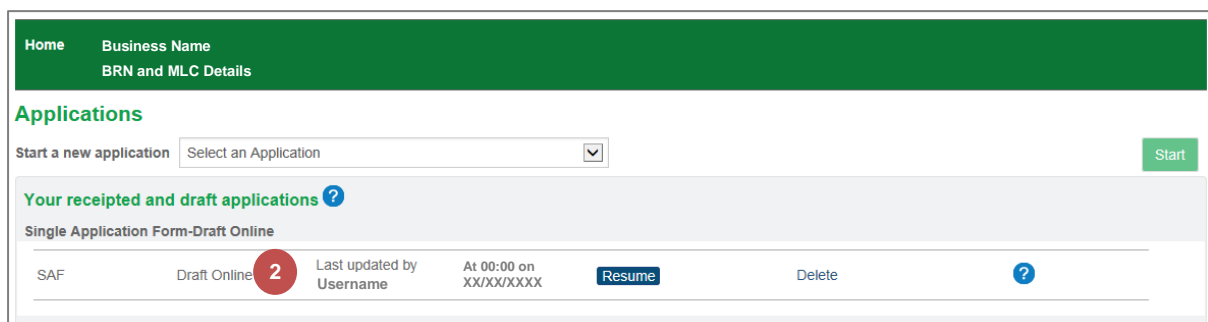
- From within the application, click the **Save and Close** button.



1

Save and Close
Return to your applications

- You are now returned to the **Applications** screen and your application is in the **Draft Online** status



Home Business Name
BRN and MLC Details

Applications

Start a new application Select an Application ▼ **Start**

Your receipted and draft applications ?

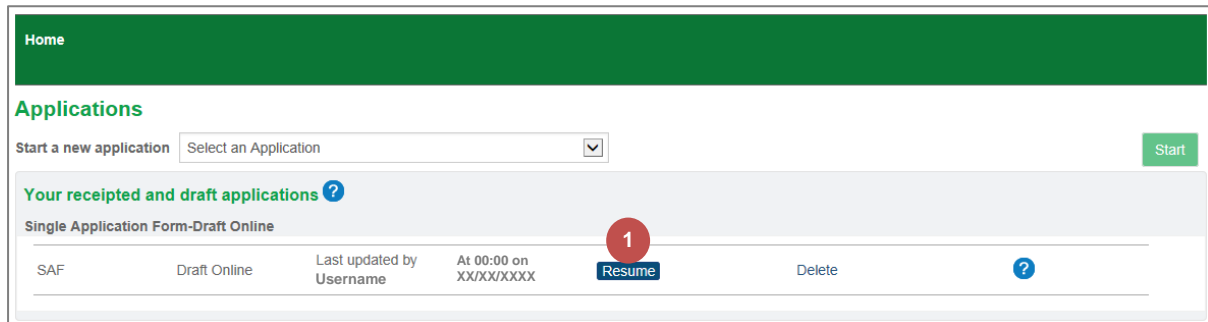
Single Application Form-Draft Online

SAF	Draft Online	Last updated by Username	At 00:00 on XX/XX/XXXX	Resume	Delete	?
	2					

3. Resume an Existing Application

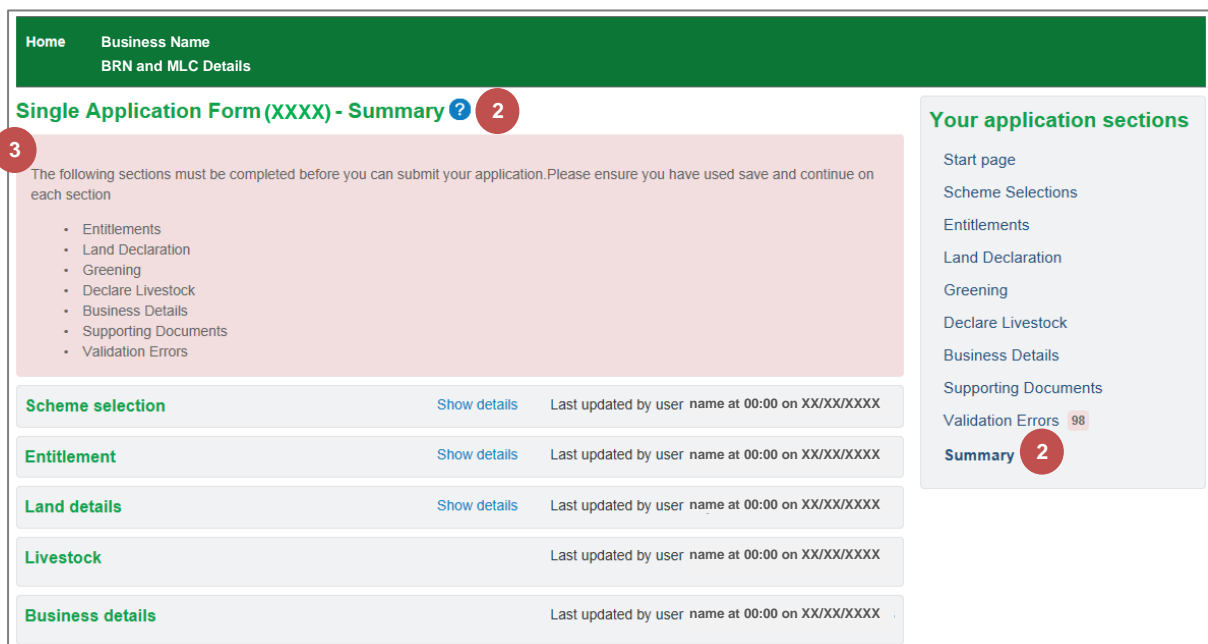
You can resume working on your SAF application at any time providing it is still in the Draft Online status. When resumed, you will be taken to the Summary section.

- 1 From the **Applications** screen, click the **Resume** button for your Draft Online SAF application.



The screenshot shows the 'Applications' section of the user interface. At the top, there's a green header with 'Home'. Below it, the 'Applications' section has a 'Start a new application' button and a dropdown menu labeled 'Select an Application'. A 'Start' button is also present. Below this, a section titled 'Your receipted and draft applications' contains a table. The table has columns for 'SAF', 'Draft Online', 'Last updated by Username', 'At 00:00 on XX/XX/XXXX', and 'Delete'. A red circle with the number '1' highlights the 'Resume' button in the 'Draft Online' column.

- 2 The **Summary** section is displayed
The current section name is displayed in bold in the application sections area and displayed at the top of the screen
- 3 The **Error Panel** is displayed at the top in red
We have only just started the application and it is making us aware that the listed sections need to be completed before submission.



The screenshot shows the 'Summary' section of the application form. At the top, there's a green header with 'Home', 'Business Name', and 'BRN and MLC Details'. Below it, the 'Single Application Form (XXXX) - Summary' section is highlighted with a red circle with the number '2'. To the left, a red error panel (highlighted with a red circle with the number '3') contains a message: 'The following sections must be completed before you can submit your application. Please ensure you have used save and continue on each section'. Below the error panel, there's a list of sections: 'Scheme selection', 'Entitlement', 'Land details', 'Livestock', and 'Business details', each with a 'Show details' link and a timestamp. To the right, a 'Your application sections' sidebar lists the same sections, with 'Summary' highlighted with a red circle with the number '2' and a '98' next to it.

4. Navigate through the Application

You can navigate to a specific section within the application or move in a logical fashion to the next section.

1	The Current section is displayed in bold Entitlements is the current section
2	Select the Section you want to display We have jumped straight to the Supporting Documents section
3	You are able to go back to the Start Page and Scheme Selections sections We completed these sections before clicking to start the application

Your application sections

- Start page
- Scheme Selections
- Entitlements** 1
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors 98
- Summary

Your application sections

- Start page
- Scheme Selections } 3
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents** 2
- Validation Errors 98
- Summary

4	Click the Save and continue button in the bottom right of the screen to navigate to the next section Each section must be saved using the Save and continue button to allow the application to be submitted
5	The application indicates which section is next below the button In this example, it is Validation Errors.

Save and close
Return to your applications

Save and continue

Validation Errors 5

6	This pop-up window is displayed if you navigate away from a screen but you have changes that have not been saved
7	You can either Continue without saving or Save and continue

6

You have unsaved information on this screen. Do you want to save what you have entered before continuing?

Cancel

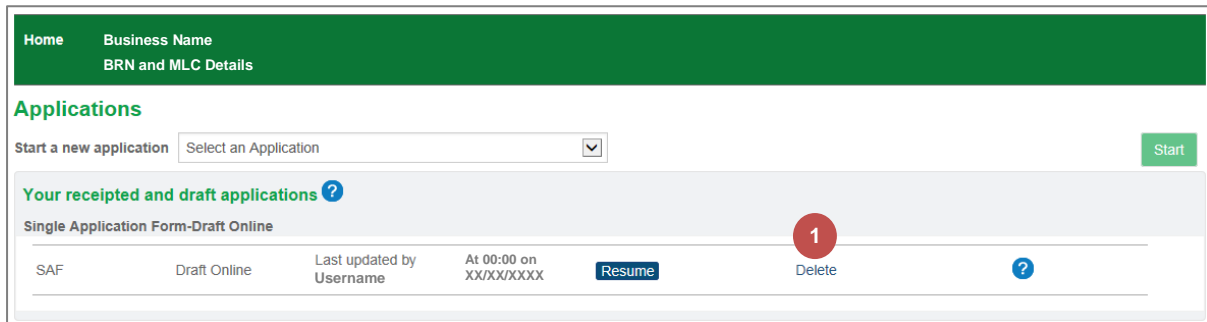
Continue without saving 7

Save and continue

5. Delete the Draft Application

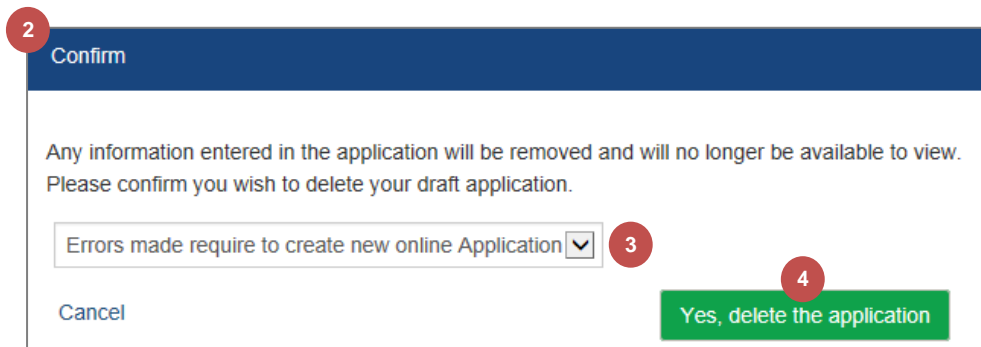
You can delete the application at any time providing it is still in the Draft Online state and has not been submitted.

- 1 From the **Applications** screen, click the **Delete** link for your Draft Online SAF application.



The screenshot shows the 'Applications' section of the system. At the top, there's a green header with 'Home', 'Business Name', and 'BRN and MLC Details'. Below this, the 'Applications' section has a 'Start a new application' button and a dropdown menu. A section titled 'Your receipted and draft applications' contains a table. The table has columns for 'SAF', 'Draft Online', 'Last updated by Username', 'At 00:00 on XX/XX/XXXX', and actions. A red circle with the number 1 highlights the 'Delete' link in the actions column for the first row.

- 2 A **confirmation** pop-up window is displayed
- 3 Select your **reason for deletion** from the drop-down list
- 4 Click the **Yes, delete the application** button



The screenshot shows a 'Confirm' pop-up window. It contains a message: 'Any information entered in the application will be removed and will no longer be available to view. Please confirm you wish to delete your draft application.' Below the message is a dropdown menu with the text 'Errors made require to create new online Application'. A red circle with the number 3 highlights this dropdown. At the bottom, there are two buttons: 'Cancel' and 'Yes, delete the application'. A red circle with the number 4 highlights the 'Yes, delete the application' button.

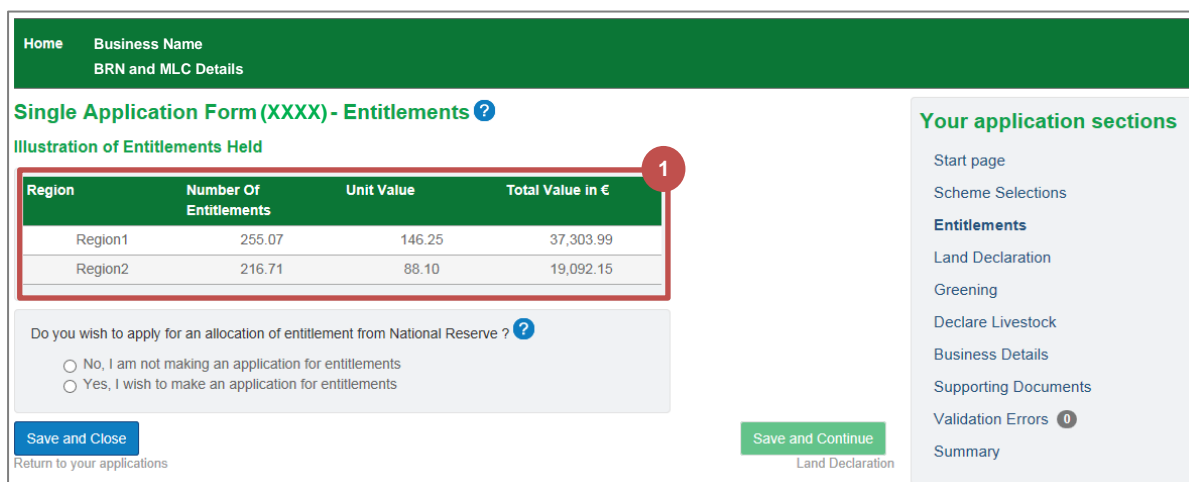
Please refer to the section [Start the Application](#) beginning on page [2](#) to create a new application.

Chapter 3 - Completing The Application Sections

1. Entitlements

The Entitlements section is the first one you see when you start the application. If you already have entitlements, an illustration of what you hold will be displayed. Otherwise, it will show that there are no entitlements held.

1 The illustration of the Entitlements Held



Home Business Name
BRN and MLC Details

Single Application Form (XXXX) - Entitlements ?

Illustration of Entitlements Held

Region	Number Of Entitlements	Unit Value	Total Value in €
Region1	255.07	146.25	37,303.99
Region2	216.71	88.10	19,092.15

Do you wish to apply for an allocation of entitlement from National Reserve ? ?

☐ No, I am not making an application for entitlements

☐ Yes, I wish to make an application for entitlements

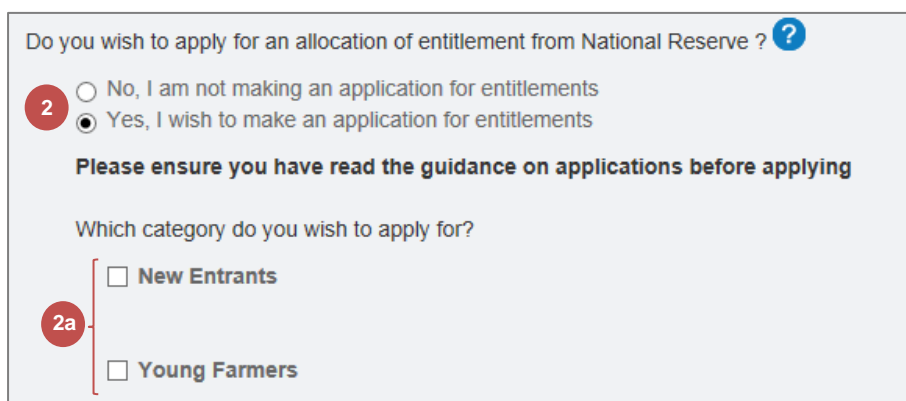
Save and Close
Return to your applications

Save and Continue
Land Declaration

Your application sections

- Start page
- Scheme Selections
- Entitlements**
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors 1
- Summary

2	Select whether you wish to apply for an allocation of entitlement from the National Reserve
a	If you have selected the Yes option at step 2 , you are now asked which category you wish to apply for.
b	If you have selected New Entrants , choose the date you commenced agricultural activity from the date picker icon.
c	If you have selected Young Farmer , the Head of Business information will be pre-populated from your business information. If this is blank, you can save and close your application and update your business information before continuing. Follow the steps in Chapter 6 - Head of Business starting on page 48 to update the head of business information. You can then resume your application following Resume an Existing Application starting on page 8 and the head of business information will now be pre-populated.



Do you wish to apply for an allocation of entitlement from National Reserve ? ?

2 ☐ No, I am not making an application for entitlements

☒ Yes, I wish to make an application for entitlements

Please ensure you have read the guidance on applications before applying

Which category do you wish to apply for?

2a ☐ New Entrants

☐ Young Farmers

Do you wish to apply for an allocation of entitlement from National Reserve ? ?


2 ☐ No, I am not making an application for entitlements
☒ Yes, I wish to make an application for entitlements

Please ensure you have read the guidance on applications before applying

Which category do you wish to apply for?

☒ **New Entrants**

When did you commence agricultural activities?

 **2b**

☒ **Young Farmers** **2c**

Who is the Head of Business? Full name of Head of Business

When did they become Head of Business? Date became Head of Business

Date of Birth Date of Birth

3 Click the **Save and Continue** button to advance to **Land Declaration**

Single Application Form (XXXX) - Entitlements ?

Illustration of Entitlements Held

Region	Number Of Entitlements	Unit Value	Total Value in €
Region1	255.07	146.25	37,303.99
Region2	216.71	88.10	19,092.15

Do you wish to apply for an allocation of entitlement from National Reserve ? ?

☐ No, I am not making an application for entitlements
☒ Yes, I wish to make an application for entitlements

Please ensure you have read the guidance on applications before applying

Which category do you wish to apply for?

☐ New Entrants

☒ **Young Farmers**

Who is the Head of Business? Full name of Head of Business

When did they become Head of Business? Date became Head of Business

Date of Birth Date of Birth

Save and Close
Return to your applications

3 **Save and Continue**
Land Declaration

Your application sections

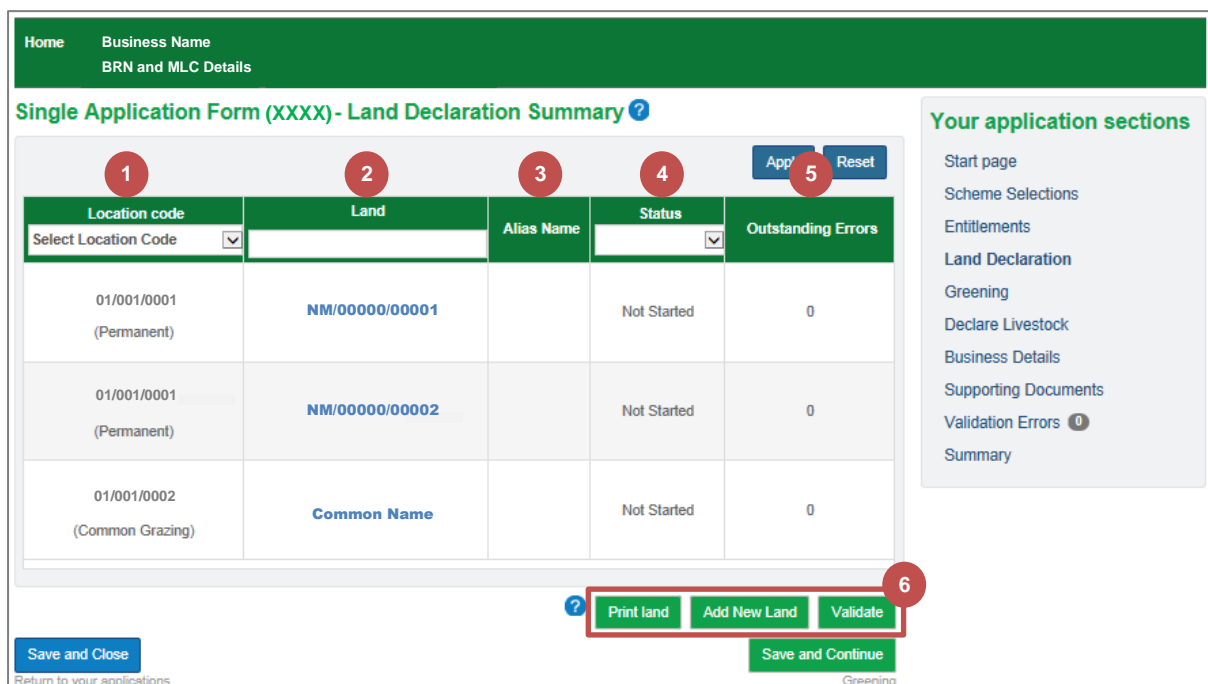
- Start page
- Scheme Selections
- Entitlements**
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors **98**
- Summary

2. Land Declaration

2.1 Land Declaration Summary Screen

All land information that we hold for the business will be available within the application. You can add land or exclude it if you are no longer using it.

1	All Location Codes currently associated with your business This includes Permanent land, Seasonal land (if selected to be included in the application) and Common Grazing shares.
2	Hyperlinks for each land parcel or common grazing share The link takes you to the screen for providing land details
3	An Alias Name is displayed, if provided in land details, making it easier to identify the land.
4	The completion Status column displays one of the following: <ul style="list-style-type: none"> Not Started In Progress Validation Passed Validated with Error Excluded
5	A count of Outstanding Errors within that land parcel or common grazing share is displayed
6	These Land Functions are described later in this section



The screenshot shows the 'Single Application Form (XXXX) - Land Declaration Summary' screen. It features a table with columns for Location code, Land, Alias Name, Status, and Outstanding Errors. A sidebar on the right lists application sections. At the bottom, there are buttons for 'Print land', 'Add New Land', 'Validate', 'Save and Close', and 'Save and Continue'.

1 Location code: Select Location Code (dropdown menu)

2 Land: NM/00000/00001, NM/00000/00002, Common Name

3 Alias Name

4 Status: Not Started

5 Outstanding Errors: 0

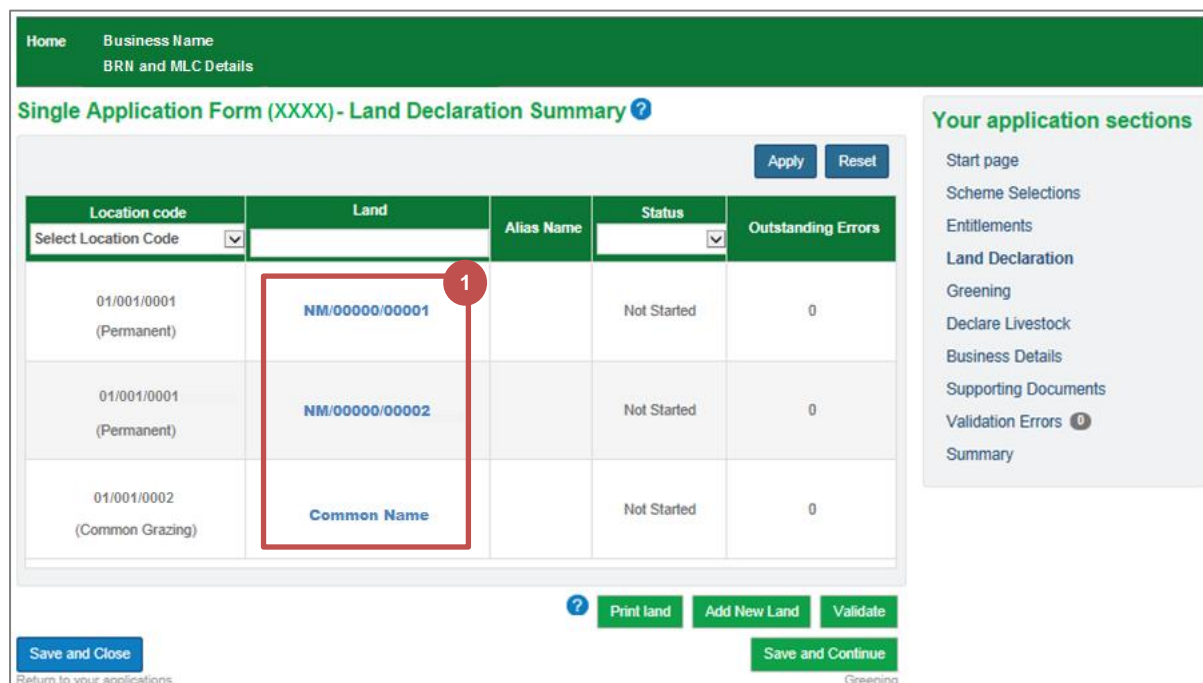
6 Land Functions: Print land, Add New Land, Validate

Your application sections: Start page, Scheme Selections, Entitlements, Land Declaration, Greening, Declare Livestock, Business Details, Supporting Documents, Validation Errors (0), Summary

Buttons: Save and Close, Print land, Add New Land, Validate, Save and Continue

2.2 Manage Land Details

- 1 Click on the **Land Parcel Identifier** or **Common Grazing Share** to provide land details
This example uses the first land parcel



- 2 You can enter an **Alias Name** to make it easier to identify this land (optional)
- 3 This is **read only** land information that we currently hold
- 4 Please select your **activity** from the drop-down list
- 5 Select whether this land is **organic**
You will only see this question if you selected the partially organic option at the Scheme Selections section
- 6 The **Land Use and Intended Claim**
 - a The **Payment Region** will be prepopulated where there is only 1 region.
Where you have multi-region land, select the correct region from the drop-down list.
 - b The **Land Use** is pre-populated if we hold this information however, you can select another one by clicking the drop-down arrow.
You can change this by clicking on the drop-down arrow and typing any part of the land use code or description to navigate to it in the list.
 - c Enter the values for **Land use area**, **LFASS** and **BPS** if applicable
 - d Tick the box for **LLO** if you let this land out
This box will only be visible if you have told us that you let land out in the Scheme Selections section
 - e Click this **link** if you want to **delete** this land use and intended claim

Single Application Form (XXXX) - Manage land details ?

1 of 3 Current Land Selection

PERMANENT
01/001/0001
NM/00000/00001
Top Field

Not Started

Gross Field Area (ha) 0.85
Excluded Land Area (ha) 0.00
BPS Eligible Area 0.85

Less Favoured area ☒

Payment Regions Region1

Please declare your activity Please select

Is the Land Organic ☐ Yes ☐ No

Please tell us how you use this land and your intended claims

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO ?	
Region1	PGRS - Permanent Grassland				<input type="checkbox"/>	Delete
Total		0	0	0		

Ecological Focus Area Show ?

Rural Priorities Show ?

Restore to last saved data ?

Return to Land Declaration Save Next

7

Click the **Add another Land use** button (if necessary)

Another row will be added to the table and can be deleted again if this is done in error

Please tell us how you use this land and your intended claims

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO ?	
Region1	PGRS - Permanent Grassland	0.85	0.85	0.85	<input type="checkbox"/>	Delete
Total		0.85	0.85	0.85		

Add another Land use ?

8

Repeat **step 6** to complete the new row

The LFASS and BPS Claim boxes are dependent on the Land use selected

Please tell us how you use this land and your intended claims

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO ?	
Region1	PGRS - Permanent Grassland	0.85	0.85	0.85	<input type="checkbox"/>	Delete
Region1	Please select				<input type="checkbox"/>	Delete
Total		0.85	0.85	0.85		

Add another Land use ?

9

There are certain **Ecological Focus Area (EFA)** practices that will be prepopulated as per the declaration in the previous year. These can be deleted and/or other practices added.

If you have an **Ecological Focus Area (EFA)** practice, it will be displayed.

Ecological Focus Area Hide ?

Practice	Claim Units	Weighting factor	Converted Area (ha)	Remove
EFAFAL - EFA Fallow	5.00 HA	1.00	5.00	Delete

Add another practice ?

b To add an **EFA practice**, click the **Show** link if necessary.

Ecological Focus Area [Show ?](#) **9b**

c Click the **Add another practice** button

Ecological Focus Area Hide ? 9f				
Practice	Claim Units	Weighting factor	Converted Area (ha)	Remove 9c
				Add another practice ?

d Select the **Practice** from the drop down box

e Enter the **Claim Units**
Repeat **steps 9c-9e** for any additional practices

f You can click the **Hide** link to collapse this information

Ecological Focus Area Hide ? 9f				
Practice	Claim Units	Weighting factor	Converted Area (ha)	Remove
EFAFAL - EFA Fallow 9d	<input type="text" value="5.00"/> 9e	HA	1.00	5.00 Delete
Add another practice ?				

10 If you have a **contract**, options will be prepopulated based on your contract. These options cannot be removed but you can reduce your claim to zero if required. Additional options can be added.
This example is using Rural Priorities

a If you have a **contract**, it will be displayed.

10 Rural Priorities Hide ?					
Options	Contract Reference	Contract	Claim Quantity	Area	Remove
RP22301DS - Woodland Creation - Native Woodl... 10a	0000000/X/001	0.79	0.79 HA	0.79	Add another option ?

b To add a **Contract Option**, click the **Show** link if necessary.

Rural Priorities [Show ?](#) **10b**

c Click the **Add another option** button

Rural Priorities Hide ?					
Options	Contract Reference	Contract	Claim Quantity	Area	Remove 10c
					Add another option ?

d	Select the Option from the drop-down list
e	Enter the Claim Quantity Repeat steps 10c-10e for any additional options
f	You can click the Hide link to collapse this information

Rural Priorities 10f [Hide ?](#)

Options	Contract Reference	Contract	Claim Quantity	Area	Remove
RP21401A - Conversion to organic farming - arable 10d			5.00 10e	5.00	Delete

[Add another option ?](#)

Once you have entered all the necessary claim information, there are a few buttons to choose from at the bottom of the screen.

11	Select the Next button to save this land parcel and move onto the next The Land Parcel Identifier is displayed below the button. If you have selected the Next button, continue from step 2 for the next land parcel.
12	Select the Return to Land Declaration button to save this land parcel and return to the Land Declaration table
13	Select the Save button if you want to save the information you have entered so far or plan to close the overall window
14	Select the Restore to last saved data link if you want to cancel the changes since your last saving action

14 [Restore to last saved data ?](#)

12 [Return to Land Declaration](#) 13 [Save](#) 11 [Next](#)

NM/00000/00002

15	Once you move onto the next land parcel, a Previous button becomes available too.
----	--

[Restore to last saved data ?](#)

[Return to Land Declaration](#) 15 [Previous](#) [Save](#) [Next](#)

NM/00000/00002 Common Name



16

If you have selected the **Return to Land Declaration** button, this land parcel's status has been updated to **In Progress**.

Repeat from **step 1** for all other land parcels/common grazing shares.

You can select the land parcels in any order

[Home](#) [Business Name](#) [BRN and MLC Details](#)

Single Application Form (XXXX) - Land Declaration Summary [?](#)

[Apply](#) [Reset](#)

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code ?				
01/001/0001 (Permanent)	NM/00000/00001	Top Field	In Progress 16	0
01/001/0001 (Permanent)	NM/00000/00002		Not Started	0
01/001/0002 (Common Grazing)	Common Name		Not Started	0

[Print land](#) [Add New Land](#) [Validate](#)

[Save and Close](#) [Save and Continue](#)

Return to your applications Greening

Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors **0**
- Summary

2.2.1 Common Grazing

The Common Grazing Manage Land details screen is almost identical to the land parcel screen. Below are the slight differences.

Please refer to the section [Manage Land Details](#) starting on page [14](#) to assist you with completing your land details.

1	This detail is read only and relates to the entire Common Grazing It will also display whether it is part of a special Common Grazing Arrangement
2	This detail is read only and relates to your Common Grazing Share

Single Application Form (XXXX) - Manage land details ?

3 of 3 [Current Land Selection](#)

COMMON GRAZING 01/001/0010 **Common Grazing Name** Not Started

Gross Field Area (ha) 101.05 Excluded Land Area (ha) 3.28 BPS Eligible Area 97.77 Exclude Land

Less Favoured area ☒

Payment Regions Region3

Total Sheep Equivalent 48.00

Shareholder location 01/001/0002 Croft Name Common Name

Shared TSE 6 BPS Eligible Area 12.22

Payment Regions Region3

Please declare your activity Please select ?

Is the Land Organic ☐ Yes ☐ No ?

Please tell us how you use this land and your intended claims ?

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO ?	
Region3 <input checked="" type="checkbox"/>	RGR - Rough Grazing				<input type="checkbox"/>	Delete
Total		0	0	0		

[Ecological Focus Area](#) Show ? Add another Land use ?

[Restore to last saved data](#) ?

[Return to Land Declaration](#) [Previous](#) [Save](#) [Next](#)

NM/00000/00002 Land Declaration

2.2.2 Exclude Land

You may wish to exclude land if it is no longer part of your business. If you exclude land that is attached to a location linked to your business, you will need to submit a land maintenance form to your local RPID office to get that land area removed. If you don't do this, the land will be treated as undeclared land that you occupy when we process your claim. This will result in under declaration penalties being applied to your SAF application where the under declared area of land linked to your business is greater than 3% of your total declared land area on your SAF application.

- 1 Click on the **Land Parcel Identifier** or **Common Grazing Share**
In this example, we will exclude land parcel NM/00000/00002.

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001	Top Field	In Progress	0
01/001/0001 (Permanent)	NM/00000/00002 1		Not Started	0

- 2 Click the **Exclude Land** button

PERMANENT 01/001/0001 NM/00000/00002 Not Started

Gross Field Area (ha) 0.66 Excluded Land Area (ha) 0.01 BPS Eligible Area 0.65

Less Favoured area ☒

Payment Regions Region3

Please declare your activity Please select

Exclude Land 2

- 3 Select the **reason** for **excluding** the land from the drop-down list
- 4 Click the **Yes, Exclude** button

Exclude Land NM/00000/00002

Please provide the reason for excluding the land from your application and confirm, otherwise please cancel

The latest information is incorrect, this business does not occupy this land parcel 3

Cancel Yes, Exclude 4

- 5 An **error** is generated for the **exclusion** and is automatically resolved with your selected **reason** from **step 3**
- 6 The **status** is updated to **Excluded**
- 7 The **Include Land** button is now available
This will allow you to add the land back into your application

Single Application Form (XXXX) - Manage land details ?

5

Please fix these errors or select a justification reason, before submitting your application:

✓ You have excluded this land parcel from your application. Please provide a reason.

The latest information is incorrect, this business does not occur ☒

2 of 3 Current Land Selection

PERMANENT01/001/0001NM/00000/00002

Excluded6

Gross Field Area (ha) 0.66Excluded Land Area (ha) 0.01BPS Eligible Area 0.65

Less Favoured area ☒

Payment Regions Region3

Please declare your activityPlease select ☐ ?

7 Include Land

8

The **Land Declaration** table showing the updated status of **Excluded**

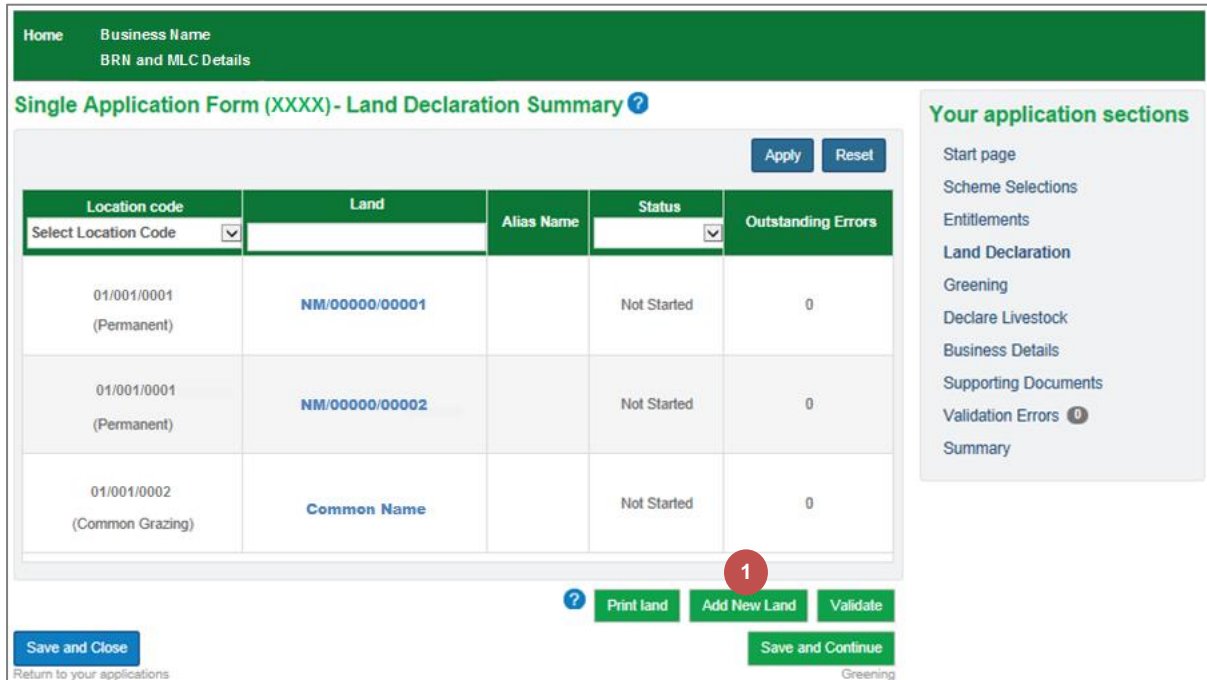
Location code	Land	Alias Name	Status	Outstanding Errors
Select an Option			<input checked="" type="checkbox"/>	
01/001/0001 (Permanent)	NM/00000/00001	Top Field	In Progress	0
01/001/0001 (Permanent)	NM/00000/00002		Excluded8	0

2.3 Add Land

You can add new land from the Land Declaration Summary screen.

2.3.1 Permanent / Seasonal Land

- 1 Click the **Add New Land** button



Home Business Name
BRN and MLC Details

Single Application Form (XXXX) - Land Declaration Summary ?

Apply Reset

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001		Not Started	0
01/001/0001 (Permanent)	NM/00000/00002		Not Started	0
01/001/0002 (Common Grazing)	Common Name		Not Started	0

Print land Add New Land Validate

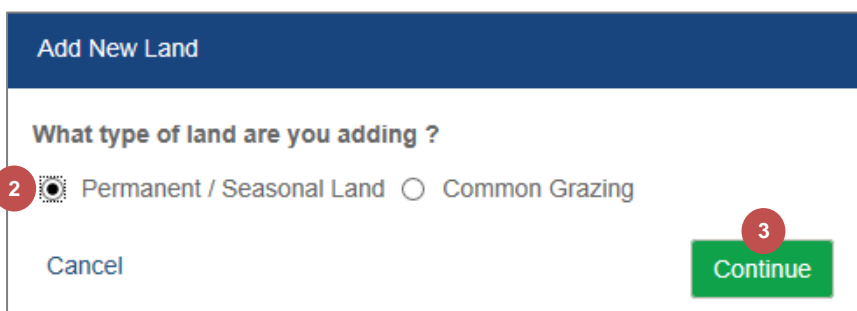
Save and Close Return to your applications

Save and Continue Greening

Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors 0
- Summary

- 2 Select the **Permanent / Seasonal Land** option
- 3 Click the **Continue** button



Add New Land

What type of land are you adding ?

2 ☒ Permanent / Seasonal Land ☐ Common Grazing

Cancel Continue

4	Complete the Land Parcel Identifier or Location Code and Alternative Land reference
a	Example of Seasonal Land being added by Land Parcel Identifier
b	Example of Permanent Land being added by Location Code and Alternative Land reference
5	Select whether it is LFA land Only available if it is added as a Location Code and Alternative Land reference
6	Select the Reason for Adding from the drop-down box Only available if it is added as a Location Code and Alternative Land reference
7	Click the Finish button

Add New Land

What type of land are you adding ?

☒ Permanent / Seasonal Land ☐ Common Grazing

4

Land Parcel Identifier ? 4a

Allowed Format : NJ/12345/12345

OR

Location Code

Format for the location code is cc/ppp/hhhh or ppp/hhhh

Alternative Land reference

Use the format: grid reference or Location code/number (ppp/hhhh/x)
Use the same reference as used on the Land Maintenance Form LMF

Add New Land

What type of land are you adding ?

☒ Permanent / Seasonal Land ☐ Common Grazing

Land Parcel Identifier ?

Allowed Format : NJ/12345/12345

OR

Location Code

Format for the location code is cc/ppp/hhhh or ppp/hhhh

Alternative Land reference 4b

Use the format: grid reference or Location code/number (ppp/hhhh/x)
Use the same reference as used on the Land Maintenance Form LMF

Is the land within the less-favoured area (LFA)? ☒ Yes 5 ☐ No

Reason for Adding 6

For more information, please refer to the [Land Maintenance Form \(PF06\)](#)

Cancel 7



8	The added Permanent Land is displayed in the Land Declaration table
9	The added Seasonal Land is displayed in the Land Declaration table

Single Application Form (XXXX) - Land Declaration Summary ?

Apply Reset

Location code	Land	Alias Name	Status	Outstanding Errors
Select an Option				
01/001/0003 Added (Permanent)	001/0001/1		Not Started	0
01/001/0001 (Permanent)	NM/00000/00001		Not Started	0
01/001/0001 (Permanent)	NM/00000/00002		Not Started	0
02/002/0001 Added (Seasonal)	NM/00000/00003		Not Started	0
01/001/0002 (Common Grazing)	Common Name		Not Started	0

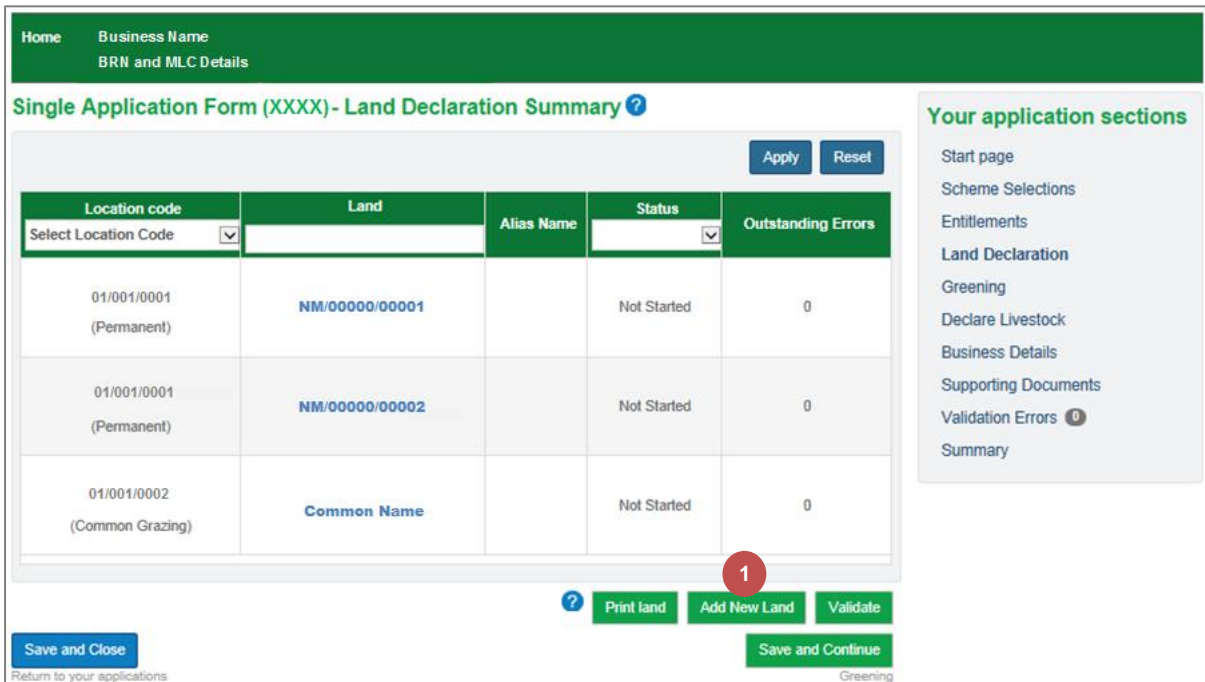
? Print land Add New Land Validate

Save and Close Save and Continue

Return to your applications Greening

2.3.2 Common Grazing

- 1 Click the **Add New Land** button



Home Business Name
BRN and MLC Details

Single Application Form (XXXX) - Land Declaration Summary ?

Apply Reset

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001		Not Started	0
01/001/0001 (Permanent)	NM/00000/00002		Not Started	0
01/001/0002 (Common Grazing)	Common Name		Not Started	0

1

Print land Add New Land Validate

Save and Close

Return to your applications

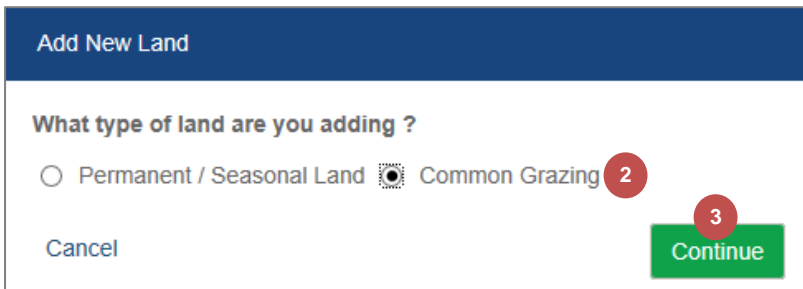
Save and Continue

Greening

Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors 0
- Summary

- 2 Select the **Common Grazing** option
- 3 Click the **Continue** button



Add New Land

What type of land are you adding ?

☐ Permanent / Seasonal Land ☒ Common Grazing 2

Cancel

Continue 3

- 4 Select whether it is a **Croft share** or **Land Parcel** you wish to add
 - a If it is a **Croft share**, complete the **Common Grazing Location Code, share location** if known and select the **croft name** from the drop-down list.
 - b If it is a **Land parcel**, complete the **Land Parcel Identifier**.

Add New Land

What type of land are you adding ?

☐ Permanent / Seasonal Land ☒ Common Grazing

Please select one option you wish to add

4 ☐ Croft share(to claim BPS,LFASS) ☐ Land parcel(to claim AECS,FGS,RP)

Cancel Finish

Please select one option you wish to add

☒ Croft share(to claim BPS,LFASS) ☐ Land parcel(to claim AECS,FGS,RP)

Common Grazing Location Code ?

If known,please enter the share Location 4a

Allowed Formats : cc/ppp/hhhh, ppp/hhhh

Please select croft name

Please select one option you wish to add

☐ Croft share(to claim BPS,LFASS) ☒ Land parcel(to claim AECS,FGS,RP)

Land Parcel Identifier 4b

Allowed Format : NJ/12345/12345

5	Select the Reason for Adding from the drop-down list
6	Click the Finish button

Add New Land

What type of land are you adding ?

☐ Permanent / Seasonal Land ☒ Common Grazing

Please select one option you wish to add

☒ Croft share(to claim BPS,LFASS) ☐ Land parcel(to claim AECS,FGS,RP)

Common Grazing Location Code ?

If known,please enter the share Location

Allowed Formats : cc/ppp/hhhh, ppp/hhhh

Please select croft name

Reason for Adding 5

For more information, please refer to the [Land Maintenance Form \(PF06\)](#)

Cancel Finish 6

2.4 Delete Land

You can delete new land that has been added to the application and this land will be permanently removed from the application.

- 1 Click on the **Land Parcel Identifier** or **Common Grazing Share**

Location code	Land	Alias Name	Status	Outstanding Errors
Select an Option				
01/001/0003 Added (Permanent)	001/0001/1 1		Not Started	0

- 2 Click on the **Delete Land** button

Added PERMANENT 01/001/0003 001/0001/1 Not Started 2
Delete Land
Reason for adding: There is an outstanding update as I have already submitted a Land Maintenance Form
Please declare your activity Please select ?

- 3 Click on the **Yes, Delete** button to confirm the deletion

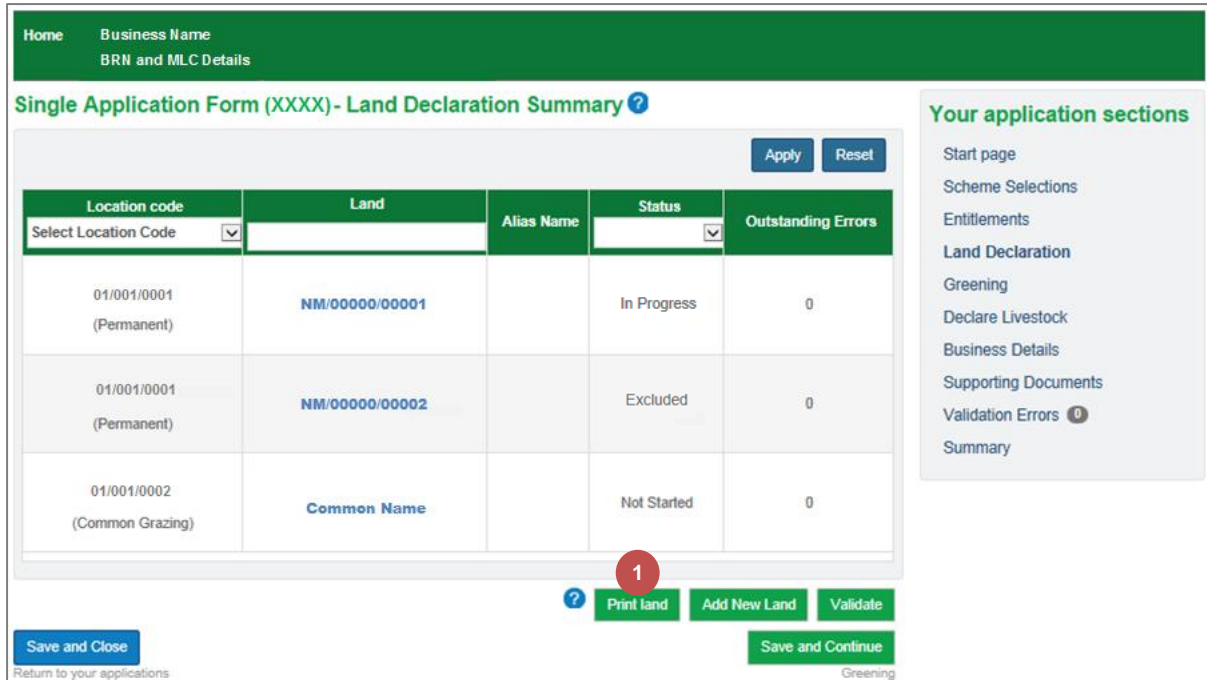
Delete Land
You are about to delete land parcel [001/0001/1]. It will be permanently removed from the application. Do you wish to continue? 3
Cancel Yes, Delete

2.5 Print Land

You can produce a PDF document that can be printed at any point in the application. This is a very useful summary containing land parcel information, land use details, scheme and contract details and status.

1

Click on the **Print Land** button on the **Land Declaration** screen



Home Business Name
BRN and MLC Details

Single Application Form (XXXX) - Land Declaration Summary ?

Apply Reset

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001		In Progress	0
01/001/0001 (Permanent)	NM/00000/00002		Excluded	0
01/001/0002 (Common Grazing)	Common Name		Not Started	0

1

Print land Add New Land Validate

Save and Close

Return to your applications

Save and Continue

Greening

Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors 0
- Summary

2

The **Land Summary** is opened in a new window

You can scroll through the land or print this document as it is now. This example shows just a snapshot of some permanent land.

2

Permanent Land

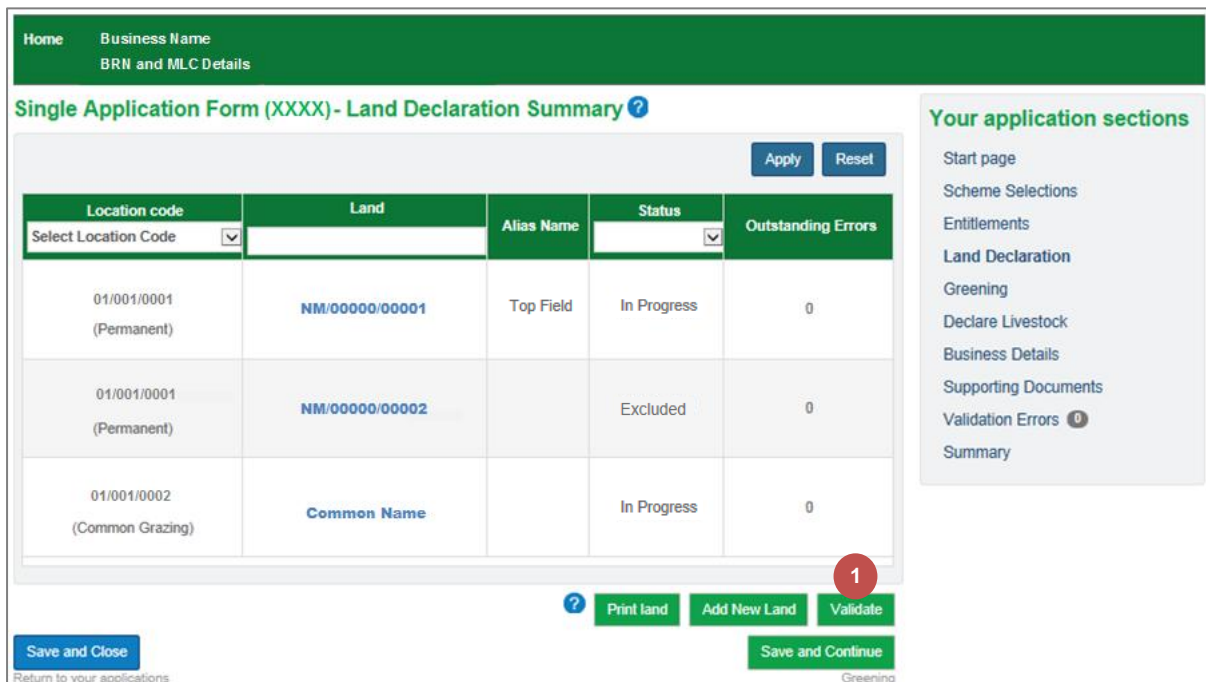
Land Parcel Information						Land Use Details							Less Favoured Area	Ecological Focus Area	Agri- Environment Climate Scheme		Forestry Grant Scheme		Rural Priorities		Status		
Location Code	Land Parcel Identifier	Payment Region	Gross field area	Excl	BPS Eligible Area	Payment Region	Land use (use code list)	Land use Area	BPS Area being claimed	LFASS	Land Let Out	Land activity	Organic status	LFA Indicator	Activity	Unit	Option	Unit	Option	Unit	Option	Unit	Status
01/001/0001	NM/00000/00001	1	26.34	0.33	26.01		EXCL	0.33			N	PA		Y									In Progress
01/001/0001	NM/00000/00002	1	12.96	0.00	12.96						N			Y									Excluded

2.6 Validate Land

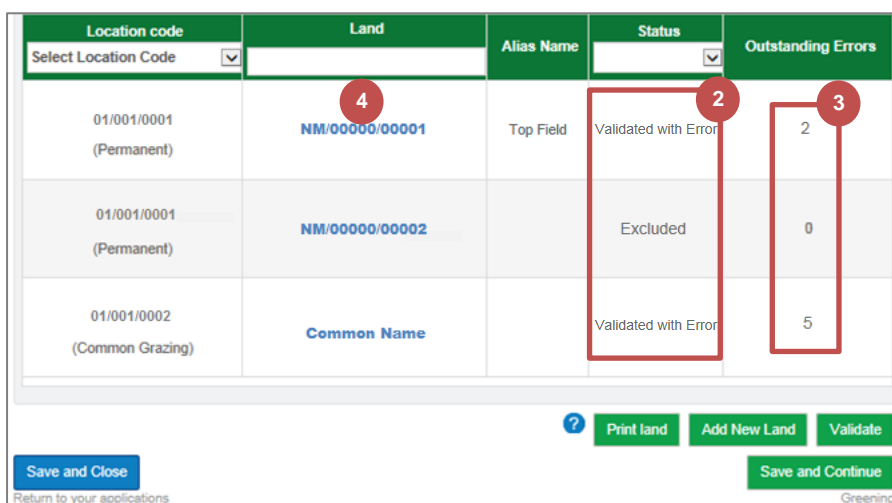
You can ask to validate your land at any point. You do not have to wait until you have added the information for all land.

Land with a status of Not Started or Excluded will not be validated.

- 1 Click the **Validate** button on the Land Declaration Summary screen



- 2 In this example both land parcels that were in progress are now showing the status **Validated with Error**
- 3 The **Error** count is also displayed
- 4 Click on the **Land Parcel Identifier**



5 Any errors are displayed at the top of the **Manage land details** screen

Single Application Form(XXXX) - Manage land details ?

5

Please fix the following errors, before submitting your application:


- You have claimed 0.88 ha of PGRS for Basic Payment Scheme which exceeds the land use area 0.85 ha. Please amend accordingly.
- You have selected land activity as Arable Cropping but an arable land use has not been declared. Please amend appropriately.
- You have selected to use partial organic exemption and therefore must indicate if this land parcel is or is not organic.

Please fix these errors or select a justification reason, before submitting your application:

You have claimed 0.88 ha for Basic Payment Scheme which exceeds the eligible area 0.85 ha. Please review your claimed area.

The declared scheme(s), option(s) and land use(s) required 0.88 ha which exceeds the gross field area 0.85 ha. Please amend appropriately.


1 of 3 Current Land Selection

PERMANENT 01/001/0001  NM/00000/00001 **Validated with Error**

Gross Field Area (ha) 0.85 **Excluded Land Area (ha)** 0.00 **BPS Eligible Area** 0.85

Less Favoured area ☒

Payment Regions Region1

Please declare your activity 

6 For some errors, you will be able to choose a **justification reason**.

Please fix the following errors, before submitting your application:

- You have claimed 0.88 ha of PGRS for Basic Payment Scheme which exceeds the land use area 0.85 ha. Please amend accordingly.
- You have selected land activity as Arable Cropping but an arable land use has not been declared. Please amend appropriately.
- You have selected to use partial organic exemption and therefore must indicate if this land parcel is or is not organic.

Please fix these errors or select a justification reason, before submitting your application:

You have claimed 0.88 ha for Basic Payment Scheme which exceeds the eligible area 0.85 ha. Please review your claimed area.

The declared scheme(s), option(s) and land use(s) required 0.88 ha which exceeds the gross field area 0.85 ha. Please amend appropriately.

Select Justification

- I will submit a Land Maintenance Form as the current map is incorrect
- I have reduced an ineligible feature and I will submit a Land Maintenance Form
- There is an outstanding update as I have already submitted a Land Maintenance Form

6

7 The current **Status** is displayed in the top right corner

8 Correct any errors and click the **Save & Re-validate** button

PERMANENT
01/001/0001
NM/00000/00001
Top Field

7 Validated with Error

Gross Field Area (ha) 0.85
Excluded Land Area (ha) 0.00
BPS Eligible Area 0.85

Exclude Land

Less Favoured area ☒

Payment Regions Region1

Please declare your activity AC - Arable Cropping

Is the Land Organic ☐ Yes ☒ No

Please tell us how you use this land and your intended claims

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO	
Region1	ASPG - Asparagus	0.85		0.85	<input type="checkbox"/>	Delete
Total		0.85	0	0.85		

Ecological Focus Area
Rural Priorities

Show
Show

Add another Land use

Restore to last saved data

Return to Land Declaration
Save & Re-validate
Next

9

The status has been updated to **Validation Passed** and the **Outstanding Errors to 0**

This can be viewed in the Manage Land Details screen and the Land Declaration table

PERMANENT	01/001/0001	NM/00000/00001	Top Field	Validation Passed	9
-----------	-------------	----------------	-----------	-------------------	---

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001		Validation Passed	0

10

Repeat **steps 4-8** for any other parcels with errors

3. Greening

The Greening screen is read-only. It is based on BPS claim areas and other information already provided by you within the application.

It will indicate to you whether you have met your Greening requirements and provide information.

You can find out more by reading the Greening guidance on the Rural Payments and Services website.

1

Click the **Save and continue** button to advance to the **Declare Livestock** section

Single Application Form (XXXX) - Greening ?

The information provided by you in this application indicates that you are exempt from Ecological Focus Area and Crop Diversification. One way to meet your greening requirements is by claiming over 75% of your Basic Payment Scheme claimed agricultural land as either grasses or other herbaceous forage. You have currently claimed 93.511% and therefore are meeting the requirements. You should ensure that you have understood all requirements as detailed in the Greening guidance on Rural Payments and Services. We will perform further validations after submission to verify your application.

Total Arable Area

Ecological Focus Area ?

EFA Area Required

Practice	Claim Units	Weighting Factor	Converted Area
Total			0.00

Crop Diversification ?

	Claim Grown	BPS Claim	% of Total Arable Area
Major Crop	Asparagus	0.85	100.00
Other Crop	-	0.00	0.00
Total		0.85	100.00

Save and close

Save and continue

Return to your applications
Declare Livestock

Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening**
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors 9
- Summary

You must tell us whether you intend to have livestock on your holding in the scheme year.

1	If you have no livestock, poultry or beehives , select this option.
2	Select each species you need to tell us about
3	Enter the numbers requested If any of the boxes do not apply, please enter the digit 0.
4	You will only be asked to fill in this column if you have LFA land
5	Once completed, click the Save and continue button to advance to the Business Details section.

Single Application Form(XXXX) - Livestock, Poultry and Beehives ?

This information is needed for your scheme applications and to identify the standards of Cross Compliance, under the Statutory Management Requirements (SMRs) and Good Agricultural Environmental Conditions (GAECs), that apply to you. Please let us know if you will have beehives on your land at any time this year. This information is important in the event of disease outbreaks.

Please fix the following errors, before submitting your application:

- You have confirmed 'I wish to claim Less Favoured Support Scheme' therefore please provide the number of animals you maintain on LFA land.

Please tell us about Livestock, Poultry and Beehives held at any time in XXXX

☐ I have no livestock, poultry or Beehives

☐ **Pigs**

☒ **Cattle**

Dairy cows used for milk production

Suckler cows

Other dairy and beef cattle (less than 6 months)

Other dairy and beef cattle (6 - 24 months)

Other dairy and beef cattle (over 24 months)

☐ **Sheep**

☐ Goats over 6 months old

☐ Llamas over 6 months old

☐ Alpacas over 6 months old

☐ **Farmed Deer**

☐ Horses and Ponies (Equine)

☐ Poultry

☐ Beehives ?

**Number present on 1 March
XXXX**

**Number maintained on LFA
land as at 1 MarchXXXX (that
you have economic
responsibility for)**

	XXXX	XXXX

Save and close
Save and continue

[Start page](#)

[Scheme Selections](#)

[Entitlements](#)

[Land Declaration](#)

[Greening](#)

Declare Livestock

[Business Details](#)

[Supporting Documents](#)

[Validation Errors 11](#)

[Summary](#)

5. Business Details

Information about your business is populated from your business information provided on Rural Payments and Services. If your business information has changed, you will have to update your information.

1	If the selected option no longer applies to your business, please select the correct option.
a	If you have selected the 2 nd or 3 rd option, please select each country that applies and reference number as prompted.
2	Please select whether you are submitting your SAF as a Non-trading person or organisation?
3	Please select the currency for your payment
4	Once completed, click the Save and continue button to advance to the Supporting Documents section.

Single Application Form (XXXX)- Business details ?

Please tell us about your IACS business. Some of the information on this page comes from the details you supplied with your business registration. Changes made on this screen may update your business record.

1 Do you have land elsewhere in the country? ?

☐ I only have land in Scotland
☐ I have agricultural land and / or claim support payments on non-agricultural land in the following countries and need to fill in forms.
☒ All the land I have in other parts of the United Kingdom is non-agricultural land. I do not claim any support payments on this land.

Country

☐ England
☐ Northern Ireland
☐ Wales

2 Please tell us about your business ?

Are you submitting your SAFXXXX as a Non-trading person or organisation?

☐ Yes
☐ No

3 Please tell us how you would like to receive your funding

You can choose to receive your XXXX funding for direct payment support in euros. All other schemes will be paid in sterling.

Your chosen method of payment ?

☐ Sterling
☐ Euro

Save and close

Save and continue

Return to your applications

Supporting Documents

Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors 11
- Summary

6. Supporting Documents

Based on the information you have supplied within your application, you may be required to provide us with supporting evidence. The system will identify what is required and all supporting documents must be provided by 15 May to avoid penalty.

6.1 Evidence Requirement

For each supporting document requirement, you can select whether the document(s) have been uploaded (as part of this application or provided previously) or will be provided separately. A comment is mandatory for the second option.

1	List of acceptable supporting document types for that evidence requirement
2	For each requirement, select how you will provide the supporting documents.
3	Enter a descriptive comment if necessary If you have selected all documents are uploaded, no comment is required.
a	If you have selected to provide the documents later, a comment is required.

Single Application Form (XXXX) - Your supporting documents

According to what you have told us so far, you need to supply the following supporting documents by 15 May XXXX.

Young farmer payment and/or Young farmer (National Reserve)

Please supply two documents: one to prove that the person selected as head of business took that position within the last five years; and one to prove the date of birth of the head of business.

- Passport
- Birth Certificate
- Any other documentary evidence you feel is appropriate or which we may reasonably request when considering an application.
- Drivers License
- Accountants / solicitors letter confirming partnership constitution
- Bank letter confirming who has the authority to sign cheques
- Company Articles of Association
- Farm Accounts or accountants letter confirming share of capital held by partners in most recent financial year.

2

☒ All documents are uploaded (either as part of this application or previously)
☐ Other documents will be provided later through post or directly to area office (Please provide comments below other)

3

Comments (Max 100 Characters)

1

You can provide supporting information electronically.

Land registered organic

Please provide the following supporting information:

- Organic land certificate(s) from recognised certifying for the current year.

2

☐ All documents are uploaded (either as part of this application or previously)
☒ Other documents will be provided later through post or directly to area office (Please provide comments below other)

3a

Comments (Max 100 Characters)

You have indicated that you will provide some documents later. Please enter details in the comments box provided.

1

You can provide supporting information electronically.

Supporting Documents currently associated with this application

Date Provided	Category	Reference	Description	Document Type	Status	Remove
View all supporting documents						
Upload other Supporting Documents						

Save and close

Save and continue

Return to your applications

Validation Errors

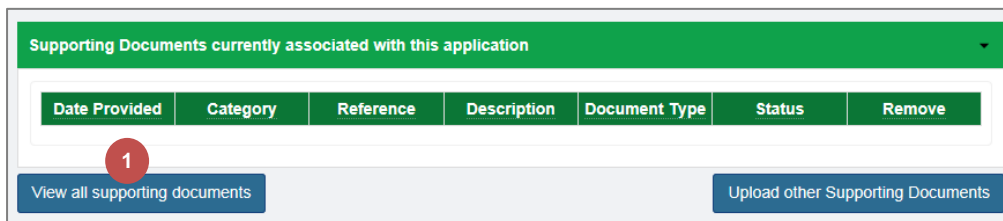
Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents**
- Validation Errors 11
- Summary

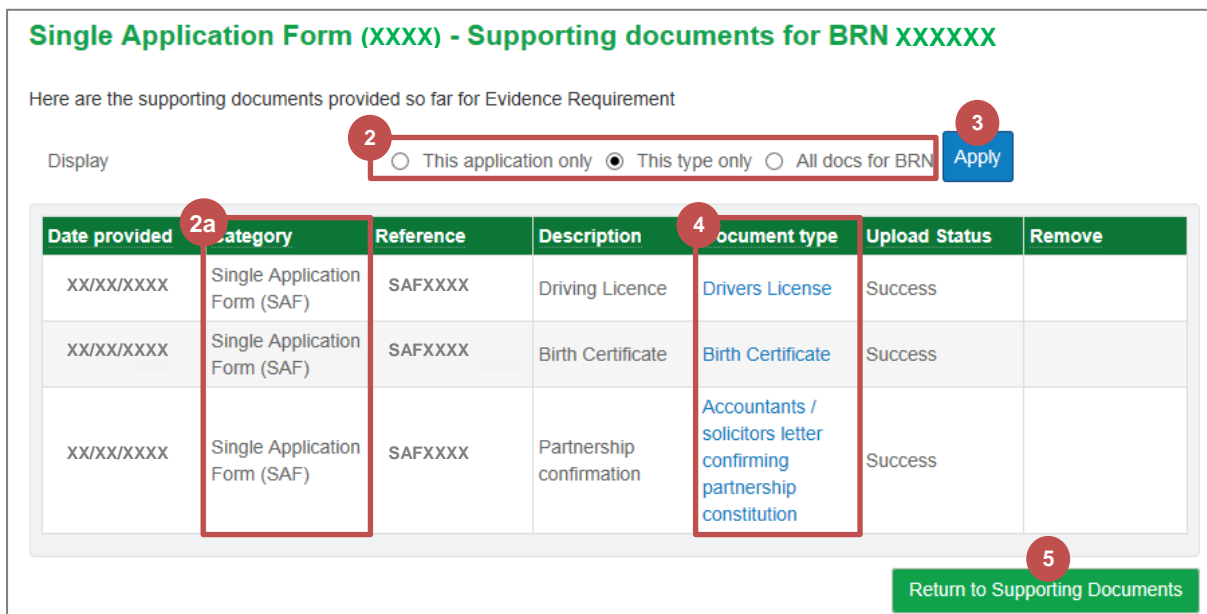
6.2 View All Supporting Documents

You can check the documents that have been previously uploaded for this application or any other application. There is no need to upload another copy if that document has been uploaded previously.

- 1 Click on the **View all supporting documents** button



- 2 Select the **Display option**
This example has no documents uploaded for this application only
 - a **This type only** has been selected
Shows all documents uploaded for this type of application (SAF)
 - b **All docs for BRN** has been selected
Shows all documents uploaded for any type of application. This example has a number of documents spanning a few pages.
- 3 Click on the **Apply** button
- 4 You can click on the **Document type** link to view the uploaded document
The document will open in a new window
- 5 Click on the **Return to Supporting Documents** button when finished



Single Application Form (XXXX) - Supporting documents for BRN XXXXXX

Here are the supporting documents provided so far for Evidence Requirement

Display

☐ This application only
 ☒ This type only
 ☐ All docs for BRN

Date provided	Category	Reference	Description	Document type	Upload Status	Remove
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Driving Licence	Drivers License	Success	
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Birth Certificate	Birth Certificate	Success	
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Partnership confirmation	Accountants / solicitors letter confirming partnership constitution	Success	

Display

☐ This application only
☐ This type only
☒ All docs for BRN
Apply

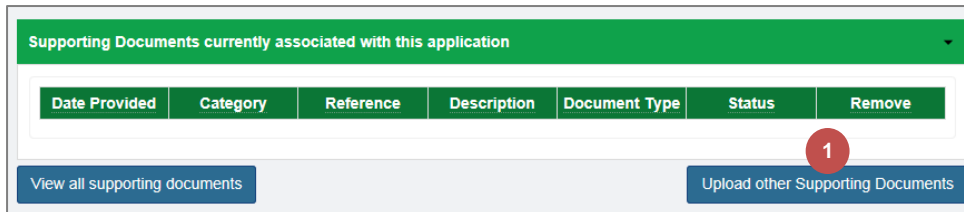
Date provided	Category	Reference	Description	Document type	Upload Status	Remove
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Water margin summary table	Additional Supporting Information	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Species rich grassland grazing plan	Grazing Plan	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Wetland grazing plan	Grazing Plan	Success	delete
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Driving Licence	Drivers License	Success	
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Birth Certificate	Birth Certificate	Success	
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Partnership confirmation	Accountants / solicitors letter confirming partnership constitution	Success	
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Moorland management plan	Grazing Plan	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Scrub control plan	Additional Supporting Information	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Hedgerow management plan	Additional Supporting Information	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Diffuse pollution risk assessment	Additional Supporting Information	Success	delete

Previous
1
2
3
Next

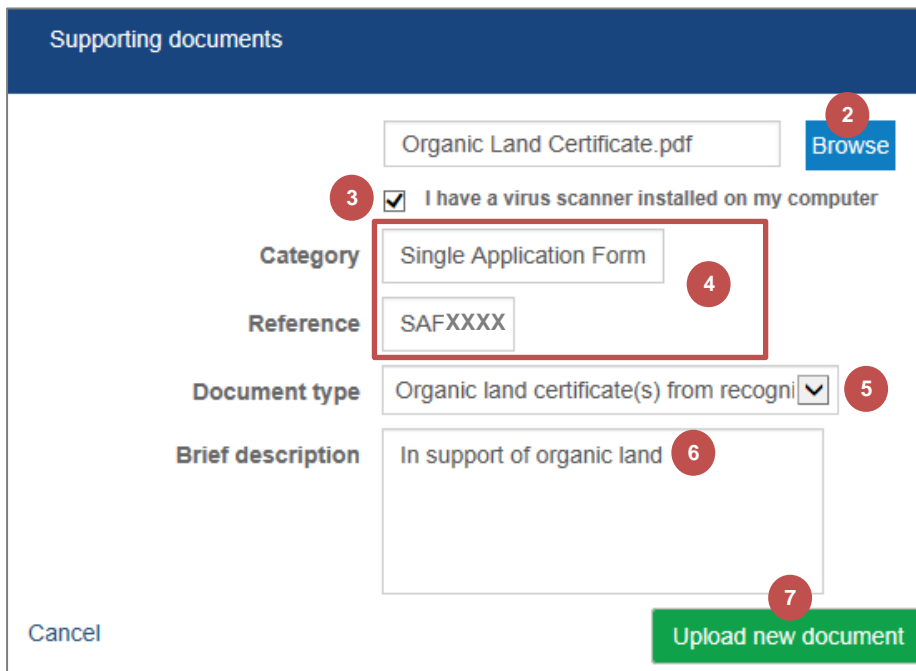
6.3 Upload New Document

Once you have decided which of the documents listed to provide in order to meet an evidence requirement, you may need to upload a new document.

- 1 Click on the **Upload other Supporting Documents** button



- 2 Click on the **Browse** button and select the document to be uploaded
- 3 Tick the option **I have a virus scanner installed on my computer** to confirm you have a virus scanner installed
- 4 The **Category** and **Reference** are read only
- 5 Select the **Document type** from the drop-down list
Make sure that you select a document type that is appropriate for the evidence requirement and describes what you are uploading. In this example, an organic land certificate has been chosen to meet the evidence requirement.
- 6 Enter a **Brief description**
- 7 Click on the **Upload new document** button
The button is not active until you click away from the Brief description text box



8	Click on the OK button to close the confirmation dialog box
---	--

Supporting Document

Document uploaded successfully.

8
OK

9	The uploaded document is now visible on the screen Repeat steps 1-8 for any other documents to be uploaded
10	There is a Remove button if you want to remove the document
11	Once completed, click the Save and continue button to advance to the Validation Errors section.

Supporting Documents currently associated with this application

Date Provided	Category	Reference	Description	Document Type	Status	Remove
9 xx/xx/xxxx	Single Application Form (SAF)	SAF XXXX	In support of organic land	Organic land certificate(s) from recognised certifying body for the current year.	Unverified	10 Remove

View all supporting documents

Upload other Supporting Documents

Save and close

11
Save and continue

Return to your applications

Validation Errors

7. Validation Errors

While entering information into your application, the system checks your application for possible errors. When an error is specific to a section, it will appear at the top of that section in a red panel rather than on this screen.

Errors are resolved by either amending your information or by providing a justification reason.

1	General Errors are triggered by information that is not specific to one section All errors must be resolved or justified before you can submit your application
2	Please note there is a scroll bar to allow you to navigate to errors that are not initially visible
3	Each section details how many errors there are within it
4	Use the section navigation bar to the right to resolve errors reported in step 3 There are no links to the sections from the headings in step 3. They simply tell you which sections contain errors and you have to navigate to those sections to resolve the errors.
5	If you have amended the application information or justified any of the errors, click the Update button.

Single Application Form (XXXX) - Errors

Errors you must correct before submitting ?

1 **General Errors**

Outstanding errors 4

- You have indicated that you have permanent grassland land parcels (which do not contain arable land or rough grazing) however you have not declared any land with only permanent grassland. Please check your land declaration or amend the answer to the question on the scheme selection section.
- You have indicated your land is partially organic however you have indicated every land parcel/common grazing share has the same organic status. Please check the organic status on land declaration or amend organic status to no or all organic.

You have not declared Common Name but the latest information we hold indicates that you are the occupier of this land.

You have not declared NM/00000/00002 but the latest information we hold indicates that you are the occupier of this land.

Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration 4
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors 10
- Summary

Errors in Start Page section

No errors

Errors in Scheme Selections section

No errors

Errors in Land Declaration section

Outstanding errors 5

Errors In Greening Section

No errors

Errors in Declare Livestock section

Outstanding errors 1

Errors in Business Details section

No errors

Errors in Supporting Documents section

No errors

5 **Update**

Save and close

Return to your applications

Save and continue

SAF Summary

- You have indicated that you have permanent grassland land parcels (which do not contain arable land or rough grazing) however you have not declared any land with only permanent grassland. Please check your land declaration or amend the answer to the question on the scheme selection section.
- You have indicated your land is partially organic however you have indicated every land parcel/common grazing share has the same organic status. Please check the organic status on land declaration or amend organic status to no or all organic.

✔ You have not declared Common Name but the latest information we hold indicates that you are the occupier of this land.

The latest information is incorrect, this business is

✔ You have not declared NM/00000/00002 but the latest information we hold indicates that you are the occupier of this land.

This parcel is not declared as it is not available

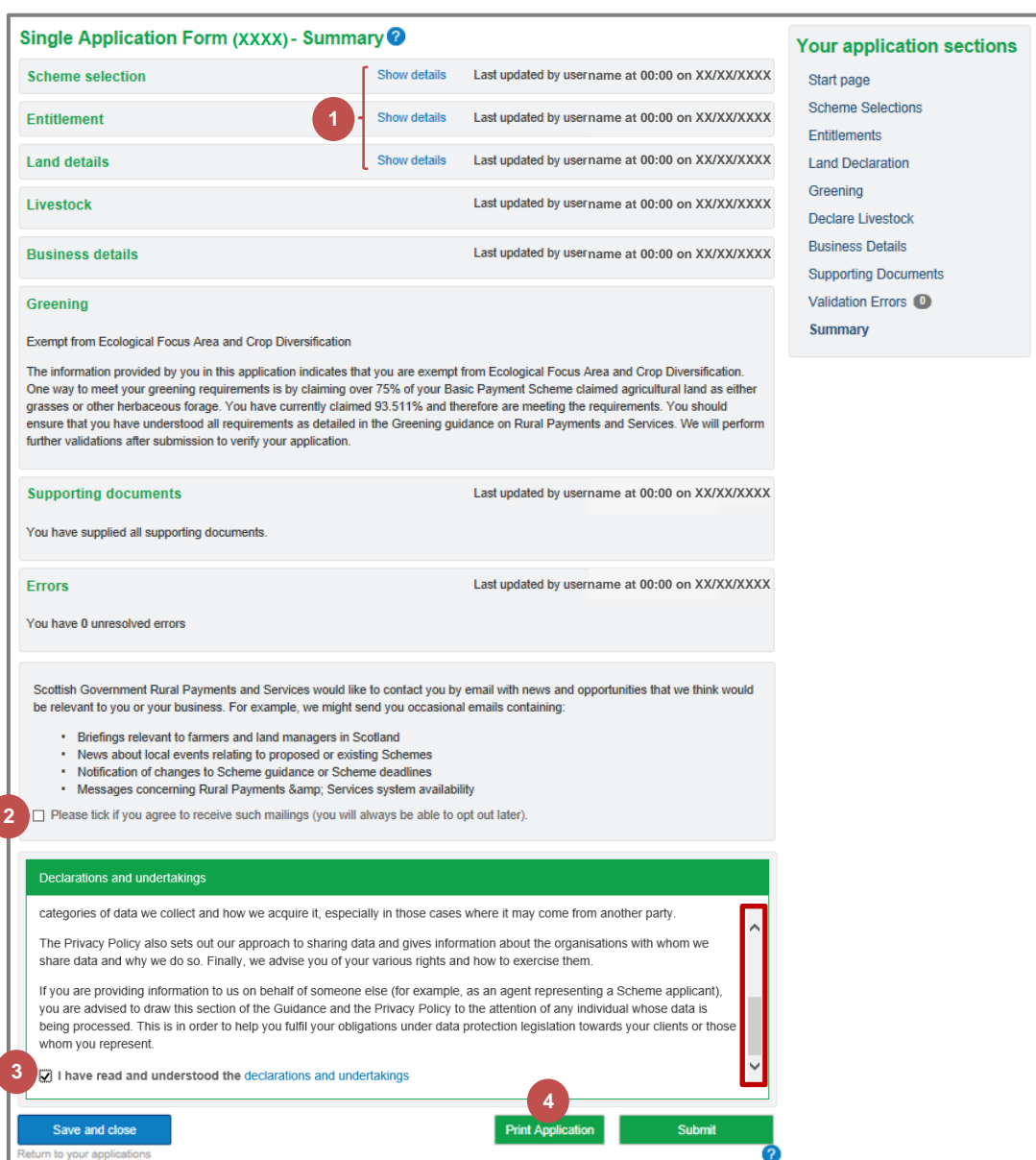
8	All errors have now been resolved/justified and the count updated to display 0
9	Once completed, click the Save and continue button to advance to the SAF Summary section.

Page 41 of 51

8. Summary

Now that you have completed your application, please take some time to review the information you have provided.

1	By clicking on any of the show details links, you can expand that section to display additional information.
2	Please tick the check box if you agree to receive the mailings
3	Please scroll down and tick to confirm you have read and understood the declarations and undertakings
4	You can click the Print Application button to produce a PDF document that can be printed You can print at any point in the application



Single Application Form (XXXX) - Summary

Scheme selection [Show details](#) Last updated by username at 00:00 on XX/XX/XXXX

Entitlement [Show details](#) Last updated by username at 00:00 on XX/XX/XXXX

Land details [Show details](#) Last updated by username at 00:00 on XX/XX/XXXX

Livestock Last updated by username at 00:00 on XX/XX/XXXX

Business details Last updated by username at 00:00 on XX/XX/XXXX

Greening

Exempt from Ecological Focus Area and Crop Diversification

The information provided by you in this application indicates that you are exempt from Ecological Focus Area and Crop Diversification. One way to meet your greening requirements is by claiming over 75% of your Basic Payment Scheme claimed agricultural land as either grasses or other herbaceous forage. You have currently claimed 93.511% and therefore are meeting the requirements. You should ensure that you have understood all requirements as detailed in the Greening guidance on Rural Payments and Services. We will perform further validations after submission to verify your application.

Supporting documents Last updated by username at 00:00 on XX/XX/XXXX

You have supplied all supporting documents.

Errors Last updated by username at 00:00 on XX/XX/XXXX

You have 0 unresolved errors

Scottish Government Rural Payments and Services would like to contact you by email with news and opportunities that we think would be relevant to you or your business. For example, we might send you occasional emails containing:

- Briefings relevant to farmers and land managers in Scotland
- News about local events relating to proposed or existing Schemes
- Notification of changes to Scheme guidance or Scheme deadlines
- Messages concerning Rural Payments & Services system availability

☐ Please tick if you agree to receive such mailings (you will always be able to opt out later).

Declarations and undertakings

categories of data we collect and how we acquire it, especially in those cases where it may come from another party.

The Privacy Policy also sets out our approach to sharing data and gives information about the organisations with whom we share data and why we do so. Finally, we advise you of your various rights and how to exercise them.

If you are providing information to us on behalf of someone else (for example, as an agent representing a Scheme applicant), you are advised to draw this section of the Guidance and the Privacy Policy to the attention of any individual whose data is being processed. This is in order to help you fulfil your obligations under data protection legislation towards your clients or those whom you represent.

☒ I have read and understood the [declarations and undertakings](#)

Save and close **Print Application** **Submit**

[Return to your applications](#)

Please refer to the chapter [Submit the Completed Application](#) starting on page [43](#) once you have reviewed your information and are ready to submit your completed application.

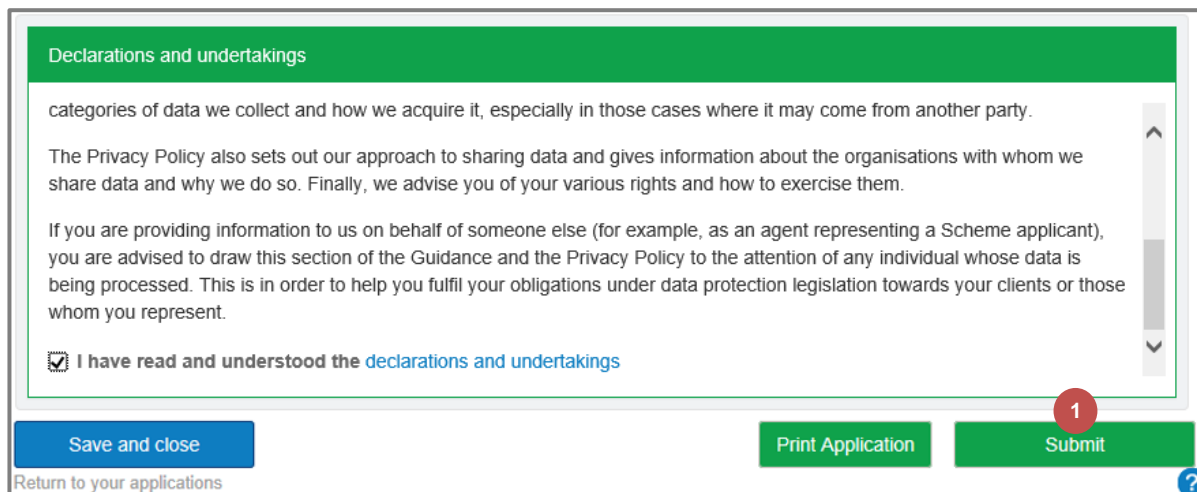
Chapter 4 - Submit the Completed Application

Once you have completed your application and resolved any validation errors, you can submit your application. You must submit it by 15 May to avoid any penalties.

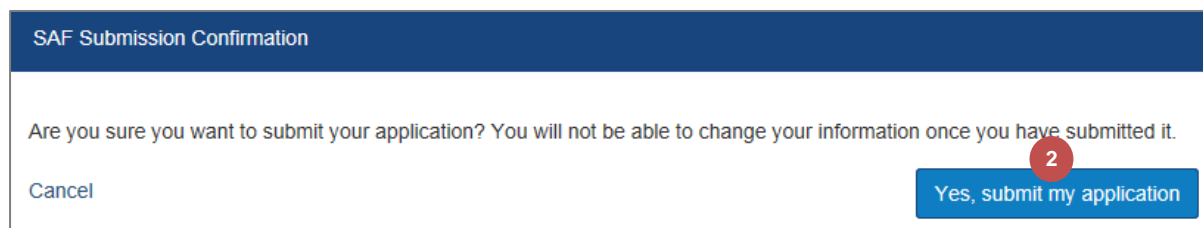
You will no longer be able to amend the application detail once you have submitted the application. If you need to amend your application after submission, you can upload a request letter detailing the changes. Please see [Chapter 5 - Upload Amendment Request](#) starting on page [45](#).

Any amendment request received will be considered for inclusion in the application as per scheme guidance and this inclusion may result in penalties being applied.

1	At the bottom right of the Summary screen, click the Submit button
---	--



2	Click the Yes, submit my application button
---	--



3	Your confirmation of submission and your application reference number
4	Confirmation that an acknowledgement and receipt and summary of this application has been created in the Communications Log
5	Please read What happens next carefully
6	Click the Return to my applications button

Thank you for your submission

Your application reference

Your application reference is 00SAF00001

An acknowledgement and receipt has been generated with this reference number and a summary of your application



What happens next

Your application and any supporting documents you provided will be assessed.

If you have any outstanding supporting documents to attach to the application then you can post or deliver them to the office detailed on your acknowledgement.

We will be in touch if we need you to provide any more information.

If you wish to view your application at any time, you can select it from the Manage My Applications screen.

Return to my applications

7

The **application status** is now **Under Action/Assessment**

If you need to amend your application after submission, you can upload an amendment request.

8

You can **view** your application or **upload supporting documents** by clicking the **SAF Reference**

Applications

Start a new application

Select an Application



Start

Your receipted and draft applications ?

Applications submitted in

XXXX

Type	Name	Reference	Date	Status
SAF		00SAF00001	XX XXX XXXX	Under Action/Assessment

9

The Communication Log showing the **SAF acknowledgement** and **printed summary** and uploaded **Supporting Document**.

Communication Log

Date	Category	Document Type	Description	Channel
XX/XX/XXXX 0.00 AM/PM	Association	LETTER	SAF acknowledgement	SystemGenerated
XX/XX/XXXX 0.00 AM/PM	Communication	LETTER	Printed summary	SystemGenerated

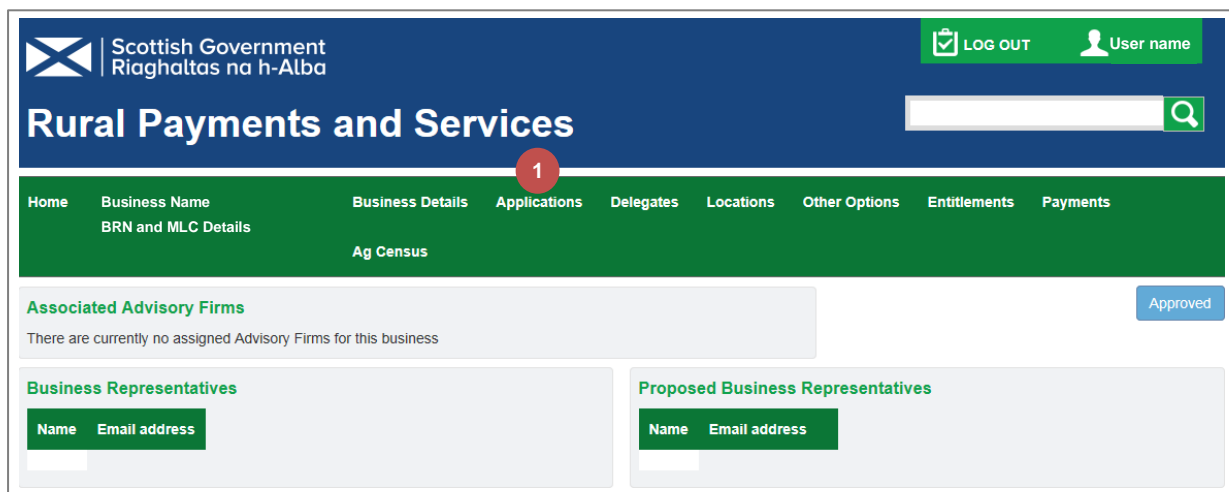
Chapter 5 - Upload Amendment Request

Once you have submitted your completed SAF application, no further changes can be made to the information contained within it. If you need to notify us of a withdrawal, an amendment or an error, you can upload a document containing your request.

This document must have been created and saved ready to be uploaded before continuing.

1

Select **Applications** from the Business Menu Bar



Scottish Government
Riaghaltas na h-Alba

LOG OUT User name

Rural Payments and Services

Home Business Name Business Details **Applications** Delegates Locations Other Options Entitlements Payments

BRN and MLC Details Ag Census

Associated Advisory Firms Approved

There are currently no assigned Advisory Firms for this business

Business Representatives

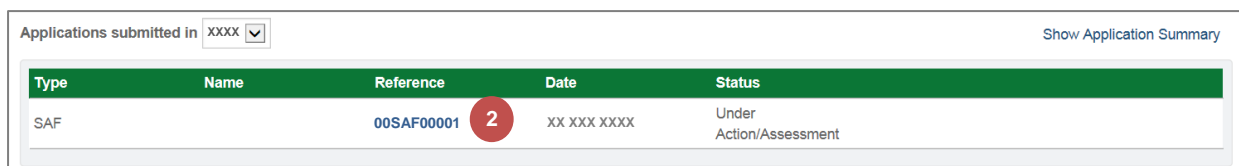
Name	Email address

Proposed Business Representatives

Name	Email address

2

Click the **Reference** for your submitted SAF application



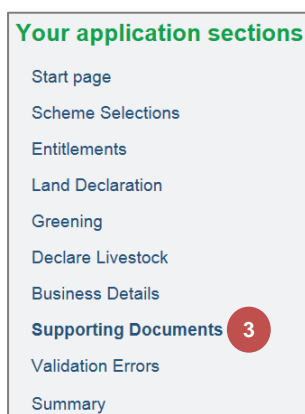
Applications submitted in

Show Application Summary

Type	Name	Reference	Date	Status
SAF		00SAF00001	XX XXX XXXX	Under Action/Assessment

3

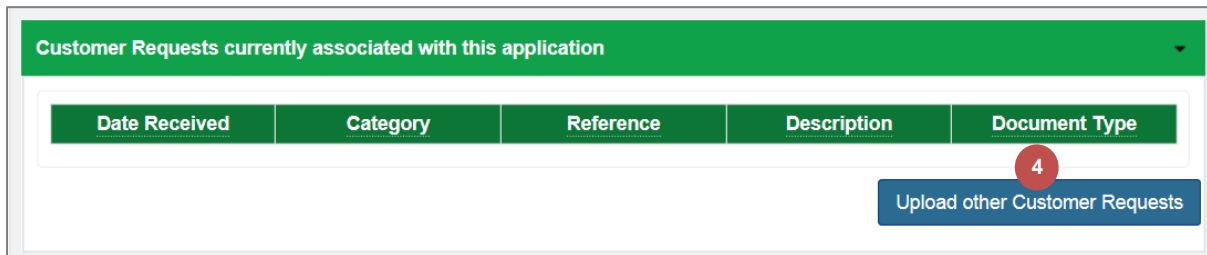
Click on the **Supporting Documents** section



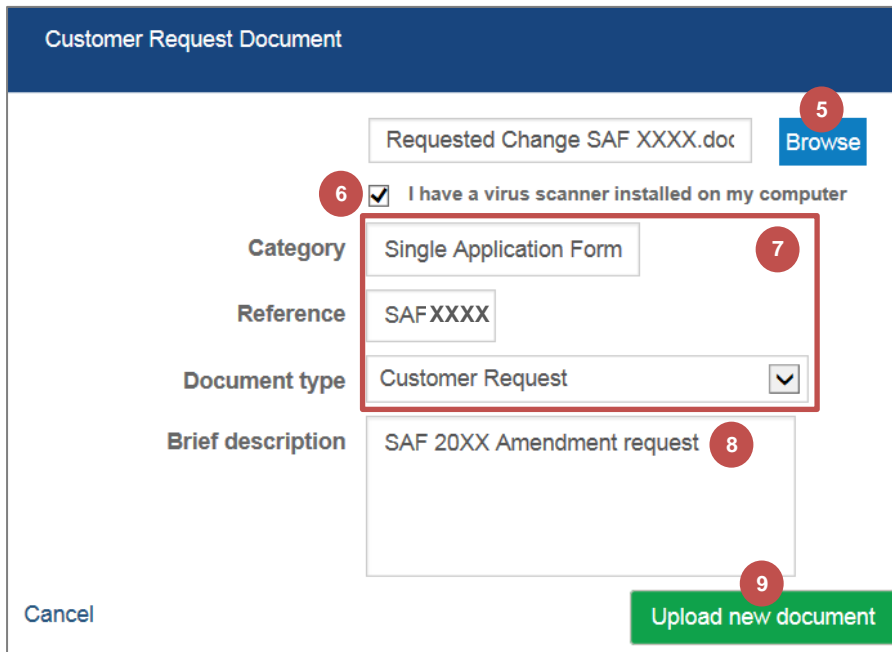
Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents**
- Validation Errors
- Summary

4	<p>Scroll down and click the Upload other Customer Requests button</p> <p>This is only available once you have submitted your application</p>
---	--



5	Click on the Browse button and select the document to be uploaded
6	Tick the option I have a virus scanner installed on my computer
7	The Category , Reference and Document Type are read only
8	<p>Enter a descriptive Brief description</p> <p>Make sure that you describe what you are requesting</p>
9	Click on the Upload new document button



10 Click on the **OK** button to accept the confirmation dialog box

Supporting Document

Document uploaded successfully.

10
OK

11 The **Customer Request** is now associated with this application
Your local area office will be notified when a request is successfully uploaded so they can take the appropriate action

Customer Requests currently associated with this application

Date Received	Category	Reference	Description	Document Type
XX/XX/XXXX	Single Application Form (SAF)	SAF XXXX	SAF 20XX Amendment request	Customer Request

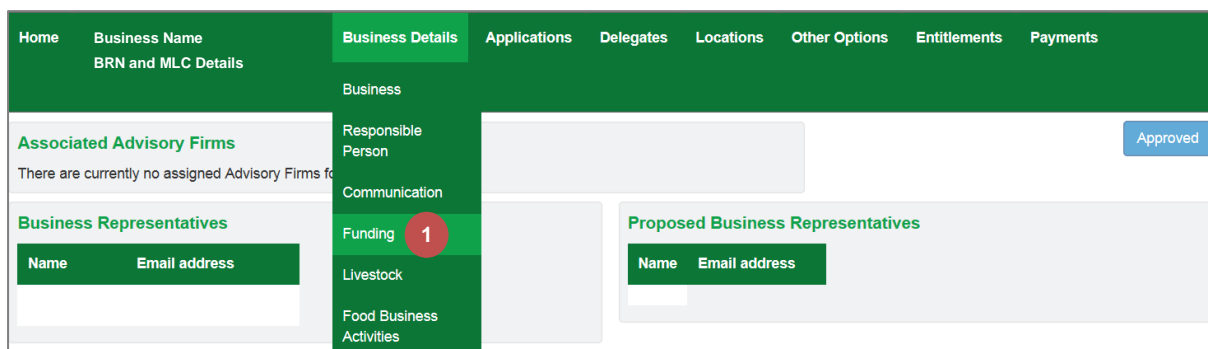
Upload other Customer Requests

Chapter 6 - Head of Business

If you are intending to claim Young Farmers Payment or the Young Farmer category in your application for National Reserve entitlements, the head of business information needs to be completed within your business information on Rural Payments and Services.

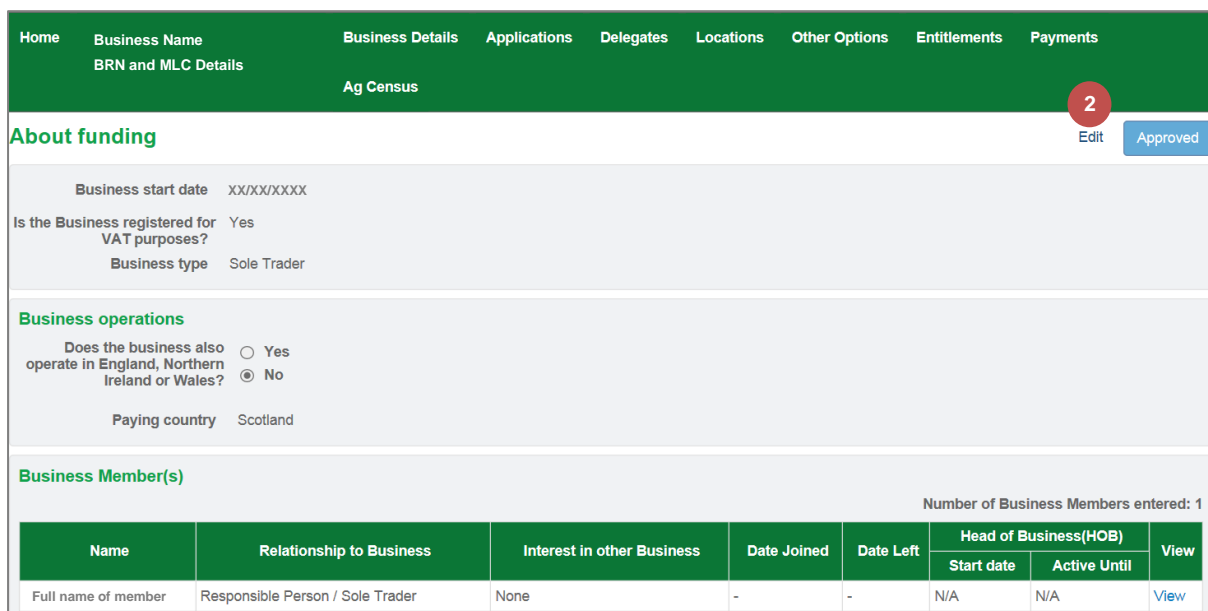
If you have selected these options and there is no information prepopulated for the head of business, follow the steps below to complete it and then you can continue with your single application form.

- 1 Select **Business Details > Funding** from the Business menu bar



The screenshot shows the 'Business Details' menu bar with the following options: Home, Business Name (BRN and MLC Details), Business Details, Applications, Delegates, Locations, Other Options, Entitlements, and Payments. The 'Business Details' sub-menu is open, showing options: Business, Responsible Person, Communication, Funding (highlighted with a red circle and '1'), Livestock, Food Business, and Activities. The 'Funding' option is selected, leading to the 'Proposed Business Representatives' form.

- 2 Select the **Edit** link at the top of the page



The screenshot shows the 'About funding' page. The 'Edit' link is highlighted with a red circle and '2'. The page contains the following information:

- Business start date:** XX/XX/XXXX
- Is the Business registered for VAT purposes?** Yes
- Business type:** Sole Trader
- Business operations:**
 - Does the business also operate in England, Northern Ireland or Wales? ☐ Yes ☒ No
 - Paying country:** Scotland
- Business Member(s):** Number of Business Members entered: 1

Name	Relationship to Business	Interest in other Business	Date Joined	Date Left	Head of Business(HOB)		View
					Start date	Active Until	
Full name of member	Responsible Person / Sole Trader	None	-	-	N/A	N/A	View

3

Select the **Edit** link for the **Business Member** you want to set as the **Head of Business**

Business Member(s)

Number of Business Members entered: 1

Name	Relationship to Business	Interest in other Business	Date Joined	Date Left	Head of Business(HOB)		View
					Start date	Active Until	
Full name of member	Responsible Person / Sole Trader	None	-	-	N/A	N/A	Edit 3

Declaration

☐ I confirm that I have added all Business Members

Cancel Save

4

Select the **This member is the Head of Business** checkbox

Head of Business

This member is the Head of Business ☐ 4

Active until

Cancel Business Member Save Business Member

Cancel Save

5

Select the **Date became Head of Business** from the date picker icon

6

Click the **Save Business Member** button

Head of Business

This member is the Head of Business ☒

Date became Head of Business 5

Active until

Remove this Head of Business 6

Cancel Business Member Save Business Member

7

Select the check box **I confirm that I have added all Business Members**

8

Click the **Save** button

Business Member(s)

Number of Business Members entered: 1

Name	Relationship to Business	Interest in other Business	Date Joined	Date Left	Head of Business(HOB)		View
					Start date	Active Until	
Full name of member	Responsible Person / Sole Trader	None	-	-	XX/XX/XXXX		Edit

Declaration

☒ I confirm that I have added all Business Members 7

Cancel Save 8

9 Click the **OK** button to continue

Confirm

The amendments made to the business may result in the business being reassessed.

Do you wish to continue?

Cancel

9
OK

10 The **Business Status** is now updated to **Change Submitted**

Change Submitted 10

This information will now be automatically updated in your Single Application Form.

Chapter 7 - Customer Support

1. Telephone Support

Please remember your local RPID area office can also help navigate you through your application. They can view your draft application and help you understand how to complete your online application.

2. Self-service Laptops

Area offices have self-service laptops for you to use if your own broadband is unreliable.

3. Book an Appointment

You can book an appointment to get assistance from our staff to help guide you through your application.

Further information is available at:

<https://www.ruralpayments.org>

We look forward to receiving your Single Application Form online this year.