A Customer Guide to Online SAF Submission
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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.

<table>
<thead>
<tr>
<th>Rural Payments and Services Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Responsible Person</td>
</tr>
<tr>
<td>Business Representative</td>
</tr>
<tr>
<td>Advisory Firm Accountable Person</td>
</tr>
<tr>
<td>Advisory Firm Agent</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Mandate Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Single Application Form Applications</td>
<td>Allows the completion of the SAF</td>
</tr>
<tr>
<td>Submit Single Application Form Applications</td>
<td>Allows the submission of the SAF</td>
</tr>
</tbody>
</table>

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

![Screenshot of Rural Payments and Services interface]

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

![Screenshot of drop-down menu]

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

![Screenshot of drop-down menu]

4. Click the **Start** button

![Screenshot of start button being clicked]
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.

<table>
<thead>
<tr>
<th>The Getting Started section</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
</tr>
<tr>
<td>b</td>
</tr>
<tr>
<td>c</td>
</tr>
</tbody>
</table>

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.

Click the Continue button.

---

**Single Application Form (XXXX)**

**Getting Started**

Your completed form must be submitted by **Day 15 May XXXX**. If you miss this deadline substantial penalties may apply.

This form is for Scottish land use only.

To complete this application you’ll need:

- Your current land map of all fields
- Information for any land you rent seasonally
- Your most up-to-date contract schedule of works
- The numbers of animals on your holding on 1 March

Help is provided throughout this application to give a short explanation of what to do and indicated by ? To view help, click on ?

Before completing this form you need to read the current IAC3 guidance IAC3(1) and IAC3(1a) along with the detailed guidance for any schemes you wish to participate in. These can be found at [https://www.rurapayments.org](https://www.rurapayments.org).

At each stage of the application, a navigation panel appears on the right-hand side of the screen letting you move around the application. But all sections must be completed before you submit this application.

If you see an error message, it will also tell you how to fix the error. You can do this at the time or at the end of the application. But you must fix all errors before submitting your application.

If we ask you for additional supporting documentation (like a birth certificate or driving licence or EFA maps) you can upload these during your SAF application or take them to your local area office. These must be submitted by **Day 15 May XXXX**.

If you want to claim Basic Payment Scheme and/or Less Favoured Area Support Scheme on seasonal common grazings you and the official shareholder must complete a Seasonal common grazings form found at [https://www.rurapayments.org](https://www.rurapayments.org). You must upload the completed template with your online SAF or return it to your RFO office by **Day 15 May XXXX**.

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**Useful information**

Before completing this application you should read the guidance for any schemes you wish to participate in.
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.
You have the option to complete this form to tell us about your business and agricultural land only
This option will be greyed out if any contracts have been prepopulated.

If you have selected **Basic Payment Scheme**, additional questions will be displayed.

**Select whether your land is registered as organic**

**Select whether to use your **Partial Exemption** on your organic land**
You will only be asked this question if you selected the **Partial** option in step 10a

**Select whether you have any land parcels that contain only permanent grassland and/or open woodland**

**Select whether you intend to apply for **inorganic fertiliser** and/or lime**
You will only be asked these questions if you have selected the **Yes** option in step 10c

Select if you wish to claim **Young Farmers Payment**

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.

Select if you wish to claim **Less Favoured Area Support Scheme (LFASS)**
There are no additional questions related to this option.
Select the schemes where you have a contract
You will be able to add your claim details later in the application

Existing scheme(s) will be preselected with contract numbers displayed where applicable and we currently hold that information

Select whether you are Letting Land Out to another business this year

Additional information that is only displayed when you have selected the Yes option at step 15

Select whether to include last year's Seasonal Land in your application

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

Click the Start application button
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.

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.

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

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

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.
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

**Current Section:** Entitlements

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

### Your application sections

**Current Section:** Supporting Documents

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

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**

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**Page 9 of 51**
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.

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

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

2 Select whether you wish to apply for an allocation of entitlement from the National Reserve.

Note that if your business has previously applied to the National Reserve and has been successful then you cannot receive another award. In such circumstances you should select the “No” option. If in doubt please check with your local area office.

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 entitlements from National Reserve?

1. No, I am not making an application for entitlements
2. 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

---

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

2. 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

When did you commence agricultural activities?

Who is the Head of Business?

- Full name of Head of Business

When did they become Head of Business?

- Date became Head of Business

---

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

---

**Single Application Form (XXXX) - Entitlements**

<table>
<thead>
<tr>
<th>Region</th>
<th>Number Of Entitlements</th>
<th>Unit Value</th>
<th>Total Value in €</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region1</td>
<td>255.07</td>
<td>146.25</td>
<td>37,363.99</td>
</tr>
<tr>
<td>Region2</td>
<td>216.71</td>
<td>89.10</td>
<td>19,092.15</td>
</tr>
</tbody>
</table>

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

2. 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

---

Your application sections

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

Repeat step 6 to complete the new row

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

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

c Click the **Add another practice** button

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

---

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

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

---

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

c Click the **Add another option** button
Select the Option from the drop-down list

Enter the Claim Quantity
Repeat steps 10c-10e for any additional options

You can click the Hide link to collapse this information

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

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

2. Click the Exclude Land button

3. Select the reason for excluding the land from the drop-down list

4. Click the Yes, Exclude button

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
The Land Declaration table showing the updated status of Excluded

<table>
<thead>
<tr>
<th>Location code</th>
<th>Land Code</th>
<th>Alias Name</th>
<th>Status</th>
<th>Outstanding Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/001/0001 (Permanent)</td>
<td>NM/00000/00001</td>
<td>Top Field</td>
<td>In Progress</td>
<td>0</td>
</tr>
<tr>
<td>01/001/0001 (Permanent)</td>
<td>NM/00000/00002</td>
<td>Excluded8</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
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

![Land Declaration Summary screen with Add New Land button highlighted]

2. Select the **Permanent / Seasonal Land** option

3. Click the **Continue** button

![Add New Land screen with Permanent / Seasonal Land option highlighted]
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4</strong></td>
<td>Complete the <strong>Land Parcel Identifier</strong> or Location Code and Alternative Land reference</td>
</tr>
<tr>
<td><strong>a</strong></td>
<td>Example of <strong>Seasonal Land</strong> being added by <strong>Land Parcel Identifier</strong></td>
</tr>
<tr>
<td><strong>b</strong></td>
<td>Example of <strong>Permanent Land</strong> being added by <strong>Location Code and Alternative Land reference</strong></td>
</tr>
</tbody>
</table>
| **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 |
The added **Permanent Land** is displayed in the Land Declaration table.

The added **Seasonal Land** is displayed in the Land Declaration table.

<table>
<thead>
<tr>
<th>Location code</th>
<th>Land</th>
<th>Alias Name</th>
<th>Status</th>
<th>Outstanding Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/001/0003</td>
<td></td>
<td>001/0001/1</td>
<td>Not Started</td>
<td>0</td>
</tr>
<tr>
<td>(Permanent)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/001/0001</td>
<td></td>
<td>NM/00000/00001</td>
<td>Not Started</td>
<td>0</td>
</tr>
<tr>
<td>(Permanent)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/001/0001</td>
<td></td>
<td>NM/00000/00002</td>
<td>Not Started</td>
<td>0</td>
</tr>
<tr>
<td>(Permanent)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/002/0001</td>
<td></td>
<td>NM/00000/00003</td>
<td>Not Started</td>
<td>0</td>
</tr>
<tr>
<td>Added</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Seasonal)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/001/0002</td>
<td></td>
<td>Common Name</td>
<td>Not Started</td>
<td>0</td>
</tr>
<tr>
<td>(Common Grazing)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.3.2 Common Grazing

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

2. Select the **Common Grazing** option

3. Click the **Continue** button

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**.
Select the **Reason for Adding** from the drop-down list

**Click the Finish button**
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**

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

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

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.
2.6 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**
Any errors are displayed at the top of the **Manage land details** screen.

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

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

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

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.

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

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.
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.

2. If you have selected the 2nd or 3rd option, please select each country that applies and reference number as prompted.

3. Please select whether you are submitting your SAF as a Non-trading person or organisation?

4. Please note that all schemes will be paid in sterling following the withdrawal of the UK from the European Union in January 2020. It was not possible to update the computer program to remove the euro option for SAF 2020. Please select sterling as your payment currency. If you select “Euro”, you will be paid in sterling.

5. Once completed, click the Save and continue button to advance to the Supporting Documents section.

Single Application Form (XXXX) - Business details

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.
  - England
  - Northern Ireland
  - Wales

Please tell us about your business

- Are you submitting your SAFXXXX as a Non-trading person or organisation?
  - Yes
  - No

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

Your application sections

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

Save and close

Return to your application

Save and continue: Supporting Documents
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.
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
   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
<table>
<thead>
<tr>
<th>Date provided</th>
<th>Category</th>
<th>Reference</th>
<th>Description</th>
<th>Document type</th>
<th>Upload Status</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Xxxxxx</td>
<td>Agri Environment Climate Scheme</td>
<td>AECS</td>
<td>Water margin summary table</td>
<td>Additional Supporting Information</td>
<td>Success</td>
<td>delete</td>
</tr>
<tr>
<td>Xxxxxx</td>
<td>Agri Environment Climate Scheme</td>
<td>AECS</td>
<td>Species rich grassland grazing plan</td>
<td>Grazing Plan</td>
<td>Success</td>
<td>delete</td>
</tr>
<tr>
<td>Xxxxxx</td>
<td>Agri Environment Climate Scheme</td>
<td>AECS</td>
<td>Wetland grazing plan</td>
<td>Grazing Plan</td>
<td>Success</td>
<td>delete</td>
</tr>
<tr>
<td>Xxxxxx</td>
<td>Single Application Form (SAF)</td>
<td>SAFXXXX</td>
<td>Driver License</td>
<td>Drivers License</td>
<td>Success</td>
<td></td>
</tr>
<tr>
<td>Xxxxxx</td>
<td>Single Application Form (SAF)</td>
<td>SAFXXXX</td>
<td>Birth Certificate</td>
<td>Birth Certificate</td>
<td>Success</td>
<td></td>
</tr>
<tr>
<td>Xxxxxx</td>
<td>Single Application Form (SAF)</td>
<td>SAFXXXX</td>
<td>Partnership confirmation</td>
<td>Accountants/solicitors letter</td>
<td>Success</td>
<td></td>
</tr>
<tr>
<td>Xxxxxx</td>
<td>Agri Environment Climate Scheme</td>
<td>AECS</td>
<td>Moorland management plan</td>
<td>Grazing Plan</td>
<td>Success</td>
<td>delete</td>
</tr>
<tr>
<td>Xxxxxx</td>
<td>Agri Environment Climate Scheme</td>
<td>AECS</td>
<td>Scrub control plan</td>
<td>Additional Supporting Information</td>
<td>Success</td>
<td>delete</td>
</tr>
<tr>
<td>Xxxxxx</td>
<td>Agri Environment Climate Scheme</td>
<td>AECS</td>
<td>Hedgerow management plan</td>
<td>Additional Supporting Information</td>
<td>Success</td>
<td>delete</td>
</tr>
<tr>
<td>Xxxxxx</td>
<td>Agri Environment Climate Scheme</td>
<td>AECS</td>
<td>Diffuse pollution risk assessment</td>
<td>Additional Supporting Information</td>
<td>Success</td>
<td>delete</td>
</tr>
</tbody>
</table>
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

The uploaded document is now visible on the screen. Repeat steps 1-8 for any other documents to be uploaded.

There is a **Remove** button if you want to remove the document.

Once completed, click the **Save and continue** button to advance to the **Validation Errors** section.

Documents upload into Rural Payment & Services better during quieter periods of system use. It is best to avoid uploading documents nearer the 15 May submission deadline. Ultimately it is your responsibility to ensure that your document(s) has uploaded correctly and that you can see it on your application. If you can’t upload your supporting documentation successfully, you will need to make separate arrangements to get it to the Area Office that deals with your business before the SAF submission deadline.
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 |
| 2 | All errors must be resolved or justified before you can submit your application |
| 3 | Please note there is a scroll bar to allow you to navigate to errors that are not initially visible |
| 4 | Each section details how many errors there are within it |
| 5 | Use the section navigation bar to the right to resolve errors reported in step 3 |
| 6 | 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. |
| 7 | If you have amended the application information or justified any of the errors, click the Update button. |

![Image of Single Application Form (XXXX) - Errors]![Image of Your application sections]

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**Single Application Form (XXXX) - Errors**

Errors you must correct before submitting

**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.

**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

**Your application sections**

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

---

**Update**

Save and continue
Errors that **cannot be justified** will only be resolved by amending the application data. Once the data has been amended, click the Update button again (step 5).

This example shows that the last 2 errors have been justified and the tick now appears to indicate that all errors have now been resolved/justified and the count updated to display 0.

Once completed, click the Save and continue button to advance to the SAF Summary section.
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.

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
The application status is now Under Action/Assessment If you need to amend your application after submission, you can upload an amendment request.

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

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

2. Click the Reference for your submitted SAF application

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. Scroll down and click the **Upload other Customer Requests** button. This is only available once you have submitted your application.

Customer Requests currently associated with this application

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Category</th>
<th>Reference</th>
<th>Description</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Click on the **Upload other Customer Requests** button

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. Enter a descriptive **Brief description**. Make sure that you describe what you are requesting.

9. Click on the **Upload new document** button.
Click on the OK button to accept the confirmation dialog box

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.
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

2. **Select the Edit link at the top of the page**
3. Select the **Edit** link for the **Business Member** you want to set as the **Head of Business**

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

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

6. Click the **Save Business Member** button

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

8. Click the **Save** button
Click the **OK** button to continue

The amendments made to the business may result in the business being reassessed. Do you wish to continue?

![Confirm]

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

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.