

# The Common Agricultural Policy: Integrated Administration and Control System (IACS):

## How to fill in your Single Application Form 2015



IACS(1a) 2015



# How to fill in your Single Application Form (SAF) 2015

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Please read this booklet, along with the Integrated Administration and Control System (IACS): Notes for Guidance 2015, carefully, before you start to fill in your SAF, so you understand what you need to do. It is your responsibility to fill in your SAF accurately. If you do not, we may have to apply penalties. Your RPID area office must receive your SAF on or before Friday **15 May 2015**.

The easiest way to complete your SAF is using our new, secure and streamlined system – Rural Payments and Services. For more information visit our website at <https://www.ruralpayments.org> or contact your area office. You can find their contact details in annex 4 in the IACS(1): Notes for Guidance 2015.

If you are submitting your SAF online via <https://www.ruralpayments.org> you must submit it on or before midnight Friday **15 May 2015**.

## IMPORTANT

### Changes and points to note

- You need to re-register your existing business, using your existing business reference number, with our new computer system before we can process any applications you make under the new CAP support schemes. When you re-register you can also opt to use our new online service, Rural Payments and Services, to submit this application. Built in validation rules will help you complete your form.
- New schemes mean that no permanent forage codes or areas have been pre-printed on your data sheets for 2015. Your pre-printed data sheet(s) now list all permanent land parcels attached to your business.
- There are no separate LFA and non-LFA data sheets this year.
- There is no separate LMO application for 2015. Use the IACS(2) form.
- Make sure you understand the land eligibility rules for each scheme you claim under and deduct any ineligible land from the land parcels you claim
- You need to balance the total land parcel area against the land use code area(s) in column H.
- If you let land out seasonally you need to know if the person renting the land will be claiming it on their SAF. If they are claiming it, use the LLO code in column H on the data sheet. If they are not claiming it on their SAF, use the crop codes that best describe the crops within the land parcel on 15 May. You will have any greening requirement for this land.
- If you take and claim seasonal land you need to use the crop codes that best describe the crops within the land parcel on 15 May. You will have any greening requirement for this land.

## Single Application Form (SAF) 2015

Your Scottish SAF consists of:

- an IACS(2) 2015 base form with general information about your business and all of the land that your IACS business has in 2015
- an IACS(3) 2015 Permanent Land and IACS(4) 2015 Seasonal Land data sheet to record specific information about all the individual land parcels you have on 15 May 2015

A permanent land parcel is one which you own or take on a let for 365 days or more. You need to tell us about any permanent land parcel you let to others. A seasonal land parcel is one you let for 364 days or less, whether or not the lease is renewed annually.

- an IACS (5) Common Grazings data sheet to record any common grazing areas you have on 15 May 2015 (if applicable)

Blank IACS(5) data sheets will be issued separately to applicants who previously claimed common grazing land.

You must fill in one IACS(2) and as many IACS(3), IACS(4) and IACS (5)s as you need to declare all the Scottish land for your single IACS business.

We recommend you complete your data sheets first and then your IACS (2) form.

### Land in more than one country?

If your IACS business has permanent or seasonal land in England, Wales and/or Northern Ireland, you will have to declare all that land separately on the forms issued by that country (for example, Welsh land on Welsh Assembly Government forms). We need this for all agricultural land and/or land which you claim Rural Development aid. Return **each** form to the administration office that issued it. For example, Scottish forms go to your RPID area office and Welsh forms go to your local Welsh Assembly Government office.

If you declared land in another country last year the administration that deals with that land will send you the forms separately. If you don't get the forms you are expecting please contact the appropriate administration based on where your land is. Please note that some administrations only offer an online service and will no longer provide a paper application. Where this is the case you will need to use their online product.

### Pre – printed forms

If you submitted a paper SAF in 2014 we will send you pre-printed forms in 2015. The IACS (2) and IACS (3) & IACS (4) data sheets, where relevant, show,

- information relating to your IACS business
- **all** land parcel information for your permanent locations
- the seasonal parcels you declared on your SAF 2014 data sheets



Whilst we make every effort to ensure that the pre-printed data is correct, we cannot be held responsible for any errors which may occur. You must check that you claim the correct areas for your land parcels and that you are entitled to claim or declare them on your SAF, especially land parcels on IACS 4 seasonal data sheets. If your seasonal land parcels are different this year, score through the parcels not in use and enter the new parcel details on a blank line.

Land areas may change because the land parcel boundary has been changed or an inspection has discovered a different area.

If you disagree with the gross area of a land parcel you need to complete a Land Maintenance Form (PF-06). Please do this **now** – don't wait until you submit your SAF 2015. You can get more information in annex 3 in the IACS(1): Notes for Guidance 2015 on our website at <https://www.ruralpayments.org> or from your area office.

If you disagree with the area less exclusions, printed in column "E" of the data sheet, please contact your area office.

We will use the pre-printed areas to validate your claims (unless they are changed by an existing or new Land Maintenance Form). **It is your responsibility to fill in the forms accurately.**

### **Blank forms**

There is one blank IACS (3) and IACS (4) in your pack. If you require more blank forms or an IACS (5) please contact your area office. You can find their contact details in annex 4 in the IACS(1): Notes for Guidance 2015.

### **Using this booklet**

The text on the left-hand pages overleaf will guide you on how to fill in your IACS (3), IACS (4) and IACS (5) data sheets and the various questions of your IACS (2).

To help you, copies of the relevant questions on the forms are included on the right hand pages.

The annexes at the back of this booklet list the codes you need to use when completing columns F - Q IACS (3), F - M IACS (4) and F - T IACS (5) on the data sheets.

If you are in any doubt on how to complete the forms contact a professional advisor or your RPID area office. Our staff can only give you general guidance not specific business advice.

## Completing the IACS(3) and IACS(4) Permanent and Seasonal Land data sheets

Enter your Business name (if not pre-printed)

Enter your Main Location Code (if not pre-printed)

Enter your Business Reference Number (if not pre-printed),  
contact your area office if unsure.

If any of the pre-printed details are incorrect carefully cross them out, enter the correct details and initial your changes.

**Column A:-** This column is for your use if you want to add a name to your land parcel. You don't have to use it. We will not pre-print this column on your data sheets next year. If you submit your claim online you will see this information on the online system next year.

**Land Parcel information in columns B to D:** Please check all the pre-printed information is correct and that you still have the use of the parcel. We take this information from our Land Parcel Register but it may be incorrect if land has been sold, boundaries altered or eligible areas have changed. If it is incorrect carefully score it out, enter the correct details and initial them, then read Annex 3 of the IACS (1): Notes for Guidance 2015. **Our online system uses live parcel information which will be more up-to-date if your parcels have changed since December.**

**Column B:-** Each land parcel must have a location code. If the printed location code is wrong carefully score it out and enter the correct one. If you complete a blank data sheet you must enter the location code for each land parcel you put on the form.

**Column C:-** Asks for the unique 14 character land parcel identifier for each land parcel. Please check or enter the identification number of each land parcel you are claiming or declaring. You can find this number on the maps we give you when you register land parcels for the first time or via the maps application if you have a Rural Payments and Services account. If you claim or declare a land parcel for the first time in 2015 and do not know its identification number, please ask the current or previous owner/tenant.

**Column D:-** The total parcel area (to two decimal places) must be entered here if it is not pre-printed or you are using blank data sheets.

If the land has not been registered with us before you will have to complete a Land Maintenance Form so that we can give it a unique land parcel identification number. In the meantime either enter the Ordnance Survey map sheet reference number, followed by a forward slash (/) and the four digit field number printed on the 1:2500 series map (for example NN 3450/4567), or your location code number/sequential parcel number (for example 123/4567/1). Guidance on how to register land with us is given annex 3 in the IACS(1): Notes for Guidance 2015.

**Sheet numbers:** Use these boxes to record the number of data sheets you submit.

You need to read the 'How to fill in your Single Application Form' booklet and the no

**Business Name**

A N OTHER

**Main Location Code**

123/4567

**Business Reference Number**

113755

**LAND PARCEL INFORMATION**

	This column is for your own use	Location Code	Land Parcel Identifier	Total land parcel area	Land le e
	A	B	C	D	
1	Big Haugh	123/4567	NJ/45678/45678	12.08	
2	Little Haugh	123/4567	NJ/33378/91178	0.09	
3	Front Farm House	123/4567	NJ/55698/43378	12.36	


# ENT LAND

Land parcel sheet No

1 of 1


**2015 CLAIM INFORMATION**

	LFASS	BASIC PAYMENT SCHEME (BPS)			LMO	
	LFASS					
	To claim LFASS tick against each					

 **Column E:-** As a guide, this column shows each land parcel's potential eligible area for land based support schemes recorded in our land register at the time of printing. The area shown is the total parcel area less any permanent ineligible areas we know about. Because there may be more ineligible areas within the parcel we don't know about, **you must ensure that you deduct all ineligible land from each parcel you claim.** Examples of ineligible areas include rock, scree, ponds, water courses, forestry, buildings, hard standings, roads, impenetrable gorse and stands of only bracken.


If there is no entry against a land parcel and you are unsure of the eligible area, or feel that the pre-printed information is wrong, you should contact your RPID area office for clarification. Do not alter pre-printed information in column E or fill it in if it is blank. The presence of "\*\*\*\*\*" in the box indicates we cannot print an area because we still need to verify the size of ineligible areas found in the land parcel.

**Column F:-** Enter the Land activity code that best describes how you are using the land parcel on 15 May during the production year. See Annex 1, Table 1 for activity codes.

 Give every land parcel an activity code. If you have land parcels in payment regions 2 and 3, your payments may be affected if you do not meet the active farmer test.

**Column G:-** Enter the organic status of the land parcel as either Y (for yes) or N (for no). Only enter Y if the whole parcel is certified as organic with one of the Approved Organic Certification Bodies at Annex 5.

**Column H:-** Please select the code descriptor that matches the use of the land parcel on 15 May 2015. Use as many codes as necessary to describe the full use of the land parcel. See Annex 1, Table 2 for crop descriptor codes.

 If you let land out which will be claimed on someone else's SAF use the LLO code. If the let land is not being claimed by anyone else you **must** use the crop code(s) to describe the full use of the land parcel at 15 May.

**Column I:-** Enter the area (to two decimal places) to show the extent of each use. The areas you enter in column I must add up to the total land parcel area shown in column D.

If the parcel has verified exclusions in it, we have summed these and entered EXCL in column H along with the area in column I. Column I will be blank if all exclusions have not been verified. You will have to enter or increase an exclusion area to reflect the correct situation of the land parcel's use on 15 May.

### Using your land parcel for more than one crop type?

If your land parcel has more than one land use you will need to split your information by entering the second land use and area immediately below the first. If your land parcel has more than three different uses, you will need to copy the land parcel details to a blank data sheet line, or new data sheet, and enter the fourth and any subsequent land uses and areas. Please be careful to account for the total land parcel area where your land parcel has been split across multiple rows.



LAND PARCEL INFORMATION				LAND USE DETAILS			
Location Code	Land Parcel Identifier	Total land parcel area	Land parcel area less verified exclusions	Land activity	Organic status	Land use (use code list)	Area
B	C	D	E	F	G	H	I
123/4567	NJ/45678/45678	12.08	12.00	MAP	N	EXCL	0.08
						PGRS	11.50
						LIEM-P	0.5
123/4567	NJ/33378/91178	0.09	0.09	AP	N	PGRS	0.09
123/4567	NJ/55698/43378	12.36		AP	N	EXCL	0.36
						SSF	3.00
						PGRS	9.00
654/0024	NO/66678/33338	23.47		AP	N	LLO	23.47

Land Parcel Identifier	Total land parcel area	Land parcel area less verified exclusions	Land activity	Organic status	Land use (use code list)	Area	To tick elig are co tha to
C	D	E	F	G	H	I	
NJ/45678/45678	12.08	12.00			EXCL	0.08	
					PGRS	11.50	
					LIEM-P	0.5	

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Accession Number	LAND PARCEL INFORMATION				LAND USE DETAILS				2015 CLAIM INFORMATION							
	Location Code	Land Parcel Identifier	Total land parcel area	Land parcel area less verified exclusions	Land activity	Organic status	Land use (use code list)	Area	LFASS To claim LFASS tick against each eligible crop & area entered in columns H & I that contributes to your LFASS activity	BASIC PAYMENT SCHEME (BPS)			LMO		RURAL PRIORITIES	
										Area being claimed	Ecological Focus Area Activity	Ecological Focus Area Area being claimed	Option	Unit (ha to 2 dec. places or Sq.metres/ metres)	Option	Claimed unit (ha to 2 dec. places or Sq.metres/ metres)
B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
123/4567	NO/66666/77777	12.08	12.00	PA	N	EXCL	0.08								RP214218	0.75
						PGRS	11.50	✓	11.50						RP21409	2.30
						LIEM-P	0.5		0.50	EFABUF	2.00				RP21434	500
123/4567	NO/45837/87249	10.00	10.00	PA	N				2.56	EFAFM	2.56					
									12.00	EFAFIX	12.00					
123/4567	NO/66666/77777	12.08	12.00												RP21431	5.50

## Your 2015 claim

**Column J:- Less Favoured Area Support Scheme (LFASS):** Use this column if you hold permanent or seasonal Less Favoured Area (LFA) land and wish to claim LFASS support. We have pre-printed N/A across all three claim rows in column J for non-LFA land parcels or LFA land parcels less than 0.1 hectares in size, as these are not eligible for LFASS support. If you are not sure about the LFA classification of new land parcels (parcels without a LPID in column C) please speak to your area office. When you complete column J, tick each eligible land use in each eligible parcel that supports your LFASS activity that you want to claim. If you do not use the LFA land to support your LFASS activity, or do not wish to claim it, leave the column J box blank against the land use for the land parcel. **If part of the same land use within a parcel is not eligible for LFASS (for example, grass forming a water margin with stock exclusion) you will need to use the IFL or LIEM codes in column H to identify this area, leaving column J blank against the row.**

To be eligible for LFASS 2015 you must have use of the land for seven months in 2015 (including 15 May 2015), it must contribute to your LFASS activity and you must actively farm it. Abandoned or inactive land parcels are not eligible. Please read the LFASS guidance at <https://www.ruralpayments.org> for more details on claiming LFASS.

If you claim and are eligible for LFASS, we will use the area you enter in column I to calculate your LFASS payment.

If you have common grazing land, please refer to the IACS (5) guidance later in this booklet.

**Column K:- Basic Payment Scheme (BPS):** Enter the area you want to claim for BPS. To be paid for all your BPS entitlements you must declare a number of hectares of eligible land equal to the number of entitlements you hold. You can only claim BPS on land parcels sown/planted with compatible crop types declared in column H. See the BPS eligible land use code column, Annex 1, Table 2.

Land parcels with a gross area smaller than 0.1 hectares are not eligible for BPS and data sheets will have been pre-printed with 0.00 across all three claim rows for the affected parcel. You can claim cropped areas under 0.1 hectares where the land parcel is 0.1 hectares or greater.

If you claim BPS you may have a Crop Diversification and Ecological Focus Area requirement. Please read the Basic Payments Scheme – Greening – Notes for Guidance so that you know what they are. You can find this at <https://www.ruralpayments.org> or ask your area office for more information.

If you have common grazing land, please refer to the IACS (5) guidance later in this booklet.

**Column L:- Ecological Focus Area Activity:** If you are not exempt from Greening use the activity code in Annex 1, Table 3 to declare the Ecological Focus Area Activity you are using in a land parcel to meet your EFA requirement.

**Column M:- Ecological Focus Area Activity Area:** Enter the area of the activity you are carrying out in the land parcel.

LAND PARCEL INFORMATION					LAND USE DETAILS				LFASS	BASIC PA
This column is for your own use	Location Code	Land Parcel Identifier	Total land parcel area	Land parcel area less verified exclusions	Land activity	Organic status	Land use (use code list)	Area	LFASS To claim LFASS tick against each eligible crop & area entered in columns H & I that contributes to your LFASS activity	BPS Area being claimed
A	B	C	D	E	F	G	H	I	J	K
	123/4567	NJ/45678/45678	12.08	12.00	MAP	N	EXCL	0.08		
							PGRS	11.50	✓	11.50
							LIEM-P	0.5		0.50
	123/4567	NJ/33378/91178	0.09	0.09	AP	N	PGRS	0.09	N/A	0.00
									N/A	0.00
									N/A	0.00
	123/4567	NJ/55698/43378	12.36		AP	N	EXCL	0.36		
							SSF	3.00	✓	3.00
							PGRS	9.00	✓	9.00
	654/0024	NO/66678/33338	23.47		AP	N	LLO	23.47	N/A	
									N/A	
									N/A	
	332/0012	332/0012/1	10.50		AP	N				

Permanent grass fenced off for water margin stock exclusion. LIEM-P land use code used.

Unclassified parcel – check with local area office if unsure about LFA classification

Non LFA field or smaller than 0.1 hectares has been pre-printed with N/A.

LAND PARCEL INFORMATION					LAND USE DETAILS				LFASS	BASIC PA
This column is for your own use	Location Code	Land Parcel Identifier	Total land parcel area	Land parcel area less verified exclusions	Land activity	Organic status	Land use (use code list)	Area	LFASS To claim LFASS tick against each eligible crop & area entered in columns H & I that contributes to your LFASS activity	BPS Area being claimed
A	B	C	D	E	F	G	H	I	J	K
	123/4567	NJ/45678/45678	12.08	12.00			EXCL	0.08		
							PGRS	11.50	✓	11.50
							LIEM-P	0.5		0.50
	123/4567	NJ/33378/91178	0.09	0.09			PGRS	0.09	N/A	0.00
									N/A	0.00
									N/A	0.00
	123/4567	NJ/55698/43378	12.36				EXCL	0.36		
							SSF	3.00	✓	3.00
							PGRS	9.00	✓	9.00

Column K claim rows will be pre-populated with 0.00 if the land parcel is smaller than 0.1 hectares.

Land activity	Organic status	Land use (use code list)	Area	LFASS To claim LFASS tick against each eligible crop & area entered in columns H & I that contributes to your LFASS activity	BPS Area being claimed	Ecological Focus Area Activity	Ecological Focus Area Area being claimed	Option	Unit (ha to 2 dec. places or Sq.metres/ metres)
F	G	H	I	J	K	L	M	N	O
PA	N	EXCL	0.08						
		PGRS	11.50	✓	11.50				
		LIEM-P	0.5		0.50	EFABUF	2.00		
PA	N	PGRS	10.00	✓					
					2.56	EFAFM	2.56		
					12.00	EFANFIX	12.00		

## Land Managers Options (LMO) continuing commitments- Columns N and O - permanent land only.

If you applied or claimed for area based options under LMO in 2014 we will print, where possible, the option/scheme codes in column N and the land area in column O for the land parcels you claimed for your existing continuing commitments. We will not print the land area in column O if,

- a rotational code option was used
- the land parcel was subject to inspection and has outstanding issues

If you wish to claim a rotational option in the same land parcel for 2015 enter the area in column O you want to claim. If you want to claim your rotational option in another land parcel, score through the code against the old land parcel and enter it and land area against the new land parcel in columns N and O.

Please read the current guidance on our LMO website at <https://www.ruralpayments.org>  
If you are unsure about anything contact a professional advisor or your SGRPID area office.

**Column N:-** Check or enter the appropriate code from Annex 2.

**Column O:-** Check or enter the appropriate area in this column.

## Rural Priorities annual recurrent options - permanent land only.

If you have a Rural Priorities approved contract and have annual recurrent options scheduled to be claimed in 2015, you must declare the land on which you undertake these options using the permanent land data sheet IACS (3). If you claimed annual recurrent options in 2014 we have printed, where possible, the relevant option codes in column P against those land parcel(s) on which your 2014 claim was based. You will need to declare the amount (hectares, metres or units) in column Q to support your 2015 claim.

Please declare rotational options in accordance with the Schedule of Work enclosed with your Rural Priorities contract. You may need to score through pre-printed codes and re-enter the code and areas against the rotated land parcels in columns P and Q respectively. For options not attached to a specific parcel of land (e.g. traps or nests which may be moveable), you must declare the option against a single land parcel, inserting the code in column P and the total number of units on column Q.

If you have Rural Priorities annual recurrent options on common grazing land you will need to complete columns R, S and T on the Common Grazing data sheet IACS (5) in accordance with your schedule of work.

**You must ensure you declare the options you intend to claim against the correct land parcel(s). It is your responsibility to ensure that any pre-printed information is correct.**

**Column P:-** Check or enter the appropriate code from Annex 3 or 4 against the land parcel in which the option is situated.

**Column Q:-** Enter the appropriate area, length or units of the option in this column.

**Signature and date:** You must sign and date each data sheet you use. If you do not do this the form will be returned to you and you will incur a late claim reduction if we receive it after 15 May 2015.

Look at the notes and instructions below, before you check / complete this land parcel data sheet.

# 2015 PERMANENT LAND

Land parcel sheet No  of



2015 CLAIM INFORMATION													
LAND USE DETAILS						LFASS	BASIC PAYMENT SCHEME (BPS)			LMO	RURAL PRIORITIES		
Total land parcel area	Land parcel area less verified exclusions	Land activity	Organic status	Land use (use code list)	Area	LFASS To claim LFASS tick against each eligible crop & area entered in columns H & I that contributes to your LFASS activity	BPS Area being claimed	Ecological Focus Area Activity	Ecological Focus Area Area being claimed	Option	Unit (ha to 2 dec. places or Sq. metres/ metres)	Option	Claimed unit (ha to 2 dec. places or Sq. metres/ metres)
D	E	F	G	H	I	J	K	L	M	N	O	P	Q
12.08	12.00	PA	N	EXCL	0.08					LMOGMB	0.75		
				PGRS	11.50	✓	11.50	EFAFM	0.50	LMODYK	250		
				LIEM-P	0.5		0.50						
12.36		PA	N	BRA	0.36							RP22301CM	3.00
				SSF	3.00	✓	3.00					RP22301EN	2.50
				PGRS	9.00	✓	9.00						

**You must sign and date each Data Sheet that you complete.**

**Signature**

**Date**

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

## Completing your IACS(5) Common Grazings data sheets

Complete your Business Name, Main Location Code and Business Reference Number at the top of the data sheet.

If you claimed common grazings shares last year you will receive details about those grazings on a separate letter. The information on the letter will help you complete columns A - I. If you do not know the information about your common grazings or share(s) please ask your grazing clerk for this information.

**It is your responsibility to declare and if you want, claim all the common grazings' shares you are entitled to use.**

**Columns A - E:-** For each common grazings you use, enter its general information in columns A to E.

**Columns F - I:-** Complete columns F - I with the information that relates to your share. If you have declared a common grazings share on last year's SAF we will have sent you details of the common grazings, with your share in it, along with a blank IACS (5) data sheet.

Business Name				<b>2015 COMMON GRAZINGS</b>										Land parcel sheet No <input type="text"/> of <input type="text"/>		
Main Location Code														2015 CLAIM INF		
Business Reference Number																
COMMON GRAZING INFORMATION					YOUR SHARE INFORMATION				LAND USE DETAILS				LFASS	BASIC PAYMENT SCHEME (BPS)		
Common Grazing Location Code	Common Grazing Name	Common Grazing area less verified exclusions (a)	LFA indicator	Total Sheep Equivalent (b)	Location code of croft with share	Name of croft with share	Total Sheep Equivalent of croft (c)	Share in hectares (a)/(b)*(c)	Land activity	Organic status	Land use (use code list)	Area	LFASS <small>To claim LFASS tick against each eligible crop &amp; area entered in columns H &amp; I that contributes to your LFASS activity</small>	BPS Area being claimed	Ecological Focus Area Activity	Ecological Focus Area Area being claimed
													N			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
463/0788	Grassyhill Common Grazing	1205.25	Y	260.00	463/0500	4 Grassyhill	65	301.31	MAP	N	PGRS SB TGRS2	296.31 4.50 0.50	✓	296.31 4.50 0.50	EFABUF	0.50

You can get copies of blank data sheets from your area office.

You can get details of common grazings and individual shares from the grazing clerk of each common grazing. If your common grazing is unregulated and has no clerk, please contact you area office.

**Column J:-** Enter the land activity code that best describes how you are using the share on 15 May during the production year. See Annex 1, Table 1 for activity codes.

**Column K:-** Enter the organic status of the common grazing as either Y (for yes) or N (for no). Only enter Y if the whole common grazing is certified as organic with one of the Approved Organic Certification Bodies at Annex 5.

**Column L:-** Please select the crop descriptor codes that match the use of the share on 15 May 2015. Use as many codes as necessary to describe the full use of the land parcel. See Annex 1, Table 2 for land use codes.

**Column M:-** Enter the area (to 2 decimal places) to show the extend of each use. The areas you enter in column M must account for the total share area shown in column I.

**Column N:- LFASS:** Use this column if your common grazing share is LFA land and you wish to claim under the Less Favoured Area Support Scheme (LFASS). When you complete column N, tick each eligible land use in each eligible common grazing share that supports your LFASS activity that you want to claim. If you do not use the LFA land to support your LFASS activity, or do not wish to claim it, leave the column N box blank against the land use for the common grazing share. To be eligible for LFASS 2015 you must have use of the land for 7 months in 2015 (including 15 May 2015), it must contribute to your LFASS activity and you must actively farm it. Abandoned or inactive shares are not eligible. Please read the LFASS guidance for more details on claiming LFASS. You will find this at: <https://www.ruralpayments.org>

If you claim and are eligible for LFASS, we will use the area you enter in column M to calculate your LFASS payment.

**Column O:- Basic Payment Scheme:** Enter the area you want to claim for Basic Payment Scheme. To be paid for all your BPS entitlements you must declare a number of hectares of eligible land equal to the number of entitlements you hold. You can only claim BPS on land parcels sown/planted with compatible crop types declared in column H. See the BPS eligible crop code column, Annex 1, Table 2.

**Column P:- Ecological Focus Area Activity:** If you are not exempt from Greening use the activity code in Annex 1, Table 3 to declare the Ecological Focus Area Activity you are using on your share to meet your EFA requirement.

**Column Q:- Ecological Focus Area Activity Area:** Enter the area of the activity you are carrying out on the land share.

**Rural Priorities (RP); Annual recurrent options - permanent land only.**

**Columns R, S & T:-** If you have options on shared common grazing land you will need to complete columns R, S & T on the Common Grazings data sheet in accordance with your Schedule of Work.

You must have an approved Rural Priorities contract for the option(s) you intend to claim and must ensure you declare these options against the correct land parcel(s). It is your responsibility to ensure that any pre-printed information is correct.

						2015 CLAIM INFORMATION						
LAND USE DETAILS						LFASS	BASIC PAYMENT SCHEME (BPS)			RURAL PRIORITIES		
Share in hectares (a)/(b)*(c)	Land activity	Organic status	Land use (use code list)	Area	LFASS To claim LFASS tick against each eligible crop & area entered in columns H & I that contributes to your LFASS activity	BPS Area being claimed	Ecological Focus Area Activity	Ecological Focus Area Area being claimed	Land Parcel Identifier	Option	Claimed area (ha to 2 dec. places or Sq.metres/ metres)	
301.31	MAP	N	PGRS	296.31	✓	296.31						
			SB	4.50		4.50			NO/12345/12345	RP21437D	4.50	1
			TGRS2	0.50		0.50	EFABUF	0.50				

You must sign and date each Common Grazings data sheet that you use.

## Completing your IACS (2) SAF base form

The IACS(2) asks for general information about you, your business and your land. Some information will be pre-printed if you submitted a SAF in 2014. Leave questions not relevant to your business blank.

Page 2	Claiming Direct Payments
Page 3	Scheme selection
Page 4	Livestock, poultry and bees
Page 6	Land Managers Options
Page 7	About your business
Page 7	Your Payment currency
Page 8	Summary information
Page 9	Declarations and Undertakings

### Front Page

If you submitted a SAF in 2014 the front page will show your business name and address, business reference number (BRN) and main location code. If these details have changed or are wrong, please amend the front page and we will alter our records when we process your form. Alternatively, if you have an online account, you can make these changes yourself via Rural Payment and Services. We may have to speak to you about requests for certain changes.

If you complete a blank form, please fill in as much detail as possible. Please contact your RPID area office if you are unsure of your BRN and/or main location code.

## Claiming Direct Payments

### Question 1

As part of the active farmer requirement, legislation will not allow us to make direct payments to a number of specified types of businesses automatically. This is known as a negative list. If your IACS business is listed as a negative list business you will not normally be able to participate in any Direct Payment schemes. For more information please refer to the detailed guidance for any schemes you wish to participate in.

### Question 2

If you answered **yes** to question 1 tick the box that best describes your business.

### Question 3

Negative listed businesses may be eligible for Direct Payments if you are able to demonstrate that you are also actively farming. If you answer **yes** to this question you will be required to provide evidence to prove this. Answering **no** will exclude you from the Direct Payments support schemes listed on the front of the IACS (2).



# Integrated Administration and Control System (IACS)

## SINGLE APPLICATION FORM (SAF) 2015



The European Agricultural Fund  
for Rural Development:  
Europe investing in rural areas



The Scottish Government  
Riaghaltas na h-Alba

Before completing this form you need to read the current IACS guidance IACS(1) and IACS(1a) along with the detailed guidance for any schemes you wish to participate in. Please complete this form in **CAPITAL LETTERS** using **black ink**. Use this form for Scottish land only.

Name and address of business

For Official Use Only

Business Reference Number

Main Location Code

1. Are you on the negative list?  Yes Go to question 2.  
 No Go to question 4.

2. Please tick the negative list definition that best describes your business:

Airport		Railway services	
Waterworks		Real estate services	
Permanent sport and/or recreational grounds			

If you have ticked any of these boxes please read the statements below and go to Question 3.

Any business meeting any of the above definitions are excluded automatically from Direct Payments support. We may consider a business as eligible if you can supply verifiable evidence that:-

- the business' annual amounts of direct payment is at least 5% of total receipts from non-agricultural activities in the most recent financial year
  - the business' agricultural activities are not insignificant, or
  - the business' principal business or company objectives consist of exercising an agricultural activity.
- Go to question 3

3.  Yes, I am applying for Direct Payments support because my/our business has agricultural activity.  
 No, I am not eligible to apply for Direct Payments support because I have no agricultural activity.

## Scheme Selection

### Question 4

Tick this box if you only want to register your business and agricultural land with us and don't want to apply for any support payments this year.

### Question 5

Basic Payment Scheme (BPS) is the direct payment which replaces the Single Farm Payment Scheme (SFPS). Tick this box if you want to apply for the BPS and complete questions 5a to 5e.

### Question 5a

For your land to be organic or partial organic you must be registered organic with a UK Approved Organic Certification Body (see Annex 5). If you indicate you have organic land you will be asked to provide your certification document.

### Question 5b

Certified organic land is exempt from Greening requirements, but if you do not wish to use the exemption you will need to ensure that your declared land complies with the Greening requirements including crop diversification and Ecological Focus Areas (EFAs).

### Question 5c

To receive payment under BPS your business must apply for and be allocated new entitlements. For businesses who were active in 2013 and declare at least three hectares of land in 2015, you can choose to apply to activate your route to entitlement application here, by ticking this box.

### Question 5d

If you have entered into a private contract clause agreement in relation to the sale/purchase and/or lease of an entire holding or part of it you should indicate your involvement by ticking here.

Full details of all private contract clause arrangements **must** be provided on the 'Application for Entitlement' form which is available for download on Rural Payments and Services.

### Question 5e

You may be eligible for Young Farmer Payment if you:

- submit a Single Application Form;
- farm a minimum of three hectares in Scotland;
- are a sole trader or head of the farm business; and
- are no more than 40 years of age at the end of the year you submit your application

### Question 6

LFASS is open to you if your business is farming livestock and actively farming Less Favoured Area designated Scottish land. Tick to apply.

### Question 7

If you have a valid LMO continuing commitments, and/or one or more RP annual recurrent contracts tick as appropriate.

## Scheme selection

Please tick the boxes to tell us why you are completing this form.

4. I am only completing this form to tell you about my business and agricultural land   
Go to question 8.

5. 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.

5a. Is your land registered as organic? No  All organic  Partial

5b. Where part of your holding is organic, do you wish your organic land to be exempt from crop diversification and ecological focus area requirements under greening? Yes  No

If you are claiming Basic Payment Scheme please indicate by answering the following questions your route to an allocation of entitlements.

5c. If you were eligible to receive Single Farm Payment and/or Scottish Beef Scheme support in 2013, do you wish to use this as your route to an allocation of Basic Payment entitlements in 2015. Tick to confirm

5d. I am applying only to establish my eligibility to transfer the right to claim Basic Payment Scheme under the private contract clause.

5e. I wish to claim Young Farmers Payment

6. I wish to claim Less Favoured Area Support Scheme

Please note that the LFASS Scheme, and any decision to approve applications and make payments under it, is subject to final approval by the European Commission of the Scottish Rural Development Programme (expected later in 2015).

7. Land Managers Options (LMO) and Rural Priorities continuing commitments

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

- LMO land based continuing commitments  
 LMO Animal Welfare Management Programme continuing commitments  
 Rural Priorities – annual recurrent options

## Livestock, poultry and bees

### Question 8

Cross-Compliance applies to all land and/or animals/birds held by a business. We need details of the various types of livestock on your holding during 2015.

Please identify the species that have been or may be on your farm during 2015 by ticking the relevant box in column A. Enter the numbers for each category of animal/bird on your holding on 1 March 2015 in column B. In Column C enter the number on LFA land on 1 March 2015 which you have economic responsibility for. Leave column C blank if you do not farm LFA land.

If you will have no livestock, poultry or bees in 2015, tick the box to tell us this and go to question 9.

#### Livestock, poultry and bees

##### Animals on your holding

8. If you have, or intend to have livestock on your holding in 2015 you must complete this table.  
Tick the box below if you have no animals.

I have no livestock, poultry or bees  Go to question 9.

Column A – tell us about the types of livestock on your holding or likely to be on your holding in the 2015 calendar year.

Column B – enter the number of animals and/or birds present on your holding at 1 March 2015.

Column C – enter the number of animals on LFA land at 1 March 2015 which you have economic responsibility for. Having economic responsibility for animals means you have responsibility for: management of the herd or flock; feeding; housing and paying the bills; veterinary care; the selection of animals brought into or disposed of from the herd or flock; and retention of proceeds of the sale of any progeny.

This information is needed to identify the standards of Cross-Compliance under the Statutory Management Requirements and Good Agricultural Environmental Condition (GAEC) that apply to you and check on schemes that apply to you.

Species	Column A Tick which species are on your holding at any time in 2015	Column B Number present at 1 March 2015	Column C (only complete for LFA land) Number maintained on LFA land at 1 March 2015 that you have economic responsibility for
Indoor pigs (excluding un-weaned piglets)	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Outdoor pigs (excluding un-weaned piglets)	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Dairy cows used for milk production	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Suckler cows	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other dairy and beef cattle (less than 6 months)	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Farmed deer: Juveniles - 6 to 27 months	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Horses & ponies over 6 months old	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Poultry of all types and ages - number of birds	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

To help us combat the spread of bee diseases, please tell us by ticking the box below, if you will have beehives on your land at any time this year. Please tick the box even if you don't own the hives. Our bee inspectors will use this information in the event of a disease outbreak to quickly check bees and their hives for signs of disease.

Beehives



## About your business

### Question 10

Tick this box if you only have land in Scotland.

### Question 11

If your IACS business has land in another country please read this and answer either question 11a. or 11b. Answering question 11a. will require your business to fill in the other forms belonging to the country where you have land. Remember to only put Scottish land on your Scottish SAF.

### Question 12

Complete this question if you have asked for Young Farmers Payment at question 5e.

### Question 13

Please tell us how you would like to receive your funding. You can choose to receive this year's funding for Direct Payments schemes in euros. All other schemes will be paid in sterling. If you do not tick any box we will pay you in sterling.

You may change your mind on the currency you wish to be paid in, even if we have your completed form. If you want to change, **you must write to us by 9 June 2015**, otherwise we will pay in the currency you asked for on your form.

To receive your payment in euros you will need to open a euro account with a UK bank. The account must be held and operated within the UK territorial boundaries. If you change your payment bank account you will need to tell us about the change. You can provide the new account details via your Rural Payments and Service online account or by completing a Bankers Automated Clearing Service form and sending it to your local office.

## About your business

### Land in other countries

You must tell us if your IACS business has permanent or seasonal land in another country. You must tell us about this land on the forms issued by the country where the land is, for example put English land on Rural Payment Agency forms. If you are only filling in a Scottish SAF to claim Rural Priorities and only have non-agricultural land outside Scotland that you do not claim any payments on, we do not need to know about this land.

10. I only have land in Scotland  Go to question 12

11. If you have land in another country answer either 11a or 11b

11a. I have agricultural land and / or claim Rural Development payments in the following countries and need to fill in forms for:

England	<input type="checkbox"/>	Single Business Identifier	<input type="text"/>
Northern Ireland	<input type="checkbox"/>	Business Identifier	<input type="text"/>
Wales	<input type="checkbox"/>	Customer Reference Number	<input type="text"/>

OR

11b. I am only filling in a Scottish SAF to claim Rural Priorities and do not have agricultural land or claim Rural Development payments elsewhere in the United Kingdom. I have non-agricultural land in:

England  Northern Ireland  Wales

but do not need to fill out a form to declare this land.

12. If you have asked for Young Farmers Payment at question 5e we need to know who the head of the business is.

Head of business

### Your payment currency

Please tell us how you would like to receive your funding. You can choose to receive your 2015 funding for Direct Payment Support schemes in euros. All other schemes will be paid in sterling. If you do not answer this question all payments will be made in sterling.

13. Your chosen method of payment  Sterling  Euros

Note – To receive your payment in euros you will need to open a euro account with a UK bank. The account must be held and operated within the UK territorial boundaries. If we have paid you in euros before we will use the details we already hold to make payment.

If you change your payment bank account you will need to tell us about the change by providing the new account details via your online account on Rural Payment and Services or by completing a Register your Bank Details Form – Sterling (PF03) or a Register your Bank Details Form – Euros (PF04).

## Summary information

“Greening” is the short-hand term for payments for agricultural practices beneficial for the climate and the environment. It includes measures of crop diversification, protection of permanent grassland and the creation of ecological focus areas. Greening is mandatory (although there are exemptions) and payments are dependent upon qualifying for the Basic Payment Scheme.

We have provided a greening calculation page for you to work out whether you have met your greening requirements.

Please refer to the Basic Payment Scheme Greening Notes for Guidance booklet to understand your greening requirements and options. If you have greening requirements and haven’t met them, your Direct Payments may be reduced.

From the table:-

**A:** Please enter the total area you claimed for the Basic Payment Scheme. This is the sum total from adding Column K on IACS (3) Permanent Land with Column K on IACS (4) Seasonal Land and if you have Common Grazing with Column O on IACS (5) Common Grazings.

**B:** If you have ticked Question 6 to claim under the Less Favoured Area Support Scheme (LFASS) please enter the total area of land claimed. This will be the areas from Column I (Area) with ticks against them in Column J (LFASS) on your IACS (3) Permanent Land and IACS (4) Seasonal Land forms and from Column M (Area) with ticks against them in Column N (LFASS) on your IACS (5) Common Grazings form.

**C:** This total area **claimed** is found by selecting all the arable codes in Column H (Land Use) and then adding all the arable areas found in column K (BPS Area being claimed) for your IACS (3) Permanent Land and IACS (4) Seasonal Land forms and from all the arable codes in Column L (Land Use) and then adding all the arable areas found in column O (BPS Area being claimed) for your IACS (5) Common Grazings form.

**D:** This total area **declared** is found by selecting all the arable codes in Column H (Land Use) and then adding all the arable areas found in column I (Area) for your IACS (3) Permanent Land and IACS (4) Seasonal Land forms and from all the arable codes in Column L (Land Use) and then adding all the arable areas found in column M (Area) for your IACS (5) Common Grazings form. This total area should also include any arable land that you rent out seasonally that your tenant does not claim for BPS or any arable land that you take on seasonally that you do not claim for BPS and where the landlord does not submit any claim for BPS.

Summary Information		Area (ha)
To make sure you receive the Greening payment with your basic payment, you must comply with Greening requirements. It is important you have read the Greening booklet to see which Greening requirements apply to you. Greening activities will include one or more of the following:		
<ul style="list-style-type: none"> <li>• Protect permanent grassland designated as environmentally sensitive grassland</li> <li>• Grow a minimum number of crops</li> <li>• Farm 5% of your arable area in a manner that promotes biodiversity – known as an Ecological Focus Area (EFA).</li> </ul>		
Please supply the following information		
<b>A</b>	Basic Payment Scheme land claimed	
<b>B</b>	Less Favoured Area Support Scheme land claimed	
<b>C</b>	Arable land claimed for Basic Payment Scheme	
<b>D</b>	Arable area declared (all other arable land you have, that has not been claimed by anyone)	



**Question 14a**

You will have been informed by letter which Payment Regions your individual parcels of land fall into. Please answer 1, 2 or 3 in the box provided or if you don't know what payment regions you have then please enter 4 in the box provided.

**Question 14b**

Environmentally Sensitive Grassland is defined as in the guidance in the Greening Booklet found in Section 2.1.

**Question 14c**

Tick "Yes" if you have claimed land on a Seasonal Land data sheet.

**Question 14d**

Refer to Section 3 under Crop Diversification in the Greening booklet to confirm if you are required to undertake crop diversification and if so, tick yes, and please complete the table in Section A – Crop Diversification. Tick no if you have no crop diversification requirement.

**Question 14e**

Refer to Section 4 under Ecological Focus Area in the Greening booklet to confirm if you have an Ecological Focus Area requirement and if so please complete the table in Section B – Ecological Focus Area.

**Greening**

**Section A – Crop Diversification** – if you are required to undertake crop diversification, complete this table. Refer to Section 3 Crop Diversification in the Greening Booklet.

**Section B – Ecological Focus Area** – if you are required to undertake Ecological Focus Areas please complete this table. Refer to Section 4 Ecological Focus Area in the Greening Booklet.

Note the total EFA area comprises area D plus any EFA field margins or Buffer strips **not** on arable land.

14. Please answer the following questions			
14a. How many Payment Regions is your land in?	<input style="width: 40px;" type="text"/>		
14b. Do you have Environmentally Sensitive Grassland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
14c. Do you have seasonal land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
14d. Are you required to undertake Crop Diversification? (If Yes please complete Section A below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
14e. Are you required to undertake any Ecological Focus Areas (If Yes please complete Section B below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Greening</b>			
<b>Section A – Crop Diversification</b>			
You must complete the table below if you are required to undertake Crop Diversification.			
	<b>Crop grown</b>	<b>Crop area</b>	<b>% of arable area (crop area/total arable area (row C+D)*100)</b>
Main Crop			%
Second Crop			%
<b>Section B – Ecological Focus Area</b>			
You must complete the table below if you are required to undertake Ecological Focus Area			
<b>Feature</b>	<b>Actual Area (ha)</b>	<b>Weighting</b>	<b>EFA Area (ha)</b>
Fallow		x 1	
Buffer Strips and / or Field Margins		x 1.5	
Catch Crops and / or Green Cover		x 0.3	
Nitrogen Fixing Crops		x 0.7	
	Total EFA Area		
	Total EFA Arable Area*		
	EFA % (Total EFA Area / Total EFA Arable Area)*		%

## 10. Declarations and Undertakings

Read the Declarations and Undertakings carefully before you sign the form.

You must be over 16 years of age.

All applications must be signed by either a business member, an approved business representative, or an authorised agent known to us. Do not sign the form using the business name.

Show your status in the box provided, for example applicant, business representative, agent, company secretary, partner etc.

If you are an agent applying on behalf of a client please provide your agent identification number and check that you have the necessary authorisation to sign this year's form. If not, ensure that a separate written authorisation is provided on Business Mandate Form which is available on our website at <https://www.ruralpayments.org> or from any RPID area office.

If the application is made on behalf of an IACS group (for example a number of legally separate businesses that are treated as a single business for IACS purposes), ensure that the representative who signs the SAF has the necessary written authority to act for each of the legally separate businesses within the IACS group.

**This application must be signed by the applicant or by an agent who has written authority from the applicant. Where this application is made by an IACS group, the application should be signed by a member of the group who has the authority to do so (if there are a number of legally separate businesses within the single IACS business covered by this Single Application Form, then only an authorised representative can sign and date the application below).**

By signing this application you agree to RPID using your contact details for the purpose of delivering and/or improving our administration of the schemes and services we offer. This may include sending you voluntary customer satisfaction surveys from time to time to see how we are doing.

Before you sign and date the application below, please check that you have completed all the necessary questions.

Signature	Name (BLOCK LETTERS)	Status *

If you are an agent please enter your **Agent Identification Number**.

Date   /   /

\* If the applicant is a limited company (or other corporate body) the application must be signed by a director, the company secretary or another duly authorised officer. Enter the position held here. The signatory should sign in his or her own name and not the name of the business, or a partnership name.

## Using the data sheet codes

### Using the data sheet codes

When you complete your data sheet enter the code that most closely matches the use of each land parcel on 15 May 2015. If the land parcel has not yet been cropped or you have yet to take a final decision on its use, tell us as best you can what you think the land use will be on 15 May 2015.

Each land parcel row on the data sheet splits into three data rows from column H onwards. You can record multiple use codes across a single data row on the data sheet, for example, a land use code in column H, a LMO use code in column N and a Rural Priorities code in column P. If the land parcel has more than one use in the same column, use the next available blank data row. If you run out of data rows you will have to enter the land parcel on a blank line or on a new data sheet, for example, you are growing four crops in the same land parcel in column H or you have four or more Rural Priorities codes in use in the same land parcel in column P (see examples at page 7).

### Land you seasonally let out

If you let land out seasonally you need to know if the person renting the land will be claiming it on their SAF. If they are claiming it you must enter the land let out code (**LLO**) in column H. Enter the area let out in column I. This will release you from meeting any greening requirement on the land let out.

If they are not claiming it on their SAF, enter the appropriate crop codes in column H. Enter the crop area(s) in column I. You will have any greening requirement for this land.

### Land you seasonally let in

If you take and claim seasonal land you need to use the crop code(s) that best describes the crops within the land parcel on 15 May. You will have any greening requirement for this land.



**Remember:** If you let land out you may still have a greening requirement to meet against that land unless the person leasing it declares it on their SAF and meets the greening requirements. Please refer to the Basic Payment Scheme – Greening – Notes for Guidance January 2015 (page 7 paragraph 3.3 and page 34 Annex C).

## Annex 1

Annex 1 has been sub divided into tables to better describe the code(s) purpose and their relationship to the various columns in the land data sheets. Please read the descriptions in the heading of each table so you know what to do.

**Table 1** Use these activity codes to complete columns F of your permanent and/or seasonal land data sheets and column J of the common grazing data sheet (if applicable).

PA	<b>Undertaking production activities</b> – where the land parcel is being used to support livestock rearing by grazing and/or taking crops. Applicable in all Payment Regions. For Payment Regions 2 and 3 this means undertaking the minimum agricultural activity which is maintaining an average level of stocking of 0.05 livestock units (lus) per hectare on all hectares for 183 days in each scheme year. A lower stocking density may be acceptable if either this can be justified by records kept for an extended period showing the carrying capacity of the land or if this lower limit is part of an environmental management agreement with Scottish Natural Heritage or an agri-environment commitment as part of the Scottish Rural Development Plan
AP	<b>Undertaking alternative practices</b> – for Payment Region 1 this means controlling injurious weeds to which the Weeds Act 1959 applies and maintaining access to those areas for livestock and / or farm machinery. In addition: as applicable, for those areas designated as Payment Region 1 where the use can be described as permanent grassland, maintaining existing stock proof boundaries and water sources for livestock; as applicable, for those areas designated as Payment Region 1 where the use can be described as arable, taking action to prevent the encroachment of scrub.  For Payment Regions 2 and 3 this means carrying out an environmental assessment consisting of six elements: Habitats Survey, Breeding Birds Survey, Mammal Survey, Butterfly Survey, Vegetation Monitoring and Plant Health Survey. See Basic Payment Scheme notes for guidance for more information
MAP	Undertaking a mixture of production and alternative practices
AC	Arable cropping
NA	No activity

**Table 2** Use these codes to complete column H of your permanent and/or seasonal data sheets and column L of the Common Grazings data sheet.

**LFASS eligible land use code:** These have been identified with a tick in the column below. If you used these codes in column H of your permanent /seasonal data sheet and/or column L of Common Grazing data sheet, you can claim LFASS against these crops by placing a tick in column J of your permanent and/or seasonal data sheets and column N of the common grazing data sheet provided you meet the LFASS scheme rules and the land parcel is LFA. The LFASS claim column has been pre-printed with N/A if the land parcel is less than 0.1 hectares in size or non-LFA land.

**BPS eligible land use code:** These have been identified with a tick in the column below. If you used these codes in column H of your permanent /seasonal data sheet and/or column L of Common Grazing data sheet you can claim BPS against these crops by declaring an area in hectares to two decimal places in column K of your permanent and/or seasonal data sheets and column O of the Common Grazing data sheet provided you meet the meet the scheme rules. If you claim BPS you may have to meet Crop Diversification requirements. Please refer to the Basic Payment Scheme – Greening Notes for Guidance to understand your crop diversification requirement.

CROP DESCRIPTOR	CROP CODE	LFASS eligible land use code	BPS eligible land use code
ALFALFA	ALF		✓
ARABLE SILAGE FOR STOCK FEED includes recognised seed mixtures of cereal, peas, beans and/or grass <b>or</b> ensiled cereal crops under-sown with grass for future grazing/cutting <b>but</b> excludes ensiled stands of whole cereal crops which can be claimed for BPS under the WCC crop code	ASSF	✓	✓
AROMATIC, MEDICINAL AND CULINARY PLANTS These are plants or parts of plants for pharmaceutical purposes, perfume manufacture or human consumption. Culinary plants are those which are used in small amounts for flavouring e.g. Bog Myrtle.	AMCP		✓
ARTICHOKES	ARTC		✓
ASPARAGUS	ASPG		✓
BEDDING AND POT PLANTS Includes bedding and pot plants grown in the open or under cover (e.g. polytunnels).	BPP		✓
BILBERRIES (and other fruits of the genus Vaccinium)	BLB		✓
BIRDSFOOT TREFOIL	BFT		✓
BLACKBERRIES	BKB		✓
BLACKCURRANTS Grown in open soil under temporary walk-in structures *	BLR-POLY		✓
BLACKCURRANTS Grown in the open **	BLR-OPEN		✓
BLUEBERRIES Grown in open soil under temporary walk-in structures *	BLU-POLY		✓
BLUEBERRIES Grown in the open **	BLU-OPEN		✓
BLUEBERRIES Use where crop is grown in a glasshouse on a solid floor or other similar permanent structure.	BLU-GLS		
BRACKEN	BRA		
BRUSSELS SPROUTS	BSP		✓
BUCKWHEAT	BW		✓
BUILDING	BUI		
BULBS/FLOWERS	BFLO		✓
CABBAGES AND SAVOYS	CABB		✓
CALABRESE	CALA		✓
CANARY SEED	CANS		✓
CARROTS	CARR		✓
CAULIFLOWERS	CAUL		✓

<b>CROP DESCRIPTOR</b>	<b>CROP CODE</b>	<b>LFASS eligible land use code</b>	<b>BPS eligible land use code</b>
CELERY	CEL		✓
CHICKPEA	CHP		✓
CLOVER	CLO		✓
CRANBERRIES	CRB		✓
ENERGY BEET	ENG-B		✓
EX – STRUCTURAL SET-ASIDE Land afforested using schemes administered by us and declared to support SFP set-aside entitlements in 2008. Please read your BSP notes for guidance before using this code.	EX-SS		✓
EXCLUSION GENERIC EXCLUSION	EXCL		
FALLOW no production 15 January to 15 July	FALW		✓
FALLOW Land that has been fallow for over five years	FALW-5		✓
FALLOW CROP DIVERSIFICATION no production in May /June	FALWCD		✓
FIBRE FLAX	FFS		✓
FODDER BEET	OCS-B	✓	✓
FORAGE MAIZE	MAIZ		✓
FORESHORE	FSE		
GARLIC	GAR		✓
GOOSEBERRIES	GSB		✓
GORSE	GOR		
GREEN COVER MIXTURES Land sown with crops normally ploughed in (not intended for harvest). Used to enhance nitrogen content, prevent soil erosion or weeds.	GCM		✓
HEMP	HS		✓
INELIGIBLE FOR LFASS use this code where BPS is being claimed on land that is not eligible for LFASS.	IFL		✓
KALE AND CABBAGES FOR STOCK FEED	OCS-K	✓	✓
LAND SEASONALLY LET OUT	LLO		
LEEKs	LEEK		✓
LENTIL	LEN		✓
LETTUCE	LETT		✓
LFASS INELIGIBLE ENVIRONMENTAL MANAGEMENT – Arable Use this code where BPS is being claimed on agri-environmental options on arable land that are not eligible for LFASS e.g. grass land under stock exclusion.	LIEM - A		✓

<b>CROP DESCRIPTOR</b>	<b>CROP CODE</b>	<b>LFASS eligible land use code</b>	<b>BPS eligible land use code</b>
LFASS INELIGIBLE ENVIRONMENTAL MANAGEMENT - Permanent Pasture. Use this code where BPS is being claimed on agri-environmental options on permanent pasture land that are not eligible for LFASS e.g. grass land under stock exclusion.	LIEM - P		✓
LINSEED	LIN		✓
LOGANBERRIES	LGB		✓
MARSH	MAR		
MILLET	MIL		✓
MISCANTHUS	MSC		✓
MIXED BRASSICA FOR STOCK FEED	MBSF	✓	✓
MULBERRIES	MLB		✓
MUSTARD	MU		✓
NEW WOODLAND AND FORESTRY - ARABLE use this code if your land parcel generated a Single Farm Payment in 2008 and establishment of the trees took place after 31 December 2008. Please read the eligible land section of the Basic Payment Scheme Notes for Guidance before using this code. Areas claimed using this code cannot receive double payment under both BPS and RDC-RP woodland creation schemes. RPID will adjust your claim value if necessary.	NETR-A		✓
NEW WOODLAND AND FORESTRY - NON ARABLE use this code if your land parcel generated a Single Farm Payment in 2008 and establishment of the trees took place after 31 December 2008. Please read the eligible land section of the Basic Payment Scheme Notes for Guidance before using this code. Areas claimed using this code cannot receive double payment under both BPS and RDC-RP woodland creation schemes. RPID will adjust your claim value if necessary.	NETRA-NA		✓
NURSERY – FRUIT STOCK # (see below) Includes spawn beds, runner beds stool beds and young plants intended for sale.	NU-FS		✓
NURSERY – ORNAMENTAL TREES # (see below) Exclude forest trees which should be declared as code “TREES”	NU-OT		✓
NURSERY – ROSES AND ROSE STOCK # (see below)	NU-RRS		✓
NURSERY – SHRUBS # (see below)	NU-SH		✓
ONIONS	ONI		✓

<b>CROP DESCRIPTOR</b>	<b>CROP CODE</b>	<b>LFASS eligible land use code</b>	<b>BPS eligible land use code</b>
OPEN WOODLAND (GRAZED)	WDG	✓	✓
OTHER NURSERY STOCK # (see below)	ONU		✓
OTHER SOFT FRUIT	OSFRT		✓
OTHER VEGETABLES	OVEG		✓
OUTDOOR PIGS ARABLE	OPA		✓
OUTDOOR PIGS NON ARABLE	OPNA		✓
OUTDOOR POULTRY ARABLE	OPOLA		✓
OUTDOOR POULTRY NON ARABLE	OPOLNA		✓
PARSNIPS	PAR		✓
PERMANENT COVER - for EFA Buffer/Field margin	PC		✓
PERMANENT GRASSLAND	PGRS	✓	✓
PHACELIA	PHA		✓
PUMPKIN	PUM		✓
RAPE FOR STOCK FEED	RAST	✓	✓
RASPBERRIES Grown in open soil under temporary walk-in structures *	RASP-POLY		✓
RASPBERRIES Grown in the open	RASP-OPEN		✓
RASPBERRIES Use where crop is grown in a glasshouse on a solid floor or other similar permanent structure.	RASP-GLS		
REDCURRENTS	RRC		✓
RHUBARB	RHB		✓
ROAD	ROAD		
ROCKS	ROK		
ROTATIONAL GRASS YEAR 1	TGRS1	✓	✓
ROTATIONAL GRASS YEAR 2	TGRS2	✓	✓
ROTATIONAL GRASS YEAR 3	TGRS3	✓	✓
ROTATIONAL GRASS YEAR 4	TGRS4	✓	✓
ROTATIONAL GRASS YEAR 5	TGRS5	✓	✓
ROUGH GRAZING	RGR	✓	✓
RYE	RYE		✓
SCREE	SCE		
SCRUB	SCB		
SEED POTATOES	SPOT		✓
SHOPPING SWEDES	SWS		✓
SHOPPING TURNIPS	STS		✓
SHORT ROTATION COPPICE	SRC		✓



<b>CROP DESCRIPTOR</b>	<b>CROP CODE</b>	<b>LFASS eligible land use code</b>	<b>BPS eligible land use code</b>
SORGHUM	SOR		✓
SPRING BARLEY	SB		✓
SPRING BEANS FOR HUMAN CONSUMPTION	SBEAN		✓
SPRING FIELD BEANS	SFB		✓
SPRING OATS	SO		✓
SPRING OILSEED RAPE	SOSR		✓
SPRING PEAS FOR HUMAN CONSUMPTION	SPEAS		✓
SPRING PROTEIN PEAS	SPP		✓
SPRING WHEAT	SW		✓
STRAWBERRIES Grown in open soil under temporary walk-in structures *	STRB-POLY		✓
STRAWBERRIES Grown in the open **	STRB-OPEN		✓
STRAWBERRIES Use where crop is grown in a glasshouse on a solid floor or other similar permanent structure.	STRB-GLS		
SUNFLOWERS	SUN		✓
SWEDES FOR STOCK FEED	SSF	✓	✓
SWEET LUPINS	SL		✓
TOMATOES Grown under glass	TOM-GLS		
TOP FRUIT Use for fruit growing in trees, for example, apples.	TFRT		✓
TREES	TREES		
TRITICALE	TRIT		✓
TURF PRODUCTION	TURF		✓
TURNIPS FOR STOCK FEED	TSF	✓	✓
UNCROPPED ARABLE LAND uncropped on 15 May	UCAA		✓
VETCH	VET		✓
WARE POTATOES	WPOT		✓
WATER	WAT		
WHITE CURRANTS	WRC		✓
WHOLE CROP CEREALS Use where a cereal crop grown on its own is harvested whole for livestock feed.	WCC		✓
WILD BIRD SEED	WBS		✓
WILD FLOWER MIX	WFM		✓
WINTER BARLEY	WB		✓
WINTER BEANS FOR HUMAN CONSUMPTION	WBEAN		✓

<b>CROP DESCRIPTOR</b>	<b>CROP CODE</b>	<b>LFASS eligible land use code</b>	<b>BPS eligible land use code</b>
WINTER FIELD BEANS	WFB		✓
WINTER OATS	WO		✓
WINTER OILSEED RAPE	WOSR		✓
WINTER PEAS FOR HUMAN CONSUMPTION	WPEAS		✓
WINTER PROTEIN PEAS	WPP		✓
WINTER WHEAT	WW		✓

# - Nursery stock – These are woody plants grown in the open air for subsequent transplantation.

\* Include crops grown in temporary structures that people can walk into without displacing or dismantling the structure. Do not include crops grown under low plastic tunnels or plastic coverings that people cannot walk into. Do not include crops grown under glass on solid flooring which are not eligible for Basic Payment Scheme.

\*\* As well as crops grown in the open, include any crops grown under low plastic tunnels or plastic coverings that people cannot walk into.

If you use the Rural Payment and Services online product to submit your SAF we will tell you whether your EFA requirement is met based on the information you have entered about your land parcels. We'll also check your crop code compatibilities.




**Table 3** If you claim Basic Payment Scheme, you may have a greening requirement. Page eight of the IACS (2) will help you work out if you have an Ecological Focus Area requirement and crop diversification requirement.

If you use the Rural Payment and Services online product to submit your SAF we will tell you what your requirement is based on the information you have entered about your land parcels. We'll also check your crop code compatibilities.

Please refer to the Basic Payment Scheme – Greening Notes for Guidance to understand your Ecological Focus Area (EFA) requirement. If EFA is applicable enter the activity codes below in column L of your permanent and/or seasonal data sheets and column P of the Common Grazing data sheet in the same row as the land parcel the activity is being undertaken in. Make sure your activity is compatible with the crop code in the land parcel. See the compatibility table below.

<b>EFA OPTION (ACTIVITY)</b>	<b>CODE</b>
EFA BUFFER	EFABUF
EFA CATCH CROP	EFACC
EFA FALLOW	EFAFAL
EFA FIELD MARGIN	EFAFM
EFA GREEN COVER	EFAGC
EFA NITROGEN FIXING CROPS	EFANFIX

## EFA activity compatibility with crop code

CROP CODE	EFABUF	EFACC	EFAFAL	EFAFM	EFAGC	EFANFIX
ALF					✓	✓
AASF 					✓	
BFLO					✓	
BFT						✓
BW					✓	
CANS					✓	
CEL					✓	
CHP					✓	✓
CLO			✓		✓	✓
FALW	✓		✓	✓		
FALW-5	✓		✓	✓		
FFS					✓	
GAR					✓	
GCM				✓	✓	
HS					✓	
LEN					✓	✓
LETT					✓	
LIEM - A	✓			✓		
LIEM-P	✓			✓		
LIN					✓	
MAIZ					✓	
MIL					✓	
MSC					✓	
MU					✓	
ONI					✓	
OVEG					✓	
PC	✓			✓		
PGRS 	✓			✓		
PHA					✓	
RGR 	✓			✓		
RYE		✓			✓	

CROP CODE	EFABUF	EFACC	EFAFAL	EFAFM	EFAGC	EFANFIX
SB		✓			✓	
SBEAN					✓	✓
SFB					✓	✓
SL						✓
SO		✓			✓	
SOR					✓	
SOSR					✓	
SPEAS					✓	✓
SPOT					✓	
SPP						✓
SW		✓			✓	
TGRS1	⚠	✓	✓	✓		
TGRS2	⚠	✓	✓	✓		
TGRS3	⚠	✓	✓	✓		
TGRS4	⚠	✓	✓	✓		
TGRS5	⚠	✓	✓	✓		
TRIT		✓			✓	
VET					✓	✓
WB					✓	
WBEAN					✓	✓
WBS	✓		✓	✓		
WDG	⚠	✓		✓		
WFB					✓	✓
WFM	✓		✓	✓		
WO					✓	
WPEAS					✓	✓
WPOT					✓	
WPP					✓	✓
WW					✓	

⚠ EFA areas cannot be claimed for LFASS.

## Annex 2

**Land Managers Options (LMO) codes.** Only use these codes IN column N of the Permanent Land data sheet.

Description		Code	Unit of measurement	Rotation option?
Wild bird seed / unharvested crop		LMOWBS	ha.	Yes
Improvement of rush pasture		LMOIRP	ha.	
Summer cattle grazing		LMOSCG	ha.	
Management of moorland grazing		LMOMMG	ha.	
Management of linear features	Hedges – Landscapes	LMOHEDA	metres.	
	Hedges - Biodiversity	LMOHEDB	metres.	
	Dykes	LMODYK	sq metres.	
Establishment and management of grass margins and beetle banks in arable fields.	Establishment and management	LMOGMB	ha.	
Management of grass margins and beetle banks in arable fields.	Management	LMOGME	ha.	
Biodiversity cropping on in-bye	Normal	LMOBCN	ha.	Yes
	Traditional harvesting supplement	LMOBCT	ha.	Yes
Management of conservation headlands	Normal	LMOCHN	ha.	Yes
	Premium	LMOCHP	ha.	Yes
	Supplement	LMOCHS	ha.	Yes
Retention of winter stubbles		LMORWS	ha.	Yes
Natural regeneration of cereals		LMONRC	ha.	Yes
Maintenance of organic farming	Arable land	LMOMOA	ha.	
Maintenance of organic farming	Improved grassland	LMOMOI	ha.	
Maintenance of organic farming	Fruit and vegetable land	LMOMOV	ha.	
Maintenance of organic farming	Unimproved grassland / rough grazing	LMOMOF	ha.	
Management of small woodlands	Normal	LMOSWN	ha.	
	Stock exclusion	LMOSWS	ha.	

## Animal Welfare Management Programme

### Codes and payment rates

Please note these codes are not available to new applicants from 2014 These codes can be used by those with continuing commitments and who need to transfer to a different action following discussions with their vet practice.

Animal Welfare Management Programme (AWMP)		Code	Payment Rate	Period Action Covers
AWMP (Review, benchmarking and plan)		LMOAWPR	£137	Five years
Specific Actions to improve welfare:				
1. Implementing biosecurity		LMOAWI	£372	Five years
<ul style="list-style-type: none"> <li>isolation area (maximum of 5 ha)</li> </ul>	Non NVZ land NVZ land	LMOAWIN LMOAWIA	£30/ha £29/ha	Five years Five years
2. Reducing mutilations in sheep		LMOAWMS	£285	Five years
3. Maintaining bodily condition		LMOAWBC	£383	Five years
4. Preventing lameness	Sheep or goats	LMOAWLS	£424	Five years
	Cattle only	LMOAWLC	£424	Five years
	Sheep, cattle and goats - minimum of 2 species	LMOAWLB	£429	Five years
5. Mastitis control		LMOAWMC	£372	Five years
6. Control and prevention of diarrhoea and pneumonia	Cattle only	LMOAWDP	£419	Five years
7. Liver fluke control		LMOAWF	£280	Five years
<ul style="list-style-type: none"> <li>loss of grazing (maximum of 1.5 ha)</li> </ul>	Non NVZ Land NVZ land	LMOAWFG LMOAWFN	£278/ha £264/ha	Five years Five years
8. Johne's disease control		LMOAWJD	£378	Five years
9. Control of bovine viral diarrhoea (BVD)		LMOAWBV	£280	Five years
10. Sheep scab control		LMOAWS	£204	Five years
<ul style="list-style-type: none"> <li>Loss of grazing (maximum of 10 ha)</li> </ul>		LMOAWSG	£15/ha	Five years

## Annex 3

**Rural Development Contracts Rural Priorities Codes.** Only use these codes in column N.

Option Description	Code	Unit of measurement	Rotation option?
Conversion to organic farming - arable	RP21401A	ha.	
Conversion to organic farming - improved grassland	RP21401B	ha.	
Conversion to organic farming - fruit and vegetables	RP21401C	ha.	
Conversion to organic farming - rough grazing	RP21401D	ha.	
Maintenance of organic farming - arable	RP21401E	ha.	
Maintenance of organic farming - improved grassland	RP21401F	ha.	
Maintenance of organic farming - fruit and vegetables	RP21401G	ha.	
Maintenance of organic farming - rough grazing	RP21401H	ha.	
Wild bird seed mix / unharvested crop	RP21402	ha.	Yes
Mown grassland for wildlife	RP21403	ha.	Yes
Mown grassland for Corn Buntings – 1 Aug	RP21404	ha.	Yes
Mown grassland for Corn Buntings – 24 July	RP21404B	ha.	Yes
Mown grassland for Corncrakes - 1 Aug	RP21405A	ha.	Yes
Mown grassland for Corncrakes - 15 Aug	RP21405B	ha.	Yes
Mown grassland for Corncrakes - 1 Sept	RP21405C	ha.	Yes
Mown grassland for Chough - 15 Aug	RP21405D	ha.	Yes
Mown grassland for Chough - 1 Sept	RP21405E	ha.	Yes
Grazed grassland for Corncrakes	RP21406	ha.	
Creation and management of cover for Corncrakes	RP21407	ha.	
Management of cover for Corncrakes	RP21408	ha.	
Management of open grazed or wet grassland for wildlife	RP21409	ha.	Yes
Mammal and bird control - predator control	RP21410A	ha.	
Mammal and bird control - crow control	RP21410B	Units	
Mammal and bird control - for Black Grouse/Capercaillie	RP21410C	ha.	
Supplementary food provision for raptors - Hen Harriers	RP21411A	Units	
Supplementary food provision for raptors - Golden Eagles	RP21411B	Units	
Wardening for Golden Eagles - Farm unit	RP21412A	Units	
Wardening for Golden Eagles - Common grazings committee	RP21412B	Units	
Control of invasive non-native species - Rhododendron	RP21413A	ha.	
Control of invasive non-native species - Japanese Knotweed	RP21413B	ha.	
Control of invasive non-native species - Giant Hogweed	RP21413C	ha.	
Control of invasive non-native species - Himalayan Balsam	RP21413D	ha.	
Control of grey squirrel for red squirrel conservation	RP21413E	Units	
Control of grey squirrel for broadleaf woodland protection	RP21413F	Units	
Management of species rich grassland	RP21414	ha.	
Bracken management programme for habitat enhancement	RP21415	ha.	
Creation and management of species rich grassland for wildlife	RP21416	ha.	

Option Description	Code	Unit of measurement	Rotation option?
Creation and management of species rich grassland for wildlife and crop marks	RP21416B	ha.	
Creation and management of species rich grassland for invertebrates	RP21416C	ha.	
Creation and management of species rich grassland for invertebrates and crop marks	RP21416D	ha.	
Management of habitat mosaics	RP21417	ha.	
Management of wetland	RP21418	ha.	
Create, restore and manage wetland	RP21419	ha.	
Lowland raised bogs - basic management	RP21420A	ha.	
Lowland raised bogs - with grazing management supplement	RP21420B	ha.	
Water margins - enhance biodiversity	RP21421A	ha.	
Water margins - reduce diffuse pollution	RP21421B	ha.	
Management of flood plains	RP21422	ha.	
Buffer areas for fens and lowland raised bogs	RP21423	ha.	
Management of coastal, serpentine and special interest heath	RP21424	ha.	
Lowland heath	RP21425	ha.	
Wildlife management on upland and peatland sites	RP21426	ha.	
Management of moorland grazing	RP21427	ha.	
Moorland grazings on uplands and peatlands	RP21428	ha.	
Moorland - stock disposal	RP21429	ha.	
Stock disposal - combined with moorland grazing options	RP21429B	ha.	
Away-wintering of sheep	RP21430	ha.	
Off-wintering of sheep	RP21431	ha.	
Muirburn and heather swiping	RP21432	ha.	
Hedgerows - 3 years for biodiversity benefits	RP21433A	Metres	
Hedgerows - 2 years for landscape benefits	RP21433B	Metres	
Management of extended hedges and hedgerow trees	RP21434	Metres	
Grass margins and beetlebanks - create/ manage - mixed arable	RP21435A	ha.	Yes
Grass margins and beetlebanks - create/ manage - organic	RP21435B	ha.	Yes
Grass margins and beetlebanks – management only - mixed arable	RP21435C	ha.	Yes
Grass margins and beetlebanks - management only - organic	RP21435D	ha.	Yes
Biodiversity cropping on in-bye - basic management	RP21436A	ha.	Yes
Biodiversity cropping on in-bye - with binders/stooks	RP21436B	ha.	Yes
Cropped machair - with FYM/seaweed	RP21437A	ha.	
Cropped machair - with FYM/seaweed and binder/stooks	RP21437B	ha.	
Cropped machair - without FYM/seaweed	RP21437C	ha.	
Cropped machair - without FYM/seaweed, with binder/stooks	RP21437D	ha.	
Ancient wood pasture - in-bye land	RP21438A	ha.	
Ancient wood pasture - rough grazing	RP21438B	ha.	



Option Description	Code	Unit of measurement	Rotation option?
Scrub and tall herb communities	RP21439	ha.	
Arable reversion to grassland	RP21440	ha.	
Arable reversion to grassland – conversion and management	RP21440A	ha.	
Arable reversion to grassland – management only	RP21440B	ha.	
Conservation management for small units - individual	RP21441A	ha.	
Conservation management for small units - collective	RP21441B	ha.	
Grazing management of cattle - retention	RP21442A	ha.	
Grazing management of cattle - introduction	RP21442B	ha.	
Rough grassland for Hen Harriers – from arable land	RP21443A	ha.	
Rough grassland for Hen Harriers – from improved grassland	RP21443B	ha.	
Rough grassland for Hen Harriers – from unimproved grassland	RP21443C	ha.	
Rough habitats for Hen Harriers	RP21443D	ha.	
Grazed grassland management for Chough	RP21444	ha.	

## Annex 4

**Rural Priorities Codes - Forestry options for annual recurrent grants.** If we have pre-populated your Rural Priorities annual recurrent options on your Permanent Land data sheet use these codes in column N on your Permanent Land data sheet. If you have Rural Priorities annual recurrent options on your shared common grazings (for example machair strips) that are not pre-populated on your Permanent Land data sheet use these codes in column S on your Common Grazings data sheet.

### Woodland Creation options

To allow the specific permutation of potential annual recurrent grants to be correctly coded into the SAF for payment, the Woodland Creation codes shown in your RP Contract's Schedule of Works (SoW) have been extended as shown in the tables below.

For the Woodland Creation options' annual recurrent grants, the codes available for SAF data capture are made up of a maintenance annual recurrent grant code per option and a further four Farmland Premium annual recurrent grant codes per option.

Please choose the corresponding options and enter them in the data sheets against the land parcels you wish to claim. For example, if the option code RP22301A is shown in your RP contract SoW and you wish to claim the associated maintenance annual payment, then do not enter this code on your SAF but instead enter the maintenance code of RP22301AM.

If we have pre-printed your codes, please check they show the new codes correctly. It is your responsibility to submit a correct claim. When you make your claim please make sure that you claim,

- LFA options on LFA land parcels
- Non-LFA options on Non LFA land parcels

As a general guide we pre-print N/A in all three data rows for column J on the permanent data sheet where the parcel is non-LFA but see the example at page nine. If you do not know the LFA status of your land parcel please contact your local office. If you have an account with Rural Payments and Services you can check this status using the LFA layer on the Maps function.

### Areas of new planting

The first annual recurrent payment associated with the Woodland Creation option, i.e. maintenance and/or Farmland Premium, can be claimed with the SAF in 2015 by the 15 May deadline provided the contract includes 2015 as the Annual Recurrent claim year and it was approved by 31 December 2014 and provided the area of new planting is completed and claimed by 30 June 2015.

### Using your land parcel for more than one option?

If your land parcel has more than three option types you will need to copy the land parcel details to a blank line in the data sheet, or a new data sheet, and enter the fourth and any subsequent options and claim areas. Please be careful not to over claim your eligible land parcel area where your land parcel has split uses.

### Sustainable Management of Forests Options

Enter the appropriate code against the land parcel you wish to claim for.

Option description	Code	Unit
SoW code RP22301A	<b>SAF codes</b>	
Woodland Creation - Prod conifer low cost-Maintenance	RP22301AM	ha.
Woodland Creation - Prod conifer low cost-Farmland Premium on Unimproved	RP22301AU	ha.
Woodland Creation - Prod conifer low cost-Farmland Premium on LFASDA	RP22301AS	ha.
Woodland Creation - Prod conifer low cost-Farmland Premium on LFADA	RP22301AD	ha.
Woodland Creation - Prod conifer low cost-Farmland Premium on NLFA	RP22301AN	ha.
SoW code RP22301B	<b>SAF codes</b>	
Woodland Creation - Prod conifer high cost-Maintenance	RP22301BM	ha.
Woodland Creation - Prod conifer high cost-Farmland Premium on Unimproved	RP22301BU	ha.
Woodland Creation - Prod conifer high cost-Farmland Premium on LFASDA	RP22301BS	ha.
Woodland Creation - Prod conifer high cost-Farmland Premium on LFADA	RP22301BD	ha.
Woodland Creation - Prod conifer high cost-Farmland Premium on NLFA	RP22301BN	ha.
SoW code RP22301C	<b>SAF codes</b>	
Woodland Creation - Prod broadleaf woodland-Maintenance	RP22301CM	ha.
Woodland Creation - Prod broadleaf woodland-Farmland Premium on Unimproved	RP22301CU	ha.
Woodland Creation - Prod broadleaf woodland-Farmland Premium on LFASDA	RP22301CS	ha.
Woodland Creation - Prod broadleaf woodland-Farmland Premium on LFADA	RP22301CD	ha.
Woodland Creation - Prod broadleaf woodland-Farmland Premium on NLFA	RP22301CN	ha.
SoW code RP22301D	<b>SAF codes</b>	
Woodland Creation - Native Woodland Planting-Maintenance	RP22301DM	ha.
Woodland Creation - Native Woodland Planting-Farmland Premium on Unimproved	RP22301DU	ha.
Woodland Creation - Native Woodland Planting-Farmland Premium on LFASDA	RP22301DS	ha.
Woodland Creation - Native Woodland Planting-Farmland Premium on LFADA	RP22301DD	ha.
Woodland Creation - Native Woodland Planting-Farmland Premium on NLFA	RP22301DN	ha.

Option description	Code	Unit
SoW code RP22301E	<b>SAF codes</b>	
Woodland Creation - Native Wood Natural Regen-Maintenance	RP22301EM	ha.
Woodland Creation - Native Wood Natural Regen-Farmland Premium on Unimproved	RP22301EU	ha.
Woodland Creation - Native Wood Natural Regen-Farmland Premium on LFASDA	RP22301ES	ha.
Woodland Creation - Native Wood Natural Regen-Farmland Premium on LFADA	RP22301ED	ha.
Woodland Creation - Native Wood Natural Regen-Farmland Premium on NLFA	RP22301EN	ha.
SoW code RP22301F	<b>SAF codes</b>	
Woodland Creation - Mixed Con/BL wood-Maintenance	RP22301FM	ha.
Woodland Creation - Mixed Con/BL wood-Farmland Premium on Unimproved	RP22301FU	ha.
Woodland Creation - Mixed Con/BL wood-Farmland Premium on LFASDA	RP22301FS	ha.
Woodland Creation - Mixed Con/BL wood-Farmland Premium on LFADA	RP22301FD	ha.
Woodland Creation - Mixed Con/BL wood-Farmland Premium on NLFA	RP22301FN	ha.
SoW code RP22301G	<b>SAF codes</b>	
Woodland creation Northern & Western Isles Native Woodland – Maintenance	RP22301GM	ha.
Woodland creation Northern & Western Isles Native Woodland – Farmland Premium on Unimproved	RP22301GU	ha.
Woodland creation Northern & Western Isles Native Woodland – Farmland Premium on LFASDA	RP22301GS	ha.
Woodland creation Northern & Western Isles Native Woodland – Farmland Premium on LFADA	RP22301GD	ha.
Woodland creation Northern & Western Isles Native Woodland – Farmland Premium on NLFA	RP22301GN	ha.
SoW code RP22301H	<b>SAF codes</b>	
Woodland creation Central Scotland Mixed Woodland – Maintenance	RP22301HM	ha.
Woodland creation Central Scotland Mixed Woodland – Farmland Premium on Unimproved	RP22301HU	ha.
Woodland creation Central Scotland Mixed Woodland – Farmland Premium on LFASDA	RP22301HS	ha.
Woodland creation Central Scotland Mixed Woodland – Farmland Premium on LFADA	RP22301HD	ha.
Woodland creation Central Scotland Mixed Woodland – Farmland Premium on NLFA	RP22301HN	ha.
Sustainable Management Of Forests		
Sustainable Management Of Forests - Native woodlands	RP22501A	ha.
Sustainable Management Of Forests - LISS	RP22501B	ha.
Sustainable Management Of Forests - Public access	RP22501C	ha.
Sustainable Management Of Forests - Restructuring felling	RP22501D	ha.
Sustainable Management Of Forests - Livestock removal	RP22501E	ha.
Sustainable Management Of Forests - Controlled livestock grazing of woodland	RP22501F	ha.

## **Annex 5**

### **List of Approved Organic Certification Bodies**

#### **Scottish Organic Producers Association**

10th Avenue  
Royal Highland Centre  
Ingliston  
Edinburgh EH28 8NF  
Support and development:  
Tel: 0131 335 6619  
Certification:  
Tel: 0131 335 6606  
Email: [sopa@sfqc.co.uk](mailto:sopa@sfqc.co.uk)  
Website: [www.sopa.org.uk](http://www.sopa.org.uk)

#### **Soil Association Certification Ltd**

South Plaza  
Malborough Street  
Bristol  
BS1 3NX  
Farmers and Growers:  
Tel: 0117 914 2412  
Email: [prod.cert@soilassociation.org](mailto:prod.cert@soilassociation.org)  
Processors:  
Tel: 0117 914 2407  
Email: [proc.cert@soilassociation.org](mailto:proc.cert@soilassociation.org)  
Website: [www.soilassociation.org/certification](http://www.soilassociation.org/certification)

#### **Biodynamic Association Certification Office**

Painswick Inn Project  
Gloucester Street  
Stroud  
Glos GL5 1QG  
Tel: 01453 766296  
Email: [certification@biodynamic.org.uk](mailto:certification@biodynamic.org.uk)  
<http://www.biodynamic.org.uk/certification>

#### **Irish Organic Farmers & Growers Association**

Unit 16A Inish Carraig  
Golden Island  
Athlone  
Co. Westmeath  
Ireland.  
Tel: (+353) 090 643 3680  
Email: [info@iofga.org](mailto:info@iofga.org)  
Website: <http://iofga.org/certification/>

**Organic Farmers & Growers Ltd**

The Old Estate Yard  
Shrewsbury Road  
Albrighton  
Shrewsbury  
Shropshire  
SY4 3AG  
Tel : 01939 291800  
Email: [info@organicfarmers.org.uk](mailto:info@organicfarmers.org.uk)  
Website: [www.organicfarmers.org.uk](http://www.organicfarmers.org.uk)

**Organic Food Federation**

31 Turbine Way  
Eco Tech Business Park  
Swaffham  
Norfolk PE37 7XD  
Tel: 01760 720444  
Email: [info@orgfoodfed.com](mailto:info@orgfoodfed.com)  
Website : [www.orgfoodfed.com](http://www.orgfoodfed.com)

**Organic Trust Limited**

Vernon House  
2 Vernon Avenue  
Clontarf  
Dublin 3  
Republic of Ireland  
Tel: 00 353 185 30271  
Email: [organic@iol.ie](mailto:organic@iol.ie)  
Website: [www.organic-trust.org](http://www.organic-trust.org)

**Quality Welsh Food Certification Ltd**

Gorseland  
North Road  
Aberystwyth  
Ceredigion  
SY23 2WB  
Tel: 01970 636 688  
Email: [enquiries@qwfc.co.uk](mailto:enquiries@qwfc.co.uk)  
Website: <http://www.qwfc.co.uk>





**The Scottish  
Government**  
Riaghaltas na h-Alba



The European Agricultural Fund  
for Rural Development:  
**Europe investing in rural areas**

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