

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

The easiest way to complete your Single Application Form (SAF) is using our new, secure and streamlined system – Rural Payments and Services.

By completing the form online, you'll be able to:

- get your land and scheme information checked and validated before you submit your form
- view the latest guidance on Greening and get your Greening requirement checked and validated instantly
- create your own tailored form based on your scheme selection – our system will automatically fill in parts of your form
- check your form for errors – our system will flag these to you before you go on to the next stage
- access up-to-date map and boundary information
- store all your communications, from us to you and from you to us, in one place
- view and manage your own information – for example, changing your bank account details
- get 24 hour access, seven days a week

Go to <https://www.ruralpayments.org>

Your completed form must reach your RPID area office by Friday 15 May 2015 if you want to declare land to support or claim the following schemes. If you miss this deadline substantial penalties may apply.

- Basic Payment Scheme
 - includes Greening and Young Farmers Payment
- Scottish Suckler Beef Support (Mainland) Scheme
- Scottish Suckler Beef Support (Island) Scheme
- Scottish Upland Sheep Support Scheme



These are known collectively
as Direct Payments

- Less Favoured Area Support Scheme
- Land Managers Options – continuing commitments
- Rural Priorities– annual recurrent options

THIS FORM IS FOR SCOTTISH LAND USE ONLY

Claiming Direct Payments

To participate in any of the Direct Payments Schemes you must be an active farmer. Regulations identify certain activities that are not compatible with the definition of an active farmer. These activities are published on a "negative list". The list is shown at question 2.

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

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

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"/>	
Outdoor pigs (excluding un-weaned piglets)	<input type="checkbox"/>	<input type="text"/>	
Dairy cows used for milk production	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Suckler cows	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other dairy and beef cattle (less than 6 months)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other dairy and beef cattle (6 – 24 months)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other dairy and beef cattle (over 24 months)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Ewes and gimmers	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Ewe hoggs	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other sheep over 6 months old	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Are any sheep used for milk production?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Possible gathering dates for 2015. These dates will help us fit into your management cycle should we select you for a sheep inspection.		<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"/>
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Livestock, poultry and bees cont.

Species	Column A Tick which species are on your holding at any time in 2014	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																																																																																										
Goats over 6 months old Are any goats used for milk production?	<input type="checkbox"/>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> Yes <input type="checkbox"/> No <input type="checkbox"/>											<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																																																																																
Llamas over 6 months old Alpacas over 6 months old Farmed deer: Adult stags - 27 months and over Farmed deer: Hinds (including suckling calves) - 27 months and over Farmed deer: Juveniles - 6 to 27 months Horses & ponies over 6 months old	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																																																			<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																																								
Poultry of all types and ages – number of birds	<input type="checkbox"/>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>											<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																																																																																

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

Land Managers Options

Continuing commitments summary (if applicable) – for information only

Your Land Managers Options continuing land based commitments are listed below. These are also pre-populated on your Permanent Land Data Sheets. Please check these are correct and amend your data sheet(s) if not.

The LMO sections below form a contract between you and the Scottish Ministers to continue to undertake the LMO options that you have selected.

Option	Area / Length/Ha/M/M ²

Animal Welfare Management Programme

9. Your Animal Welfare Management Programme continuing commitments are listed below. Please check these are correct and amend if not. You must tick each action you want to apply for below.

Option	Payment Rate (£)	Tick each action you want to apply for	Hectares (if applicable)	Land Parcel (if applicable)

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

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:

- Protect permanent grassland designated as environmentally sensitive grassland
- Grow a minimum number of crops
- Farm 5% of your arable area in a manner that promotes biodiversity – known as an Ecological Focus Area (EFA).

Please supply the following information

		Area (ha)
A	Basic Payment Scheme land claimed	
B	Less Favoured Area Support Scheme land claimed	
C	Arable land claimed for Basic Payment Scheme	
D	Arable area declared (all other arable land you have, that has not been claimed by anyone)	

14. Please answer the following questions

- 14a. How many Payment Regions is your land in?
- 14b. Do you have Environmentally Sensitive Grassland? Yes No
- 14c. Do you have seasonal land? Yes No
- 14d. Are you required to undertake Crop Diversification?
(If Yes please complete Section A below) Yes No
- 14e. Are you required to undertake any Ecological Focus Areas
(If Yes please complete Section B below) Yes No

Greening

Section A – Crop Diversification

You must complete the table below if you are required to undertake Crop Diversification.

	Crop grown	Crop area	% of arable area (crop area/total arable area (row C+D)*100)
Main Crop			%
Second Crop			%

Section B – Ecological Focus Area

You must complete the table below if you are required to undertake Ecological Focus Area

Feature	Actual Area (ha)	Weighting	EFA Area (ha)
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)*		%

*For definition of EFA Arable Area please see scheme guidance

15. Declarations and Undertakings

This Form, accompanying Land Sheets and any enclosures must be signed by the applicant or an authorised agent. If there is anything relating to this application that you do not understand, please contact your professional adviser or RPID area office.

Specific to all applicants

I declare that:

- I have checked the pre-printed information given in this form and the Data Sheets and have made any necessary amendments or submitted a completed Land Maintenance Form.
- I have read all of the guidance notes and conditions that apply to any Scheme relevant to this application.
- I am over 16 years of age and have given complete and accurate information about all the land that I have / use on an individual basis in the United Kingdom, and about any other business, company or partnership in which I/we have an interest.
- I have not claimed under any other scheme (except where it is specifically authorised under the terms of that scheme) for any of the parcels of land declared in this application or for the work which is the subject of this application.

I undertake:

- To comply with the current versions of Regulation 1306/2013 of the European Parliament and the Council on the financing, management and monitoring of the CAP, supplemented by Commission Delegated Regulation 640/2014 on the Integrated Administration and Control System and conditions for refusal or withdrawal of payments and administrative penalties applicable to direct payments, rural development support and cross compliance, and Commission Implementing Regulations 809/2014 and 908/2014.
- Where appropriate to comply with Regulation (EU) 1307/2013 of the European Parliament and of the Council establishing rules for direct payments to farmers under support schemes within the framework of the common agricultural policy, supplemented by Commission delegated regulation (EU) No 639/2014, and repealing Council Regulation (EC) 637/2008 and Council Regulation (EC) 73/2009.
- Where appropriate to comply with Council Regulation (EC) 1698/2005 (on support for rural development from European Agricultural Fund for Rural Development); and the Commission Regulations implementing Regulation 1698/2005, including (EC) 1974/2006 (laying down detailed rules for the application of Council Regulation (EC) 1698/2005) and (EC) 65/2011 (laying down detailed rules for the implementation of Council Regulation (EC) 1698/2005), as amended, and regulation (EU) 1310/2013 of the European Parliament and of the Council (allowing certain existing measures to be rolled forward for 2014).
- Where appropriate to comply with Regulation (EU) 1305/2013 on support for rural development by the European Agricultural Fund for Rural Development (EAFRD); supplemented by Commission Delegated Regulation (EU) No 807/2014 introducing transitional provisions and Commission Implementing Regulation (EU) 808/2014.
- To provide any additional information relating to this application that RPID or any other UK Agriculture Department may reasonably require.
- To permit the duly authorised officers of RPID, or its appointed agents and those persons accompanying them, to enter the farm covered by this application and to inspect land, animals, any relevant equipment, storage facilities and farm records in order to verify the accuracy of the particulars given in my application; and to render all reasonable assistance, including gathering and presenting livestock in a safe and secure manner, to duly authorised officers in making their inspection.
- To keep and make available to the duly authorised officers of RPID, or its appointed agents all farm records and information necessary to validate my application form for 4 years from the end of the calendar year in which this application is lodged (6 years from last payment date if active in Land Managers Options or Rural Priorities schemes).
- Jointly and severally to repay any aid paid in respect of our holding, together with any interest thereon, if as a consequence of a breach of the rules, or of the declarations made or the undertakings given in this application, or of overpayment to any one of us, we or any one of our number is asked to make such repayment by RPID.

- To meet the Cross-Compliance requirements contained in Council Regulation (EC) 1306/2013, (EC) 640/2014 and (EC) 809/2014 and The Common Agricultural Policy (Cross-Compliance) (Scotland) Regulations 2014 (SSI 2014/325), or as subsequently amended or replaced, in order to be eligible to receive payment for any of the schemes listed on Page 1. I understand that any breach of these requirements will lead to a reduction of my/our payment.
- To permit RPID to use the relevant information contained in this form and Data Sheet(s) with the delegated specialist agencies in the course of the Cross-Compliance and other inspection regimes.

Specific to LFASS 2015 applicants and in addition to the above:

I declare that:

- I occupied and actively farmed 3 hectares or more of eligible forage land in the Scottish Less Favoured Area (LFA) on 15 May 2015.
- I understand that final approval of my application and any LFASS Scheme payments will be subject to approval by the European Commission of the Scottish Rural Development Programme.

I undertake that:

- I have made an application for payment of LFASS for the eligible land declared by me in this form and will actively farm that land for a period of, or periods totalling, at least 183 days in the 2015 calendar year.

Specific to Rural Priorities beneficiaries and in addition to the above:

I/we declare that:

- I/we have read the current guidance as detailed on the RP website which can be found through the following link: <https://www.ruralpayments.org>; and will abide by the management requirements for at least 5 years where relevant.
- The measures I/we propose to take comply with the management agreements for any Site of Special Scientific Interest or Natura 2000 sites on my/our holding. I/we have written consent from Scottish Natural Heritage (or the relevant regulatory authority under Section 15 of the Nature Conservation (Scotland) Act 2004) for any operation requiring consent listed in the relevant SSSI notification(s).
- I/we have received permission from Historic Scotland for any measures I/we propose to take which may affect a Scheduled Ancient Monument.
- I/we am/are the owner, tenant, grazing clerk or contractual licensee with management control of all the land covered by this application and can guarantee that I/we have legal possession over the land for the entire length of the agreement (which is 5 years for some options) and if not I/we have made a joint application with the person or persons who will take over my responsibilities if I cease to have control over part/all of the land.
- I/we understand that final approval of my payments and final payment rates under the Rural Priorities Scheme will be subject to approval by the European Commission of the Scottish Rural Development Programme.

I/we undertake:

- To comply with the domestic regulations i.e. The Rural Development Contracts (Rural Priorities) (Scotland) Regulations 2008 (SSI 2008/100) as amended.

Specific to Land Managers Options and in addition to the above:

I/we declare that:

- I/we have read the current guidance as detailed on the LMO website which can be found through the following link: <https://www.ruralpayments.org>; and will abide by the management requirements for at least 5 years where relevant and in the case of Small-scale woodland creation (LMO Option 18) will maintain the planted woodland for 10 years.
- I/we understand and accept that if the payment rates in the Scotland Rural Development Programme and the domestic regulations are modified that the rate at which I/we am/are paid may vary.

- I/we am/are the owner, tenant, grazing clerk or contractual licensee with management control of all the land covered by this application and can guarantee that I/we have legal possession over the land for the entire length of the agreement (which is 5 years for some options) and if not I/we have made a joint application with the person or persons who will take over my responsibilities if I/we cease to have control over part/all of the land.

I/we undertake:

- To comply with the domestic regulations i.e. The Rural Development Contracts (Land Mangers Options) (Scotland) Regulations 2008 (SSI 2008/159) as amended.
- To repay any premium, with interest, if you ask me to do so because I/we have broken the Scheme rules. I/ we will also repay any premium overpaid to me/us.
- I/we understand that if my contract includes aid for Land Managers Options pursuant to Article 39 (agri environment payments), Article 40 (animal welfare payments) and Article 47 (forest- environment payments) of Council Regulation EC No 1698/2005, my/our contract may be adjusted by the Scottish Ministers to the legal framework of future Rural Development Programmes. If that situation arises, the Scottish Ministers will write to me/us to inform me/us of their intention to adjust my/our contract. If I/we do not accept this adjustment, the contract will expire and reimbursement of aid previously received under the contract will not be required.

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 .	
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Date

D	D	/	M	M	/	Y	Y
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* 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.

Data Disclosure

The data you have provided on this form are subject to the provisions of the Freedom of Information (Scotland) Act 2002 (FOISA), the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004 (EIR). It is the policy of Scottish Ministers to share relevant data, including historical, that is held on your business with other organisations for legitimate purposes and when required to do so and also to share relevant data under FOISA and EIR when it is in the public interest.

To ensure we comply with EC Regulations we are required to publish some information on payments we make to some businesses. It is also the policy of Scottish Ministers to release information on recipients and amounts of subsidy paid under the Common Agricultural Policy schemes and the Scotland Rural Development Programme.

Please refer to the ‘Publishing your payment details’ paragraph of the current IACS 2015 Notes for Guidance for more information on the purposes for which we will use the data, and about the data we will release.

WARNING – If you knowingly or recklessly make a false statement to obtain payment of aid to yourself or anyone else, you risk prosecution. You also risk the loss of all the aid which you have claimed, dependent on the submission of a Single Application Form, and your entitlement to claim under these schemes next year.

Please ensure you attach any continuation pages (with your Main Location Code and signature written on each sheet), completed Data Sheets or additional documentation, securely to this form.