

## **Rural Payments and Inspections Division**

# **PF06 – Land Maintenance Form (LMF): Guidance for producers**

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## Introduction

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It is RPID's duty under EU regulations to keep accurate and up-to-date information of all the land in Scotland used for agriculture, forestry and other rural activities that is eligible to claim funding against.

It is your responsibility, as the land owner/long-term tenant to keep your land information up to date. Any out of date or inaccurate land information could result in a delay or reduction in any subsidy claim.

It is the applicant's responsibility to make sure they tell RPID:

- about changes to their business structure
- the field boundaries and areas of land they manage,
- to only claim eligible areas on their Single Application Form (SAF) and that any ineligible features have been excluded, by either having them mapped out of the parcel by submitting a Land Maintenance Form or by reducing the claimed area

Guidance to help you make accurate assessments of ineligible land cover and mapping rules can be found on the [Rural Payments and Services website](#).

### *1.1 – What is a Land Maintenance Form? (LMF)*

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A LMF is the form you MUST use to notify us:

- when you sell your business or change the ownership structure, when you buy, sell or transfer land
- when you transfer land from one holding to another for any reason
- when you change a permanent boundary of a land parcel
- when you split or merge land parcels
- when you register a land parcel for the first time
- when you add, remove or modify an ineligible hard or soft feature contained within a land parcel
- when you want to notify us of an increase in a technical assessment band of the ineligibility of a soft feature, therefore increasing the ineligible area

Your land could be inspected at any time to verify that the details (provided by you) of any Land Parcel Identifiers (LPID) you declared are the same on the ground as RPID hold in the Land Parcel Identification System (LPIS).

### *1.2 – What is the purpose of the LPIS?*

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The LPIS records physical land parcel boundaries giving each field a unique (LPID), records of the permanent ineligible features and soft features that have been technically assessed in each LPID are also held.

You must register all of your agricultural land on the LPIS maintained by RPID, even if you do not claim for all of it.

### 1.3 – How do I get a LMF?

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The LMF can be downloaded by using the following link:

<https://www.ruralpayments.org/publicsite/futures/topics/your-business/forms/>

Hard (paper) copies of this form are available on request from your local area office.

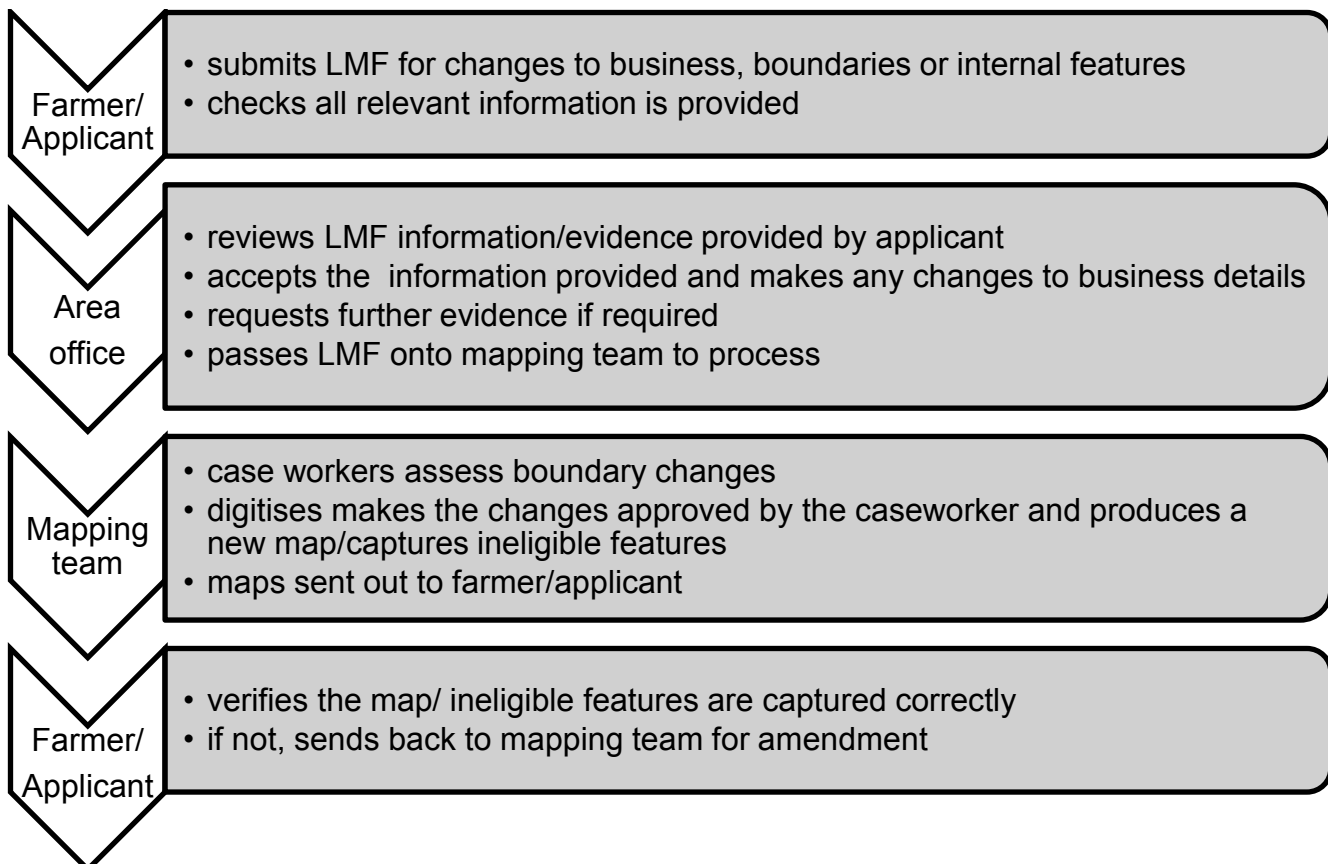
### 1.4 – Who should submit the LMF?

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The LMF can be submitted either by the owner of the Land parcel or by the long-term tenant on whose SAF it appears. Seasonal tenants should arrange for the owner or long-term tenant to submit an LMF if the seasonal tenant thinks a change is required. An agent can also submit an LMF on behalf of the owner or long-term tenant providing they have been authorised to do so.

### 1.5 – How does RPID process the LMF form?

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## 1.6 – When does RPID reject an LMF?

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Reasons can include:

- the LMF is not signed by the business representative
- the LMF is not an original
- you have not provided enough evidence
- an appeal against a recent land inspection is underway
- there has been no physical change to a feature on the ground and the change has been requested to create a safety net to your claim
- no change date entered

## 1.7 – Map requirements for applicants

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When submitting an LMF with land parcel changes, you should supply a map with the details of every change clearly shown. If you have an existing map, you must use it to notify changes. Do not use correction fluid when altering your boundaries. Mark crosses on the line to be altered and (clearly) make any amendments in ink other than blue, or yellow for maps with aerial photography as the backdrop.

If you have a new land parcel which has not been registered, draw the boundaries clearly on your existing map. Check if the previous owner/occupier has already received a new unique Land parcel identifier (LPID) and use this number. If the land parcel cannot be drawn on the map, supply another suitable map showing the land parcel.

The map should be an OS map (or a professional equivalent) at 1:2500 for land parcels up to 2000 hectares, and 1:10000 for land parcels greater than 2000 hectares. Make sure that the map sheet reference is marked on the map.

If you purchase or sell a land parcel which has already been registered you should enter the unique land parcel identifier on the LMF showing the type of change, date of change, area etc. You do not need to submit a map if the boundaries have not changed.

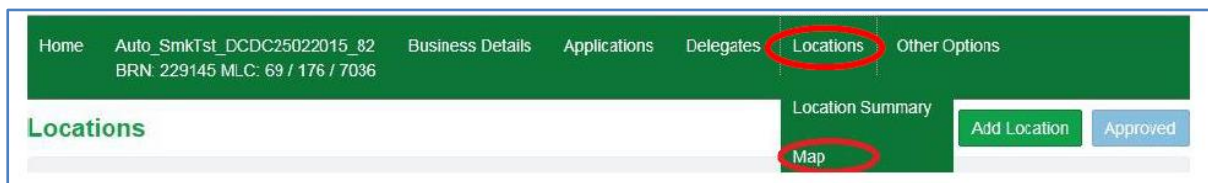
PDF copies of maps can be requested via the [FIS team mailbox](#).

## 1.8 – Rural Payments and Services mapping online

This is part of RPID' s development of online services to make it easier to view up-to-date business and map information. The first stage of maps is a **'view only map'** facility. This will allow you to access your location codes, land parcel details and view maps held by us.

To access your land information you need to log on to:  
<https://www.ruralpayments.org>

Once you have logged on you can select your business from your personal landing page. From here, select the locations menu and then the map option.



For full help and guidance on using the view only maps system please select the question mark (?)



This system allows you to identify features and there sizes. It can also be used to modify field boundaries, print maps and identify land details such as Nitrate Vulnerable Zones (NVZ).

# How to fill in your LMF

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This section is a step-by-step guide explaining how to fill in your LMF and what information you need to provide us with to make any relevant changes.

## Part 1 – Business details

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All applicants must fill in part 1 of the LMF. Complete the boxes with all the business details and contact information.

Part 1 – Business details (all applicants)	
Business name	<input type="text" value="D Logan &amp; Sons"/>
Main Location Code (if known)	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="6"/> <input type="text" value="7"/> <input type="text" value="8"/> <input type="text" value="9"/>
Business Reference Number	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="6"/>
Responsible Person	<input type="text" value="Mr David Logan"/>
Telephone number (including STD code)	<input type="text" value="01234 567890"/>
Mobile number	<input type="text" value="07123456789"/>
Email address	<input type="text" value="d.logan@lmf.co.uk"/>

## Part 2 – Transferring a location and land parcels between permanent occupiers

If you want to transfer a whole location or individual land parcels to another business please fill in Part 2.

Part 2.1 – Please indicate, by ticking the box, if you would like to transfer the whole unit/location code. If yes, complete part 2.2 and **do not** complete part 2.3. If no, and you are only transferring individual land parcels, please complete part 2.2 and 2.3.

Note: Any sale or transfer of land must have signatures of both incoming and outgoing parties (part 7).

Part 2.2 – Complete the general details of the land that has to be transferred and contact details if different from the business address in Part 1.

Indicate the type of activity that will take place on that land, along with the grid reference number (to find this please visit [www.gridreferencefinder.com](http://www.gridreferencefinder.com)) and fill in the total area (owned and rented) of the location.

<p><b>Part 2 – Transferring a location and land parcels between permanent occupiers</b></p>		<p><b>Part 2.2 – General details of land to be transferred (complete if a land transfer has taken place) – continued</b></p>																													
<p><b>Part 2.1 – Transfer whole location (complete if transferring a WHOLE holding)</b></p>		<p><b>Location type – for land being transferred</b> Please cross all that apply, or will apply, to your location.</p>																													
<p>Are you transferring the whole unit/farm? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><b>If YES then please complete Part 2.2 and do NOT complete Part 2.3</b> <b>If NO then please complete Part 2.2 and Part 2.3 (for the land parcels you are transferring)</b></p>		<p><b>General</b></p> <table border="1"> <tr><td>Agricultural holding</td><td><input checked="" type="checkbox"/></td><td>Forestry holding</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Domestic holding (less than 0.50 ha)</td><td><input checked="" type="checkbox"/></td><td>Non-livestock occupier</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Croft</td><td><input checked="" type="checkbox"/></td><td>Beekeeper</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Estate</td><td><input checked="" type="checkbox"/></td><td>Cross Border</td><td><input checked="" type="checkbox"/></td></tr> </table>		Agricultural holding	<input checked="" type="checkbox"/>	Forestry holding	<input checked="" type="checkbox"/>	Domestic holding (less than 0.50 ha)	<input checked="" type="checkbox"/>	Non-livestock occupier	<input checked="" type="checkbox"/>	Croft	<input checked="" type="checkbox"/>	Beekeeper	<input checked="" type="checkbox"/>	Estate	<input checked="" type="checkbox"/>	Cross Border	<input checked="" type="checkbox"/>												
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<p>Location name: <input type="text" value="Hill Farm"/></p> <p>Previous occupier: <input type="text" value="Mr Jones"/></p> <p>Occupancy start date: <input type="text" value="00/00/0000"/></p> <p>Contact details for location (if different from business address in Part 1)</p> <p>Contact name: <input type="text"/></p> <p>Telephone number (including STD code): <input type="text"/></p> <p>Mobile number: <input type="text"/></p> <p>Email address: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Postcode (if in the UK): <input type="text"/> Country (if outside UK): <input type="text"/></p>		<p><b>Livestock related</b></p> <table border="1"> <tr><td>Livestock keeper – major (more than 10 animals)</td><td><input checked="" type="checkbox"/></td><td>Pig unit</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Livestock keeper – minor (less than 10 animals)</td><td><input checked="" type="checkbox"/></td><td>Sheep stock club</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Sheep keeper</td><td><input checked="" type="checkbox"/></td><td>Abattoir</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Cattle keeper – beef</td><td><input checked="" type="checkbox"/></td><td>Assembly centre</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Cattle keeper – dairy</td><td><input checked="" type="checkbox"/></td><td>Livestock market</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Farmed deer keeper</td><td><input checked="" type="checkbox"/></td><td>Showground</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Poultry unit</td><td><input checked="" type="checkbox"/></td><td>Wildlife park/zoo/hunt kennels</td><td><input checked="" type="checkbox"/></td></tr> </table>		Livestock keeper – major (more than 10 animals)	<input checked="" type="checkbox"/>	Pig unit	<input checked="" type="checkbox"/>	Livestock keeper – minor (less than 10 animals)	<input checked="" type="checkbox"/>	Sheep stock club	<input checked="" type="checkbox"/>	Sheep keeper	<input checked="" type="checkbox"/>	Abattoir	<input checked="" type="checkbox"/>	Cattle keeper – beef	<input checked="" type="checkbox"/>	Assembly centre	<input checked="" type="checkbox"/>	Cattle keeper – dairy	<input checked="" type="checkbox"/>	Livestock market	<input checked="" type="checkbox"/>	Farmed deer keeper	<input checked="" type="checkbox"/>	Showground	<input checked="" type="checkbox"/>	Poultry unit	<input checked="" type="checkbox"/>	Wildlife park/zoo/hunt kennels	<input checked="" type="checkbox"/>
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		<p><b>Details of the units within the location being transferred</b></p> <table border="1"> <thead> <tr> <th></th> <th>Grid reference</th> <th>Indicate which unit will be your main unit</th> </tr> </thead> <tbody> <tr> <td>Location code 123/010</td> <td>N T 1 2 3 4 5</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>00 000000</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>00 000000</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>00 000000</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			Grid reference	Indicate which unit will be your main unit	Location code 123/010	N T 1 2 3 4 5	<input type="checkbox"/>		00 000000	<input type="checkbox"/>		00 000000	<input type="checkbox"/>		00 000000	<input type="checkbox"/>													
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		<p>Check your grid reference number at <a href="http://www.gridreferencefinder.com">www.gridreferencefinder.com</a></p> <p>Details for land being transferred This includes mapped land, LPIDs, roads, yards, buildings and any unmapped land.</p> <p>One hectare equals 2.471 acres</p> <table border="1"> <tr> <td>Total area of the location (owned) in hectares</td> <td>Total area of the location (rented) in hectares</td> <td>Total area of the location in hectares</td> </tr> <tr> <td><input type="text" value="000150.00"/> ha</td> <td><input type="text" value="000000.00"/> ha</td> <td><input type="text" value="000150.00"/> ha</td> </tr> </table>		Total area of the location (owned) in hectares	Total area of the location (rented) in hectares	Total area of the location in hectares	<input type="text" value="000150.00"/> ha	<input type="text" value="000000.00"/> ha	<input type="text" value="000150.00"/> ha																						
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<p>Land Maintenance Form Page 3 of 12</p>		<p>Land Maintenance Form Page 4 of 12</p>																													



Part 2.3 – After you have completed part 2.1 and 2.2, fill in this section with the relevant LPID details, the change reason and the date the transfer took place (or is due to) and a relevant description of the change, if necessary.

**Part 2.3 – Transfer part of location with land parcels (complete if PART land transfer has taken place)**

Detail below all the land parcels to be transferred

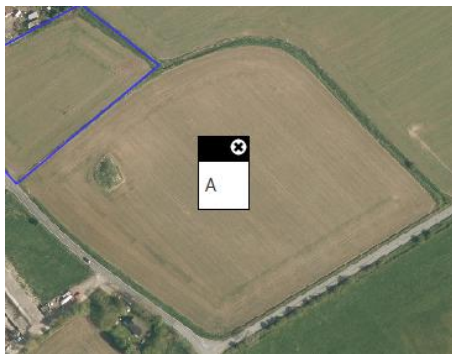
	<b>Land Parcel Identifier (LPID)</b>										<b>Change reason</b>									
1	N	N	/	1	2	3	4	5	/	6	7	8	9	7	Sell	<input type="checkbox"/>	Buy	<input checked="" type="checkbox"/>	Move	<input type="checkbox"/>
	<b>Change date</b>										<b>Description</b>									
	0	1	0	5	2	0	1	5	Arable field purchased 26.00ha											
	<b>Land Parcel Identifier (LPID)</b>										<b>Change reason</b>									
2	N	N	/	1	2	3	4	5	/	0	0	0	0	0	Sell	<input type="checkbox"/>	Buy	<input type="checkbox"/>	Move	<input type="checkbox"/>
	<b>Change date</b>										<b>Description</b>									
	0	1	0	5	2	0	1	5	Hill field purchased 24.00ha											

## Part 3 – Register or remove land parcels

Complete this section to register or remove land parcels by entering the (LPID), grid reference number, or use the code number of the unit to identify the land parcels. For example, 123/1234/1, 123/1234/2 etc.

Please tick the box to indicate if you want to register or remove the LPID, enter the change date, the location code and a description of the necessary change. A map indicating the area to be registered must be submitted with the LMF.

### 3.1 – Register a new parcel



If you want to add a Land Parcel (marked A on the left) that has not been registered in the past (so does not have a unique LPID), you must register this area – provided it meets the mapping rules (the minimum size for a parcel is 0.1 ha).

To do this you can use the Rural Payments and Services online mapping system or create the new field shape using a fine-tipped colour pen and the correct grid reference (see right).



Provide as much information as you can. If the parcel boundary is following OS lines please state this, If not please give measurements of the new boundary from a clearly defined point, such as a corner along an existing boundary and where it lies in relation to the other boundaries.

### Part 3 – Register or remove land parcels

Using the table below complete the following information:

- To register an area of land with no identifier use the grid reference number. You can check the grid reference number at [www.gridreferencefinder.com](http://www.gridreferencefinder.com)
- Select register or remove

**Register** – a Land Parcel which has come into rural activity for the first time or has no Land Parcel Identifier. Use the format: grid reference or Location code/number (123/1234/1)

**Remove** – Land Parcel Identifier which has been permanently removed from agricultural use

- Attach or include a map to indicate the area to be added or removed from the Land Parcel Identification system

Land Parcel Identifier/grid reference number		Change code	Change date
1	NT / 1 2 3 4 5 / 0 0 0 0 1	Register <input type="checkbox"/> Remove <input checked="" type="checkbox"/>	0 1 0 5 2 0 1 5
Location code/number		Description	
1	2 3 / 4 5 6 7 / X	Map 3.44ha (area a) follow OS lines indicated by pink line.	

### 3.2 – Removing a land parcel

If you want to remove a land parcel that is shown on your map, please fill in Part 3. A map can be provided if you wish.

#### Part 3 – Register or remove land parcels

Using the table below complete the following information:

1. To register an area of land with no identifier use the grid reference number. You can check the grid reference number at [www.gridreferencefinder.com](http://www.gridreferencefinder.com)

2. Select register or remove

**Register** – a Land Parcel which has come into rural activity for the first time or has no Land Parcel Identifier. Use the format: grid reference or Location|code/number (123/1234/1)

**Remove** – Land Parcel Identifier which has been permanently removed from agricultural use

3. Attach or include a map to indicate the area to be added or removed from the Land Parcel Identification system

	Land Parcel Identifier/grid reference number	Change code	Change date
1	N T / 1 2 3 4 5 / 0 0 0 0 1	Register <input type="checkbox"/> Remove <input checked="" type="checkbox"/>	0 1 0 5 2 0 1 5
	Location code/number	Description	
	1 2 3 / 4 5 6 7 / X	Parcel sold for houses, area 5.60ha	

## Part 4 – Land parcel boundary maintenance

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Please fill in this section where land parcel boundary changes have taken place.

The changes RPID can make to parcel boundaries and must be notified of are:

- merge land parcels
- split land parcels
- modify land parcel boundaries

For further guidance and rules on mapping and eligibility please refer to the online guidance at: <https://www.ruralpayments.org/publicsite/futures/topics/all-schemes/basic-payment-scheme/> and IACS1 guidance notes for participants in the Common Agricultural Policy's basic payment scheme.

### *4.1 – Examples of boundary changes*

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When changing boundary's there are three change codes that can be used:

- MERGE – if two or more land parcels have merged on the same location
- SPLIT – if the land parcel has been split into two or more land parcels
- MODIFY – to modify a land parcel boundary

#### 4.1.1 – Merging land parcels (MERGE)

Use the online mapping facility at Rural Payments and Services to mark the change as indicated or you can cross through the line to be altered in ink on your IACS map.



as indicated or you can cross through the line to be altered in ink on your IACS map.

You can only merge land parcels when the boundary between the land parcels has been permanently removed – in other words, an old fence has been taken down.

Enter a LPID, the change date, tick the MERGE box and enter the LPID that it is merging with and any other additional information. Part 5 can be used if more space for information is required.

### Part 4 – Land parcel boundary maintenance

1. Enter the Land Parcel Identifier (LPID) number to amend
2. From the list below use the appropriate change codes for the changes required
  - Merge** – if two or more land parcels have merged on the same Location Code
  - Split** – if the land parcel has been split into two or more Land Parcels
  - Modify** – to modify a Land Parcel boundary

If there is an area which has been removed from agricultural use through the modification of the field boundary please use the **modify** code and note this in the description
3. Select the Land Parcel(s) you want to amend and print the map
4. Clearly mark the amendments on the map
5. Attach a copy of your map to this form
6. Use Part 5 to provide a more detailed description (if required)

Land Parcel Identifier (LPID)		Change code		
1	N T / 1 2 3 4 5 / 0 0 0 0 0	Merge <input checked="" type="checkbox"/>	Split <input type="checkbox"/>	Modify <input type="checkbox"/>
Change date		Description		
0 1 0 5 2 0 1 5		Merge with NT/11111/22222. Fence removed. Parcel 8.11		





### 4.1.3 – Modifying a land parcel (MODIFY)



Use the online mapping facility at Rural Payments and Services to mark the change as indicated and create the boundary change or modify the parcel boundary on the map using a fine-tipped coloured pen. If the new boundary is not shown on the map that you are using, provide measurements of the new boundary from a clearly

defined point, such as a corner along an existing field boundary and where it lies in relation to other boundaries.

Once a boundary has been amended, the area beyond must be considered, and will either be:

- a new parcel (if it meets the mapping rules )
- an amendment to the neighbouring parcel
- create unregistered land (removed from the land owner /long term tenants map)

In the example above, the area marked has to be removed from the field and unregistered land has been created for a new shed, and the area is also fenced-off. Part 5 has been used for more information.

#### Part 4 – Land parcel boundary maintenance

1. Enter the Land Parcel Identifier (LPID) number to amend
2. From the list below use the appropriate change codes for the changes required
  - Merge** – if two or more land parcels have merged on the same Location Code
  - Split** – if the land parcel has been split into two or more Land Parcels
  - Modify** – to modify a Land Parcel boundary

If there is an area which has been removed from agricultural use through the modification of the field boundary please use the **modify** code and note this in the description
3. Select the Land Parcel(s) you want to amend and print the map
4. Clearly mark the amendments on the map
5. Attach a copy of your map to this form
6. Use Part 5 to provide a more detailed description (if required)

	<b>Land Parcel Identifier (LPID)</b>	<b>Change code</b>
1	N T / 1 2 3 4 5 / 0 0 0 0 0	Merge <input type="checkbox"/> Split <input type="checkbox"/> Modify <input checked="" type="checkbox"/>
	<b>Change date</b>	<b>Description</b>
	0 1 0 5 2 0 1 5	See part 5 for more information

#### Part 5 – Description of changes

4.1 - NT/12134/00000 modify parcel boundary to remove area from the field. New shed. Area to be removed to create unregistered land. Area is 0.15ha and is 15m from north boundary and 100m from east.

## Part 5 – Description of changes

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Use this section to provide any additional information which might be helpful in processing the LMF form.

If you do not provide enough information this will hold up your LMF and the changes requested, which may result in a delay of any payment(s).

## Part 6 – Ineligible features, amendments and maintenance

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In accordance with European regulations, RPID is now required to maintain an ineligible feature layer within the LPIS. We have identified ineligible soft and permanent features using OS, aerial photography, land review visits, and inspection data. This will be available to view online in the near future. Please keep up to date with this at the RPID website <https://www.ruralpayments.org/publicsite/futures/topics/>

It is your responsibility to identify permanent physical features that are not eligible for payment within a parcel and notify RPID of the location and size by submitting a LMF. Changes that we must be told about are:

- add or modify a BPS permanent ineligible feature
- remove a BPS permanent or soft ineligible feature
- increase a technically assessed band of a soft feature

Ineligible features are recorded on the LPIS and will eventually be shown on your IACS maps.

### 6.1 – What is a BPS permanent ineligible feature?

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Detailed guidelines on how to assess features within a parcel boundary can be found at [Assessing ineligible land for land managers](#).

For the purposes of completing the LMF, the 11 ineligible categories identified on the LPIS have been split into two groups: hard and soft features.

	Feature	Code	
Hard features	Water	WAT	All permanent and soft ineligible features greater than or equal to 0.01ha in area must be marked on the map you send us.
	Roads	ROAD	
	Building	BUI	
	Rocks	ROK	
	Scree	SCE	
	Foreshore	FSE	
Soft features	Bracken	BRA	If a soft feature has increased in ineligibility you may increase the size and technical assessment banding of the feature.
	Gorse	GOR	
	Marsh	MAR	
	Scrub	SCB	
	Trees	TREE	







## 6.2.2 – Amending a BPS ineligible hard feature

In this field, the landowner has two areas for storing bales. Area A is a permanent base with hardcore. The landowner has increased its length from 40 metres to 60 metres. The new area of Area A now measures 0.06ha.

The smaller bale storage area is deemed temporary as it has a grass understorey, and is therefore fully eligible.



### Part 6 – Ineligible features, amendments and maintenance

1. Enter the location code
2. Enter the Land Parcel Identifier where the ineligible feature is located
3. Enter the ineligible feature identifier
4. From the list below, use the appropriate change reason for the changes required:
  - New** – use to add ineligible features that are within the parcel boundary
  - Modify** – use for ineligible features that require to be amended or reduced/increased in size within a parcel boundary
  - Remove** – use for ineligible features that have been completely removed from the parcel
5. Enter the feature code – a list of these can be found in the IACS (1a) 2015 or LMF Producers Guidance
6. Enter the date the change took place
7. Clearly mark the amendments on the map as instructed in the LMF Producers Guidance
8. Attach a copy of your map to this form and the relevant supporting documents.
9. Indicate if a technical assessment was carried out and the banding that applies
10. Use Part 5 to provide a more detailed description (if required)

Location code    /

Land Parcel Identifier (LPID)										Change reason									
N	T	/	1	2	3	4	6	/	7	8	9	0	0	New	<input type="checkbox"/>	Modify	<input checked="" type="checkbox"/>	Remove	<input type="checkbox"/>
Ineligible features										Feature code			Area (Ha)						
		/						/						BUI			0.06		
Change date										Description									
0	1	0	5	2	0	1	4						Area A increased in size. It now measures 0.06 as indicated on the map						
Technical assessment										Ineligibility banding									
Yes					No					n/a									
<input type="checkbox"/>					<input checked="" type="checkbox"/>														

### 6.2.3 – Removing a BPS permanent ineligible feature



If you want to remove a BPS permanent ineligible feature that is shown on your maps, put a cross through the ineligible feature and record the size if known and a description of the change as indicated below.

Evidence will need to be supplied such as photographs of the areas and/or contractor invoices.

**Part 6 – Ineligible features, amendments and maintenance**

1. Enter the location code
2. Enter the Land Parcel Identifier where the ineligible feature is locate
3. Enter the ineligible feature identifie
4. From the list below, use the appropriate change reason for the changes required:  
**New** – use to add ineligible features that are within the parcel boundary  
**Modify** – use for ineligible features that require to be amended or reduced/increased in size within a parcel boundary  
**Remove** – use for ineligible features that have been completely removed from the parcel
5. Enter the feature code – a list of these can be found in the IACS (1a) 2015 or LMF Producers Guidance
6. Enter the date the change took place
7. Clearly mark the amendments on the map as instructed in the LMF Producers Guidance
8. Attach a copy of your map to this form and the relevant supporting documents.
9. Indicate if a technical assessment was carried out and the banding that applies
10. Use Part 5 to provide a more detailed description (if required)

Location code       /

<b>Land Parcel Identifier (LPID)</b>										<b>Change reason</b>									
N	T	/	1	2	3	4	5	/	6	7	8	9	0	New	<input type="checkbox"/>	Modify	<input type="checkbox"/>	Remove	<input checked="" type="checkbox"/>
<b>Ineligible features</b>										<b>Feature code</b>			<b>Area (Ha)</b>						
/	/	/	/	/	/	/	/	/	/	/	/	/	/	WAT	0.12				
<b>Change date</b>										<b>Description</b>									
0	1	1	1	2	0	1	4	Wet area of field drained											
<b>Technical assessment</b>										<b>Ineligibility banding</b>									
Yes <input type="checkbox"/>					No <input checked="" type="checkbox"/>					n/a									

### 6.2.4 – Removing a BPS ineligible soft feature

Due to the changing nature of soft features many are not 100% ineligible and require to be technically assessed to determine the eligibility of the ground cover as detailed in the Assessing Ineligible Land for Land Managers guidance.

If you take steps to fully to remove a soft feature from your field, please follow the instructions as part 6.2.3 - Removing a BPS permanent ineligible feature. Evidence will need to be supplied such as photographs of the areas and/or contractor invoices.



## 6.2.5 – Changing the technical assessment banding/size of soft feature

If you want to increase or decrease a soft features ineligibility banding or size, indicate the shape using a reference number, use OS or draw around the features shape indicating the size and technical assessment banding the feature should be.



Previously, this landowner decreased his BPS claim by 0.60ha for the gorse, as he identified the area covered 1ha and assessed it within the technical assessment banding >50-70%. Now, he would like to increase this area to full exclusions as the gorse has become dense allowing no grazing understory.

The land owner (above) has identified the three shapes they would like increase to a full exclusion (shapes marked 1 and 2 have been identified by OS, 3 has not). The landowner then fills in Part 6 as follows.

Part 6 – Ineligible features, amendments and maintenance									
<ol style="list-style-type: none"> <li>1. Enter the location code</li> <li>2. Enter the Land Parcel Identifier where the ineligible feature is locate</li> <li>3. Enter the ineligible feature identify</li> <li>4. From the list below, use the appropriate change reason for the changes required:  <b>New</b> – use to add ineligible features that are within the parcel boundary  <b>Modify</b> – use for ineligible features that require to be amended or reduced/increased in size within a parcel boundary  <b>Remove</b> – use for ineligbile features that have been completely removed from the parcel</li> <li>5. Enter the feature code – a list of these can be found in the IACS (1a) 2015 or LMF Producers Guidance</li> <li>6. Enter the date the change took place</li> <li>7. Clearly mark the amendments on the map as instructed in the LMF Producers Guidance</li> <li>8. Attach a copy of your map to this form and the relevant supporting documents.</li> <li>9. Indicate if a technical assessment was carried out and the banding that applies</li> <li>10. Use Part 5 to provide a more detailed description (if required)</li> </ol>									
Location code		<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> / <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="6"/> <input type="text" value="7"/>							
Land Parcel Identifier (LPID)					Change reason				
N T / 1 2 3 4 5 / 6 7 8 9 0					New <input type="checkbox"/> Modify <input checked="" type="checkbox"/> Remove <input type="checkbox"/>				
Ineligible features					Feature code		Area (Ha)		
<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"/>					GOR		1.00		
Change date					Description				
<input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="5"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="5"/>					Gorse previously assessed at 50-70% increased in density now a full exclusion. Please amend				
Technical assessment					Ineligibility banding				
Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			now full exclusion				

## **Part 7 – Confirmation from outgoing and incoming occupiers**

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The signatures of both the incoming and outgoing parties are required for any sale of transfer of land.

## **Part 8 – Declaration**

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The declaration must be signed by an authorised signatory of the business (responsible person, business member, business representative or an authorised signatory of a mandated advisory firm accountable person or agent).

## **Supporting documents**

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In some cases supporting documents must be submitted with your LMF form. Types of supporting documents we may require, include:

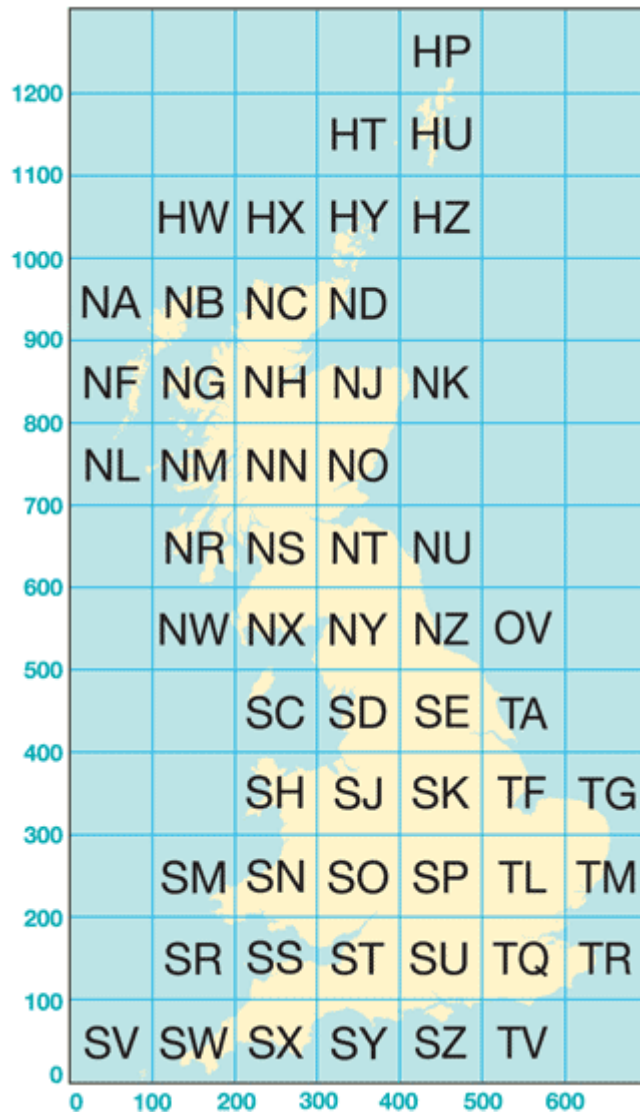
- IACS Maps
- Ordnance Survey maps
- professionally drawn maps
- photographs
- contractor evidence (in the case of removing a soft feature)

If you are sending supporting documents, write your location code and/or BRN on them clearly. We will do our best to return these documents to you, however we strongly recommend you keep a copy of your LMF for reference, as well as copies of any supporting documents.

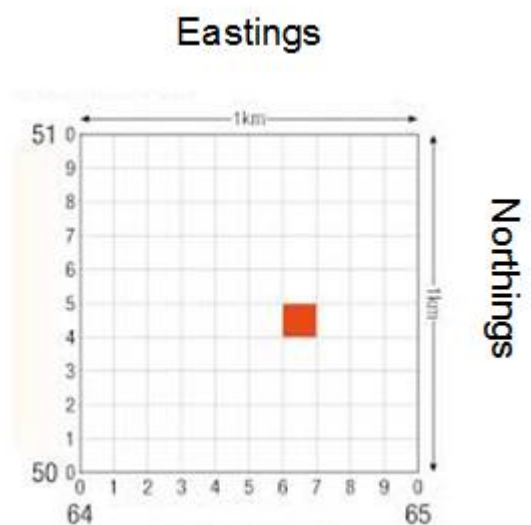
Note: If you have followed the steps to remove an ineligible feature from your parcel, you will be required to submit photographs of the area in question as evidence. The pictures must be meaningful (such as a panoramic view from a specific reference point that can be identified from aerial photography – like a gateway or telegraph pole).

## Annex 1 – How to estimate a land parcel reference number

When you look for a place on a map you use grid lines, a system of vertical and horizontal lines which divide the OS map into squares. The vertical lines are called eastings because they run west to east (left to right) and the horizontal lines are called northings because they run south to north (bottom to top).



Great Britain is split into 100 x 100 kilometre grid squares. Two letters (for our example below we used NT), identify each of these grid squares. These letters form the first part of any grid reference – so the map reader can easily find the relevant square the grid reference relates to.



Each 100 x 100 kilometre grid square is covered by grid lines spaced 1 kilometre apart. The horizontal lines are called Northings and vertical lines are called Eastings.

They have reference numbers and form the second part of a grid reference, for example the reference is 646504.

To complete the reference, you need the two letters which you identified from the above map of the UK .

### Using the internet

If you have access to the internet and you know the postcode of your location then you can use online mapping. This is free and can give you maximum accuracy.

Visit the Ordnance Survey website at <http://www.ordnancesurvey.co.uk>

Go to 'Get-a-Map' and fill in the place name or postcode to show a small-scale map of the area. Click on the large '+' on the left to get a more detailed section of the 1:50,000 map. Below the map you will see the grid reference of the centre of the map itself. You can also move the + about using your mouse to mark exact locations on the land parcel. The exact grid reference, which changes as you navigate, is shown beside the icon at the lower left-hand corner of the map.

### Using GPS or satnav devices

Alternatively, a Global Positioning Satellite (GPS) receiver (e.g. handheld or vehicle satnav device) can be used to determine the Grid Reference of the location.



