

Rural Payments and Inspections Land Maintenance Form (LMF)



For official use only

LMF No:

Date stamp

Business Reference Number:

You are advised to keep a copy of this form for your records

Notes for guidance:

Once completed, return this form and all relevant documentation to your local RPID area office. If your form is incomplete we will return it to you and this may delay the processing of your registration.

'Responsible Person' means the person who acts as the principal person of responsibility, and key contact for the business. There will be only one Responsible Person listed for any given business, and that person must be a member of the business.

'Business representative' means individual/s who may have close links with the business and who is mandated to represent the business in their dealings with RPID.

'Advisory firm' means an organisation which may be mandated to represent the business in its dealings with RPID.

Part 1 – Business details (all applicants)

Part 2 – Transferring location and Land Parcels between permanent occupiers

- 2.1 Transfer whole location (complete if transferring a WHOLE holding)
- 2.2 General details of land to be transferred (complete if a land transfer has taken place)
- 2.3 Transfer part of location with land parcels (complete if PART land transfer has taken place)

Part 3 – Register or remove land parcels

Part 4 – Land parcel boundary maintenance

Part 5 – Description of changes

Part 6 – Ineligible features, amendments and maintenance

Part 7 – Confirmation from outgoing and incoming occupiers

Part 8 – Declaration

The completed form and all relevant documentation should be returned to your local RPID area office.

Part 1 – Business details (all applicants)

Business name

Main Location Code (if known)

 / /

Business Reference Number

Responsible Person

Telephone number
(including STD code)

Mobile number

Email address

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

Part 2.1 – Transfer whole location (complete if transferring a WHOLE holding)

Are you transferring the whole unit/farm?

Yes

No

If YES then please complete Part 2.2 and do NOT complete Part 2.3

If NO then please complete Part 2.2 and Part 2.3 (for the land parcels you are transferring)

Part 2.2 – General details of land to be transferred (complete if a land transfer has taken place)

Location name

Previous occupier

Occupancy start date

Contact details for location (if different from business address in Part 1)

Contact name

Telephone number
(including STD code)

Mobile number

Email address

Address

Postcode (if in the UK)

Country
(If outside
UK)

**Part 2.2 – General details of land to be transferred (complete if a land transfer has taken place)
– continued**

Location type – for land being transferred

Please cross all that apply, or will apply, to your location.

General

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"/>

Rural business activity

RDP activity	<input checked="" type="checkbox"/>	Food processor	<input checked="" type="checkbox"/>
Non-land based RDP activity	<input checked="" type="checkbox"/>	Nursery	<input checked="" type="checkbox"/>
LEADER activity	<input checked="" type="checkbox"/>	Recreational location	<input checked="" type="checkbox"/>
Biomass plant	<input checked="" type="checkbox"/>	Wind turbine site	<input checked="" type="checkbox"/>

Livestock related

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"/>

Details of the units within the location being transferred

	Grid reference	Indicate which unit will be your main unit
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>

Check your grid reference number at www.gridreferencefinder.com

Details for land being transferred This includes mapped land, LPIDs, roads, yards, buildings and any unmapped land.

One hectare equals 2.471 acres

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="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> ha	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> ha	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> ha

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

	Land Parcel Identifier (LPID)	Change reason
1	/ /	Sell <input type="checkbox"/> Buy <input type="checkbox"/> Move <input type="checkbox"/>
	Change date	Description
	D D M M Y Y Y Y	
	Land Parcel Identifier (LPID)	Change reason
2	/ /	Sell <input type="checkbox"/> Buy <input type="checkbox"/> Move <input type="checkbox"/>
	Change date	Description
	D D M M Y Y Y Y	
	Land Parcel Identifier (LPID)	Change reason
3	/ /	Sell <input type="checkbox"/> Buy <input type="checkbox"/> Move <input type="checkbox"/>
	Change date	Description
	D D M M Y Y Y Y	
	Land Parcel Identifier (LPID)	Change reason
4	/ /	Sell <input type="checkbox"/> Buy <input type="checkbox"/> Move <input type="checkbox"/>
	Change date	Description
	D D M M Y Y Y Y	
	Land Parcel Identifier (LPID)	Change reason
5	/ /	Sell <input type="checkbox"/> Buy <input type="checkbox"/> Move <input type="checkbox"/>
	Change date	Description
	D D M M Y Y Y Y	
	Land Parcel Identifier (LPID)	Change reason
6	/ /	Sell <input type="checkbox"/> Buy <input type="checkbox"/> Move <input type="checkbox"/>
	Change date	Description
	D D M M Y Y Y Y	
	Land Parcel Identifier (LPID)	Change reason
7	/ /	Sell <input type="checkbox"/> Buy <input type="checkbox"/> Move <input type="checkbox"/>
	Change date	Description
	D D M M Y Y Y Y	
	Land Parcel Identifier (LPID)	Change reason
8	/ /	Sell <input type="checkbox"/> Buy <input type="checkbox"/> Move <input type="checkbox"/>
	Change date	Description
	D D M M Y Y Y Y	

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

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	<input type="text"/> / <input type="text"/> / <input type="text"/>	Register <input type="checkbox"/> Remove <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"/>
	Location code/number	Description	
	<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/>		

	Land Parcel Identifier/grid reference number	Change code	Change date
2	<input type="text"/> / <input type="text"/> / <input type="text"/>	Register <input type="checkbox"/> Remove <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"/>
	Location code/number	Description	
	<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/>		

	Land Parcel Identifier/grid reference number	Change code	Change date
3	<input type="text"/> / <input type="text"/> / <input type="text"/>	Register <input type="checkbox"/> Remove <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"/>
	Location code/number	Description	
	<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/>		

	Land Parcel Identifier/grid reference number	Change code	Change date
4	<input type="text"/> / <input type="text"/> / <input type="text"/>	Register <input type="checkbox"/> Remove <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"/>
	Location code/number	Description	
	<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/>		

	Land Parcel Identifier/grid reference number	Change code	Change date
5	<input type="text"/> / <input type="text"/> / <input type="text"/>	Register <input type="checkbox"/> Remove <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"/>
	Location code/number	Description	
	<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/>		

	Land Parcel Identifier/grid reference number	Change code	Change date
6	<input type="text"/> / <input type="text"/> / <input type="text"/>	Register <input type="checkbox"/> Remove <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"/>
	Location code/number	Description	
	<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/>		

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	<input type="text"/> / <input type="text"/> / <input type="text"/>	Merge <input type="checkbox"/> Split <input type="checkbox"/> Modify <input type="checkbox"/>
	Change date	Description
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

	Land Parcel Identifier (LPID)	Change code
2	<input type="text"/> / <input type="text"/> / <input type="text"/>	Merge <input type="checkbox"/> Split <input type="checkbox"/> Modify <input type="checkbox"/>
	Change date	Description
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

	Land Parcel Identifier (LPID)	Change code
3	<input type="text"/> / <input type="text"/> / <input type="text"/>	Merge <input type="checkbox"/> Split <input type="checkbox"/> Modify <input type="checkbox"/>
	Change date	Description
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

	Land Parcel Identifier (LPID)	Change code
4	<input type="text"/> / <input type="text"/> / <input type="text"/>	Merge <input type="checkbox"/> Split <input type="checkbox"/> Modify <input type="checkbox"/>
	Change date	Description
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

	Land Parcel Identifier (LPID)	Change code
5	<input type="text"/> / <input type="text"/> / <input type="text"/>	Merge <input type="checkbox"/> Split <input type="checkbox"/> Modify <input type="checkbox"/>
	Change date	Description
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

	Land Parcel Identifier (LPID)	Change code
6	<input type="text"/> / <input type="text"/> / <input type="text"/>	Merge <input type="checkbox"/> Split <input type="checkbox"/> Modify <input type="checkbox"/>
	Change date	Description
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Part 5 – Description of changes

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	
<input type="text"/>	<input type="text"/>	New <input checked="" type="checkbox"/>	Modify <input checked="" type="checkbox"/> Remove <input checked="" type="checkbox"/>
Ineligible features		Feature code	Area (Ha)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Change date		Description	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>		
Technical assessment		Ineligibility banding	
Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	<input type="text"/>	

Land Parcel Identifier (LPID)		Change reason	
<input type="text"/>	<input type="text"/>	New <input checked="" type="checkbox"/>	Modify <input checked="" type="checkbox"/> Remove <input checked="" type="checkbox"/>
Ineligible features		Feature code	Area (Ha)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Change date		Description	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>		
Technical assessment		Ineligibility banding	
Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	<input type="text"/>	

Part 6 – Ineligible features, amendments and maintenance (continued)

Land Parcel Identifier (LPID)										Change reason									
/										New <input checked="" type="checkbox"/> Modify <input checked="" type="checkbox"/> Remove <input checked="" type="checkbox"/>									
Ineligible features										Feature code					Area (Ha)				
/																			
Change date										Description									
D D M M Y Y Y Y																			
Technical assessment																			
Yes <input checked="" type="checkbox"/>					No <input checked="" type="checkbox"/>					Ineligibility banding									

Land Parcel Identifier (LPID)										Change reason									
/										New <input checked="" type="checkbox"/> Modify <input checked="" type="checkbox"/> Remove <input checked="" type="checkbox"/>									
Ineligible features										Feature code					Area (Ha)				
/																			
Change date										Description									
D D M M Y Y Y Y																			
Technical assessment																			
Yes <input checked="" type="checkbox"/>					No <input checked="" type="checkbox"/>					Ineligibility banding									

Land Parcel Identifier (LPID)										Change reason									
/										New <input checked="" type="checkbox"/> Modify <input checked="" type="checkbox"/> Remove <input checked="" type="checkbox"/>									
Ineligible features										Feature code					Area (Ha)				
/																			
Change date										Description									
D D M M Y Y Y Y																			
Technical assessment																			
Yes <input checked="" type="checkbox"/>					No <input checked="" type="checkbox"/>					Ineligibility banding									

Land Parcel Identifier (LPID)										Change reason									
/										New <input checked="" type="checkbox"/> Modify <input checked="" type="checkbox"/> Remove <input checked="" type="checkbox"/>									
Ineligible features										Feature code					Area (Ha)				
/																			
Change date										Description									
D D M M Y Y Y Y																			
Technical assessment																			
Yes <input checked="" type="checkbox"/>					No <input checked="" type="checkbox"/>					Ineligibility banding									

Part 7 – Confirmation from outgoing and incoming occupiers

If you are completing this form after transferring or selling land, both parties must sign this form, prior to returning it your local area office.

If your form is incomplete we will return it to you and this may delay the processing of your registration.

Seller or outgoing tenancy declaration

I declare that the information given on this form is correct to the best of my knowledge. I confirm I have sold/given up the land/land parcels.

Signature

Name (block capitals)

Status

Date

Telephone number
(including STD code)

Email address

Purchaser or ingoing tenant or registration/removal parcels declaration

I declare that the information given on this form is correct to the best of my knowledge. I confirm I have bought/taken over the land/land parcels.

Signature

Name (block capitals)

Status

Date

Telephone number
(including STD code)

Email address

Please make sure all relevant sections are signed and supporting information is included, before sending to the local area office.

Part 8 – Declaration

This must be completed along with **all** other relevant parts.

Data Disclosure

The data you have provided in 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, to share relevant data under FOISA and EIR when it is in the public interest.

Are you an advisory firm acting for the business in Part 1?

Yes No

If yes, please provide your advisory firm ID* and complete the declaration as appropriate

*You must complete a Business Mandate Form (PF05) if you wish an advisory firm or business representative to work on your behalf.

I declare that the information given on this form is correct to the best of my knowledge and confirm I own or have authority to request these changes

Signature

Name (block capitals)

Status

Date

Telephone number
(including STD code)

Email address

Please make sure you have signed the declarations in Part 7 if you are transferring or selling land.