

Single Application Form

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Date published: 1 January, 2015

Date superseded: 29 April, 2015

IMPORTANT – changes to key dates for 2015

Some of the dates for the 2015 Basic Payment Scheme year, as they apply in Scotland, have changed.

[News release](#)

This follows a regulation raised by the European Commission that extends the deadline for, amongst other things, the submission of the Single Application Form to Monday, 15 June, 2015.

[Revised key dates for 2015](#)

The Single Application Form is the form you need to fill in if you want to claim payments under the following schemes:

- [Basic Payment Scheme](#) including the Greening and Young Farmer payments
- [Scottish Suckler Beef Support Scheme](#) (Mainland and Islands)
- [Scottish Upland Sheep Support Scheme](#)
- [Less Favoured Area Support Scheme](#)
- [Rural Development Contracts](#) – Rural Priorities annual recurrent options
- [Land Managers Options](#) – continuing commitments



<https://www.youtube.com/embed/TX8A2adwwRs>

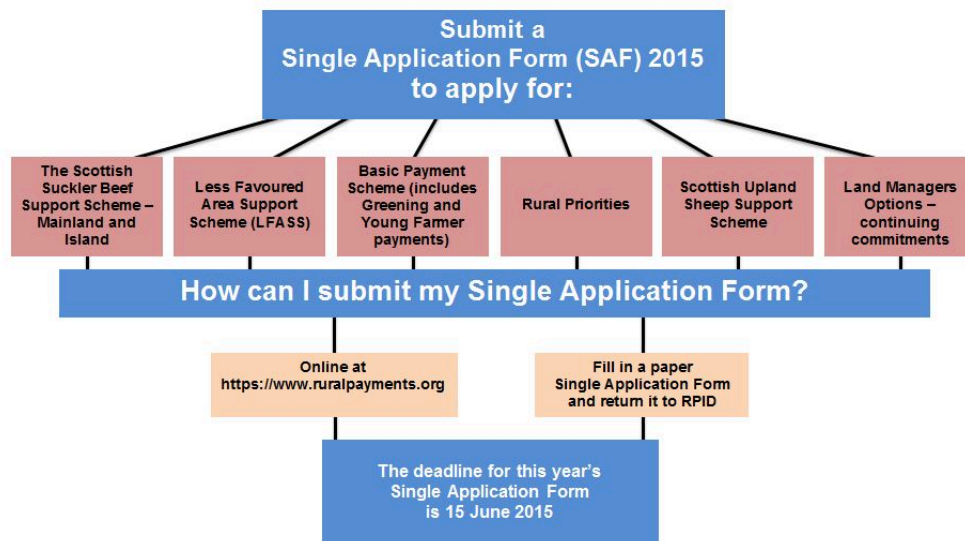
For the beef and sheep support schemes, you will also need to submit a separate claim form.

The Single Application Form can be submitted once a year during our annual submission window, which is open from mid-March until 15 May.

If this date falls on a weekend, the window will close the following Monday.

We'll use the information on your Single Application Form (plus any supporting information) to determine your eligibility for the schemes you are claiming for.

If your claim is successful (each claim is assessed on its ability to meet the eligibility criteria) we will make payments into your business bank account.



Online service

The easiest way to complete the Single Application Form is online.

To do this, you must [register or \(re-register\) with Rural Payments and Services](#). Once you are registered with our online service, we will send you a reminder each year ahead of the application window opening.

You may also receive a paper copy of the form if you submitted this way the previous year.

Completing and submitting your form

To make sure your Single Application Form is processed correctly, please check the information you've provided is accurate. Mistakes on your form could lead to a delay in receiving any payments you are eligible for.

By using our new online service you can avoid making some mistakes as the system will recognise errors in codes and data that are essential to your claim.

You should also read the Integrated Administration and Control System (IACS) guidance, the notes on how to complete the Single Application Form (below) and the detailed guidance for all schemes you are applying to (including information on Cross Compliance).

Blank data sheets to include with any paper applications are also available to download.



[IACS\(1a\) the Single Application Form \(PDF, Size: 1.1 MB\)](#)

doc_external_url: <https://www.ruralpaymentsandservices.org/media/resources/PDF---IACS-1a--2015---final---270415.pdf> Guidance on how to complete your Single Application Form



[IACS\(3\) 2015 - Permanent land \(PDF, Size: 102.6 kB\)](#)

doc_external_url: <https://www.ruralpaymentsandservices.org/media/resources/PDF---IACS-3--2015---230415.pdf> Permanent land data sheet



[IACS\(4\) - Seasonal land \(PDF, Size: 100.8 kB\)](#)

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[IACS\(5\) - Common grazings \(PDF, Size: 106.8 kB\)](#)

doc_external_url: <https://www.ruralpaymentsandservices.org/media/resources/PDF---IACS-5--2015---230415.pdf> Common grazings data sheet

[IACS notes for guidance 2015 \(PDF, Size: 363.7 kB\)](#)

doc_external_url: <https://www.ruralpaymentsandservices.org/media/resources/PDF---IACS-1--2015---final160315.pdf>

[Guidance from previous years](#)

You can also access guidance relating to the different types of business you may want to register and how to do so.

[Business types](#)

[Download guidance](#)

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