

# Single Payment Scheme

## RLE 1 Guidance Notes

Request for changes to the Rural Land Register and/or the Transfer of Entitlements

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# A Introduction

## Use of the RLE1 form

The RLE 1 form should be used:

- to notify RPA if you are transferring entitlements to another farmer, with or without land attached;
- to notify RPA of changes to the land that you are farming as part of your holding, either through the acquisition or disposal of land parcels by lease, purchase, gift or inheritance or through permanent changes to the boundaries of the land parcels you are already farming;
- to 'switch' fruit, vegetables and potatoes (fvp) authorisations from set-aside entitlements to normal entitlements.

## Transfer of entitlements

Farmers can transfer their entitlements, either with or without land (subject to certain conditions), once entitlements have been definitively established and they have received their entitlement statement. Transfers can take place at any time of the year, but must be notified to RPA at least six weeks before they come into effect. As a result, in order to be taken into account for that scheme year's payments, the transfer form must be received by RPA by **2 April**. In cases of transfers with land, where the transferee (the person transferring in the entitlements) wishes to use that parcel of land to support a Single Payment claim in that year, then because of the need for the land to be part of the transferee's holding by 30 April, to meet the 10-month rule, the transfer will need to be received by RPA by **19 March** in the year of the transfer. There are two exceptions to this requirement to lodge the transfer form with RPA by 19 March:

- where the whole holding is being transferred and the transferor (the person transferring out the entitlements) has already started the 10-month period; or
- where the transferee already has the land at his disposal under a lease that is being terminated and recommenced to allow new arrangements to take effect.

Farmers can own or lease entitlements anywhere in the UK, but entitlements that have been established in the three English Areas or in Northern Ireland, Scotland or Wales can be used to claim payment only in that English Area or region. Transfers between farmers established in different member states can take place only through inheritance. The entitlements concerned can be used (activated for payment) only in the originating member state (subject to any additional regional restriction).

## Changes to the Rural Land Register

EU rules require that land claimed under the Single Payment Scheme (SPS) or one of the Environmental Stewardship Schemes (ESS) must be registered on the Rural Land Register (RLR), and fields uniquely identified, to prevent double claims.

You should complete an RLE 1 form at the time that the change occurs. Do not wait until you need to complete an application for one of the schemes listed above.

You will need to complete an RLE 1 form when:

- the boundary of the field is changed on a permanent basis through amalgamation or division of fields; or
- the boundary of the field is changed on a permanent basis for another reason, for example a road or other building construction; or
- you are intending to include land on an SPS/ESS application for the very first time (whether or not the boundaries have changed) and it has not been registered on the RLR by the previous occupier. If the previous occupier is unavailable, RPA may be able to assist you in establishing the status of the land; or
- you have sold or leased land.

In this context, permanent changes will relate to situations where you have created or removed a permanent feature such as a hedge, fence or ditch, or to any case where you expect the change to last for a considerable period of time (five years may be taken as a guideline).

You do not need to apply for new field numbers where fields have been divided on a temporary basis.

## How to obtain an RLE 1 form

You can obtain a copy of the RLE 1 form from the Customer Service Centre (CSC) by calling 0845 603 7777 or by e-mailing us at [csc@rpa.gsi.gov.uk](mailto:csc@rpa.gsi.gov.uk). You will need a separate form for each entitlements transfer, land change or fvp authorisation switch. We will pre-print as much information about your entitlements as possible on the form. You will be sent only those sections of the form that are relevant, for example if you are only changing a land boundary, you will not be sent those sections of the form that refer to the transfer of entitlements. In order for us to send you only those sections relevant to you, we will ask you a number of questions when you contact the CSC to request an RLE 1 form. Photocopies of RLE 1 forms will not be accepted.

# B Six-week notification period

## Transfer of entitlements

The six-week notice period does not apply to transfers of land only, or to boundary changes.

Your application to transfer entitlements must be received by RPA at least six weeks before the transfer is due to take place. You should allow sufficient time for your application to be received by this deadline. If RPA does not receive your application by this deadline, RPA will not be able to make the transfer. The application must be submitted by the transferor. The date for the transfer to take effect must be specified on the RLE 1 form in the cases of transfers involving land. Where there is no associated land transaction, a start date is not required; however, in these cases, the transfer will become effective six weeks from the date of receipt by RPA, unless RPA objects to the transfer. However, in the event that more than six weeks notice of a transfer is provided, RPA reserves the right to object to the transfer at any time up to the day the transfer takes place. Objections to the transfer can only be made on the grounds that the transfer does not meet the rules of the Single Payment Scheme, for example if a producer is attempting to transfer entitlements subject to restriction.

## C Types of transfer – entitlements

Entitlements can be transferred by one of the following methods:

- sale or gift of entitlements with land;
- sale or gift of entitlements without land (subject to the 80% usage rule);
- lease of entitlements with land; or
- inheritance.

Entitlements can also be surrendered to the National Reserve (see Section F).

### Sale or gift of entitlements with land

The transfer of entitlements must be accompanied by the transfer of not less than an equal number of hectares for the same English area eligible for the Single Payment Scheme (SPS). The land details must be entered at Part D of the RLE 1 form. The contract between the parties involved must make it clear that the land and entitlements are being transferred as part of the same transaction.

### Sale or gift of entitlements without land

To be able to transfer entitlements without land, you must have used (activated for payment and met the 10-month rule) at least 80% of the number of entitlements allocated to you for the 2005 scheme year (less any entitlements sold with land) in one calendar year, unless you were prevented from doing so because of force majeure or exceptional circumstances. If you consider that this applies to you, you will need to submit details of your case with your RLE 1 application form.

If you do not reach the 80% figure, and have not been affected by force majeure or exceptional circumstances, you can still apply to transfer entitlements without land, but only after you have voluntarily surrendered to the National Reserve all the entitlements that you did not use in the first year of the SPS (see Section F).

### Lease of entitlements with land

The lease of entitlements must be accompanied by the lease of not less than an equal number of hectares eligible for the SPS. The land details must be entered at Part D of the RLE 1 form. The lease of land and entitlements must be for the same period of time and have the same start and end dates. At the end of the lease agreement, the land and entitlements will automatically revert to the person who has leased them out (the lessor). If the lease is terminated early, or is to be extended, the lessor must give RPA at least six weeks advance notice.

### Inheritance

Land and/or entitlements can be transferred through inheritance (see Section J).

## D National Reserve entitlements

National Reserve entitlements will be identified separately on your entitlements statement. Entitlements that have been increased in value by more than 20% by an award from the National Reserve, or have been allocated from the National Reserve, cannot be transferred for a period of five years from their allocation, other than by inheritance. RPA is seeking clarification from the European Commission as to when this five-year period should start.

## E Transfer of entitlements subject to special conditions

Farmers who hold entitlements subject to special conditions (special entitlements), and who transfer all their special entitlements at the same time to the same transferee, are not subject to the requirement to have used at least 80% of their entitlements in a scheme year in order to transfer entitlements without land.

Where all of a farmer's special entitlements are transferred at the same time to the same transferee, these entitlements will retain their special status, and the transferee can activate these entitlements for payment (if they maintain at least 50 percent of the Livestock Units that the transferor had, on average, between 2000-2002).

Where only some of a farmer's special entitlements are sold, then those entitlements will lose their 'special' status, and will be permanently converted to normal entitlements. The transferee would then need to have 1 hectare of SPS eligible land for each special entitlement to be able to activate these entitlements for payment. The transferor's remaining entitlements subject to special conditions will retain their 'special' status.

## F Surrender of entitlements

If you wish to transfer entitlements without land, but have not used at least 80% of your entitlements in a scheme year, you must first complete an RLE 1 form to surrender to the National Reserve all the entitlements that you did not use in the first year of the SPS.

## G Switching fvp authorisations

If you have been allocated fvp authorisations that have been linked to set-aside entitlements, because you did not have any other normal entitlements to attach the authorisation to, you can 'switch' the authorisation to normal entitlements if you acquire additional normal entitlements.

## H Siphon on transfers of entitlements

European Commission Regulations allow member states to apply a siphon on transfers of entitlements, to increase the size of the National Reserve. At the moment, this option is not in use in the UK, although it could be used in the future if required.

# I Termination/extension of tenancy

Where land and entitlements have been leased, they will automatically revert to the lessor at the end of the lease agreement. If the lease is terminated early, or is to be extended, the lessor must write to the Customer Service Centre at RPA (see Section O) to notify RPA of the revised agreement at least six weeks before it comes into effect.

# J Supporting documentation

Supporting documentation will need to be supplied to RPA where you are registering a new land parcel, or where you are changing the boundary of an existing land parcel. You will also need to supply supporting documentation where entitlements are to be transferred by inheritance. You do not need to submit copies of tenancy agreements, sales contracts, or other similar types of documents, with your RLE 1 form.

## New land parcels/boundary changes

You must send RPA a copy of an Ordnance Survey map or a copy of your Rural Land Register map, amended to clearly show the changes that have been made. If the changes to your land are complex, you should also consider whether you can supply additional information, for example copies of site plans, compulsory purchase orders, etc. which might assist in processing your application.

Where applicants consider that the Ordnance Survey maps significantly underestimate the plan area of the land concerned, it is open to them to make their own arrangements to have the land professionally measured.

- Any plans submitted must be surveyed and certified by an independent person who must hold a qualification from the Royal Institution of Chartered Surveyors (RICS), the Institution of Civil Engineers (ICE), the Central Association of Agricultural Valuers (CAAV) or some other similar professional body. When selecting your surveyor, you must ensure that they have an appropriate qualification and suitable experience to carry out the mapping task. They will need to be familiar with the technical equipment needed for the work and understand the necessary accuracies that must be achieved.
- Your surveyor should supply you with a plan drawn to scale which clearly shows the areas in question, measurements in metric form, date, sheet number, holding number and surveyor's details or certification stamp. The plan must clearly show the scale and orientation and must be drawn to the scale quoted. The preferred scale is 1:500, although 1:2,500 may be satisfactory for large areas, if details of the layout (including individual plot boundaries) are shown clearly. Where the boundaries are intricate or complex, 1:500 scale should be used to show those areas.
- Your surveyor must base the plan on an accurate measured ground survey using appropriate instrumentation and adhering to best practice guidelines. Your surveyor should also consider, in conjunction with yourself, whether a 'determined boundaries' survey (under Land Registration Act/Rules) criteria is appropriate. In general, the accuracy of the plotted plan shall be such that distances scaled from the plan between well defined points of detail should be accurate within  $\pm 0.3\text{mm}$  at a map scale plus one part in 1,000 of the distance measured.

- Where a plan comprises of more than one parcel, your surveyor must distinguish each parcel on the plan by means of a different parcel number. There must be sufficient detail on the plan to enable RPA to relate the position of the proposed boundary to other surrounding boundaries or detail shown on the plan. This may mean that your plan needs to show detail immediately outside the external boundaries of the site.

It is your responsibility to provide RPA with accurate information. RPA will use the boundaries, as shown on the map that you provide, to determine new field numbers and areas. Special care should therefore be taken to ensure that boundaries are correctly drawn on the map, and coincide with the changes that have been made on the ground.

You should request a field number, or notify RPA of a change to the area of a field, as soon as a change to the field boundary takes place.

## Transfer of entitlements by inheritance

Documentary evidence, such as a grant of probate with a copy of the will, letters of administration or other suitable evidence, must be provided. Where the total value of the entitlements to be transferred is less than £5,000, and no grant of probate or letters of administration have been sought, RPA may accept a statement to this effect, from the applicant, or from their solicitors, as satisfactory alternative evidence.

# K Completion of RLE 1 form

This section explains how to complete an RLE 1 form.

## Part A: General details

This section of the form will be pre-printed with your name and contact details held on our customer register. You will need to contact our Customer Service Centre (see Section O) if this information is incorrect.

**Part A:  
General details**

This section includes your contact information from our customer register. Please contact the Customer Service Centre if this information is incorrect.

Single Business Identifier (SBI): 123456789

Name of Business: A N OTHER

Address of Business: ANYONE FARM, ANYONE LANE, ANYONE LANE 2, ANYONE TOWN,  
ANYONE COUNTY, ANYONE POST CODE, ANYONE COUNTRY

Phone Number: 01234 5678912345

Mobile Phone Number: 01345 67890

Email address: ANYONE@ANYNETWORK.COM

Main CPH (holding) number: 12/123/1234

## Part B: Transfer details

You will need to complete this section of the form if you are transferring entitlements or land.

B1 – Please put a cross against the appropriate type of land and/or entitlement transfer (this should be pre-populated). You must only complete one box. **If you are carrying out two or more different transactions for different types of transfer, or to two or more parties, you will need to complete separate forms for each transaction.** Lease of entitlements can only take place with an accompanying lease of SPS eligible land. Inheritance can apply to land and/or entitlements. Surrender refers only to surrender of entitlements to the National Reserve.

B2 – Please provide the Single Business Identifier and the name and address of the business to which you are transferring your land and/or entitlements. The transferee will be able to supply you with this information. If the transferee does not have a Single Business Identifier, they should contact the Customer Service Centre (see Section O) to obtain one. RPA cannot process your form if the transferee does not have a Single Business Identifier. This information is not required if you are surrendering entitlements to the National Reserve.

B3a – Please provide the CPH (Holding) number of the transferee (you need to answer this question only if you are transferring land, either with or without entitlements). If you do not know the transferee's CPH number, please attach an accompanying letter to explain.

B3b – Please enter the date from which the transfer of land and, if appropriate, entitlements, will take effect.

B3c – If the transfer takes place via a lease, please also enter the end date for the lease arrangements even if the lease will continue until notice is served.

**Part B: Transfer details**

B1 How are you disposing of your entitlements and/or land? ( Guidance Section C and K )

|  |  |   |  |   |   |
|--|--|---|--|---|---|
| Sale/gift of land only <input checked="" type="checkbox"/> | Sale/gift of entitlements without land <input checked="" type="checkbox"/> | Sale/gift of entitlements with land <input checked="" type="checkbox"/> | Lease with or without ent'm'ts <input checked="" type="checkbox"/> | Inheritance <input checked="" type="checkbox"/> | Surrender of entitlements <input checked="" type="checkbox"/> |
|--|--|---|--|---|---|

B2 If you are only surrendering entitlements, miss out the rest of Part B and go to Part C.

Please provide the details of the business to which you are transferring your entitlements and/or land.

Single Business Identifier (SBI):

Name of Business:

Address of Business:

B3 Land transfer with or without entitlements

If you are not transferring land, miss out this question and go to Part C.

a Enter the CPH of the business at B2 that the land is being transferred to. Existing CPH  New CPH required

b Enter the effective date for the land transfer or entitlements with land transfer.

c If this transfer is by lease, enter the date that the lease agreement ends.

## Part C: Entitlements to be transferred/surrendered

You will need to complete this section of the form if you are transferring or surrendering entitlements. A separate Part C will be produced for each English Area for which you hold entitlements. If you hold entitlements that do not appear on your RLE 1 form, please add them to your form using the first blank line available. You will need to complete all of the fields for each blank line that you add to the form. If we are unable to identify which entitlements you wish to transfer on your form, your transfer will be rejected.

C1 – This section will be pre-printed with an identification number for each block of entitlements that you hold. If you hold any entitlements that do not appear on your form that you wish to transfer, and for which you know the identification number, you should include this number on your form.

C2 – This section will be pre-printed with the number of entitlements that you hold on the RPA register at the time when the RLE 1 form was produced.

C3 – This section will be pre-printed with the type of entitlement for each block of entitlements.

C4 – This section will be pre-printed with the current unit value in euros when the form was produced for each block of entitlements.

C5 – This section will be pre-printed with the use by date for each block of entitlements.

C6 – You will need to indicate whether you wish to transfer or surrender all the entitlements shown, on a block-by-block basis, or if you wish to transfer only a number of them. The number of entitlements that you are applying to transfer cannot be greater than the number you hold. If you apply to transfer more entitlements than you hold, your application will be rejected. If you have recently undertaken a transfer, or are undertaking a series of transfers at the same time, the pre-printed information may show more entitlements than you actually have available to transfer.

| Part C: Entitlements to be transferred/surrendered  |                               |                               |                               | [ Guidance Section D, E, F and K ] |   |
|---|-------------------------------|-------------------------------|-------------------------------|------------------------------------|---|
| We have provided a list of your entitlements below. Please use the boxes provided to indicate which entitlements are to be transferred/surrendered. |                               |                               |                               |                                    |   |
| English Area: <b>LAND WITHIN SPA</b>  |                               |                               |                               |                                    |   |
| C1  | C2                            | C3                            | C4                            | C5                                 | C6  |
| Entitlements Block ID   | Number of entitlements held   | Type of entitlement           | Unit value in euros           | Use by date (scheme year)          | Number of entitlements to transfer / or surrender                 |
|   |                               |                               |                               | All                                | Specify number  |
| 12345678  | 12345678                      | NORMAL                        | 12345.17                      | 2005                               | <input type="checkbox"/> <input type="text" value=""/>            |
| 12345678  | 12345678                      | NATIONAL RESERVE              | 12345.17                      | 2005                               | <input checked="" type="checkbox"/> <input type="text" value=""/> |
| 12345678  | 12345678                      | SET ASIDE                     | 12345.17                      | 2005                               | <input type="checkbox"/> <input type="text" value=""/>            |
| 12345678  | 12345678                      | SET ASIDE WITH FVP            | 34533.17                      | 2005                               | <input checked="" type="checkbox"/> <input type="text" value=""/> |
| <input type="text" value=""/>   | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/>      | <input checked="" type="checkbox"/> <input type="text" value=""/> |

Note: The deadline for submission for entitlements transfers to be effective within the scheme year is 2nd April. Any notifications received after the deadline date will become effective in the following scheme year.

## Part D: Field transfers and boundary changes

You will need to complete this part of the RLE 1 form if you are transferring land, combining or dividing land parcel(s) or registering a new land parcel, or if you wish to permanently change a land parcel boundary.

You can apply for a new field number, to transfer a field, or change a boundary if you are the landlord, or you will be in occupation of the land for more than twelve months. If you are the landlord, you must notify the occupier of any change.

## Transferring a land parcel

To transfer a land parcel, you will need to complete the following columns:

D1 – Enter the OS (Ordnance Survey) Map Sheet Reference and the National Grid Number of the land parcel to be transferred.

D2 – Enter the total field size in hectares. Do not deduct any ineligible features.

D5 – Enter the effective date of the change (if you are transferring entitlements with land, this date should be the same as the date entered in B3b).

D8 – Enter a cross here to transfer the field to the business identified in Part B.

**Part D: Field transfers and boundary changes** [ Guidance Section K ]

| Existing field data    |                      |                              | Action group |             |                          | New Field Data         |                      |                              |                                     |
|------------------------|----------------------|------------------------------|--------------|-------------|--------------------------|------------------------|----------------------|------------------------------|-------------------------------------|
| D1                     |                      | D2                           | D3           | D4          | D5                       | D6                     |                      | D7                           | D8                                  |
| OS Map Sheet Reference | National Grid Number | Total field size in hectares | Group        | Action Code | Effective date of change | OS map sheet reference | National grid number | Total field size in hectares | Transfer this field                 |
| SE1234                 | 9321                 | 27.46                        |              |             | 08/01/2006               |                        |                      |                              | <input checked="" type="checkbox"/> |
|                        |                      |                              |              |             | DD/MM/YYYY               |                        |                      |                              | <input checked="" type="checkbox"/> |

## Combining or dividing land parcel(s)

To combine or divide land parcel(s), you will need to complete the following sections:

D1 – Enter the OS Map Sheet Reference and the National Grid Number of the land parcel(s) to be combined or divided.

D2 – Enter the total field size in hectares. Do not deduct any ineligible features.

D3 – If you are combining or dividing land parcel(s), you should use this column to identify the affected parcels. Select a two-digit number to act as a 'group code'. If you are combining land parcels, then you should enter the same group code against those fields that you wish to combine. If you are dividing a land parcel, you will need to enter the same group code against the original land parcel, and against the divided land parcels.

D4 – Enter the appropriate action code ('C' for combine fields or 'D' for divide fields).

D5 – Enter the effective date of the change.

D6 – Enter the new OS Map Sheet Reference and National Grid Number of the land parcel(s) that are to be combined or will be divided (please see Annex).

D7 – Enter the estimated total field size, in hectares, of the land parcel(s) that will be combined or divided. Do not deduct any ineligible features.

D8 – Enter a cross here to transfer the field to the business identified in Part B, if you wish to do so once it has been combined or divided.

| Part D:<br>Field transfers and boundary changes |                      |       |              |                          |                        | [ Guidance Section K ]       |                                     |  |
|---|----------------------|-------|--------------|--------------------------|------------------------|------------------------------|-------------------------------------|--|
| Existing field data                             |                      |       | Action group |                          |                        | New Field Data               |                                     |  |
| D1  | D2                   | D3    | D4           | D5                       | D6                     | D7                           | D8                                  |  |
| OS Map Sheet Reference                          | National Grid Number | Group | Action Code  | Effective date of change | OS map sheet reference | Total field size in hectares | Transfer this field                 |  |
| SE12341567                                      | 14.42                | 01    | C            | 14/02/2006               |                        |                              | <input type="checkbox"/>            |  |
| SE12341568                                      | 3.14                 | 01    | C            | 14/02/2006               | SE123415572            | 17.56                        | <input checked="" type="checkbox"/> |  |
| SE123413421                                     | 11.66                | 02    | D            | 16/02/2006               |                        |                              | <input type="checkbox"/>            |  |
|   |                      | 02    | D            | DD/MM/YYYY               | SE123413413            | 7.78                         | <input type="checkbox"/>            |  |
|   |                      | 02    | D            | DD/MM/YYYY               | SE123413373            | 3.88                         | <input type="checkbox"/>            |  |

## Registering a land parcel that has not been previously registered on the Rural Land Register

To register a land parcel that has not been previously registered, you will need to complete the following sections:

D4 – Enter the action code 'N' (for a new land parcel).

D6 – Enter the estimated OS Map Sheet Reference and the National Grid Number of the new land parcel (see Annex).

D7 – Enter the estimated total field size in hectares. Do not deduct any ineligible features.

| Part D:<br>Field transfers and boundary changes |                      |       |              |                          |                        | [ Guidance Section K ]       |                                     |  |
|---|----------------------|-------|--------------|--------------------------|------------------------|------------------------------|-------------------------------------|--|
| Existing field data                             |                      |       | Action group |                          |                        | New Field Data               |                                     |  |
| D1  | D2                   | D3    | D4           | D5                       | D6                     | D7                           | D8                                  |  |
| OS Map Sheet Reference                          | National Grid Number | Group | Action Code  | Effective date of change | OS map sheet reference | Total field size in hectares | Transfer this field                 |  |
|   |                      |       | N            | DD/MM/YYYY               | SE123413321            | 3.22                         | <input checked="" type="checkbox"/> |  |
|   |                      |       |              | DD/MM/YYYY               |                        |                              | <input type="checkbox"/>            |  |

## Changing a boundary

To change the boundary of a land parcel, you will need to complete the following sections:

D1 – Enter the OS Map Sheet Reference and the National Grid Number of the land parcel for which you wish to change the boundary.

D2 – Enter the total field size in hectares. Do not deduct any ineligible features.

D4 – Enter the action code 'B' (for boundary change).

D5 – Enter the effective date of the change.

D6 – Enter the estimated OS Map Sheet Reference and the National Grid Number of the new land parcel (see Annex).

D7 – Enter the estimated total field size in hectares. Do not deduct any ineligible features.

**Part D: Field transfers and boundary changes** [ Guidance Section K ]

| Existing field data    |                      |                              | Action group |             |                          | New Field Data         |                              |                                     |
|------------------------|----------------------|------------------------------|--------------|-------------|--------------------------|------------------------|------------------------------|-------------------------------------|
| D1                     | D2                   | D2                           | D3           | D4          | D5                       | D6                     | D7                           | D8                                  |
| OS Map Sheet Reference | National Grid Number | Total field size in hectares | Group        | Action Code | Effective date of change | OS map sheet reference | Total field size in hectares | Transfer this field                 |
| SE12344213             | 4213                 | 4.86                         |              | B           | 11/03/2006               | SE12344216             | 5.11                         | <input checked="" type="checkbox"/> |
|                        |                      |                              |              |             |                          |                        |                              | <input checked="" type="checkbox"/> |

## Part E: Set aside entitlement – fvp authorisation switch

E1 – This section will be pre-printed with an identification number for each block of set-aside entitlements with fvp authorisations that you hold.

E2 – This section will be pre-printed with the English Area associated with each block of set-aside entitlements with fvp authorisations that you hold.

E3 – This section will be pre-printed with the use by date for each block of entitlements.

E4 – This section will be pre-printed with the current unit value in euros for each block of entitlements.

E5 – This section will be pre-printed with the number of set-aside entitlements with fvp authorisations that you hold.

E6 – You will need to indicate whether you wish to switch all your authorisations, on a block-by-block basis, or if you wish to switch only a number of them. The number of authorisations that you are applying to switch cannot be greater than the number you hold. If you apply to switch more authorisations than you hold, your form will be rejected.

**Part E: Set-aside entitlement - FVP authorisation switch** [ Guidance Section G and K ]

We have provided a list of your fvp authorisations below. Please use the boxes provided to indicate which entitlements are to be switched.

| E1                   | E2                    | E3          | E4                  | E5   | E6   |
|----------------------|-----------------------|-------------|---------------------|--|--|
| Entitlement Block ID | English Area          | Use by date | Unit value in euros | Number of Set-aside entitlements held with fvp authorisation | All or specify number                                    |
| 12345678             | OTHER LAND WITHIN SDA | 2005        | 12345.67            | 734513.67  | <input checked="" type="checkbox"/> <input type="text"/> |
| 12345678             | LAND OUTSIDE SDA      | 2005        | 12345.67            | 454321.67  | <input checked="" type="checkbox"/> <input type="text"/> |

## Part F: Supporting documents

You must specify the number and type of supporting documents that you will submit with your RLE 1 form, broken down into:

- Rural Land Register maps;
- OS/professionally drawn maps; and
- any other supporting documents e.g. deed of probate.

Please write your Single Business Identifier on the supporting information that you send to us.

YOU ARE STRONGLY RECOMMENDED TO KEEP A COPY OF YOUR FORM, MAPS AND SUPPORTING INFORMATION. RPA CANNOT RETURN THEM TO YOU.

**Part F:**  
**Supporting documents**

F1 Please indicate which of the following documents you have attached, and how many.

|   |                      |                      |                      |
|---|----------------------|----------------------|----------------------|
| Number of RLR maps attached                       | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Number of OS / professionally drawn maps attached | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Number of other documents attached                | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## Part G: Declarations and undertakings

Read the declarations and undertakings carefully before signing the application because, by signing, you are making a commitment to follow the scheme rules.

DO NOT AMEND OR DEFACE THE DECLARATIONS AND UNDERTAKINGS IN THIS FORM AS THIS WILL MAKE YOUR APPLICATION INVALID.

Sign and date the form and print your name. Provide your Personal Identifier if you have been allocated one, otherwise explain your status (e.g. owner, partner, director).

### Data protection

This part of the form details RPA obligations and actions under the Data Protection Act. No action is required from you as the applicant, but you should take the time to read this section so you understand how the data you provide in your application may be used.

**Part G:**  
**Declarations and undertakings** [ Guidance Section K ]

Use this section to confirm by signing below that you understand, and comply with, your obligations in relation to the information you have supplied in this form, any continuation sheet(s), any map(s) and any other supporting document(s).

Do not make any amendments to the wording of this section. Any amendments made by you to the declarations and undertakings will not be accepted. If you do amend or alter this declaration in any way you risk having your form rejected.

I am aware of the conditions pertaining to the Single Payment Scheme and have complied with them, if applicable.

I have complied with the current versions of Council Regulation (EC) no. 1782/2003, with the Commission Regulations implementing that Regulation, including (EC) 796/2004 and (EC) 795/2004 and Regulation (EC) no. 1655/2004 (if applicable), and any other applicable legislation.

I have read and understood all of the relevant guidance notes.

I have given details that are true, accurate and complete to the best of my knowledge and belief on this form, any continuation sheet(s), any map(s) and any other supporting document(s).

I will advise the RPA of any material change to the information given in this form.

**WARNING: Any person who makes a false declaration or fails to notify the RPA of a material change to the information given in this form is liable to prosecution. A false, inaccurate or incomplete statement or failure to notify the RPA of any material change to the information given in this form may result in loss of entitlement and/or recovery of any payments made.**

Signature:

Date:  DD / MM / YYYY (Please leave this field blank if you have not yet been issued with a PI number)

Name:

Personal Identifier (PI):

Status: (please complete this if you do not have a PI).

---

**Data protection**

DEFRA is the data controller in respect of any personal data that you provide to the Rural Payments Agency. Your personal information will be protected in line with the Data Protection Act 1998. The information will be used mainly to support the application to which it relates. The information may also be used in line with the Data Protection Act, for other purposes as explained in scheme guidance and on the RPA website. If you have any questions please contact the Customer Service Centre.

## L Withdrawal of RLE 1 form

If for any reason you wish to withdraw or amend your request to transfer land and/or entitlements, you can do so up until the day before the transfer is due to take place, by writing to the Customer Service Centre at the address in Section O. Your notice of withdrawal must be received by RPA by this date. You will need to provide your Single Business Identifier, the details of the transfer and the amended details, or clearly state that you wish to withdraw your request. If your request is not received until after the transfer has taken place, RPA may not be able to undo the transfer.

## M Recovery of incorrectly allocated entitlements

You will be obliged to surrender entitlements that you have been given, bought or leased if, for example:

- the entitlements concerned should not have been allocated at all, and the transferring farmer has not retained sufficient entitlements that can be recovered from them to make good the allocation;
- the farmer making the transfer has not complied with the requirement to use 80% of their entitlements in one year before transferring entitlements without land; or
- a previous owner of the entitlements has not complied with the requirement that they be used at least once in every three years (or every year for five years in the case of entitlements allocated from the National Reserve).

Similarly, the value of any entitlements you have bought or leased may be reduced if their value was originally set too high.

In all of the above cases, the farmer receiving the entitlements will also be required to pay back any undue payments received while the entitlements were in their possession.

A farmer contemplating buying or leasing entitlements may wish to take professional advice as to how best they can protect their position in this type of situation.

## N Confirmation

A notification letter and entitlements statement (if applicable) will be sent to both the transferor and the transferee, where entitlements and/or land are involved, if their application is successful. The transferor will be notified if the application is rejected.

Where you are changing a land boundary, or registering a new field, RPA will send you your updated Rural Land Register maps for each change, showing:

- the Ordnance Survey sheet reference for each land parcel (whether or not this has changed);
- the field number for each field. This will be a four-digit number derived from the National Grid; and
- the gross area of each field, in hectares, to two decimal places. No deductions will be made for features that cannot be cropped or grazed. Separate field numbers, and areas, will not be given to land that is ineligible, for example ponds or areas of hard standing, unless they are permanently bounded.

## O Customer Service Centre

The Customer Service Centre can be contacted by the following methods:

Phone – 0845 603 7777

Email – [csc@rpa.gsi.gov.uk](mailto:csc@rpa.gsi.gov.uk)

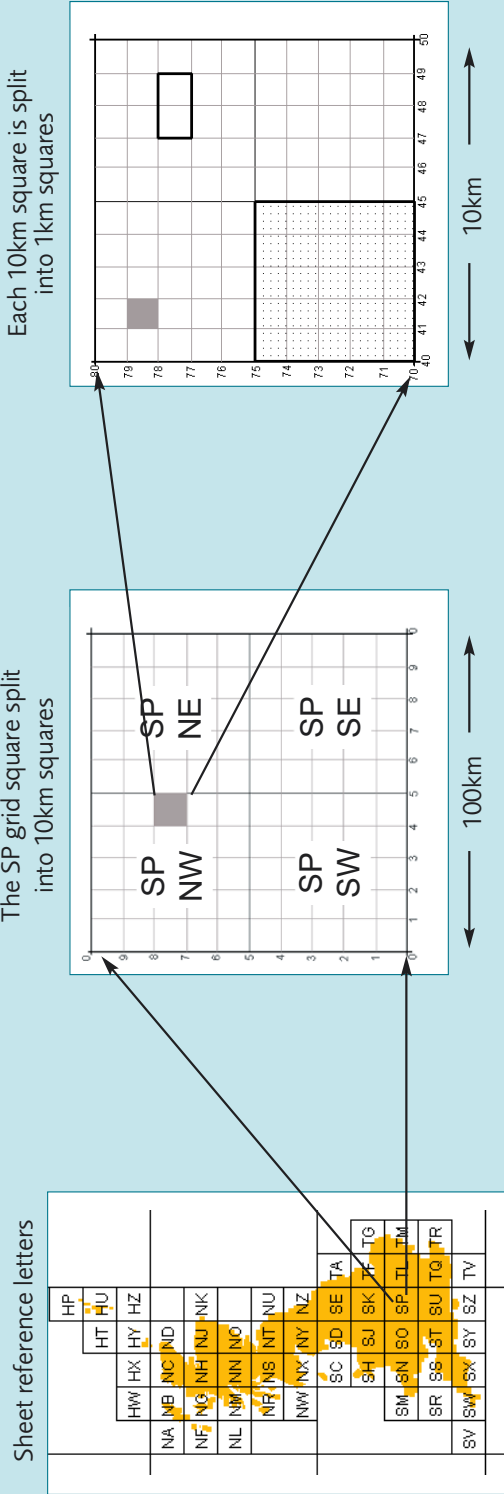
Letter – Customer Service Centre  
Rural Payments Agency  
PO Box 1058  
Newcastle upon Tyne  
NE99 4YQ

# Annex Estimating the centroid of a field

Figure 1: Finding your sheet reference

## Estimating the centroid of a field – finding your sheet reference

The unique reference number is comprised of the Ordnance Survey (OS) sheet reference and the National Grid (NG) field number. It is important that you use the **correct OS sheet reference** for each field entered on the land registration form. The sheet reference number must **always** consist of just **2 letters** and **4 numbers** that represent the 1km square within which your field parcel lies. This must be the 1:2,500 sheet number which, if not available can be derived from a 1:10,000 map.



The SP grid square is split into 10km squares

Each 10km square is split into 1km squares

The UK is divided into 100km grid squares with individual letters.

Identify the square your field is in. This forms the **first part of your sheet reference**.

Each grid square is split into 10km squares that are numbered.

The reference for the grey 10km square shown above is SP47.

The reference for the grey 1km square shown above is SP4178.

The extent of a 1:2,500 map is **outlined** above (two 1km grid squares). The extent of a 1:10,000 map is shown (dotted).

**NB:** Use the numbers on the bottom of the map first (the eastings), then the numbers up the side (the northings) to make the sheet reference numbers. The best way to remember this is "along the corridor and up the stairs".

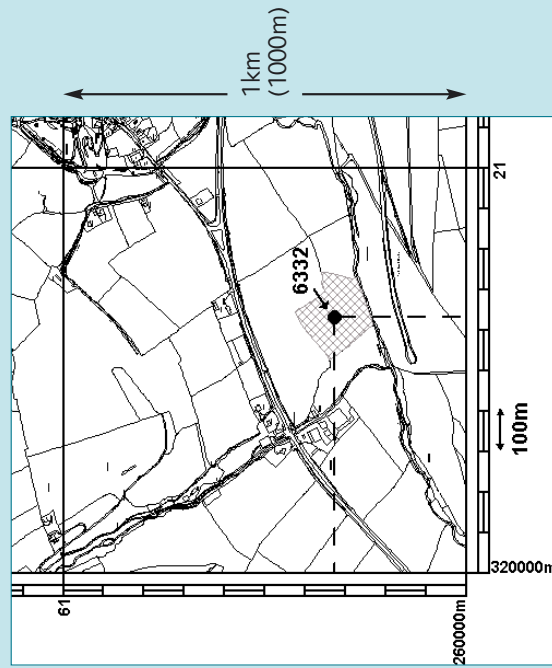
Put the **sheet letters** + the **2 eastings numbers** + the **2 northings numbers** together to make your **sheet reference**.

Figure 2: Finding your field number

### Estimating the centroid of a field – finding your field number

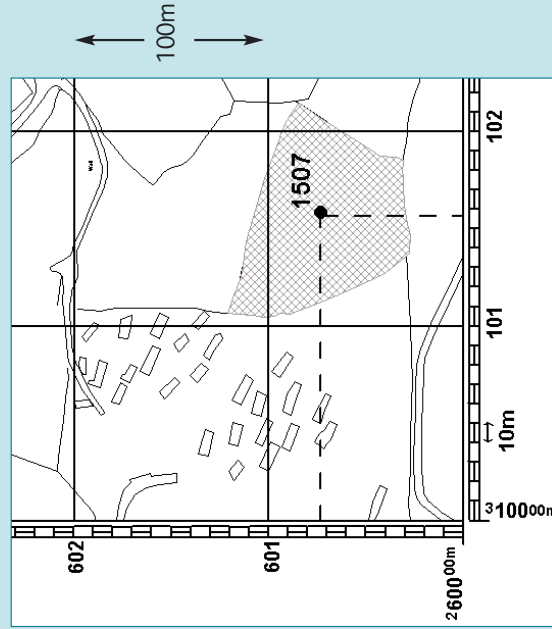
To generate a unique **field number**, first estimate by eye and mark as a dot or cross on the map the **centre point** of your field. To identify your field parcel centre numbers you will need a **ruler and pencil** to draw lines from the map edge to the field centre (see dashed lines on the two diagrams below).

Below is the South West corner of a **1:10,000** map. The map is divided into squares at **1km (1000 metre) intervals**. These squares will measure **10cm** on your map.



The centre of the field marked above is 630 metres along the bottom (the eastings) and 320 metres up the side (the northings) from the South West corner of the map. The field number is made up of the first two digits of each number – **63 32**.

Below is the South West corner of a **1:2,500** map. The map is divided into squares at **100 metre intervals**. These squares will measure **4cm** on your map.



The centre of the field marked above is 150 metres along the bottom (the eastings) and 70 metres up the side (the northings) from the South West corner of the map. The field number is made up of the first two digits from each number – **15 07**.

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