

Update
for 2007

Single Payment Scheme Handbook and Guidance for England Supplement for 2007

Latest list of SPS publications

The following publications can be obtained from the Customer Service Centre:

Title	RPA publication number
<i>Single Payment Scheme Handbook and Guidance for England 2006 Edition</i>	SP5
<i>Guidance for the 2006 SPS Entitlements Statement, Understanding your Entitlements Statement</i>	SP19
<i>Guidance notes for 2006 Single Payment Scheme Payment Statement</i>	SP18
<i>Single Payment Scheme RLE1 Guidance Notes, Request for change to the Rural Land Register and/or the Transfer of Entitlements</i>	RLE1

Tel: 0845 603 7777

E-mail: csc@rpa.gsi.gov.uk

Other publications on the SPS are available from Defra Publications:

Title	Defra publication number
<i>Set-aside Handbook and Guidance for England 2006 edition</i>	PB 11304
<i>Set-aside Handbook and Guidance for England - 2007 update</i>	PB 12275
<i>Cross Compliance Handbook for England 2006 edition</i>	PB 11305
<i>Cross Compliance Handbook for England 2006 edition supplement</i>	PB 11917
<i>Cross Compliance Handbook for England Supplement for 2007</i>	PB 12276
<i>Cross Compliance Guidance for Soil Management 2006 edition</i>	PB 11162
<i>Cross Compliance Soil Protection Review</i>	PB 11160
<i>Cross Compliance Guidance for the Management of Habitats and Landscape Features 2005 edition</i>	PB 10222C

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A Introduction

This update is designed to be read in conjunction with the Single Payment Scheme Handbook and Guidance for England 2006 edition, (referred to in this update as the 2006 handbook).

Section N has been completely replaced in this update to give guidance on the 2007 application form.

References

The paragraph numbers given in this document refer to the 2006 handbook.

In places, the text in the 2006 handbook refers you to other SPS publications, such as the Set-aside Handbook and Guidance for England 2006 edition and the Cross Compliance Handbook for England 2006 edition. Where this occurs you should refer to the latest published versions.

For details of the latest SPS publications and how to get them, see the inside front cover of this update.

A note about dates

As well as the updates explained in this document, please remember that the dates in the 2006 handbook should be amended to reflect the 2007 scheme year.

References to 2000, 2001, 2002, 2003, 2004 and 2005 remain the same.

Key changes for 2007

National Reserve

The European Commission has recently confirmed that when a National Reserve entitlement is not activated for payment, only the associated value of the National Reserve award is clawed back rather than the whole of the National Reserve entitlement. The residual value of the non-activated entitlement reverts to 'normal' status and is therefore not subject to the National Reserve entitlement usage requirements of activation every year for five years from allocation nor the bar on transfer (detailed guidance is available in section E). These normal entitlements must be activated once every three years and may be transferred for use in subsequent scheme years.

Computer generated field data sheets

Non-RPA computer generated field data sheets **will not be accepted** for 2007 applications. Applications will only be accepted on RPA produced field data sheets. The reason for this is that data contained on farmers' own computer generated field data sheets cannot be captured through the RPA scanners. If you require additional blank field data sheets you can obtain them from the Customer Service Centre (CSC) (see section W for contact details).

2007 Payments

EU Regulations require that all SPS payments from January 2008 onwards are only payable by Bank Automated Clearance Service (BACS). If you do not currently receive payment by this method we will be unable to pay you unless you have provided us with your bank account details. This must be notified on a CReg 01 form (available from the Customer Service Centre, contact details are contained in section W of this update).

Payment rates

The Euro/Sterling exchange rate for the Single Payment Scheme, Area Payment for Nuts, Aid for Energy Crops and Protein Crop Premium will be set on the last working day of September 2007 and will be included on the RPA website and notified to the farming press.

The Aid for Energy Crop payment for 2007 is €45 per hectare, the Protein Crop Premium will be paid at €55.57 per hectare, and the average Area Payment for Nuts will be €120.75 per hectare. (These will be subject to scaleback if the ceilings are exceeded.)

For the 2007 SPS year the entitlement value will be calculated as follows:

- 30% of the total payment sum available (financial ceiling) is used to make flat rate payments. The flat rates are recalculated each year and will be included in your 2007 Entitlements Statement.
- If your entitlements contain an historic element (calculated as a proportion of the combination of your Historic Reference Amount, Dairy Reference Amount, Additional Sugar Support and National Reserve award, where applicable) you will receive a proportionate share of the remaining 70% of the financial ceiling. We will calculate this element by comparing your reference amount with the total amount allocated to all farmers in that region.

Single business identifier (SBI) barcode labels

A quantity of SBI barcode labels will be supplied to SPS customers. These are unique to the individual SBI number and should be stuck on all correspondence with RPA where a pre-printed barcode does not exist. Further guidance will be included with your labels.

Changes in land occupation from 2006 - RLE 1 transfers

Exceptionally, for the 2007 scheme year you can notify RPA of land which you no longer have on your holding by deleting that parcel from your pre-printed application form.

You can also notify us of additional land you are farming by adding the land parcel onto your claim form, ensuring that all details for the parcel are included.

However, RLE 1 forms must still be used for:

- permanent changes to field boundaries;
- adding land parcels that have not previously been on the RLR; and
- notifying RPA of the transfer of entitlements with or without land.

RLE 1 forms can be obtained by phoning the CSC (see section W of this update for contact details).

See paragraph C53 of the 2006 handbook for further details.

Hill Farm Allowance (HFA)

The HFA continues with minor modifications from 2007 to 2009 (and replaces Less Favoured Area (LFA) Support), section L of this update contains further details and how to apply.

Hemp

The cultivation of hemp for purposes in addition to fibre is now eligible under SPS, and you are no longer required to have or submit a hemp contract with your SP5 application.

General updates and reminders

Pipelines

If you are unable to farm part of your land under threat of compulsion from a body with statutory powers, such as a utility company laying a pipeline, it may be difficult for you to meet the eligibility conditions for claiming payment. If the eligibility conditions will not be met you should exclude the areas from your SPS claim. You should seek a compensation payment from the utility company or statutory agency concerned to cover the loss of aid on the land or to enable you to acquire alternative land. If you have already included the land in your claim you must write to RPA requesting withdrawal of the areas concerned in order to avoid potential penalties. Any other circumstances should be submitted to RPA in writing as such cases will be considered on an individual basis.

Split field and mapping

If you split a field into two or more parts, where one of these parts is set-aside, protein crops, nuts or energy crops you must include a sketch map with your application. All sketch maps showing temporary splits must be clearly marked 'temporary split'.

Alternatively, if you have a field which in the past you have cropped as two or more separate parts but where there are now adjoining (contiguous) parts with the same land use code, eg wheat and barley which are both OT1, you should declare these parts together. For example, if you have a field which was once in 3 parts but which is now cropped as wheat, barley and set-aside respectively, you should now declare it as a two part field of OT1 and SA1. You would need to supply a sketch map to show the 2 different land uses.

If this field is now all down to a single land use eg TG1, it should be declared as one field with no parts.

Recording ERDP Agri-Environment Scheme Margins and Strips

Agri-environment scheme margins and strips should be recorded under the same land use code as the rest of the parcel. However, where you have declared a parcel with agri-environment scheme margins or strips as set-aside but are not claiming the margins or strips towards your set-aside, they must be recorded separately on your field data sheets under land use code TG3. If you are considering using land which is within any agri-environment agreement (other than ESA all land tiers) you are strongly advised to contact your Natural England adviser before doing so to ensure that you fully understand how your agri-environment scheme payments will be affected. If you do not separately record your margins or strips on set-aside land your agri-environment payment in respect of those areas will be reduced to zero or if already paid recovered with interest.

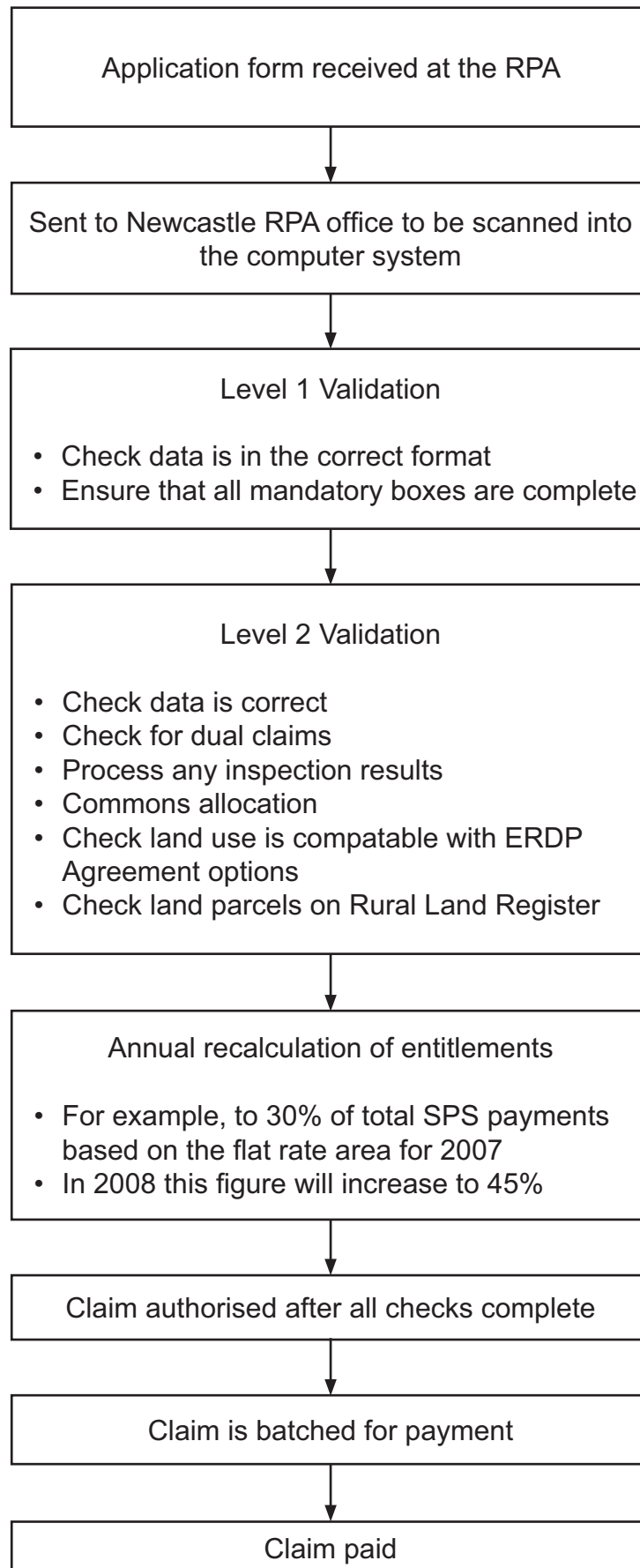
Pre-printed information on 2007 forms

Please make sure that you check the pre-printed data on your 2007 application form very carefully, especially if you have received notification of a dual claim in a previous scheme year or if you have been involved in a transfer of entitlements.

Set-aside for 2007

Please refer to the Set-aside Handbook and Guidance for England - 2007 Update.

How your claim is processed by RPA



Key dates

Date	Event
1 October 2006	Earliest start date for a 10-month period during which you have land at your disposal.
1 January 2007	Start of the 2007 scheme year.
15 January 2007	Start of the set-aside period.
1 February 2007	Default start date for a 10-month period during which you have land at your disposal, if you do not specify a date on your application.
1 March – 31 July 2007	Hedgerows must not be cut during this period (the main breeding season for birds).
19 March 2007	Final date for notifying the RPA of a transfer of entitlements with land in order to meet the 10-month rule requirements for the current scheme year. (Some exceptions apply - see RLE 1 guidance.)
2 April 2007	Final date for notifying RPA of entitlement transfer for it to take effect by 15 May.
30 April 2007	Final date on which a 10-month period during which you have land at your disposal can begin.
15 May 2007 (midnight)	Closing date for applications with no late receipt penalties.
15 May 2007 (midnight)	Final date for receipt of signed contracts for non-food crops grown on set-aside land and for crops grown under the Aid for Energy Crops scheme.
31 May 2007 (midnight)	Final date for making amendments in writing to a previously submitted SPS application form without incurring penalties.
9 June 2007 (midnight)	End of the late application penalty period, which runs from 16 May. Applications or written amendments received after 9 June will be rejected.
30 June 2007	2006 payment window closes.
15 July 2007	Sowing for harvest in 2008 permitted on set-aside land.
31 August 2007	End of set-aside period.
30 September 2007	End of the extended window for additional aid (ie that which is exempt from modulation).
1 October 2007	Earliest start date for a 10-month period of having land at your disposal to support a 2008 Single Payment Scheme claim.
1 December 2007	2007 Payment window opens.
31 December 2007	End of scheme year.

NB. Cross Compliance and Set-aside Handbooks contain additional key dates.

B Who can apply?

Paragraph B2 on page 13 should be replaced with the following:

- B2. To claim under the SPS you must be a farmer with eligible land and payment entitlements. Under the scheme rules a farmer is defined as a natural or legal person, or a group of natural or legal persons, whatever legal status is granted to the group and its members by national law, whose holding is situated within the EU and who exercises an agricultural activity. The text in this section should be read with this in mind.

Involvement in more than one business

Please see paragraphs B6 – B10 of the 2006 handbook. It is important that all farming businesses in which you or any member of your business has an interest are correctly declared and assessed under the IACS/SPS Regulations.

The following paragraph replaces paragraph B7 on page 14.

- B7. If you or any member of your business has any involvement or interest in any other farming business anywhere in the UK that you are not including on the application form, you should include a covering letter with any applications you make. You may be asked to provide further information to demonstrate that these businesses are separate and can be the subject of separate SPS applications.

The following paragraph replaces paragraph B10 on page 14.

- B10. If you were the subject of a separate assessment within the last five years and the business arrangements are unchanged, the decision made then should still apply now. If the decision then was that the businesses should be included on one application, those businesses should still be included on one SPS application.

Share farmers

Paragraph B20 on page 16, the section on Share Farmers should be replaced with the following:

- B20. In cases where two or more farmers have a share farming agreement only one can claim the Single Payment as the applicant. All the land within the agreement must be included on that farmer's SPS application and the entitlements activated must be held by that farmer. The entitlements for the agreement can only be activated for payment by the applicant who holds them on the date for application deadline (15 May) of the scheme year concerned. Responsibility for distributing the payments (or for any repayments should this apply) rests with the applicant. Should the other members of the share farming agreement hold additional land outside of the agreement they should submit their own application for this land.

All parties involved should consider carefully how the businesses are structured to ensure they comply with the regulations. You may wish to seek professional advice on this especially if the agreement was made some years ago.

C What land can be claimed under the SPS?

The following text should be added as a new paragraph to follow paragraph C6 on page 18:

C6a This aid should not be confused with the grants available under the England Rural Development Programme's (ERDP) Energy Crops Scheme to establish certain perennial crops to be used in heat, combined heat and power or electricity production. The ERDP grants can be claimed in addition to Aid for Energy Crops where the eligibility requirements for both are met.

D The 10-month rule

The following text contains additional information and should be added after paragraph D6 on page 27:

D6a In the event that you are transferring your entire holding before your 10-month period is completed, different rules may apply. Under certain circumstances the farmer receiving the land can continue the 10-month period you have begun, and use it to support the activation of entitlements. Please contact the RPA CSC for more details.

In addition, if you are a contract farmer please see paragraph D10 in the 2006 handbook.

E Entitlement to payments

The following sentences should be added to the end of paragraph E5 on page 31:

As many set-aside entitlements as possible will be activated first (starting with those of the highest value).

Activation will then be in the following order unless specified by you at Part E of the application form:

- National Reserve entitlement (with FVP Authorisation), with the highest entitlement value entitlement being used first.
- Normal entitlement (with FVP Authorisation), with the highest entitlement value entitlement being used first.
- National Reserve entitlement (without FVP Authorisation), with the highest entitlement value entitlement being used first.
- Normal entitlement (without FVP Authorisation), with the highest entitlement value entitlement being used first.
- Specials - Only whole entitlement are activated in ascending order of value (a requirement of the Commission Regulations).

E24 - E29 Transferring entitlements, additional information.

Current information is available in the RLE1 Guidance Notes which is available on the RPA website or by calling the CSC (see section W for contact details).

Replace the final sentence of paragraph E12 on page 22 with the following text:

National Reserve entitlements cannot be transferred until the five-year usage rule is satisfied except by inheritance or in case of a business merger or scission.

G Authorised entitlements

The first sentence of paragraph G5 on page 38 should be replaced with the following:

If you wish to grow potatoes (other than those intended for the manufacture of potato starch) and/or any of the following products (referred to in Article 1(2) of Regulation (EC) No. 2200/96), you must have authorised entitlements in order to claim payment under the SPS:

I Aid for Energy Crops

The following is added to the start of section I on page 42:

The Aid for Energy Crops is paid with the main SPS payment and is listed, where applicable on your Payment Statement.

Note there has been a change to the EU regulations affecting sugar beet and soya beans grown as energy crops. Paragraph I6 on page 43 is replaced by the following two paragraphs:

- I6. For crops which are to be processed off-farm, any agricultural raw material which is intended to be primarily used for the production of energy is eligible. Sugar beet may be grown for off-farm processing provided that any intermediate product is used in the production of energy products and that any co-product or by-product containing sugar is used in accordance with Council Regulation (EC) No 318/2006. You must deliver all raw materials harvested to the collector or first processor. For information on crops which can be used for on-farm processing, see paragraph I20.

The economic value of the energy products obtained by processing raw materials must be higher than the total value of all other products intended for other uses and produced from the same processing operation. However, soya beans are eligible for the Aid for Energy Crops provided that any intermediate product apart from soya bean meal is used in the production of energy products.

The following text replaces the first sentence of paragraph I7 on page 43:

You must have a separate contract with a collector or first processor for each raw material.

L Hill Farm Allowance 2008

The following text replaces the whole of section L on pages 50 - 52:

- L1. Following the introduction of the new Rural Development Programme for England (RDPE) in 2007, which runs until 2013, it has been decided to continue the existing Hill Farm Allowance (HFA) until the new Uplands Reward Structure is in place. It is likely that support will be paid in 2008 if you submit an SP5 application form in 2007 and continue to satisfy the rules of the scheme. You do not need to claim the Single Payment in order to qualify.
- L2. The rules of the scheme will be set out in the Hill Farm Allowance explanatory booklet 2008. This will be available on the Defra website or from the CSC.

L3. A major change to note is that from the 2008 scheme onwards Disadvantaged (DA) Land will no longer be eligible to receive support under HFA. In early 2006 Defra consulted on the future of support in the uplands, with one of the proposals being to reduce the geographic coverage of the Hill Farm Allowance. This proposal received general support in the consultation, given that in comparison to the Severely Disadvantaged Land, land in the DA is generally higher grade agricultural land, is more accessible, and producers have more options to maximise the potential of the land. In addition, the Single Payment Scheme will, over time, tend to favour farmers in the DA in comparison to the Severely Disadvantaged Area (SDA) (since the DA is subsumed within the lowland for the purpose of defining SPS regions and therefore receives a higher flat rate payment than the SDA).

L4. In order to claim HFA 2008, you will need to:

- read and understand the Hill Farm Allowance explanatory booklet when it becomes available;
- submit an SP5 2007 application form.

To receive payments under HFA, from 1 January 2007 you must observe Cross Compliance conditions across your entire holding.

Completing your SPS application form for HFA

L5. To claim HFA 2008, you will need to complete an SP5 form and in particular G4 of the SP5 2007 application form and columns C8 and C12 in the field data sheet and Part D, if applicable. The forage land use codes eligible for inclusion in column C8 are PP1, TG1, PP2, PP4 and TG3, (see Annexes at the end of this update for descriptions).

L6. In addition to payment for HFA eligible land use enhancement payments of up to 10% will be available (5% for each measure met) if 1ha or 5% (whichever is the smallest) of the total declared SDA (including SDA moorland) area of your holding is declared with an arable and/or woodland cover. The land use types eligible for the arable enhancement are FL1, FV1, HM1 and OT1. The land use types eligible for the woodland enhancement are FR1, FR4, NT3 and PC1.

In order to receive payment on one or more enhancements, claimed areas with the above land use types must be entered in column C12.

L7. You must ensure that you declare all eligible LFA and non-LFA parcels so that your stocking density can be correctly determined. The land use codes you use in column C8 and the areas you declare in column C12 of the field data sheet will determine whether or not you are eligible for payment. You will also need to complete Part D of the SP5 form in respect of any LFA and non-LFA common land rights that you hold.

L8. In G4 of the form, you need to indicate that you wish to claim by ticking the 'Y' and then provide the following additional information:

- the number of eligible cattle that you intend to keep for the required six-month period (see page 13); and
- the number of eligible sheep that you hold or intend to keep on your holding for the required 100-consecutive-day period (see page 13).

Cattle eligible for HFA

- L9. Cattle that are eligible for HFA are those that form part of a herd for rearing calves for meat production only; dairy herds are not eligible. The following conditions must be met:
- Cattle must be female and of either a beef breed or a crossbreed (which is the offspring of a cross with at least one parent being a beef breed or a beef/dairy cross).
 - The cattle must be owned by you or leased by you under a formal leasing agreement (which must be produced upon request) and you must also have economic responsibility for them.
 - You must keep all the cattle on which you are claiming (or their eligible replacements) on your holding for a consecutive 6-calendar-month retention period. For HFA 2008, the retention period must start from a date between 1 July 2007 and 31 December 2007.
 - At least 60 percent of the cattle included in the stocking density calculation must have calved. The other 40 percent can be made up of heifers over eight months old which have not calved. The number of heifers must not exceed 40 percent of the total cattle included in the calculation.
 - The cattle must be entered into your records, which must comply with the Cattle Identification Regulations 1998, be kept up to date, and be available for inspection.

Sheep eligible for HFA

- L10. Any female sheep are eligible provided they:
- formed part of a flock kept on the holding for any 100-consecutive-day period starting between 1 January 2007 and 22 September 2007;
 - were at least 12 months old or had given birth to a lamb by the end of that period;
 - were owned by you, or formed part of a formal agreement leasing them to you (which must be produced upon request); and
 - the sheep must be entered into your records, which must meet the requirements of the Sheep And Goats (Records, Identification and Movement) Order (SAGRIMO) (SI 2005/3459), be kept up to date, and be available for inspection.

Common land for HFA

- L11. If you have rights of common, you may be able to use them to claim HFA. You must be a farmer and have a legal right to use the common (normally a right of grazing registered under the Commons Registration Act 1965). It may also be possible to demonstrate other rights (such as an owner's right to surplus grazing). HFA does not alter your legal rights of common or your ability to exercise those rights.

- L12. If you own a house or other land that has common grazing rights attached, you will only be able to claim HFA in respect of those rights if you are a farmer. You are unlikely to be a farmer if the only land available to you is common land and you do not exercise your rights in respect of that land.
- L13. You may claim payment in respect of any right of common which entitles you to graze stock (including ponies) on the common, provided the common grazing is at your disposal in compliance with the HFA forage land rules and you meet all of the HFA eligibility criteria. This includes rights of pannage (grazing of pigs). You may not claim in respect of any common land over which your stock stray, ie where you have no registered right to graze.
- L14. There should be nothing in the Common Land Register or relevant agri-environment grazing requirements that compromises your ability to comply with the HFA forage rules in respect of the land you are claiming.
- L15. The common land claimed must meet all HFA eligibility requirements. It must be managed to meet the requirements of cross compliance including GAEC. This applies to the whole common, so if there is a breach of GAEC anywhere on the common, the farmer (or farmers) to whom the breach is directly attributable may have their payments reduced in whole or in part. You do not, however, need to carry out a Soil Protection Review for common land.

Cross-border commons

- L16. If you have rights on a common that straddle the border between England and Wales or Scotland, you must complete the relevant application forms with your cross-border common land listed on each one. The number of rights you can hold and claim in England will be in proportion to the area of common actually in England, and the balance will be in the other region. You must ensure that you claim the correct number of rights in each region. Similarly, if you have rights on a common that straddle English areas, you must ensure you claim the correct number of rights in each area.

Evidence of right of common

- L17. If you are using a common right to claim HFA you may be asked to provide evidence of your right. You should be aware that your claim may not be paid until satisfactory evidence is provided to RPA.

M Special rules for hemp grown for fibre

Contracts and seed labels

Paragraph M4 on page 53 should be replaced with the following:

- M4. The cultivation of hemp for purposes in addition to fibre is now eligible under SPS, and you are no longer required to have or submit a hemp contract with your SP5 application.

N The application form

The following text replaces the whole of section N in the 2006 handbook

Your completed form must reach RPA by midnight on 15 May 2007 to avoid late claim penalties.

If you farm land in England

N1. You can use form SP5 to apply for:

- the Single Payment Scheme (SPS);
- the Area Payment for Nuts;
- Aid for Energy Crops;
- the Protein Crop Premium; and
- Hill Farm Allowance 2008.

If you also farm land in Scotland, Wales or Northern Ireland

- N2. You should complete the respective application form(s). If you have not received the forms you need, contact the CSC (contact details are provided at the back of this update). You are responsible for ensuring that you have the correct application forms for your land.
- N3. You should return your completed forms together to one paying agency. For example, if most of your land is in England, you should return your forms to RPA. They will then be processed as a single application, generating a single payment in respect of all your land in the UK. Submit your form to the **same** paying agency as you did last year.
- N4. Please ensure that you enter the correct land details on the correct form. Only land that falls within the English boundary should be recorded on the English application form (SP5).

Completing the SP5 form

- N5. **Your form should have pre-printed information, in the form of words, figures, or a cross in a box. Check all this information carefully to ensure that it is correct, where applicable you should complete any parts of the form where the information has not been provided.**
- N6. Codes for completing the 2007 application form can be found at Annexes A to E in the back of this update.

Do's and don'ts

N7. Please take particular note of the following do's and don'ts when completing the application form.

Do

- **sign your application form at Part I.**
- make sure you use a 2007 SP5 application form.
- use original forms. If you need additional pages, contact the CSC.
- submit your completed form in time for it to reach RPA by midnight on 15 May to avoid late claim penalties.
- tell RPA if you or any other members of your farming business have an interest in any other farming business, whether it is in England or any other region of the UK (see section B of this update).
- use CAPITAL LETTERS.
- use blue or black ink.
- write your SBI clearly on the cover letter if you include one, or use the SBI barcode labels provided. Also state '2007 supporting information' on the letter.
- place any additional pages behind the main form, along with supporting documents, write your SBI on any additional documents, or use the SBI barcode labels provided.
- contact the CSC if you need additional blank field data sheets or SBI barcode labels.
- initial and date outside the box if you are correcting a mistake: North 1/12/06 South erφ
- strike through a written answer at least three times and write the correct answer close by, initial and date if correcting information: North
erφ 1/12/06 ~~South~~
- include a sketch map if you are splitting a field into two or more parts and where one of these parts is set-aside, protein crops, nuts or energy crops.
- check the pre-printed data very carefully.
- complete the field data sheets in hectares.
- keep a copy of your completed application form for your own records.
- use a valid 2007 crop code.

Don't

- use pencil or felt tip pen.
- use correction fluid. If you make a mistake, cross it out and initial and date the correction.
- use someone else's form.
- let someone else use your form.
- use a photocopy, as our system will reject the claim as a duplicate.
- damage the barcodes, or our system will not be able to read it.
- remove staples or unused pages from the form.
- write outside of boxes (except for correcting mistakes).
- cross through entire form pages or parts of the form; either leave them blank or use the delete line box.
- fold your application form, as this may cause a delay in processing your claim.
- use your own computer generated field data sheets.

The step-by-step guide

N8. Cross-references in this section (section N) are to the Single Payment Scheme Handbook and Guidance for England 2006, or this 2007 update, unless indicated otherwise. Sample pages from the 2007 application form have been included in this update with useful guidance for completing your 2007 SPS application.

Sending the form

N9. It is your responsibility to ensure that your correctly completed application is received by RPA by the deadline of midnight on 15 May 2007 in order to avoid late claim penalties. If your application is received after midnight on 9 June 2007, it will be rejected.

N10. When returning your form use the envelope provided in your SP5 pack.

N11. If you post your application, you do so at your own risk. You should ensure you pay sufficient postage for the size and weight of the package, and you are advised to keep proof of postage which clearly identifies that the item sent to RPA is your SPS application. As the deadline approaches you may decide to use another method of delivery other than the postal service, such as hand delivering the application to one of the drop-in centres (see section W of this update).

N12. You should receive acknowledgement of receipt of your application by RPA within 10 working days. This receipt does not mean that your application is complete or correct, only that it has been received.

Errors

N13. If you realise you have made a mistake in your form after sending it, you should notify RPA in writing at once. For more information about how RPA will deal with errors, see section P in the 2006 handbook.

Check that you are completing the 2007 form.

Notes. Read the notes and any additional guidance carefully before completing the form.

Notes. It is your responsibility to ensure that your correctly completed application is received at RPA by the deadline of midnight 15 May 2007 in order to avoid late claim penalties.

Notes. The application form is electronically scanned, and only the information within the spaces provided will be processed.

Part A. Only use this form if this is your SBI number. If the SBI is wrong contact the CSC.

Part A. If you have changed your business structure, name or any contact details inform the CSC by e-mail or telephone.

B1. Payments will be made to your nominated bank account.

B1. If you want to change the currency in which you are paid, you should cross the relevant box. If you are changing, you must inform the CSC of your bank account details.

B2. You must read section D of the 2006 handbook before answering. If there is no pre-printed date shown above the boxes and you do not enter a date you will be allocated a start date of 1 February 2007. The dates selected for a particular parcel must not overlap with any 10-month period selected in the previous scheme year for that parcel and cannot be before 01/10/06.

Single Payment Scheme - 2007

Application for the Single Payment in England **SP5**

Incorporating Area Payment for Nuts, Aid For Energy Crops, Protein Crop Premium and Hill Farm Allowance 2008 (HFA)



Notes - Please read the guidance very carefully before you start.

- The deadline date for receipt of this application form is 15 May 2007. If your form is not signed at Part I it will be posted back to you, your claim will not be processed, and you may lose payment.
- Do not use correction fluid. If you make a mistake, cross through, initial and date it.
- Use CAPITAL LETTERS and blue or black ink. Do not use pencil. Write only in the spaces provided as anything outside them may be ignored. Include a covering letter if you have any additional comments.
- Where an answer printed in green is correct, you do not need to do anything. You can change an answer by either filling in the adjacent boxes or by marking the appropriate with a cross.
- If your holding includes land in Scotland, Wales or Northern Ireland, see Section N of the guidance.
- If the Single Business Identifier (SBI) or business name is incorrect or you require additional sheets for Parts C, D or E, contact the Customer Service Centre.

Part A: Claimant details

This form is only for the business identified below. If this SBI does not relate to your business then you must contact the Customer Service Centre.

SBI: 123456789

Name of Business: A N OTHER

Part B: Single Payment

Use this section to tell us about your claim in this scheme year.

B1 Payment details [Guidance Section O]

In which currency do you wish to receive your Single Payment?

Sterling

Euros

B2 Selection of 10 month period(s) [Guidance Section D]

WARNING: The period(s) chosen must not overlap with the 10 month period selected for your land in the previous scheme year.

Use A or B in columns C9 and D6.

Start date A:

Start date B:

Rural Payments Agency, PO Box 1058, Newcastle-upon-Tyne, NE99 4YQ.

Customer Service Centre: csc@rpa.gsi.gov.uk or 0845 603 7777

The Rural Payments Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs (Defra)



Part C: Field Data Sheet

[Guidance Section N]

Use this section to tell us about your land parcels. Do not mix land parcels from different CPH numbers, or English Areas, on the same sheet.

C1	C2		C3	C4	C5	C6
Farmer's own use	OS Map sheet reference	National Grid field number	Delete line	Total field area (ha)	Part field suffix	Part field area (ha)
<input type="text"/>	SU8834	0910	<input checked="" type="checkbox"/>	10.25	A	5.00
<input type="text"/>	SU8834	0910	<input checked="" type="checkbox"/>	10.25	B	5.25
<input type="text"/>	SU8834	6015	<input checked="" type="checkbox"/>	25.30	A	10.00
<input type="text"/>	SU8834	6015	<input checked="" type="checkbox"/>	25.30	B	5.30
<input type="text"/>	SU8834	6015	<input checked="" type="checkbox"/>	25.30	C	10.00
<input type="text"/>	SU8834	6312	<input checked="" type="checkbox"/>	21.75		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



C1. You can use this column to add your own field names or references.

C2, C4, C5 & C6. Check the pre-printed data in C2, C4, C5 and C6, if it is correct you should not re-enter the information. If the data is incorrect, enter the correct information in the box below the pre-printed data. Alternatively, you can delete the line and enter the correct information on the first blank line(s) available.

C2. This must contain the OS number first, which is **two letters followed by four numbers**, then the NG field number which is **four numbers**. Both of these numbers are needed to identify the field. If they are entered incorrectly, it could lead to the parcel being removed from the claim, and no money being paid on it.

C3. Cross C3 to delete the line if you wish to remove the field from your application, for example because it is no longer part of your holding. However, if you wish to split a parcel or amalgamate two or more parcels, cross the box to delete the old information and enter the new details on the first two or more blank line(s) available. Make sure that each part of the field is given an OS map sheet reference and an NG field number (as set out above). If the change to the field is permanent, an RLE1 form must be submitted with the application as well as a supporting map (see paragraph C48 in the 2006 handbook).

C4. You need to make sure that all the agricultural land on your holding in England is declared in C4.

C6. This should not be completed unless you are splitting a field into two or more parts. The sum of the part-field areas indicated in C6 must not exceed the total field area indicated in C4, (see example on pages 24 and 25).

You must include a sketch map if you are splitting the field into two or more parts and where one of these parts is set-aside, protein crops, nuts or energy crops.

Use a separate field data sheet for each English area or County/Parish/Holding (CPH) number. If you need to correct the English area at the top of the field data sheet, cross out the code shown and use the relevant code from the following list:

- England outside the upland SDA - use 'EOUT';
- England upland SDA - use 'ESDA'; and
- English moorland within the upland SDA - use 'EMOR'.

C7. Find out what the land use was in 2003, then check the pre-printed code. If it is incorrect, enter the correct code from the list in Annex A of this update. This must be completed for each split field (this information is required to determine whether the land can be used to support set-aside entitlements).

C8. This must contain the appropriate code from the list in Annex B of this update for the crop or cover for each land parcel as at 15 May 2007, except where fvp crops have been grown on the land during the 10-month period, in which case you should enter code FV1 (see paragraph G1 in the 2006 handbook).

If the pre-printed data is incorrect or missing then you must complete C8 with the correct code from the list in Annex B of this update, otherwise your land parcel cannot be processed as part of your claim.

If the land use in C8 is changed after 15 May 2007, but before the 10-month period for the land parcel expires, you must notify RPA in writing.

C9. Indicate one 10-month period in C9 for each parcel (see section D of the 2006 handbook). The 'A' option is pre-printed. For option B, write 'B' in the box below. For a new or split land parcel enter 'A' or 'B' in the box provided. You should also check the dates are correct at B2 of this form.

C10. To claim under the SPS you must indicate, in C10, the area of land on which you wish to activate entitlements. If you do not complete this column no SPS payments will be made.

To avoid penalties you must make sure that:

- the area is eligible for SPS (see section C of the 2006 handbook);
- the land is at your disposal for at least the 10-month period (see section D of the 2006 handbook);
- the area activated does not exceed the area declared in C4 (less any ineligible areas such as ponds or metalled paths) and is accurately measured.

No payment will be made if 0.00 is entered in this box.

If the pre-printed area is correct you do not need to re-enter the area.

C11. Enter the crop and variety codes in C11 for any non-food crop you are growing on set-aside land from the list in Annex C of this update. Full details on growing non-food crops on set-aside land are given in section F of the Set-aside Handbook and Guidance for England 2006 edition and the 2007 update. You should use the information in C11 to complete the delivery declaration form (NFC/ENC9).

C12. Enter the total eligible area of each land parcel on which you wish to claim area payment for Nuts, Aid for Energy Crops, Protein Crop Premium or Hill Farm Allowance 2008. If you do not complete this column you will not be paid under these schemes on this land parcel.

C13. Cross the box in C13 for any field that is being used this year for a rotational option under Environmental Stewardship Entry Level Scheme or Organic Entry Level Scheme. We only need to know the rotational options highlighted.

Part C: Field Data Sheet

[Guidance Section N]

Use this section to tell us about your land parcels. Do not mix land parcels from different CPH numbers, or English Areas, on the same sheet.

C1	C2		C3	C4	C5	C6
Farmer's own use	OS Map sheet reference	National Grid field number	Delete line	Total field area (ha)	Part field suffix	Part field area (ha)
<input type="text"/>	SU8834	0910	<input checked="" type="checkbox"/>	10.25	A	5.00
<input type="text"/>	SU8834	0910	<input checked="" type="checkbox"/>	10.25	B	5.25
<input type="text"/>	SU8834	6015	<input type="checkbox"/>	25.30	A	10.00
<input type="text"/>	SU8834	6015	<input type="checkbox"/>	25.30	B	5.30
<input type="text"/>	SU8834	6015	<input type="checkbox"/>	25.30	C	10.00
<input type="text"/>	SU8834	6312	<input checked="" type="checkbox"/>	21.75		
<input type="text"/>	SU8834 0910		<input type="checkbox"/>	10.25		
<input type="text"/>	SU8834 6312		<input type="checkbox"/>	21.75	A	11.75
<input type="text"/>	SU8834 6312		<input type="checkbox"/>	21.75	B	10.00
<input type="text"/>			<input type="checkbox"/>			
<input type="text"/>			<input type="checkbox"/>			

If you are required to write in any of the boxes. Please ensure that you write in the centre of the boxes to reduce the chance of any scanning errors.



Single Payment Scheme

C7	C8	C9	C10	C11	C12	C13
Land use 2003	Land use 2007	10 month period A/B	Area for which entitlements are to be activated (ha)	Set-Aside non-food crop grown	Area claimed for Protein, Energy Nuts and HFA (ha)	ELS/OELS rotational option Yes No
FV1	OT2	A	5.00			<input checked="" type="checkbox"/> <input type="checkbox"/>
FV1	OT2	A	5.25			<input checked="" type="checkbox"/> <input type="checkbox"/>
OT1	FV1	A	10.00			<input type="checkbox"/> <input checked="" type="checkbox"/>
OT1	FV1	A	5.30			<input type="checkbox"/> <input checked="" type="checkbox"/>
OT1	FV1	A	10.00			<input type="checkbox"/> <input checked="" type="checkbox"/>
FV1	OT2	A	21.75			<input type="checkbox"/> <input checked="" type="checkbox"/>
FV1	PC1					<input type="checkbox"/> <input type="checkbox"/>
FV1	SA1	B	11.75			<input type="checkbox"/> <input type="checkbox"/>
FV1	TG2	B	10.00			<input type="checkbox"/> <input type="checkbox"/>
						<input type="checkbox"/> <input type="checkbox"/>
						<input type="checkbox"/> <input type="checkbox"/>

Example of lines that have been deleted and are now an amalgamated field on the first handwritten line below.

Example of a line that has been deleted and is now a split field on the second and third handwritten lines below. Please provide a sketch map for this field split.

Set-aside area

Protein

For farmer's own use

Area under FVP Crops

Energy

These totals do not form part of your application. We will rely on the information given for each land parcel.

All other eligible land

Nuts/HFA



**Part D:
Common land grazing rights**

Use this section to tell us about any common land grazing rights in the current scheme year.

D1

Complete Part D if you are activating entitlements on common land (see section B of the 2006 handbook) or claiming common land for Hill Farm Allowance (see section L of this update).

Unit number	Common land name	Type of commons rights
CL0009	BLACK MOUNTAINS	CTTLE
CL0010	BLACK MOUNTAINS	CTTLE
CL0015	BLACK MOUNTAINS	CTTLE
CL0004	GOATHLAND MOOR	CTTLE
CL0007		
CL0011	TOWN MOOR	SHEEP
CL		
CL		
CL		
CL		

D1. If the pre-printed data is not correct enter the specific CL number for each common in D1. This is two letters followed by four numbers and will be listed in the Common Land Register held by the local authority responsible for the common.

D2. If the pre-printed name is not correct enter the full official name of the common you farm in D2. This will be listed in the Common Land Register held by the local authority responsible for the common. If you need to correct or add to the pre-printed data, you must leave spaces between words.

D3. Check the pre-printed data in D3. If you need to correct or add to it refer to the list in Annex D. Do not enter the area of the land.



D4	D5	D6	D7		D8		D9
Delete line	Number of rights of this type	10 month period A/B	Do you own the Common		Activate entitlements		CPH number for this common
			Yes	No	Yes	No	
<input checked="" type="checkbox"/>	170.00	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30/254/1010 CC/PPP/HHHH
<input checked="" type="checkbox"/>	110.00	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30/254/1010 CC/PPP/HHHH

D4. Cross D4 to delete the line if this common is no longer available to you, for example because it is no longer part of your holding.

D8. Cross the box in D8 if you wish to activate entitlements for payments for these rights. If you do not 'X' the 'Yes' box, you will not be paid on these rights.

D7. If the pre-printed answer in D7 is incorrect, cross the other box. You should also notify the CSC. If you own the entire common, you may be able to claim surplus rights (see paragraph B11 of the 2006 handbook).

D9. Use a different common land sheet for each CPH.

D5. If you need to correct or add to the pre-printed data in D5, enter the **number of rights** you hold (to two decimal places).

D6. Indicate one 10-month period for each line (see section D of the 2006 handbook). Where we can, we have pre-printed option 'A' or 'B'. If you are entering a new, or split, number of rights you should enter either 'A' or 'B' in the box provided and check and complete B2 of your form.

<input checked="" type="checkbox"/>	60.85	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/996/6894 CC/PPP/HHHH
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CC/PPP/HHHH
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CC/PPP/HHHH
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CC/PPP/HHHH
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CC/PPP/HHHH



Part E: Claim for Single Payment

[Guidance Section E]

Use this section to tell us which of your Single Payment entitlements you wish to activate/claim payment on.

E1	E2	E3	E4	E5	E6
Entitlements Block ID	English Area	Type	Delete line	Unit value in euros	Use by date
11109200	EOUT	NML	<input type="checkbox"/>	36.52	2008
11109201	EOUT	NML	<input type="checkbox"/>	30.25	2009
11109219	EOUT	NML	<input type="checkbox"/>	28.30	2010

E1, E2, E3, E4, E5, E6 and E7. Columns E1-E3 and E5-E7 may be pre-printed with information about your allocated entitlements. If the pre-printed data is correct, you should not re-enter the information. If the data is incorrect, you should delete the line by crossing the box at E4 and enter the correct information (from your most recent Entitlements Statement) on the next blank line(s) available. The codes to use for the different types of entitlements and English Areas are shown in Annex E of this update.

Use the blank lines to add any new entitlements you have transferred in time to activate for this scheme year.

E6. The 'use by date' in E6 shows the last scheme year in which the entitlements must be activated under the usage rules. See section E in the 2006 handbook for more information about the usage rules.

11109235	EMOR	SPE	<input type="checkbox"/>	17.21	2009
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	YYYY



For each line below, if you have disposed of any entitlements that are listed here, you must only activate up to the number that you have available. If you select 'all' at E8 we will activate as many entitlements as possible according to the formula in the guidance.

E7	E8	E9
Number of entitlements	Entitlements to activate Specify number or all	These totals do not form part of your application. We will rely on the information given for each entitlement block at column E8. For farmer's own use
16.95	12.50 <input checked="" type="checkbox"/>	
20.65	15.00 <input checked="" type="checkbox"/>	
26.40	18.20 <input checked="" type="checkbox"/>	Total for EOUT NML

E9. This is for your own use. This column will not be taken into account when calculating the number of entitlements.

E8. If the 'all' box is pre-populated and you don't want to activate all your entitlements, enter the number you wish to activate.

Cross the 'all' box if you are activating the whole block of entitlements for payment. Otherwise, specify the number you are activating. If you do not complete column E8 you will not receive payment for the entitlements listed in that row. See section E of the 2006 handbook for more information about activating entitlements.

10.62	0.00 <input checked="" type="checkbox"/>	Total for ENOR SPE



Part F: Cross compliance

[Cross Compliance Handbook for England 2006 Edition
as amended]

Use this section to tell us about the cross compliance requirements that will be relevant to your holding in this scheme year.

Farmers receiving SPS and HFA 2008 are required to maintain their land in good agricultural and environmental condition and to comply with a number of specific legal requirements relating to the environment, public and plant health, and animal health and welfare. We are required to carry out inspections to verify that these conditions are being satisfied. To help us do this efficiently, and with the minimum disruption, please indicate, to the best of your knowledge and belief, which of the following apply to your business.

F1 Will the following Statutory Management Requirements (SMR) conditions apply to your holding in this scheme year?	Yes	No
a Classification as a Special Protection Area under the Wild Birds Directive (SMR1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b Disposal of any substances listed in Appendix 2d of the Cross Compliance Handbook for England 2005 onwards (SMR 2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c Use of sewage sludge (SMR 3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d Inclusion in a Nitrate Vulnerable Zone (SMR 4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e Classification as a Special Area of Conservation or awareness of any European protected species (SMR 5)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f Keeping of any pigs, goats or sheep (SMR 6, 8a, 12, 13, 14, 15, 17 and 18)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g Keeping of any cattle (SMR 7, 8, 12, 13, 14, 15, 16 and 18)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h Keeping of any livestock other than those listed at f and g above (SMR 12, 13, 14, 15 and 18)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i Use of substances or products to protect plants, influence growth, or destroy undesirable plants (SMR 9)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j Use of substances or products with hormonal or thyrostatic actions, or beta-agonists on your livestock (SMR 10)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
k Production of food for human consumption, or feed for food producing animals (SMR 11)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

F2 Will the following Good Agricultural and Environmental Condition (GAEC) conditions apply to your holding in this scheme year?	Yes	No
a Sites of Special Scientific Interest (SSSIs) (GAEC 6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b Scheduled Monuments (GAEC 7)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c Visible public rights of way (GAEC 8)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d Burnt heather, rough grass, bracken, gorse and Vaccinium (GAEC 10)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e Eligible land which will not have been used in Agricultural Production in this scheme year (GAEC 12)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f Stone walls (GAEC 13)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g Hedgerows (GAEC 14 & 15)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h Watercourses (GAEC 14)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

F3 Will you convert any permanent pasture in this scheme year?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
--	---	-----------------------------



See the Cross Compliance Handbook for England 2006 edition as amended for further information. If the pre-printed 'Xs' are correct, no entry needs to be made.

Cross the boxes at F1 against any SMRs that apply to you.

Cross the 'Yes' boxes at F2 against any GAECs that apply to you.

Cross the 'Yes' box at F3 if you plan to convert permanent pasture to some other land use during 2007 (or have already done so this year).

Cross the box at G1 to retain entitlements subject to special conditions rather than having them revert to normal entitlements.

If you hold set-aside entitlements, read the Set-aside Handbook and Guidance for England 2006 edition and 2007 update before answering G2.

If you grow hemp, please read section M of this update before answering G3.

You must answer the questions at G4 if you wish to claim HFA 2008. If you do not complete this section you will not be paid HFA. There is no other application form for this scheme.

Please note the following:

G4b Enter how many eligible cattle you will keep for a 6 consecutive calendar month retention period. The retention period can start on any day between 1 July and 31 December 2007.

G4c Enter how many eligible sheep you will keep for a 100 consecutive day retention period. The retention period can start on any day between 1 January and 22 September 2007.

Please see section L of this update for details on animal eligibility.

State the number of supporting documents you are sending. Place a SBI barcode label on the first page of each letter or set of documents such as maps and ensure your business name is clearly indicated.

Continuation pages should be counted, not continuation booklets.

Part G: Additional scheme information

Use this section to tell us about any additional scheme information which you are claiming for on this application.

G1 Activation of entitlements subject to special conditions [Guidance Section F]

If you do not have any special entitlements, miss out this question and go to G2.

Indicate if you wish to maintain your entitlements subject to special conditions.

⇒

G2 Set-aside [Refer to Set-aside Handbook and Guidance for England 2006 Edition as amended]

Do you participate in an approved organic scheme which covers the entire production of your holding?

Yes No

G3 Hemp [Guidance Section M]

If you do not claim for hemp, miss out this question and go to G4.

If you are growing hemp, please provide an indication of the sowing rate. Ensure you have provided supporting documents. (see H6)

- Kg/ha

G4 Hill Farm Allowance 2008

If you do not have land in the Less Favoured Area (LFA) go to part H.

a Do you wish to claim HFA?

Yes No

b How many eligible suckler cows will you keep for 6 consecutive calendar months between 1 July and 31 December 2007?

c How many eligible breeding ewes did you keep or will you keep for at least 100 consecutive days falling between 1 January and 22 September 2007?

Part H: Additional documents

Use this section to tell us what documents you are enclosing with this application including claims for other UK regions.

H1 Indicate if you are submitting a covering letter with your application.

⇒

H2 Indicate if you are submitting an SP9 authorisation form with your application.

⇒

H3 Indicate if you are submitting a CReg form.

⇒

H4 How many RLE1 forms have you attached?

H5 If you are supplying maps, including sketch maps, in support of your application, how many?

H6 If you are claiming hemp how many copies of original official hemp seed labels have you attached?

H7 If you are claiming for non-food set-aside and/or energy crops, how many contracts with a first processor or collector have you attached?

H8 How many SP5 continuation pages have you attached?

H9 How many other documents have you attached?

H10 Indicate in the relevant box if you have enclosed a separate form for land in another UK region.

Northern Ireland

Wales

Scotland



Summary for farmer's own use

This table does not form part of your application. We will rely on the information given for each land parcels.

	Other land outside SDA	Other land within SDA	Moorland within SDA
Single payment scheme			
Set-aside	<input type="text"/>	<input type="text"/>	<input type="text"/>
FVP crops	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other eligible land	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total area for SPS:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other aid schemes			
Protein	<input type="text"/>	<input type="text"/>	<input type="text"/>
Energy	<input type="text"/>	<input type="text"/>	<input type="text"/>
HFA	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nuts	<input type="text"/>	<input type="text"/>	<input type="text"/>
Entitlements			
Normal	<input type="text"/>	<input type="text"/>	<input type="text"/>
National Reserve	<input type="text"/>	<input type="text"/>	<input type="text"/>
Set-aside	<input type="text"/>	<input type="text"/>	<input type="text"/>
Special	<input type="text"/>	<input type="text"/>	<input type="text"/>

Checklist for farmer's own use

- Have you checked and altered if necessary the 10-month rule dates at B2 and selected the correct date for each row at C9 and D6?
- Have you completed C8, C10, D8 and E8 for each row in the relevant section to claim SPS?
- Have you completed C8 and C12 for each row where you are claiming for Protein, Energy, Nuts or HFA.
- Have you initialed and dated all of your corrections?
- Have you read the declaration and signed and dated the form?
- Have you taken a copy of the form?
- Have you attached your maps and any other supporting documents required?

This section is for your own use, and will not form part of your application. It provides a useful checklist to help manage the number of entitlements activated for payment.

Points to remember

N14. Please take particular note of the following do's and don'ts when completing the application form.

Do

- use an SBI barcode label or write your SBI clearly on the cover letter if you include one.
- place an SBI barcode label on the first page of each letter or set of documents such as maps behind the main form or write your SBI and business name on any additional documents.
- use the envelope provided to return your form to RPA.
- if you post your application, you do so at your own risk. You should ensure you pay sufficient postage for the size and weight of the package, and you are advised to keep proof of postage which clearly identifies that the item sent to RPA is your SPS application. As the deadline approaches you may decide to use another method of delivery other than the postal service, such as hand delivering the application to one of the drop-in centres (see section W of this update).

Don't

- copy pages from another form.
- use a photocopy, as our system will reject the claim as a duplicate.
- damage the barcodes, or our system will not be able to read it.
- fold your application form, as this may cause a delay in processing your claim.

N15. Before you return your form please check you have carried out the following:

- Have you checked and altered if necessary the 10-month rule dates at B2 and selected the correct date for each row at C9 and/or D6?
- Have you completed C8, C10, D8 and E8 for each row in the relevant section to claim SPS?
- Have you completed C8 and C12 for each row where you are claiming for Protein, Energy, Nuts or HFA?
- Have you initialled and dated all of your corrections?
- Have you read the declaration and signed and dated the form?
- Have you taken a copy of the form?
- Have you attached your maps and any other supporting documents required?

Use this checklist to ensure you have completed your form and returned all the necessary documents ensuring that they each are marked with your business name and SBI or an SBI barcode label.

You must read the declarations before signing to understand the implications before making an application. We reserve the right to reject forms where the declarations and undertakings have been altered, or which have not been signed and dated. If the form is not signed it cannot be treated as a valid claim, and therefore will not be lodged.

If you are signing as an agent or partner. You must be authorised to make the application. If an SP9 was submitted last year and no changes have occurred, you do not need to submit a new one. If there have been changes, or no SP9 exists, you must submit a new one with this application.

Have you signed your form?

Part I: Declarations and undertakings

This section sets out the conditions on which the aid payments for the scheme(s) that you are applying to in this application will be granted. To be eligible, you must confirm by signing below that you understand, agree and comply with these conditions.

WARNING: Because RPA can only make aid payments if these conditions are agreed and complied with by you, if you amend or alter the wording of this section in any way, RPA reserves the right to reject your application at any time and, where applicable, recover from you any associated aid payments that may have already been made.

I confirm that I am a farmer within the meaning of Article 2 (a) of Council Regulation (EC) 1782/2003, as set out in section B of the guidance.

I am aware of the conditions pertaining to this, my application and have complied with them;

I have complied with the current versions of Council Regulation (EC) 1782/2003, and with the Commission Regulations implementing the Regulation, including (EC) 795/2004, (EC) 796/2004, (EC) 1655/2004 and any other applicable legislation, and if I am applying for HFA 2008, I will comply with the relevant parts of Council Regulation 1257/1999 and 1698/2005.

I have read and understood all of the relevant guidance notes including, if it applies to my claim, the HFA 2008 explanatory booklet.

I have given details that are true, accurate and complete to the best of my knowledge and belief on this form, continuation sheet(s) and any supporting documents. I will advise the RPA of any material change to the information given in this form.

If claiming for HFA 2008 I undertake to pursue my farming activity in a Less Favoured Area (as explained in the HFA 2008 explanatory booklet) for at least 5 years from the payment of LFA support.

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.

If you are signing as an agent or a partner, you may need to submit an authorisation form (SP9).

Signature and date:

	<input type="text" value="D D / M M / Y Y Y Y"/>
---	--

Name:

Status:

e.g. agent, partner, farmer

WARNING: Your form will be returned if it is not signed and dated.

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.

Tips for completing boxes

N16. Please take note of the following when completing or correcting boxes on the SP5 form:

Place an 'X' in the relevant checkbox or, write the answer in the boxes provided.
In these examples, you have selected 'North'.

North South East
N O R T H

A default answer will either contain a green cross within a checkbox or, green pre-populated data above a field.

In these examples you are happy with the default of 'East', so you do not need to mark the form.

North South East
East
[][][][][]

If you need to change a default answer.

In these examples, the default is 'East' as above, but you want to select 'North' as in the first example.

North South East
East
N O R T H

To correct a mistake you have made on a form, for written answers, completely fill the incorrect checkbox or, strike through the incorrect answer at least three times, and initial and date either correction. Place an 'X' in the correct checkbox or, write the correct answer near the boxes provided.

In these examples the default was 'East' you initially selected 'North' (as above), but then realised you should have answered 'South'.

erφ 1/12/06
North South East
South East
erφ 1/12/06 ~~N O R T H~~

O Payment

Modulation

The text below should be added to the end of paragraph O8 on page 71:

The rate of national modulation to be applied this year will be determined as soon as possible after agreement of an EC Regulation in March/April. The rate will then be added to the RPA website and notified to the farming press.

The text below should be added to the end of section O on page 73:

Financial discipline

O11. If the overall Community budget for direct aid payments is in danger of being exceeded, there is a mechanism (Financial Discipline) by which payments being made across all Member States are reduced. This provision is designed to protect EU taxpayers from budget increases.

The European Commission estimates that financial discipline may need to be applied to payments which are due to be made in the December 2007 - June 2008 payment window (SPS 2007). The Commission is obliged to propose the level of any such reduction by 31 March 2007.

P Penalties for late or incorrect applications

Additional text on penalties can be found in section E of the Guidance notes for 2006 Single Payment Scheme Payment Statement (SP18).

Use of set-aside entitlements

The following text replaces paragraphs P18 and P19 on page 77 and 78:

- P18. If you have insufficient land eligible to be set aside to meet your set-aside obligation in full, you should activate as many set-aside entitlements as your land eligible for set-aside will support. You can then activate normal entitlements without penalty. You will not be paid on any unactivated set-aside entitlements, and if they are not used within three years they will revert to the National Reserve.
- P19. If you have not set aside enough land to activate all your set-aside entitlements but have other land on your holding which meets the set-aside eligibility conditions, this other land will be used against your set-aside entitlements up to the amount needed to support those set-aside entitlements in full. If this land is not managed as set-aside, no payment will be made on the set-aside entitlements that have not been used.

Example:

You hold ten set-aside entitlements but have set-aside only five hectares.

	Normal	Set-aside	Total
Entitlements held	90	10	100
Area declared for activation (ha)	90	5	95
Area declared with adjustment	90	5 + 5 = 10	100
Area determined (ha)	90	5	95
The lowest figure of area declared (as adjusted) and area determined	90	5	95
Difference (adjusted declared area less area determined)	0	10 - 5 = 5	5
Area paid	95 - (2 x 5) = 85		

As the difference of 5 hectares between the areas declared (as adjusted) and determined is more than 2 hectares or 3 per cent, it is doubled to calculate your penalty. Your SPS payment will be based on 85 hectares (95 hectares (area determined) reduced by 10 hectares (5 ha x 2) = 85 hectares).

Q Inspections

Additional information to be added at the end of section Q on page 83:

By applying to the Single Payment Scheme, you should allow officers of the relevant Agricultural Department(s) or their duly appointed Agents and those persons accompanying them access to count any animals and inspect any land which you farm, and the relevant equipment, storage facilities and farm records in order to verify the accuracy of your Single Payment Scheme application, and give all reasonable assistance for that purpose.

R Appeals and complaints

The following text replaces the whole of section R on page 84:

- R1. RPA will do all that it can to help you to understand the decisions that it makes that affect your SPS claim. Please write to us if you require clarification of why an adjustment has been made to your claim.
- R2. If you want to contest a decision we have made in connection with your claim you should first send your reasons in writing. Your representation should set out the facts as fully as possible and quote your SBI number.
- R3. We will investigate your case and write to tell you of the outcome. You should receive a response within 15 working days. Where this is not possible, we will contact you to explain why and tell you when you can expect a reply.

- R4. If we decide to stand by our original decision you can make a formal appeal under The Single Payment Scheme Appeal Procedure in England. We will send a guidance booklet and a Stage 1 Appeal Form when we write to you. The guidance booklet, is also available from the CSC or from our website www.rpa.gov.uk
- R5. To make a formal appeal, you will need to complete and return the Stage 1 Appeal Form within 60 days of receiving our decision letter. RPA's Customer Relations Unit (CRU) will consider your appeal and write to advise you of the outcome.
- R6. If you are not satisfied with their decision you may progress to Stage 2 where our Independent Appeal Panel will consider your appeal. Details of how to bring your case to the panel are in the guidance booklet.
- R7. All correspondence relating to representations and appeals should be addressed to the CSC. (See section W for contact details.)

Complaints and feedback

- R8. If you have a complaint about how we handled your SPS application you should write to the CRU.
- R9. If you believe there has been maladministration of your case, you can ask your MP to pass your complaint to the Parliamentary Commissioner for Administration (the Parliamentary Ombudsman), who is entirely independent of the Government.
- R10. We welcome feedback on the service we provide. If you have any suggestions as to how we can improve our service, please write to the CRU.
- R11. The contact details for the CRU are PO Box 69, Reading RG1 3YD.
E-mail: customerrelations@rpa.gsi.gov.uk

V Additional sugar support

- V1. Additional income support arising from the reforms of the EU Sugar Regime was incorporated into the SPS from the 2006 scheme year. Eligible farmers received an additional Sugar Reference Amount based on their contracted sugar tonnage in the 2005/06 marketing year. This Sugar Reference Amount was used in the calculation of the 'historic element' of eligible entitlements.

Adjustments of sugar entitlements in 2007 - 2012

- V2. The value of entitlements which have a Sugar Reference Amount will be adjusted each year up until 2012. This adjustment takes account of the funding available in each year.

W Contact details

RPA Drop-in centres

BRISTOL
Block 5 (CFCU/Inspectorate)
Burghill Road
Westbury on Trym
Bristol
BS10 6NJ

CARLISLE
Eden Bridge House
Lowther Street
Carlisle
CA3 8DX

CREWE
Electra Way
Crewe
Cheshire
CW1 6GJ

EXETER
Clyst House
Winslade Park
Clyst St. Mary
Exeter
EX5 1DY

NEWCASTLE
Lancaster House
Hampshire Court
Newcastle Business Park
Newcastle upon Tyne
NE4 7YH

NEWMARKET
RPA Inspectorate
Unit 2, The Oaks
Fordham Road
Newmarket
CB8 7AA

NORTHALLERTON
Alverton Court
Crosby Road
Northallerton
DL6 1AD

NOTTINGHAM
Block 7
Government Buildings
Chalfont Drive
Nottingham
NG8 3SN

READING
North Gate House
21-23 Valpy Street
Reading
RG1 1AF

WORCESTER
Block B
Government Buildings
Whittington Road
Worcester
WR5 2LQ

WORKINGTON (BCMS/RPA)
Curwen Road
Workington
CA14 2DD

Drop-in centres will be open for receipt of SPS claim forms and supporting documents from 1 March to 15 May 2007, opening times: Monday to Friday 8:30am - 5:00pm, closed Bank Holidays and weekends.

Blank forms will be available at Drop-in centres from 16 April 2007.

RPA Contact details

Please use an SBI barcode label or quote your SBI number and Business name in any correspondence.

E-mail: csc@rpa.gsi.gov.uk
Address: Customer Service Centre
PO Box 1058
Newcastle upon Tyne
NE99 4YQ
Telephone: 0845 603 7777

Annex A (Column C7 - 2003 land use)

Land use at 15 May 2003	Crop or cover code
Permanent pasture	PP1
Permanent crop	PC1
fvp (fruit, vegetables and potatoes)	FV1
Other crop (including temporary grassland)	OT1
Land in non-agricultural activity	NA1
Forest*	FR1
* 'Forest' includes woodland, but for woodland that was used to fulfil your set-aside obligation in 2003, use code OT1.	

Annex B (Column C8 - 2007 land use)

Land use codes 2007			
	Crop/ cover code	Eligible for SPS	Entry needed in C12
Set-aside and non-food crops			
Non-food crops grown on set-aside land	NF1	Y	N
Non-food crops grown on set-aside land in multi-annual agreements	NF2	Y	N
EU Agri-environment scheme land in set-aside	SA3	Y	N
EU Farm woodland scheme land on set-aside	SA2	Y	N
<i>If your land does not fit into the four categories above, use code SA1: All other set-aside (including MASA agreements that are not covered under the NF2 code)</i>	SA1***	Y	N
Permanent pasture			
Permanent pasture on EU Agri-environment scheme land	PP4	Y	Y*
Permanent pasture used for dehydrated fodder	PP3	Y	N
Permanent pasture in conversion (where you have been instructed by RPA to convert back to permanent pasture)	PP2	Y	Y*
<i>If your land does not fit into the three categories above, use code PP1: All other permanent pasture (including grazed woodland and orchard on which you are claiming SPS)</i>	PP1	Y	Y*

Annex B continued

Temporary grass	Crop/ cover code	Eligible for SPS	Entry needed in C12
Temporary grass on EU Agri-environment scheme land	TG3	Y	Y*
Temporary grass used to make dehydrated fodder	TG2	Y	N
<i>If your land does not fit into the two categories above, use code TG1: All other temporary grass</i>	TG1	Y	Y*
Energy crops on non-set-aside land			
Energy crops used for transport fuel	EC8	Y	Y
Energy crops used for heat and power	EC7	Y	Y
Energy crops – sunflower seeds covered by CN code 1206 00 99	EC6	Y	Y
Energy crops – sunflower seeds covered by CN code 1206 00 91	EC5	Y	Y
Energy crops – colza seeds covered by CN code 1205 90 00	EC4	Y	Y
Energy crops – colza seeds covered by CN code 1205 10 90	EC3	Y	Y
Energy crops – soya beans covered by CN code 1201 00 90	EC2	Y	Y
Energy crops – short-rotation forest trees covered by CN code 0602 90 41	EC1	Y	Y
Protein Crop Premium			
Field beans eligible for Protein Crop Premium	FB1	Y	Y
Peas eligible for Protein Crop Premium	PE1	Y	Y
Sweet lupins eligible for Protein Crop Premium	SL1	Y	Y
Nuts			
Almonds	NT3	N	Y
Hazelnuts	NT1	N	Y
Pistachios	NT4	N	Y
Walnuts	NT2	N	Y

Annex B continued

Other crops	Crop/ cover code	Eligible for SPS	Entry needed in C12
Flax	FL1	Y	N
Hemp	HM1	Y	N
Hops	HO1	Y	N
Dehydrated fodder crops	DF1	Y	N
fvp**	FV1	Y	N
Permanent crops	PC1	N	N
Forest/woodland			
Forest/Woodland	FR1	N	N
EU Farm Woodland Scheme land (including Forest/ Woodland Premium Scheme, Farm Woodland Scheme, Woodland Grant Scheme and England Woodland Grant Scheme)	FR3	N	N
Land afforested that was permanent pasture on 15 May 2003	FR4	N	N
Grazed woodland and orchard on which you are claiming SPS	PP1	Y	Y*
General			
Land in non-agricultural activities for more than 28 days which would otherwise be eligible for SPS	NA1	N	N
Eligible land not in production (eg GAEC 12 and/or insurance set-aside)	OT2	Y	N
Other (including protein/energy crops where you do not want the additional premium)	OT1	Y	N
Other non-eligible crops	NE1	N	N
Land in agri-environment schemes that does not fit into any other land use code (please see page 6 of this update)	AE1	Y	N
<p>* If you are claiming HFA Support</p> <p>** To be eligible for SPS on land growing fvp you need an authorised entitlement for every claimed hectare</p> <p>***You should only code enough set-aside land to activate your set-aside entitlements. Any additional 'insurance' set-aside should be coded OT2.</p>			

Annex C (Column C11 - Non food set-aside crop code and variety)

Description	Crop code	Variety code
00 Rapeseed spring sown	RA	1
00 Rapeseed winter sown	RA	2
Abyssinian mustard (Crambe)	CR	1
Angelica	AN	1
Barley	BA	1
Blue chamomile	BC	1
Borage seed	BS	1
Calendula (pot marigold)	CA	2
Camelina Sativa	CS	1
Caraway	CA	1
Catnip	CN	1
Echinacea Angustifolia	EA	1
Echium	EH	1
English chamomile	EC	1
Evening primrose	EP	1
German chamomile	GC	1
HEAR rapeseed spring sown	RA	3
HEAR rapeseed winter sown	RA	4
Helichrysum Italicum	HC	1
Hemp	HE	1
HOLL rapeseed spring sown	RA	5
HOLL rapeseed winter sown	RA	6
Hyssopus officinalis	HY	1
Lemon balm	LB	1
Linseed spring sown	LN	1
Linseed winter sown	LN	2
Lunaria	LU	1
Marjoram	MJ	1
Meadowfoam	MF	1
Miscanthus	MI	1
Oats	OA	1

Annex C continued

Description	Crop code	Variety code
Peppermint	PM	1
Poppies	PO	1
Roman chamomile	RC	1
Rosemary	RM	1
Short-rotation coppice	CO	1
Spearmint	SP	1
St John's Wort	JW	1
Straw	ST	1
Sunflower	SU	1
Triticale	TR	1
Valerian	VA	1
Wheat	WH	1
Yarrow	YA	1

Annex D (Part D - Common land grazing rights)

Description	Crop code	Livestock Unit value
Cattle	CTTLE	1.0
Donkeys	DNKYS	0.6
Estovers for agricultural use	ESTOV	0.4
Gates/gaits	GAITS	1.5
Geese	GEESE	0.04
Goats	GOATS	0.15
Heifers/stirks	HEFER	0.6
Horses	HRSES	1.0
Other poultry (over six months)	PLTRY	0.02
Pannage	PNNGE	0.3
Pigs	PIGS	0.3
Ponies	PONY	0.6
Sheep	SHEEP	0.15
Stints	STNTS	2.0

Estovers can only be claimed for SPS if they refer specifically to the cutting of bracken for livestock bedding.

If you are claiming gates or stints as rights, you must explain the equivalent value used by each common (for example one stint = the right to graze five sheep) as defined in the Common Land Register. You should submit this information with your application so that the actual value of your rights can be calculated.

Annex E (Section E - Key to types of entitlements)

Type	Code
Normal	NML
Set-aside	SAS
Special	SPE
English Reserve	ERS
Normal (with fvp authorisation)	NMF
Set-aside (with fvp authorisation)	SAF
English Reserve (with fvp authorisation)	ERF

English Area Codes:

Area	Code
English Area - Land outside the severely disadvantaged areas (SDA)	EOUT
English Area - Upland SDA other than moorland	ESDA
English Area - Upland SDA moorland	EMOR

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