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# The Integrated Administration and Control System (IACS)

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Procedures for obtaining field  
numbers and total field areas

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**IACS 23: 2004**

**Note: The procedures described in this publication are subject to change from 1 January 2005 when the Single Payment Scheme will be introduced. Any changes will be set out in a revised version of this booklet when the detailed rules of the Scheme are known. Reference to Area Aid Application must be read in this context.**

## Introduction

1. This booklet explains the procedures for obtaining field numbers and total field areas for IACS purposes.

## Background

2. The EU rules on IACS require unique identification of fields to prevent double claims. Measures to ensure this were introduced in 1995, requiring applicants to provide a single number for each field, based on its centre point. The issue of field numbers for IACS purposes is carried out, in England, by the Rural Payments Agency (RPA). Therefore, any applicant who has made permanent changes to field boundaries since the submission of a 1995 Area Aid Application is required to notify the RPA so that a new field number and a new field area can be provided. There is no charge for this service. Applicants claiming aid for land not previously included on an Area Aid Application are also required to apply to the RPA for a field number and area.

## What you must do

3. If you have to complete an Area Aid Application, you must apply to your RPA Processing Site for a field number and area when:
  - the boundary of a field is changed on a *permanent* basis through amalgamation or division of fields; or
  - the boundary of a field is changed on a *permanent* basis for another reason e.g. road or other building construction; or

- you are intending to include land on an Area Aid Application for the very first time (whether or not boundaries have changed), and it has not been included on an Area Aid Application by a previous occupier. (If the previous occupier is unavailable the RPA may be able to assist in establishing the status of the 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 in any case where you expect the change to last for a considerable period (five years may be taken as a guideline).

**You do *not* need to apply for field numbers and areas, if none of the changes described above apply to your land – current numbers should continue to be used until such time as *changes* occur.**

4. You will need to complete form IACS 22. A copy is included with this booklet. Further copies are available from RPA Processing Sites (see Annex 1). You only need to apply for numbers/areas for those fields involved in the change. Current numbers for the rest of the fields on your farm can continue to be used. For each *change*, you will need to provide:
  - the Ordnance Survey sheet number (where available) (from a 1:2,500 map – e.g. SB 4566, i.e. the reference entered at column A of the last Field Data Printout or Field Data Sheet. If no 1:2,500 map is available, you may provide the sheet number from a 1:10,000 series map – e.g. SA 52 NW);

- the current four-figure National Grid field number of each field involved in the change e.g. 1234 i.e. the reference entered at column B of the last Field Data Printout or Field Data Sheet;
- the current total area of each field concerned in hectares (to two decimal places) i.e. the area entered at column C of the last Field Data Printout or Field Data Sheet.

N.B. If you have recently taken over the land in question, you should obtain this information from the previous occupier.

- An explanation of the changes which have occurred. This explanation should include a sketch map. Alternatively, you may provide an Ordnance Survey or a professionally produced map which you (or a surveyor or agent) have amended to show the boundary changes which have taken place. If the Ordnance Survey map has pre-printed field numbers or areas, there is no need to delete them.
- If the changes to your land are complex, you should consider whether you can supply additional information e.g. copies of site plans, compulsory purchase order, which might assist in processing your application.
- N.B. The boundaries, as shown on the map you provide, will be used to determine new field numbers and areas by your RPA Processing Site. 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.
- An indication of whether the field is subject to an agri-environment agreement. If so, you will need to provide the agreement details in case any boundary changes have implications for your agri-environment agreement.

The information to support your application for numbers and areas only needs to relate to the specific fields where changes have occurred, and not your entire holding. In considering the information to support your application, you should take into account the complexity of the change and the need to ensure the information is complete and accurate. **Should any of the information given in your application be incorrect or misleading and an Area Aid Application is made on the basis of it, penalties may apply. In addition, you may also risk prosecution.**

## Where to send your application

5. You should send your application to the RPA Processing Site covering the county in which the land in question is situated. A list of RPA Processing Sites and counties which they cover is listed at Annex I of this booklet.
6. If you are applying for field numbers and areas for land which has not previously been included on an Area Aid Application, see paragraphs 13-15.

## What you will get back from your RPA Processing Site

7. The RPA will carry out a number of checks to validate the change. It may seek further information from you and in some cases, it will be necessary to make a site visit. When checks have been completed you will receive from the RPA in respect of each change:
  - the Ordnance Survey sheet reference for each new field (whether or not this has changed);
  - the IACS field number for each new field. This will continue to be a four figure number derived from the National Grid and based on the centre point of the field;

- the *gross* area of each new field in hectares to two decimal places. *No* deductions will be made for features within the field which cannot be cropped or grazed. Separate field numbers, and areas, will not be allocated to land which is ineligible for Arable Area Payments within an otherwise eligible field e.g. ponds. However, separate numbers will be allocated to any areas of ineligible land which you have indicated on form IACS 22 which are likely to be used as forage.

The notification from the RPA (IACS 22A) will show the old field numbers and areas for your information, and whether the field is eligible for Arable Area Payments.

8. You will need this information to complete your Area Aid Application. New field numbers and areas will not appear in your Field Data Printout (FDP) until you have included them once in your Area Aid Application. For example, new field numbers and areas in your current Area Aid Application will first appear on the FDP which will be sent to you in the following year. **You must, therefore, use the new field numbers and areas to show the changes which have occurred in Section I, of the Field Data Printout and then state in Sections II and III of the Field Data Printout the areas you are declaring as forage or on which you are claiming Arable Area Payments.** At that stage you will not need to supply detailed explanations of the changes since we shall already have them.
9. **When you submit your Area Aid Application, you will continue to be responsible for adjusting the total area of the field to take account of areas which are not normally planted or grazed, whatever the reason. The total area of the field may be claimed only where the field is fully planted or utilised according to normal agricultural practice. Further guidance on when a field may be regarded as fully planted or utilised will be included in IACS Explanatory guides issued for the**

**year 2003 and for subsequent years. Failure to deduct areas which are not cropped or grazed from your claim may result in penalties being imposed.**

## When to apply

10. You should apply for a field number and area as soon as the change to the field boundary takes place since it is likely that we shall need at least two months to deal with your application. You *should not* wait until submitting your Area Aid Application. If you submit an application for new field numbers and areas (IACS 22) by 1 March, you should receive a reply in time to include them on any subsequent Area Aid Application that you make. If necessary, you may submit your IACS 22 with your Area Aid Application but in such cases you should cross-refer to your IACS 22 on the line below the printed entry for the relevant field on the Field Data Printout. **Do not delay in applying for field numbers as soon as you know that you need them.** Applications will be treated in order of arrival.

## Who should apply for field numbers and areas?

11. The applicant for field numbers and areas should normally be the current occupier of the land, but landlords and their tenants may wish to come to an arrangement about who should apply. Separate applications for field numbers and areas for the same land will not be accepted. However, in the case of short term farm business tenancies of less than one year e.g. grass keep, the landlord *must* apply for field numbers or areas where the *changes* set out in paragraph 3 apply. These numbers and areas should then be made available to the tenant for inclusion in their Area Aid Application.

## How long will it take to supply field numbers and areas?

12. RPA Processing Sites will be working to notify you of field numbers and areas as quickly as possible but this can only be done with your co-operation. You should ensure that you submit a properly completed form with as much supporting information as you can. You should also ensure that you respond promptly to any subsequent queries from the RPA. We would hope to process your application in about two months.

## Land which has not previously been included on an Area Aid Application

13. If you wish to apply for field numbers and areas for land which has not previously been included on an Area Aid Application and you also wish to register some or all of the land as eligible for future Arable Area Payments, you must submit a map covering all the land in question with your application for field numbers. The map may be an Ordnance Survey map (obtainable from the Ordnance Survey agents listed in your local advertising directory) or any other professionally drawn map of a scale 1:10,000 or larger e.g. 1:2,500, 1:5,000. An example map is included at Annex II. You will not then need to submit another map with your Area Aid Application.
14. You must also apply separately to register land as eligible for future Arable Area Payments. You must do this at the same time as submitting applications for field numbers and areas using IACS 24. Advice on registering land can be obtained from the RPA Processing Site.
15. If the land which has not previously been included on an Area Aid Application relates solely to land which is not eligible for Arable Area Payments and is to be declared as forage or in Section V 'other land' of the Field Data Printout, you should contact your RPA Processing Site to discuss the information which will be needed to determine your field numbers and areas.

## Temporary divisions of fields

16. You should **not** apply for new field numbers and areas where fields have been divided on a temporary basis either between two or more crops or two or more applicants. These should be shown on your Area Aid Application using the current field number and a suffix e.g. a, b, etc. and include the area. You will also need to provide a sketch map with your Area Aid Application, as in previous years, showing how you have temporarily divided the field.

## Retention of documents

17. We will not be able to return documentation submitted in support of your application for field numbers and areas. You are advised to retain a copy. If you are having your own Ordnance Survey maps copied you must ensure that you respect Crown Copyright rules.

## ANNEX 1

# RPA PROCESSING SITES AND OTHER GOVERNMENT CONTACT POINTS

### England

**CARLISLE** (Processing site for Cumbria, Lancashire, Tyne & Wear, Northumberland, Isle of Wight, Greater London, Middlesex, Surrey, East Sussex and West Sussex)

Eden Bridge House  
Lowther Street  
Carlisle CA3 8DX

Tel: 01228 523400  
Fax: 01228 640308  
Email: carlisle.enquiries@rpa.gsi.gov.uk

**CREWE** (Processing site for Cheshire, Merseyside, Shropshire, Staffordshire and Greater Manchester)

Electra Way  
Crewe Business Park  
Crewe Cheshire CW1 6GJ

Tel: 01270 754000  
Fax: 01270 754280

**EXETER** (Processing site for Cornwall, Devon, Dorset, former county of Avon, Somerset, Wiltshire, Isles of Scilly)

Clyst House  
Winslade Park  
Clyst St Mary  
Exeter EX5 1DY

Tel: 01392 266022  
Fax: 01392 266000  
Email: enquiries.exeter@rpa.gsi.gov.uk

**NEWCASTLE** (Processing site for Essex, Gloucestershire, Hereford and Worcestershire, Suffolk and Cambridgeshire)

Lancaster House  
Hampshire Court  
Newcastle-upon-Tyne NE4 7YH

Tel: 0191 273 9696  
Fax: 0191 226 5073  
Email: enquiries.newcastle@rpa.gsi.gov.uk

**NORTHALLERTON** (Processing site for Durham, Hampshire, Kent, Warwickshire, West Midlands, Yorkshire – (North (including Cleveland), South East (including Humberside & North East Lincolnshire) and West), Norfolk, Hertfordshire and Bedfordshire)

Alverton Court  
Crosby Road  
Northallerton DL6 1AD

Tel: 01609 773751  
Fax: 01609 780179  
Email: enquiries.northallerton@rpa.gsi.gov.uk

**NOTTINGHAM** (Processing site for Derbyshire, Leicestershire (including Rutland), Lincolnshire, Northamptonshire and Nottinghamshire)

Block 7  
Government Buildings  
Chalfont Drive  
Nottingham NG8 3SN

Tel: 0115 9291191  
Fax: 0115 9294886  
Email: enquiries.nottingham@rpa.gsi.gov.uk

**READING** (Processing site for Berkshire, Buckinghamshire and Oxfordshire)

PO Box 69  
Reading RG1 3YD

Tel: 01189 583626  
Fax: 01189 597736  
Email: enquiries.reading@rpa.gsi.gov.uk

### Wales

Contact point should be the Divisional Office of the National Assembly for Wales Agriculture Department.

### Scotland

Contact point should be the local office of the Scottish Executive Environment and Rural Affairs Department.

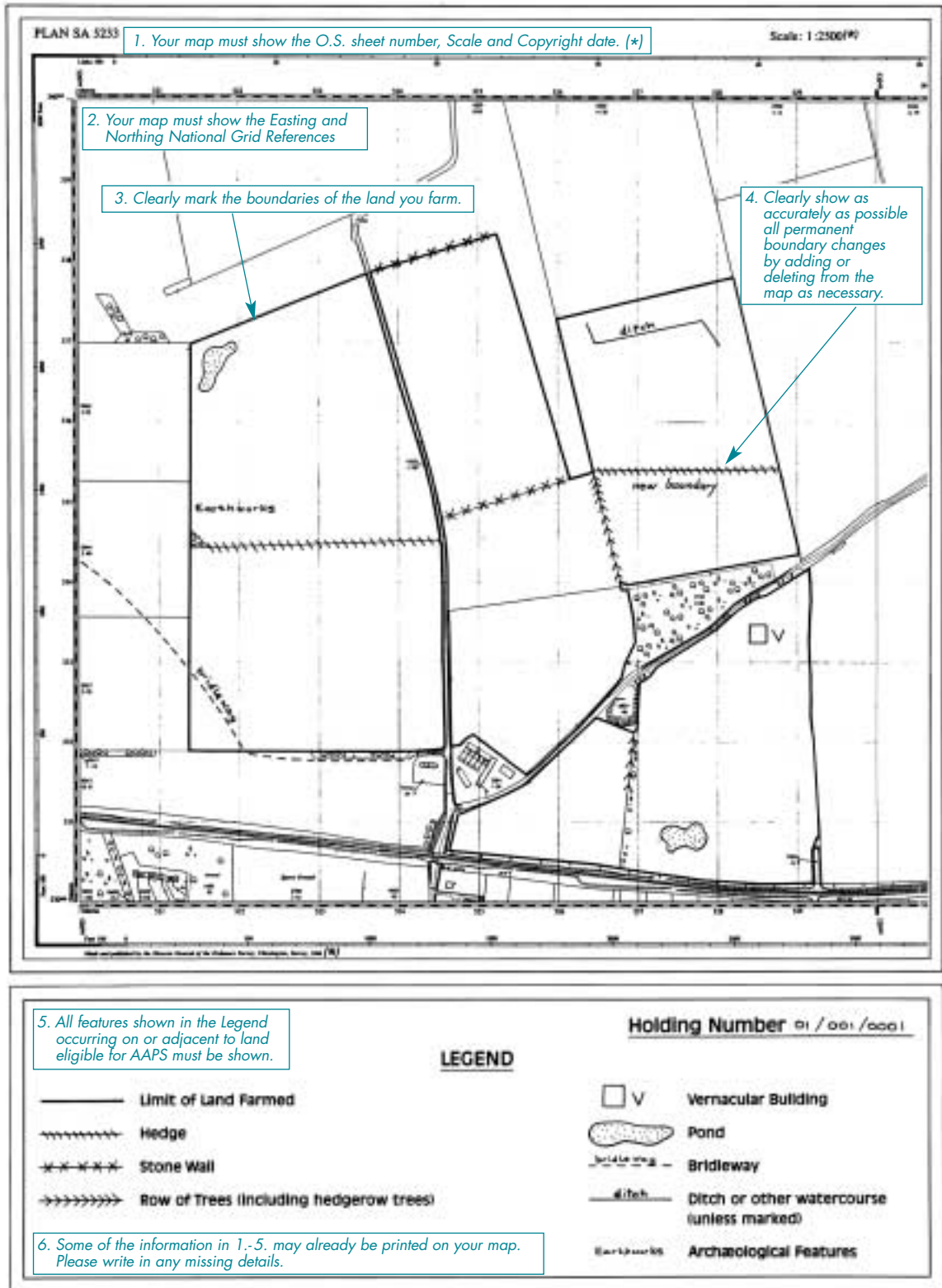
### Northern Ireland

DARD (Northern Ireland)  
IACS Branch  
Department of Agriculture and Rural Development  
Orchard House  
40 Foyle Street

**Londonderry** BT48 6AT

Tel: 028 71319900

## ANNEX 2 EXAMPLE MAP



**Produced by the Department for Environment, Food and Rural Affairs for the Rural Payments Agency**

**Further copies of this booklet are available free of charge from your local Rural Payments Agency Processing Site**

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