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# IACS

## The Integrated Administration and Control System

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Arable Area Payments  
Beef Special Premium  
Suckler Cow Premium  
Extensification Payment  
Hill Farm Allowance  
Less Favoured Area Supplement  
(Sheep Annual Premium)  
Aid For Grain Legumes  
Hops Income Aid and/or Special  
Temporary Measures Compensation

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### **Important Notice:**

**TO AVOID LATE CLAIM PENALTIES AREA AID APPLICATIONS MUST BE LODGED BY 15 MAY.**

You need to read and understand this booklet if you apply for aid.

Keep this booklet: it may not be produced each year.

You can get help from the appropriate Rural Payments Agency processing site (details in Annex 3).

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## CHECKLIST

### GENERAL

#### **Make sure your Area Aid Application is submitted on or before 15 May 2003.**

You must send in an Area Aid Application if you wish to claim aid, even if there are no changes to your land.

Do not use previous years' forms as these cannot be accepted.

Check that your Area Aid Application is completed in full before you send it in. Remember to complete separate blank Field Data Printout sheets where required e.g. for newly acquired land or land rented on a short-term basis. Land which has been sold or is not being rented this year but which appears on your pre-printed Field Data Printout must be deleted.

Ensure that your field boundaries, if included in the area of your claim, are not more than two metres wide. See AAPS Guide 35A paras 44-46.

Remember to provide sketch maps showing temporary boundaries on your land.

Remember to apply for new field numbers where this is necessary, using an IACS 22 form. If you are in possession of your final agreed Rural Land Register maps, these should be used to show any subsequent changes to your land in conjunction with an IACS 22 form. A revised and updated map will be issued.

All Scottish land is required to have unique field identifiers before payments under the IACS schemes can be made. Advice on the allocation procedures is given at paragraphs E10-12.

#### **Remember to show in column T of the Field Data Printout all agricultural land on which you are not claiming AAPS; or counting as forage area; or managing under an agri-environment (ERDP) scheme.**

Remember to sign and date the Base Form (IACS 2 or IACS 2(F)) and Field Data Printouts and give your status.

If you are

- an agent applying on behalf of a farmer,
- a partner applying on behalf of a partnership, or a member applying on behalf of a group of share farmers,

then make sure that signatures from all those you represent are in the space provided on the Base Form, or in a letter of authorisation or by using Annex 6 of this booklet.

If you submit a computerised Field Data Printout please ensure that you accurately transfer the data (corrected as necessary) from the original Field Data Printout sent to you. Failure to do so may result in the application of IACS penalties.

The Electronic Submission of IACS applications is permissible as in 2002. Further details are available on the RPA website at [www.rpa.gov.uk](http://www.rpa.gov.uk) or by ringing the e-IACS Helpdesk on 0845 6013482.

If you submit your forms electronically, please remember to send your supporting documents to your RPA processing site by 15 May.

Contact your RPA processing site in good time if you are uncertain on any point relating to the completion of your Area Aid Application. Remember to quote your CPH number.

Please check which RPA processing site will be dealing with your application as there have been a small number of changes since 2002.

Remember to notify RPA of any changes to your bank account details.

### **ARABLE AREA PAYMENTS SCHEME (AAPS)**

Make sure that you have read the Arable Area Payments Explanatory Guide 2002 (AR 35A and AR 35B) as well as the Explanatory Guide 2003 Update (AR 36).

Ensure that land you are setting aside meets the requirements for set-aside.

Generally, you can only claim more than 50% of your Arable Area Payments application as set-aside if all of the set-aside is on land that was:

- previously in the Five Year Set-aside Scheme or
- previously in an EC agri-environment scheme.

The exception to this rule is when all of your set-aside is used for the production of multi-annual biomass crops, for example short-rotation coppice (SRC).

Be careful to claim for Arable Area Payments only on land which meets the eligibility requirements specified.

Remember to name the species and crop variety if you are growing oilseed rape, linseed, or sunflower seed.

Remember to include a copy of the contract if growing a High Erucic Acid Rapeseed (HEAR) variety of oilseed rape.

Remember to list the crop varieties and other details for fibre flax and hemp and to provide contracts, seed labels and invoices if you are claiming flax and hemp or durum wheat supplement.

Remember to include copies of the contract if growing non-food crops on set-aside land, and make sure it has been registered with the RPA at PO BOX 69 Reading RG1 3YD by 31 January or 15 May as applicable. Name the crop variety and forecast yields for crops grown under contract on set-aside land for non-food use.

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# A INTRODUCTION

- A1** This guide explains how to make an Area Aid Application under the European Commission's Integrated Administration and Control System (IACS) in 2003. It is based on the rules set out in Council Regulation 3508/92 (as amended) and Commission Regulation 2419/01 (as amended).

As the rules change from time to time we cannot guarantee that this guide provides a definitive statement of the law (which only the European Court of Justice can give) or that it substitutes for specific advice on individual legal problems.

- A2** The purpose of IACS is to maintain a system of control and combat fraud in the Common Agricultural Policy (CAP) arable and livestock sectors. IACS is an important part of the Commission's CAP reform measures agreed in 1992.

*Applicants are reminded that notwithstanding any specific provisions in individual support schemes, no payment shall be made in favour of beneficiaries for whom it is established that they artificially created the conditions required for obtaining such payments with a view to obtaining an advantage contrary to the objectives of that support scheme.*

- A3** Read this booklet before you complete your Area Aid Application. You should also read the explanatory booklets covering the individual aid schemes for which you apply.

Further copies of this booklet and the forms are available, free of charge, from Rural Payments Agency (RPA) processing sites. Addresses and telephone numbers are listed in Annex 3.

## Key changes for 2003

- A4** Key changes for 2003 are:

- **Modulation** – in 2003, 3.5% of your payments (after the deduction of any base area or IACS penalty) will be recycled to help fund the England Rural Development Programme (ERDP). Further details are available at [www.defra.gov.uk](http://www.defra.gov.uk).
- **Electronic Submission of IACS Applications** – IACS 2003 applications are available electronically and can be submitted to the RPA via the Internet. Completion of the electronic IACS forms is entirely voluntary, but will offer some real benefits including automatic completion of answers based on previous responses, on-line checks of compliance with IACS scheme rules and guidance through the form to ensure that only relevant questions are answered. For 2003, in response to customer demand, a pilot offline option in the form of a CD is being made available. To complete your IACS forms electronically, you will have to register with the RPA if you have not already done so. Further details about electronic IACS forms are available on the Rural Payments Agency's Website at [www.rpa.gov.uk](http://www.rpa.gov.uk) or by ringing the e-IACS Helpdesk on 0845 6013482.
- **The Rural Land Register (RLR)** – the RLR is being built as part of RPAs on-going modernisation of CAP scheme administration. The RLR will hold digital maps of all the IACS land parcels in England. To ensure that the data captured is accurate, RPA is sending maps to each IACS applicant for agreement. **See Section E and the RLR Guidance Booklet (IACS40) for further information.**

- **Field Data Printout (FDP) – fields on the FDP are now listed in numerical order. This order should be maintained now and in the future.**
- **Data Protection** – Any personal data provided in IACS applications is protected in accordance with the Data Protection Act 1998. The data will be used primarily for the purpose of processing the applications. However, it may also be used in accordance with the Data Protection Act and subject to the safeguards of that Act for purposes connected with: administration of the Common Agricultural Policy, England Rural Development

Programme (ERDP) and other aid schemes; the production and safety of food; management of land and other environmental controls; animal health and welfare; and occupational health and welfare. Data may be passed (when necessary for these purposes) to other bodies. The data collected may also be used in connection with the Agricultural Census as a basis for statistical returns not identifying individuals. It may also be used when necessary to comply with the Environmental Information Regulations, the Code of Practice on Access to Government Information and the Freedom of Information Act.

## B WHAT YOU MUST DO AND WHEN

### Who needs to apply?

- B1** You are required to submit an Area Aid Application by 15 May if you wish to claim under any of the following schemes:
- Arable Area Payments (AAPS);
  - Beef Special Premium (BSPS);
  - Suckler Cow Premium (SCPS);
  - Extensification Payment (EPS);
  - Hill Farm Allowance (HFA);
  - Less Favoured Area (LFA) Supplement for SAPS applicants;
  - Grain Legumes Scheme (GLS);
  - Hops Income Aid and/or Special Temporary Measures Compensation.

The application must show all of the land that you farm in the United Kingdom, and be sent to your RPA processing site. A list of RPA addresses is provided at Annex 3.

You do *not* need to submit an Area Aid Application if the exemptions in paragraph B9 apply to you.

*Even if there have been no changes to your land since 2002, you must still submit an Area Aid Application, unless you are exempt. If you do not do so you will not be able to make claims under the related schemes.*

- B2** If you wish to receive **Extensification Payment** in 2003 you must complete the relevant section of the IACS Base Form (Section V of IACS 2 or Section IV of IACS 2(F)). Producers who do not submit IACS Area Aid Applications will not be able to claim or receive Extensification Payment.
- B3** If you wish to receive **Hill Farm Allowance**, please complete the relevant section of the IACS Base Form IACS 2 (Section VII) or (Section VI) IACS 2(F). If you do not submit an IACS Area Aid Application or fail to complete these sections, you will not be entitled to receive HFA.
- B4** If you are claiming the Sheep Annual Premium Scheme **LFA Supplement** you must submit an Area Aid Application even if you are claiming no other aid. You must read paragraph 14 and Annex D of the SAPS 2003 Notes for Guidance before applying.
- B5** If you have entered land into **guaranteed or multi-annual set-aside** you must submit an Area Aid Application *each year* during the agreed set-aside period.

- B6** **Hops** producers must submit a declaration form HP/F2 to their Producer Group as in previous years.
- B7** As in 2002 there will be crosschecks to ensure compliance with scheme rules between IACS and other land based schemes including Hops Income Aid Scheme and agri-environment (ERDP) schemes.
- B8** Enter all **ERDP land** onto your FDP, including any land you intend to enter into an ERDP scheme. If the land isn't IACS registered you may register it by completing and submitting an IACS 22 form in addition to the Area Aid Application. Failure to declare this land on your application may result in delays with crosschecks and processing ERDP applications and claims.

### Who does not need to apply?

- B9** You do *not* need to submit an Area Aid Application if:
- you *only* claim SAPS *and* do not qualify for the LFA Supplement;
  - you are exempt from the stocking density rules of BSPS and SCPS (i.e. if the total number of Livestock Units (LUs) on which you have claimed, or intend to claim, is not more than 15) and either:
    - you do not wish to claim premium under the Extensification Payment Scheme nor be considered for payment under Hill Farm Allowance; or
    - the only other scheme under which you intend to apply for aid is the Slaughter Premium Scheme and/or the Veal Calf Slaughter Premium Scheme;
  - you are applying only under the ERDP schemes or woodland schemes (including the Energy Crops Scheme) and none of the other schemes listed at paragraph B1.
- B10** For further details concerning forage and stocking density see Section F of this

booklet and Cattle Scheme Literature Guidance Notes (BSL 1).

### Which IACS forms should I complete?

- B11** All IACS applications must include a Field Data Printout (completed for all of the land which the applicant farms in the UK) and a Base Form. If you are claiming AAPS you should complete Base Form IACS 2. Otherwise, you should use Base Form IACS 2(F).

### Deadline for submitting Area Aid Applications

- B12** Make sure that your Area Aid Application is received, together with all supporting documentation, by your RPA processing site on or before 15 May, otherwise payments to which you are entitled will be reduced or lost completely (see Annex 2).

**You are strongly advised to use the 'Recorded Signed for' service or deliver the application by hand. Forms can also be submitted electronically (see A4).**

### Who can help you?

- B13** If you have problems understanding the IACS rules, your RPA processing site will do its best to help you. If you wish to clarify any aspects of the requirements, contact your processing site, preferably in writing, *well before the 15 May deadline*.

If you leave it too late, we may not be able to deal with your problem in time for you to lodge your Area Aid Application. You may wish to seek professional advice about completing your application.

### Penalties

- B14** If you submit incomplete, inaccurate or late forms you may lose part or all of the aid you have claimed. In addition you may be penalised under the livestock schemes themselves. *Check your forms carefully before submitting them. Refer to the Cattle Scheme Literature Guidance Notes (BSL 1).*

## Acknowledgement of your Area Aid Application

- B15** We will acknowledge your Area Aid Application by returning the tear-off slip at the bottom of page 1 of your Base Form. **If you do not receive this within 10 working days of posting your forms, contact the RPA immediately.**

The return of the acknowledgement only confirms receipt of the forms and does not imply that your application is complete.

*Please keep your acknowledgement in a safe place until all relevant claims have been paid in full.*

## Registering eligible arable land

- B16** If you do not intend to claim aid in 2003 for the schemes listed in paragraph B1, but you wish to register eligibility of your land under AAPS for future years, you must complete form IACS 24.

This is not necessary if you, or an earlier occupant, registered the land in a previous year. Further information is in the AAPS Explanatory Guide 2002 (AR 35A) Appendix 2.

## Amending your Area Aid Application

- B17** **Until 15 May** it is possible to notify amendments to your application after you have submitted it. Tell your RPA site in writing by 15 May. You may **not** amend a parcel before 15 May if you have been informed it does not comply with scheme rules.

Where a change involves a crop eligible for AAPS, your notification must include details of any related changes to your set-aside area. If your set-aside has increased, the area concerned must have been set aside from 15 January and must comply with all of the management rules.

- B18** **After 15 May** you may still amend your application in limited circumstances, after it has been submitted **but penalties may be**

**applied.** See Annex 2 for details. You may not request an amendment to a parcel where you have been notified it does not comply with scheme rules. If you have been notified of an inspection, which subsequently reveals non-compliance with scheme rules, you may not amend the specific parcels concerned.

– You may: request the **addition** of parcels of land not yet declared so long as all the scheme rules have been complied with. The deadline for notifying these extra parcels is the latest date for sowing the crop;

– notify a **change** of use for a particular parcel or parcels if you have decided to plant a crop eligible for AAPS for which the latest permitted sowing date falls after 15 May. These crops are maize and sunflower seed (for which the latest sowing date is 31 May), sweetcorn and hemp (for which the latest sowing date is 15 June). In some years an extension of the latest sowing date for certain other crops which are eligible for AAPS may be granted for that year only. Any such extensions will be publicised by the RPA. (Hops growers must also notify their RPA processing sites of any changes up to 30 June.)

## Withdrawing your Area Aid Application

- B19** You may request the **withdrawal** of all or part of your application at any time, but you must do so in writing to your RPA processing site without delay. You may not withdraw your application or any part of it if we have notified you it does not comply with scheme rules. In addition, if we have notified you of an inspection which subsequently reveals an irregularity you may not withdraw the affected parts of the application. You may withdraw following an inspection provided no irregularities are found.

You should identify a physical area of land using the recognised OS National Grid numbers and you should state the reason for its withdrawal (e.g. building work, sale of land).

## Obvious error

**B20** Mistakes in Area Aid Applications and livestock claims which can be classified as an *obvious error* according to EC Regulations, and where the RPA is convinced that the farmer acted in good faith and there is no risk of fraud, can be corrected without penalty at any time. The following types of error *may* be considered as *obvious errors*:

- i) Errors of a purely clerical nature, which are obvious during a simple examination of the claim, i.e.:
  - boxes not filled in or information lacking;
  - incorrect statistical information.
  
- ii) Errors detected as a result of a contradiction appearing during a more in-depth examination (manual or computerised) of the claim, which compares information (including supporting documentation, such as a map) submitted in the same claim, i.e.:
  - arithmetical mistakes;
  - inconsistencies between the information provided on the same form (for example, a parcel declared twice in a single claim);
  - parcels declared for two types of usage (for example, dried fodder/forage area, arable crops/set-aside/forage area).

- iii) Anomalies involving parcel numbers or references which are detected during the cross-check of the claim with databases, such as the parcel identification system, i.e.:
  - figures reversed (parcel no. 1169 instead of 1196);
  - mistakes in the map reference number;
  - number of a neighbouring parcel given, resulting from a map reading error.

## Land transfers

**B21** **Your Area Aid Application must reflect the position on the land you farm at 15 May.** If you take over the *whole of the land* declared by another farmer in 2003 it *may* be possible to use the forage area to support claims under the *livestock* schemes for the year in which the land changes hands.

If this situation applies to you, contact your RPA site for a copy of the IACS leaflet *Transfer of land to another farmer after the annual deadline for IACS Application: Notes for Guidance* (IACS 19), and the *Transfer Application Form* (IACS 18).

**Important:** IACS forage area transferred in 2003 cannot be counted towards the 2004 HFA payment.

**B22** If you transfer land on which a claim is being made under AAPS you should agree with the other farmer, in writing, how to deal with the rights and obligations arising from your IACS Area Aid Application.



## THE APPLICANT

### Definition of an IACS holding

**C1** Under EC rules, all the land which you farm in the UK must be claimed together i.e. as the IACS holding. This means that, if you, as applicant, have farms in different parts of the UK which are farmed as part of one business, one Area Aid Application must cover *all* those farms.

Also, if businesses are split or created after 30 June 1992, we must be sure that this has not

been done with the intention of maximising aid. In such cases applications will be checked against records of previous entitlement.

### Separately managed businesses

**C2** In determining whether there are separate businesses, we will need to seek further information from you in the form of a questionnaire. It is your responsibility to demonstrate that the businesses are separate for IACS purposes. You may submit separate

applications for different farms in which you are involved only if they are managed as separate businesses according to certain criteria.

We will take into account the legal status of the businesses, how far operations are run separately on a practical day-to-day basis, whether there are separate farm plans and accounts, independence of decision-making between the separate farms and where the overall economic control of the business(es) rest(s).

*None of these factors is necessarily conclusive by itself.* After consideration of the information on the questionnaire further information may be sought, for example, on the legal status of your business (e.g. partnership agreements, articles of association). We may also ask to see accounts and/or other evidence to support your case.

- C3** Businesses which, under the IACS rules, can submit only one Area Aid Application, can submit only *one* application under each of AAPS, GLS, SCPS, EPS or HFA (see relevant scheme literature for detailed rules on submission of claims).

If separate applications are submitted for separate businesses, the proportion of eligible arable crops to set-aside must be balanced within each separate business. This means that extra land cannot be set aside by one business in order to compensate for the fact that less land has been set aside by another.

Each application must give details of all the other businesses in which the applicant is involved.

### Changes to your business structure after 15 May

- C4** If the IACS applicant is a partnership, a company, or a group of individuals or companies, and the structure of the business concerned changes after the deadline for submitting Area Aid Applications, then this may affect the aid which can subsequently be claimed under the Bovine Schemes.

If any changes are likely to occur to your business structure you should inform the RPA immediately, preferably well before the change occurs. You should also consider seeking professional advice.

*These changes may affect any quota held. Make sure that you read the explanatory leaflets on SAPS and SCPS carefully and do not forget to make arrangements where appropriate to transfer your quota.*

### New businesses

- C5** We will consider carefully any new businesses established after 30 June 1992. If you inform the RPA (or your IACS Area Aid Application indicates) that a new business has been created, we will need to obtain further information from you. We will send you our new businesses questionnaire (IACS 27) and separate businesses questionnaire (IACS 26) to complete as appropriate so that we can decide, for IACS purposes, whether a new business has been formed and whether it is truly separate from any other businesses in which you are involved.

### Companies

- C6** Any officer of a company who is generally authorised to sign on behalf of that company may sign the Area Aid Application.

### Agents (including farm managers)

- C7** You may appoint an agent to complete an Area Aid Application on your behalf provided that he/she has been properly authorised. If you wish to appoint an agent (e.g. a farm manager, consultant or land agent), to apply on behalf of your business, *you* should complete the authorisation at the end of your Base Form.

Alternatively, you may attach written authorisation to your Area Aid Application if, for example, you need signatures of members of a business who do not reside locally. This authorisation must be provided *annually*. Use Annex 6 or a photocopy of

the authorisation on the Base Form for providing this authorisation. The signatures on the forms submitted to the RPA must be original.

## Partnerships

- C8** Where the applicant is a partnership, only one of the partners should apply on the partnership's behalf, but he/she must obtain written authorisation from the other partner or partners that he/she is authorised to make the Area Aid Application.

All members of the partnership should sign the authorisation at the end of the Base Form. Alternatively, you may attach written authorisation to your Area Aid Application, as described in paragraph C6. This authorisation must be provided annually.

## Share farmers

- C9** In a share farming arrangement each share farmer maintains a separate business. However, as the share farmers together farm the same land, one should be authorised in writing (as set out in paragraph C6) to submit a *single* application on behalf of all. Normally, the farmer who receives the

greater share of the proceeds from the share farming arrangement will apply on behalf of the other farmers involved.

Any of the share farmers who is also farming other land as part of another business separate from the share farming arrangement (paragraphs C2 and C3), should submit a separate application, but question 8 on the Base Form should be completed (see paragraphs N8-11).

Where the same farmers have more than one share farming arrangement between them they should submit a single application to cover *all* the land involved. We may need to seek further information from you on your share farming arrangements.

## Landlord and tenant

- C10** Where land is farmed by a tenant, the tenant is responsible for submitting an Area Aid Application. The landlord must not submit an application in his/her own right in respect of land which is farmed by a tenant. This does not affect the landlord's right to make an application in respect of other land which he/she farms in the course of his/her own business.

# D

## ADDITIONAL REQUIREMENTS

### Other claim forms

- D1** If you wish to claim under the livestock schemes (BSPS, SCPS, SAPS, SPS or VCSPS), you must submit separate claim forms to the RPA in addition to disclosure of your forage area on an Area Aid Application as necessary. Claim forms and explanatory literature for these schemes (listed in Annex 4) are available from processing sites.

The Hops Income Aid Scheme and Hops Temporary Measures are administered by the RPA and scheme-specific guidance and

forms can be obtained from the processing sites (see Annex 3). ERDP Schemes (other than HFA and Woodland Grant Scheme) are administered by the Rural Development Service (RDS).

- D2** Your Area Aid Application also contains the claims for EPS, HFA, AAPS, GLS and SAPS LFA Supplement. If late sowing of crops is permitted you may need to provide a supplementary declaration. In addition, if you grow non-food crops under contract on set-aside land you must submit a harvest delivery declaration (form IACS 9).

## Checks on claims

**D3** Your RPA processing site will be checking every claim. **Please ensure that you respond promptly to any queries from the RPA about your claim, since processing cannot proceed until you do so.**

**D4** An inspector, authorised by the RPA, may also visit you to verify the on-farm position. He/she will present identification if requested. Occasionally RPA officers may also be accompanied by officials from other bodies or EC officials.

The inspector may need to count and identify the animals on which you have claimed premium, measure land and check cropping details and also examine your records. If the inspector finds inaccuracies, we may apply penalties (see Annex 2).

**D5** The RPA will try to ensure that the visit causes you the minimum of disruption. However, EC legislation requires that inspections should normally be unannounced which means it may not be possible to give you any notice of a visit.

If you refuse to allow access for inspections your claim will usually be rejected.

The RPA will produce a report of their inspection. You or your representative will have the opportunity to see and sign the report, and to add any observations (e.g. whether you were present at the inspection and whether you agree with the inspector's findings). We will send you a copy of the report.

**D6** The RPA may also use aerial photographs or satellite imagery to assist with the checking procedures. These procedures may involve the disclosure of details of your application to external contractors who will, of course, be bound by the normal rules of confidentiality.

## Record keeping

**D7** You must keep for **four years** all the records and information you need, to confirm that you have provided complete and accurate information in your Area Aid Application and complied with the undertakings you have given. For *forage declarations* the period runs from 15 May in the scheme year in respect of which your application was lodged. For *AAPS* and *GLS* the period runs from the end of the year in which the crop, to which the claim relates, was harvested.

There are also specific livestock record-keeping requirements to be observed. Details of these can be found in the livestock schemes literature.

## Force majeure and exceptional circumstances

**D8** In limited circumstances it may be accepted that you are prevented from fulfilling certain of your obligations due to a course of events amounting to either *force majeure* or *exceptional circumstances*. Where this is recognised to be the case, penalties normally associated with such failure may not have to be applied. *Force majeure* is a term reserved for an unforeseeable course of events which you could not have avoided in spite of all due care and over which you have no control. *Exceptional circumstances* include events which are exceptional, but which do not amount to *force majeure*. Examples of *exceptional circumstances* which may be recognised include the death of the farmer; long term professional incapacity of the farmer; a severe natural disaster affecting the holding's agricultural land; accidental destruction of livestock buildings or an epizootic disease affecting livestock.

**D9** If you wish consideration to be given to an event which you think amounts to *force majeure* or *exceptional circumstances* you **must notify the RPA in writing within 10 working days of your being in a position to do so**. Each such notification will be carefully considered on a case-by-case basis.

## Special situations

**D10** A variety of special situations, e.g. installations of cables and pipelines (see *AAPS leaflet AR 11*), or compulsory purchase (see Appendix 4 of *the AAPS Explanatory Guide 2002* (AR 35A)), may affect your application. Any other special circumstances affecting your Area Aid Application should be notified to your RPA processing site immediately.

## E

### MAPPING AND FIELD DATA REQUIREMENTS

**E1** The current procedures for obtaining field numbers and total field areas for IACS purposes are explained in detail in IACS Booklet *Procedures for obtaining field numbers and total areas* (IACS 23) (revised February 2000). Copies are available from your processing site.

**E2** IACS 23 explains the procedures for applying for field numbers and the supporting documentation (including maps) required. If you have to complete an Area Aid Application, you must apply to your RPA site for new field numbers when:

- the boundary of a field changes on a permanent basis through amalgamation or division of fields; or
- the boundary of a field changes on a permanent basis for another reason; 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 in an Area Aid Application by a previous occupier. If you are taking on land under a short-term let you should ask the landlord whether IACS field numbers have already been allocated for the land in question, before you apply for new field numbers.

In this context, permanent changes 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, but particular circumstances should be taken into account).

**E3** You do not need to apply for field numbers if none of the changes in paragraph E2 applies to your land. You should continue to use the numbers shown on your Field Data Printout (FDP) until such time as changes occur. If you are in possession of Rural Land Register (RLR) maps and the accompanying Field Data Information Sheet, then this information should be used when completing the IACS 22.

**E4** Also, you should not apply for new field numbers where fields have been divided on a temporary basis either between two or more crops or two or more applicants. These should continue to be shown on your Area Aid Application using the current field number and a suffix e.g. 'a', 'b' etc.

However, where the temporary divisions differ, in any way, from the previous year you must use new suffix letters which follow those used in the previous year (e.g. 'a', 'b' in 2002 should now be followed by 'c', 'd', 'e').

You will also need to provide a sketch map with your Area Aid Application, as in previous years, showing how you have divided a field including where the split involves land entered into an environmental scheme.

## The Rural Land Register (RLR)

**E5** During 2003 the RPA will continue digitising all land parcels included within IACS Area Aid Applications to create the Rural Land Register. As part of the process applicants will be sent maps of their holdings to verify that boundaries and other information have been captured correctly. RPA will be writing separately to each applicant who has received finalised maps with additional information for completing the Area Aid Application. For further information see the RLR Guidance Booklet (IACS 40).

**E6** If you have agreed your final RLR maps and have received your final copies and the accompanying Field Data Information Sheet on or before **1 May**, you should use the new data for completing your Area Aid Application. **However if you receive the documents after 1 May you should complete your Area Aid Application using your old field numbers and areas.**

**E7** Some applicants will have finalised their RLR maps in time for the field numbers and areas to be shown on the FDP. If the area of the new parcel is less than that of the original parcel, then no field area usage data will be shown in Sections II, III or IV. You need not complete the information for 2002, just declare what the area and usage is in 2003 using the revised agreed field data.

If you have agreed your final RLR maps before 1 May 2003 and your FDP shows the old information, you may either change the field data on the pre-printed forms or request from your processing site, a supply of green blank FDPs to complete.

## Changes to field numbers as a result of the RLR

**E8** Where the boundary of a field has been altered dramatically, the old field number may no longer be relevant. A new field number which reflects the centre point of the field will have been issued. Applicants can check to see which of the old numbers the new field number has superseded by cross checking the Field Data Information Sheet which accompanies the agreed RLR maps with a previous IACS FDP.

## Changes to AAPS eligible area as a result of the RLR

**E9** The area of a field eligible for Arable Area Payments may be affected by a change in field size as a result of re-measuring. Changes in the eligible area of a field will be shown on the Field Data Information Sheet accompanying your RLR maps.

Where there is clear evidence of hardstanding within a field, this will have been excluded from the gross field size shown on the RLR maps. Any additional ineligible areas that have not been accounted for will need to be deducted from the new eligible area prior to your next claim.

**Remember** that the RLR map shows the gross area of the field and you are still required to deduct ineligible features such as footpaths, ponds and uncropped areas.

## Scottish land

**E10** Under the IACS Regulations each field is given a unique identifier. The Scottish Executive Environment Rural Affairs Department (SEERAD), has issued maps detailing unique field identifiers and the relevant areas to all producers who have included Scottish land in previous Area Aid Applications. These field numbers must be used when claiming or declaring land in 2003. Payment will not be made on fields with old field identifiers.

**E11** If you claim or declare fields for the first time in 2003 or change the boundaries of a field which has been allocated a unique field identifier, you will be required to complete and submit a Field Maintenance Request (FMR) form, together with a map showing the location of the fields and/or changes to any fields to the FMR Administration Team, SEERAD, Room 028, Pentland House, Edinburgh EH14 1TY.

**E12** If you are already in the process of obtaining a unique field identifier, and you want more information about the FMR system, or you want to request a FMR form, you can telephone the SEERAD Field Identification Helpline on 0131 244 1938 between 9am and 5pm Monday to Thursday and between 9am and 4.30pm on Fridays.

### Area measurement

**E13** When recording your crops, set-aside or forage area, the area indicated by an Ordnance Survey (OS), final agreed RLR or professionally produced map will generally be acceptable, provided that the field is fully planted or utilised according to normal agricultural practice and there has been no change in its boundary.

As a general rule, a field for which the total OS area is claimed under AAPS will be regarded as fully utilised as long as the width of any uncropped area around the field margin does not exceed two metres – where the width is measured from the centre of the recognised OS boundary (for instance, the fence, or the midpoint of a hedge or ditch) to the edge of the cropped area.

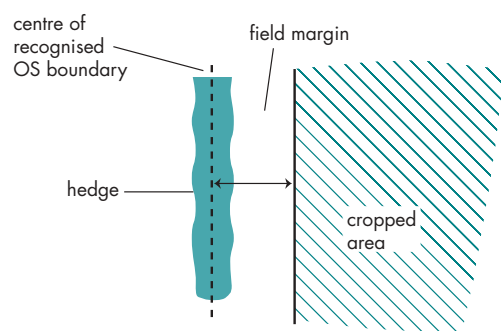
However, whole OS field area claims may still be made if the field margins, including hedges, ditches, walls and uncropped strips, exceed two metres in width, provided that:

- such features are characteristic of the landscape;
- form part of good agricultural cropping and utilisation practice; or

- have previously been accepted at inspection.

The only circumstances in which field margins more than two metres wide need be deducted from the whole OS area of fields claimed as forage are if such margins are ungrazeable or fenced off or if the above bullet point criteria do not apply.

#### Measurement of field margins:



**E14** If the width of the uncropped margin around a field claimed under AAPS does not meet the criteria in E13, the actual cropped area or set-aside area of the field (i.e. the OS measured area minus the total uncropped area around the field margin), must be used instead.

Similarly, if the width of any ungrazeable or fenced-off margin around a field claimed as forage does not meet the criteria in E13, only the grazeable area should be claimed.

**E15** When calculating areas to be declared in your Area Aid Application, please ensure that you deduct sufficient area to take account of uncroppable or ungrazeable features such as footpaths, buildings, bridleways, ponds or areas under pylons.

Remember, fields cannot be regarded as fully utilised where features of this type are present and deductions must be made. In the case of grass forage, unmade paths or unfenced areas under pylons can be included in the area of the field, provided that those areas can be grazed like the rest of the field.

- E16** Grazeable woodlands can be included, but you cannot claim the total field size; an appropriate area must be deducted to take account of the trees.

*Land managed under the Farm Woodland Premium Scheme must not be used for any agricultural purpose and therefore cannot be counted as forage.*

When a forage crop is grown for harvesting, the area must be adjusted to deduct uncroppable parts of the field. Thus, where appropriate adjustments are made, the area of a field when it is used as grazed forage may be different from the area when the same field is cropped. The same conditions apply to any areas provided to you by your RPA operating site.

- E17** Check the pre-printed areas on your FDP to ensure these are the areas you wish to declare for this year. You need to take account of whether the field is fully utilised and whether there are any uncroppable or ungrazeable features (see paragraphs E13–E15).

- E18** Where applicants consider that, for any reason, the OS maps significantly underestimate the surface area of the land concerned, it is open to them to make their own arrangements to have the land professionally measured.

Any plans submitted under these arrangements should be surveyed and certified by an independent person who must hold a qualification from the Royal Institution of Chartered Surveyors (RICS), the Institution of Civil Engineers (ICE) or some other similar professional body.

Your surveyor should supply you with a map drawn to scale which clearly shows the areas in question. This can then be sent to the RPA for consideration and approval.

- E19** If you are growing different crops in different parts of a field, or are setting aside different parts of a field, or otherwise subdividing a field shown on an OS or final agreed RLR map, you will need to determine the area of each part. The total area of the part-fields should not exceed the area of the original field shown on the OS or RLR map. Any uncroppable or ungrazeable features should be excluded, as described above.

- E20** Your declaration of area should be accurate and expressed in *hectares, to two decimal places*. If you wish to submit an estimate of the area of each field you must ensure it is conservative, because if the declared area is found to be greater than the actual area, penalties may be imposed. This could result in the loss of part or all of your aid.

If it is important to ensure that you claim the maximum possible area, e.g. because you are close to stocking density limits or are near the limit for Extensification Payment, it is in your interest to obtain an accurate measurement of the field area.

- E21** In cases where area measurements declared on your FDP this year are greater than those declared last year, you must provide a short explanation of the discrepancy with your Area Aid Application. This is not necessary if you are using new RLR maps. Where you have acquired new land, it is possible that information supplied by the previous occupier is not wholly up-to-date. It is your responsibility to ensure that areas stated in your Area Aid Application for *all* your land are correct.

## Countryside Stewardship Scheme (CSS)

- E22** If you have a Countryside Stewardship Scheme (CSS) agreement which includes the Arable Field Margin option for either a two metre or six metre uncropped strip, you will need to measure this from the base of the hedge and deduct the area it covers from your AAPS claim.

If you had an agreement before 1996 the one metre wide 'cross-compliance' strip cannot be counted as part of the croppable area under AAPS. As the one metre strip is no longer a requirement of the CSS scheme, you can bring this area back into production by ploughing the outer one metre of the arable margin next to the crop, provided you meet the CSS requirement to maintain either a minimum two metre or six metre margin.

If you choose to retain the one metre strip it should be included in the calculation of the area of the arable margin and be deducted from your AAPS claim.

- E23** If you are declaring as forage area land which is part of a CSS agreement, refer to Section F.

## Field inspections

- E24** Inspectors will measure features such as uncroppable areas and set-aside strips carefully when carrying out field inspections. Inspectors will also measure, where appropriate, any other fields or part-fields at their discretion. Inspectors may also wish to visit any areas of common land included in your application.

**Remember: If discrepancies are found at inspection they may affect your entitlement to aid. It may also be necessary for the RPA to recover aid paid in previous years.**

## Minimum size of fields

- E25** Aid cannot be claimed on fields of less than 0.1 hectares in total size, unless used for seed production or research when the minimum size for Arable Area Payments is 0.01 hectares.

- E26** For set-aside land each individual block, including strips and field margins, must cover an area of *at least 0.3 hectares* and must also be *at least 20 metres wide* throughout.

Smaller areas will be acceptable only if they are completely bounded by permanent fixed boundaries such as walls, hedges or watercourses subject to such parcels being at least 20m wide.

There is an exemption which allows strips with a minimum width of 10 metres but only where they are *adjacent* (but see following paragraph) to a permanent watercourse or lake at all points where the strip is less than 20 metres wide. In these cases the minimum set-aside plot size must be 0.1 hectares.

If the watercourse runs through a culvert, then the culvert must not exceed 50% of the watercourse. Strips will be allowed where they are separated from the watercourse by a fence, wall, hedge (including vegetation that has grown from inside the watercourse), banks, or belts of single trees. These strips will not be allowed where they are separated from the watercourse by open ground (other than tracks, footpaths or bridleways; belts of trees which are more than two metres wide; coppices or woods).

- E27** Fields of less than 0.1 hectares in total cannot be declared as forage area. In the case of shared grazings, individual usage of less than 0.1 hectares can be claimed provided that the group claim is equal to or exceeds 0.1 hectares and that the total parcel size is a minimum of 0.1 hectares. Fields of less than 0.1 hectares should be recorded in Section I and V (column T) of the FDP.

## F FORAGE

**F1** Forage area is the area of land available for grazing livestock or for growing a forage crop **for rearing animals**.

### Forage availability

**F2** The general rule is that land should be available throughout the year if it is to count as forage area. However, you may count land which is not available throughout the year (including areas of short term grass-keep) provided that:

- The land concerned is available and accessible for use (but not necessarily to you) either to graze livestock on it **or** to take a forage crop off it, for *at least* seven continuous months starting from any date between 1 January and 31 March 2003;
- The land concerned is available to you – either to graze livestock or to take a forage crop off it for at least four months of those seven months (the four months need not be continuous).

This four month period must occur during the time when the land is normally grazed or used for a forage crop in accordance with local custom.

If you have the land for only four months, make sure it is available to someone else for grazing or growing a forage crop for the rest of the seven months; **and**

- the land concerned is close enough to your permanent holding to make its use economically viable excluding any subsidy aid received from its inclusion in your Area Aid Application.

**F3** Although land only needs to be available to you for a minimum of four months to count as forage area, *it cannot* be claimed as forage area by another person in the same year (unless that person shares grazing with you – see F9).

**F4** **Grazing restrictions may render land ineligible as forage area. You should contact your processing site, in advance, if grazing restrictions apply to any land, including common land, which you wish to include in your forage area.**

Most ERDP agreements do not contain grazing restrictions that will affect the forage availability of your land for IACS. However, if declaring such land as forage, you are advised that the availability rules must be adhered to.

**F5** **Forage area does not include:**

- Buildings, woodlands, ponds or paths (although some grazeable paths and some areas of woodlands and orchards used to graze livestock can be counted – see further guidance at E15–E16);
- Areas used for crops benefiting from EC aid e.g. Aid for Dehydrated Fodder, Aid for Seed Production;
- Areas used for permanent (excluding permanent grass) or horticultural crops;
- Areas of land set aside;
- Land on which potatoes, carrots, sugar beet (as opposed to fodder beet) or vining peas are grown, even if you use these crops to feed livestock;
- Land in the Farm Woodland Premium Scheme.

**F6** If you claim land on which you are growing a fodder root crop (e.g. turnips, swedes) as forage area, you may not dispose of any of this crop for human consumption. If you break this condition we will disallow that area as forage.

- F7** You cannot claim for both AAPS and forage on the same land in the same year even if you grow a crop eligible for either (see Annex 1). Please refer to the scheme literature for advice on land that can be counted as forage area for Extensification Payment.

### Areas in shared use

- F8** Areas in shared use will be credited to your forage area in proportion to your share of grazing on those areas.

### Common land

- F9** To be claimed as forage area, common land must meet all of the general forage availability rules as set out in the paragraphs above. The common land, which you list on your IACS Base Form, will be credited to your forage area in proportion to your registered share or actual use of the grazing. In general, common land forage area is allocated according to registered rights. **Note that currently the Rural Land Register maps and Field Data Printouts do not include common land.**

The area of common land credited to you, may change from year to year so you should not assume that you will receive the same allocation each year.

You may be asked to provide documentation to show that you are entitled to the common rights that you have declared. This evidence may be in the form of deeds, other formal confirmation of grazing rights, or by reference to the relevant common land register.

- F10** **If you are unable to satisfactorily demonstrate your entitlement to the rights, then we will not be able to make a notional allocation of common land forage area.**

Assessments to establish the grazeable areas of common land included on the Area Aid Applications will be carried out. It is in your interests to let your processing site know about ungrazeable features which reduce the overall forage area of common land, such as buildings, roads, car parks, etc. This can be done individually or, preferably, through the common's association or managing authority.

### Transfers of land before 15 May

- F11** If land which you are claiming as forage area was previously available to someone else this IACS year, it is for you to satisfy yourself that that person has not already claimed it as forage area, otherwise you may be subject to penalties.

However, land which has already been declared as forage area by one producer may be transferred to the Area Aid Application of another producer before 15 May provided the producer transferring the forage area deducts it from his/her Area Aid Application. The relevant processing site must be notified in writing of the changes (see paragraph B17).

### Transfers of land after 15 May

- F12** If you take over the whole of the land declared by another farmer on an Area Aid Application, it may be possible (even after 15 May) under certain limited circumstances for you to make claims for aid under the livestock schemes this year against the forage area declared on that Area Aid Application.

*If you think this might apply to you, please contact your processing site to obtain an application form (IACS 18) and notes for guidance (IACS 19) for transfer of holdings after the annual IACS deadline. (See paragraph B18 and also Annex 2).*

## Animals kept on land not included on the Area Aid Application

- F13** Under the scheme rules for SCPS and BSPS the animals on which premium is claimed must be kept on the IACS declared holding. However, in certain circumstances, payment can be made where animals are not kept on IACS declared land, provided that all other scheme rules are met. You must have proof that the land is being used as part of your holding for the purposes of the schemes. While we may be able to allow animals on which premium is claimed to be kept on such land, this land **will not** count towards your forage area. Therefore you must still have enough forage area within your IACS declared land to support all livestock claimed.

## Stocking density and livestock schemes

- F14** Details of how forage area is used under the stocking density rules to limit claims under BSPS and SCPS are given in Annex A of the Cattle Scheme Literature Guidance Notes (BSL 1). SAPS claims count towards the stocking density for the purposes of BSPS and SCPS even though stocking density rules do not apply if you are claiming only under SAPS.

The maximum stocking density to limit claims under BSPS and SCPS is now 1.8 Livestock Units (LUs)/ha. (See Cattle Scheme Literature Guidance Notes (BSL 1) paragraph A4).

The stocking density for the Extensification Payment Scheme is below 1.4 LU/ha or for the Standard Scheme, below or equal to 1.8 LU/ha. (See Cattle Scheme Literature Guidance Notes (BSL 1) Annex D.)

## SAPS LFA Supplement

- F15** In respect of the SAPS LFA Supplement, the land declared must be all of that which is used for agriculture.

## Effect of short-term lets on LFA status

- F16** If you wish to claim SAPS or SCPS you should remember that taking on land under a short-term grass keep licence could alter the ring-fence designation of your holding for quota purposes.

For example, if you farm in the GB lowland ring-fence and take on land in the LFA under a short-term let, this could mean that the majority of your holding is now in the LFA and it will be assigned to the LFA ring-fence.

This in turn would mean that you could not use your GB lowland quota to claim premium in the current scheme year.

The rules are set out in greater detail in paragraphs 19-27 of the SAPS Quota Explanatory Guide and paragraphs 22-30 of SCPS Quota Explanatory Guide.

## Extensification Payments Scheme

- F17** The forage area that can be taken into account for calculating stocking density under EPS differs from the forage area used to support other cattle premium schemes. Please refer to Cattle Scheme Literature Notes for Guidance (BSL 1 (11/02)) 2003 for further details.

## Forage Late Claim and Area Penalties

- F18** Please go to Annex 2 to find details of how late Area Aid Applications or area discrepancies lead to reductions in payments dependant on your forage area.



## PENALTIES

- G1** Articles 32-40 of Regulation (EC) No 2419/2001 sets out the detailed rules for applying IACS penalties. Penalty provisions are detailed in Annex 2.

If we do not receive your Area Aid Application by the deadline for receipt, or the information in it is found to be inaccurate, the EC Regulations require us to apply penalties to the claim. Except for cases of *obvious error* (see paragraph B20), *force majeure* or *exceptional circumstances* (see paragraph D8) *we have no discretion in applying the penalties laid down.*

It is therefore in your own interest to ensure that a signed and accurate Area Aid Application, supported where necessary by documentary evidence, is received by your RPA processing site by 15 May.

### Late claims

- G2** The penalties for late claims are set out in Part I of Annex 2. You should note that if your Area Aid Application arrives late at the RPA site this will lead to penalties on the arable and livestock schemes and HFA.

If your application arrives more than **25** calendar days after the closing date or after 1 July in the case of permanent pasture only applications you will lose the whole of your entitlement to AAPS, GLS, the LFA Supplement to SAPS, EPS or HFA (see Cattle Scheme Literature Guidance Notes (BSL 1).

There are equivalent penalties for late claims under SCPS, SAPS and BSPS. If *both* your Area Aid Application and your livestock claim are late, in most cases, you will suffer double penalties. The exceptions are for SAPS (non-LFA) and the agri-environment schemes (other than the Countryside Access Scheme).

### Inaccuracies in areas declared

- G3** You must state in your Area Aid Application the area of each field you farm. When checking your claim, the RPA will make appropriate allowance for the accuracy of measuring methods, available documentation, and any relevant local factors.

It is not possible to pay on an area greater than that stated in your declaration. If there appear to be significant discrepancies between what you have claimed and what is found, the RPA may physically measure the areas concerned. The penalties set out in Part II of Annex 2 apply where we discover over-declarations of area.

For AAPS, any adjustment of, or penalty on, your set-aside area may lead to an adjustment of the payments on your cropped area and vice versa. Similarly, if you claim on areas you are not entitled to, or you do not comply with the EC rules of the AAPS (e.g. agricultural production on set-aside land), the penalties in Part II of Annex 2 will apply.

If you are a small producer (with no obligation to set land aside) but who decides to set aside land any overdeclaration of set-aside may result in penalties being applied to the set-aside payment. This will not affect your crop payments unless the whole claim discrepancy is over 30% in which case the entire claim will be disallowed (see Annex 2).

If you apply for the SAPS LFA Supplement and we discover that less than 50% of the total agricultural area of your holding is situated within the LFA, the supplement will not be paid. In addition, any premium entitlement will be reduced by half of the LFA Supplement.

## Inaccuracies in numbers of animals declared

- G4** When you complete the separate claim form for each of the livestock schemes, you have to state the number of animals on which you are claiming premium. The penalties for keeping fewer animals than the number stated in your claim, or for including ineligible animals on your claim, are set out in Annex 2.

## Intentional non-compliance

- G5** Where the RPA finds that irregularities were committed intentionally you will be excluded from part or all of aid scheme concerned for the relevant calendar year.

A false declaration made intentionally may also lead to a criminal prosecution, and in addition, incur the penalties in Annex 2.

## Additional penalties

- G6** Except in cases of *force majeure* or *exceptional circumstances*, if an inspection cannot be made through the fault of the farmer or his/her representative (for example, where the farmer unreasonably prevents the inspector from carrying out the check) all applications under the schemes covered by IACS will be rejected for the year in question.

- G7** Specific criminal penalties for breach of the IACS rules are set out in the Integrated Administration and Control System Regulations 1993, SI 1993/1317 as amended by SIs 1994/1134, 1997/1148 and 2000/2573, available from The Stationery Office Ltd (TSO) PO Box 29, Norwich, NR3 1GN Tel. 0870 6005522. Website [www.tso.co.uk](http://www.tso.co.uk)

In particularly serious cases, prosecution for other criminal offences such as theft and fraud is also possible. Information about any person or persons suspected of committing an intentional breach of IACS rules may be given, anonymously, if the informant wishes, to any RPA processing site (addresses and telephone numbers of all sites are listed in Annex 3).

## Over-payments

- G8** If you are paid more aid than you are entitled to under the rules of the scheme, you will be required to reimburse the over-payment (plus interest) covering the period between notification of the overpayment and reimbursement, (unless the overpayment results from an error by the RPA in which case you will not be requested to pay interest). The RPA will write to you explaining how the sum due has been calculated and how the over-payment must be repaid.



## THE AREA AID APPLICATION: GENERAL

- H1** The application form for England has two parts:

- **the Base Form** asks for general information about you as the applicant and the land you farm.
  - IACS 2 (2003) (coloured purple) for arable and arable/forage farmers who have any land eligible for AAPS or flax and hemp only eligible land.
  - IACS 2(F) (2003) (coloured pink) for forage-only farmers who have no land eligible for AAPS.

**You must complete an IACS 2 Form if you wish to claim AAPS.**

- **the Field Data Printout (FDP)** form IACS 11 (2003) (black and white form) is the larger (A3) printout of the information you registered in 2002, and will form the basis of the information about individual fields in 2003. It is enclosed for all those who had an Area Aid Application accepted last year.

**This year, for the first time, field numbers have been listed in numerical order.**

If you are in possession of your final agreed Rural Land Register (RLR) maps and accompanying Field Data Information Sheet, this information should be used on your FDP.

If you received your final agreed RLR maps before January 2003, it is possible that the data will have been transposed onto your FDP. Please check that the field numbers and areas agreed on the RLR maps and Field Data Information Sheet match the field numbers and areas on your 2003 FDP. If there are discrepancies between the two please amend the FDP. Check that the information in your FDP is still correct. You are responsible for making any changes necessary which must reflect the position on 15 May.

**H2** You will also have received a copy of your FDP to retain for your own reference. **Do not use this copy as part of your Area Aid Application.**

**H3** To submit an Area Aid Application 2003 you must fill in both a **Base Form** and as many **FDPs and/or blank FDPs** as are necessary to show all the land you farm. **Do not use correction fluid** – if necessary cross out mistakes and initial and date corrections.

**IMPORTANT:** If there are changes to your land which are too complex to show on the Printout itself you should include these on the **blank** Printout sheets (coloured green) provided. Cross-reference the entries on this latter form to the relevant sheet and line of the Printout, wherever possible keeping these entries in the same order as in your Printout. You may use the blank Printout sheet to record newly acquired land, or land rented on a short-term basis (including grass keep). Do not give the holding number for short-term rented land. You should list such land under your main holding number.

**H4 IMPORTANT:** You *must* submit a fully completed Area Aid Application each year to enable you to claim under the IACS-related schemes, unless you are exempt.

If you do not submit an application you will lose entitlement to aid *even if* there have been no changes to your land since last year.

**H5** Do not use old forms left over from last year for your 2003 Area Aid Application. **Only applications on 2003 forms will be accepted.**

You must use original forms wherever possible (but see H6 if using your own computer printout). If you need extra forms you should contact your RPA processing site immediately. If, for whatever reason, you have to submit photocopies of forms you must ensure they contain *original signatures in ink*.

**H6** There are special arrangements for electronic applications this year: see paragraph A4, second bullet point.

For all other IACS applicants the following instructions relating to use of computer-generated forms still apply:

- You may supply your own computer printout provided it uses exactly the same layout of columns and headings as the 2003 FDP and is easy to read and photocopy. Wherever possible the entries should be in the same order as in your FDP and should cross-refer to it. If you submit your own computer printout you must sign and date each sheet.
- You must submit an *original* Base Form. A computer-generated Base Form is **NOT** acceptable.

**H7** We suggest you complete the FDP before completing your Base Form. Parts I to N which follow, describe in detail how to fill in the FDP and the Base Form.

## HOW TO COMPLETE THE FIELD DATA PRINTOUT: SECTION I

**I1** If you had an Area Aid Application accepted last year you will receive a FDP of the information you supplied then. If your application contained farms in more than one part of the UK you should ensure that all relevant information from each part of the UK is included in your current application if you wish to claim for this land.

**I2** As before, the basic information identifying your fields will be printed in columns A-F of Section I.

**Check that the information printed in Section I is still correct. Field numbers are listed in numerical order.**

**You are responsible for making any changes, which must reflect the position on 15 May 2003.**

For example, there will be changes where:

- fields on different lines have been amalgamated or divided on a temporary basis;
- fields have been amalgamated or divided on a permanent basis and new IACS National Grid field numbers and/or areas have been allocated by the RPA to reflect changes made last year.

Where applications for new field numbers were submitted with last year's Area Aid Application, the new field numbers will be recorded on the FDP. In all other cases, you will have to refer to the *'Schedule of field numbers and total areas'* (IACS 22A) and then include the new field numbers when completing your 2003 Printout.

**I3** When filling out the Printout use the blank line provided under each entry to enter any changes (see also paragraphs G3 and J3). If you have given up land which is listed on your Printout, cross through the printed entry with a single line and write underneath that entry *'land given up'*.

**I4** Paragraphs E1 – E4 summarise the procedures for obtaining new field numbers and areas where there have been permanent changes to your land or where you are including land on your Area Aid Application for the very first time. If you submitted an application for field numbers (IACS 22) by 1 March you should receive the numbers in time to include them on your FDP.

However, if you are submitting an IACS 22 with your Area Aid Application, or have already submitted an IACS 22 but have not received new field numbers by the time you submit your Area Aid Application, you should cross-refer to your application for field numbers on the line below the printed entry on the Field Data Printout.

**I5** The FDP(s), amended where appropriate, must provide information on all of the land you farm in the UK.

**I6** **IMPORTANT: You must sign the 'Declarations and Undertakings' section of the Base Form confirming that you have checked the information given in the FDP(s) and have made any necessary amendments.**

**I7** Diagrams 1 and 2 on pages 22 to 25 give examples of how to amend the basic information and explains the purpose of each column in your FDP. Additional information is provided from paragraph I8.

### Diagram 1 How to complete the Field Data Printout: arable and arable/forage claims

**COLUMN D**  
Shows the area of fields divided in 2002, with a suffix for each part-field. If you divided fields differently in 2002 compared to 2001, a different suffix will be printed. If you shared forage area, the area allotted to you is shown with a suffix.

**COLUMN C**  
Total registered size of the field, not just the area you own.

**COLUMN B**  
The four-figure number shown in your 2002 Printout or Field Data Sheet.

**COLUMNS A and B**  
Contain the map sheet field reference shown on your 2002 Printout or Field Data Sheet. **Note: these are now in alpha/numeric order**

Add your own field names or references (optional – last year's will not be pre-printed).

Example: Lines 5-7 East Side field was divided as two part-fields 3261 A and B in 2002 which have been re-amalgamated – shown by the bracket to the right of Section I.

Example: Line 8 Land given up since the last IACS application.

**REMEMBER TO SIGN AND DATE EACH PRINTOUT**

Read notes clockwise from the left side

**COLUMN F**  
Records the Less Favoured Area (LFA) and Moorland status of each field as:  
'N': Non LFA land;  
'D': Disadvantaged land;  
'S': Severely-disadvantaged land.  
'MD': Disadvantaged land within the Moorland line.  
'MS': Severely Disadvantaged Land within the Moorland line.  
Where the LFA boundary runs through a field, the RPA will have allocated a separate field number for each part of the field with a different LFA status.

**COLUMN E** Eligibility for AAPS based on 1991 cropping. E1 gives area of parcel eligible for AAPS. E2 gives the area eligible for fibre flax or hemp only. You cannot claim for AAPS or for fibre flax or hemp if there is no entry in these columns. (See also AAPS Guide AR 35A) **Deduct from your AAPS claim any areas uncropped this year.**

**COLUMN H**  
Pre-printed 2002 area. Enter 2003 declared area below it **only** if different. If you do not change the area we will use the printed figure as your forage area for 2003.

**COLUMN J**  
Code for 2002 crop/cover. Enter any changes for 2003. Use code or write in the crop/cover. (See Annex 1)

**COLUMN L**  
Enter the area you are claiming under AAPS in 2003 **only if there are changes to the 2002 area.**

**COLUMN M**  
Enter the eligible crop grown in 2002/2003. Enter forecast yield if you are growing same variety as a non-food crop.  
  
Within protein crop group only peas and field beans harvested dry are eligible for AAPS. Vining peas are ineligible. If you are writing the crop name in full indicate whether the crop is to be harvested dry by entering HD e.g. peas (H.D).

**COLUMN N**  
Enter the set-aside area you are claiming in 2003, **only if there are changes to the 2002 area.**

**COLUMN O**  
Enter one of the following set-aside codes:  
F: Flexible Set-Aside  
G: Guaranteed Set-Aside  
M: Multiannual Set-Aside  
(See also paragraph K10 IACS 1 2003)

**COLUMN P**  
Code for 2002 green cover type. Enter any changes for 2003. (See Annex 1)

**COLUMN Q**  
Code for 2002 non-food crop. Enter any changes for 2003 and details of variety. For crops grown under contract enter the forecast yield from your contract with the collector/first processor (eg 1.18 t/ha).

**COLUMN R**  
Example: If you are growing short-rotation coppice to become harvestable annually after 3 years, enter: 'yearly (3 years)'.

**COLUMN S**  
Use the ERDP scheme codes listed in Annex 1 to record land that is, or will be, entered into a management agreement.

**COLUMN T**  
Enter here any land which you farm which is not listed in Sections II, III or IV.

Before you start to complete this Field Data Printout please read the IACS 2003 Booklet. If you complete this Field Data Printout incorrectly you may lose some or all of the payments you are claiming. YOU MUST CHECK THE PRINTED INFORMATION IN SECTION I, II, III & V TO MAKE SURE IT IS CORRECT.

**Form IACS 11 (2003)**

Holding number of this sheet: 12/361/6789  
Main holding number (if different): 31/234/5778  
This sheet number: 2  
Yield region(s): England

Please use BLOCK LETTERS and BLACK INK throughout. Any alterations to entries you have made must be initialled by you. You may use this sheet to record newly acquired land, or land rented on a short-term basis, including your grass keep. FOLD ON DOTTED LINE.

| Line No. | FOR FARMER'S OWN USE | I BASIC INFORMATION                      |                                 |                                            |                                                                                                 | II LIVESTOCK SCHEMES           |                                                           | III ARABLE AREA PAYMENTS SCHEME                                       |                                        |                                                                  |                                 |                                                                                       |                                 | IV ENGLAND RURAL DEVELOPMENT PROGRAMME SCHEMES |                  | V OTHER LAND                                                                                   |                                                             |           |                  |
|----------|----------------------|------------------------------------------|---------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------|------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------|------------------|
|          |                      | Ordnance Survey (OS) Map sheet reference | National Grid (NG) field number | Total Ordnance Survey (OS) field size (ha) | Part field suffix (i.e. area which you own, rent or use if less than area declared in Column C) | E1 Area eligible for AAPS (ha) | E2 Area eligible for fibre flax or hemp but not AAPS (ha) | LFA & Moorland Status                                                 | Forage area (to 2 decimal places) (ha) | Forage cover or crop grown                                       | Area (to 2 decimal places) (ha) | Crop (please give additional details as indicated in J7 of the IACS booklet)          | Area (to 2 decimal places) (ha) | Type of Set-Aside                              | Green cover type | Crop grown, (including variety) and for those grown under contract, forecast yield (tonnes/ha) | Frequency of harvest and growing period for perennial crops | ERDP code | Main use in 2003 |
| 1        | SOUTH RADDOCK        | SU1737                                   | 2797                            | 6.95                                       |                                                                                                 | 6.90                           | D                                                         | 6.90                                                                  | GR1                                    | XXXXX                                                            | XXXXX                           | XXXXX                                                                                 | XX                              | XX                                             | XXXXXXXXXX       | XXXX                                                                                           |                                                             |           |                  |
| 2        | WEST END             | SU1737                                   | 2967                            | 10.82                                      |                                                                                                 | 10.75                          | D                                                         |                                                                       |                                        | 10.75                                                            | BA1                             |                                                                                       |                                 |                                                |                  |                                                                                                |                                                             |           |                  |
| 3        | VILLAGE FIELD        | SU1737                                   | 4211                            | 12.88                                      |                                                                                                 | 12.80                          | N                                                         |                                                                       |                                        | 12.80                                                            | WH1                             |                                                                                       |                                 |                                                |                  |                                                                                                |                                                             |           |                  |
| 4        | TOP FIELD            | SU1737                                   | 5471                            | 21.72                                      |                                                                                                 | 21.70                          |                                                           |                                                                       |                                        | 21.70                                                            | BA1                             |                                                                                       |                                 |                                                |                  |                                                                                                |                                                             |           |                  |
| 5        | EAST SIDE            | SU1738                                   | 2119                            | 24.20                                      |                                                                                                 | 24.00                          |                                                           |                                                                       |                                        | 24.00                                                            | HORSE BEANS (HD)                |                                                                                       |                                 |                                                |                  |                                                                                                |                                                             |           |                  |
| 6        |                      |                                          |                                 |                                            | A                                                                                               | 10.20                          | N                                                         |                                                                       |                                        | 10.00                                                            | WH1                             |                                                                                       |                                 |                                                |                  |                                                                                                |                                                             |           |                  |
| 7        |                      |                                          |                                 |                                            | B                                                                                               | 14.00                          | N                                                         |                                                                       |                                        | 13.95                                                            | OA1                             |                                                                                       |                                 |                                                |                  |                                                                                                |                                                             |           |                  |
| 8        | RIVER-SIDE           | SU1738                                   | 3261                            | 8.47                                       |                                                                                                 |                                | MS                                                        | 8.47                                                                  | GR2                                    | XXXXX                                                            | XXXXX                           | XXXXX                                                                                 | XX                              | XX                                             | XXXXXXXXXX       | XXXX                                                                                           |                                                             |           |                  |
| 9        | TOP FIELD            | SU1738                                   | 4979                            | 10.21                                      |                                                                                                 | 10.21                          | N                                                         |                                                                       |                                        |                                                                  |                                 |                                                                                       |                                 |                                                |                  |                                                                                                |                                                             |           | est              |
| 10       | VILLAGE MEADOW       | SU1740                                   | 5217                            | 6.74                                       |                                                                                                 | 6.50                           | N                                                         |                                                                       |                                        | 6.50                                                             | F                               | NR1                                                                                   |                                 |                                                |                  |                                                                                                |                                                             |           | HOPS 650 TBP     |
|          |                      |                                          |                                 |                                            |                                                                                                 |                                |                                                           | Total forage (this sheet)                                             | 6.90                                   | Total cereals (this sheet)                                       | 10.75                           | Total Set-aside on AAPS eligible land (this sheet)                                    | 21.70                           |                                                |                  |                                                                                                |                                                             |           |                  |
|          |                      |                                          |                                 |                                            |                                                                                                 |                                |                                                           | Total oilseeds (this sheet)                                           | 12.78                                  | Total proteins (this sheet)                                      | 24.00                           | Total Set-aside on AAPS ineligible land to support fibre flax and hemp (this sheet) * |                                 |                                                |                  |                                                                                                |                                                             |           |                  |
|          |                      |                                          |                                 |                                            |                                                                                                 |                                |                                                           | Total linseed, fibre flax and hemp on AAPS eligible land (this sheet) |                                        | Total fibre flax and hemp on AAPS ineligible land (this sheet) * |                                 |                                                                                       |                                 |                                                |                  |                                                                                                |                                                             |           |                  |
|          |                      |                                          |                                 |                                            |                                                                                                 |                                |                                                           | Total maize (this sheet)                                              |                                        | Total sweetcorn (this sheet)                                     |                                 |                                                                                       |                                 |                                                |                  |                                                                                                |                                                             |           |                  |

Make sure you have entered any necessary changes

Signature: [Signature] Date: 2/4/2003

Telephone No. for enquiries: 09876 543120

**FOR OFFICIAL USE ONLY**

|                           |                           |
|---------------------------|---------------------------|
| IACS Reference No. (2002) | IACS Reference No. (2003) |
| Input by:                 | Checked by:               |

\* see Appendix 6 of AR 35A

FB 7728A. Printed on recycled paper contain 100% post consumer waste

## Diagram 2 How to complete the Field Data Printout: forage-only claims

**COLUMN D**  
Shows the area of fields divided in 2002, with a suffix for each part-field. If you divided fields differently in 2003 compared to 2002, a different suffix will be printed. If you shared forage area, the area allotted to you is shown with a suffix.

**COLUMN C**  
Total registered size of the field, not just the area you own.

**COLUMN B**  
The four-figure number shown in your 2002 Printout or Field Data Sheet.

**COLUMNS A and B**  
Contain the map sheet field reference shown on your 2002 Printout or Field Data Sheet. **Note: these are now in alpha-numeric order.**

Add your own field names or references (optional – last year's will not be pre-printed).

Example: Lines 4-6 West Meadow field was divided as two part-fields 7227 A and B in 2002 which have been re-amalgamated – shown by the bracket to the right of Section I.

Example: Line 10 Land given up since the last IACS application.

**REMEMBER TO SIGN AND DATE EACH PRINTOUT**

Read notes clockwise from the left side

**COLUMN F**  
Records the Less Favoured Area (LFA) and Moorland status of each field as:  
'N': Non LFA land;  
'D': Disadvantaged land;  
'S': Severely-disadvantaged land.  
'MD': Disadvantaged land within the Moorland line.  
'MS': Severely Disadvantaged Land within the Moorland line.  
Where the LFA boundary runs through a field, the RPA will have allocated a separate field number for each part of the field with a different LFA status.

**COLUMN E**  
Since you have no land eligible for AAPS, these columns should be left blank. You cannot claim under AAPS on this land and Section III of the Printout will be blanked out.

**COLUMN H**  
Pre-printed 2002 area. Enter 2003 declared area below it **only** if different. If you do not change the area we will use the printed figure as your forage area for 2003. (See also paragraph 12 IACS 1 2003)

**COLUMN J**  
Shows last year's forage cover/crop code. Enter any changes for 2003 (See Annex 1). Use code or write the crop/cover here (eg: enter 'BE8' or 'beet (fodder)').

**SECTION III** is blanked out in forage-only Printouts and cannot be used.  
  
(If you have acquired land eligible for AAPS since submitting your 2002 area aid application, or are claiming fibre flax or hemp, and wish to make an arable claim, record the land on a blank Printout sheet. You must also obtain a copy of Base Form IACS 2 (2003), which applies to arable and arable/forage farmers, from your RPA Processing Site).

**COLUMN S**  
Use the ERDP Scheme codes listed in Annex 1 to record land that is, or in 2003 will be, entered into a management agreement for any ERDP scheme.

**COLUMN T**  
Enter here any land which you farm which is not listed in Sections II, III or IV.

Before you start to complete this Field Data Printout please read the IACS 2003 Booklet. If you complete this Field Data Printout incorrectly you may lose some or all of the payments you are claiming. YOU MUST CHECK THE PRINTED INFORMATION IN SECTION I, II, III & V TO MAKE SURE IT IS CORRECT.

**Form IACS 11 (2003)**

Holding number of this sheet: 12/361/6789  
Main holding number (if different): 31/297/7165  
This sheet number: 2  
Yield region(s): England

**II LIVESTOCK SCHEMES**  
Forage area. Complete this section ONLY for land (other than common land) which you are counting towards your FORAGE area

**III ARABLE AREA PAYMENTS SCHEME**  
Complete this section only for land which you are claiming under the Arable Area Payments Scheme

**IV ENGLAND RURAL DEVELOPMENT PROGRAMME SCHEMES**

**V OTHER LAND**  
Complete this for all other fields

| Line No. | FOR FARMER'S OWN USE | Ordnance Survey (OS) Map sheet reference | National Grid (NG) field number | Total Ordnance Survey (OS) field size (ha) | Part field suffix | Part-field size (i.e. area which you own, rent or use if less than area declared in Column C) (ha) | Area eligible for AAPS (ha) | Area eligible for fibre flax or hemp but not AAPS (ha) | LFA & Moorland Status | Forage area (to 2 decimal places) (ha) | Forage cover or crop grown | Eligible arable crop            |                                                                              | Set-aside                       |                   | Non-food use     |                                                                                                | ERDP code | Main use in 2003 |
|----------|----------------------|------------------------------------------|---------------------------------|--------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------|-----------------------|----------------------------------------|----------------------------|---------------------------------|------------------------------------------------------------------------------|---------------------------------|-------------------|------------------|------------------------------------------------------------------------------------------------|-----------|------------------|
|          |                      |                                          |                                 |                                            |                   |                                                                                                    |                             |                                                        |                       |                                        |                            | Area (to 2 decimal places) (ha) | Crop (please give additional details as indicated in J7 of the IACS booklet) | Area (to 2 decimal places) (ha) | Type of Set-Aside | Green cover type | Crop grown, (including variety) and for those grown under contract, forecast yield (tonnes/ha) |           |                  |
| 1        | LOWER Paddock        | TQ1327                                   | 1872                            | 8.24                                       |                   |                                                                                                    |                             |                                                        | N                     | 6.90                                   | GR1                        | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
|          |                      |                                          |                                 |                                            |                   |                                                                                                    |                             |                                                        |                       | 7.95                                   | MA1                        | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
| 2        | HILLSIDE             | TQ1327                                   | 2914                            | 9.57                                       |                   |                                                                                                    |                             |                                                        | D                     | 9.50                                   | GR2                        | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
|          |                      |                                          |                                 |                                            |                   |                                                                                                    |                             |                                                        |                       | 9.45                                   | GR2                        | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
| 3        | LOWER MEADOW         | TQ1327                                   | 4219                            | 4.24                                       |                   |                                                                                                    |                             |                                                        | N                     |                                        |                            | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      | HE 3             |
|          |                      |                                          |                                 |                                            |                   |                                                                                                    |                             |                                                        |                       |                                        |                            | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      | Herbage Seed     |
| 4        | WEST MEADOW          | TQ1327                                   | 7227                            | 26.40                                      |                   |                                                                                                    |                             |                                                        |                       | 26.38                                  | BE8                        | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
|          |                      |                                          |                                 |                                            |                   |                                                                                                    |                             |                                                        |                       |                                        |                            | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
| 5        |                      |                                          |                                 |                                            | A                 | 12.40                                                                                              |                             |                                                        | N                     | 12.38                                  | TU1                        | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
|          |                      |                                          |                                 |                                            |                   |                                                                                                    |                             |                                                        |                       |                                        |                            | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
| 6        |                      |                                          |                                 |                                            | B                 | 14.00                                                                                              |                             |                                                        | N                     | 14.00                                  | MA2                        | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
|          |                      |                                          |                                 |                                            |                   |                                                                                                    |                             |                                                        |                       |                                        |                            | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
| 7        | UPPER Paddock        | TQ1327                                   | 9817                            | 10.44                                      |                   |                                                                                                    |                             |                                                        | N                     | 10.44                                  | GR2                        | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
|          |                      |                                          |                                 |                                            |                   |                                                                                                    |                             |                                                        |                       | 10.40                                  | MA1                        | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
| 8        | HILLVIEW             | TQ1528                                   | 1327                            | 18.21                                      |                   |                                                                                                    |                             |                                                        | MS                    | 18.00                                  | GR2                        | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      | EST              |
|          |                      |                                          |                                 |                                            |                   |                                                                                                    |                             |                                                        |                       |                                        |                            | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      | ESI              |
| 9        | TOP FIELD            | TQ1528                                   | 4291                            | 5.44                                       |                   |                                                                                                    |                             |                                                        | N                     |                                        |                            | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      | NU 10            |
|          |                      |                                          |                                 |                                            |                   |                                                                                                    |                             |                                                        |                       |                                        |                            | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      | Nursery: Forest  |
| 10       | VILLAGE MEADOW       | TQ1528                                   | 5124                            | 6.21                                       |                   |                                                                                                    |                             |                                                        | D                     | 6.21                                   |                            | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |
|          |                      |                                          |                                 |                                            |                   |                                                                                                    |                             |                                                        |                       |                                        |                            | XXXXX                           | XXXXX                                                                        | XXXXX                           | XX                | XX               | XXXXXXXXXX                                                                                     | XXXX      |                  |

Total forage (this sheet): 72.18  
Total cereals (this sheet): -  
Total oilseeds (this sheet): -  
Total proteins (this sheet): -  
Total linseed, fibre flax and hemp on AAPS eligible land (this sheet): -  
Total fibre flax and hemp on AAPS ineligible land (this sheet): -  
Total maize (this sheet): -  
Total sweetcorn (this sheet): -

Total Set-aside on AAPS eligible land (this sheet): -  
Total Set-aside on AAPS ineligible land to support fibre flax and hemp (this sheet): -

\* see Appendix 6 of AR 35A

Signature: [Signature] Date: 2/4/2003  
Telephone No. for enquiries: 09876 543120

| FOR OFFICIAL USE ONLY     |                           |
|---------------------------|---------------------------|
| IACS Reference No. (2002) | IACS Reference No. (2003) |
| 16-999999                 |                           |
| Input by:                 | Checked by:               |

Make sure you have entered any necessary changes

## Column E1 & E2: Eligible for AAPS or for fibre flax or hemp

- I8** These columns show the eligible area at whole parcel and not part parcel level. You should ensure that part parcels do not exceed the total eligible area unless you have submitted an IACS 24 to have the area increased.

Eligible areas shown in column E1 are based on 1991 cropping. Eligible areas in column E2 are based on fibre flax and hemp claims in 1998, 1999 or 2000. You must remember to deduct from your AAPS application any areas which are uncropped in the current year.

If you consider the information shown to be wrong, send a covering letter with your application form, explaining why, or write to your RPA site before you submit the application.

## Column F: LFA and Moorland Status

- I9** You need to record the LFA status of each field as shown in Diagram 1. If the LFA land is within the Moorland line then this will be indicated by a pre-printed 'MS' (severely disadvantaged) or 'MD' (disadvantaged) in this column. If you consider the information shown to be incorrect, please contact the HFA section at your RPA processing site.
- I10** Your ring-fence status will be determined each year from the information you enter on the FDP. Thus, if you have claimed SAPS, your sheep quota must be of the same ring-fence as the greater part of your land as declared on this form and, if you intend to claim SCPS, that claim must be supported by quota of the same ring-fence as the greater part of your land as declared on this form. For further information on quotas please refer to the relevant scheme publications listed in Annex 4.

# J

## HOW TO COMPLETE THE FIELD DATA PRINTOUT: SECTION II

### Livestock schemes: Forage area (columns H – J)

**Complete this section if you are declaring land as forage area. You need to do this if you wish to claim more than 15 LUs in total under BSPS or SCPS, or to qualify for EPS, HFA, or SAPS LFA Supplement.**

**If you are not declaring forage area, go straight to Part K below.**

- J1** Diagrams 1 and 2 on pages 22 to 25 show how to complete Section II of the FDP. Additional information is provided here.

### Column H: Forage Area

- J2** The Printout shows the forage area you declared last year. If you shared grazing last

year, in some cases this column may still show the total area of the field.

**You should enter the area *only* if your forage land has changed since last year. If the area is unchanged the printed figure will be used as the forage area of the field for this year.**

**In all cases, the total of the column must be completed.**

### Column J: Forage cover or crop grown

- J3** The Printout also shows last year's forage crop in coded form e.g. GR1 grass – temporary BE8 – beet (fodder). The forage codes are included in the list at Annex 1. You should record this year's use, if it is different from last year's, by stating the actual use or by using its code.



## HOW TO COMPLETE THE FIELD DATA PRINTOUT: SECTION III

### Arable Area Payments Scheme (columns L – R)

**Complete Section III if you are claiming under AAPS.**

**To check whether as a small producer you need to set-aside any land, see paragraphs 15-18 of Part I of the AAPS Explanatory Guide (AR35A)**

- K1** Diagram 1 provides information on how to complete Section III of the FDP. Additional information is provided here.

### Arable Area Payments on eligible crops (excluding set-aside)

- K2** Complete **column L** for all land on which you are claiming under AAPS, showing the crops planned for harvest in 2003.

If you do not wish to claim on some or all of your eligible crops, including part-fields, (e.g. because you have insufficient set-aside, or because you want to keep your AAPS claim below the level at which obligatory set-aside is required) you should enter the area on which you are not claiming under Sections II or V, as appropriate.

Eligible crops entered under Section II (forage area) will be counted when calculating whether the regional base area has been exceeded. Exceeding the regional base area will lead to penalties for all arable producers.

*Therefore if you do not need to claim such land as forage area, you are advised to enter it in Section V.*

### Column M: Crop

- K3** The Printout shows last year's arable crop in coded form e.g. WH1 – wheat, BE3 – beans (field). Even if the crop has not changed you need to record this year's use either by using a crop code from the list at Annex 1, or by writing it out in full.
- K4** *In general you cannot claim two types of aid on the same crop.* However, Seed Production Aid and payments under AAPS can continue to be claimed for the same crop of linseed or fibre flax as long as all of the conditions of both schemes are met. Growers intending to claim Seed Production Aid on certified seed marketed in accordance with the regulations for further sowing are advised to contact the RPA before entering into any contracts.
- K5** Special rules apply to those claiming under AAPS on land where the crops are undersown with grass or certain green fodder crops are grown that are to be artificially heat-dried and for which aid will be claimed by the processor under the Aid for Dehydrated Fodder. However, crops for dried fodder cannot be produced on set-aside land between the period 15 January and 31 August whilst the land is set aside.
- K6** If you are growing the same crop (e.g. rapeseed) on set-aside land for non-food use as a main crop you must also enter the variety name and estimated yield of the main crop.
- K7** If you are growing rapeseed, sunflower seed, linseed, fibre flax or hemp you must specify the land cover code from the list at Annex 1 and the variety name e.g. RA1 (Falcon) or RA6 (Apex). If the variety is being grown for research or to produce seed for sowing, this should also be indicated e.g. LI1 (21234 Research). Rather than use the crop codes you may write out the crop in full. For rapeseed specify if it is farm saved, e.g. rapeseed, farm-saved (Falcon).

Certified seed of a '00' variety of rapeseed listed in the Common Catalogue is eligible for area payments. Eligible varieties are listed at *Section B of the AAPS Explanatory Guide 2003 Update*. If you wish to grow a variety which is not listed, please contact your RPA processing site.

- K8** You can only claim on crops sown in England and Wales by 15 May 2003 except in the following cases: sweetcorn and hemp must be sown by 15 June; and forage maize sown below 250 metres above sea level or sunflower seed must be sown by 31 May. You should list any crops you intend to sow after 15 May in column M and add 'TO BE SOWN' or 'TBS'. (See paragraphs 22-23 in Part I of the *AAPS Explanatory Guide 2002*.)

### Column N-R: Set-aside

- K9** Columns N-R cover land set aside under the AAPS, including ineligible land set aside to support fibre flax and hemp grown on ineligible land.

If you plan to claim on late-sown crops, make sure you have set aside enough land to support the area on which you plan to claim.

### Column O: Type of set-aside

- K10** The FDP will show the set-aside type used in 2002. Enter one of the following codes for each field that has been set aside in 2003:

|                         |   |
|-------------------------|---|
| Flexible set-aside:     | F |
| Guaranteed set-aside:   | G |
| Multi-annual set-aside: | M |

If your total set-aside is in excess of the obligatory 10 per cent it will be regarded as voluntary set-aside. Both obligatory and voluntary set-aside are types of flexible set-aside (hence the use of the letter F).

If you have set aside more than half of your AAPS claim (i.e. land previously in the Five Year Set-aside Scheme or an EC agri-environment scheme, or planted to multi-annual crops for biomass) you should enter 'F'. Remember to tick the appropriate box at question 24 on the IACS Base Form if you have entered land into multi-annual set-aside.

### Column P: Green cover

*You do not need to complete this column for fields where you are growing non-food crops.*

- K11** If the field is in set-aside, you need to record the green cover by using the land use codes in Annex 1.
- K12** If your land has been entered in one or more of the ERDP agri-environment schemes and is also being counted as set-aside you should record the scheme in question by entering the appropriate land use code. If you are also counting land entered in the Farm Woodland Premium Scheme as set-aside you should enter the code FW2 in this column.

### Column Q: Non-food crop grown

- K13** This column has been pre-printed with the land use codes of any non-food crops entered on your 2002 Field Data Printout. Please check whether the entries are still correct for 2003 and add information on crop variety and forecast yield, as necessary.

For those crops listed in Table 1 of Section E of Part II of the *AAPS Explanatory Guide 2002* (AR 35B) enter only the forecast yield shown in the contract with your collector or first processor. *Under EC rules this information must be included in your application, even though it appears in the contract. Remember that you must also attach a copy of the contract itself to your application.*

**K14** If you are growing any other crops of the same species on non set-aside land you must give further information on these crops in columns J, M and T as appropriate.

### **Column R: Frequency of harvest and growing period**

**K15** Complete this column only if you are growing crops listed in Table 2 in Section E of Part II of the *AAPS Explanatory Guide 2002* (AR 35B). Enter the expected frequency of harvest and the growing period before harvest. The uses to which raw materials from these non-food crops can be put are described in Table 3 in Section E of Part II of the *AAPS Explanatory Guide 2002* (AR 35B).

## L

## HOW TO COMPLETE THE FIELD DATA PRINTOUT: SECTION IV

**ERDP INCLUDING  
AGRI-ENVIRONMENT SCHEMES****Column S: ERDP Schemes**

- L1** For land managed under agri-environment schemes record the appropriate code for the scheme in column S. See codes at Annex 1.
- L2** Agreement holders under the **Energy Crops Scheme** should note the two new codes CO4 and MI4 (coppice/miscanthus intended for energy use). The code EC1 should be used for fields subject to an existing ECS Agreement.
- L3** For crops which could potentially be used for energy end use but are to be used for alternative uses this year codes CO5 and MI5 (coppice/miscanthus not intended for energy end use e.g. fencing, or horse litter) should be used.
- L4** Energy crops other than miscanthus and short-rotation coppice such as reed canary and switch grass which are not currently included under the ECS but have an intended energy end use, should be recorded as OE1 (other energy crops intended for energy end use).
- L5** Energy crops grown under ECS cannot be used for alternative uses for the duration of the agreement and are therefore eligible for set-aside payments for this period. The land covered by the agreement may be entered into the multi-annual set-aside scheme by completion of form IACS 31.

All of these crops are eligible for set-aside payments but are not subject to green cover requirements. They can be harvested at any time after maturity.

## M

## HOW TO COMPLETE THE FIELD DATA PRINTOUT: SECTION V

**OTHER LAND****Column T: Main use in 2003**

- M1** **Your Area Aid Application must account for the use of all the land you are farming as required by EC rules.** Column T must be used to give the cropping or other use of any agricultural and horticultural land which you are not counting towards your forage area nor using to claim under the AAPS and which you are not managing under an ERDP scheme. **All farmers claiming Hops Income Aid and/or Special Temporary Measures must submit an IACS Area Aid Application** and enter that land in column T.
- M2** Column T is pre-printed to show the use of other land you recorded last year. This appears in coded form (e.g. ON1 – Onions). Please check whether the pre-printed entries are still correct and amend as necessary, stating either the actual use of the land or using the appropriate land use code from Annex 1.
- M3** Give the *main* crop grown or the other main use for the land in the current year (e.g. sugar beet, potatoes, short-rotation coppice). You may continue to use generic terms, e.g. 'brassicas'.

or Woodland enhancement under HFA you must include details of this land. Buildings and roads should be excluded.

*Land in non-agricultural use need not be included* unless there is a possibility that the land will be returned to agricultural use. However, if you intend to receive the Arable

If you are growing the same crop on set-aside land as a non-food crop, you must supply the further information specified in the notes on column M (paragraphs K3-8).

If you are growing cereals or other eligible crops, but do not want to claim under the AAPS and you do not need to declare them in Section II as forage area, enter details in this column.

- M4** If you are growing grass or certain other green fodder crops that are to be artificially heat-dried and for which aid will be claimed by the processor under the Aid for Dehydrated Fodder, you must enter details in this column e.g. 'DF1' or 'grass for heat-drying'.
- M5** If you are growing chickpeas, lentils or vetches and are intending to claim under the Aid for Grain Legumes scheme you should write '(GLS)' after the crop code or *crop type* e.g. 'PE3 (GLS)' or 'chickpeas (GLS)'. If you are growing vetches for seed, and are claiming Seed Production Aid, you should write in 'Vetches (Seed)'.

**M6** For fields or part-fields where you are growing hops you must enter the appropriate land use code (see Annex 1). For hops you intend to plant after 25 May but before 30 June, add 'TO BE PLANTED' or 'TBP'.

**M7** Any parcels of land that are being temporarily rested or have been permanently grubbed, under the special temporary measures arrangements for hops (Regulation (EC) No. 1098/98) and on which you are not claiming other aid, should also be entered in column T. You will need to use the correct land use code to indicate the current state of the land. Beneath the land use code you must record the area of the parcel on which Hops Income Aid or Special Temporary Measures Compensation is being claimed. (Refer to paragraphs E13-21 for guidance on area measurement.)

## N

## HOW TO COMPLETE THE BASE FORM: IACS 2 OR IACS 2(F)

**N1** You must complete a Base Form (either IACS 2 or IACS 2(F)) as part of your Area Aid Application (see paragraph B11):

- All applicants must complete the sections on 'General Information', 'Supporting Documents' and 'Undertakings and Declarations'. You should then complete the relevant parts of the form according to the schemes you are claiming for.

The following notes are set out in the order of question numbers on the form.

### General information: Section I of both Base Forms

**N2** See Diagram 3 on page 32. Section C of this booklet (The applicant) details who should be responsible for completing the Area Aid Application.

### Questions 1 to 4: Applicant's details

- N3** If you returned an Area Aid Application last year you will receive a Base Form with your name and address details pre-printed at page 1. Where this is the case, please indicate at question 1 whether *all* the details printed at question 2 are correct. If they are, you should go straight to question 4. Should the details at question 2 be wrong, for any reason, you must use question 3 to provide the correct information.
- N4** Applicants who do not receive a pre-printed Base Form should complete question 3 to provide name and address details.
- N5** The details given here should be the business name and address used for payment of aid.

## Diagram 3 How to record details of the IACS Applicant

**rpa** **Area Aid Application: Base Form (Arable and Arable/Forage Farmers)** For Official Use Only

You should ensure that the completed form reaches your processing office on or before: **15 May 2003** if you want to claim:

- Arable Area Payments
- Beef Special Premiums Unless exempt from stocking penalties and not claiming Identification Payment
- Suckler Cow Premiums
- Extensification Payment
- Hill Farm Allowance
- Aid for Grain Legumes
- Hops Income Aid and/or Special Temporary Measures Compensation
- Less Favoured Area Supplement under the Sheep Annual Premium Scheme.

Before you start to complete this form read the IACS2003 Booklet (IACS3) very carefully. If you complete this form incorrectly, you may lose some or all of the payments which you are claiming. Please use BLOCK LETTERS and BLACK INK THROUGHOUT. Any alterations must be initialled and date you - do NOT use correcting fluid.

**SECTION I: GENERAL INFORMATION**

If no name and address details appear on this page, or if the details printed do not relate to your business, please complete question 3 on page 2.

1. Are ALL the name and address details printed below correct? YES  NO

If NO, please provide the correct details in the appropriate section(s) of question 3 on page 2.

2. (a) Name \_\_\_\_\_  
 (b) Business name \_\_\_\_\_  
 (c) Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (d) Main holding number \_\_\_\_\_ (e) Telephone No. \_\_\_\_\_  
 (f) Vendor No. \_\_\_\_\_ IACS 2 (2003)

**DO NOT DETACH**

**rpa** **IACS 2003 Area Aid Application (Arable and Arable/Forage Farmers)**

Your area aid application form was received by the RPA processing office on the date shown. Keep this receipt safely until the relevant claims have been paid in full. It does not imply that your claim will be paid or that your application is complete, but it does provide proof that your application was received by the RPA processing office on that date.

If you are claiming Beef Special Premium or Suckler Cow Premiums you must complete a separate claim form AS WELL AS your area aid application. Claim forms are available from your RPA processing office. A separate claim form must also be completed for Sheep Annual Premium.

IACS 2 (2003)

If you have received a Base Form which is NOT pre-printed with your name and address details on page 1, you should complete question 3 on page 2 to provide this information.

For Base Forms which ARE pre-printed at question 2, question 3 should only be completed to show any amendments required to the applicant's name, business name and address details.

**SECTION I: GENERAL INFORMATION (continued)**

If no name and address appear on page 1, or if the details printed are incorrect, please complete question 3.

3. (a) Title (e.g. Mr/Mrs/Miss/Ms) \_\_\_\_\_ Initials \_\_\_\_\_  
 Surname \_\_\_\_\_  
 (b) Business name \_\_\_\_\_  
 (c) Full postal address for correspondence \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Town \_\_\_\_\_  
 County \_\_\_\_\_  
 Postcode \_\_\_\_\_ Country (if not UK) \_\_\_\_\_  
 County Parish Holding  
 (d) Main holding number \_\_\_\_\_  
 (e) Telephone No. (including national dialling code) \_\_\_\_\_

If you have entered a new or amended name, business name or address on this page please also write your full amended details on the slip below. This will be detached and sent to you as an acknowledgement that your application has been received.

4. (a) If applicable, fax number (including national dialling code) \_\_\_\_\_  
 (b) If applicable, mobile telephone number \_\_\_\_\_  
 (c) If applicable, e-mail address \_\_\_\_\_

**DO NOT DETACH**

Name and full postal address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Receipt Stamp**

IACS 2 (2003)

Payments will be made to your business name and address pre-printed at question 2(b) and 2(c) or which you enter at question 3(b) and 3(c). Ensure that the business name corresponds to the name of your business bank account and that you use it on claims under all the IACS-related schemes.

If you have appointed an agent to act for you (see paragraph C7) your name and business name should still be given as the applicant, although the C7 may sign the form on your behalf. If the agent's address is used for correspondence the address at 2(c) or 3(c) should begin: 'c/o (agent's name) ...'

**SECTION I: GENERAL INFORMATION (continued)**

If no name and address appear on page 1, or if the details printed are incorrect, please complete question 3.

3. (a) Title (e.g. Mr/Mrs/Miss/Ms) \_\_\_\_\_ Initials \_\_\_\_\_  
 \_\_\_\_\_  
 Surname \_\_\_\_\_  
 (b) Business name \_\_\_\_\_  
 \_\_\_\_\_  
 (c) Full postal address for correspondence \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Town \_\_\_\_\_  
 County \_\_\_\_\_  
 Postcode \_\_\_\_\_ Country (if not UK) \_\_\_\_\_  
 County Parish Holding  
 (d) Main holding number \_\_\_\_\_  
 (e) Telephone No. (including national dialling code) \_\_\_\_\_

If you have entered a new or amended name, business name or address on this page please also write your full amended details on the slip below. This will be detached and sent to you as an acknowledgement that your application has been received.

To ensure accurate addressing of correspondence and payments, please ensure that the **full postal address** is correctly entered, and that a **correct postcode** is provided. Please provide additional information at question 4, if possible, so that we can contact you quickly to resolve any problems with your application.

## Question 6: Other holdings

- N6** Your application must cover all the land you farm. If you farm other holdings in addition to your main holding, list at Q6 the holding numbers, and the total size in hectares (rounded to two decimal places) of each of these holdings. Do not include here any small areas of rented land from different holdings e.g. grass keep. **You should however identify these separately in your blank Field Data Printout sheets.**

## Question 7: Date of formation of your business

- N7** We need to know whether your business was formed after 30 June 1992 and, if so, why it was formed. *You need not complete this question if you did so in a previous year.*

## Question 8: Other businesses not covered by this application

- N8** List here the name and address and the main holding number of each business farming land in the United Kingdom in which you are involved, whether or not it is the subject of a separate Area Aid Application, and explain briefly the nature of your involvement (e.g. partner, major shareholder).

You should also state here whether the business is *a share farming arrangement*. You should *not* include:

- businesses in which you own less than 3% of the shares;
- businesses in which you are an employee;
- businesses for which you work as a contractor.

- N9** You should refer to the rules on separate businesses at paragraphs C2-3 to make sure you are entitled to make separate applications for these businesses.

- N10** If any of the *other* businesses listed here were formed after 30 June 1992, and you did not provide an explanation last year, you must explain briefly in the third column why it was formed.

- N11** Where you have declared your involvement in other businesses on a previous Area Aid Application, the RPA will have already sought further information on the businesses concerned and you will have been informed whether the businesses can be considered as separate for IACS purposes.

However, if the structure of the businesses has changed since the RPA originally made a decision on separateness, we need to be informed of this so that we can review our decision. Please use a separate sheet of paper to provide details of the changes that have occurred.

## Question 9: Sheep production businesses

- N12** If the members of the sheep production business and IACS business are exactly the same, the land included on this Area Aid Application should be all the land used for agriculture by the business. The land on this application will be used to define the forage area which will be allocated to this business.

- N13** If some members of the business also farm another holding and claim SAPS separately for this holding, the land on that holding must be declared on a separate Area Aid Application.

## Question 10: England Rural Development Programme (ERDP) Schemes

- N14** If you have already entered land into a management agreement under one or more of these schemes or are proposing to do so later this IACS year, you should complete this question. Please tick the boxes to show the schemes relevant to you.

The codes of the ERDP Schemes (see Annex 1) must be entered under column S of the Field Data Printout for the fields in question. (See paragraphs L1-5 for guidance on the completion of column S) and refer to Section F.

## Question 11: Aid for Grain Legumes

- N15** Indicate here whether you intend to claim area payments under the Aid for Grain Legumes scheme for crops of chickpeas, lentils or vetches to be harvested this year. **The Area Aid Application is your claim for aid under this scheme (also see paragraph B1).**

## Question 12: Other EC aid regimes

- N16** If you are claiming aid under any of the schemes listed please tick the appropriate box. Fields under these schemes must be entered in column T of the FDP. The fields cannot be claimed as forage areas or for AAPS (except where linseed is grown for seed or crops are undersown with grass, and the grass is to be claimed under the Dehydrated Fodder Scheme). If you wish to claim Hops Income Aid or Special Temporary Measures Compensation you must complete the forms supplied by your producer organisation to enable them to submit a planting declaration to the RPA.

## Forage area: Section II of both Base Forms

If you have not declared any forage land in columns H and J of your Field Data Printout and you do not have grazing rights on any common land, you should go straight to the guidance on completing section III of your Base Form.

## Questions 13 and 14: Availability of forage area

- N17** Tick the appropriate box in question 13 to show whether you have recorded any land as forage in your FDP. Tick 'YES' even if there have been no changes to your land since 2002.
- N18** For question 14(a) you should add together the forage area from each FDP sheet you have completed.

- N19** At question 14 (b) you should list any forage land which is not available to you for seven months starting between 1 January and 31 March.

- N20** If any of the land listed here became available to you after 31 March 2003, you must give the name and address of the person to whom it was previously available. If you do not know the name of that person, please explain why you believe the land was available as forage before 31 March 2003.

## Question 15: Shared grazing

- N21** Give details of any fields or part-fields declared as forage on your FDP which are shared with other users, even if the other users do not submit an IACS application. List the fields by Printout sheet and line number and record the main CPH number of the other users, and your percentage share of the grazing. We need this information to credit that land to your forage area in proportion to your share of grazing.

## Questions 16-17: Common land

- N22** To be claimed as forage area, common land must meet all of the general forage availability rules as set out in Part F of this booklet.
- N23** Give here details of the registered or other grazing rights which are available to you. This should be in terms of the number of animals, livestock units, the area or stints (where these are known) you are entitled to graze. **These common land details must not be listed in the FDP.**

The common land which you list will be credited to your forage area in proportion to your registered share or actual use of the grazing. In general, common land is allocated according to registered rights.

The area of common land credited to you may change from year to year. You should not therefore assume that you will receive the same allocation as in 2002. See 'Common Land' in Part F.

**N24** Please note that if you fail to complete all the relevant columns in the table this may invalidate your common land claim.

### Arable Area Payments: Section III of IACS 2

These notes relate to questions which are only included in the IACS 2 Base Form. If you are completing an IACS 2(F) Base Form you should turn to the guidance on completing the checklist of supporting documents.

#### Question 18: Claiming Arable Area Payments

**N25** Please tick the appropriate box in Question 18 to show whether you are claiming Arable Area Payments in 2003.

#### Question 19: Set-aside land

**N26** Tick the appropriate boxes to show whether you have any set-aside strips, set-aside part-fields or set-aside whole fields. If you have 10 metre set-aside strips, please indicate which fields these are on your Field Data Printouts by writing '10m strip' in column Q.

#### Question 20: Land in the Farm Woodland Premium Scheme

**N27** If you wish to count land entered into the above scheme against your set-aside requirements complete this box. Remember that you must also record the fields concerned in Column P (Green Cover Type) of your Field Data Printout (see also paragraph K11).

#### Question 21: Voluntary set-aside

**N28** Tick the appropriate boxes to show whether you have set aside any additional land on a voluntary basis and, if so, whether you are relying on the special exemption for land previously in the Five Year Set-aside Scheme, previously in an EC agri-environment scheme, or planted to multi-annual crops for biomass, to be able to set aside more than half of your AAPS claim. There is more information about voluntary set-aside at paragraphs 4, 5, 6 and

19 of Part II of the *AAPS Explanatory Guide 2002* (AR 35B) and 10 of *AAPS Explanatory Guide 2003 update* (AR36).

#### Question 22: Guaranteed set-aside and the Countryside Access Scheme

**N29** Tick 'YES' if you have land entered into a Guaranteed Set-aside Agreement or the Countryside Access Scheme.

#### Question 23: Multi-annual set-aside

**N30** Tick 'YES' if you have entered land into multi-annual set-aside. Remember to complete an IACS 31 available from your RPA processing site if you are entering into a new agreement this year.

#### Questions 24-25: Set-aside in different yield regions

**N31** If the land you farm as one business covers more than one yield region, you may be able to site your set-aside in a different region from that in which the linked arable crops are sited.

If you wish to do this you must read carefully Appendix 1 of Part I of the *AAPS Explanatory Guide 2002* (AR 35A). If you then wish to use this option, enter the details in the boxes at question 26.

List only the set-aside which you are counting against cropped land in another region. You will need to state the region in which the set-aside land is sited and the region where the linked crops are sited.

#### Question 26: Land transfers and claims on land you no longer occupy

**N32** If you have transferred land and are now claiming on land which you no longer occupy, you must first read Appendix 3 of the *AAPS Guide 2002 Part 1* (AR 35A). List the Field Data Printout sheet number and line numbers of the fields concerned, and give the name and address of the current occupier.

## Question 27: Durum wheat supplement

**N33** Tick the appropriate box if you wish to claim durum wheat supplement. You should also indicate which supporting documents you have attached to your IACS application in Section IV.

The correct supporting documents must be submitted with your IACS application or the supplement cannot be paid. (See Appendix 7 of the *AAPS Explanatory Guide 2002* (AR 35A).)

## Question 28: Summary of AAPS application

**N34** See **Diagram 4** on page 37.

**N35** Please use this table to show what percentage of your total claim is made up of:

- each of the eligible arable crops (except sweetcorn and maize)
- sweetcorn
- maize
- compensated set-aside
- uncompensated set-aside – land in agri-environment schemes and Farm Woodland Premium Scheme; land on which sugar beet, Jerusalem artichokes and/or chicory are grown for non-food uses.

**N36** If you wish to claim the supplementary payment available for durum wheat, you must record details of your durum wheat claim separately from the information provided for any other cereals on which you are claiming. Any durum wheat being grown on which you are not claiming the supplement payment must be entered in the cereals total.

**N37** You must calculate separate figures for each yield region in which you farm land which is included in this Area Aid Application. There is more information about calculating these percentages at Appendix 1 of Part 1 of the *AAPS Explanatory Guide 2002* (AR 35A).

**N38** Unless you are a *small producer*, the area of set-aside **must be at least 10 per cent** of the area of the total AAPS application otherwise we will reduce your claimed areas accordingly. The maximum area which can be claimed by a small producer is 15.62 hectares. For full details see the *AAPS Explanatory Guide 2002* (AR 35B).

Remember that the area of set-aside must be calculated as the percentage of the total area (of crops and set-aside combined) on which you are claiming (i.e. for every 90 hectares of crops claimed there must be at least 10 hectares of set-aside).

Note that the set-aside requirement for flax and hemp grown on AAPS ineligible land is calculated separately from the set-aside requirement for crops grown on AAPS eligible land.

**N39** Set-aside must not be more than 50 per cent of the area of your AAPS claim (i.e. for every 100 hectares claimed, a maximum of 50 hectares may be claimed as set-aside) unless:

- all of the set-aside land is used for the production of multi-annual crops for biomass production (e.g. short-rotation coppice); or
- all of the set-aside land was previously in the Five Year Set-aside Scheme and has been set aside each year since; or
- all of the set-aside land is AAPS eligible land which had been taken out of arable production under an agri-environment scheme (e.g. the Nitrate Sensitive Area Scheme) and has now left that scheme and is being set aside.

**N40** An exception to these percentages is if you have used the provisions permitting land set aside in one region to count against arable crops grown in another. If you are counting set-aside land in one region against crops grown in another, you should still enter the set-aside land under the region in which it is actually sited.

## Diagram 4 Summary of AAPS application

**SECTION III: ARABLE AREA PAYMENTS (continued)** Tick as appropriate

**Land you no longer occupy**

26. If you have transferred land, are you claiming Arable Area Payments on fields which you no longer occupy? YES  NO

If YES please give below the name and address of the current occupier

|                                      |  |
|--------------------------------------|--|
| Name and address of current occupier |  |
| Field Data Printout sheet number     |  |
| Field Data Printout line number      |  |

**Durum wheat supplement**

27. Are you claiming durum wheat supplement in 2003? YES  NO

**Summary**

28. Please complete the boxes below (giving the area to 2 decimal places). I am claiming Arable Area Payments on:

|                                                                                                                                                                                        | Yield Region |   | Yield Regions |               |              |                  |               |                   |     |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---|---------------|---------------|--------------|------------------|---------------|-------------------|-----|-----|
|                                                                                                                                                                                        | England      | % | Wales LFA     | Wales Non-LFA | Scotland LFA | Scotland Non-LFA | N.Ireland LFA | N.Ireland Non-LFA | %   | %   |
| Cereals (excluding durum wheat with supplement)                                                                                                                                        |              |   |               |               |              |                  |               |                   |     |     |
| Durum wheat on which supplement claimed                                                                                                                                                |              |   |               |               |              |                  |               |                   |     |     |
| Linseed, fibre flax and hemp on AAPS eligible land                                                                                                                                     |              |   |               |               |              |                  |               |                   |     |     |
| Maize (excluding sweetcorn)                                                                                                                                                            |              |   |               |               |              |                  |               |                   |     |     |
| Oilseeds                                                                                                                                                                               |              |   |               |               |              |                  |               |                   |     |     |
| Protein                                                                                                                                                                                |              |   |               |               |              |                  |               |                   |     |     |
| Sweetcorn (excluding maize)                                                                                                                                                            |              |   |               |               |              |                  |               |                   |     |     |
| Compensated set-aside                                                                                                                                                                  |              |   |               |               |              |                  |               |                   |     |     |
| Uncompensated set-aside                                                                                                                                                                |              |   |               |               |              |                  |               |                   |     |     |
| <ul style="list-style-type: none"> <li>land in forestry/ agri-environment schemes</li> <li>land on which sugar beet, Jerusalem artichokes or chicory grown for non-food use</li> </ul> |              |   |               |               |              |                  |               |                   |     |     |
| <b>TOTAL</b>                                                                                                                                                                           | 100          |   | 100           |               | 100          |                  | 100           |                   | 100 | 100 |
| Fibre flax and hemp on AAPS ineligible land                                                                                                                                            |              |   |               |               |              |                  |               |                   |     |     |
| Set-aside to support fibre flax and hemp on AAPS ineligible land                                                                                                                       |              |   |               |               |              |                  |               |                   |     |     |
| <b>TOTAL</b>                                                                                                                                                                           | 100          |   | 100           |               | 100          |                  | 100           |                   | 100 | 100 |

Enter in hectares to two decimal places, the total area you are claiming for AAPS in each yield region.

**NB:** Where you intend to set aside part or all of your set-aside in another region, please ensure you take account of the adjustments set out in Appendix I of Part I of the AAPS Explanatory Guide 2002 (AR 35A).

List each crop type separately to help you and the processing site check that you have summarised your cropped area correctly.

If you are unsure whether a particular variety counts as sweetcorn or maize ask your RPA processing site.

Include under compensated set-aside both your basic 10% set-aside requirement and any voluntary set-aside, but not uncompensated set-aside which should be entered in the 2 lines below.

**Summary**

28. Please complete the boxes below (giving the area to 2 decimal places). I am claiming Arable Area Payments on:

|                                                                                                                                                                                        | Yield Region |   | Yield Regions |               |              |                  |               |                   |     |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---|---------------|---------------|--------------|------------------|---------------|-------------------|-----|-----|
|                                                                                                                                                                                        | England      | % | Wales LFA     | Wales Non-LFA | Scotland LFA | Scotland Non-LFA | N.Ireland LFA | N.Ireland Non-LFA | %   | %   |
| Cereals (excluding durum wheat with supplement)                                                                                                                                        |              |   |               |               |              |                  |               |                   |     |     |
| Durum wheat on which supplement claimed                                                                                                                                                |              |   |               |               |              |                  |               |                   |     |     |
| Linseed, fibre flax and hemp on AAPS eligible land                                                                                                                                     |              |   |               |               |              |                  |               |                   |     |     |
| Maize (excluding sweetcorn)                                                                                                                                                            |              |   |               |               |              |                  |               |                   |     |     |
| Oilseeds                                                                                                                                                                               |              |   |               |               |              |                  |               |                   |     |     |
| Protein                                                                                                                                                                                |              |   |               |               |              |                  |               |                   |     |     |
| Sweetcorn (excluding maize)                                                                                                                                                            |              |   |               |               |              |                  |               |                   |     |     |
| Compensated set-aside                                                                                                                                                                  |              |   |               |               |              |                  |               |                   |     |     |
| Uncompensated set-aside                                                                                                                                                                |              |   |               |               |              |                  |               |                   |     |     |
| <ul style="list-style-type: none"> <li>land in forestry/ agri-environment schemes</li> <li>land on which sugar beet, Jerusalem artichokes or chicory grown for non-food use</li> </ul> |              |   |               |               |              |                  |               |                   |     |     |
| <b>TOTAL</b>                                                                                                                                                                           | 100          |   | 100           |               | 100          |                  | 100           |                   | 100 | 100 |
| Fibre flax and hemp on AAPS ineligible land                                                                                                                                            |              |   |               |               |              |                  |               |                   |     |     |
| Set-aside to support fibre flax and hemp on AAPS ineligible land                                                                                                                       |              |   |               |               |              |                  |               |                   |     |     |
| <b>TOTAL</b>                                                                                                                                                                           | 100          |   | 100           |               | 100          |                  | 100           |                   | 100 | 100 |

You may include more than one form of land use in uncompensated set-aside.

These boxes only need to be completed if you are claiming fibre flax or hemp grown on AAPS ineligible land.

**N41** *You must check when completing the form that you have enough set-aside land to support your cropped land. If you have not set aside enough land, you should consider reducing your claim for AAPS on cropped land accordingly to maintain the correct cropped/set-aside ratio. If you do not, you will lose some of your payments.*

### Non-food crops grown on set-aside land

**N42** If you are growing crops listed in Table 1 of Section E of Part II of the *AAPS Explanatory Guide 2002* (AR35B) for non-food use on any of your set-aside land, you must attach a copy of your contract or contracts with the first processor or collector.

Contracts are not required for crops listed in Table 2. Paragraphs 123 – 127 of Part II of the *AAPS Explanatory Guide 2002* (AR 35B) list the information which must be included in the contract and paragraphs 128 – 129 of that Guide provide details about amendment of contracts.

**N43 Important:** Payments for set-aside land growing a non-food crop, and the dependent cropped land cannot be made until you have delivered *all* the raw material from the set-aside land concerned, and the collector/first processor has accepted delivery of *all* the raw materials. Delivery in this context includes on-farm deliveries agreed between you and the collector/first processor.

For oilseeds other than HEAR varieties you are also required to deliver the 'representative yield' for the crop in question. You should also ensure that there is **no** shortfall in the amount of raw material delivered unless there has been an amendment to the contract. For further details see paragraph 134 of Part II of the *AAPS Explanatory Guide 2002* (AR 35B) and paragraph 13 of the AAPS 2003 Update (AR 36). You must complete and return form IACS 9 to the RPA and the collector/first processor must complete and return form

NFC2 to the RPA. Until this has been done and the appropriate cross-checks have been carried out, no payment can be made. It is important, therefore, that you inform your collector/first processor when deliveries are complete and that both parties submit the necessary paperwork *urgently*.

### Checklist of supporting documents to be submitted with your form: Section IV of IACS 2 and Section III of IACS 2(F)

**N44** Enter in the boxes the number of documents you have attached (e.g. '2 Field Data Printout sheets, 3 sketch maps'). It is important that you check the list carefully.

If you do not provide all the necessary documents, we will not be able to accept your Area Aid Application and you may lose some or all of your entitlement to aid. Make sure each supporting document has your name (or the applicant's name, if signed by an agent), signature and main holding number on it.

### Extensification Payment Scheme: Section V of IACS 2 and Section IV of IACS 2(F)

**N45** If you wish to claim Extensification Payment you must complete this section. There is no other claim form for Extensification Payment.

### SAPS LFA: Section VI of IACS 2 and Section V of IACS 2(F)

**N46** If you wish to claim SAPS LFA Supplement in 2003 you must complete this section. There is no other claim form for LFA Supplement.

### Hill Farm Allowance (HFA) Section VII of IACS 2 and VI of IACS 2 (F)

**N47** If you wish to claim HFA 2004 then you must complete this section. There is no other claim form for HFA 2004.

### Declarations and undertakings: Section VIII of IACS 2 and Section VII of IACS 2(F)

**N48** Please read the declarations and undertakings carefully before you sign the form. **Further explanation of the changes from previous years is given at paragraph A4.** You should note that there are specific declarations and undertakings in respect of EPS and SAPS LFA Supplement.

### Signatures

**N49** The application must be signed either by the applicant or by another person who has been authorised in writing to do so. **Only Area Aid Applications bearing original signatures in ink can be accepted.**

Applicants who wish to submit their application electronically will require a digital certificate. If they have not already obtained one they should contact the e-IACS Helpdesk on 0845 601 3482.

Please give your status in the box provided (e.g. whether you are the applicant or the applicant's agent; the company secretary or other authorised officer, if the applicant is a company; or a partner if the applicant is a partnership etc.). It is not possible for the landlord to claim payments on land let to a tenant. If you are (or the applicant is) under 18, enter the date of birth.

**N50** If you are an agent applying on behalf of the farmer, a partner acting for a partnership or a member acting for a share farming arrangement, you must ensure that the authorisation at the end of the Base Form is completed, or that separate written authorisation is attached.

If the application is made on behalf of a partnership or share farming agreement, ensure that *all* the members sign the authorisation. *A new authorisation is required for each year's Area Aid Application.*



## ANNEX 1 LAND USE AND ERDP SCHEME CODES

### Notes:

1. Fodder cabbages are not an eligible forage crop because they are classified as a horticulture crop.
2. If you are considering growing a crop for forage which is not listed you should contact your processing site before sowing.

### Set-aside cover codes

|                                                              |      |
|--------------------------------------------------------------|------|
| Natural regeneration                                         | NR1  |
| Sown grass cover                                             | SA5  |
| Wild bird cover                                              | WB1  |
| Mustard                                                      | MU3  |
| Phacelia                                                     | PH1  |
| Bare fallow after late harvested crop                        | FA1  |
| In Farm Woodland Premium Scheme                              | FW2  |
| In Countryside Access Scheme                                 | CA16 |
| In Habitat Scheme                                            | HA1  |
| In Nitrate Sensitive Area Scheme (Premium Option)            | NS1  |
| In Nitrate Sensitive Area Scheme (Basic Option)              | NS3  |
| Arable Stewardship Scheme Option 1 or 1A (second year)       | AS2  |
| Environmentally Sensitive Area Scheme (arable reversion)     | ES1  |
| Environmentally Sensitive Area Scheme (non arable reversion) | ES2  |

### Additional set-aside codes which may be used by organic farmers (see paragraphs 104-106 of part 2 of the AAPS Guide 2002 (AR35B))

|                        |      |
|------------------------|------|
| Beans – field (fodder) | BE9  |
| Beans – mung           | BE11 |
| Clover – red           | CL1  |
| Clover – white         | CL2  |
| Sweet clover/melliot   | CL3  |
| Fenugreek              | FE1  |
| Goat's rue             | GO2  |
| Lupins                 | LU1  |
| Lucerne                | LU2  |
| Medicks                | ME4  |
| Peas (fodder)          | PE2  |

|                  |     |
|------------------|-----|
| Serradella       | SE2 |
| Tares            | TA1 |
| Trefoils         | TR5 |
| Vetches          | VE1 |
| Vetches (fodder) | VE2 |

### Non-food set-aside codes (see Section E of Part 2 of the AAPS Guide 2002 (AR35B))

|                                         |      |
|-----------------------------------------|------|
| Artichokes – Jerusalem                  | AR1  |
| Barley                                  | BA1  |
| Beans field (horse/broad) harvested dry | BE3  |
| Beans – soya                            | BE4  |
| Beans – other                           | BE6  |
| Beans – broad                           | BE7  |
| Borage                                  | BO1  |
| Buckwheat                               | BU1  |
| Camomile                                | CA17 |
| Castor seeds                            | CA4  |
| Chicory roots                           | CH1  |
| Colza                                   | CO1  |
| Coppice for energy and use              | CO4  |
| Coppice – other                         | CO5  |
| Crambe                                  | CR2  |
| Evening primrose                        | EV1  |
| Hemp Seed                               | HE1  |
| Hemp                                    | HE2  |
| Hypericum perforatum                    | HY1  |
| Linseed                                 | LI1  |
| Lunarium                                | LU3  |
| Maize                                   | MA1  |
| Medicinal plants                        | ME2  |
| Millet                                  | MI1  |
| Miscanthus for energy end use           | MI4  |
| Miscanthus – other                      | MI5  |
| Mustard seed                            | MU1  |
| Oats                                    | OA1  |
| Oil poppy/poppy seeds                   | PO3  |
| Other energy crops                      | OE1  |
| Peas – dried                            | PE1  |
| Potatoes                                | PO1  |
| Rapeseed                                | RA1  |
| Rapeseed – farm saved                   | RA6  |
| Rye                                     | RY1  |
| Safflower                               | SA2  |

|                |     |
|----------------|-----|
| Sesame seed    | SE1 |
| Siesamum       | SI1 |
| Sorghum        | SO1 |
| Spelt wheat    | SP1 |
| Sugar beet     | SU1 |
| Sunflower seed | SU2 |
| Swedes         | SW1 |
| Triticale      | TR1 |
| Wheat          | WH1 |
| Wheat – durum  | WH2 |
| Woad           | WO1 |

### AAPS crop codes

|                                         |     |
|-----------------------------------------|-----|
| Barley                                  | BA1 |
| Beans field (horse/broad) harvested dry | BE3 |
| Beans – soya                            | BE4 |
| Buckwheat                               | BU1 |
| Canary seed                             | CA1 |
| Colza                                   | CO1 |
| Flax                                    | FL1 |
| Hemp                                    | HE2 |
| Linseed                                 | LI1 |
| Lupins                                  | LU1 |
| Maize                                   | MA1 |
| Mixed crops                             | MC1 |
| Millet                                  | MI1 |
| Oats                                    | OA1 |
| Peas – dried                            | PE1 |
| Peas – chick                            | PE3 |
| Rapeseed                                | RA1 |
| Rapeseed – farm saved                   | RA6 |
| Rye                                     | RY1 |
| Sorghum                                 | SO1 |
| Spelt wheat                             | SP1 |
| Sunflower seed                          | SU2 |
| Sweetcorn                               | SW2 |
| Trial plots – cereals                   | TP1 |
| Trial plots – linseed                   | TP4 |
| Trial plots – maize                     | TP5 |
| Trial plots – proteins                  | TP3 |
| Trial plots – rapeseed                  | TP2 |
| Trial plots – soya beans                | TP6 |
| Trial plots – sunflower                 | TP7 |
| Triticale                               | TR1 |
| Wheat                                   | WH1 |
| Wheat – durum                           | WH2 |
| Wheat – durum with supplement           | WH3 |

### Other crop codes

|                                    |      |
|------------------------------------|------|
| Almonds                            | AL1  |
| Apples (cider)                     | AP2  |
| Apples – dessert                   | AP1  |
| Apricots                           | AP3  |
| Artichokes                         | AR2  |
| Asparagus                          | AS1  |
| Aubergine                          | AU1  |
| Beans                              |      |
| – haricot                          | BE1  |
| – kidney                           | BE2  |
| Beetroot                           | BE5  |
| Blackberries                       | BL2  |
| Blackcurrants                      | BL1  |
| Caraway                            | CA5  |
| Cardoons                           | CA12 |
| Carrots                            | CA14 |
| – fodder                           | CA2  |
| Cauliflowers                       | CA6  |
| Celeriac                           | CE2  |
| Celery                             | CE1  |
| Cherries                           | CH4  |
| Chicory roots – whitloof           | CH2  |
| Chives                             | CH3  |
| Corn salad                         | CO3  |
| Cress                              | CR1  |
| Cucumbers                          | CU1  |
| Crops for plaiting/weaving         | PW1  |
| Crops under glass                  | GR5  |
| Dehydrated Fodder                  | DF1  |
| Edible thistle                     | TH1  |
| Endives                            | EN1  |
| Figs                               | FI1  |
| Garlic                             | GA1  |
| Gherkins                           | GH1  |
| Gooseberries                       | GO1  |
| Grapes                             | GR7  |
| Greengages                         | GR6  |
| Herbs                              | HE4  |
| Hops                               | HO1  |
| – permanently grubbed              | HO2  |
| – temporarily rested               | HO3  |
| Horseradish                        | RA4  |
| Kale (curly)                       | KA2  |
| Kohlrabi                           | KO1  |
| Leeks                              | LE2  |
| Lentils                            | LE1  |
| Lettuce                            | LE3  |
| Marrows                            | MA3  |
| Medicinal plants – aromatic spices | ME1  |



|                   |     |
|-------------------|-----|
| Rape (fodder)     | RA5 |
| Rice              | RI1 |
| Rye (inc. meslin) | RY1 |
| Sainfoin          | SF1 |
| Forage Sorghum    | SO2 |
| Spelt             | SP1 |
| Sunflower seed    | SU2 |
| Swedes (fodder)   | SW1 |
| Tares             | TA1 |
| Triticale         | TR1 |
| Turnips (fodder)  | TU1 |
| Typhon            | TY1 |
| Vetches (fodder)  | VE2 |
| Wheat             | WH1 |
| Wheat (durum)     | WH2 |

**GROUP B**

These are forage crops which are **not** pasture-land, **not** eligible to be claimed as an AAPS crop in column M of the FDP for Arable Area Payments, but *are* eligible for Extensification Payment.

|                                                                                      |      |
|--------------------------------------------------------------------------------------|------|
| Beet (fodder)                                                                        | BE8  |
| Cabbages (flat poll)                                                                 | CA15 |
| Clover – red                                                                         | CL1  |
| Clover – white                                                                       | CL2  |
| Galega                                                                               | GA4  |
| Herbage Seed                                                                         | HE3  |
| Kale (fodder)                                                                        | KA1  |
| Lucerne                                                                              | LU2  |
| Mangolds                                                                             | MA2  |
| Mixed forage (see BSL 1 Appendix 2, Annex D) (excluding any crops listed in Group A) | MF1  |
| Orchard (grazed)                                                                     | OR1  |
| Sainfoin                                                                             | SF1  |
| Swedes (fodder)                                                                      | SW1  |
| Tares                                                                                | TA1  |
| Turnips (fodder)                                                                     | TU1  |
| Typhon                                                                               | TY1  |
| Vetches (fodder)                                                                     | VE2  |

**GROUP C**

The crops in this group are those that are pasture-land, permanent or temporary, declared for Extensification Payment.

|                   |     |
|-------------------|-----|
| Grass – keep      | GR3 |
| Grass – permanent | GR2 |
| Grass – temporary | GR1 |

**ERDP scheme codes**

|                                                        |      |
|--------------------------------------------------------|------|
| Arable Stewardship Scheme                              | AS2  |
| Countryside Access Scheme                              | CA16 |
| Countryside Stewardship Scheme                         | CS1  |
| Energy Crops Scheme                                    | EC1  |
| Entry Level Scheme                                     | EL1  |
| Environmentally Sensitive Areas (arable reversion)     | ES1  |
| Environmentally Sensitive Areas (non arable reversion) | ES2  |
| Farm Woodland Scheme (ex 5 year set-aside land)        | FW1  |
| Farm Woodland Premium Scheme                           | FW2  |
| Habitat Scheme                                         | HA1  |
| Moorland Scheme                                        | MS1  |
| Nitrate Sensitive Areas Scheme (Arable Reversion)      | NS2  |
| Nitrate Sensitive Areas Scheme (Premium Arable Option) | NS1  |
| Nitrate Sensitive Areas Scheme (Basic Option)          | NS3  |
| Organic Aid Scheme                                     | OA2  |
| Organic Farming Scheme                                 | OF1  |
| Woodland Grant Scheme                                  | WG1  |

## ANNEX 2 PENALTIES

### Part 1 – Arable and forage applications received after the closing date of 15 May

| Number of days late           | Penalty                                                                                                                                                                  | Example                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1-25 calendar days late.      | You will lose 1% of your entitlement to aid for each <i>working day</i> by which the application is late for <i>each</i> scheme to which the application relates.        | Area Aid Application which includes a claim for AAPS or GLS received on 22 May (seven calendar days/five working days late). You will lose 5% of your entitlement to AAPS or GLS.<br><br>If your Area Aid Application includes a declaration of <b>forage area</b> you will lose 5% of the premium payable under any of the schemes dependent on IACS. |
| Over 25 <i>calendar</i> days. | You will lose the whole of your entitlement to aid based on the declarations on your form. This includes AAPS, GLS, the LFA Supplement to SAPS, EPS, HFA, BSPS and SCPS. | Area Aid Application which includes a claim for AAPS or GLS and forage area (due to be lodged on or before 15 May 2003) is received on 12 June (28 calendar days late). You lose any entitlement to aid under the AAPS or GLS and no payment will be made on BSPS, SCPS, EPS, HFA or SAPS LFA supplement.                                              |

### Forage Applications declaring permanent pasture only

|                                    |                                                                                                                                                                                                                             |                                                                                                                                                                                                                                      |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| From 16 May to 1 July (inclusive). | If your application <b>only</b> relates to a declaration of <b>permanent pasture</b> the penalty is 0.5% per working day by which the application is late. This will apply to each scheme to which the application relates. | Area Aid Application received on 22 May (five working days late) only declaring permanent pasture parcels. Payments for the livestock schemes (BSPS, SCPS and EPS), the LFA Supplement to SAPS and HFA will each be reduced by 2.5%. |
| After 1 July.                      | You will lose the whole of your entitlement to aid based on the declarations on your application. This includes the LFA Supplement to SAPS, EPS, HFA, BSPS and SCPS.                                                        | Area Aid Application only, declaring permanent pasture parcels received on 5 July. No payment made on BSPS, SCPS, EPS, HFA or SAPS LFA supplement.                                                                                   |

## Amendments

| Date received                                                                                                        | Penalty                                                                                      | Example                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Received by 15 May or the latest sowing date for the crop.                                                           | No penalties applied.                                                                        | Your application is lodged on 10 May, you need to amend the area sown with maize (latest sowing date 31 May). You notify the RPA in writing of the new area by 31 May.                                                                                                |
| Amendment is received after the latest sowing date for the crop concerned and before 10 June.                        | There will be a 1% reduction in aid per working day, relating only to those parcels amended. | Your application is lodged on 10 May. You need to amend the use of a parcel from wheat to beans (latest sowing date 15 May) and notify the RPA on 20 May (five calendar days/three working days late) The aid payable on the parcels concerned will be reduced by 3%. |
| Amendment is received after the latest sowing date for the crop concerned and after 10 June.                         | Amendment inadmissible.                                                                      | Your application is lodged on 10 May and you need to amend the use of a parcel of hemp and notify the RPA on 20 June. This is after the latest sowing date for the crop and no aid will be paid on this parcel.                                                       |
| Additions of <b>permanent pasture</b> to forage claims only declaring <b>permanent</b> pasture allowed up to 1 July. | There will be a 1% reduction in aid per working day relating only to those parcels added.    | Your application is lodged on 10 May but you add a parcel of permanent pasture on 20 June (36 calendar days/25 working days late). Aid payable on the parcel concerned will be reduced by 25%.                                                                        |

## Part 2 – Inaccuracies discovered in areas declared

Note: There are now three crop groups for Arable Area Payments:

- 1 proteins
- 2 other crops
- 3 set-aside

Crops and set-aside on AAPS ineligible land are treated as separate crop groups from crops and set-aside on AAPS eligible land

Forage area is also divided into three crop groups:

- 1 forage crops used to convert forage area into LUs
- 2 EPS forage crops
- 3 pasture for EPS

| Type of inaccuracy                            | Penalty                                                         | Example                                                                                      |
|-----------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| a) Area found is more than the area declared. | No penalty, but entitlement will be based on the declared area. | You declare an area as 20 ha; it is found to be 22 ha, your payments will be based on 20 ha. |

### Occasions where the area found is less than the area declared: penalties affecting crop groups

|                                                                                                              |                                                                                                                       |                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| b) Area found is less than declared and the difference is less than 3% (inclusive) and does not exceed 2 ha. | No penalty applied, but aid entitlement will be based on the area found.                                              | You declare an area as 100 ha, it is found to be 98 ha; your payments will be based on 98 ha.                                                                                   |
| c) The difference is greater than 2 ha or 3%, but less than 20% (inclusive) difference.                      | The difference between the declared and found area will be multiplied by 2 and subtracted from the <b>found</b> area. | You declare an area as 20 ha, it is found to be 17 ha, a difference of 3 ha.<br>$3 \times 2 = 6$ ;<br>$17 \text{ ha} - 6 = 11 \text{ ha}$ .<br>Payments will be based on 11 ha. |
| d) The discrepancy is more than 20% but less than, or equal, to 50%.                                         | The forage or arable crop group(s) concerned will be disallowed for the current year.                                 | You declare an area as 20 ha, it is found to be 15 ha, the crop group(s) concerned will be disallowed for the current year.                                                     |

#### Arable claimants please note:

If the discrepancy relates to set-aside land you will lose entitlement to all set-aside payments, however you may receive payments on cropped areas supported by the area of eligible set-aside actually found. Where all set-aside is disallowed and does not exceed 30% of your entire application you will receive payment on a maximum of 15.62 ha. of crops.

## Penalties that may affect whole arable or forage claims

| Type of inaccuracy                                                                                                                                                                                                      | Penalty                                                                                                                                                                                                                                                      | Example                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>e) <b>In the case of forage crop groups only</b>, the discrepancy is more than 50% within the crop group.</p>                                                                                                        | <p><b>For forage Area Aid Applications</b> the crop group(s) concerned will be disallowed for the current year and the same area that found will be deducted from any valid forage Area Aid Applications submitted within the next three calendar years.</p> | <p>See below for an example of how the penalty will be applied over the following three years. You declare a total area of 300 ha, in Crop Group A, it is found to be 180 ha, a difference of 120 ha, more than 50% (<math>120/180 \times 100\% = 66.67\%</math>) No payments will be made for the current year For Crop Group A.</p> <p><b>In the following year</b>, you declare 100 ha. Your claim will not be paid. This leaves a balance of 80 ha to be disallowed.</p> <p><b>In the second year</b> you declare 100 ha but the balance of 80 ha will be deducted from the eligible area of this claim. Aid entitlement will be made on the remaining 20 ha provided that all the scheme controls have been adhered to.</p> |
| <p>f) <b>For Arable Area Aid Applications</b>, The area found is less than declared within the AAPS and GLS applications and the difference is more than 30% of the area found over the whole Area Aid Application.</p> | <p>No arable area linked aid will be granted for this calendar year.</p>                                                                                                                                                                                     | <p>Your entire claimed AAPS/GLS area is 20 ha; it is found to be 15 ha. The difference of 5 ha is 33% of the found area of 15 ha; you will lose entitlement to any AAPS/GLS payments covered by the application for this calendar year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Type of inaccuracy                                                                                               | Penalty                                                                                                                                                                                                                        | Example                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| g) The difference between the declared and found area of <b>the whole Area Aid Application</b> is more than 50%. | <b>For arable claims</b> , the entire Area Aid Application (i.e. not just the crop group) will be disallowed for the current year <b>and</b> the amount of aid refused will be deducted from claims over the next three years. | Your entire claimed AAPS/GLS area is 20 ha; it is found to be 13 ha. The difference of 7 ha is 54% (example value £3,000) of the found area of 13 ha; you will lose entitlement to any AAPS/GLS payments covered by the application for this calendar year. <b>In addition</b> , £3,000 will be recovered over the course of the next 3 years. For example: <b>In the following year</b> , your AAPS/GLS claim has a total value of £2,500; this will not be paid. This leaves £500 to be recovered. <b>In the second year</b> your AAPS/GLS claim has a total value of £2,500; this will be reduced by £500. Payment of £2,000 will be made provided that all the scheme controls have been adhered to. |

### Application of penalties arising from area discrepancies on forage Area Aid Applications

The penalties listed above (except those at (f)) will only apply when the forage area found is not sufficient to support the livestock claims submitted that are limited by the Livestock Unit ceiling (1.8 LU/ha in 2003).

For example: You declare 20 ha of forage land, on inspection only 18 ha are found. The amount of Livestock Units (LUs) calculated from your found forage area, is therefore, 32.40 LUs. If you submit BSPS and SCPS claims that require 18 LUs, then, subject to adherence to the relevant scheme controls, all payments will be made. If, however, your BSPS and SCPS claims require more than 32.40 LUs, then area penalties will apply as set out in (c) in the table above.

Remember that milk quota and the sheep numbers you have claimed under SAPS and hold quota for, are also taken into account when calculating how many LUs are available for the payment of livestock claims.

**Please Note.** If any penalties are applied to a forage claim, either because the claim, or part

of it, was submitted late or through discrepancies discovered on physical or administrative checks, the livestock, EPS and HFA claims are affected in different ways. Please check individual scheme literature for details.

### Intentional non-compliance with regard to arable and forage Area Aid Applications

If it is found that you have intentionally over-declared areas and the discrepancy is less than, or equal to, 20%, payments from the crop group concerned will be withheld for the current scheme year.

Where intentional non-compliance leads to an area discrepancy greater than 20% within a crop group, in addition to the penalty set out in the preceding paragraph, a further sum equal to that withheld for that calendar year will be off-set against any payment due under AAPS, BSPS, SCPS, SAPS, EPS, VCPS or SPS in the following calendar year.

If the claims in that year are less than the amount that is withheld, the outstanding balance will be taken from the second, and if necessary, the third year following the intentional act of non-compliance.

## Part 3 – Discrepancies relating to numbers of animals

### Discrepancies on claimed animals

| Type of Discrepancy                                                                                                                                                                      | Penalty                                                                                                                                                                                                                                                               | Example                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) <b>Total number of animals eligible for premium is more than the total number claimed under all the livestock subsidy schemes.</b>                                                    | Payment will be based on the number of animals claimed.<br>No penalty.                                                                                                                                                                                                | You claim 30 animals in total under the livestock subsidy schemes; number of eligible animals is 32; your payments will be based on the 30 animals claimed. Payment will not be made in respect of the two unclaimed animals.                                                                                                                                                                       |
| b) <b>Total number of animals eligible for premium is less than the total number claimed under all the livestock subsidy schemes.</b>                                                    |                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                     |
| i) Difference between the number claimed and the number eligible is three animals or less.                                                                                               | Payment on the number of eligible animals subject to a percentage reduction calculated by dividing the total number of discrepant animals claimed under all the livestock subsidy schemes, by the total number of animals eligible for all livestock subsidy schemes. | You claim 30 animals in total under the livestock subsidy schemes; number eligible for premium is 28; therefore number discrepant is 2.<br>The payment reduction will be calculated as follows:<br>$\frac{2}{28} \times 100\% = 7.14\%$<br>Payment is calculated on the basis of 28 eligible animals less 7.14%. You would receive 92.86% (100% – 7.14%) of the full rate of premium on 28 animals. |
| ii) Difference between the number claimed and the number eligible is more than three animals and the percentage reduction calculated in accordance with example i) is not more than 10%. | Payment on the number of eligible animals subject to a percentage reduction calculated in accordance with example i).                                                                                                                                                 | You claim 60 animals in total under livestock subsidy schemes; number eligible for premium is 55; number discrepant is 5.<br>Payment reduction will be calculated as follows:<br>$\frac{5}{55} \times 100\% = 9.09\%$<br>Payment is calculated on the basis of 55 eligible animals less 9.09%. You would receive 90.91% (100% – 9.09%) of the full rate of premium on 55 animals.                   |

| Type of Discrepancy                                                                                                                                                                                         | Penalty                                                                                                                                                                                                                                                                                                                                      | Example                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| iii) Difference between the number claimed and the number eligible is more than three animals and the percentage reduction calculated in accordance with example i) is more than 10% but not more than 20%. | Payment on the number of eligible animals subject to a proportionate penalty equal to twice the percentage reduction calculated in accordance with example i).                                                                                                                                                                               | <p>You claim 30 animals in total under the livestock subsidy schemes; number eligible for premium is 26; therefore number discrepant is 4.</p> <p>The payment reduction will be calculated as follows:</p> $\frac{4}{26} \times 100\% = 15.38\%$ $2 \times 15.385\% = 30.76\%$ <p>Payment calculated on the basis of 26 eligible animals less 30.76%. You would receive 69.24% (100%-30.76%) of the full rate of premium on 26 animals.</p>                      |
| iv) Difference between the number claimed and the number eligible is more than three animals and the percentage reduction calculated in accordance with example i) is more than 20% but not more than 50%.  | No payment will be made in respect of any of the livestock subsidy schemes for which you have submitted claims for premium in 2003.                                                                                                                                                                                                          | <p>You claim 25 animals of which 18 are eligible.</p> $\frac{7}{18} \times 100\% = 39\%$ <p>No payment will be made this year.</p>                                                                                                                                                                                                                                                                                                                               |
| v) The difference is greater than 50%.                                                                                                                                                                      | <p>No payment will be made in respect of any of the livestock schemes for which you have submitted claims in 2003.</p> <p>Also an amount equal to that disallowed under the bovine subsidy schemes in 2003 would be offset against the bovine subsidy payments you are eligible to receive in the scheme years up to and including 2006.</p> | <p>You claim 30 animals of which 19 are eligible.</p> <p>The payment reduction will be calculated as follows:</p> $\frac{11}{19} \times 100\% = 57.9\%$ <p>57% &gt; 50% therefore no premium will be paid in respect of the 2003 Scheme year.</p> <p>An amount equal to the payment you would have received on the 19 animals will be deducted from payments due to you from claims made under the livestock subsidy schemes over the following three years.</p> |

## Discrepancies on unclaimed animals

Where cattle identification discrepancies are discovered in respect of unclaimed animals, the number of discrepant animals will be used to calculate a payment reduction which will be applied to the total amount of premium to which you are entitled under the bovine subsidy schemes in 2003, after the application of the claimed animal penalties referred to above. Any associated payments made under the Extensification Payment Scheme (EPS) and the Beef National Envelope will also be affected.

This payment reduction will be applied in addition to any individual bovine subsidy late claim penalties or IACS Area Aid Application late submission penalties which may be applicable.

| Type of Discrepancy                                                                             | Penalty Reduction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Example                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) *Unclaimed animals are discovered with cattle identification discrepancies.†                 | <p>The penalty reduction referred to above will be calculated on the following basis:</p> <p>Calculation:</p> $\frac{a \times b + c \times d}{b \quad 2c}$ <p>Key:</p> <p><b>a)</b> The total number of discrepant bovine animals on your holding;</p> <p><b>b)</b> The total number of bovine animals present on your holding at the time of inspection;</p> <p><b>c)</b> The average number of bovine animals on your holding during the year;</p> <p><b>d)</b> The total amount of premium to which you are entitled under the bovine subsidy schemes in 2003 after the application of any claimed animal penalties.</p> | <p>a) <b>3</b> unclaimed animals are found to be discrepant;</p> <p>b) You have <b>50</b> bovine animals on your holding at the time of inspection;</p> <p>c) The average number of bovine animals on your holding during 2003 is <b>52</b>;</p> <p>d) You are due to receive payments totalling <b>£5000</b> under the bovine subsidy schemes in 2003, after the application of any claimed animal penalties.</p> <p>Your payment reduction will be calculated as follows:</p> $\frac{3 \times 50 + 52 \times 50}{2 \times 52} \times £5000 = £294.23$ <p>You will receive a total payment of <b>£4705.77</b> (£5000 less £294.23) in respect of the bovine subsidy schemes for which you have submitted claims for premium in 2003.</p> |
| b) Discrepancies similar to those outlined above are found at more than one inspection in 2003. | <p>The 2003 payment reduction will be based on the average of the penalties calculated for each inspection using the above formula.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Following the discovery of unclaimed animal discrepancies, a payment reduction of £294.23 is calculated. A second inspection in 2003 reveals further discrepancies resulting in a payment reduction of £223.56.</p> <p>An overall payment reduction of £258.90 (£294.23 plus £223.56 divided by 2) will be applied to the total amount you are due under the bovine subsidy schemes.</p>                                                                                                                                                                                                                                                                                                                                               |

\* Bovine animals not yet subject to a premium claim but potentially eligible for premium under the bovine subsidy schemes.

† Not properly identified in accordance with the requirements of the Bovine Animals (Records Identification and Movement) Order 1995, the Bovine Animals (Identification, Marking and Breeding Records) Order 1990, the Tuberculosis (England and Wales) Order 1984, the Cattle Identification Regulations 1998 or the Cattle Identification (of Older Animals) Regulations 2000.

## ANNEX 3 RURAL PAYMENT AGENCY SITES AND OTHER GOVERNMENT CONTACT POINTS

**Cambridge** (*Processing site for Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Suffolk*)

Government Buildings  
Brooklands Avenue  
Cambridge  
CB2 2DR  
Tel: 01223 462727  
Fax: 01223 455652  
Email: enquiries.cambridge@rpa.gsi.gov.uk

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

Eden Bridge House  
Lowther Street  
Carlisle  
CA3 8DX  
Tel: 01228 523400  
Fax: 01228 640431  
Email: enquiries.carlisle@rpa.gsi.gov.uk

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

Electra Way  
Crewe Business Park  
Crewe  
Cheshire  
CW1 6GJ  
Tel: 01270 754000  
Fax: 01270 754280  
Email: enquiries.crewe@rpa.gsi.gov.uk

**Exeter** (*Processing site for Cornwall, Devon, Dorset, Avon, Somerset, Wiltshire*)

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 Gloucestershire, Hereford and Worcestershire*)

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 Lincolnshire) and West*)

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, 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, Oxfordshire*)

PO Box 69  
Reading  
RG1 3YD  
Tel: 01189 583626  
Fax: 01189 597736  
Email: enquiries.reading@rpa.gsi.gov.uk

**The following sites only provide customers with a 'drop-in' facility for claim forms and applications.**

**Bristol**

Block 3  
Government Buildings  
Burghill Road  
Westbury on Trym  
Bristol

**Reading**

North Gate House  
Valpy Street  
Reading

**Worcester**

Block C  
Government Buildings  
Whittington Road  
Worcester

**RLR Service Management Teams**

**RLR Service Management Team (Exeter)**

Rural Payments Agency  
Clyst House  
Winslade Park  
Clyst St Mary  
Exeter EX5 1DY  
Tel: 01392 447 400  
Fax: 01392 266 000  
Email: [exeter.smt@rpa.gsi.gov.uk](mailto:exeter.smt@rpa.gsi.gov.uk)  
*(Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Cheshire, City and County of Bristol, Cornwall, Devon, Dorset, Essex, Gloucestershire, Greater Manchester, Hertfordshire, Isles of Scilly, Merseyside, Norfolk, North Somerset, Oxfordshire, Shropshire, Somerset, Staffordshire, Suffolk and Wiltshire)*

**RLR Service Management Team (Northallerton)**

Rural Payments Agency  
Alverton Court  
Crosby Road  
Northallerton  
North Yorkshire  
DL6 1AD  
Tel: 01609 773751  
Fax: 01609 780179  
Email: [northallerton.smt@rpa.gsi.gov.uk](mailto:northallerton.smt@rpa.gsi.gov.uk)  
*(Cumbria, Derbyshire, Durham, East Sussex, East Riding of Yorkshire (including Humberside and North Lincolnshire), Greater London, Hampshire, Herefordshire, Kent, Lancashire, Leicestershire, Lincolnshire, Middlesex, North Yorkshire, (including Cleveland), Northamptonshire, Northumberland, Nottinghamshire, Rutland, South Yorkshire, Surrey, the Isle of Wight, Tyne and Wear, Warwickshire, West Midlands, West Sussex, West Yorkshire and Worcestershire)*

## Rural Development Service (RDS)

### East

Rural Development Service  
Block B  
Government Buildings  
Brooklands Avenue  
Cambridge  
CB2 2DR  
Tel: 01223 462727  
Email: enquiries.east@defra.gsi.gov.uk

### East Midlands

Rural Development Service  
Block 7  
Government Buildings  
Chalfont Drive  
Nottingham  
NG8 3SN  
Tel: 0115 929 1191  
Email: enquiries.eastmidlands@defra.gsi.gov.uk

### North East

Rural Development Service  
Government Buildings  
Kenton Bar  
Newcastle upon Tyne  
NE5 3EW  
Tel: 0191 214 1800  
Email: enquiries.northeast@defra.gsi.gov.uk

### North West

Rural Development Service  
Electra Way  
Crewe  
CW1 6GJ  
Tel: 01270 754000  
Email: enquiries.northwest@defra.gsi.gov.uk

### South East

Rural Development Service  
Government Buildings  
Coley Park  
Reading  
Tel: 0118 939 2207  
Email: enquiries.southeast@defra.gsi.gov.uk

### South West

Rural Development Service  
Block 3  
Government Buildings  
Burghill Road  
Westbury-on-Trym  
Bristol  
BS10 6NJ  
Tel: 0117 959 1000  
Email: enquiries.southwest@defra.gsi.gov.uk

### West Midlands

Rural Development Service  
Block B  
Government Buildings  
Whittington Road  
Worcester  
WR5 2LQ  
Tel: 01905 763355  
Email: enquiries.westmidlands@defra.gsi.gov.uk

### Yorkshire and Humber

Rural Development Service  
Government Buildings  
Otley Road  
Lawnswood  
Leeds  
LS16 5QT  
Tel: 0113 230 3900  
Email: enquiries.yorkshumber@defra.gsi.gov.uk

## Other government contact points

### **DARD (Northern Ireland)**

IACS Branch  
Department for Agriculture and Rural  
Development for Northern Ireland  
Orchard House  
40 Foyle Street  
Londonderry  
N.I.  
BT48 6AT  
Tel: 028 71319900

### **NAWAD (Wales)**

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

### **SEERAD (Scotland)**

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

## Organisations able to offer environmental advice

### **English Nature**

Northminster House  
Northminster Road  
Peterborough  
PE1 1UA  
Tel: 01733 455000  
[www.english-nature.org.uk](http://www.english-nature.org.uk)

### **Farming and Wildlife Advisory Group**

National Agriculture Centre  
Stoneleigh  
Kenilworth  
Warwickshire  
CV8 2RX  
Tel: 02476 696699  
[www.fwag.org.uk](http://www.fwag.org.uk)

### **Royal Society for the Protection of Birds**

The Lodge  
Sandy  
Bedfordshire  
SG19 2DL  
Tel: 01767 680551  
[www.rspb.org.uk](http://www.rspb.org.uk)

## ANNEX 4 LIST OF SCHEME PUBLICATIONS

Should you wish to refer to these publications, copies are available (free of charge) from Rural Payments Agency processing sites. (See Annex 3.) Further copies of this booklet are also available from the same sources.

### IACS

IACS 19 Transfer of land to another farmer after the annual deadline for IACS applications: Notes for Guidance

IACS 23 (revised 2/2000) Procedures for obtaining field numbers and total field areas.

### Arable Area Payments

AR 35A and AR 35B Arable Area Payments Scheme Explanatory Guide 2002 Parts I and II.

AR 36 Arable Area Payments Scheme 2003 Update.

(NB – the Area Aid Application for IACS includes the Arable Area Payments claim.)

Advisory leaflets:

AR 9 Seed certification and set-aside (rev 5/98);

AR 13 Management of set-aside land: Research progress;

AR 14 How to manage your set-aside land for specific environmental objectives;

AR 28 Explanatory guide to exchanges of eligible and ineligible land;

AR 34 Multitannual set-aside: How to prepare a management plan.

### Livestock Schemes

BEEF 5 (2003) Beef Special Premium Scheme 2003 claim form.

SAP 1 (2003) Sheep Annual Premium Scheme 2003 claim form.

SAP 2 (2003) Sheep Annual Premium Scheme 2003 Notes for Guidance.

SCP 1 (2003) Suckler Cow Premium Scheme 2003 claim form.

Sheep Annual Premium Scheme Quotas: Explanatory Guide.

Suckler Cow Premium Scheme Quotas: Explanatory Guide.

SPS 2 (2003) Slaughter Premium Scheme 2003 – Adult Animals claim form.

SPS 4 (2003) Veal Calf Slaughter Premium Scheme claim form.

BSL 1 Cattle Scheme Literature Guidance Notes (combined BSPS, SCPS, EPS and SPS).

Hill Farm Allowance (HFA) Explanatory booklet 2003/2004 (PB 6460 revised January 2003).

## ANNEX 5 CUSTOMER COMPLAINTS AND APPEALS

If you have a complaint about the service the RPA provides for processing your IACS application or scheme claim forms, you should proceed as follows:

1. **In the first instance**, contact the RPA office to which you submitted your claim and get in touch with the **officer dealing with your case**. You can register a complaint by letter, fax, and telephone or in person. If this officer cannot deal with your complaint to your satisfaction, we will give you the name of a more senior officer to speak to.
2. If you feel that your complaint has not been fully resolved you may write to the **Head of Operations (HoO)** at that office. It will help RPA to investigate your complaint if you set out the facts as fully as possible, quoting your CPH number. Your complaint will be thoroughly investigated and you will normally have a full response within 15 working days. If this is not possible, the HoO will write to you explaining why and letting you know when you may expect a reply.
3. If you remain dissatisfied you can write to our **Customer Relations Manager (CRM)** at the Rural Payments Agency, PO Box 69, Reading RG1 3YD; fax number 0118 9393817, email address: [customerrelations@rpa.gsi.gov.uk](mailto:customerrelations@rpa.gsi.gov.uk). The CRM plays no part in the management or policy of any of the RPA schemes, thus ensuring impartiality. The CRM will investigate your complaint and report back to you within 15 working days. If this is not possible, they will write to you explaining why and letting you know when you may expect a response.
4. We would normally expect you to have discussed your concerns with staff at the RPA office dealing with your claim in the first instance. Following this, the **IACS appeals procedure** can be used in respect of decisions on cases made in 2002 onwards. **You must get in touch with the CRM within 60 days of your latest contact with the office regarding this decision, and tell CRM you wish to appeal. This must be within 6 months of the initial notification of the decision.** A copy of the guidance booklet is available from any RPA office.
  - The appeals procedure cannot overturn a decision where the rules have been applied correctly, it can however review reductions of:
    - subsidy;
    - hectares;
    - number of animals on which payment has been received, and
    - any exclusions.

You may of course write to the **Secretary of State** at the Department for Environment, Food and Rural Affairs at Nobel House, 17 Smith Square, London SW1P 3JR.

You can also write to any Member of Parliament, and ask for your complaint to be passed to the **Parliamentary Commissioner for Administration** (the Parliamentary Ombudsman) who is entirely independent of Government.

Should you have any suggestions about how we can build upon the service we provide, these will be welcomed and should be addressed to the CRM.

---

## ANNEX 6 AUTHORISATION TO MAKE AN IACS AREA AID APPLICATION

Main holding number      County      Parish      Holding  
                                          /  /

**I/We** [name(s)] \_\_\_\_\_  
\_\_\_\_\_

**of** [address] \_\_\_\_\_  
\_\_\_\_\_

**hereby authorise:**

[name] \_\_\_\_\_

**of** [address] \_\_\_\_\_  
\_\_\_\_\_

to make an Area Aid Application on my/our behalf. I/We understand that any information given by him/her will be deemed to have been provided by me/us and I/we will be subject to any penalties arising from the regulations which apply.

**Name(s):**

**Signed:**

**Date:**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |





## ANNEX 7 GLOSSARY OF ABBREVIATIONS

|               |                                                             |
|---------------|-------------------------------------------------------------|
| <b>AAPS</b>   | Arable Area Payments Scheme                                 |
| <b>BSPS</b>   | Beef Special Premium Scheme                                 |
| <b>CAP</b>    | Common Agricultural Policy                                  |
| <b>CSS</b>    | Countryside Stewardship Scheme                              |
| <b>Defra</b>  | Department for Environment, Food and Rural Affairs          |
| <b>EC</b>     | European Commission/Community/Council                       |
| <b>EPS</b>    | Extensification Payment Scheme                              |
| <b>ERDP</b>   | England Rural Development Programme                         |
| <b>FDP</b>    | Field Data Printout                                         |
| <b>FMR</b>    | Field Maintenance Request                                   |
| <b>GLS</b>    | Grain Legume Scheme                                         |
| <b>HEAR</b>   | High Erucic Acid Rapeseed                                   |
| <b>HFA</b>    | Hill Farm Allowance                                         |
| <b>IACS</b>   | Integrated Administration and Control System                |
| <b>LFA</b>    | Less Favoured Area (Supplement)                             |
| <b>LUs</b>    | Livestock Units                                             |
| <b>OS</b>     | Ordnance Survey                                             |
| <b>RDS</b>    | Rural Development Service                                   |
| <b>RLR</b>    | Rural Land Register                                         |
| <b>RPA</b>    | Rural Payments Agency                                       |
| <b>SAPS</b>   | Sheep Annual Premium Scheme                                 |
| <b>SCPS</b>   | Suckler Cow Premium Scheme                                  |
| <b>SEERAD</b> | Scottish Executive Environment and Rural Affairs Department |
| <b>SPS</b>    | Slaughter Premium Scheme                                    |
| <b>SRC</b>    | Short-rotation Coppice                                      |
| <b>UK</b>     | United Kingdom                                              |
| <b>VCSPS</b>  | Veal Calf Slaughter Premium Scheme                          |

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