
IACS

The Integrated Administration and Control System

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
Dairy Premium and Additional
Dairy Payment
The New Energy Crops Aid
Protein Crop Premium
Area Payment for Nuts

Important Notice:

TO AVOID LATE CLAIM PENALTIES AREA AID APPLICATIONS MUST BE LODGED BY 17 MAY.

You need to read and understand this booklet in conjunction with the 2003 edition if you apply for aid. You can get help from the appropriate Rural Payments Agency processing site (details in Annex 3).

CHECKLIST

GENERAL

Make sure your Area Aid Application is received by the RPA on or before 17 May 2004.

Article 6.2 of Council Regulation 3508/1992 as amended by 1593/2000 states that “where a submission date is a public holiday, a Saturday or a Sunday, it shall be deemed to fall on the first working day following”.

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 37.

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 of the 2003 IACS booklet.

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 are managing under an English Rural Development (ERDP) scheme. Also include land to cover applications for The Dairy Premium and Additional Dairy Payment, the New Energy Crop Aid, Protein Crop Premium and the Area Payment for Nuts.

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 2003. Further details are available on the RPA website at 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 to be received by 17 May 2004.

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.

Remember to include a copy of your processing contract (if required) if claiming the New Energy Crops Aid.

Please check which RPA processing site will be dealing with your application as there have been a number of changes since 2003. (See Annex 3).

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 35 A and B) as well as the 2004 Update (AR 37) to this guide.

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 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 the Non Food Crops Division, Alverton Court, Crosby Road, Northallerton DL6 1AD by 31 January or 17 May as applicable. Name the crop variety and forecast yields for crops grown under contract on set-aside land for non-food use, and ensure that the purpose for which the crop is grown is permitted.

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INTRODUCTION

- 1** In most respects the guidance issued in the 2003 edition of the IACS booklet IACS 1 still applies. However some changes to EC legislation and to the rules of the aid schemes covered by IACS have been introduced since that booklet was printed. Please also refer to the latest individual Scheme Explanatory Guides.

This supplement highlights those changes and also provides further guidance on the completion of some sections of the IACS Field Data Printout where it is thought that this might be helpful. References are given to the various paragraphs in the 2003 explanatory booklet to aid identification of the changes, but if you are in any doubt as to the relevance of the changes to your particular situation you should contact your Rural Payments Agency (RPA) processing site for clarification. See Annex 3 for contact details.

Key Changes for 2004

- 2** Please note the following main changes for 2004:

- The closing date for 2004 is midnight on Monday 17th May 2004. This is due to the 15th falling on a Saturday as detailed in Article 6.2 of Council Regulation 3508/1992 and amended by 1593/2000.
- The penalties applied where forms are found to be incomplete, inaccurate or late have been modified. Please see Annex 2.
- Crop Groups – there are now two groups, Arable Crops and Set-aside.
- The basic rate of compulsory set-aside is reduced to 5% for the 2004/2005 marketing year as detailed in Council Regulation (EC) No 2322/2003. There are new arrangements for the minimum widths for set-aside. These are detailed in the Arable Area Payments 2004 Update (AR 37) to the 2002 Guide.

- EEC Council Regulation 1782/2003 of 29 September 2003 introduced 4 new aids for 2004. If you wish to claim any of these the relevant sections of the base form and the FDP should be completed
 - A Dairy Premium and Additional Dairy Payment.
Details can be found in Annex A.
 - New Energy Crops Aid.
Details can be found in Annex B.
 - Protein Crop Premium.
Details can be found in Annex C.
 - Area Payment for Nuts.
Details can be found in Annex D.
 - The Modulation rate for 2004 is 3.5%. All payments (after the deduction of any base area or IACS penalty) will be modulated to help fund agri-environment schemes in the England Rural Development programme (ERDP).
 - The Rural land Register (RLR) – If you have agreed your new digitised maps with RPA the areas as detailed on the new maps and the Field Data Information sheet must be used as the basis for your 2004 IACS and ERDP applications. For those who have not yet agreed their maps you should continue to submit your claims using your current data. Some fields which you farm may not be included on your pre-printed FDP if you agreed your maps before these fields were first used by you. Please add these parcels to your FDP.
- If your maps are agreed before 1st May 2004 you should use the approved new areas. If you agree your maps after this date but can still submit your claim within time you may also use them. However, you **must not** use RLR data unless it has been finalised.
- Replacement to IACS1 booklet 2003 Para E18 Area Measurement – see over.

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

- This section provides information and advice relating to the technical specification of any plans submitted to the RPA. To meet RPA's requirements it is important that the plans you lodge satisfy all of the criteria outlined in this section.
- 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.

When selecting your surveyor you must ensure that they have an appropriate qualification and suitable experience to carry out the mapping task. They will be familiar with the technical equipment needed for the work and understand the necessary accuracies which must be achieved.

- Your surveyor should supply you with a plan drawn to scale which clearly shows the areas in question, measurements in metric form, date, sheet number, holding number and surveyors details or certification stamp. The plan must clearly show the scale and orientation and be drawn to the scale quoted thereon. The preferred scale is 1:500 although 1:1250 may be satisfactory for large areas if details of the layout including individual plot boundaries are shown clearly. Where the boundaries are intricate or complex, 1:500 scale should be used to show those areas.

Your surveyor must base the plan on an accurate measured ground survey using appropriate instrumentation and adhering to the best practice guidelines as outlined by the professional body. Surveyors should also consider, in conjunction with yourself, if a 'determined boundaries' survey (under Land Registration Act/Rules) criteria is appropriate. In general, the accuracy of the plotted plan shall be such that distances scaled from the plan between well defined points of detail should be accurate within $\pm 0.3\text{mm}$ at map scale plus one part in one thousand of the distance measured.

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

Where the new mapping is to be based on survey control of higher accuracy than the existing mapping base, any new points shall be established and adjusted in line with the existing network to provide an appropriate correlation between the boundary details shown on both plans.

- If the plans lodged for approval do not meet the above requirements they will be rejected.

NOTE: If an IACS 22 is subsequently received by the RPA on land that has been independently measured, the area will be reverted back to the found total Ordnance Survey area unless a further independently surveyed plan, which conforms to the standards set out above is submitted for consideration.

- CAP Reform – At the time of going to print, the detailed scheme rules for the Single Farm Payments Scheme (SFP) have not been finalised. The detailed rules are set out in Council Regulation No 1782/2003. The implementing rules have not been fully agreed at the time of going to print. However, Commission Regulation

2237/2003 of 23 December 2003 lays down the detailed rules for the schemes in Title IV of 1782/2003. Those applicable for 2004 are listed in the Key Changes of this supplement.

POINTS RELATING TO GENERAL GUIDANCE FOR COMPLETING THE IACS AREA AID APPLICATION

Correction fluid and changes

- 3** Correction fluid must not be used on the base form or the field data printout. Should an entry need changing it should be crossed through, the correct information entered and the change SIGNED and dated. If this procedure is not followed it may require the return of the claim which could delay the processing of the claim and incur penalties.

Extensification payment

- 4** Paragraph B2 of the 2003 IACS booklet – in addition to the requirements stated it should be noted that in order to be able to claim the Extensification Payment, a claim must be made and paid for the Beef Special Premium Scheme (BSPS) or the Suckler Cow Premium (SCPS).

The 15 Livestock Units factor for claims

- 5** Paragraph B9 of the 2003 IACS booklet – it should be noted that if you intend to claim for more than 15 LUs' under the BSPS or the SCPS you must submit an IACS application otherwise you will not be eligible for ANY premium. Please remember that Dairy Quota counts towards livestock units.

Agent Authorisations

- 6** Paragraph C7 of the 2003 IACS Booklet details the requirements when using an Agent. The authorisation for the Agent **must** be completed and returned with the form in order for RPA to lodge the claim. There is an additional requirement for the Agents business name if applicable. (See Annex 6).

POINTS RELATING TO THE COMPLETION OF THE FIELD DATA PRINTOUT

Field Data Printout (after digitisation)

- 7** For some applicants the FDP will show the new digitised areas. Please consult the Field Data Information Sheet (FDIS) that accompanied your new maps as the field

size may have been changed from previous years and therefore the maximum eligible area may also have been changed. Some FDPs may not show all the fields you declared in 2003 if they were not on your final, agreed Rural Land Register (RLR) map.

REMEMBER – The areas shown in the basic information section of the FDP are based on gross field sizes and you must still ensure that you deduct all ineligible features from this area in order to calculate the claimed area as advised in paragraphs E13-15 of the 2003 IACS Explanatory Guide.

The 2004 FDP might include a parcel which was not on last year's FDP and so will be shown with only Section I completed.

If during the digitisation process you stated that a field was not now farmed by you then that field will not appear on the FDP.

8 Eligibility changes (following digitisation)

Any changes to the eligible area will be shown in Columns E1 or E2 and these should correspond to the information on your FDIS. ***Please note that if since the RLR parcel was digitised you have switched land then the eligible area might not be correct. If this is the case please amend the eligible area and send a covering letter with your application form explaining the reason behind the change.***

9 Temporary Field Splits

If you have split fields on a temporary basis please mark these on a copy of the RLR map and send it in with your application. Alternatively you should provide a sketch map showing the temporary splits.

10 Re-ordering of Field Numbers

From 2003 onwards the field numbers have been re-ordered so that they are shown in alpha-numerical order according to the National Grid field parcel reference. The re-ordering of the field parcels has been done by holding number so if you have land on more than one holding each one will be ordered independently.

If you are still unsure about these changes please contact your RPA site at the numbers listed in Annex 3.

Column M

11 Even if the crop is the same as the previous year you **MUST** enter this year's use.

12 All entries for Protein crops (including Protein Crop Premium) must indicate whether they are to be harvested dry.

13 You must ensure that the forecast yield is shown, if you are claiming the same variety under column M as that declared for non-food use.

Column S

14 Please ensure that all land parcels claimed under the England Rural Development programme (ERDP) are included whether or not claimed for AAPS/Forage.

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

COLUMN D
Shows the area of fields divided in 2003, 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 2003 Printout or Field Data Sheet.

COLUMNS A and B
Contain the map sheet field reference shown on your 2003 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 2003 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 2003 area. Enter 2004 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 2003 crop/cover. Enter any changes for 2004. Use code or write in the crop/cover. (See Annex 1)

COLUMN L
Enter the area you are claiming under AAPS in 2004 **only** if there are changes to the 2003 area.

COLUMN M
Enter the eligible crop grown in 2003/2004. 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 2004, **only** if there are changes to the 2003 area.

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

COLUMN P
Code for 2003 green cover type. Enter any changes for 2004. (See Annex 1)

COLUMN Q
Code for 2003 non-food crop. Enter any changes for 2004 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. Including that for Dairy Premium, Additional Dairy Payment, the New Energy Crops Aid, Protein Crop Premium and the Area Payment for Nuts.

rpa Integrated Administration and Control System Field Data Printout 2004

Before you start to complete this Field Data Printout please read the IACS 2003 Booklet and the 2004 Supplement. 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, IV & V TO MAKE SURE IT IS CORRECT.**

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			
		A	B	C	D	E1	E2	F	H	J	L	M	N	O	P	Q	R	S	T
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			10.75	F			
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			21.70	F	RA1 STARLIGHT FIRST CERTIFIED SEED 1.8 t/ha		
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										CS1	
10	VILLAGE MEADOW	SU1740	5217	6.74		6.50		N							6.50	F	NR1	HOPS 6.50 t/ha	

Summary Totals:
 Total forage (this sheet): 6.90
 Total cereals (this sheet): 10.75
 Total oilseeds (this sheet): 12.78
 Total proteins (this sheet): 24.00
 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): 21.70
 Total Set-aside on AAPS ineligible land to support fibre flax and hemp (this sheet):

Signature: [Signature] Date: 2/4/2004
 Telephone No. for enquiries: 09876 543120

FOR OFFICIAL USE ONLY
 IACS Reference No. (2003):
 IACS Reference No. (2004):
 Input by:
 Checked by:

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

COLUMN D
Shows the area of fields divided in 2003, with a suffix for each part-field. If you divided fields differently in 2004 compared to 2003, 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 2003 Printout or Field Data Sheet.

COLUMNS A and B
Contain the map sheet field reference shown on your 2003 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 2003 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 2003 area. Enter 2004 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 2004. (See also paragraph 12 IACS 1 2003)

COLUMN J
Shows last year's forage cover/crop code. Enter any changes for 2004 (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 2003 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 (2004), 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 2004 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. Including that for Dairy Premium, Additional Dairy Payment, the New Energy Crops Aid, Protein Crop Premium and the Area Payment for Nuts.

rpa Integrated Administration and Control System Field Data Printout 2004

Before you start to complete this Field Data Printout please read the IACS 2003 Booklet and the 2004 Supplement. 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, IV & V TO MAKE SURE IT IS CORRECT.**

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

Form IACS 11 (2004)

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	Ordnance Survey (OS) Map sheet reference	National Grid (NG) field number	Total 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	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 ERDP code	V OTHER LAND Complete this for all other fields Main use in 2004											
												Eligible arable crop	Set-aside	Non-food use	Frequency of harvest and growing period for perennial crops													
												L	M	N	O	P	Q	R	S	T								
												Area (to 2 decimal places) (ha)	Crop (please give additional details as indicated in K7 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										
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	TU1	XXXXX	XXXXX	XXXXX	XX	XX	XXXXXXXXXX	XXXX										
														XXXXX	XXXXX	XXXXX	XX	XX	XXXXXXXXXX	XXXX								
5					A	12.40			N	12.38		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								
												72.18																

Make sure you have entered any necessary changes

Signature: [Signature] Date: 2/4/2004

Telephone No. for enquiries: 09876 543120

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 the 2004 AAPS update (AR 37)

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ANNEX A DAIRY PREMIUM AND ADDITIONAL DAIRY PAYMENT

Outline of the Schemes

- milk producers are eligible to claim Dairy Premium and Additional Payment;
- the 2004 scheme year runs from 1 January 2004 to 31 December 2004;
- payments are based on the net quota held on 31 March 2004.

Eligibility to claim Dairy Premium and Additional Payment

To be eligible to claim Dairy Premium you must have held milk quota at the end of the 2003/04 quota year; and **either**:

- have produced and marketed milk during the 2003/04 quota year; or
- begin production before 17 May 2004.

Eligibility to claim Additional Payment

To be eligible to claim the Additional Payment, you must be eligible to receive Dairy Premium.

Any other conditions that you must fulfil to be eligible to receive the Additional Payment for 2004 have not been confirmed at the time of going to press.

Basis for payment of Dairy Premium

Dairy Premium will be payable on the net milk quota you held on 31 March 2004.

If you leased out milk quota during 2003/04, you will not be eligible for Dairy Premium on the amount leased out.

If you leased in, the leased in quota will be eligible for Dairy Premium.

Claiming premium

To be eligible to claim Dairy Premium and Additional Payment you should complete the "Dairy Premium Scheme" section of your IACS base form section VIII (Arable/Forage) or Section VII (Forage). You should tick **both** claim boxes in this section to be eligible to claim both payments.

You must also confirm via Section XII (Arable/Forage) or Section XI (Forage) of the base form that you were, or will be, in production between 1 April 2003 and 17 May 2004.

We will write to you in late Summer with details of your eligible quota. If you disagree with the quota figure or other eligibility criteria, you will need to notify RPA at Exeter in writing, explaining why you believe the details to be incorrect.

Please complete the Field Data Printout for all the fields that you farm if the details are not entered in Sections II or III and please complete column T. The codes to be used are in Annex 1 of the 2003 booklet.

Further Information

Additional Information can be obtained from the Exeter office of RPA (see Annex 3).

Penalties for late claims

If your IACS return is received after the deadline of 17 May, your Dairy Premium and Additional Payment will be subject to the penalties set out in Annex 2.

ANNEX B NEW ENERGY CROPS AID

Outline of the scheme

- An additional annual aid payment of €45 per hectare has been established. It will be payable on energy crops used for biofuels and other renewable transport fuels, heating or electricity generation sown on land excluding set-aside.

Conditions for eligibility

- Energy Crops aid payment can be claimed (in addition to any other payment for which the crop is eligible) for crops grown for an energy use, but the energy component of the crop must have a higher economic value than any by-products derived from the crop.
- The energy use can be heat, electricity or biofuels and other renewable transport fuel and any crops are eligible except sugar beet. (See Annex 1 for the codes).
- **The land used to grow the crops must not be in set-aside.** (Certain energy crops can still be grown on set-aside land, but they will not be eligible for this energy aid payment).
- Payment will be €45 per hectare, but this may be reduced if the ceiling of 1.5 million hectares within the EU is exceeded.
- Contracts will be required between farmer and 'first processor', the company producing the heat, power or biofuels and other renewable transport fuel from the crops. The first processor will also be required to lodge a security of €60 per hectare with the Non Food Crops Division of RPA at Northallerton by 17 May, the same date by which the farmer must submit to

RPA the Area Aid Application on his IACS form and contract to supply the processor. Equivalence, which is the substitution of a crop grown closer to the processing plant, will be allowed for crops grown and processed within the EU.

- On-farm use – cereals and oilseeds can be used as fuel for heating on the farmer's holding and for the production on the holding of power or bio fuels. Any crop, except sugar beet, can be used to produce biogas on the holding. Contracts are not required for on-farm processing, but declarations; weighing and denaturing will be required.

Application

Please tick the appropriate box on the IACS Base Form Section IX (Arable/Forage) or Section VIII (Forage) as applicable. In addition please enter all the parcels you are claiming for in column T of the Field Data Printout. If you are **also** claiming AAPS on this land, you must complete columns L and M in order to receive both payments. The codes can be found in Annex 1.

Further Information

At the time of printing the detailed scheme rules are being finalised and if you are considering claiming you are urged to contact your RPA Processing Site at Northallerton before committing yourself (See Annex 3).

ANNEX C PROTEIN CROP PREMIUM

Outline of the Rules

A premium of €55.57 per hectare is payable in 2004.

- This is subject to the same sowing and maintenance conditions as the area payment for proteins.
- The relevant date is 30 June, or flowering if later. Crops may not be harvested until they reach the stage of lactic ripeness. In the UK it is acceptable for proteins to be harvested at a maximum moisture content of 30% in order to meet this requirement.
- Protein crops shall include:
 - peas falling within CN code 0713.10
 - field beans falling within CN code 0713.50
 - sweet lupins falling within CN code 1209 29 50
- Payment can be made on the same crop you are claiming for AAPS and can also be claimed for forage as long as the forage and maintenance conditions are met.

- There is an E.U. Maximum Guaranteed Area of 1.4 million hectares which if applied may lead to a reduced payment.

Application

If you wish to apply please tick the appropriate box on the IACS Base Form Section X (Arable/Forage) or Section IX (Forage) as applicable. If you have not claimed the parcels as Forage or AAPS, please enter them in Section I and record the usage in column T of the Field Data Printout. The codes can be found in Annex 1.

Further Information

Additional information can be obtained from your RPA Processing Site (See Annex 3).

ANNEX D AREA PAYMENT FOR NUTS

Outline of the Scheme

- EU aid (averaging €120.75 per hectare) has been introduced for certain categories of nuts. Council Regulation 1782/2003 and Commission Regulation 2237/2003 refer.

- Eligible nuts shall include:

almonds falling within CN codes 0802 11 and 0802 12

hazelnuts or filberts falling within CN codes 0802 21 and 0802 22

walnuts falling within CN codes 0802 31 and 0802 32

pistachios falling within CN codes 0802 50

locust beans falling within CN codes 1212 10 10

- There is a National Guaranteed Area (NGA) for the United Kingdom of 100 hectares which will be applied if required and may therefore lead to a reduced payment.

Conditions for eligibility

- There is a minimum plot size for orchards of 0.1 hectare and a minimum tree density per hectare as follows:

125 for hazelnuts

50 for almonds

50 for walnuts

50 for pistachios

30 for locust beans

- An orchard shall mean a homogeneous and cohesive area which is not intersected by other crops or plantations; **isolated or single rows of trees along roads** or other crops shall not be considered an orchard.

Application

Please tick the appropriate box on the IACS Base Form Section XI (Arable/Forage) or Section X (Forage) as applicable. If you have not claimed the parcels as Forage or AAPS please enter them in Section I and record the usage in Column T to show the variety of nuts you are claiming and the number of eligible trees on the parcel. The codes can be found in Annex 1.

Further information

- Additional information can be obtained from the Northallerton office of RPA (See Annex 3).

ANNEX 1 LAND USE AND ERDP SCHEME CODE CHANGES

New Codes

New Energy Crops Scheme

Rapeseed (new ECS)	RA7
Farm-saved rapeseed (new ECS)	RA8
Cereals (New ECS)	CE4
Coppice (New ECS)	CO6
Miscanthus (New ECS)	MI6

Protein Crop Premium Scheme

Peas Premium	PE9
Beans Premium	BE12
Lupins Premium	LU4
Mixed Crop with Dominant protein	MC2

Nuts Scheme

Almonds	AL1
Hazelnuts (or Filberts)	NU14
Walnuts	NU11
Pistachios	NU12
Locust Beans	NU13

The following codes are no longer in use.

ERDP scheme codes

Countryside Access Scheme	CA16
Nitrate Sensitive Areas Scheme (Arable Reversion)	NS2
Nitrate Sensitive Areas Scheme (Premium Arable Option)	NS1
Nitrate Sensitive Areas Scheme (Basic Option)	NS3

ANNEX 2 PENALTIES

At the time of going to print, the penalties for the four new aids have yet to be confirmed.

Part 1 – Applications received after the closing date of 17 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 24 May (seven calendar days/five working days late). You will lose 5% of your entitlement to AAPS or GLS. If your Area Aid Application includes a declaration of forage area you will lose 5% of the premium payable under any of the schemes dependent on IACS.
Over 25 calendar 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, Dairy Premium, Additional Dairy Payment, New Energy Crops, Protein Crop Premium and the Area Payment for Nuts.	Area Aid Application which includes a claim for AAPS or GLS and forage area (due to be lodged on or before 17 May 2004) is received on 14 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 and the four new aids.

Forage applications declaring permanent pasture only

Number of days late	Penalty	Example
From 18 May to 1 July (inclusive).	If your application only relates to a declaration of permanent pasture 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 24 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 17 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. No penalties will be applied.
Amendment is received after the latest sowing date for the crop concerned up to and including 11 June. Please refer to paragraph B9 of the 2003 booklet.	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 17 May) and notify the RPA on 24 May (seven calendar days/five working days late) The aid payable on the parcels concerned will be reduced by 5%.
Amendment is received after the latest sowing date for the crop concerned and after 11 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 permanent pasture to forage claims only declaring permanent 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 21 June (35 calendar days/24 working days late). Aid payable on the parcel concerned will be reduced by 24%.

Part 2 – Inaccuracies discovered in areas declared

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

- 1 arable crops
- 2 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 LU's
- 2 EPS forage crops
- 3 pasture for EPS

For HFA, land paid at different rates is treated as separate crop groups.

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 98.5 ha; your payments will be based on 98.5 ha.
c) The difference is greater than or equal to 2 ha or 3%, but less than 20% (inclusive) difference.	The difference between the declared and found area will be multiplied by two and subtracted from the found area.	You declare an area as 20 ha, it is found to be 17 ha, a difference of 3 ha. $3 \times 2 = 6$; $17 \text{ ha} - 6 = 11 \text{ ha}$. Payments will be based on 11 ha.
d) The discrepancy is more than 20%.	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, so long as the found set-aside can support the crops.

Penalties that may affect whole arable or forage claims

Type of inaccuracy	Penalty	Example
e) In the case of forage crop groups only , the discrepancy is more than 50% within the crop group.	For Forage Area Aid Applications the crop group(s) concerned will be disallowed for the current year and the difference between the area found and the area declared will be deducted from any valid forage Area Aid Applications submitted within the next three calendar years.	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% ($120/180 \times 100\% = 66.67\%$). No payments will be made for the current year for Crop Group A. In the following year , you declare 100 ha. Your claim will not be paid. This leaves a balance of 20 ha to be disallowed. In the second year you declare 100 ha but the balance of 20 ha will be deducted from the eligible area of this claim. Aid entitlement will be made on the remaining 80 ha provided that all the scheme controls have been adhered to.

Type of inaccuracy	Penalty	Example
<p>f) For Arable Area Aid Applications, The area found is less than that 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>
<p>g) The difference between the declared and found area of the whole Area Aid Application is more than 50%.</p>	<p>For arable claims, the entire Area Aid Application (i.e. not just the crop group) will be disallowed for the current year and the amount of aid refused will be deducted from claims over the next three years.</p>	<p>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. In addition, £3,000 will be recovered over the course of the next three years. For example: In the following year, your AAPS/GLS claim has a total value of £2,500; this will not be paid. This leaves £500 to be recovered. In the second year 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.</p>

Application of penalties arising from area discrepancies on forage area aid applications

The penalties listed above, except those at (f) and (g) 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 2004). 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 (18 x 1.8 LU's). 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 the difference between the found and declared area 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
<p>a) Total number of animals eligible for premium is more than the total number claimed under all the livestock subsidy schemes.</p>	<p>Payment will be based on the number of animals claimed. No penalty.</p>	<p>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.</p>
<p>b) Total number of animals eligible for premium is less than the total number claimed under all the livestock subsidy schemes.</p>		
<p>i) Difference between the number claimed and the number eligible is three animals or less.</p>	<p>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.</p>	<p>You claim 30 animals in total under the livestock subsidy schemes; number eligible for premium is 28; therefore number discrepant is 2. The payment reduction will be calculated as follows: $2 \div 28 \times 100 = 7.14\%$. 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.</p>

Type of Discrepancy	Penalty	Example
<p>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%.</p>	<p>Payment on the number of eligible animals subject to a percentage reduction calculated in accordance with example i).</p>	<p>You claim 60 animals in total under livestock subsidy schemes; number eligible for premium is 55; number discrepant is 5. Payment reduction will be calculated as follows: $5 \div 55 \times 100 = 9.09\%$. 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.</p>
<p>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%.</p>	<p>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>	<p>You claim 30 animals in total under the livestock subsidy schemes; number eligible for premium is 26; therefore number discrepant is 4. The payment reduction will be calculated as follows: $4 \div 26 \times 100 = 15.38\%$. 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>
<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%.</p>	<p>No payment will be made in respect of any of the livestock subsidy schemes for which you have submitted claims for premium in 2004.</p>	<p>You claim 25 animals of which 18 are eligible. $7 \div 18 \times 100 = 39\%$. No payment will be made this year.</p>
<p>v) The difference is greater than 50%.</p>	<p>No payment will be made in respect of any of the livestock schemes for which you have submitted claims in 2004.</p> <p>Also an amount equal to that over claimed under the bovine schemes in 2004 would be offset against the bovine subsidy payments you are eligible to receive in the scheme years up to and including 2007.</p>	<p>You claim 30 animals of which 19 are eligible.</p> <p>The payment reduction will be calculated as follows: $11 \div 19 \times 100 = 57\% > 50\%$ therefore no premium will be paid in respect of the 2004 Scheme year.</p> <p>An amount equal to the payment you would have received on the 11 ineligible 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 2004, 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
<p>a) *Unclaimed animals are discovered with cattle identification discrepancies.†</p>	<p>The penalty reduction referred to above will be calculated on the following basis: Calculation: $(a \div b) \times ((b + c) \div (2 \times c)) \times d$ Key: a) The total number of discrepant bovine animals on your holding; b) The total number of bovine animals present on the holding at the time of inspection. This number shall not be lower than 1; c) The average number of bovine animals on your holding during the year; d) The total amount of premium to which you are entitled under the bovine subsidy schemes in 2004 after the application of any claimed animal penalties. The penalty reduction shall not be more than 20% of the total amount of premium you are entitled to.</p>	<p>a) 3 unclaimed animals are found to be discrepant; b) You have 50 bovine animals on your holding at the time of inspection; c) The average number of bovine animals on your holding during 2004 is 52; d) You are due to receive payments totalling £5,000 under the bovine subsidy schemes in 2004, after the application of any claimed animal penalties. Your payment reduction will be calculated as follows $(3 \div 50) \times ((50 + 52) \div (2 \times 52)) \times £5,000 = £294.23$.</p> <p>You will receive a total payment of £4,705.77 (£5,000 less £294.23) in respect of the bovine subsidy schemes for which you have submitted claims for premium in 2004.</p>
<p>b) Discrepancies similar to those outlined above are found at more than one inspection within a 24 month period.</p>	<p>The 2004 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 within a 24 month period 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.

Intentional non-compliance with animal claims

Where differences between the number of animals declared and that determined result from irregularities committed intentionally the aid to which you would have been entitled shall be refused under the bovine aid scheme or schemes concerned for the premium period in question.

Where the difference established is more than 20%, you shall be excluded once again from receiving aid up to an amount corresponding to the difference between the number of animals declared at the number of animals determined. This amount shall be off-set against aid payments under the bovine aid schemes to which you are entitled in the context of applications you lodge in the course of the three calendar years following the calendar year of the finding. If the amount cannot be fully off-set against those aid payments, the outstanding balance shall be cancelled.

ANNEX 3 RURAL PAYMENT AGENCY SITES AND OTHER GOVERNMENT CONTACT POINTS

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 640308
Email: carlisle.enquiries@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, former county of Avon, Somerset, Wiltshire, Isles of Scilly*)

Clyst House
Winslade Park
Clyst St. Mary
Exeter
EX5 1DY
Tel: 01392 266022
Fax: 01392 266000
Email: enquiries.exeter@rpa.gsi.gov.uk

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

Lancaster House
Hampshire Court
Newcastle-upon-Tyne
NE4 7YH
Tel: 0191 273 9696
Fax: 0191 226 5073
Email: enquiries.newcastle@rpa.gsi.gov.uk

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

Alverton Court
Crosby Road
Northallerton
DL6 1AD
Tel: 01609 773751
Fax: 01609 780179
Email: enquiries.northallerton@rpa.gsi.gov.uk

Nottingham (*Processing site for Derbyshire, Leicestershire (including Rutland), Lincolnshire, Northamptonshire, 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 5
Government Buildings
Burghill Road
Westbury on Trym
Bristol

Reading

North Gate House
Valpy Street
Reading

Worcester

Block B
Government Buildings
Whittington Road
Worcester

Newmarket

Hyperion House
Unit 2
The Oaks
Fordham Road
Newmarket

Rural Development Service (RDS)

North East

Rural Development Service
The Quadrant
Kingfisher Boulevard
Newburn Riverside
Newcastle upon Tyne
NE15 8NZ
Tel: 0191 229 5500
Email: enquiries.northeast@defra.gsi.gov.uk

North West

Rural Development Service
Electra Way
Crewe Business Paark
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 958 1222/9596695
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
Admin: Tel: 0113 230 3750 Technical: 0113 261 3333
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

NAW (Wales)

Contact point should be the Divisional Office of
the National Assembly of Wales 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

Farming and Wildlife Advisory Group

National Agriculture Centre
Stoneleigh
Kenilworth
Warwickshire
CV8 2RX
Tel: 02476 696699
www.fwag.org.uk

Royal Society for the Protection of Birds

The Lodge
Sandy
Bedfordshire
SG19 2DL
Tel: 01767 680551
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 37 Arable Area Payments Scheme 2004 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.

Livestock Schemes

BEEF 5 (2004) Beef Special Premium Scheme 2004 claim form.

SAP 1 (2004) Sheep Annual Premium Scheme 2004 claim form.

SAP 2 (2004) Sheep Annual Premium Scheme 2004 Notes for Guidance.

SCP 1 (2004) Suckler Cow Premium Scheme 2004 claim form.

Sheep Annual Premium Scheme Quotas: Explanatory leaflet.

Suckler Cow Premium Scheme Quotas: Explanatory Guide.

SPS 2 (2004) Slaughter Premium Scheme 2004 – Adult Animals claim form.

SPS 4 (2004) Veal Calf Slaughter Premium Scheme claim form.

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

Other Schemes

Hill Farm Allowance (HFA) Explanatory booklet 2005 (PB 9250 revised January 2004).

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, 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. 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 six months of the initial notification of the decision.** A copy of the guidance booklet is available from any RPA office.

- The IACS 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:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____





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

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<http://www.rpa.gov.uk>