

Single Payment Scheme

RLE 1 Guidance Notes

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

Supplement

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A Introduction

The purpose of this supplement is to update you on a number of important clarifications on the operation of the Single Payment Scheme (SPS). This includes the definition of a 'farmer' for the purpose of the transfer of entitlements, and guidance on how to notify us of a 'string' transfer, where entitlements are moved from A to B to C with overlapping notification periods.

B Completion of the RLE 1 form

To give you the maximum amount of time possible to complete the RLE 1 form before the final date for submitting transfer forms to take effect for the SPS 2006 scheme year, RPA is issuing partially pre-printed RLE 1 Forms before we have completed the definitive establishment of entitlements.

These forms will not have the entitlement details pre-printed on them and so, in addition to following the steps set out in the main RLE 1 Guidance Notes, you will also need to give the following details using the information given in your entitlements statement:

RLE 1 form Part C

You will be provided with 3 blank sheets on this part of the form, one for each English Area (Other land outside the upland Severely Disadvantaged Area, land within the upland Severely Disadvantaged Area (excluding moorland) and Moorland within the Severely Disadvantaged Area), to notify us of the entitlements that you wish to transfer. **You must ensure that the entitlements you wish to transfer are entered for the correct English Area, as shown at the top left of each sheet. Failure to do so may lead to delays in processing your transfer request.**

C1 – You will need to copy the Entitlements Block ID from your entitlements statement into this column.

C2 – The number of entitlements held as listed in your statement should be entered in this column

C3 – The type of entitlement you are transferring, as listed in your entitlements statement, should be entered in this column. There is only space for 3 characters in this column, so please use one of the following codes which represent the 7 different types of entitlements:

Entitlement Type	Type Code
Special	SPE
Set-aside	SAS
Normal	NML
National Reserve	ERS
Normal (with FVP authorisation)	NMF
Set-aside (with FVP authorisation)	SAF
National reserve (with FVP authorisation)	ERF

C4 – The Unit Value in euros should be entered as shown on your entitlements statement

C5 – The Use by date should be entered as shown on your entitlements statement

Instructions on how to complete column C6 are set out in the main RLE1 Guidance Notes.

C Fvp authorisation switches

We will not be supplying you with the part of the RLE 1 form on which fvp authorisation switches can be notified until after entitlements have been definitively established. It is only after this point that you will know whether or not any switches will be required.

D Definition of a 'farmer'

Farmers who applied successfully to establish entitlements in 2005 will be able to apply to transfer those entitlements before 15 May 2006, even if they have retired from farming prior to definitive establishment.

This clarification follows representations made to the European Commission by Defra and industry stakeholder organisations, and recognises the particular difficulties that exist during the start-up phase of SPS, where farmers are not able to transfer entitlements until the number and value of those entitlements has been confirmed by RPA through the process of definitive establishment.

E Effective date of transfer (part B3b)

If you are transferring entitlements with land, and the underlying land transaction took place prior to definitive establishment, you should enter the date that the land transaction took place. It is important to note however that the 6 week period RPA requires to process transfers will still apply in this situation and run from the date on which we receive the RLE 1 form. Therefore, if the transferee wishes to activate the transferred entitlements in 2006, the transfer notification must still be received by RPA by 2 April 2006.

F 'String' transfers

Where transfers are due to take place up to 15 May 2006, you can submit transfer forms involved in 'string' transfers i.e. where entitlements are transferred from Farmer A to Farmer B, and Farmer B immediately transfers the entitlements to Farmer C. In these circumstances, the transfer form for the transfer from Farmer B to Farmer C can be submitted at the same time as the transfer from Farmer A to Farmer B, without having to wait for the first transfer to have been processed. However, to ensure that these forms can be processed correctly:

1. all of the RLE 1 forms for a series of 'string' transfers should be submitted in a single envelope to the RPA; and
2. a covering letter setting out the details of the transfers, and the sequence in which the transfers are to be effected, is submitted with the RLE 1 forms; and
3. 'STRING' has been written on the top of the front page of all of the RLE 1 forms concerned.

RPA cannot guarantee that it will be able to process transfer forms submitted as part of a 'string' transfer sequence, but if you do not follow the above procedure there will be a significant risk that your transfer form will be rejected.

If you are considering a 'string' transfer you may wish to take independent professional advice.

G SP9 – Agent Authorisation form

If an agent is completing this form on your behalf, you will need to give him the authority to do so by completing form SP9. This form must be submitted with your RLE 1 form by your agent. If they do not do so, we will reject the transfer request.