

# How to complete your Single Application Online in 2017



Department of  
**Agriculture, Environment  
and Rural Affairs**

[www.daera-ni.gov.uk](http://www.daera-ni.gov.uk)



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To get a copy of this document in another format contact:

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# How to complete your Single Application Online in 2017

## ✓ **Check -**

- get ready and do it early - it's important to give yourself time to check all your information and get it right.

## ✓ **Change -**

- tell us what is different for 2017 by making your changes and avoid any issues or delays with your payment.

## ✓ **Complete -**

- it's easy and we can help you.

## ✓ **Confirm -**

- you can check your claim summary to make sure it is right.



# Before you Start

## Key Dates

These are important dates in the 2017 Single Application window which you should bear in mind when planning to complete your application. As well as your Single Application, you may need to submit additional forms or evidence as part of the application process. In some cases, you may need to present supporting evidence in person at a DAERA Direct office within the appropriate deadlines.

**Important - if supporting evidence is not received within the application deadlines, your application (or the part to which the supporting evidence relates) may be rejected.**

<b>2 May</b>	If you want to transfer Basic Payment Scheme entitlements we must receive your transfer application by 2 May for the transfer to take effect in the 2017 BPS Scheme year. Our online Transfer Service will be available from early March.
<b>1 March to 15 May</b>	This is the window for receipt of all Single Applications, and supporting evidence.
<b>16 May to 31 May</b>	Single Applications already received by 15 May 2017 may be amended to increase or decrease the area you have claimed, for example, by adding or removing fields, and you will not be penalised.
<b>16 May to 9 June</b>	If we receive your Single Application on or between these dates, you will be penalised. We will reduce your payment by 1% for each working day the application is late (except in cases of force majeure or exceptional circumstances). For BPS there is an extra 3% late claim penalty on top of the 1% where a business is applying to the regional reserve.
<b>1 June to 9 June</b>	Single Applications already received may also be amended between these dates to increase the area you have claimed, for example, by adding fields, but you will be penalised on the amended fields. We will reduce your payment by 1% for each working day the amendments to your application are late (except in cases of force majeure or exceptional circumstances). For BPS there is an extra 3% late claim penalty on top of the 1% where a business is applying to the regional reserve. You can reduce fields/areas during this period without penalty.
<b>9 June</b>	This is the final date for receiving applications or increasing the area you have claimed on your Single Application. You can still reduce the area you have claimed after this date without penalty, for example, by removing a field but only if we have not already notified you of a penalty or a planned inspection.

## **Scheme rules and other guidance:**

Before you start your application you are strongly advised to read the information and guidance and view the 'how to' videos which are available on the DAERA website at:

[www.daera-ni.gov.uk/topics/grants-and-funding/area-based-schemes-2017](http://www.daera-ni.gov.uk/topics/grants-and-funding/area-based-schemes-2017)

The Department implements strict controls on applications to all schemes to ensure that EU requirements have been met. Further information on the eligibility criteria for each scheme and rules about land eligibility is available to view or download from the following guidance:

- **Guide to the Basic Payment Scheme.**
- **Guide to the Greening Payment.**
- **Guide to the Young Farmers' Payment/Regional Reserve.**
- **Guide to the Areas of Natural Constraint Scheme.**
- **Forestry Grant Schemes Information Booklet.**
- **Guide to Land Eligibility.**
- **Guide to Business Changes.**
- **DAERA Identification numbers for business customers, herd and flock keepers.**
- **Guide to Transfer of BPS Entitlements.**
- **Cross-Compliance Verifiable Standards Booklets (Full Version and Summary).**

If you have a specific question about your 2017 application you may find the answer here:

- **Area-Based Schemes Single Application and Maps 2017 - Questions and Answers.**

# Logging in to DAERA Online Services

If you are already registered with DAERA Online Services, you can access your online Single Application by logging in with your Government Gateway ID and password at:

[www.daera-ni.gov.uk/onlineservices](http://www.daera-ni.gov.uk/onlineservices)

# Registering for DAERA Online Services

DAERA Online Services is a secure system. You must apply for authorisation before any information can be accessed on DAERA Online Services. Please note, you will require your DAERA Access Key and DAERA Customer ID to complete the registration process in one visit.

- **DAERA Access Key**

Request your DAERA Access Key by phoning 0300 200 7848 and it will be posted to you or it can be collected in person at your local DAERA Direct office (on presentation of your named photographic identification).

- **DAERA Customer ID**

This is a six digit number beginning with a 1 or 2. If you do not have your DAERA Customer ID, you can request this by phoning 0300 200 7848.

Once you have received your DAERA Access Key and Customer ID you can complete the registration process at:

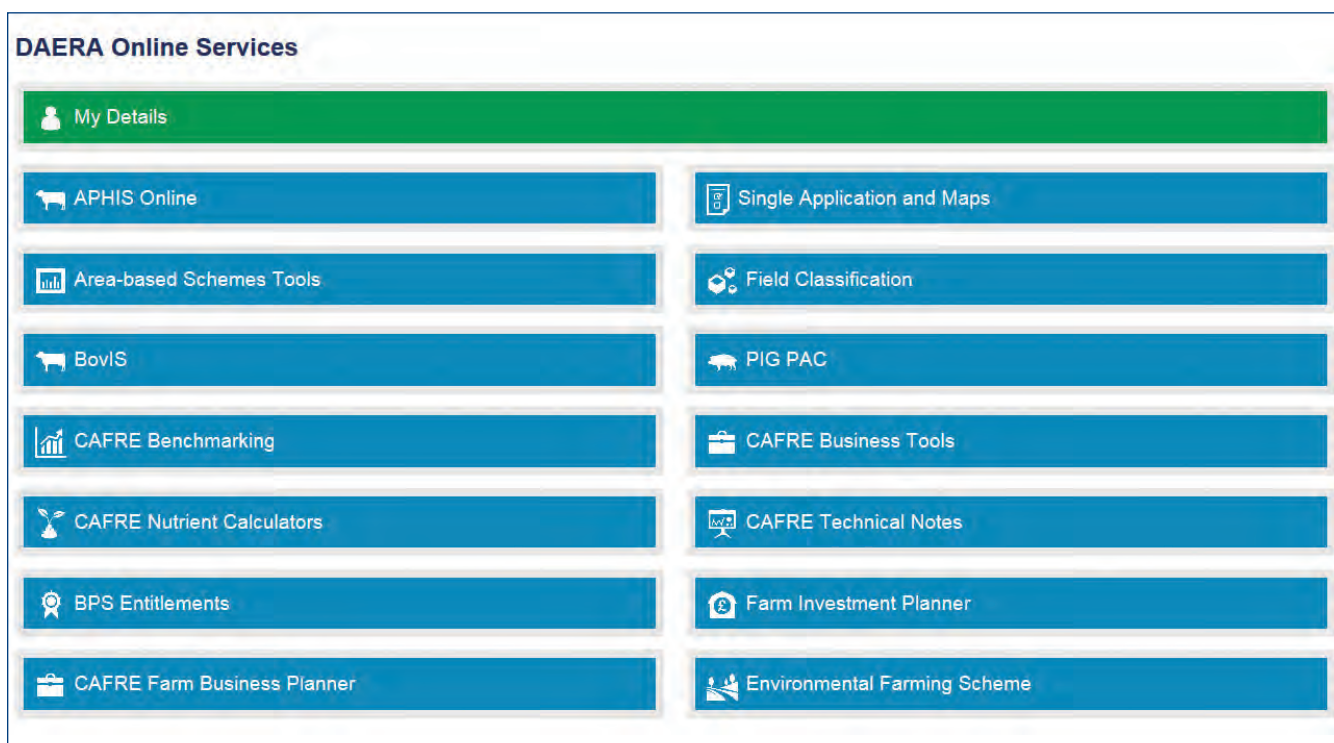
[www.daera-ni.gov.uk/onlineservices](http://www.daera-ni.gov.uk/onlineservices)

Click on Login to DAERA's Online Services, select 'Register Now' then click on 'Apply Now' and follow the steps on screen to complete the registration process.

Once you log into DAERA Online Services you can select the service you wish to use.

You can do much more than just complete your Single Application online. For area-based schemes you can also:

- **Update your contact information.**
- **View and print your map.**
- **Print a table of your field data.**
- **Check your Basic Payment Scheme entitlements.**
- **Transfer your Basic Payment Scheme entitlements (for straightforward sale, transfer or lease).**



## Help is available:

Completing your Single Application is one of the most important things your farm business will do - our advice is that you do this early and give yourself peace of mind. There are a range of options available to you if you need assistance with completing and submitting your 2017 Single Application.

### Online

The Single Application has help buttons and alerts to help you get it right. You can also view the Scheme Booklets, Q&A and 'How to' videos in the Grants and Funding Section of the DAERA website at:

[www.daera-ni.gov.uk/topics/grants-and-funding/area-based-schemes-2017](http://www.daera-ni.gov.uk/topics/grants-and-funding/area-based-schemes-2017)

### Email

You can email your query to [areabasedschemes@daera-ni.gov.uk](mailto:areabasedschemes@daera-ni.gov.uk) and one of our SAF Advisors will reply to you by email or phone.

### Phone

Call the SAF Advisory Service on **0300 200 7848** (Monday to Friday, 9.00am to 5.00pm). Our team is ready to provide you with the information and help you need to complete your application.

### Appointment

In some cases, we may be able to arrange a face-to-face appointment for you at your local DAERA Direct Office where one of our team will be on hand to assist you to complete your application online. You will need to have your Government Gateway ID. These appointments will be limited so you are strongly advised to contact us early on 0300 200 7848 if you think you need one.

### Give permission for someone else to complete your application for you

You can arrange for someone else, such as a family member, friend or agent to complete your application on your behalf. To do so, you must complete a Nomination of an Authorised Person form. You can get this form from the DAERA Online Services webpages or from your local DAERA Direct Office. The person acting on your behalf will only have access to information about those area-based schemes claimed on your Single Application. It is in your interest to check that any agent acting on your behalf has appropriate indemnity insurance. NOTE: Where a 2017 YFP/RR Form is being provided completion/provision of it by an Authorised Person is not acceptable.

### SAF Awareness Sessions

We will be holding awareness sessions to demonstrate the Single Application and Map Service. If you attend and have your Government Gateway and DAERA Access Key you may be able to complete your application there and then. You can book by calling 028 7131 9955 but places will be limited.



# 1. Check Your Information

## Check your Information

### Your contact details:

Click on the My Details button on the DAERA Online Services menu. Check your contact details are correct including your email address, telephone number and mobile number. If these are not correct you can update them. It is important that your contact details are up to date as we will use your email address to send you important information and receipts for your application.

### Your farm business information:

Check that the information we hold in relation to your farm business is accurate and up-to-date. If there is a change to the farm business you must notify the Department of the change and the reason for it as soon as possible.

Existing farm businesses must remain separate from other businesses. If you have commonly managed herds/flocks registered to another business, we recommend you take immediate action to manage these herds/flocks independently, including separate grazing and housing. Alternatively, you should consider merging businesses by submitting a merger application form BC3 by 15 May 2017.

New farm businesses must be registered with us as a fully separate and independent business before you can complete your Single Application. To register you will need to complete and submit an FB1 application. You are strongly advised to do so without delay as it can take time to process. We must have received your FB1 application by 15 May 2017.

All Business Change Forms are available online or from your local DAERA Direct office.

# Check Your Map

The screenshot shows the DAERA online service interface for 'Single Application and Maps (GSAA)'. At the top, there is a breadcrumb trail: 'Login/Register > Online Services Home > Single Application and Maps'. Below this, the main heading is 'Single Application and Maps (GSAA)'. There are four main action buttons: a large green button labeled 'Continue to Single Application and Maps (GSAA)', a blue button labeled 'PDF of my 2017 field data', a blue button labeled 'PDF Scheme Map (Updated January 2016)', and a blue button labeled 'Map correction form'. At the bottom, there is a section titled 'Browsers/devices support for the Single Application and Maps Service' with a link to 'View browsers/devices support for the Single Application and Maps Service' and a 'Back to Online Services' button.

DAERA no longer routinely issues paper maps.

During the application period, you can check and amend your map online at the first stage of your Single Application using the 'Launch Map' button. Once you submit your Single Application your map changes will also automatically to be notified to the Department. You do not need to complete a paper LPIS Change Form or use the online 'Submit FNC changes to DAERA' function.

You can print out your field data from DAERA Online Services from the 'PDF of my 2017 field data' option under Single Application and Maps. You may find this useful to make a note of any changes you need to make before you complete your application online, for example if you need to add or remove a field.

The information on your map and your field data table within the Single Application and Maps Service has been taken from our Land Parcel Identification System (LPIS) and reflects all changes applied by December 2016. Please note that temporary ineligible features and some ineligible areas less than 0.01 hectare are not shown on your map but may need to be deducted from your claim.

The field data and the Maximum Eligible Area (MEA) may have changed on your map since last year for a number of reasons including the following:

- You asked us to change something;
- Someone else asked us to change something which also impacts on your map;
- We have added information found at an on-the-spot check;

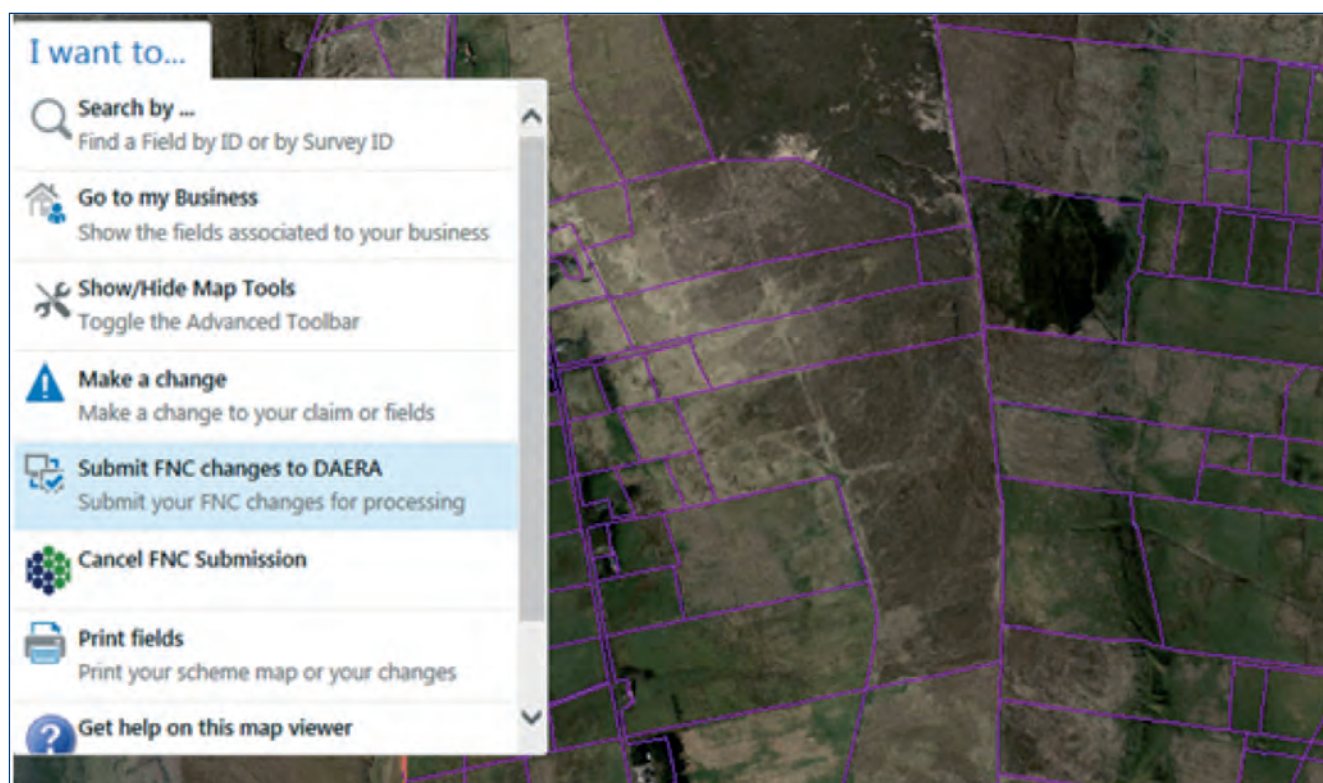
- Our ongoing review of DAERA’s mapping system has affected your map;
- Your field(s) has been affected by a boundary change on a neighbouring field.

You must check that the Maximum Eligible Area (MEA) is correct. The Maximum Eligible Area is our assessment of the maximum area that you can use to claim Basic Payment and Areas of Natural Constraint for each field based on the boundary and ineligible features shown on your map. You must tell us if the MEA shown needs to be changed for any of your fields, even if you do not wish to claim BPS or ANC. Refer to the Section ‘Change my fields using the map’ on page 19 of this booklet to find out more about the online map tools you can use to notify the Department of your changes.

## Changing your map after the application period has closed

Outside the application period, you will still be able to check and amend your map and you will also be able to notify the Department of your map changes using the ‘Submit FNC changes to DAERA’ option on the ‘I want to...’ menu of the online map. If you do this there is no need to submit a paper LPIS Change Form.

Submit your FNC changes: Once you have completed all the changes you wish to make then simply go to ‘I want to ...’ and select ‘Submit FNC changes to DAERA’ in the drop down menu as shown.



For more information on how notifying changes outside the application period could affect your payment see the table of key dates on page 3 of this booklet and refer to the relevant guidance booklet for any schemes which have applied for on your Single Application.

# Check Your Basic Payment Scheme (BPS) Entitlements:

You will be able to view the quantity, unit value and total value of your Basic Payment Scheme Entitlements within your Single Application. If you successfully transferred entitlements or received a transfer of entitlements during 2016 your most up-to-date position will be shown.

The land which you claim on your Single Application to activate Basic Payment Scheme entitlements must be the eligible land which you are farming in 2017 and where the agricultural activity being carried out is under your control, i.e. you have the decision making power and bear the benefits and financial risks of the agricultural activity.

To activate all your entitlements you need to declare an equivalent area of land for each BPS entitlement, or part of entitlement, that you hold. It is no longer possible to rotate entitlements to avoid them being confiscated under the 2 year rule.

**If you did not activate your entitlements in the 2016 Scheme Year you will be at risk of having these confiscated if you do not activate them in the 2017 Scheme year.**

If you are no longer farming you cannot claim but you can sell or lease your entitlements.

From early March you will be able to transfer BPS entitlements using the online Transfer Service where it is a straightforward transfer (sale, gift or lease) from one farm business to another, with no business change or inheritance involved. Select the 'BPS Entitlements' button on the DAERA Online Services menu and you will find the Entitlement Transfer Service button. This is a convenient, quick and easy service which provides automatic transfer of entitlements. To do so, you will need the Business ID and Entitlement Transfer ID of the person you are transferring your entitlements to. Once completed you will get a confirmation email straight away. If you want the transfer to take effect for the 2017 BPS Scheme Year the closing date for completion of the online transfer is Tuesday, 2 May 2017. If your application to transfer entitlements is received by the Department after 2 May 2017 the transfer will carry over to the next scheme year.

# 2. Complete Your Single Application

Once you have checked your details and taken any appropriate action you can start to complete your online application.

Select the Single Application and Maps Services from the DAERA Online Services menu.

We have filled in your application with information we already have about your farm business. It is your responsibility to make sure that the information in your application is correct and to change as necessary.

There are 4 sections to your Single Application:



## Section 1: Scheme Selection:

The Schemes that you can apply for on the Single Application are:

- **Basic Payment and the Greening Payment**
- **Young Farmers' Payment**
- **Regional Reserve Entitlement allocation or top up (as a Young Farmer or New Entrant)**
- **Areas of Natural Constraint (ANC)**
- **Northern Ireland Countryside Management Scheme (NICMS)**
- **Farm Woodland Premium Scheme (FWPS)**
- **Farm Woodland Scheme (FWS)**
- **Forest Expansion Scheme (Annual Premia) (FES)**



1

Scheme Selection

2

Questions

3

Land Details

4

Confirmation

## Select the schemes you wish to apply for (Step 1 of 4)

★ Indicates required field.

★ Basic Payment and Greening  Yes  No

★ Young Farmers' Payment [?](#)  Yes  No

★ Areas of Natural Constraint (ANC)  Yes  No

Cancel

Next >

The options to apply for Basic Payment and Greening Payment and/or Areas of Natural Constraint will always be shown. However, if you have an agreement in place for any of the schemes NICMS, FWPS, FWS or FES, further questions will be shown.

### Basic Payment and Greening Payment

You should select 'Yes' if you wish to claim for Basic Payment and the Greening Payment.

For BPS you must:

- Hold at least 3 BPS entitlements or be eligible to activate at least 3 Basic Payment Scheme entitlements by applying to the Regional Reserve in 2017;
- Meet the criteria of an active farmer on each field that you are claiming; and
- Claim a minimum of 3 hectares of eligible land. This land must be at your disposal on 15 May 2017, under your control and meet the conditions outlined in the Guide to Land Eligibility for the full calendar year.

If you are applying for BPS you must also comply with the greening requirements on all eligible agricultural land of your holding regardless of whether or not you use all of your land to activate BPS entitlements. In return you will receive a Greening Payment. You are advised to declare all of the eligible land that you are farming in 2017 to activate BPS entitlements otherwise you may be disadvantaged. For example, if we find that some of the land you have declared is ineligible, you might not be able to replace it with land that is not declared. Furthermore, failure to declare fields may result in a non-declaration penalty being applied.

## Young Farmers' Payment (YFP)

If you answer 'Yes' to the Basic Payment and Greening Payment question, the Young Farmers' Payment (YFP) question will be presented and must be answered.

If you previously successfully applied for YFP and continue to satisfy the conditions of the scheme you should select 'Yes'.

If you have not previously applied successfully for YFP and now wish to do so, you should download a 2017 **YFP/RR Form** from the DAERA website and read the **2017 Guide to the Young Farmers' Payment/Regional Reserve** booklet. You should select 'Yes' to this question and provide your completed 2017 **YFP/RR Form** and evidence in person to your local DAERA Direct Office by 15 May 2017.

If you do not wish to claim payment for the Young Farmers' Payment then select 'No'.

## Areas of Natural Constraint (ANC)

Select 'Yes' if you wish to claim payment for ANC. In order to qualify, you must claim for a minimum of 3 hectares of suitable SDA land and keep at least enough eligible stock to meet the minimum stocking density of 0.2 LU's per hectare across your holding throughout the period from 1 April 2017 to 31 October 2017 inclusive.

## Northern Ireland Countryside Management Scheme (NICMS)

Select 'Yes' if your NICMS agreement started on or after 1 January 2012 and you wish to make an NICMS claim for the period 1 January to 31 December 2017. Only a 'Yes' response will result in the appropriate second stage form being provided to the agreement holder for completion.

### Farm Woodland Premium Scheme (FWPS)

### Farm Woodland Scheme (FWS)

### Forest Expansion Scheme (Annual Premia) (FES)

Select 'Yes' if you have an agreement in place and wish to claim for payment under any of these Forestry schemes. You must check each woodland block that you want to claim for to ensure it meets the terms and conditions to the approval you received prior to planting.

***You should click 'Next' to proceed. Any answers selected in Section 1 will be saved.***

# Section 2: Questions

This section will present questions relating specifically to the schemes you are claiming.

**Do you operate any of the following businesses: airport, railway service, waterworks, real estate service, permanent sport or recreational grounds?**

The business types listed in this question are on what is known as the negative list. If you operate one of these types of business and you received direct payments in total of less than €5000 in 2015 you will not have to provide any further evidence.

If you operate one of these types of businesses and you received direct payments of more than €5000 in 2015, you can only receive payment if you meet one of the following **re-admission** criteria.

1. farming at least 26 hectares of eligible land; or
2. the annual amount of direct payments is at least 5% of the total receipts obtained from non-agricultural activities in the most recent tax year for which information is available; or
3. receipts from agricultural activities represent at least 40% of total receipts obtained in the most recent tax year for which information is available.

We will check whether you are claiming 26 hectares or more to meet the re-admission criteria.

If you are claiming less than 26 hectares, you must submit evidence to us on or before 15 May 2017 to demonstrate how you meet the re-admission criteria at 2 or 3 above. You should read the Guide to the Basic Payment Scheme for further information on how to do this.

Direct payments include amounts received under the Basic Payment Scheme, Greening and Young Farmers' Payment.

## Regional Reserve

If you answer 'Yes' to the Basic Payment and Greening Payment question, the Regional Reserve (RR) question will be presented and must be answered.

If you have not previously applied successfully to the RR and want to apply to establish entitlements and/or to have the value of existing entitlements increased to the regional average value through the RR in 2017 as a:

- young farmer, or as a
- new entrant

you should select 'Yes'.



Only select 'Yes' to this question if you are applying to the Regional Reserve (RR), otherwise you should select 'No'.

If you are applying to the RR for the first time in 2017, applied unsuccessfully in 2015 and/or 2016, you should download a 2017 **YFP/RR Form** from the DAERA website and read the **2017 Guide to the Young Farmers' Payment/Regional Reserve** guidance booklet. You should select 'Yes' to this question and provide your completed 2017 **YFP/RR Form** and evidence in person to your local DAERA Direct Office by 15 May 2017.

## Greening Payment

If you have applied for the Basic Payment and the Greening Payment you must comply with greening requirements unless you qualify for an exemption. The full range of greening exemptions is detailed in the **2017 Guide to the Greening Payment**. In the majority of cases we will be able to determine whether or not you qualify for an exemption based on the land use information you provide. However, for two of the exemptions (detailed below) we need some additional information.

The 50% new land exemption

**This question relates to a crop diversification exemption which is mainly (although not exclusively) of interest to specialist potato and vegetable growers who meet both of the requirements stated below:**

- (i) More than 50% of the total arable land you declare in 2017 was not declared by you in 2016; and**
- (ii) All of the arable land you declare in 2017 must be cultivated with a different crop to that cultivated in 2016.**

**Do you want to apply for this exemption on the basis that you meet both these requirements?**

Select 'Yes' if you wish to apply for this exemption.

## Organic land exemption

**Do you want to apply for the organic land exemption on the basis that you farm land organically?**

This exemption applies to the fields on your holding that you farm organically.

If all of the land you farm is certified as organic you will be automatically exempt from the greening requirements.

If your holding is part organic and part non-organic, the greening exemptions, thresholds and requirements (with the exception of the environmentally sensitive permanent grassland requirement) are applicable only to the non-organically farmed areas of your holding.

If you farm land organically and want to apply for the exemption, select 'Yes' and provide your Organic Registration ID and the name of your Organic Registration Body. You should also submit a current Organic Certificate with your SAF. The certificate must show the fields

in organic production at 1 January 2017 and must be submitted no later than 15 May 2017 to avoid late claim penalties. Certificates provided after 9 June 2017 cannot be accepted.

If you farm land organically but do not want to apply for the exemption OR you do not have any organic land, then you should select 'No'.

**Important note:** If only part of your holding is farmed organically it might not be to your advantage to apply for the organic land exemption. To help you make your decision, it is very important that you study the worked examples in the Organic Greening Exemption section of the **2017 Guide to the Greening Payment** and carefully assess the implications for your Greening Payment.

## Do you wish to be paid in Euro?

We will pay Basic Payment, Greening and any associated Young Farmers' Payment in Pounds Sterling unless you wish to be paid in Euro (€). If you prefer to be paid in Euro, please click the button. Please note that you must also have a UK Euro BACS account.

## Areas of Natural Constraint

**You have stated that you wish to claim for ANC. Please insert the number of stock in the appropriate boxes you will keep during the qualifying period 1 April to 31 October.**

You should click to indicate which type(s) of stock you will keep during the qualifying period. If you have suckler cows, please click the box - we will be able to check our records. If you have breeding ewes or goats, or female deer, you should enter the number of each type you hold in the appropriate boxes. If you hold none, you should enter a zero (0) in each box.

## Regional Information

**Do you farm land in England, Scotland or Wales as part of this farm business?** If you select 'Yes' to this question, please put a check in any or all of the regions you farm in, and if you are also claiming Basic Payment and the Greening Payment in any of these region(s).

## Forestry Schemes

If you have previously registered for any of these schemes, you will be shown the area from your existing agreement. If you wish to claim on a different area, please amend the area in the second box.

### Farm Woodland Premium Scheme

### Farm Woodland Scheme

### Forest Expansion Scheme (Annual Premia)

**Cross compliance Questions** - you should answer these questions with the appropriate Yes or No answer.

*When you have completed the question at Section 2, you should click 'Next' to proceed to Section 3 - Land Details. Anything completed at this stage will be saved as you progress to Section 3.*

*If you have missed any questions at Section 2, these will be highlighted and you will have to provide the appropriate answer to proceed.*

# Section 3: Land Details

On this page, you will be able to confirm the fields you wish to claim for and make changes to the information we hold.





There are 3 parts to this page:

1. **Summary of all field data:** This is a summary of all your land details. This will be updated when you save any changes in your field data table or update your map.
2. **Change my fields using the map:** Here you can make changes to your land details using a map. This is the preferred option and you won't have to complete a LPIS Change Form.
3. **Change my fields using the table:** Here you can make changes to your land details using a traditional table. Note that some changes are only possible when using the map. If you use this and not the map you will have to complete a paper LPIS Change Form.

## Summary of all Field Data


### Summary of all field data


This is a summary of all your land details. This will be updated when you save any changes.

Total number of fields	0
Total Maximum Eligible Area (MEA)	0.00
Total area declared for BPS (ha)	0.00
Total area claimed for ANC (ha)	0.00
Total area classified as permanent grassland 	0.00
Total area classified as permanent grassland <i>sensitive</i> 	0.00
Total area classified as arable 	0.00
Total area classified as permanent crop 	0.00
Total entitlements	0.00 <a href="#">(click here to view a detailed summary)</a>

#### Crop diversification

	Rule	Compliance
Cropping	Exempt	NA

 You are exempt from a crop diversification as you have no Arable Land.

 Please note your greening assessment has been calculated based on the information supplied on your application. As you have claimed a greening exemption we will contact you to assess whether you are eligible.

**Total number of fields** - this is the total number of fields declared on your application.

**Total Maximum Eligible Area (MEA)** - this is the total of the MEA of all fields on your application.

**Total BPS Area** - this is the total area that you want to claim for Basic Payment (and associated Greening Payment). Please note that this area is subject to checks and may not be the final area on which payment is calculated.

**Total Area for ANC** - this will be the total area you have claimed for ANC Scheme. Please note that this area is subject to checks and may not be the final area on which payment is calculated.

**Total Area classified as permanent grassland** - permanent grassland is land which has not been part of an arable rotation at any point in the previous five years. The total shown here will be the total MEA for all fields with a 'PG' field classification.

**Total Area classified as permanent grassland sensitive** - The total shown here will be the total area for all fields with a 'PGS' field classification.

**Total Area classified as arable** - if a field was declared in an arable use in any of the last 5 years, it will be classified as Arable "AR" in 2017. If you have 10 or more hectares of arable classified land on your holding you will need to comply with greening requirements unless you qualify for an exemption. The total shown here will be the total area for all fields with an 'AR' field classification.

**Total Area classified as permanent crop** - land planted in a permanent crop (a crop which would be expected to remain 5 years or more e.g. an orchard) will be classified as a permanent crop from the year it was planted (declared on a Single Application) until the year the permanent crop is removed. The total shown here will be the total area for all fields with a 'PC' field classification.

**Total Entitlements** - total number of entitlements are shown. Click on the message to see a breakdown of the value of each type of entitlement held at the current date. Please note that any transfers still not processed will not be shown in these totals. Refer to page 10 of this booklet for more information about entitlements.

## Crop Diversification

If you have 10 or more hectares of arable classified land on your holding you will be required to comply with the crop diversification requirements unless you qualify for an exemption. The full range of crop diversification exemptions that may apply to you can be found in the **2017 Guide to the Greening Payment**. The online application will advise you if you have to meet a two or three crop diversification requirement.

## Ecological Focus Areas (EFA)

If you have more than 15 hectares of arable classified land, you will be required to comply with the EFA requirement, unless you qualify for an exemption. The application calculates the equivalent area needed to satisfy this requirement. If you have an EFA requirement you must declare your EFA features by completing the EFA declaration.



# Change my fields using the map

You can access the map to view your fields. If you have changes to make, you have the option of amending the online map or if you prefer, you can update your field data table.

Any changes you make to your map will be reflected on your field data table. However, any changes you make to your field data table will not be reflected on your map.

Any changes made to the map affecting the eligible area (e.g. change a field boundary, split a field) will mean that the Field Area and MEA of amended fields will show on your table as 'unverified'. You can use these areas for claiming BPS and/or ANC but the areas are subject to confirmation.

**Important:** You will be issued with an AREA Record Form once these changes have been confirmed by DAERA. You may need to revise the area you claim if these give values different to the unverified changes shown on your table. You will need to do this within the application period deadlines shown on page 3 of this booklet.

## Change my fields using a map

You can make changes to your land details using a map. This is the preferred option to allow you the greatest amount of options and help you provide us with the most accurate information.

I want to  using the map

---

## Change my fields using a table

You can make changes to your land details using a traditional table. Note that some changes are only possible online when you use the map instead.

To edit a row, click on it. Once selected, you can alter the information. Further options are available underneath the table. Clicking 'Save my changes' will commit your changes. There are also videos available to show you how to use some of the land details functions. Click [here](#) to open these in a new window.

Farm Survey Number	Field Number	Field Classification	FNC?	View errors & warnings	
<input type="text" value="-- Any FSN --"/>	<input type="text" value="-- Any Field No -"/>	<input type="text" value="-- Any Field Class -"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Reset"/> <input type="button" value="Filter"/>

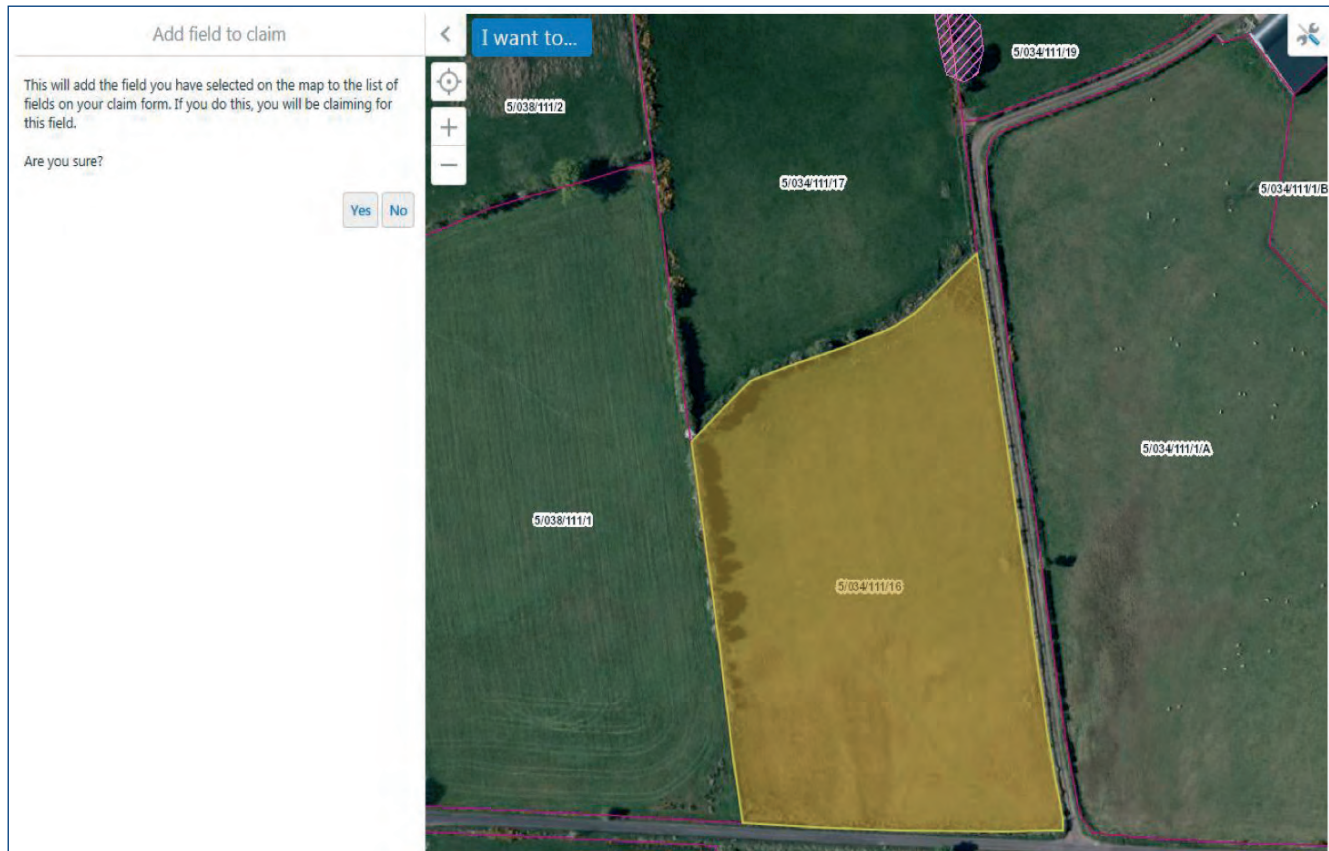
Field Number	Field area (ha)	Land type	Field class	MEA (ha)	Usage	BPS area (ha)	ANC area (ha)	
Total	0.00			0.00		0.00	0.00	

### More options

You can make the following changes on your map:

**Add a field to your claim** - this will add fields to your field data table that you are actively farming and have control of. You do not have to own these fields.



**Remove a field from my claim** - this will remove fields from your claim that you are not actively farming. If you have a field on your application that another business is actively farming and claiming BPS and/or ANC, you should remove it from your application.

**Change a field boundary** - you can use this feature to amend the boundary of a field; you will be able to increase or decrease the size of the field.

**Change a feature** - if you have an 'ineligible' feature (e.g. Hard areas, trees, water etc) you can amend the size or shape.

**Create a feature** - you can add a new 'ineligible' feature to a field.

**Remove a feature** - you can remove an existing feature, this will normally increase the MEA of the field if the area is now in agricultural use.

**Split a field in two** - you will be able to split a field in two and show the new boundary. If you need to split a field more than once, you can do this in stages. The application will apply the correct field IDs to the new fields and these will be shown on your field data table on the Land Details screen.

**Merge two fields** - you can merge two fields which share a common boundary. The application will provide the correct updated areas and field ID for the new field. Once you have selected the first field to be merged the system will identify any adjacent eligible fields that can be merged with the first field.

**Remove a field from agri use** - you can remove a field that is no longer in agricultural use, for example, a building site or permanent storage area.

**Create a field for agri use** - you can create a field that will be used for agricultural purposes, for example, no longer a building site. Doing this online means you will not have to complete a LPIS Change Form.

Further information and guidance and a 'how to' video on how to make changes to your map are available at:

[www.daera-ni.gov.uk/topics/grants-and-funding/area-based-schemes-2017](http://www.daera-ni.gov.uk/topics/grants-and-funding/area-based-schemes-2017)

# Change my fields using a table

You can make changes to your land details using the field data table on your application. You can use the table to merge two fields but you will need to access the map to split a field or change boundaries. The online map is the preferred option for submitting map amendments.

Any changes made to the table affecting the eligible area will mean that the Field Area and MEA of amended fields will show on your table as 'unverified'. You can use these areas for claiming BPS and/or ANC but the areas are subject to confirmation.

**Important:** You will have to complete a paper LPIS Change Form and submit this to the Department. You will be issued with an AREA Record Form once these changes have been confirmed by DAERA. You may need to revise the area you claim if these give values different to the unverified changes shown on your table. You will need to do this within the application period deadlines shown on page 3 of this booklet.

## Your fields

**Field data filter** - you can use this to filter your list of fields by Field Number, classification etc.

**Your fields** - we will normally pre-populate your fields based on information held on LPIS for your business.

**Field Number** - each Field ID is made up from the Farm Survey Number and Field Number

**Field area** - this is the LPIS total field area as shown on your map - if the area shows as 'unverified', this may be because you have made a change to your map and this has yet to be confirmed as new area by LPIS.

**Land Status** - Your land status will be Severely Disadvantaged (SDA), Disadvantaged (DA) or Lowland (LL).

**Field Classification** - your land will be classified as : Permanent Grassland (PG), Permanent Grassland Sensitive land that cannot be ploughed (PGS), Permanent Crop (PC) , Arable (AR) or Unclassified (UC).

Land will be unclassified if it has not been declared on a Single Application in the last five years, the field has had ineligible usages recorded against it or was most recently declared under a forestry usage. Once a field usage has been entered a classification will be determined.

**MEA** - the MEA is our assessment of the maximum eligible area that you can use to claim Basic Payment and/or ANC in each field and is based on the boundary features less ineligible features that we have shown on your map. Ensure that you check the MEA



is accurate before claiming; you should use the map function to make the appropriate changes to update the eligible areas of your fields. Any changes you make to your map will be reflected in the claim form land details screen but they will be shown as 'Unverified' until authorised by the Department. You can still claim payment up to the 'unverified' MEA, subject to normal scheme rules.

**Usage** - you must select an appropriate option from the drop-down menu to tell us what eligible usage(s) are on the field in 2017 - you can amend this information as necessary. If the code you need isn't listed, you should check with the Department before submitting.

**BPS area (ha)** - you must enter the area of the field associated with the 'Usage' selected that you wish to use to activate for Basic Payment. The area of the field should be entered to 2 decimal places e.g. '12.32' or '32.00' and be equal to, or less than the MEA for that field. If the area you are activating is higher than the MEA shown, you can still submit your application. You can ignore the warning but you must notify or have notified LPIS of the change in MEA by amending your map online or by submitting a paper LPIS Change Form.

**ANC area (ha)** - you must enter the area of the field associated with the 'Usage' selected that you wish to use to claim for payment of ANC. You can only claim payment of ANC for field with the usage code FR1 or OT3 and Land Type SDA only. The area of the field should be entered to 2 decimal places e.g. '12.32' or '32.00' and be equal to, or less than the MEA for that field. If the area you are activating is higher than the MEA shown, you can still submit your application. You can ignore the warning but you must notify or have notified LPIS of the change in MEA by amending your map online or by submitting a paper LPIS Change Form.

**+Add usage** - click on the button to add more than one usage to a field. The total BPS and/or ANC for the usages must not exceed the size of the field except where you haven't told us of a change to the field size.

**Map icon** - click on the icon to see the map centred on that particular field. You will be able to make amendments and submit your FNC online. However, you must still make amendment to the field data listed on the field data screen to reflect new area claimed.

**Delete icon** - this will delete the field shown on the line selected or additional usage if more than one is recorded against the field. Click the bin icon

**+ Add a field to your claim** - if you need to add a new field, enter the field ID details. The Total Field Area and MEA known to us will be shown and cannot be amended on this screen. You can amend other information as necessary. For entering multiple fields to your claim, you may find it easier to add these through the map function. You will be able to select each field by clicking on the map and these will then be shown on the field data table.

**Merge selected field** - You will be able to merge two fields from your field data table. Select a field from the table and then click 'Merge selected field'. The application will show a drop-down list of fields that can be merged with the one chosen. If any of the fields listed show 'Not Claimed' in brackets, the area of this field will be added to your claim automatically when merged with the first field selected. Choose a field to merge from the list, enter the date the merge took place and reason for change and then 'Merge' to complete. This action will also update your map.

**Split selected field** - This option will direct you to the online map to complete the split field function. This cannot be done on the field table itself as you will need to show where the physical split is on a map. When you split on the map and save, the two new fields will replace the original on your field data table and the new areas will also show.

**Multiple delete** - this will open a window and allow you to check several fields to remove at once. You can filter by FSN or Field number to show specific fields to delete.

If the Total Field Area and MEA are shown as '0.00', this could mean that the details of a new field (e.g. new, split or merged field) have not been entered onto the LPIS database yet. If you haven't done this, you must notify the change on a LPIS Change Form as soon as you can. You should still enter the Activated area for Basic Payment and can ignore any warning telling you that the Activated area is greater than the MEA.

# Submit an EFA Declaration

EFA

EFA Requirement	1.09 ha
EFA Declared	0.00 ha

You have not declared sufficient EFA to meet the area required.

Based on the information declared in the field datasheet, you are required to have Ecological Focus Areas. The areas of these must be equivalent to at least 5% of the area of arable land declared in the field datasheet. This equates to at least 1.09 ha. Please click the EFA button for further information on how to make your declaration.

EFA

The Single Application and Maps service has 2 tabs in the Land Details section, (one for Field Data and one for EFA Data). Before you proceed to the EFA tab, you are advised to check that your land details on the Field Data table are correct.

Once you are satisfied that you have completed any required changes to your Field Data Table and/or online map, you should proceed to the EFA Data tab.

All EFA features that you declared in 2016 will be copied into your map for 2017. However, if you add a field in 2017 that was not on your application in 2016 the EFA features will be included but the determined area will be set to zero.

You can make any changes you require. For example, you can choose the option 'I want to ...Change an EFA linear feature'. Find a field and click to select it. Click 'Next' and select the field you wish to amend. Then select the particular linear EFA within that field by clicking on the line.

Select a Feature

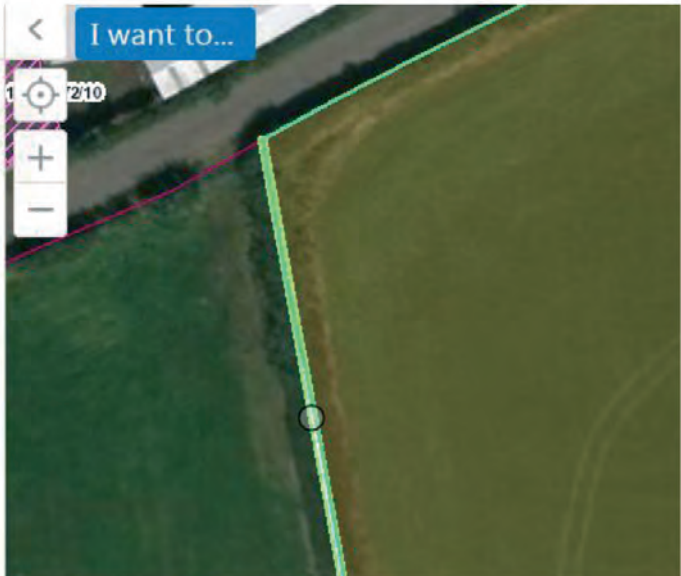
Please select on the map the Linear feature you would like to change.

Please note if the selection tool has been deactivated click this icon to reactivate

Selected.

Back (Select another field) Next

I want to...



You will be shown the options of either simply changing the feature type (for example, Hedge to Dry Stone Wall) or click 'Adjust line' to amend the length.

If the length is correct, click 'Next' to see details of new value, and then click 'Next (Confirm Edit)' to save. This will update the recorded EFA on the map and on the EFA table under the column 'FNC LPIS Length/Area (m/m<sup>2</sup>)' on your land details page. Once all EFAs are recorded you will declare the length or area of the EFA for each feature on the EFA table in the column 'Declared Length/Area (m/m<sup>2</sup>)' to complete your declaration. Your Total EFA (ha) for each feature will be calculated based on the length/area and percentage you have declared.


Field number	Feature ID <i>i</i>	Feature Type <i>i</i>	FNC LPIS Length/Area (m/m <sup>2</sup> ) <i>i</i>	Declared Length/Area (m/m <sup>2</sup> ) <i>i</i>	Declared % <i>i</i>	Total EFA (ha) <i>i</i>
1/102/028/5/A	H1	Hedges	34.07	0	50 %	0.00000

Adjust Shape

Click and drag points of the EFA linear feature to make a change.

Back (change feature attributes)
How to...
Next



Click on a drag point and move the mouse to change the line. It can be extended or made shorter. The revised length will be shown when you stop.

**More information and guidance on how to make your EFA declaration including a 'how to' video is available on the Department's website at:**

[www.daera-ni.gov.uk/topics/grants-and-funding/area-based-schemes-2017](http://www.daera-ni.gov.uk/topics/grants-and-funding/area-based-schemes-2017)





# Complete updating your land details

**Save all changes** - when you have made amendments to your map and field data and you wish to update your application, click 'Save All Changes' and the system will run validation on the data entered and let you know if there is anything you may need to re-check and show you only those field where it finds Errors and/or Warnings highlighted onscreen. Click the Reset button to view all your fields again.

## Errors and Warnings

**Errors and warnings may be displayed:**

An error will prevent you from proceeding with your application. If an error exists, the field row will be highlighted in pink and a red message will display when you hover over the  information icon.

A warning will allow you to proceed with submission of your application, however further checks will follow, after which we may contact you for clarification. If a warning exists, the field row will be highlighted in orange, and an orange message will display when you hover over the  information icon.

**Important Entitlements information**

You are advised to activate all of your entitlements every year to avoid losing them by declaring an equal number of hectares to the number of entitlements you hold. Over any two year period, except in cases of force majeure or exceptional circumstances, a business must activate all of their entitlements in at least one scheme year to avoid confiscation of entitlements due to non activation.

\* If you have applied to transfer entitlements that application may not be finalised yet.

The number of entitlements held and the area of land declared do not need to match for you to continue with your single application.

[Launch Map](#) [Apply Now](#)

**Error** - if the system identifies something that will prevent you from submitting your application (an Error), the field(s) in question will be highlighted in red and show a circular symbol before the field number. If you hover over this symbol, the reason why this information can't be submitted will be shown and you will need to change the information. For example, if you select 'Yes' to the ANC question in Step 1, but the field data has no areas entered for ANC, you will need to amend before you can proceed.

**Warning** - if the system identifies where inconsistent field data may have been entered, you will still be able to submit your application but you may wish to check your field data. If you hover over the symbol at the start of the line, the reason for the warning is displayed. For example, if you add a field to your claim and the system identifies that the same field has been listed on the claim of another business, a warning will be shown to let you know.

# Section 4: Confirmation

The screenshot shows a four-step process: 1. Scheme Selection, 2. Questions, 3. Land Details, and 4. Confirmation. The current step is 'Confirmation and application summary (Step 4 of 4)'. A red warning message states: 'Please note your application is not complete until you agree to the declarations at the bottom of this page and also click "Submit my application"'. Below this, it says '2017 Single Application - Business ID - Version:'. A scrollable box titled 'Summary of SAF 2017 Completed Online on 28 Feb 2017' contains a table with the following data:

Business ID	
Name	BUSINESSNAME
Address	ADDRESS LINE ONE, ADDRESS LINE TWO, ADDRESS LINE THREE, ADDRESS LINE FOUR
Postcode	

Below the scrollable box, it says 'You are applying for' followed by a table:

Basic Payment and Greening	3.65 Ha
Young Farmers' Payment	Yes

At the bottom, there is a 'Confirmation' section with a red asterisk and the text '\* I agree to the declarations.' followed by an unchecked checkbox. At the very bottom, there are two buttons: 'Back' and 'Submit my application'.

This screen will allow you to review your Single Application before you submit. Scroll on the left hand side to review the answers entered and the fields declared.

**'I agree to the Declarations'** - you should click to view and read the declarations and undertakings associated with the Single Application before ticking that you agree.

When you click **'submit my application'** you will be shown confirmation that your application has been submitted. You will also receive an email confirmation with a summary of your application attached.

On this page you will also be given information in relation to your application and reminders of further information that may be required.

You can click **'print or save summary'** to get a copy of your application. Your summary will appear on screen and you have to the option to save to your desktop for safekeeping or printing a hard copy.

You can now update certain business details from this scheme such as update National Insurance details or change your Government Gateway password by clicking on 'update my details'.

# Thank you

Your application has been submitted successfully. You will receive an e-mail summarising your application shortly. Click the button to print a copy or save the summary.

**i** You have indicated that you wish to claim a Young Farmers' Payment or apply to the Regional Reserve. Please ensure that you have submitted a Young Farmers Payment/Regional Reserve Registration Form (YFP/RR Form). If you need a form you can obtain a form by contacting your local DAERA Direct office or you can download it from the [DAERA Website](#)

Now that you have completed the Single Application for 2017 we would like you to complete our Equality Monitoring Survey. This survey is to help the Department of Agriculture, Environment and Rural Affairs (DAERA) comply with Section 75 of the Northern Ireland Act (1998).

Although completion of this survey is voluntary, we would strongly encourage you to complete it. It is important that we are able to monitor those who apply for any of the schemes on the Single Application to make sure there is equality of opportunity for all of the Section 75 groups.

This information will be stored confidentially and will only be used for equality monitoring and evaluation purposes and in compliance with The Data Protection Act 1998.

Please click on this [link](#) to complete the questionnaire.

### Agents

If you are an agent, you can still complete the survey on behalf of the applicant but the details entered must be those of the applicant. Therefore you will need the applicant's permission to complete the survey and if this is given, then the applicant will also have to provide you with the relevant details.

[Print or Save Summary](#)



# Updating application after Single Application submitted

When you log in and access the application after submission, you will be presented with a 'Welcome back' screen. Click on 'Continue Application' and you will be able to change the answers to questions previously given or add/amend any land details entered.

In order for any subsequent amendments to take effect, you must resubmit your application each time. The summary will have a higher Version number to reflect that amendments have been made to the original application. Your summary will also show separately any fields that have been added since the previous version.

Please Note: Any amendments can be made to your field data before 31 May as normal i.e. you can add or remove fields/areas.

Fields added from 1-9 June may be subject to late field penalty, although fields/areas can be removed or reduced during this time without penalty.

Fields cannot be added after 9 June, but fields/areas can still be removed only if the Department hasn't notified you of a penalty or planned inspection.

After submission you will receive an email - for a business submitting their own application, the email will confirm receipt of application and have a copy of the summary and an acknowledgement letter.

When an authorised person, for example an agent, submits a Single Application on behalf of a business, the agent will receive an email confirmation and a copy of the summary only. A paper acknowledgement letter confirming the scheme(s) applied for will be issued to the business separately.



# More Information and Support



**Call us: 0300 200 7848**

**(Monday to Friday 9.00 am to 5.00 pm)**



**Email:**

**[areabasedschemes@daera-ni.gov.uk](mailto:areabasedschemes@daera-ni.gov.uk)**



**Website:**

**[www.daera-ni.gov.uk/articles/area-based-schemes-2017-information-and-guidance](http://www.daera-ni.gov.uk/articles/area-based-schemes-2017-information-and-guidance)**



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