

2017 Area-based Schemes

2017 Young Farmers' Payment/Regional Reserve - Form

You are advised to keep a copy of this form and your supporting evidence.

If you have **not previously applied successfully** for the Young Farmers' Payment and/or to the Regional Reserve as either a young farmer or as a new entrant (see also note 2 below), you should: -

- Use this form to submit supporting evidence; in support of your application for the Young Farmers' Payment (YFP) and/or in support of your application to the Regional Reserve (RR), as either a Young Farmer (YF) or a New Entrant (NE), as applied for, on your 2017 Area-Based Schemes online Single Application.
- Read the **Guide to Basic Payment Scheme** and the 2017 **Guide to the Young Farmers' Payment/Regional Reserve** booklets, available on the DAERA website, before completing this form.
- Complete this form and take it and your supporting evidence in person, to your local DAERA Direct Office as soon as the information is available and **no later than 15 May 2017**. DAERA will acknowledge receipt of your form and supporting evidence. **If you do not provide all the required supporting evidence, your application may be rejected. It is up to you to ensure that the required supporting evidence is presented** - evidence will not be checked on receipt.

Notes:

1. If you **applied successfully** for the YFP in **2015 or 2016** and wish to renew your application for 2017 you should consult the 2017 Guide to the Young Farmers' Payment/Regional Reserve booklet to ensure you follow the 2017 application process correctly - you should **not** complete this form.
2. If you applied successfully for the YFP in 2015 or 2016 **but did not apply** for the RR in 2015 or 2016 you **must complete this form** and provide all the necessary supporting evidence if you wish to apply for the RR in 2017.
3. If your application for the YFP and/or RR was **rejected in 2015 and/or 2016**, you must complete this form and provide all the necessary supporting evidence if you wish to apply again in 2017.

YFP/RR Forms and/or supporting evidence received between 16 May 2017 and 9 June 2017 may attract late claim penalties and any received after 9 June 2017 will not be considered, except in cases of *force majeure* or exceptional circumstances.

You must also complete a Single Application and submit it by 15 May 2017 to receive a YFP and/or an award from the RR.

SECTION 1 - Business/Applicant details

Business ID:		
Business Name:		
Address:		
		Postcode:
Email address:		
Telephone:		Mobile:
Applicant Details		
Name:	Customer ID Number:	Date of Birth:

SECTION 2 - Application

2.1 Please enter the area in Hectares to 2 decimal places that you have declared/will declare on your Single Application to apply to establish and activate entitlements for the Basic Payment Scheme (BPS).

2.2 Did you apply for the YFP and/or to the RR in 2015 or 2016? **Y/N**
Note: If, Yes read Section 5 of the 2017 Guide to the Young Farmers' Payment/Regional Reserve booklet to ensure you are following the appropriate application process.*

2.3 Please indicate below the category/categories you are applying for on your SAF in 2017**, by ticking the relevant box (es). If you are applying for the YFP only, tick box A only. If you are applying for the YFP and for the RR as a YF, tick boxes A and B**. If you are applying for the RR as a NE, tick box C only.

*Note**:* 2017 Applicants who are eligible to apply to the RR as either a YF or as a NE are advised to apply as a YF and also to apply for the YFP (tick boxes A and B).

Please Tick

Young Farmers' Payment (YFP)

(See 2017 Guide to the Young Farmers' Payment/Regional Reserve booklet - Section 3).

A

Regional Reserve - Young Farmer (YF)

(See 2017 Guide to the Young Farmers' Payment/Regional Reserve booklet - Section 3).

B

Regional Reserve New Entrant (NE)

(See 2017 Guide to the Young Farmers' Payment/Regional Reserve booklet - Section 4).

C

SECTION 3 - Assessment Criteria / Information / Declaration

3.1 Young Farmers' Payment (YFP) and Regional Reserve (RR) Young Farmer (YF)

The eligibility and evidence requirements for the YFP and for those applying to the RR under the YF category seeking an allocation, or an increase in unit value of entitlements, are very similar.

See the 2017 Guide to the Young Farmers' Payment/Regional Reserve booklet - Section 3.

You must have become head of holding (HOH) during the five years preceding your first successful application to the BPS. For example, if you are applying for BPS for the first time in 2017, you must have become HOH on or after 1 January 2012.

Please enter the date (month and year) you became HoH.

In addition, all young farmers must also submit an online Single Application or Single Application Form.

Have you submitted your Single Application?

Yes

No

3.2 Regional Reserve New Entrant (NE)

The evidence requirements for a NE seeking an allocation, or an increase in the unit value of entitlements, from the RR are similar to those for applicants applying as young farmers, except in relation to age.

See the 2017 Guide to the Young Farmers' Payment/Regional Reserve booklet - Section 4.

You must have commenced your agricultural activity on or after 1 January 2015

Please enter the date (month and year) your business commenced agricultural activity.

Have you been listed in an agricultural business in the 5 calendar years prior to the commencement of your most recent agricultural activity?

Yes

No

If **Yes**, please provide Business ID Number(s):

If **Yes**, you will not qualify for an award as a New Entrant if this previous business was in existence prior to 1 January 2015 unless you can provide evidence of the following:

(a) That the previous business did not exercise agricultural activity - if applicable please provide details:

or

(b) You were not in control of this business in the 5 calendar years prior to the commencement of your most recent agricultural activity.

If you were not in control of the business (HOH) you will need to provide Accounts and Taxation returns, for the business, corresponding to the 5 calendar years prior to commencement of your current business showing that another person received payment and paid tax on more than 50% of the profit (loss) for that business.

Have you provided supporting evidence with this application? Yes No

In addition, all those applying as a NE, must also apply on the online Single Application.

Have you submitted your Single Application? Yes No

3.3 Supporting Evidence

The table on page 5 sets out a summary of the evidence requirements for those applying for the YFP and/or to the RR in 2017 - see Notes below.

Information	Required for YFP/RR (YF)	Required for RR (NE)	Indicate if provided Please Tick ✓	Office Use
Accountants Statement / Letter - see Note (a)	Yes	Yes		
Copy Accounts - Most Recent - see Note (b)	Yes	Yes		
Copy Tax Return - Most Recent - see Note (b)	Yes	Yes		
Copy Accounts - Year before becoming HoH - see Note (c)	Yes	No		
Copy Tax Return - Year before becoming HoH - see Note (c)	Yes	No		
Copy HMRC Tax Registration - see Note (d)	Yes	Yes		
Copy Accounts - Year(s) not in control of business (HOH) for previous business	No	Yes if applicable		
Copy Tax Return(s) - Year(s) not in control of business (HOH) for previous business	No	Yes if applicable		
Applicants in a Partnership/Multi-member business should have Section 3.4 of this form completed.	Yes	Yes		
Bank/Building Society Letter - see Note (e)	Yes	Yes		
Named on: Herd/Flock/Milk Licence	Yes if applicable	Yes if applicable		

Information	Required for YFP/RR (YF)	Required for RR (NE)	Indicate if provided Please Tick ✓	Office Use
Confirmation of Level II qualification - see note (f)	Yes	Yes		
CAFRE ID Number	Yes if applicable	Yes if applicable		
Confirmation of identity/age: Birth Certificate, Passport, Driving Licence, Electoral Identity Card	Yes	Yes		
Other Official Document(s)	Yes if applicable	Yes if applicable		
Herd/Flock/Milk Licence (numbers)	Yes if applicable	Yes if applicable		
Quality Assurance Scheme (number)	Yes if applicable	Yes if applicable		
Plant Health Registration (number)	Yes if applicable	Yes if applicable		

Notes:

- (a) If more than one person is involved in your business then to verify the application the Accountant's Statement/Letter may need to include information on the other persons in your business as well as you and be supported with all the relevant accounts/tax returns, appropriately endorsed.
- (b) Not required with your application if not available, because your business has recently started, however these must be supplied as soon as the first accounts and tax returns are prepared and no later than 14 months after your business started. Where you have been the HOH (in control of the business) for more than 1 year, information should be provided from when you became HOH until the 2017 application year.
- (c) Not required if you have been a sole trader for the entire period of the business and have not been involved in a previous business.
- (d) Required with your application if you are in your first year of business and no tax return has been prepared.
- (e) The Bank/Building Society letter/statement should list all accounts operated by the business and confirm that you are named on and are responsible for all such accounts.
- (f) A certificate/letter confirming your qualification, or CAFRE Identification Number, should be provided with your application.

DAERA will protect any personal data it receives in line with the Data Protection Act 1998. It will use the data primarily to support the application that it is for. It will retain copies of your identification documentation for 10 years for audit purposes.

You are advised to keep a copy of this form and your supporting evidence.

3.4 Declaration for Applicants who's business operates as a Partnership or as a Multi-Member Business.

My business is operated as a partnership, or as a multi-member business (business), and I can confirm that:

- a) I have familiarised myself with the scheme requirements and that I and my business comply with these requirements;
- b) I am in receipt of more than 50% of the profit from the business or bear more than 50% of the loss;
- c) There is no limit to the level of expenditure/sales I can make on behalf of the business and there is no restriction on whom I can deal with on behalf of the business in the course of trading concerning the business;
- d) I am responsible for control of all bank/building society and loan accounts related to the business and can make decisions about transfer of funds from these without veto from the other partner(s)/member(s);
- e) I have long term control over the business in terms of decisions related to management, benefits and financial risks and can make such decisions without veto by other partner(s)/member(s);
- f) I have the final decision as regards decisions in relation to all business matters relating to the business and my decisions cannot be vetoed by the other partner(s)/member(s);
- g) The business cannot be dissolved by any of the other partners/members without my agreement or in the event that I am the only partner/member remaining, I have the right to continue the business.

THIS SECTION MUST BE SIGNED BY THE APPLICANT(S)

Signed:

Date:

Print Full Name:

HOH (Applicant)

Signed:

Date:

Print Full Name:

HOH (Applicant)

Note: If two applicants are acting jointly as Head of Holding (HOH), both must sign in the section above (in this case the declaration above should be read in the plural applying to both applicants).

Declaration by other partners(s)/members(s) in the business other than applicant(s)

I confirm that the partnership/multi-member business operates in accordance with the scheme requirements and points set out in a) - g) above.

Signed:

Print Full Name:
Member of Business

Signed:

Print Full Name:
Member of Business

Signed:

Print Full Name:
Member of Business

Signed:

Print Full Name:
Member of Business

All members listed in the Business ID registered with DAERA must sign.

Declaration by qualified independent Accountant or Solicitor.

I have examined this partnership/multi-member business, including any written partnership agreement documents, and confirm that it operates in accordance with points a) - g) as set out above.

Signed: **Date:**

Company:

3.5 Declaration by Applicant

I declare that:

- I have indicated on my SAF that I wish to apply for the **YFP** and that this form is submitted in support of that application, and/or
- I have indicated on my SAF that I wish to:
 - (a) apply to be allocated a number of entitlements equal to the eligible area declared to establish and activate entitlements on my 2017 SAF for which I do not currently hold entitlements at the 2017 regional average value from the **RR** as a YF or as a NE and that this form is submitted in support of that application; and/or
 - (b) have the unit value of any entitlements which I hold increased to the 2017 regional average from the **RR** as a YF or as a NE and that this form is submitted in support of that application.
- The information on this form and in the supporting evidence provided with it to verify my application is correct.
- I have read and can comply with the **Declarations and Undertakings** specified in the Single Application, on which I have applied.
- I have noted the **DAERA Privacy Notice** in the Single Application.
- I am completing this form and will take it and the necessary supporting documents to my local DAERA Direct office, in person, to enable verification of my identity.

Signed: **Date:**

Print Name:

Status: (Owner/Partner - please indicate):

Office Use Only - Evidence criteria	Yes	No
Evidence to confirm HOH - provided?		
ID / Age - confirmed?		
Educational Qualification - confirmed?		
2017 YFP/RR Form and supporting evidence presented by applicant in person - verified via photographic ID?		

Signed: **Date:**