

# How to complete your Single Application online 2018



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

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



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Area-Based Schemes Organisational Development Branch  
Orchard House  
40 Foyle Street  
Derry/Londonderry  
BT48 6AT

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Email: [DAERA.OrganisationalDevelopmentteam@daera-ni.gov.uk](mailto:DAERA.OrganisationalDevelopmentteam@daera-ni.gov.uk)

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# How to complete your Single Application Online in 2018

## **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 2018 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 2018 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 2018 BPS Scheme year. Our online Transfer Service will be available from 1 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 2018 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 11 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 11 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>11 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:

<https://www.daera-ni.gov.uk/publications/2018-guide-basic-payment-scheme>

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.**
- **Forestry Grant Schemes Information Booklet.**
- **Guide to Environmental Farming Scheme**
- **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 2018 application you may find the answer on the DAERA website at:

<https://www.daera-ni.gov.uk/publications/single-application-and-maps-2018-questions-and-answers>

### **Note: IT Requirements**

The Single Application and Map Service and the BPS Entitlement Service works with all main browsers on:

- Windows – Google Chrome, Mozilla Firefox, Internet Explorer & Microsoft Edge
- MAC – Google Chrome, Safari & Mozilla Firefox
- Portable devices – Safari (iOS) & Google Chrome (Android)

# Logging On - How to access the Application and Map Service online

The Single Application and Map Service is accessed through DEARA online services.

## If you are new to DAERA online services you can:

- call us on 0300 200 7848
- text EASY to 67300
- go to [www.daera-ni.gov.uk/online-services](http://www.daera-ni.gov.uk/online-services)

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

**DAERA Access Key:** Request your DAERA Access Key by phoning 0300 200 7848 and it will be posted to you.

**DAERA Customer ID:** This is a 6 digit number beginning with a '1' or '2'.

If you do not have this, phone 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)

DAERA Online services is changing the way users log into DAERA online services. Currently users log in using Government Gateway, this method of logging in will no longer be available from March 2019.

## If you are new to DAERA online services

DAERA recommends you register with **nidirect** now rather than create a Government Gateway account and then be required to change to **nidirect** by March 2019.

## If you are already registered with DAERA online services

You can choose to register with **nidirect** (new log in method) or use your existing Government Gateway account until March 2019. You will be required to have registered with **nidirect** by March 2019 to continue accessing DAERA online services.

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).**
- **View your BPS Entitlements Register's from 2015 - 2018**
- **View your Payments**

## DAERA Online Services

The screenshot displays the DAERA Online Services dashboard. At the top is a green header bar with a person icon and the text "My Details". Below this is a grid of blue buttons, each with an icon and a label. The buttons are arranged in two columns. The left column contains: APHIS Online (cow icon), Environmental Farming Scheme (tractor icon), Field Classification (gears icon), PIG PAC (pig icon), CAFRE Business Tools (briefcase icon), CAFRE Technical Notes (screen icon), BPS Entitlements (medal icon), and CAFRE Farm Business Planner (briefcase icon). The right column contains: Single Application and Maps (document icon), Area-based Schemes Tools (bar chart icon), BovIS (cow icon), CAFRE Benchmarking (bar chart icon), CAFRE Nutrient Calculators (flask icon), Payments (list icon), and Farm Investment Planner (euro symbol icon).

My Details	
APHIS Online	Single Application and Maps
Environmental Farming Scheme	Area-based Schemes Tools
Field Classification	BovIS
PIG PAC	CAFRE Benchmarking
CAFRE Business Tools	CAFRE Nutrient Calculators
CAFRE Technical Notes	Payments
BPS Entitlements	Farm Investment Planner
CAFRE Farm Business Planner	

## 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 2018 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: <https://www.daera-ni.gov.uk/topics/grants-and-funding/area-based-schemes-2018-0>

### 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 or **nidirect** 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 2018 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

## 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 2018.

**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 2018.

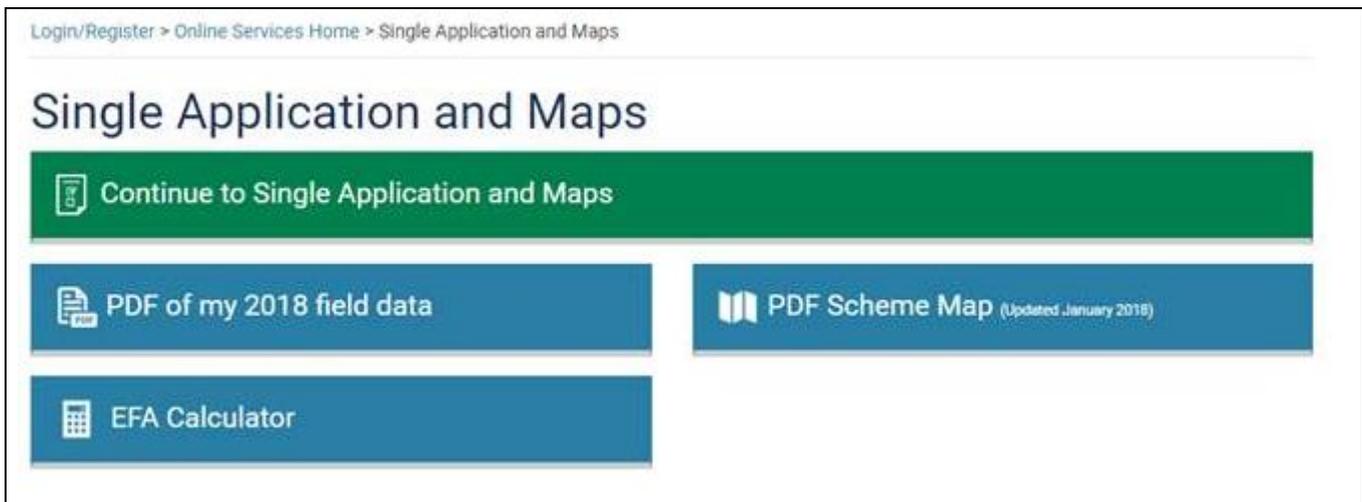
All Business Change Forms are available online or from your local DAERA Direct office.

## Opt In for SMS / E-mail

### Don't miss important news from DAERA

On this page you will be able to indicate if you wish to subscribe to receive information and announcements from DAERA about Area Based Schemes by e-mail and / or SMS texts.

# Check Your Map



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 Land Parcel Identification System (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 2018 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 LPIS and reflects all changes applied by December 2017. 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:

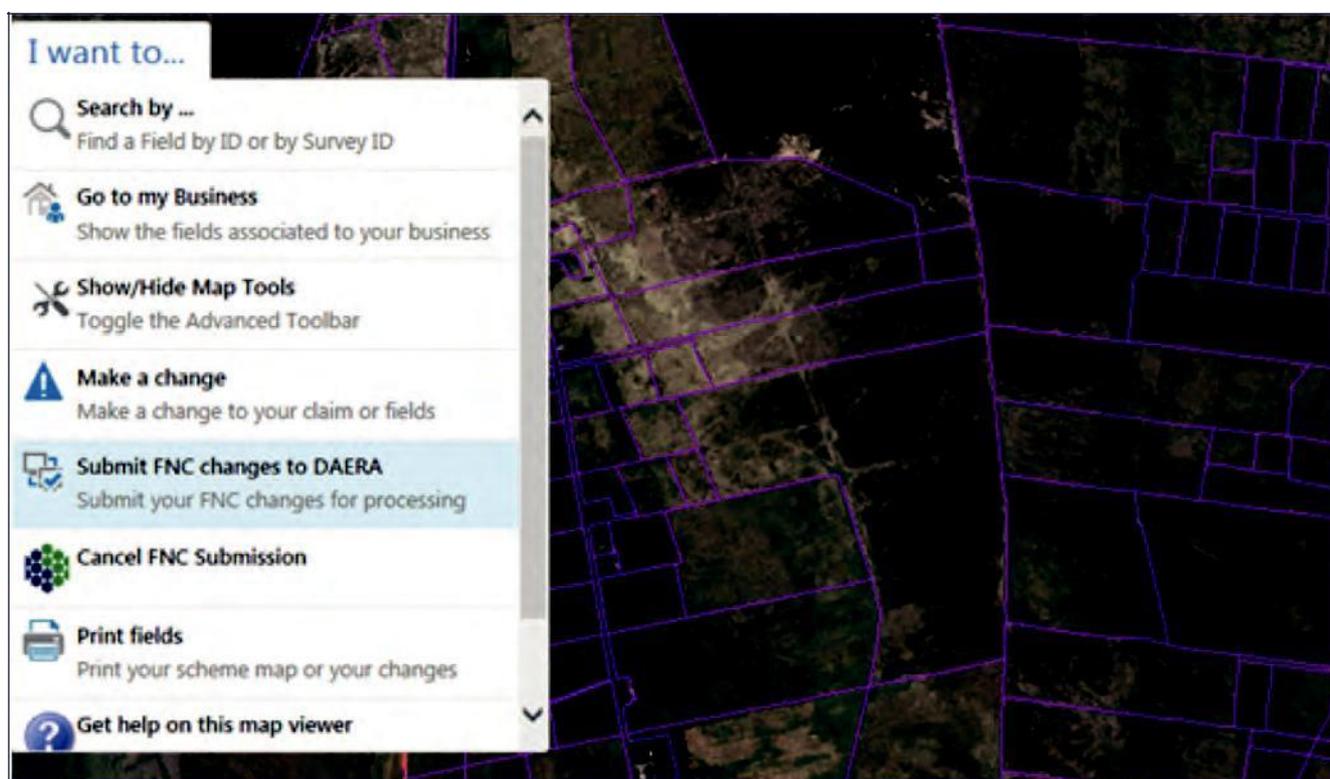
- You asked us to change something;
- Someone else asked us to change something which also impacts on your map;
- We have added information found at an on-the-spot check;
- Our ongoing review of DAERA's mapping system has affected your map;
- Your field(s) has been affected by a boundary change on a neighbouring field.

You must check that the MEA is correct. The MEA is our assessment of the maximum area that you can use to claim Basic Payment 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. Refer to the Section 'Change my fields using the map' on page 20 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.

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 2 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 2017 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 2018 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 fraction 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 all of your entitlements in the 2017 Scheme Year you will be at risk of having these confiscated if you do not activate them in the 2018 Scheme year.**

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

From 1 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 2018 BPS Scheme Year the closing date for completion of the online transfer is 2 May 2018. If your application to transfer entitlements is received by the Department after 2 May 2018 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.**

The online process will guide you through the application step by step:

- **Scheme Selection** Choose which scheme(s) you wish to claim for.
- **Questions** Supplementary questions relating to the scheme(s) selected.
- **Land Details** Confirm or adjust field areas you wish to declare.
- **Confirmation** Declarations, printing and submission of application.

Applicants who also wish to claim for the Environmental Farming Scheme (Higher and /or Wider) will see an additional screen with information relating to that scheme.

## Scheme Selection Section

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)**
- **Environmental Farming Scheme (EFS)**
- **Northern Ireland Countryside Management Scheme (NICMS)**
- **Farm Woodland Premium Scheme (FWPS)**
- **Farm Woodland Scheme (FWS)**
- **Forest Expansion Scheme (Annual Premia) (FES)**

● Scheme Selection
 ● Questions
 ● Land Details
 ● Confirmation

## Select the schemes you wish to apply for

★ Indicates required field.

★ Basic Payment and Greening	<input checked="" type="radio"/> Yes <input type="radio"/> No
★ Young Farmers' Payment	<input checked="" type="radio"/> Yes <input type="radio"/> No
★ Environmental Farming Scheme Wider (EFS/W)	<input checked="" type="radio"/> Yes <input type="radio"/> No
★ Environmental Farming Scheme Higher (EFS/H)	<input checked="" type="radio"/> Yes <input type="radio"/> No
★ Farm Woodland Premium Scheme (FWPS)	<input checked="" type="radio"/> Yes <input type="radio"/> No

Cancel
Next >

The options to apply for Basic Payment and Greening Payment will always be shown. However, if you have an agreement in place for any of the schemes NICMS, FWPS, FWS, EFS 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 BPS entitlements or be eligible to activate at least 3 Basic Payment Scheme entitlements by applying to the Regional Reserve in 2018;
- 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 2018, 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 2018 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 2018 **YFP/RR Form** from the DAERA website and read the **2018 Guide to the Young Farmers' Payment/Regional Reserve** booklet. You should select 'Yes' to this question and provide your completed 2018 **YFP/RR Form** and evidence in person to your local DAERA Direct Office by 15 May 2018.

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

## 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 2018. 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.

## Environmental Farming Scheme (EFS)

Select 'Yes' if you have an agreement in place and wish to claim for payment under this scheme. You should indicate if you wish to claim for EFS Higher or EFS Wider or both.

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

***You should note that you will be presented with a 'time-out' warning if you have not been active within the application after a period of 20 minutes.***

# Questions Section

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 2017 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 2017, 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 2018 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 2018 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 RR, otherwise you should select

'No'.

If you are applying to the RR for the first time in 2018 or applied unsuccessfully in previous years you should download a 2018 **YFP/RR Form** from the DAERA website and read the **2018 Guide to the Young Farmers' Payment/Regional Reserve** guidance booklet. You should select 'Yes' to this question and provide your completed 2018 **YFP/RR Form** and evidence in person to your local DAERA Direct Office by 15 May 2018.

## 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 **2018 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.

### Important Changes this year

#### 1. Ban on the use of Plant Protection Products (PPPs) on nitrogen fixing crops and fallow land declared as ecological focus area (EFA).

In the case of nitrogen fixing crops the ban is applicable during the calendar year in which the crop is declared as EFA. Therefore, if the nitrogen fixing crop you want to declare as EFA in 2018 was sown in autumn 2017, the ban on the use of PPPs would apply from 1 January 2018 until 31 December 2018 or the date of harvest if earlier than 31 December 2018. The ban also applies to seed treated with a PPP that was sown in autumn 2017 if the crop is to be declared as EFA in 2018. This is because the PPP will be active in 2018 which is not allowed under the new rules.

In the case of fallow land, the ban will apply during the EFA fallow period which is 1 February 2018 to 31 July 2018 inclusive.

#### 2. Changes to the crop diversification (CD) and EFA exemptions.

- The removal of the limit of 30ha of arable land that currently applies to some of the CD and EFA exemptions; and
- The addition of leguminous crops to the list of uses which if they exceed 75% of the arable area of the holding will result in exemption from both CD and EFA.

These changes align the CD and EFA exemptions and are beneficial to farmers.

#### 3. Changes to the conversion matrix that is used for calculating the value of the different types of EFA.

The conversion factors for short rotation coppice (SRC), nitrogen fixing crops (NFC) and sheughs have been increased as detailed below:

- SRC increases from 0.3 to 0.5
- NFC increases from 0.7 to 1.0.

- The conversion factor for sheughs was increased in 2017 from 3 to 5 and it remains at 5 for 2018.

The changes increase the value of these EFAs and are beneficial for farmers.

4. Triticum Spelta (a type of wheat) is to be regarded as a separate crop for crop diversification purposes. The land use code for this crop is MS1.

5. The sowing of mixtures of wild flower seeds on fallow land declared for EFA purposes is an acceptable fallow land cover.

## 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 Single Application. The certificate must show the fields in organic production at 1 January 2018 and must be submitted no later than 15 May 2018 to avoid late claim penalties. Certificates provided after 11 June 2018 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 **2018 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. You cannot amend the currency you wish to be paid in after 15 May 2018.

## 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 questions in this Section, you should click 'Next' to proceed to the Land Details Section. Anything completed at this stage will be saved as you progress to Land Details Section.*

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

*You should note that you will be presented with a 'time-out' warning if you have not been active within the application after a period of 20 minutes.*

# Land Details Section

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:** **This is the preferred option.** Here you can make changes to your land details using a map.
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 the map functionality is not available you should try again when it is available.

## Summary of all Field Data

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

	<b>Total number of fields</b>	31
	<b>Total Maximum Eligible Area (MEA)</b>	56.72 <i>(unverified)</i>
	<b>Total area declared for BPS (ha)</b>	56.51
	<b>Total area classified as permanent grassland</b> ⓘ	4.91
	<b>Total area classified as permanent grassland sensitive</b> ⓘ	0.00
	<b>Total area classified as arable</b> ⓘ	51.81
	<b>Total area classified as permanent crop</b> ⓘ	0.00
⚠	<b>Total entitlements</b>	56.25 <a href="#">(click here to view a detailed summary)</a>

### Crop diversification

	Rule	Compliance
<b>Cropping</b>	Grow at least three Crops	Yes

ⓘ You have met your Crop Diversification requirement as you have grown 4 crops and your main crop has not exceeded 75% of your Arable land declared nor have your two main crops exceeded 95% of your Arable land declared.

**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 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 2018. 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 **2018 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 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 2 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	
-- Any FSN --	-- Any Field No --	-- Any Field Class --	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Reset"/> <input type="button" value="Filter"/>

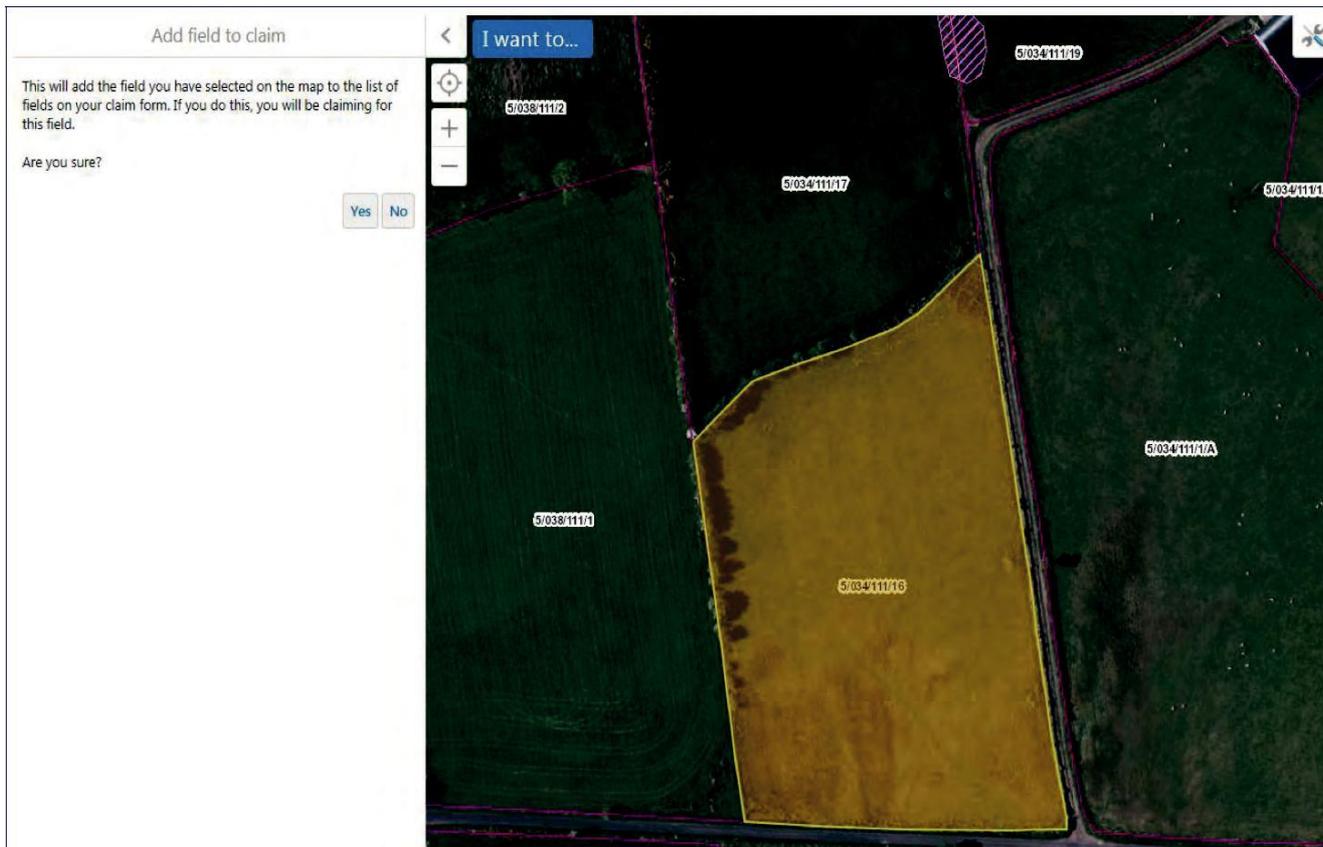
Field Number	Field area (ha)	Land type	Field class	MEA (ha)	Usage	BPS area (ha)	
Total	0.00			0.00		0.00	

More options

<input type="button" value="+ Add a field to your claim"/>	<input type="button" value="Merge selected field"/>	<input type="button" value="Split selected field"/>	<input type="button" value="Multiple delete"/>
<input type="button" value="Print"/>		<input type="button" value="Save my changes"/>	

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 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. If you hold an EFS agreement these changes will be reflected in your EFS claim.

**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. If you hold an EFS agreement these changes will be reflected in your EFS claim.

**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. You will be required to detail what the boundaries of this new field are and also declare any ineligible areas in the field.

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

<https://www.daera-ni.gov.uk/topics/grants-and-funding/area-based-schemes-2018-0>

# Change my fields using a table

The **online map** is the preferred option for submitting map amendments.

Note that some changes are only possible when using the map.

**If the map functionality is not available you should try again when it is available.**

However, 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.

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 but the areas are subject to confirmation.

## 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 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 2018 - 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.

**+Add usage** - click on the button to add more than one usage to a field. The total BPS 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. If you hold an EFS agreement these changes will be reflected in your EFS claim.

**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. If you hold an EFS agreement these changes will be reflected in your EFS claim.

**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, spilt or merged field) have not been entered onto the LPIS database yet. If you haven't done this, you must notify the change on-line 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

The screenshot shows the 'EFA' section of a web application. On the left, there is a summary table:

EFA Requirement	1.09 ha
EFA Declared	0.00 ha

Below the table, a red message states: "You have not declared sufficient EFA to meet the area required." To the right, an information box with a blue border contains the following text: "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." Below this text is a green button labeled "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. If you have made any changes to your field data you must save these changes before you can move to the EFA tab.

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.

The majority of all EFA features that you declared in 2017 will be copied into your map for 2018. However, if you add a field in 2018 that was not on your application in 2017 any EFA linear features will be included but the determined area will be set to zero. Some EFA area features will be included but the determined area will be set to zero.

Fields previously declared as fallow or planted with nitrogen fixing crops will not have any EFA features included in your application.

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.

The screenshot shows the 'Select a Feature' interface. On the left, there is a text box with the following instructions: "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". Below this is a small square icon with a blue dot. A checkmark icon is followed by the text "Selected.". At the bottom of this panel are two buttons: "Back (Select another field)" and "Next". On the right, a map is displayed with a green linear feature highlighted. A blue button labeled "I want to..." is positioned above the map. A small control panel with a back arrow, a location pin icon, and zoom in (+) and zoom out (-) icons is visible over the map.

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:**

<https://www.daera-ni.gov.uk/topics/grants-and-funding/area-based-schemes-2018-0>

# 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

The screenshot shows a table of land fields. A red error message box is overlaid on the top-left of the table. The message reads: "Errors for this row: 1. No field usage selected. Please select a usage from the drop down list." The table has columns for field area, land type, field class, and usage. The first row is highlighted in red, indicating an error. Below the table, there are buttons for "Add a field to your claim", "Merge selected field", "Split selected field", "Multiple delete", "Print", and "Save my changes".

**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 add a field and do not record a usage code against this new field you will need to add a usage code before you can proceed.

The screenshot shows a table of land fields. An orange warning message box is overlaid on the top-left of the table. The message reads: "Warnings for this row: 1. You are activating an area greater than the MEA area shown. You may be penalised if you do not update this, please use the button below to access the map or submit a LPIIS correction form to explain why you are claiming more than the MEA." The table has columns for field area, land type, field class, MEA (ha), usage, and BPS area (ha). The first row is highlighted in orange, indicating a warning. Below the table, there are buttons for "Reset" and "Filter".

**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.

# Environmental Farming Scheme Section

If you hold an EFS agreement you will see a claim table similar to the land details table in the BPS claim. If you hold an agreement for both EFS Higher and Wider agreements two tabs will be displayed. If you hold one EFS agreement the relevant tab will be displayed. Click on each tab to claim against your EFS agreement(s).

On this page, you will be able to make a claim for the Option(s) and associated additional Non-productive investments (NPIs) or capital items options detailed in your EFS Agreement.

If you have made a change to your field(s) (split or merged) using the map or field data table when completing your BPS claim then the original field(s) will be coloured grey below. The new field(s) are detailed below the original field. You are required to update the columns - "Amount Claimed", "Claim Period (months)", "Completed at time of claim" if appropriate, against the new field(s) for the option.

Wider Scheme
Higher Scheme

Effective Period 01/07/2017 - 31/12/2022  
 Claim Period No. 1  
 Claim Period 01/07/2017 - 31/12/2018

Farm Survey Number
Field Number

-- Any FSN --
-- Any Field No --
Reset
Filter

Field No.	Field Area (ha)	MEA (ha)	Option / Item Name	EFS Code	Permanent or Rotational	Unit Type	Amount Agreed (Period 1)	Amount Claimed (Period 1)	Claim Period (Months)	Completed at time of claim
1/111/111/1	4.30	4.30	Watercourse & Fencing	WSF	Permanent	m		140.00	12	
			Drinking trough pipe work	DTP	Permanent	m		0.00		<input checked="" type="checkbox"/>
			Drinking trough base	DTB	Permanent	qty		0		<input type="checkbox"/>
			Drinking trough	DTR	Permanent	qty		0		<input type="checkbox"/>
1/111/111/2	2.43	2.43	Watercourse & Fencing	WSF	Permanent	m	140.00		12	
			Drinking trough pipe work	DTP	Permanent	m	170.00			<input checked="" type="checkbox"/>
			Drinking trough base	DTB	Permanent	qty	1			<input checked="" type="checkbox"/>

**Actions**

Save all changes

Back
Next

## EFS scheme

### Higher Scheme

Effective Period 01/01/2018 - 31/12/2022  
 Claim Year No. 1  
 Claim Year 01/01/2018 - 31/12/2018

Management Unit	Farm Survey Number	Field Number	
-- Any Unit --	-- Any FSN --	-- Any Field No --	<input type="button" value="Reset"/> <input type="button" value="Filter"/>

Mgt Unit No.	Field No.	Field Area (ha)	MEA (ha)	Option/NPI Name	EFS Code	Option NPI Type	Permanent or Rotational	Unit Type	Amount Agreed (Period 1)	Amount Claimed (Period 1)	Completed at time of claim
1	1/111/111/1	11.51	11.51	Coastal sand dunes remedial management	CSD	Area	Permanent	ha	11.51		

**Actions**

**Management Unit (Higher)** - this is the management unit associated with each option or item as detailed in your agreement.

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

**Field Area** - the total area shown here will be the total area in ha as identified in your agreement.

**MEA (ha)** – the MEA is our assessment of the maximum eligible area that you can use to claim 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

**Option/NPI Name** – the options and items within your EFS agreement will be listed for you.

**EFS Code** - this is the code associated with each option or item as detailed in your agreement.

**Permanent or Rotational** – states if this option is permanent or rotational to another eligible field(s) that you have management control of.

**Unit Type** – this will tell you how this option is measured: length metres (m), a monetary value (£), a numeric value (qty)

**Amount Agreed (Period 1)** - this is the amount of this Option(s) on your EFS agreement.

**Amount Claimed (Period 1)** - record in this column the amount you wish to claim. You cannot claim for an amount greater than is in your agreement.

EFS Wider Agreement holders – If you have the 'Winter Stubble' Option in your EFS Agreement you will have already completed your 2017 claim by returning the reply slip issued by DAERA. You may have rotated fields for this Option in 2018 and revised your agreement BUT your amount claimed in 2018 for this Option must be the same as that claimed in your reply slip for 2017.

**Claim Period (months)** –This is for EFS (W) agreement holders only. In many cases this will have been completed for you. However, some options may be established for a period of 12 or 18 months. The business will have already received a letter asking you to notify DAERA of your intention to claim for a 12 or 18 month payment for specific EFS(W) options. You should use the drop down facility to claim either 12 or 18 months for these options.

**Completed at time of Claim** - tick the box if you have the additional capital item / Non-Productive Investment (NPI) completed at time of claim.

### Traditional Native Breed – Irish Moiled Cattle

Option Name	EFS Code	Unit Type 	Amount Agreed (Period 1) 	Amount Claimed (Year 1) 	
Native Breeds	IMC	LU	16	<input type="text" value="4"/>	<a href="#">Add Ear Tags</a>

**Unit Type - LU** = Livestock Units. An Irish Moiled cow is equivalent to 0.8 LU. Female animals aged 12 – 24 months are equivalent to 0.6 LU and those aged 6 – 12 months are equivalent to 0.4 LU.

Please note that female animals are only eligible if registered on the Irish Moiled Cattle Society Breed Register. The claimed number of female Irish Moiled animals must have been or remain in the herd for the claim year period.

**Amount Agreed (Period 1)** – this is number of LU on your EFS agreement.

**Amount Claimed (Period 1)** - is the LU on **01 January 2018** for the period 01 January 2018 – 31 December 2018. You cannot claim for Livestock Units (LU) greater than is in your agreement. If you wish to claim this Option for an 18 month period (01 July 2017 – 31 December 2018), you will have already notified DAERA. We will issue a letter for the business to provide ear tag numbers and claim for the LUs at 01 July 2017 for the period 1 July 2017 – 31 December 2017.

**Add Ear Tags** - Ear tag numbers for claimed female Irish Moiled animals must be provided so that a cross reference with APHIS and the Irish Moiled Cattle Society Breed Register can be made. Click on “Add Ear Tag” button and the following box will appear.

The screenshot shows a web interface for adding ear tags. At the top, there's a title bar 'Add Ear Tags' with a close button. Below it, a label '\*Ear Tag Number' with an information icon is next to an empty text input field. A red error message 'Required.' points to the input field. A grey button '+ Add Ear Tag' is below the input. A table with two rows shows existing ear tag numbers: 'UK121212121212' and 'UK121212121211', each with a red delete icon. At the bottom, there are two buttons: a red 'Cancel' button and a green 'Save & Close' button.

**Ear tag format** – UK registered animals require 14 digits. Only the first two are alphabetical, the remaining 12 are numerical. ROI registered animals require either 14 digits or 15 digits, depending on the date of registration.

#### **Land with EFS Options that is eligible for BPS payment**

In some cases land with EFS Options will remain eligible for BPS for the duration of the EFS agreement and for a further retention period if SFP was claimed and paid on the land in 2008. The codes to be used are detailed below:

Code	Environmental Farming Scheme (EFS) Option
OT12	Natural Regeneration of Woodland
OT10	Planting Tree Corridors
OT10	Establishment of native woodland less than 5 ha (ENW)
OT21	Creation of Riparian buffer – 2 metre width – ungrazed
OT21	Creation of Riparian buffer – 2 metre width – planted with native trees
OT21	Creation of Riparian buffer – 10 metre width – ungrazed
OT21	Creation of Riparian buffer – 10 metre width – planted with native trees
OT3	Establishment of Agroforestry
OT23	Creation of pollinator margins 10 metre width – Pollen and nectar
OT23	Creation of pollinator margins 10 metre width – Annual wildflower
FR1	Creation of arable margins 6 metre width – rough grass
FL3	Creation of arable margins 6 metre width – cultivated uncropped
CO16	Provision of winter feed crop for wild birds
OT3	Creation of traditional orchard – non commercial

# Confirmation Section

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.



## Confirmation and application summary

**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"**

### 2018 Single Application - Business ID - 600008 Version:1

Business ID	600008
Name	(600008) BUSINESSNAME
Address	(600008) ADDRESS LINE ONE ADDRESS LINE TWO ADDRESS LINE THREE ADDRESS LINE FOUR
Postcode	BT11 1AA

You are applying for

Basic Payment and Greening	82.57 Ha
Young Farmers' Payment	Yes

## Confirmation

\* I agree to the [declarations](#).

[← Back](#)

[Submit my application](#)

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.

# Equality Monitoring Questionnaire

On this page you will be able to click on a link and complete an Equality Monitoring Questionnaire. Completion of this questionnaire should only take a few minutes and is voluntary. However, you are encouraged to complete it as it will help the Department to make decisions about how to improve equality of opportunity for applicants.

## One More Thing...

### Equality Monitoring Questionnaire

The Department of Agriculture, Environment and Rural Affairs (DAERA) have to comply with Equality legislation and in particular Section 75 of the Northern Ireland Act (1998).

The information will help us to make decisions about what actions would best improve equality of opportunity.

Information provided by you in this form will help us to understand if the Department is providing equality of opportunity.

Although completion of this form is voluntary we would strongly encourage you to complete it.

This information will be stored confidentially by the Department. The information collected will be used for Equality Monitoring and other purposes listed in the DAERA **Privacy Notice**. The data will be held and used in compliance with The Data Protection Act 1998 and will comply with the General Data Protection Regulation and the new Data Protection Act 2018 which will come into effect from 25 May 2018.

This form is **not** seen by those business areas responsible for administering any DAERA scheme. The details you provide on this form will **not** be used in any future eligibility decision in respect of any aspect of the scheme that you apply for.

#### Authorised Persons

If you are an authorised person, 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.

To complete the Equality Monitoring Questionnaire please click on the button below.

Equality Monitoring Questionnaire  
Complete Now

### Thank you, your application has been successfully submitted

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

Print or Save Summary

Once you have completed the Equality Monitoring Questionnaire you can return to your application to **'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'.

# 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 1-11 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 11 June, but fields/areas can still be removed or reduced 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.

# How we use your information

The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the requirements of the Data Protection Act 1998 and will comply with the General Data Protection Regulation and the new Data Protection Act 2018 effective from 25 May 2018. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose. It may also share this information with other bodies responsible for the audit or administration of public funds in order to prevent and detect fraud.

In addition, the Department may also use it for other legitimate purposes in line with the Data Protection Act 1998, Freedom of Information Act 2000 and Environmental Information Regulations 2004.

These include:

- Administration of the Common Agricultural Policy and other aid schemes;
- Administration of the Common Fisheries Policy;
- The production and safety of food;
- Management of land and other environmental controls;
- Animal health and welfare;
- Occupational health and welfare;
- The prevention and detection of fraud or maladministration (e.g. The Comptroller & Auditor General and HM Revenue & Customs.);
- Compilation of maps and statistics;
- Statutory schemes and obligations in the areas of plant health and crop certification;
- Disclosure to other organisations when required by law to do so; and
- Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest.

Legislation introduced by the European Commission in 2014 requires Member States to publish details of the amounts paid to CAP beneficiaries. Data will be published for all beneficiaries on a searchable website, and will include the name and locality of the beneficiary and details of the amounts and schemes for which subsidy has been paid. However, for those receiving less than the equivalent of €1,250 in subsidies the name of the beneficiary will be withheld. Data will be made available from 31st May each year and will cover all payments made in the previous EU financial year (October to October). The data will be updated annually and remain available for two years from the date it is published.

# More Information and Support



**Call us: 0300 200 7848**

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



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