**Direct Payment Schemes – COVID-19 Q&A**

**Business Changes**

**Is there a deadline for submitting a Business Change form?**

**Form BC1** can be submitted at any time. If, however, you are leaving one business to set up a new farm business on your own, Forms BC1 and FB1 (new farm business ID) must be submitted by **15 May 2020**.

Forms BC3 (merger) and BC4 (scission) should be submitted to the Department by **15 May if the change is to take effect for this scheme year.**

In certain circumstances, DAERA will accept Form BC3 after 15 May (e.g. where DAERA finds that businesses are not separate).

**How should I submit my Business Change form?**

1. **Email**

As all our DAERA Direct Offices are currently closed to the public, we ask that you or your agent email your electronic BC1 form; BC3 form or BC4 form

[<https://www.daera-ni.gov.uk/publications/changes-business-records-covid-19>]

to areabasedschemes@daera-ni.gov.uk **no later than 15 May.**

1. **Single Application (SA) Advisory Team**

If you do not have access to email or an agent, contact the SA Advisory Team on 0300 200 7848. You will be redirected to a member of staff who will complete the TE1 form on your behalf.

Make sure you have all your information to hand and that it is accurate before ringing as the staff member’s role is purely to input data on the form.

**How will I provide my evidence and supporting documentation in relation to my business change (Form BC1 / BC3 / BC4) application?**

When our offices reopen Area-based Schemes will reissue your form for all signatures to be completed. You will also be given a timeframe in which to present any supporting documentation at your local DAERA Direct Office or by post.

**Will I be penalised for submitting my supporting documentation after 15 May?**

No. If your form is received by DAERA **no later than 15 May** you will not be penalised for submitting supporting documentation after this date.