**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 **17 May 2021**.

Forms BC3 (merger) and BC4 (scission) should be submitted to the Department by **17 May, if the change is to take effect for this scheme year.**

In certain circumstances, DAERA will accept Form BC3 after 17 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/business-change-forms-2021> to areabasedschemes@daera-ni.gov.uk **no later than 17 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 Business Change forms 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?**

Business change forms must be signed by ALL members of multi-member businesses. Area-based Schemes will reissue your form for ALL signatures to be completed.

When our offices reopen you will be given a timeframe in which to present any supporting documentation at your local DAERA Direct Office or by post.

If we need to verify identification, an appointment will be made by your local DAERA Direct Office to do this via Webex if possible.

**Will I be penalised for submitting my supporting documentation after 17 May?**

No. If your form is received by DAERA **no later than 17 May** you will not be penalised for submitting supporting documentation after this date.