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**Form FB1**

**Application for DAERA Business Identifier**

Official Use Only

**You are advised to keep a copy of this form**

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| **IMPORTANT NOTES***If applicable, references within the declaration to EU regulations are to be taken as references to those provisions, as assimilated in UK law by the Direct Payments to Farmers (Legislative Continuity) Act 2020 and as amended by secondary legislation made under the Direct Payments to Farmers (Legislative Continuity) Act 2020 and the Agriculture Act 2020.*Before completing this form, you should read the booklet “DAERA identification numbers for business customers, herds and flocks” which can be found at:[Guide to Identification numbers for Business customers, herds and flocks | Department of Agriculture, Environment and Rural Affairs (daera-ni.gov.uk)](https://www.daera-ni.gov.uk/publications/guide-identification-numbers-business-customers-herds-and-flocks)You should only complete this form if:1. You require a Department of Agriculture, Environment and Rural Affairs (DAERA) Business Identifier (ID) in order to claim subsidies or funding under the Northern Ireland Rural Development Programme (NIRDP). For example, forestry schemes or the Environmental Farming Scheme.

and / or1. You require a DAERA Business ID in order to keep animals above number limits applied to a Category 3 business. The Department uses the DAERA Business ID to manage its obligations in respect of Scheme rules.

We will not allocate a DAERA business ID to anyone under the age of 18. If the business is to include persons under the age of 18, at least one member of the business must be 18 years of age or over.You do not need to complete this form if:1. You wish to merge two or more businesses. You should complete form BC3 which can be found at:

 [BC3 Form - Business Merger Application | Department of Agriculture, Environment and Rural Affairs (daera-ni.gov.uk)](https://www.daera-ni.gov.uk/publications/bc3-form-business-merger-application)or1. You are applying for a grant under the Rural Development Programme which is not in respect of an agricultural activity. You should request Form RD1 from your local council to apply for a DAERA Business ID.

We will complete several checks in respect of your application. If you are associated with another business, you will have to demonstrate that you are separate from that business before we will award you a DAERA Business ID.If your proposed business is being established on leased land, the lease must be drawn up by a solicitor, be legally binding and be for a minimum of five years. A business ID will not be issued where the proposed business is based entirely on conacre land. In order to be considered eligible for a Category 1 business you must either own and / or lease a minimum of three ha eligible land. In addition, land, regardless of whether leased or taken in conacre, that is being used to claim subsidy for another business, will not be considered eligible for a DAERA Business ID. If you intend to keep livestock, you must contact your local veterinary office for advice on applying for a herd / flock number.  |
| This form can be submitted at any time. However, if you want to receive entitlements as a new farm business in this scheme year, you must submit your form and supporting documentation **no later than 15 May 2024** to ensure you are registered and approved by DAERA as a Category 1 business to enable a transfer of entitlements to be approved.Note: TE1 form (Transfer of Entitlements) applications must be submitted by **2 May 2024**. Further information can be obtained from the DAERA Website at [TE1 - Actual Inheritance TE1 Anticipated Inheritance | Department of Agriculture, Environment and Rural Affairs (daera-ni.gov.uk)](https://www.daera-ni.gov.uk/publications/te1-actual-inheritance-te1-anticipated-inheritance) |
| You can submit this form (**along with your supporting evidence**) by email to your nearest DAERA Office using one of the email addresses listed below.You can also submit this form (along with your supporting evidence) by post to your nearest DAERA Office listed below.We will contact you at a later date to arrange a date and time for you to supply your proof of identification. |
|  | **Email to: your nearest DAERA Office** Email: daeradirect.armagh@daera-ni.gov.ukEmail: daeradirect.ballymena@daera-ni.gov.ukEmail: daeradirect.coleraine@daera-ni.gov.ukEmail: daeradirect.downpatrick@daera-ni.gov.ukEmail: daeradirect.dungannon@daera-ni.gov.ukEmail: daeradirect.enniskillen@daera-ni.gov.ukEmail: daeradirect.strabane@daera-ni.gov.ukEmail: daeradirect.magherafelt@daera-ni.gov.ukEmail: daeradirect.mallusk@daera-ni.gov.ukEmail: daeradirect.newry@daera-ni.gov.ukEmail: daeradirect.newtownards@daera-ni.gov.ukEmail: daeradirect.omagh@daera-ni.gov.uk |
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| Or you can submit this form (and any supporting evidence) to one of the DAERA Direct Offices (DDOs) in person (with photographic ID). The acceptable forms of photographic ID are listed in the “DAERA identification numbers for business customers, herds and flocks” booklet which can be found at:[Guide to Identification numbers for Business customers, herds and flocks | Department of Agriculture, Environment and Rural Affairs (daera-ni.gov.uk)](https://www.daera-ni.gov.uk/publications/guide-identification-numbers-business-customers-herds-and-flocks)**You must** **submit it in time to ensure it reaches us no later than 15 May 2024**. It is your responsibility to ensure it reaches us in time. |
| Details of the DDOs can be found at:[DAERA Direct Regional offices | Department of Agriculture, Environment and Rural Affairs (daera-ni.gov.uk)](https://www.daera-ni.gov.uk/contacts/daera-direct-regional-offices) |
| If your form is incomplete we will return it to you, and this may delay the processing of your application.  |
| We aim to acknowledge receipt of your form within three working days of receipt.  |

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| We will assess your application against the four main criteria below to determine if your business is separate from other businesses registered with us.  |
| **Legal Status**If your business is to qualify as separate it must have a separate legal status. Satisfying this requirement is not in itself sufficient to establish separateness, as the other three criteria also need to be considered. |
| **Economic Structure/Organisation**This relates to the economic control and functioning of the business. Relevant to this is the shareholding or partnership interest or voting rights of the directors, shareholders, partners or individuals (or legal persons) of all those involved in the business; those who benefit from the profits or suffer the losses relating to the businesses; and those who have ultimate responsibility for making the longer-term policy decisions that will affect the profitability of the business. How the business is financed (including the nature of any loans and guarantees) and land tenure arrangements may also be considered, including any reliance on, or linkages to, other businesses. |
| **Commercial Arrangements**This relates to commercial structure and concerns the commercial independence of a business. Information, which is relevant, may include whether the person with day-to-day responsibility for managing the business has discretion to buy and sell, whether there are separate accounts and tax status, whether all transactions are carried out at commercial rates, whether there are separate bank accounts and whether the financial transactions through these accounts and all taxation returns are appropriate to the size and nature of the business and clearly linked to its operations. |
| **Operational Arrangements**This relates to the separateness of cropping, stocking, feed, fertiliser, stock housing, machinery, labour, land for grazing, livestock records, farm plans, registration, herd marks etc. of a business. In particular, any herds / flocks must operate completely independently of any herds / flocks belonging to another business. The scale, nature, and frequency of transfers of animals between businesses may be taken into account in making this assessment. |

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| **PROOF OF IDENTIFICATION – FOR OFFICIAL DAERA USE ONLY** |
| Members of the Business |
| **NAME** | **TYPE OF PHOTOGRAPHIC ID PRESENTED** | **LAST 2 DIGITS OF SERIAL NUMBER OF ID** | **ADDRESS ON ID** | **DAERA STAFF INITIALS & DATE** |
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The following are acceptable forms of identification

* A UK, Irish or EEA driving licence (photographic part)
* A UK, Irish or EU passport
* An Electoral Identity Card
* A Translink Senior SmartPass
* A Translink 60+ SmartPass
* A Translink War Disabled SmartPass
* A Translink Blind Person’s SmartPass
* A Translink Disabled SmartPass

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| **SECTION 1 – Business Name and Contact Details** |
| Please provide the business name and contact details for your farm business. We will contact you using the details you supply in this section. All payments will be made in the business name you supply here. |
| **1.1** | **Business Name** *(Trading name, main stakeholder’s name, charity name, church organisation)* |   |
| **1.2** | **Status of Business***Sole Trader/Partnership/Charity/ Ltd Company/ Other (please specify)* |   |
| **1.3** | **Address***This is the address to which all correspondence is to be sent* |   |
| **1.4** | **Postcode** |   |
| **1.5** | **E-mail Address** |   |
| **1.6** | **Telephone No***Including STD Code* |   | **Mobile No:** |   |
| **1.7** | **Inland Revenue Unique Tax Ref (UTR) No\*** |   |
| **\*NOTE:** You should also provide confirmation that the UTR number refers to a farming related business. This evidence can be in the form of:a letter from HMRC; ora copy of the HMRC VAT registration which identifies the business as farm related; ora letter from the business’ accountant confirming that the UTR number relates to a farm business.For those who wish to apply for Forest Service schemes only, an Inland Revenue number and declaration is only required if you declare yourself as an agricultural business. If not, then this is not required. |

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| **SECTION 2 – Reason for Requesting a DAERA Business ID** |
| **2.1** | Please indicate which of the following applies to you. |
| New farm business (If you are setting up a separate and independent farm business) | [ ]  |
| Inheritance of farm business (*If you inherited the total value or part of the value of entitlements)* | [ ]  |
| Splitting (scission) of a farm business (*You should ensure that the previous business has also completed Form BC4 and submit with this form.)* | [ ]  |
| Applying for a Forestry Service Scheme only  | [ ]  |
| **2.2** | Please indicate your reason(s) for applying for a DAERA Business ID.*(Tick all that apply.)* |
| Basic Payment Scheme  | [ ]  | Young Farmers’ Payment | [ ]  |
| Protein Crop Scheme | [ ]  | Agri-Environment Scheme | [ ]  |
| Forest Service Scheme | [ ]  | To obtain a herd number | [ ]  |
| Other (please specify below) | [ ]  | To obtain a flock number | [ ]  |
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| **SECTION 3 - Personal details of all proposed business members** |
| **3.1** | List the details of each member of the business. You must include details of each family member whom you wish to register as a member of the business.If the business is a limited company, list the directors as the members. You must provide a copy of the Memorandum of Association with this form.If the business is a partnership, you must provide a copy of the partnership agreement with this form.We will not allocate a DAERA business ID to anyone under the age of 18. If the business is to include persons under the age of 18, at least one member of the business must be 18 years of age or over.On reaching the age of 18, the member should contact the Business Change Section on 0300 200 7848 or, by email to areabasedschemes@daera-ni.gov.uk.You should list the head of the business as Member 1. The head of business cannot be under 18 years of age. |
| **MEMBER 1** |
| **Title** (*Mr/Mrs/Miss) Other (please specify)* |   | **Date of Birth** |   |
| **Surname:** |   | **Forename(s)** (in full) |   |
| **Postal address***If different from Section 1* |   |
| **Post Code** |   |
| **Telephone Number***(Including STD Code)* |   | **Mobile Number:** |   |
| **Status in the business***e.g. owner, partner, director, trustee)* |   | **National Insurance No:** |   |
| **MEMBER 2** |
| **Title** (*Mr/Mrs/Miss) Other (please specify)* |   | **Date of Birth** |  |
| **Surname:** |   | **Forename(s)** (in full) |   |
| **Postal address***If different from Section 1* |   |
| **Post Code** |   |
| **Telephone Number***(Including STD Code)* |   | **Mobile Number:** |   |
| **Status in the business***e.g. owner, partner, director, trustee)* |   | **National Insurance No:** |   |
|  | **MEMBER 3** |
| **Title** (*Mr/Mrs/Miss) Other (please specify)* |   | **Date of Birth** |  |
| **Surname:** |   | **Forename(s)** (in full) |   |
| **Postal address***If different from Section 1* |   |
| **Post Code** |   |
| **Telephone Number***(Including STD Code)* |   | **Mobile Number:** |   |
| **Status in the business***e.g. owner, partner, director, trustee)* |   | **National Insurance No:** |   |
|  | If there are more than three members, please use a continuation sheet to list details about the other members. |

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| **SECTION 4 – Business Details** |
| **4.1** | Have you ever had an application for a DAERA Business ID rejected? | **Yes** | [ ]  | **No** | [ ]  |
| If ‘Yes’ please record details below of why your application was rejected? |
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| **4.2** | Have you or any proposed member of this business previously been members of another farm business either here or in England, Scotland, or Wales? | **Yes** | [ ]  | **No** | [ ]  |
| If ‘Yes’ please detail below the business(es) and the reasons why you (or the proposed member) left or closed the business(es)? |
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|  | **LAND DETAILS** |
| **4.3** | Do you own, lease, or take land in conacre? | **Yes** | [ ]  | **No** | [ ]  |
| If ‘Yes’ go to Q 4.4. If ‘No’ go to Q 4.5.You should read the notes below before going on to the next question. |
| **Owned Land or recently Purchased Land**If you already own land or have **purchased land** you must provide the title deeds from Land Registry or send us a letter from your solicitor with the following details:* + Name(s) of owner(s)
	+ Farm Survey Number(s) and field number(s) purchased
	+ Date purchase completed
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| **Leased Land**If you **lease land** you must send a copy of your lease agreement with this form. The lease must be drawn up by a solicitor, be legally binding, be for a minimum of five years and should contain the following details:* + Name(s) of person(s) involved
	+ Period of the lease (start date of the lease and end date of the lease)
	+ Agreed price (annual rent amount and terms of payment)
	+ Terms of lease (responsibilities of both landlord and tenant)
	+ Farm Survey Number(s) and field number(s) being leased
	+ The lease must be signed by the landowner and the tenant(s) and witnessed
	+ The lease must have the date of signature for all persons signing

**Note: Neither the owner of the land nor any other business will be able to claim Basic Payment Scheme using the land leased to you. If your lease is not for a minimum period of five years we will reject your application for a Category 1 business ID.****Please note the lease must be drawn up by a solicitor and accompanied either by a solicitor’s letter or solicitor’s stamp. Conacre Licence Agreements and leases drawn up by other organisations will not be accepted.**  |
| **Conacre Land**If you have **taken land in conacre** you must provide details of the landowner and the agreement reached. **Please note we will not give you a DAERA Business ID if your proposed business is being established on conacre land only.**Where a written agreement exists, you must send a copy of the agreement with this form. The agreement must contain the following details:* + Name(s) of person(s) involved.
	+ Period of the conacre agreement (start date and end date of the agreement).
	+ Farm Survey Number(s) and field number(s) being taken in conacre.
	+ The agreement must be signed by both parties (the landowner and the tenant).
	+ The agreement must have the date of signature for all persons signing
 |
| **4.4** | Please give details below of the land your business owns, leases, or takes in conacre. |
| **Farm Survey Number** | **Field Number** | **Land Status****O = Owned****C = Conacre****L = Leased** |  | **Farm Survey Number** | **Field Number** | **Land Status****O = Owned****C = Conacre****L = Leased** |
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| **Total area owned** |  ha | **Total area leased** |  | ha | **Total area in conacre** |  ha |

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|  | **STOCK DETAILS** |
| **4.5** | Does your business own / plan to own animals?If ‘Yes’ please give details. | **Yes** | [ ]  | **No** | [ ]  |
| **Type of Animal** | **Does the business own / plan to own?** | **Number of stock owned / plan to own** |
| **Cattle** |   |   |
| **Sheep** |   |   |
| **Pigs** |   |   |
| **Poultry** |   |   |
| **Other** |   |   |
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| **4.6** | Please give details below as to where, for each type of animal listed above, they will be grazed and / or housed (including address).  |
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|  | **ACCOUNTS** |
| **BACS is the only method of payment. Therefore, if we do not have your account details this may delay payment of your subsidies.****An Advice Note giving details of the payment made and the account credited will be issued in respect of all BACS transactions.**We will request your bank account details if we award you a DAERA Business ID. All businesses should have a separate bank account. If you provide a bank account which has been declared by another business, we may remove your DAERA Business ID as we would consider that your business is not sufficiently separate to meet the rules for subsidies. |
| **4.7** | Does your business have a bank account? | **Yes** | [ ]  | **No** | [ ]  |
| **4.8** | Will the proposed new business maintain financial accounts? | **Yes** | [ ]  | **No** | [ ]  |
|  | **Note: Where you have produced accounts you must send the latest copy of these with this form. A chartered accountant must audit your accounts and we may request to see your accounts at any time.** |
|  | **OTHER BUSINESS INTERESTS** |
|  | If you have previously been involved in another DAERA business, use the facilities of another business, live at the same address as a member of another business or are closely related to a member of another business, you need to declare an interest in that business and provide evidence that your business meets the criteria to be regarded as a separate business. If you do not declare an interest and our checks subsequently reveal that you do have an interest, then your application for a business ID may be refused. |
| **4.9** | Have you an interest in any other DAREA related businesses? | **Yes** | [ ]  | **No** | [ ]  |
| If ‘No,’ go to Q 4.14.If ‘Yes,’ please give details below. |
| **DAERA Business ID** | **Herd/Flock Number** | **What is your position in this business (e.g. sole trader, limited or ordinary partnership, limited company director, trust manager)** | **Who has day-to-day management? Please give names.** |
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| **4.10** | Do the businesses listed above have separate financial accounts from the business listed at Section 1? | **Yes** | [ ]  | **No** | [ ]  |
| If ‘No,’ please provide details of how the accounts are completed and which companies are included in the financial statements of the accounts below. |
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| **4.11** | Are there any financial transactions between the above businesses and the business detailed at Section 1? | **Yes** | [ ]  | **No** | [ ]  |
| *If ‘Yes,’ please provide details of the transactions below.****Note:******Financial transactions would include, for example commercial transactions (buying and selling of goods), investments or loans, transferring funds etc.*** |
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| **4.12** | Do any of the above businesses listed at Q 4.9 share machinery, farmyard, farm buildings, livestock facilities, farm supplies (feed, fertiliser, or agrochemicals), labour or land with the business detailed at Section 1? | **Yes** | [ ]  | **No** | [ ]  |
| If ‘Yes,’ please give the DAERA Business IDs with whom you share the following: |
| **Category** | **DAERA Business ID** | **DAERA Business ID** | **DAERA Business ID** |
| Machinery |   |   |   |
| Farmyard |   |   |   |
| Farm buildings |   |   |   |
| Livestock facilities |   |   |   |
| Farm supplies |   |   |   |
| Labour |   |   |   |
| Land |   |   |   |
| **4.13** | Do any of the above businesses share land, lease land, or take land in conacre from the business detailed at Section 1? | **Yes** | [ ]  | **No** | [ ]  |
| If ‘Yes’ please give Business IDs and the nature of the arrangements below and send all relevant documentation, e.g. copy of a legally binding lease, with this form. |
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|  | **DESCRIPTION AS TO HOW YOUR BUSINESS MEETS THE REQUIREMENTS TO BE REGARDED AS A SEPARATE BUSINESS** |
| Please describe below how the new business meets the criteria to be regarded as separate from an existing business. You should submit any supporting information with this form and continue on an additional page if necessary. It is in your interest to provide as much detail as possible as the onus is on you to show that you meet the criteria. Otherwise, your application may be rejected. |
| **4.14** | **Legal Status**If a business is to qualify as a separate and distinct entity, it must have a separate legal status. Satisfying this requirement is not in itself sufficient to establish separateness, as the other three criteria also need to be considered. |
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| **4.15** | **Economic Structure/Organisation**This relates to the economic control and functioning of the business. Relevant to this is the shareholding or partnership interest or voting rights of the directors, shareholders, partners or individuals (or legal persons) of all those involved in the business; those who benefit from the profits or suffer the losses relating to the business; and those who have ultimate responsibility for making the longer-term policy decisions that will affect the profitability of the business. How the business is financed (including the nature of any loans and guarantees) and land tenure arrangements may also be considered, including any reliance on, or linkages to, other businesses. |
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| **4.16** | **Commercial Arrangements**This relates to commercial structure and concerns the commercial independence of a business. Information which is relevant may include whether the person with day-to-day responsibility for managing the business has discretion to buy and sell, whether there are separate financial accounts and tax status, whether all transactions are carried out at commercial rates, whether there are separate bank accounts and whether the financial transactions through these accounts and all taxation returns are appropriate to the size and nature of the business and clearly linked to its operations. |
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| **4.17** | **Operational Arrangements**This relates to the separateness of cropping, stocking, feed, fertiliser, stock housing, machinery, labour, land for grazing, livestock records, farm plans, registration, herd marks, etc. of a business. In particular, any herds / flocks must operate completely independently of any herds / flocks belonging to another business. The scale, nature, and frequency of transfers of animals between businesses may be taken into account in making this assessment. |
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| **SECTION 5 – Supporting Documentation** |
| **5.1** | Please tick if you have included any of the following documents with your application. |
| Memorandum of Association | [ ]  |
| Letter from Inland Revenue with details of your UTR Number | [ ]  |
| Accountant’s letter to confirm that the UTR applied for is for an agricultural business | [ ]  |
| Confirmation of land ownership | [ ]  |
| Lease Agreement for land you have leased for your business | [ ]  |
| Conacre Agreement for land you have taken for your business | [ ]  |
| Bank statement / Letter from bank | [ ]  |
| Lease Agreement for land leased to other business(es) | [ ]  |
| Conacre Agreement for land taken in conacre by other business(es) | [ ]  |
| Account information relating to other businesses in which you have an interest | [ ]  |
| Details of financial transactions between businesses you have an interest in | [ ]  |
| Evidence of Power of Attorney | [ ]  |
| Other – (please specify below) | [ ]  |
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| **SECTION 6 - Declaration** |
| I / We declare that the information given by me / us in this application is true and complete to the best of my / our knowledge and belief and I / we have enclosed all relevant documents relating to this application. I / We declare that I / we have not created this business to benefit from subsidies contrary to the objectives of any subsidy scheme.I / We accept that DAERA will take action against me / us for false declarations and / or not notifying it of any material changes to the information given.If any of the members are under 18 years of age, the section below must be completed by the legal guardian.I / We as legal guardian(s) accept responsibility for all members of this business who are under the age of 18 and will accept responsibility for adhering to the scheme rules of all subsidy schemes to which this business applies. |

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| **6.1** | **Member 1** |
| **Signature** |   | **Date** | Select date. |
| **Name**(Block Letters) |   | **Status\*** |   |

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| **6.2** | **Member 2** |
| **Signature** |   | **Date** | Select date. |
| **Name**(Block Letters) |   | **Status\*** |   |

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| **6.3** | **Member 3** |
| **Signature** |   | **Date** | Select date. |
| **Name**(Block Letters) |   | **Status\*** |   |
|  | If the applicant is unable to sign the form personally the signatory must have Power of Attorney. Evidence of Power of Attorney must be submitted with this form.\*Owner, Partner, Director, Legal Guardian of the Minor listed as a member of the business.**Important**If it is found that your business has been artificially created to benefit or allow others to benefit from subsidies contrary to objectives or rules of any subsidy scheme now or in the future, we reserve the right to revoke any Business ID allocated. Any person who makes a false declaration or fails to notify us of a material change to the information given in this form is liable to prosecution.  |
| **PERSONAL DATA PRIVACY NOTICE**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 UK General Data Protection Regulation and the UK Data Protection Act 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 Freedom of Information Act 2000, Environmental Information Regulations 2004 and will comply with the UK General Data Protection Regulation and the Data Protection Act 2018.  |
| Full details of our Full Privacy Policy can be found here [DAERA Privacy Statement document | Department of Agriculture, Environment and Rural Affairs (daera-ni.gov.uk)](https://www.daera-ni.gov.uk/publications/daera-privacy-statement-document)  |
| 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;
* 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.
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| DAERA is required 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 preceding CAP financial year (October to October). The data will be updated annually and remain available for two years from the date it is published. |