**Form FB1**



**Application for DAERA Business Identifier**

Official Use Only

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

**IMPORTANT NOTES**

***If applicable, references within this form to EU regulations and legislation are to be taken as references to those provisions, as retained in UK law for 2020 scheme year by the Direct Payments to Farmers (Legislative Continuity) Act and corresponding secondary legislation.***

**You should only complete this form if you require a DAERA Business Identifier (ID) in order to claim subsidies or funding under the Northern Ireland Rural Development Programme (NIRDP). The Department uses the DAERA Business ID to manage its obligations in respect of Scheme rules.**

If your form is incomplete we will return it to you and this may delay the processing of your application. You should read the booklet ‘DAERA Identification numbers for business customers herd and flocks’ which can be found at:

https://www.daera-ni.gov.uk/publications/daera-identification-numbers-business-customers-herds-and-flocks-2020

We will complete a number of 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 5 years. If you intend to keep livestock you must contact your local veterinary office for advice on receiving a herd/flock number. 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 3 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.

**DO NOT POST THIS FORM. To submit this form:**

|  |  |
| --- | --- |
|  | **Email to: your nearest county office**  <mailto:daeradirect.armagh@daera-ni.gov.uk>  <mailto:daeradirect.ballymena@daera-ni.gov.uk>  <mailto:daeradirect.coleraine@daera-ni.gov.uk>  <mailto:daeradirect.enniskillen@daera-ni.gov.uk>  <mailto:daeradirect.omagh@daera-ni.gov.uk>  <mailto:daeradirect.downpatrick@daera-ni.gov.uk> |

**If you do not have access to email:**

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|  | **Call the Single Application Advisory Team on 0300 200 7848**  have all your information to hand before you make the call |

Due to the current COVID-19 outbreak, the Department will attempt to acknowledge receipt of your form within 3-5 working days of receipt via email.

As all our DAERA Offices are closed to the public, we will ask you for the following documentation/supporting evidence at a later date:

* a copy of this form signed by members of the business and by you at Section 6;
* if you live in Northern Ireland valid photographic identification;
* all documentation/supporting evidence.

It is up to you to ensure that the required documentation/supporting evidence is presented when requested. **If you do not provide all the required documentation/supporting evidence your application may be rejected.**

We will assess your application against the 4 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 3 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 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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| **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.

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| --- | --- | --- |
| **Business Name:**  *Trading name, main stakeholder’s name, charity name, church organisation* | |  |
| **Status of Business:**  *Sole Trader/Partnership/Charity/ Ltd Company/ Other (please specify)* | |  |
| **Address:**  *This is the address to which all correspondence is to be sent* | | |
|  | | |
| **Postcode:** |  | |
| **Telephone No:**  *Including STD Code* |  | |
| **Mobile No:** |  | |
| **E-Mail Address:** |  | |
| **Inland Revenue Self-Assessment Ref 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 (i) a letter from HMRC or (ii) a copy of the HMRC VAT registration which identifies the business as farm related or (iii) a letter from the business’s 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** |

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. |
| Merger of 2 or more farm businesses | | **You do not need to complete this form**. Form BC3 should be completed. |
| Applying for either a Forestry Scheme only or a Rural Development Programme agricultural activity related grant. | | If 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 to apply for a DAERA Business ID. |

2. Please indicate your reason(s) for applying for a DAERA Business ID - Tick all that apply.

|  |  |
| --- | --- |
|  | Basic Payment Scheme and Greening Payment |
|  | Young Farmers’ Payment |
|  | Agri-Environment Scheme |
|  | Forest Service Scheme |
|  | To obtain a herd number |
|  | To obtain a flock number |
|  | Other (please specify) |
|  |  |

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| **SECTION 3 – Personal details of all proposed business members** |

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.

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)* |  |
| **Forename(s):** in full |  |
| **Surname:** |  |
| **Postal address:**  *If different from Section 1* |  |
| **Post Code:** |  |
| **Telephone Number:** (Including STD Code) |  |
| **Mobile Number:** |  |
| **Date of Birth:**  *If under 18 a parent or guardian must complete section 5* |  |
| **National Insurance No:** |  |
| **Status in the business**  e.g. owner, partner, director, trustee) |  |

|  |  |
| --- | --- |
| **MEMBER 2** | |
| **Title:**  *Mr/Mrs/Miss/Other (please specify)* |  |
| **Forename(s):** in full |  |
| **Surname:** |  |
| **Postal address:**  *If different from Section 1* |  |
| **Post Code:** |  |
| **Telephone Number:** (Including STD Code) |  |
| **Mobile Number:** |  |
| **Date of Birth:**  *If under 18 a parent or guardian must complete section 5* |  |
| **National Insurance No:** |  |
| **Status in the business**  e.g. owner, partner, director, trustee) |  |

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| --- | --- |
| **MEMBER 3** | |
| **Title:**  *Mr/Mrs/Miss/Other (please specify)* |  |
| **Forename(s):** in full |  |
| **Surname:** |  |
| **Postal address:**  *If different from Section 1* |  |
| **Post Code:** |  |
| **Telephone Number:** (Including STD Code) |  |
| **Mobile Number:** |  |
| **Date of Birth:**  *If under 18 a parent or guardian must complete section 5* |  |
| **National Insurance No:** |  |
| **Status in the business**  e.g. owner, partner, director, trustee) |  |
|  |  |
| If there are more than 3 members, use a continuation sheet to list details about the other members | |

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| **SECTION 4 – Business details** |

3. Have you ever had an application for a DAERA Business ID rejected?

Yes  No

If ‘Yes’ why was your application rejected?

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|  |

3a. 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 these businesses and the reasons why you (or the proposed member) left or closed these businesses?

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**LAND DETAILS**

4. Do you own, lease or take land in conacre? Yes  No

You should read the notes below before going on to the next question.

If ‘Yes’ go to Q6. If ‘No’ go to Q7.

**(i) Owned Land or recently Purchased Land**

If you already own land or have **purchased land** you should let us see 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 and field number(s) purchased
  + Date purchase completed

**(ii) Leased Land**

If you **leased land** you should send a copy of your lease agreement when asked to do so. The lease must be drawn up by a solicitor, be legally binding, be for a minimum of 5 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 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: The owner of the land nor any other business will not be able to claim Basic Payment Scheme using the land leased to you. If your lease is not for a minimum period of 5 years we will reject your application for a business ID.**

**Please note the lease must be drawn up by a solicitor, accompanied either by letter or solicitor’s stamp. Conacre Licence Agreements and leases drawn up by other organisations will not be accepted.**

**(Iii) 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 should 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 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

5. Please give details overleaf of the land your business owns, leases or takes in conacre.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Farm Survey Number** | **Field Number(s)** | **Land Status**  **O = Owned**  **C = Conacre**  **L = Leased** |  | **Farm Survey Number** | **Field Number(s)** | **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 |

**STOCK DETAILS**

6. Does your business own/plan to own animals? Yes  No

If ‘Yes’ please give details. Tick all boxes that apply.

|  |  |  |
| --- | --- | --- |
| **Type of Animal** | **Does the business own/plan to own?** | **Number of stock owned/ plan to own** |
| **Cattle** |  |  |
| **Sheep** |  |  |
| **Pigs** |  |  |
| **Poultry** |  |  |
| **Other** – please state |  |  |
|  |  |  |

1. 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.

8. Does your business have a bank account? Yes  No

9. Will the proposed new business maintain financial accounts? Yes  No

**Note: Where you have produced accounts you should submit the latest copy of these with when requested. A chartered accountant should 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.

10. Have you an interest in any other DAREA related businesses? Yes  No

If ‘No’, go to Q15.

If ‘Yes’, please give details below.

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| --- | --- | --- | --- | --- |
|  | **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.** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

11. Do the businesses listed above have separate financial Yes  No

accounts from the business listed at Section 1?

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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12. Are there any financial transactions between the above Yes  No

businesses and the business detailed at Section 1?

If ‘Yes’, please provide details of the transactions below.

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**Note:** **Financial transactions would include, for example commercial transactions (buying and selling of goods), investments or loans, transferring funds.**

13. Do any of the above businesses listed at Q 10 share Yes  No

machinery, farm yard, farm buildings, livestock facilities,

farm supplies (feed, fertiliser or agrochemicals), labour or

land with the business detailed at Section 1?

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 |  |  |  |
| Farm yard |  |  |  |
| Farm buildings |  |  |  |
| Livestock facilities |  |  |  |
| Farm supplies |  |  |  |
| Labour |  |  |  |
| Land |  |  |  |

14. Do any of the above businesses share land, lease land or Yes  No

take land in conacre from the business detailed at Section 1?

If ‘Yes’ please give Business IDs and the nature of the arrangements below and provide all relevant documentation, e.g. copy of a legally binding lease.

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**DESCRIPTION AS TO HOW YOUR BUSINESS MEETS THE REQUIREMENTS TO BE REGARDED AS A SEPARATE BUSINESS**

15. 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 interests 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.

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**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 3 criteria also need to be considered.

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**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.

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**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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**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 documents** |

Please tick which of the following documents you intend to submit when requested in support of your application.

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| --- | --- |
|  | 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 |
|  | Other – please specify |

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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 will submit all relevant documents relating to this application when requested to do so.

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 the Department of Agriculture, Environment and Rural Affairs will take action against me/us for false declarations and/or not notifying the Department of any material changes to the information given.

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.

**Member 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| Name  BLOCK LETTERS |  | Status**\*** |  |

**Member 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| Name  BLOCK LETTERS |  | Status**\*** |  |

**Member 3**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | 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.

**APPROVAL FOR DAERA TO USE CONTACT DETAILS TO ISSUE GENERAL LITERATURE**

As part of our continued drive to improve customer service we propose to use the contact information you have supplied on this form to tell you of latest developments / issues across a range of Agriculture and Rural Development services.

One example of how we will use this information is to issue a monthly DAERA e‑newsletter. Typically this contains information on the following areas:

Current DAERA Schemes

Implications of legislation i.e. Nitrates Directive

Environmental Issues

Veterinary / Animal Health Advice

Renewable Energy

DAERA events

Technical Information, e.g. new innovations, Estimated Breeding Values (EBVs), marketing information, silage analysis/costs, information technology (ICT)

Should you **wish** to receive such information then please ✓ the box below?

|  |  |
| --- | --- |
| **I agree that my contact details may be used for the issue of general DAERA information.** |  |

If at any time in the future you wish to be removed from our circulation list then please contact your local DAERA office who will arrange this.

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| **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 General Data Protection Regulation and the 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 General Data Protection Regulation and the Data Protection Act 2018.

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.

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 31 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 2 years from the date it is published.