Department of Agriculture, Environment and Rural Affairs

A living, working, active landscape valued by everyone

How to:

Create a New Farmer or Agent account

To create a new farmer or agent account, the user should follow the standard procedure for accessing DAERA online services. Once an account has been created, the farmer or agent can be 'assigned' to the NAP Derogation service by the DAERA Direct team.

1 Login/Register

Select the service you wish to use to access DAERA Online Services.

nidirect government services

NIDA Sign in / register

Sign in using the Northern Ireland Civil Service Identity Assurance (NIDA) provided by nidirect.
Find out more

For advice on logging in via nidirect contact: 0300 200 7868 or nida@nidirect.gov.uk

Government Gateway

GG Sign in / register

Sign in to using your DAERA online services Government Gateway account.
Find out more

For advice on logging in via Government Gateway contact: 0300 200 7848

2 Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

Sign in

Create sign in details

Problems signing in

I have forgotten my password
I have forgotten my Government Gateway user ID
I have forgotten my Government Gateway user ID and password

Get help with this page

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[Agent Authorisation Form]

4 Nutrients Action Programme (NAP) – Authorised Persons Form

Nomination of an Authorised Person on behalf of the farm business to:
- Receive paper copy of the Single Application to allow them to complete calculations for the NAP
- Submit a NAP derogation application
- Submit a NAP Derogation Fertilisation account
- Submit online manure export records (for non-derogated farms)

Section 1. Farm Business

Business Name:		Business ID	
Business Address:			
Postcode:			
Name of business contact:			
Telephone:		E-mail:	

Section 2. Authorised Person

Business Name:		Agent ID	
Business Address:			

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2 The Farmer or Agent* should log in using their NI Direct or Government Gateway ID. If you do not have a NI Direct or Government Gateway ID, please contact your Local DAERA Direct Office in the first instance .

3 If you wish to nominate an agent, you must submit an Nutrient Action Programme Agent Authorisation form to a DAERA Direct office, signed by you.

4 The DAERA Direct team will receive the signed application and assign the agent to the farmer as per the authorisation form.

*New Agents must complete an Agent Application [form] as well as a Customer Identity Application. Contact your local DAERA direct office for further information.

To log in, the farmer or agent can use their NI Direct or Government Gateway ID once they have been set up to use the Nitrates Service. For further guidance on how to sign up for DAERA Online Services, the users can visit: https://www.daera-ni.gov.uk/services/daera-online-services

1 The user accesses the DAERA Online Services home page: https://www.daera-ni.gov.uk/services/daera-online-services

This page has guidance on how to use DAERA Online Services. In addition, they can click the green button to login.

2 The user selects NI Direct or Government Gateway and logs in using the relevant details. If the user is an agent, they select if they are logging in as a user or agent.

3 On the DAERA Online Services screen, once the user has entered their personal details, they will see a list of available services. From there, they should select "NAP Derogation".

4 On the next screen, the user can select whether they'd like to access Applications or Accounts. Clicking on one of the two options will take them to the derogation application or fertilisation account section of the service.

From 2020, the layout of the Derogation Application site has changed. As well as applying for a new derogation you can now see historic applications (if applicable) and personal details (or if you're an agent, you can see all historic applications for farmers allocated to you). As a user, you will no longer have to enter your personal details as that will now be pre-populated for you.

1 Access the "Derogation" link on DAERA Online Services – after you have logged in, you will be able to select "NAP Derogation", followed by "Application".

2 You will now be in the Derogation Application system. From here, you are able to view your historic applications, or "Apply" for new. As an agent, you will have to select which Farmer you are acting on behalf of before you can apply. A copy of the eligibility criteria will appear in a pop up window, after reading, press "close" to continue.

3 On the application screen, as the first step, please confirm the applicant details which appears on screen is correct and relevant. If not, you can request this to be amended through DAERA Online Services.

4 On the data entry screen, you must input how much of your land is grassland and how much livestock manure is expected to be applied.

5 On the declaration screen, you will have to tick the box to confirm you understand the Derogation conditions. Once you press "Complete Application" on the declaration screen, you will be shown a confirmation message. A confirmation e-mail will also be sent.

From 2020, the layout of the Derogation Application site has changed. You can now see your historic applications and personal details (or if you're an agent, you can see all historic applications for farmers allocated to you.) Your historic applications will show the latest data recorded against that application – i.e. if you requested the data to be edited by the Derogation admin team at a later date, the latest amended data will be shown.

1 Access the "Derogation" link on DAERA Online Services – after you have logged in, you will be able to select "NAP Derogation", followed by "Application".

2 You will now be in Derogation Application system. From here, you are able to view your historic applications, or "Apply" for new. As an agent, you will have to select which Farmer you are acting on behalf of before you can view their historic application(s). You can filter based on Year or Status. As an agent, you can also filter using Name or DAERA Business ID of the applicant you wish to view.

3 Select the application you'd like to view from the list of available historic applications.

4 From here, you are able to view the data you input for your selected derogation. Please note, you will not be able to make changes to your application after it has been submitted – if you notice an error in your submitted application, please contact the DAERA Derogation team: Derogation@DAERA-NI.gov.uk

Submit a Fertilisation Account

You are able to submit one account, if you have been derogated for that year. Once your derogation is approved, a valid account will be created linked to that year. You can only submit an account within the timeframe stipulated by the NAP guidelines – please contact the Derogation team if you would like further information. As an agent, you will need to submit an agent authorisation form, as per standard DAERA practices and be assigned the agent/farmer relationship in the Nitrates system.

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1 Click on the Fertilisation Account button. (If you are an agent, select which farmer you are acting on behalf of).

2 On this screen, you will see the available accounts relating to you. If you are an agent, you may see a list of farmer names. (To view previously submitted accounts, please see the next page).

3 Press select beside the account you wish to proceed with. This will take you to the summary screen showing your progress so far.

4 You must complete the "Details" screen before you can proceed with the rest of the account.

5 For each section, when you are happy with the data you have entered, tick the box and click "Save" to finalise that section.
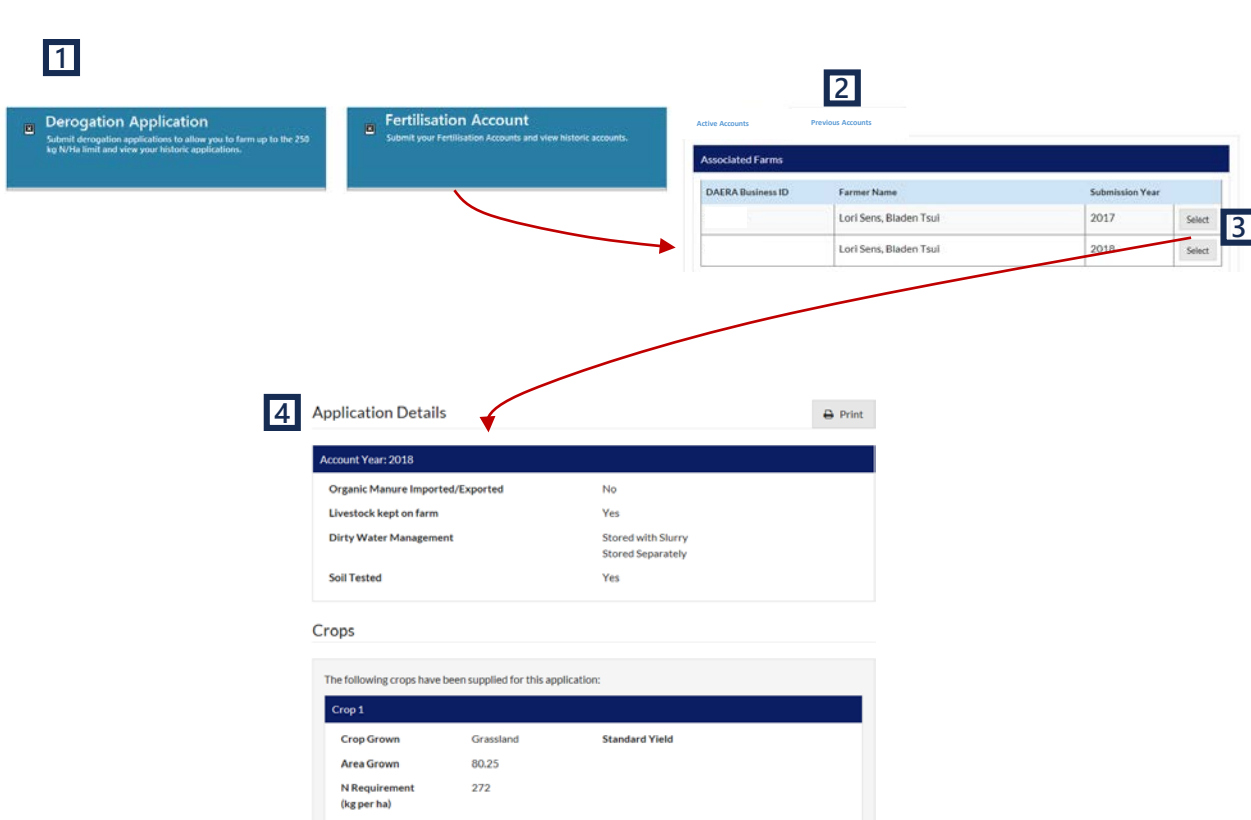
6 Once each section is complete, you can click on the "Submit" button on the summary screen. This will mark the account as "Submitted". Once submitted, you cannot make further changes.

If you need to amend a submitted account for a current year, you can request the derogation team "Reopen" the account, providing this is before the submission deadline.

You can view your historic submissions made in previous years, or view any accounts you may have already submitted in the current year. You are not able to edit any data in the "Previous Accounts" tab, however, they can be used as a reference when completing the current year accounts.

1 Select Fertilisation Account.

2 Click on "Previous Accounts" to show the historic accounts you are associated with.

3 In the "Previous Accounts" tab, click select to view a previous account. You will be shown a summary which you can either scroll through or print.

4 If you reviewing a submitted account for a current year, and you wish to amend, you can request the derogation team "Reopen" the account, providing this is before the submission deadline. You cannot amend any historic accounts which are not in the current year.