**Farm Business Application (FB1) – COVID-19 Q&A**

**Is there a deadline for submitting an FB1 form?**

Form FB1 (application for a new farm Business ID) can be submitted at any time but this should be as soon as you are wanting to set up a new business.

However, if want to receive entitlements as a new farm business in this scheme year, you must submit your Form FB1 **no later than 15 May 2020** to ensure you are registered and approved with the Department as a category 1 business to ensure a transfer of entitlements can be approved.

**How do I submit my Form FB1?**

1. **Email**

As all our DAERA Direct Offices are currently closed to the public, we ask that you or your agent email an electronic FB1 form [<https://www.daera-ni.gov.uk/publications/establishing-farm-business-daera-covid-19>] to your nearest County Office **no later than 15 May**.

daeradirect.armagh@daera-ni.gov.uk

daeradirect.ballymena@daera-ni.gov.uk

daeradirect.coleraine@daera-ni.gov.uk

daeradirect.enniskillen@daera-ni.gov.uk

daeradirect.omagh@daera-ni.gov.uk

daeradirect.downpatrick@daera-ni.gov.uk

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

If you do not have access to email or an agent, contact your Single Advisory Team on 0300 200 7848. They will redirect you to a staff member in a DAERA Direct Office who will complete the FB1 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 identification and supporting documentation in relation to my FB1 application?**

When our offices reopen we will reissue the form to you for completion of signatures. At this time we will make arrangements for you to verify your identification and submit all your supporting documentation within specific timeframes.

**Will I be allocated a temporary business ID until my application is fully processed, if offices are not open before the 15 May 2020?**

To allow you to complete your single application in 2020 a temporary business ID will be allocated. When offices reopen, further checks will be completed and if all supporting documentation is in place, you will be allocated a Category 1 business ID.

**Note:** Payment on a claim can only be made to a Category 1 business.

**What happens if I do not submit all supporting documentation?**

Submission of supporting documentation will be time bound and must be received by the date specified when our offices reopen. Any missing documentation will not be accepted after this date and your business will not be allocated a Category 1 Business ID.