

# How to make your EFA declaration online 2019

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Department of  
**Agriculture, Environment  
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# 2019 Basic Payment Scheme

## How to declare your Ecological Focus Area (EFA)

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# 1. Introduction

The purpose of this guide is to provide information on how to complete your Ecological Focus Area (EFA) declaration in 2019. You should refer to the 2019 Guide to the Greening Payment for the rules on greening and to determine if you have a greening requirement, including the requirement to declare an EFA. This is available at:

<https://www.daera-ni.gov.uk/publications/2019-guide-greening-payment> Our online Single Application and Maps service will alert you if your land information indicates that you have a requirement to declare an EFA. You can find further information on the 2019 Single Application and Map Question and Answers document at the link below:

<https://www.daera-ni.gov.uk/publications/2019-single-application-and-map-questions-and-answers>

All farmers applying for payment under the Basic Payment Scheme must undertake agricultural practices that are beneficial for the climate and the environment, commonly referred to as “Greening”. In return, they will receive a Greening Payment calculated as a percentage of the total value of the Basic Payment Scheme entitlements they activate each year.

There are three greening requirements. These are:

**Permanent grassland** - this relates to the requirement to retain permanent grassland and to protect environmentally sensitive permanent grassland.

**Crop Diversification** - this is designed to encourage a diversity of crops on holdings with 10 or more hectares of arable land.

**Ecological Focus Areas (EFAs)** - this is designed to improve biodiversity on farms and to provide habitats for species in decline or at risk of extinction on holdings with more than 15 hectares of arable land. If you have an EFA requirement you must declare your EFA through the online 2019 Single Application and Maps Service available at DAERA online services at: [www.daera-ni.gov.uk/services/daera-onlineservices](http://www.daera-ni.gov.uk/services/daera-onlineservices)

## 2. Important changes for 2018 Still Relevant in 2018

- Plant Protection Products (PPPs)

The European Union has introduced a complete ban on the use of PPPs on nitrogen fixing crops (NFC) and fallow land declared as ecological focus area (EFA).

I. Nitrogen fixing crops – the ban is applicable during the calendar year in which the crop is declared as EFA. Therefore, if the NFC declared as EFA in 2019 was sown in autumn 2018, the ban on the use of PPPs would apply from 1 January 2019 until 31 December 2019 or the date of harvest if earlier than 31 December 2019.

II. Seed treated with a PPP – the ban also applies to seed treated with a PPP that was sown in autumn 2018 if the crop is to be declared as EFA in 2019.

III. Fallow land – in the case of fallow land, the ban will apply during the EFA fallow period which is 01 February 2019 to 31 July 2019 inclusive.

We wrote to all farm business which declared NFC as EFA in 2017 detailing this change and provided alternative EFAs which may be used to meet 2019 requirements.

**If you declare NFC or fallow land you will be asked to confirm, on the Single Application, that you are aware of and will comply with the ban on the use of PPP's.**

- Crop diversification (CD) and EFA exemptions

The 30ha limit of arable land that currently applies to some of the CD and EFA exemptions has been removed.

Leguminous crops has been added to the list of uses which, if they exceed 75% of the arable area of the holding will result in exemption from both CD and EFA.

Leguminous crops that can be used to meet this exemption are:

Spring Peas Feed pea, Mange tout, Marrow fat pea, Snap pea, Snow pea, Vining pea
Spring Field Beans Includes Broad beans, Field beans, Tic beans
Winter Field Beans Includes Broad beans, Field beans, Tic beans
Spring Sweet Lupins
Winter Sweet Lupins

- Changes to the conversion matrix that is used for calculating the value of the different types of EFA

The conversion factors for short rotation coppice (SRC), NFC and sheughs have been increased and will be beneficial to farmers:

- I. SRC increases from 0.3 to 0.5
- II. NFC increases from 0.7 to 1.0
- III. Sheughs increases from 0.3 to 0.5

- o Triticum Spelta (Spelt) is to be regarded as a separate crop for diversification purposes.
- o The sowing of mixtures of wild flower seeds on fallow land declared for EFA purposes is an acceptable fallow land cover.

### **3. New Features for 2019**

We have introduced a new feature for 2019 which will identify if you have declared an EFA feature in a field and that feature has also been declared by another business on their application. This situation can arise if one business is claiming on a field and another business has declared that field on their application, but not claiming for it, and both businesses have EFA features declared on the field. To ensure that this situation does not arise farm businesses should only record fields on their application that are on their holding, in other words, only record land that you are actively farming.

## 4. Things to consider before you complete your EFA declaration

1. We recommend **Google Chrome** as the best browser for completing your online Single Application and Map with an EFA declaration - other browsers may not work as efficiently.

You should declare all changes to your land details (and map, if necessary) before you start to complete your EFA declaration. Changes made to your land details can affect the amount of EFAs you are required to declare.

2. Linear EFA features (hedges, sheughs, dry stone walls and earthbanks) declared in 2018 for fields you are declaring in 2019 will be recorded on your EFA table (even if they were declared by another business in 2018). They will also be illustrated on the map for each field they relate to. In 2019 some Area EFA features will also be automatically recorded on your EFA table or map. However, land declared in 2018 in fallow or nitrogen fixing crops will not be recorded on your EFA table or map.

If you are claiming a field in 2019 that you did not claim in 2018 then the EFA features will be recorded on your map/table for 2019 but no figures will be prepopulated in the declared column. **If you wish to use these features in your EFA declaration you must enter a figure in the declared field.**

If you are declaring an EFA which is not already recorded, you will be able to draw the EFAs onto your online map; the resulting value of the EFAs will be shown on the EFA table on your land details screen. Once all EFAs are recorded on the map you must declare the length or area of the EFA for each feature on the EFA table to complete your declaration.

3. If you make any boundary changes to an arable field that has an existing EFA on your map, you should delete the current EFA and redraw or amend to ensure your EFA calculations are correct.

Linear EFA features are recorded as two lines on the EFA map, one line on each side of the boundary. Please note that each linear EFA feature will be displayed on the 2019 online system at the percentage declaration of the field boundary that was determined for 2018.

4. If you increase the declaration of a linear EFA feature from 50% to 100%, that linear feature (e.g. hedge) cannot be declared as EFA against another field by you or anyone else. Therefore you will need to remove the line relating to this feature on the other side of the boundary or if that field is being farmed by another farmer you must ensure that you have the necessary agreement to declare the feature at 100% and that the other farmer will not be declaring as EFA.

For example below: This linear EFA feature is between two fields and is shown on the field information table as H2 on Field 10, and H1 on field 27. If two businesses are declaring each field separately and they are classified as arable fields, each can declare the EFA feature at 50% with the identifier relevant to the field they farm.

The screenshot shows a map interface with a scale of 1:1250. Below the map, the 'Identify Results (2)' table is displayed:

Field Number	Feature Type	Feature ID	Length (m)	Edit Status
3/076/019/10	Hedges	H2	109.07000000000001	
2/058/097/27	Hedges	H1	109.07000000000001	

Field number	Feature ID	Feature Type	FNC LPIS Length/Area (m/m2)	Declared Length/Area (m/m2)	Declared %	Total EFA (ha)
3/078/019/10	H2	Hedges	109.07	0	50%	0.00000



## 5. Ecological Focus Areas Guide

If you have a requirement to declare an EFA in 2019, the information below will be displayed on the Land Details section of the online Single Application and Map service.

### EFA

EFA Requirement	1.09 ha
EFA Declared	0.00 ha

You have not declared sufficient EFA to meet the area required.



Based on the information declared in the field datasheet, you are required to have Ecological Focus Areas. The areas of these must be equivalent to at least 5% of the area of arable land declared in the field datasheet. This equates to at least 1.09 ha. Please click the EFA button for further information on how to make your declaration.

EFA

**Important:** The Single Application and Map service has 2 tabs in the Land Details section, (one for Field Data and one for EFA Data) as shown below. Before you proceed to the EFA tab, you are advised to check that your land details on the Field Data table are correct. For further information on how to do this, refer to the following booklet:

<https://www.daera-ni.gov.uk/publications/how-complete-your-single-application-online-> Once you are satisfied that you have completed any required changes to your Field Data Table and/or online map, you should proceed to the EFA Data tab.

## 5.1 Change your EFAs using the map

Field Data **EFA Data**

### Change my fields using a map

You can make changes to your land details using a map. This is the preferred method to allow you the greatest amount of options and help you provide us with the most accurate information.

I want to  using the map.

Linear EFA features (hedges, sheughs, dry stone walls and earthbanks) declared in 2018 for fields you are declaring in 2019 will be recorded on your EFA table (even if they were declared by another business in 2018). They will also be illustrated on the map for each field they relate to. Area EFA features will not be automatically recorded on your EFA table or map. If you are declaring an EFA which is not already recorded, you will be able to draw the EFAs onto your online map; the resulting value of the EFAs will be shown on the EFA table on your land details screen. Once all EFAs are recorded on the map you must declare the length or area of the EFA for each feature on the EFA table to complete your declaration.

Once you select the EFA tab, you will have the following options using the map.

I want to  using the map.

**Change my**

- Add an EFA linear feature
- Add an Area EFA feature
- Change an EFA linear feature
- Change an Area EFA feature
- Remove an EFA linear feature
- Remove an Area EFA feature

To select a field where you want to make changes to EFAs, you can explore the map, use the Search Field option or use the information table.

**Linear EFA Features** are classed as:

- Dry Stone Walls
- Earth Banks
- Hedges
- Sheughs

**Area EFA Features** are classed as:

- Afforested Areas
- Agro-forestry
- Archaeological Features
- Fallow
- Nitrogen Fixing Crops
- Short Rotation Coppice



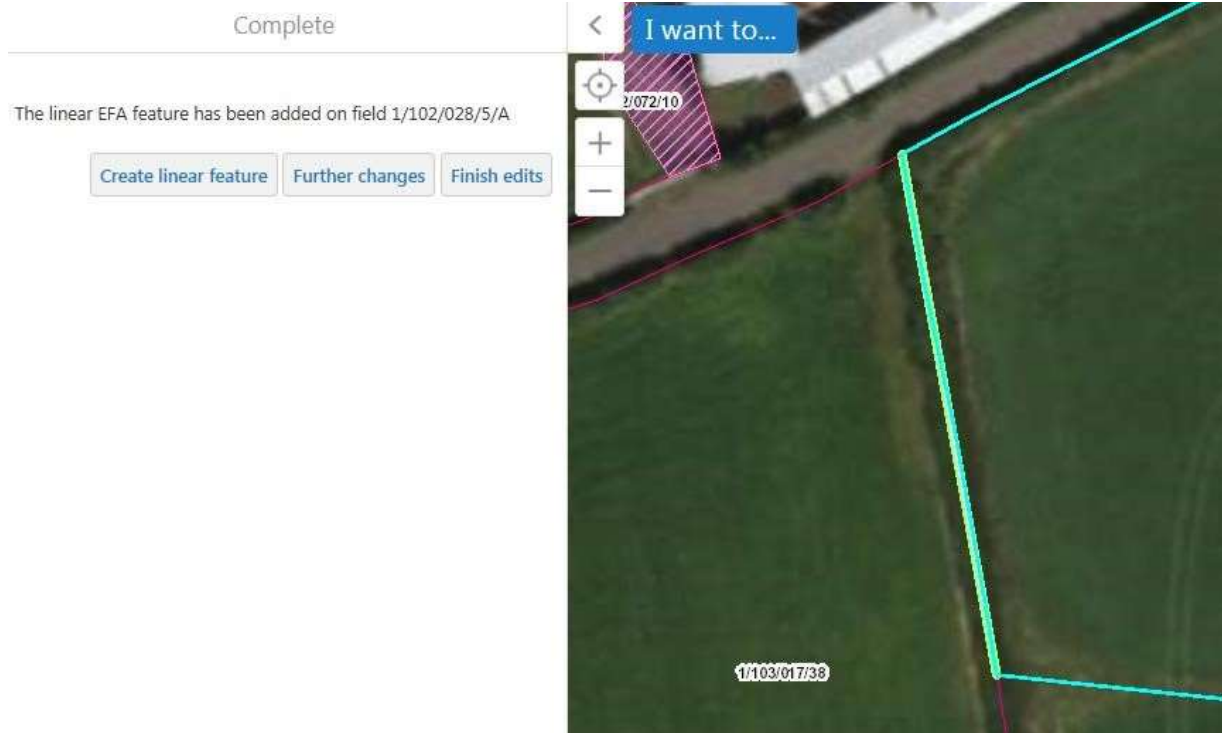
you need to change direction, click on the mouse again and keep moving to extend the line. When you have drawn the length you wish to record, double-click to end the line. Once you have drawn the length you will be able to amend it if necessary.

In the example below, we have added a hedge along the side shown.

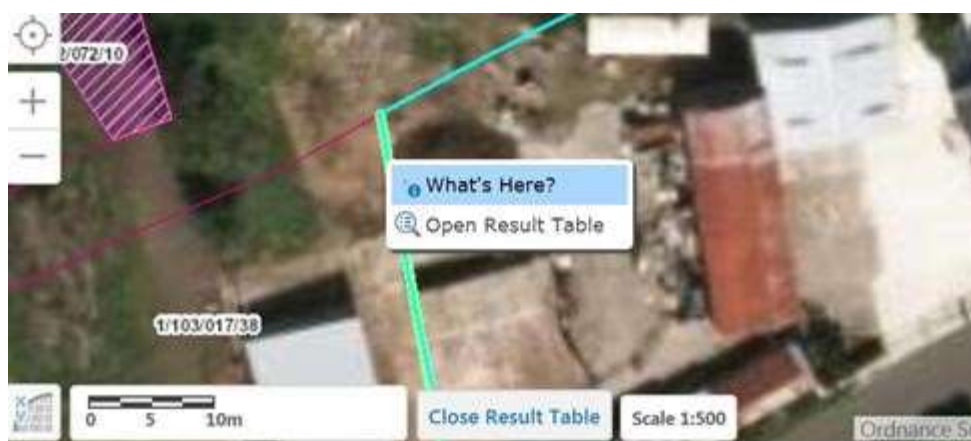
Click 'next' and a confirmation screen will show the feature in yellow and tell you the details of the feature that will be added to your map when you click 'Next (Confirm Edit)'







If you wish to know what an existing feature is, right click on it and then click 'What's Here?'



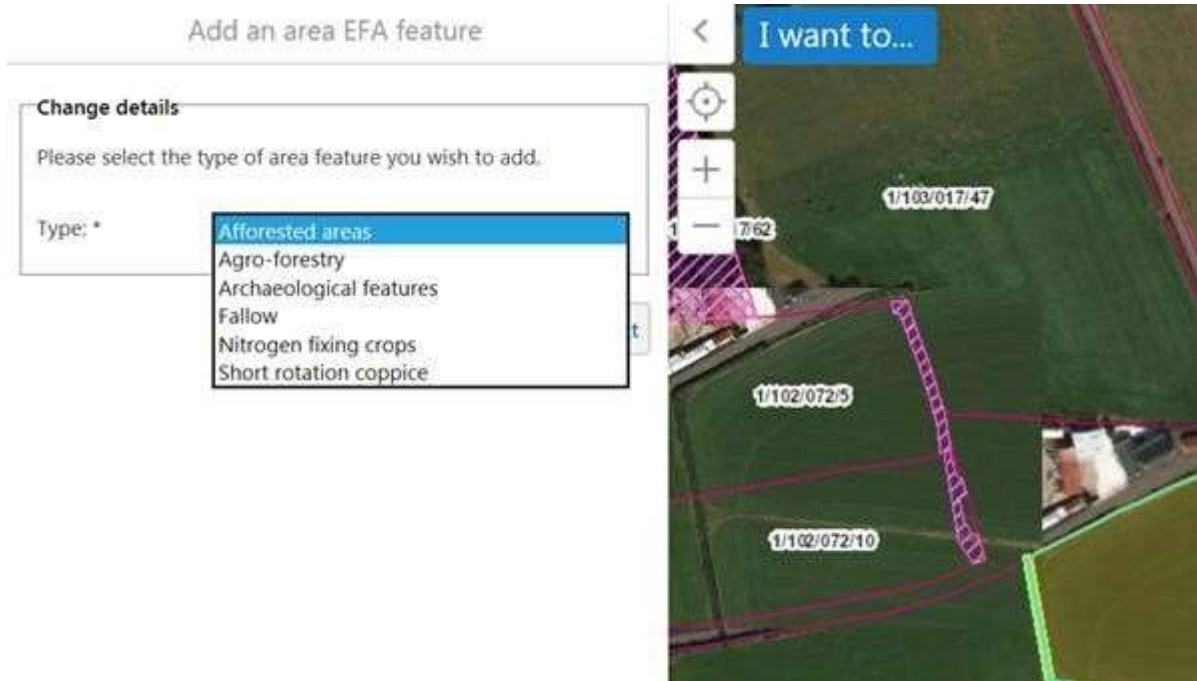
Identify Results (1)

FNC Fields		FNC EFA Linear	Aerial Photography...	LPIS Fields
Edit Status	Field Number	Feature Type	Feature ID	Length (m)
Edited	1/102/028/5/A	Hedges	H1	49.39

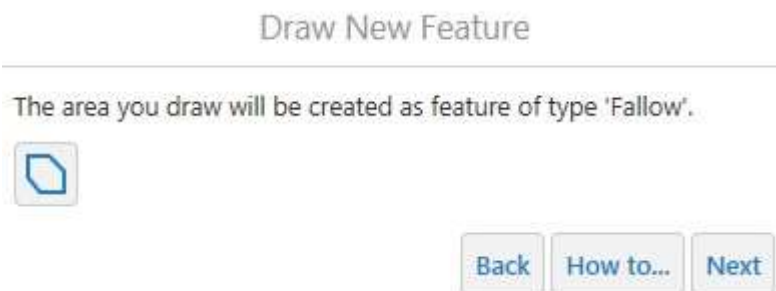
The 'FNC EFA linear' tab of the Field Information Table will show the type of linear feature, Feature ID, Length and the field number(s) of which the feature is part.

### 5.3 Add an Area EFA Feature

Go to EFA tab on land details page and choose 'I want to...Add an Area EFA feature'. Find a field and click to select it. Click 'Next' and you will be shown options to choose which type of area feature you'd like to add. In the example below you would select Fallow from the displayed list.



Once you have selected Fallow, to record an area EFA, you will be shown a shape drawing tool (instead of a line).



- To start drawing click in the field on the edge of the new feature adding your first point
- Continue adding points by clicking areas to indicate the new outline of the area EFA
- Once you have completed drawing, double click to finish
- Click 'Next'



### Create Feature

The highlighted area is:

Type: Fallow  
 Area (m<sup>2</sup>): 4132.56  
 Associated field: 1/102/028/5/A

EU rules do not allow areas used for ecological focus area (EFA) to be double counted. Double counting will occur if a field (or part of a field) is declared as an EFA area and if linear feature(s) surrounding this area are also declared as EFA. Where this happens you will need to make a manual reduction to the declaration of the EFA area, to take account of the area taken up by the linear feature(s). The level of the reduction depends on the type of EFA landscape feature (i.e. hedge, trough or dry stone wall) and whether the EFA landscape feature is on the boundary of the field or inside the field.

Instructions on how to calculate the reduction to be applied in such instances can be found in the Guide to the Greening Payment which can be accessed at the following link: <http://www.slafrli.gov.uk/publications/guide-greening-payment-2015>. You should note that the online system will not calculate and apply reductions for overlapping EFAs; therefore, your area of EFA displayed may be overstated. If you think that you may have overlapping EFAs, you are advised to exercise caution particularly if you are very close to the minimum 5% EFA requirement.



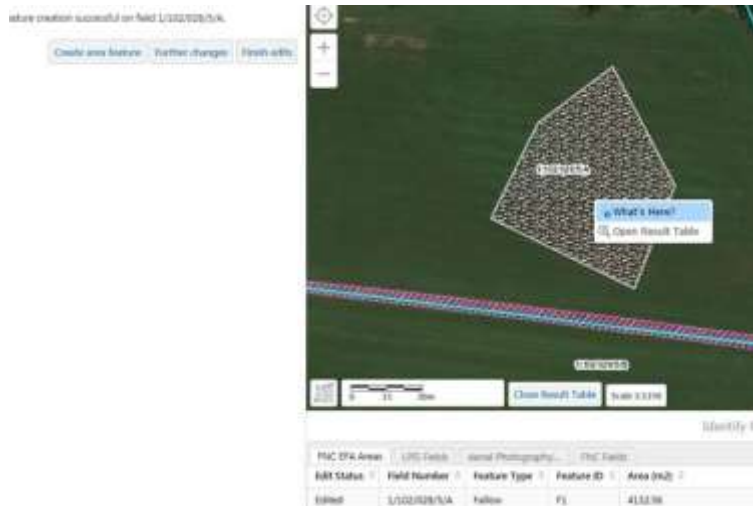
### Change completed

Feature creation successful on field 1/102/028/5/A.

Create area feature Further changes Finish edits



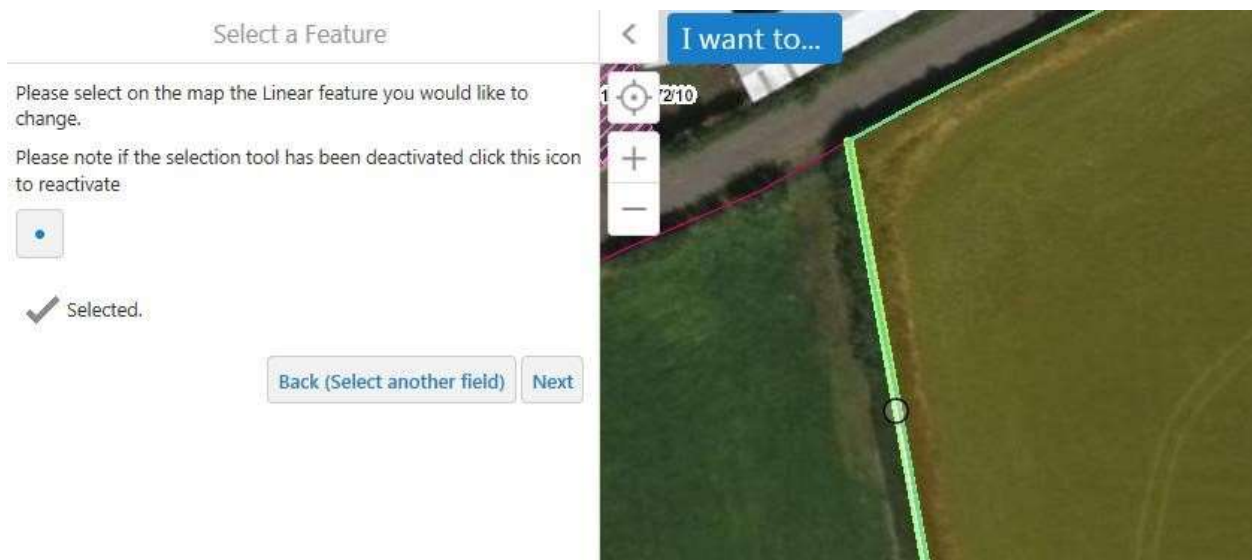
If you wish to know what an existing feature is, right click on it and then click 'What's Here?'



The '**FNC EFA areas**' tab of the Field Information Table will show the type of area feature, Feature ID, Area and the field number(s) of which the feature is part.

## 5.4 Change a Linear EFA feature

Go to EFA tab on land details page and choose 'I want to...Change an EFA linear feature'. Find a field and click to select it. Click 'Next' and select the field you wish to amend. Then select the particular linear EFA within that field by clicking on the line.



You will be shown the options of either simply changing the feature type (e.g. Hedge to Dry Stone Wall), or click 'Adjust line' to amend the length.

If you choose to amend, the EFA will be highlighted with the current size shown with drag points to change the length.











Click on a drag point and move the mouse to change the line. It can be extended or made shorter. The revised length will be shown when you stop.



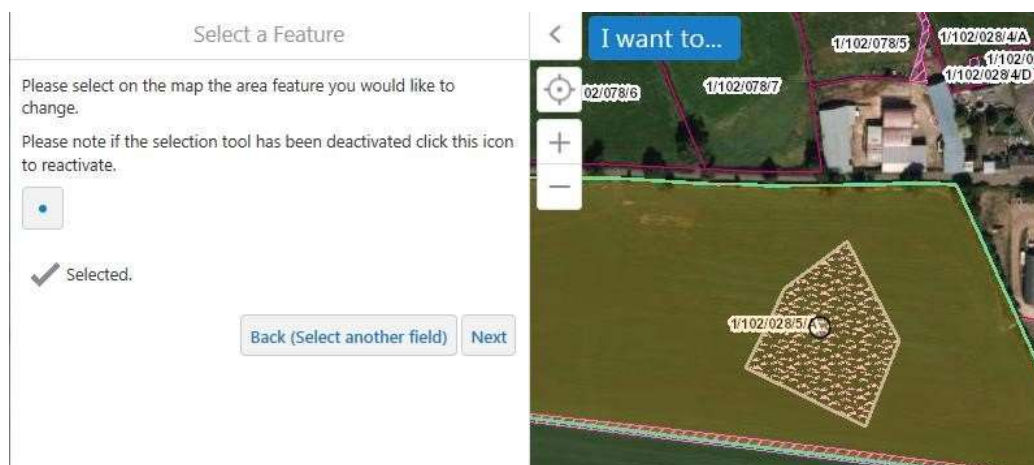
If the length is correct: click 'Next' to see details of new value, and then click 'Next (Confirm Edit)' to save. This will update the recorded EFA on the map and on the

EFA table under the column 'FNC LPIS Length/Area (m/m<sup>2</sup>)' on your land details page. Once all EFAs are recorded you will declare the length or area of the EFA for each feature on the EFA table in the column 'Declared Length/Area (m/m<sup>2</sup>)' to complete your declaration. Your total EFA (ha) for each feature will be calculated based on the length/area and percentage you have declared.

Field number	Feature ID 	Feature Type 	FNC LPIS Length/Area (m/m <sup>2</sup> ) 	Declared Length/Area (m/m <sup>2</sup> ) 	Declared % 	Total EFA (ha) 
1/102/028/5/A	H1	Hedges	34.07	0	50 %	0.00000

## 5.5 Change an Area EFA feature

Go to EFA tab on land details page and choose 'I want to...Change an Area EFA feature'. Find a field and click to select it. Click 'Next' and select the field you wish to amend. Then select the particular area EFA within that field by clicking on the shape.



You will be shown the option of either simply changing the feature type (e.g. Fallow to Nitrogen Fixing Crops), or click 'Adjust Area to amend the size.

If you choose to amend, the EFA will be highlighted with the current size shown with drag points to change the size/shape. Click on a drag point and move the mouse to change the size or shape. It can be extended or made smaller. The revised area will be shown when you have finished.

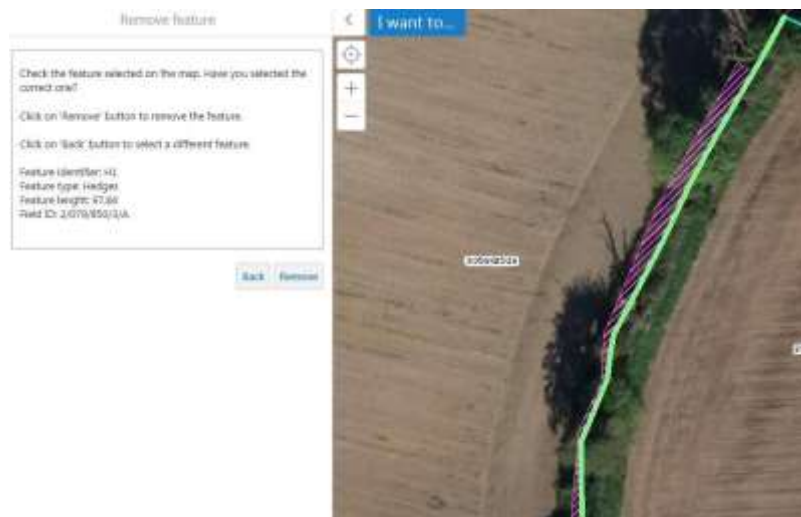
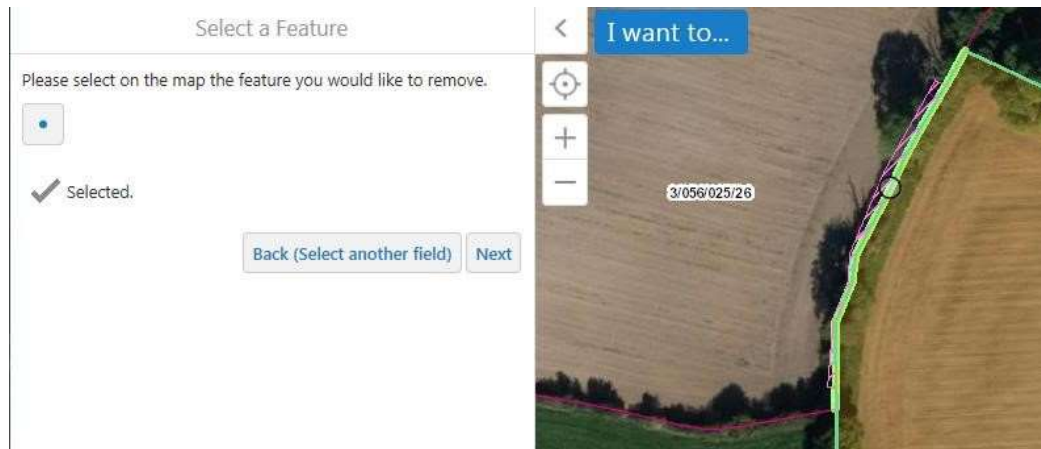


If the area is correct, click 'Next' to see details of new value, and then click 'Next (Confirm Edit)' to save. This will update the recorded EFA on the map and on the EFA table under the column 'FNC LPIS Length/Area (m/m<sup>2</sup>)' on your land details page. Once all EFAs are recorded you will declare the length or area of the EFA for each feature on the EFA table in the column 'Declared Length/Area (m/m<sup>2</sup>)' to complete your declaration. Your total EFA (ha) for each feature will be calculated based on the length/area and percentage you have declared.

Field number	Feature ID <a href="#">i</a>	Feature Type <a href="#">i</a>	FNC LPIS Length/Area (m/m <sup>2</sup> ) <a href="#">i</a>	Declared Length/Area (m/m <sup>2</sup> ) <a href="#">i</a>	Declared % <a href="#">i</a>	Total EFA (ha) <a href="#">i</a>
1/102/028/5/A	F1	Fallow	5020.17	0	100 %	0.00000

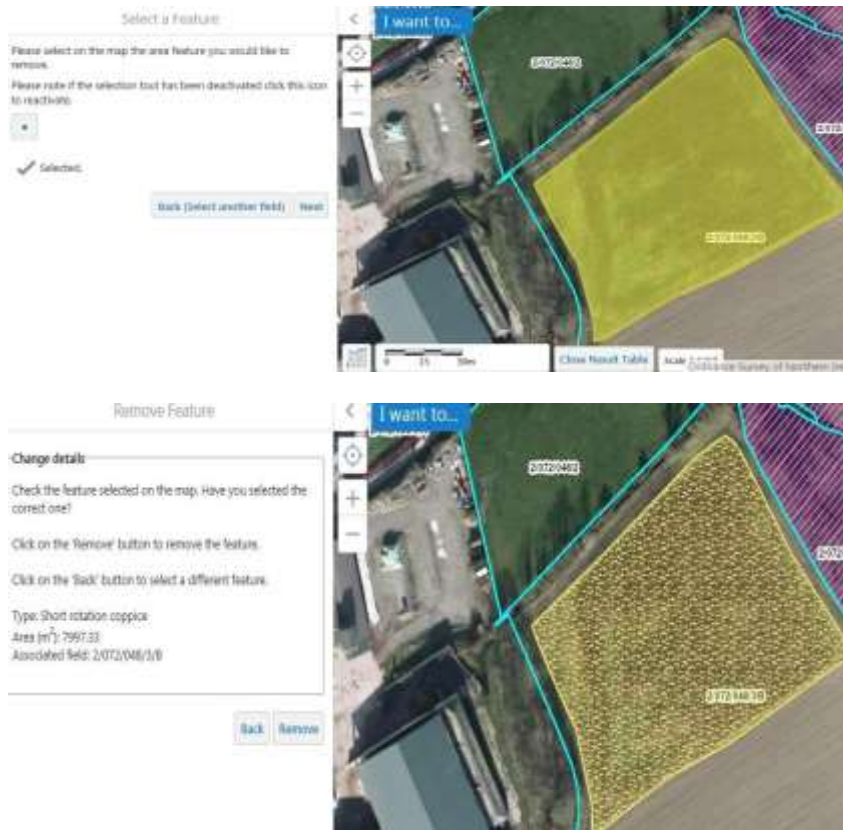
## 5.6 Remove an EFA linear feature

Go to EFA tab on land details page and choose 'I want to...Remove a linear EFA feature'. Find a field and click to select it. Click 'Next' and select the field you wish to amend. Then select the particular linear EFA for that field by clicking on the line.



## 5.7 Remove an Area EFA feature

Go to EFA tab on land details page and choose 'I want to...Remove an Area EFA feature'. Find a field and click to select it. Click 'Next' and select the field you wish to amend. Then select the particular area EFA for that field by clicking on the area.



## 6. Further Help and Support

For further help in completing your Single Application and Map and making your EFA declaration - use the contact details below:

**Telephone:**

**0300 200 7848 and ask for the Single Application Advisory Team**

**Email:**

[areabasedschemes@daera-ni.gov.uk](mailto:areabasedschemes@daera-ni.gov.uk)

**Also, view the information and guidance material including 'how to' videos on the Departments website at:**

<https://www.daera-ni.gov.uk/articles/area-based-schemes-2019-guidance-and-forms>

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