

Single Application 2019 Key Dates

1 March 2 May 1 March 15 May 8 April 15 Mav 16 May 31May penalty. 16 May 10 June 1 June 10 June

10 June

Application window which you should bear in mind when planning to complete your application.

Entitlement Transfer Service opens on **1 March** and closes on **2 May**.

Single Application and Map Service opens on **1 March** and applications must be submitted by 15 May to avoid a late claim penalty.

The facility to claim Environmental Farming Scheme payments will be available from 8 April and must be submitted by 15 May to avoid a late claim penalty.

Applications submitted by 15 May can be amended to increase or decrease the area you have claimed between these dates without

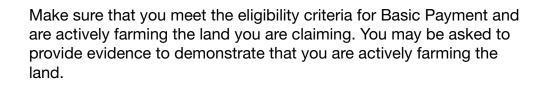
Applications received on or between these dates will be penalised by **1%** reduction on your payment for each working day it is late. For applications to the Regional Reserve the reduction increases to 4% for each working day it is late.

Applications already received can also be amended between these dates to increase the area you have claimed by adding fields, but you will be penalised on the amended fields by a 1% reduction on your payment for each working day it is late. For applications to the Regional Reserve, the reduction increases to 4% for each working day it is late. You can reduce fields/areas during this period without penalty.

This is the final date for receiving applications or increasing the area you have claimed on your Single Application. You can still reduce the area you have claimed after this date without penalty, for example, by removing a field but only if we have not already notified you of a penalty or a planned inspection.

The DAERA Advisory Team can be contacted on 0300 200 7848.

Single Application 2019 Check list



The Entitlements Register is now available online enabling Farm Businesses to view the number, type and value of BPS entitlements. Entitlements that are not claimed in two consecutive years will be confiscated and returned to the Regional Reserve. The Entitlement Transfer Service will be available until **2 May** if you wish to transfer entitlements to another farm business.

If you need to make changes to your land, do this using the online Single Application and Map Service. The most common error is where applicants do not remove areas of ineligible vegetation such as scrub, bracken or rush.

If you are setting up a new farm business or need to make changes to an existing farm business make sure you start this process early to avoid any delays to your application or payments.

If you have an EFS agreement you are required to submit a claim for each year of the agreement even if no payment is due. Check that you comply fully with the Terms and Conditions of the Scheme before you claim for your EFS Options and Non Productive Items.

If you need to submit additional forms or evidence to support your application do so within the application deadlines, or your application (or the part to which the supporting evidence relates) may be rejected.

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