

No	Answer the question if ..	Question for Case Officer
1	If BRN submits more than one application	The business has submitted more than one application during this application window. Confirm at least one applications/holding(s) is/are either: • entirely aimed at benefiting a SPA, SAC or SSSI • more than 5 miles (as the crow flies) from the previous application • arising from an Environmental Co-operation Action Fund (ECAAF) (not applicable) • for organic and slurry storage
2	If applicant has ticked 'Held under secure tenancy'	Confirm that the Secure Tenancy is in place for the duration of the Contract. For annual management, that's the appropriate number of years from 1 January, in the year following the year of approval. For capital items, that's for appropriate number of years from payment of final capital claim. If term of Secure Tenancy is less than the required duration, confirm there is a signed Landlord Declaration Form submitted.
3	If applicant has ticked 'Held under contractual licence'	Confirm that there is a signed Contractual Licence that will cover the duration of the Contract. For capital items, that's for appropriate number of years from payment of final capital claim. If the term of Contractual Licence is less than the required duration, confirm there is a signed Landlord Declaration Form submitted.
4	If applicant has ticked 'Held under crofting tenure'	Confirm that there is sufficient evidence submitted, as laid out in the 'Occupancy of Land' guidance confirming that the applicant has control of the land for the duration of the Contract. For annual management, that's the appropriate number of years from 1 January, in the year following the year of approval. For capital items, that's for appropriate number of years from payment of final capital claim.
5	All applications	Confirm all options selected in the application fit within the target area, as detailed in the guidance, or endorsement from SNH or FCS has been provided.
6	For all options, excluding: • Improving Public Access (not applicable) • Coastal Breaching, Lowering or Removal* • River Embankment Breaching, Lowering or Removal* • Restoring (Protecting) River Banks* • Slurry Storage* • Organic Farming - Maintenance • Organic Farming - Conversion • Upland HIA for deer management (as standalone capital item) - falls under the umbrella of Upland, peatland, moorland and heath (capital only) and is eligible under designated sites only. [Note: if the application only contains the above items then no FEA is needed. However, while there is no specific question asked on the system those marked with an asterisk will require a diffuse pollution risk assessment] Note: The reference to Improving Public Access currently remains on the system but is not applicable for 2019. The Improving Public Access element will not be reopening for applications following a record number of high quality applications in 2018	Confirm that the Farm Environmental Assessment has been submitted along with the relevant maps and tables.
7	For the following options: • Rural Sustainable Drainage Systems - Wetland • Rural Sustainable Drainage Systems - Sediment, Traps and Bunds • Rural Sustainable Drainage Systems - Swales • Rural Sustainable Drainage Systems - Pond • Hard Standings for Troughs and Gateways • Livestock Crossing • Livestock Tracks • Managing Steading Drainage and Rural Sustainable Drainage Systems • Pesticide Handling Facilities • Water-use Efficiency - Irrigation Lagoon	Confirm that the Diffuse Pollution Steading Assessment has been submitted along with the relevant maps and tables.
8	For all options, excluding: • Improving Public Access (not applicable) • Coastal Breaching, Lowering or Removal* • River Embankment Breaching, Lowering or Removal* • Restoring (Protecting) River Banks* • Slurry Storage* • Organic Farming - Maintenance • Organic Farming - Conversion • Upland HIA for deer management (as standalone capital item) - falls under the umbrella of Upland, peatland, moorland and heath (capital only) and is eligible under designated sites only. [Note: if the application only contains the above items then no FEA is needed. However, while there is no specific question asked on the system those marked with an asterisk will require a diffuse pollution risk assessment] Note: The reference to Improving Public Access currently remains on the system but is not applicable for 2019. The Improving Public Access element will not be reopening for applications following a record number of high quality applications in 2018	Confirm that the Farm Environmental Assessment submitted in support of the application is prepared to a suitable standard.
9	For the following options: • Rural Sustainable Drainage Systems - Wetland • Rural Sustainable Drainage Systems - Sediment, Traps and Bunds • Rural Sustainable Drainage Systems - Swales • Rural Sustainable Drainage Systems - Retention Pond • Hard Standings for Troughs and Gateways • Livestock Crossing • Livestock Tracks • Managing Steading Drainage and Rural Sustainable Drainage Systems • Pesticide Handling Facilities • Water-use Efficiency - Irrigation Lagoon	Confirm that the Diffuse Pollution Steading Assessment submitted in support of the application is prepared to a suitable standard.
10	If applicant has answered 'Yes' to the following question: 'Will the work benefit any designated site features on a Site of Special Scientific Interest (SSSI), Special Protection Area (SPA), Special Areas of Conservation (SAC)?'	Confirm that the proposed activities are taking place on, or adjacent to, the named SSSI, SPA and/or SAC, and that the activity will benefit the named designated site features.
11	If applicant has answered 'Yes' to the question: 'Is any of the land in a National Park?'	Confirm that the land, where the activity will take place, is in the National Park named in the application.
12	If applicant has answered 'Yes' to the question: 'Is any of your application within a National Scenic Area?'	Confirm that the land, where the activity will take place, is in the National Scenic Area named in the application.
13	If applicant has answered 'Yes' to the question: 'Is any of your application within a Scheduled Ancient Monument?'	Confirm that the land, where the activity will take place, is within the Scheduled Ancient Monument named in the application.
14	If applicant has answered 'Yes' to the question: 'Will the project contribute to peatland restoration?'	Confirm that the management is within a peatland area and that the application includes either of the two ditch blocking capital items (peat dams or plastic piling dams).
15	If applicant has answered 'Yes' to the question: 'Is this application as a result of an Environmental Co-operation Action Fund (ECAAF) project?' This question is not applicable for 2019 but as the question currently remains on the system and requires a response, applicants should answer the question 'No'	not applicable
16	If applicant has answered 'Yes' to the question: 'Is the proposed work in this application in collaboration with any other business?'	Confirm that the BRN(s) provided in the application, has an AECS/FGS application and are also claiming collaboration.
17	If applicant has ticked 'No' to the question: 'Is grant funding essential for the project to take place?'	Confirm the reason given by the applicant, as to why funding is not required for the project to take place but is being sought, is satisfactory.
18	If the area of basic payment scheme eligible land (not rough grazing) in the applicant's IACS business permanent land holding is either: a) less than or equal to 5Ha b) between 5Ha and 30 Ha (online questions also includes banding c) greater than 30 Ha)	Confirm that the area of basic payment scheme eligible land (excluding rough grazing) selected is correct, as defined in the small units options. Nb. For crofting counties this limit includes the area of the applicant's croft, any in-bye apportionment and any arable cropped land on the common grazing but NOT the remainder of the common grazing
19	If applicant has answered check 18 above - question 11 on system as a) or b) and has entered 'yes' to apply for the conservation of small units supplementary payments at question 11(b)	Applicant has applied for Conservation Management of Small Units Supplement, have you confirmed that they meet the option eligibility criteria?
20	If applicant has ticked 'Yes' to the question: 'Do you intend to apply for capital works on any march fences within this application'	Confirm that the Shared Boundary Agreement Form has been submitted/uploaded and from the map submitted/uploaded that the capital works applied for are on a march fence.
21	If applicant has selected any capital items linked to annual management	Confirm all capital items selected are eligible and necessary for the management of the option they are linked to.
22	If applicant has applied for actual cost items	Confirm that for all actual cost capital items quotes have been provided, as specified in the quotes guidance, for the capital works applied for.
23	If applicant has applied for actual cost items	Confirm that the Quotations Table has been fully completed and uploaded/submitted.
24	If applicant has applied for actual cost items	Confirm applicant's VAT status and all actual cost capital items are correctly applied for net of VAT, if VAT registered and inclusive of VAT, if not VAT registered.
25	If applicant has applied for actual cost items	Confirm if actual cost items have been selected, where standard cost items are available, that justification provided in the Quotations table is satisfactory.
26	If applicant has selected any Organic conversion options	Confirm applicant has provided an Organic Viability Proposal (OVP) from a UK-approved Organic Certification Body at time of application submission, confirming that conversion of the land, detailed in the application, is viable for conversion to organic.
27	If applicant has selected any Organic maintenance options	Confirm applicant has provided evidence that the land detailed in the application is registered with a UK-approved Organic Certification Body at time of application submission.
28	All applications	Confirm that the application meets all of the eligibility criteria and scheme requirements as set out in the guidance.