

# A Customer Guide to Online SAF Submission



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# Chapter 1 - Introduction

This document is intended to assist you with completing and submitting your Single Application Form (SAF) online using our Rural Payments and Services system.

Please remember your local area office can also help navigate you through your application. They can view your draft application and help you understand how to complete your online application. Area offices have self-service laptops for you to use if your own broadband is unreliable. Also, you can book an appointment to have assistance from our staff to help guide you through your application.

To submit your application online, you must be registered on Rural Payments and Services. You can find more information about this by visiting the [Rural Payments and Services – Your Business](#) section on the website.

The application can be completed and submitted by any of the following people providing the correct mandates are in place.

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## Rural Payments and Services Role

Business Responsible Person

Business Representative

Advisory Firm Accountable Person

Advisory Firm Agent

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There are two mandates that are applicable to the Single Application Form as listed below. As an online customer, you can apply these mandates to a Business Representative or Advisory Firm if you wish them to be able to complete and/or submit your Single Application Form on your behalf.

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Mandate Name	Description
Maintain Single Application Form Applications	Allows the completion of the SAF
Submit Single Application Form Applications	Allows the submission of the SAF

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If you would prefer, you can complete the paper mandate form [PF05 - Business mandate form](#) and hand this into your local area office.

We have used anonymised data throughout this document.

# Chapter 2 - The Online Application

## 1. Start the Application

The following steps assume that you have logged into Rural Payments and Services and clicked onto your Business name. Until the following steps have been completed, the application will not be created.

**1** Select **Applications** from the Business Menu Bar

The screenshot shows the top navigation bar of the Rural Payments and Services portal. The 'Applications' menu item is highlighted with a red circle and the number 1. The dashboard includes a search bar, a 'LOG OUT' button, and a 'User name' field. Below the navigation bar, there are sections for 'Associated Advisory Firms' (with an 'Approved' button), 'Business Representatives' (with a table for Name and Email address), and 'Proposed Business Representatives' (with a table for Name and Email address).

**2** Click the **Start Application** Drop-down arrow

The screenshot shows the 'Applications' section of the dashboard. The 'Start Application' label is followed by a drop-down menu with the text 'Select an Application'. A red circle with the number 2 highlights the drop-down arrow. A 'Start' button is visible to the right of the drop-down menu.

**3** Select **Single Application Form** from the list

The screenshot shows the 'Applications' section with the drop-down menu open. The 'Single Application Form' option is selected and highlighted with a red circle and the number 3. Other options in the list include 'Select an Application', 'Agri- Environment Climate Scheme', 'Forestry Grant Scheme', and 'Scottish Suckler Beef Support Scheme (Mainland and Islands)'. A 'Start' button is visible to the right of the menu.

**4** Click the **Start** button

The screenshot shows the 'Applications' section with the 'Start Application' drop-down menu set to 'Single Application Form'. A red circle with the number 4 highlights the 'Start' button.

The following screen details the information that you will need to complete your application. It confirms the latest date that your application and supporting documents must be submitted by to avoid penalty and contains links to the relevant guidance.

The lower part of the screen contains a mandatory question designed to establish your eligibility to participate in the Basic Payment Scheme and related schemes. If you have selected any option other than 'None of the above', you may still be eligible for Direct Payments providing you can demonstrate that you are actively farming.

<b>5</b>	<b>The Getting Started section</b>
<b>a</b>	What you will need to complete your application
<b>b</b>	The application and all supporting documentation must be received by <b>Monday 15 May 2017</b> to avoid penalty
<b>c</b>	<b>Links</b> are provided to the relevant <b>guidance</b>
<b>6</b>	This mandatory question is discussed on the following page

The screenshot shows the 'Getting Started' section of the 'Single Application Form (2017)'. The page has a green header with 'Home', 'Business Name', and 'BRN and MLC Details'. The main content area is titled 'Getting Started' and contains several paragraphs of text. Annotations are placed as follows:

- 5a**: Points to a bulleted list of requirements: 'Your current land map of all fields', 'Information for any land you rent seasonally', 'your most up-to-date contract schedule of works', 'your Land Manager Options continuing commitments', and 'the numbers of animals on your holding on 1 March'.
- 5b**: Points to the deadline 'Monday 15 May 2017' in the text: 'Your completed form must be submitted by Monday 15 May 2017'. This date is also highlighted in a red box in the original image.
- 5c**: Points to a 'Useful information' box on the right side of the page, which contains the text: 'Before completing this application you should read the guidance for any schemes you wish to participate in.' and a 'Read' button.
- 6**: Points to the 'Nature Of Business' section, which asks the user to indicate the nature of the business with checkboxes for: 'Airport', 'Permanent Sports and/ or Recreational Grounds', 'Railway Services', 'Real Estate Services', 'WaterWorks', and 'None of the above'.

At the bottom of the page, there are 'Cancel' and 'Continue' buttons. The 'Continue' button is labeled 'Scheme selection'.

6	The mandatory question at the bottom of the screen is designed to establish your eligibility to participate in the Basic Payment Scheme and related schemes. There are 2 scenarios for answering this question
a	<b>Scenario 1 – None of the above selected</b> This is the most common scenario and most customers will select this option.
b	<b>Scenario 2 – Any option(s) other than None of the above selected</b> An additional question is displayed asking about your agricultural activity.
c	<b>Scenario 2 – Additional question on agricultural activity</b> You may still be eligible for Direct Payments if you are able to demonstrate that you are actively farming. If you select the yes option, you will be required to provide supporting evidence of this.

### Nature Of Business

To participate in the Basic Payment Scheme and related schemes, a person must be an active farmer. The following questions are designed to establish this eligibility requirement.

Please indicate if the nature of the business is any of the following ?

- Airport
- Permanent Sports and/ or Recreational Grounds
- Railway Services
- Real Estate Services
- WaterWorks
- None of the above

Cancel
Continue

Scheme selection

### Nature Of Business

To participate in the Basic Payment Scheme and related schemes, a person must be an active farmer. The following questions are designed to establish this eligibility requirement.

Please indicate if the nature of the business is any of the following ?

- Airport
- Permanent Sports and/ or Recreational Grounds
- Railway Services
- Real Estate Services
- WaterWorks
- None of the above

**6c** You have indicated that your business is on the negative list. We may consider your business as eligible for direct payment if you can supply verifiable evidence to support that your business has agricultural activity. ?

- Yes. I am applying for Direct Payments support because my business has agricultural activity.
- No. I am not eligible to apply for Direct Payment support because I have no agricultural activity.

Cancel
Continue

Scheme selection

Please note, that if you have selected one or more of the choices in step 6b by mistake, you must deselect them before you can select None of the above. If you have made a selection in step 6c by mistake, you need to cancel the application and start again.

<b>7</b>	If you click the <b>Cancel</b> button, the application will not be created. You will be asked to confirm that you wish to cancel this application
<b>8</b>	Click the <b>Continue</b> button

7  
Cancel

8  
Continue  
Scheme selection

The following screen allows you to select the schemes that you would like to apply for or include within your application. It is divided into 4 sections however, the section for Seasonal Land will only be displayed if you claimed land last year that is considered to be seasonal at the time of application. You can still add new seasonal land at a later stage in the application.

Home
Business Name  
BRN and MLC

### Single Application Form (2017) - schemes you can apply for ?

Before you start your SAF application, please let us know which schemes and claims you would like to apply for.

I am only completing this form to tell you about my business and agricultural land  
 I wish to claim **Basic Payment Scheme** ?  
If you are claiming Basic Payment Scheme you must undertake a Greening obligation appropriate to your land unless exempt.

I wish to claim **Less Favoured Area Support Scheme (LFASS)** ?

#### Contracts and Continuing Commitments ?

I wish to claim the following schemes

 Agri- Environment Climate Scheme (AECS)  
 Beef Efficiency Scheme (BES)  
 Forestry Grant Scheme (FGS)

These schemes are now closed to new applications. I wish to apply/claim for:

 Land Managers Options (LMO)  
 **Rural Priorities**  

RDC\_RP/0000000/000/0000/0000000/X/000

#### Letting Land Out ?

Please confirm if you are letting any of your land out to another business this year.

Yes, I let out land to another business  
 No, I do not let any land out

#### Seasonal land ?

Confirm if you would like the details of the seasonal land which you supplied last year to be included in this year's application?

Yes, include last years seasonal land information  
 No, let me enter new seasonal land information for this year

Cancel
Start application

Declare Land

#### Useful information

Before completing this application you should read the guidance for any schemes you wish to participate in.

Read



**9** You have the option to complete this form to tell us about your business and agricultural land only  
 This option will be greyed out if any contracts/continuing commitments have been prepopulated

**9**  I am only completing this form to tell you about my business and agricultural land  
 I wish to claim Basic Payment Scheme ?  
 If you are claiming Basic Payment Scheme you must undertake a Greening obligation appropriate to your land unless exempt.  
 I wish to claim Less Favoured Area Support Scheme (LFASS) ?

<b>10</b>	If you have selected <b>Basic Payment Scheme</b> , additional questions will be displayed.
<b>a</b>	Select whether your land is registered as <b>organic</b>
<b>b</b>	You will only be asked if you want to use your partial exemption on your organic land if you have selected the <b>Partial</b> option in step <b>10a</b>
<b>c</b>	Select whether you have any permanent grass land parcels that do not contain any arable or rough grazing
<b>11</b>	If you have selected <b>Young Farmers Payment</b> , additional questions will be displayed.
<b>a</b>	Select the <b>Head of Business</b> from the drop-down list
<b>b</b>	Select when they became head of holding using the <b>Date Picker</b> icon
<b>c</b>	Their <b>Date of Birth</b> is picked up automatically from the business information and cannot be changed here
<b>d</b>	You will only be asked about <b>inorganic fertiliser</b> and <b>lime</b> if you have selected the <b>Yes</b> option in step <b>11c</b>
<b>12</b>	If you have selected <b>Less Favoured Area Support Scheme</b> , there are no additional questions.

I am only completing this form to tell you about my business and agricultural land  
 **10** I wish to claim Basic Payment Scheme ?  
 If you are claiming Basic Payment Scheme you must undertake a Greening obligation appropriate to your land unless exempt.

Is your land registered as organic?  No  All Organic  Partial ? **a**

Do you want to use your partial exemption on your organic land?  Yes  No ? **b**

Under our proposed certification scheme, applicants need to comply with the standard Permanent Grassland requirement (not to plough legally protected grasslands on Natural sites) plus an equivalent Nutrient Management Plan requirement.

Do you have any permanent grass land parcels which do not contain any arable land or rough grazing?  
 Yes  No **c**

Do you intend to apply inorganic fertiliser on any of your permanent grassland (exception for any fields which contain arable land or rough grazing)?  
 Yes  No **d**

Do you intend to apply lime on any of your permanent grassland land (exception for any fields which contain arable land or rough grazing)?  
 Yes  No **d**

**11**  Young Farmers Payment ?

Who is the Head of Business?  ? **a**

When did they become Head of Business? 21/11/2016  **b**

Date of Birth \*\*\*\*\*1975 **c**

**12**  I wish to claim Less Favoured Area Support Scheme (LFASS) ?



13	Select the schemes where you have a contract or commitment You will be able to add your claim details later in the application
14	Existing scheme(s) will be preselected with contract numbers displayed where we currently hold that information
15	The Beef Efficiency Scheme (BES) is now available for selection

### Contracts and Continuing Commitments ?

I wish to claim the following schemes

- Agri- Environment Climate Scheme (AECS)
- Beef Efficiency Scheme (BES) 15
- Forestry Grant Scheme (FGS)

13 These schemes are now closed to new applications. I wish to apply/claim for:

- Land Managers Options (LMO)
- Rural Priorities

RDC\_RP/0000000/000/0000/0000000/X/000 14

16	Select whether you are <b>Letting Land Out</b> to another business this year
17	Additional information that is only displayed when you have selected the <b>Yes</b> option at step 16

### Letting Land Out ?

Please confirm if you are letting any of your land out to another business this year.

16  Yes, I let out land to another business  
 No, I do not let any land out

17 As you have indicated that you let land out you will be presented with a Land Let Out indication box for each land use entry when declaring your land. Further information on when to use this box is provided in the land declaration section.

18	Select whether to include last year's <b>Seasonal Land</b> in your application
19	If you click the <b>Cancel</b> button, the application will not be created. You will be asked to confirm that you wish to cancel this application
20	Click the <b>Start application</b> button

### Seasonal land ?

Confirm if you would you like the details of the seasonal land which you supplied last year to be included in this year's application?

18  Yes, include last years seasonal land information  
 No, let me enter new seasonal land information for this year

19

Cancel

20

Start application

Declare Land

The application has now started and the Entitlements section is displayed. You can continue with your application by referring to the chapter [Completing The Application Sections](#) starting on page [14](#).

Home BRN: MLC:

### Single Application Form (2017) - Entitlements ?

Illustration of Entitlements Held

Region	Number Of Entitlements	Unit Value	Total Value in €
Region1	500.41	167.35	83,743.61

Do you wish to apply for an allocation of entitlement from National Reserve ? ?

No, I am not making an application for entitlements  
 Yes, I wish to make an application for entitlements

[Save and Close](#)  
 Return to your applications

[Save and Continue](#)  
 Land Declaration

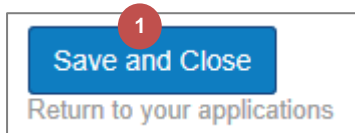
**Your application sections**

- Start page
- Scheme Selections
- Entitlements**
- Land Declaration
- Greening
- Declare Livestock
- Customer Details
- Supporting Documents
- Validation Errors 0
- Summary

## 2. Save and Close the Application

Once you have started the application, you can save and close it at any point. There is a button at the bottom left of every SAF screen to allow you to do this.

- 1 From within the application, click the **Save and Close** button.



- 2 You are now returned to the **Applications** screen and your application is in the **Draft Online** status

Home Business Name BRN and MLC Details

### Applications

Start Application Select an Application [v] [Start](#)

**Received and draft applications ?**

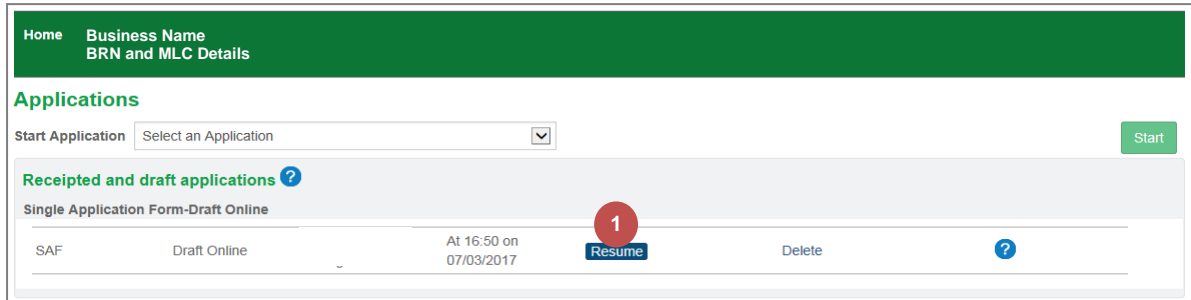
Single Application Form- Online

SAF	Draft Online	Last updated by	At 16:50 on 07/03/2017	<a href="#">Resume</a>	<a href="#">Delete</a>	<a href="#">?</a>

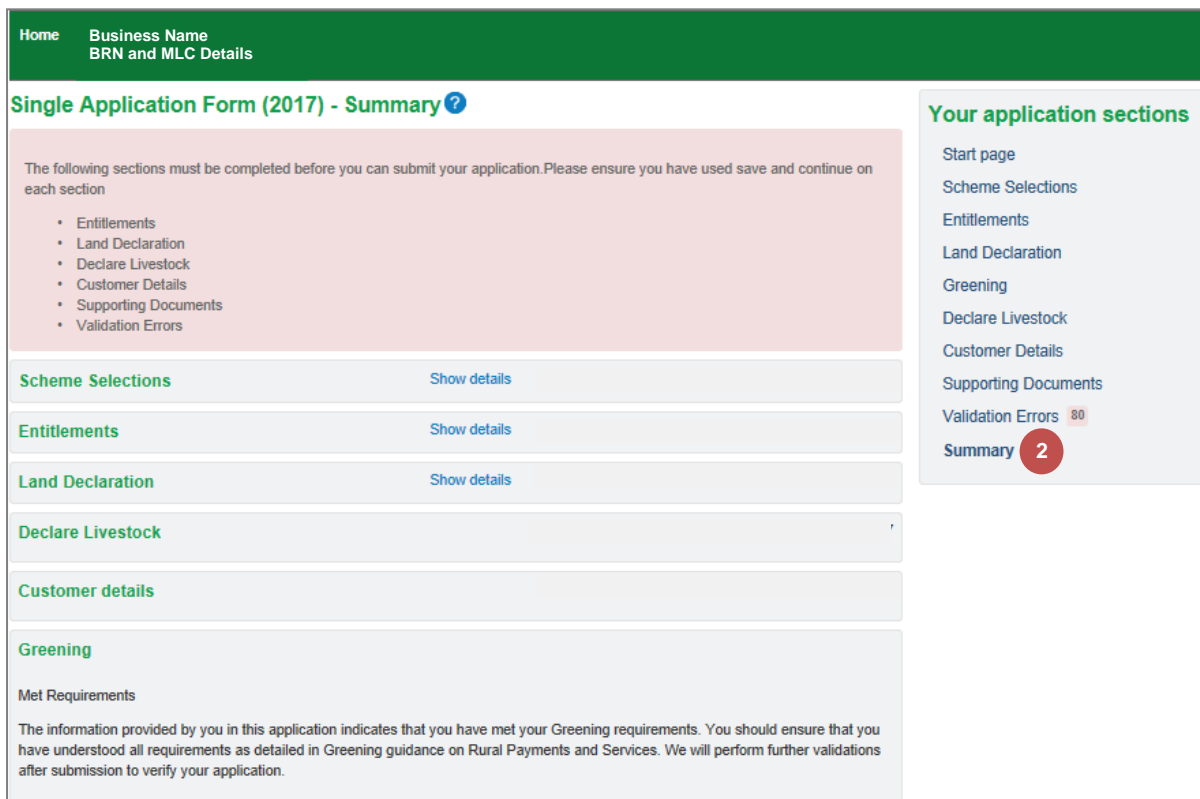
### 3. Resume an Existing Application

You can resume working on your SAF application at any time providing it is still in the Draft Online status. When resumed, you will be taken to the Summary section.

- 1 From the **Applications** screen, click the **Resume** button for your Draft Online SAF application.



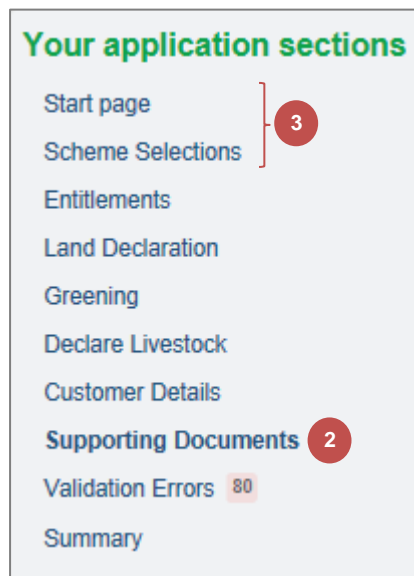
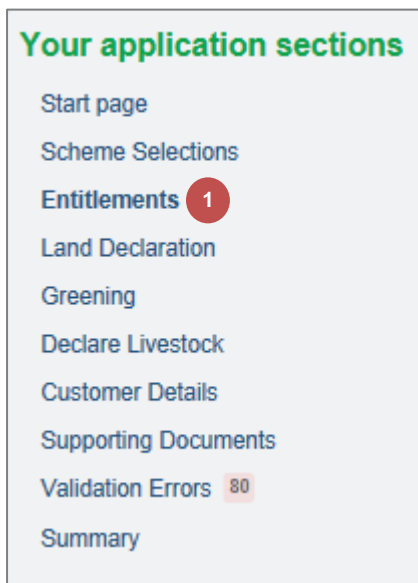
- 2 The **Summary** section is displayed  
The current section name is displayed in bold in the application sections area and displayed at the top of the screen
- 3 The **Error Panel** is displayed at the top in pink  
We have only just started the application and it is making us aware that the listed sections need to be completed before submission.



#### 4. Navigate through the Application

You can navigate to a specific section within the application or move in a logical fashion to the next section.

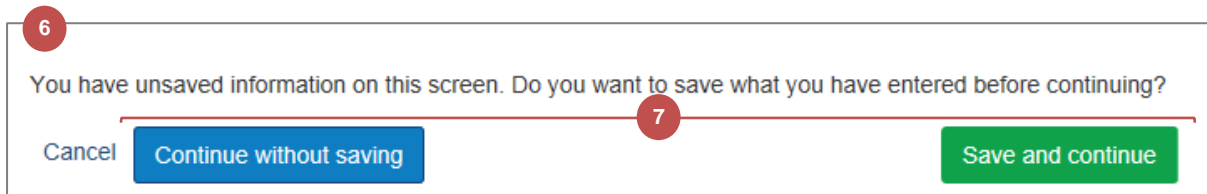
1	The <b>Current</b> section is displayed in bold Entitlements is the current section
2	Select the <b>Section</b> you want to display We have jumped straight to the Supporting Documents section
3	You are able to go back to the <b>Start Page</b> and <b>Scheme Selections</b> sections We completed these sections before clicking to start the application



4	Click the <b>Save and continue</b> button in the bottom right of the screen to navigate to the next section
5	The application indicates which section is <b>next</b> below the button In this instance it is Validation Errors



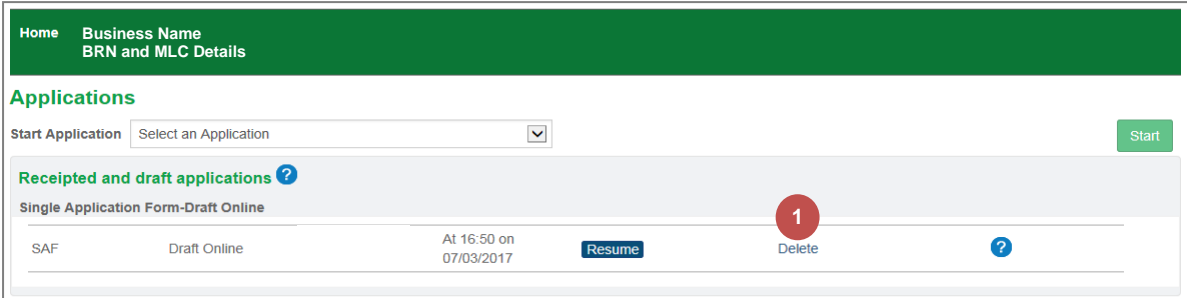
6	This pop-up window is displayed if you navigate away from a screen but you have changes that have not been saved
7	You can either <b>Continue without saving</b> or <b>Save and continue</b>



## 5. Delete the Draft Application

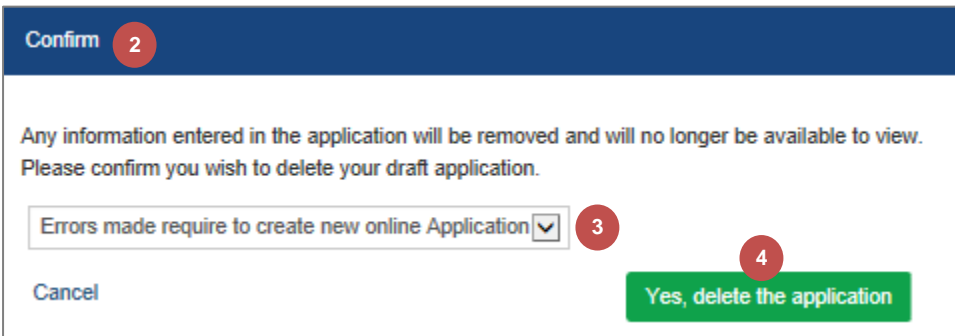
You can delete the application at any time providing it is still in the Draft Online state and has not been submitted.

- |          |  |
|----------|--|
| <b>1</b> | From the <b>Applications</b> screen, click the <b>Delete</b> link for your Draft Online SAF application. |
|----------|--|



The screenshot shows the 'Applications' section of a web interface. At the top, there is a green header with 'Home Business Name BRN and MLC Details'. Below this, the 'Applications' section has a 'Start Application' dropdown menu and a 'Start' button. A table titled 'Received and draft applications' contains one entry: 'SAF Draft Online' with a timestamp 'At 16:50 on 07/03/2017', a 'Resume' button, and a 'Delete' button. A red circle with the number '1' is placed over the 'Delete' button.

- |          |  |
|----------|--|
| <b>2</b> | A <b>confirmation</b> pop-up window is displayed               |
| <b>3</b> | Select your <b>reason for deletion</b> from the drop-down list |
| <b>4</b> | Click the <b>Yes, delete the application</b> button            |



The screenshot shows a 'Confirm' pop-up window. The title bar says 'Confirm' with a red circle containing the number '2'. The main text reads: 'Any information entered in the application will be removed and will no longer be available to view. Please confirm you wish to delete your draft application.' Below this is a dropdown menu with the text 'Errors made require to create new online Application' and a red circle with the number '3'. At the bottom left is a 'Cancel' button, and at the bottom right is a green button labeled 'Yes, delete the application' with a red circle containing the number '4'.

Please refer to the section [Start the Application](#) beginning on page [2](#) to create a new application.

## 6. Submit the Completed Application

Once you have completed your application and resolved any validation errors, you can submit your application. You must submit by Monday 15 May 2017 to avoid any penalties.

You will no longer be able to amend the application detail once you have submitted the application. If you need to amend your application after submission, you will need to notify your local area office by letter or email. Any amendment request received will be considered for inclusion in the application as per scheme guidance and this inclusion may result in penalties being applied.

<b>1</b>	At the bottom right of the <b>Summary</b> screen, click the <b>Submit</b> button
----------	--

Declarations and undertakings

I have read and understood the [declarations and undertakings](#)

We take seriously the way we store, secure and use your personal information and how we meet our legal obligations. We will use the information provided on the SAF for the purpose of delivering and and/or improving our administration of the Schemes and services we offer.

For more information on how we use your information please see <https://www.ruralpayments.org/publicsite/futures/privacy-policy/>

Save and close      Print Application      **1** Submit

Return to your applications ?

<b>2</b>	Click the <b>Yes, submit my application</b> button
----------	--

SAF Submission Confirmation

Are you sure you want to submit your application? You will not be able to change your information once you have submitted it.

Cancel      **2** Yes, submit my application

<b>3</b>	Your <b>confirmation of submission</b> and your <b>application reference number</b>
<b>4</b>	Confirmation that an <b>acknowledgement and receipt</b> and <b>summary</b> of this application has been created in the <b>Communications Log</b>
<b>5</b>	Please read <b>What happens next</b> carefully
<b>6</b>	Click the <b>Return to my applications</b> button

**3** **Thank you for your submission**

**Your application reference**

Your application reference is

An acknowledgement and receipt has been generated with this reference number and a summary of your application **4**

**Useful information**

Please check the guidance for any schemes that you are participating in.

[Link to guidance](#)

**5** **What happens next**

Your application and any supporting documents you provided will be assessed.

If you have any outstanding supporting documents to attach to the application then you can post or deliver them to the office detailed on your acknowledgement.

We will be in touch if we need you to provide any more information.

If you wish to view your application at any time, you can select it from the Manage My Applications screen. **6**

[Return to my applications](#)

- 7** The **application status** is now **Submitted**  
If you need to amend your application after submission, you will need to notify your local area office by letter or email.
- 8** You can **view** your application or **upload supporting documents** by clicking the **SAF Reference**

**Applications**

Start Application

**Received and draft applications** [?](#)

Applications submitted in

Type	Name	Reference	Date	Status
SAF		00SAF00000 <b>8</b>	10 Mar 2017	Submitted <b>7</b>

- 9** The Communication Log showing the **SAF acknowledgement, printed summary** and uploaded **Supporting Document**.

**Communication Log**

Date	Category	Document Type	Description	Channel	
10/03/2017 2:30 AM	Association	LETTER	SAF acknowledgement	SystemGenerated	<a href="#">View File</a>
10/03/2017 2:29 AM	Communication	LETTER	Printed summary	SystemGenerated	<a href="#">View File</a>
08/03/2017 5:42 PM	Mandate	SUPPORTING_DOCUMENT	In support of Young Farmer application	CustomerUpload	<a href="#">View File</a>



# Chapter 3 - Completing The Application Sections

## 1. Entitlements

The Entitlements section is the first one you see when you start the application. If you already have entitlements, an illustration of what you hold will be displayed. Otherwise, it will show that there are no entitlements held.

### 1 The illustration of the Entitlements Held

Home Business Name  
BRN and MLC

Single Application Form (2017) - Entitlements ?

Illustration of Entitlements Held 1

Region	Number Of Entitlements	Unit Value	Total Value in €
Region1	500.41	167.35	83,743.61

Do you wish to apply for an allocation of entitlement from National Reserve ? ?

No, I am not making an application for entitlements  
 Yes, I wish to make an application for entitlements

Save and Close  
Return to your applications

Save and Continue  
Land Declaration

Your application sections

- Start page
- Scheme Selections
- Entitlements**
- Land Declaration
- Greening
- Declare Livestock
- Customer Details
- Supporting Documents
- Validation Errors 0
- Summary

2	Select whether you wish to apply for an allocation of entitlement from the <b>National Reserve</b>
a	If you have selected the <b>Yes</b> option at <b>step 2</b> , you are now asked which <b>category</b> you wish to apply for.
b	If you have selected <b>New Entrants</b> , choose the <b>date you commenced agricultural activity</b> from the drop-down list.
c	If you have selected <b>Young Farmer</b> , the information that you chose earlier at the <b>Start Page</b> is <b>prepopulated</b> .

Do you wish to apply for an allocation of entitlement from National Reserve ? ?

2  No, I am not making an application for entitlements  
 Yes, I wish to make an application for entitlements

Please ensure you have read the guidance on applications before applying

Which category do you wish to apply for?

a  New Entrants  
 Young Farmers

Do you wish to apply for an allocation of entitlement from National Reserve ? ?

**2**  No, I am not making an application for entitlements  
 Yes, I wish to make an application for entitlements

**Please ensure you have read the guidance on applications before applying**

Which category do you wish to apply for?

**New Entrants**

When did you commence agricultural activities?

**b**

---

**Young Farmers**

Who is the application for?

Date became head of Holding  **c**

Date of Birth \*\*\*\*\*1975

**3** Click the **Save and Continue** button to advance to **Land Declaration**

### Single Application Form (2017) - Entitlements ?

**Illustration of Entitlements Held**

Region	Number Of Entitlements	Unit Value	Total Value in €
Region1	500.41	167.35	83,743.61

Do you wish to apply for an allocation of entitlement from National Reserve ? ?

No, I am not making an application for entitlements  
 Yes, I wish to make an application for entitlements

**Please ensure you have read the guidance on applications before applying**

Which category do you wish to apply for?

**New Entrants**

**Young Farmers**

Who is the application for?

Date became head of Holding

Date of Birth \*\*\*\*\*1975

**3** **Save and Continue**  
Land Declaration

**Save and Close**  
Return to your applications

**Your application sections**

- Start page
- Scheme Selections
- Entitlements**
- Land Declaration
- Greening
- Declare Livestock
- Customer Details
- Supporting Documents
- Validation Errors 0
- Summary

## 2. Land Declaration

### 2.1 Land Declaration Summary Screen

All land information that we hold for the business will be available within the application. You can add land or exclude it if you are no longer using it.

1	All locations currently associated with your business This includes Permanent, Seasonal and Common Grazings
2	Hyperlinks for each land parcel or common grazing share The link takes you to the screen for managing the land details
3	An Alias name can be added to make it easier to identify the land
4	The completion status column displays one of the following: <ul style="list-style-type: none"> <li>Not Started</li> <li>In Progress</li> <li>Validation Passed</li> <li>Validated with Error</li> <li>Excluded</li> </ul>
5	A count of errors within that land parcel is displayed

Home
Business Name  
BRN and MLC

### Single Application Form (2017) - Land Declaration Summary ?

1

2

3

4

5

Apply

Reset

Location code	Land	Alias Name	Status	Errors
00/000/0000 (Permanent)	NM/00000/00000		Not Started	0
00/000/0000 (Permanent)	NM/00000/00000		Not Started	0
00/000/0000 (Common Grazing)	CG Name		Not Started	0

?
Print land
Add New Land
Validate

Save and Close
Save and Continue

Return to your applications
Greening

#### Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration**
- Greening
- Declare Livestock
- Customer Details
- Supporting Documents
- Validation Errors 0
- Summary

## 2.2 Add Land

You can add new land from the Land Declaration Summary screen.

### 2.2.1 Permanent / Seasonal Land

**1** Click the **Add New Land** button

Single Application Form (2017) - Land Declaration Summary ?

Apply Reset

Location code	Land	Alias Name	Status	Errors
00/000/0000 (Permanent)	NM/00000/00000		In Progress	0
00/000/0000 (Permanent)	NM/00000/00000		Not Started	0
00/000/0000 (Common Grazing)	CG Name		Not Started	0

Save and Close  
Return to your applications

Print land Add New Land Validate

Save and Continue  
Greening

**Your application sections**

- Start page
- Scheme Selections
- Entitlements
- Land Declaration**
  - Greening
  - Declare Livestock
  - Customer Details
  - Supporting Documents
  - Validation Errors 6
  - Summary

**2** Select **Permanent / Seasonal Land**

**3** Click the **Continue** button

Add New Land

What type of land are you adding ?

Permanent / Seasonal Land  Common Grazing

Cancel Continue

**4** Complete the **Land Parcel Identifier** or **Location Code** and **Alternative Land reference**

**a** Example of **Seasonal Land** being added by **Land Parcel Identifier**

**b** Example of **Permanent Land** being added by **Location Code** and **Alternative Land reference**

**5** Select the **Reason for Adding** from the drop-down box  
Only available if it is added as a **Location Code** and **Alternative Land reference**

**6** Select whether it is **LFA land**  
Only available if it is added as a **Location Code** and **Alternative Land reference**

**7** Click the **Finish** button

**Add New Land**

What type of land are you adding ?

Permanent / Seasonal Land  Common Grazing

Land Parcel Identifier  **4a** ?  
Allowed Format : NJ/12345/12345

OR

Location Code   
Format for the location code is cc/ppp/hhhh or ppp/hhhh

Alternative Land reference   
Use the format: grid reference or Location code/number (ppp/hhhh/x)  
 Use the same reference as used on the Land Maintenance Form LMF

Is the land within the less-favoured area (LFA)?  Yes  No

For more information, please refer to the [Land Maintenance Form \(PF06\)](#)

Cancel **7**  
Finish

**Add New Land**

What type of land are you adding ?

Permanent / Seasonal Land  Common Grazing

Land Parcel Identifier  ?  
Allowed Format : NJ/12345/12345

OR

Location Code   
Format for the location code is cc/ppp/hhhh or ppp/hhhh **4b**

Alternative Land reference   
Use the format: grid reference or Location code/number (ppp/hhhh/x)  
 Use the same reference as used on the Land Maintenance Form LMF

Is the land within the less-favoured area (LFA)?  Yes  No **5**

Reason for Adding  **6**

For more information, please refer to the [Land](#)  **7**

Cancel **7**  
Finish

**8** The added **Permanent Land** is displayed in the Land Declaration table

**9** The added **Seasonal Land** is displayed in the Land Declaration table

Location code Select an Option	Land	Alias Name	Status	Errors
00/000/0000 Added (Permanent) <span style="color: red; font-weight: bold; border-radius: 50%; padding: 2px 6px;">8</span>	NM/00000/00000		Not Started	0
00/000/0000 (Permanent)	NM/00000/00000		In Progress	0
00/000/0000 (Permanent)	NM/00000/00000		Not Started	0
00/000/0000 Added (Seasonal) <span style="color: red; font-weight: bold; border-radius: 50%; padding: 2px 6px;">9</span>	NM/00000/00000		Not Started	0
00/000/0000 (Common Grazing)	CG Name		Not Started	0

## 2.2.2 Common Grazing

1 Click the **Add New Land** button

Single Application Form (2017) - Land Declaration Summary ?

Apply Reset

Location code	Land	Alias Name	Status	Errors
00/000/0000 (Permanent)	NM/00000/00000		In Progress	0
00/000/0000 (Permanent)	NM/00000/00000		Not Started	0
00/000/0000 (Common Grazing)	CG Name		Not Started	0

1

Print land Add New Land Validate

Save and Close Return to your applications Save and Continue Greening

Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration**
- Greening
- Declare Livestock
- Customer Details
- Supporting Documents
- Validation Errors 6
- Summary

2 Select **Common Grazing**

3 Click the **Continue** button

Add New Land

What type of land are you adding ?

Permanent / Seasonal Land 2  Common Grazing

Cancel Continue 3

4 Select whether it is a **Croft share** or **Land Parcel**

Add New Land

What type of land are you adding ?

Permanent / Seasonal Land  Common Grazing

Please select one option you wish to add

4  Croft share(to claim BPS,LFASS)  Land parcel(to claim AECS,FGS,RP)

Cancel Finish



**5** If it is a **Croft share**, complete the **Common Grazing Location Code**, share **location** if known and select the **croft name** from the drop-down list

**Add New Land**

What type of land are you adding ?

Permanent / Seasonal Land  Common Grazing

Please select one option you wish to add

Croft share(to claim BPS,LFASS)  Land parcel(to claim AECS,FGS,RP)

Common Grazing Location Code  ?

If known,please enter the share Location  5

Allowed Formats : cc/ppp/hhhh, ppp/hhhh

Please select croft name

Reason for Adding  Please select

For more information, please refer to the [Land Maintenance Form \(PF06\)](#)

Cancel Finish

- 6** If it is a **Land parcel**, complete the **Land Parcel Identifier**
- 7** Select the **Reason for Adding** from the drop-down box
- 8** Click the **Finish** button

**Add New Land**

What type of land are you adding ?

Permanent / Seasonal Land  Common Grazing

Please select one option you wish to add

Croft share(to claim BPS,LFASS)  Land parcel(to claim AECS,FGS,RP)

Land Parcel Identifier  6

Allowed Format : NJ/12345/12345

Reason for Adding  Please select 7

For more information, please refer to the [Land Maintenance Form \(PF06\)](#)

Cancel 8  
Finish

## 2.3 Delete Land

You can delete new land that has been added to the application and this land will be permanently removed from the application.

**1** Click on the **Land Parcel Identifier** or **Common Grazing Share**

Location code	Land	Alias Name	Status	Errors
Select an Option				
00/000/000 Added (Permanent)	NM/00000/00000 <b>1</b>		Not Started	0

**2** Click on the **Delete Land** button

Added PERMANENT 00/000/000 [Redacted] Not Started **2**  
Delete Land

Reason for adding: There is an outstanding update as I have already submitted a Land Maintenance Form

Please declare your activity Please select [Dropdown] ?

**3** Click on the **Yes, Delete** button to confirm the deletion

Delete Land

You are about to delete land parcel [00/000/0000]. It will be permanently removed from the application. Do you wish to continue? **3**

Cancel Yes, Delete

## 2.4 Manage Land Details

**1** Click on the **Land Parcel Identifier** or **Common Grazing Share**

Location code	Land	Alias Name	Status	Errors
00/000/000 (Permanent)	NM/00000/00000 <b>1</b>		Not Started	0

- 2** Enter an **alias** to make it easier to identify this land (optional)
- 3** Please select your **activity** from the drop-down list
- 4** Select whether this land is **organic**  
You will only see this question when you have selected the partially organic option at the Scheme Selection section
- 5** The Land Use and intended Claim
- a** The **Payment Region** will be prepopulated where there is only 1 region. Where you have multi-region land, select the correct region from the drop-down list.
- b** The **Land Use** is prepopulated if we hold this information however you can select another one by clicking the drop-down arrow. You can change this by clicking on the drop-down arrow and typing any part of the land use code or description
- c** Enter the values for **Land use area**, **LFASS** and **BPS** if applicable
- d** Tick the box for **LLO** if you let this land out  
This box will only be visible if you have told us that you let land out in the Scheme Selections section
- e** Click this **link** if you want to **delete** this land use and intended claim

Single Application Form (2017) - Manage land details ?

1 of 3 Current Land Selection **2**

PERMANENT 00/000/0000 NM/00000/00000  Not Started

Gross Field Area (ha) 0.85 Excluded Land Area (ha) 0.00 BPS Eligible Area 0.85 [Exclude Land](#)

Less Favoured area

Payment Regions Region1

Please declare your activity  ? **3**

Is the Land Organic  Yes  No ? **4**

Please tell us how you use this land and your intended claims ?

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO ?	
Region1 <b>a</b>	PGRS - Permanent Grassland <b>b</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <b>d</b>	Delete <b>e</b>
<b>Total</b>		0	0	0		

[Add another Land use](#) ?

Ecological Focus Area [Show](#) ?  
Rural Priorities [Show](#) ?

Restore to last saved data ?

[Return to Land Declaration](#) [Save](#) [Next](#)

- 6 Click the **Add another Land use** button (if necessary)  
Another row will be added to the table and can be deleted again if this is done in error
- 7 Repeat **step 5** to complete the new row  
The LFASS and BPS Claim boxes are dependent on the Land use selected

Please tell us how you use this land and your intended claims ?

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO ?	
Region1	PGRS - Permanent Grassland	0.50	0.50	0.50	<input type="checkbox"/>	Delete
Region1	Please select				<input type="checkbox"/>	Delete
<b>Total</b>		0.50	0.50	0.50		

[Add another Land use ?](#)

- 8 If you have a **contract or continuing commitment**, it will be displayed.

[Ecological Focus Area](#) [Show ?](#) [Add another Land use ?](#)  
[Rural Priorities](#) [Hide ?](#)

Options	Contract Reference	Contract	Claim Quantity	Area	Remove
RP21418 - Management of wetland	0000000/X/000	0.30	0.30	HA	0.30

[Add another option ?](#)

- 9 If you need to add an **option** to a **contract or continuing commitment** that is not displayed, click the **Show** link.

[Ecological Focus Area](#) [Show ?](#)  
[Rural Priorities](#) [Show ?](#)

- 10 Click the **Add another option** button

[Ecological Focus Area](#) [Show ?](#)  
[Rural Priorities](#) [Hide ?](#)

Options	Contract Reference	Contract	Claim Quantity	Area	Remove

[Add another option ?](#)

- 11 Select the **Option** from the drop-down list
- 12 Enter the **Claim Quantity**

[Ecological Focus Area](#) [Show ?](#)  
[Rural Priorities](#) [Hide ?](#)

Options	Contract Reference	Contract	Claim Quantity	Area	Remove
Please select					Delete

[Add another option ?](#)

- 13 Repeat **steps 10-12** for any additional options

Once you have entered all the necessary claim information, there are a few buttons to choose from at the bottom of the screen.

<b>14</b>	Select the <b>Next</b> button to save this land parcel and move onto the next <i>The Land Parcel Identifier is displayed below the button</i>
<b>15</b>	Select the <b>Return to Land Declaration</b> button to save this land parcel and return to the Land Declaration table
<b>16</b>	Select the <b>Save</b> button if you want to save the information you have entered so far or plan to close the overall window
<b>17</b>	Select the <b>Restore to last saved data</b> link if you want to cancel the changes since you last saving action

Restore to last saved data ?

Return to Land Declaration
Save
Next

<b>18</b>	If you have selected the <b>Next</b> button, continue from <b>step 2</b> for the next land parcel. <i>Once you move onto the second land parcel, a Previous button becomes available too.</i>
-----------	--

<b>19</b>	If you have selected the <b>Return to Land Declaration</b> button, this land parcel's status has been updated to <b>In Progress</b> . Repeat from <b>step 1</b> for all other land parcels/common grazing shares. <i>You can select the land parcels in any order</i>
-----------	--

Location code	Land	Alias Name	Status	Errors
Select an Option			▼	
00/000/000 <small>(Permanent)</small>	NM/00000/00000		<b>19</b> In Progress	0
00/000/000 <small>(Permanent)</small>	NM/00000/00000		Not Started	0
00/000/000 <small>(Common Grazing)</small>	CG Share		Not Started	0

## 2.4.1 Common Grazing

The Common Grazing Manage Land details screen is almost identical to the land parcel screen. Below are the slight differences.

Please refer to the section [Manage Land Details](#) starting on page [23](#) to assist you with completing your land details.

<b>1</b>	This detail relates to the entire <b>Common Grazing</b> It will also display whether it is part of a special Common Grazing Arrangement
<b>2</b>	This detail relates to your <b>Common Grazing Share</b>

**Single Application Form (2017) - Manage land details** [?](#)

[4 of 4 Current Land Selection](#)

**COMMON GRAZING Location and Name of Common Grazing** Not Started

Gross Field Area (ha) 101.05 Excluded Land Area (ha) 2.87 BPS Eligible Area 98.18 [Exclude Land](#)

Less Favoured area

Payment Regions Region2

Total Sheep Equivalent 48.00

**Shareholder location Location and Croft Name**

Shared TSE 6 BPS Eligible Area 12.27

Payment Regions Region2

Please declare your activity  [?](#)

Is the Land Organic  Yes  No [?](#)

Please tell us how you use this land and your intended claims [?](#) [?](#)

Payment Region	Land use	Land use area (ha)	BPS Claim (ha)	
<input type="text" value="Region2"/>	<input type="text" value="RGR - Rough Grazing"/>	<input type="text"/>	<input type="text"/>	<a href="#">Delete</a>
<b>Total</b>		0	0	

[Add another Land use](#) [?](#)

[Ecological Focus Area](#) [Show](#) [?](#)

[Restore to last saved data](#) [?](#)

[Return to Land Declaration](#)
[Previous](#)
[Save](#)
[Next](#)

Land Declaration

## 2.4.2 Exclude Land

You may wish to exclude land if it is no longer part of your business or has no agricultural activity.

**1** Click on the **Land Parcel Identifier** or **Common Grazing Share**

Location code	Land	Alias Name	Status	Errors
00/000/000 (Permanent)	NM/00000/00000 <b>1</b>		Not Started	0

**2** Click the **Exclude Land** button

PERMANENT 00/000/0000 NM/00000/00000  Not Started **2**

**Exclude Land**

Gross Field Area (ha) 0.85 Excluded Land Area (ha) 0.00 BPS Eligible Area 0.85

Less Favoured area

Payment Regions Region1

**3** Select the **reason** for **excluding** the land from the drop-down list

**4** Click the **Yes, Exclude** button

Exclude Land NM/00000/00000

Please provide the reason for excluding the land from your application and confirm, otherwise please cancel

The latest information is incorrect, this business does not occupy this land parcel  **3**

Cancel **4** **Yes, Exclude**

**5** An **error** is generated for the **exclusion** and is automatically resolved with your **reason** from **step 3**

**6** The **status** is updated to **Excluded**

**7** The **Include Land** button is now available  
This will allow you to add the land back into your application



Please fix these errors or select a justification reason, before submitting your application:

5

✔ You have excluded this land parcel from your application. Please provide a reason.

The latest information is incorrect, this business does not occur

1 of 3 [Current Land Selection](#)

PERMANENT 00/000/0000 NM/00000/00000

Excluded

6

Gross Field Area (ha) 0.85 Excluded Land Area (ha) 0.00 BPS Eligible Area 0.85

7

[Include Land](#)

Less Favoured area

Payment Regions Region1

## 2.5 Validate Land

You can ask to validate your land at any point. You do not have to wait until you have added the information for all land.

Land with a status of Not Started or Excluded will not be validated.

- 1 Click the **Validate** button

Single Application Form (2017) - Land Declaration Summary ?

Apply Reset

Location code	Land	Alias Name	Status	Errors
Select an Option				
00/000/000 (Permanent)	NM/00000/00000		In Progress	0
00/000/000 (Permanent)	NM/00000/00000		In Progress	0
00/000/000 (Common Grazing)	CG Name		Not Started	0

Print land Add New Land Validate

Save and Close Save and Continue

Return to your applications Greening

- 2 Both land parcels that were in progress are now showing the status **Validated with Error**
- 3 The **Error** count is also displayed
- 4 Click on the **Land Parcel Identifier**

Location code	Land	Alias Name	Status	Errors
Select an Option				
00/000/000 (Permanent)	NM/00000/00000		Validated with Error	1
00/000/000 (Permanent)	NM/00000/00000		Validated with Error	5
00/000/000 (Common Grazing)	CG Name		Not Started	0

5

Any errors are displayed at the top of the **Manage land details** screen

### Single Application Form (2017) - Manage land details ?

5

Please fix the following errors, before submitting your application:

- You have selected to use partial organic exemption and therefore must indicate if this land parcel is or is not organic.

1 of 3. Current Land Selection

PERMANENT 00/000/0000 NM/00000/00000

Validated with Error

Exclude Land

Gross Field Area (ha) 0.85 Excluded Land Area (ha) 0.00 BPS Eligible Area 0.85

Less Favoured area

Payment Regions Region1

Please declare your activity PA - Undertaking Production Activities

Is the Land Organic  Yes  No

6

For some errors, you will be able to choose a **justification reason**.

Please fix the following errors, before submitting your application:

- You have selected to use partial organic exemption and therefore must indicate if this land parcel is or is not organic.

Please fix these errors or select a justification reason, before submitting your application:

You have claimed 0.66 ha for Basic Payment Scheme which exceeds the eligible area 0.65 ha. Please review your claimed area.

The declared scheme(s), option(s) and land use(s) required 0.67 ha which exceeds the gross field area 0.66 ha. Please amend appropriately.

You have claimed 0.66 ha for Less Favoured Area Support Scheme which exceeds the eligible area 0.65 ha. Please review your claimed area.

Select Justification

I will submit a Land Maintenance Form as the current map is incorrect  
I have reduced an ineligible feature and I will submit a Land Maintenance Form  
There is an outstanding update as I have already submitted a Land Maintenance Form

Select Justification

7

The current **Status** is displayed in the top right corner

8

Correct any errors and click the **Save & Re-validate** button

PERMANENT 00/000/0000 NM/00000/00000

Validated with Error

Exclude Land

Gross Field Area (ha) 0.85 Excluded Land Area (ha) 0.00 BPS Eligible Area 0.85

Less Favoured area

Payment Regions Region1

Please declare your activity PA - Undertaking Production Activities

Is the Land Organic  Yes  No

Please tell us how you use this land and your intended claims

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO	
Region1	PGRS - Permanent Grassland	0.85	0.85	0.85	<input type="checkbox"/>	Delete
Total		0.85	0.85	0.85		

Add another Land use

Ecological Focus Area Show

Rural Priorities Show

Restore to last saved data

Return to Land Declaration Save & Re-validate Next

**9** The status has been updated to **Validation Passed**  
This can be viewed in the Manage Land Details screen and the Land Declaration table

PERMANENT 00/000/0000 NM/00000/00000  **9** Validation Passed

Location code	Land	Alias Name	Status	Errors
Select an Option	<input type="text"/>	<input type="text"/>	<input type="text"/>	
00/000/000 (Permanent)	NM/00000/00000		<b>9</b> Validation Passed	0

### 3. Greening

The Greening screen is read-only. It is based on BPS claim areas and other information already provided by you within the application.

It will indicate to you whether you have met your Greening requirements and provide information.

You can find out more by reading the Greening guidance on the Rural Payments and Services website.

1 Click the **Save and continue** button to advance to the **Declare Livestock** section

#### Single Application Form (2017) - Greening ?

The information provided by you in this application indicates that you are exempt from Ecological Focus Area and Crop Diversification. One way to meet your greening requirements is by claiming over 75% of your Basic Payment Scheme claimed agricultural land as either grasses or other herbaceous forage, and the remaining claimed arable land (less temporary grass, fallow and herbaceous forage) does not exceed 30 ha. You have currently claimed 100.00% and therefore are meeting the requirements. You should ensure that you have understood all requirements as detailed in the Greening guidance on Rural Payments and Services. We will perform further validations after submission to verify your application.

Total Arable Area

#### Ecological Focus Area ?

EFA Area Required

Practice	Claim Area	Weighting Factor	Converted Area
<b>Total</b>	<b>0.00</b>		<b>0.00</b>

The information provided by you in this application indicates that you are exempt. You have currently only claimed 0.00 ha arable land and therefore you are exempt from Ecological Focus Area requirements. You should ensure that you have understood all requirements as detailed in Greening guidance on Rural Payments and Services. We will perform further validations after submission to verify your application.

#### Crop Diversification ?

	Claim Grown	BPS Claim	% of Total Arable Area
<b>Total</b>		<b>0.00</b>	<b>0.00</b>

The information provided by you in this application indicates that you are exempt. You have currently only claimed 0.00 ha arable land and therefore are exempt from Crop Diversification requirements. You should ensure that you have understood all requirements as detailed in Greening guidance on Rural Payments and Services. We will perform further validations after submission to verify your application.

[Return to your applications](#)1 [Save and continue](#) Declare Livestock

#### Your application sections

- [Start page](#)
- [Scheme Selections](#)
- [Entitlements](#)
- [Land Declaration](#)
- [Greening](#)**
- [Declare Livestock](#)
- [Customer Details](#)
- [Supporting Documents](#)
- [Validation Errors 8](#)
- [Summary](#)

## 4. Declare Livestock

You must tell us whether you intend to have livestock on your holding in 2017.

1	If you have <b>no livestock, poultry or beehives</b> , select this option.
2	Select each species you need to tell us about
3	Enter the <b>numbers</b> requested If any of the boxes do not apply, please enter the digit 0.
4	You will only be asked to fill in this column if you have <b>LFA land</b>
5	Once completed, click the <b>Save and continue</b> button to advance to the <b>Customer Details</b> section.

### Single Application Form (2017) - Livestock, Poultry and Beehives ?

This information is needed for your scheme applications and to identify the standards of Cross Compliance, under the Statutory Management Requirements (SMRs) and Good Agricultural Environmental Conditions (GAECs), that apply to you. Please let us know if you will have beehives on your land at any time this year. This information is important in the event of disease outbreaks.

Please tell us about Livestock, Poultry and Beehives held at any time in 2017

Number present on 1 March 2017

Number maintained on LFA land as at 1 March 2017 (that you have economic responsibility for)

**1**  I have no livestock, poultry or Beehives

**2**  Pigs

**Cattle**

Dairy cows used for milk production	<input type="text"/>	<input type="text"/>
Suckler cows	<input type="text"/>	<input type="text"/>
Other dairy and beef cattle (less than 6 months)	<input type="text"/>	<input type="text"/>
Other dairy and beef cattle (6 - 24 months)	<input type="text"/>	<input type="text"/>
Other dairy and beef cattle (over 24 months)	<input type="text"/>	<input type="text"/>

**Sheep**

Goats over 6 months old

Llamas over 6 months old

Alpacas over 6 months old

**Farmed Deer**

Horses and Ponies (Equine)

Poultry

Beehives ?

#### Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock**
- Customer Details
- Supporting Documents
- Validation Errors 8
- Summary

[Save and close](#)  
Return to your applications

[\*\*5\*\* Save and continue](#)  
Customer Details

## 5. Customer Details

Information about your land is populated from your registration information in the first part of this section. If your land location has changed, please amend this here.

<b>1</b>	Please select the option suited to your land
<b>a</b>	If you have selected the <b>2<sup>nd</sup></b> or <b>3<sup>rd</sup></b> option, please select <b>each country</b> that applies.
<b>2</b>	Please select whether you are submitting your SAF 2017 as a Non-trading person or organisation?
<b>3</b>	Please select the <b>currency</b> for your payment
<b>4</b>	Once completed, click the <b>Save and continue</b> button to advance to the <b>Supporting Documents</b> section.

### Single Application Form (2017) - Business details ?

Please tell us about your IACS business. Some of the information on this page comes from the details you supplied with your business registration. Changes made on this screen may update your business record.

**1 Do you have land elsewhere in the country? ?**

I only have land in Scotland  
 I have agricultural land and / or claim support payments on non-agricultural land in the following countries and need to fill in forms.  
 All the land I have in other parts of the United Kingdom is non-agricultural land. I do not claim any support payments on this land.

**Country**

England

Northern Ireland

Wales

**2 Please tell us about your business ?**

Are you submitting your SAF 2017 as a Non-trading person or organisation?

Yes  
 No

**3 Please tell us how you would like to receive your funding ?**

You can choose to receive your 2017 funding for direct payment support in euros. All other schemes will be paid in sterling.

Your chosen method of payment ?

Sterling  
 Euro

Save and close

Return to your applications

Save and continue

Supporting Documents

#### Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Customer Details**
- Supporting Documents
- Validation Errors 8
- Summary



## 6. Supporting Documents

Based on the information you have supplied with your application, you may be required to provide us with supporting evidence. The system will identify what is required and all supporting documents must be provided by Monday 15 May 2017 to avoid penalty.

### 6.1 Evidence Requirement

For each supporting document requirement, you can select whether the document(s) have been uploaded (as part of this application or provided previously) or will be provided separately. A comment is mandatory for the second option.

<b>1</b>	List of acceptable <b>supporting document types</b> for that evidence requirement
<b>2</b>	For each requirement, select how you will provide the supporting documents.
<b>3</b>	Enter a descriptive <b>comment</b> if necessary
<b>a</b>	If you have selected to provide the documents later, a <b>comment</b> is required.
<b>b</b>	If you have selected to upload the documents, <b>no comment</b> is required.

### Single Application Form (2017) - Your supporting documents ?

According to what you have told us so far, you need to supply the following supporting documents by Monday 15 May 2017

#### Young farmer payment and/or Young farmer (National Reserve)

Please supply two documents: one to prove that the person selected as head of business took that position within the last five years; and one to prove the date of birth of the head of business.

- Company Articles of Association
- Farm Accounts or accountants letter confirming share of capital held by partners in most recent financial year.
- Drivers License
- Birth Certificate
- Bank letter confirming who has the authority to sign cheques
- Any other documentary evidence you feel is appropriate or which we may reasonably request when considering an application.
- Accountants / solicitors letter confirming partnership constitution
- Passport

You can provide supporting information electronically.

All documents are uploaded(either as part of this application or previously)  
 Other documents will be provided later through post or directly to area office(Please provide comments below other)

Comments (Max 100 Characters)

3

You have indicated that you will provide some documents later. Please enter details in the comments box provided.

#### Land registered organic

Please provide the following supporting information:

- Organic land certificate(s) from recognised certifying for the current year.

You can provide supporting information electronically.

All documents are uploaded(either as part of this application or previously)  
 Other documents will be provided later through post or directly to area office(Please provide comments below other)

Comments (Max 100 Characters)

3b

#### Your application sections

- [Start page](#)
- [Scheme Selections](#)
- [Entitlements](#)
- [Land Declaration](#)
- [Greening](#)
- [Declare Livestock](#)
- [Customer Details](#)
- [Supporting Documents](#)**
- [Validation Errors 8](#)
- [Summary](#)

## 6.2 Upload New Document

Once you have decided which of the documents listed to provide in order to meet an evidence requirement, you may need to upload a new document. See section [6.1 Evidence Requirement](#) starting on page [35](#) for information on where the list is displayed.

<b>1</b>	Click on the <b>Upload new document</b> button
----------	--

The screenshot shows a table titled "Uploaded documents" with columns: Date provided, Category, Reference, Description, Document type, Upload Status, and Remove. Below the table are buttons for "View all supporting documents", "Save and close", "Save and continue", and "Upload new document". A red circle with the number "1" is placed over the "Upload new document" button. At the bottom left is "Return to your applications" and at the bottom right is "Validation Errors".

<b>2</b>	Click on the <b>Browse</b> button and select the document to be uploaded
<b>3</b>	Tick the option <b>I have a virus scanner installed on my computer</b> to confirm you have a virus scanner installed
<b>4</b>	The <b>Category</b> and <b>Reference</b> are read only
<b>5</b>	Select the <b>Document type</b> from the drop-down list Make sure that you select a document type that is appropriate for the evidence requirement and describes what you are uploading. In this example, a drivers license has been chosen to meet the evidence requirement.
<b>6</b>	Enter a <b>Brief description</b>
<b>7</b>	Click on the <b>Upload new document</b> button The button is not active until you click away from the Brief description text box

## Supporting documents

Driving Licence.pdf 2

3  I have a virus scanner installed on my computer

Category  4

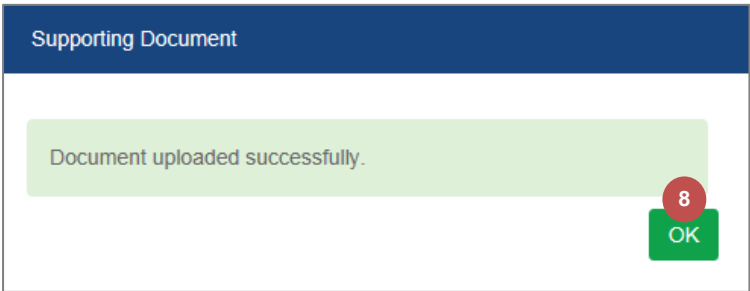
Reference

Document type  5

Brief description  6

Cancel 7

8 Click on the **OK** button to close the confirmation pop up window



- 9 The uploaded document is now visible on the screen
- 10 You can **view all supporting documents** by clicking this button
- 11 There is a **delete** link if you want to remove the document
- 12 Repeat **steps 1-8** for any other documents to be uploaded
- 13 Once completed, click the **Save and continue** button to advance to the **Validation Errors** section.

**Uploaded documents**

Date provided	Category	Reference	Description	Document type	Upload Status	Remove
08/03/2017	Single Application Form (SAF)	SAF2017	In support of Young Farmer application	Drivers License	Success	<a href="#">delete</a> 11

View all supporting documents 10

Save and close

[Return to your applications](#)

Upload new document

Save and continue 11

[Validation Errors](#)

## 7. Validation Errors

While entering information into your application, the system checks your application for possible errors. When an error is specific to a section, it will appear at the top of that section in a red panel rather than on this screen.

Errors are resolved by either amending your information or by providing a justification reason.

1	General Errors are triggered by information that is not specific to one section <i>All errors must be resolved or justified before you can submit your application</i>
2	Please note there is a scroll bar to allow you to navigate to errors that are not initially visible
3	Each section details how many errors there are within it
4	You cannot navigate to the sections from <b>step 2</b> in order to resolve the errors. Use the section navigation bar to the right.
5	If you have amended the application information or justified any of the errors, click the <b>Update</b> button.

Home Business Name  
BRN and MLC Details

### Single Application Form (2017) - Errors

Errors you must correct before submitting ?

1 **General Errors**  
Outstanding errors 5

- The total Basic Payment Scheme area claimed is 1.51 ha which is below the 3 ha scheme minimum. Please amend your land declaration or deselect the scheme.
- The total Less Favoured Area Support Scheme area claimed is 1.51 ha which is below the 3 ha scheme minimum. Please amend your land declaration or deselect the scheme.
- Rural Priorities Scheme has been selected but no Rural Priorities Options have been claimed. Please amend the land declaration or deselect the scheme.
- You have indicated your land is partially organic however you have indicated every land parcel/common grazing share has the same organic status. Please check the organic status on land declaration or amend organic status to no or all organic.

You have not declared Loanend Croft but the latest information we hold indicates that you are the occupier of this land.

2

4 **Your application sections**

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Customer Details
- Supporting Documents
- Validation Errors 8**
- Summary

3

**Errors in Start Page section**  
No errors

**Errors in Scheme Selections section**  
Outstanding errors 1

**Errors in Land Declaration section**  
Outstanding errors 2

**Errors in Greening Section**  
No errors

**Errors in Declare Livestock section**  
No errors

**Errors in Customer Details section**  
No errors

**Errors in Supporting Documents section**  
No errors

5 **Update**

**Save and close** **Save and continue**

Return to your applications SAF Summary

<b>6</b>	<p>Errors that <b>cannot be justified</b> will only be resolved by amending the application data</p> <p>Once the data has been amended, click the <b>Update</b> button again (step 5)</p>
<b>7</b>	<p>You will see that the last 3 errors have been justified and the <b>tick</b> now appears to indicate that</p>

Outstanding errors **4**

- The total Less Favoured Area Support Scheme area claimed is 0 ha which is below the 3 ha scheme minimum. Please amend your land declaration or deselect the scheme.
- You have indicated that you have permanent grassland land parcels (which do not contain arable land or rough grazing) however you have not declared any land with only permanent grassland. Please check your land declaration or amend the answer to the question on the scheme selection section.
- You have indicated your land is partially organic however you have indicated every land parcel/common grazing share has the same organic status. Please check the organic status on land declaration or amend organic status to no or all organic.

**6** ✓ You have not declared Common Name but the latest information we hold indicates that you are the occupier of this land.

**7** ✓ You have not declared NM/00000/00000 but the latest information we hold indicates that you are the occupier of this land.

✓ You have not declared NM/00000/00000 but the latest information we hold indicates that you are the occupier of this land.

<b>8</b>	<p>All errors have now been <b>resolved</b> and the count updated to display <b>0</b></p>
----------	---

### Single Application Form (2017) - Errors

Errors you must correct before submitting ?

**General Errors**  
No errors

**Errors in Start Page section**  
No errors

**Errors in Scheme Selections section**  
No errors

**Errors in Land Declaration section**  
No errors

**Errors In Greening Section**  
No errors

**Errors in Declare Livestock section**  
No errors

**Errors in Customer Details section**  
No errors

**Errors in Supporting Documents section**  
No errors

SAF Summary

Return to your applications

#### Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Customer Details
- Supporting Documents
- Validation Errors** 0 8
- Summary

<b>8</b>	<p>Once completed, click the <b>Save and continue</b> button to advance to the <b>SAF Summary</b> section.</p>
----------	--

Return to your applications

8
  
SAF Summary

## 8. Summary

Now that you have completed your application, please take some time to review the information you have provided.

<b>1</b>	By clicking on any of the <b>show details</b> links, you can expand that section to display additional information.
<b>2</b>	Please <b>tick</b> the check box if you consent to receiving the mailings
<b>3</b>	Please <b>tick</b> to confirm you have read the <b>declarations and undertakings</b>
<b>4</b>	Click the <b>Print Application</b> button to produce a PDF document that can be printed
	You can print at any point in the application

The screenshot shows the 'Single Application Form (2017) - Summary' page. It features a sidebar on the right titled 'Your application sections' with links to various parts of the application. The main content area is divided into several sections, each with a 'Show details' link. A red bracket groups the 'Entitlements', 'Land Declaration', and 'Declare Livestock' sections, with a callout '1' pointing to the 'Show details' link for 'Entitlements'. Below the 'Supporting documents' section, there is a callout '2' pointing to a checkbox for receiving mailings. The 'Validation Errors' section shows 0 errors. The 'Declarations and undertakings' section has a callout '3' pointing to a checked checkbox. At the bottom, there are buttons for 'Save and close', 'Print Application', and 'Submit', with a callout '4' pointing to the 'Print Application' button. A 'Return to your applications' link is at the bottom left.

Please refer to the section [Submit the Completed Application](#) starting on page [12](#) once you have reviewed your information and are ready to submit your completed application.

## Chapter 4 - Customer Support

### 1. Telephone Support

Please remember your local area office can also help navigate you through your application. They can view your draft application and help you understand how to complete your online application.

### 2. Self-service Laptops

Area offices have self-service laptops for you to use if your own broadband is unreliable.

### 3. Book an Appointment

You can book an appointment to have assistance from our staff to help guide you through your application.

Further information and a demonstration video is available at:

<https://www.ruralpayments.org>

We look forward to receiving your Online SAF in 2017.

