

A Customer Guide to Online SAF Submission



Table of Contents

Chapter 1 - Introduction	1
Chapter 2 - The Online Application	2
1. Start the Application	2
2. Save and Close the Application	7
3. Resume an Existing Application	8
4. Navigate through the Application	9
5. Delete the Draft Application.....	10
Chapter 3 - Completing The Application Sections.....	11
1. Entitlements	11
2. Land Declaration	13
2.1 Land Declaration Summary Screen.....	13
2.2 Manage Land Details.....	14
2.2.1 Common Grazing.....	19
2.2.2 Exclude Land.....	20
2.3 Add Land	22
2.3.1 Permanent / Seasonal Land	22
2.3.2 Common Grazing.....	25
2.4 Delete Land	27
2.5 Print Land	28
2.6 Validate Land	29
3. Greening	32
4. Declare Livestock.....	33
5. Business Details.....	34
6. Supporting Documents.....	35
6.1 Evidence Requirement	35
6.2 View All Supporting Documents	36
6.3 Upload New Document.....	38
7. Validation Errors.....	40
8. Summary.....	42
Chapter 4 - Submit the Completed Application	43
Chapter 5 - Upload Amendment Request	45
Chapter 6 - Head of Business	48
Chapter 7 - Customer Support	51
1. Telephone Support.....	51
2. Self-service Laptops.....	51
3. Book an Appointment.....	51

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 Rural Payments and Inspections Division (RPID) 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 get 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.

Rural Payments and Services Role

Business Responsible Person

Business Representative

Advisory Firm Accountable Person

Advisory Firm Agent

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.

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

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

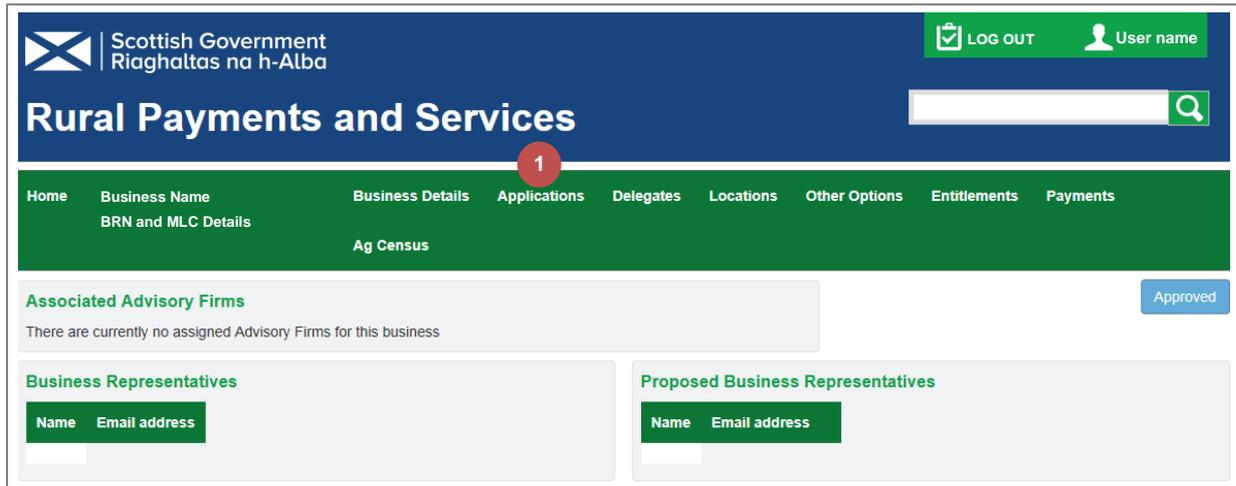
We have used anonymised data throughout this document.

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 containing the number 1. Other menu items include Home, Business Name, Business Details, Delegates, Locations, Other Options, Entitlements, and Payments. Below the navigation bar, there are sections for Associated Advisory Firms, Business Representatives, and Proposed Business Representatives.

2 Click the **Start a new application** Drop-down arrow



The screenshot shows the 'Applications' section of the dashboard. The 'Start a new application' dropdown menu is open, showing a list of application types. The 'Start' button is highlighted with a red circle containing the number 2.

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



The screenshot shows the 'Applications' section with the dropdown menu open. The 'Single Application Form' option is highlighted with a red circle containing the number 3. Other options in the list include Agri- Environment Climate Scheme, Forestry Grant Scheme, and Scottish Suckler Beef Support Scheme (Mainland and Islands).

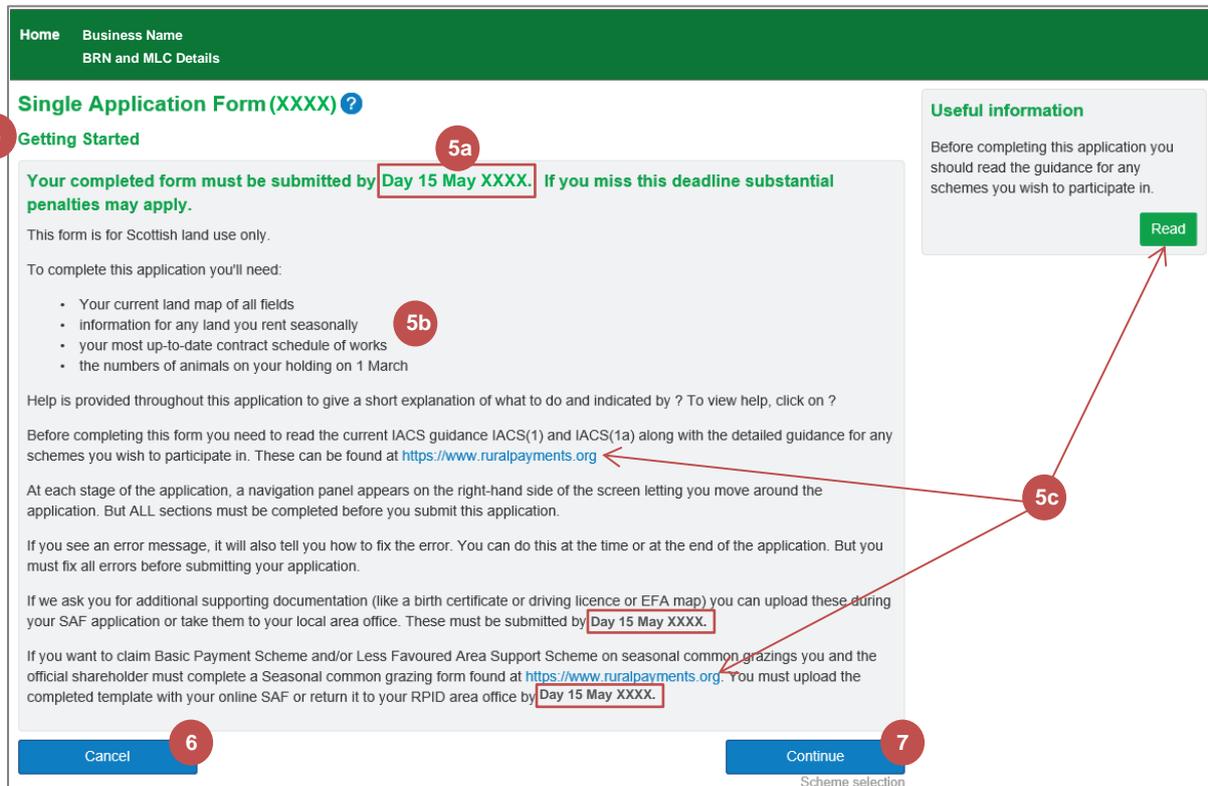
4 Click the **Start** button



The screenshot shows the 'Applications' section with the 'Single Application Form' selected in the dropdown menu. The 'Start' button is highlighted with a red circle containing the number 4.

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.

5	The Getting Started section
a	The application and all supporting documentation must be received by 15 May to avoid penalty
b	What you will need to complete your application
c	Links are provided to the relevant guidance
6	If you click the Cancel button, the application will not be created. You will be asked to confirm that you wish to cancel this application
7	Click the Continue button



The screenshot shows the 'Single Application Form (XXXX)' page. At the top, there is a navigation bar with 'Home', 'Business Name', and 'BRN and MLC Details'. The main heading is 'Single Application Form (XXXX) ?'. Below this, the 'Getting Started' section is highlighted with a red circle '5'. The text states: 'Your completed form must be submitted by Day 15 May XXXX. If you miss this deadline substantial penalties may apply.' This date is highlighted with a red box and callout '5a'. Below this, it says 'This form is for Scottish land use only.' and 'To complete this application you'll need:' followed by a 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', and 'the numbers of animals on your holding on 1 March'. The second item is highlighted with a red box and callout '5b'. A 'Useful information' box on the right contains the text: 'Before completing this application you should read the guidance for any schemes you wish to participate in.' with a 'Read' button. A red arrow points from callout '5c' to the 'Read' button. Below the list, there is a link to 'https://www.ruralpayments.org' which is also highlighted with a red box and callout '5c'. At the bottom, there are two buttons: 'Cancel' (callout '6') and 'Continue' (callout '7'). The 'Continue' button is labeled 'Scheme selection' below it.

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 Details

Single Application Form (XXXX) - 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:

 Rural Priorities

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 you 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 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) [?](#)

10	If you have selected Basic Payment Scheme , additional questions will be displayed.
a	Select whether your land is registered as organic
b	Select whether to use your Partial Exemption on your organic land You will only be asked this question if you selected the Partial option in step 10a
c	Select whether you have any land parcels that contain only permanent grassland and/or open woodland
d	Select whether you intend to apply for inorganic fertiliser and/or lime You will only be asked these questions if you have selected the Yes option in step 10c
11	Select if you wish to claim Young Farmers Payment The Head of Business information will be pre-populated from your business information. If this is blank, continue to the next section of the application where you can save and close your application. Follow the steps in Chapter 6 - Head of Business starting on page 48 to update the head of business information. You can then resume your application following Resume an Existing Application starting on page 8 and the head of business information will now be pre-populated.
12	Select if you wish to claim Less Favoured Area Support Scheme (LFASS) There are no additional questions related to this option

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 [?](#) **10a**

Do you want to use your partial exemption on your organic land? Yes No [?](#) **10b**

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 land parcels which contain only permanent grassland and/or open woodland i.e. they do not contain any arable land or rough grazing? **10c**

Yes No

Do you intend to apply inorganic fertiliser on any of these land parcels? **10d**

Yes No

Do you intend to apply lime on any of these land parcels?

Yes No

11 Young Farmers Payment [?](#)

Who is the Head of Business? if Business

When did they become Head of Business? lead of Business

Date of Birth

12 I wish to claim Less Favoured Area Support Scheme (LFASS) [?](#)

13	<p>Select the schemes where you have a contract You will be able to add your claim details later in the application</p>
14	<p>Existing scheme(s) will be preselected with contract numbers displayed where applicable and we currently hold that information</p>

Contracts and Continuing Commitments ?

I wish to claim the following schemes

- Agri- Environment Climate Scheme (AECS)
- Beef Efficiency Scheme (BES)
- 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

15	<p>Select whether you are Letting Land Out to another business this year</p>
16	<p>Additional information that is only displayed when you have selected the Yes option at step 15</p>

Letting Land Out ?

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

15

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

16 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.

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

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?

17

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

18

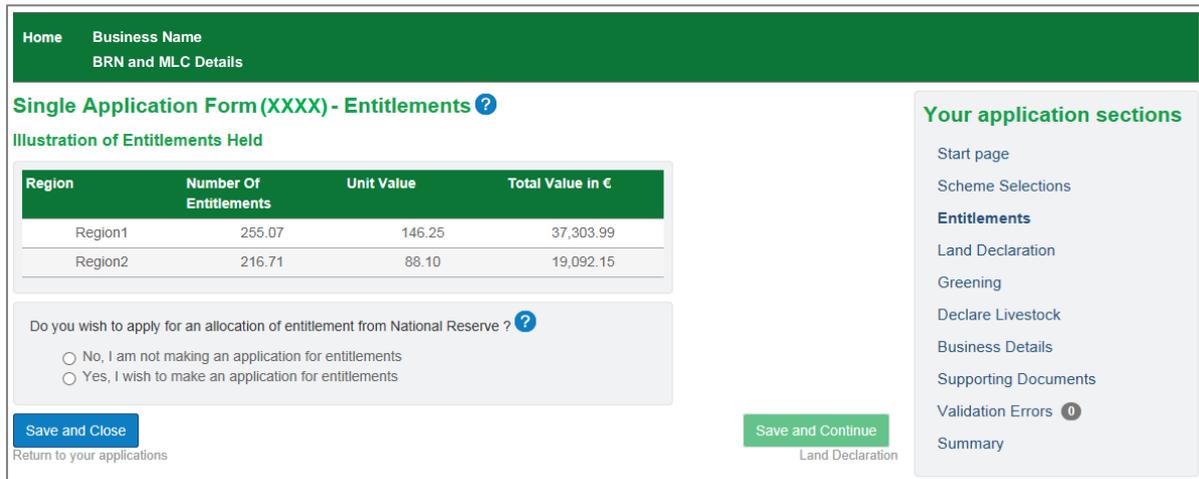
Cancel

19

Start application

Entitlements

The application has now started, has been saved, and the Entitlements section is displayed. You can continue with your application by referring to the chapter [Completing The Application Sections](#) starting on page [11](#).



Home Business Name
BRN and MLC Details

Single Application Form (XXXX) - Entitlements ?

Illustration of Entitlements Held

Region	Number Of Entitlements	Unit Value	Total Value in €
Region1	255.07	146.25	37,303.99
Region2	216.71	88.10	19,092.15

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

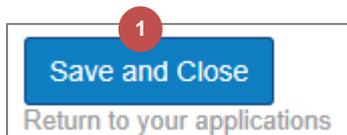
Your application sections

- Start page
- Scheme Selections
- Entitlements**
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors 1
- Summary

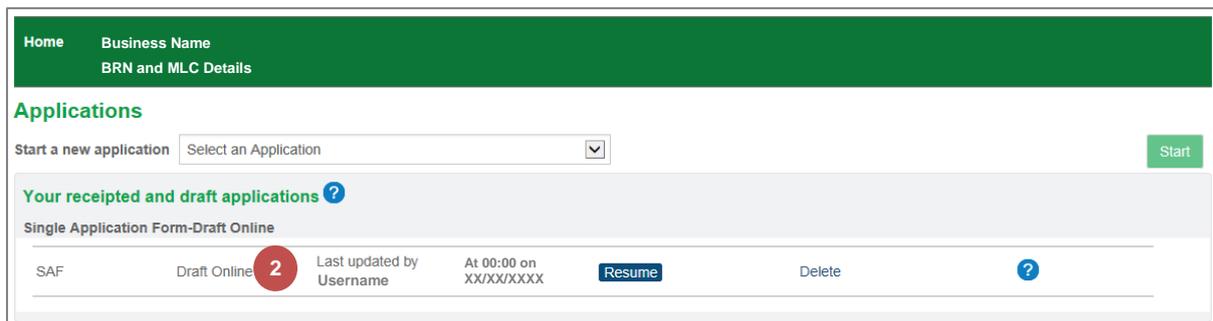
2. Save and Close the Application

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 a new application [Start](#)

Your receipted and draft applications ?

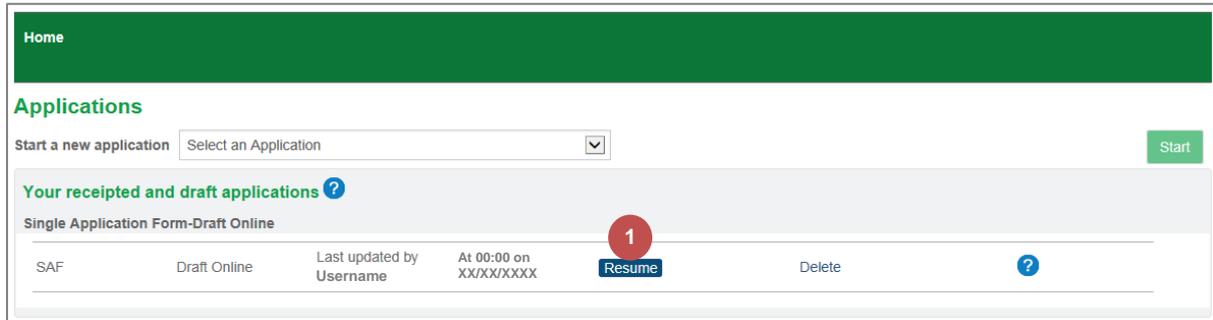
Single Application Form-Draft Online

SAF	Draft Online	Last updated by Username	At 00:00 on XX/XX/XXXX	Resume	Delete	?
	2					

3. Resume an Existing Application

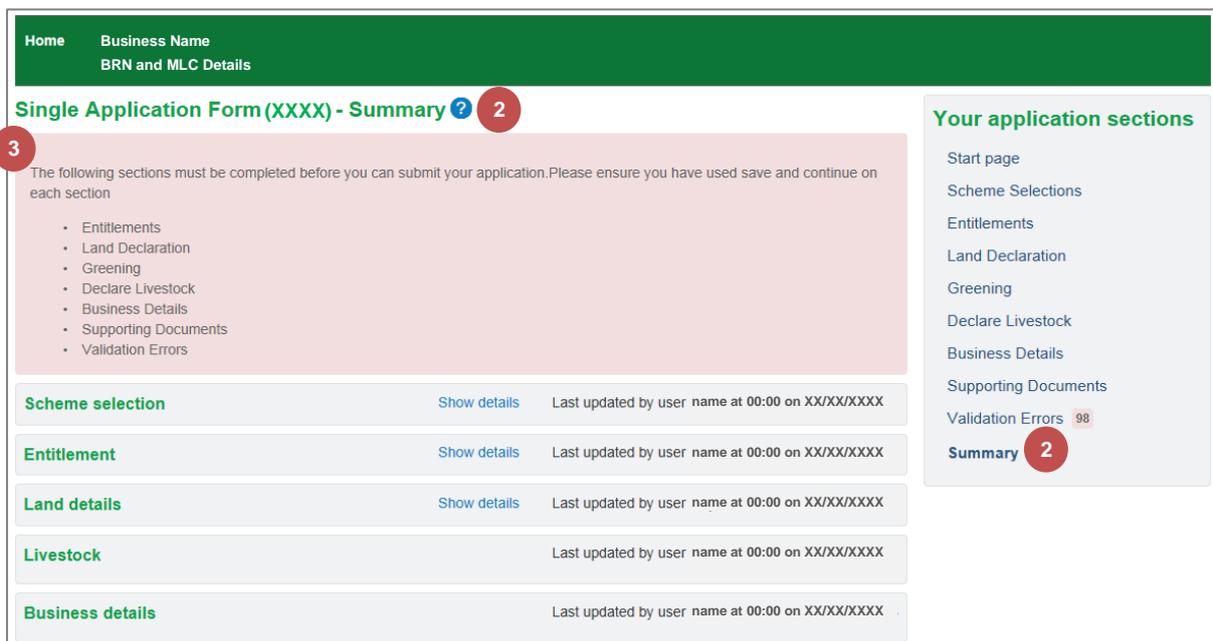
You can resume working on your SAF application at any time providing it is still in the Draft Online status. When resumed, you will be taken to the Summary section.

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



The screenshot shows the 'Applications' section of the user interface. At the top, there is a 'Home' button and a 'Start' button. Below this is a search bar for applications. A table titled 'Your receipted and draft applications' contains one entry: 'SAF' with status 'Draft Online'. The 'Resume' button for this entry is highlighted with a red circle containing the number 1. Other buttons like 'Delete' and a help icon are also visible.

- 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 red
We have only just started the application and it is making us aware that the listed sections need to be completed before submission.



The screenshot shows the 'Summary' section of the application form. At the top, there is a green header with 'Home', 'Business Name', and 'BRN and MLC Details'. Below this is the title 'Single Application Form (XXXX) - Summary' with a red circle containing the number 2. A red error panel (numbered 3) contains the text: 'The following sections must be completed before you can submit your application. Please ensure you have used save and continue on each section'. Below the error panel is a list of application sections: 'Scheme selection', 'Entitlement', 'Land details', 'Livestock', and 'Business details'. On the right side, there is a 'Your application sections' sidebar with a list of sections: 'Start page', 'Scheme Selections', 'Entitlements', 'Land Declaration', 'Greening', 'Declare Livestock', 'Business Details', 'Supporting Documents', 'Validation Errors' (with a red badge showing '98'), and 'Summary' (with a red circle containing the number 2).

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

Your application sections

- Start page
- Scheme Selections
- Entitlements** 1
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors 98
- Summary

Your application sections

- Start page } 3
- Scheme Selections }
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents** 2
- Validation Errors 98
- Summary

4	Click the Save and continue button in the bottom right of the screen to navigate to the next section Each section must be saved using the Save and continue button to allow the application to be submitted
5	The application indicates which section is next below the button In this example, it is Validation Errors.



Save and close (Return to your applications) | Save and continue (Validation Errors) 5

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 Continue without saving or Save and continue

6

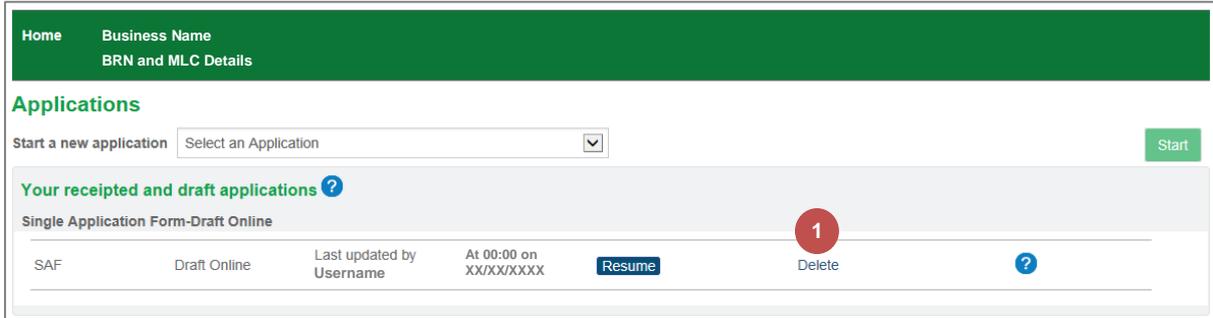
You have unsaved information on this screen. Do you want to save what you have entered before continuing?

Cancel | Continue without saving 7 | Save and continue

5. Delete the Draft Application

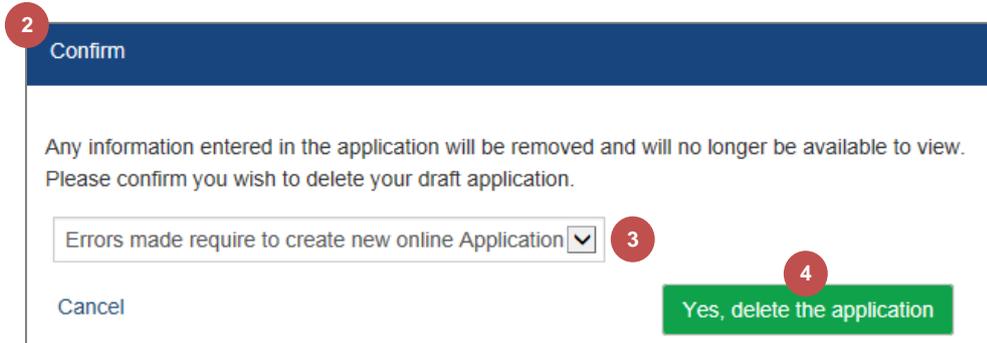
You can delete the application at any time providing it is still in the Draft Online state and has not been submitted.

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



The screenshot shows the 'Applications' section of a web interface. At the top, there are navigation links: 'Home', 'Business Name', and 'BRN and MLC Details'. Below this is a 'Start a new application' section with a dropdown menu 'Select an Application' and a 'Start' button. The main area is titled 'Your receipted and draft applications' and contains a table. The table has columns for 'SAF', 'Draft Online', 'Last updated by Username', and 'At 00:00 on XXX/XX/XXXXX'. A 'Delete' button is visible in the row, highlighted with a red circle containing the number 1. There is also a 'Resume' button and a help icon (?) in the same row.

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



The screenshot shows a 'Confirm' pop-up window. The title bar is blue with the word 'Confirm' in white. 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 the text is a dropdown menu with the text 'Errors made require to create new online Application' and a downward arrow, highlighted with a red circle containing the number 3. At the bottom left is a 'Cancel' button, and at the bottom right is a green button with the text 'Yes, delete the application', highlighted with a red circle containing the number 4.

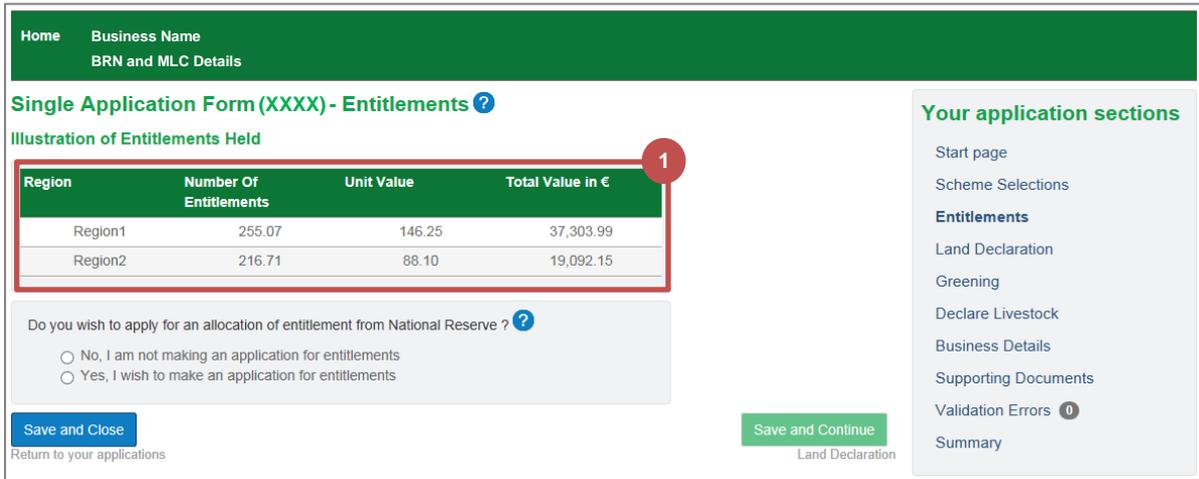
Please refer to the section [Start the Application](#) beginning on page [2](#) to create a new application.

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



Region	Number Of Entitlements	Unit Value	Total Value in €
Region1	255.07	146.25	37,303.99
Region2	216.71	88.10	19,092.15

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
- Business Details
- Supporting Documents
- Validation Errors
- Summary

2 Select whether you wish to apply for an allocation of entitlement from the **National Reserve**.

Note that if your business has previously applied to the National Reserve and has been successful then you cannot receive another award. In such circumstances you should select the “No” option. If in doubt please check with your local area office.

- a If you have selected the **Yes** option at **step 2**, you are now asked which **category** you wish to apply for.
- b If you have selected **New Entrants**, choose the **date you commenced agricultural activity** from the date picker icon.
- c If you have selected **Young Farmer**, the **Head of Business** information will be pre-populated from your business information.
If this is blank, you can save and close your application and update your business information before continuing. Follow the steps in [Chapter 6 - Head of Business](#) starting on page [48](#) to update the head of business information. You can then resume your application following [Resume an Existing Application](#) starting on page [8](#) and the head of business information will now be pre-populated.

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

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

When did you commence agricultural activities?

2b

Young Farmers 2c

Who is the Head of Business? Full name of Head of Business

When did they become Head of Business? Date became Head of Business

Date of Birth Date of Birth

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

Single Application Form (XXXX) - Entitlements ?

Illustration of Entitlements Held

Region	Number Of Entitlements	Unit Value	Total Value in €
Region1	255.07	146.25	37,303.99
Region2	216.71	88.10	19,092.15

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 Head of Business? Full name of Head of Business

When did they become Head of Business? Date became Head of Business

Date of Birth Date of Birth

[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
- Business Details
- Supporting Documents
- Validation Errors 98
- 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	<p>All Location Codes currently associated with your business This includes Permanent land, Seasonal land (if selected to be included in the application) and Common Grazing shares.</p>
2	<p>Hyperlinks for each land parcel or common grazing share The link takes you to the screen for providing land details</p>
3	<p>An Alias Name is displayed, if provided in land details, making it easier to identify the land.</p>
4	<p>The completion Status column displays one of the following:</p> <ul style="list-style-type: none"> • Not Started • In Progress • Validation Passed • Validated with Error • Excluded
5	<p>A count of Outstanding Errors within that land parcel or common grazing share is displayed</p>
6	<p>These Land Functions are described later in this section</p>

Home Business Name
BRN and MLC Details

Single Application Form (XXXX) - Land Declaration Summary ?

Location code	Land	Alias Name	Status	Outstanding Errors
01/001/0001 (Permanent)	NM/00000/00001		Not Started	0
01/001/0001 (Permanent)	NM/00000/00002		Not Started	0
01/001/0002 (Common Grazing)	Common Name		Not Started	0

App
Reset

Your application sections

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

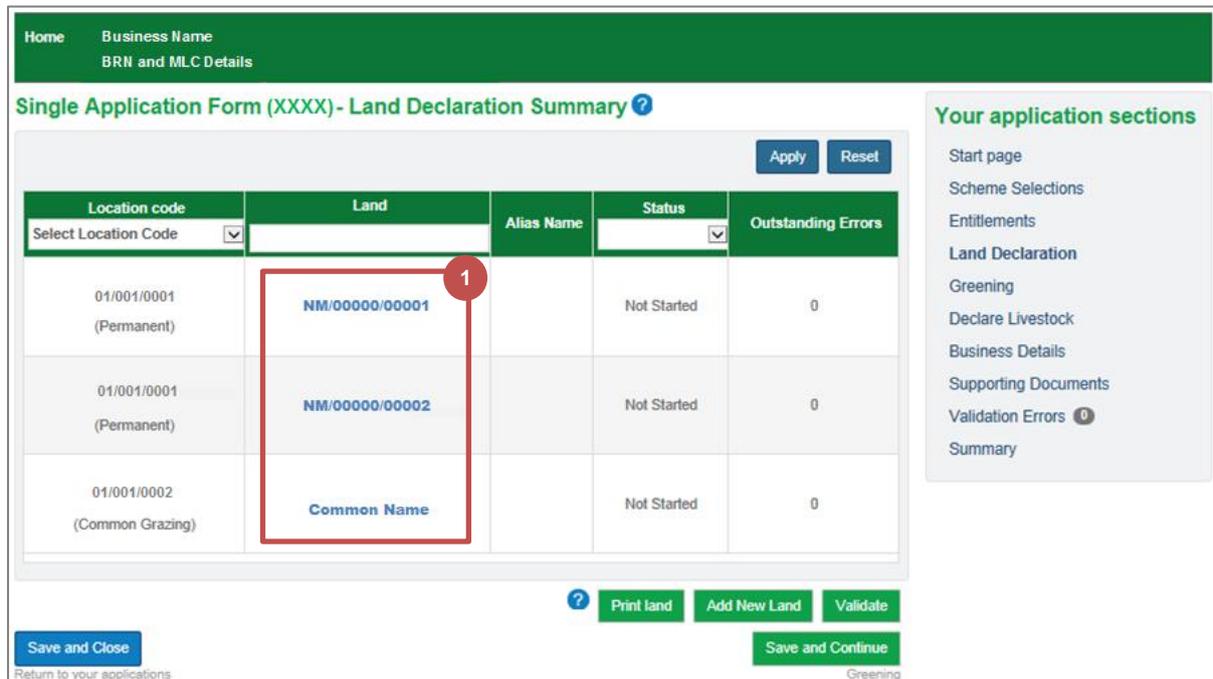
Save and Close
Return to your applications

Print land
Add New Land
Validate

Save and Continue
Greening

2.2 Manage Land Details

- 1 Click on the **Land Parcel Identifier** or **Common Grazing Share** to provide land details
This example uses the first land parcel



- 2 You can enter an **Alias Name** to make it easier to identify this land (optional)
- 3 This is **read only** land information that we currently hold
- 4 Please select your **activity** from the drop-down list
- 5 Select whether this land is **organic**
You will only see this question if you selected the partially organic option at the Scheme Selections section
- 6 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 pre-populated 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 to navigate to it in the list.
 - 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 (XXXX)- Manage land details ?

1 of 3 **Current Land Selection**

PERMANENT 01/001/0001 NM/00000/00001 Top Field **2** Not Started

Gross Field Area (ha) 0.85 Excluded Land Area (ha) 0.00 BPS Eligible Area 0.85 **3** Exclude Land

Less Favoured area

Payment Regions Region1

Please declare your activity Please select **4**

Is the Land Organic Yes No **5**

Please tell us how you use this land and your intended claims **6**

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO ?	
Region1 6a	PGRS - Permanent Grassland 6b				<input type="checkbox"/> 6d	Delete 6e
Total		0	0	0		

Ecological Focus Area Show ?
Rural Priorities Show ?

Restore to last saved data ?

Return to Land Declaration Save Next

NM/00000/00002

7 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

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 ? **7**

8 Repeat **step 6** 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	0.85	0.85	0.85	<input type="checkbox"/>	Delete
Region1	Please select				<input type="checkbox"/>	Delete
Total		0.85	0.85	0.85		

Add another Land use ?

9 There are certain **Ecological Focus Area (EFA)** practices that will be prepopulated as per the declaration in the previous year. These can be deleted and/or other practices added.

a If you have an **Ecological Focus Area (EFA)** practice, it will be displayed.

9 Ecological Focus Area Hide ?

Practice	Claim Units	Weighting factor	Converted Area (ha)	Remove
EFAFAL - EFA Fallow 9a	5.00 HA	1.00	5.00	Delete

Add another practice ?

b To add an **EFA practice**, click the **Show** link if necessary.

Ecological Focus Area [Show ?](#) **9b**

c Click the **Add another practice** button

Ecological Focus Area [Hide ?](#)

Practice	Claim Units	Weighting factor	Converted Area (ha)	Remove
				9c Add another practice ?

d Select the **Practice** from the drop down box

e Enter the **Claim Units**
Repeat **steps 9c-9e** for any additional practices

f You can click the **Hide** link to collapse this information

Ecological Focus Area [Hide ?](#) **9f**

Practice	Claim Units	Weighting factor	Converted Area (ha)	Remove
EFAFAL - EFA Fallow 9d	<input type="text" value="5.00"/> 9e	HA	1.00	5.00 Delete
Add another practice ?				

10 If you have a **contract**, options will be prepopulated based on your contract. These options cannot be removed but you can reduce your claim to zero if required. Additional options can be added.
This example is using Rural Priorities

a If you have a **contract**, it will be displayed.

10 Rural Priorities [Hide ?](#)

Options	Contract Reference	Contract	Claim Quantity	Area	Remove
10a RP22301DS - Woodland Creation - Native Woodl...	0000000/X/001	0.79	<input type="text" value="0.79"/>	HA	0.79
Add another option ?					

b To add a **Contract Option**, click the **Show** link if necessary.

Rural Priorities [Show ?](#) **10b**

c Click the **Add another option** button

Rural Priorities [Hide ?](#)

Options	Contract Reference	Contract	Claim Quantity	Area	Remove
					10c Add another option ?

d	Select the Option from the drop-down list
e	Enter the Claim Quantity Repeat steps 10c-10e for any additional options
f	You can click the Hide link to collapse this information

Rural Priorities 10f Hide ?

Options	Contract Reference	Contract	Claim Quantity	Area	Remove
RP21401A - Conversion to organic farming - arable 10d			5.00 H 10e	5.00	Delete
Add another option ?					

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

11	Select the Next button to save this land parcel and move onto the next The Land Parcel Identifier is displayed below the button. If you have selected the Next button, continue from step 2 for the next land parcel.
12	Select the Return to Land Declaration button to save this land parcel and return to the Land Declaration table
13	Select the Save button if you want to save the information you have entered so far or plan to close the overall window
14	Select the Restore to last saved data link if you want to cancel the changes since your last saving action

12 13 11

14 Restore to last saved data ? Return to Land Declaration Save Next
NM/00000/00002

15	Once you move onto the next land parcel, a Previous button becomes available too.
-----------	--

15

Restore to last saved data ? Return to Land Declaration Previous Save Next
NM/00000/00002 Common Name 1

16
 If you have selected the **Return to Land Declaration** button, this land parcel's status has been updated to **In Progress**.
 Repeat from **step 1** for all other land parcels/common grazing shares.
 You can select the land parcels in any order

Home
Business Name
BRN and MLC Details

Single Application Form (XXXX) - Land Declaration Summary ?

Apply
Reset

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code ▼				
01/001/0001 (Permanent)	NM/00000/00001	Top Field	In Progress 16	0
01/001/0001 (Permanent)	NM/00000/00002		Not Started	0
01/001/0002 (Common Grazing)	Common 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
- Business Details
- Supporting Documents
- Validation Errors 0
- Summary

2.2.1 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 [14](#) to assist you with completing your land details.

1	This detail is read only and relates to the entire Common Grazing It will also display whether it is part of a special Common Grazing Arrangement
2	This detail is read only and relates to your Common Grazing Share

Single Application Form (XXXX) - Manage land details ?

[3 of 3](#) [Current Land Selection](#)

COMMON GRAZING 01/001/0010 🌐 Common Grazing Name
Not Started

Gross Field Area (ha) 101.05 Excluded Land Area (ha) 3.28 BPS Eligible Area 97.77 Exclude Land

Less Favoured area

Payment Regions Region3

Total Sheep Equivalent 48.00

Shareholder location 01/001/0002 Croft Name Common Name

Shared TSE 6 BPS Eligible Area 12.22

Payment Regions Region3

Please declare your activity Please select ?

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 ?	
Region3 ▼	RGR - Rough Grazing ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Delete
Total		0	0	0		

Add another Land use ?

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

Restore to last saved data ?

Return to Land Declaration
Previous
Save
Next

NM/00000/00002 Land Declaration

2.2.2 Exclude Land

You may wish to exclude land if it is no longer part of your business. If you exclude land that is attached to a location linked to your business, you will need to submit a land maintenance form to your local RPID office to get that land area removed. If you don't do this, the land will be treated as undeclared land that you occupy when we process your claim. This will result in under declaration penalties being applied to your SAF application where the under declared area of land linked to your business is greater than 3% of your total declared land area on your SAF application.

1 Click on the **Land Parcel Identifier** or **Common Grazing Share**
In this example, we will exclude land parcel NM/00000/00002.

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001	Top Field	In Progress	0
01/001/0001 (Permanent)	NM/00000/00002 1		Not Started	0

2 Click the **Exclude Land** button

PERMANENT 01/001/0001  NM/00000/00002 Not Started

Gross Field Area (ha) 0.66 Excluded Land Area (ha) 0.01 BPS Eligible Area 0.65 Exclude Land **2**

Less Favoured area

Payment Regions Region3

Please declare your activity

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

4 Click the **Yes, Exclude** button

Exclude Land NM/00000/00002

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

3

4

5 An **error** is generated for the **exclusion** and is automatically resolved with your selected **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

Single Application Form (XXXX) - Manage land details ?

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

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

The latest information is incorrect, this business does not occur

2 of 3 Current Land Selection

PERMANENT 01/001/0001  NM/00000/00002 Excluded **6**

Gross Field Area (ha) 0.66 Excluded Land Area (ha) 0.01 BPS Eligible Area 0.65 **7**

Less Favoured area

Payment Regions Region3

Please declare your activity ?

8

The **Land Declaration** table showing the updated status of **Excluded**

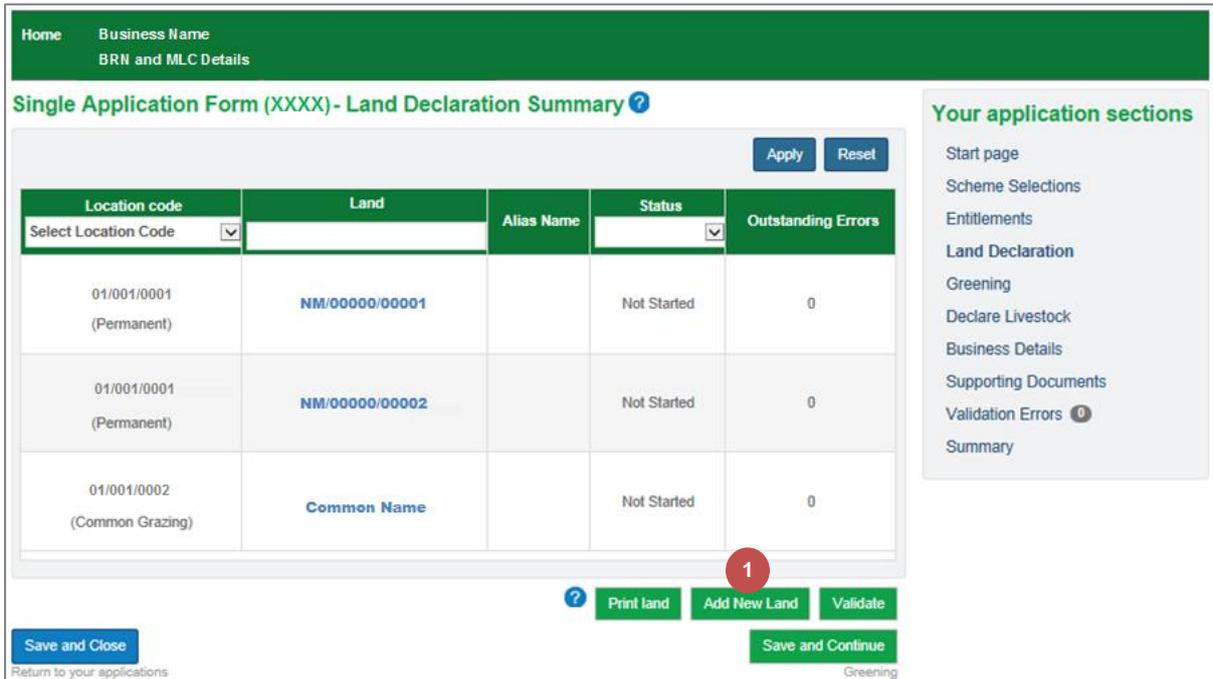
Location code	Land	Alias Name	Status	Outstanding Errors
Select an Option <input type="button" value="v"/>	<input type="text"/>		<input type="button" value="v"/>	
01/001/0001 (Permanent)	NM/00000/00001	Top Field	In Progress	0
01/001/0001 (Permanent)	NM/00000/00002		Excluded 8	0

2.3 Add Land

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

2.3.1 Permanent / Seasonal Land

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



Home Business Name
BRN and MLC Details

Single Application Form (XXXX) - Land Declaration Summary ?

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001		Not Started	0
01/001/0001 (Permanent)	NM/00000/00002		Not Started	0
01/001/0002 (Common Grazing)	Common Name		Not Started	0

Apply Reset

Print land Add New Land Validate

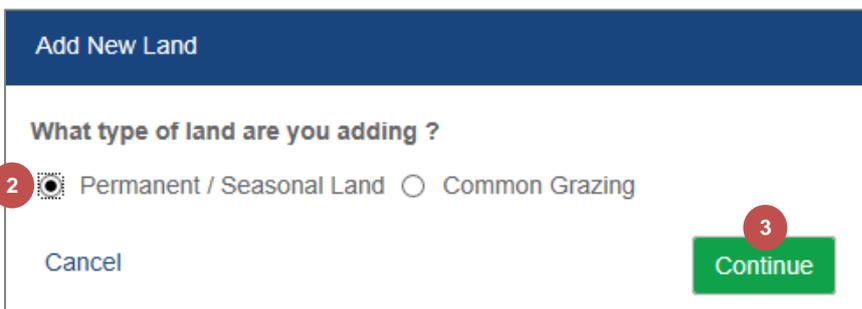
Save and Close Return to your applications

Save and Continue Greening

Your application sections

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

- 2 Select the **Permanent / Seasonal Land** option
- 3 Click the **Continue** button



Add New Land

What type of land are you adding ?

2 Permanent / Seasonal Land Common Grazing

Cancel Continue 3

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

4

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

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 **4b**

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 **5** No

Reason for Adding **6**

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

Cancel **7**

- 8
 The added **Permanent Land** is displayed in the Land Declaration table
- 9
 The added **Seasonal Land** is displayed in the Land Declaration table

Single Application Form (XXXX) - Land Declaration Summary ?

Apply
Reset

Location code	Land	Alias Name	Status	Outstanding Errors
Select an Option ▼			▼	
8 01/001/0003 Added (Permanent)	001/0001/1		Not Started	0
01/001/0001 (Permanent)	NM/00000/00001		Not Started	0
01/001/0001 (Permanent)	NM/00000/00002		Not Started	0
9 02/002/0001 Added (Seasonal)	NM/00000/00003		Not Started	0
01/001/0002 (Common Grazing)	Common Name		Not Started	0

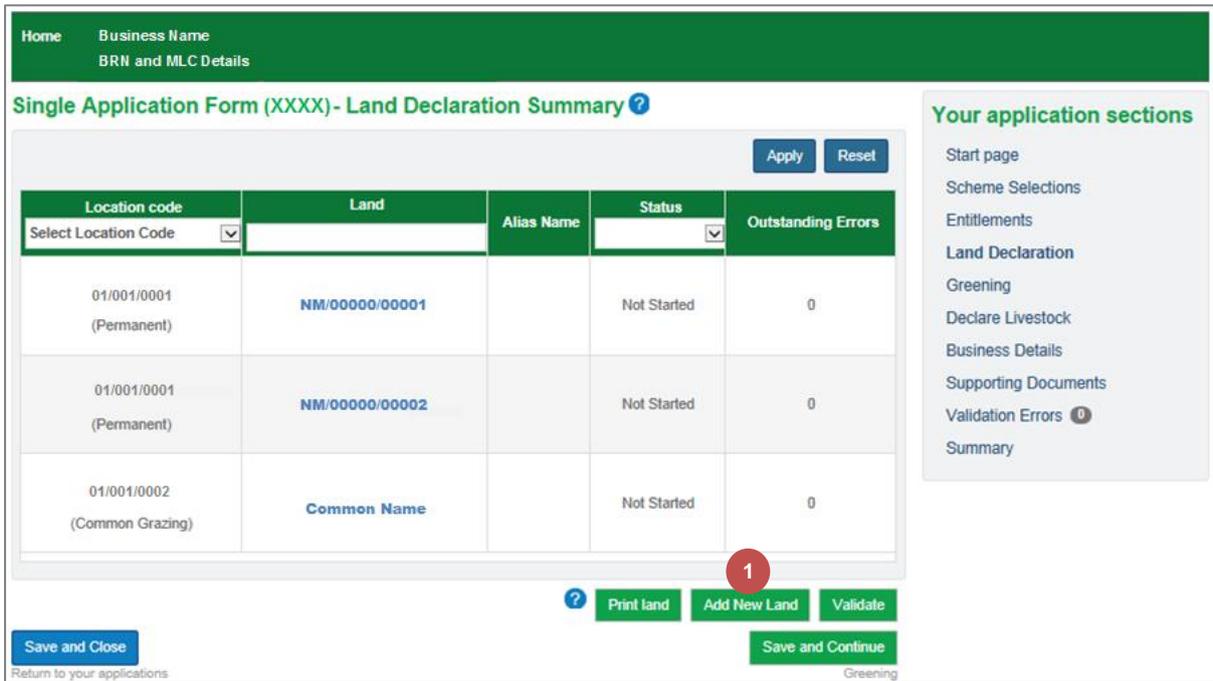
Print land
Add New Land
Validate

Save and Close
Return to your applications

Save and Continue
Greening

2.3.2 Common Grazing

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



Home Business Name
BRN and MLC Details

Single Application Form (XXXX) - Land Declaration Summary ?

Apply Reset

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001		Not Started	0
01/001/0001 (Permanent)	NM/00000/00002		Not Started	0
01/001/0002 (Common Grazing)	Common Name		Not Started	0

Print land Add New Land Validate

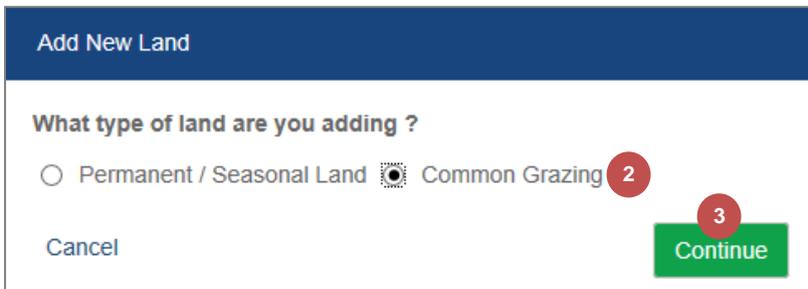
Save and Close Save and Continue

Return to your applications Greening

Your application sections

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

- 2 Select the **Common Grazing** option
- 3 Click the **Continue** button



Add New Land

What type of land are you adding ?

Permanent / Seasonal Land Common Grazing

Cancel Continue

- 4 Select whether it is a **Croft share** or **Land Parcel** you wish to add
 - a 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.
 - b If it is a **Land parcel**, complete the **Land Parcel Identifier**.

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)

4

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

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

Please select croft name

4a

Please select one option you wish to add

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

Land Parcel Identifier

Allowed Format : NJ/12345/12345

4b

5	Select the Reason for Adding from the drop-down list
6	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)

Common Grazing ?

Location Code

If known,please enter the share Location

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

Please select croft name

Reason for Adding

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

5

6

2.4 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	Outstanding Errors
Select an Option				
01/001/0003 Added (Permanent)	001/0001/1 1		Not Started	0

2 Click on the **Delete Land** button

Added PERMANENT 01/001/0003 001/0001/1
Not Started

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

Please declare your activity ?

Delete Land **2**

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

Delete Land

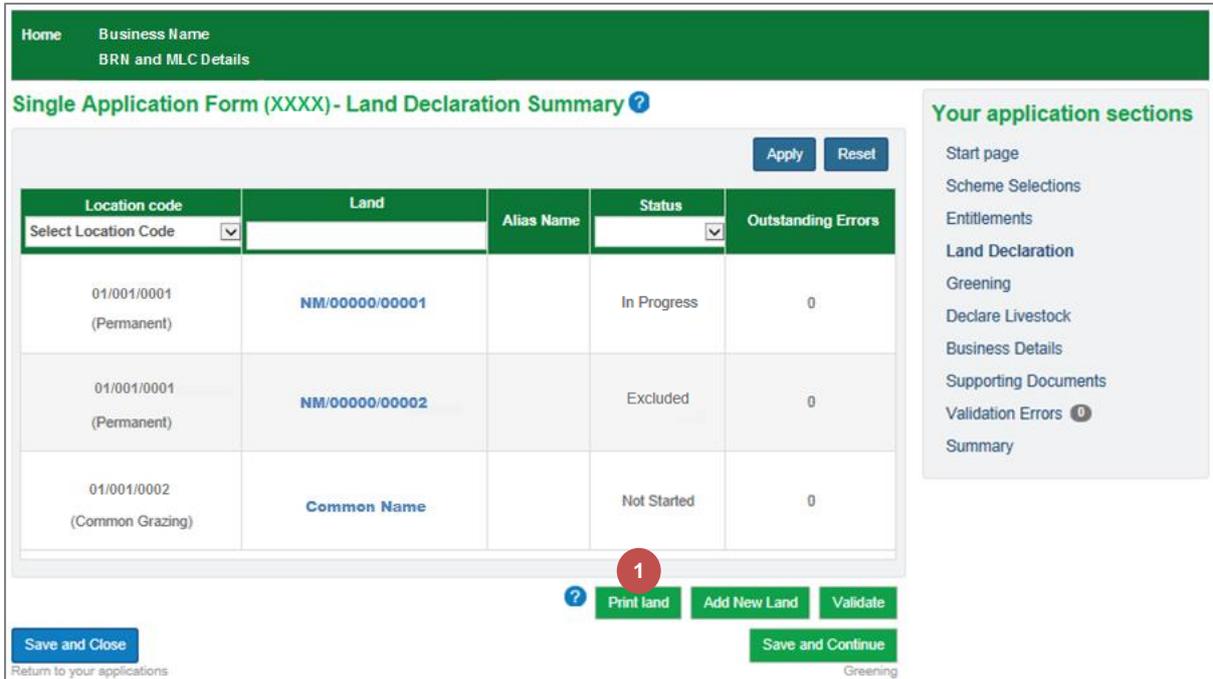
You are about to delete land parcel [001/0001/1]. It will be permanently removed from the application. Do you wish to continue?

Cancel Yes, Delete **3**

2.5 Print Land

You can produce a PDF document that can be printed at any point in the application. This is a very useful summary containing land parcel information, land use details, scheme and contract details and status.

- 1 Click on the **Print Land** button on the **Land Declaration** screen



Home Business Name
BRN and MLC Details

Single Application Form (XXXX) - Land Declaration Summary ?

Apply Reset

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001		In Progress	0
01/001/0001 (Permanent)	NM/00000/00002		Excluded	0
01/001/0002 (Common Grazing)	Common Name		Not Started	0

Print land Add New Land Validate

Save and Close Save and Continue

Your application sections

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

- 2 The **Land Summary** is opened in a new window
You can scroll through the land or print this document as it is now. This example shows just a snapshot of some permanent land.

2

Permanent Land

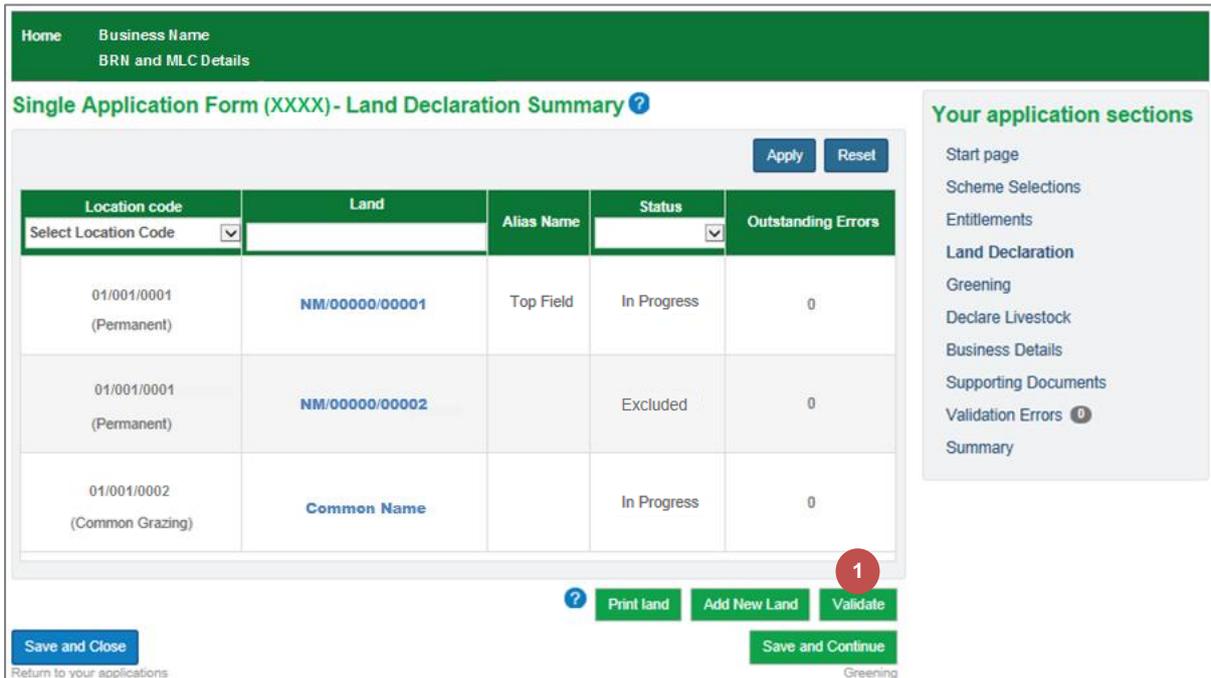
Land Parcel Information					Land Use Details										Less Favoured Area	Ecological Focus Area		Agri- Environment Climate Scheme		Forestry Grant Scheme		Rural Priorities		Status
Location Code	Land Parcel Identifier	Payment Region	Gross field area	Excl	BPS Eligible Area	Payment Region	Land use (use code list)	Land use Area	BPS Area being claimed	LFASS	Land Let Out	Land activity	Organic status	LFA Indicator	Activity	Unit	Option	Unit	Option	Unit	Option	Unit	Status	
01/001/0001	NM/00000/00001	1	26.34	0.33	26.01		EXCL	0.33			N	PA		Y									In Progress	
01/001/0001	NM/00000/00002	1	12.96	0.00	12.96						N			Y									Excluded	

2.6 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 on the Land Declaration Summary screen



Home Business Name
BRN and MLC Details

Single Application Form (XXXX) - Land Declaration Summary ?

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001	Top Field	In Progress	0
01/001/0001 (Permanent)	NM/00000/00002		Excluded	0
01/001/0002 (Common Grazing)	Common Name		In Progress	0

Apply Reset

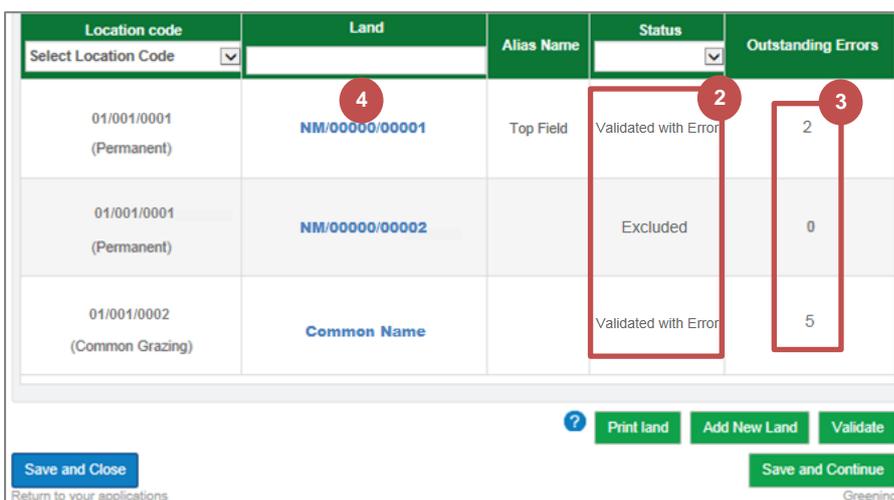
Print land Add New Land Validate

Save and Close Save and Continue

Your application sections

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

- 2 In this example 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	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001	Top Field	Validated with Error	2
01/001/0001 (Permanent)	NM/00000/00002		Excluded	0
01/001/0002 (Common Grazing)	Common Name		Validated with Error	5

Print land Add New Land Validate

Save and Close Save and Continue

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

Single Application Form (XXXX) - Manage land details ?

5

Please fix the following errors, before submitting your application:

- You have claimed 0.88 ha of PGRS for Basic Payment Scheme which exceeds the land use area 0.85 ha. Please amend accordingly.
- You have selected land activity as Arable Cropping but an arable land use has not been declared. Please amend appropriately.
- 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 0.88 ha for Basic Payment Scheme which exceeds the eligible area 0.85 ha. Please review your claimed area.

The declared scheme(s), option(s) and land use(s) required 0.88 ha which exceeds the gross field area 0.85 ha. Please amend appropriately.

1 of 3 Current Land Selection

PERMANENT 01/001/0001  NM/0000/00001 **Validated with Error**

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 ?

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

Please fix the following errors, before submitting your application:

- You have claimed 0.88 ha of PGRS for Basic Payment Scheme which exceeds the land use area 0.85 ha. Please amend accordingly.
- You have selected land activity as Arable Cropping but an arable land use has not been declared. Please amend appropriately.
- 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 0.88 ha for Basic Payment Scheme which exceeds the eligible area 0.85 ha. Please review your claimed area.

The declared scheme(s), option(s) and land use(s) required 0.88 ha which exceeds the gross field area 0.85 ha. Please amend appropriately.

- 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

6

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

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

PERMANENT 01/001/0001 NM/00000/00001 Top Field 7 Validated with Error

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 AC - Arable Cropping ?

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	ASPG - Asparagus	0.85		0.85	<input type="checkbox"/>	Delete
Total		0.85	0	0.85		

[Add another Land use ?](#)

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

Restore to last saved data ?

Return to Land Declaration
8 Save & Re-validate
Next

9 The status has been updated to **Validation Passed** and the **Outstanding Errors to 0**
 This can be viewed in the Manage Land Details screen and the Land Declaration table

PERMANENT 01/001/0001 NM/00000/00001 Top Field Validation Passed 9

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001		Validation Passed	0 9

10 Repeat **steps 4-8** for any other parcels with errors

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 (XXXX) - 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. You have currently claimed 93.511% 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 Units	Weighting Factor	Converted Area
Total			0.00

Crop Diversification ?

	Claim Grown	BPS Claim	% of Total Arable Area
Major Crop	Asparagus	0.85	100.00
Other Crop	-	0.00	0.00
Total		0.85	100.00

Save and close

Return to your applications

1
 Save and continue

Declare Livestock

Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening**
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors 9
- Summary

4. Declare Livestock

You must tell us whether you intend to have livestock on your holding in the scheme year.

1	If you have no livestock, poultry or beehives , select this option.
2	Select each species you need to tell us about
3	Enter the numbers 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 LFA land
5	Once completed, click the Save and continue button to advance to the Business Details section.

Single Application Form (XXXX) - 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 fix the following errors, before submitting your application:

- You have confirmed 'I wish to claim Less Favoured Support Scheme' therefore please provide the number of animals you maintain on LFA land.

Please tell us about Livestock, Poultry and Beehives held at any time in XXXX	Number present on 1 March XXXX	Number maintained on LFA land as at 1 March XXXX (that you have economic responsibility for)												
<div style="margin-bottom: 10px;"> <input type="checkbox"/> I have no livestock, poultry or Beehives </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Pigs </div> <div style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> Cattle </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Sheep </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Goats over 6 months old </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Llamas over 6 months old </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Alpacas over 6 months old </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Farmed Deer </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Horses and Ponies (Equine) </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Poultry </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Beehives ? </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> </table>							<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> </table>						

Return to your applications

Business Details

Your application sections

- [Start page](#)
- [Scheme Selections](#)
- [Entitlements](#)
- [Land Declaration](#)
- [Greening](#)
- [Declare Livestock](#)
- [Business Details](#)
- [Supporting Documents](#)
- [Validation Errors 11](#)
- [Summary](#)

5. Business Details

Information about your business is populated from your business information provided on Rural Payments and Services. If your business information has changed, you will have to update your information.

1	If the selected option no longer applies to your business, please select the correct option.
a	If you have selected the 2nd or 3rd option, please select each country that applies and reference number as prompted.
2	Please select whether you are submitting your SAF as a Non-trading person or organisation?
3	Please note that all schemes will be paid in sterling following the withdrawal of the UK from the European Union in January 2020. It was not possible to update the computer program to remove the euro option for SAF 2020. Please select sterling as your payment currency. If you select "Euro", you will be paid in sterling.
4	Once completed, click the Save and continue button to advance to the Supporting Documents section.

Single Application Form (XXXX)- 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 **1a**

Wales

Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Business Details**
- Supporting Documents
- Validation Errors 11
- Summary

2 Please tell us about your business ?

Are you submitting your SAFXXXX 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 XXXX 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](#)

4

[Save and continue](#)

Supporting Documents

[Return to your applications](#)

6. Supporting Documents

Based on the information you have supplied within 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 15 May 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.

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

Single Application Form (XXXX) - Your supporting documents ?

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

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.

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

You can provide supporting information electronically.

2

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)

3

Comments (Max 100 Characters)

Land registered organic

Please provide the following supporting information:

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

You can provide supporting information electronically.

2

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)

3a

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

Comments (Max 100 Characters)

Supporting Documents currently associated with this application

Date Provided	Category	Reference	Description	Document Type	Status	Remove
View all supporting documents						
Upload other Supporting Documents						

Save and close
Save and continue

Return to your applications Validation Errors

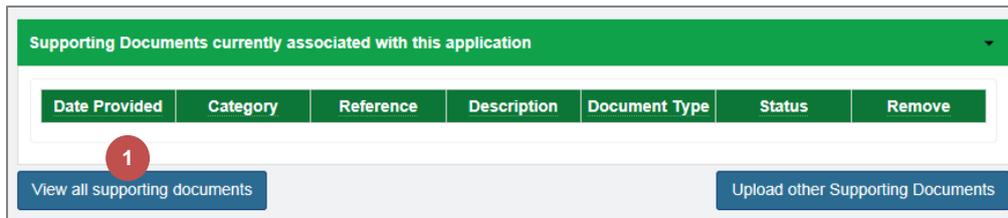
Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents**
- Validation Errors 11
- Summary

6.2 View All Supporting Documents

You can check the documents that have been previously uploaded for this application or any other application. There is no need to upload another copy if that document has been uploaded previously.

- 1 Click on the **View all supporting documents** button

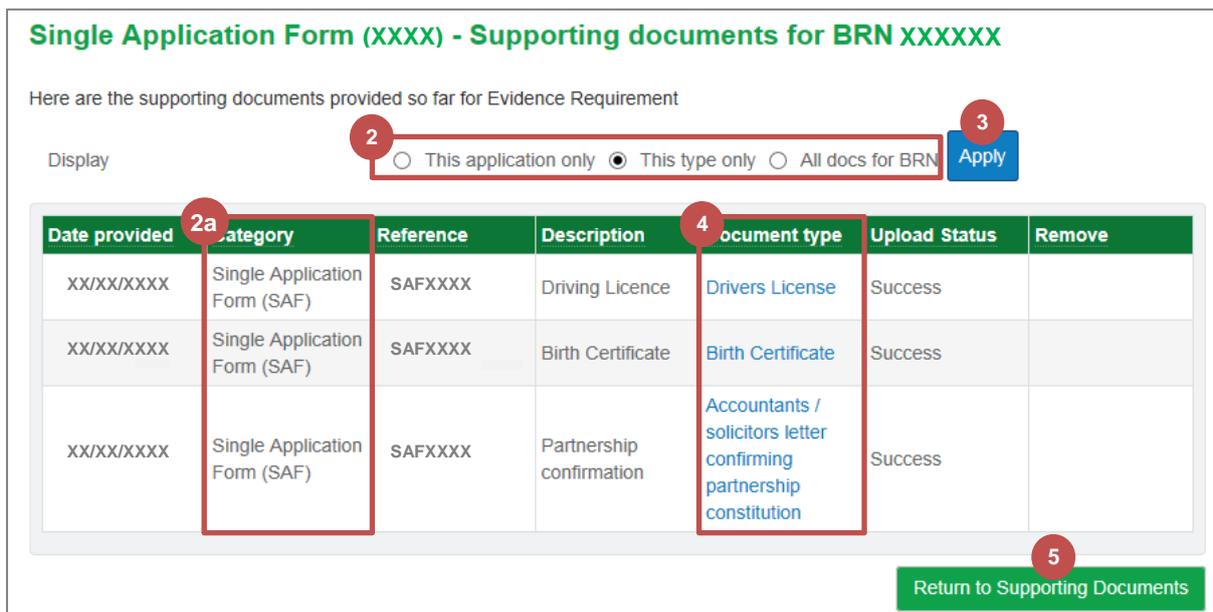


Supporting Documents currently associated with this application

Date Provided	Category	Reference	Description	Document Type	Status	Remove
---------------	----------	-----------	-------------	---------------	--------	--------

View all supporting documents Upload other Supporting Documents

- 2 Select the **Display option**
This example has no documents uploaded for this application only
 - a **This type only** has been selected
Shows all documents uploaded for this type of application (SAF)
 - b **All docs for BRN** has been selected
Shows all documents uploaded for any type of application. This example has a number of documents spanning a few pages.
- 3 Click on the **Apply** button
- 4 You can click on the **Document type** link to view the uploaded document
The document will open in a new window
- 5 Click on the **Return to Supporting Documents** button when finished



Single Application Form (XXXX) - Supporting documents for BRN XXXXXX

Here are the supporting documents provided so far for Evidence Requirement

Display This application only This type only All docs for BRN

Date provided	Category	Reference	Description	Document type	Upload Status	Remove
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Driving Licence	Drivers License	Success	
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Birth Certificate	Birth Certificate	Success	
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Partnership confirmation	Accountants / solicitors letter confirming partnership constitution	Success	

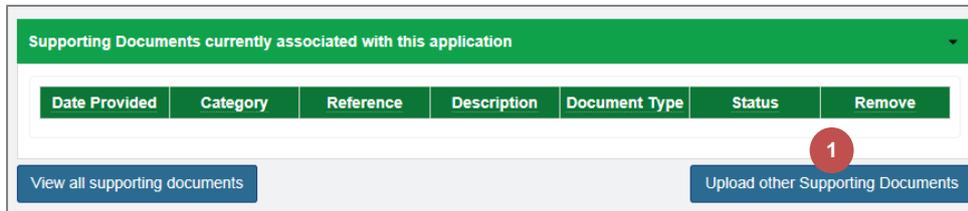
Display This application only This type only All docs for BRN

Date provided	Category	Reference	Description	Document type	Upload Status	Remove
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Water margin summary table	Additional Supporting Information	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Species rich grassland grazing plan	Grazing Plan	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Wetland grazing plan	Grazing Plan	Success	delete
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Driving Licence	Drivers License	Success	
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Birth Certificate	Birth Certificate	Success	
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Partnership confirmation	Accountants / solicitors letter confirming partnership constitution	Success	
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Moorland management plan	Grazing Plan	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Scrub control plan	Additional Supporting Information	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Hedgerow management plan	Additional Supporting Information	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Diffuse pollution risk assessment	Additional Supporting Information	Success	delete

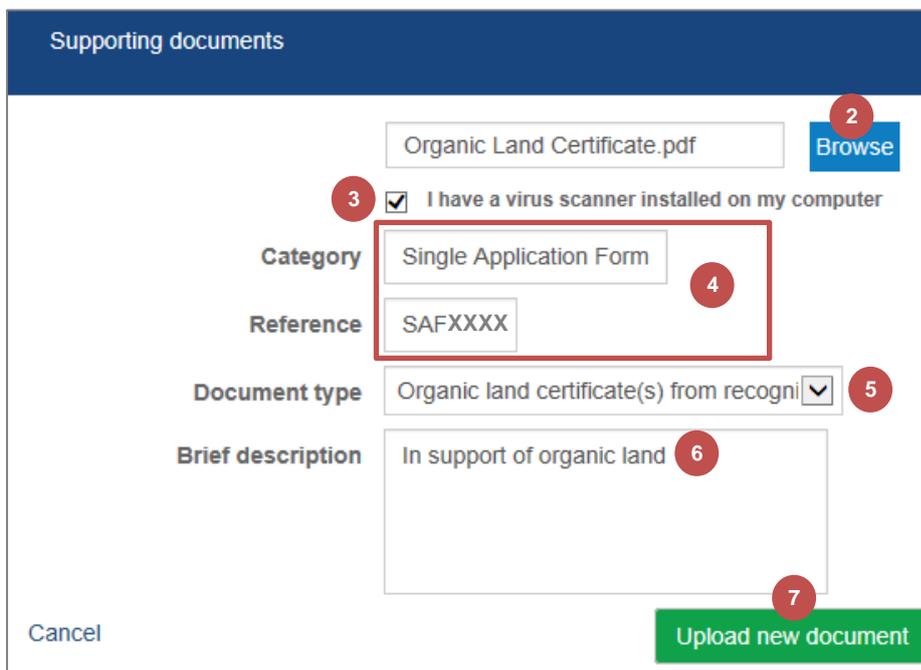
6.3 Upload New Document

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.

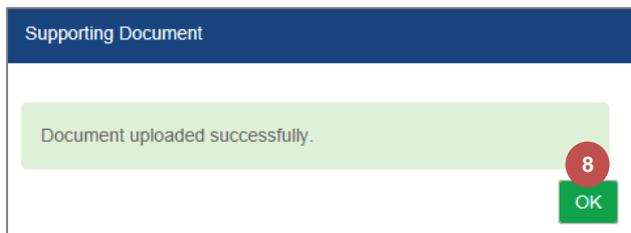
- | | |
|----------|--|
| 1 | Click on the Upload other Supporting Documents button |
|----------|--|



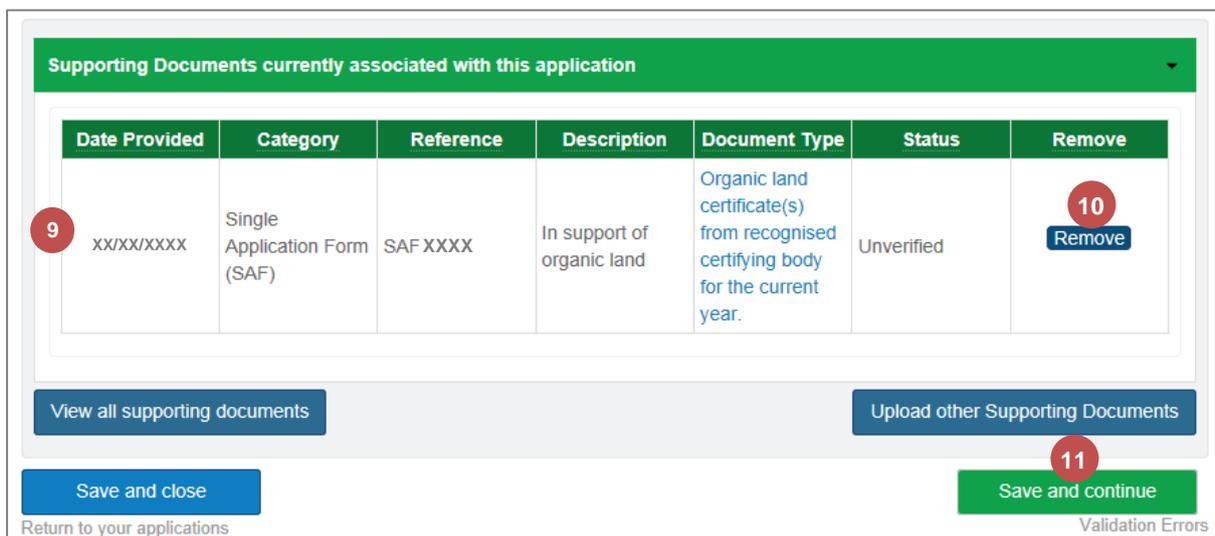
- | | |
|----------|--|
| 2 | Click on the Browse button and select the document to be uploaded |
| 3 | Tick the option I have a virus scanner installed on my computer to confirm you have a virus scanner installed |
| 4 | The Category and Reference are read only |
| 5 | Select the Document type from 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, an organic land certificate has been chosen to meet the evidence requirement. |
| 6 | Enter a Brief description |
| 7 | Click on the Upload new document button
The button is not active until you click away from the Brief description text box |



8 Click on the **OK** button to close the confirmation dialog box



- 9** The uploaded document is now visible on the screen
Repeat **steps 1-8** for any other documents to be uploaded
- 10** There is a **Remove** button if you want to remove the document
- 11** Once completed, click the **Save and continue** button to advance to the **Validation Errors** section.



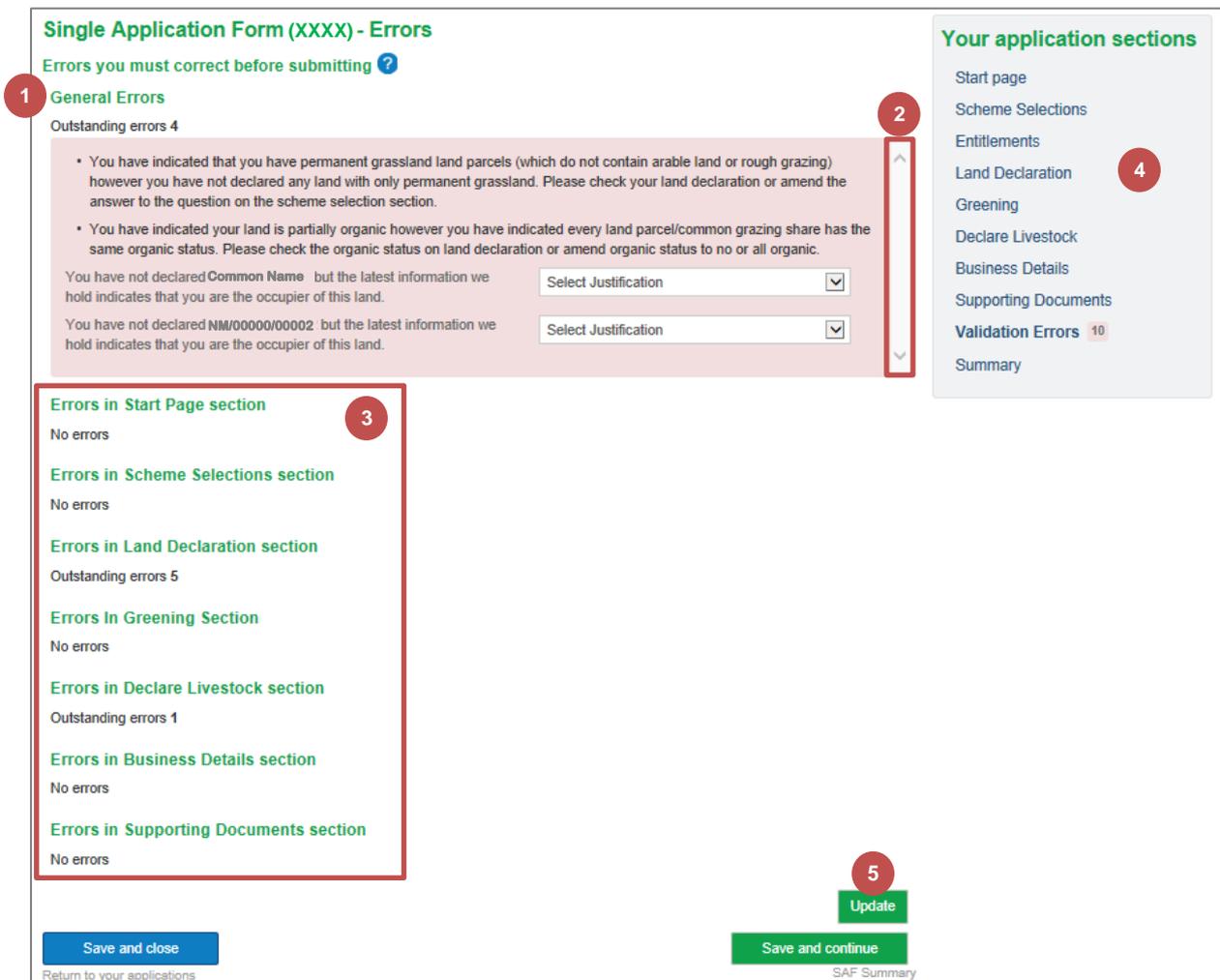
Documents upload into Rural Payment & Services better during quieter periods of system use. It is best to avoid uploading documents nearer the 15 May submission deadline. Ultimately it is your responsibility to ensure that your document(s) has uploaded correctly and that you can see it on your application. If you can't upload your supporting documentation successfully, you will need to make separate arrangements to get it to the Area Office that deals with your business before the SAF submission deadline.

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 All errors must be resolved or justified before you can submit your application
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	Use the section navigation bar to the right to resolve errors reported in step 3 There are no links to the sections from the headings in step 3. They simply tell you which sections contain errors and you have to navigate to those sections to resolve the errors.
5	If you have amended the application information or justified any of the errors, click the Update button.



Single Application Form (XXXX) - Errors
Errors you must correct before submitting ?

1 General Errors
Outstanding errors 4

- 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.

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

You have not declared NM/00000/00002 but the latest information we hold indicates that you are the occupier of this land.

2

Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration **4**
- Greening
- Declare Livestock
- Business Details
- Supporting Documents
- Validation Errors **10**
- Summary

3

Errors in Start Page section
No errors

Errors in Scheme Selections section
No errors

Errors in Land Declaration section
Outstanding errors 5

Errors In Greening Section
No errors

Errors in Declare Livestock section
Outstanding errors 1

Errors in Business Details section
No errors

Errors in Supporting Documents section
No errors

5

Return to your applications SAF Summary

6	<p>Errors that cannot be justified will only be resolved by amending the application data</p> <p>Once the data has been amended, click the Update button again (step 5)</p>
7	<p>This example shows that the last 2 errors have been justified and the tick now appears to indicate that</p>

6

- 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.

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

The latest information is incorrect, this business

You have not declared NM/00000/00002 but the latest information we hold indicates that you are the occupier of this land.

This parcel is not declared as it is not available

7

8	<p>All errors have now been resolved/justified and the count updated to display 0</p>
9	<p>Once completed, click the Save and continue button to advance to the SAF Summary section.</p>

Single Application Form (XXXX) - Errors

Errors you must correct before submitting ?

General Errors

You have not declared NM/00000/00002 but the latest information we hold indicates that you are the occupier of this land.

This parcel is not declared as it is not available

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 Business Details section
No errors

Errors in Supporting Documents section
No errors

Your application sections

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

Return to your applications

9

SAF Summary

8. Summary

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

1	By clicking on any of the show details links, you can expand that section to display additional information.
2	Please tick the check box if you agree to receive the mailings
3	Please scroll down and tick to confirm you have read and understood the declarations and undertakings
4	You can click the Print Application button to produce a PDF document that can be printed You can print at any point in the application

Single Application Form (XXXX) - Summary ?

Scheme selection Show details Last updated by username at 00:00 on XX/XX/XXXX

Entitlement Show details Last updated by username at 00:00 on XX/XX/XXXX

Land details Show details Last updated by username at 00:00 on XX/XX/XXXX

Livestock Last updated by username at 00:00 on XX/XX/XXXX

Business details Last updated by username at 00:00 on XX/XX/XXXX

Greening

Exempt from Ecological Focus Area and Crop Diversification

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. You have currently claimed 93.511% 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.

Supporting documents Last updated by username at 00:00 on XX/XX/XXXX

You have supplied all supporting documents.

Errors Last updated by username at 00:00 on XX/XX/XXXX

You have 0 unresolved errors

Scottish Government Rural Payments and Services would like to contact you by email with news and opportunities that we think would be relevant to you or your business. For example, we might send you occasional emails containing:

- Briefings relevant to farmers and land managers in Scotland
- News about local events relating to proposed or existing Schemes
- Notification of changes to Scheme guidance or Scheme deadlines
- Messages concerning Rural Payments & Services system availability

Please tick if you agree to receive such mailings (you will always be able to opt out later).

Declarations and undertakings

categories of data we collect and how we acquire it, especially in those cases where it may come from another party.

The Privacy Policy also sets out our approach to sharing data and gives information about the organisations with whom we share data and why we do so. Finally, we advise you of your various rights and how to exercise them.

If you are providing information to us on behalf of someone else (for example, as an agent representing a Scheme applicant), you are advised to draw this section of the Guidance and the Privacy Policy to the attention of any individual whose data is being processed. This is in order to help you fulfil your obligations under data protection legislation towards your clients or those whom you represent.

I have read and understood the **declarations and undertakings**

Your application sections

Start page

Scheme Selections

Entitlements

Land Declaration

Greening

Declare Livestock

Business Details

Supporting Documents

Validation Errors 1

Summary

[Save and close](#)

[Print Application](#)

[Submit](#)

Return to your applications ?

Please refer to the chapter [Submit the Completed Application](#) starting on page [43](#) once you have reviewed your information and are ready to submit your completed application.

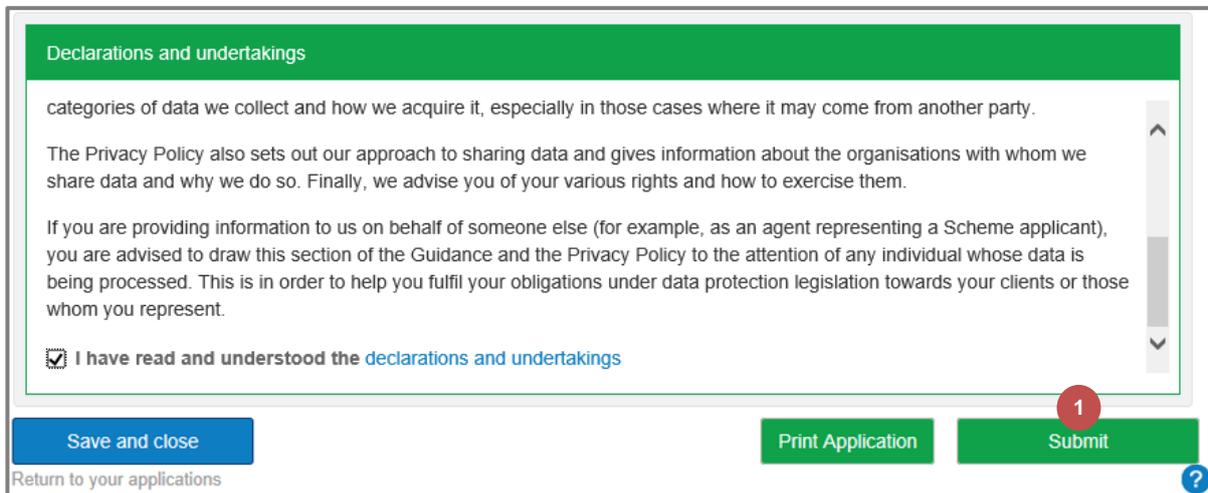
Chapter 4 - Submit the Completed Application

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

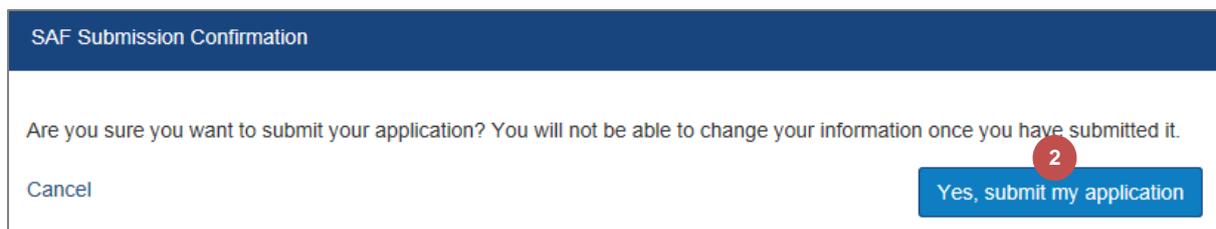
You will no longer be able to amend the application detail once you have submitted the application. If you need to amend your application after submission, you can upload a request letter detailing the changes. Please see [Chapter 5 - Upload Amendment Request](#) starting on page [45](#).

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.

1	At the bottom right of the Summary screen, click the Submit button
----------	--



2	Click the Yes, submit my application button
----------	--



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

Thank you for your submission

Your application reference

Your application reference is 00SAF00001

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



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.

[Return to my applications](#)

7

The **application status** is now **Under Action/Assessment**

If you need to amend your application after submission, you can upload an amendment request.

8

You can **view** your application or **upload supporting documents** by clicking the **SAF Reference**

Applications

Start a new application

[Start](#)

Your receipted and draft applications

Applications submitted in

Type	Name	Reference	Date	Status
SAF		00SAF00001	XX XXX XXXX	Under Action/Assessment

9

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

Communication Log

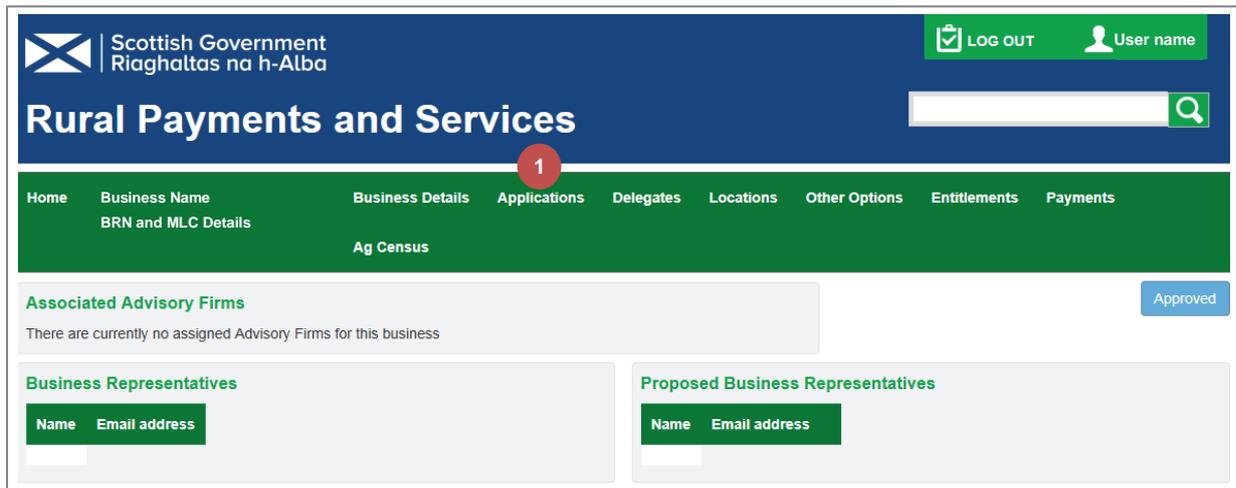
Date	Category	Document Type	Description	Channel
XX/XX/XXXX 0.00 AM/PM	Association	LETTER	SAF acknowledgement	SystemGenerated View File
XX/XX/XXXX 0.00 AM/PM	Communication	LETTER	Printed summary	SystemGenerated View File

Chapter 5 - Upload Amendment Request

Once you have submitted your completed SAF application, no further changes can be made to the information contained within it. If you need to notify us of a withdrawal, an amendment or an error, you can upload a document containing your request.

This document must have been created and saved ready to be uploaded before continuing.

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



Scottish Government
Riaghaltas na h-Alba

LOG OUT User name

Rural Payments and Services

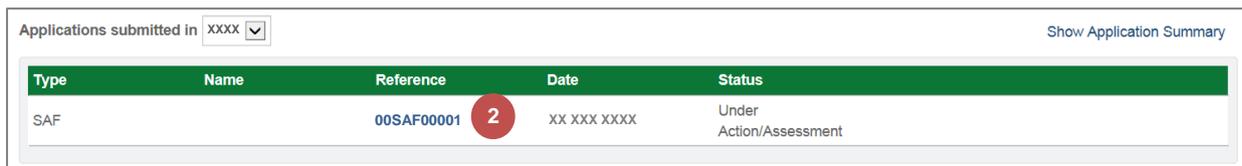
Home Business Name Business Details **Applications** Delegates Locations Other Options Entitlements Payments
BRN and MLC Details Ag Census

Associated Advisory Firms Approved
There are currently no assigned Advisory Firms for this business

Business Representatives Proposed Business Representatives

Name	Email address

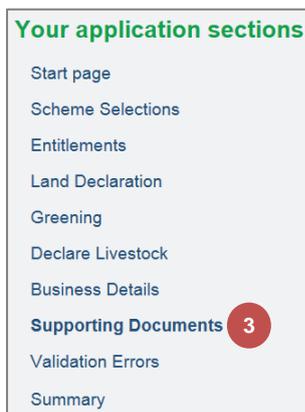
2 Click the **Reference** for your submitted SAF application



Applications submitted in Show Application Summary

Type	Name	Reference	Date	Status
SAF		00SAF00001 2	XX XXX XXXX	Under Action/Assessment

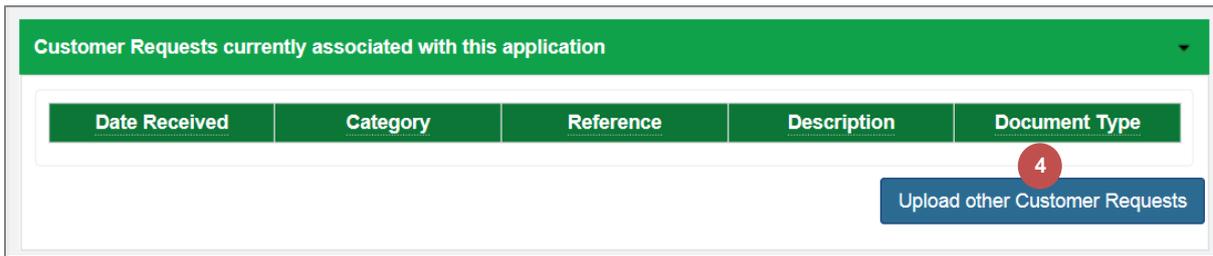
3 Click on the **Supporting Documents** section



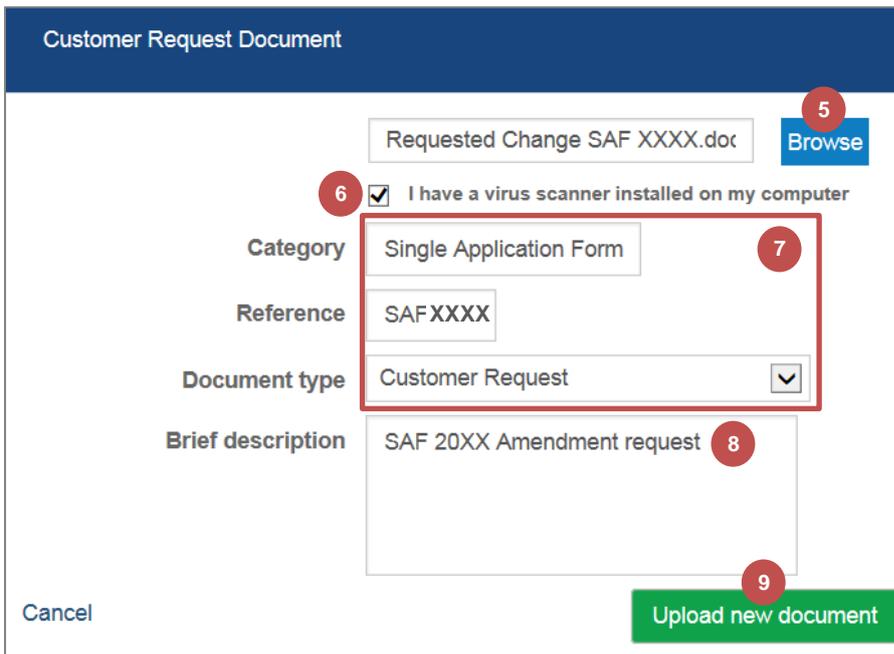
Your application sections

- Start page
- Scheme Selections
- Entitlements
- Land Declaration
- Greening
- Declare Livestock
- Business Details
- Supporting Documents** **3**
- Validation Errors
- Summary

4 Scroll down and click the **Upload other Customer Requests** button
 This is only available once you have submitted your application



- 5** Click on the **Browse** button and select the document to be uploaded
- 6** Tick the option **I have a virus scanner installed on my computer**
- 7** The **Category**, **Reference** and **Document Type** are read only
- 8** Enter a descriptive **Brief description**
Make sure that you describe what you are requesting
- 9** Click on the **Upload new document** button



10 Click on the **OK** button to accept the confirmation dialog box

Supporting Document

Document uploaded successfully.

10
OK

11 The **Customer Request** is now associated with this application
Your local area office will be notified when a request is successfully uploaded so they can take the appropriate action

Customer Requests currently associated with this application

Date Received	Category	Reference	Description	Document Type
XX/XX/XXXX	Single Application Form (SAF)	SAF XXXX	SAF 20XX Amendment request	Customer Request

11

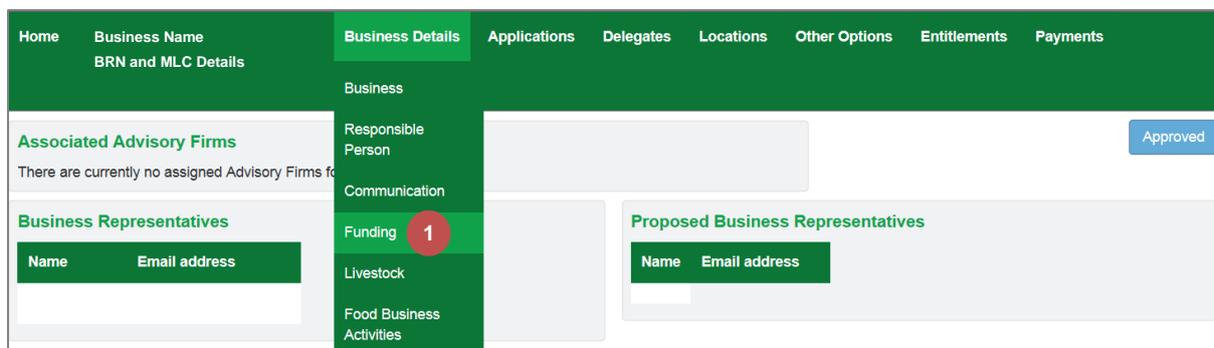
Upload other Customer Requests

Chapter 6 - Head of Business

If you are intending to claim Young Farmers Payment or the Young Farmer category in your application for National Reserve entitlements, the head of business information needs to be completed within your business information on Rural Payments and Services.

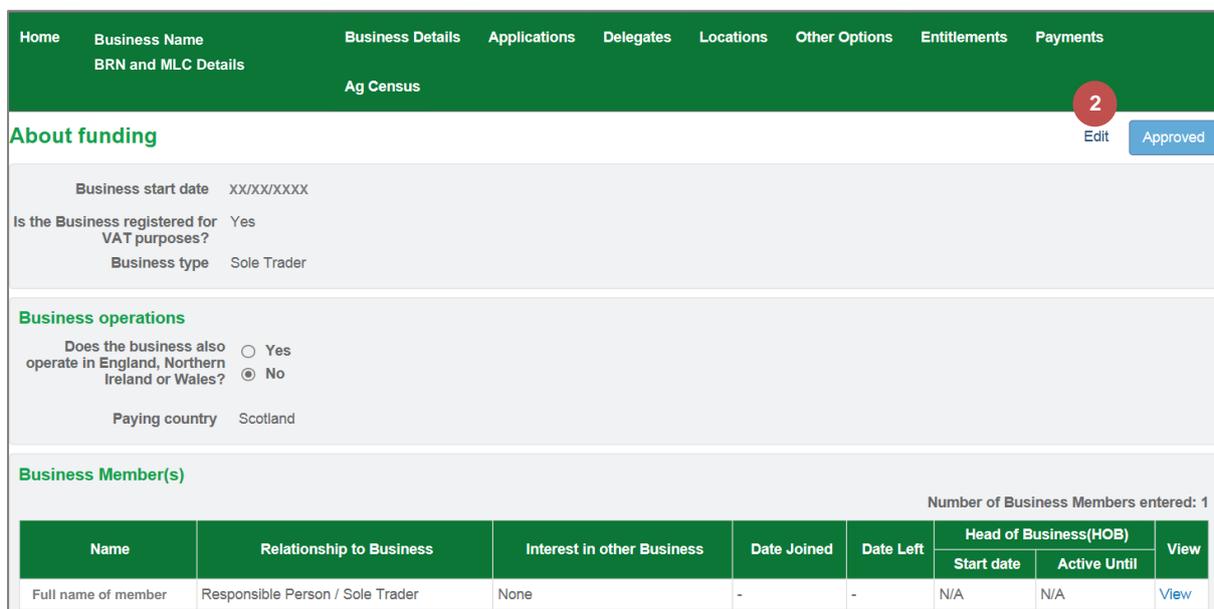
If you have selected these options and there is no information prepopulated for the head of business, follow the steps below to complete it and then you can continue with your single application form.

1 Select **Business Details > Funding** from the Business menu bar



The screenshot shows the 'Business Details' menu bar with the following items: Home, Business Name (BRN and MLC Details), Business Details, Applications, Delegates, Locations, Other Options, Entitlements, and Payments. The 'Business Details' sub-menu is open, showing: Business, Responsible Person, Communication, Funding (highlighted with a red circle '1'), Livestock, Food Business Activities, and an 'Approved' button.

2 Select the **Edit** link at the top of the page



The screenshot shows the 'About funding' page with the following details:

- Business start date:** XX/XX/XXXX
- Is the Business registered for VAT purposes?** Yes
- Business type:** Sole Trader
- Business operations:**
 - Does the business also operate in England, Northern Ireland or Wales? Yes No
 - Paying country:** Scotland
- Business Member(s):** Number of Business Members entered: 1

Name	Relationship to Business	Interest in other Business	Date Joined	Date Left	Head of Business(HOB)		View
					Start date	Active Until	
Full name of member	Responsible Person / Sole Trader	None	-	-	N/A	N/A	View

3 Select the **Edit** link for the **Business Member** you want to set as the **Head of Business**

Business Member(s) Number of Business Members entered: 1

Name	Relationship to Business	Interest in other Business	Date Joined	Date Left	Head of Business(HOB)		View
					Start date	Active Until	
Full name of member	Responsible Person / Sole Trader	None	-	-	N/A	N/A	Edit 3

Declaration

I confirm that I have added all Business Members

Cancel **Save**

4 Select the **This member is the Head of Business** checkbox

Head of Business

This member is the Head of Business **4**

Active until

Cancel Business Member **Save Business Member**

Cancel **Save**

5 Select the **Date became Head of Business** from the date picker icon

6 Click the **Save Business Member** button

Head of Business

This member is the Head of Business

Date became Head of Business  **5**

Active until

Remove this Head of Business **6**

Cancel Business Member **Save Business Member**

7 Select the check box **I confirm that I have added all Business Members**

8 Click the **Save** button

Business Member(s) Number of Business Members entered: 1

Name	Relationship to Business	Interest in other Business	Date Joined	Date Left	Head of Business(HOB)		View
					Start date	Active Until	
Full name of member	Responsible Person / Sole Trader	None	-	-	XX/XX/XXXX		Edit

Declaration

I confirm that I have added all Business Members **7**

Cancel **Save** **8**

9 Click the **OK** button to continue

Confirm

The amendments made to the business may result in the business being reassessed.

Do you wish to continue?

10 The **Business Status** is now updated to **Change Submitted**

10
Change Submitted

This information will now be automatically updated in your Single Application Form.

Chapter 7 - Customer Support

1. Telephone Support

Please remember your local RPID 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 get assistance from our staff to help guide you through your application.

Further information is available at:

<https://www.ruralpayments.org>

We look forward to receiving your Single Application Form online this year.