

**Rural Payments and Services**


**Single Application Form**

**Customer Online Guidance - 2016**

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## Single Application Form Getting Started

This document is intended to give you the information you need to submit your online Single Application Form (SAF).

Don't forget to use Context Sensitive Help (CSH) icons  that appear throughout the system. They provide information that should help clarify what you are being asked to complete.

### Creating an account on Rural Payments and Services (RPS)

Online customers must create an account on RPS before they can access their SAF online. Additional customer information is required from every existing and new business ([Rural Payments and Services – Your Business](#)).

An online SAF can be completed/submitted by the following people –

- Business Responsible Person
- Business Representative with appropriate mandates
- Advisory Firm Accountable Person with appropriate mandates
- Advisory Firm Agent with appropriate mandates

The SAF online process 'builds' screens based on the options and information that you supply. The system will highlight when supporting documentation is required (for example a birth certificate or driving licence). You can upload these yourself (preferable) or take them to your local area office.

Online SAFs to be completed and submitted by Advisory Firms or Business Representatives require the relevant mandates to be in place. This will take the form of **two** mandates:

Maintain Single Application Form Applications	To be able to <b>complete</b> the SAF
Submit Single Application Form Applications	To be able to <b>submit</b> the SAF

As an online customer you can apply these mandates or if you wish you can complete form [PF05 - Business mandate form](#) and hand this in to your local area office on time to allow the application to be submitted on time.

## SAF 2016 – Updates

Within this document we will cover the process from beginning to end for Online or submission of SAF for 2016.

The main online application changes for 2016 are:

- All supporting documentation **must** be supplied along with the application or by the **16 May 2016** or penalties may apply. This includes the Seasonal common grazing form required for any seasonal common grazing shares.
- An LMF will be required where the applicant has included new land (white space), has a land boundary change or made a change to the internal features.
- Annual recurrent claims for Agri-Environment Climate Scheme and Forestry Grant Scheme will be made on the SAF. Please ensure you claim for all relevant management items as no information has been pre-populated.
- At scheme selection section you must indicate if you let out any land. If you do, you will have to indicate during land declaration where this applies.
- All claimants for the Basic Payment Scheme wishing to receive a Greening payment must complete an annual nitrogen fertiliser and lime plan for fields of permanent grassland.
- Customers are provided with an illustration of entitlements. Any customer making an application to the National Reserve for BPS entitlements (New Entrants and Young Farmers only categories available) will have to do so on the online SAF.
- Land declaration has been updated to provide a land summary screen which allows access to make declaration against each land parcel or common grazing share. The summary screen provides the ability to validate land declared, indicates the status and number of errors (if any) of a land parcel and allows you to filter your land parcels. It also has the function to print land, which has been improved from 2015.
- To claim Less Favoured Area Support Scheme you must provide an area against the land use, this is no longer a tick box.
- Greening calculations are based on Basic Payment Scheme claim areas. There is a new greening requirement for Permanent Grassland where you must complete an annual nitrogen fertiliser and lime plan for fields of permanent grassland.
- There is a new question on Business Details section about the trading status of the business.
- A new function has been introduced on the summary screen to allow an application summary to be taken, which includes detail of the application as it appears in the summary and the land print. This can be taken at any point while completing the application. When the application is submitted a copy of

this will be placed in the communication log as well as the acknowledgement letter.

- Validation errors will either appear in the section they relate to or as a general error in the validation error section. All errors will have to be addressed before an application can be submitted.
- As in 2015 there are certain selections or entries required before save and continue is enabled. All sections must be completed using the save and continue function to allow the section to be marked as complete.

Please ensure that for further scheme guidance you refer to the appropriate guidance which is provided on RPS. There is also further information within the IACS (1) booklet published on RPS that you should consider when making your application.

# Completing an online Single Application Form

## Accessing the Business

To access the Rural Payments and Services Portal, open your internet browser and type the following in the address bar:

<https://www.ruralpayments.org>

- 1 Select Login
- 2 Complete your login details

## Accessing an application

- A From the Home Page select **your Business** (or as an Advisory Firm the appropriate Business from your Home Page)

Business name	Business Reference Number (BRN)	Role	Status
Findlay Farms	232531	Responsible Person	Proposed

- B Select **Applications** from the Business menu

Home Findlay Farms BRN: 232531 Business Details Applications Delegates Locations Other Options Entitlements Payments

**C** Select **Single Application Form** from the dropdown menu

**D** Select **Start**

The screenshot shows a web application interface. At the top, there is a green header bar with the text "Home Findlay Farms BRN: 232531 MLC: unknown". Below the header, the word "Applications" is displayed in green. Underneath, there is a section labeled "Start Application" with a dropdown menu. The dropdown menu is open, showing a list of application options: "Select an Application", "Agri- Environment Climate Scheme", "Forestry Grant Scheme", "Scottish Suckler Beef Support Scheme (Mainland and Islands)", "Scottish Upland Sheep Support Scheme", and "Single Application Form". A red circle with the letter "C" is positioned next to the "Single Application Form" option. To the right of the dropdown menu, there is a green button labeled "Start" with a red circle and the letter "D" next to it.

## Getting Started

The first screen of the application:

- 1 Provides a note of what you need to complete the form
- 2 Provides general information on completing the form
- 3 Provides links to Guidance (which opens in a new window)
- 4 Explains we require all supporting documentation by 16 May 2016
- 5 Eligibility Question –Must be answered (see next section for more information)
- 6 Once you have completed this page you can **Continue** to move on.

**Single Application Form (2016)** ? 1

**Getting started**

Your completed form must be submitted by Monday 16 May 2016. If you miss this deadline substantial penalties may apply.

This form is for Scottish land use only.

To complete this application you'll need:

- Your current land map of all fields 2
- information for any land you rent seasonally
- your most up-to-date contract schedule of works
- your Land Manager Options continuing commitments
- the numbers of animals on your holding on 1 March

Help is provided throughout this application to give a short explanation of what to do and indicated by ? To view help, click on ?

Before completing this form you need to read the current IACB guidance IACB(1) and IACB(1a) along with the detailed guidance for any schemes you wish to participate in. These can be found at <https://www.ruralpayments.org> 3

At each stage of the application, a navigation panel appears on the right-hand side of the screen letting you move around the application. But ALL sections must be completed before you submit this application.

If you see an error message, it will also tell you how to fix the error. You can do this at the time or at the end of the application. But you must fix all errors before submitting your application.

If we ask you for additional supporting documentation (like a birth certificate or driving licence or EFA map) you can upload these during your SAF application or take them to your local area office. These must be submitted by Monday 18 May 2018. 4

If you want to claim Basic Payment Scheme and/or Less Favoured Area Support Scheme on seasonal common grazings you and the official shareholder must complete Seasonal common grazing form found at <https://www.ruralpayments.org>. You must upload the completed template with your online SAF or return it to your RPID area office by Monday 18 May 2018.

**Nature Of Business** 5

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 any of the following definition ?

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

Cancel 6 Continue

Scheme selection



## Eligibility Question

We ask you to declare the nature of your Business. If you choose any of the definitions other than the last one, you will have to answer the subsequent question on whether your business has agricultural activity.

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 any of the following definition ?

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

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

You may be eligible for Direct Payments if you are able to demonstrate that you are also actively farming. Selecting **Yes** will trigger a supporting document requirement which should be provided with this application.

If you answer **None of the above**, the question does not appear and you can **Continue** to the next section Scheme selection.

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 any of the following definition ?

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

Cancel Continue

Scheme selection

## Scheme selection section

This screen allows you to select the schemes you want to include in your application and is split into 4 areas (not all areas will necessary display):

### Single Application Form (2016) - 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 A

I wish to claim Basic Payment Scheme ? A  
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 ?

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

 Young Farmers Payment ?

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

### Contracts and Continuing Commitments ?

I wish to claim the following scheme

Agri- Environment Climate Scheme (AECS) B

Forestry Grant Scheme (FGS)

Land Managers Options (LMO)

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

Rural Priorities  
RDC\_RP/3772383/381/0011/4882583/S/003

### 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 C

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 D

No, let me enter new seasonal land information for this year

### Useful information

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

- A I am only completing the form  
Basic Payment Scheme  
Less Favoured Area Support Scheme
- B Contracts and Continuing Commitments
- C Letting Land Out
- D Seasonal Land

Let's now look at each section in a bit more detail.

**I am only completing the form...** –selecting this option indicates you only wish to supply us with information and are not making a claim. All other options become disabled on the screen showing the no entry symbol if you hover over them.

I wish to claim Basic Payment Scheme (BPS)

When BPS is selected the screen will expand and request further information.

The screenshot shows a web form for claiming the Basic Payment Scheme (BPS). At the top, there are two radio button options: "I am only completing this form to tell you about my business and agricultural land" (unchecked) and "I wish to claim Basic Payment Scheme" (checked). Below this is a note: "If you are claiming Basic Payment Scheme you must undertake a Greening obligation appropriate to your land unless exempt." The main section contains several questions with radio button options. Callout A points to the "Partial" option for "Is your land registered as organic?". Callout B points to the "Yes" option for "Do you have any permanent grass land parcels which do not contain any arable land or rough grazing?". Callout C points to the "Young Farmers Payment" checkbox. Callout D points to the date input field for "When did they become Head of Business?". At the bottom, there is another checked option: "I wish to claim Less Favoured Area Support Scheme (LFASS)".

- A** Is your land registered as Organic – **No, All Organic, Partial**
- **All organic** – if your land is organic or partially organic, you must be registered with a UK Approved Organic Certification Body. If you have organic land, you will need to provide your certification document.
  - **partial only** – if you select partial you will have an additional option displayed **Do you want to use your partial exemption on your organic land** - if you wish your organic land to be exempt from crop diversification and ecological focus area requirements under greening select **Yes**.

**B** Permanent grass land parcels

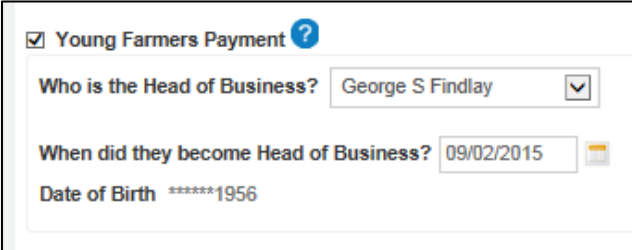
Do you have any permanent grass land parcels which do not contain any arable land or rough grazing. If you say **Yes** you will be asked to answer further questions on applying inorganic fertiliser and lime. Please refer to

Greening guidance on Rural Payments for more information on what this requirement entails.

**C** Young Farmers Payment

If you have selected to claim for Young Farmers Payment you're required to tell us from the list of Business Members, **who is the Head of Business**. You then have to select when they became **Head of Business**. The **Date of Birth** will be populated from the details we hold about the business member selected. If you previously supplied us with this, when you applied in the previous year, the information will be pre-populated when YFP selected.

If the Head of Business is **not** one of the members listed you will need to exit this application (no information will be kept if this is your first time on this page) and return to your Business details and add the Business Member. Once this is done you will be able to return to Application and start again.



The screenshot shows a web form with the following fields:

- Young Farmers Payment ?
- Who is the Head of Business? George S Findlay (dropdown menu)
- When did they become Head of Business? 09/02/2015 (calendar icon)
- Date of Birth \*\*\*\*\*1956

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

- D** LFASS is open to you if your business is farming livestock and actively farming Less Favoured Area designated Scottish land.

## Contracts and Continuing Commitments

- 1** Specify here whether you currently have a contract or commitment related to Agri-Environment Climate Scheme (AECS), Forestry Grant Scheme (FGS), Land Managers Options (LMO), Land Managers Option Animal Welfare Management Programme (LMOAWMP) or Rural Priorities (RP).

The schemes will be preselected and contract number displayed where we currently hold that you have an existing contact or commitments. Please choose any other you have a contract for. When you enter your land details you will have an opportunity to add your claim details for these schemes. See [Manage Land details](#) for more information.

### Contracts and Continuing Commitments ?

I wish to claim the following scheme

Agri- Environment Climate Scheme (AECS) **1**

Forestry Grant Scheme (FGS)

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

Land Managers Options (LMO)

Land Managers Options Animal Welfare Management Programme (LMOAWMP)

Rural Priorities

## Letting Land Out

- A** We need you to confirm whether you are letting any of your land out to another business. If you say **Yes, I let out land ...** then a tick box will appear within Manage land details to allow you to indicate which parts or where all of the land parcel is let out.

### 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** **A**

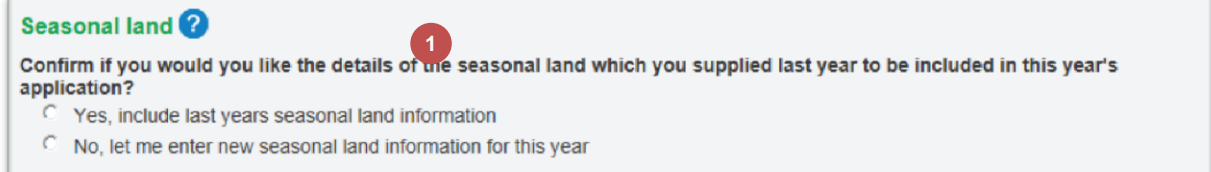
No, I do not let any land out

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.

## Seasonal land

- 1 This section will only be displayed if you had seasonal land last year, and if you wish to include this in this year's application then select **Yes, include last year's seasonal land in this year's SAF**. You can exclude individual land parcels or common grazing shares from the application when completing the Manage land details section.

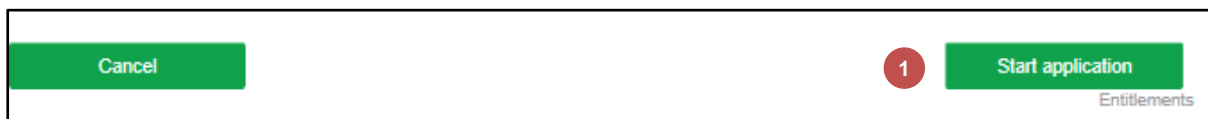
**Note:** This option will **not** be available again once **Start Application** is selected.



The screenshot shows a dialog box titled "Seasonal land ?" with a red circle containing the number "1" next to the title. The main text asks: "Confirm if you would like the details of the seasonal land which you supplied last year to be included in this year's application?". There are two radio button options: "Yes, include last years seasonal land information" and "No, let me enter new seasonal land information for this year". A red circle with the number "1" is positioned above the "Yes" option.

**Note:** If for any reason you have forgotten to choose any information on this page you can return and reselect, apart from as we have already indicated the Seasonal land question.

## Start Application



The screenshot shows a navigation bar with two buttons: "Cancel" on the left and "Start application" on the right. A red circle with the number "1" is positioned above the "Start application" button. Below the "Start application" button, the word "Entitlements" is written in a smaller font.

- 1 Navigation displays where you will go when selecting a function for example once you select **Start application** you will move to Entitlements as indicated. You must select at least **ONE** option on these screens before you can Start application. If the start application is not enable there must be information on this section that you are required to provide before you can continue.

**IMPORTANT** – it is only when you select **Start Application** that your application will be saved. At this point the system will pull through any existing information related to land into your application. If you are aware of an outstanding land change you may wish to consider this before starting your application.

## Navigation Pane – Your application sections

This area to the right hand side of the screen displays all sections that are available within the application once started. You can choose to move to any section from **Your application** sections but remember that all sections must be complete to allow your application to be submitted. The current section will be displayed in bold.

Your application sections
Start page
<b>Scheme Selections</b>
Entitlements
Land Declaration
Greening
Declare Livestock
Business Details
Supporting Documents
Validation Errors
Summary

## Entitlements

If you are an existing customer this screen will display an illustration of your entitlements. Please bear in mind this is an illustration. If you wish to discuss this contact your Area Office.

- 1 If you applied for entitlements in 2015 the following is an illustration of what entitlements are held.

Entitlements			
Illustration of Entitlements Held ? 1			
Type	Number Of Entitlements	Unit Value	Total Value in €
Region1	155.06	35.86	5,560.45
Region3	8,679.69	9.02	78,290.80

- A If you do not currently hold any entitlements the following text will appear.

Entitlements	
No Entitlements Currently Held	A

## National Reserve

You can only apply for National Reserve this year online. You must answer this question.

Selecting **No, I am not making an application** will allow you to save and continue to the next section.

**1** Should you choose **Yes, I wish to make an application** then the following questions will appear automatically.:

- New Entrants – if you select this option you will require to detail when you commenced agricultural activities
- Young Farmers – if you select this option information will cascade through from the Start page if you selected Young Farmers Payment

The screenshot shows a web form titled "Do you wish to apply for an allocation of entitlement from National Reserve ?". It has two radio button options: "No, I am not making an application" and "Yes, I wish to make an application". The "Yes" option is selected and marked with a red circle containing the number 1. Below this is a warning: "Ensure you have read the guidance on applications before applying". The form then asks "Which category do you wish to apply for?" with two checked checkboxes: "New Entrants" and "Young Farmers". Under "New Entrants", there is a date field "When did you commence agricultural activities?" with the value "05 Oct 2015". Under "Young Farmers", there are three fields: "Who is the application for?" with a dropdown menu showing "Martha Bateman", "Date became head of Holding" with the value "04/05/2015", and "Date of Birth" with the value "\*\*\*\*\*1945". At the bottom left is a blue "Save and Close" button marked with a red circle containing the number 2, with the text "Return to your applications" below it. At the bottom right is a green "Save and Continue" button marked with a red circle containing the number 3, with the text "Land Declaration" below it.

**2** **Save and Close** – this function will save any information you have entered and take you back to your application page.

**3** **Save and Continue** at the bottom of the screen will automatically take you to the next section on the list (in the example above Land Declaration). You must **Save and Continue** each section in order for the section to be marked as complete.



## Land Declaration Summary

All land data that we currently hold for the Business will be available within the application.

- 1 The Land Declaration Summary displays all land you currently hold.
- 2 All locations currently associated with your Business will be displayed in this list including Permanent, Seasonal (if applicable) and Common Grazings.
- 3 Hyperlinks for each land parcel or common grazing share takes you to the Manage Land details screen where we need you to complete your claim details.
- 4 Each land parcel or common grazing share is given a completion status.

Single Application Form (2016) - Land Declaration Summary ? 1

Apply Reset

Location code	Land	Alias Name	Status	Outstanding Errors
68/139/0005 (Permanent)	<a href="#">NM/64051/45628</a>		Not Started	0
68/139/0005 (Permanent)	<a href="#">NM/64242/45968</a>		Not Started	0
68/139/0005 (Permanent)	<a href="#">NM/64466/45672</a>		Not Started	0
68/139/0005 (Permanent)	<a href="#">NM/64504/45361</a>		Not Started	0
68/139/0005 (Permanent)	<a href="#">NM/64578/45532</a>		Not Started	0

## Manage Land Details

Select the hyperlink of the land you wish to add details and the following screen displays:

**Single Application Form (2016) - Manage land details** ?

1 of 103 current land selection **1**

PERMANENT 68/139/0005 NM/64051/45628 [ ] ? **2** Not Started

Gross Field Area (ha) 3.68 Excluded Land Area (ha) 0.12 BPS Eligible Area (ha) 3.56 **3** **4** Exclude Land

Payment Regions Region1

Please declare your activity Please select ? **5** LFA

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 ?	
Please select	EXCL - Generic Exclusion	0.12			<input type="checkbox"/>	
Please select	PGRS - Permanent Grassland				<input type="checkbox"/>	Delete
Please select	RGR - Rough Grazing				<input type="checkbox"/>	Delete
<b>Total</b>		<b>0.12</b>	<b>0</b>	<b>0</b>		

Add another Land use ?

Ecological Focus Area Show ?  
Rural Priorities Show ?

Restore to last saved data ?

Return to Land Declaration Save Next

NM/64242/45968

- 1** Counter displays which land parcel number you are viewing and how many there are in total.
- 2** Title bar shows whether the land is Permanent, Seasonal or Common Grazing, the Location code, Land Parcel ID or croft name, and any land parcel name which you used to help identify this land parcel last year. You can enter a name to use this year if you wish. Finally what status this land parcel is in – Not Started, In Progress, Validated with Errors, Validation Passed, Excluded.
- 3** Current details we hold of Gross field Area, Payment Region, any Exclusion area and BPS Eligible Area. These details are not editable.
- 4** If the land has been removed from agricultural activity or no longer part of your business (e.g. sold or seasonal let not taken this year) you can select the **Exclude land** option. You will be prompted to confirm and provide a reason for the exclusion. Remember to submit a Land Maintenance Form for any changes that need to be notified e.g. sold parcel, removed from agricultural production.
- 5** LFA is not editable – it will automatically be selected if this is LFA land.

## Land Declaration

Please declare your activity Please select A ? LFA

Is the Land Organic  Yes  No B ?

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

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO <span>?</span>	
<span>Please select</span>	EXCL - Generic Exclusion <span>C</span>	0.12			<input type="checkbox"/>	
<span>Please select</span> <span>D</span>	PGRS - Permanent Grassland				<input type="checkbox"/>	Delete <span>F</span>
<span>Please select</span>	RGR - Rough Grazing				<input type="checkbox"/>	Delete
<b>Total</b>		0.12	0	0		

Ecological Focus Area Show ? H

Rural Priorities Show ?

Restore to last saved data ? G Add another Land use ?

Return to Land Declaration Save Next ?

NM/64242/45968

- A** You need to provide land activity details for each land parcel. From the drop down list choose the activity

Please select

- Please select
- Arable Cropping
- Undertaking Alternative Practices
- Undertaking a mixture of Production and Alternative Practices
- No Activity
- Undertaking Production Activities

- B** Organic declaration – **this should only appear when at Scheme selection you have selected Partial and you are using your organic exemption.**
- C** Generic Exclusion will be prepopulated when we are aware of an exclusion (for example trees, scree, water, roads) within the land parcel. This will match the excluded land area. If you change the area then you must complete a Land Maintenance Form to notify us of a change within the land parcel. This area **should not** be increased to provide a ‘safety margin’ which you do not wish to claim. Instead you should enter the land use area for the appropriate land use and reduce the area claimed for LFASS and/or BPS.
- D** **Payment Region**  
This may already be prepopulated if your land has only **one** Payment Region. Where you have **multi region land** you must choose the correct payment region from the choices available.

### Land use

You can either select this from the drop down list or key in text to match the option you require. Where the land was in permanent crop last year this will be prepopulated.

Land use

Please select

wir|

- WB - Winter Barley
- WBEAN - Winter Beans for human consumption
- WFB - Winter Field Beans
- WO - Winter Oats
- WOSR - Winter Oilseed Rape
- WPEAS - Winter Peas for human consumption

You must declare the land use for the whole parcel. Remember to enter the appropriate land use and area for the land parcel/common grazing share. You can choose to claim a smaller area for LFASS and/or BPS if you wish.

### **Land use area**

In hectares provide us with the total area for this land use.

### **LFASS**

In hectares tell us the area of LFASS you are claiming. The LFASS option only appears if the land parcel is in an LFA area and LFASS selected at scheme selection. If you do not wish to claim the full

### **BPS Eligible area**

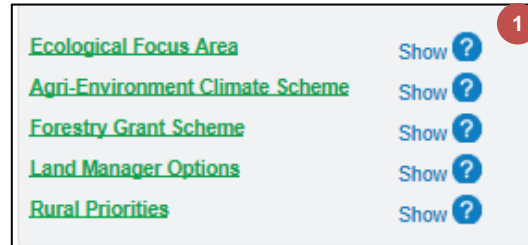
In hectares provide us with the total area you are claiming for this land use. This option only appears when BPS was selected at scheme selection.

- E** If you selected that **Yes, I let land out to another business** at scheme selection then you should select this against the land use that is let out. Once selected it will remove any BPS and LFASS claim areas for this land use. If there is only one land use and you only let out part of the parcel (e.g. shared grazing) then you will have to provide the same land use twice, provide the correct area and indicate which part is let out.
- F** Use Delete to delete this row of land use.
- G** To add a Land Use select **Add another land use code**. Add all relevant land uses for the land displayed. The total land use should match Gross Field Area.

## Manage Land details – Contracts and Commitments

- 1 Once you have completed this information you can now add in any other management that is taking place on the land. In our example we have EFA and Rural Priorities.

If any of these options are not displaying then you can return to the **Scheme Selections** page and reselect the appropriate scheme(s). EFA will be displayed when you have selected BPS.



Select **Show** to expand this option and complete the details:

- 2 Select **Add another option**

A screenshot of a table titled 'Ecological Focus Area' with a 'Hide' button and a question mark icon. The table has five columns: 'Practice', 'Claim area (in HA)', 'Weighting factor', 'Converted Area (ha)', and 'Remove'. The first row contains the following data: 'EFABUF - EFA Buffer', a text input field containing '1.', '1.50', '1.50', and 'Delete'. At the bottom right of the table is a blue button labeled 'Add another option' with a question mark icon. A red circle with the number '2' is positioned in the bottom right corner of the table area.

Practice	Claim area (in HA)	Weighting factor	Converted Area (ha)	Remove
EFABUF - EFA Buffer	<input type="text" value="1."/>	1.50	1.50	Delete

Select the **Practice** from the dropdown list  
Enter the **Claim Area**, if you need to add any other practices repeat the process.

- 3 RP and LMO will be populated with the current contract/commitment information for the land parcel. Should you find this is not the case select **Add another option**

Enter the **Claim Units**, if you need to add any other options repeat the process

**Note:** No options will be prepopulated from AECS or FGS so you will have to add all options to the correct land parcels as per your contract.

Once you have completed all details for this land parcel then you have a choice:

- 1 Select **Next**, this will save what you have entered and move you to the next land parcel, as indicated below the key. This is how we recommend you move through all land parcels/common grazing shares first time through.
- 2 **Return to the Land Declaration** this will save and return you to the summary screen to review what you have completed so far and select another land parcel if required.
- 3 **Save** what you have done so far before editing further or moving away from this screen.
- 4 If you have made further changes after saving on this screen and decide these are incorrect you can restore the screen back to your last saved data

## Manage Land Details – Common Grazing

Below are the differences of what you will see within the Manage land details screen for a Common Grazing.

3 of 3 current land selection

COMMON GRAZING 79/463/0370 Carmont Estate LAND CHANGE IN PROGRESS ? Not Started

Gross Field Area (ha) 937.83 Excluded Land Area (ha) 0.85 BPS Eligible Area (ha) 936.98 Less Favoured area  Exclude Land

Payment Regions No regions allocated

Special Common Grazing Arrangement  Total Sheep Equivalent 99.98 hectares

Shareholder location 79/463/0016 Croft Name 1/2 of 3 Peinaha E

Shared TSE 2.91 BPS Eligible area 27.27

Payment Regions No regions allocated

Please declare your activity Please select

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)
	Total	0	0	0

Ecological Focus Area Show ?

Restore to last saved data ?

Return to Land Declaration Previous Save Next

Land Declaration

- A Within the details related to GFA, Excluded, etc this will be the detail for the whole Common Grazing. It will also detail whether this Common Grazing is part of a Special Common Grazing Arrangement and the Total Sheep Equivalent.

- B** This area will display details for the share including the Share TSE and BPS eligible area.

Note: If you have a contract (RP or AECS) where the management is taking place on common grazing land parcels these will appear as part of your land declaration where you will be able to claim the correct options. You will not be required to complete land use and will not have access to claim LFASS, BPS or EFA on these parcels. You can add common grazing land parcels to you application if required.

**Land Declaration Summary Screen Updated**

When we return to this summary screen we can now see which land parcels have had details added (In Progress status), any Alias Name we have given our land and the land we have still to work on (Not Started status).

**Single Application Form (2016) - Land Declaration Summary** [?](#)

[Apply](#) [Reset](#)

Location code	Land	Alias Name	Status	Outstanding Errors
Select an Option ▼				
68/139/0005 (Permanent)	NM/64051/45628	small field	In Progress	0
68/139/0005 (Permanent)	NM/64242/45968		In Progress	0
68/139/0005 (Permanent)	NM/64466/45672		Not Started	0

## Filtering

To help you work with completing your land details information if you have a large number of land parcels you can use the filter options:

1 Location code – if you have multiple location codes select from the drop down list and then **Apply**. This will narrow down your list to focus on one location code land parcels.

2 You can select to search for an individual land parcel using the whole or only part of the identifier.

3 Status of the land parcel:

**Not Started**

To display only those land parcels with no data entered

**In Progress**

A land parcel which has details but has not yet been validated

**Validated with errors**

Those land parcels which have been validated but have errors

**Validated passed**

Those land parcels which have been validated but have no outstanding errors

**Excluded**

Land parcels which have been marked as excluded on the application

4 Select from the drop down list and **Apply**. This could help to identify those land parcels which are Not Started and you need to complete or those which have errors (Validated with Error). Select **Reset** to remove the filter applied. When you have applied a filter and select a land parcel the counter displays which land parcel number you are viewing and how many there are in total on this filter list.

5 The number of Outstanding Errors for this land parcel is displayed in the next column.



## Completing Manage Land details

The screenshot shows a navigation bar at the top with buttons labeled 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last'. The '1' button is highlighted in blue. Below the navigation bar are three green action buttons: 'Print land', 'Add New Land', and 'Validate'. Red circles with numbers 1 through 4 are overlaid on the image to indicate specific features: 1 points to the 'Next' and 'Last' buttons, 2 points to the 'Add New Land' button, 3 points to the 'Print land' button, and 4 points to the 'Validate' button.

- 1 At the bottom of the Land Declaration Summary screen is a page counter if you have a large number of land parcels to navigate to. You can also jump to the Next or Last screen.
- 2 You can **Add New Land** from here. Please refer to Add New land for more details
- 3 Select this option to provide a pdf of the land details you have provided.
- 4 At this point the system has not validated (checked) the information you have entered on each of your land parcels or common grazing shares. To do this check select **Validate**. The page will refresh updating the status and indicate the number of errors (if any). Validation does not run where the status is **Not started** or **Excluded**

Single Application Form (2016) - Land Declaration Summary ?

Apply Reset

Location code	Land	Alias Name	Status	Outstanding Errors
Select an Option				
68/139/0005 (Permanent)	NM/64051/45628	small field	Validation Passed	0
68/139/0005 (Permanent)	NM/64242/45968		Validated with Error	1
68/139/0005 (Permanent)	NM/64466/45672		Not Started	0

After this process if you return to a land parcel the middle function will now be **Save & Re-validate**. This makes it easy to see when you correct data to resolve an error if the error has been cleared without needing to return to the summary screen. This will only validate the land parcel you are viewing.

The screenshot shows three green buttons: 'Return to Land Declaration', 'Save & Re-validate', and 'Next'. The 'Save & Re-validate' button is highlighted. Below the buttons, the text 'MS 02077-77846' is visible.

## Add New Land

- 1 Choose the type of land, Permanent, seasonal Or Common Grazing. When you select permanent or seasonal you should then provide the land parcel identifier and reason for adding this land to your application
- 2 If the land is not currently mapped (no land parcel identifier) you should complete a Land Maintenance Form and provide the **Alternative Land Reference** that you entered here.

Alternative Land reference	<input type="text" value="NS 93077 77616"/>
<small>Use the format: grid reference or Location code/number (ppp/hhhh/x) Use the same reference as used on the Land Maintenance Form LMF</small>	

The screenshot shows the 'Add land' form with the following elements and callouts:

- 1**: Radio button for 'Permanent' under 'What type of land are you adding?'.
- 1**: Text input field for 'Land Parcel Identifier' containing 'NJ/40223/10582'.
- 2**: Text input field for 'Alternative Land reference'.
- 3**: Radio button for 'No' under 'Is the land within the less-favoured area (LFA)?'.
- 4**: Dropdown menu for 'Reason for Adding' with the selected option: 'I have purchased this land parcel and I will submit a Land Maintenance Form'.
- 5**: Green 'Finish' button.

- 3 Only when you add land that is not yet mapped you will also have to indicate if the parcel is within the Less Favoured Area.
- 4 You will require to add a Reason for Adding before you will be able to Finish.
- 5 **Finish** to add the land

**Note:** A Land Maintenance Form **must** be submitted for the new land. If you have added new land incorrectly you will be able to **delete** it.

For Common Grazing land your first choice will be if you want to add a share (to claim BPS or LFASS) or a land parcel (to claim RP, AECS or FGS). When you select to add a share you will enter the Common Grazing Location, share Location (if known) and the croft name, from the drop down list and a reason for adding.

1 Added land is identified on the Land Declaration Summary with the words Added and then the type of land.

Within the Manage Land details screen for this land parcel a reference that this land is in a state of change.

A 'LAND CHANGE IN PROGRESS' can also be as a result of submitting a Land

Maintenance Form to make a change to your land parcels and we haven't fully processed these changes yet.

- 2 The Delete Land option is only available for added land.

A screenshot of a web application interface. At the top, there is a green header bar with the text 'Added PERMANENT NJ/40223/10582' and a search icon. Below the header, there is a summary row with the following data: 'Gross Field Area (ha) 0.08', 'Excluded Land Area (ha) 0.00', and 'BPS Eligible Area (ha) 0.08'. To the right of this row is a red circle with the number '2' and a green button labeled 'Delete Land'. Below the summary row, there is a section for 'Payment Regions' with 'Region2' listed.

If you delete land it will be permanently removed from your application but you will always be prompted as to whether you wish to do this.

- 3 For other land you can exclude it from your application from the Manage Land details screen.

A screenshot of a web application interface. At the top, there is a green header bar with the text 'PERMANENT 68/139/0005 NM/64051/45628' and a search icon. Below the header, there is a summary row with the following data: 'Gross Field Area (ha) 3.68', 'Excluded Land Area (ha) 0.12', and 'BPS Eligible Area (ha) 3.56'. To the right of this row is a red circle with the number '3' and a green button labeled 'Exclude Land'. Below the summary row, there is a section for 'Payment Regions' with 'Region1' listed.

A reason has to be provided for the land being excluded from your application

A screenshot of a dialog box titled 'Exclude Land NT/85643/48360'. The dialog box contains the text: 'Please provide the reason for excluding the land from your application and confirm, other wise please cancel'. Below this text is a dropdown menu with the following options: 'Please select', 'The latest information is incorrect, this business does not occupy this land parcel', 'There is an outstanding update as I have already submitted a Land Maintenance Form', 'This is a seasonal land parcel which I no longer use', 'This land parcel has been sold and a Land Maintenance Form will be submitted', and 'This parcel is not declared as it is not available for agricultural purposes'. To the right of the dropdown menu is a green button labeled 'Yes, Exclude'.

Make a choice and then choose to **Yes, Exclude**

You can easily see land which has been excluded from your application on the Land Declaration Summary page

71/263/0001 (Permanent)	<a href="#">NT/85643/48360</a>	Excluded
----------------------------	--------------------------------	----------

If you excluded this land in error then select the land parcel hyperlink and choose the option **Include land**.

A screenshot of a web application interface. At the top, there is a green header bar with the text 'Gross Field Area (ha) 18.65', 'Excluded Land Area (ha) 0.00', and 'BPS Eligible Area (ha) 18.65'. Below the header, there is a section for 'Payment Regions' with 'Region1' listed. To the right of the summary row is a green button labeled 'Include Land', which is circled in red.

Once all land parcels are complete you can **Save and Continue** to move to Greening.

The Greening screen is read-only. It is based on the BPS claim areas and other information already provided by you on the application. It will display an indication of whether or not you have met your Greening requirements and provide information. You can find out more by reading the [Greening guidance](#) found on the Rural Payments website.

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### Single Application Form (2016) - 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
EFA Buffer		1.50	?
Total	0.00		0.00

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	Land Use	% of Total Arable Area
Total	0.00	0.00

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.

Save and close

Save and continue

Return to your applications
Declare Livestock

**Save and continue** to move to Declare Livestock.

## Declare Livestock

Whether you intend to have livestock on your holding in 2016 or not you must tell us.

- 1 If you have no livestock, poultry or beehives then select this option.

If you have livestock identify the species that have been or may be on your land during 2016. Select the species and **enter the numbers present on your holding on 1 March 2016**.

If you have LFA land also tell us the numbers on this land, for which you have economic responsibility for, on 1 March 2016. This column will only display if you have LFA land and selected LFASS.
- 2 When you select a species and there are multiple boxes, please enter 0 (zero) if any do not apply. If you do not do this you will not be able to **Save and continue** to move on to Customer Details.

When certain species are selected as well as providing numbers you will be asked for additional information. If the **Save and continue** function is not enabled there must still be an answer missing.

For sheep only we ask you to provide us with dates when your sheep are routinely gathered. You can provide us with only 1 or up to 4 dates.

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### Single Application Form (2016) - 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 2016	Number present on 1 March 2016	Number maintained on LFA land as at 1 March 2016 (that you have economic responsibility for)
<input type="checkbox"/> I have no livestock, poultry or Beehives	1	
<input checked="" type="checkbox"/> Pigs		
Indoor pigs (excluding un-weaned piglets)	<input type="text" value="40"/>	2
Outdoor pigs (excluding un-weaned piglets)	<input type="text" value="0"/>	
<input type="checkbox"/> Cattle		
<input type="checkbox"/> Sheep		
<input type="checkbox"/> Goats over 6 months old		
<input type="checkbox"/> Llamas over 6 months old		
<input type="checkbox"/> Alpacas over 6 months old		
<input type="checkbox"/> Farmed Deer		
<input type="checkbox"/> Horses and Ponies (Equine)		
<input type="checkbox"/> Poultry		
<input type="checkbox"/> Beehives ?		

Return to your applications Customer Details

## Business Details

Information from your initial registration will be used to populate part of this section. Check these details and amend if incorrect. This will automatically update your Business Details held within Rural Payments and Services.

- 1 Select whether you hold land only in Scotland or elsewhere. If you have land in another part of the UK tell us where and the business identifier information. This is mandatory.
- 2 We need you to tell us whether you are a non-trading person or organisation.
- 3 Tell us whether you wish to receive your payments in Sterling or Euro. If you have not provided any bank account details then an error will appear requesting you update your business details.

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### Single Application Form (2016) - Business details ?

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

You have applied for at least one scheme on your SAF, but you have not provided bank account details. This will not prevent submission of this SAF, but if not resolved, will prevent payment. Please update in your Business Details.

I will provide bank accounts on the appropriate... ? 3

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.

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

I only have land in Scotland 1

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.

**Please tell us about your business ?**

Are you submitting your SAF 2016 as a Non-trading person or organization?

Yes 2

No

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

You can choose to receive your 2016 funding for direct payment support in euros. All other schemes will be paid in sterling.

Your chosen method of payment ?

Sterling 3

Euro

Save and close Save and continue

Return to your applications Supporting Documents

Select **Save and continue** to move to Supporting documents.

## Supporting Documents

Based on the information you have supplied within your application you may be required to provide us with supporting documents. During the application process the system will identify which supporting documents are required and provide you with a list. **All documents must be provided by 16 May.**

- A** Details of what has triggered the supporting document requirement and what documents are acceptable.
- B** Documents can either be uploaded electronically, as part of this application or previously, or provided to your local area office. Comments are mandatory if you choose to provide documentation to the local office—limited to 100 characters
- C** You can view all supporting documents – these may be documents provided for other applications.

**Your supporting documents ?** **A**

According to what you have told us so far, you need to supply the following supporting documents

**Young farmer payment and/or Young farmer (National Reserve)** **B**

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.

Proof of Head of Business  
Birth Certificate  
Photographic Driving License  
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)

**Control of grey squirrels - traps**

Please provide the following supporting information, covering period 1 January to SAF submission date:

Annual record of management form

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)

**New Entrants category of National Reserve application**

Please provide evidence of when the business commenced agricultural activity.

Articles of association  
Business Bank Account Statement  
Herd flock register

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)

**Uploaded documents**

Date provided	Category	Reference	Brief description	Document type	Status	Remove
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="background-color: #2e7d32; color: white; padding: 5px 10px; border-radius: 3px;">View all supporting documents</span> <span style="float: right;"><b>C</b></span> <span style="background-color: #2e7d32; color: white; padding: 5px 10px; border-radius: 3px;">Upload new document</span> <span style="float: right;"><b>D</b></span> </div>						

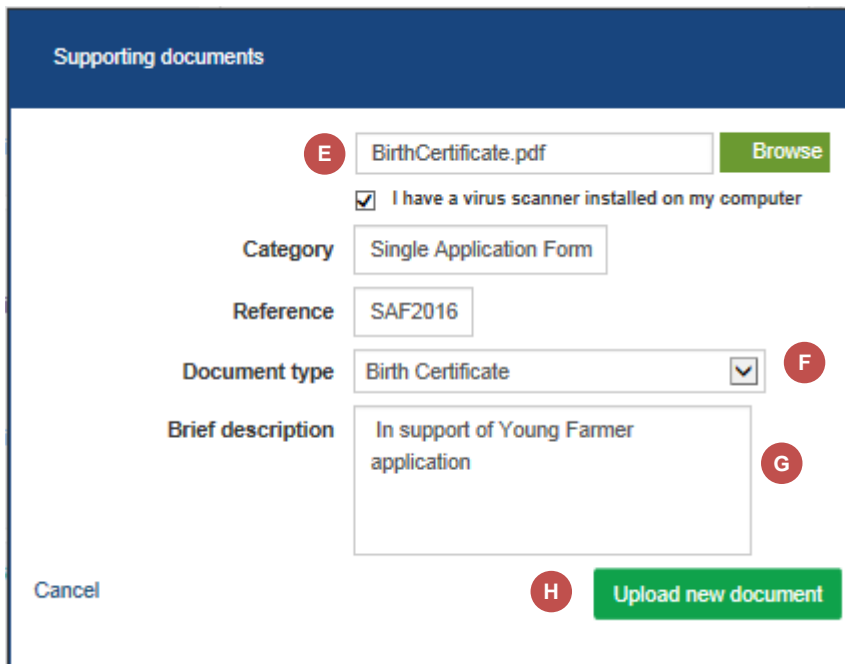
Save and close

Save and continue

Return to your applications Validation Errors



- D** Select this option to upload a new document electronically.
- E** **Browse** to find documents on your computer to upload.
- F** Document type – choose from the drop down list.
- G** Enter a brief description of what the document contains – limited to 100 characters
- H** Select **Upload new document**



Files can be uploaded in the following formats

File formats	File types
.doc, docx	Word documents
.xls, .xlsx	Excel files
.ppt, .pptx	Powerpoint files
.pdf	PDF files
.jpeg, jpg, .tiff, .png	Picture files
.msg	Message files (e.g. Microsoft Outlook)
.txt	Text files (e.g. Notepad)

**Note:** Individual document size cannot exceed **25Mb**.

Select **Save and continue** to move to Validation Errors.

## Validation Errors

Throughout the process of entering information into your application the system will be checking this data for possible errors. When validation is triggered if the error is specific to a section then it will appear in that section at the top in a red panel, it will not appear on this screen.

- 1 General Errors - these are errors that are triggered by information in different parts of your application so are not associated to one section. As per the example error, the message indicates where you may have to go to resolve the error. All errors need to be resolved before you can submit your application
- 2 An indication is provided of how many outstanding errors there are in a particular section. Use Your application sections panel to move to these sections and resolve the errors.
- 3 Please be aware there is a scroll bar to allow you to see further errors that require your attention.

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### Single Application Form (2016) - Errors

Errors you must correct before submitting ?

#### General Errors

- 1
  - Land Managers Option Scheme has been applied for but no Land Managers Options have been claimed. Please amend you land declaration or deselect the scheme.
  - Rural Priorities Scheme has been selected but no Rural Priorities Options have been claimed. Please amend your land declaration or deselect the scheme.

#### Errors in Scheme Selection section

Outstanding errors 5

#### Errors in Land Details section

No errors

#### Errors In Greening Section

No errors

#### Errors in Livestock section

No errors

#### Errors in Customer Details section

Outstanding errors 1

Update

Save and close Return to your applications

Save and continue SAF Summary

Errors are resolved by either amending your application or by providing a justification reason available in a drop down list. **Read the error message to know how to proceed.**

## Validation Specific to a Section

As previously mentioned when validation is triggered if the error is specific to a section then it will appear in that section at the top of the page in a red panel. It will not appear on the Validation Errors screen, although you will be alerted to the fact that there are errors in this section.

The example below is an error within the manage land details of a land parcel. The error is related to the area declared not being equal to the share eligible area. The customer can fix or justify this error.

Single Application Form (2016) - Manage land details ?

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

You have declared 0.85ha which is not equal to the share eligible area 27.27ha. Please review your declared land use areas.

3 of 3 current land selection

COMMON GRAZING 79/463/0370 Carmont Estate LAND CHANGE IN PROGRESS ? Validated with Error

When you justify an error the screen will indicate you have selected a reason by placing a green tick at the beginning (see below).

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

You have added a land parcel to your application. Please select a reason.

The Validation Errors counter appears within Your application sections displaying how many errors there are within your application.

Your application sections

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

Select **Save and continue** to move to SAF Summary.

## Application Summary

Once you have completed your application you should review all your details within your application summary screen.

- 1 Application summary screen
- 2 **Show details** allows you to expand the view and will display summary level information from what you have provided in the application.
- 3 Select this option to provide a pdf of your application summary and land details. You can request a print at any point during the application process.
- 4 You cannot Submit your application unless all errors have been fixed/justified, all sections have been completed and ticked to say you have read and understood the declarations and undertakings.

**Single Application Form (2016) - Summary** 1

The following sections must be completed before you can submit your application. Please ensure you have used save and continue on each section

- Scheme Selections
- Land Declaration
- Supporting Documents

<b>Scheme selection</b> <span>2</span>	<a href="#">Show details</a>	Last updated by user fawside at 08:50 on 14/03/2016
<b>Entitlements</b>	<a href="#">Show details</a>	Last updated by user fawside at 08:50 on 14/03/2016
<b>Land details</b>	<a href="#">Show details</a>	Last updated by user fawside at 11:31 on 11/03/2016
<b>Livestock</b>		Last updated by user fawside at 11:32 on 11/03/2016
<b>Customer details</b>		Last updated by user fawside at 11:33 on 11/03/2016

**Greening**

Met Requirements

The information provided by you in this application indicates that you have met your Greening 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.

**Supporting documents** 3

Last updated by user fawside at 08:54 on 14/03/2016

You have not supplied the supporting documents required for this application

**Errors** 4

Last updated by user fawside at 08:50 on 14/03/2016

You have 77 unresolved errors

I have read and understood the declarations and undertakings 3

[Print Summary](#)

[Save and close](#) 4 [Submit](#)

[Return to your applications](#) ?

## Submitted application

You will be prompted before finally submitting your application.

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](#) [Yes, submit my application](#)

When you select **Yes, submit my application** you will move to the following screen. It will provide you with your application reference number and your acknowledgement letter and a copy of the application summary snapshot will be stored in your Communication Log. You must check the acknowledgement letter and tell us if anything is incorrect.

[Home](#) Findlay Farms  
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### Thank you for your submission

**Your application reference**

Your application reference is 16SAF00104

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](#)

You should select to **Return to my applications** and the application should now be listed under Applications submitted in 2016. You can view this application at any time by selecting the application reference number hyperlink.

**Applications**

Start Application

Received and draft applications ?

Applications submitted in

Type	Name	Reference	Date	Status
SAF		16SAF00104	29 Feb 2016	Submitted

### Other functions for draft application

When you have selected at any point to save and close or exit your application you have to select the **Resume** function to return to the application. This will always return you to the summary section but you will be able to navigate around your application as mentioned before.

If there has been an update to your land details since you were last in your application this will be reflected. This could update the details for a land parcel and generate validation errors, if appropriate. For example if a new land parcel is now associated with your business and error message will be generated that will highlight that it needs to be added to you application.

If you are working on a draft application and decide that it would be better to **delete** and start again then as long as you have not submitted you can delete from your Applications screen. If you select this option all information provided in the application will be lost.

**Applications**

Start Application

Received and draft applications ?

Single Application Form-Draft Online

SAF	Draft Online	Last updated by fawside	At 12:02 on 14/03/2016	<input type="button" value="Resume"/>	<input type="button" value="Delete"/>	<input type="button" value="?"/>
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### Application Amendments

If you need to amend your SAF after it has been submitted you will need to notify your area office by email or letter.

- You can amend your SAF up to and including 31 May 2016
- You can only add LMO options if you have applied for LMO on the scheme selection section and the application was received on or before 16 May 2016.
- If we receive amendments after 31 May 2016, we will reduce the payments on each land parcel amended by one per cent for each working day the amendment is late.
- We will not accept any amendments after 10 June 2016.

If you want to withdraw your SAF post submission, you can make this request to your local area office. If you request to have your application withdrawn and are looking to resubmit (when the application window is still open) please be aware that when you restart the application no information will have been retained from the withdrawn application.

[For further detail on both amendments and withdrawal please refer to IACS \(1\) notes for guidance 2016 on the website.](#)

#### Assistance with your Draft Application

Our staff can assist you in completing your application. Guidance is only supplied in helping you to understand how to complete the online application and not in what content should be supplied.