
How to fill in your Single Application Form (SAF) 2018

Please read this booklet, along with the Integrated Administration and Control System (IACS): Notes for Guidance 2018, carefully, before you start to fill in your SAF, so you understand what you need to do. It is your responsibility to fill in your SAF accurately. If you do not, we may have to apply penalties. Your RPID area office must receive your SAF on or before Tuesday **15 May 2018**.

The easiest way to complete your SAF is using our secure and streamlined system – Rural Payments and Services. For more information visit our website at

<https://www.ruralpayments.org> or contact your area office. You can find their contact details in annex 4 in the IACS(1): Notes for Guidance 2018.

If you are submitting your SAF online via <https://www.ruralpayments.org> you must submit it on or before midnight Tuesday **15 May 2018**.

IMPORTANT

Changes and points to note

- Customers applying for entitlements under the National Reserve must complete that application and submit their 2018 Single Application Form using our online system <https://www.ruralpayments.org/>
- You must be a registered customer on our new computer system before we can process any applications you make under CAP support schemes. When you register you can also opt to use our new online service, Rural Payments and Services, to submit this application. Built in validation rules will help you complete your form. We strongly recommend customers use the online system, especially where you have multi region land parcels or any greening requirements under the Basic Payment Scheme.
- If you make a claim for Basic Payment Scheme, you must claim land under its correct payment region.
- LFASS must now be claimed as an area to two decimal places, including a zero claim (0.00).
- Make sure you understand the land eligibility rules for each scheme you claim under and deduct any ineligible land from the land parcels you claim.
- You need to balance the total land parcel area against the land use code area(s) in column H.
- If you let land out seasonally use the LLO code in front of the land use crop code (column H, Permanent data sheet and column M, Common Grazing data sheet).
- If you take and claim seasonal land you need to use the crop codes that best describe the crops within the land parcel on 15 May. You will have any greening requirement for this land if you claim Basic Payment Scheme on it.
- If you are claiming Basic Payment Scheme and the Ecological Focus Area (EFA) requirements apply, you must submit a map detailing the location and size of each EFA feature with your SAF 2018.
- The TGRS land use code pre-printed in column H of the Data Sheets now indicates the age of grass. Land identified as TGRS5 on last year's SAF has been printed as PGRS on the 2018 data sheets.
- Participants in the Beef Efficiency Scheme need to select the scheme at Q5 on the IACS 2 to continue to participate and receive payments.

Single Application Form (SAF) 2018

Your Scottish SAF consists of:

- an IACS (2) base form with general information about your business and all of the land that your IACS business has in 2018
- an IACS (3) 2018 Permanent Land and IACS (4) 2018 Seasonal Land data sheet to record specific information about all the individual land parcels you have on 15 May 2018
- an IACS (5) Common Grazings data sheet to record any common grazing areas you have on 15 May 2018 (if applicable)

A permanent land parcel is one which you own or take on a let for 365 days or more. You need to tell us about any permanent land parcel you let seasonally to others. A seasonal land parcel is one you let for 364 days or less, whether or not the lease is renewed annually.

All your permanent land must be linked to your business record. You will need to complete a Land Maintenance Form to keep your permanent land record up-to-date.

You must fill in one IACS (2) and as many IACS (3), IACS (4) and IACS (5)s as you need to declare all the Scottish land for your single IACS business.

We recommend you complete your data sheets first and then your IACS(2) form.

Land in more than one country?

If your IACS business has permanent or seasonal land in England, Wales and/or Northern Ireland, you will have to declare all that land separately on the forms issued by that country (for example, Welsh land on Welsh Assembly Government forms). We need this for all agricultural land and/or land which you claim Rural Development aid. Return **each** form to the administration office that issued it. For example, Scottish forms go to your RPID area office and Welsh forms go to your local Welsh Assembly Government office.

If you declared land in another country last year the administration that deals with that land will send you the forms separately. If you don't get the forms you are expecting please contact the appropriate administration based on where your land is. Please note that some administrations only offer an online service and will no longer provide a paper application. Where this is the case you will need to use their online product.

Pre-printed forms

If you submitted a paper SAF in 2017 we will pre-print forms in 2018. The IACS (2) and IACS (3), IACS (4) & IACS (5) data sheets, where relevant, show,

- information relating to your IACS business
- **all** land parcel information for your permanent locations
- the seasonal parcels you declared on your SAF 2017 data sheets
- any common grazing shares



Whilst we make every effort to ensure that the pre-printed data is correct, we cannot be held responsible for any errors which may occur. You must check that you claim the correct areas for your land parcels and that you are entitled to claim or declare them on your SAF, especially land parcels on IACS (4) seasonal data sheets. If your seasonal land parcels are different this year, score through the parcels not in use and enter the new parcel details on a blank line.

Land areas may change because the land parcel boundary has been changed or an inspection has discovered a different area.

If you disagree with the gross area of a land parcel you must complete a Land Maintenance Form (PF-06). This can be completed online as well as on paper. Please do this **now** – don't wait until you submit your SAF 2018. You can get more information in annex 3 in the IACS(1): Notes for Guidance 2018 on our website at <https://www.ruralpayments.org> or from your area office.

If you disagree with the area less exclusions, printed in column "E" of the data sheet, please contact your area office.

We will use the pre-printed areas to validate your claims (unless they are changed by a Land Maintenance Form or inspection). **It is your responsibility to fill in the forms accurately.**

Blank forms

There is one blank IACS (3) and IACS (4) in your pack. If you require more blank forms or an IACS (5) please contact your area office. You can find their contact details in annex 4 in the IACS(1): Notes for Guidance 2018.

Using this booklet

The text on the left-hand pages overleaf will guide you on how to fill in your IACS (3), IACS (4) and IACS (5) data sheets and the various questions of your IACS (2).

To help you, copies of the relevant questions on the forms are included on the right hand pages.

The annexes at the back of this booklet list the codes you need to use when completing columns F - S IACS (3), F - M IACS (4) and F - Y IACS (5) on the data sheets.

If you hold regional payment entitlements and your land parcels have been given a payment region, you can claim under the Basic Payment Scheme. Land parcels may have more than one payment region if you have altered their boundaries since their payment region was finalised. The data sheets have been printed to allow regional information to be recorded for the Basic Payment Scheme. Different shading has been applied to the 3 payment regions, repeated for each land parcel row. Data columns affected by regional information have been shaded accordingly. If claiming BPS, you must claim areas under their correct payment region as allocated by RPID. The shading will assist you. If the parcel has not yet been allocated a payment region, use the non shaded row at the bottom of each land parcel.

Business Reference Number															20
LAND PARCEL INFORMATION					LAND USE DETAILS				LFASS	BASIC PAYMENT SCHEME (BPS)					
Location Code	Land Parcel Identifier	Total land parcel area	Verified exclusions within the land parcel	Land parcel area less verified exclusions	Land activity	Organic status (Y or N)	Land use (use code list)	Area	LFASS To claim LFASS enter the area, to 2 decimal places, against each eligible land use (column H) within the parcel that contributes to your LFASS activity.	BPS Area being claimed	Ecological Focus Area Activity	Ecological Focus Area Claimed Quantity (ha to 2 dec. places or meters)			
A	B	C	D	E	F	G	H	I	J	K	L	M			
1	For your own use	R1													
		R2													
		R3													
		R1													

If you are in any doubt on how to complete the forms contact a professional advisor or your RPID area office. Our staff can only give you general guidance not specific business advice.

Completing the IACS (3) and IACS (4) Permanent and Seasonal Land data sheets

Enter your Business Name (if not pre-printed)

Enter your Main Location Code (if not pre-printed)

Enter your Business Reference Number (if not pre-printed), contact your area office if unsure.

If any of the pre-printed details are incorrect, carefully cross them out, enter the correct details and initial your changes.

Column A:- Each land parcel must have a location code. If the printed location code is wrong carefully score it out and enter the correct one. If you complete a blank data sheet you must enter the location code for each land parcel you put on the form.

Land Parcel information in columns B to E: Please check all the pre-printed information is correct and that you still have the use of the parcel. We take this information from our Land Parcel Register but it may be incorrect if land has been sold, boundaries altered or eligible areas have changed. If it is incorrect read Annex 3 of the IACS (1): Notes for Guidance 2018.

Column B:- Asks for the unique 14 character land parcel identifier for each land parcel. Please check or enter the identification number of each land parcel you are claiming or declaring. You can find this number on the maps we give you when you register land parcels for the first time or via the maps application if you have a Rural Payments and Services account. If you claim or declare a land parcel for the first time in 2018 and do not know its identification number, please ask the current or previous owner/tenant.

Column C:- The total parcel area (to two decimal places) must be entered here against its correct payment region(s), if it is not pre-printed or you are using blank data sheets. If the land parcel has more than one payment region enter the correct gross area against each payment region.

The gross area of a registered land parcel can only be changed by completing a Land Maintenance Form.

If the land has not been registered with us before, please complete a Land Maintenance Form so that we can give it a unique land parcel identification number. In the meantime either enter the Ordnance Survey map sheet reference number, followed by a forward slash (/) and the four digit field number printed on the 1:2500 series map (for example NN 3450/4567), or your location code number/sequential parcel number (for example 123/4567/1). Guidance on how to register land with us is given annex 3 in the IACS(1): Notes for Guidance 2018.

If claiming this land for Basic Payment Scheme, and it does not yet have a payment region allocated to it, please use the non shaded row on the data sheets at the foot of the land parcel row.

Sheet numbers: Use these boxes to record the number of data sheets you submit.

You need to read the 'How to fill in your Single Application Form' booklet and the notes and ins

Business Name

Main Location Code

Business Reference Number

201

LAND PARCEL INFORMATION					
Location Code	Land Parcel Identifier	Total land parcel area	Verified exclusions within the land parcel	Land parcel area less verified exclusions	Land activity
A	B	C	D	E	F
1	123/4567 <i>Vegetable Field</i>	R1 11.45	0.11	11.34	AC
		R2			
		R3			
2	123/4567 <i>Reduce Claim Field</i>	R1 10.37	*****	*****	AC
		R2			
		R3			
3	123/4567 <i>LFA Water Margin</i>	R1	2.01		PA
		R2 10.23		8.22	
		R3 45.30		45.30	

LAND

Land parcel sheet No

1

of

1




The European Agricultural Fund
for Rural Development:
Europe investing in rural areas

2018 CLAIM INFORMATION

Column D:- This column shows the total area of any verified exclusions recorded against the land parcel.


A blank entry means that the land register does not hold an ineligible area for a parcel. If you feel that pre-printed information is wrong, you should contact your RPID area office for clarification. The presence of “*****” in the box indicates we cannot print an area because we still need to verify the size of any ineligible areas found in the land parcel.

You **must** complete a Land Maintenance Form to change recorded ineligible areas.

 **Column E:-** As a guide, this column shows each land parcel’s potential eligible area for land based support schemes recorded in our land register at the time of printing. The area shown is the total parcel area less the area of verified exclusions we know about for each payment region. Because there may be more ineligible areas within the parcel we don’t know about, **you must ensure that you deduct all ineligible land from each region in the parcel that you make a claim for.** Examples of ineligible areas include rock, scree, ponds, water courses, forestry, buildings, hard standings, roads, impenetrable gorse and stands of only bracken. You **must** complete a Land Maintenance Form to change recorded ineligible areas.


If there is no entry against a region in the land parcel and you are unsure of the eligible area, or feel that the pre-printed information is wrong, you should contact your RPID area office for clarification. The presence of “*****” in the box indicates we cannot print an area because we still need to verify the size or location of any ineligible areas found in the land parcel at payment region level.

Column F:- Enter the Land activity code that best describes how you are using the land parcel on 15 May during the production year. See Annex 1, Table 1 for activity codes.

 You need to enter a Land activity code for each land parcel you claim Basic Payment scheme on. If any of those land parcels are in payment regions 2 and 3, your payments may be affected if you do not meet minimum agricultural activity.

Column G:- Enter the organic status of the land parcel as either Y (for yes) or N (for no) Only enter Y if the whole parcel is certified as organic with one of the Approved Organic Certification Bodies at Annex 6.

Column H:- Please select the code descriptor that matches the use of the land parcel on 15 May 2018. Use as many codes as necessary to describe the full use of the land parcel. See Annex 1, Table 2 for crop descriptor codes.

 If you let land out, please use the LLO code in front of the land use code(s) which describe the full use of the land parcel at 15 May, e.g. LLO-SPOT.

Column I:- Enter the area (to two decimal places) to show the extent of each use. The areas you enter in column I must add up to the total land parcel area shown in column C.

	Location Code	Land Parcel Identifier	Total land parcel area	Verified exclusions within the land parcel	Land parcel area less verified exclusions	Land activity	Organic status (Y or N)	Land use (use code list)	Area	each use (d within that c to yo ad
	A	B	C	D	E	F	G	H	I	
1	123/4567	NO/12345/12345	R1 11.45	0.11	11.34	AC	N	BSP	4.50	
								CALA	5.50	
	R2									
	R3									
		<i>Vegetable Field</i>								
2	123/4567	NO/13569/23965	R1 10.37	*****	*****	AC	N	SB	10.17	
								BUI	0.20	
	R2									
	R3									
		<i>Reduce Claim Field</i>								
3	123/4567	NO/14569/023457	R1	2.01		PA	N			
			R2 10.23		8.22			PGRS	8.22	
								WAT	2.01	
	R3 45.30	45.30	PGRS		5.00					
		<i>LFA Water Margin</i>						RGR	40.30	3

=

The area declared in column I must equal the gross land parcel area in column C



Enter the areas (to two decimal places) of each land use, by region, to reflect the correct situation of the land parcel's use on 15 May. If you need to increase an ineligible area within a land parcel region, do so by entering the appropriate area against an appropriate ineligible feature code at the foot of table 2, Annex 1. You **must** complete a Land Maintenance Form to permanently record any new ineligible area. If you need to decrease the ineligible area printed in column D, simply decrease the area in column I against the appropriate ineligible feature code in column H used to describe the ineligible area(s). You will have to supply evidence to support the reduction on a Land Maintenance Form.

Using your land parcel for more than one crop type?

Although unlikely, a land parcel can have land in 3 entitlement regions within its boundaries. The data sheets allow each land parcel to have two land uses per region. If your land parcel has more than two land uses per region you will need to copy the land parcel details to a blank data sheet line, or new data sheet, to allow you to enter further land uses in the correct region. Repeat the duplication process as necessary. Please be careful to account for the total land parcel area where your land parcel has been split across multiple rows.

NB: Regional information only affects Basic Payment Scheme information. Each land parcel can accommodate up to seven Rural Priorities, AECS or Forestry Grant Scheme options. You will need to duplicate the land parcel data where it has more than seven options under those schemes.

	Location Code	Land Parcel Identifier	Total land parcel area	Verified exclusions within the land parcel	Land parcel area less verified exclusions	Land activity	Organic status (Y or N)	Land use (use code list)	Area	use (within that d to yo a
	A	B	C	D	E	F	G	H	I	
1	123/4567	NO/12345/12345	R1 11.45	0.11	11.34	AC	N	BSP	4.50	
			R2					CALA	5.50	
			R3							
<i>Vegetable Field</i>										
2	123/4567	NO/13569/23965	R1 10.37	*****	*****	AC	N	SB	10.17	
			R2					BUI	0.20	
			R3							
<i>Reduce Claim Field</i>										
3	123/4567	NO/14569/023457	R1	2.01	8.22	PA	N			
			R2 10.23					PGRS	8.22	
			R3 45.30					WAT	2.01	
								PGRS	5.00	
								RGR	40.30	
<i>LFA Water Margin</i>										
4	123/4567	NO/54698/12345	R1 0.09		0.09	AC	N	ASPG	0.09	
			R2							
			R3							
<i>Small Field</i>										
5	123/4567	NO/12345/12345	R1					PC	1.34	
			R2					ROAD	0.11	
			R3							
<i>Vegetable Field</i>										

The Vegetable field has been copied to allow all four land uses to be recorded in one region.

Your 2018 claim

Column J:- Less Favoured Area Support Scheme (LFASS): Use this column if you hold permanent or seasonal Less Favoured Area (LFA) land and wish to claim LFASS support. We have pre-printed 0.00 across all seven claim rows in column J for non-LFA land parcels as these are not eligible for LFASS support. If you are not sure about the LFA classification of new land parcels (parcels without a LPID in column B) please speak to your area office. When you complete column J, enter the eligible land area, to two decimal places, for **each eligible land use in the parcel** that supports your LFASS activity. If you do not use the LFA land to support your LFASS activity, or do not wish to claim it, enter 0.00 in the column J box against the land use for the land parcel. **If part of the same land use within a parcel is not eligible for LFASS (for example, grass forming a water margin with stock exclusion) you will need to reduce the claim area appropriately.**

To be eligible for LFASS 2018 you must have use of the land for seven months in 2018 (including 15 May 2018), it must contribute to your LFASS activity and you must actively farm it. Abandoned or inactive land parcels are not eligible. You must declare a minimum of 3 hectares. Please read the LFASS guidance at <https://www.ruralpayments.org> for more details on claiming LFASS.

If you claim and are eligible for LFASS, we will use the areas you enter in column J to calculate your LFASS payment.

If you have common grazing land, please refer to the IACS (5) guidance later in this booklet.

Location Code	Land Parcel Identifier	Total land parcel area	Verified exclusions within the land parcel	Land parcel area less verified exclusions	Land activity	Organic status (Y or N)	Land use (use code list)	Area	to 2 decimal places, against each eligible land use (column H) within the parcel that contributes to your LFASS activity.	BPS Area be claim
A	B	C	D	E	F	G	H	I	J	K
123/4567	NO/12345/12345	R1 11.45	0.11	11.34	AC	N	BSP 4.50	4.50	0.00	4.50
							CALA 5.50	5.50	0.00	5.50
									0.00	
									0.00	
									0.00	
<i>Vegetable Field</i>		R2							0.00	
		R3							0.00	
									0.00	
									0.00	
123/4567	NO/13569/23965	R1 10.37	*****	*****	AC	N	SB 10.17	10.17	0.00	10.00
							BUI 0.20	0.20	0.00	
									0.00	
									0.00	
									0.00	
<i>Reduce Claim Field</i>		R2							0.00	
		R3							0.00	
									0.00	
									0.00	
123/4567	NO/14569/023457	R1	2.01	8.22	PA	N				
		R2 10.23						8.22		
<i>LFA Water Margin</i>		R3 45.30		45.30			PGRS 8.22	8.22	8.22	8.22
							WAT 2.01	2.01		
							PGRS 5.00	5.00	5.00	5.00
							RGR 40.30	38.00	38.00	40.30
123/4567	NO/54698/12345	R1 0.09		0.09	AC	N	ASPG 0.09	0.09		0.00
									0.00	
									0.00	
									0.00	
									0.00	
<i>Small Field</i>		R2							0.00	
		R3							0.00	
									0.00	
									0.00	
123/4567	NO/12345/12345	R1			PA	N	PC 1.34	1.34		
<i>Unregistered Field</i>		R2					ROAD 0.11	0.11		
		R3								
		3.54					PGRS 3.54	3.54	3.54	

LFASS claim area reduced to exclude 2.30 hectares rough grazing used for water margin stock exclusion.

Unclassified parcel – check with local area office if unsure about LFA classification.

Non LFA field has been pre-printed with 0.00.

Column K:- Basic Payment Scheme (BPS): You must claim BPS under its correct land parcel region. Enter the area you want to claim to two decimal places. If you don't want to claim the whole land use area, simply reduce the area you enter in column K. Enter 0.00 if you do not wish to claim BPS against an eligible land use in a land parcel. To be paid for all your BPS entitlements you must declare a number of hectares of eligible land by region, equal to the number of entitlements you hold for each payment region. You can only claim BPS on land parcels sown/planted with compatible crop types declared in column H. See the BPS eligible land use code column, Annex 1, Table 2.

Land parcels with a gross area smaller than 0.1 hectares are not eligible for BPS and data sheets will have been pre-printed with 0.00 across all seven claim rows for the affected parcel. You can claim cropped areas under 0.1 hectares where the land parcel is 0.1 hectares or greater.

If you claim BPS you may have a Crop Diversification and Ecological Focus Area requirement. Please read the Basic Payments Scheme – Greening – Notes for Guidance so that you know what they are. You can find this at <https://www.ruralpayments.org> or ask your area office for more information.

If you have common grazing land, please refer to the IACS (5) guidance later in this booklet.



If the land has not been registered with us before, please complete a Land Maintenance Form so that we can give it a unique land parcel identification number. In the meantime use the non shaded data row at the foot of a blank land parcel row to make your claim. We will process any claim under its correct region once the land parcel is registered and allocated its payment region.

Column L:- Ecological Focus Area Activity: If you are not exempt from Greening use the activity code in Annex 1, Table 3 to declare the Ecological Focus Area Activity you are using in a land parcel to meet your EFA requirement.

Column M:- Ecological Focus Area Activity Area: Enter the area or length of the activity you are carrying out in the land parcel.

Location Code	Land Parcel Identifier	Total land parcel area	Verified exclusions within the land parcel	Land parcel area less verified exclusions	Land activity	Organic status (Y or N)	Land use (use code list)	Area	enter the area, to 2 decimal places, against each eligible land use (column H) within the parcel that contributes to your LFASS activity.	BPS Area being claimed	Ecological Focus Area Activity	Ecological Focus Area Claimed Quantity (ha to 2 dec. places or meters)
A	B	C	D	E	F	G	H	I	J	K	L	M
123/4567	NO/12345/12345	R1 11.45	0.11	11.34	AC	N	BSP	4.50	0.00	4.50		
							CALA	5.50	0.00	5.50		
									0.00			
									0.00			
<i>Vegetable Field</i>		R2							0.00			
		R3							0.00			
123/4567	NO/13569/23965	R1 10.37	*****	*****	AC	N	SB	10.17	0.00	10.00		
							BUI	0.20	0.00			
									0.00			
									0.00			
<i>Reduce Claim Field</i>		R2							0.00			
		R3							0.00			
123/4567	NO/14569/023457	R1	2.01	8.22	PA	N						
		R2 10.23						8.22	8.22	8.22		
		R3 45.30						45.30	5.00	5.00		
<i>LFA Water Margin</i>									40.30			
123/4567	NO/54698/12345	R1 0.09		0.09	AC	N	ASPG	0.09		0.00		
									0.00			
									0.00			
									0.00			
<i>Small Field</i>		R2							0.00			
		R3							0.00			

Column K claim rows will be pre-populated with 0.00 if the land parcel is smaller than 0.1 hectares.

Claiming a multi-region parcel

Reducing BPS claim area

LAND PARCEL INFORMATION					LAND USE DETAILS			LFASS	BASIC PAYMENT SCHEME (BPS)			RURAL P	
Location Code	Land Parcel Identifier	Total land parcel area	Verified exclusions within the land parcel	Land parcel area less verified exclusions	Land activity	Organic status (Y or N)	Land use (use code list)	Area	LFASS To claim LFASS enter the area, to 2 decimal places, against each eligible land use (column H) within the parcel that contributes to your LFASS activity.	BPS Area being claimed	Ecological Focus Area Activity	Ecological Focus Area Claimed Quantity (ha to 2 dec. places or meters)	Option
A	B	C	D	E	F	G	H	I	J	K	L	M	N
123/4567	NO/12349/65321	R1 13.45	*****	*****	AC	N	FALW	13.00					
							TREES	0.45					
							PGRS	2.00		2.00			
							TREES	0.53					
<i>Multi Region Field</i>		R2 2.53											
		R3											

Example of EFA data entry in columns L & M

Rural Priorities annual recurrent options - permanent land only.

If you have a Rural Priorities approved contract and have annual recurrent options scheduled to be claimed in 2018, you must declare the land on which you undertake these options using the permanent land data sheet IACS (3). If you claimed annual recurrent options in 2017 we have printed, where possible, the relevant option codes in column N against those land parcel(s) on which your 2017 claim was based. You will need to declare the quantity (hectares, metres or units) in column O to support your 2018 claim.

Please declare rotational options in accordance with the Schedule of Work enclosed with your Rural Priorities contract. You may need to score through pre-printed codes and re-enter the code and quantity against the rotated land parcels in columns N and O respectively. For options not attached to a specific parcel of land (e.g. traps which may be moveable), you must declare the option against a single land parcel, inserting the code in column N and the total number of units on column O.

If you have Rural Priorities annual recurrent options on common grazing land you will need to complete columns S, T and U on the Common Grazing data sheet IACS (5) in accordance with your schedule of work.

You must ensure you declare the options you intend to claim against the correct land parcel(s). It is your responsibility to ensure that any pre-printed information is correct.

Column N:- Check or enter the appropriate code from Annex 2 or 3 against the land parcel in which the option is situated.

Column O:- Enter the appropriate area, length or units of the option in this column.

				2018 CLAIM INFORMATION									
LAND USE DETAILS				LFASS	BASIC PAYMENT SCHEME (BPS)			RURAL PRIORITIES		AGRI ENVIRONMENT (AECS)		Op	
Land activity	Organic status (Y or N)	Land use (use code list)	Area	LFASS To claim LFASS enter the area, to 2 decimal places, against each eligible land use (column H) within the parcel that contributes to your LFASS activity.	BPS Area being claimed	Ecological Focus Area Activity	Ecological Focus Area Claimed Quantity (ha to 2 dec. places or meters)	Option	Claimed quantity (ha to 2 dec. places or Sq.metres/ metres or units)	Option	Claimed quantity (ha to 2 dec. places or Sq.metres/ metres or units)	Op	
				J									K
F	G	H	I	J	K	L	M	N	O	P	Q	Op	
AC	N	BSP	4.50	0.00	4.50								
		CALA	5.50	0.00	5.50								
				0.00									
				0.00									
				0.00									
AC	N	SB	10.17	0.00	10.00								
		BUI	0.20	0.00									
				0.00									
				0.00									
				0.00									
PA	N							RP21421B	2.30				
		PGRS	8.22	8.22	8.22								
		WAT	2.01										
		PGRS	5.00	5.00	5.00								
		RGR	40.30	38.00	40.30								
AC	N	ASPG	0.09		0.00			RP21401C	0.09				
					0.00								
					0.00								
					0.00								
					0.00								

Agri Environment Climate Scheme (AECS) annual recurrent options - Columns P and Q - permanent land only.

If you have an AECS approved contract and have annual recurrent options scheduled to be claimed in 2018, you must declare the land on which you undertake these options using the permanent land data sheet IACS (3). Enter in column P the appropriate code from Annex 4 against the land parcel in which the option is situated and declare the quantity (hectares, metres or units) in column Q to support your 2018 claim.

Please declare rotational options in accordance with the Schedule of Work enclosed with your AECS contract. For options not attached to a specific parcel of land (e.g. traps which may be moveable), you must declare the option against a single land parcel, inserting the code in column P and the total number of units on column Q.

If you have AECS annual recurrent options on common grazing land you will need to complete columns S, V and W, on the Common Grazing data sheet IACS (5) in accordance with your schedule of work.

You must ensure you declare the options you intend to claim against the correct land parcel(s). It is your responsibility to ensure that any pre-printed information is correct.

Column P:- Enter the appropriate code from Annex 4 against the land parcel in which the option is situated.

Column Q:- Enter the appropriate quantity (area, length or units) of the option in this column.

Forestry Grant Scheme (FGS) annual recurrent options - Columns R and S - permanent land only.

If you have a FGS approved contract and have annual recurrent options scheduled to be claimed in 2018, you must declare the land on which you undertake these options using the permanent land data sheet IACS (3). You will need to declare the quantity (hectares, metres or units) in column S to support your 2018 claim.

For options not attached to a specific parcel of land (e.g. traps which may be moveable), you must declare the option against a single land parcel, inserting the code in column R and the total number of units on column S.

If you have FGS annual recurrent options on common grazing land you will need to complete columns S, X and Y, on the Common Grazing data sheet IACS (5) in accordance with your schedule of work.

You must ensure you declare the options you intend to claim against the correct land parcel(s). It is your responsibility to ensure that any pre-printed information is correct.

Column R:- Enter the appropriate code from Annex 5 against the land parcel in which the option is situated.

Column S:- Enter the appropriate quantity (area, length or units) of the option in this column.

Signature and date: You must sign and date each data sheet you use. If you do not do this the form will be returned to you and you will incur a late claim reduction if we receive it after 15 May 2018.

2018 CLAIM INFORMATION														
LAND USE DETAILS				LFASS	BASIC PAYMENT SCHEME (BPS)			RURAL PRIORITIES		AGRI ENVIRONMENT (AECS)		FORESTRY GRANT SCHEME		
Land activity	Organic status (Y or N)	Land use (use code list)	Area	LFASS To claim LFASS enter the area, to 2 decimal places, against each eligible land use (column H) within the parcel that contributes to your LFASS activity.	BPS Area being claimed	Ecological Focus Area Activity	Ecological Focus Area Claimed Quantity (ha to 2 dec. places or meters)	Option	Claimed quantity (ha to 2 dec. places or Sq.metres/ metres or units)	Option	Claimed quantity (ha to 2 dec. places or Sq.metres/ metres or units)	Option	Claimed quantity (ha to 2 dec. places or Sq.metres/ metres or units)	
F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
AC	N	FALW	13.00		13.00	EFAFAL	13.00						1	
		TREES	0.45											
		PGRS	2.00		2.00									
		TREES	0.53											
AC	N	SB	14.00		14.00					AEC101-03	1.00	FGS081-03	2.32	2
		NETR-A	2.32		2.32									
PA	N							RP21421B	2.30				3	
		PGRS	8.22											
		WAT	2.01											
		PGRS	5.00	5.00	5.00									
		RGR	40.30	38.00	40.30									
AC	N	ASPG	0.09	0.00	0.00			RP21401C	0.09				4	
				0.00	0.00									
				0.00	0.00									
				0.00	0.00									
				0.00	0.00									
				0.00	0.00									

Data examples for the Rural Priorities, Agri-Environment & Forestry Grant Schemes.

You must sign and date each Data Sheet that you complete.

Signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Completing your IACS (5) Common Grazings data sheets

Check or complete your Business Name, Main Location Code and Business Reference Number at the top of the data sheet.


If you claimed common grazings shares last year, columns A – J have been pre-printed with this information. Please check this carefully and amend if appropriate, **especially if you no longer have the use of shares you claimed last year (e.g. sublets ending or not renewing seasonal lets).**

You MUST declare all your permanent common grazing shares. If you are letting them out enter LLO in front of the land use code in column M. If you are not letting your permanent share out and not using them, enter 0.00 in the LFASS and BPS columns (O & P respectively). Only claim common grazing shares you are entitled to use. If you use shares on a seasonal basis you will need to submit Form PF27 for each share by 15 May. Form PF27 is available at www.ruralpayments.org or from our offices.

Columns A - F:- Check or enter the general information for each common grazing you have.

Column C:- The total common grazing area (to two decimal places) must be entered here against its correct payment region(s) if it is not pre-printed or you are using blank data sheets. If the common grazing has more than one payment region, enter the correct gross area against each payment region. The gross area of a registered common grazing can only be changed by completing a Land Maintenance Form.

Column D:- This column shows the total area of any verified exclusions recorded against the common grazing. A blank entry means that the land register does not hold an ineligible area for the common grazing. If you feel that pre-printed information is wrong, you should contact your Grazings Clerk or RPID area office for clarification. The presence of “*****” in the box indicates we cannot print an area because we still need to verify the size of ineligible areas found in the common grazing.

 **Column E:-** As a guide, this column shows the common grazings potential eligible area for land based support schemes recorded in our land register at the time of printing. The area shown is the total common grazing area less the area of verified exclusions we know about for each payment region in the common grazing. Because there may be more ineligible areas within the common grazing we don't know about, you must ensure that you deduct all ineligible land from each region in the common grazing that you claim a share in. Examples of ineligible areas include rock, scree, ponds, water courses, forestry, buildings, hard standings, roads, impenetrable gorse and stands of only bracken.

If there is no entry against a region in the land parcel and you are unsure of the eligible area, or feel that the pre-printed information is wrong, you should contact your Grazings Clerk or your RPID area office for clarification. The presence of “*****” in the box indicates we cannot print an area because we still need to verify the size or location of ineligible areas found in the common grazing at payment region level.

Columns G-J:- Check or enter the croft share information for each common grazing you have.

You can get copies of blank data sheets from your area office.

You can get details of common grazings and individual shares from the grazing clerk of each common grazing. If your common grazing is unregulated and has no clerk, please contact your area office.



Column J:- This column shows the arithmetical area less the area of verified exclusions we know about for each payment region of the share in the common grazing. Because there may be more ineligible areas within the common grazing we don't know about, **you must ensure that you deduct all ineligible land from each region in the common grazing that you claim a share in.** Examples of ineligible areas include rock, scree, ponds, water courses, forestry, buildings, hard standings, roads, impenetrable gorse and stands of only bracken. Column J will be printed with "*****" if column E is printed with "*****".

You need to read the 'How to fill in your Single Application Form' booklet and the notes and instructions below, before you check / complete this common grazing data sheet

Business Name

Main Location Code

Business Reference Number

2018 COMM

COMMON GRAZING INFORMATION						YOUR SHARE INFORMATION				
Common Grazing Location code	Common Grazing Name	Total Common Grazing area	Verified exclusions within the common grazing	Common grazing area by region less verified exclusions (a)	Total Sheep Equivalent (b)	Location code of croft with share	Name of croft with share	Total Sheep Equivalent of croft (c)	Share in hectares (a)/(b)*(c)	Land activity
A	B	C	D	E	F	G	H	I	J	K
1	459/0345 Hill Common Grazing	R1	25.60		250	459/0123	3 Hill Croft	25		PA
		R2 45.50		45.50					4.55	
		For your own use		R3 501.36					47.58	
2	459/0654 General Common Grazing	R1	*****		575	459/0123	3 Hill Croft	10		PA
		R2		*****					*****	
		For your own use		R3 1001.36					*****	

Common Grazing data sheet pre-printed data example

Column K:- Enter the land activity code that best describes how you are using the share on 15 May during the production year. See Annex 1, Table 1 for activity codes.

Column L:- Enter the organic status of the common grazing as either Y (for yes) or N (for no)
Only enter Y if the whole common grazing is certified as organic with one of the Approved Organic Certification Bodies at Annex 6.

Column M:- Please select the crop descriptor codes that match the use of the share on 15 May 2018. Use as many codes as necessary to describe the full use of the share. See Annex 1, Table 2 for land use codes.

Column N:- Enter the area (to two decimal places) to show the extent of each use. The areas you enter in column N must account for the total share area shown in column J.

YOUR SHARE INFORMATION				LAND USE DETAILS				LFASS	BASIC PAYMENT SCHEME (BPS)		
Location code of croft with share	Name of croft with share	Total Sheep Equivalent of croft (c)	Share in hectares (a)/(b)*(c)	Land activity	Organic status	Land use (use code list)	Area	LFASS To claim LFASS enter the area, to 2 decimal places, against each eligible land use (column M) within the parcel that contributes to your LFASS activity.	BPS Area being claimed	Ecological Focus Area Activity	Ecological Focus Area Area claimed
G	H	I	J	K	L	M	N	O	P	Q	R
459/0123	3 Hill Croft	25		PA	N						
			4.55			PGRS	4.55	4.55			
			47.58			RGR	47.58	47.58			
459/0123	3 Hill Croft	10		PA	N						
			*****			RGR	17.41	14.50	14.50		

Common Grazing data sheet claim example

Using your share for more than one crop type?

A common grazing can have land in 3 entitlement regions within its boundaries. The data sheets allow each share to have two land uses per region. If your common grazing has more than two land uses per region you will need to copy the common grazing details to a blank data sheet line, or new data sheet, to allow you to enter further land uses in the correct region. Repeat the duplication process as necessary. Please be careful to account for the total share area where it has been split across multiple rows.

NB: Regional information only affects Basic Payment Scheme information. Each share can accommodate up to six Rural Priorities, AECS or Forestry Grant Scheme options. You will need to duplicate the common grazing data where you have more than six options in land parcels under those schemes.

Column O:- LFASS: Use this column if your common grazing share is LFA land and you wish to claim under the Less Favoured Area Support Scheme (LFASS). When you complete column O, enter the area, to two decimal places, for each eligible land use in each eligible common grazing share that supports your LFASS activity that you want to claim. If you do not use the LFA land to support your LFASS activity, or do not wish to claim it, enter 0.00 in the column O box against the land use for the common grazing share. If you don't want to claim the whole land use area, simply reduce the area you enter in column O. To be eligible for LFASS 2018 you must have use of the land for 7 months in 2018 (including 15 May 2018), it must contribute to your LFASS activity and you must actively farm it. Abandoned or inactive shares are not eligible. You must declare a minimum of 3 hectares. Please read the LFASS guidance for more details on claiming LFASS. You will find this at: <https://www.ruralpayments.org>

If you claim and are eligible for LFASS, we will use the area you enter in column O to calculate your LFASS payment.

Column P:- Basic Payment Scheme: You must claim BPS under its correct payment region as allocated by RPID. Enter the area you want to claim to two decimal places. If you don't want to claim the whole land use area, simply reduce the area you enter in column P. Enter 0.00 if you do not wish to claim BPS against an eligible land use in a land parcel. To be paid for all your BPS entitlements you must declare a number of hectares of eligible land by region, equal to the number of entitlements you hold for each payment region (you may only hold entitlements for one payment region). You can only claim BPS on land parcels sown/planted with compatible crop types declared in column M. See the BPS eligible land use code column, Annex 1, Table 2.

If you claim BPS you may have a Crop Diversification and Ecological Focus Area requirement. Please read the Basic Payments Scheme – Greening – Notes for Guidance so that you know what they are. You can find this at <https://www.ruralpayments.org> or ask your area office for more information.

Column Q:- Ecological Focus Area Activity: If you are not exempt from Greening use the activity code in Annex 1, Table 3 to declare the Ecological Focus Area Activity you are using on your share to meet your EFA requirement.

Column R:- Ecological Focus Area, Area being claimed: Enter the area or length of the activity you are carrying out on the land share.

Rural Priorities (RP); Annual recurrent options - permanent land only.

Columns S, T & U:- If you have options on shared common grazing land you will need to complete columns S, T & U on the Common Grazings data sheet in accordance with your Schedule of Work.

You must have an approved Rural Priorities contract for the option(s) you intend to claim and must ensure you declare these options against the correct land parcel(s). It is your responsibility to ensure that any pre-printed information is correct.

Agri-Environment Climate Scheme (AECS): Annual recurrent options - permanent land only.

Columns S, V & W:- If you have options on shared common grazing land you will need to complete columns S, V & W on the Common Grazings data sheet in accordance with your Schedule of Work.

You must have an approved Agri-Environment Climate Scheme contract for the option(s) you intend to claim and must ensure you declare these options against the correct land parcel(s).

Forestry Grant Scheme (FGS): - permanent land only.

Columns S, X & Y:- If you have options on shared common grazing land you will need to complete columns S, X & Y on the Common Grazings data sheet in accordance with your Schedule of Work.

You must have an approved Forestry Grant Scheme contract for the option(s) you intend to claim and must ensure you declare these options against the correct land parcel(s).

2018 CLAIM INFORMATION										
LFASS	BASIC PAYMENT SCHEME (BPS)				RURAL PRIORITIES		AGRI ENVIRONMENT (AECS)		FORESTRY GRANT SCHEME	
LFASS To claim LFASS enter the area, to 2 decimal places, against each eligible land use (column M) within the parcel that contributes to your LFASS activity.	BPS	Ecological Focus Area	Ecological Focus Area	Land Parcel Identifier		Claimed quantity		Claimed quantity		Claimed quantity
	Area being claimed	Activity	Area being claimed	For Rural Priorities, Agri Environment & Forestry Grant Scheme	Option	(ha to 2 dec. places or Sq.metres/metres or units)	Option	(ha to 2 dec. places or Sq.metres/metres or units)	Option	(ha to 2 dec. places or Sq.metres/metres or units)
O	P	Q	R	S	T	U	V	W	X	Y
				NG/12687/59694			AEC101-22	47.50		
				NG/12682/71853					FGS081-08	1.80
4.55	4.55									
47.58	47.58									
				NG/12457/69854	RP21412B	2.00				
14.50	14.50									

Common Grazing data sheet Rural Priorities, Agri Environment & Forestry Grant Scheme claim examples

You must sign and date each Common Grazings data sheet that you use.

Completing your IACS (2) SAF base form

The IACS(2) asks for general information about you, your business and your land. Some information will be pre-printed if you submitted a SAF in 2017. Leave questions not relevant to your business blank.

Front Page	Your Business details
Page 2	Entitlements, Claiming Direct Payments & Scheme selection
Page 4	Livestock, poultry and bees
Page 6	About your business & Your Payment currency
Page 7	Declarations and Undertakings

Front Page

If you submitted a paper SAF in 2017 the front page will show your business name and address, business reference number (BRN) and main location code. If these details have changed or are wrong, please amend the front page and we will alter our records when we process your form. Alternatively, if you have an online account, you can make these changes yourself via Rural Payment and Services. We may have to speak to you about requests for certain changes.

If you complete a blank form, please fill in as much detail as possible. Please contact your RPID area office if you are unsure of your BRN and/or main location code.

Entitlements

If you are applying for Entitlements under the National Reserve you must complete your SAF application online. Applications to the National Reserve can only be made using the online SAF application route.

You can view your current Entitlements holding via your online account at <https://www.ruralpayments.org/publicsite/futures/>

If you don't have an online account, you can register for one at the same address.

Claiming Direct Payments

Question 1

As part of the active farmer requirement, legislation will not allow us to make direct payments to a number of specified types of businesses automatically. If your IACS business is involved in any of the activities listed, you will not normally be able to participate in any Direct Payment schemes. Tick the appropriate activity or confirm that your business isn't involved in these activities by ticking "None of the above".

If your business is involved in a listed activity, but you can provide evidence to show that you may be eligible to receive payments based on agricultural activity and wish to apply for direct support payments, you should tick the "Yes" statement at the foot of the page. For more information please refer to the detailed guidance for any schemes you wish to participate in.



Integrated Administration and Control System (IACS) SINGLE APPLICATION FORM (SAF) 2018

Before completing this form you need to read the current IACS guidance IACS(1) and IACS(1a) along with the full scheme guidance for any schemes you wish to participate in. Please complete this form in **CAPITAL LETTERS** using **black ink**.

Name and address of Business

FOR OFFICIAL USE ONLY

Business Reference Number

Main Location Code

The easiest way to complete your Single Application Form (SAF) is online using our application on our Rural Payments and Services website.

By completing the form online, you'll be able to:

Entitlements

If you are applying for Entitlements under the National Reserve you must complete your SAF online.

If you hold entitlements you can view these via your online account at <https://www.ruralpayments.org/publicsite/futures/> If you don't have an online account, you can register for one at the same address.

Claiming Direct Payments

To participate in any of the Direct Payment Support schemes you must be an active farmer.

1. Please indicate if the nature of your business involves any of the following activities:

Airport	
Permanent sport and/or recreational grounds	
Railway services	
Real estate services	
Waterworks	

We may still consider your business as eligible if you are active in any of the above activities provided you can supply verifiable evidence that:-

- The business' annual amounts of direct payment is at least 5% of total receipts from non-agricultural activities in the most recent financial year;
- The business' agricultural activities are significant; or
- The business' principal business or company objectives consist of exercising an agricultural activity.

Yes, I am applying for Direct Payment Support because my/our business has agricultural activity.

Scheme Selection

Question 2

Tick this box if you only want to register your business and agricultural land with us and don't want to apply for any support payments this year.

Question 3

Basic Payment Scheme (BPS) is the direct area based payment. You need to hold payment entitlements to be paid under this scheme. Tick this box if you want to apply for the BPS and complete questions 3a to 3f (where applicable).

Question 3a

For your land to be organic or partial organic you must be registered organic with an UK Approved Organic Certification Body (see Annex 6). If you indicate you have organic land you will be asked to provide your certification document.

Question 3b

Certified organic land is exempt from Greening requirements. If you do not wish to use the exemption you will need to ensure that your claimed land complies with the Greening requirements including crop diversification and Ecological Focus Areas (EFAs).

Question 3c, 3d & 3e

Certain restrictions apply to permanent grassland land parcels. Please tell us if your business has any permanent grassland parcels and if you intend to spread inorganic fertiliser and/or lime on them.

Question 3f

You may be eligible for Young Farmer Payment if you:

- submit a Single Application Form;
- farm a minimum of three hectares in Scotland;
- are a sole trader or head of the farm business; and
- are no more than 40 years of age at the end of the calendar year you submit your application

If you wish to apply for this payment please tick the box. If you wish to apply for this payment please tick the box. Your customer record will need to have the "Head of Business" and "Date of becoming head of business" information. If it does not hold this you will need to supply it by updating your business record online at www.ruralpayments.org or by providing it in writing to your local area office.

Question 4

LFASS is open to you if your business is farming livestock and actively farming Less Favoured Area designated Scottish land (subject to meeting scheme eligibility criteria). Tick to apply.

Question 5

If you have Existing Contracts and Continuing Commitments please tick the appropriate boxes to indicate them.

Question 6

Tick the yes box if you are letting any land out to another business in 2018. You will need to identify this land on your data sheets by prefixing the land use code with LLO. If you don't let out any land, tick the no box.

Scheme selection

Please tick the boxes on page 3 to tell us which schemes and claims you would like to apply for. If you are not claiming/applying for any schemes tick the box at question 2. below, then go to question 6.

2. I am only completing this form to tell you about my business and agricultural land

3. 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.

3a. Is your land registered as organic? No All organic Partial

3b. Where part of your holding is organic, do you wish your organic land to be exempt from crop diversification and ecological focus area requirements under greening? Yes No

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

3c. 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?

Yes No

* For the definition of arable land, please refer to the Glossary of the Greening guidance

If you have answered "Yes" to question 3c please answer questions 3d and 3e.

3d. Do you intend to apply inorganic fertiliser on any of these land parcels? Yes No

3e. Do you intend to apply lime on any of these land parcels? Yes No

If you have answered "Yes" to 3d and/or 3e you must maintain a record of your intentions regarding the application of inorganic fertiliser and lime on permanent grassland in your Nutrient Management Plan. For further information on your permanent grassland requirements, please see Annex C in the Greening guidance.

3f. Young Farmers Payment

4. I wish to claim Less Favoured Area Support Scheme

5. Existing Contracts and Continuing Commitments

Please tick each scheme you want to apply/claim for.

Agri Environment Climate Scheme (AECS) – annual recurrent options

Beef Efficiency Scheme (BES)

Forestry Grant Scheme (FGS) – annual recurrent options

Rural Priorities – annual recurrent options

This scheme is now closed to new applications.

6. Letting your land out

Please confirm if you are letting any of your land out to another business on a seasonal basis this year

Yes, I am letting out land to another business this year

No, I am not letting any land out this year

Please note that if you let land out to another business you must precede the crop codes, used in the Land Use column of the Data Sheets against the land parcels you let out, with LLO e.g. if you let a land parcel for seed potatoes the crop code will be LLO-SPOT.

Livestock, poultry and bees

Question 7

Cross-Compliance applies to all land and/or animals/birds held by a business. We need details of the various types of livestock on your holding during 2018.

Please identify the species that have been or may be on your farm during 2018 by ticking the relevant box in column A. Enter the numbers for each category of animal/bird on your holding on 1 March 2018 in column B. In Column C enter the number on LFA land on 1 March 2018 which you have economic responsibility for. Leave column C blank if you do not farm LFA land.

If you will not have livestock, poultry or bees in 2018, tick the box to tell us this and go to question 8.

Livestock, poultry and bees

Animals on your holding

7. If you have, or intend to have livestock on your holding in 2018 you must complete this table.
Tick the box below if you have no animals, poultry or bees.

I have no livestock, poultry or bees Go to question 8.

Column A – tell us about the types of livestock on your holding or likely to be on your holding in the 2018 calendar year.

Column B – enter the number of animals and/or birds present on your holding at 1 March 2018.

Column C – enter the number of animals on LFA land at 1 March 2018 which you have economic responsibility for. Having economic responsibility means you have responsibility for: management of the herd or flock; feeding; housing and paying the bills; veterinary care; the selection of animals brought into or disposed of from the herd or flock; and retention of proceeds of the sale of any progeny.

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 Condition (GAEC) that apply to you.

Species	Column A Tick which species are on your holding at any time in 2018	Column B Number present at 1 March 2018	Column C (only complete for LFA land) Number maintained on LFA land at 1 March 2018 that you have economic responsibility for
Indoor pigs (excluding un-weaned piglets)	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Outdoor pigs (excluding un-weaned piglets)	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Dairy cows used for milk production	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Suckler cows	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Goats over 6 months old	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Are any goats used for milk production?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Llamas over 6 months old	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Alpacas over 6 months old	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Farmed deer: adult stags – 27 months and over	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Farmed deer: hinds (including suckling calves) – 27 months and over	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Farmed deer: juveniles – 6 to 27 months	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Horses & ponies over 6 months old	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Poultry of all types and ages – number of birds	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

To help us combat the spread of bee diseases, please tell us by ticking the box below, if you will have beehives on your land at any time this year. Please tick the box even if you don't own the hives. Our bee inspectors will use this information in the event of a disease outbreak to quickly check bees and their hives for signs of disease.

Beehives

About your business

Question 8

Tick this box if you only have land in Scotland.

Question 9

If your IACS business has land in another part of the United Kingdom please read this and answer either question 9a. or 9b. Answering question 9a. will require your business to fill in the other forms belonging to the country where you have land. Remember to only put Scottish land on your Scottish SAF.

Question 10

We are required by Treasury financial reporting to account for expenditure by economic classification. Most IACS businesses will be trading, however if you are a non-trading person /organisation, please tick this box. Non trading person /organisations may be private households or not for profit organisations; for example registered charities or village hall committees or other community groups.

Question 11

Please tell us how you would like to receive your funding. You can choose to receive this year's funding for Direct Payments schemes in euros. All other schemes will be paid in sterling. If you do not tick any box we will pay you in sterling.

You may change your mind on the currency you wish to be paid in, even if we have your completed form. If you want to change, **you must write to us by 9 June 2018**, otherwise we will pay in the currency you asked for on your form.

To receive your payment in euros you will need to open a euro account with a UK bank. The account must be held and operated within the UK territorial boundaries and must be unique to your business. If you change your payment bank account you will need to tell us about the change. You can provide the new account details via your Rural Payments and Service online account or by completing a Bankers Automated Clearing Service form and sending it to your local office.

About your business

Land in other countries

You must tell us if your IACS business has permanent or seasonal land in another country. You must tell us about this land on the forms issued by the country where the land is, for example put English land on Rural Payment Agency forms. If you are only filling in a Scottish SAF to claim Rural Priorities and only have non-agricultural land outside Scotland that you do not claim any payments on, we do not need to know about this land.

8. I only have land in Scotland Go to question 10.
9. If you have land in another country answer either **9a** or **9b**

9a. I have agricultural land and / or claim Rural Development payments in the following countries and need to fill in forms for:

England	<input type="checkbox"/>	Single Business Identifier	<input type="text"/>
Northern Ireland	<input type="checkbox"/>	Business Identifier	<input type="text"/>
Wales	<input type="checkbox"/>	Customer Reference Number	<input type="text"/>

OR

9b. 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.

10. Are you submitting your SAF 2018 as a Non-trading person or organisation? Yes No

Your payment currency

Please tell us how you would like to receive your funding. You can choose to receive your 2018 funding for Direct Payment Support schemes in euros. All other schemes will be paid in sterling. If you do not answer this question all payments will be made in sterling.

11. Your chosen method of payment Sterling Euros

Note – To receive your payment in euros you will need to open a euro account with a UK bank. The account must be held and operated within the UK territorial boundaries. If we have paid you in euros before we will use the details we already hold to make payment.

If you change your payment bank account you will need to tell us about the change by providing the new account details via your online account on or by completing a Register your Bank Details Form – Sterling (PF03) or a Register your Bank Details Form – Euros (PF04).

Declarations and Undertakings

Read the Declarations and Undertakings carefully before you sign the form.

You must be over 16 years of age.

All applications must be signed by either a business member, an approved business representative, or an authorised agent known to us. Do not sign the form using the business name.

Show your status in the box provided, for example business member, business representative, authorised agent, company secretary, partner etc.

If you are an agent applying on behalf of a client please provide your agent identification number and check that you have the necessary authorisation to sign this year's form. If not, ensure that a separate written authorisation is provided on our Business Mandate Form which is available on our website at <https://www.ruralpayments.org> or from any RPID area office.

If the application is made on behalf of an IACS group (for example a number of legally separate businesses that are treated as a single business for IACS purposes), ensure that the representative who signs the SAF has the necessary written authority to act for each of the legally separate businesses within the IACS group.

Signature	Name (BLOCK LETTERS)	Status *

If you are an agent please enter your Agent Identification Number .	
--	--

Date

D	D	/	M	M	/	Y	Y
---	---	---	---	---	---	---	---

* If the applicant is a limited company (or other corporate body) the application must be signed by a director, the company secretary or another duly authorised officer. Enter the position held here. The signatory should sign in his or her own name and not the name of the business, or a partnership name.

WARNING: If you knowingly or recklessly make a false statement to obtain payment of aid to yourself or anyone else, you risk prosecution. You also risk the loss of all the aid which you have claimed, dependent on the submission of a Single Application Form, and your entitlement to claim under these schemes next year.

Please ensure you attach any continuation pages (with your Main Location Code and signature written on each sheet), completed Data Sheets or additional documentation, securely to this form.

Using the data sheet codes

When you complete your data sheet enter the code that most closely matches the use of each land parcel on 15 May 2018. If the land parcel has not yet been cropped or you have yet to take a final decision on its use, tell us as best you can what you think the land use will be on 15 May 2018.

Land parcel rows on the data sheet have been split into three regions with two data rows per region to assist with claiming under the Basic Payment Scheme. One blank row is provided at the bottom of each land parcel row (Permanent & Seasonal data sheets only) to accommodate unregistered land. You can record multiple use codes across a single data row on the data sheet, for example, a land use code in column H, a Rural Priorities code in column N and an AECS code in column P. If the land parcel has more than one use in the same region, use the second blank data row. If you run out of data rows for a region, and you claim BPS, you will have to enter the land parcel details on a blank line or on a new data sheet, for example, you are growing three crops in the same land parcel region in column H, or you have seven or more Rural Priorities codes in use in the same land parcel in column N (see examples at page 9).

Land you seasonally let out

You need to tell us if you let land out seasonally. Enter the land let out prefix (**LLO**) followed by the crop type code in column H describing the actual land use on 15 May. Enter the area let out in column I. For example, if you let out a 10.00 hectare land parcel to a contractor who is using it to grow carrots you will enter LLO-CARR in column H with 10.00 ha. entered in column I. If you don't supply the crop code we will have to contact you and this may slow down the processing of your SAF.

You will not have any greening requirement on the land you let out.

Land you seasonally let in

If you take and claim seasonal land you need to use the crop code(s) that best describes the crops within the land parcel on 15 May. You will have any greening requirement for this land.

Land use code additions and changes from last year

New additions, or changes in the description of existing land use codes, have been highlighted in grey within the land use tables to bring this to your attention. In some cases you will have to read the associated scheme guidance booklets so that you understand when you should use them.

Annex 1

Annex 1 has been sub divided into tables to better describe the code(s) purpose and their relationship to the various columns in the land data sheets. Please read the descriptions in the heading of each table so you know what to do.

Table 1 Use these activity codes to complete columns F of your permanent and/or seasonal land data sheets and column K of the common grazing data sheet (if applicable).

PA	Undertaking production activities –where the land parcel is being used by you to support livestock rearing by grazing and/or taking crops. Applicable in all Payment Regions. For Payment Regions 2 and 3 this means undertaking the minimum agricultural activity which is maintaining an average level of stocking of 0.05 livestock units (LUs) per hectare on all hectares for 183 days in each scheme year. A lower stocking density may be acceptable if either this can be justified by records kept for an extended period showing the carrying capacity of the land or if this lower limit is part of an environmental management agreement with Scottish Natural Heritage or an agri-environment commitment as part of the Scottish Rural Development Plan.
AP	Undertaking alternative practices – for Payment Region 1 this means controlling injurious weeds to which the Weeds Act 1959 applies and maintaining access to those areas for livestock and / or farm machinery. In addition: as applicable, for those areas designated as Payment Region 1 where the use can be described as permanent grassland, maintaining existing stock proof boundaries and water sources for livestock; as applicable, for those areas designated as Payment Region 1 where the use can be described as arable, taking action to prevent the encroachment of scrub. For Payment Regions 2 and 3 this means carrying out an environmental assessment consisting of six elements: Habitats Survey, Breeding Birds Survey, Mammal Survey, Butterfly Survey, Vegetation Monitoring and Plant Health Survey. See Basic Payment Scheme notes for guidance for more information.
MAP	Undertaking a mixture of production and alternative practices (as described above)
AC	Arable cropping
NA	No activity

Table 2 Use these codes to complete column H of your permanent and/or seasonal data sheets and column M of the Common Grazings data sheet.

LFASS eligible land use code: These have been identified with a tick in the LFASS column. If you used these codes in column H of your permanent /seasonal data sheet and/or column M of Common Grazing data sheet, you can claim LFASS against these crops by entering the area in column J of your permanent and/or seasonal data sheets and column O of the common grazing data sheet provided you meet the LFASS scheme rules and the land parcel is LFA. The LFASS claim column has been pre-printed with 0.00 if the land parcel is non-LFA land.

BPS eligible land use code: These have been identified with a tick in the BPS column. If you used these codes in column H of your permanent /seasonal data sheet and/or column M of Common Grazing data sheet, you can claim BPS against these crops by declaring an area in hectares to two decimal places in column K of your permanent and/or seasonal data sheets and column P of the Common Grazing data sheet provided you meet the scheme rules. You must claim BPS in its correct region and you may have to meet EFA and Crop Diversification requirements.

Please refer to the Basic Payment Scheme – Greening Notes for Guidance to understand any requirement you may have.

CROP DESCRIPTOR	CROP CODE	LFASS eligible land use code	BPS eligible land use code
ALFALFA	ALF		✓
ARABLE SILAGE FOR STOCK FEED includes recognised seed mixtures of cereal, peas, beans and/or grass or ensiled cereal crops under-sown with grass for future grazing/cutting but excludes ensiled stands of whole cereal crops not harvested with a combine.	ASSF	✓	✓
AROMATIC, MEDICINAL AND CULINARY PLANTS These are plants or parts of plants for pharmaceutical purposes, perfume manufacture or human consumption. Culinary plants are those which are used in small amounts for flavouring e.g. Bog Myrtle.	AMCP		✓
ARTICHOKES	ARTC		✓
ASPARAGUS	ASPG		✓
BEDDING AND POT PLANTS Includes bedding and pot plants grown in the open or under cover (e.g. polytunnels).	BPP		✓
BEETROOT (note fodder beets should be recorded under the OCS-B code)	BRT		✓
BILBERRIES (and other fruits of the genus Vaccinium)	BLB		✓
BIRDSFOOT TREFOIL	BFT		✓
BLACKBERRIES	BKB		✓
BLACKCURRANTS Grown in open soil under temporary walk-in structures *	BLR-POLY		✓
BLACKCURRANTS Grown in the open **	BLR-OPEN		✓
BLUEBERRIES Grown in open soil under temporary walk-in structures *	BLU-POLY		✓
BLUEBERRIES Grown in the open **	BLU-OPEN		✓
BLUEBERRIES Use where crop is grown in a glasshouse on a solid floor or other similar permanent structure.	BLU-GLS		
BRUSSELS SPROUTS	BSP		✓
BROCCOLI (see CALABRESE)			
BUCKWHEAT	BW		✓
BULBS/FLOWERS	BFLO		✓
CABBAGES AND SAVOYS	CABB		✓
CALABRESE (includes all varieties of Broccoli)	CALA		✓

CROP DESCRIPTOR	CROP CODE	LFASS eligible land use code	BPS eligible land use code
CANARY SEED	CANS		✓
CARROTS	CARR		✓
CAULIFLOWERS	CAUL		✓
CELERY	CEL		✓
CHICKPEA	CHP		✓
CHICORY (for stock feed only)	CHIC	✓	✓
CLOVER - RED	CLOR		✓
CLOVER - WHITE	CLOW		✓
CRANBERRIES	CRB		✓
ENERGY BEET	ENG-B		✓
EX – STRUCTURAL SET-ASIDE Land afforested using schemes administered by us and declared to support SFP set-aside entitlements in 2008. Please read your BSP notes for guidance before using this code.	EX-SS		✓
FALLOW no production 15 January to 15 July	FALW		✓
FALLOW Land that has been fallow for over five years	FALW-5		✓
FIBRE FLAX	FFS		✓
FODDER BEET (for animal stock feed)	OCS-B	✓	✓
FORAGE MAIZE	MAIZ		✓
GARLIC	GAR		✓
GOOSEBERRIES	GSB		✓
GREEN COVER MIXTURES Land sown with crops normally ploughed in (not intended for harvest). Used to enhance nitrogen content, prevent soil erosion or weeds.	GCM		✓
HEMP	HS		✓
KALE AND CABBAGES FOR STOCK FEED	OCS-K	✓	✓
LEEKs	LEEK		✓
LENTIL	LEN		✓
LETTUCE	LETT		✓
LINSEED	LIN		✓
LOGANBERRIES	LGB		✓
MILLET	MIL		✓
MISCANTHUS	MSC		✓
MIXED BRASSICA FOR STOCK FEED	MBSF	✓	✓

CROP DESCRIPTOR	CROP CODE	LFASS eligible land use code	BPS eligible land use code
MULBERRIES	MLB		✓
MUSTARD	MU		✓
NEW WOODLAND AND FORESTRY - ARABLE Use this code only if you intend to claim BPS, otherwise use TREES. You can only use this code if your land parcel generated a Single Farm Payment in 2008 and establishment of the trees took place after 31 December 2008. Please read the eligible land section of the Basic Payment Scheme Notes for Guidance before using this code. Areas claimed using this code cannot receive double payment under both BPS and RDC-RP woodland creation schemes. RPID will adjust your claim value if necessary.	NETR-A		✓
NEW WOODLAND AND FORESTRY - NON ARABLE Use this code only if you intend to claim BPS, otherwise use TREES. You can only use this code if your land parcel generated a Single Farm Payment in 2008 and establishment of the trees took place after 31 December 2008. Please read the eligible land section of the Basic Payment Scheme Notes for Guidance before using this code. Areas claimed using this code cannot receive double payment under both BPS and RDC-RP woodland creation schemes. RPID will adjust your claim value if necessary.	NETR-NA		✓
NURSERY – FRUIT STOCK # (see below) Includes spawn beds, runner beds stool beds and young plants intended for sale.	NU-FS		✓
NURSERY – ORNAMENTAL TREES # (see below) Exclude forest trees which should be declared as code “TREES”	NU-OT		✓
NURSERY – ROSES AND ROSE STOCK # (see below)	NU-RRS		✓
NURSERY – SHRUBS # (see below)	NU-SH		✓
ONIONS	ONI		✓
OPEN WOODLAND (GRAZED)	WDG	✓	✓
OTHER NURSERY STOCK # (see below)	ONU		✓
OTHER SOFT FRUIT	OSFRT		✓
OTHER VEGETABLES	OVEG		✓
PARSNIPS	PAR		✓

CROP DESCRIPTOR	CROP CODE	LFASS eligible land use code	BPS eligible land use code
PERMANENT COVER - any permanent grassland claimed for EFA Margin	PC		✓
PERMANENT GRASSLAND	PGRS	✓	✓
PHACELIA	PHA		✓
PUMPKIN	PUM		✓
RAPE FOR STOCK FEED	RAST	✓	✓
RASPBERRIES Grown in open soil under temporary walk-in structures *	RASP-POLY		✓
RASPBERRIES Grown in the open	RASP-OPEN		✓
RASPBERRIES Use where crop is grown in a glasshouse on a solid floor or other similar permanent structure.	RASP-GLS		
REDCURRENTS	RRC		✓
RHUBARB	RHB		✓
ROTATIONAL GRASS YEAR 1	TGRS1	✓	✓
ROTATIONAL GRASS YEAR 2	TGRS2	✓	✓
ROTATIONAL GRASS YEAR 3	TGRS3	✓	✓
ROTATIONAL GRASS YEAR 4	TGRS4	✓	✓
ROTATIONAL GRASS YEAR 5	TGRS5	✓	✓
ROUGH GRAZING	RGR	✓	✓
SEED POTATOES	SPOT		✓
SHOPPING SWEDES	SWS		✓
SHOPPING TURNIPS	STS		✓
SHORT ROTATION COPPICE	SRC		✓
SORGHUM	SOR		✓
SPRING BARLEY	SB		✓
SPRING BEANS FOR HUMAN CONSUMPTION	SBEAN		✓
SPRING FIELD BEANS	SFB		✓
SPRING OATS	SO		✓
SPRING OILSEED RAPE	SOSR		✓
SPRING PEAS FOR HUMAN CONSUMPTION	SPEAS		✓
SPRING PROTEIN PEAS	SPP		✓
SPRING RYE	SRYE		✓
SPRING SPELT	SSPELT		✓
SPRING TRITICALE	STRIT		✓
SPRING WHEAT	SW		✓

CROP DESCRIPTOR	CROP CODE	LFASS eligible land use code	BPS eligible land use code
STRAWBERRIES Grown in open soil under temporary walk-in structures *	STRB-POLY		✓
STRAWBERRIES Grown in the open **	STRB-OPEN		✓
STRAWBERRIES Use where crop is grown in a glasshouse on a solid floor or other similar permanent structure.	STRB-GLS		
SUNFLOWERS	SUN		✓
SWEDES FOR STOCK FEED	SSF	✓	✓
SWEET LUPINS	SL		✓
TOMATOES Grown under glass	TOM-GLS		
TOP FRUIT Use for fruit growing in trees, for example, apples.	TFRT		✓
TURF PRODUCTION	TURF		✓
TURNIPS FOR STOCK FEED	TSF	✓	✓
UNCROPPED ARABLE LAND uncropped on 15 May	UCAA		✓
VETCH	VET		✓
WARE POTATOES	WPOT		✓
WHITE CURRANTS	WRC		✓
WILD BIRD SEED	WBS		✓
WILD FLOWER MIX	WFM		✓
WINTER BARLEY	WB		✓
WINTER BEANS FOR HUMAN CONSUMPTION	WBEAN		✓
WINTER FIELD BEANS	WFB		✓
WINTER OATS	WO		✓
WINTER OILSEED RAPE	WOSR		✓
WINTER PEAS FOR HUMAN CONSUMPTION	WPEAS		✓
WINTER PROTEIN PEAS	WPP		✓
WINTER RYE	WRYE		✓
WINTER SPELT	WSPELT		✓
WINTER TRITICALE	WTRIT		✓
WINTER WHEAT	WW		✓

Ineligible feature

BRACKEN	BRA
BUILDING	BUI
FORESHORE	FSE
GORSE	GOR
MARSH	MAR
ROAD	ROAD
ROCKS	ROK
SCREE	SCE
SCRUB	SCB
TREES	TREE
WATER	WAT

- Nursery stock – These are woody plants grown in the open air for subsequent transplantation.

* Include crops grown in temporary structures that people can walk into without displacing or dismantling the structure. Do not include crops grown under low plastic tunnels or plastic coverings that people cannot walk into. Do not include crops grown under glass on solid flooring which are not eligible for Basic Payment Scheme.

** As well as crops grown in the open, include any crops grown under low plastic tunnels or plastic coverings that people cannot walk into.


Table 3 If you claim Basic Payment Scheme, you may have a greening requirement.


If you use the Rural Payment and Services online product to submit your SAF we will tell you what your requirement is based on the information you have entered about your land parcels. We'll also check your crop code compatibilities.


Please refer to the Basic Payment Scheme – Greening Notes for Guidance to understand your Ecological Focus Area (EFA) requirement. If EFA is applicable enter the activity codes below in column L of your permanent and/or seasonal data sheets and column Q of the Common Grazing data sheet in the same row as the land parcel the activity is being undertaken in. Make sure your activity is compatible with the crop code in the land parcel. See the compatibility table below.





EFA OPTION (ACTIVITY)	CODE
EFA MARGINS	EFAM
EFA CATCH CROP	EFACC
EFA FALLOW	EFAFAL
EFA GREEN COVER	EFAGC
EFA NITROGEN FIXING CROPS	EFANFIX
EFA HEDGES (refer to greening guidance as when to use 50)	EFAH50
EFA HEDGES (refer to greening guidance as when to use 100)	EFAH100
EFA AGRO-FORESTRY	EFAAF

EFA activity compatibility with crop code


CROP CODE	EFAFAL	EFANFIX	EFACC	EFAGC	EFAM	EFAAF	EFAH50 or 100
ALF		✓		✓			✓
AMCP				✓			✓
ARTC				✓			✓
ASPG				✓			✓
ASSF 				✓			✓
BFLO				✓			✓
BFT	✓	✓		✓			✓
BKB							✓
BLB							✓
BLR_OPEN							✓
BLR_POLY							✓
BLU_GLS							✓
BLU_OPEN							✓
BLU_POLY							✓
BPP				✓			✓
BRA							✓
BRT				✓			✓
BSP				✓			✓
BUI							✓
BW				✓			✓
CANS				✓			✓
CABB				✓			✓
CALA				✓			✓
CANS				✓			✓
CARR				✓			✓
CAUL				✓			✓
CEL				✓			✓
CHIC 				✓			✓
CHP		✓		✓			✓
CLOR	✓	✓		✓			✓

CROP CODE	EFAFAL	EFANFIX	EFACC	EFAGC	EFAM	EFAAF	EFAH50 or 100
CLOW	✓	✓		✓			✓
CRB							✓
ENG_B				✓			✓
EX_SS							✓
EXCL							✓
FALW	✓	✓		✓	✓		✓
FALW_5	✓	✓		✓	✓		✓
FFS				✓			✓
FSE							✓
GAR				✓			✓
GCM	✓			✓	✓		✓
GOR							✓
GSB							✓
HS				✓			✓
LEEK				✓			✓
LEN		✓		✓			✓
LETT				✓			✓
LGB							✓
LIN				✓			✓
MAIZ				✓			✓
MAR							✓
MBSF 				✓			✓
MIL				✓			✓
MLB							✓
MSC							✓
MU				✓			✓
NETR_A						✓	✓
NETR_NA							✓
NU_FS							✓
NU_OT							✓
NU_RRS							✓

CROP CODE	EFAFAL	EFANFIX	EFACC	EFAGC	EFAM	EFAAF	EFAH50 or 100
NU_SH							✓
OCS_B 				✓			✓
OCS_K 				✓			✓
ONI				✓			✓
ONU							✓
OSFRT				✓			✓
OVEG				✓			✓
PAR				✓			✓
PC 					✓		✓
PGRS							✓
PHA				✓			✓
PUM				✓			✓
RASP_GLS							✓
RASP_OPEN							✓
RASP_POLY							✓
RAST 				✓			✓
RGR							✓
RHB							✓
Road							✓
ROK							✓
RRC							✓
SB			✓	✓			✓
SBEAN		✓		✓			✓
SCB							✓
SCE							✓
SFB		✓		✓			✓
SL		✓		✓			✓
SO			✓	✓			✓
SOR				✓			✓
SOSR				✓			✓
SPEAS		✓		✓			✓

CROP CODE	EFAFAL	EFANFIX	EFACC	EFAGC	EFAM	EFAAF	EFAH50 or 100
SPOT				✓			✓
SPP		✓		✓			✓
SRC							✓
SRYE			✓	✓			✓
SSF 				✓			✓
SSPELT			✓	✓			✓
STRB_GLS							✓
STRB_OPEN				✓			✓
STRB_POLY				✓			✓
STRIT			✓	✓			✓
STS				✓			✓
SUN				✓			✓
SW			✓	✓			✓
SWS				✓			✓
TFRT							✓
TGRS1 	✓			✓	✓		✓
TGRS2 	✓			✓	✓		✓
TGRS3 	✓			✓	✓		✓
TGRS4 	✓			✓	✓		✓
TGRS5 	✓			✓	✓		✓
TOM_GLS							✓
TREE							✓
TSF 				✓			✓
TURF				✓			✓
UCAA				✓			✓
VET		✓		✓			✓
WAT							✓
WB			✓	✓			✓
WBEAN		✓		✓			✓
WBS	✓			✓	✓		✓
WDG 							✓

CROP CODE	EFAFAL	EFANFIX	EFACC	EFAGC	EFAM	EFAAF	EFAH50 or 100
WFB		✓		✓			✓
WFM	✓			✓	✓		✓
WO			✓	✓			✓
WOSR				✓			✓
WPEAS		✓		✓			✓
WPOT				✓			✓
WPP		✓		✓			✓
WRC							✓
WRYE			✓	✓			✓
WSPELT			✓	✓			✓
WTRIT			✓	✓			✓
WW			✓	✓			✓

 EFA areas cannot be claimed for LFASS.

Annex 2

Rural Priorities Codes. Only use these codes in column N of the permanent data sheet and column T of the common grazing data sheet.

Option Description	Code	Unit of measurement	Rotation option?
Conversion to organic farming – arable	RP21401A	ha.	
Conversion to organic farming - improved grassland	RP21401B	ha.	
Conversion to organic farming - fruit and vegetables	RP21401C	ha.	
Conversion to organic farming - rough grazing	RP21401D	ha.	
Maintenance of organic farming - arable	RP21401E	ha.	
Maintenance of organic farming - improved grassland	RP21401F	ha.	
Maintenance of organic farming - fruit and vegetables	RP21401G	ha.	
Maintenance of organic farming - rough grazing	RP21401H	ha.	
Wild bird seed mix / unharvested crop	RP21402	ha.	Yes
Mown grassland for wildlife	RP21403	ha.	Yes
Mown grassland for Corn Buntings – 1 Aug	RP21404	ha.	Yes
Mown grassland for Corn Buntings – 24 July	RP21404B	ha.	Yes
Mown grassland for Corncrakes - 1 Aug	RP21405A	ha.	Yes
Mown grassland for Corncrakes - 15 Aug	RP21405B	ha.	Yes
Mown grassland for Corncrakes - 1 Sept	RP21405C	ha.	Yes
Mown grassland for Chough - 15 Aug	RP21405D	ha.	Yes
Mown grassland for Chough - 1 Sept	RP21405E	ha.	Yes
Grazed grassland for Corncrakes	RP21406	ha.	
Creation and management of cover for Corncrakes	RP21407	ha.	
Management of cover for Corncrakes	RP21408	ha.	
Management of open grazed or wet grassland for wildlife	RP21409	ha.	Yes
Mammal and bird control - predator control	RP21410A	ha.	
Mammal and bird control - crow control	RP21410B	Units	
Supplementary food provision for raptors - Hen Harriers	RP21411A	Units	
Supplementary food provision for raptors - Golden Eagles	RP21411B	Units	
Wardening for Golden Eagles - Farm unit	RP21412A	Units	
Wardening for Golden Eagles - Common grazings committee	RP21412B	Units	
Control of invasive non-native species - Rhododendron	RP21413A	ha.	
Control of invasive non-native species - Japanese Knotweed	RP21413B	ha.	
Control of invasive non-native species - Giant Hogweed	RP21413C	ha.	
Control of invasive non-native species - Himalayan Balsam	RP21413D	ha.	
Control of grey squirrel for red squirrel conservation	RP21413E	Units	
Control of grey squirrel for broadleaf woodland protection	RP21413F	Units	
Management of species rich grassland	RP21414	ha.	

Option Description	Code	Unit of measurement	Rotation option?
Bracken management programme for habitat enhancement	RP21415	ha.	
Creation and management of species rich grassland for wild-life	RP21416	ha.	
Creation and management of species rich grassland for wildlife and crop marks	RP21416B	ha.	
Creation and management of species rich grassland for invertebrates and crop marks	RP21416D	ha.	
Management of habitat mosaics	RP21417	ha.	
Management of wetland	RP21418	ha.	
Create, restore and manage wetland	RP21419	ha.	
Lowland raised bogs - basic management	RP21420A	ha.	
Lowland raised bogs - with grazing management supplement	RP21420B	ha.	
Water margins - enhance biodiversity	RP21421A	ha.	
Water margins - reduce diffuse pollution	RP21421B	ha.	
Management of flood plains	RP21422	ha.	
Buffer areas for fens and lowland raised bogs	RP21423	ha.	
Management of coastal, serpentine and special interest heath	RP21424	ha.	
Lowland heath	RP21425	ha.	
Wildlife management on upland and peatland sites	RP21426	ha.	
Management of moorland grazing	RP21427	ha.	
Moorland grazings on uplands and peatlands	RP21428	ha.	
Moorland - stock disposal	RP21429	ha.	
Stock disposal – combined with moorland grazing options	RP21429B	ha.	
Away-wintering of sheep	RP21430	ha.	
Off-wintering of sheep	RP21431	ha.	
Muirburn and heather swiping	RP21432	ha.	
Hedgerows - 3 years for biodiversity benefits	RP21433A	Metres	
Hedgerows - 2 years for landscape benefits	RP21433B	Metres	
Management of extended hedges and hedgerow trees	RP21434	Metres	
Grass margins and beetlebanks – create/ manage - mixed arable	RP21435A	ha.	Yes
Grass margins and beetlebanks - create/ manage – organic	RP21435B	ha.	Yes
Grass margins and beetlebanks – management only - mixed arable	RP21435C	ha.	Yes
Grass margins and beetlebanks - management only – organic	RP21435D	ha.	Yes
Biodiversity cropping on in-bye - basic management	RP21436A	ha.	Yes
Biodiversity cropping on in-bye - with binders/stooks	RP21436B	ha.	Yes
Cropped machair - with FYM/seaweed	RP21437A	ha.	
Cropped machair - with FYM/seaweed and binder/stooks	RP21437B	ha.	
Cropped machair - without FYM/seaweed	RP21437C	ha.	
Cropped machair - without FYM/seaweed, with binder/stooks	RP21437D	ha.	
Ancient wood pasture - in-bye land	RP21438A	ha.	
Ancient wood pasture - rough grazing	RP21438B	ha.	
Scrub and tall herb communities	RP21439	ha.	

Option Description	Code	Unit of measurement	Rotation option?
Arable reversion to grassland	RP21440	ha.	
Arable reversion to grassland – conversion and management	RP21440A	ha.	
Arable reversion to grassland – management only	RP21440B	ha.	
Conservation management for small units – individual	RP21441A	ha.	
Conservation management for small units – collective	RP21441B	ha.	
Grazing management of cattle – retention	RP21442A	ha.	
Grazing management of cattle – introduction	RP21442B	ha.	
Rough grassland for Hen Harriers – from arable land	RP21443A	ha.	
Rough grassland for Hen Harriers – from improved grassland	RP21443B	ha.	
Rough grassland for Hen Harriers – from unimproved grassland	RP21443C	ha.	
Rough habitats for Hen Harriers	RP21443D	ha.	
Grazed grassland management for Chough	RP21444	ha.	

Annex 3

Rural Priorities Codes - Forestry options for annual recurrent grants. If we have pre-populated your Rural Priorities annual recurrent options on your Permanent Land data sheet use these codes in column N on your Permanent Land data sheet. If you have Rural Priorities annual recurrent options on your shared common grazings (for example machair strips) that are not pre-populated on your Permanent Land data sheet use these codes in column T on your Common Grazings data sheet.

Woodland Creation options

To allow the specific permutation of potential annual recurrent grants to be correctly coded into the SAF for payment, the Woodland Creation codes shown in your RP Contract's Schedule of Works (SoW) have been extended as shown in the tables below.

For the Woodland Creation options' annual recurrent grants, the codes available for SAF data capture are made up of a maintenance annual recurrent grant code per option and a further four Farmland Premium annual recurrent grant codes per option.

Please choose the corresponding options and enter them in the data sheets against the land parcels you wish to claim. For example, if the option code RP22301A is shown in your RP contract SoW and you wish to claim the associated maintenance annual payment, then do not enter this code on your SAF but instead enter the maintenance code of RP22301AM.

If we have pre-printed your codes, please check they show the new codes correctly. It is your responsibility to submit a correct claim. When you make your claim please make sure that you claim,

- LFA options on LFA land parcels
- Non-LFA options on Non LFA land parcels

As a general guide we pre-print 0.00 in all seven data rows for column J on the permanent data sheet where the parcel is non-LFA but see the example at page 11. If you do not know the LFA status of you land parcel please contact your local office. If you have an account with Rural Payments and Services you can check this status using the LFA layer on the Maps function.

Areas of new planting

The first annual recurrent payment associated with the Woodland Creation option, i.e. maintenance and/or Farmland Premium, can be claimed with the SAF in 2018 by the 15 May deadline provided the contract includes 2018 as the Annual Recurrent claim year and it was approved by 31 December 2017 and provided the area of new planting is completed and claimed by 30 June 2018.

Using your land parcel for more than one option?

If your land parcel has more than seven option types, or you have more than six options on a common grazing, you will need to copy the land parcel details to a blank line in the data sheet, or a new data sheet, and enter any subsequent options and claim areas. Repeat as necessary. Please be careful not to over claim your eligible land parcel area where your land parcel has split uses.

Sustainable Management of Forests Options

Enter the appropriate code against the land parcel you wish to claim for.

Option description	Code	Unit
SoW code RP22301A	SAF codes	
Woodland Creation - Prod conifer low cost-Maintenance	RP22301AM	ha.
Woodland Creation - Prod conifer low cost-Farmland Premium on Unimproved	RP22301AU	ha.
Woodland Creation - Prod conifer low cost-Farmland Premium on LFASDA	RP22301AS	ha.
Woodland Creation - Prod conifer low cost-Farmland Premium on LFADA	RP22301AD	ha.
Woodland Creation - Prod conifer low cost-Farmland Premium on NLFA	RP22301AN	ha.
SoW code RP22301B	SAF codes	
Woodland Creation - Prod conifer high cost-Maintenance	RP22301BM	ha.
Woodland Creation - Prod conifer high cost-Farmland Premium on Unimproved	RP22301BU	ha.
Woodland Creation - Prod conifer high cost-Farmland Premium on LFASDA	RP22301BS	ha.
Woodland Creation - Prod conifer high cost-Farmland Premium on LFADA	RP22301BD	ha.
Woodland Creation - Prod conifer high cost-Farmland Premium on NLFA	RP22301BN	ha.
SoW code RP22301C	SAF codes	
Woodland Creation - Prod broadleaf woodland-Maintenance	RP22301CM	ha.
Woodland Creation - Prod broadleaf woodland-Farmland Premium on Unimproved	RP22301CU	ha.
Woodland Creation - Prod broadleaf woodland-Farmland Premium on LFASDA	RP22301CS	ha.
Woodland Creation - Prod broadleaf woodland-Farmland Premium on LFADA	RP22301CD	ha.
Woodland Creation - Prod broadleaf woodland-Farmland Premium on NLFA	RP22301CN	ha.
SoW code RP22301D	SAF codes	
Woodland Creation - Native Woodland Planting-Maintenance	RP22301DM	ha.
Woodland Creation - Native Woodland Planting-Farmland Premium on Unimproved	RP22301DU	ha.
Woodland Creation - Native Woodland Planting-Farmland Premium on LFASDA	RP22301DS	ha.
Woodland Creation - Native Woodland Planting-Farmland Premium on LFADA	RP22301DD	ha.
Woodland Creation - Native Woodland Planting-Farmland Premium on NLFA	RP22301DN	ha.
SoW code RP22301E	SAF codes	
Woodland Creation - Native Wood Natural Regen-Maintenance	RP22301EM	ha.
Woodland Creation - Native Wood Natural Regen-Farmland Premium on Unimproved	RP22301EU	ha.
Woodland Creation - Native Wood Natural Regen-Farmland Premium on LFASDA	RP22301ES	ha.

Option description	Code	Unit
Woodland Creation - Native Wood Natural Regen-Farmland Premium on LFADA	RP22301ED	ha.
Woodland Creation - Native Wood Natural Regen-Farmland Premium on NLFA	RP22301EN	ha.
SoW code RP22301F	SAF codes	
Woodland Creation - Mixed Con/BL wood-Maintenance	RP22301FM	ha.
Woodland Creation - Mixed Con/BL wood-Farmland Premium on Unimproved	RP22301FU	ha.
Woodland Creation - Mixed Con/BL wood-Farmland Premium on LFASDA	RP22301FS	ha.
Woodland Creation - Mixed Con/BL wood-Farmland Premium on LFADA	RP22301FD	ha.
Woodland Creation - Mixed Con/BL wood-Farmland Premium on NLFA	RP22301FN	ha.
SoW code RP22301G	SAF codes	
Woodland creation Northern & Western Isles Native Woodland – Maintenance	RP22301GM	ha.
Woodland creation Northern & Western Isles Native Woodland – Farmland Premium on Unimproved	RP22301GU	ha.
Woodland creation Northern & Western Isles Native Woodland – Farmland Premium on LFASDA	RP22301GS	ha.
Woodland creation Northern & Western Isles Native Woodland – Farmland Premium on LFADA	RP22301GD	ha.
Woodland creation Northern & Western Isles Native Woodland – Farmland Premium on NLFA	RP22301GN	ha.
SoW code RP22301H	SAF codes	
Woodland creation Central Scotland Mixed Woodland – Maintenance	RP22301HM	ha.
Woodland creation Central Scotland Mixed Woodland – Farmland Premium on Unimproved	RP22301HU	ha.
Woodland creation Central Scotland Mixed Woodland – Farmland Premium on LFASDA	RP22301HS	ha.
Woodland creation Central Scotland Mixed Woodland – Farmland Premium on LFADA	RP22301HD	ha.
Woodland creation Central Scotland Mixed Woodland – Farmland Premium on NLFA	RP22301HN	ha.
Sustainable Management Of Forests		
Sustainable Management Of Forests - Native woodlands	RP22501A	ha.
Sustainable Management Of Forests - LISS	RP22501B	ha.
Sustainable Management Of Forests - Public access	RP22501C	ha.
Sustainable Management Of Forests - Restructuring felling	RP22501D	ha.
Sustainable Management Of Forests - Livestock removal	RP22501E	ha.
Sustainable Management Of Forests - Controlled livestock grazing of woodland	RP22501F	ha.

Annex 4

Agri-Environment Climate Scheme - options for annual recurrent grants. Only use these codes in column P of the permanent data sheet and column V of the common grazing data sheet.

Options	Code	Unit
Wild bird seed for farmland birds	AEC101-01	ha.
Forage brassica crops for farmland birds	AEC101-02	ha.
Unharvested conservation headlands for wildlife	AEC101-03	ha.
Retention of winter stubble for wildlife and water quality	AEC101-04	ha.
Stubbles followed by green manure in an arable rotation	AEC101-05	ha.
Beetlebanks	AEC101-06	Metres
Grass strips in arable fields	AEC101-07	ha.
Water margins in arable fields	AEC101-08	ha.
Cropped machair	AEC101-09	ha.
Water margins in grassland fields	AEC101-10	ha.
Wader and wildlife mown grassland	AEC101-11	ha.
Corn buntings mown grassland	AEC101-12	ha.
Corncrake mown grassland (not mown before 1st August)	AEC101-13	ha.
Corncrake mown grassland (not mown before 15th August)	AEC101-14	ha.
Corncrake mown grassland (not mown before 1st September)	AEC101-15	ha.
Chough mown grassland	AEC101-16	ha.
Chough grazing management	AEC101-17	ha.
Wader grazed grassland	AEC101-18	ha.
Corncrake grazing management	AEC101-19	ha.
Management of cover for corncrakes	AEC101-20	ha.
Hen Harrier grassland management (Arable and improved grassland)	AEC101-21	ha.
Hen Harrier grassland management (Unimproved grassland or rough grazing)	AEC101-22	ha.
Species rich grassland management only	AEC101-23	ha.
Species rich grassland creation and management	AEC101-24	ha.
Habitat mosaic management	AEC101-25	ha.
Cattle management on small units (retention)	AEC101-26	ha.
Cattle management on small units (introduction)	AEC101-27	ha.
Wetland creation and management	AEC101-28	ha.
Wetland management only	AEC101-29	ha.
Management of floodplains	AEC101-30	ha.
Converting arable at risk of erosion or flooding to low-input grassland	AEC101-31	ha.
Lowland bog management without grazing	AEC101-32	ha.
Lowland bog management with grazing	AEC101-33	ha.
Management of buffer areas for fens and lowland bogs	AEC101-34	ha.
Moorland management (livestock only)	AEC101-35	ha.
Moorland management (deer only)	AEC101-36	ha.

Options	Code	Unit
Moorland management (deer and livestock)	AEC101-37	ha.
Stock disposal	AEC101-38	Units
Stock Disposal (SUSSS)	AEC101-39	Units
Away wintering sheep	AEC101-40	Units
Summer Hill grazing of cattle	AEC101-42	ha.
Heath management (coastal, Serpentine and special interest.)	AEC101-43	ha.
Heath management (lowland)	AEC101-44	ha.
Predator control (mammal and crow control)	AEC101-45	ha.
Predator control (crow control)	AEC101-46	Units
Wildcat friendly predator control	AEC101-47	Units
Ancient wood pasture	AEC101-48	ha.
Managing montane scrub of conservation value	AEC101-49	ha.
Managing non-montane scrub of conservation value	AEC101-50	ha.
Creation of hedgerows	AEC101-51	Metres
Management or restoration of existing hedgerows	AEC101-52	Metres
Tall-herb vegetation management	AEC101-53	ha.
Organic Farming Conversion - Arable	AEC111-01	ha.
Organic Farming Conversion - Improved grassland	AEC111-02	ha.
Organic Farming Conversion - Unimproved grassland/rough Grazing	AEC111-03	ha.
Organic Farming Conversion - Fruit and vegetables	AEC111-04	ha.
Organic Farming Maintenance - Arable	AEC112-01	ha.
Organic Farming Maintenance - Improved grassland	AEC112-02	ha.
Organic Farming Maintenance - Unimproved grassland/rough Grazing	AEC112-03	ha.
Organic Farming Maintenance - Fruit and vegetables	AEC112-04	ha.

Annex 5

Forestry Grant Scheme Codes - options for annual recurrent grants. Only use these codes in column R of the permanent data sheet and column X of the common grazing data sheet.

Woodland Creation: Option description	Code	Unit
Woodland Creation - Conifer Option – annual maintenance	FGS081-01	ha.
Woodland Creation - Diverse Conifer – annual maintenance	FGS081-02	ha.
Woodland Creation - Broadleaves – annual maintenance	FGS081-03	ha.
Woodland Creation - Native Scots Pine – annual maintenance	FGS081-04	ha.
Woodland Creation - Native Upland Birch – annual maintenance	FGS081-05	ha.
Woodland Creation - Native Broadleaves – annual maintenance	FGS081-06	ha.
Woodland Creation - Native Low density – annual maintenance	FGS081-07	ha.
Woodland Creation - Native Broadleaves in Northern and Western Isles – annual maintenance	FGS081-08	ha.
Woodland Creation - Small or Farm Woodlands – annual maintenance	FGS081-09	ha.
Agroforestry – 400 trees / ha.	FGS082-01	ha.
Agroforestry – 200 trees / ha.	FGS082-02	ha.

Sustainable Management of Forests.	Code	Unit
Sustainable Management of Forests - Native Woodlands – annual management	FGS151-01	ha.
Sustainable Management of Forests - Livestock Exclusion – annual management	FGS151-02	ha.
Sustainable Management of Forests - Woodland Grazing – annual management	FGS151-03	ha.
Sustainable Management of Forests - Low Impact Silvicultural Systems – annual management	FGS151-04	ha.
Sustainable Management of Forests - Rural Woods – annual management	FGS151-05	ha.
Sustainable Management of Forests - Public Access - Woods In and Around Towns – annual management	FGS151-06	ha.
Sustainable Management of Forests - Species Conservation - Grey Squirrel Control – annual management	FGS151-07	ha.
Sustainable Management of Forests - Species Conservation - Predator Control for Capercaillie and Black Grouse – annual management	FGS151-08	ha.
Sustainable Management of Forests - Species Conservation - Reducing Deer Impact – annual management	FGS151-09	ha.

Annex 6

List of Approved Organic Certification Bodies

Scottish Organic Producers Association

6 Redheughs Rigg
EDINBURGH
EH12 9DQ
Support and development:
Tel: 0131 335 6619
Certification:
Tel: 0131 335 6606
Email: info@sopa.org.uk
Website: www.sopa.org.uk

Soil Association Certification Ltd

South Plaza
Marlborough Street
Bristol
BS1 3NX
Farmers and Growers:
Tel: 0117 914 2412
Email: prod.cert@soilassociation.org
Processors:
Tel: 0117 914 2407
Email: proc.cert@soilassociation.org
Website: www.soilassociation.org/certification

* You may wish to contact the Soil Association's office in Scotland directly.

Soil Association Scotland
Osborne House
1 Osborne Terrace
Edinburgh
EH12 5HG
Tel: 0131 666 2474
Email: contact@soilassociation.org
Website: <https://www.soilassociation.org/our-work-in-scotland/>

Biodynamic Association Certification Office

Painswick Inn Project
Gloucester Street
Stroud
Glos GL5 1QG
Tel: 01453 766296
Email: certification@biodynamic.org.uk
Website: www.biodynamic.org.uk/certification

Irish Organic Farmers & Growers Association

Unit 16A Inish Carraig
Golden Island
Athlone
Co. Westmeath
Ireland.
Tel: (+353) 090 643 3680
Email: info@iofga.org
Website: www.iofga.org/certification/

Organic Farmers & Growers Ltd

The Old Estate Yard
Shrewsbury Road
Albrighton
Shrewsbury
Shropshire
SY4 3AG
Tel : 01939 291800
Email: info@organicfarmers.org.uk
Website: www.organicfarmers.org.uk

Organic Food Federation

31 Turbine Way
Eco Tech Business Park
Swaffham
Norfolk PE37 7XD
Tel: 01760 720444
Email: info@orgfoodfed.com
Website: www.orgfoodfed.com

Organic Trust Limited

Vernon House
2 Vernon Avenue
Clontarf
Dublin 3
Republic of Ireland
Tel: 00 353 185 30271
Email: organic@iol.ie
Website: www.organic-trust.org

Quality Welsh Food Certification Ltd

Gorseland
North Road
Aberystwyth
Ceredigion
SY23 2WB
Tel: 01970 636 688
Email: enquiries@qwfc.co.uk
Website: www.qwfc.co.uk