

Rural Payments and Inspections

Land Maintenance Form (LMF)

For official use only

LMF No:

BRN:

Business Name:

Date stamp

Notes for guidance:

You are advised to keep a copy of this form for your records.

Parts 1 and 10 must be completed for all submissions.

Once complete, submit this form and all supporting documentation to your local RPID area office. If your form is incomplete, we will return it to you. This may delay the processing of your registration.

'Business member'. These are individuals who own or control the business and who receive benefit from the activity of that business and hence from any grant or subsidy that we pay. In some cases, there are no individual beneficiaries of a business entity.

'Business representative' means individual/s who may have close links with the business and who is mandated to represent the business in their dealings with RPID.

'Advisory firm' means an organisation which may be mandated to represent the business in its dealings with RPID.

Part 1 – Preferred business contact details

BRN

X	X	X	X	X	X
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Business member/representative

Contact number

Email address

Address

Main location code

P	P	P	/	H	H	H	H
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Reason for submitting LMF	Mandatory parts to fill in
Whole location code transfer <input checked="" type="checkbox"/>	2.1, 2.2, 5, 9, 10
Land parcel(s) transfer <input checked="" type="checkbox"/>	2.1, 2.3, 5, 9, 10
New land parcel registration <input checked="" type="checkbox"/>	3, 5, 9, 10
Removal of land parcel <input checked="" type="checkbox"/>	4, 5, 9, 10
Parcel boundary maintenance <input checked="" type="checkbox"/>	6, 10
Ineligible feature maintenance <input checked="" type="checkbox"/>	7, 10

Part 2 – Transferring land between occupiers

Part 2.1 – Details of parties involved

Seller/Outgoing Tenant/Landlord/Executor - Same as Part 1

BRN

<input checked="" type="checkbox"/>					
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Business member/representative

Contact number

Email address

Address

Purchaser/New Tenant/Land owner/Executor - Same as Part 1

BRN

<input checked="" type="checkbox"/>					
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Business member/representative

Contact number

Email address

Address

Part 2.2 – Whole Location Code transfer

Location codes to be transferred

Date of transfer

<input type="text"/> D	<input type="text"/> D	/	<input type="text"/> M	<input type="text"/> M	/	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y
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Reason for transfer -

Purchase / Sale of Land

Start / End of Tenancy

Business Split

Business Amalgamation

Other

Please specify

Further Comment

Part 2.3 – Part of location code transfer – Detail below all land parcels to be transferred

1	Land Parcel Identifier (LPID)										Whole LPID?		Map Included			
	/					/					Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>		No <input checked="" type="checkbox"/>	
	Location to be moved from										Change date		D D M M Y Y Y Y			
	PPP / HHHHH															
	Change reason										Description					
Sell/Buy <input checked="" type="checkbox"/> Move <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>																
Location code to move to																
PPP / HHHHH																
2	Land Parcel Identifier (LPID)										Whole LPID?		Map Included			
	/					/					Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>		No <input checked="" type="checkbox"/>	
	Location to be moved from										Change date		D D M M Y Y Y Y			
	PPP / HHHHH															
	Change reason										Description					
Sell/Buy <input checked="" type="checkbox"/> Move <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>																
Location code to move to																
PPP / HHHHH																
3	Land Parcel Identifier (LPID)										Whole LPID?		Map Included			
	/					/					Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>		No <input checked="" type="checkbox"/>	
	Location to be moved from										Change date		D D M M Y Y Y Y			
	PPP / HHHHH															
	Change reason										Description					
Sell/Buy <input checked="" type="checkbox"/> Move <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>																
Location code to move to																
PPP / HHHHH																
4	Land Parcel Identifier (LPID)										Whole LPID?		Map Included			
	/					/					Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>		No <input checked="" type="checkbox"/>	
	Location to be moved from										Change date		D D M M Y Y Y Y			
	PPP / HHHHH															
	Change reason										Description					
Sell/Buy <input checked="" type="checkbox"/> Move <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>																
Location code to move to																
PPP / HHHHH																

Part 3 – Register Land Parcel(s)

Use the tables below to register land on the land parcel information system for the first time.

1. You can check the grid reference number of the area at www.gridreferencefinder.com
2. Proof of ownership should be supplied with this form.
3. You must submit a map of the area to be registered along with this form.

1	Grid reference number												Size of Land Parcel (ha)		Registration date							
															<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
	Location code land to be registered to (if known)												Expected Land Use									
2															<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
	Location code land to be registered to (if known)												Expected Land Use									
3	Grid reference number												Size of Land Parcel (ha)		Registration date							
															<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
	Location code land to be registered to (if known)												Expected Land Use									
4															<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
	Location code land to be registered to (if known)												Expected Land Use									
5	Grid reference number												Size of Land Parcel (ha)		Registration date							
															<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
	Location code land to be registered to (if known)												Expected Land Use									
6															<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
	Location code land to be registered to (if known)												Expected Land Use									

Part 4 – Removal of Whole Land Parcel(s)

Use the tables below to remove **whole** land parcels from the Land Parcel Information System.

If you are only partially removing a land parcel, please use Part 6 – Land parcel boundary maintenance and chose the Modify option.

1	Land Parcel Identifier (LPID)												Reason for removal						
	/ / / / / / / / / / / / / / / /																		
	Location Code land is registered to																		
P P P			/ H H H H						Date of removal			<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
2	Land Parcel Identifier (LPID)												Reason for removal						
	/ / / / / / / / / / / / / / / /																		
	Location Code land is registered to																		
P P P			/ H H H H						Date of removal			<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
3	Land Parcel Identifier (LPID)												Reason for removal						
	/ / / / / / / / / / / / / / / /																		
	Location Code land is registered to																		
P P P			/ H H H H						Date of removal			<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
4	Land Parcel Identifier (LPID)												Reason for removal						
	/ / / / / / / / / / / / / / / /																		
	Location Code land is registered to																		
P P P			/ H H H H						Date of removal			<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
5	Land Parcel Identifier (LPID)												Reason for removal						
	/ / / / / / / / / / / / / / / /																		
	Location Code land is registered to																		
P P P			/ H H H H						Date of removal			<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
6	Land Parcel Identifier (LPID)												Reason for removal						
	/ / / / / / / / / / / / / / / /																		
	Location Code land is registered to																		
P P P			/ H H H H						Date of removal			<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y
7	Land Parcel Identifier (LPID)												Reason for removal						
	/ / / / / / / / / / / / / / / /																		
	Location Code land is registered to																		
P P P			/ H H H H						Date of removal			<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y

Part 5 – General details of land to be transferred/registered

Location type – for land being transferred

Please cross all that apply, or will apply, to your location.

General

Agricultural holding	X	Forestry holding	X
Domestic holding (less than 0.50 ha)	X	Non-livestock occupier	X
Croft	X	Beekeeper	X
Estate	X	Cross Border	X

Rural business activity

RDP activity	X	Food processor	X
Non-land based RDP activity	X	Nursery	X
LEADER activity	X	Recreational location	X
Biomass plant	X	Wind turbine site	X

Livestock related

Livestock keeper – major (more than 10 animals)	X	Pig unit	X
Livestock keeper – minor (less than 10 animals)	X	Sheep stock club	X
Sheep keeper	X	Abattoir	X
Cattle keeper – beef	X	Assembly centre	X
Cattle keeper – dairy	X	Livestock market	X
Farmed deer keeper	X	Showground	X
Poultry unit	X	Wildlife park/zoo/hunt kennels	X

Details of the units within the location being transferred

	Grid reference	Indicate which unit will be your main unit
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Check your grid reference number at www.gridreferencefinder.com

Details for land being transferred. This includes mapped land, LPIDs, roads, yards, buildings and any unmapped land.

One hectare equals 2.471 acres.

Total area of the location (owned) in hectares	Total area of the location (rented) in hectares	Total area of the location in hectares
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> ha	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> ha	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> ha

Part 6 – Land parcel boundary maintenance

1. Enter the Land Parcel Identifier (LPID) number to amend.
2. From the list below use the appropriate change codes for the changes required.

Merge – if two or more land parcels have merged on the same location code.

Split – if the land parcel has been split into two or more land parcels.

Split – if the land parcel has been split into

Meany – to modify a land parcel boundary.
If there is an area which has been removed from agricultu

If there is an area which has been removed from agricultural use through the modification of the field boundary please use the **modify** code and note this in the description.

3. Use Part 8 of this form to provide a more detailed description if required
4. Enter the date that the change being requested was made
5. Once all changes are listed, complete Part 10

A Map clearly showing any split or modify requests must be submitted with this form

Location code /

1	Land Parcel Identifier (LPID)	Change code
	/ / / / / / / /	Merge <input checked="" type="checkbox"/> Split <input checked="" type="checkbox"/> Modify <input checked="" type="checkbox"/>
2	Change date	Description
	D D M M Y Y Y Y	
3	Land Parcel Identifier (LPID)	Change code
	/ / / / / / / /	Merge <input checked="" type="checkbox"/> Split <input checked="" type="checkbox"/> Modify <input checked="" type="checkbox"/>
4	Change date	Description
	D D M M Y Y Y Y	
5	Land Parcel Identifier (LPID)	Change code
	/ / / / / / / /	Merge <input checked="" type="checkbox"/> Split <input checked="" type="checkbox"/> Modify <input checked="" type="checkbox"/>
6	Change date	Description
	D D M M Y Y Y Y	
7	Land Parcel Identifier (LPID)	Change code
	/ / / / / / / /	Merge <input checked="" type="checkbox"/> Split <input checked="" type="checkbox"/> Modify <input checked="" type="checkbox"/>
	Change date	Description
	D D M M Y Y Y Y	

Part 7 – Ineligible features, amendments and maintenance

1. Enter the location code.
2. Enter the land parcel identifier (LPID) where the ineligible feature is located.
3. For Modify or Remove, enter the feature ID, found on the LPIS viewer.
4. From the list below, use the appropriate change reason for the changes required:
New – use to add ineligible features that are within the parcel boundary.
Modify – Use to amend existing ineligible features on LPIS
Remove – use for ineligible features that have been completely removed from the parcel.
5. Enter the feature code – a list of these can be found in the IACS or LMF Producers Guidance.
6. Enter the date the change took place.
7. Clearly mark the amendments on the map as instructed in the LMF Producers Guidance.
8. Attach a copy of your map to this form and the relevant supporting documents.
9. Indicate if a technical assessment was carried out and the banding that applies.
10. Use Part 8 to provide a more detailed description (if required). **Then complete Declaration on Part 10.**

Photographic evidence must be supplied to remove or reduce existing ineligible features on LPIS

Location code P P P / H H H H

1	Land Parcel Identifier (LPID)										Change reason			
												New <input checked="" type="checkbox"/>	Modify <input checked="" type="checkbox"/>	Remove <input checked="" type="checkbox"/>
	Feature ID										Feature Type	Area (Ha)		
	Change date										Description			
<div style="display: flex; justify-content: space-around; align-items: center;"> D <input type="checkbox"/> D <input type="checkbox"/> M <input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> Y <input type="checkbox"/> Y <input type="checkbox"/> Y <input type="checkbox"/> </div>														
Technical assessment														
<div style="display: flex; justify-content: space-around; align-items: center;"> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> </div>					Ineligibility Band									
2	Land Parcel Identifier (LPID)										Change reason			
												New <input checked="" type="checkbox"/>	Modify <input checked="" type="checkbox"/>	Remove <input checked="" type="checkbox"/>
	Feature ID										Feature Type	Area (Ha)		
	Change date										Description			
<div style="display: flex; justify-content: space-around; align-items: center;"> D <input type="checkbox"/> D <input type="checkbox"/> M <input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> Y <input type="checkbox"/> Y <input type="checkbox"/> Y <input type="checkbox"/> </div>														
Technical assessment														
<div style="display: flex; justify-content: space-around; align-items: center;"> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> </div>					Ineligibility Band									
3	Land Parcel Identifier (LPID)										Change reason			
												New <input checked="" type="checkbox"/>	Modify <input checked="" type="checkbox"/>	Remove <input checked="" type="checkbox"/>
	Feature ID										Feature Type	Area (Ha)		
	Change date										Description			
<div style="display: flex; justify-content: space-around; align-items: center;"> D <input type="checkbox"/> D <input type="checkbox"/> M <input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> Y <input type="checkbox"/> Y <input type="checkbox"/> Y <input type="checkbox"/> </div>														
Technical assessment														
<div style="display: flex; justify-content: space-around; align-items: center;"> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> </div>					Ineligibility Band									

Part 8 – Additional information for changes

Part 9 – Confirmation from outgoing and incoming occupiers

If you are completing this form after transferring or selling land, both parties should sign this form. If the seller or outgoing tenant is unable to sign the form, evidence must be submitted with the form to confirm the moves should take place. More details on this can be found within the guidance for producers. If your form is incomplete, we will return it to you, and this may delay the processing of your registration.

Seller or outgoing tenancy declaration.

I declare that the information given on this form is correct to the best of my knowledge. I confirm I have sold/given up the land/land parcels.

Date / /

Signature

Name (block capitals)

Status

Business member

Business representative

Agent

If agent, please provide your advisory firm ID

Contact number

Email address

Or

In lieu of an outgoing signature, I have submitted the following legal document with this application to show
Ownership/Tenancy

Purchaser or ingoing tenant or registration/removal parcels declaration.

I declare that the information given on this form is correct to the best of my knowledge. I confirm I have bought/taken over the land/land parcels.

Date / /

Signature

Name (block capitals)

Status

Business member

Business representative

Agent

If agent, please provide your advisory firm ID

Contact number

Email address

Please make sure all relevant sections are signed and supporting information is included, before sending to the local area office.

Now go to Part 10

Part 10 – Declaration – Required for all submissions

Data Disclosure

The data you have provided in this form are subject to the provisions of the Freedom of Information (Scotland) Act 2002 (FOISA), the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004 (EIR). It is the policy of Scottish Ministers to share relevant data, including historical, that is held on your business with other organisations for legitimate purposes. And, when required to do so, to share relevant data under FOISA and EIR when it is in the public interest.

I declare that the information given on this form is correct to the best of my knowledge and confirm I own or have authority to request these changes.

Signature

Name (block capitals)

Date

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

Status

Business member

Business representative

Agent

If agent, please provide your advisory firm ID* and complete the declaration as appropriate

X	X	X	X	X	X
---	---	---	---	---	---

Contact number

Email address

Please make sure you have signed the declarations in Part 9 if you are transferring or selling land.

Total number of supporting documents submitted alongside LMF

X	X
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