

Rural Payments and Inspections Land Maintenance Form (LMF)

For official use only LMF No: <input type="text"/> BRN: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Business Name: <input type="text"/>	Date stamp
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Notes for guidance:

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

Parts 1 and 9 must be completed for all submissions.

Once completed, return this form and all relevant documentation to your local RPID area office. If your form is incomplete we will return it to you and 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 – Business details (all applicants)

Part 2 – Transferring location and Land Parcels between permanent occupiers

- 2.1 Transfer whole location (complete if transferring a WHOLE holding)
- 2.2 General details of land to be transferred (complete if a land transfer has taken place)
- 2.3 Transfer part of location with land parcels (complete if PART land transfer has taken place)

Part 3 – Register or remove land parcels

Part 4 – Land parcel boundary maintenance

Part 5 – Description of changes

Part 6 – Ineligible features, amendments and maintenance

Part 7 – Additional information for changes

Part 8 – Confirmation from outgoing and incoming occupiers

Part 9 – Declaration - Required for all submissions

The completed form and all relevant documentation should be returned to your local RPID area office.

Part 1 – Preferred business contact details

BRN	<input type="text" value="X"/> <input type="text" value="X"/> <input type="text" value="X"/> <input type="text" value="X"/> <input type="text" value="X"/> <input type="text" value="X"/>
Business member/representative	<input type="text"/>
Contact number	<input type="text"/>
Email address	<input type="text"/>
Address	<input type="text"/>
Main location code	<input type="text" value="P"/> <input type="text" value="P"/> <input type="text" value="P"/> / <input type="text" value="H"/> <input type="text" value="H"/> <input type="text" value="H"/> <input type="text" value="H"/>

Reason for submitting LMF

Whole location code transfer	<input checked="" type="checkbox"/> Part 2.1, 2.2, 4, 8 & 9
Land parcel(s) transfer	<input checked="" type="checkbox"/> Part 2.1, 2.3, 4, 8 & 9
New land parcel registration	<input checked="" type="checkbox"/> Part 3, 4, 8 & 9
Removal of land parcel	<input checked="" type="checkbox"/> Part 3, 4, 8 & 9
Parcel boundary maintenance	<input checked="" type="checkbox"/> Part 5 & 9
Ineligible feature maintenance	<input checked="" type="checkbox"/> Part 6 & 9

Part 2 – Transferring land between occupiers

Part 2.1 – Details of parties involved

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

☐

BRN

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Business member/representative

Contact number

Email address

Address

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

☐

BRN

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Business member/representative

Contact number

Email address

Address

Part 2.2 – Whole Location Code transfer

Location codes to be transferred

Description

Date of transfer

/ /

Change reason

Sell/Buy ☐ Move ☐ Lease ☐

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

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Part 3 – Register or remove land parcels

Using the table below complete the following information:

1. To register an area of land with no identifier use the grid reference number. You can check the grid reference number at www.gridreferencefinder.com.
2. Select register or remove.

Register - a Land Parcel which has come into rural activity for the first time or has no Land Parcel Identifier. Use the format: grid reference or Location code/number (123/12345)

Remove - Land Parcel Identifier which has been permanently removed from agricultural use.

3. Attach or include a map to indicate the area to be added or removed from the Land Parcel Identification system.

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Part 4 – 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	<input checked="" type="checkbox"/>	Forestry holding	<input checked="" type="checkbox"/>
Domestic holding (less than 0.50 ha)	<input checked="" type="checkbox"/>	Non-livestock occupier	<input checked="" type="checkbox"/>
Croft	<input checked="" type="checkbox"/>	Beekeeper	<input checked="" type="checkbox"/>
Estate	<input checked="" type="checkbox"/>	Cross Border	<input checked="" type="checkbox"/>

Rural business activity

RDP activity	<input checked="" type="checkbox"/>	Food processor	<input checked="" type="checkbox"/>
Non-land based RDP activity	<input checked="" type="checkbox"/>	Nursery	<input checked="" type="checkbox"/>
LEADER activity	<input checked="" type="checkbox"/>	Recreational location	<input checked="" type="checkbox"/>
Biomass plant	<input checked="" type="checkbox"/>	Wind turbine site	<input checked="" type="checkbox"/>

Livestock related

Livestock keeper – major (more than 10 animals)	<input checked="" type="checkbox"/>	Pig unit	<input checked="" type="checkbox"/>
Livestock keeper – minor (less than 10 animals)	<input checked="" type="checkbox"/>	Sheep stock club	<input checked="" type="checkbox"/>
Sheep keeper	<input checked="" type="checkbox"/>	Abattoir	<input checked="" type="checkbox"/>
Cattle keeper – beef	<input checked="" type="checkbox"/>	Assembly centre	<input checked="" type="checkbox"/>
Cattle keeper – dairy	<input checked="" type="checkbox"/>	Livestock market	<input checked="" type="checkbox"/>
Farmed deer keeper	<input checked="" type="checkbox"/>	Showground	<input checked="" type="checkbox"/>
Poultry unit	<input checked="" type="checkbox"/>	Wildlife park/zoo/hunt kennels	<input checked="" type="checkbox"/>

Details of the units within the location being transferred

	Grid reference	Indicate which unit will be your main unit
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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
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Part 5 – 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.
 - Modify** – to modify a land parcel boundary.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. Select the land parcel(s) you want to amend and print the map.
4. Clearly mark the amendments on the map.
5. Attach a copy of your map to this form.
6. Use Part 7 to provide a more detailed description (if required). **Then complete Declaration on Part 9.**

Location code

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Part 6 – 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 for ineligible features that require to be amended or reduced/increased in size within a parcel boundary.
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 7 to provide a more detailed description (if required). **Then complete Declaration on Part 9.**

Location code

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1	Land Parcel Identifier														Change reason																											
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Part 7 – Additional information for changes

Part 8 – 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 9

Part 9 – 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

 / /

Status

Business member

☐

Business representative

☐

Agent

☐

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

Contact number

Email address

Please make sure you have signed the declarations in Part 8 if you are transferring or selling land.

Total number of supporting documents submitted alongside LMF