

## Basic Payment Scheme

### Frequently asked questions: Payment Regions

**Q1 How did you decide which Payment Region each of my land parcels was in?**

**A1** We used objective criteria which took account of the land parcel(s), Land Cover of Scotland 1988 data, LFASS Grazing Category, and if applicable the crop code used to claim Single Farm Payment Scheme (SFPS) on the Single Application Form (SAF) 2014.

**Q2 What is “Land Cover of Scotland 1988”?**

**A2** The Land Cover of Scotland 1988 (LCS88) project was the first ever national census of land cover in Scotland. We found it still accurately reflects the land cover in Scotland today. You can get more information on LCS88 from The James Hutton Institute at [www.macaulayscientific.com/gis2\\_dataset\\_4a.php](http://www.macaulayscientific.com/gis2_dataset_4a.php)

**Q3 How did you differentiate between Payment Region 1 and Payment Regions 2 and 3?**

**A3** Using the objective criteria described above, we provisionally assessed land parcels with either 40% or more SFPS eligible arable crops and rotational grass (excluding permanent grass) or 50% or more permanent grass and LCS88 smooth grassland as Payment Region 1. Land parcels containing more than 60% rough grazing (RGR) were then provisionally assessed as being either Payment Region 2 or 3 depending on their LFASS Grazing Category; categories B, C or D were provisionally assessed as Payment Region 2 and Category A were provisionally assessed as being Payment Region 3. Land parcels claimed and eligible for SFPS that were predominately permanent grass (PGRS) were subject to further system and manual based cross checks to determine the provisional Payment Region.

**Q4 I claimed seasonal land on my SAF 2015. Why have you not told me which provisional Payment Region you think it is in?**

**A4** We cannot tell you the provisional Payment Region we think the seasonal land you claimed on your SAF 2015 is in because this would be a breach of the Data Protection Act 1998. You will need to ask your landlord for this information.

**Q5 I declared a land parcel(s) in entirety as “land let out” on my SAF 2015 permanent land data sheet(s) but it is not on the table you have sent to me. Why?**

**A5** We can only include land you had let out on the table if it was claimed by your tenant on their SAF 2015. Our records show your tenant did not claim this land for BPS. However, if your tenant did claim this land for BPS on their SAF 2015 please ask them to contact their area office.

**Q6 I claimed a land parcel(s) for BPS on my SAF 2015 as PGRS (permanent grass). PGRS is Payment Region 1 but my letter says this land parcel(s) is Payment Region 2. Why?**

**A6** Please see answer 3.

**Q7 I claimed two land parcels of RGR (rough grazing) on my SAF 2015, one on my permanent land data sheet and one on my seasonal land data sheet. My landlord has told me the seasonal land parcel is Payment Region 2 and you have told me my permanent land parcel is Payment Region 3. Why are they in different Payment Regions?**

**A7** Although both land parcels were claimed and classified as RGR we assessed each parcel using the objective criteria described at answer 3 above. The seasonal land parcel has an LFASS Grazing Category B, C or D which makes it Payment Region 2 and your permanent land parcel has an LFASS Grazing Category A which makes it Payment Region 3.

**Q8 I have a land parcel(s) with “No Region”. Why?**

**A8** This is because our assessment of this land determined it was not eligible for Basic Payment Scheme for example, hedges and ditches.

**Q9 What can I do if I don’t agree with the provisional Payment Region allocated to a land parcel(s)?**

**A9** You should complete a Provisional Payment Region Allocation Review Request Form and send it to your area office. On the form you will need to tell them why you think our provisional assessment is wrong and provide evidence which supports this.

**Q10 Is there a deadline for submitting a Provisional Payment Region Allocation Review Request Form?**

**A10** Yes. The deadline is on each provisional Payment Region letter we have sent to you. You must send the form to your area office by the deadline on each letter.

**Q11 Can an agent submit a Provisional Payment Region Allocation Review Request Form to my area office on my behalf?**

**A11** Yes. If you have authorised an agent to complete and submit your SAF they can submit a Provisional Payment Region Allocation Review Request Form to your area office on your behalf.

**Q12 Will I need to specify why I do not agree with the provisional Payment Region that has been allocated to a land parcel(s) on my Provisional Payment Region Allocation Review Request Form?**

**A12** Yes. We consider there are three specific criteria under which you can ask us to review the provisional Payment Region that has been allocated to a land parcel(s). These are: the land parcel(s) boundaries on the IACS map are incorrect; the crop code used to claim BPS on the SAF 2015 is incorrect; and the split of arable crops, PGRS, RGR claimed on SAF 2015 is incorrect. However, there is a section on the form to tell us of any other circumstances or additional information that you wish us to consider.

**Q13 What evidence will I have to supply if I do not agree with the provisional Payment Region that has been allocated to a land parcel(s)?**

**A13** This will depend on the reason why you think the provisional Payment Region allocated to a land parcel(s) is incorrect. An example would be a detailed map

with measurements of the relative areas of rough grazing, permanent grazing or arable land, along with photographs and any other additional evidence such as your own aerial photography.

**Q14 I have lost the provisional Payment Region letter(s) you sent to me. Where can I get a copy?**

**A14** You can get copies of all the provisional Payment Region letters we have sent to you from your area office. Their contact details are on any letter they have sent to you [and at our website.](#)

**Q15 When will you tell me the outcome of your review?**

**A15** We aim to process these requests as quickly as possible. We hope to confirm the Payment Region of all land parcels by Spring 2016.