

How to apply

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Date published: 6 March, 2015

Date superseded: 27 May, 2016

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Overview

For all routes, you must complete a Single Application Form and declare at least three hectares of eligible land on it. This activates payment on your entitlements.

If you automatically qualify for entitlements, that is to say through the Single Farm Payment Scheme and / or Scottish Beef Scheme, simply complete question 5c on your Single Application Form (SAF) 2015.

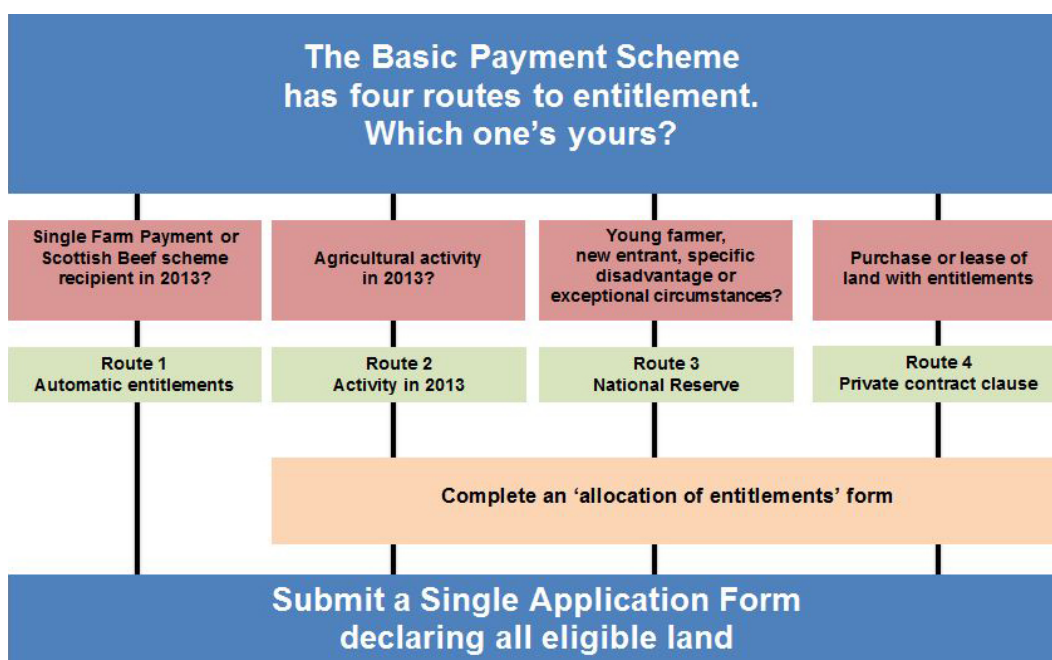
To qualify for entitlements through the other routes – activity in 2013, the National Reserve, and/or private contract clauses – you need to complete your Single Application Form and the allocation of entitlement form.

You can apply for the National Reserve now, and for all other elements from mid-March. All applications apart from the private contract clause can be made online.

To submit the form online, you must first [register with Rural Payments and Services](#).

Alternatively, you can access the paper version ([PF10 - allocation of entitlements](#)).

You can access a quick guide with advice on how to complete the form [here](#).



Submitting your form to us

We would advise you to submit your Single Application form and any Allocation of Entitlement forms at the earliest opportunity. We will provide provisional decisions of eligibility from March onwards.

Single Application Form and Allocation of Entitlements Forms 2015	
15 May	Submission deadline for forms and documentary evidence
16 May to 9 June	Late claim penalties – payments reduced by three per cent per working day for late submissions. Late claim penalties may not be applied in cases of force majeure or exceptional circumstances
10 June onwards	Forms no longer accepted

We require originals of some documents.

Postage and delivery of your application and supporting information is your responsibility. Any delay in receiving your information may result in penalties or rejection, and subsequent loss of payments.

If you are sending the form and supporting evidence by post, recorded delivery is advisable. However, recorded delivery is not a guarantee that your Allocation of Entitlements form and / or documentary evidence will be received by the us before the deadlines mentioned above.

Original documents received by post will be copied and sent back to you by return. Original documents brought in to one of our offices will be copied and returned to you at the time.

[Cross-border holdings](#)

If you have land in Scotland and wish to be considered for Scottish entitlements, you need to apply as set out above.

If you wish to be considered for Basic Payment Scheme entitlements in another part of the UK you should complete the application form from the relevant paying agency in England, Wales or Northern Ireland.

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