Key dates

This is an old version of the page Date published: 20 April, 2020 Date superseded: 23 May, 2023

For recent changes to this guidance, please see the bottom of the page .

Guidance on how to complete your Single Application Form can be found below.

Single Application Form

Start of the scheme year, You must meet all Cross Compliance conditions from this date. Start of management for EFA buffers and EFA field margins. 15 January Start of management period for EFA fallow. Start of management period for EFA fallow. 1 March Start of no hedge cutting period. 2 April (or first working day after if this falls on weekend or public holiday) 1 May (to 30 June) Period designated as the most relevant for calculating the shares attributable to different crop types for the purposes of crop diversification. 15 May Land used to claim Basic Payment Scheme payment in the current scheme year has to be 'at your disposal' on this date. 15 May Start of the Land Managers Options scheme year. Basic Payment Scheme 2018 entitlements transfer window opens. Midnight, 15 May Deadline for Scottish Government Rural Payments and inspections Division to receive from PF06 (Land maintenance) - land transfers the land for the Basic Payment Scheme in any year must have been at the applicants disposal on 15 May of field boundaries or information about personance in 15 May of the secondaries of information about personance in 15 May of the secondaries of information about personance in 15 May of field boundaries or information about personance and inspections Division to receive the Payments and inspections Division to receive special personance in 15 May of field boundaries or information about personance in 15 May of field boundaries or information about personance and inspections. Midnight, 15 May Deadline for Scottish Government Rural Payments and inspections Division to receive your SAF, We will not accept your SAF (we received in on reletion 15 May) without reducing your payments. Payment Scheme application. Padeline for Scottish Government Rural Payments and inspections Division to receive amendments or additions to your SAF (we received in on referred this date. We will not accept BPS and BPS National Reserve supporting documentation after this date. Last day for applications and supporti	Date	Event
15 January Start of management period for EFA fallow. 1 March Start of no hedge cutting period. 2 April (or first working day after if this falls on weekend or public holiday) 1 May (to 30 June) Period designated as the most relevant for calculating the shares attributable to different crop types for the purposes of crop diversification. 15 May Land used to claim Basic Payment Scheme payment in the current scheme year has to be "at your disposal" on this date. 15 May Basic Payment Scheme 2018 entitlements transfer window opens. 15 May Basic Payment Scheme 2018 entitlements transfer window opens. Midnight, 15 May Basic Payment Scheme 2018 entitlements transfer window opens. Midnight, 15 May Basic Payment Scheme 2018 entitlements transfer window opens. Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive form PF06 (Land maintenance) – land transfers (the land for the Basic Payment Scheme in any year must have been at the applicants disposal on 15 May of that year) and mapping changes (such as permanent changes to field boundaries or information about permanent ineligible features that are not already included on existing maps). Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive Single Application Form / Basic Payment Scheme application. Deadline for Scottish Government Rural Payments and Inspections Division to receive amendments or additions to your SAF (if we received it on or before 15 May) without reducing your payments. 9 June Final deadline for us to receive your SAF. We will not accept your SAF are first idate. We will not accept BPS and BPS National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive nominations or changes to preferred currency (euros or sterling) in which Direct Payments are to be received. 15 July End of management period for EFA fallow. End of management period for FFA fallow.	1 January	conditions from this date.
1 March 2 April (or first working day after if this falls on weekend or public holiday) 2 April (or first working day after if this falls on weekend or public holiday) 3 Deadline for RPID to receive an application to transfer Basic Payment Scheme entitlements with an effective date of 15 May this year 4 May (to 30 June) 4 Period designated as the most relevant for calculating the shares attributable to different crop types for the purposes of crop diversification. 4 Land used to claim Basic Payment Scheme payment in the current scheme year has to be 'at your disposal' on this date. 5 May 5 Start of the Land Managers Options scheme year. 5 May 5 Start of the Land Managers Options scheme year. 6 May 7 Deadline for Scottish Government Rural Payments and Inspections Division to receive form PF06 (Land maintenance) – land transfers (the land for the Basic Payment Scheme in any year must have been at the applicants disposal on 15 May of that year) and mapping changes (such as perament changes to field boundaries or information about permanent ineligible features that are not already included on existing maps). 6 Midnight, 15 May 7 Deadline for Scottish Government Rural Payments and Inspections Division to receive Single Application Form / Basic Payment Scheme application. 7 Deadline for Scottish Government Rural Payments and Inspections Division to receive mendments or additions to your SAF (if we received it on or before 15 May) without reducing your payments. 8 June 1 Deadline for Scottish Government Rural Payments and Inspections Division to receive mendments or addition to your SAF (if we received it on or before 15 May) without reducing your payments. 9 June 2 Final deadline for us to receive your SAF. We will not accept your SAF after this date. 1 Last day for applications and supporting documentation after this date. 1 Last day for applications and supporting documentation after this date. 1 Deadline for Scottish Government Rural Payments and Inspections Division to receive monimations or changes to preferred	15 January	•
2 April (or first working day after if this falls on weekend or public holiday) Payment Scheme entitlements with an effective date of 15 May this year 1 May (to 30 June) Period designated as the most relevant for calculating the shares attributable to different crop types for the purposes of crop diversification. 15 May Land used to claim Basic Payment Scheme payment in the current scheme year has to be 'at your disposal' on this date. 15 May Start of the Land Managers Options scheme year. 15 May Basic Payment Scheme 2018 entitlements transfer window opens. Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive from PF06 (Land maintenance) - land transfers (the land for the Basic Payment Scheme in any year must have been at the applicants disposal on 15 May of that year) and mapping changes (such as perment changes to field boundaries or information about permanent ineligible features that are not already included on existing maps). Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive Single Application Form / Basic Payments Scheme application. Deadline for Scottish Government Rural Payments and Inspections Division to receive Single Application Form / Basic Payments Scheme application. Deadline for Scottish Government Rural Payments and Inspections Division to receive and payments and Inspections Division to receive managers and payments and Inspections Division to receive managers and Payments and Inspections Division to receive managers and Payments and Inspections Division to receive more payments and Inspectio	•	
Payment Scheme entitlements with an effective date of 15 May this year 1 May (to 30 June) Period designated as the most relevant for calculating the shares attributable to different crop types for the purposes of crop diversification. Land used to claim Basic Payment Scheme payment in the current scheme year has to be 'at your disposal' on this date. 15 May Start of the Land Managers Options scheme year. 15 May Basic Payment Scheme 2018 entitlements transfer window opens. Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive form PF06 (Land maintenance) – land transfers (the land for the Basic Payment Scheme in any year must have been at the applicants disposal on 15 May of that year) and mapping changes (such as permanent changes to field boundaries or information about permanent ineligible features that are not altready included on existing maps). Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive Single Application Form / Basic Payment Scheme application. Deadline for Scottish Government Rural Payments and Inspections Division to receive Single Application Form / Basic Payment Scheme application. Final deadline for scottish Government Rural Payments and Inspections Division to receive amendments or additions to your SAF (if we received it on or before 15 May) without reducing your payments. Payments and Payments and Inspections Division to receive amendments or additions to your SAF after this date. We will not accept BPS and BPS National Reserves supporting documentation after this date. Last day for applications and supporting documentation for an allocation of BPS entitlements from National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive nominations or changes to preferred currency (euros or sterling) in which Direct Payments are to be received. 15 July End of management period for EFA fallow.	1 March	Start of no hedge cutting period.
attributable to different crop types for the purposes of crop diversification. 15 May Land used to claim Basic Payment Scheme payment in the current scheme year has to be 'at your disposal' on this date. 15 May Start of the Land Managers Options scheme year. 15 May Basic Payment Scheme 2018 entitlements transfer window opens. Midnight, 15 May Basic Payment Scheme 2018 entitlements transfer window opens. Midnight, 15 May Deadline for Scottish Government Rural Payment and Inspections Division to receive form PF06 (Land maintenance) – land transfers (the land for the Basic Payment Scheme in any year must have been at the applicants disposal on 15 May of that year) and mapping changes (such as permanent changes to field boundaries or information about permanent ineligible features that are not already included on existing maps). Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive Single Application Form / Basic Payment Scheme application. 1 June Deadline for Scottish Government Rural Payments and Inspections Division to receive amendments or additions to your SAF (fl we received it on or before 15 May) without reducing your payments. 9 June Final deadline for us to receive your SAF. We will not accept your SAF after this date. We will not accept BPS and BPS National Reserve supporting documentation after this date. Last day for applications and supporting documentation for an allocation of BPG entitlements from National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive nominations or changes to preferred currency (euros or steriling) in which Direct Payments are to be received. End of management period for EFA fallow. 15 July End of management period for EFA fallow. End of management period for FEA fallow.	, , , , , , , , , , , , , , , , , , ,	Payment Scheme entitlements with an effective date of 15 May
current scheme year has to be 'at your disposal' on this date. 15 May Start of the Land Managers Options scheme year. 15 May Basic Payment Scheme 2018 entitlements transfer window opens. Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive form PF06 (Land maintenance) – land transfers (the land for the Basic Payment Scheme in any year must have been at the applicants disposal on 15 May of that year) and mapping changes (such as permanent changes to field boundaries or information about permanent ineligible features that are not already included on existing maps). Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive Single Application Form / Basic Payment Scheme application. 1 June Deadline for Scottish Government Rural Payments and Inspections Division to receive amendments or additions to your SAF (if we received it on or before 15 May) without reducing your payments. 9 June Final deadline for us to receive your SAF. We will not accept your SAF after this date. We will not accept BPS and BPS National Reserve supporting documentation after this date. Last day for applications and supporting documentation for an allocation of BPS entitlements from National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive on sterling) in which Direct Payments are to be received. 15 July End of management period for EFA fallow. End of management period for EFA nitrogen fixing crops.	1 May (to 30 June)	attributable to different crop types for the purposes of crop
Basic Payment Scheme 2018 entitlements transfer window opens. Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive form PF06 (Land maintenance) – land transfers (the land for Basic Payment Scheme in any year must have been at the applicants disposal on 15 May of that year) and mapping changes (such as permanent changes to field boundaries or information about permanent ineligible features that are not already included on existing maps). Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive Single Application Form / Basic Payment Scheme application. 1 June Deadline for Scottish Government Rural Payments and Inspections Division to receive amendments or additions to your SAF (if we received it on or before 15 May) without reducing your payments. 9 June Final deadline for us to receive your SAF. We will not accept your SAF after this date. We will not accept BPS and BPS National Reserve supporting documentation after this date. Last day for applications and supporting documentation for an allocation of BPS entitlements from National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive your SAF. We will not accept your SAF after this date. Last day for applications and supporting documentation for an allocation of BPS entitlements from National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive nominations or changes to preferred currency (euros or sterling) in which Direct Payments are to be received. 15 July End of management period for EFA fallow. End of management period for EFA nitrogen fixing crops.	15 May	
Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive form PF06 (Land maintenance) — land transfers (the land for the Basic Payment Scheme in any year must have been at the applicants disposal on 15 May of that year) and mapping change (such as permanent changes to field boundaries or information about permanent ineligible features that are not already included on existing maps). Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive Single Application Form / Basic Payment Scheme application. 1 June Deadline for Scottish Government Rural Payments and Inspections Division to receive amendments or additions to your SAF (if we received it on or before 15 May) without reducing your payments. 9 June Final deadline for us to receive your SAF. We will not accept your SAF after this date. We will not accept BPS and BPS National Reserve supporting documentation after this date. Last day for applications and supporting documentation for an allocation of BPS entitlements from National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive nominations or changes to preferred currency (euros or sterling) in which Direct Payments are to be received. 15 July End of management period for EFA fallow. End of management period for EFA fallow. End of management period for EFA nitrogen fixing crops.	15 May	Start of the Land Managers Options scheme year.
Inspections Division to receive form PF06 (Land maintenance) - I and transfers (the land for the Basic Payment Scheme in any year must have been at the applicants disposal on 15 May of that year) and mapping changes (such as permanent changes to field boundaries or information about permanent ineligible features that are not already included on existing maps). Midnight, 15 May Deadline for Scottish Government Rural Payments and Inspections Division to receive Single Application Form / Basic Payment Scheme application. Deadline for Scottish Government Rural Payments and Inspections Division to receive amendments or additions to your SAF (if we received it on or before 15 May) without reducing your payments. Final deadline for us to receive your SAF. We will not accept your SAF after this date. We will not accept BPS and BPS National Reserve supporting documentation after this date. We will not accept BPS and supporting documentation for an allocation of BPS entitlements from National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive nominations or changes to preferred currency (euros or sterling) in which Direct Payments are to be received. 15 July End of management period for EFA fallow. End of management period for EFA nitrogen fixing crops. 31 August Start of cutting period for hedges.	15 May	•
Inspections Division to receive Single Application Form / Basic Payment Scheme application. 1 June Deadline for Scottish Government Rural Payments and Inspections Division to receive amendments or additions to your SAF (if we received it on or before 15 May) without reducing your payments. 9 June Final deadline for us to receive your SAF. We will not accept your SAF after this date. We will not accept BPS and BPS National Reserve supporting documentation after this date. Last day for applications and supporting documentation for an allocation of BPS entitlements from National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive nominations or changes to preferred currency (euros or sterling) in which Direct Payments are to be received. 15 July End of management period for EFA fallow. 1 August End of management period for EFA nitrogen fixing crops. 31 August Start of cutting period for hedges.	Midnight, 15 May	Inspections Division to receive form PF06 (Land maintenance) – land transfers (the land for the Basic Payment Scheme in any year must have been at the applicants disposal on 15 May of that year) and mapping changes (such as permanent changes to field boundaries or information about permanent ineligible features
Inspections Division to receive amendments or additions to your SAF (if we received it on or before 15 May) without reducing your payments. 9 June Final deadline for us to receive your SAF. We will not accept your SAF after this date. We will not accept BPS and BPS National Reserve supporting documentation after this date. Last day for applications and supporting documentation for an allocation of BPS entitlements from National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive nominations or changes to preferred currency (euros or sterling) in which Direct Payments are to be received. 15 July End of management period for EFA fallow. 1 August End of management period for EFA nitrogen fixing crops. Start of cutting period for hedges.	Midnight, 15 May	Inspections Division to receive Single Application Form / Basic
SAF after this date. We will not accept BPS and BPS National Reserve supporting documentation after this date. Last day for applications and supporting documentation for an allocation of BPS entitlements from National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive nominations or changes to preferred currency (euros or sterling) in which Direct Payments are to be received. 15 July End of management period for EFA fallow. 1 August End of management period for EFA nitrogen fixing crops. Start of cutting period for hedges.	1 June	Inspections Division to receive amendments or additions to your SAF (if we received it on or before 15 May) without reducing your
documentation after this date. Last day for applications and supporting documentation for an allocation of BPS entitlements from National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive nominations or changes to preferred currency (euros or sterling) in which Direct Payments are to be received. 15 July End of management period for EFA fallow. 1 August End of management period for EFA nitrogen fixing crops. Start of cutting period for hedges.	9 June	· · ·
allocation of BPS entitlements from National Reserve. Deadline for Scottish Government Rural Payments and Inspections Division to receive nominations or changes to preferred currency (euros or sterling) in which Direct Payments are to be received. 15 July End of management period for EFA fallow. 1 August End of management period for EFA nitrogen fixing crops. Start of cutting period for hedges.		
Inspections Division to receive nominations or changes to preferred currency (euros or sterling) in which Direct Payments are to be received. 15 July End of management period for EFA fallow. 1 August End of management period for EFA nitrogen fixing crops. Start of cutting period for hedges.		, , , , , , , , , , , , , , , , , , , ,
1 August End of management period for EFA nitrogen fixing crops. 31 August Start of cutting period for hedges.		Inspections Division to receive nominations or changes to preferred currency (euros or sterling) in which Direct Payments
31 August Start of cutting period for hedges.	15 July	End of management period for EFA fallow.
7	1 August	End of management period for EFA nitrogen fixing crops.
1 November Green cover must be established.	31 August	Start of cutting period for hedges.
	1 November	Green cover must be established.

End of scheme year. You must meet all Cross Compliance
conditions until this date.

Changes can be made to your application after 01 June for reasons of force majeure, withdrawals of all or part of your application, obvious errors and notified errors.

Outside these reasons, amendments can only be made between 02 June and 09 June by withdrawing the Single Application Form in its entirety, making the changes, and re-submitting.

In this case, you need to be aware that we will apply deductions to any subsequent payments for late submission.

Previous versions

Previous versions of this page

Download guidance

Click 'Download this page' to create a printable version of this guidance you can save or print out.