

# Single Application Form

**This is an old version of the page**

**This is an old version of the page**

**Date published: 29 April, 2015**

**Date superseded: 10 March, 2016**

Updates to last version

- [information on how to submit your data sheets](#)
- [additional guidance documents](#)

## Table of Contents

[Overview](#)

[Online service](#)

[Completing and submitting your form](#)

[Forms](#)

[Previous versions](#)

[Download guidance](#)

## Overview

The Single Application Form is the form you need to fill in if you want to claim payments under the following schemes:

- [Basic Payment Scheme](#) including the Greening and Young Farmer payments
- [Scottish Suckler Beef Support Scheme](#) (Mainland and Islands)
- [Scottish Upland Sheep Support Scheme](#)
- [Less Favoured Area Support Scheme](#)
- [Rural Development Contracts](#) – Rural Priorities annual recurrent options
- [Land Managers Options](#) – continuing commitments

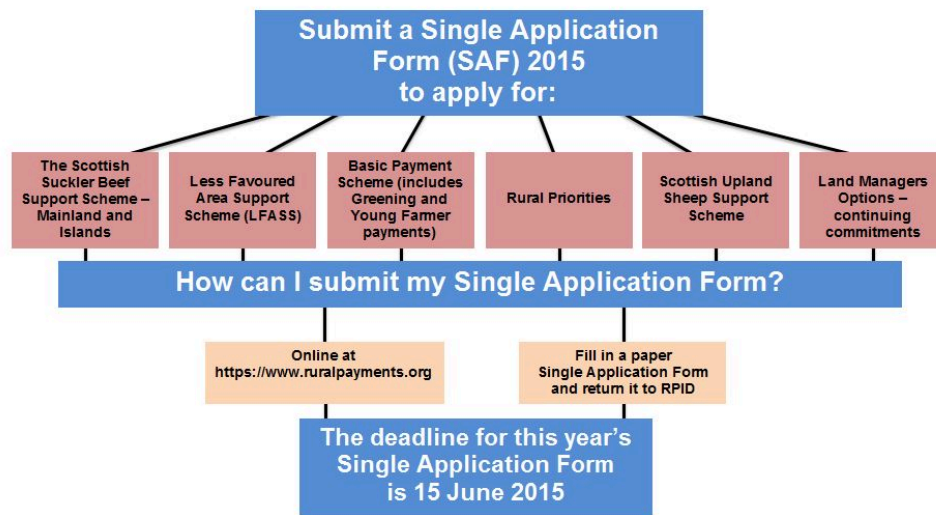
For the beef and sheep support schemes, you will also need to submit a separate claim form.

The Single Application Form can be submitted once a year during our annual submission window, which is open from mid-March until 15 May.

If this date falls on a weekend, the window will close the following Monday.

We'll use the information on your Single Application Form (plus any supporting information) to determine your eligibility for the schemes you are claiming for.

If your claim is successful (each claim is assessed on its ability to meet the eligibility criteria) we will make payments into your business bank account.



## Online service



<https://www.youtube.com/embed/TX8A2adwwRs>

The easiest way to complete the Single Application Form is online.

To do this, you must [register or \(re-register\) with Rural Payments and Services](#) .

Once you are registered with our online service, we will send you a reminder each year ahead of the application window opening.

You may also receive a paper copy of the form if you submitted this way the previous year.

This video will walk you through the registration and application process using the online service.

## Completing and submitting your form

To make sure your Single Application Form is processed correctly, please check the information you've provided is accurate. Mistakes on your form could lead to a delay in receiving any payments you are eligible for.

By using our new online service you can avoid making some mistakes as the system will recognise errors in codes and data that are essential to your claim.

### Guidance

You should read the Integrated Administration and Control System (IACS) guidance and our booklet on how to complete your Single Application Form. Both are available below (IACS (1a)).

You must also read the detailed guidance for all schemes you are applying to (including information on Cross Compliance).



[IACS \(1\) notes for guidance 2015 \(PDF, Size: 363.7 kB\)](#)

doc\_external\_url: <https://www.ruralpayments.org/media/resources/PDF---IACS-1--2015---final160315.pdf>



### [IACS\(1a\) How to complete you SAF 2015 \(PDF, Size: 1.1 MB\)](#)

doc\_external\_url: <https://www.ruralpayments.org/media/resources/PDF---IACS-1a--2015---final---170715-v2.pdf> Guidance on how to complete your Single Application Form

## Forms

You can download the Single Application Form blank base form (IACS (2)) and data sheets (IACS (3),(4) and (5)) below.

We cannot accept a base form that has been downloaded and filled in. If you need a blank 2015 base form, please contact your local area office and we will send one to you.

However, we can accept data sheets you have downloaded and filled in, provided they are legible.

We will also accept computer generated data sheets if:

- they match exactly the same layout and headings shown on the IACS(3), IACS(4) and IACS(5) forms
- the maximum number of land parcels recorded on them is 10
- they are easy to read, decipher and photocopy
- each data sheet is signed and dated



### [IACS \(2\) 2015 - blank base form \(PDF, Size: 169.2 kB\)](#)

doc\_external\_url: <https://www.ruralpayments.org/media/resources/PDF---IACS-2--2015---final.pdf> Blank version of the SAF base form - do not complete and submit this version. For information only



### [IACS\(3\) 2015 - Permanent land \(PDF, Size: 102.6 kB\)](#)

doc\_external\_url: <https://www.ruralpayments.org/media/resources/PDF---IACS-3--2015---230415.pdf> Permanent land data sheet



### [IACS\(4\) 2015 - Seasonal land \(PDF, Size: 100.8 kB\)](#)

doc\_external\_url: <https://www.ruralpayments.org/media/resources/PDF---IACS-4--2015---230415.pdf> Seasonal land data sheet



### [IACS\(5\) 2015 - Common grazings \(PDF, Size: 106.8 kB\)](#)

doc\_external\_url: <https://www.ruralpayments.org/media/resources/PDF---IACS-5--2015---230415.pdf> Common grazings data sheet

### [Guidance from previous years](#)

You can also access guidance relating to the different types of business you may want to register and how to do so.

### [Business types](#)

## 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.

