



Rural Payments
Agency

Claim BPS  online

Rural Payments service – onscreen help

www.gov.uk/claim-rural-payments

The 'Help' links on the screens in the Rural Payments service tell you what to do on that screen.

This document contains all the onscreen 'Help' for people using the service. We'll update it as more features become available on the service. You can print it or save it to your computer.

Version 10.0

13 March 2018 – updated version 10 to remove 'not currently available' references from 'Apply for BPS' and the information about hedges in the 'Parcel details' screen (page 4).

Contents

Business summary.....	3
View land.....	4
Land use	6
Transfer land	13
View entitlements.....	17
Transfer entitlements	21
Active farmer.....	27
Common land.....	28
Apply for BPS	37
View a previous BPS claim.....	51

Business summary

You can create and update a summary showing the business details, entitlements, land, land use details and common-land rights (if you have any) held in the Rural Payments service for this business. You can also read or print the summary or save it to your computer.

Business summary

A Farmer

Check and print the details we have for your business. These include business details, entitlements, land and land use details and any common-land rights you have.

[Help](#)

Click 'Download' to check and print your farm business details.
This document was last updated on 24/01/2018 5:14:01 PM.

[Download](#)

Click the 'Generate' button below to update the document to include the latest information.
When the document has been updated, the date and time above will change.

[Generate](#)

To do this there are 2 options:

1 - Click **Generate** to create a new version of the summary containing the latest information in the service.

A small message will appear on screen to tell you that the summary is being created or updated. When this has finished, the date and time it was created will appear near the 'Download' option.

2 - Click **Download** to read or print the summary or to save it to your computer. This will be the last summary you created about this business. For this to work there must already have been a summary generated.

You can read the summary on screen by scrolling down the pages using the scroll bar at the side of the screen or you can print or save it by using the functions at the bottom of the screen.




View land

Land summary

This screen shows an overview of the information we have about the land on your holding.

You can use the map to see your land parcel boundaries.

To see a larger full screen map click  and to return to the small map click .

On the map, a number like this  means there are several land parcels. To see your land parcel boundaries click the number , or click .

Individual land parcels are outlined in blue on the map.

To see an aerial photo, click **Photo**.

To see more information about an individual land parcel, do either of the following:



- click that land parcel on the map
- click that Parcel ID in the list.

Parcel details

This screen shows the information we have about this land parcel. It includes:

- the land cover (arable land, permanent grassland, permanent crops, or other - which is non-agricultural land)
- a table of details about any hedges that have been mapped, showing:
 - the length of the hedge in metres – numbered in order of length - if the length changes the order may change
 - whether the hedge is eligible as an Ecological Focus Area (EFA) by 'Yes' or 'No'.


Viewing hedges within the map or photo

To see any hedges that have been mapped click  in the small map or photo on your screen. Or to use the full screen map or photo click  first.

The hedges appear in light green. If you hold the cursor over a hedge on the map or photo the hedge becomes pink, and the information for that hedge in the table becomes grey. This works the other way around too, and makes it easier to see which information in the table relates to each hedge.

Click  again and the hedges disappear from the map or photo.


Measuring within the map or photo

You can measure the length of anything on the small map or photo on your screen, or for long lengths you can use a full screen photo or map by clicking  to see more of your land.

Before you start: Make sure you can see everything you want to measure in the screen.

To do this you may need to click zoom in  or zoom out . (After you start to measure,

zooming in or out will still work, but if you zoom out too far to the point where the land parcel boundary disappears, you'll lose what you've already measured.)

Start to measure: To measure the length of anything on the map or photo click the measure icon  in the map or photo. Then click at the point you want to start to measure from.

To measure anything that is not a straight line click again at as many points as necessary along the length.

Click twice at the point you want to stop measuring.

The length (in metres) will appear at the top of the map or photo – each time you make another click in the map or photo, the length (in metres) at the top will increase until you click twice to end the measurement.

Land use

Use this screen to change your land use and tell us about what you have on your land.

1 - Apply for BPS – check before you start changing land use

The land uses and areas and the linear features (hedges and buffer strips) in this section will be the same as those shown in Parts C and D of your ‘application summary’. If you are applying for BPS, check Parts C and D of your application summary before you update your land use. Then make any changes needed in this ‘Land use’ screen.

What to check if you are applying for BPS

Make sure that all the agricultural land on your holding in England is in the application summary and this screen, as well as any non-agricultural land claimed for in Rural Development Programme agreements or the National Forest Changing Landscapes Scheme. Make sure all your land is included, even if you’re not claiming it for BPS.

Check that the information shown for your land parcels is correct and complete. And make sure all the land use codes are included, such as permanent grass, permanent crops, and arable crops.

Make sure that you declare all land uses (both eligible and ineligible) taking account of any changes you’ve told us about on an RLE1 form which is on GOV.UK at www.gov.uk/rpa/bps-2018.

There are several land uses that you must not use – the full list is on GOV.UK at www.gov.uk/rpa/bps-2018.

If you have any of these features, include the area in the main land use for that land parcel.

What you can see

Land Uses										NG	National Grid ST	Undeclared	Overdeclared
Filters												11 parcels	0 parcels
Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m			
✎	+	⊗	ST3865	2561	11.8063	11.8063	TG01 - TEMPORARY GRASS	1	11.8063				
✎	+	⊗	ST3865	2627	1.8729	1.8729	TG01 - TEMPORARY GRASS	1	1.8729				
✎	+	⊗	ST3865	2640	0.2125	0.2125	PG01 - PERMANENT GRASSLAND	1	0.2125				
✎	+	⊗	ST3865	2688	0.5316	0.4870	PG01 - PERMANENT GRASSLAND	1	0.4870				
✎	+		ST3865	2688	0.5316	0.4870	Undeclared		0.0446				

This screen shows line by line the individual land uses for each land parcel. The land parcels are listed under the National Grid prefix, and in alphabetical and numerical order.

Key Terms

NG – is a list of your fields ordered by National Grid parcel prefix.

Filters – this allows you to search (read more about how to use this under 'How to search in the land use screens').

Edit – use this to change a land use, area or length of an existing land use in the table, or to add a rotation catch or cover crop.

Add – use this to include extra land uses such as linear greening features - for example, buffer strips or hedges - you're using for 'ecological focus areas' (EFA).

You may see an 'overdeclared' warning, if you've declared a land use with an area larger than the size of the land parcel we currently have mapped.

Delete – use this to remove a land use.

Sheet – Ordnance Survey (OS) reference for the land parcel (application summary column C2).

Parcel – National Grid (NG) reference for the land parcel (application summary column C2).

Parcel size – total field size in hectares (ha) (application summary column C3). This area is based on the latest mapping information we hold. It will not change if you make any changes to your land use on the screen. It will change when RPA updates your maps.

BPS area – maximum area eligible for BPS in hectares (ha) (application summary column C4). This area is based on the latest mapping information we hold. It will not change if you make any changes to your land use on the screen. It will change when RPA updates your maps.

Land use – shows the land use code and land use (application summary column C7).

Rot – this is the crop rotation number – the first/main crop shows automatically as 1. If you've added a catch or cover crop this should be shown as 2.

Ha or m – part field size/area/length of the land use (in hectares or metres (for greening features)).

Undeclared – you may see an amber box showing this if the land use is not declared for the whole of the land parcel currently mapped.

Overdeclared – you may see a red box showing this if the land use is larger than the total size of the land parcel currently mapped.

This screen also shows you how many undeclared or overdeclared land parcels there are for the NG prefix showing at the top of the table. You can see this to the right hand side of the bar at the top of the table.

2 – How to search in the land use screens

If you have more than one National Grid prefix, choose the relevant one from a list of all the prefixes that relate to your land. The prefix consists of 2 letters, for example, **AB**1234 5678. To do this, click **the arrow** in the bar at the top of the Land Uses box. This will show all your land parcels with that prefix.

The screenshot shows the 'Land Uses' interface. At the top, there is a header with 'Land Uses' on the left, 'NG' in the center, and 'National Grid SD' with a dropdown arrow on the right. To the right of the header, there are two columns: 'Undeclared' with '20 parcels' and 'Overdeclared' with '0 parcels'. Below the header is a 'Filters' section with three input fields: 'Sheet', 'Parcel', and 'Land use'. A green 'Search' button is located below these fields. To the right of the 'Land use' field is a dropdown menu with options: 'All', 'All', 'Undeclared', and 'Overdeclared'. Below the filters is a table with the following data:

Sheet	Parcel	Parcel size (ha)	MEA BPS (ha)	Land use	Rot.	ha m
SD3145	3780	1.8024	1.8024	Undeclared		1.8024

Or, you can choose how you want to search for the land parcels you want to change. Click on the + sign next to the 'Filters' heading. Here you can search by any of the following:

- **Sheet** – this is the Ordnance Survey Sheet reference which consists of 4 numbers, for example, **AB1234**
- **Parcel** – this is the National Grid (NG) field reference number which consists of 4 numbers, for example, **AB1234 5678**
- **Land use** – this is the description and code for the land use within the land parcel, for example, 'AC17 maize'.
- Click **the arrow** to choose:
 - All – will show all your land parcels for the NG prefix showing in the bar at the top of the table.
 - Undeclared – you may see this if the land use is not declared for the whole of the land parcel currently mapped.
 - Overdeclared – you may see this if the land use is larger than the total size of the land parcel currently mapped.

Once you have chosen a filter, click **Search**.

The screen that appears will show all the land parcels for the NG prefix and filters chosen.

3 – How to make changes to land use

Use the 'Edit', 'Add' or 'Delete' icons to make changes to your land use information as described below.

A1 - Edit land use

For the land parcel you want to edit, click the **Edit icon**. Before you do this make a note of the area you are planning to change it to. For example, the field size or BPS area.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m
			ST4369	7114	3.0820	3.0820	AC66 - WHEAT - WINTER	1	3.0820	
			ST4369	7134	3.4677	3.4677	PG01 - PERMANENT GRASSLAND	1	3.4677	
			ST4369	7770	3.7510	3.7510	PG01 - PERMANENT GRASSLAND	1	3.7510	

(To leave this screen at any time without saving the new information click **Back**.)

To change the land use, click in the **Land use** box, start to type the land use description or code, for example, 'Maize' or 'AC17', a list of land use descriptions and codes will appear. You can then choose the code you want. Make sure you click the correct one from the list. A full list of codes is on GOV.UK at www.gov.uk/rpa/bps-2018.

To change the area of the land use, click into the **Ha** box and enter the new figure – show it to 4 decimal places. To change the length of a linear feature, for example, buffer strip or hedge you're using as an EFA, click into the **m** (metres) box and enter the new length.

After you've made your changes, click **Save** to confirm them. Then click **Back** to go back to the main land use screen.

The screenshot shows the 'Land Uses' interface for National Grid ST. The current view is for Sheet ST4369, parcel 7114, which has 3 parcels undeclared and 0 overdeclared. The 'First land use' section shows the 'Land use' field with 'AC63 - BARLEY - WINTER' and the 'ha' field with '3.0820'. There is also a 'Rotations' section with a '+' button. At the bottom, there are 'Save' and 'Back' buttons.

The updates will show in the land use screen.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m
			ST4369	7114	3.0820	3.0820	AC63 - BARLEY - WINTER	1	3.0820	
			ST4369	7134	3.4677	3.4677	PG01 - PERMANENT GRASSLAND	1	3.4677	
			ST4369	7770	3.7510	3.7510	PG01 - PERMANENT GRASSLAND	1	3.7510	

However, if you have reduced the size of the land use in a land parcel, a new row will appear containing the area of the land parcel that now does not have any land use declared in it. That new row will contain a warning message saying 'undeclared' in the land use column.

For information about what to do with ‘undeclared’ land areas, read section B1 – Add land use.

If you increase the area it is likely that you will see a red ‘overdeclared’ message afterwards. There are some instances where you may have to do this, such as when you have made a boundary change which increases the area of the land parcel. For more information read ‘How to claim BPS online’ on GOV.UK at www.gov.uk/rpa/bps-2018.

A2 - Rotation crop (only to be used for EFA catch or cover crops)

You can add a rotation EFA cover crop or EFA catch crop by editing the existing relevant land use. The catch crop or cover crop should be shown as a ‘rotation 2’ crop - so that the total parcel size is not increased.

Find the land use for the land parcel you need, then click the **Edit icon** next to the land use.

Click the + sign next to ‘Rotations’. Then add the land use and area in the same way as described above at A1: However, you can only enter 2 land uses:

- CA01 – catch crop
- CA02 – cover crop.

Next, click **the arrow** and choose ‘2’, to show this is the 2nd crop to be grown on this land in the scheme year.

After you’ve made your changes, click **Save** to confirm them. Then click **Back** to go back to the main land use screen.

The update will now show. The ‘Rot.’ (Rotation) column will show as 2 separate crops covering the same part field area.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m
			ST4369	7114	3.0820	3.0820	AC63 - BARLEY - WINTER	1	3.0820	
			ST4369	7114	3.0820	3.0820	CA01 - CATCH CROP	2	1.5000	
			ST4369	7134	3.4677	3.4677	PG01 - PERMANENT GRASSLAND	1	3.4677	
			ST4369	7770	3.7510	3.7510	PG01 - PERMANENT GRASSLAND	1	3.7510	

B1 - Add land use

For the land parcel you want to add land use to, click the **Add icon**.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m
			ST4668	9653	1.1516	1.1439	PG01 - PERMANENT GRASSLAND	1	1.1439	
			ST4767	1769	5.2691	5.2691	PG01 - PERMANENT GRASSLAND	1	5.2691	
			ST4767	2388	3.7210	3.7210	WO12 - MIXED WOODLAND	1	3.7210	
			ST4767	4279	0.6631	0.6631	PG01 - PERMANENT GRASSLAND	1	0.6631	
			ST4767	5899	0.1174	0.0998	PG01 - PERMANENT GRASSLAND	1	0.0219	
			ST4767	5899	0.1174	0.0998	PG01 - PERMANENT GRASSLAND	1	0.0779	
			ST4767	5899	0.1174	0.0998	Undeclared		0.0176	

(To leave this screen at any time without saving the new information click **Back**.)

To add a land use, click in the **Land use** box, start to type the land use description or the code, for example, 'wheat' or 'AC66', a list of land uses will appear. You can then choose the land use description and code you want. A full list of codes is on GOV.UK at www.gov.uk/rpa/bps-2018.

To add the area of the land use, click into the **Ha** box and enter the figure – show it to 4 decimal places.

If you're adding a land use because it's shown as 'undeclared', the 'ha' box will already contain the undeclared area of the land parcel. You can change it if you need to but you may still receive a warning if there is still an area of 'undeclared' land use or if it is now 'overdeclared'.

After you've made your changes, click **Save** to confirm them. Then click **Back** to go back to the main land use screen.

The screenshot shows a form titled 'Land Uses' for 'Sheet ST4767, parcel 5899'. It has a 'Change applied' message in a green box. The 'First land use' section has a dropdown menu with 'HSD1 - HARD STANDINGS' selected. Below it, the 'ha' field contains '0.0176' and the 'm' field is empty. At the bottom, there are 'Save' and 'Back' buttons.

The updates will now show in the land use screen.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m
			ST4668	9653	1.1516	1.1439	PG01 - PERMANENT GRASSLAND	1	1.1439	
			ST4767	1769	5.2691	5.2691	PG01 - PERMANENT GRASSLAND	1	5.2691	
			ST4767	2388	3.7210	3.7210	WO12 - MIXED WOODLAND	1	3.7210	
			ST4767	4279	0.6631	0.6631	PG01 - PERMANENT GRASSLAND	1	0.6631	
			ST4767	5899	0.1174	0.0998	HSD1 - HARD STANDINGS	1	0.0176	
			ST4767	5899	0.1174	0.0998	PG01 - PERMANENT GRASSLAND	1	0.0779	
			ST4767	5899	0.1174	0.0998	PG01 - PERMANENT GRASSLAND	1	0.0219	

B2 - Add a linear greening feature

Buffer strips and hedges you're using for EFA also need to be identified separately, and their length recorded in metres.

Follow the instructions above at B1 – Add land use. Enter the land use code and name, and enter the length in metres.

The update will show as below.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m
			ST5963	2684	3.0072	3.0072	AC63 - BARLEY - WINTER	1	1.0000	
			ST5963	2684	3.0072	3.0072	AC67 - OILSEED - WINTER	1	1.0000	
			ST5963	2684	3.0072	3.0072	BF15 - BUFFER STRIP	1		20
			ST5963	2684	3.0072	3.0072	FA01 - FALLOW	1	1.0072	

C - Delete land use

Find the land use for the land parcel you want to 'delete, then click the **Delete icon** for that parcel.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m
			ST4063	8091	1.0600	1.0600	AC09 - CHICORY	1	1.0600	
			ST4063	8691	2.4550	2.4550	AC03 - BEET	1	1.4550	
			ST4063	8691	2.4550	2.4550	LG08 - SOYA	1	1.0000	

A message will appear to confirm if you want to delete the land use.

Click **Delete** to confirm. Click **Back** if you do not want to delete the row.

Edit	Add	Del.	Sheet	Parcel	Parcel size (ha)	BPS area (ha)	Land use	Rot.	ha	m
			ST4063	8091	1.0600	1.0600	AC09 - CHICORY	1	1.0600	
			ST4063	8691	2.4550	2.4550	AC03 - BEET	1	1.4550	
			ST4063	8691	2.4550	2.4550	LG08 - SOYA	1	1.0000	
			ST4064	8215	1.6899	1.6337	FA01 - FALLOW		1.6899	
			ST4064	8732			SLAND	1	2.5723	
			ST4064	9213			SLAND	1	1.6638	
			ST4064	9213			MS TYPE 3	1	0.0023	
			ST4064	9906			SLAND	1	1.9302	
			ST4064	9921			SLAND	1	2.0017	

Ac09 - Chicory on sheet ST4063, parcel 8091
area 1.0600 ha

Delete
Back

The update will now show.

Transfer land

In the Rural Payments service you can transfer whole land parcels that you've sold, given or leased to another farm business. You will need to use an RLE 1 form – which is on GOV.UK at www.gov.uk/rpa/bps-2018 – if you want to transfer land by sub-lease, through inheritance or if you want to transfer part land parcels.

You can also remove land from your record if the land should not appear under your SBI because you no longer have control of it - for example, you do not farm it any longer or you tried to delete it from your application last year and it's still appearing.

To do this, choose 'Remove' as the transfer type. This completely removes the land parcel from your record so you will not be able to claim for payment on it for BPS (or some rural payments schemes). Do not use the 'Remove' option if you still control the land parcel for any of the schemes. For more information and a list of the rural payments schemes involved read 'How to claim BPS online' – which is on GOV.UK at www.gov.uk/rpa/bps-2018.

Before you start

Before you start you need to know the single business identifier (SBI) for the business you're transferring the land to. You'll also need to know the Ordnance Survey (OS) sheet reference number and the National Grid (NG) prefix and field number for each land parcel you're transferring. For example, AA1234 5678.

Starting a transfer

To start the transfer click the arrow and choose the **Transfer type** you're making:

- 'Sale/Gift' for land you're selling or giving to another business
- 'Lease' for land you're leasing to another business.
- 'Remove' for land you no longer control and want to remove from your record.

If you're transferring land, tell us the business you're transferring the land to, by typing the single business identifier (SBI) for that business in the box next to **Transferee customer: SBI**. Then click **Search**.

The business name registered on the Rural Payments service for that SBI should appear. If you receive an onscreen message saying ‘The Transferee SBI is not recognised’, please check that you’ve input the SBI correctly, or that the SBI is correct, you may need to check this with the business you’re transferring the land to.

If you choose ‘Remove’ land, you do not need to put anything in **Transferee customer: SBI**. This will automatically show ‘No customer selected (parcels will be removed from holding)’.

The screenshot shows a form with the following elements:

- Transfer type:** A dropdown menu set to 'Remove'.
- Transferee customer SBI:** A text box containing the message 'No customer selected (parcels will be removed from holding)'.
- Effective from date:** A date picker set to '23/01/2018' with a range of '01/01/2018 - 23/01/2018'.
- Select parcels to transfer (selected 1):** A section with a dropdown for 'NG: National Grid SS', an 'OS Map sheet reference' field with 'SS' entered, and an empty 'NG field number' field.
- Search:** A green button to search for parcels.

Next, use the **Effective from date** box, to tell us the date:

- the land transferred (which means, it was sold, given or leased) to the other business; or
- you’re removing the land from your record.

To enter the date, click into the box, and a calendar will appear. Choose the date that the land transferred to the other business. You can choose a date in the past by clicking the left arrow which will move to the previous month each time you click it. This date can be from 1 January 2018 up to the current date, explained beside the box as ‘range: 01/01/2018 – current date’.

If you’re leasing land to another business, enter the **Effective to date** as well, this is the date the lease will end. You must give a date here, and it must be later than the **Effective from date** you’ve already entered.

The screenshot shows the same form as above, but with a calendar overlay for the 'Effective from date' field. The date '24/01/2018' is selected. The range is now '01/01/2018 - 24/01/2018'. The calendar shows the month of January 2018, with the 24th highlighted. The 'Search' button is still visible.

You now need to tell us which of your land parcels you’re transferring or removing. You can search for your land parcels on this screen by using any one of the following:

- Selecting a National Grid land parcel prefix from the **NG** box and clicking **Search**. A list will appear showing all your land parcels with the prefix you chose.
- Typing an **OS Map sheet reference** and clicking **Search**.
- Typing an **NG field number** and clicking **Search**.

Key terms

The screenshot shows a web form for searching land parcels. At the top, there are several input fields: 'Transfer type' (a dropdown menu set to 'Sale/Gift'), 'Transferee customer SBI' (with a search button), and 'Effective from date' (set to '24/01/2018' with a range of '01/01/2018 - 24/01/2018'). Below these is a section titled 'Select parcels to transfer (selected 0)'. This section contains 'NG: National Grid SS' (a dropdown), 'OS Map sheet reference: SS' (with a search button), and 'NG field number' (with a search button). At the bottom of the form is a table header with columns: 'NG', 'OS Map sheet reference', 'NG field number', 'Total Field Size', 'Holding type', and '% Owned'. A 'Proceed' button is located at the bottom left of the table area.

Select parcels to transfer (selected 0) – this will show how many land parcels you’re transferring after you’ve chosen them from the list which will appear at the bottom of the screen.

NG – this is the National Grid land parcel prefix which consists of 2 letters for example, **AB**.

OS Map sheet reference – this is the Ordnance Survey sheet reference which consists of 4 numbers, for example **AB1234**.

NG field number – this is the National Grid field number which consists of 4 numbers, for example **AB1234 5678**.

After you’ve clicked ‘Search’, the list that appears will show the land parcel(s) you searched for. It will also show the total size of a land parcel, whether you’re a tenant or you own the land, and the percentage of the land you own or rent.

If the ‘Holding type’ column shows ‘Owner’, ‘Owner/occupier’ or ‘Self declared’ for a land parcel, this means that you’re recorded as the owner of that land.

If the ‘Holding type’ column shows ‘Tenant’, ‘SRent’ or ‘LRent’ for a land parcel, this means that you’re recorded as the tenant of that land.

You can transfer or remove your land in the Rural Payments service if your ‘Holding type’ is any of these except ‘Tenant’. If it is ‘Tenant’ you need to read the RLE1 guidance and fill in an RLE1 form (which are on GOV.UK at www.gov.uk/rpa/bps-2018) to transfer or remove that land.

If you own less than 100% of a land parcel you cannot transfer or remove it in the Rural Payments service. You’ll need to read the RLE1 guidance and fill in an RLE1 form (which are on GOV.UK at www.gov.uk/rpa/bps-2018) to transfer or remove that land parcel.

Below the list, wording will tell you how many pages of detail there are in the complete list, for example Page 1 of 4, click the arrows to move to the next or previous page.

Pick the land parcels you want to transfer

Click the small box at the left end of the rows for each land parcel you want to transfer or remove. A tick will appear in this box for the land parcels you’ve chosen.

Once you’ve selected all the parcels you want to transfer or remove, click **Proceed** to continue.

A new screen will show details of everything you entered at the previous screen. Check these details are correct. Then do one of the following:

- click **Cancel** if the details are wrong or you've made a mistake and want to return to the previous screen
- click **Confirm** to complete the transfer or to remove the land.

A new screen will confirm that the land has been transferred or removed successfully.

Click **OK** to return to the 'Land transfers' screen or click **Back to land** to return to the main land screen.

If you've made an incorrect transfer

After you've submitted your land transfer or removed your land, if you realise you've made a mistake, you need to email or write to RPA explaining what was transferred and what mistake was made. RPA will look at what you've said and if appropriate may be able to make the change required.

View entitlements

These screens show the Basic Payment Scheme (BPS) entitlements you have for this business for each:

- BPS payment region in England the entitlements are in
- scheme year from 2015 onwards.

You can choose which scheme year you want to see the details for by clicking the option at the top of the screen.

Choose from the following tabs:

- Entitlements balance – shows the number of entitlements you had at the start of each scheme year, the number you've used or not used, and the total number you have at that particular time.
- Pending Entitlement Transfers – shows any entitlement transfers before they've been completed by RPA.
- Clawback/NR Award – shows the number of entitlements that have been taken back by RPA. It also shows the number of entitlements you've been given under the 'new farmer' or 'young farmer' rules
- Transfer in & out – shows any entitlement transfers after they've been completed by RPA.

Entitlements balance

Entitlements balance									
Pending Entitlement Transfers									
Clawback / NR Award									
Transfer in & out									
Region	Number of entitlements	Leased entitlements	Owned used	Owned unused	Leased used	Leased unused	Total used	Total unused	
Non SDA	40.00	0.00	16.00	1.83	0.00	0.00	16.00	1.83	
SDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SDA Moorland	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

For the scheme year you choose, this screen shows the following:

Number of entitlements – the number of entitlements you had at the start of the scheme year (including any transfers up to this date and any entitlements you've leased from another business).

Leased entitlements – the number of entitlements you'd leased from another business at the start of the scheme year.

Owned used and Owned unused – the number of entitlements you own which you've used or not used during the scheme year.

Leased used and Leased unused – the number of entitlements you've leased from another business which you've used or not used during the scheme year.

Total used and Total unused – the total number of entitlements you own and lease, which you've used or not used during the scheme year.

The 'Number of entitlements' shown in this screen and the 'Transfer entitlements' screen may be different until the transfer is completed. This may not be visible until the next scheme year screens become available in the Rural Payments service.

Pending Entitlements Transfers

Entitlements balance				
Pending Entitlement Transfers		Clawback / NR Award	Transfer in & out	
Transfers IN				
Type	From (SBI)	Effective date	Region	Qty
No pending transactions				
Transfers OUT				
Type	To (SBI)	Effective date	Region	Qty
Sale/Gift of Entitlements	981234567	14/05/2017	Non SDA	5.00

For the scheme year you choose, this screen shows the following:

Transfers IN – any transfers being made to you from another business that have not yet been completed by RPA.

Transfers OUT – any transfers you’ve made to another business that have not yet been completed by RPA.

The details tell you:

- which type of transfer it is, for example, ‘Sale/Gift of entitlements’ or ‘Lease’
- the single business identifier (SBI) of either the business making the transfer to you, or the business you’re transferring the entitlements to
- the date that the entitlements will transfer to either your business or the other business
- the BPS payment region in England the entitlements are in, for example, Non-SDA
- the number of entitlements being transferred.

Any transfers with an effective date in the next scheme year will appear in the screen for that year when it becomes available in the Rural Payments service.

Clawback/NR Award

Entitlements balance			
Pending Entitlement Transfers		Clawback / NR Award	Transfer in & out
Clawback and surrendered			
Region	Owned	Leased	
Non SDA	22.17	0.00	
SDA	0.00	0.00	
SDA Moorland	0.00	0.00	
NR award			
Region	Owned		
Non SDA	0.00		
SDA	0.00		
SDA Moorland	0.00		

Clawback/surrendered:

For the scheme year you choose, this screen shows any entitlements that RPA has taken from you (clawback) or you have given back to RPA as you no longer need them (surrendered).

RPA may need to take entitlements from you for either of the following reasons:

- you have not declared enough eligible land to support the entitlements on your 2015 application
- you have not used the entitlements in 2 consecutive years.

The details tell you:

- which BPS payment region in England these entitlements are in, for example, Non-SDA
- the number of these entitlements you owned or leased.

NR Award:

For the scheme year you choose, the screen also shows any entitlements RPA has given to you under the 'new farmer' or the 'young farmer' rules.

The details tell you:

- which BPS payment region in England the entitlements are in, for example, Non-SDA
- the number of entitlements you have been given (owned).

Transfers in & out

Entitlements balance						Pending Entitlement Transfers						Clawback / NR Award						Transfer in & out					
Transfers IN																							
Transaction reference		Type	From (SBI)			Effective date	Region						Qty										
No transactions																							
Transfers OUT																							
Transaction reference		Type	To (SBI)			Effective date	Region						Qty										
No transactions																							
Open leases IN																							
Transaction reference		From (SBI)		Region			Qty	Return date															
107888		987123456		Non SDA			4.00	16/06/2018															
108089		987123456		Non SDA			7.00	31/07/2018															
Open leases OUT																							
Transaction reference		To (SBI)		Region			Qty	Return date															
No transactions																							

For the scheme year you choose, this screen shows all entitlement transfers for this business after they have been approved by RPA. It also shows details of any entitlements you've leased from, and leased to, another business.

Transfers:

Transfers IN – shows all transfers made to you from another business after they've been completed by RPA.

Transfers OUT – shows all transfers you've made to another business after they've been completed by RPA.

The details tell you:

- the reference RPA has given to the transfer
- which type of transfer it is, for example, 'Sale/Gift of entitlements' or 'Lease'

- the single business identifier (SBI) of either the business making the transfer to you, or the business you're transferring the entitlements to
- the date that the entitlements have transferred or will transfer to either your business or the other business
- the BPS payment region in England the entitlements are in, for example, Non-SDA
- the number of entitlements being transferred.

Any transfers with an effective date in the next scheme year will appear in the screen for that year when it becomes available in the Rural Payments service.

Leases:

Open leases IN – shows any entitlements you've leased from another business.

Open leases OUT – shows any entitlements you've leased to another business.

The details tell you:

- the reference RPA has given to the lease
- the single business identifier (SBI) of either the business you're leasing the entitlements from, or the business you're leasing them to
- the BPS payment region in England the entitlements are in, for example, Non-SDA
- the number of entitlements being leased
- the date that the lease ends and the entitlements automatically return to the owner on the Rural Payments service. After this, these entitlements will no longer appear on this screen.

Transfer entitlements

Section 1

You can transfer entitlements by sale, gift or lease in the Rural Payments service.

You cannot make all transfers in the Rural Payments service, you need to fill in an RLE1 form – which is on GOV.UK at www.gov.uk/rpa/bps-2018 – if you want to:

- sub-lease entitlements
- transfer entitlements through inheritance; or
- give up entitlements to RPA.

To extend a lease - or end it early - call RPA on 03000 200 301.

Before you start

To transfer entitlements you need to know the single business identifier (SBI) for the business you're transferring entitlements to. For BPS 2018 onwards, that business also needs to have filled in the active farmer declaration in the Rural Payments service before the transfer can be completed. They need to do this because the change to the active farmer requirement was confirmed too late for RPA to make changes to the Rural Payments service for 2018.

Select the type of transfer

To start the transfer, click the arrow next to the **Entitlements transfer type** box (highlighted below) and choose the type of transfer you want to make.



The screenshot shows a web form titled "Entitlements transfer" with a sub-header "Stage 1 of 5". Below this, there is a label "Entitlements transfer type" followed by a dropdown menu. A red box highlights the dropdown arrow. To the left of the dropdown, there is a green "Cancel" button, also highlighted with a red box.

You can choose one of 2 options:

- 'Sale/Gift of Entitlements' to transfer entitlements you're selling or giving to another business
- 'Lease of entitlements' to transfer entitlements you're leasing to another business.

When you've selected an option, another box will appear that you need to fill in. This is explained in the next section.

If you made a mistake and want to start the transfer again click **Cancel**. This will take you back to the start of the transfer, and you'll need to fill in all the information again.

Section 2

Tell us who to transfer the entitlements to and when

Enter the single business identifier (SBI) for the business you're transferring the entitlements to in the box next to **Transferee SBI**. Then click **Search**.

Entitlements transfer

Stage 2 of 5

Entitlements transfer type: Lease of entitlements

Transferee SBI: 987654321

Search

Cancel

If you see a message saying 'The transferee SBI is not recognised', please check that you've input the SBI correctly, or that the SBI is correct, you may need to check this with the business you're transferring the entitlements to.

Section 3

Tell us when you want the transfer to take place

If you've entered a valid SBI:

- The business name registered with the SBI you've entered will show automatically under the 'Transferee SBI' box. If the business name is not what you'd expected to see, you'll need to check the SBI is correct as above.
- Another box will appear for **Effective from date**.

The 'Effective from date' is the date you want the entitlements to transfer to the other business. It is the date the business receiving the entitlements can use them from. To use them in the current scheme year, the 'Effective from date' must be on or before the BPS application deadline, usually 15 May. If the date is after the May deadline, they can only be used in the next scheme year.

Choose the date you want the entitlements to transfer to the other business. You can choose a month by clicking the arrows in the grey bar at the top of the calendar, and a date by clicking the specific date in the calendar.

Entitlements transfer type: Lease of entitlements

Transferee SBI: 987654321

A FARMER

Effective from date: 30/03/2018

Effective to date:

Next Cancel

March 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

If you've made a mistake and want to start the transfer again – click **Cancel**. This will take you back to the start of the transfer, and you'll need to fill in all the information again.

If you're selling or giving entitlements to another business – click **Next**.

If you're leasing entitlements to another business – enter the **Effective to date** – which is the date that the lease will end. You must give a date here, and it must be later than the **Effective from date** you've already entered. Choose the date from the calendar which will appear when you click in the box.

Then click **Next**.

You then need to tell us how many entitlements you want to transfer. This is explained in the next section.

Section 4

Select the entitlements you want to transfer

This screen shows the entitlements you have in each payment region in England. Any recent entitlement transfers may not show yet.

The 'Number of entitlements' or the 'Use by Year' will not be up to date if you have not been paid for a BPS application you've made, or RPA needs to make an adjustment to your payment.

The 'use by year' will show you how many entitlements you currently have that are unused from the previous year. To find out more information about this read the table below, and read the BPS rules on GOV.UK at www.gov.uk/rpa/bps-2018 for more information about 'Use by Years'.

Scenario	What this means for the Use by Year
You've been paid for BPS 2017 and you've used all your entitlements.	The Use by Year will show as 2019.
You've been paid for BPS 2017 but you have not used all your eligible entitlements.	The Use by Year will show as 2019 for eligible entitlements you've used. The Use by Year will show as 2018 for eligible entitlements you have not used.
You have not been paid for BPS 2017.	The Use by Year will show as 2017. The Use by Year for eligible entitlements you've used will show as 2019 when you're paid for BPS 2017. For any eligible entitlements you have not used the 'Use by Year' will show as 2018. Any transfer you make in the 2018 scheme year before you've been paid for BPS 2017 will be held, and the transfer completed after you've been paid.
A financial support payment has been made to you in 2017.	The Use by Year will show as 2018. The Use by Year for entitlements you've used will show as 2019 when the remainder of your BPS 2017 payment is made. Any transfer you make in the 2018 scheme year before you've been paid fully for BPS 2017, will be held, and the transfer will be completed after you've been paid.

Entitlements transfer

Stage 4 of 5

Entitlements transfer type:

Transferee SBI:

A FARMER

Effective from date: Effective to date:

Region	Number of entitlements	Use by Year	Number of entitlements to transfer
Non SDA	61.65	2018	<input type="text" value="10.00"/>
SDA	0.00		<input type="text" value="0.00"/>
SDA Moorland	0.00		<input type="text" value="0.00"/>

Use the white boxes on the right hand side to tell us how many of each entitlement you want to transfer.

In the row showing the type of entitlements you want to transfer, for example, Non-SDA, enter the number of entitlements you want to transfer in the **Number of entitlements to transfer** column. You only need to do this to 2 decimal places, for example 5.00. The number you transfer must not be more than the 'Number of entitlements' you own for that region.

If you've told us about a transfer of entitlements that is due to take place after the application deadline (usually 15 May) the entitlements in that transfer will still show in the 'Number of entitlements' column on this screen and the 'View entitlements' screen until the transfer date (effective from date) is reached, and the transfer is completed. Then RPA will confirm this in a letter or email. Therefore, please make sure you still have enough entitlements if you're making any more transfers.

When you have filled in the number of entitlements you want to transfer, click **Next**, if the information is correct. If it's wrong, click **Cancel** – this will take you back to the first screen and you'll need to enter all of the information again.

Section 5

Confirm your transfer

After you've clicked 'Next', you'll then see a summary of the transfer with 'Complete transfer' or 'Cancel' options.

If the information is correct, click **Complete transfer** which means that you're submitting the transfer to RPA. If it's wrong, click **Cancel** – to take you back to the first screen and you'll need to enter all of the information again.

Entitlements transfer

Stage 4 of 5

Entitlements transfer type Lease of entitlements

Transferee SBI 987654321

A FARMER

Effective from date 30/03/2018 Effective to date 29/03/2019

Region	Number of entitlements	Use by Year	Number of entitlements to transfer
Non SDA	61.65	2018	10.00
SDA	0.00		0.00
SDA Moorland	0.00		0.00

Complete transfer
Cancel

If you've submitted the transfer, a message appears asking if you do want to transfer the entitlements.

Click:

- **Cancel** if you do not want to go ahead with the transfer and want to stay at the same point in the transfer.
- **OK** to make the transfer. A message will appear on the screen saying 'Entitlement transfer request received – We will contact you to confirm the transfer'.

You'll be notified by letter or email when the transfer has been completed.

If the transfer date (effective from date) is before the current scheme year application deadline (usually 15 May) the 'Number of entitlements' shown in the transfer screen will be updated if you return to the screen to make another transfer. The 'Number of entitlements' shown in the 'View entitlements' screen may not update until after RPA has carried out any checks, if they are necessary, and the transfer is completed. So you may see a difference between the 'Number of entitlements' shown in the 'Transfer entitlements' and 'View entitlements' screens until the transfer is completed. Then RPA will confirm the transfer in a letter or email.

If the transfer date (effective from date) is after the current scheme year application deadline (usually 15 May) the entitlements you're transferring will stay in the 'Number of entitlements' shown in this screen and the 'View entitlements' screen until the transfer date. This means you can still use them to apply for BPS in the current scheme year.

When you've finished

When you've finished your transfer click:

- **Back** to go back to the first entitlement transfer screen.
- **Back to Entitlements** then **Back to Business overview** to leave the Entitlements section.

If you've made an incorrect transfer

After you've submitted your entitlement transfer, if you realise you've made a mistake, you need to email or write to RPA explaining what was transferred and what mistake was made. RPA will look at what you've said and if appropriate may be able to make the change required.

Active farmer

You no longer need to meet the ‘active farmer’ requirement under the Basic Payment Scheme (BPS) for 2018 onwards. **However, for BPS 2018 you must fill in the first box of the ‘Active farmer declaration’ before you can submit your BPS application.** This is because the change to the regulation was confirmed too late for RPA to make changes to the Rural Payments service for 2018.

You can do this from the ‘Active farmer declaration’ link on the ‘Business overview’ screen or as part of your BPS application.

When you open the active farmer declaration screen for the first time you’ll see the first question straightaway. The answers ‘Yes’ or ‘No’ will not be filled in. For BPS 2018 onwards all businesses must click ‘No – I qualify as an active farmer’.

The **Scheme year** will show the current BPS year.

Question 1:

Do you operate one or more of the following non-agricultural activities:

- airports
- railway services
- waterworks
- real estate services
- permanent sport and recreational grounds.

For BPS 2018 all businesses must click **No - I qualify as an active farmer** (even if you do operate any of them).

Then click **Save**.

You’ll see a message that tells you your declaration has been completed successfully.

Click **Back**. Then click **Close** if you have that option, or if not, click **Back to Business overview** at the top of the screen, to leave the Active farmer declaration.

You must do this before the Rural Payments service will allow you to submit your 2018 application.

The screenshot shows a web form with the following elements:

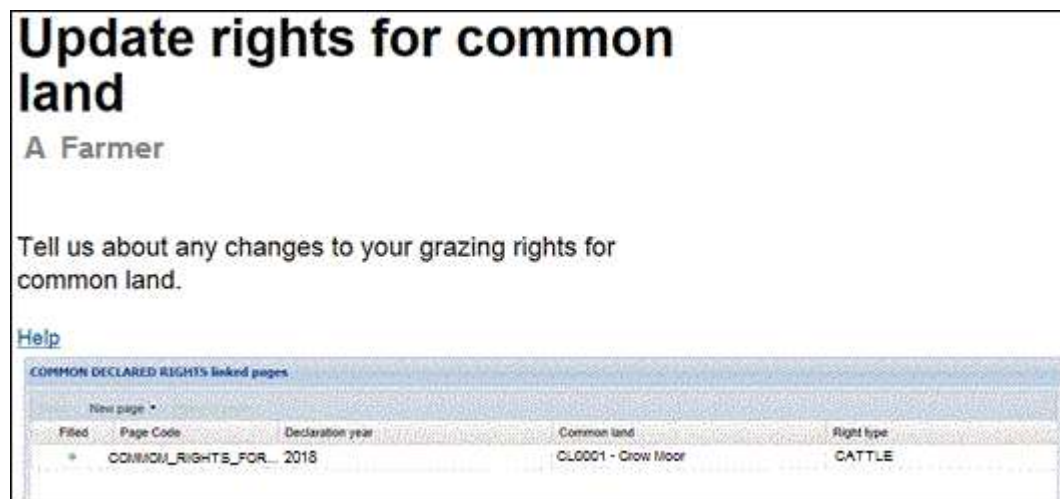
- A text input field labeled "Scheme year:" containing the value "2018".
- A question: "1. Do you operate one or more of the following non-agricultural activities (as described in the BPS guidance)?" with a bulleted list: "airports, railway services, waterworks, real estate services, permanent sport and recreational grounds".
- Two radio button options: "No - I qualify as an active farmer" (which is selected) and "Yes".
- A green "Save" button.

After you’ve filled in the box, if you go into the active farmer declaration screens again, you’ll see the question and answer you’ve already given. When you print your application summary you’ll see a black cross next to the question you’ve answered.

Do not fill in any other boxes in this declaration for BPS 2018 onwards.

Common land

You can check, change or add information about the rights you have to common land or shared grazing.



This table shows the information we currently hold about your common land grazing rights.

Double-click on the row you want to change.

(Or, if the table is empty and you want to add common land rights, click **New page**. Then, follow the steps under the heading 'Tell us about your rights to a common if they are not shown here', below.)

Change your commons information

Next, you'll see a table called 'Common declared rights'. You can change:

- the name of the common you're claiming on
- the type of rights you have to claim on that common
- the number of rights you want to claim.

(If you do not see any information, click **the arrow** next to 'Main').

Key terms

- **Common land** – the name and code of the common
- **Right type** – the type of rights you hold on the common
- **Quantity of rights** – the number of rights held for the ‘right type’
- **Shared code** – for administrative use only; you do not need to enter any information here
- **Common register entry number** – for administrative use only; you do not need to enter any information here
- **Common unique identifier** – shows the common land code
- **Declaration year** – shows the year you’re claiming for

Read the guidance, ‘BPS 2016: Common land and shared grazing’. It explains how to work out the number of rights you have, and what rights you must declare.

Change the name of the common

Click anywhere in the ‘Common land’ box: you’ll get the option to **Remove** or **Select**. Choose **Select**.

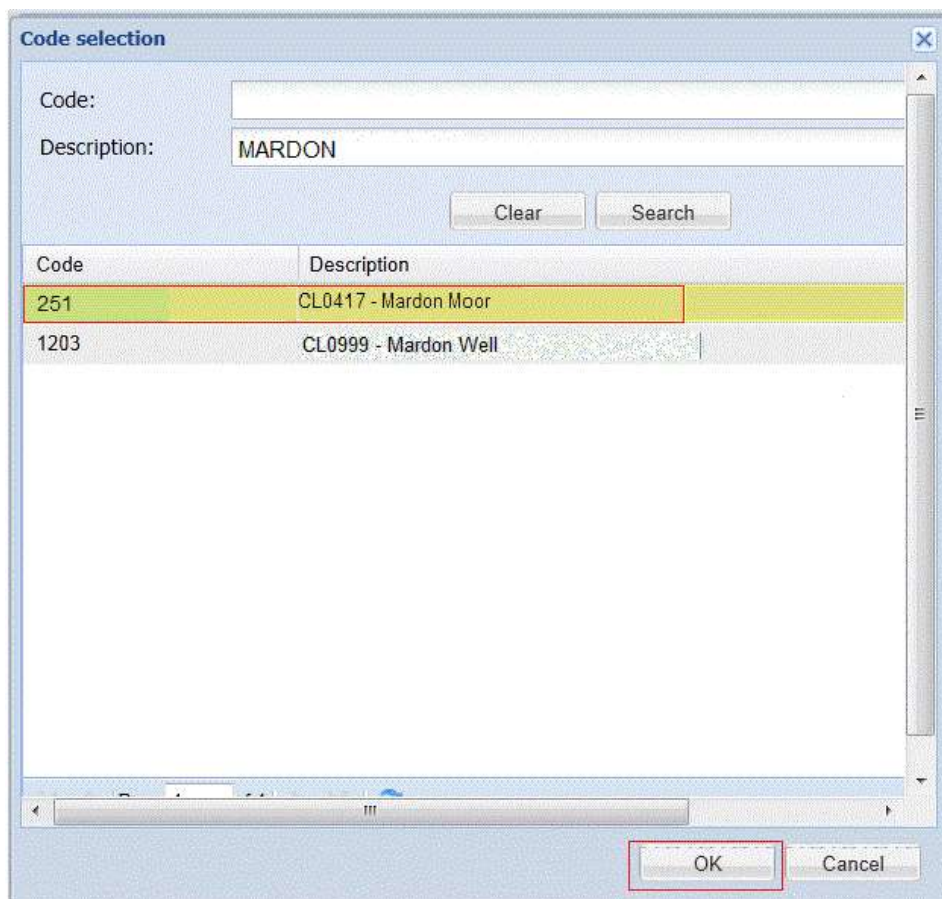
The screenshot shows a web form titled 'COMMON DECLARED RIGHTS'. It has two sections: 'METADATA' (collapsed) and 'MAIN' (expanded). In the 'MAIN' section, there are several input fields. The 'Common land' field is highlighted with a red box and contains the text '1058 - CL0000 - 1058'. A context menu is open over this field, showing two options: 'Remove' (with a red 'X' icon) and 'Select...' (with a blue document icon). Other fields include 'Right type' (CATTLE - CATTLE), 'Quantity of rights' (12), 'Shared code' (empty), 'Common register entry number' (empty), 'Common unique identifier' (1058), and 'Declaration year' (2018).

You will be shown a list of common land and common land codes.

To find the right common, type the name of the common (as shown in the common land registry) into the ‘Description’ box. Click **Search**.

From the list of results, click the common you want. If you do not see the common you want, click **Clear** and try again, using only a few letters from the name of the common.

Once you have found the correct common land name, click on it once. Then click **OK** and the name of the common will change.



Then click **Save**. A message will pop up briefly to say 'operation successfully completed'. You will need to click **Back** to go back to your list of commons and rights.

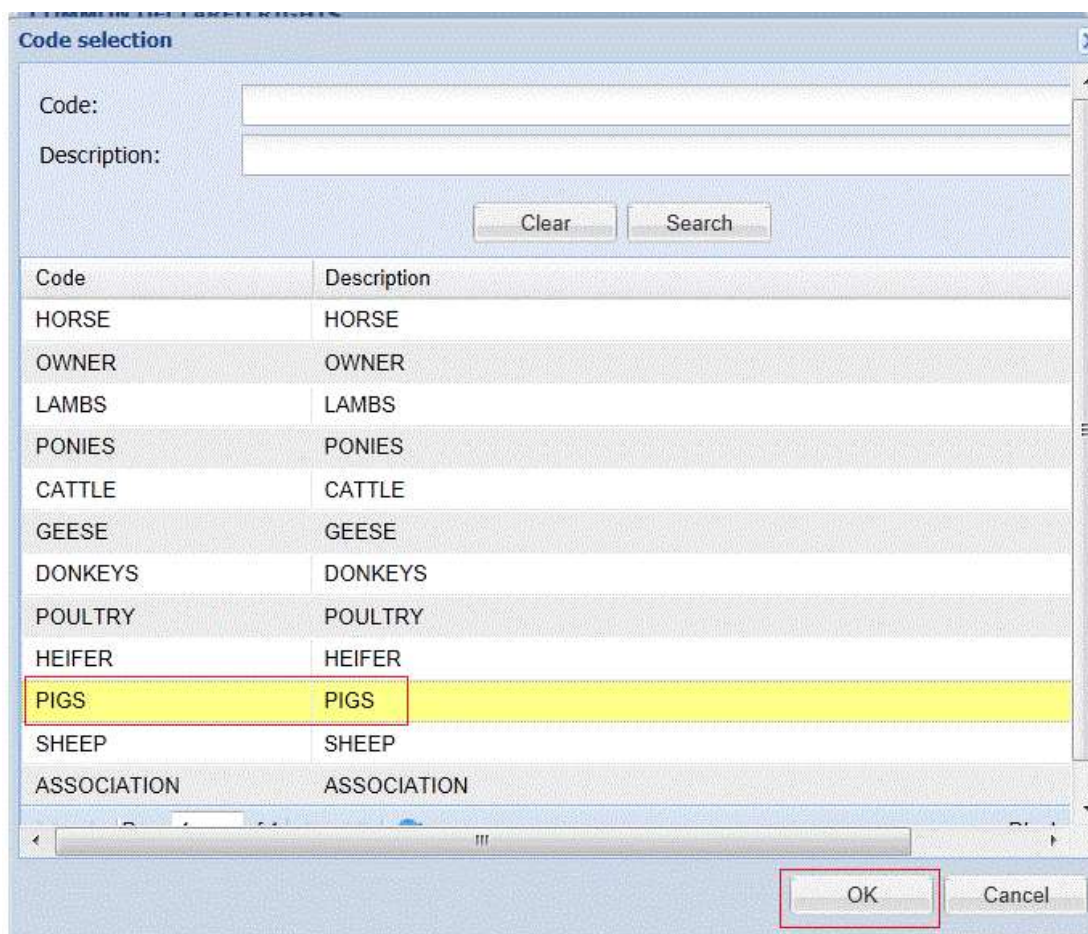
Change the type of rights on a common

Start by clicking in the 'Right type' box: you'll get the option to **Remove** or **Select**. Choose **Select**.



You will be shown a list of types of rights. Click on the one you want, and click **OK**.

If you are the owner of the common, and want to claim any owner’s surplus, select ‘Owner’ here.



Then click **Save**. A message will pop up briefly to say ‘operation successfully completed’.

You have changed the type of right you hold on that common. You will need to click ‘back’ to go back to your list of commons and rights.

More than 1 type of right on a common

Do you have more than 1 type of right on a common? If so, you need to add an extra entry for each type of right. (That means you need to add the common again – read ‘Add a common’ to see how to do this.) So, you could have one entry for your rights to graze sheep on common XYZ, and another entry for your rights to graze cattle on the same common.

Change the number of rights on a common

In the ‘Quantity of rights’ field, type in the correct number of rights you hold on this common.

If you are the owner of the common, and want to claim any owner’s surplus, enter ‘1’ for ‘Quantity of rights’.

COMMON DECLARED RIGHTS

▼ METADATA

▲ MAIN

Common land: 251 - CL0417 - Mardon Moor

Right type: PIGS - PIGS

Quantity of rights: 50

Shared code:

Common register entry number:

Common unique identifier: 251

Declaration year: 2018

Then click **Save**. A message will pop up briefly to say 'operation successfully completed'.

You have changed the type of rights you hold on that common. You will need to click **Back** to go back to your list of commons and rights.

Remove a common

To remove a common, click on common and select **Remove page**. Then click **Yes**.

COMMON DECLARED RIGHTS linked pages

Open | New page ▼ | **Remove page**

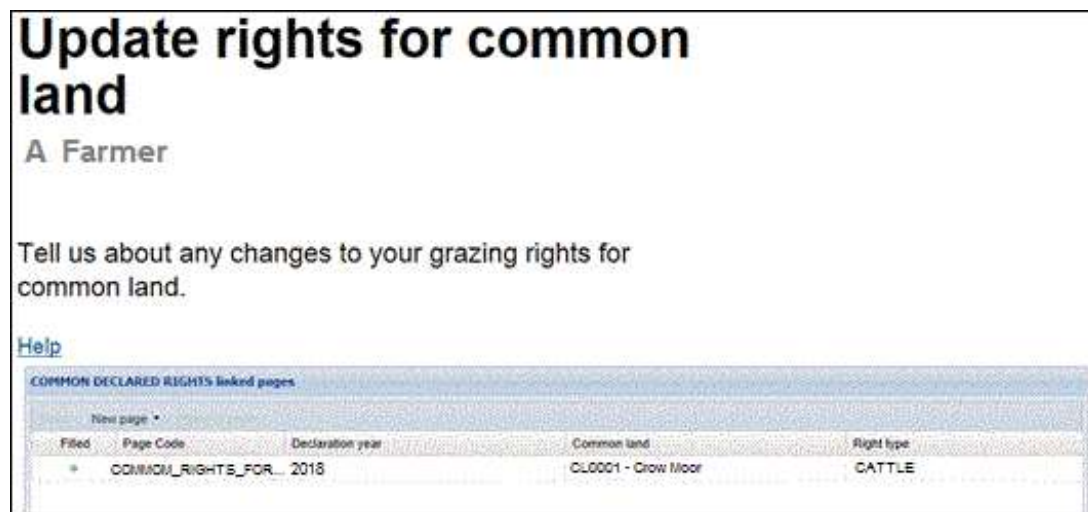
Filled	Page Code	Declaration year	Common land	Right type
●	COMMON_RIGHTS_FOR...	2018	CL0417 - Mardon Moor	DONKEYS
●	COMMON_RIGHTS_FOR...	2018	CL0417 - Mardon Moor	CATTLE
●	COMMON_RIGHTS_FOR...	2018	CL0000 - 1577	HEIFER

Warning

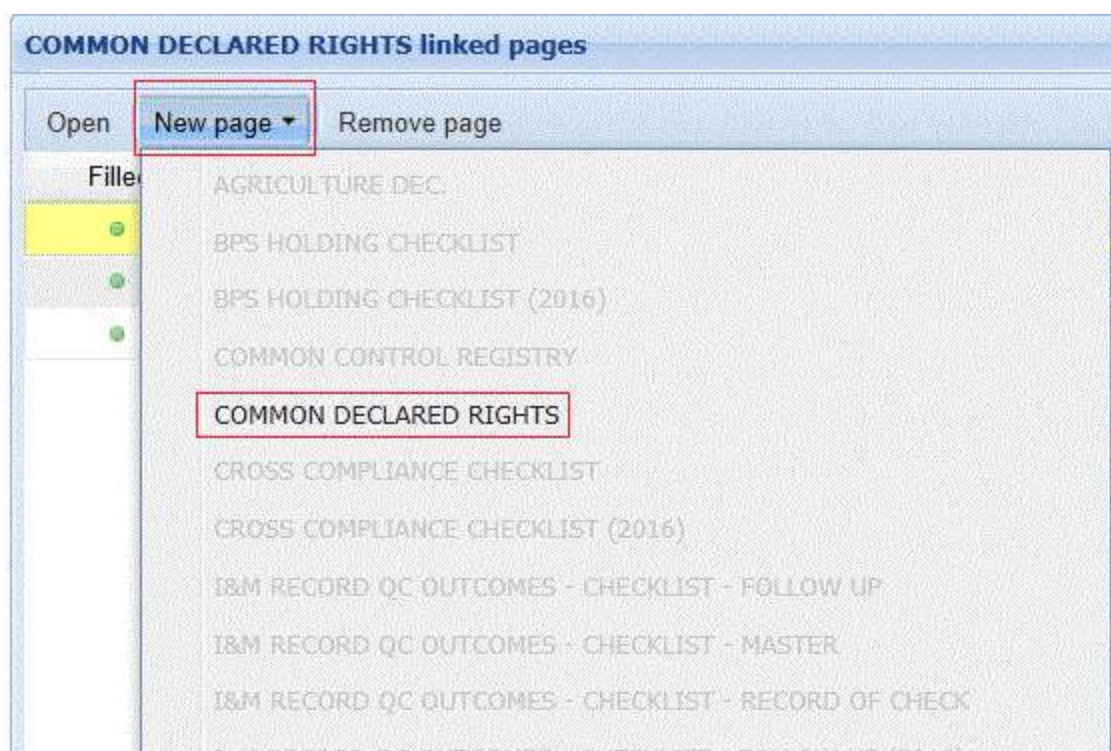
Do you confirm the page removal?

Add a common

This table shows all the information we currently have about your commons rights.



If your rights on a particular common are not shown here, click **New page** and then click **Common declared rights**.

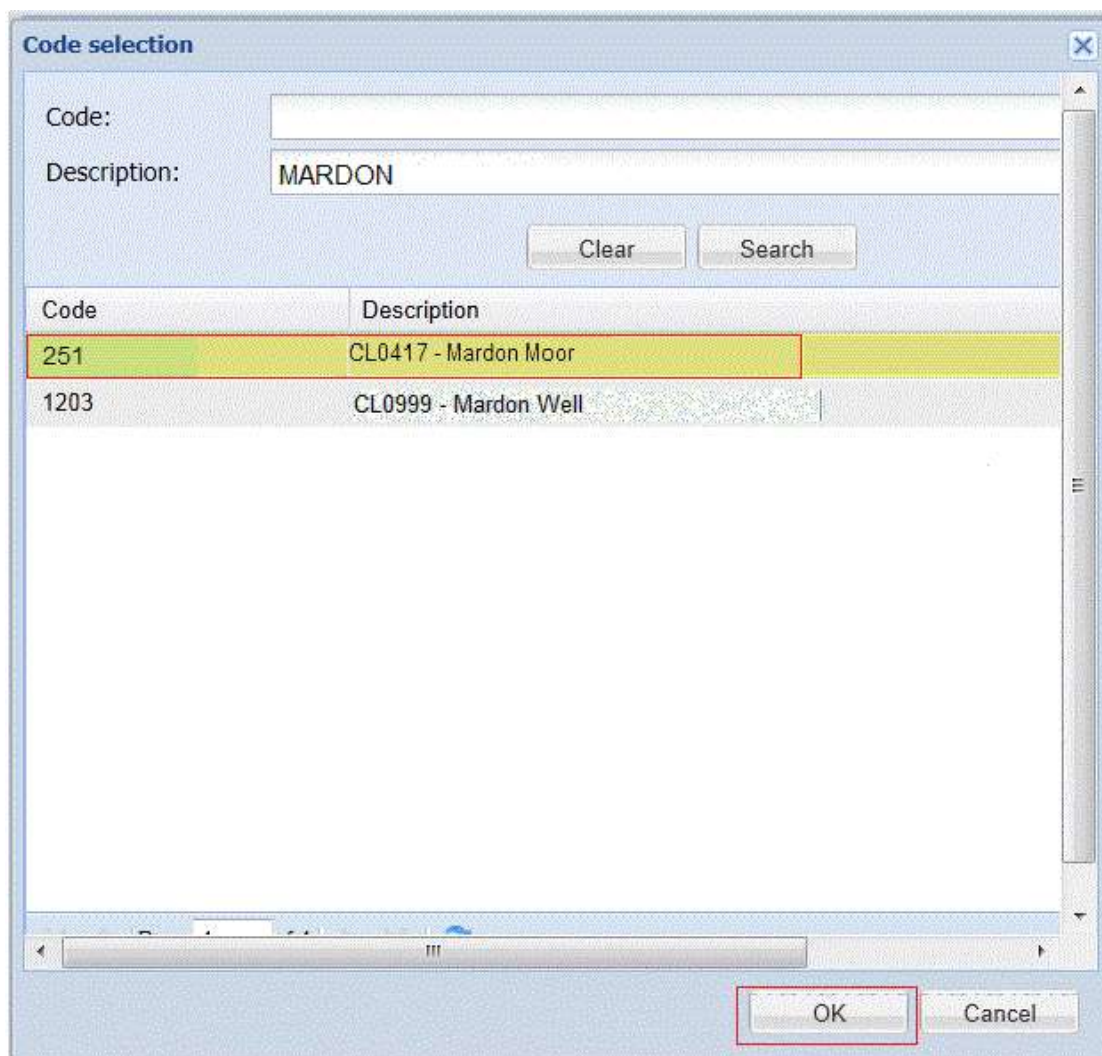


Click in the **Common land** box, then click **Select** in the box that appears.

You will be shown a list of common land names and common land codes. To find the right common, type the name of the common (as shown in the common land registry) into the 'Description' box. Click **Search**.

From the list of results, click the common you want. If you do not see the common you want, click **Clear** and try again, using only a few letters from the name of the common.

Once you've found the common you want from the list, click on it once. Then click **OK** and the name of the common will change.

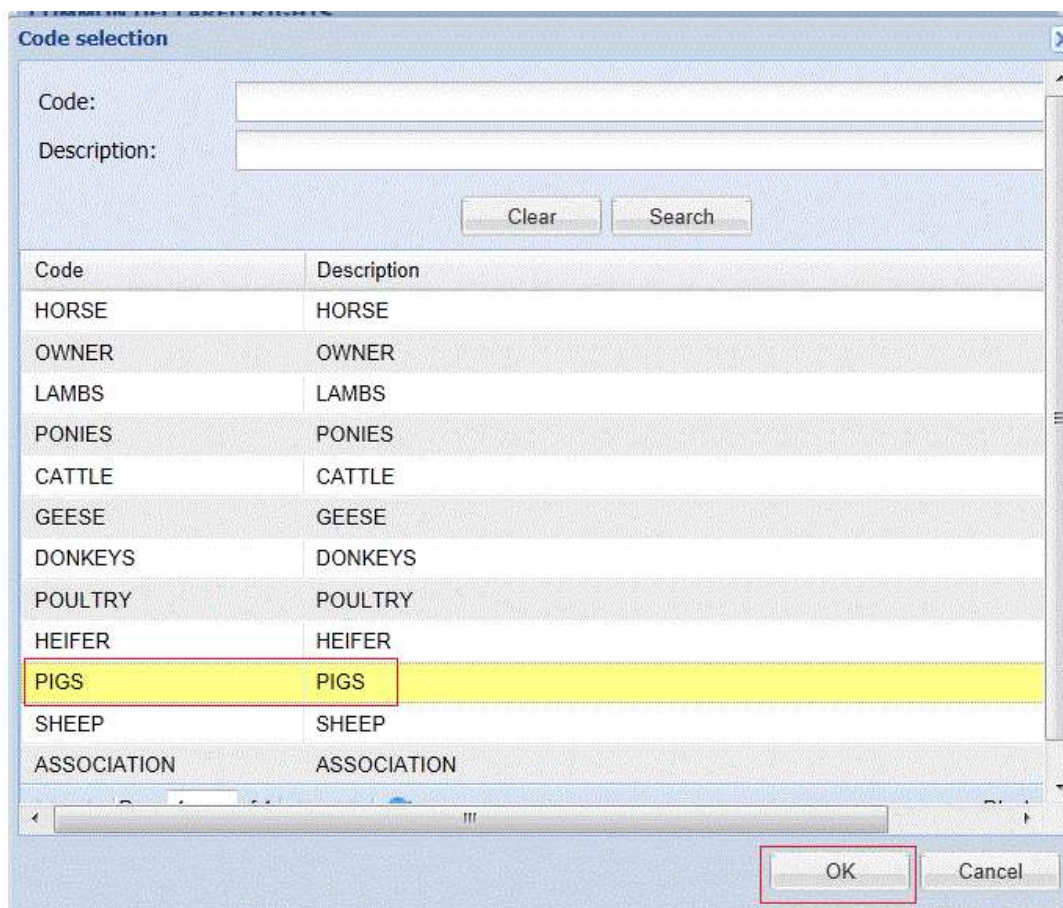


Next, pick the type of rights you have for that common.

Start by clicking in the 'Right type' box, then click **Select**.

You will be shown a list of types of rights. Click on the one you want, and click **OK**.

If you are the owner of the common, and want to claim any owner's surplus, select **Owner** here.



In the 'Quantity of rights' box, type in the correct number of rights you hold on this common.

If you own the common and want to claim any owner's surplus, enter '1'.



Then click **Save**. A message will pop up briefly to say ‘operation successfully completed’.

You will see a screen showing the information you have added. If you need to make changes, click **Back** and then follow the steps in ‘Change your commons information’ above.

If you do not need to make changes, click **Back to business overview** – it’s up at the top of the screen.

COMMON DECLARED RIGHTS

▼ METADATA

▲ MAIN

Common land: 251 - CL0417 - Mardon Moor

Right type: CATTLE - CATTLE

Quantity of rights: 50

Shared code:

Common register entry number:

Common unique identifier: 251

Declaration year: 2018

Report ▼ Back

If you are the owner of a common

If you own a common, and want to claim any owners’ surplus, for ‘Right type’ you should select ‘Owner’.

Then, in ‘Quantity of rights’, enter 1.

RPA will contact you if they need any more information.

Apply for BPS

Start or open a BPS application

Use these screens to check the information in your Basic Payment Scheme application, complete your declarations and submit your application. Read 'How to claim BPS online' on GOV.UK at www.gov.uk/rpa/bps-2018 for more information and to find out what supporting information you need to send to RPA.

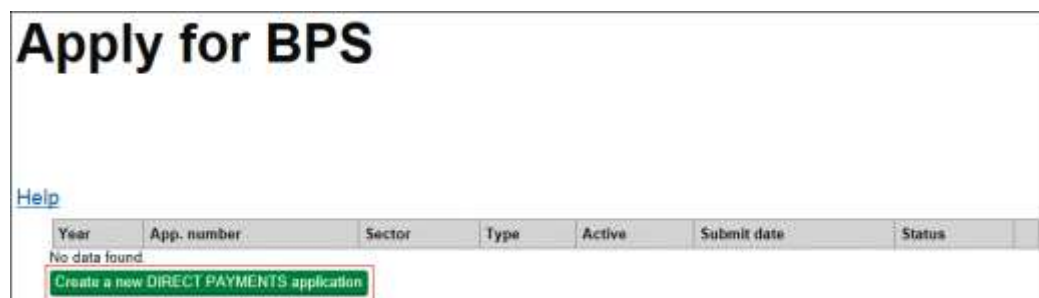
Remember to save

It's important that you click any **Save** buttons as you go through your application. Then, if your power or broadband fails you will not lose the information you've already put into the service. Most of the screens will save information automatically as you update them, but if you see a save button, we recommend you use it regularly so you do not lose any changes you have made.

Creating a new BPS application

To start a new BPS application click 'Create a new DIRECT PAYMENTS application' – while this is working you may see the onscreen message telling you that an application is being created.

If the 'Create a new DIRECT PAYMENTS application' button is not available or is not clearly visible, this means that the option to apply for BPS is not available to customers at that particular time. We tell you each year on GOV.UK when you can start to apply for BPS – this ends at midnight on the 'late application' deadline (usually 9 June).



When the application has been created successfully a screen showing a green 'tick' appears. Click **Back** at the bottom of the screen. You may need to scroll down the screen to see it.



A screen will appear showing details about your application. You'll no longer be able to use the 'Create application' button and a message will appear beside it saying 'Application already created'.

Opening your application

Once you've created your application for the first time, you'll see this screen. The information on the screen is explained below.

Year	App. number	Sector	Type	Active	Submit date	Status	
2018	109190	PILLAR I (2014-2020)	DIRECT PAYMENTS	Yes		Created	<input type="button" value="Open"/>

Application already created.

Click **Open** to continue your application.

Key terms

Year – this is the BPS scheme year your claim is for.

App. number – this is the unique number which was given to your application.

Sector – the part of the European fund that BPS, greening and young farmer payments are made from (known as 'Pillar 1').

Type – BPS, greening and young farmer payments are known as 'direct payments'.

Active – this shows 'Yes' or 'No' depending on whether the application is a current one or an old one. You will only have one 'Active' BPS application at any one time.

Submit date – after you submit your application to RPA this box will show the date and time it was submitted.

Status – this tells you what stage your claim is at:

- Created – you've created a new application (remember to submit it by the application deadline).
- Submitted – we've received your application and it's ready for us to make our initial checks.
- Claim validation – we're making our main checks on the claim.
- Final checking – we're completing final checks to confirm the claim value.
- Preparing for payment – our checks are complete and the claim will be sent for payment. You should receive your payment soon unless we're still waiting for something from you before we can make your payment, for example, your bank details.

Green button - before you submit your application this shows as 'Open'. After you've submitted your application it shows as 'Summary'.

To change an application after you have submitted it

If you need to change your application after you've submitted it, create a new application as above, make the change, then submit it. If you've submitted more than one application, RPA will accept the last valid application received before the application deadline (usually midnight on 15 May). You can read more about this and changes up to 31 May in 'How to claim BPS online' and the BPS rules, both are on GOV.UK at www.gov.uk/rpa/bps-2018.

You cannot delete an application in the Rural Payments service. If you need to withdraw an application call RPA on 03000 200 301.

Your application screen

This screen has 4 sections, each with different options underneath it. The 'How to claim BPS online' guidance explains the best way to work through these options to complete your application accurately. Before you start click **View and print your application summary**, then follow the instructions in this Help to create and print your application summary. You can use this to help you see where you might need to make any changes to your application. Then use your application summary to work through the section 'Make changes to your application'.

Application number: 109190

- Make changes to your application
- View and print your application summary
- Declarations
- Make / manage your application

SUBMIT

Back

Make changes to your application

This section of your application screen has 4 options (also read page 43 onwards):

- **Activate less BPS area** – here you can reduce the 'eligible area you want to claim for payment' that appears in column C8 in your application summary.
- **Use less EFA than available** – here you can reduce an 'ecological focus area' that appears in Part D of your application summary.
- **Apply for young farmer** – fill this in if you want to apply for this payment.
- **Activate less commons** – this allows you to change the common land rights you want to claim for BPS.

Application number: 108976

- Make changes to your application
 - Activate less BPS area
 - Use less EFA than available
 - Apply for Young farmer
 - Activate less commons

View and print your application summary

Click **Generate** to create your application summary. The summary will show all the information in your BPS claim at the date and time the document is created.

A small message will appear on screen to tell you that the summary is being created or updated. When this has finished, the date and time it was created will appear near the 'Download' option.

Click **Download** to read or print the summary or to save it to your computer - this will be the most recent summary you created about this business. For this button to work there must already have been a summary generated. If you always 'generate' before you 'download' you'll always see the most up to date information that is in the Rural Payments service.

You can read the summary on screen by scrolling down the pages using the scroll bar at the side of the screen or you can print or save it by using the functions at the bottom of the screen.

If you print it, you can use it to check all the details we have in the Rural Payments service for this business.

▼ View and print your application summary

Click 'Download' to view and print your application summary.
This summary was last updated on **24/01/2018 4:04:07 PM** .

Download

Click the 'Generate' button below to update the summary to include the latest information
When your summary has been updated, the date and time above will change.

Generate

Declarations

This section of your application screen has 5 options (also read page 49 onwards):

- **Active farmer** – open this screen to make an active farmer declaration. You must fill in the active farmer declaration before you submit your BPS application. If you've already filled in the active farmer declaration from the link on the Business overview screen then you do not need to do it again here.
- **Payment** – only complete this if you want to be paid in euros.
- **Organic** – only complete this if you want your organic land to be exempt from the greening rules.
- **Cross border** - only complete this if you have land in more than 1 part of the UK.
- **Your declaration and responsibilities** – you must complete this declaration before you apply for BPS.

▼ Declarations

[Active farmer \(mandatory\)](#)

[Payment](#)

[Organic](#)

[Cross Border](#)

[Your declaration and responsibilities \(mandatory\)](#)

Make/manage your application

Click **Submit** to send your application to RPA. **Only do this after you've completed all the sections above that are relevant to your application** – read 'How to claim BPS online' on GOV.UK at www.gov.uk/rpa/bps-2018 for more information. You cannot submit your application until after you've filled in your 'Active farmer' declaration (first box only for BPS 2018 onwards stating 'No-I qualify as an active farmer') and 'Your declaration and responsibilities.'

▼ Make / manage your application

SUBMIT

Back

Leave your computer and internet connection on while your application is submitted. You will see a confirmation on the screen when it has been submitted successfully. If you see a warning screen after you press submit, you need to make sure you have completed the 'Active farmer' declaration (first box only for BPS 2018 onwards stating 'No-I am an active farmer') and 'Your declaration and responsibilities' screen before you submit again.

Immediately after you've submitted your application we recommend you 'generate' a new application summary, download it, and print it or save it to your computer. This will be a direct copy of the application you've submitted and will contain the date and time that you submitted it, as well as the date it was generated ('Date Produced'). Follow the steps under 'View and print your application summary'.

After you've submitted your application read 'How to claim BPS online' (on GOV.UK at www.gov.uk/rpa/bps-2018 again to check what supporting information you must send to RPA.

Make changes to your application

Activate less BPS area

Only fill this in to use less 'eligible area you want to claim for payment' than is shown in column C8 in your application summary. This screen will update automatically based on the land use information you put into the Rural Payments service. Read 'How to claim BPS online' on GOV.UK at www.gov.uk/rpa/bps-2018 for more information.

Finding land parcels

To find a land parcel, use the search tools at the top of the screen (shown below):

Activate less BPS area

Apply for scheme

Year:

Scheme: ▼

Filter by NG: ▼ Map sheet reference: NG field number:

Eligibility profile: All Eligible Ineligible

X Scheme	Eligible	Applied for	Units	Has docs.	Land	Document
BPS - LAND OUTSIDE SDA	83.1220	83.1220	HA	No	Open	

Select a scheme to list available rows

found elements :

The 'Year' will show the current scheme year for the land you are searching for.

You can choose which land type you want to change by clicking **the arrow** to the right of the box. Choose which of the 3 BPS payment regions in England the land is in:

- Moorland within SDA (known as SDA moorland)
- Land outside SDA (known as Non-SDA)
- SDA land not moorland (known as SDA)

Next, you can choose to see **All** your land use details or only **Eligible** or **Ineligible** land use details by clicking the button next to the relevant option.

You can choose to search by National Grid (NG) land parcel prefix, or to search for a particular land parcel using the NG prefix, Ordnance Survey (OS) map sheet reference and the NG field number.

Then click **Filter** to see a summary of your land use details in the region you've chosen.

Below the summary is a list of all your land use details for that region. If you've chosen to search for all your land use details this list shows the area of eligible and ineligible land use that is currently in the land use screen (and is shown in column C8 in your application summary) for the land parcel and land use in that row.

Next, you can choose to change the list to show only one 'Crop type' (Land use). You do this in the summary, click the relevant land use description and code in the 'Crop type' column

and the list below will show only details of that land use. To return to the full list, click **Open** in the summary.

Activate less BPS area

Apply for scheme

Year:

Scheme:

Filter by NG: Map sheet reference: NG field number:

Eligibility profile: All Eligible Ineligible

<input checked="" type="checkbox"/> Scheme	Eligible	Applied for	Units	Has docs.	Land	Document	<input checked="" type="checkbox"/> Crop type	Eligible	Applied for	Units
BPS - LAND OUTSIDE SDA	83.1220	83.1220	HA	No	<input type="button" value="Open"/>		AB01 - FARM BUILDING	0.0000	0.0000	HA
							AC17 - MAIZE	14.7831	14.7831	HA
							FA01 - FALLOW	0.3712	0.3712	HA
							IW03 - RIVERS AND STREAMS TYPE 3	0.0000	0.0000	HA
							PG01 - PERMANENT GRASSLAND	62.3327	62.3327	HA
							ST05 - STRUCTURE	0.0000	0.0000	HA
							TG01 - TEMPORARY GRASS	5.6350	5.6350	HA
							WO12 - MIXED WOODLAND	0.0000	0.0000	HA

Changing the area you claim for BPS

Activate less BPS area

Field name	OS Map reference	Field reference	Crop type description	Declared	Eligible	Select all <input type="checkbox"/> Select all	Applied for	Units
	ST7441	6835	PG01 - PERMANENT GRASSLAND	2.3056	2.3056	<input checked="" type="radio"/> Y <input type="radio"/> N	<input type="text" value="2.3056"/>	HA
	ST7441	9442	PG01 - PERMANENT GRASSLAND	5.8483	5.8483	<input checked="" type="radio"/> Y <input type="radio"/> N	<input type="text" value="5.8483"/>	HA
	ST7544	2958	IW03 - RIVERS AND STREAMS TYPE 3	0.0409	0.0000	<input type="radio"/> Y <input checked="" type="radio"/> N		HA
	ST7544	2958	PG01 - PERMANENT GRASSLAND	3.6516	3.6516	<input checked="" type="radio"/> Y <input type="radio"/> N	<input type="text" value="3.6516"/>	HA
	ST7544	3825	PG01 - PERMANENT GRASSLAND	1.3327	1.3327	<input checked="" type="radio"/> Y <input type="radio"/> N	<input type="text" value="1.3327"/>	HA
	ST7544	4871	AC17 - MAIZE	4.9395	4.9395	<input checked="" type="radio"/> Y <input type="radio"/> N	<input type="text" value="4.9395"/>	HA
	ST7544	5037	PG01 - PERMANENT GRASSLAND	7.3093	7.3093	<input checked="" type="radio"/> Y <input type="radio"/> N	<input type="text" value="7.3093"/>	HA
	ST7544	7024	IW03 - RIVERS AND STREAMS TYPE 3	0.4711	0.0000	<input type="radio"/> Y <input checked="" type="radio"/> N		HA
	ST7544	7024	PG01 - PERMANENT GRASSLAND	0.0539	0.0539	<input checked="" type="radio"/> Y <input type="radio"/> N	<input type="text" value="0.0539"/>	HA
	ST7544	7024	PG01 - PERMANENT GRASSLAND	1.7385	1.7385	<input type="radio"/> Y <input checked="" type="radio"/> N	<input type="text" value="0"/>	HA
	ST7544	7535	PG01 - PERMANENT GRASSLAND	5.3753	5.3753	<input checked="" type="radio"/> Y <input type="radio"/> N	<input type="text" value="5.3753"/>	HA
	ST7642	3551	AB01 - FARM BUILDING	0.0021	0.0000	<input type="radio"/> Y <input checked="" type="radio"/> N		HA

If you want to claim for payment on less eligible area than is shown for each land use, you must enter the area you do want to claim for in the 'Applied for' column – do this for every row you want to reduce. Then click **Save**.

If you do not want to claim for payment on any specific land you must click the button next to the **N** to answer 'no' in the relevant row. Then click **Save**.

If the land use is not eligible for payment for BPS a red symbol will appear in the 'Applied for' column in that row, and the area in the 'Eligible' column will be zero. If this is not correct and you want to change the land use description and code you must do that in the 'Land use' screens.

If you want to add or delete a land use you must do that in the 'Land use' screens.

Remember to click **Save**, before you click **Close** to leave this screen.

Make changes to your application

Use less EFA than available

Only fill this in if you want to reduce the area of an ‘ecological focus area’ (EFA) that appears in Part D of your application summary.

This may be for a reason such as:

- You have fallow land which you’re using for crop diversification, but not using or it is not eligible as an EFA, so you need to remove this.
- You have overlapping EFAs. You can read about these in the BPS rules on GOV.UK at www.gov.uk/rpa/bps-2018.

Use less EFA than available

Apply for scheme

Year: 2018

Scheme: A - EFA Fallow land

Filter by NG: - Map sheet reference: NG field number:

Eligibility profile: All Eligible Ineligible

Scheme	Eligible	Applied for	Units	Has docs.	Land	Document
A - EFA Fallow land	0.3712	0.3712	HA	No	Open	

Filter

Select a scheme to list available rows

found elements :

The ‘Year’ will show the current scheme year.

Organic land: ‘No EFAs required’ message

This message means that you’ve declared that your land is organic, in line with the BPS scheme rules, and it is therefore exempt from EFA rules.

If all your land is organic, this means that you can leave Part D of your application blank. Click **OK**. Or, if you still want to tell us about EFAs, click **Ignore**.

If only some of your land is organic and you still need to declare EFAs, click **Ignore**.

Finding an EFA feature/area

You can choose the type of EFA you want to see by clicking **the arrow** to the right of the ‘scheme’ box.

Next, you can choose to see **All** your land use details or only **Eligible** or **Ineligible** EFAs by clicking the button next to the relevant option.

You can choose to search by National Grid (NG) land parcel prefix, or to search for a particular land parcel using the NG prefix, Ordnance Survey (OS) map sheet reference and the NG field number.

Then click **Filter** to see a summary of the EFA details you’ve chosen.

Below the summary is a list of all your EFA details. This list shows the area of the EFA that is currently in the land use screen (and is shown in Part D in your application summary) for the EFA in the land parcel in that row.

You can choose to change the list to show only one 'Crop type' (Land use/type of EFA). You do this in the summary, click the relevant land use description and code in the 'Crop type' column and the list below will show only details of that type of EFA. To return to the full list, click **Open** in the summary.

Use less EFA than available

Apply for scheme

Year:

Scheme:

Filter by NG: Map sheet reference: NG field number:

Eligibility profile: All Eligible Ineligible

<input checked="" type="checkbox"/> Scheme	Eligible	Applied for	Units	Has docs.	Land	Document
A - EFA Fallow land	0.3712	0.3712	HA	No	<input type="button" value="Open"/>	

<input checked="" type="checkbox"/> Crop type	Eligible	Applied for	Units
<input type="button" value="FA01 - FALLOW"/>	0.3712	0.3712	HA

Changing the area of EFA you want to use

Field name	OS Map reference	Field reference	Crop type description	Declared	Eligible	<input type="button" value="Select all"/> <input type="checkbox"/> Select all	Applied for	Units
	ST7643	8550	FA01 - FALLOW	0.3712	0.3712	<input checked="" type="radio"/> Y <input type="radio"/> N	<input type="text" value="0.3712"/>	HA

found elements : 1 Page: from 1 Elements in page:

If you want to declare less EFA area than is shown for each EFA, you must enter the area you do want to declare in the 'Applied for' column – do this for every row you want to reduce. Then click **Save**. (If you declare less EFA area than last year, you may also need to reduce the eligible area you want to claim for payment in Part C. For more information read 'How to claim BPS online' on GOV.UK at www.gov.uk/rpa/bps-2018.)

If you do not want to declare an EFA at all you must click the button next to the **N** to answer 'no' in the relevant row. Then click **Save**.

If you want to declare less EFA area for another EFA choose it from the arrow to the right of the 'Scheme' box as above under 'Finding an EFA feature/area'.

Remember to click **Save**, before you click **Close** to leave this screen.

Make changes to your application

Apply for young farmer

Only fill this in if you're applying for the 'young farmer' payment. Read the BPS scheme rules for more information on this payment.

Click the button next to 'Yes' to apply for the 'young farmer' payment. Then click **Close** to go back to the previous screen. Your information will be saved when you press Close.

RPA must receive evidence that you meet the 'young farmer' rules (on GOV.UK at www.gov.uk/rpa/bps-2018) by the application deadline (usually 15 May).

Apply for Young farmer

If you are applying for the young farmer payment you will need to send us the relevant certification form by the claim deadline to prove you are a young farmer.

Declaration	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

Do you want to apply for the young farmer payment?

Close

Make changes to your application

Activate less commons

Use this screen to tell us if you do **not** want to activate any entitlements for the rights you hold on a common.

Choose the common to tell us about

Choose the common you want to tell us about.

To find a common, enter its common land number (eg CL0417) in the 'Common number' box and then click **Filter**.

Activate less commons

Commons list

Common number

Common land number	Common land name	Type of commons rights	Number of rights	Do you own the common?	Do you want to activate entitlements?
CL0066	Oldale Wells (Cumbria)	OWNER	0.25	Yes	<input type="checkbox"/> Activate all <input checked="" type="radio"/> Y <input type="radio"/> N

Activate entitlements

For each common, click **Y** if you want to activate entitlements. Click **N** if you do not want to activate entitlements.

Click **Activate all** if you want to activate entitlements for all your common land. (Note - this will automatically tick 'Y' for all your commons.)

Then click **Save**. Click **Close** to go back to the previous screen.

Change the information we have about your commons rights

You can also add and remove commons and change the name of a common, the number of rights or the type of rights. From the 'Business overview' screen, click 'Commons'.

Declarations – Active farmer declaration

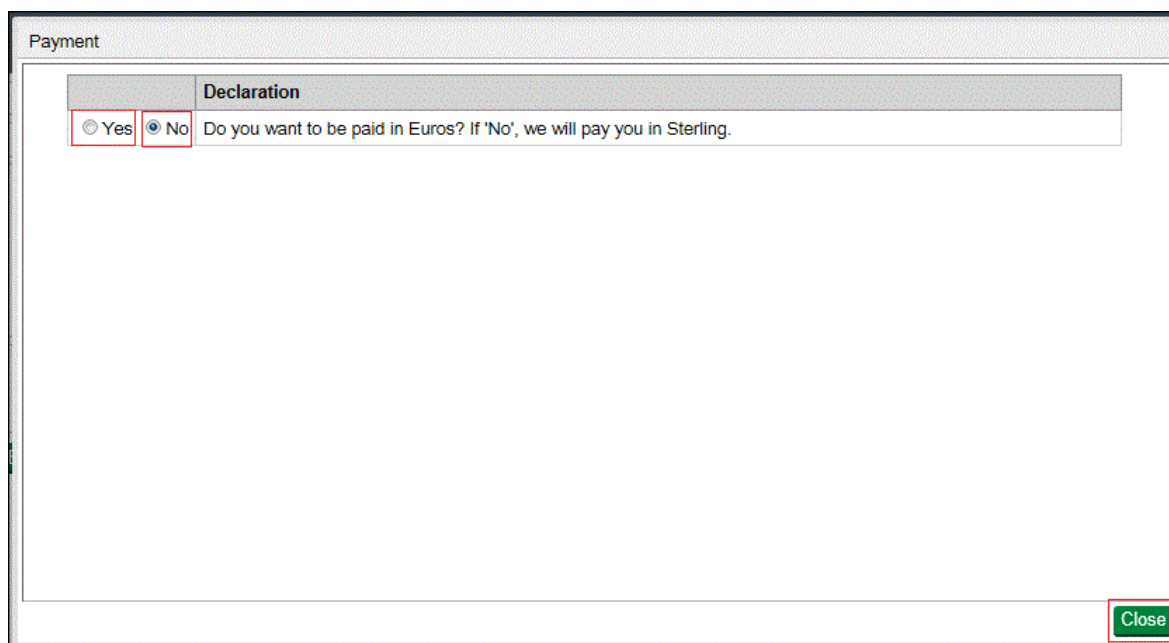
Read page 27 of this onscreen Help.

Declarations – Payment

If you want to be paid in the same currency as last year you do not need to do anything here.

Only fill this in if you want to be paid in a different currency than you were paid in last year, then do one of the following:

- to be paid in sterling this year, click the button next to **No**. Then click **Close**.
- to be paid in euros this year, click the button next to **Yes**. Then click **Close**.



The screenshot shows a window titled "Payment" with a "Declaration" section. It contains two radio buttons: "Yes" and "No". The "No" button is selected and highlighted with a red box. Below the buttons is the text "Do you want to be paid in Euros? If 'No', we will pay you in Sterling." A "Close" button is located in the bottom right corner of the window, also highlighted with a red box.

Declarations – Organic

If you want your organic land to be exempt from the greening rules, click the box next to Yes. Then click Close.

For more information about this exemption and the evidence you need to send RPA if you do apply for it, read the BPS rules on GOV.UK at www.gov.uk/rpa/bps-2018.

Organic	
Declaration	
<input checked="" type="radio"/> Yes <input type="radio"/> No	I would like to use the organic greening exemption and I am sending RPA evidence to prove that I have organic land parcels.

Declarations - Land in more than one part of the UK (cross border)

Only fill this in if you have land in more than one part of the United Kingdom. For example, land in England and land in any of Northern Ireland, Scotland or Wales.

Cross Border

If you are applying for BPS in other parts of the UK, select which part or parts of the UK you are applying in

Northern Ireland Wales Scotland

In line with the guidance, if you are applying in more than one part of the UK, please indicate which one of the four paying agencies shown below you would like your claim to be paid by

Northern Ireland Wales Scotland England

Please give us any reference numbers you have for other parts of the UK

Northern Ireland:

Wales:

Scotland:

Scheme year:

The current scheme year will appear in the 'Scheme year' box near the bottom of the screen.

For the first question, click the box next to the part or parts of the UK you have land in.

Next, click the box to choose which UK agency you want to be paid by. Read the BPS rules on GOV.UK at www.gov.uk/rpa/bps-2018 to find out which agency can pay you. You can only choose one country to pay your claim.

Next, let us know any reference numbers you have for other applications you make for BPS. We will use these when we process your claim and need to contact other UK paying agencies.

Click Save. A message will appear telling you that the declaration has been completed successfully. Next click **Back**. Then click **Close**.

Declarations - Your declaration and responsibilities

You must complete this declaration or you will not be able to submit your BPS application.

Read the whole declaration first. Click the arrow at the bottom of the bar to the right of the declaration to scroll down the declaration.

Then click the button next to **Yes** to agree to the terms and conditions and make the declaration.

Then click **Close** to leave the screen.

Your declaration and responsibilities (mandatory)

Warnings: RPA can only pay you if you agree with these conditions and comply with them. If you make a false declaration or if you do not tell us about a change to the information in this application, you may be liable to prosecution. A false, inaccurate or incomplete statement or failure to notify RPA of any change to the information given in this application may result in loss of entitlement and/or recovery of any payments made.

Declaration:
Declaration 1 applies to farmers, declaration 2 applies to their representative

1. I confirm that I am a farmer as defined in Article 4 of Regulation (EU) 1307/2013.

I understand that my holding may be inspected and I must allow access, co-operate and give assistance as requested.

I have told RPA about all the farming business interests held by any members of this business.

I have read and understood all of the relevant guidance information, and confirm that all the details given on the application, including any supporting documents are true, accurate and completed to the best of my knowledge and belief. I confirm:

Declaration

Yes No Do you agree to the terms of the declaration above? (You must select 'Yes' before you apply).

Close

View a previous BPS claim

This screen shows your Basic Payment Scheme (BPS) claim for the previous year. It includes the following information:

Year – this is the BPS scheme year your claim was for.

App. number – this is the unique number which was given to your application.

Sector – the part of the European fund that BPS, greening and young farmer payments are made from (known as ‘Pillar 1’).

Type – BPS, greening and young farmer payments are known as direct payments.

Active – this shows ‘Yes’ or ‘No’ depending whether the application is current or old. You should only have one ‘Active’ BPS application for a scheme year.

But if more than one is showing in this screen the valid application will have the latest ‘Submit date’ with any ‘Status’ listed below but not ‘Created’.

Submit date – after you submit your application to RPA this box will show the date and time it was submitted.

Status –

- Created – an application you have not submitted.
- Submitted – we received your application and it’s ready for us to make our initial checks.
- Claim validation – we’re making our main checks on the claim.
- Final checking – we’re completing final checks to confirm the claim value.
- Preparing for payment – either you’ll have received your payment and remittance advice or if you have not already received them, our checks are complete and the claim will be sent for payment. You should receive it soon unless we’re still waiting for something from you before we can make your payment, for example, your bank details.

Summary – click this green button to see a summary of your previous year’s claim.

Year	App. number	Sector	Type	Active	Submit Date	Status	
2017	192331	PILLAR I (2014-2020)	DIRECT PAYMENTS	Yes	20/4/2017 2:16:00 PM	Preparing for Payment	Summary

The first time you visit the next screen you’ll see only 1 option, which is to **Generate** a summary of the past claim you want to look at.

Click **Generate** to create your previous year’s application summary.

The summary will show all the information in your BPS claim at the date and time the summary is created (this date will appear in the summary as the ‘Date produced’).

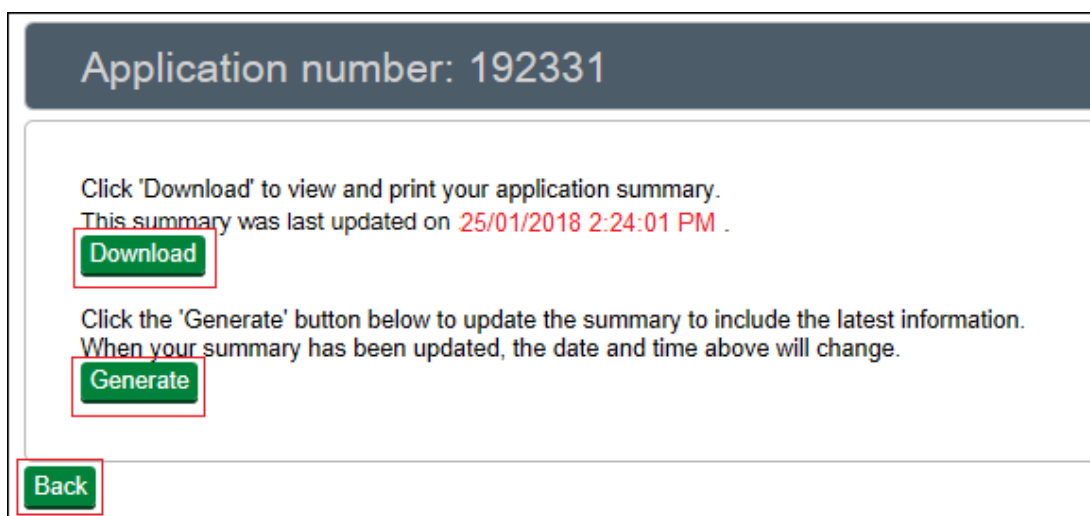
A small message will appear on screen to tell you that the summary is being created or updated. When this has finished, the date and time it was created will appear near the ‘Download’ option.

If you always ‘generate’ before you ‘download’ you’ll always see the most up to date information that is in the Rural Payments service for that year’s claim.

Therefore, if changes have been made to the claim since the last summary was generated they'll be included in the new summary. This includes updates made to the claim either before or after payment. For example, changes made following a customer query, or corrections or checks by RPA, including changes following an inspection.

Click **Download** to read or print the summary or to save it to your computer - this will be the most recent summary you created ('generated') about this business. For this button to work there must already have been a summary generated.

You can read the summary on screen by scrolling down the pages using the scroll bar at the side of the screen or you can print or save it by using the functions at the bottom of the screen.



Click **Back** to go back to the list of previous claims.

Click **Back to Applications**, then **Back to Business overview** to leave the applications screens.