

# Basic Payment Scheme (BPS) 2018 'Young' and 'new' farmer application form

### 'Young' and 'new' farmers in England can use this form to:

- apply for new BPS entitlements
- prove that they meet the 'young' farmer and/or 'new' farmer rules confirmed by a registered accountant or solicitor.

For information about 'young' and 'new' farmers read pages 86 to 88 in the Basic Payment Scheme: rules for 2018 at www.gov.uk/rpa/bps2018.

#### Notes about this form:

- Do not leave any section blank. If you are not applying under either section B or C, put an 'X' in the N/A box.
- To apply for entitlements fill in Parts A, B, D and ask a registered accountant or solicitor to fill in and sign the certificate at the end of this form.
- To provide proof that you are eligible for the 'young farmer payment' fill in Parts A, C, D and ask a registered accountant or solicitor to fill in and sign the certificate at the end of the form.
- Send your completed form to: Rural Payments Agency, PO Box 352, Worksop S80 9FG.
- RPA must receive this completed signed form by midnight on 15 May 2018.

### Part A - Applicant details

Beneficiary / business name	
Applicant's full name	
SBI	
Business address	
	Postcode

## Part B - Apply for BPS entitlements

Fill in this part if you want to apply for BPS entitlements. You must also ask a registered accountant or solicitor to fill in and sign the certificate at the end of this form.

Put an 'X' in the relevant box below – one box only.

I want to apply for BPS entitlements as a

Young farmer

New farmer

N/A

### Part C - Young farmer payment - proof

Fill in his part if you're applying for the young farmer payment in your main BPS 2018 application.

Put an 'X' in the relevant box below – one box only.	
I am supplying proof for the young farmer payment	N/A
(Also ask a registered accountant or solicitor to fill in the certificate at the end of this form.)	

### Part D - Declaration – you or your representative must fill this in.

By signing this declaration I confirm I have read and understood all of the relevant guidance information, and confirm that all the details given in this form are true, accurate and completed to the best of my knowledge and belief.

If signing as an appointed representative you also confirm you have the appropriate permission to represent the beneficiary and that you have made the beneficiaries aware that they are responsible for complying with the guidance and regulations.

Signed	
Print full name(s)	
Date	DD/MM/YYYY
CRN number (if known)	
Relationship to beneficiary	(for example, agent, partner, owner, director, sole trader)
A registered accountant or solicitor will need to provide them with the relevant	need to fill in and sign the certificate at the end of this form. You supporting documents.
All relevant parts of this form - includin	a the signed certificate - must be completed before you send it to

All relevant parts of this form - including the signed certificate - must be completed before you send it to the RPA.

# Annex - Accountant or solicitor certificate to confirm 'young' or 'new' farmer status

This certificate must be completed by a registered accountant or solicitor, and should be submitted as part of your 'Young and New Farmer' form.

### 1. Business details

Beneficiary / business name	
Applicant's full name	
SBI	
Business address	
	Postcode

Report of factual findings to be used to confirm young or new status under the Direct Payment Regulations (Articles 4(1)(a), 30(11)(b) and 50(2) of Regulation  $1307/2013(^{1})$  and Articles 28(4), 49(1)(b) and 50 of Regulation  $639/2014(^{2})$ .

To: Directors of the company/owner or partners of the business (delete as appropriate)

I/We have completed this certificate in accordance with the guidance.

- 1. Regulation (EU) No 1307/2013 of the European Parliament and of the Council of 17 December 2013 establishing rules for direct payments to farmers under support schemes within the framework of the common agricultural policy and repealing Council Regulation (EC) No 637/2008 and Council Regulation (EC) No 73/2009.
- 2. Commission Delegated Regulation (EU) No 639/2014 of 11 March 2014 supplementing Regulation (EU) No 1307/2013 of the European Parliament and of the Council establishing rules for direct payments to farmers under support schemes within the framework of the common agricultural policy and amending Annex X to that Regulation, as amended by Commission Delegated Regulation (EU)) 2016/141.

### 2. Head(s) of the holding

a) Give the name of the person (or people who vote together) as the 'head of the holding':

b) Give the % ownership shares (or for partnerships this could be % profit shares) and % votes held by each person named in 2a

<ul><li>2. Head(s) of the holding (continued)</li><li>c) Give the details of any agreement to vote together between the people named in 2a and other members of the business:</li></ul>
Confirm the documents you have reviewed for part 2a, 2b and 2c at part 8 'Evidence received'
<b>3. Agricultural activity - this applies to 'new' farmers only</b> Give the date the head(s) of holding named in 2a set up or took control of the agricultural (farming) business:
Confirm the documents you have reviewed for part 3 at part 8 'Evidence received'
<b>4. Agricultural business - this applies to 'young' farmers only</b> Give the date the head(s) of holding named in 2a set up or took control of the agricultural (farming) business:
Confirm the documents you have reviewed for part 4 at part 8 'Evidence received'
5. Date(s) of birth of the head(s) of holding named in 2a         Date of birth (if you need to give more than one date of birth enter them in the box below)
Confirm the documents you have reviewed for part 5 at part 8 'Evidence received'
6. Accountant's / solicitor's liability disclaimer (optional)

7. Accountant / solicitor declar	ation	
Name		
Signature		
Name of accountant's / solicitor's firm		
Date	D D / M M / Y Y Y Y	
Registered professional body (account	ants) - put an 'X' in the relevant boxes below	
Association of Chartered Certified Acc	countants (ACCA)	
Chartered Institute of Public Finance a	and Accountancy (CIPFA)	
Institute of Chartered Accountants in E	England and Wales (ICAEW)	
Chartered Accountants Ireland (CAI)		
Institute of Chartered Accountants of S	Scotland (ICAS)	
Chartered Institute of Management A (put details of the equivalent in the bo	ccountants (CIMA) or overseas equivalent x below)	
Association of International Accountar		
	s (AAT) or another equivalent accountancy institute or rnational Federation of Accountants (IFAC) x below)	
	,	
Chartered Institute of Taxation (CIOT)		
Association of Taxation Technicians (A	ATT)	
<ul> <li>RPA may carry out additional checks to</li> <li>the professional status of the acc</li> <li>any agricultural activity of the app</li> </ul>		
Registration number		

 Registration number

 Practising certificate number

 SRA ID number (solicitors)

### **Data Protection**

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information visit our Web site at www.gov.uk/rpa. In the search box type in full: "Rural Payments Agency Personal Information Charter".

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### 8. Evidence received

Use the check lists below to show the type of evidence that the applicant has provided to support their application. Put an 'X' in the relevant boxes below or on the next page.

Sole traders		
1) Head of Holding	<ul> <li>One of the following:</li> <li>VAT registration certificate or income tax return naming the applicant</li> <li>tenancy agreement, showing the applicant leased the land</li> <li>evidence of inheritance (land or business)</li> <li>business bank account statement, naming the applicant as the account holder</li> <li>business loan agreement naming the applicant as the borrower</li> <li>annual business accounts, naming the applicant as sole beneficiary.</li> </ul>	
2) & 3) Agricultural Activity/ Business	<ul> <li>One of the following:</li> <li>land deeds or title register showing the date the land was purchased</li> <li>tenancy agreement with start date</li> <li>VAT/income tax document showing the date of registration</li> <li>evidence of inheritance, showing the date</li> <li>business bank account statement or business loan agreement, including the date it was set up</li> <li>annual business accounts including the date they were first produced.</li> </ul>	
4) Date of birth	One of the following: <ul> <li>passport</li> <li>birth certificate</li> <li>driving licence.</li> </ul>	
Other evidence	The above list is not exhaustive. If you've reviewed and accepted other evidence please put a 'X' in the box and give more details in the comments box below.	

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## 8 - Evidence received (continued) Partnership 1) Head of Holding One of the following: 1 or prove the applicants are in control of the business One of the following: • partnership agreement showing the partners and percentage shares/votes held and, where it exists, any variation of previous partnership document showing the changes to the original agreement. Image: Content of the partners of the previous partnership document or partnership agreement showing business shareholdings • partnership accounts if they demonstrate shares ownership. Image: Content of the partners of the partners ownership.

the business	<ul> <li>legally binding agreement showing business shareholdings</li> <li>partnership accounts if they demonstrate shares ownership.</li> <li>annual accounts naming the applicants and number of shares/votes held.</li> </ul>	
2) Agricultural Activity (new farmer) Date the agricultural business commenced	<ul> <li>One of the following:</li> <li>land deeds or title register showing the date the land was purchased</li> <li>tenancy agreement with start date</li> <li>VAT/income tax document showing the date of registration</li> <li>evidence of inheritance, showing the date</li> <li>business bank account statement or business loan agreement, including the date it was set up</li> <li>annual business accounts including the date they were first produced.</li> </ul>	
3) Agricultural Business (young farmer) Date the applicant set up or became in control of the agricultural business	<ul> <li>One of the following:</li> <li>partnership agreement demonstrating the date it was agreed and, where it exists, any variation of previous partnership demonstrating the date of variation.</li> <li>legally binding agreement demonstrating the date the agricultural business shareholding was set-up.</li> <li>partnership accounts demonstrating the date the applicant first set-up.</li> <li>annual business accounts including the date they were first produced.</li> <li>annual accounts including the date they were first produced.</li> </ul>	
4) Date of birth	One of the following: <ul> <li>passport</li> <li>birth certificate</li> <li>driving licence.</li> </ul>	
Other evidence	The above list is not exhaustive. If you've reviewed and accepted other evidence please put a 'X' in the box and give more details in the comments box below.	

- Evidence	received (continued)	
Companies r	egistered with Companies House	
1) Head of Holding To prove the applicant is in control of the business	Legally effective document demonstrating the agricultural business shareholdings (this information is likely to be lodged at Companies House).	
2) Agricultural Activity (new farmer) Date the agricultural business commenced	Legally effective document demonstrating the date the agricultural business commenced (this information is likely to be lodged at Companies House).	
3) Agricultural Business (young farmer) Date the applicant set up or became in control of the agricultural business	Legally effective document demonstrating the date the applicant became in control of the agricultural business (this information is likely to be lodged at Companies House).	
4) Date of birth	One of the following: <ul> <li>passport</li> <li>birth certificate</li> <li>driving licence.</li> </ul>	
Other evidence	The above list is not exhaustive. If you've reviewed and accepted other evidence please put a 'X' in the box and give more details in the comments box below.	

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