## 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 $\square$
SBI


Business address
$\square$

## 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 $\quad$ Young farmer $\square \quad$ New farmer $\square \quad$ N/A $\square$

## 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 $\square$ N/A $\square$ (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

CRN number (if known)

Relationship to beneficiary
$\square$
$\square$
$\square$
$\square$

(for example, agent, partner, owner, director, sole trader)

A registered accountant or solicitor will need to fill in and sign the certificate at the end of this form. You need to provide them with the relevant supporting documents.

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


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 $\left(^{2}\right.$ ).

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
$\square$

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

c) Give the details of any agreement to vote together between the people named in $2 a$ and other members of the business:

Confirm the documents you have reviewed for part 2a, 2b and 2c at part 8 'Evidence received'

## 3. Agricultural activity - this applies to 'new' farmers only

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'

## 4. Agricultural business - this applies to 'young' farmers only

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 <br> Date of birth (if you need to give more than one date of birth enter them in the box below) <br> 

$\square$
Confirm the documents you have reviewed for part 5 at part 8 'Evidence received'

## 6. Accountant's / solicitor's liability disclaimer (optional)

$\square$

## 7. Accountant / solicitor declaration

## Name <br> Signature

Name of accountant's / solicitor's firm
$\qquad$
$\square$

Date


Registered professional body (accountants) - put an ' $X$ ' in the relevant boxes below

| Association of Chartered Certified Accountants (ACCA) | $\square$ |
| :--- | :---: |
| Chartered Institute of Public Finance and Accountancy (CIPFA) | $\square$ |
| Institute of Chartered Accountants in England and Wales (ICAEW) | $\square$ |
| Chartered Accountants Ireland (CAI) | $\square$ |
| Institute of Chartered Accountants of Scotland (ICAS) | $\square$ |
| Chartered Institute of Management Accountants (CIMA) or overseas equivalent <br> (put details of the equivalent in the box below) | $\square$ |
|  | $\square$ |
| Association of International Accountants (AIA) | $\square$ |
| Association of Accounting Technicians (AAT) or another equivalent accountancy institute or <br> association which is a member of International Federation of Accountants (IFAC) <br> (put details of the equivalent in the box below) | $\square$ |
|  | $\square$ |
| Chartered Institute of Taxation (CIOT) | $\square$ |
| Association of Taxation Technicians (ATT) | $\square$ |

RPA may carry out additional checks to confirm:

- the professional status of the accountant/solicitor as shown above
- any agricultural activity of the applicant in a different or previous business.

Registration number

Practising certificate number
$\square$
$\square$
SRA ID number (solicitors) $\square$

## 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".
$\square$

## 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



## 8 - Evidence received (continued)

## Partnership

| 1) Head of Holding <br> To prove the applicants are in control of the business | One of the following: <br> - 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. <br> - legally binding agreement showing business shareholdings <br> - partnership accounts if they demonstrate shares ownership. $\square$ <br> - annual accounts naming the applicants and number of shares/votes held. |
| :---: | :---: |
| 2) Agricultural Activity (new farmer) <br> Date the agricultural business commenced | One of the following: <br> - land deeds or title register showing the date the land was purchased <br> - tenancy agreement with start date <br> - VAT/income tax document showing the date of registration <br> - evidence of inheritance, showing the date <br> - business bank account statement or business loan agreement, including the date it was set up <br> - annual business accounts including the date they were first produced. |
| 3) Agricultural Business (young farmer) <br> Date the applicant set up or became in control of the agricultural business | One of the following: <br> - partnership agreement demonstrating the date it was agreed and, where it exists, any variation of previous partnership demonstrating the date of variation. <br> - legally binding agreement demonstrating the date the agricultural business shareholding was set-up. <br> - partnership accounts demonstrating the date the applicant first set-up. <br> - annual business accounts including the date they were first produced. $\square$ <br> - annual accounts including the date they were first produced. |
| 4) Date of birth | One of the following: <br> - passport <br> - birth certificate <br> - driving licence. |
| 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. |

$\square$

## 8 - Evidence received (continued)

## Companies registered with Companies House

| 1) Head of Holding <br> 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 <br> Activity (new farmer) <br> 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 <br> Business <br> (young <br> farmer) <br> 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: <br> - passport <br> - birth certificate $\square$ <br> - driving licence. $\square$ |
| 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. |

RPA will check their records to see if they have any evidence to show that the applicant has previously been in control of a previous agricultural business. Carrying out agricultural activity as an employee of a business or as an agricultural contractor would not count as having had control of an agricultural business.
$\square$

