Rural Payments Agency

How to claim BPS online in 2018

Claim BPS online

Get ready for BPS 2018

Visit the BPS 2018 webpage
Everything you need to know about BPS 2018 will be at www.gov.uk/rpa/bps2018 – including the scheme rules and guidance about how to apply.

Sign in to the Rural Payments service
If you have not signed in for a while, you might need to re-set your password.

Update your contact details
We'll use these to contact you about your application – so please make sure they are right (especially your email address).

Set your 'permission levels'
You need 'BPS submit' permission to submit an application. You can give an agent permission to apply for you as well.

Check your maps carefully
Make sure your land parcels are all registered correctly (you'll be able to transfer and remove land parcels this year too).

Phone a friend
With 8 out of 10 people now applying online, you probably know someone who has already done it.

Why not see if they can help you this year?

www.gov.uk/rural-payments

Why not try applying online? Here's what people said last year:

66 The whole process is a lot easier ... and it's user friendly. 99

66 ... compared to other systems we have used it's very good. 99

Contents

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Getting started

This guidance explains how to apply for the Basic Payment Scheme (BPS) online in 2018 using the Rural Payments service.

There are 4 things you need to do:

- **check** your information
- **change** anything that needs to be updated
- **complete** your declarations
- **confirm** your information and apply

This document also includes the 'Hints and Tips' which were published separately last year.

Read the scheme rules and other guidance

All the guidance and information you need for BPS 2018 is at www.gov.uk/rpa/bps2018 including:

- the Basic Payment Scheme: rules for 2018
- the list of land use codes for BPS 2018
- the form to apply for entitlements under the 'Young and new farmer' rules or to prove you're eligible for the young farmer payment
- the cross compliance rules for 2018
- Rural Land and Entitlements (RLE1) form and guidance

Before you apply, you should read these carefully to make sure you are eligible.

Applying in 2018

Why not apply online

If you've received a paper application form but want to apply online, call RPA on 03000 200 301 to set up your online application.

What's new in the Rural Payments service in 2018?

There are some important changes that will affect the way you fill in your application form.

- **Active farmer:** you no longer need to meet the 'active farmer' requirement under the Basic Payment Scheme for 2018 onwards. However, to submit your online application you must fill in the 'active farmer declaration'. Read page 40 for more information.

- **Hedges:** in 2018, we will use new hedge information. You can view this on the Rural Payments service in the 'Parcel Details' screen. We have also pre-populated Part D of your application summary to show those hedges that were claimed on for BPS 2017 and the new hedge information shows they are eligible as an ecological focus area (EFA) for BPS 2018. You can read more information under 'What to check in Part D: ecological focus area (EFA) on page 15; 'Make changes to Part D' on page 32; and Annex 1 on page 48.

- **Mapping updates:** we've made significant changes to our land data over the last few months using the latest land intelligence (aerial photography, satellite imagery, Ordnance Survey map updates). It's important that you check this information on your digital maps. For more information, read Annex 1 on page 48.

- **Temporary to permanent grassland:** check that grassland, which has been claimed as temporary grass for 5 consecutive years, is shown as permanent grassland for BPS 2018. For more information, read the 'Temporary grassland' section in the 'Basic Payment Scheme: rules for 2018'.

- **For BPS 2018 onwards:** the EFA buffer strip option is extended to include field margins, and the definition of EFA hedges is extended to include trees in a line.

- **Land-use code change:** the land-use code for spelt wheat is AC96. However, for 2018 this will show as Samphire in the service.

- **Nitrogen-fixing crops:** the value of nitrogen-fixing crops for EFA has increased from 0.7 to 1.0 but this is not reflected in the Rural Payments service. For more information, read page 16.

- **Crop diversification exemption:** the limit of 30ha of remaining arable land has been removed for 2 of the crop diversification exemptions and both of the EFA exemptions. This has been updated in the Rural Payments service.

> You can read more about these changes, and the other important changes to the greening rules, in the 'What's changed' section of the 'Basic Payment Scheme: rules for 2018' which is published on GOV.UK at www.gov.uk/rpa/bps2018.

What you need to declare

When you apply, you must declare all your:

1. agricultural land

2. non-agricultural land in a rural development programme agreement

3. non-agricultural features on your agricultural land

For more information, read page 12.

You can apply for BPS on as much of your eligible land as you want to - however, you should not declare more eligible land than you have.

You don't need to match the area you apply for with the number of entitlements you have. If the eligible area you apply for is greater than the number of entitlements you actually have, we will work out your payment based on the number of entitlements you have that are matched by the eligible area. No penalty will be applied for this as this is not considered an over-declaration.

Remember, it's your responsibility to make sure that:

- you meet the scheme rules

- all the eligible land included in your application is correct, to the best of your knowledge

- you hold the correct number of entitlements. Refer to the 'Basic Payment Scheme: rules for 2018' for more information about entitlements.

Outstanding BPS queries from previous years

If you think there is a difference between the amount you were expecting to be paid for BPS 2017, or previous BPS years, and what you've received, or that your entitlements balance is incorrect, we recommend you:

- fill in a 'BPS payment query form' which is available on GOV.UK at www.gov.uk/rpa/bps2017 and return it to us by email (use 'BPS payment query' as the subject) or post it to us. We need this form so that we can investigate your query. Then:

- carry on with your 2018 application, declaring your land as it is on 15 May 2018 or giving the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 15 May – read the 'Basic Payment Scheme: rules for 2018' for more information.

If you...	You need to...
were inspected in 2017 and aren't sure what to declare on your 2018 application	make sure you take the results of your inspection into account when you apply – for example, by updating your land use and making sure mapping changes have been made (or that we have received them). You can do this by checking your digital maps on the Rural Payments service – see Annex 1 on page 48 for more information.

If you haven't had your inspection results yet, you can still apply, showing your land on 15 May 2018, or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 15 May – read the 'Basic Payment Scheme: rules for 2018' for more information.

If you receive a 2017 inspection report after you have submitted your 2018 application, you can make some changes to your application up to midnight on 31 May without getting a penalty (as long as you submitted your application by midnight on 15 May 2018). Changes can be made with penalty from 1 June to 11 June – some changes can also be made after 11 June.

However, you can't make these changes if:
  • you have already been told about any non-compliance affecting the agricultural parcel you want to amend
  • an inspection has revealed a non-compliance affecting the agricultural parcel you want to amend
  • you have received advance warning of an inspection.
Read the 'Basic Payment Scheme: rules for 2018' for more information.

If you are unsure about whether you can make the change, you should request it by email and we will then decide if it is allowed. For more information, read page 46 'After you've applied: how to make changes to your application'. |
| **haven't received a BPS payment for a previous year and/or claim statement yet and aren't sure what to claim.** | make your application for 2018 showing your land on 15 May 2018, or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 15 May – read the 'Basic Payment Scheme: rules for 2018' for more information.

If you receive a payment and claim statement after you have submitted your 2018 application, you can make some changes to your application up to midnight on 31 May without getting a penalty (as long as you submitted your application by midnight on 15 May 2018). Changes can be made with penalty from 1 June to 11 June – some changes can also be made after 11 June.

However, you can't make these changes if:
  • you have already been told about any non-compliance affecting the agricultural parcel you want to amend
  • an inspection has revealed a non-compliance affecting the agricultural parcel you want to amend
  • you have received advance warning of an inspection
Read the 'Basic Payment Scheme: rules for 2018' for more information. |

Sign in to the Rural Payments service

If you're a new customer

As with many other government services online, you must verify your identity before you can register for the first time. You can do this online with GOV.UK Verify – this gives you simple, trusted and secure access to an increasing number of public services on GOV.UK

If you are having difficulty verifying your identity with GOV.UK Verify or you are having problems with the Verify service, you should contact your identity provider. If, after contacting your provider, you are still unable to verify your identity, call the Rural Payments helpline on 03000 200 301 and we may be able help you register – this will only give you access to the Rural Payments service, not other government services.

After you've verified your identity, you can sign in to the Rural Payments service and start to register. You will need to create a password.

If you're an existing customer

Sign in to the Rural Payments service at www.ruralpayments.service.gov.uk.

Or you can sign in using the link on the RPA page on GOV.UK at www.gov.uk/rpa and click 'Sign in to the Rural Payments service'.

Depending how you registered for the service you'll need your:

- 'Verify' login details if you registered through GOV.UK 'Verify'. Click 'Sign in if you registered online with GOV. UK Verify' link and follow the onscreen instructions

- customer reference number (CRN) and password, if you registered through RPA. Click 'Sign in with your customer reference number and password.'
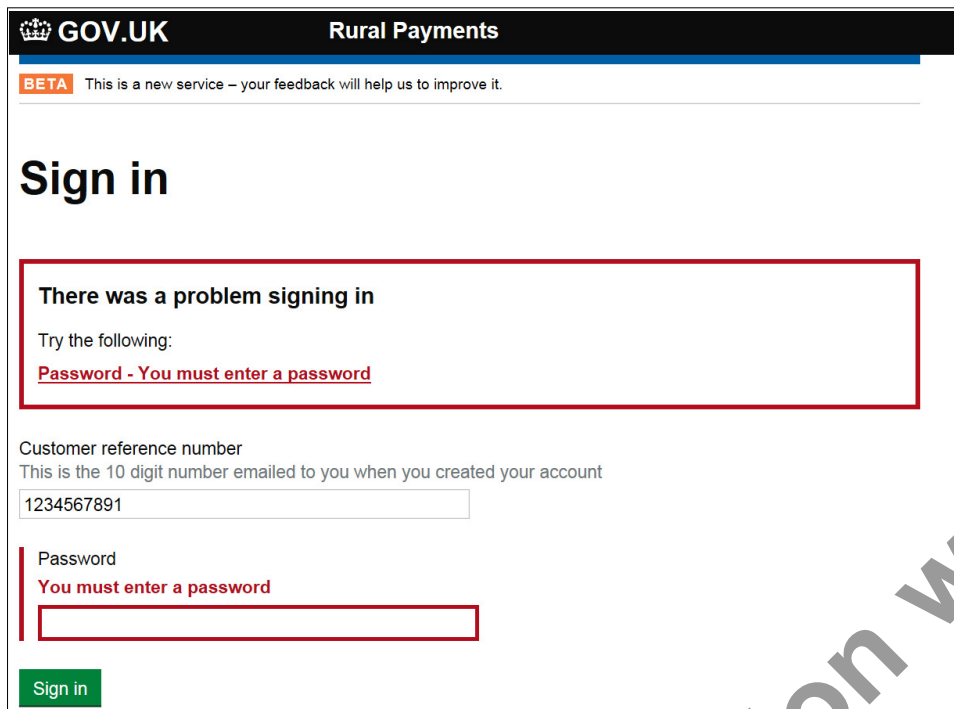
To open the service we recommend you use the latest version of Internet Explorer, Google Chrome, Firefox or Safari.

The best screen resolution to view the service is 1024 x 768.

To view PDF files from the service (such as an application summary), we recommend you download the latest version of Adobe Acrobat.
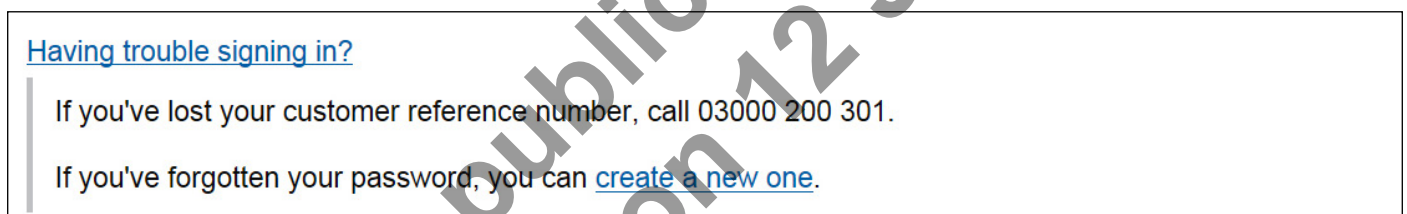
Problems signing into the Rural Payments service

If you make a mistake when signing into the service you'll see this message:

You have 3 attempts to sign into the service. If you make a mistake at each attempt you won't be able to access your account. You'll need to change your password by following the instructions on the screen.

If someone else makes a mistake when signing into their account by accidentally using your customer reference number (CRN), they'll also see this message but it will count towards failed attempts to access your account. If this happens, then the next time you try to sign into your account you may not get 3 attempts and may need to follow the same instructions above to get access.

What to do if you still can't access the Rural Payments service

Registered through GOV.UK Verify

If you registered through GOV.UK Verify and can't access your account, you need to contact your chosen provider.

You can leave feedback on the issue using the link on the GOV.UK Verify page.

The Government Digital Services (GDS) team will investigate your issue and reply to you if you requested a response.

If you registered through RPA

You'll need your CRN and the password you created when you activated your account. If you have forgotten your CRN, call us on 03000 200 301.

If you have forgotten your password, request one using the 'create a new one' on the sign-in page.

Enter your email address and CRN, then click on 'Send security code'.

You'll receive an email with a security code, which you need to enter on the screen below.

Important: you need to keep your browsing session open on the Rural Payments service or you'll have to start again.

The easiest way to access the email and retrieve your security code is by one of the following:

- open a new browsing tab and access your email account
- access your email account from another device, for example, your mobile phone

When you've received your code, enter this and click 'Continue'.

You can now create a new password to access the Rural Payments service when you want to sign in.

Help is available

There is a 'Help' link on many of the screens that will take you through each process step-by-step. You can print or download a copy of all the onscreen help at www.gov.uk/rpa/bps2018. Or you can call us on 03000 200 301 if you get stuck.

Check

...your information

First check that your personal and business details are up-to-date, then create and check your 'application summary'.

Check that your details are up-to-date

Before you start to check your application, you must check that the personal and business details you've already registered are still correct. We'll use them to contact you about your application so please make sure they are up-to-date.

Check your personal details

As soon as you sign into the Rural Payments service you'll see a screen called 'Your Businesses'. To check and change your personal details, click 'View and amend personal details' on the right side of the screen. After you make any changes, click 'Amend your details'.

Make sure your details, and any agent details, are up-to-date as we'll use these as contacts

Check that your address, email address and phone number are up-to-date.

> If you apply online, we will contact you by email, whenever possible, so it's important that your email address is up-to-date.

Check your business details

To check your business details, choose the business from the 'Your businesses' screen. On the 'Business overview' screen, click 'View full business details' on the right side of the screen. To make any changes, click the appropriate 'Amend' link.

The main business address that we have on the Rural Payments service is the address that we'll use to send certain types of information to you, such as the remittance advice after a payment is made.

If you've not been paid in euros before and you want to be paid in Euros for BPS 2018, you must give us your euro bank account details before 15 November 2018.

> ### Bank account details
>
> It's important that your bank account details are up-to-date and valid or we will not be able pay you for BPS and any other schemes you are claiming payment for. To amend your bank account details, call us on 03000 200 301.
>
> You can't change them online or by email.
>
> After BPS payments start from 1 December 2018, we can only update bank account details if we have asked you for them, or your bank has rejected payment.

Check your permission levels

To check your permission levels, click 'Give access to this business' on the 'Business overview' screen. If you don't have the right permission on the service you'll need to get someone with 'Business Details: Full Permission' level for the business to change your permission level.

To access your online application summary you need to have the BPS 'submit' permission.

If your 'relationship' for the business is 'employee' in the service you won't be able to access the application, even if you have the permission shown above. You'll need to get someone with full permission for the business to change your relationship to 'helper'. If there is nobody else for the business who can do this on the service, call us and we will help you over the phone.

Check any permission levels you've given to other people

If you want someone else to have access to your business so they can help you apply online, you need to check that you've given them the right permission. Click 'Give access to this business' from the 'Business overview' screen. They'll need BPS 'submit' permission if you want them to apply on your behalf. They must be registered on the Rural Payments service before you can give them access, and you will need their customer reference number (CRN).

If you prefer you can arrange for someone else to receive payments on your behalf.

Check your application summary

Once you've checked that your details are up-to-date, you can start checking your online application. To do this, create an 'application summary'. You may find it useful to print the summary as it looks like a paper BP5 application form, so if you've applied for BPS before it should look familiar.

How to create your application summary

From the 'Business overview' screen, click the 'Basic Payment Scheme Applications' link, and then the 'Apply for BPS' link.

Remember there's 'Help' on these screens to guide you step-by-step.

Create a new application

Each year, before you view an application summary for the first time, you need to create a new BPS application.

To do this:

- click the green button 'Create a new DIRECT PAYMENTS application'.

- a message will appear showing a green tick, this confirms the application has been created 'Successfully'. Click the green 'Back' button at the bottom of this screen.

- on the next screen click 'Open'.

Apply for BPS
A Farmer

Help

Year	App. number	Sector	Type	Active	Submit Date	Status	
No data found.							

Create a new DIRECT PAYMENTS application

If the green 'Create a new DIRECT PAYMENTS application' button isn't available or isn't clearly visible, this means that the option to apply for BPS isn't 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 (11 June).

If you have been advised that you can apply for BPS, but the green 'Create a new DIRECT PAYMENTS application' button isn't available, this may be because your permission level is not correct. You need to have the 'BPS: Submit' permission level.

To check your permission levels, click 'Give access to this business' on the 'Business overview' screen. If you don't have the right permission on the service, you'll need to get someone with 'Business Details: Full permission' level for the business to change your permission level.

When you create your application for the first time, we recommend you make a note of the 'App. number' which is the unique application number given in the Rural Payments service, and share this with anyone in your business who has permission to change your application.

If you have more than one application with the 'Status' of 'Created' for the same scheme year, you can use the 'App. number' to identify which is the most up-to-date application.
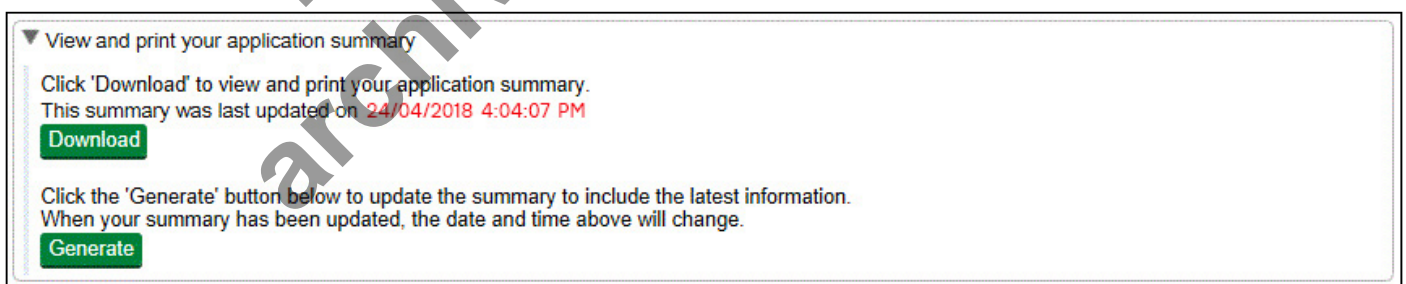
Create a new application summary

After you've created and opened your new BPS application:

- click the drop-down arrow 'View and print your application summary'
- then click 'Generate' – when your application summary is available a date and time will appear beside the 'Download' button.
- click 'Download' to read or print your application 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 in the Rural Payments service.

When the summary is up to date, the date and time will be green. If it is red, this means something has changed and you need to generate a new summary to view the latest information.

You can also read how to generate your application summary by clicking the 'Help' link on the relevant 'Apply for BPS' screen.

We've filled in your application with information we already have about your business – so you can check it like you would have checked a BP5 paper form in the past. Where necessary, we have reviewed and updated our mapping information based on the latest available data sources, such as aerial photography and Ordnance Survey updates. It is your responsibility to make sure that the information in your application is correct.

The first time you read your application summary, you'll see information in the following sections that you will need to check:

- **Part A: Your business**
- **Part B: Payment** (this will only be filled in if you were paid in euros last year)
- **Part C: Field data sheet**
- **Part D: Greening: ecological focus areas (EFA)** (if this applies to you)
- **Part E: Common land grazing rights** (if you have any)
- **Part H: Entitlements**

The other sections of the application summary are blank at the moment. You will fill them in when you complete your declarations (see page 37).

As you check these sections, make a note of anything that needs to change. Once you have checked them all, if you need to make any changes, read the 'Change' section (starting on page 21) to find out how.

Parts C and D of your application summary

In Parts C and D of your application summary, you'll see information about greening and whether you may be meeting the crop diversification or EFA rules. For more information about this, read the section 'Using the greening checker in your application summary' on page 16.

What to check in Part A: Your business

Check that the single business identifier (SBI) and the 'Name of beneficiary (or business name)' are correct. You can't change your SBI online.

What to check in Part B: Payment

If you want to be paid in euros, check that there is an 'X' in the box in this part of the summary.

What to check in Part C: Field data sheet

In Part C, your application summary should show all the agricultural areas on your holding which are 0.0100 hectares or more, even if you are not claiming BPS on that land. You should also include any non-agricultural land, including woodland, you have in a Rural Development Programme agreement (such as Countryside Stewardship and Farm Woodland Schemes) and the National Forest Changing Landscape Scheme.

Land in the Woodland Carbon Fund or HS2 Woodland Fund should also be included where it is already registered with RPA.

The information in Part C is based on:

- what land we have linked to your SBI
- the total field size and maximum area eligible for BPS that we have recorded on our maps (columns C3 and C4)
- the information we took from your BPS application last year.

The total field size of every land parcel needs to be accounted for, including:

- areas and features within the land parcel which are non-agricultural
- how different areas of the parcel are being used for different things - such as arable land, permanent grassland and permanent crops (they need to have the appropriate land use code).

First, check if there are any land parcels missing from your application, or if there are any that you want to remove. Make a note of this so you can change them later (see pages 27 and 28).

It's particularly important to check that columns C6, C7 and C8 are correct. These are the columns that tell us what you use each area of a land parcel for, what size it is, and how much of it you want to claim for payment (if it's eligible).

Check your maps online

It's important that you check your maps online because we've reviewed and updated our mapping information, where necessary, since applications were made for BPS 2017. We've updated our digital land maps using the latest available data sources, such as aerial photography and Ordnance Survey updates. If we've updated your land parcels, you will have received notifications in the 'Messages' tab on the Rural Payments service identifying which land parcels have been updated. If you do not read your messages, we will send you an email reminding you to sign into the service and check your notifications.

For more information about your digital maps, read Annex 1 starting on page 48.

C2 – Ordnance Survey Map sheet reference and National Grid field number

This will contain a 10-character reference, made up of 2 letters, 4 numbers and the final 4 numbers indicating the centre of the land parcel (for example, AA1234 1234).

Some field numbers may have changed since last year – you can check them by looking at your digital maps – read Annex 1 page 48.

C3 (Total field size) and C4 (Maximum area eligible for BPS)

Column C3 should show the total area of the land parcel. C4 should show the maximum area eligible for BPS (the total area of the land parcel, minus the area of any non-agricultural areas and features).

The information in columns C3 and C4 comes from our mapping database. It may not be up to date if you have:

- sent us an RLE1 form to tell us about land changes and we haven't made them yet (they will show as a 'pending' change on your digital maps),
- made changes to your land parcel that you haven't told us about yet on an RLE1 form, or
- had a land inspection in 2017 and we have changes to make to our mapping database as a result.

Check if there are any land parcels missing or if there are any that you want to remove

It's important that you check your digital maps as we've been reviewing and updating our mapping

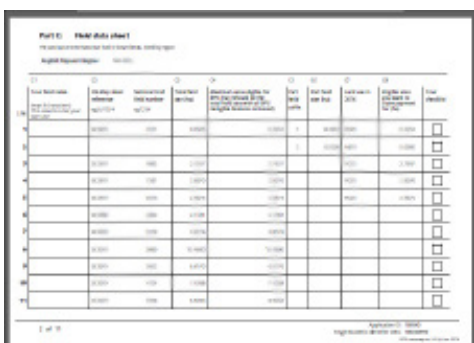information, where necessary, since BPS 2017 applications were submitted. Read Annex 1: Your digital maps on page 48.

<div style="background:#1f8fd0;color:white;padding:10px">

Checking your land areas

All the land information on your application summary needs to be to 4 decimal places (that is, x.xxxx ha). If you have any problems doing this we recommend you round down rather than using normal rounding rules.

For example if the parcel is 2.47725 ha, record as 2.4772 ha, rather than 2.4773 ha.

</div>

C6 – Part field size

Column C6 shows the size of the eligible areas (or crops) and non-agricultural areas and features in the land parcel (C7 shows what the area is being used for). We've listed the ones that you supplied in 2017. Only permanent non-agricultural features are prepopulated on your BPS application, not temporary ones.

Make a note of any areas that have changed, so that you can update them in the 'Land use' screen later. (See page 22 for more information).

The total of all the land use areas (C6) should add up to the correct total field size (C3). The total area of all the eligible land uses (C7) should add up to the correct maximum area eligible for BPS (C4) for the land parcel. You might need to take into account any RLE1 forms you have sent to us, changes made following our review of mapping data or changes made following an inspection.

If you only have part of a land parcel 'at your disposal' for BPS, and someone else has the other part, you should only declare the land use(s) (C7) and area (C6) for your part of the parcel.

If you need to tell us about more than one land use in your 'share' of the eligible land, then you can do this in the 'Land use' screen – read page 22 for more information. Read the 'Basic Payment Scheme: rules for 2018' for more information about what 'land at your disposal' means.

We will use the information about your land use in columns C6 and C7 to work out if you:

- have enough eligible land to claim BPS

- are exempt from any of the greening rules

- are meeting the crop diversification or EFA rules for greening

C7 – Land use in 2018

This column should contain a land use code showing what each area of land is being used for on 15 May 2018. If the crop will be planted after 15 May, you should declare which crop is there for the majority of the cropping period. If this is likely to be fallow and you intend to sow a crop before the 30 June, you should declare this crop instead of fallow.

There's a list of all the land use codes on GOV.UK at www.gov. uk/rpa/bps2018.

If you have any land that will not be eligible for the entire calendar year (for example, you know that utility works will take place on the land later in the year), use the correct non-agricultural land use code at C7. You do not need to fill in an RLE1 form to tell us about non-agricultural areas or features that will only be on agricultural land temporarily. Read the table on page 31 for more information.

If you have features on your land which are eligible for BPS (such as hedges or ditches), these don't need to be declared as separate land uses in columns C6 and C7. You should include the area of these features in the main land use of the field.

Grass strips (such as tracks, strips, margins, headlands, including agri-environment field margins, buffer strips, field corners and beetle banks) do not need to be identified separately from the main land use of the parcel (the cropped area), unless you want to count the area:

- separately for crop diversification
- as a permanent grassland buffer strip or fallow land for EFA
- towards your permanent grassland total for a greening exemption, or
- towards your temporary grassland and/or fallow land total for a greening exemption.

> Grassland claimed as temporary grass for 5 consecutive years, will already show as permanent grassland for BPS 2018. For more information, read the section 'Temporary grassland' in the 'Basic Payment Scheme: rules for 2018'

C8 – Eligible area you want to claim for payment

Column C8 should be the sum of the eligible areas and land uses in columns C6 and C7. Check that the area you want to claim payment for is correct. You can only use land parcels which have a total eligible area of 0.1000 hectares or more to claim BPS.

The area entered in C8 for each eligible land use must not be more than the area entered in C6 for that land use. The total of the areas entered in C8 for the land parcel must not be more than the total of all the eligible land use areas entered in C6.

> ### Check the 'activate less BPS area' screen
>
> Whether or not you've made any changes to your land information, it's very important that you check the 'Activate less BPS area' screen to make sure that the eligible area you want to claim for payment (C8) is showing correctly. In some cases, for the eligible area you want to claim for payment (C8) may default to 0.0000 in the 'Activate less BPS area' screen.
>
> You need to check the 'activate less BPS area' screen after you've updated all the information in your BPS 2018 application but before you submit it. You can do this in one of the following ways:
>
> - generate a copy of your application summary
> - use the 'Activate less BPS area' screen.
>
> Read page 37 for more information.

What to check in Part D: Greening: ecological focus areas (EFA)

You only need to check this section if you have to follow the EFA greening rules (read the 'Basic Payment Scheme: rules for 2018' to check).

If you have more than 15 hectares of arable land you must have 'ecological focus areas' (EFAs) on your land unless you are exempt from this rule. The total of all EFAs must add up to an equivalent of at least 5% of the total amount of arable land you have (even if you aren't using it to claim BPS).

For BPS 2018 onwards, the limit of 30ha of remaining arable land has been removed for 2 of the crop diversification exemptions and both of the EFA exemptions. This has been updated in the Rural Payments service.

You can declare more EFAs if you want to make sure that you meet this rule. You cannot do this after the late application deadline of 11 June 2018. For example, if your holding is inspected and the inspector finds that some of the EFAs you declared are not present on your holding, they can work with you to use alternative eligible EFAs on land that you have already declared up to the area of EFA

declared on your application. For more information, read the 'How many EFAs to declare' section in the 'Basic Payment Scheme: rules for 2018'.

D2 to D8 – EFAs

Your application summary will show the EFAs you declared for BPS 2017, with the exception of catch and cover crops. Check that all the EFA features and areas you want to declare this year are shown and that their areas or lengths are correct.

In 2017, we will use new EFA hedge information. This may mean that entries are different to those that were declared in 2016.

> For BPS 2018 onwards, the EFA buffer strip option is extended to include field margins, and the definition of EFA hedges is extended to include trees in a line.

New EFA hedge information

In 2018, we will use new EFA hedge information. This may mean that the hedges information shown in Part D is different to what you declared in 2017. You can see the new EFA hedge information on your digital maps – from the 'View land' screen select individual land parcels. The information shows the length of the hedge in metres and whether the hedge is eligible as an EFA. For more information, read Appendix 1 starting on page 48.

If you want to declare an EFA hedge that is not visible on the 'View land' screen, you need to submit an RLE1 form and sketch map. For more information, read pages 32 and 33 of the 'Change' section.

EFA hedges or trees in a line next to fallow land, nitrogen-fixing crops, catch or cover crops also declared as EFAs

You need to reduce the area of the fallow, nitrogen-fixing crop or catch or cover crop declared as EFA if an EFA hedge or trees in a line you are also declaring is next to them – read the 'Basic Payment Scheme: rules for 2018' on GOV.UK.

Using the greening checker in your application summary

In Parts C and D of your application summary, you'll see information about greening and whether you may be meeting the crop diversification or EFA rules. This is just a guide and is based on your land use and area information.

These greening sections may be incorrect if you have:

- 'Undeclared' areas in your land use screen
- organic land and have applied for an exemption, as shown in Part J of your application summary
- applied for crop diversification exemption 3 (for more information, read the 'Basic Payment Scheme: rules for 2018')
- used paper continuation sheets
- have land in another part of the UK
- Declared nitrogen-fixing crops as the weighting has increased from 0.7 to 1.0. However, this has not been reflected in the Rural Payments service for BPS 2018.

> If you're using different EFAs this year, or declaring nitrogen-fixing crops, you may prefer to use the greening workbook to confirm that you are meeting the greening requirements. This is available on GOV.UK at www.gov.uk/rpa/bps2018.

What to check if you do not meet the greening rules

If your application summary shows NO beside 'EFA rules met', check that you have declared eligible and non-agricultural land uses for the total field size of all your land parcels.

If your application summary shows N/A beside 'EFA rules met', this means that you don't need to declare EFAs because you meet one of the exemptions (these are explained in the 'Basic Payment Scheme: rules for 2018').

However, if your circumstances change and you are no longer exempt, you can check which areas or features on your application would count as EFA. Go to the 'Use less EFA than available' screen - you'll see all the areas and features you've declared which would count as EFA.

For more information, read page 38.

What to check in Part E: Common land

This part will show any common land grazing rights that you have. Check that the information is correct and make a note of anything that you need to change.

E3 – Type of commons rights

This shows the type of grazing rights you have by animal type (for example, cattle, sheep or ponies) using the information we have.

Read the 'Basic Payment Scheme: rules for 2018 for more information and for guidance on how to claim if you have New Forest grazing rights.

E4 – Number of rights of this type

This shows the number of animals you have grazing rights for, for the animal type listed at E3, using the information we have. Read the BPS 2018 scheme rules for more information.

You don't need to convert your rights to Livestock Units or do any other calculations.

E5 – Do you own the common?

If you own the common, check that this is shown correctly.

E6 – Activate entitlements

Check that each line in column E6 is correct if you want to be paid for your common land rights.

Where rights can be used on more than one common, we will allocate the rights between the commons in proportion to their relative eligible areas. For example, if a farmer has rights to graze 100 cattle (equivalent to 100 Livestock Units (LU)) on Common A (150ha eligible area) or Common B (50ha eligible area), we will allocate 75 LU (150 ha/200 ha x 100LU) to Common A and 25LU (50 ha/200ha x 100LU) to Common B.

The information pre-populated in the 'Common Land Grazing Rights' table shows the allocation of rights that was used for BPS 2017 payments. However, if you are declaring split rights for BPS 2018, you should declare the full number of rights held against all of the commons on which the rights can be used (in the above example declare 100 cattle on Common A and 100 cattle on Common B) and we will do the calculation to allocate the rights between the commons for you, using up to date information from the system.

What to check at Part H: Entitlements

This section is for information only. You can check your entitlements information in the 'View entitlements' screen – from the 'Business overview' screen click 'Entitlements' then 'View entitlements'. Click the 'Help' link to read about what the information on the screen means. If you think your entitlements information is wrong call us on 03000 200 301.

Remember, you can apply for BPS on as much of your eligible land as you want to – you don't need to match the area you apply for with the number of entitlements you hold.

There is no penalty if the eligible area you apply for is greater than the number of entitlements you actually hold. We will work out your payment based on the number of entitlements matched by eligible land. However, you should not apply for more eligible land than you actually have.

> A farmer holds 100 entitlements on 15 May 2018 and declares 120ha of eligible land. 100 entitlements are activated for payment. The additional 20ha of eligible land is not an over-declaration.

More detail about checking your entitlements is in the table below.

To check your entitlements, go to 'Entitlements' and then 'View entitlements' in the Rural Payments service.

If you...	You need to...
should have had entitlements transferred to you, but they are not included on your application summary	first check your entitlement balance on the Rural Payments service. On your application, declare your land and BPS eligible area as you normally would. When we process your claim, we'll update your entitlement balance if there is a transfer we still need to complete and pay you for the actual number of entitlements you held on 15 May 2018.
have entitlements on the Rural Payments service which show the wrong 'use by year'	click 'Help' on the screen to read more information about the 'use by years'. If you think some of the use by years are wrong, check your claim statement (if you have one), which shows the number of entitlements that were held on 15 May 2018 and were available for payment. If you still think the number of entitlements shown in the 'View entitlements' screen is wrong, email or write to us.

If you...	You need to...
think your Rural Payments service screen shows the wrong number of entitlements	click 'Help' in the 'View entitlements' screen to read more information about your entitlements. If you still think the Rural Payments service shows the wrong number of entitlements, fill in and send us a 'BPS Payment Query' form giving as much detail as you can. This is available on GOV.UK at www.gov.uk/rpa/bps2017. On your application, declare your land and BPS eligible area as you normally would. When we process your claim, we'll check your entitlements balance and make any updates we need to. NOTE: If there are any planned adjustments or you have an outstanding query about your BPS payment for 2015, 2016 and/or 2017, any entitlement transfers will show as 'pending' on the 'View entitlements' screen until the adjustment or query has been completed. Once that is done, the transfer will be completed with the effective date given (unless there are insufficient entitlements).
applied for entitlements under the 'young or new farmer' rules in 2017, but they are not included in your balance on the Rural Payments service screens	declare your land and BPS eligible area as you normally would on your application. Where applicable, refer to any information we have sent to you about your entitlements. When we process your claim, we'll check your entitlements balance and make any updates we need to so we can pay you for the correct number of entitlements you held on 15 May 2018 (based on the eligible land you claim against).

Change

...anything that needs updating

Making changes online will update your application automatically. If you don't need to make any changes, go to page 37.

Use the different links on your 'Business overview' screen to make changes to the information shown on your application summary. If you are still on the 'Apply for BPS screen' (where you downloaded your application summary), click 'Back to applications' then 'Back to Business overview' to see the Business overview screen.

> A guide about where you can make changes in the Rural Payments service is at annex 2 of this booklet. When you're using the Rural Payments service, whenever you see the 'Help' link, you can click it to read information about how to use the screen you're on.

When you've finished making your changes, you'll need to go back to the 'Apply for BPS' screen so you can complete your declarations (for more information, read page 37).

Part A: Business details

To update your business name, click 'View full business details' from the 'Business overview' screen, then 'Amend business details and reference numbers'.

Make changes to Part C: Field data sheet

The information in Part C and Part D: ecological focus areas comes from the 'Land use' screen. You can find it by clicking the 'Land' link on the Business overview screen, then 'Land use'.

You can make the following changes to Part C:

- add or remove land parcels from your application
- change your 'land use' (columns C6 and C7 on your application summary)
- reduce the area you want to claim for payment (C8).

> **Change the 'activate less BPS area' screen**
>
> You should check the 'activate less BPS area' screen whether or not you've made any changes to your land information. Read pages 37 and 38 for more information. If the information shown in the 'activate less BPS area' is incorrect, update the 'Applied for' column to show the area you want to claim for payment.

You can't change the information in columns C3 or C4 of your application summary online – and you won't need to when you make an application. You just need to:

- make sure your land use (C7) and areas (C6) are correct, and
- send us an RLE1 form and sketch map (if you haven't already done so) if there has been a permanent boundary change (the total size of the parcel has changed) , or if non-agricultural areas and features have been added or removed from it.

In the Rural Payments service, declare all of the land information to 4 decimal places x.xxxxha). If you have any problems doing this we recommend you round down rather than using normal rounding rules.

For example if the parcel is 2.47725ha, record as 2.4772ha, rather than 2.4773ha.

If you see the 'Plan not editable' message on the 'Land use' table, call us on 03000 200 301 and tell us you have this message. We'll change the status on the Rural Payments service so that you can make your changes.

Change 'Land use' - columns C6 and C7

From the 'Business overview' screen, click 'Land', then 'Land use'. The information on the land use screen will be submitted to us as part of your BPS application (in Parts C and D), so it's important that it's correct.

Making a change in the 'Land Use' screen won't automatically update your digital maps in the 'View land' screens. For more information about the 'View land' screens, read 'Annex 1: Your digital maps' on page 48.

IMPORTANT: if you are changing the land use for a land parcel that is already included in a Countryside Stewardship (CS) agreement, make sure that the land use is compatible with the CS management option or it may affect your CS agreement and payment.

Searching for a land parcel

If you have a large number of land parcels, the easiest way to find the parcel you are looking for is to use the 'Filters'. When you use a filter, you can update your land use and you'll return to the filtered view (rather than the top of the land use table). This means you can make a number of changes to a land parcel without having to search for it each time.

To see the filters, click the plus symbol next to the 'Filters' heading.

You can filter by:

- sheet reference (for example, '2435' or 'AB1234')

- parcel ID (for example, '1145')

- land use – using this filter will show all the instances of a single land use (for example, if you search for permanent grassland it will show you all the land uses for 'PG01 – Permanent Grassland' for each National Grid reference)

- 'Undeclared' or 'Overdeclared' to see all the parcels and land use areas which have these warnings

To filter, type the information you want to search for in to one of the white boxes, then click the 'Search' button. To filter for warnings, click the arrow next to 'All':

To remove a filter:

- delete the text you've typed into one of the white boxes, then click 'Search'
- the drop drown box to 'all' (if you've used it), then click 'Search'

If you use the filter to search by OS Sheet number you will rarely have more than 10 fields to look through and generally all are displayed on the screen.

Make changes to land use

To make changes to land use, use the icons on the left of the screen.

🖉 Edit – change a land use area (and add a catch or cover crop if you need to)

➕ Add – include another land use in the land parcel and tell us its area / measurement

⊗ Delete – remove a land use from a land parcel

Click '+' to search for a land parcel or land use

When you are changing your land use there are checks built into the Rural Payments service. They will highlight to you if the land uses you have declared for a parcel add up to more or less than the total field size that we currently have mapped. The total field size is shown in the 'Parcel size' column (and column C3 on your application summary).

Undeclared

If you see an amber 'undeclared' box, this means you haven't declared the land use for the whole area of the land parcel we currently have mapped. To add a land use for this area, click the 'Add' icon for the row shown as undeclared.

If you have an 'undeclared' box, the greening checker may not work correctly. For more information, read page 16.
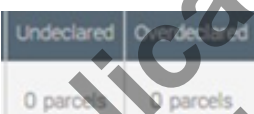
Overdeclared

If you see a red 'overdeclared' box, this means you have declared land use that is larger than the total size of the land parcel we currently have mapped. Use the 'Edit' icons on the land use screen to reduce the size of one or more of the land uses in the land parcel.

You can update your land use to remove these boxes, but you may not need to if:
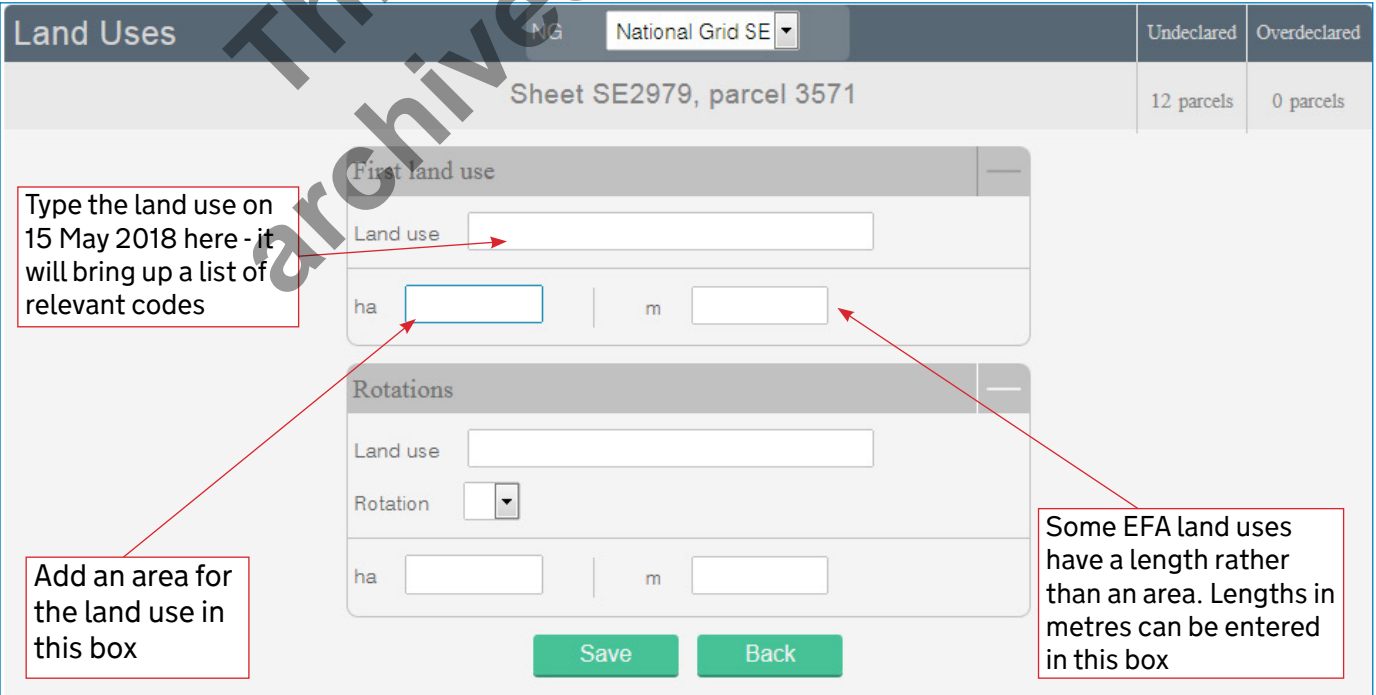
- you need to tell us about a change to the total size of the field - send us an RLE1 form and sketch map to tell us about the changes and make sure the land use you've entered is correct
- you have already sent us an RLE1 to tell us about changes, but we haven't updated your maps yet. You need to make sure the land uses for the parcel and their areas are correct
- only part of the land parcel is 'at your disposal' for BPS, then you should only declare the land use(s) and area for your part of the parcel.

If any of these apply, you can still submit your application if the 'undeclared' or 'overdeclared' box is showing.

If you …	You need to…
have a land parcel in the 'land use' table showing an area of 0.0000 and an 'undeclared' flag next to it	

do one of the following:

- if the parcel should not be linked to your SBI because, for example, you do not have control of the parcel or have sold it, and you want to remove it from your holding, or transfer it to the new owner, follow the instructions on page 28.

- if you can't remove or transfer the parcel online, leave the area as undeclared in your online application, and send us an RLE 1 form to make the transfer.

- if you want to claim on it, add the land uses to the land use table using the information you have.

- if you don't want to claim for BPS on this parcel then leave the parcel as undeclared with an area of 0.0000 when you submit your BPS application.

Note that the land use table will still show as an 'undeclared' area and flag against the 0.0000 and reference number. However it will not be included in the list of 'undeclared areas' at the top of the table (as shown below).

Adding or editing a land use

Use the screen below to enter a new land use (after clicking the 'Add' icon) or edit an existing one (after clicking the 'Edit' icon). If you get stuck, click the 'Help' link.

Type the land use on 15 May 2018 here - it will bring up a list of relevant codes

Add an area for the land use in this box

Some EFA land uses have a length rather than an area. Lengths in metres can be entered in this box

When you add or edit a land use, the screen will let you choose 'Rotations' on the land use. You only need to use this to add an EFA catch or cover crop to your land use. These should be entered as rotation 2.

When you have made your changes on this screen, click the 'Save' button, then 'Back'.

For BPS 2018, if you're applying for 'Spelt Wheat', you need to use code AC96, which will show as 'Samphire'.

Important

If the changes you make mean that the total size of the field ('Parcel size' in the land use screen) has changed, you need to fill in and send us and RLE1 form and sketch map and ask us to change the permanent field boundaries (if you haven't already done so). You can download an RLE1 form from GOV.UK – go to www.gov.uk/rle1.

If you have already sent us an RLE1 form, you can check your digital map of the land parcel to see if the change is still shows 'pending' – shown by an (!) icon. For more information, read page 48.

Add or remove land parcels at Part C

The tables below explain how to add or remove a land parcel at Part C of your application summary.

If you transfer land online, you won't see this straightaway on your digital maps in the 'View land' screens. It can take up to 24 hours to appear. You should see it straightway in the 'Land use' screen.

If you want to...	You need to...

add a land parcel to your application	do either option 1 if the land parcel is already registered with us or option 2 if it is not registered with us.
	
	1. If the land parcel is already registered with us
	You need to do one of the following:
	
	• ask the previous owner or claimant to transfer the land parcel to you online (this will link the parcel to your SBI). We recommend online transfers are made as early as possible so they appear on your online application in time to submit it.
	
	• fill in a BP5 continuation booklet (available on GOV.UK) with the details of the land parcel and send it to us when you apply.
	
	• send us an email (from an email address registered for a person in the business on the Rural Payments service, with at least 'BPS: Amend' permission) to let us know – put 'BPS 2018 add land' in the subject line and include the following information:
	
	    • the SBI and name of the business the land should be linked to (so it appears on your online claim)
	    • the land parcel reference numbers for the parcels you want to add, including sheet reference numbers and parcel IDs.
	    • your name and contact number in case of any issues
	
	Send your email to: ruralpayments@defra.gsi.gov.uk
	
	We must received your email by 4 May to make sure we can get back to you in time for you to complete your application by the 15 May deadline.
	
	We will send you an email (to the email address you sent the request from) after the change has been made. In some cases, for example, the land has an outstanding mapping change, we may not be able to link the parcel to your SBI. If this happens we will email you and provide you with a link to the continuation sheets that you will need.
	
	Please note: the person requesting this will need a minimum of 'Amend' permissions for land and/or 'BPS Amend' permission.
	
	2. If the land parcel is not registered with us
	Fill in a BP5 continuation booklet with the details of the land parcel and send it to us when you apply, and
	
	fill in an RLE1 form and sketch map to register the land parcel (if you haven't already done so).

If you want to...	You need to...

transfer or remove a land parcel from your application	do one of the following:
	
	1. transfer the land parcel to the right business on the Rural Payments service (this will remove it from your business). After you have transferred the land parcel, you need to make sure you do not claim it for BPS before you submit your claim – see below for more information.
	
	2. 'Remove' the land parcel from your business (SBI) if you no longer have control of it - for example, you don't farm it any longer or you tried to delete it from your application last year and it's still appearing.
	
	Then, remove the land parcel from your BPS application - after you have either transferred or removed the land parcel, you also need to remove it from your BPS application before you submit it.
	
	From the 'Apply for BPS' screen, go to 'Make changes to your application' and click 'Activate less BPA area. Then, click the button next to the **N** to answer 'no' in the relevant row. Then click **Save**.
	
	If you are not able to transfer or remove the land parcel online, fill in an RLE1 form and post it to us. You also need to remove the land parcel from your BPS application – see the information above.
	
	IMPORTANT
	If you transfer the land parcel from your SBI, or use the 'Remove' land option, this will completely remove the land parcel from your record, you won't be able to claim for payment on that land parcel for either BPS or one of the following rural development payment schemes.
	   • Countryside Stewardship
	   • Environmental Stewardship
	   • Habitat Scheme
	   • English Woodland Grant Scheme
	   • Farm Woodland Premium Scheme
	   • National Forest Changing Landscape Scheme
	
	Do not use the 'Remove land' option if you still control the land parcel for one of these schemes. If you remove a land parcel under an existing Rural Development Programme agreement, it will be removed from your land record and from your agreement. It may also mean that any payments already made to you are reclaimed.
	
	For these cases you should use the correct 'land use' for the scheme you are claiming under. To update your land use, from 'land use' screen, use the 'Edit land use' option. You also need to remove the land parcel from your BPS application – see above.
	
	Note: if you apply for BPS on other land that you have control of, **all** the land associated with your business (SBI) will be considered for greening calculations. This includes land that you are not claiming for BPS.

Transferring or removing land as a tenant or if you own less than 100% of the land parcel

You cannot transfer or remove a land parcel online if the 'Holding' type on the 'Transfer land' screen shows as:

1. Tenant

2. Owner but the percentage owned is less than 100%

In these cases, you'll need to fill in and send us an RLE1 form to transfer or remove the land parcel from your SBI. Read the RLE1 guidance for more information.

Dual linking of land for landlords and tenants

You can add a land parcel to your business by emailing us – follow the instructions detailed on page 27 ('add a land parcel to your application'), or you can fill in and send an RLE1 form to us. Once the land parcel has been added to your business, you should then declare the appropriate information in the 'Land use' screen.

If the owner of the land parcel is transferring the land to a tenant, they should transfer it by lease, which will allow the tenant to claim on the land parcel. This will not break the existing land link to the owner but will add a new link to the land parcel. At the end of the lease, the parcel link will end but the original land link to the owner will be retained.

IMPORTANT: only the person claiming on the land parcel should update the land use. If the parcel is owned by someone else but they are not claiming it for payment for BPS, they should use the 'activate less BPS area' screen to show that they are not claiming on that land parcel - click the button next to the N to answer 'no' in the relevant row, then click Save.

The table below explains how to make other changes to your land. You can also read more detail in the onscreen 'Help' (see page 7). You might need to use the add, edit or delete buttons to make changes (see page 23).

If you want to...	You need to...
change the size of a land parcel (because the permanent boundary has changed)	increase or reduce the total size of your land parcel. To **increase** the size of the land parcel, you must do all of the following: • increase the area of land use for the corresponding land use code(s). Use the 'Edit' and/or 'Add' icons in the land use screen to make the changes. The total area of land use will now be larger than the total parcel size, and will show as 'overdeclared'. • fill in an RLE1 and sketch map to tell us about the change to the land parcel (if you haven't already done so). The area you want to claim for payment for will automatically default to the new total of eligible land uses – check this in the 'activate less BPS area' screen. To **reduce** the size of the land parcel you must : • reduce the area of land use for the corresponding code(s). Use the 'Edit' icon in the land use screen to make the changes. The total area of land uses will now be smaller than the total parcel size, and will show as 'undeclared'. • fill in an RLE1 form and sketch map to tell us about the change (if you haven't already done so).
split or merge parcels (permanent splits, not crop splits)	do either of the following: • **Merge:** fill in the land use for each parcel and leave as 2 separate parcels. Use the 'Edit', 'Delete' or 'Add' icons in the land use screen to do this. • **Split:** fill in the land use for each parcel in the existing parcel (and don't split it other than providing different land use where needed). Use the 'Edit', 'Delete' or 'Add' icons in the land use screen to do this. Then fill in and send us an RLE1 and sketch form to tell us about the change (if you haven't already done so).

If you want to...	You need to...
claim for land that is in dual use	agree the land-use code for the land parcel with the other claimant – make sure it is compatible with both BPS and CS / ES agreements. Once this is agreed, this is the land use you should both declare in your land use screen and should not be changed unless you both agree with the change. Then, you need to do one of the following if you are: • **Claiming for BPS on the land parcel:** claim for the land parcel but do not amend the land-use code. The person who IS NOT claiming for BPS on the land parcel should use the 'activate less BPS area' screen to show the 'eligible area' as 0.0000 so that the land parcel is not activated for payment, if they are applying for BPS on other land parcels. • **Claiming for Countryside Stewardship or Environmental Stewardship and someone else is claiming for BPS on the same area:** do not activate the land parcel for payment on your BPS application, if you are claiming for BPS on other land parcels, use the 'activate less BPS area' screen. Do not amend the land-use code or eligible area on the 'Land use' screen.
declare an area of a shared parcel	reduce the area of land use for the relevant parts of the parcel - the total area of land uses will now be smaller than the total parcel size, and you will get an 'undeclared' warning. Use the 'Edit' icons in the land use screen to do this.
tell us about non-agricultural areas and features in a land parcel which are not on your maps	enter the land use code for the non-agricultural area or feature, and enter the area. Use the 'Add' icon on the land use screen to add new land uses. You also need to fill in an RLE1 form and sketch map to tell us about these features/ areas (if you haven't already done so)
tell us about non-agricultural areas and features where they cover a whole land parcel and are either already mapped as ineligible or are not mapped	enter the land use code for the non-agricultural land area or feature, and enter the area. Use the 'Add' icon on the land use screen to add new land uses. You don't need to fill in an RLE1 form or sketch map to tell us about this.
tell us about temporary non-agricultural areas and features	give the area or feature a land use code of NA02 and enter the area. Use the 'Add' icon on the land use screen to add new land uses. You don't need to fill in an RLE1 form or sketch map.

If you want to...	You need to...
submit an RLE1 to tell us about changes to your land	fill in an RLE1 form to tell us about permanent changes to your land for BPS 2018. Ideally, you should submit the RLE1 form and sketch map to us by the BPS application deadline of midnight on 15 May. If we receive RLE1s forms after this deadline it could lead to delays in processing your claim. When submitting an RLE1 form for land changes, make sure that the changes are also shown in your online claim. If land changes occur later in the year and these affect your 2018 claim (for example, some of your land has become permanently ineligible for BPS), tell us about the change using an RLE1 form and sketch map, and write to us explaining the changes needed to your claim. Read the 'Basic Payment Scheme: rules for 2018' for more information about regarding withdrawing part or all of a claim.
have a land parcel in your 'Land use' screen on the Rural Payments service and a single land use is shown over a number of lines (for example, permanent grassland is shown 3 times in one land parcel)	do one of the following: • leave it so it shows as more than one line in the 'Land use' screen, or • delete and edit the information so the land use only shows on one line for that land parcel.
change the land cover for a land parcel	do one of the following: 1. where there is **one** land cover for the whole land parcel, call us 2. where there is **more than** one land cover for a land parcel, you must fill in an RLE1 form and send it to us with a sketch map clearly marked with the land covers and areas.

Make changes to Part D: Greening; ecological focus area

The information in Part D comes from the information in the 'Land use' screen. So it's important to make sure all the features and areas you want to use as EFAs are included on your land use screen. You can edit, add or delete information as you did when making changes to Part C. If you have any difficulty, click the 'Help' link. For more information, read page 23.

If you want to reduce any areas you are declaring as an EFA, read page 38.

EFA area or features: what you need to include in the 'Land use' screen

If you have...	You need to...
EFA nitrogen-fixing crops or fallow land	include at Part C using the 'Land use' screen – C6 (area) and C7 (land use).
EFA catch or cover crops	include them at Part C using the 'Land use' screen – C6 (area) and C7 (land use) at 15 May 2018. The catch and cover crops need to be included as a rotation crop (entered as rotation 2, see above).

If you have...	You need to...
EFA buffer strips and field margins, and EFA hedges or trees in a line:	separately identify them by giving them a land use (C7), and record their length recorded in metres.

There are specific codes you can use on the Rural Payments service. For more information read the list of land use codes on GOV.UK at www.gov.uk/rpa/bps2018.

You don't need to send us an RLE1 form or sketch map to identify your buffer strips and field margins for EFA purposes, or hedges or trees in a line that you want to use for EFA purposes.

How to declare EFAs

The measurements for EFA features/areas should be the actual physical measurements of the areas or features (in metres or hectares), not what they are worth for greening.

To declare a buffer strip and field margin as an EFA, you only need to declare the length of the buffer strip and field margin.

You should include the area of the buffer strip and field margin within the main land use of the parcel – you don't need to declare the area of an EFA buffer strip and field margin separately from the main land use unless:

- the buffer strip and field margin is permanent grassland, or
- the remaining area over the first 1m width is being used as fallow for EFA.

In these cases, the area of the buffer strip and field margin should be declared separately in Part C using the land use code for permanent grassland or fallow land, as appropriate.

When to use an RLE1 form

You will need to fill in an RLE1 form and sketch map if:

- you want to include a hedge as an EFA feature on your claim but the hedge does not appear in the 'View land' screen
- the length or location of the hedge is shown incorrectly on the 'View land' screen.

If you want to...	You need to...
show a greening feature, such as an EFA hedge and trees in a line	update your land use to show EFA greening features. Use the 'Add' icon on the land use screen to add new land uses. You can also add linear EFA features such as hedges or trees in a line, and buffer strips and field margins.
	You may also need to reduce an EFA field area (for example, nitrogen fixing crops, fallow land, catch/cover crops) to take account of the greening feature.
	Read the 'Basic Payment Scheme: rules for 2018' for more information about ecological focus areas (EFAs).
add a new hedge to your claim which doesn't appear in the 'View land' screen	add the correct land use code for the hedge (BF11 or BF12) in the 'Edit Land Use' screen
	Enter the hedge length you want to add.
	Fill in and return an RLE1 form and sketch map to have the new hedge mapped, if you haven't done so already.

Make changes to Part E: Common land grazing rights

Changing E1 to E5

If you need to make changes to your common land, you can do this in the 'Update rights for common land' screen. From the 'Business overview' screen click 'Commons'.

Onscreen 'Help' is available and will guide you through using the commons screens step-by-step.

Click on the row you want to change and a 'Common Declared Rights' table will appear on the screen. If the table is empty and you want to add common land rights, click 'New page'. Then, follow the steps below under the heading 'If you have common land rights not showing in the application summary'.

Changes to E3 or E4

If any information has changed, please send us supporting evidence to show the updated type of commons rights or number of rights. Clearly write your SBI on everything you send to us, and then post your evidence to us – our address is on page 56.

Changing E6

The information in column E6 on your application summary automatically updates based on the information in the 'Update rights for common land' screen.

It will update to make sure you are always claiming the rights that you have. If, for any reason, you want to reduce the rights you are claiming for, you can do this in the 'Activate less commons' screen (read page 39).

If you have common land rights not showing in the application summary

Make sure your common land appears in your online application:

- Go to your application, from the 'Business overview' screen, click 'Applications', 'Apply for BPS', then 'Open'.
- Click 'Make changes to your application', then 'activate less commons'.
- Make sure the rights you want to claim in the column 'Do you want to activate entitlements' have the Yes ('Y') box filled in. You can fill in all the Yes boxes by clicking 'Activate all'.
- Click 'Save' then close the 'activate less commons' screen.

When you generate a new application summary your common land rights should show on it.

Part H: Entitlements

This part of your application summary is for information only. If you think the information is incorrect, you can check it on the 'View entitlements' screen.

Transferring entitlements

If you want to transfer entitlements online, click 'Entitlements' from the 'Business overview' screen. Then click 'Transfer entitlements', 'Help' is available onscreen.

If you think the 'View entitlements' screen shows the incorrect number of entitlements and you still want to transfer them, fill in an RLE1 form and send it to us.

On your application, declare your land and BPS eligible area as you normally would. When we process your claim, we'll check your entitlements balance and make any updates we need to. So we can pay you for the correct number of entitlements you have based on the eligible land you claim for.

Only the business that has the entitlements at midnight on 15 May 2018 can use them to be paid in that scheme year. This means all entitlement transfers for the BPS 2018 scheme year also need to be made by midnight on 15 May 2018.

If you want to lease your entitlements to the same business year after year call us on 03000 200 301 to extend the original lease. Only the business leasing the land **to** another business can extend the lease, not the business leasing the land from another business.

For more information about transferring entitlements, read the 'Basic Payment Scheme: rules for 2018'.

If you've already sent us an RLE1 to transfer entitlements

If the transfer was for entitlements to be used in 2018 but the transfer hasn't yet been completed, you can still make the transfer online using the Rural Payments service. Once you've transferred your entitlements online, you need to send us an email (from an email address that is registered in the Rural Payments service for a person with at least 'BPS: Amend' or 'Entitlements: Amend' permission), or call us asking to withdraw your RLE1 form. The email subject heading should include 'BPS 2018 - Withdraw entitlements transfer RLE1'. You'll need to tell us the following information from your RLE1 form:

- SBI of the business transferring the entitlements
- SBI of the business receiving the entitlements
- type of transfer: state that this is an entitlement transfer RLE1
- the method of transfer, for example, sale, gift or lease
- the number of entitlements and payment region they're in.

Complete

...your declarations

Before you can confirm your application and submit it, you need to complete your declarations.

Every applicant must ad fill in the 'Active farmer' declaration and 'Your declaration and responsibilities' section before submitting their application.

Some farmers may need to make other declarations too.

To complete your declarations, go to the 'Apply for BPS screen'. From the 'Business overview' screen, click 'Basic Payment Scheme Applications' and then 'Apply for BPS' (and 'open' your application).

You don't have to fill in all the declarations, just the ones that apply to your application. If you experience any difficulty, click the 'Help' link.

Apply for BPS
A FARMER

Help

Application number: 322440

▼ 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

▼ Declarations
Active farmer (mandatory)
Payment
Organic
Cross Border
Your declaration and responsibilities (mandatory)

▼ Make / manage your application
SUBMIT

Back

> You no longer need to meet the 'active farmer' requirement under BPS for 2018 onwards. However, this change to the EU regulation was confirmed too late for us to make changes to the Rural Payments service for 2018. Therefore, for BPS 2018 you must fill in the first box of the 'Active farmer declaration' stating 'No - I qualify as an active farmer'. You must do this before you submit your BPS application'.

Part B: Payment

To declare that you want to be paid in euros, go to the 'Declarations' section on the 'Apply for BPS' screen and click 'Payment'. Select 'Yes', then click 'Close'.

Part C (Column C8): 'Activate less BPS area'

From the 'Apply for BPS' screen, click 'Activate less BPS area'.

The information in column C8 (Eligible area you want to claim payment for) on your application summary updates based on the information in the 'Land use' screen. It should update to make sure you are always claiming the maximum eligible area that you can (based on your land use).

The 'Eligible' area will show the eligible area you've declared in the 'Land use' screen (C6 and C7). You can also see how much land you've 'Applied for' (C8). For BPS, the total eligible area of a land parcel must be at least 0.10ha to 'Apply for' payment for it. If the land parcel is below 0.10ha then C4 and C8 in your application summary will show as 0.0000ha.

How to claim less BPS area

If, you want to reduce the area you are claiming a BPS payment for, you can declare this in the 'Activate less BPS area' screen.

You can make changes by typing the areas you want to claim into the 'Applied for' column. Click the 'Help' link on the screen for more information on how to do this.

Field name	OS Map reference	Field reference	Crop type description	Declared	Eligible	Select all	Applied for	Units
						Select all		
	SE2979	3571	AB01 – FARM BUILDING	0.0200	0.0000		🛑	HA
	SE2979	3571	PG01 – PERMANENT GRASSLAND	0.3352	0.3352	◉ Y ○ N	0.3352	HA
	SE2979	4982	AC05 – BUCKWHEAT	2.7957	2.7957	◉ Y ○ N	2.7957	HA
	SE2979	7587	PG01 – PERMANENT GRASSLAND	2.8070	2.8070	◉ Y ○ N	2.8070	HA
	SE2979	8376	PG01 – PERMANENT GRASSLAND	2.9875	2.9875	◉ Y ○ N	2.9875	HA
	SE2980	4202	FA01 – FALLOW	5.0000	5.0000	◉ Y ○ N	5.0000	HA
	SE3078	9179	PG01 – PERMANENT GRASSLAND	3.8776	3.8776	◉ Y ○ N	3.8776	HA
	SE3079	0860	FA01 – FALLOW	15.4860	15.4860	◉ Y ○ N	15.4860	HA
	SE3079	3852	TG01 – TEMPORARY GRASS	6.6170	6.6170	◉ Y ○ N	6.6170	HA
	SE3079	4124	TG01 – TEMPORARY GRASS	7.4268	7.4268	◉ Y ○ N	7.4268	HA
	SE3079	5938	AC19 – OATS – SPRING	6.9264	6.9264	○ Y ◉ N	0.0000	HA
	SE3079	6579	AC01 – BARLEY – SPRING	5.4991	5.4991	◉ Y ○ N	5.4991	HA
	SE3079	6602	PG01 – PERMANENT GRASSLAND	12.7162	12.7162	◉ Y ○ N	12.7162	HA
	SE3079	6754	IW03 – RIVERS AND STREAMS TYPE 3	0.0193	0.0000		🛑	HA

If you do not want to claim for payment on a specific land parcel, for example, you are in a dual use situation, or you have transferred or removed the land parcel, you must click the button next to the **N** to answer 'no' in the relevant row.

Make sure you save any changes before you close the screen.

Part D: 'Use less EFA than available'

To reduce an EFA, go to the 'Make changes to your application' section of the 'Apply for BPS' screen. Then click 'Use less EFA than available'.

You can choose to reduce an EFA area you've declared. For example, if you:

- have fallow land in Part D of your application summary that is eligible for crop diversification but 'isn't eligible as EFA fallow land, or

- need to reduce an EFA area because an EFA hedge or trees in a line 'overlaps' with fallow land, nitrogen-fixing crops, catch or cover crops that are also being declared as EFA (read the scheme rules for more information about this), or

Apply for scheme

Year	2018
Scheme	A – EFA Fallow land
Eligibility profile	◉ All ○ Eligible ○ Ineligible

✗ Scheme	Eligible	Applied for	Units	Has docs.	Land	Document
A – EFA Fallow land	20.4860	20.4860	HA	No	Open	

✗ Crop type	Eligible	Applied for	Units
FA01 – FALLOW	20.4860	20.4860	HA

Filter   Save

Field name	OS Map reference	Field reference	Crop type description	Declared	Eligible	Select all	Applied for	Units
						Select all		
	SE2980	4202	FA01 – FALLOW	5.0000	5.0000	◉ Y ○ N	5.0000	HA
	SE3079	0860	FA01 – FALLOW	15.4860	15.4860	◉ Y ○ N	15.4860	HA

found elements : 2 Page: 1 Go from 1 Elements in page: 25 Set

Close

- have land in a Countryside Stewardship option: if EFA is over-declared, it could lead to an overlap of EFA and CS option. You need to make sure there is sufficient area for both within the land parcel, and that the land use has been split to show this.

You can make changes by typing the areas you want to claim into the 'Applied for' column.

If you don't 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.

Click the 'Help' link on the screen for more information on how to use this screen.

Make sure you save any changes before you close the screen.

If you declare less EFA area in Part D for fallow, nitrogen fixing or catch or cover crops, you may also need to reduce the eligible area you want to claim for payment in Part C.

Read the 'Basic Payment Scheme: rules for 2018' on GOV.UK at www.gov.uk/rpa/bps2018 for more information.

Part E: 'Activate less commons'

If you don't want to claim for payment on all your grazing rights (E6 on your application summary), you need to reduce the number of entitlements you use (activate).

From the 'Apply for BPS' screen , use the green button to open your application, choose 'Make changes to your application' then 'Activate less commons'. This shows the grazing rights from your BPS 2017 application, and any additional changes that we've already agreed with you. It shows the maximum number of rights you can use to activate (use) payment entitlements for BPS 2018.

Any further changes that we've agreed with you but not yet entered, or changes that we may agree later, will show when we enter the updated information into the Rural Payments service.

For any common you don't want to claim for payment click 'N' in the 'Do you want to activate entitlements' column.

Then choose the relevant common. (If you need more help to do this click the 'Help' link on the screen.) Then click Save. Click Close to go back to the previous screen.

If you make any changes to this information please send us any supporting evidence you have showing the numbers you declare.

<div style="background:red;color:white;padding:10px">

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'.

</div>

Part F: Active Farmer declaration

You no longer need to meet the 'active farmer' requirement under BPS for 2018 onwards. However, this change to the EU regulation was confirmed too late for us to make changes to the Rural Payments service for 2018. Therefore, for BPS 2018 you must fill in the first box of the 'Active farmer declaration' stating 'No - I qualify as an active farmer'.

Do not click any other options. Then, click 'Save'.

You must do this before you submit your BPS application'.

Scheme year: 2018

1. Do you operate one or more of the following non-agricultural activities (as described in the BPS guidance)?
   • airports, railway services, waterworks, real estate services, permanent sport and recreational grounds

◉ No - I qualify as an active farmer
○ Yes

Save

You will see a message that will tell you your declaration has been completed successfully. This will then allow you to submit your application. You don't need to tell us about any non-agricultural activities or send us any evidence.

Part G: Young farmer payment

To apply for the young farmer payment, go to the 'Make changes to your application' section of the 'Apply for BPS' screen and click 'Apply for young farmer'. Click 'Yes' to apply for the young farmer payment, then 'Close'. You need to fill in and send a 'Basic Payment Scheme (2018): Young and new farmer' form to us together with the accountant or solicitor certificate (and covering letter, where relevant) to prove you are a young farmer. As these are part of your BPS application, we must receive them by midnight on 15 May 2018. Read the 'Basic Payments Scheme: rules for 2018' for more information.

Part I: Land in more than one part of the UK

To tell us you are applying for BPS in more than one part of the UK, go to the 'Declarations' part of the 'Apply for BPS' screen and click 'Cross border'.

Answer the questions on screen and click 'Save'. Then click 'Close'.

Part J: Organic land

To tell us you want to declare that you are using the organic greening exemption, go to the 'Declarations' part of the 'Apply for BPS' screen and click 'Organic'. Select 'Yes', then 'Close'.

You'll also need to send a copy of your organic evidence to us to support your application. Please send it to us by post as we are unable to accept copies sent by email. Read what evidence is accepted in the Greening section of the 'Basic Payment Scheme: rules for 2018'.

> You don't need to fill in Part K to apply and you can't complete it online. This part is just for your own use.

Part L: Your declarations and responsibilities

To make your declaration, click 'Your declarations and responsibilities'. Please read these carefully and then click 'Yes' to confirm that you accept the terms of the declarations.

You must complete this declaration before you apply
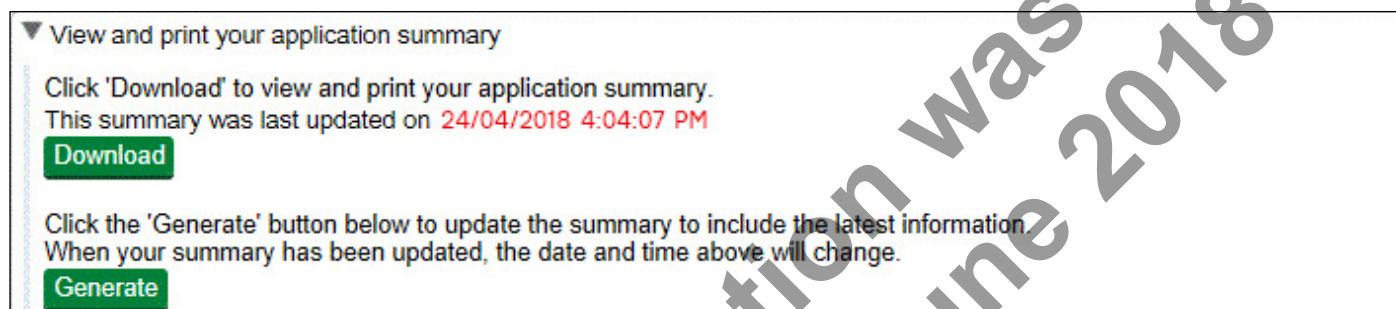
Confirm

...your information and apply

After you've made your changes and declarations, check your application again and submit it.

Check it to make sure you agree with the information before you submit your application online. Information in the Rural Payments service is 'live', so may change after you have submitted your application. You can do this from the 'Apply for BPS' screen, click the drop-down arrow 'View and print your application summary', then click 'Generate' to create an updated version. Then click 'Download' to read it.

How to check your application summary is up to date

Check you are looking at the latest information in your application summary – the date and time on screen will tell you when your summary was last updated. When the summary is up to date, the date and time will be green. If it is red, this means something has changed and you need to generate a new summary to view the latest information.

Every time you generate a new application summary it will update and contain the latest information that is in the Rural Payments service for your claim.

We recommend that immediately after you submit your application, you 'generate' a new application summary, download it and either print it or save it to your computer. This will be a direct copy of the application you've submitted, and will contain the time and date that you submitted it

Submit your application

You must submit your application by **midnight on 15 May 2018.** The most recent BPS application is the one that will be accepted. It cannot be deleted online. If you want to withdraw it, you need to write or email us.

We can accept applications until midnight on 11 June 2018 but will apply penalties to applications submitted after midnight on 15 May 2018 (read the 'Key dates' on page 55).

You must complete the 'Your declaration and responsibilities' declaration and fill in the 'Active farmer' declaration before you can submit your application.

Click 'Submit' on the 'Apply for BPS' screen to apply. A 'pop up' notice on the screen should confirm that RPA has received your application. If the 'pop up' notice does not appear, it means that your application has not been received – read page 45 for more information about what you need to do.

Countryside Stewardship option

As part of your BPS 2018 online receipt, you'll see information about applying for a Countryside Stewardship (CS) Arable Offer online using the Rural Payments service. If you're interested in applying, click the link in the receipt – as shown below.
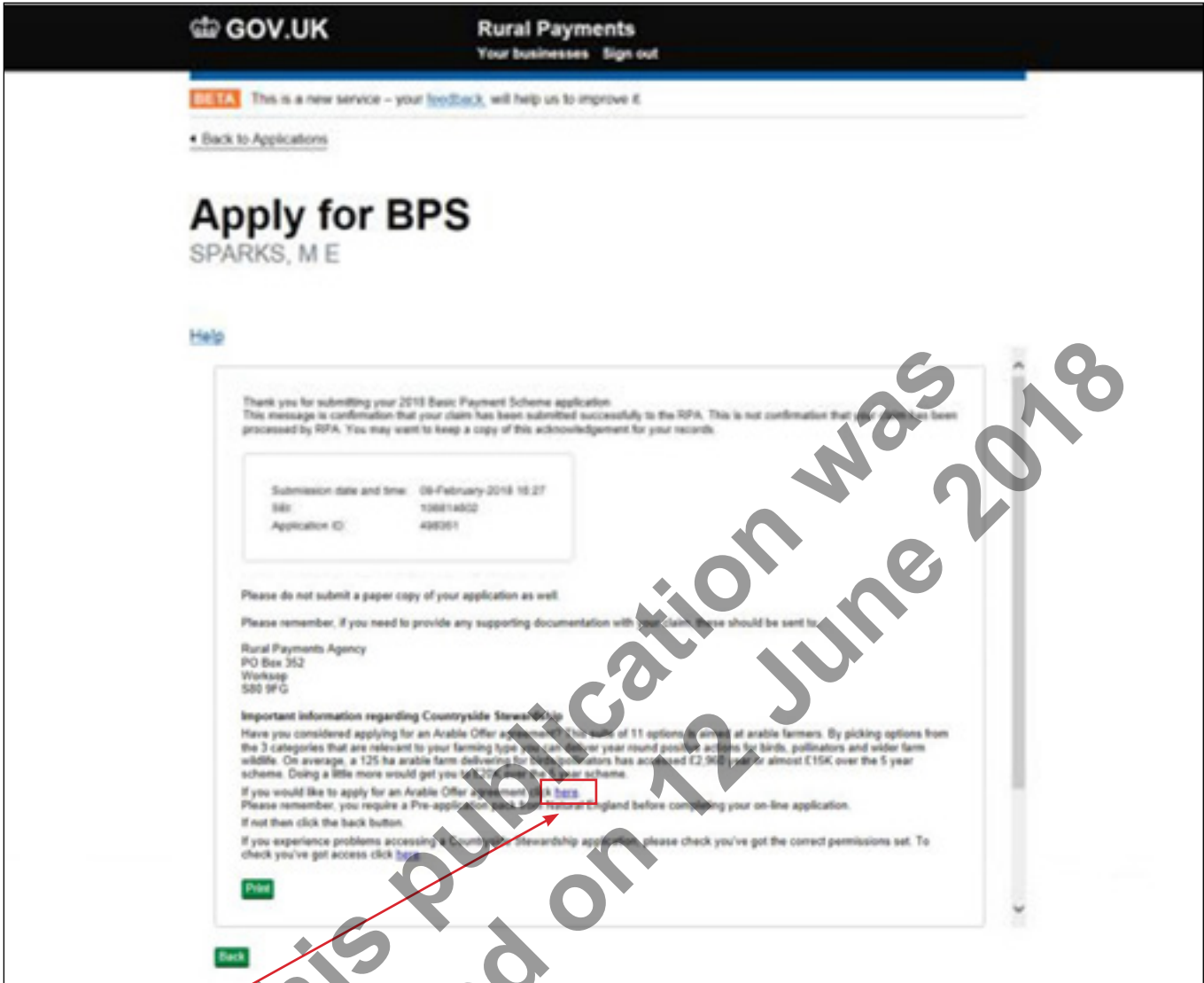
Click here

This will take you to the Countryside Stewardship section on the Rural Payments service, where you can apply for the CS Arable Offer.

If you don't want to apply at this time, click 'Back'. You'll return to the 'Apply for BPS' screen.

If you want to apply at another time, you can do this from the 'Business Overview' screen, click 'Countryside Stewardship', then 'Countryside Stewardship Applications'. The online application deadline is 31 July 2018.

For more information about the Arable Offer, and other Wildlife Offers, search 'Wildlife Offers' on GOV.UK.

After you've submitted your BPS application

The 'status' on the 'Apply for BPS' screen will change to 'Submitted' and the date and time it was submitted will show, as well as the date it was generated ('Date produced').

Important: if you need to send us supporting documents, remember that they are part of your application, so we must receive them by the application deadline. For more information, read page 46.

> You do not need to send us a paper application form (BP5) unless you want to withdraw your online application. If you do send a paper form, it will replace your online application and the date we receive the paper application will then become the date you submitted your application.

If you...	You need to...
want to submit your BPS application online but can't see a 'Submit' button in the 'BPS Applications screens'	check your permission level in the Rural Payments service - you need 'BPS submit'. To find out more about this permission level read pages 9 and 10. If you have the correct permission level the green 'Submit' button shows at the bottom of the list of options when your BPS application is open on the 'Apply for BPS' screen (from Business overview, click 'Basic Payment Scheme Applications', 'Apply for BPS', then 'Open')
are unable to submit your BPS application online	check you have: 1. completed 'Your declaration and responsibilities' declarations 2. Filled in the 'Active farmer' declaration – even though the 'Active farmer' status does not apply from BPS 2018 onwards, you still need to fill in the 'Active farmer' declaration to allow you to submit your application online. Read page 40 for more information.
want to know if your online application has submitted successfully	do any of the following: • watch for the 'pop up' message that appears on your screen after you've submitted your application • click the 'messages' tab on the initial 'Your businesses' screen. You'll see a message telling you that you've submitted your application successfully • go to the 'Apply for BPS' screen which will show the status of the application as 'submitted' and the date and time that it was submitted. We recommend you save a copy. • generate a copy of your application summary after you've submitted your application and save it. This application summary shows the time and date you submitted your application.

Track your claim

After you've submitted your application, you can track its progress from the 'Apply for BPS' screen. Check the status box as this will tell you what stage your claim is at.

- 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.

> If the status is blank, this means we have not received your application.
>
> Generate and print a new copy of your application summary, check the information, make any changes, complete your declarations, confirm your information and then submit your application.

Supporting documents (including continuation sheets)

If you need to send supporting documents as part of your application, for example:

- young farmer or new farmer form and proof of young farmer or new farmer status
- organic certificate
- continuation booklets

They are part of your application and we must receive them by midnight on 15 May 2018 to avoid late application penalties. You must make sure you clearly write the SBI on every sheet, then send them to us by post – we recommend that you use recorded delivery. We cannot accept supporting documents that are sent by email. The address to send them to is:

Rural Payments Agency
PO Box 352
Worksop
S80 9FG

If they are received late, the application they are part of will also be treated as late and a late application penalty may be applied. Your application may be rejected if supporting documents are received after midnight on 11 June 2018. Read the 'Basic Payment Scheme: rules for 2018' for more information on application dates and penalties.

We recommend that you keep a copy of everything you send to us, including supporting documents.

> We do not send acknowledgement receipts for any supporting documents we receive. However, we do send them for RLE1 forms.

After you've applied: how to make changes to your application

You can make certain changes to your application - without getting a penalty - until midnight on 31 May 2018 (as long as we received your application by midnight on 15 May 2018). For more information, read the 'Basic Payment Scheme: rules for 2018'.

To make the changes, you will need to 'create' a new application and submit it when you have made them. To do this, follow the online 'Help' at the 'Apply for BPS' screen.

IMPORTANT: If you submit an updated application after 15 May 2018, you must send an email to us, explaining that this is a change to your original application. Use 'Amendments to BPS 2018 application' as the subject of the email and quote your single business identifier (SBI) in the email. Send it to ruralpayments@defra.gsi.gov.uk

Any new application will replace a previously submitted application – but you will still be able to see (and print) any previously submitted applications as an application summary.

Annex 1: Your digital maps

<div style="background-color:#1d70b8; color:white; padding:10px;">
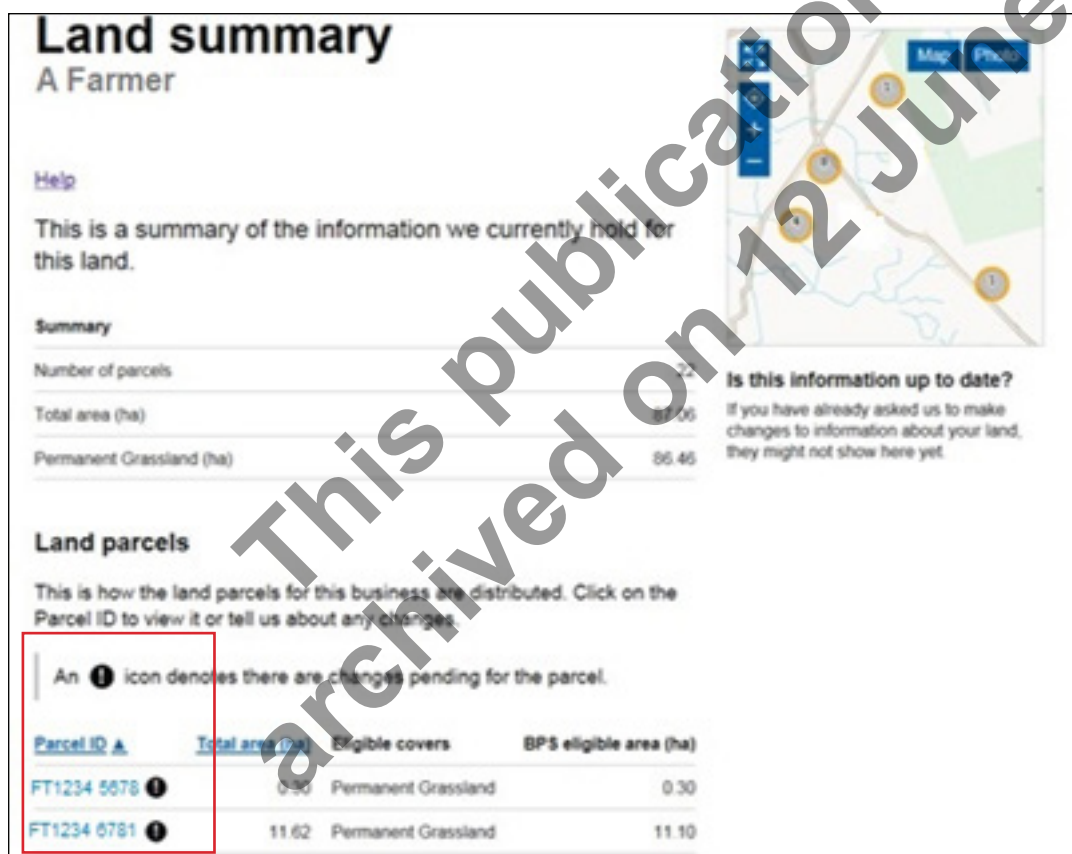
Check your digital maps

It's important that you check your digital maps online because we've reviewed and updated our mapping information, where necessary, since applications were made for BPS 2017. We've updated our digital land maps using the latest available data sources, such as aerial photography and Ordnance Survey updates. If we've updated your land parcels, you will have received notifications in the 'Messages' tab on the Rural Payments service identifying which land parcels have been updated. We'll also send you an email to remind you to check your notifications, so it's important that you keep your email address up to date.

If you do not agree with the changes, what you need to do is explained on page 51.

</div>

You can look at digital maps of the individual land parcels which are linked to your SBI on the Rural Payments service. You can see them as either an OS map or as an aerial photo - you can print the OS map view too.

From the 'Business overview' screen, click the 'Land' link, and then 'View land'.

How to use the 'Land summary' screen

You'll see a summary of your land parcels giving the number of parcels and their total area, and a list of all the individual land parcels. Click on the individual land parcel details to see more information about that parcel, for example, BPS eligible area, total area and land cover.

The 'Land summary' screen will highlight if there are any changes 'pending' on any of the land parcels - if there are, you will see an '!' icon (exclamation mark). This means we're still working on changes to that land parcel, so you should take account of any outstanding RLE1 forms that you've sent to us - or any outstanding inspection reports. You don't need to send us another RLE1 form.

If there are no changes 'pending', but you need to make changes to the land parcel, send us an RLE1 form and sketch map to tell us about the changes.

If you can't see a particular land parcel, this could be because it isn't linked to your SBI – or isn't registered on our database at all. For information about what you need to do, read page 27 'Add a land parcel to your application'.

Land cover and how to change it

From the 'Land summary' screen, click the details for an individual land parcel and you can see the 'land cover' for that land parcel in the 'Parcel details' screen. This will be either arable, permanent pasture, permanent crops or 'other' (non-agricultural area, with the type of non-agricultural area if that has been mapped, such as ungrazeable scrub). It is important that this information is correct, for example, all EFA features and areas must be on or within 5 metres of land mapped as arable cover.

To change the land cover for a land parcel, read the information on page 51.

> **IMPORTANT:** before you change the land cover for an individual land parcel, check that this will not affect any Countryside Stewardship or Environmental Stewardship agreement that the land parcel has been included in. For more information, read page on 'Change land use – columns C6 and C7' on page 22.

The new hedge layer information

You can view the hedge information we have for your land in the 'Parcel details' screen by selecting a parcel within the 'Land summary' screen. If the parcel contains any hedge information, it will display in a table at the bottom left of the screen. If you want to see where hedges in the map, click the 'Hedges' icon. For more information, click the 'Help' link on the screen.

If you ...	You need to...
have an exclamation mark (!) icon next to a land parcel in the Land summary screen	make your application and ensure that the information in your 'Land use' screen is up to date. The exclamation mark shows that we're still mapping changes but you don't need to wait for us to finish before you apply.
sent us an RLE1 and sketch map to tell us about a change to your land – but the change is not on your maps and you cannot see an exclamation mark (!) icon	do one of the following: • email us at ruralpayments@defra.gsi.gov.uk • call us on 03000 200 301, giving your SBI • write to us at Rural Payments Agency, PO Box 352, Worksop S80 9FG Give your SBI and use 'Mapping Query' as the subject heading of an email or letter and give details of the change that you've requested. You should still submit your BPS 2018 application based on the information you have to the best of your knowledge, and send an email to us to explain what you've done.

If you ...	You need to...
think we have mapped a non-agricultural feature or area, or land parcel boundary incorrectly	send us an email or a letter to let us know, if you have already told us about the change. If you have them, include a copy of any RLE1 forms and maps you have sent to us (If applicable) about the non-agricultural area or feature (read the RLE guidance for more information). Print a copy of the land parcel from the 'Parcel details' screen and mark the change required on it (include any measurements if you have them and if it is a feature, what the feature is). Make sure the feature has the correct area/land use code in your land use screen
have land cover shown on your maps which is incorrect	Do one of the following: 1. where there is one land cover type for the whole land parcel, call us. 2. if there is more than one land cover for a land parcel, you must fill in an RLE1 form and send it to us with a sketch map clearly marked with the land cover and areas.
see a change to your maps and aren't sure why we have made it (for example it isn't a change you told us about)	we use all available data sources, including aerial photos and Ordnance Survey map updates, to keep our land information up to date, and to check any claims you make. We won't write to you anymore to tell you when we make a change to your maps based on these data sources but you will receive a notification when we make these changes – check 'my messages' tab regularly in the Rural Payments service. **If you do not agree with the changes** If it is a change to land cover, see the query above. If you disagree with a split or merger of parcels, providing you are the sole claimant and there is no overall change to the eligible area you are claiming for, there is no need to update your maps before you claim. If you wish us to do so, then please tell us later in the year. If the changes do affect the eligible area of the land parcel, you need to fill in an RLE1 form and submit this along with a sketch map. Then, continue to make your application using the information you've given us on the RLE1 form. When you submit your RLE1 form and sketch map, write the heading 'Mapping change query' on both of them. We must receive the completed form and sketch map before midnight on 15 May 2018. For more information read the RLE1 guidance. You can find the RLE1 form and guidance on GOV.UK at www.gov.uk/rpa/bps2018.

If you ...	You need to...
notice a mapping change made by RPA after you've submitted your 2018 application – and need to update your claim	refer to the section 'After you've applied: how to make changes to your application' on page 46. However, you can't make these changes if: • you have already been told about any non-compliance affecting the agricultural parcel you want to amend • an inspection has revealed a non-compliance affecting the agricultural parcel you want to amend • you have received advance warning of an inspection Read the 'Basic Payment Scheme: rules for 2018' for more information.
want to know if you should send us an RLE1 form and sketch map to tell us about changes to your land	send us an RLE1 form and sketch map if you are: • registering new land parcels • transferring parcels • dividing or merging parcels • making permanent boundary changes • adding or deleting non-agricultural areas and features that are not already shown on your maps • changing land cover – where there is more than one land cover for a land parcel You don't need to send us an RLE1 form if you've already sent one telling us about a change, and an exclamation mark (!) icon is showing against your land parcel on the 'Land summary' screens on the Rural Payments service.
have a small area of land at least 0.01 of a hectare in size that has been wrongly mapped as ineligible land	change the land use to what is on the ground at 15 May 2018, and send us an RLE1 form to ask us to change it to eligible land.
have a land parcel that has been incorrectly merged with someone else's land parcel	apply on the eligible land area within the parcel and then send us an RLE1 form and sketch map to correct the land parcel boundaries. Read 'C6 –Part field size' on page14. Do not fill in a land use code for the area that is not yours.

The RLE1 form and guidance is available on GOV.UK at www.gov.uk/rpa/bps2018.

If you need to send us a map showing any changes, print the individual land parcel from the Rural Payments service – 'Land summary' screen - mark it up and send it to us with your RLE1 form.

Annex 2: At a glance: your online application

The table below shows you where to change the different parts of your online application.

Part of your application summary	Where to click from the Business overview screen
Part A - Your business	Business name: View full business details › Amend business details and reference numbers
Part B - Your choice of currency	Applications › Apply for BPS › Declarations › Payment
Part C - C1: Field name	Not available to change online.
Part C - C2: OS map sheet ref / National Grid field no	Not available to change online. You can check them by going to Land › Land use
Part C - C3: Total field size	You can't update the Total field size within your online application. But you should make sure your part field size (C6) and land use information (C7) are correct. You can update these in the Land Use screen (Land › Land use) or by sending us an RLE1 form and sketch map.
Part C - C4: Maximum area eligible for BPS	You can't update the Maximum area eligible for BPS within your online application. But you should make sure your part field size (C6) and land use information (C7) are correct. You can update these in the Land Use screen (Land › Land use) or by sending us an RLE1 form and sketch map.
Part C - C5: Part field suffix	This will update automatically, based on the information in your land use screen.
Part C - C6: Part field size	Land › Land use
Part C - C7: Land use in 2018	Land › Land use
Part C - C8: Eligible area you want to claim for payment for	This will update when you make any changes to land use. If, for any reason, you want to reduce this area, go to Applications › Apply for BPS › Make changes to your application › Activate less BPS area
Part D - Ecological Focus Areas (EFA)	Include EFA areas and features in your land use (Land › Land use) If you want to reduce the amount of EFA you want to declare, go to: Applications › Apply for BPS › Make changes to your application › Use less EFA than available
Part E - Common land	If you need to make any other changes to your common land, go to the Update rights for common land screen. If you want to activate less grazing rights online, to go: Applications › Apply for BPS › Make changes to your application › activate less commons

Part F - Active farmer declaration	Business overview › Active farmer declaration OR Applications › Apply for BPS › Declarations › Active farmer declaration Select 'No – I qualify as an active farmer', then click 'Save'
Part G - Young farmer payment	Applications › Apply for BPS › Make changes to my application › Apply for young farmer
Part H - Entitlements	Entitlements › Transfer entitlements or View entitlements
Part I - Land in more than one part of the UK	Applications › Apply for BPS › Declarations › Cross border
Part J - Organic land	Applications › Apply for BPS › Declarations › Organic
Part K - Checklist	Not applicable online, but available on application summary for your own use.
Part L - Declarations and responsibilities	Applications › Apply for BPS › Declarations › Your declarations and responsibilities.

Annex 3: Key dates for BPS 2018

1 January	• Official start of the BPS 2018 scheme year
1 January to 31 December	• Land used to claim BPS must be eligible all year • Ecological focus area (EFA) period for hedges and trees in a line (which must be present all year unless newly planted) and buffer strips and field margins (which must be present all year) • Environmentally sensitive permanent grassland must be retained all year • Cross compliance rules must be followed all year
1 January to 30 June	• EFA period for EFA fallow land
13 March	• Application window opens
1 May to 30 June	• Crop diversification period and EFA period for nitrogen-fixing crops
15 May (midnight)	• BPS 2018 application deadline to avoid late application penalties • Deadline for RPA to receive supporting evidence to prove young farmer or new farmer status, to avoid late application penalties • Deadline for BPS 2018 entitlement transfers (only the person who holds an entitlement on this date can use it to be paid for BPS in 2018) • Land used to claim BPS in 2018 has to be 'at your disposal' (only the person who has the land at their disposal on this date can use it to be paid for BPS in 2018) • Deadline for RPA to receive applications for new entitlements from young or new farmers • Deadline for RPA to receive applications for young farmer
31 May (midnight)	• Deadline to make certain changes to an application received by 15 May without a penalty (for more information read the 'Basic Payment Scheme: rules for 2018')
11 June (midnight)	• Late application' deadline. Deadline for late applications, or late amendments, with penalties. Any applications or supporting evidence received after this date will not be accepted.
20 August	• EFA catch crops must be established by this date
1 October	• EFA cover crops must be established by this date
14 October	• EFA catch crops must be retained until at least this date
1 December	• BPS 2018 payments window opens
31 December	• Official end of the BPS 2018 scheme year
15 January 2019	• EFA cover crops must be retained until at least this date
30 June 2019	• Payment window ends

Contact us

Visit our website

www.gov.uk/rpa

For more information about the Basic Payment Scheme in 2018, go to www.gov.uk/rpa/bps2018.

Look on our website for information about when the Rural Payments service may not be available.

Email

ruralpayments@defra.gsi.gov.uk

Please quote your single business identifier (SBI) for all enquiries

Call us

03000 200 301 (Monday to Friday 8.30am to 5pm, except bank holidays).

Write to us or send evidence to support applications to

Rural Payments Agency PO Box 352
Worksop
S80 9FG
Please quote your single business identifier (SBI) for all enquiries.

Sign up for our blog at ruralpayments.blog.gov.uk

Follow us on Twitter @ruralpay

Facebook: https://www.facebook.com/RuralPaymentsAgency/

YouTube: Rural Payments Agency

To complain to RPA, write, email or telephone. Full guidance about how to complain or appeal is available online at www.gov.uk/rpa.

More information

Fraud and Cyber Crime

We're aware that in the past some customers have received emails, texts and telephone calls claiming to be from RPA or Defra. Links to a website mocked up to look like an RPA or Defra online service are sometimes included in the message.

We do not send emails or text messages with links to websites asking you to confirm your personal details or payment information. We will never ask you to reveal your online password, PIN or bank account details or ask you to make a payment over the telephone.

We strongly advise anyone who receives such a request not to open the link and delete the item.

Report

You can report fraud or cyber crime to Action Fraud. Action Fraud is the UK's national reporting centre for fraud and cyber crime where you should report fraud if you have been scammed, defrauded or experienced cyber crime.

You can do this by using their online reporting service any time of the day or night. The service allows you to both report a fraud, and find help and support. They also provide help and advice over the phone through the Action Fraud contact centre. You can talk to their fraud and internet crime specialists by calling 0300 123 2040.

Call us now on 03000 200 301 to activate your BPS 2018 online application

This document is also available on our website at www.gov.uk/rpa/bps2018

www.gov.uk/rpa