



Rural Payments
Agency

The Basic Payment Scheme in England 2018

How to apply using a paper form

This publication was
archived on 12 June 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:

“The whole process is a lot easier ... and it's user friendly.”

“... compared to other systems we have used it's very good.”

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What the icon means

Where you see this icon it means that the information is particularly important



What's changed?

There are some important changes that will affect how you fill in your BP5 application form. The main changes are shown below but you should read the Basic Payment Scheme (BPS): rules for 2018, for more information on all changes.

Active Farmer

You no longer need to meet the 'active farmer' requirement under the Basic Payment Scheme, for 2018 onwards. However, this change to the regulation was confirmed too late for us to make changes to the form for 2018. Therefore, you need to put an 'X' in the first box (F1 – see below) of the 'Active farmer declaration', stating, 'No - I qualify as an active farmer'.

F1 – Do you operate one or more of the non-agricultural activities listed?

If 'No', put an 'X' in the box. You automatically qualify as an active farmer.

Hedges

Changes to greening rules mean for 2018 we will use new hedge information. If you complete Part D, you will need to read further information about these changes, in the Basic Payment Scheme (BPS): rules for 2018 on GOV.UK at www.gov.uk/rpa/bps2018.

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.

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 all information on the BP5 form thoroughly to make sure it's correct, paying particular attention to Part C (field data). Where any of this information is incorrect or missing (for example, land use) please make sure you correct or complete it, even if you are not claiming on the land parcel. If you do not, your application may be rejected during our initial check stage.

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'.

Nitrogen-fixing crops

the value of nitrogen-fixing crops for EFA has increased from 0.7 to 1.0.

Crop diversification and EFA 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

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.

Introduction

This guidance tells you how to apply for the Basic Payment Scheme (BPS) in England in 2018 using a paper application form.

Everything you need to know about BPS 2018 – including the scheme rules, cross compliance guidance and information about how to apply online - is on GOV.UK at www.gov.uk/rpa/bps2018.

If you've received a paper form, but would rather apply online it's not too late, call 03000 200 301 and we'll activate your online form. Read 'How to claim BPS online in 2018' to find out more.



When to apply

The deadline for us to receive your application (including any paperwork to support it) is midnight on 15 May 2018. This date is the same for applications across the other parts of the UK too. We encourage you to submit your application as soon as possible and well in advance of the deadline. Read the Key Dates on page 5 for more information.

You can submit a late application after 15 May 2018 but penalties will apply. We cannot accept any applications after midnight on 11 June 2018, unless it is accepted due to force majeure. For more information about the 'key dates' of the scheme - including how to change an application after the deadline – read the 'Basic Payment Scheme: rules for 2018'.

How to check your BP5 application form

The BP5 application form we have sent you is already filled in with the information we hold about your land and entitlements. It is your responsibility to check it to make sure it is still correct.

The 'How to apply' section (starting on page 6) tells you how to do this. Make sure you tell us about the land use in each parcel. All the land use codes you need to use are in annexes A and B.

You might need to tell us more about your land and/or transfer land and/or entitlements before you make your application. The quickest way to do this is using the Rural Payments service at www.ruralpayments.service.gov.uk, but there are some land changes that you'll have to use a paper RLE1 to tell us about this year. You can find more information about this at 'Changes to land parcels' on page 9.

Applying in 2018

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/bps2018 and return it to us by post or email (put 'BPS payment query' as the subject header). Then:
- carry on with your 2018 application, showing your land as at 15 May 2018 or state 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.

Remember to declare all the agricultural land and any non-agricultural land in a Rural Development Programme for England scheme on your holding when you apply. You can then apply for BPS on as much of your declared eligible land as you want to - you do not need to match the area you apply for, with the number of entitlements you have.

There is no penalty 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 lower figure. However, you should not declare more eligible land than you have at your disposal.

If you...	You need to...
<p>were inspected in 2017 and are not sure what to declare on your 2018 application</p>	<p>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.</p> <p>If you have not had your inspection results yet, you can still apply, showing your land as at 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.</p> <p>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 claim by midnight on 15 May 2018). Some changes can be made with penalty from 1 June to 11 June – some changes can also be made after 11 June.</p> <p>However, you can not make these changes if:</p> <ul style="list-style-type: none"> • 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. <p>Read the ‘Basic Payment Scheme: rules for 2018’ for more information.</p> <p>If you are unsure about whether you can make the change, you should request it and we will then decide if it is allowed.</p>

If you...	You need to...
<p>have not received a BPS payment for a previous year and/or claim statement yet and are not sure what to claim.</p>	<p>make your application for 2018 showing your land as at 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.</p> <p>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 claim 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.</p> <p>However, you can’t make these changes if:</p> <ul style="list-style-type: none"> • 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 <p>Read the ‘Basic Payment Scheme: rules for 2018’ for more information.</p>

Help with your application

If you need help with your application, check our website or call us on 03000 200 301.

You’ll also need to call us if you plan to apply using the online service, because we will need to activate your online form.

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 guide to cross compliance in England 2018’
- Rural Land and Entitlements (RLE1) form and guidance
- the list of land use codes for BPS 2018
- a form to apply for entitlements under the ‘Young and new farmer’ rules or to prove you are eligible for the young farmer payment
- Winter varieties of Brassica crops for ‘crop diversification’
- ‘Greening workbook for 2018’

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

If you hold agreements with the Forestry Commission or Natural England, you may need to refer to their guidance on claiming BPS on land subject to Rural Development Programme Agreements.

You can find guidance for the Forestry Commission by searching ‘Guidance on Woodland grant schemes and BPS’ at www.forestry.gov.uk

Key Dates for BPS 2018

1 January	<ul style="list-style-type: none"> • Official start of the BPS 2018 scheme year
1 January to 31 December	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • EFA period for EFA fallow land
13 March	<ul style="list-style-type: none"> • Application window opens
1 May to 30 June	<ul style="list-style-type: none"> • Crop diversification period and EFA period for nitrogen-fixing crops
15 May (midnight)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • EFA catch crops must be established by this date
1 October	<ul style="list-style-type: none"> • EFA cover crops must be established by this date
14 October	<ul style="list-style-type: none"> • EFA catch crops must be retained until at least this date
1 December	<ul style="list-style-type: none"> • BPS 2018 payments window opens
31 December	<ul style="list-style-type: none"> • Official end of the BPS 2018 scheme year
15 January 2019	<ul style="list-style-type: none"> • EFA cover crops must be retained until at least this date
30 June 2019	<ul style="list-style-type: none"> • Payment window ends

How to apply

To apply for the Basic Payment Scheme (BPS) in England in 2018, follow the four steps below.

1.	Check: your BP5 form and your personal and business details
2.	Change: tell RPA about land or entitlement transfers and changes to land parcels
3.	Complete: your BPS 2018 application form
4.	Confirm: send RPA your BPS 2018 application (including any supporting evidence, making sure your SBI number is on anything that you send)

More detail on each of these steps can be found below.

1. Check

Check your BP5 application form

We've filled the form in for you with information we already hold on the Rural Payments service, but it's important that you check the information printed on the form. Some of the information on the form may not be correct, for example if you have any outstanding mapping or processing we still need to do.

You must check your BP5 form and update it if you find any of the information is wrong or has changed. It's your responsibility to make sure the information on the application form you send us is correct.



You need to make sure that:

- you check your maps and land cover are correct online
- all the agricultural areas on your holding which are 0.0100 hectares or more, are included on the form, even if you are not claiming BPS on that land. You must also include any non-agricultural land, including woodland, you have in agreements under the Rural Development Programme (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 us.
- all of the land uses for each land parcel you have are on the form. If you have a land parcel with more than one land use, you must tell us about all the land uses in that parcel. If there is a permanent non-agricultural feature, that is not showing on your maps, you need to sketch this on a map and send it to us with an RLE1 form
- you submit an RLE1 to tell us about land that is no longer agricultural due to being managed as part of an agri-environment or woodland scheme agreement (for example, Countryside Stewardship Woodland Creation Grant). Non-agricultural land must be declared for on your BPS application under a relevant non-agricultural land use code or under the land use code RD01 where it meets the eligibility criteria
- the area you want to claim payment for BPS in each land parcel is correct (column C8)
- you have filled in Part D (Greening) if you need to tell us how you are meeting the EFA rules

As in 2017, all of the land information that we print, or you write, on your application form needs to be to 4 decimal places (for example 1.2775ha).

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 it as 2.4772ha, rather than 2.4773ha.

You should check your information on the Rural Payments service

Are you registered on Rural Payments?

To receive BPS payments you must be registered on the Rural Payments service.

If you claimed last year you should already have done this.

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

- Customer reference number (CRN) and password, if you registered through RPA. Click 'Sign in with your customer reference number and password', or
- '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. (If you have any questions about this process, you need to contact the company you verified your details with.)

Check you can log in before you plan to make your claim. If you've forgotten your CRN, phone our Rural Payments helpline on 03000 200 301.

If you are new to BPS you can register online using the Rural Payments service at www.ruralpayments.service.gov.uk. If you have already tried and failed to use the online Verify service, you can call the Rural Payments helpline on 03000 200 301 and we may be able to help you register.

Check your personal and business details

Check that the personal and business details we hold for you are correct. We'll use these to contact you about your claim. It is quicker and easier for us to contact you using email, so please make sure your email address is correct. You can check your details and update them if necessary, online using the Rural Payments service at www.ruralpayments.service.gov.uk.

If you cannot do this online, call us on 03000 200 301. Remember to have your SBI number available when you call us.

Check your digital maps

You can use the Rural Payments service at www.ruralpayments.service.gov.uk to check your maps, look at aerial photography for your holding and print maps of individual land parcels. Unfortunately, we cannot send you paper maps of your land.

We may have updated your land maps since your 2017 claim was submitted, using the latest information we have, including aerial photography and Ordnance Survey map updates. This keeps information about your land up to date and we use it to check any claims you make.

It is important that you check this information to make sure it is correct. If the information is incorrect, you need to fill in an RLE1 form. You can find more information in the RLE1 guidance at www.gov.uk/rpa/bps2018.

You can see the 'land cover' for your land parcels on your digital maps, this will be either arable, permanent pasture, permanent crops or in non-agricultural use. It is important that this information is correct. To change the land cover for a land parcel you need to fill in an RLE1 form and a sketch map. Where there is only one land cover for a land parcel, you can call us. You can find more information in the RLE1 guidance, available at www.gov.uk/rpa/bps2018.

Access to your business

You can give someone else 'access to your business' on the Rural Payments service to help you make your application (such as an agent).

If you want someone to submit your claim for you, they need to be set up on the Rural Payments service with the right permissions. Give them 'Submit' permission on the service for the Basic Payment Scheme and give them 'Amend' access for land and entitlements. More information on how to do this is on the service.

If the person who needs to give permission to someone else is unable to register for reasons of ill-health or they have passed away, call us on 03000 200 301.

2. Change

Tell RPA about land and entitlement transfers

The quickest way to tell us about some changes to your land or entitlements is using the Rural Payments service at www.ruralpayments.service.gov.uk

Use it for:

- land transfers
- entitlement transfers

You can transfer entitlements or land by sale, gift or lease using the Rural Payments service. Making entitlement or land transfers online means the information will be updated on your online application faster than if you fill out an RLE1 form. You'll also get an acknowledgement once you've completed your transfer and you can check your entitlements position online. If you need to post an RLE1 form to us instead, please send it to Rural Payments, PO Box 352, Worksop, S80 9FG.

Changes to entitlements

You need to fill in an RLE1 form if you want to:

- sub-lease
- transfer through inheritance
- give up entitlements to RPA
- by sale or as a gift
- by lease

To extend a lease - or end it early - call us on 03000 200 301, email: ruralpayments@defra.gsi.gov.uk or write to Rural Payments Agency, PO Box 352, Worksop, S80 9FG.

If you cannot use the online service, use an RLE1 form. You can print an RLE1 form online at www.gov.uk/rpa/bps2018. Or you can call 03000 200 301 if you don't have a computer.

Changes to land parcels

You'll also need to use a paper RLE1 form and a sketch map to tell us about:

- changes to a permanent land parcel boundary
- splitting a land parcel (due to a new permanent land parcel boundary)
- merging 2 or more land parcels (due to the removal of a permanent land parcel boundary)
- adding land parcels that have not previously been registered
- changes to land cover (e.g. arable, permanent grassland, permanent crops or non-agricultural use). Where there is only one land cover for a land parcel or you disagree with changes we've made to your land cover, you can call us.
- any permanent non-agricultural areas or features we do not have mapped (read pages 19 and 20 and Annex B for more information)
- any permanent non-agricultural feature which we have mapped but no longer exists

You **do not** need to use an RLE1 form or send us a sketch map to:

- tell us about changes to your eligible land uses in a land parcel
- tell us about your Ecological Focus Areas – you do this in Part D on the BP5 application form (you do not need to draw your EFAs on your maps)
- show us where your crops are for the crop diversification rules – you just need to enter each land use for a parcel in Part C of your BP5 application form
- map any features or options you have in a Rural Development Programme agreement – unless they are a permanent non-agricultural feature for BPS that we have not already mapped
- tell us about features that will only be temporarily ineligible (read page 20 for more information) – you can do this on the BP5 application form

3. Complete

Make any changes you need to on the form by hand, then return the form and any evidence to us by post.

You do not have to use SBI barcodes on information you send to us, but do write your SBI on every page of anything you post to us that does not already show your SBI.

4. Confirm

Send your application to RPA

You must send your BP5 application form and any other forms or evidence so that we receive them by midnight on 15 May 2018 to avoid receiving a penalty (or by midnight on 11 June 2018 with penalties).

Send them to: Rural Payments
PO Box 352
Worksop,
S80 9FG

- Keep a copy of everything you send us.
- Make sure you have attached the right postage amount or your application may be delayed. The Post Office will be able to help you with this.
- Consider getting proof of posting or sending your application by recorded delivery as the form is an important document.
- We cannot accept any supporting documents by email.

How you will know we have received your paper application

We will send you confirmation by post to tell you we have received your form.

Contact us if you have not received an acknowledgement for your application within 14 days of sending it to us.

Before posting any evidence to us, you should put your name and address on the front page, and your SBI on every page. We do not send confirmation receipts for any evidence we receive separately from the paper form. We will return any evidence to you by post, usually within 3 working days.

Changing your application after you've sent it to us

There are some changes you can make to your application after you have sent it to us – read the 'Basic Payment Scheme: rules for 2018' for details of these. The 'Key dates' section of this guide tells you when you can make changes to your application. Send any changes to us at the address above.

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How to check your BP5 application form

Guidance about how to check and update your BP5 application form for the Basic Payment Scheme 2018.

What to do first

When you receive your BP5 application form, read the 'Important notes' on the form first.

Where we can, we have already added information to the form in words and figures.



Check the information and make sure it is correct for your 2018 application. If the information we have filled in for you is correct, you do not need to write it in again to confirm it.

You must send back all pages of the BP5 form, even if some of the pages are blank. In previous years we had to reject some applications that were submitted with missing pages, so it's essential that you submit all the pages in the BP5 - even if you think some of the pages are not relevant to you. This will also avoid delays in processing your application whilst we assess whether your application can be accepted without the missing pages.

Part A: Your business

Check the application form we have sent you has the right SBI and that the name of the beneficiary (business name) is correct. If it is not, call us on 03000 200 301 and we will arrange for a new form to be sent to you.

It may take up to two weeks before you receive your new form, so if you would prefer to complete an online application instead, please let us know.

Part B: Your choice of currency

For BPS, we will make payments in sterling, unless you tell us that you want to be paid in euros. Put an 'X' in the box if you want to be paid in euros. Even if you have told us before that you want to be paid in Euros, you still need to put an X in this box.

If you've not asked to be paid in euros before, you must give us your euro bank account details before 15 November 2018. Call us on 03000 200 301 with these details. (Make sure the person doing this has 'full' or 'make legal changes' permissions on the Rural Payments service). If you do not do this, we will make the payment into your sterling account - your bank may charge you a fee for this.



Make sure you know the details of the bank account that the payment will be made into. If you are in any doubt about this, call us on 03000 200 301.

If you want a sterling payment to be paid into a different bank account to the one we've used in a previous year, you also need to contact us on 03000 200 301 before 15 November 2018 to tell us details of the new account.

We can only hold details of two bank accounts, one sterling account and one euro account.

Part C: Field data sheet

Check that the information we have entered for your land parcels is correct and complete.

Important

Columns C3 (Total field size) and C4 (Maximum area eligible for BPS) show the information our land parcel database holds for your land. Do not change the information showing in these columns, even if you think it's wrong.

Instead, use columns C7 and C6.

- In C7 (land use in 2018), declare all the eligible and ineligible land uses
- In C6 (part field size), declare the areas of all the eligible and ineligible land uses shown in column C7.

If you do change columns C3 and C4, it may delay the processing of your application form.

If you think the information in these columns is wrong, this may be because:

- You have already sent us an RLE1 requesting a change to your land but this has not been actioned yet. If you have, you do not need to send us a new RLE1.
- You have not sent us an RLE1 yet to request a change to your land. If this is the case, you need to send us one now to tell us what needs to be changed.
- We have updated your land using the latest information we have, including aerial photography and Ordnance Survey map updates. This keeps our land information up-to-date and we use it to check any applications you make.

The total of all the eligible and ineligible land use areas in column C6 should add up to the correct total field size (C3), taking into account any changes you have told us about on an RLE1.

The total of all the eligible land use areas in column C6 should add up to the correct maximum area eligible for BPS (C4), again taking into account any changes you have told us about on an RLE1.

You should also check column C8 (Eligible area you want to claim payment for). The area entered for each eligible land use must not exceed the area entered in column C6 for that land use. Where there is more than one eligible land use in a land parcel, the total of the eligible land use areas entered in column C8 for that land parcel must not exceed the total of the eligible land use areas entered at column C6.

Example:

Your paper BP5 form shows the following:-

C3 (Total field size) = 10.0000ha

C4 (Maximum area eligible for BPS) = 8.5000ha

You sent an RLE1 (which has not been actioned yet) asking for a new permanent non-agricultural feature of 0.5000ha to be mapped. Your new maximum area eligible for BPS should therefore be 8.0000ha. You should not update the information showing in column C4, instead use columns C7 and C6 to give the relevant ineligible land use code and area for the new permanent non-agricultural feature. You do not need to send another RLE1 as you have already sent one. You should make sure that column C8 (Eligible area you want to claim payment for) is reduced to take account of the smaller eligible area of 8.0000ha in this land parcel.

Adding land in Part C

If you need to add a land parcel, use the next available blank line on your Field Data Sheet for the correct English region. Where there are no blank lines for that English region, use a continuation booklet for 2018 (available at www.gov.uk/rpa/bps2018, or call us on 03000 200 301). If you are adding a land parcel that is not already registered with RPA, use an RLE1 form to tell us about it (as well as entering it in Part C). When entering a new line, leave columns C3 and C4 blank.

Correcting information we've put in Part C

If you need to correct any of the data we've filled in for you, do not cross out the information that's wrong or put an X in column C9, simply enter the correct information in the blank row below the land parcel at columns C7 and C6.

However, if you need to add other land uses to a land parcel (for example, to show a 'temporary land parcel split') use the next available blank line – you need to enter information in columns C2, C3, C4, C6, C7 and C8. You can either enter the whole land parcel with all the different land uses, or just enter the land use which was not pre-printed on the form.

If information is missing for a land parcel, please enter this information in the relevant columns of the blank row below the land parcel. Make sure you add the land use at column C7 and add the correct area into column C6. If we do not have all the required information for a land parcel, we may have to remove it from your application and we may not pay you for it. You must put the area you want to claim on in column C8.

Where there is incomplete land cover data on a parcel, the form may be pre-populated with multiple lines for the same land use. If this happens, enter the correct information in the line of data you believe is incorrect.

Land areas in Part C

If you need to add land areas to Part C of your application form, make sure you put them in to 4 decimal places. For example '10.0100' hectares, not '10' hectares.

English Payment Region

This will display the English region for all parcels on a page. More information on the three English regions is in the 'Basic Payment Scheme: rules for 2018'.

Where you are adding parcels to a blank page, you should add the English region in this box and only add parcels that are located in that region. If you need to add parcels for more than one region, use a separate blank page for each region.

If you have land on your holding that was declared as agricultural, but has since become permanently non-agricultural, fill in an RLE1 form to let us know that the land has passed out of agricultural use. More information is in the RLE1 guidance, available at [www.gov.uk/rpa/ bps2018](http://www.gov.uk/rpa/bps2018).

C1 – Field name

You do not have to fill in this section. We've included it because it may help you when you make your application. If you add field names, we will not keep a record of them, as these are for your use only.

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

This must contain a 10-character reference, made up of two letters, four numbers and the final four numbers indicating the centre of the land parcel (for example, AA1234 1234). We need the whole reference to identify the land parcel.

Land parcel numbers may have changed since last year, which means they may be listed in a different order from last year's application. You can check them online, or using your latest maps if you cannot go online. If you are having problems, or cannot go online, call us on 03000 200 301.

You must tell us about additional land you have on your holding that has already been registered with us but is not showing on your BP5 form, by adding the land parcel onto your application form. You must make sure that all the details for the parcel are included. If this land has been transferred to you, make sure the transferor has submitted a transfer request for that parcel or parcels, using the Rural Payments service or an RLE1 form.

If the land you are adding to your application has not yet been registered with us, you need to use an RLE1 and sketch map to tell us about this land, as well as entering it in Part C.

If you've already sent an RLE1 to register land, check online on the Rural Payments service to see if it's been mapped yet

If you cannot go online, call us and we can check for you. If we have not actioned your RLE1 yet, on your BP5 application form put the estimated field number and size from the RLE1 form.

You can tell us about land which you no longer have as part of your holding for BPS 2018 by deleting that parcel from your application form. Read page 23 for more information.

Do's and don'ts

✓ You should use the blank boxes underneath each line of pre-populated data to tell us about changes to that land parcel.

✗ Do not use the 'cross to delete' box at the end of the row and re-enter the land parcel with the corrected information on a blank row. You should only do this if you have split the parcel this year, otherwise it results in additional lines of data in the application which can delay processing.

✗ If you need to make a change to some of the pre-populated information for a land parcel, or add missing information, make sure you write the correct, or missing, information in the blank box underneath the line. Do not use "ditto" marks to replicate the information that is correct.

Important

Do not make any changes to the information in column C3 or C4. If you do, it may slow us down when we're working through your application form.

Instead, you should add the correct land uses (both eligible and ineligible) in column C7 and record the associated areas in column C6. Column C6 is called 'Part field size (ha)' on the application form, but use it to record any updates to information that is incorrect in columns C3 or C4 or to add any new land parcels. You can include whole or part areas in column C6.

You'll also need to fill in an RLE1 form to tell us about the changes you've made, if you have not already.

C3 – Total field size

Total field size is the total area of the land parcel based on the area registered with us. This will be shown in hectares – we have put in a figure for you based on the information we hold about your land.

Remember, we use all available data sources including aerial photography and Ordnance Survey map updates to keep our land information up-to-date and to check any applications you make.

Please check this area, making sure that it includes the area of all eligible and ineligible land in the parcel.

If your total land parcel size has changed, do not amend the area provided in column C3. Use columns C6 and C7 to list all of the land uses for the parcel, including their correct areas. You will need to use an RLE1 form and sketch map to tell us about the change to the total size of the parcel. You can increase the size of the area if you need to, for example because a land parcel has been merged with another one and is now larger.

If you have recently sent us an RLE1 to tell us about land changes but we have not finished working on it yet, column C3 may be incorrect.

C4 – Maximum area eligible for BPS

The maximum area eligible for BPS is the total size of the land parcel (based on the area registered with us) minus the area of any permanent non-agricultural features we have mapped for the land parcel.

You must make sure that column C4 does not include the area of any non-agricultural areas and features, including any that are new for 2018.

If the maximum area eligible for BPS has changed, do not amend the area provided in column C4. Use column C6 to list all of the correct land uses for the parcel and C7 to list the correct areas.

The maximum area eligible for BPS for your land parcel could have increased, for example because:

- the permanent boundary between the land parcel and another land parcel no longer exists (the parcels have been merged)
- a permanent non-agricultural feature no longer exists in the land parcel

If this is the case, do not make any changes to the figure in column C4 on your application form. Use columns C6 and C7 to enter the correct land use and areas for the parcel and, if you have not already done so, fill in an RLE1 form to tell us.

What to check in C4:

To make sure the figure in column C4 is correct, take the total size of your parcel in column C3 and deduct all of the permanent non-agricultural areas and features that add up to 0.0100 hectares or more.

Remember to include any 'scattered' ineligible features in this calculation and any area of land under a Rural Development Programme agreement which is ineligible for BPS. Read Annex B for more information.

When to use an RLE1

If you are using columns C6 and C7 to tell us about any permanent changes to the total land parcel size or the maximum area eligible for BPS in your parcel, you must fill in an RLE1 form, mark the changes on a sketch map and send them to us (if you have not already done so). Check the 'Key dates' on page 5 to see when we need to receive RLE1 forms and sketch maps.

You must use an RLE1 form and sketch map to:

- ask us to add land parcels not already mapped with us
- amend a permanent land parcel boundary
- split a land parcel into two or more land parcels (with a permanent boundary)
- merge two or more land parcels into one land parcel
- tell us about a permanent non-agricultural feature not already mapped with us
- tell us that a permanent non-agricultural feature already mapped with us no longer exists
- tell us about changes to land cover (arable, permanent grassland, permanent crops or non-agricultural use) including where the change to non-agricultural use has happened under an agri-environment agreement (such as Countryside Stewardship), the National Forest Changing Landscapes Scheme, Woodland Carbon Fund or HS2 Woodland Fund. Where there is only one land cover for a land parcel you can call us.
- tell us if you disagree with any updates we have made to your land on our digital land maps including:
 - changes to a permanent land parcel boundary
 - changes to the land cover where there is more than one land cover for a land parcel (Where there is only one land cover for a land parcel you can call us)
 - removal of non-agricultural features. (There is no deadline for sending your RLE1 and sketch map to tell us you disagree with a mapping update. Read the instructions in the 'How to check and update your digital maps' or the 'Land cover changes' section of the RLE1 guidance 2018, which you can find on GOV.UK at www.gov.uk/rpa/bps2018).

You **do not** need to send an RLE1 form to tell us:

- that part of a land parcel included in your application form is not 'at your disposal' for BPS
- about ineligible areas or features on land which is normally agricultural (temporary non-agricultural features). Read Annex B for more information

More information on eligible land and ineligible features is in the 'Basic Payment Scheme: rules for 2018', on GOV.UK.

C5 - Part field suffix

This column is for your own use. You can use it to give a reference to each land use in a land parcel, for example parts A, B, C or 1, 2, 3.

C6 – Part field (size of land use in C7)

Check the information in this box. If it is wrong, use column C6 to tell us about the area of different land uses in a land parcel. If there is only one land use in a land parcel, enter the entire area for that land use.

You can also use it for:

- any corrections to the pre-printed information in columns C3 and C4
- temporary crop splits in land parcels

If you have some of a land parcel at your disposal, and someone else has the other part at their disposal, use column C6 to tell us your share of the parcel.

For example, if 2 farmers each have a 50% share of a parcel that is 10.0000 hectares in size, they would each enter 5.0000 hectares in column C6.

If both shares of the land parcel are eligible for BPS and both farmers want to include the land in their application, they would each enter 5.0000 hectares in column C8

If you need to tell us about more than one land use in your 'share' of the eligible land, use part fields in columns C5 and C6.

Using part fields

If you are using parts of a land parcel in different ways, declare each of the land uses on a separate line in column C7 and the area of each land use in column C6. The total of all of the land use areas in column C6, both eligible and ineligible should add up to the Total field size (C3).

If you need to amend the Total field size entered in column C3, do not change the figure on your form but submit an RLE1 to tell us about the change (if you have not already). Add the area you want to use to activate entitlements for payment for each of the eligible land uses into column C8.

Example

A farmer needs to add a new land parcel to their application that has never been registered by anyone. This is a 10.0200 hectare land parcel with a temporary split (5 hectares of temporary grassland and 5 hectares of winter barley) and two non-agricultural features (one is 'temporary', one is 'permanent' and is not mapped with us) both are 1.100 hectares in size. The farmer would show the split as follows on the application form:

Line	C1 Your field name (max 8 characters) This column is for your own use	C2 OS Map sheet reference eg SU1234	National Grid field number eg 1234	C3 Total field size (ha)	C4 Maximum area eligible for BPS (ha) (Should be the total field size with all BPS ineligible features removed)	C5 Part field suffix	C6 Part field size (ha)	C7 Land use in 2017	C8 Eligible area you want to claim payment for (ha)	C9 Cross to delete line from your claim	C10 Your checklist
1	TOP FIELD	AB1234	5678	10.0200	10.0000	A	5.0000	TG01	5.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1
2						B	5.0000	AC68	5.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/> 2
3						C	0.1000	NA02	0.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/> 3
4						D	0.1000	HS01	0.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/> 4

The permanent non-agricultural feature has not been mapped with us, so the farmer must declare its land use and area in Part C and send an RLE1 and sketch map to us to tell us about it. The farmer does not need to send an RLE1 to tell us about the 'temporary' non-agricultural feature, but does need to give it a land use code in column C7.

Telling us about land use

You need to tell us about the land use of all your agricultural land parcels and any non-agricultural land on your application, using the appropriate BPS land use code (read 'C7 – Land use', below).

If a parcel has only one land use, enter the total area of that land use in column C6 and the land use code in C7. If a parcel has more than one land use, use column C6 to tell us the area of each land use and column C7 to provide each land use code.

C7 – Land use

This column should contain a land use code showing what each area of land is being used for 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). You need to tell us about all the land uses in each parcel. There's a list of all the land use codes you'll need for BPS in annexes A and B.

Declare which crop is there for the majority of the cropping period but if this is likely to be fallow and you intend to sow a crop before 30 June 2018, you should declare this crop instead of fallow.

We will use the information on your land use to work out if you:

- have enough eligible land to claim BPS
- are exempt from any of the greening rules; and
- are meeting the crop diversification rule for greening

Read the 'Basic Payment Scheme: rules for 2018' for more information.

Land use codes and eligible features

If you have BPS eligible features on your land, such as hedges and trees in a line, dry stone walls, ditches or watercourses meeting the BPS eligibility rules, you should include these under the main land use of the land parcel (cropped area).

Grass strips (such as tracks, strips, margins and headlands) 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 field margin 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.

Example

A farmer has a 10 hectare land parcel with 4 land uses in it:

- 6.4500 hectares of winter wheat
- 2.1500 hectares of winter oilseed rape
- 1.3900 hectares of fallow land
- 0.0100 hectares of hard standing, which is a permanent non-agricultural feature and has already been mapped with RPA

The farmer should show 4 land uses on the form:

- label them as 'A', 'B', 'C' and 'D' in column C5
- put the size of each land use in column C6; and
- put the land use code for each use in column C7

Line	C1 Your field name (max 8 characters) This column is for your own use	C2 OS Map sheet reference eg 5U1234	National Grid field number eg 1234	C3 Total field size (ha)	C4 Maximum area eligible for BPS (ha) (Should be the total field size with all BPS ineligible features removed)	C5 Part field suffix	C6 Part field size (ha)	C7 Land use in 2017	C8 Eligible area you want to claim payment for (ha)	C9 Cross to delete line from your claim	C10 Your checklist
1	BIQ FIELD	AB1234	1234	10.0000	9.9900	A	6.4500	AC66	6.4500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2						B	2.1500	AC67	2.1500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3						C	1.3900	EAB1	1.3900	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4						D	0.0100	BS01	0.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The farmer does not need to send us an RLE1 and sketch map to tell us about the non-agricultural feature, because we already have it mapped.

More information on land use codes is in annexes A and B.

Land use codes and non-agricultural areas and features

The way you need to declare non-agricultural areas and features in Part C will depend on what they are and whether we have them mapped already. The table below explains what you need to do.

If you have already told us about any of these areas or features on the Rural Payments service and we have included them when we filled in your application form, you do not need to send us an RLE1 to tell us about them.

Non-agricultural area or feature	What to do in Part C
Permanent non-agricultural area or feature in a land parcel which is already on your maps	<p>Check the area and land use we have provided for the feature. If these need to be changed, give the area a new land use in column C7 and an area in column C6. Enter the area as 0.0000 in column C8. You should also reduce the areas in column C6 for the other land uses for the field to account for this.</p> <p>Do not change the areas in columns C3 and C4.</p> <p>You do not need to use an RLE1 or sketch map to tell us about this unless you needed to change the area in column C6.</p>

Non-agricultural area or feature	What to do in Part C
Permanent non-agricultural area or feature in a land parcel which is not on your maps	<p>Give the non-agricultural area or feature a land use code in column C7 and an area in column C6. Enter the area as 0.0000 in column C8. You should also reduce the areas in column C6 for the other land uses for the field to account for this.</p> <p>Do not change the areas in columns C3 and C4.</p> <p>You need to send us an RLE1 and a sketch map to tell us about these features or areas unless you've already done so.</p>
Permanent non-agricultural areas where they cover a whole land parcel and are already mapped as ineligible	<p>Check the area and land use we have provided for the parcel.</p> <p>If these need to be changed, give the area a new land use code in column C7 and new area in column C6. Enter the area as 0.0000 in column C8. Do not change the area in columns C3 and C4.</p> <p>You don't need to use an RLE1 or sketch map to tell us about this unless you needed to change the area in column C6.</p>
Permanent non-agricultural areas where they cover a whole land parcel and are not already mapped as ineligible	<p>Give the area a land use code in column C7 and an area in column C6. Enter the area as 0.0000 in column C8. Do not change the areas in columns C3 and C4.</p> <p>You need to send us an RLE1 and a sketch map to tell us about this area, unless you've already done so.</p>
Temporary non-agricultural features	<p>Give the area a land use code of NA02 in column C7 and an area in column C6. Enter the area as 0.0000 in column C8.</p> <p>You don't need to send us an RLE1 and a sketch map to tell us about these features.</p>

This publication was archived on 12 June 2018

Ecological Focus Areas and land use codes

Some EFAs should be recorded in both Parts C and D to avoid penalties. If you are declaring fallow land or nitrogen-fixing crops as EFAs in Part D, you must also include them in your land use in Part C to make sure they count towards your crop diversification requirement and to claim payment on them.

Grass strips (such as tracks, strips, margins and headlands) 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 field margin 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.

If you are using a permanent grassland buffer strip or field margin for EFA, you should declare the area of the buffer strip or field margin separately with a land use of permanent grassland in Part C. For all other buffer strips and field margins you are using for EFA that are not permanent grassland, include the area of the buffer strip or field margin under the land use code of the cropped area adjacent to the buffer strip or field margin. You do not need to fill in an RLE1 form to identify EFA buffer strips and field margins but we may contact you to confirm the location.

If you are using a strip of fallow land to count as fallow for EFA, declare the area of the strip as fallow land in Part C.

Land use you are declaring as catch or cover crops as part of your EFA needs to be declared in Part D only. In column C7, use the appropriate land use code for the land use on 15 May 2018.

Read Annex A for more information.

Which land use codes to use in C7

All the codes to use for BPS are in annexes A and B. If you have any land use codes we've filled in for you that you cannot find in the annexes, check the full list of codes on GOV.UK at www.gov.uk/guidance/bps2018. If you have any codes on your form which are not in the annexes (whether they are in the lists on GOV.UK or not), please update them with the codes from annexes A and B.

The table below shows where to find the right land use codes, depending on what type of land you need a code for.

Land type	Where to find the right land use codes
Agricultural land at your disposal for BPS	Annex A: Coding agricultural land when you claim for the Basic Payment Scheme.
Agricultural land under your management control for a Rural Development Programme agreement and not at your disposal for BPS	Do not enter a land use code for any land you have that is not at your disposal for BPS. Leave column C7 blank and enter 0.0000 in columns C6 and C8.

Land type	Where to find the right land use codes
<p>Land in a 'dual use' situation with another applicant</p> <p>(One of you has the agricultural land at your disposal for BPS and the other has the land under their management control for a Rural Development Programme agreement)</p>	<p>Note: you will need to 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, the land use code should not be changed, unless you both agree with the change.</p> <p>If you are claiming BPS enter:</p> <ul style="list-style-type: none"> • the land use code in column C7 • the area in column C6, and • the area to activate in column C8 <p>If you are the Rural Development claimant you should enter:</p> <ul style="list-style-type: none"> • 0.0000 in columns C6 and C8, and • the land use code in column C7
<p>Non-agricultural land under a Rural Development Programme agreement, National Forest Changing Landscapes Scheme Woodland Carbon Fund or HS2 Woodland Fund.</p>	<p>Use the appropriate land use code(s) from the list provided in Annex B: Coding non-agricultural land when you claim for the Basic Payment Scheme.</p>

If you see 'unknown cover' in Part C of your application, enter the correct land use code(s) as at 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 2018 – read the 'Basic Payment Scheme: rules for 2018' for more information.

If you are exempt under crop diversification exemption '3' (where you have new land and new crops) you need to enter your land use details correctly in this section and send us the required evidence so we receive it by midnight on 15 May 2018. Read the 'Basic Payment Scheme: rules for 2018' for more information.

Trees and Woodland

If you have land that contains scattered trees, trees in line or groups of trees but remains agricultural, use an appropriate agricultural land use from Annex A in column C7. Read the 'Basic Payment Scheme: rules for 2018' for more information about trees on eligible land.

If you have trees on land that was agricultural last year but has now become non-agricultural, for example, because:

- the trees are scattered in the land parcel and now prevent agricultural activity being carried out in the same way as in a land parcel without trees; or
- the land has become woodland preventing agricultural activity

use an appropriate land use code from Annex B (see the sections describing 'Scattered trees' and 'Woodland').

If you have woodland that is under a Rural Development Programme agreement, the National Forest Changing Landscape Scheme, Woodland Carbon Fund or HS2 Woodland Fund, use an appropriate land use from Annex B and make sure you have followed the guidance in the Forestry Commission guidance ON42 and submitted an RLE1 to amend the land cover of the area.

C8 – Eligible area you want to claim BPS for



You must put all the areas you want to claim for payment into column C8.

You can only use land parcels which have a total eligible area of 0.1000 hectares or more to claim BPS. Use column C8 to tell us how much of your eligible area in column C6 you want to use in your application.

The area entered in column C8 for each eligible land use must not exceed the area entered in column C6 for that land use. The total of the areas entered in column C8 for the land parcel must not exceed the total of all the eligible land uses entered in column C4 or column C6.

C9 – Cross to delete line

Only use column C9 if you want to remove a parcel from your application.

For BPS 2018 you can tell us about any land parcels which you no longer wish to claim BPS for. To do this, put an 'X' in column C9 to delete the line – this will remove the whole (or part) land parcel from your application.

If you want the land to be permanently removed from your holding, you can remove the land parcel using the Rural Payments service, or by filling in an RLE1 form. If you do not do this, the land parcel will remain linked to your holding.

IMPORTANT

If you choose to remove the land, either using the Rural Payments service or by completing an RLE1 form, this will completely remove the land parcel from your records. This means you will not be able to claim for payment on that land parcel for either BPS or any of the following agri-environment or national woodland schemes.

- Countryside Stewardship
- Environmental Stewardship
- Habitat Scheme
- English Woodland Grant Scheme
- Farm Woodland Premium Scheme
- National Forest Changing Landscape Scheme

Do not remove the land from your holding if you still control the land parcel for one of these schemes. If you remove a land parcel under an existing agri-environment or national woodland scheme agreement (see above list), this may affect your agreement or payment.

The land you remove will not be available for a new application under a Rural Development Programme scheme, such as Countryside Stewardship, unless it is re-registered.

If you have common land parcels showing in Part C, you can remove them from your application by adding an 'X' in column C9. Common land grazing rights should appear in Part E.

If you have common land parcels showing in Part C, you can remove them from your application by adding an 'X' in column C9. Common land grazing rights should appear in Part E.

C10 – Your checklist

This column is for your own use and does not form part of your application.

Part D: Greening: Ecological Focus Areas (EFA)

You only need to fill in this part if you need to have an EFA on your holding to meet the greening rules. If you are exempt or have 15 hectares or less of arable land, you do not need to fill in Part D. There have been changes to the greening rules for 2018, you can read about these in the 'Basic Payment Scheme: rules for 2018'.

If part of your holding is organic, you may still need to fill in Part D for your non-organic land if you need to have an EFA, which needs to be located on non-organic land.

Before you fill in this part, read the 'Basic Payment Scheme: rules for 2018'.

You can also use the 'Greening workbook' to work out if you are meeting the greening rules. This is available at www.gov.uk/rpa/bps2018.

We've filled in Part D with the information you gave us on your BPS 2017 application, but have not filled in information for catch crops or cover crops (columns D7 and D8). This means columns D1 to D6 show the EFAs you used for greening in 2017. You need to check the information we have filled in and amend any areas or features you do not want to be used for EFA in 2018.

In 2018, we will use new EFA hedge information. This may mean that entries are different to those that were declared in 2017.

The change in greening rules for 2018 has now widened the definition of EFA hedges to EFA hedges and trees in a line. These should be claimed under the EFA hedges columns of D5 and D6. Similarly, the definition of EFA buffer strips has also widened to include field margins which should all be claimed under the EFA buffer strips column of D4.

There have also been changes to nitrogen fixing crops, fallow and catch or cover crops, which you can read about in the 'What's changed?' section of the Basic Payment Scheme rules for 2018.

Check to make sure this information is still correct, particularly fallow, nitrogen-fixing crop options and your hedge information. If any of the information is incorrect for 2018, please update it.

Crop diversification

You can tell us how you are meeting the crop diversification rules through the land uses in Part C, using columns C6 and C7.

If you are claiming fallow land or nitrogen fixing crops for EFA, as well as for crop diversification, you must fill in both Part C and Part D.

If you are using catch or cover crops as part of your EFA you still need to tell us in Part C about the main land use for the fields these crops are in (the land use on 15 May 2018), unless you will plant a crop after 15 May 2018 to meet the crop diversification rule.

Land areas in Part D

If you need to add land areas (in hectares) to Part D of your application form, make sure you put them in to 4 decimal places.

For example '10.0100' hectares, not '10' hectares.

Lengths are shown in, and should be given in, whole metres.

Remember to enter the actual measurements for the areas and lengths not the EFA values.

D1 – Ordnance Survey Map sheet reference and National Grid field number

This column must contain a 10-character reference comprising two letters, four numbers and the final four numbers indicating the centre of the land parcel (for example, AA1234 1234). We need the whole reference to identify the land parcel. The references will be the same as they are for the same land parcel in column C2.

In Part D you only need to tell us about land parcels that have EFA features or areas in them. Check the details in Part D are still correct and update them if necessary. You do not need to re-enter all of the land parcels you have in Part C – just those that have EFA features / areas that you are using to meet the rules in 2018.

D2 to D8: Ecological Focus Areas

Tell us about the EFA features/areas you wish to declare in each land parcel. You need to provide measurements for the EFA features/areas you have in each land parcel that you are using as part of your EFA. The measurements should be the actual physical measurements of the areas or features (in metres or hectares), not what they are worth for greening.


If you have any EFA features which ‘overlap’ you might need to reduce these measurements. If you have fallow land, nitrogen-fixing crops or catch/cover crops next to a hedge or trees in a line, that is also in your EFA, reduce the area of these crops in your EFA – read the ‘Basic Payment Scheme: rules for 2018’ for more information.



If you have any nitrogen-fixing crops or fallow land in your EFA, you also need to include them in your land use in Part C

If you are using a buffer strip or field margin of permanent grassland for EFA, declare the area of the buffer strip or field margin as permanent grassland in Part C separately. For all other buffer strips and field margins you are using for EFA, include the area of the buffer strip or field margin under the land use code of the cropped area adjacent to the buffer strip or field margin. If you are using a strip of fallow land to count as fallow for EFA, declare the area of the strip as fallow land in Part C.

D4 – EFA buffer strips and field margins:




Where you are using buffer strips and field margins for EFA, you do not need to fill in an RLE1 form or send us a map of their location.

You should record the length (in whole metres) of EFA buffer strips and field margins in this column.

You can only declare a buffer strip and field margin for the land parcel it is in.

D5 and D6: EFA hedges and trees in a line



Where you are using hedges and trees in a line for EFA, you do not need to fill in an RLE1 form if they are already mapped in the new hedge layer. You can use the Rural Payments service at www.ruralpayments.service.gov.uk to check which hedges and trees in a line have been mapped.

If the hedge or trees in line are not mapped, you should read the RLE1 guidance and send us the relevant information to map the hedge.

Record the lengths of all the hedges and trees in a line you are using for EFA in column D5. If a hedge or trees in a line forms the boundary between two arable land parcels at your disposal, you will need to record the lengths of each side separately for each land parcel, to make sure you only declare the side of the hedge or trees in a line, which is in that parcel.

There are some situations where we need to know more about the location of your hedge or trees in a line to give you credit for both sides of them for EFA, particularly where:

- a length of hedge or trees in a line juts out into an arable parcel at the farmer's disposal, so both sides of the hedge or trees in a line count within the parcel (if the hedge or trees in a line meet the minimum requirements)
- a hedge or trees in a line forms the boundary between an arable parcel at the farmer's disposal and a non-agricultural feature such as a road, and the farmer is responsible for maintaining both sides of the hedge or trees in a line (so can claim on both sides of it)
- a hedge or trees in a line are between an arable land parcel at the farmer's disposal and a parcel of permanent grassland or permanent crops, and the farmer is responsible for managing both sides of the hedge or trees.

Where any of these situations occur in a particular land parcel, enter the length/s of the respective hedges or trees in a line in column D5 for the internal side of the hedge or trees in a line and again in column D6 for the external or other side of the hedge or trees in a line. This will mean there are two entries for these hedges or trees in a line, one in D5 and one in D6 and both sides of the hedge or trees in a line will be counted when we work out what your hedges are worth for EFA.

To work out the total EFA value of your hedges and trees in a line, we will:

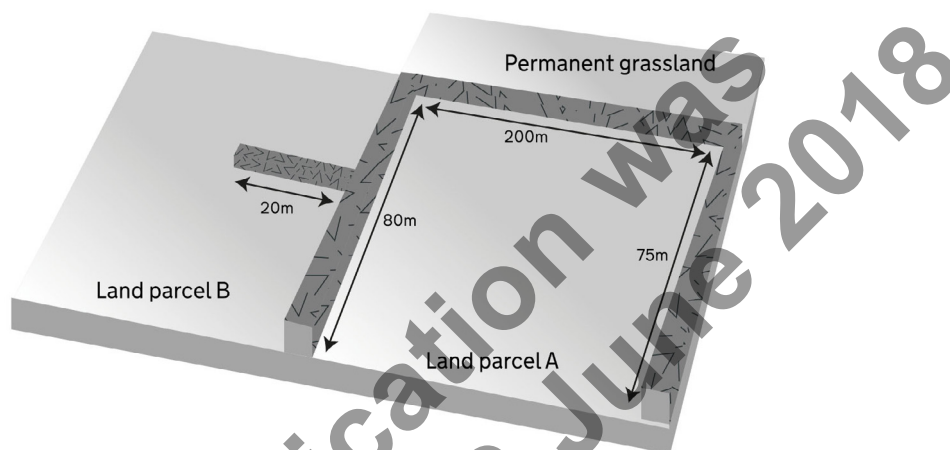
- multiply the total figure entered in column D5 by 5 square-metres
- multiply the total figure entered in column D6 by 5 square-metres (if you have entered a length in column D6), then
- add these two figures together to get the total EFA area for your hedges and trees in a line.

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Example

An arable land parcel 'A' has hedges and trees in a line on 3 sides:

1. On one side there is a length of hedge or trees in a line of 80 metres long bordering another arable land parcel ('B'), which is part of the same holding and has a 20 metre spur of hedge or trees in a line jutting out into the middle of it.
2. On the second side, there is a length of hedge or trees in a line of 200 metres long bordering a field in permanent grassland, which is part of the same holding.
3. On the third side, a 75 metre length of hedge or trees in a line runs alongside a public road where the farmer manages both sides of the hedge and trees.



If the farmer chooses to count all of these hedges or trees in a line for EFA, they should be recorded as follows:

1. 80 metre long hedge or trees in a line: they are claiming both sides, half in parcel A and half in land parcel B, so they include 80 metres in column D5 for both parcels. The 20 metre spur is in land parcel B, but they can claim both sides, so they include 20 metres in both columns D5 and D6
2. 200 metre long hedge or trees in a line: they are claiming both sides, , so they include the 200 metres in columns D5 and D6 for land parcel A
3. 75 metre long hedge or trees in a line: they can claim both sides, but cannot declare the hedge or trees in a line in another land parcel, so they include 75 metres in column D5 and D6 for land parcel A.

They should enter the lengths as shown below:

Land Parcel reference	Column 'D5'	Column 'D6'
Land parcel A	Enter '355' (80 + 200 + 75)	Enter '275' (200 + 75)
Land parcel B	Enter '100' (80 + 20)	Enter '20'
TOTAL	455	295

Read the 'Basic Payment Scheme: rules for 2018' for more information on hedges and trees in a line and how much to count for EFA.

D9 - Cross to delete line

Put an 'X' in column D9 to delete the line and remove the whole or part parcel from your greening calculations. You can re-enter a land parcel on the next available line or on a continuation booklet if needed.

Example

The example below shows how to update the EFA greening information in Part D. We have pre-printed the data from 2017.

In 2017 a farmer grew nitrogen-fixing crops in three land parcels to meet his EFA requirements. For 2018, he keeps the first land parcel as fallow, in the second parcel he is planning to grow a catch crop and in the third parcel will not have any EFAs. To meet the rule he has kept another parcel as fallow in 2018.

He fills in his form as follows:

- In the first land parcel he has removed the nitrogen-fixing crop by entering 0.0000 in column D2 and has added the area for the fallow land in column D3 of the same land parcel.
- In the second parcel he has removed the nitrogen-fixing crop by entering 0.0000 in D2 and has added the area for the catch crop in column D7 the same land parcel.
- The third parcel doesn't include any EFA, so he has put a cross 'X' in column D9.
- He has then had to add the fourth land parcel by adding the parcel reference in to column D1 and the area of fallow land in column D3.

Line	D1 OS Map sheet reference eg SU1234	National Grid field number eg 1234	D2 EFA Nitrogen-fixing crops (Area in hectares)	D3 EFA Fallow land (Area in hectares)	D4 EFA Buffer strips (Total length in metres)	D5 EFA Hedges in arable land parcel (Total length in metres)	D6 EFA Adjacent hedges (Total length in metres)	D7 EFA Catch crops (Area in hectares)	D8 EFA Cover crops (Area in hectares)	D9 Cross to delete line from your claim	Line
1	TF4480	9080	3.9180 0.0000	0.0000 3.9180	0	0	0	0.0000	0.0000	<input checked="" type="checkbox"/>	1
2	TF4466	9470	5.6639 0.0000	0.0000	0	0	0	0.0000 5.6639	0.0000	<input checked="" type="checkbox"/>	2
3	TF4580	1880	6.6100	0.0000	0	0	0	0.0000	0.0000	<input checked="" type="checkbox"/>	3
4	PS1234	1235		7.1200						<input checked="" type="checkbox"/>	4

Part E: Common land grazing rights

This part will show any common land grazing rights that you have. Check that the information is correct. If we have filled in information for you and it is wrong, use the boxes below to correct it.

If your common land grazing rights have changed, please send us evidence of the changes, with your BP5 form. The types of evidence we accept include, a solicitor's letter, grant of probate/ letters of administration or holding/ownership deeds or land registry title documents. Before you fill in this part, read the 'Basic Payment Scheme: rules for 2018'.

E1 and E2 – Common land (CL) number and name

The CL number should always be two letters and four numbers. If the number you have is not four numbers, add zeroes at the front of the number. For example if the number is '123', put in '0123'.

Both the CL number and common land name are registered officially with your local authority.

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.

Remember that if your register entry allows you a choice of animal types (for example, cattle, sheep or ponies), you should convert your rights to Livestock Units (LUs) and use whichever rights give the highest LU value. This will maximise the number of LUs you can claim on the common.

Read the ‘Basic Payment Scheme: rules for 2018’ for more information and for guidance on how to apply if you have New Forest rights. The codes to use are shown in the table below.

Description	Code
Cattle	CTTLE
Donkey	DNKYS
Geese	GEESE
Goats	GOATS
Heifers/Stirks	HEFER
Horses	HRSES
Poultry (over 6 months)	PLTRY
Pigs	PIGS
Ponies	PONY
Sheep/lambs	SHEEP

If you have separate rights to graze more than one type of animal, you should put each animal type on a separate line. Please note, you are claiming for your right to graze common land. This will not necessarily be the same as what you actually graze on the common.

E4 – Number of rights of this type

This shows the number of animals you have grazing rights for, for the animal type listed at column E3, using the information we have. Read the ‘Basic Payment Scheme: rules for 2018’ for more information.

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

If you need to correct any of the information printed do not give the number of stints/gaits, an area in hectares or the total LU value of your claim, as this can lead to us reducing your claim significantly or removing it entirely. Tell us the number of animals of the type you entered in column E3.

For rights split across two or more commons, you should ignore the data printed and declare the total number of split rights against each of the commons on which they can be used.

E5 – Do you own the common?

If you own the common, check that this is shown correctly. If the information we’ve added shows as ‘Yes’, but this is incorrect, put a cross in the ‘No’ box.

If you own the common land, you may be eligible to claim for any surplus eligible area that exists on the common, once the grazing requirements associated with the registered rights on the common have been taken into account.

E6 – Activate entitlements

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

E7 - Cross to delete line

Put an 'X' in the box if the information is wrong and you need to remove it from your application. You can re-enter information on the next available line if needed.

E8 – Your checklist

This column is for your own use and does not form part of your application.

Part F: Active Farmer

You no longer need to meet the 'active farmer' requirement under the Basic Payment Scheme, for 2018 onwards and you no longer need to provide evidence. However, this change to the regulation was confirmed too late for us to make changes to the form for 2018.

Therefore, for 2018, put an 'X' in the first box (F1 – see below) of the 'Active farmer declaration', stating, 'No - I qualify as an active farmer'.

F1 – Do you operate one or more of the non-agricultural activities listed?

If 'No', put an 'X' in the box. You automatically qualify as an active farmer.

Part G: Young farmer payment

If you want to apply for the young farmer payment, you must put a cross in the 'Yes' box. You need to do this for each year you want to apply for the young farmer payment.

If 'Yes', you will also need to send a completed 'Young and new farmer' form and any other relevant evidence, so we receive it by midnight on 15 May 2018.

For more information about the young farmer payment and the evidence we need, read the 'Basic Payment Scheme: rules for 2018'.

Part H: Entitlements

This section is for information only. If you think your entitlements information is wrong, you can check your most up to date entitlement position on the Rural Payments service.

If you cannot do this online, call us on 03000 200 301.

Applying for new entitlements as a new or young farmer

If you are a 'new' or 'young' farmer and want to apply for new entitlements there is guidance and a separate form on GOV.UK at www.gov.uk/rpa/bps2018 to do this.

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

If you are claiming for land in other parts of the UK, please tell us where. If you know them, give us your reference numbers for the other part/s of the UK you are claiming BPS in.

Use this section of the form to tell us which paying agency you want to pay you in 2018.

Read the 'Basic Payment Scheme: rules for 2018' for more information about 'cross-border claims'. Read the relevant guidance to submit a claim for land in other parts of the UK.

Part J: Organic land

If you are sending us evidence to prove that you have organic land parcels that you want to be exempt from greening, put an X in the box in this section. The land must be organic for the whole of the calendar year and the certification must be valid at the date of the BPS application.

You need to send a copy of your organic certificate and parcel schedules by post and we must receive them by midnight on 15 May 2018. These should cover the whole calendar year. If your certificate does not cover the whole calendar year, you must send us the new certificate to cover the remainder of the year, as soon as it is available. Use 'Organic Evidence' as the subject/title of your letter. Read the 'Basic Payment Scheme: rules for 2018' for more information.

Part K: Other documents you are sending

You can use this section as a checklist if you are sending any supporting documents with your application. If you are not sending any, you do not need to include a '0' in any of the boxes. We do not use the information you record on this part of the form, but it can be helpful for you to make sure you have included everything you need to with your application.

If you are sending us documents to tell us about any hemp you grow, or to show how you meet crop diversification 'exemption 3', tell us how many documents you are sending in 'F'. For example if you are sending 6 seed labels, put '006' in F.

More information on providing evidence is in the 'Basic Payment Scheme: rules for 2018'.

Remember to keep a copy of your application and any documents you send us.

Part L: Your declaration and responsibilities

Read this part before you sign your application. We reserve the right to reject applications if 'Your declaration and responsibilities' has been changed

Make sure you:

- sign the application form
- add your name in block capitals
- have the right permissions to submit the form (in this case 'BPS Submit')

If you are acting on behalf of someone else, or even if you are making an application for 'your' business, you must make sure you have the correct level of permission to sign the application. You can check this on the Rural Payments service or call us on 03000 200 301 if you do not have a computer. If your level of permission is incorrect, contact the person who has full permissions for the business to ask them to change this.

In the 'Relationship to beneficiary' box, enter one of the following to describe your role:

- Agent – if you have been given permission to act on behalf of the person claiming BPS
- Trustee – a trustee of the business that is making the BPS claim
- Partner – a partner in the business that is making the BPS claim
- Director – a director of the business that is making the BPS claim
- Sole trader

Information for agents acting on someone's behalf

As part of 'Your declaration and responsibilities' you will need to sign to confirm that you have made the beneficiary(ies) aware that they are responsible for complying with the conditions.

You also need to make sure you fill in your relationship to the beneficiary and your CRN number. If you are not sure where to find your CRN number this is the number you use to log in to Rural Payments. If you are still not sure what this is, call us on 03000 200 301.

Using 'continuation booklets'

If you need to tell us more about your land parcels, common land or EFAs, continuation booklets are available at www.gov.uk/rpa/bps2018. Booklets are available for:

- Part C: Land parcels
- Part D: Greening - Ecological Focus Areas
- Part E: Common Land

Use the booklets if you cannot fit all the information you need to tell us in these sections of your BP5 application form. Please add your SBI number on to all continuation booklets you use. If you do not have a computer you can get copies by calling 03000 200 301.

You can use as many continuation booklets as you need to, but make sure you give each one a number on the front page, starting at 001. For example, if you are sending us three booklets (two for Part C and one for Part D), you can number them as follows:

- '001' for the first Part C continuation booklet
- '002' for the second Part C continuation booklet
- '003' for the Part D booklet

If you use continuation booklets make sure you fill in all of the relevant pages and send all of the pages to us with your application. It's important that you do this - even if you think some of the pages are not relevant to you, or are blank, you must still return them.

If you have land in different English payment regions, do not mix land parcels from different regions on the same sheet. Fill in a new sheet for each region.



BP5 checklist: What you need to do before you send your application form back

If you need to post your application form back to us, make sure that:

- ✓ You've checked all of the information and told us about any changes if you need to
- ✓ You've completed the active farmer question in Part F
- ✓ You have signed, dated and entered your name in Part L
- ✓ You've included any continuation booklets or evidence in the envelope with your application (if you need to) and have added your SBI number to each these supporting documents
- ✓ You have not removed any pages from your application form. It's important that you send us all the pages in the BP5. Even if you think some of the pages are not relevant to you, or are blank, you must still return them.
- ✓ You keep a copy of your application and everything you send us
- ✓ You send it to the correct address
- ✓ You have the correct amount of postage on the envelope

We recommend that you use recorded delivery if you are posting your application form to us.

If you are updating your BP5, do not:

- ✗ use a pencil or felt-tip pen
- ✗ use correction fluid
- ✗ cross through entire form pages or parts of the form; either leave them blank or use the delete line box
- ✗ use your own computer generated land parcel data sheets
- ✗ send us a covering letter unless you need to give us extra information to support your application

What you'll get a receipt for

You will receive a receipt for any BP5 or RLE1 forms you send us, that pass our basic checks. You will also receive a receipt for any continuation booklets you send with your BP5, but we will not send a receipt if we receive a continuation booklet separately. We do not send receipts for any other supporting documents.

Our BP5 basic check

We will do a basic check on any BP5 or RLE1 forms you send to us, as follows:

- Is the form a paper BP5, Application for the Basic Payment Scheme in England, rather than an online print?
- Is the paper BP5 a 2018 form?
- Is the BP5 application form complete and contains all of the pages?

Part A Claimant Details

- Is there another nine digit SBI number; or is the SBI not recognised/illegible/altered?
- Is the Business Name different; or is it not recognised/illegible/altered/missing?

Part C Field Data Sheet (there must be either one line of complete data at C, or one at E, or both)

- Are there any land parcels?
- Does at least one line of data in Part C of the application contain the minimum of an entry at C2, C3, C4, C7, C8?

Part E Common Land Grazing Rights

- Does the form contain data at Part E?
- Does at least one line of data in Part E of the application contain an entry at E1, E2, E3, E4, E6?

Part L Your Declaration and Responsibilities

- If any of the declarations or responsibilities have been amended in any way we will reject and return the form with a letter
- Has the form been signed and a name entered on the form?

If we have to reject your form because it does not pass our basic checks, we will return the original form to you with a letter explaining why it failed. You can then update the form and return it to us, within the usual deadlines.

This publication was archived on 12 June 2018

Annex A

Coding agricultural land when you claim for the Basic Payment Scheme

- Permanent grassland and permanent grassland buffer strips – page 35
- Permanent crops – page 36
- Arable land: temporary grassland, fallow land, arable buffer strips, hedges and arable land exempt from greening – page 40
- Arable land: arable crops for crop diversification – page 43
- Arable land: leguminous and nitrogen-fixing crops for crop diversification and ecological focus areas – page 48
- Arable land: catch and cover crops for ecological focus areas – page 50
- Agricultural land under a Rural Development Programme agreement – page 52
- Dual use - page 52

Permanent grassland and permanent grassland buffer strips

Land use	Code to use in column C7	Description
Permanent grassland	PG01	<p>All land you are planning to count as permanent grassland for BPS.</p> <p>Also use this code for strips and margins of permanent grassland if you want these to count towards your total area of grassland to meet a greening exemption or to limit your area of arable land subject to crop diversification.</p> <p>Otherwise you can include strips and margins of permanent grassland under the main land use of the parcel and they don't need to be separately identified.</p> <p>If you have a buffer strip of permanent grassland that you want to include in your ecological focus area, declare the area of the buffer strip in C6, the land use as permanent grassland in C7, then declare the length of the buffer strip in Part D.</p> <p>Read the 'Basic Payment Scheme: rules for 2018' for more information on permanent grassland.</p>

Permanent crops

Land use	Code to use in column C7	Description
Permanent crops other than nursery crops and short rotation coppice	TC01	<p>Permanent crops are crops that occupy the land for 5 years or more (other than permanent grassland) and nursery crops and provide repeat harvests. They include nursery crops, short rotation (code NU01) and short rotation coppice (code SR01).</p> <p>Multi-annual/perennial crops include:</p> <ul style="list-style-type: none"> Almonds Apples Apricots Artichoke Asparagus Avocados Bilberries Blackberries Blueberries Cherries Chestnuts Citrus fruit Cranberries Currants English Chamomile Figs Gooseberries Grapes Guavas Hazelnuts Hops Hyssop Lavender Loganberries Macadamia nuts Mangos Mangosteens Melissa Mint Miscanthus Mulberries Papayas and Locust beans Peaches

Land use	Code to use in column C7	Description
Permanent crops other than nursery crops and short rotation coppice	TC01	<p>Pears</p> <p>Pecans</p> <p>Pineapples</p> <p>Pine nuts</p> <p>Pistachios</p> <p>Plantains</p> <p>Plums</p> <p>Raspberries</p> <p>Reed canary grass</p> <p>Rhubarb</p> <p>Rosemary</p> <p>Sloes and Quinces</p> <p>Walnuts</p> <p>Yarrow</p> <p>Other fruits under the genus 'Vaccinium' are also permanent crops.</p> <p>Includes flower crops such as:</p> <p>Agrinomy</p> <p>Autumn Hawk-bit</p> <p>Betony</p> <p>Bladder Campion</p> <p>Bluebell</p> <p>Bulbous</p> <p>Buttercup</p> <p>Cats Ear</p> <p>Clustered Bellflower</p> <p>Coltsfoot</p> <p>Common Daisy</p> <p>Common Mallow</p> <p>Common Sorrell</p> <p>Cowslip</p> <p>Creeping Buttercup</p> <p>Dandelion</p> <p>Devils-bit Scabious</p> <p>Drop wort</p> <p>Field Scabious</p> <p>Garlic Mustard</p>

Land use	Code to use in column C7	Description
Permanent crops other than nursery crops and short rotation coppice	TC01	Great Burnett Greater Hawk-bit Greater Knapweed Greater Mullein Heartsease Hedge woundwort Hoary Plantain Kidney Vetch Lady's Bed Straw Lawn Chamomile Lesser Knapweed Meadow Buttercup Meadow Cranesbill Meadow Vetchling Meadowsweet Musk Mallow Nettle leaved bellflower Ox-Eye Daisy Purple Loosestrife Purple Toadflax Ragged Robin Red Campion Ribwort Plantain Salad Burnet Seal Heal Small Scabious St. John's Wort Vipers Bugloss Water Avens White Campion Wild Angelica Wild Garlic Wild Primrose Wood Avens Yellow flag Iris Yellow Toad Flax

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Land use	Code to use in column C7	Description
Nursery crops	NU01	<p>Nursery crops are areas of young woody plants grown in the open air, on soil in greenhouses, or under polytunnels for later transplantation.</p> <p>They include:</p> <ul style="list-style-type: none"> • vine and root stock nurseries • fruit tree and berry nurseries • ornamental nurseries • mixed nurseries of forest trees (except those for the holding's own requirements grown in woodland) • nurseries of trees and bushes for planting in gardens, parks, at the road side and on embankments <p>Nursery crops do not include Christmas trees unless they are grown in nurseries for later transplantation.</p>
Short rotation coppice	SR01	<p>Short rotation coppice includes areas planted with tree species that consist of woody, perennial crops, the rootstock or stools remaining in the ground after harvesting, with new shoots emerging in the following season. The initial tree planting must have been planted after the year 2000.</p> <p>The eligible species for short rotation coppice are:</p> <ul style="list-style-type: none"> • Alder (<i>Alnus</i>) • Ash (<i>Fraxinus excelsior</i>) • Birch (<i>Betula</i>) • Hazel (<i>Corylus avellana</i>) • Hornbeam (<i>Carpinus</i> spp) • Lime (<i>Tilia cordata</i>) • Poplar (<i>Populus</i> spp) • Sweet chestnut (<i>Castanea sativa</i>) • Sycamore (<i>Acer pseudoplatanus</i>) • Willow (<i>Salix</i> spp)

Arable land: temporary grassland, fallow land, arable buffer strips, hedges and arable land exempt from greening

Land use	Code to use in column C7	Description
Temporary grassland	TG01	<p>All land you are planning to count as temporary grassland for BPS.</p> <p>Also use this code for strips and margins of temporary grassland if you want these to count towards your total area of grassland to meet a greening exemption or as a single 'crop' for crop diversification. If the grassland meets the fallow rules for greening and you want it to count as fallow land for crop diversification or EFA, use the land use code for 'Land lying fallow' (FA01) in C7, then declare the area of the fallow land in Part D if you are using it for EFA. Otherwise you can include the areas of strips and margins of temporary grassland under the land use code you are using for the main land use of the parcel and they don't need to be separately identified</p> <p>If you have a buffer strip of temporary grassland that you want to include in your ecological focus area, use the land use code of the cropped area adjacent to the buffer strip in Part C7 then declare the length of the buffer strip in Part D. Read the 'Basic Payment Scheme: rules for 2018' for more information.</p>

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Land use	Code to use in column C7	Description
Land lying fallow	FA01	<p>All land you are planning to count as fallow land for BPS or as part of your ecological focus area.</p> <p>Use this code for strips and margins of fallow land if you want these to count towards your total area of fallow land to meet a greening exemption or as a single 'crop' for crop diversification. Otherwise you can include the areas of strips and margins of fallow land under the land use code you are using for the main land use of the parcel and they don't need to be separately identified.</p> <p>If you have a buffer strip on fallow land that you want to include in your ecological focus area, use the land use code of the cropped area adjacent to the buffer strip in Part C7, then declare the length of the buffer strip in Part D. If you are using part of the buffer strip to count as fallow land for your ecological focus area, enter this area as fallow land in Part C6, then enter the fallow area in Part D.</p> <p>Wild bird mixes can be coded under a number of different land use codes, as long as your individual example matches the criteria, for example:</p> <ul style="list-style-type: none"> a) as a mixed crop if there is an area where a seed mixture is sown, this area must be counted as a single crop for crop diversification, it doesn't matter what crops are included in the mix. b) as fallow land (crop diversification) when it is land which has no crop production or grazing on it, but is maintained in a state suitable for grazing or cultivation. c) as fallow land (EFA) when it is land which has no crop production or grazing on it, but is maintained in a state suitable for grazing or cultivation. Farmers can grow or plant wild-bird seed mixes, pollen sources and nectar sources on their EFA fallow land during the fallow period.

Land use	Code to use in column C7	Description
Land lying fallow	FA01	<p>These must be an unharvestable mix of at least 2 crops that support wildlife and pollinators (advisers from the ‘Campaign for the Farmed Environment’ can help farmers choose). Wild-bird seed mixes should be an area with a balanced combination of small-seed bearing crops, for example Barley, Triticale, Kale, Quinoa, Linseed, Millet, Mustard, Fodder radish, Sunflower. This will benefit over-wintering birds.</p> <p>Pollen sources and nectar sources should be in an area with a mixture of nectar-rich plants, for example Red clover, Alsike clover, Bird’s foot trefoil, Sainfoin, Musk mallow or Common knapweed. This will benefit nectar feeding insects like butterflies and bumble bees.</p>
Crops under water and leguminous crops	Use the appropriate code(s) listed in the arable land tables	All land you are planning to count as crops under water or leguminous crops to meet a greening exemption or for crop diversification purposes.
Hedge	BF11 - Half Hedge, BF12 - adjacent hedge	<p>A hedge that you want to use as part of your ecological focus area. This includes trees in a line as per the revised BPS 2018 guidance.</p> <p>Use ‘BF11 - Half Hedge’ for the inside half of a hedge in land parcel. These lengths will be shown in column D5 on your application summary.</p> <p>Use ‘BF12 - Adjacent Hedge’ as well as BF11 if you to want to add the other ‘outside’ half of the hedge but it can’t be claimed in another arable land parcel. For example where:</p> <p>If you have management control of both sides of the hedge enter the length/s of the hedges using both codes (so that they are entered twice, once as BF11 and once as BF12). This means that both sides of the hedge will be counted when we work out what your hedges are worth for EFA. These lengths will be shown in column D6 on your application summary.</p> <p>For a paper application you will not need to use this code as you must enter a length in the correct column in Part D.</p>
Buffer strip	-	<p>A buffer strip of permanent grassland and field margin of temporary grassland or fallow land that you want to use as part of your ecological focus area.</p> <p>There is no land use code required as a buffer strip you are using for ecological focus area will be entered into Part D, unless the buffer strip is declared as permanent grassland, which needs to be separately identified.</p>

Arable land: arable crops for crop diversification

Land use	Genus	Species	Code for C7	Description
Aster (Chinese)	Callistephus	-	AC97	-
Aubergine-type arable crop	Solanaceae	Solanum melongena	AC46	Includes Aubergine and Eggplant
Banana squash-type arable crop	Cucurbitaceae	Cucurbita maxim	AC53	Includes Banana squash and Buttercup squash
Barley (spring)-type arable crop	Hordeum	Spring variety	AC01	Includes Feed barley, Malting barley, Two row barley, Six row barley
Barley (winter)-type arable crop	Hordeum	Winter variety	AC63	Includes Feed barley, Malting barley, Two row barley, Six row barley
Basil-type arable crop	Ocimum	-	AC02	Includes all Basils
Beet-type arable crop	Beta	-	AC03	Includes Beetroot, Chard, Field beet, Fodder beet, Mangolds, Redbeet, Sugar beet
Borage-type arable crop	Borago	-	AC04	Includes Borage
Brown mustard-type arable crop	Brassicaceae	Sinapsis alba	AC37	Includes Brown mustard; Use AC38 for White or Yellow mustard
Buckwheat-type arable crop	Fagopyrum	-	AC05	Includes Buckwheat
Butternut squash-type arable crop	Cucurbitaceae	Cucurbita moschata	AC54	Includes Butternut squash, Cheese pumpkin
Cabbage (spring)-type arable crop	Brassicaceae	Brassica oleracea - spring variety	AC34	Includes Broccoli, Brussels sprouts, Cabbages, Calabrese, Cauliflower, Chinese kale, Kale, Kohlrabi, Red cabbage, Savoy cabbage, White cabbage
Cabbage (winter)-type arable crop	Brassicaceae	Brassica oleracea - winter variety	AC70	Includes Broccoli, Brussels sprouts, Cabbages, Calabrese, Cauliflower, Chinese kale, Kale, Kohlrabi, Red cabbage, Savoy cabbage, White cabbage
Camelina-type arable crop	Camelina	-	AC73	Includes Camelina, gold-of-pleasure, false flax
Canary seed-type arable crop	Phalaris	-	AC06	Includes Canary seed
Carrot-type arable crop	Daucus	-	AC07	Includes Carrot

Land use	Genus	Species	Code for C7	Description
Celery-type arable crop	Apium	-	AC08	Includes Celeriac, Celery
Chicory-type arable crop	Chichorium	-	AC09	Includes Chicory, Endive, Italian chicory, Radiccio
Chilli-type arable crop	Solanaceae	Capsicum baccatum	AC48	Includes chilli peppers
Coriander-type arable crop	Coriandrum	-	AC71	Includes Coriander
Corn chamomile-type arable crop	Anthemis arvensis	-	AC77	Includes Corn chamomile
Corn cockle-type arable crop	Agrostemma	-	AC78	Includes Corn cockle
Corn flower-type arable crop	Centaurea	-	AC79	Includes Corn flower
Corn gromwell-type arable crop	Buglossoides (also known as Lithospermum)	-	AC72	Includes Corn gromwell
Corn marigold-type arable crop		-	AC80	Includes Corn marigold
Crambe-type arable crop	Brassicaceae	Crambe maritima	AC39	Includes Crambe, Seakale
Cress-type arable crop (excluding Watercress)	Brassicaceae	Lepidium sativu	AC89	Includes Garden Cress. Use CW01 for Watercress
Cucumber-type arable crop	Cucurbitaceae	Cucumis sativus	AC56	Includes Cucumber
Daffodil-type arable crop	Narcissus	-	AC10	Includes all daffodils
Dill-type arable crop	Anethum	-	AC11	Includes Dill
Echium	Boraginaceae		AC91	
Evening primrose-type arable crop	Oenothera	-	AC12	Includes Evening primrose
Fennel-type arable crop	Foeniculum	-	AC13	Includes Fennel
Field forget-me-not-type arable crop	Myosotis	-	AC82	Includes Forget-me-not
Fox-glove-type arable crop	Digitalis	-	AC83	Includes Fox-glove
German chamomile-type arable crop	Matricaria	-	AC76	Includes Chamomile, German Chamomile, Hungarian Chamomile, Kamilla, Wild Chamomile, Scentsless Mayweed

Land use	Genus	Species	Code for C7	Description
Gladioli	Glasiolus	-	AC90	-
Hay rattle-type arable crop	Rhinanthus	-	AC84	Includes Hay-rattle
Hedge bedstraw-type arable crop	Galium	-	AC85	Includes Hedge bedstraw
Hemp-type arable crop	Cannabis	-	AC14	Includes Hemp
Horseradish-type arable crop	Brassicaceae	Armoracia rusticana	AC42	Includes Horseradish (Cochlearia armoracia)
Japanese pie squash-type arable crop	Cucurbitaceae	Cucurbita argyrosperma	AC51	Includes Japanese pie squash
Larkspur	Consolida	-	AC98	-
Lettuce-type arable crop	Lactuca	-	AC15	Includes Butterhead lettuce, Cos lettuce, Iceberg lettuce, Lettuce, Romaine lettuce
Linseed (spring)-type arable crop	Linum	Spring variety	AC16	Includes Flax, Linseed
Linseed (winter)-type arable crop	Linum	Winter variety	AC64	Includes Flax, Linseed
Maize-type arable crop	Zea	-	AC17	Includes Corn, Maize, Sweetcorn
Melon-type arable crop	Cucurbitaceae	Cucumis melo	AC57	Includes Melons other than Water melon
Millet-type arable crop	Echinochloa	-	AC18	Includes Millet
Mixed arable crop - group 1	Variable	Variable	AC58	Mixed arable crop - you can mark up to 5 different mixed crops on your land as different crops. Each mixed crop will be considered as a separate crop for crop diversification.
Mixed crop - group 2	Variable	Variable	AC59	
Mixed crop - group 3	Variable	Variable	AC60	
Mixed crop - group 4	Variable	Variable	AC61	
Mixed crop - group 5	Variable	Variable	AC62	
Mustard-type arable crop	Brassicaceae	Sinapsis alba	AC38	Includes White or Yellow mustard; use AC37 for Brown mustard
Nigella	Nigella	-	AC99	-
Oats (spring)-type arable crop	Avena	Spring variety	AC19	Includes Feed oats, Naked oats, Porridge oats, Quaking oats

Land use	Genus	Species	Code for C7	Description
Oats (winter)-type arable crop	Avena	Winter variety	AC65	Includes Feed oats, Naked oats, Porridge oats, Quaking oats
Oca-type arable crop	Oxalis	-	AC75	Includes Oca, New Zealand Yam
Oilseed (spring)-type arable crop	Brassicaceae	Brassica napus (spring variety)	AC36	Includes Industrial rape, Oilseed rape, Swede
Oilseed (winter)-type arable crop	Brassicaceae	Brassica napus (winter variety)	AC67	Includes Industrial rape, Oilseed rape, Swede
Onion-type arable crop	Ilum	-	AC20	Includes Chives, Garlic, Onions, Leeks, Scallions, Shallot, Spring Onions
Oregano-type arable crop	Origanum	-	AC21	Includes Oregano, Marjoram
Parsley-type arable crop	Petroselinum	-	AC22	Includes All Parsleys
Parsnip-type arable crop	Pastinaca	-	AC23	Includes Parsnips
Pepper-type arable crop	Solanaceae	Capsicum annuum	AC47	Includes Bell pepper, Chilli pepper
Phacelia-type arable crop	Phacelia	-	AC74	Includes Phacelia
Poppy-type arable crop	Papaver	-	AC81	Includes Poppy and Corn poppy
Potato-type arable crop	Solanaceae	Solanum tuberosum	AC44	Includes Early potato, Maincrop potato, Seed potato; use AC28 for Sweet potato
Quinoa-type arable crop	Chenopodium quinoa	-	AC87	Includes Quinoa
Radish-type arable crop	Brassicaceae	Raphanus sativus	AC41	Includes Radish
Rocket-type arable crop	Brassicaceae	Eruca sativa	AC40	Includes Rocket
Rye (spring)-type arable crop	Secale	Spring variety	AC24	Includes Rye (spring)
Rye (winter)-type arable crop	Secale	Winter variety	AC68	Includes Rye (winter)
Ryegrass (Italian) (Solanum sisymbriifolium)	Lolium	-	AC100	-
Sage-type arable crop	Salvia	-	AC25	Includes Clary sage, Sages
Siam pumpkin-type arable crop	Cucurbitaceae	Cucurbita ficifolia	AC52	Includes Siam pumpkin, Seven year melon

Land use	Genus	Species	Code for C7	Description
Sorghum	Sorghum	-	AC92	-
Spelt Wheat	Triticum Spelta	-	AC96	
Spinach-type arable crop	Spinacia	-	AC26	Includes Spinach
Squash-type arable crop	Cucurbitaceae	Cucurbita pepo	AC50	Includes Pumpkins, Squashes, Marrows, Zucchini, Courgettes
Strawberry-type arable crop	Fragaria	-	AC27	Includes Strawberry
Sticky Nightshade (Solanum sisymbriifolium)	Solanum	-	AC93	-
Sunflower-type arable crop	Helianthus	-	AC88	Includes Sunflower
Sweet potato-type arable crop	Ipomoea	-	AC28	Includes Sweet potato; use AC44 for Potato
Sweet William	Dianthus	-	AC94	-
Teasel-type arable crop	Dipsacus	-	AC86	Includes Teasel
Thyme-type arable crop	Thymus	-	AC29	Includes all thymes
Tobacco-type arable crop	Solanaceae	Nicotiana tabacum	AC43	Includes Tobacco
Tomato-type arable crop	Solanaceae	Solanum lycopersicum	AC45	Includes Tomato
Tree chilli-type arable crop	Solanaceae	Capsicum pubescens	AC49	Includes Tree chilli
Triticale (spring)-type arable crop	-	Spring variety	AC30	Includes Triticale (spring)
Triticale (winter)-type arable crop	-	Winter variety	AC69	Includes Triticale (winter)
Tulip-type arable crop	Tulipa	-	AC31	Includes all tulips
Turnip-type arable crop	Brassicaceae	Brassica rapa	AC35	Includes Bok choy, Chinese cabbage (Pak choy), Turnip, Turnip rape
Wallflower	Erysimum	-	AC95	-
Water melon- type arable crop	Cucurbitaceae	Citrullus lanatus	AC55	Includes Water melon
Watercress – arable crop under water	Brassicaceae	Nasturtium officinale	CW01	Includes Watercress

Land use	Genus	Species	Code for C7	Description
Wheat (spring)-type arable crop	Triticum	Spring variety	AC32	Includes Biscuit wheat, Common or Bread wheat, Durum wheat, Einkorn, Feed wheat, Red wheat
Wheat (winter)-type arable crop	Triticum	Winter variety	AC66	Includes Biscuit wheat, Common or Bread wheat, Durum wheat, Einkorn, Feed wheat, Red wheat
Yam-type arable crop	Dioscorea	-	AC33	Includes Yam

Arable land: leguminous and nitrogen-fixing crops for crop diversification and ecological focus areas

Land use	Genus	Species	Code for C7	Description
Bird's foot trefoil-type leguminous and nitrogen-fixing crop	Lotus	-	LG10	Includes Bird's foot trefoil. If you are counting this crop towards your ecological focus area, enter the area in column D2.
Chickpea-type leguminous and nitrogen-fixing crop	Cicer	-	LG01	Includes Chickpea. If you are counting this crop towards your ecological focus area, enter the area in column D2.
Clover-type leguminous and nitrogen-fixing crop	Trifolium	-	LG14	Includes clovers and some trefoil. If you are counting this crop towards your ecological focus area, enter the area in column D2.
Cowpea-type leguminous and nitrogen-fixing crop	Vigna	-	LG09	Includes Black eye peas, Cowpeas. If you are counting this crop towards your ecological focus area, enter the area in column D2.
Fenugreek-type leguminous and nitrogen-fixing crop	Trigonella	-	LG02	Includes Fenugreek. If you are counting this crop towards your ecological focus area, enter the area in column D2.

Land use	Genus	Species	Code for C7	Description
Field beans (spring)-type leguminous and nitrogen-fixing crop	Vicia	Spring variety	LG03	Includes Broad beans, Field beans, Vetch. If you are counting this crop towards your ecological focus area, enter the area in column D2.
Field beans (winter)-type leguminous and nitrogen-fixing crop	Vicia	Winter variety	LG20	Includes Broad beans, Field beans, Vetch. If you are counting this crop towards your ecological focus area, enter the area in column D2.
Green beans-type leguminous and nitrogen-fixing crop	Phaseolus	-	LG04	Includes French beans, Green beans, Haricot beans, Runner beans. If you are counting this crop towards your ecological focus area, enter the area in column D2.
Lentil-type leguminous and nitrogen-fixing crop	Lens	-	LG05	Includes Lentils. If you are counting this crop towards your ecological focus area, enter the area in column D2.
Lucerne-type leguminous and nitrogen-fixing crop	Medicago	-	LG11	Includes Lucerne (Alfalfa), Black medic. If you are counting this crop towards your ecological focus area, enter the area in column D2.
Lupin-type leguminous and nitrogen-fixing crop	Lupinus	-	LG06	Includes Lupin. If you are counting this crop towards your ecological focus area, enter the area in column D2.
Mixed crop - Predominant	Variable	Variable	LG15	Mixed crop, the leguminous crops are predominant. You can mark up to 5 different mixed crops made up of a legumes predominant mix on your land. These land uses will count for both crop diversification and ecological focus area.
Mixed crop - Predominant	Variable	Variable	LG16	
Mixed crop - Predominant	Variable	Variable	LG17	
Mixed crop - Predominant	Variable	Variable	LG18	
Mixed crop - Predominant	Variable	Variable	LG19	
Pea (spring)-type leguminous and nitrogen-fixing crop	Pisum	Spring variety	LG07	Includes Feed pea, Mange tout, Marrow fat pea, Snap pea, Snow pea, Vining pea. If you are counting this crop towards your ecological focus area, enter the area in column D2.

Land use	Genus	Species	Code for C7	Description
Pea (winter)-type leguminous and nitrogen-fixing crop	Pisum	Winter variety	LG21	Includes Feed pea, Mange tout, Marrow fat pea, Snap pea, Snow pea, Vining pea. If you are counting this crop towards your ecological focus area, enter the area in column D2.
Sainfoin-type leguminous and nitrogen-fixing crop	-	-	LG13	Includes sainfoin. If you are counting this crop towards your ecological focus area, enter the area in column D2
Soya-type leguminous and nitrogen-fixing crop	Glycine	-	LG08	Includes Soya bean, Soybean. If you are counting this crop towards your ecological focus area, enter the area in column D2.
Sweet clover-type leguminous and nitrogen-fixing crop	Melilotus	-	LG12	Includes sweet clover. If you are counting this crop towards your ecological focus area, enter the area in column D2.

Arable land: catch and cover crops for ecological focus area

Land use	Description
Catch crop	Any catch crop that is eligible under the ecological focus area rule. Read the 'Basic Payment Scheme: rules for 2018' for more information. There is no land use code required as a catch crop for EFA in Part C7, as they will be entered into Part D.
Cover crop	Any cover crop that is eligible under the ecological focus area rule. Read the 'Basic Payment Scheme: rules for 2018' for more information. There is no land use code required as a cover crop for EFA in Part C7, as they will be entered into Part D.

Codes you must not use

There are some land use codes which appear in the Rural Payments service, so may appear on your form, which you should not use in your BPS application.

The table below shows which codes not to use, and which codes to use instead.

Code	What code to use instead
ES01 - Real estate services	This code does not relate to land and is for RPA use only.
NF04 - Scattered trees	If the area with scattered trees in is eligible, you don't need to declare it as a separate 'land use' with its own land use code. Instead, include its area within the main land use of the parcel it is in. If the area with scattered trees in is ineligible, use the code 'WO12 – Ineligible woodland'.
AS01 – Archaeological site	Use the code which best describes the land which the archaeological site is on.
PL02	If the area is eligible, use one of the following: FA01 – Fallow PG01 - Permanent Grassland If the area is ineligible, use the relevant code from the 'Ineligible areas and features on otherwise eligible land' list.
BF01 - Stone wall protected under cross compliance	You don't need to declare these as a separate 'land use' with their own land use code. Instead, include their area within the main land use of the parcel it is in.
BF02 - Hedge protected under cross compliance	
AB03 - Animal shelter on bare soil	
IW01 - Rivers and streams less than 4 metres in width and forming part of a boundary (type 1)	
IW11 - Drain/Ditch/Dyke less than 4 metres in width and forming part of a boundary	
BF08 - Bank	
BF16 - Fence	

Agricultural land under a Rural Development Programme agreement

If you have agricultural land which is under your management control for a Rural Development Programme agreement and at your disposal for BPS use the appropriate codes to tell us about this land.

If you have agricultural land which is under your management control for a Rural Development Programme agreement and is not at your disposal for BPS, You must make sure the parcel is included in part C of your form and declare the area in column C8 as 0.00ha. Read Dual use below.

Dual use

If you are in a 'dual use' situation with another BPS applicant – the other applicant has the land at their disposal for BPS, and you have the same area of land under your management control for a Rural Development Programme agreement, leave C7 blank for this land and enter 0.0000 in C6 and C8. This land will not count towards your area available to use entitlements or your greening calculation.

If you are the applicant with the land at your disposal for BPS, use the appropriate land use code from Annex A to tell us about this land. Enter an area for the land use in C6 and if you want to use the land in your BPS claim, enter an area in C8.

Non-agricultural land under a Rural Development Programme agreement

If you have non-agricultural land, for example woodland, under a Rural Development Programme agreement or the National Forest Changing Landscape Scheme, read Annex B for more information on coding this land.

This publication was archived on 12 June 2019

Annex B

Coding non-agricultural land when you claim for the Basic Payment Scheme

How to code non-agricultural land when you fill in a BP5 application form to claim the Basic Payment Scheme (BPS) in 2018.

Non-agricultural areas and features on otherwise eligible land

You can tell us about non-agricultural areas and features on agricultural land in your application form using land use codes.

You also need to tell us about these areas and features on any non-agricultural land you have that is eligible for BPS – read the ‘Non-agricultural land under a Rural Development Programme agreement or the National Forest Changing Landscape Scheme, Woodland Carbon Fund, HS2 Woodland fund’ on page 60 for more information.

Declare BPS permanent non-agricultural areas or features, using the land use codes in this Annex. Read pages 19 and 20 for more information

If you haven't already told us about any permanent non-agricultural areas or features, use an RLE1 form to do this. If you've already told us, but we haven't mapped it yet – you don't have to tell us again. If you are in any doubt about the permanence of a feature, you are advised to use an RLE1 form.

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Land use	Code to use in column C7	Description
Non-agricultural area or feature which is temporary and likely to change over time (ineligible area)	NA02	<p>An area of land which is normally agricultural but the intensity, nature, duration, and timing of non-agricultural activity significantly interferes with agricultural activity.</p> <p>Examples</p> <ul style="list-style-type: none"> - An area that is taken out of agricultural use due to temporary utility or transport works but will later revert to land that is used primarily for agricultural activity - Compost or muck heaps that are in place for less than 3 years and not stored in the land parcel on which they are to be used, or the amount stored is not appropriate for that land parcel. Heaps that are in the same place for 3 years or more should always be treated as permanent non-agricultural features. - An area used for turf production for fuel for less than 3 years. Areas used for turf production for fuel for 3 years or more should always be treated as permanent non-agricultural features. - Machinery (on grass or bare soil) if it has been stored in the same place for more than a year but less than 3 years. Machinery stored for 3 years or more should always be treated as a permanent non-agricultural feature. - An area used for peat production for less than 3 years. Areas used for peat production for 3 years or more should always be treated as permanent non-agricultural features. - An area in which the non-agricultural activities referred to in the 'Basic Payment Scheme: rules for 2018' occur on the land for more than 28 days in the calendar year.
Airstrip/airports	MT05	<p>Airstrip – a stretch of land which has been cleared so that light aircraft can take off and land. The area is defined by the edges of the landing strip.</p> <p>Grass air strips that are only used for part of the year on land that is normally agricultural should be declared as agricultural land.</p> <p>Airport – an area of land where aircraft land and take off and which provides facilities for handling passengers, air freight and servicing aircraft.</p>

Land use	Code to use in column C7	Description
Non-utilised Bank	PL01	This code should only be used for banks which are inaccessible or not protected under cross compliance. A bank is a raised linear feature that is artificially constructed and predominantly made up of earth. A bank can have a vegetated, bare earth or stone surface.
Bog	IW07	An area of land that is normally waterlogged throughout the year and consists of spongy moss and peat. Bogs most often occur in low lying flat areas with poor drainage, and in upland areas of high rainfall.
Boulders	RO03	An area of large, rounded rocks that are weathered or water-worn and have a diameter that is greater than 0.2 metres.
Bracken, heather and heathland	HE02	Bracken - this code should only be used for an area of bracken which is not kept in a state suitable for grazing or is in an area where grasses and other herbaceous forage are not predominant. Grazeable bracken in an area where grasses and other herbaceous forage remain predominant should be declared as permanent grassland. Bracken is an area covered predominantly by a type of fern (<i>Pteridium aquilinum</i>) found together with other species in heathland or hill sides. See also 'Scattered bracken or heather'. Heather - this code should only be used for an area of heather which is not kept in a state suitable for grazing. Grazeable heather should be declared as permanent grassland. Heather is an area covered predominantly by common heather and various species of the <i>Cassiope</i> or <i>Erica</i> genus. See also 'Scattered bracken or heather'.
Cliff	CF01	A feature representing a steep rock face, most commonly occurring where the land meets the sea. Cliffs may be semi-natural, in the case of disused mineral workings, or manmade in the case of rock faces resulting from construction activity.
Farm building	AB01	A building used for livestock husbandry, cultivation or the storage of crops, feed and machinery, and associated residences, i.e. farmhouses.
Farmyard	AB09	The open ground, generally of hard standing or compacted earth, surrounding farm buildings.
Fen, marsh and swamp	IW06	An area of low and flat waterlogged land.

Land use	Code to use in column C7	Description
Gallop	NT01	A track with a grass or manmade surface that is used for horses to gallop on when being trained for horse racing. Grass gallops can exceptionally be considered part of the agricultural area of a land parcel but only if the applicant can prove that the non-agricultural activity does not significantly interfere with agricultural activity.
General Utility	UT06	A type of permanent infrastructure on land that is not covered by other utility classifications. Examples include water tanks and butts.
Glasshouse, including polytunnels	AB06	This code should be used for glasshouses on a hard standing. For BPS also use this code if the glasshouse is being used to grow ineligible crops. A horticultural building constructed largely of glass, which is on a hard standing or used to grow ineligible crops. The area of a glasshouse that is on a natural surface and is being used to grow eligible crops should be declared using the land use of the eligible crops.
Golf course	RL04	Bunkers, greens, fairways and areas of rough that are part of the playing course. Includes putting greens and driving ranges. Golf courses can exceptionally be considered part of the agricultural area of a land parcel but only if the applicant can prove that the non-agricultural activity does not significantly interfere with agricultural activity.
Hard standing	HS01	A manmade, open ground surface built using aggregate, concrete-type construction materials.
Heap	HE03	A permanent pile of farm refuse, for example straw, manure, compost, hay or silage. A heap is permanent if it has been kept at the same location for 3 years or more.
Intertidal habitats	MW04	An area of sand or mud uncovered at low tide.
Mineral extraction site	MS04	A site used for mineral extraction. Includes both currently operational and disused sites.
Peat production	CM01	This code should only be used for an area of land which is permanently used for peat production. An area of land is permanently used for peat production if the production has taken (or will take) 3 years or more. Peat production is an area of land used for peat extraction.
Pond	WF03	An area of fresh water, often artificially constructed, which is smaller than a lake. Includes artificially created scrapes which are winter feeding areas for wading birds.

Land use	Code to use in column C7	Description
Railway	MT04	Steel bar or continuous line of bars laid on the ground, usually forming a track used for the movement of trains.
Reed bed	MW03	<p>This code should only be used for reed beds which are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant.</p> <p>Grazeable reed beds in an area where grasses and other herbaceous forage remain predominant should be declared as permanent grassland.</p> <p>A reed bed is an area of tall, stiff marsh or water grass of various kinds.</p>
Residential dwelling, house	NR01	Residential dwellings, including domestic outbuildings.
Residential garden	WO17	A garden making up part of a residential dwelling.
Road	MT03	A metalled or surfaced way that is clearly marked, permanent and forms part of a wider road network with, for example, road markings, road names or road numbers.
Rocky outcrop	RO04	A protrusion of rocks above the ground in a conspicuous form.
Sand dunes	CF03	An area of sand dunes (ridges of sand created by the wind).
Saline habitats	MW05	A coastal area with a sodium chloride content of at least 0.5%.
Salt marsh	MW01	<p>This code should only be used for salt marshes which are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant.</p> <p>Grazeable salt marsh in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland.</p> <p>Salt marsh is an area of coastal grassland which is frequently inundated by the sea.</p>

Land use	Code to use in column C7	Description
Scattered bracken or heather	NF02	<p>Scattered bracken - areas of bracken that are scattered in a land parcel, are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant.</p> <p>Scattered bracken which is grazeable and in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland.</p> <p>Scattered heather - areas of heather which are scattered in a land parcel and are not kept in a state suitable for grazing.</p> <p>Scattered heather which is grazeable should be coded as permanent grassland.</p> <p>This code should be used only for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>
Scattered features - mixed	NF08	<p>This code can be used for a combination of more than one type of the scattered features described in this table.</p> <p>This code should only be used for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>
Scattered manmade features	NF07	<p>Any manmade features which are scattered in a land parcel.</p> <p>This code should be used only for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>
Scattered natural features	NF06	<p>Natural features that are scattered in a land parcel, are not kept in a state suitable for grazing or cultivation, are not protected under cross compliance, and are not included under any other land use codes.</p> <p>This code should only be used for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>

Land use	Code to use in column C7	Description
Scattered rock	NF01	<p>All naturally occurring scattered elements of a rocky nature. Includes small outcrops, areas of shingle or scree, small boulders, etc.</p> <p>This code should only be used for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>
Scattered scrub	NF03	<p>This code should only be used for patches of scrub which are scattered in a land parcel and are not kept in a state suitable for grazing or are in an area where grasses and other herbaceous forage are not predominant. Includes patches of scrub which are too dense to be grazed.</p> <p>Scattered scrub which is grazeable and in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland.</p> <p>This code should only be used for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>
Scattered water features	NF05	<p>All naturally occurring scattered elements of a watery nature. Includes small ponds, springs, etc.</p> <p>This code should only be used for scattered features within a land parcel which are too small to map individually but which - when added together - have a combined area of 0.01ha or greater.</p> <p>Scattered features are also referred to as 'notional features'.</p>
Scree	RO02	A mass of loose stones on the side of a steep rock face.
Scrub	WO25	<p>This code should only be used for scrub which is not kept in a state suitable for grazing or is in an area where grasses and other herbaceous forage are not predominant. Includes scrub which is too dense to be grazed.</p> <p>Grazable scrub in an area where grasses and other herbaceous forage remain predominant should be coded as permanent grassland.</p> <p>Scrub is an area of shrubs and bushes, including Rhododendrons, Gorse, Briar and Boom. See also 'Scattered scrub'</p>

Land use	Code to use in column C7	Description
Shingle	IW05	An area of small, rounded pebbles.
Stone wall	BB01	<p>This code should only be used for stone walls that are not protected under cross compliance.</p> <p>Stone walls protected under cross compliance should be coded using the land use code for the main land use of the parcel.</p> <p>A stone wall is a wall structure built with stones, traditionally with loose field stones and mortar.</p>
Solar panels	UT01	<p>An area taken up by solar panels and solar panel arrays.</p> <p>Land parcels which contain solar panels are ineligible for BPS. If the panels are concentrated in one end of a field, the rest of the land can be eligible if the 2 areas are registered as individual land parcels and separated by a permanent boundary.</p>
Sports and recreation	RL03	An area of land used for permanent sports and recreational activities.
Storage area	SA02	An area of bare earth that is used for storage purposes. Includes storage of farm-related machinery, hay bales, etc.
Structure	ST05	A manmade structure that is not described under any other land use code. Examples include animal shelters or polytunnels on a hard standing.
Tidal areas	MW02	Tidal areas other than salt marshes.
Track - natural surface	NT03	<p>This code should only be used for a natural, unsurfaced track or path which is not used as part of the agricultural activity carried out on the land parcel or is part of a transport network entering and exiting the land parcel.</p> <p>Natural paths and tracks which are used as part of the agricultural activity carried out on the land parcel and are not part of a transport network entering and exiting the land parcel, should be coded using the land use code for the main land use of the parcel.</p>
Manmade track (Metalled)	MT01	A metalled or surfaced way that is clearly marked and permanent. Includes any manmade surface, such as areas of asphalt, concrete and gravel.

Land use	Code to use in column C7	Description
Turf production	CM02	<p>This code should only be used for a site which is permanently used for the production of turf for fuel. A site is permanently used for the production or turf for fuel if the production has taken (or will take) place for 3 years or more.</p> <p>Turf for later replanting will be considered part of the agricultural area of the land parcel and should be coded as either permanent grassland or temporary grassland.</p> <p>Turf production is a site used for the production of turf, a surface layer of earth containing a dense growth of grass and its roots.</p>
Vegetated shingle	CF02	An area of water-worn pebbles which supports growth of vegetation.
Watercourse - ditch, drain or dyke (in-field)	WF01	<p>This code should only be used for a drain, ditch or dyke which is inside the land parcel and is not part of the parcel boundary.</p> <p>A drain, ditch or dyke is an artificial channel used to carry excess water from low-lying areas.</p>
Watercourse - river or stream (Rivers and Streams Type 2)	IW02	<p>This code should only be used for a river or stream which:</p> <ul style="list-style-type: none"> - is inside the land parcel and is not part of the parcel boundary. - is less than 4 metres wide over the majority of its length. <p>A river or stream is a body of water flowing in a definite channel towards the sea, a lake or into another river.</p>
Watercourse - river or stream (Rivers and Streams Type 3)	IW03	<p>This code should only be used for a river or stream which:</p> <ul style="list-style-type: none"> - is inside the land parcel and is not part of the parcel boundary - is greater than, or equal to, 4 metres wide over the majority of its length <p>A river or stream is a body of water flowing in a definite channel towards the sea, a lake or into another river.</p>
Water treatment works	UT07	A site where water is treated and supplied.
Woodland	WO12	An area of woodland preventing agricultural activity. Includes areas where the density of the trees prevents the growth of vegetative under-storey needed to support agricultural activity.

Non-agricultural land under a Rural Development Programme agreement or the National Forest Changing Landscapes Scheme, Woodland Carbon Fund, HS2 Woodland Fund

Non-agricultural land used with entitlements to claim for SPS in 2008 and currently in certain Rural Development Programme agreements or the National Forest Changing Landscapes Scheme, the Woodland Carbon Fund or the HS2 Woodland Fund can still be eligible for BPS.

This land may have been coded as 'SA2' or 'SA3' on your SPS claim. Read page 26 of the BPS 2018 scheme rules for more information. You need to include all of the land uses for the land parcel in column C7. The non-agricultural land that is eligible for BPS will not count towards greening.

Other non-agricultural land under these schemes is not eligible for BPS. However, you still need to enter it in your application. If you have land of this type, use an appropriate land use code.

This land will not count towards your area available to use entitlements, or towards greening.

Use the following code to tell us about any non-agricultural land you are claiming under a Rural Development Programme agreement or the National Forest Changing Landscapes Scheme, the Woodland Carbon Fund or the HS2 Woodland Fund that is eligible for BPS.

Land use	Code to use in column C7
Non-agricultural land, for example woodland, which is at your disposal and remains eligible for BPS because it is under a suitable Rural Development Programme agreement or the National Forest Changing Landscape Scheme, the Woodland Carbon Fund or the HS2 Woodland Fund and was used with entitlements to claim SPS in 2008. Woodland scheme agreement holders need to refer to Forestry Commission guidance ON42 for details about how to amend the Land cover to enable these areas to be claimed on for BPS.	RD01

Annex C BPS Forms 2018

The forms available to help you with your BPS application in 2018 are:

- The 'BP5' application form
- Continuation booklets for Parts C, D and E of the BP5
- RLE1 – Request for changes to the land registered with RPA and for the transfer of entitlements
- Young and new farmer form
- IACS 26 - Separate Business Questionnaire. We might ask you to fill this in if we need more information about changes to your business

All the forms above, as well as all the guidance for BPS 2018, can be found on GOV.UK at: www.gov.uk/rpa/bps2018.

More information



Visit our website

www.gov.uk/rpa

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

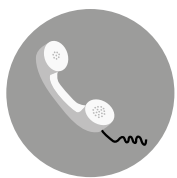
Look on our website for information about when the Rural Payments service may not be available.



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.



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

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

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

www.gov.uk/rpa

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