

Basic Payment Scheme Guidance

Agriculture, Food and Rural Communities Directorate



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1. Introduction

These notes cover the Basic Payment Scheme.

If you intend to take part in the Basic Payment Scheme you must read this guidance carefully and make sure you understand the requirements of the scheme. We have also produced two other guidance booklets on Greening and Cross Compliance. This booklet should be read in conjunction with those two booklets.

We have described the basic rules but cannot cover every situation. If you do not understand anything please contact your local RPID area office. If you need specific guidance, you should contact a professional adviser.

Our aim is to provide you with all the practical information you need but these guidance notes do not provide a definitive statement of the law (which only the courts can give), nor can they substitute for advice on specific legal questions.

2. Registering with Rural Payments and Services

To apply for this scheme you must be registered with our new system, even if you were previously registered with us. You can do this in three ways.

Online

The best way to register is online. To do this, you need to follow these two steps:

1. Go to <https://www.ruralpayments.org> and click on 'Register' then go through the registration process.
2. Then login, click on 'Registration' and follow the instructions on screen.

You will need your Business Reference Number (BRN), a note of the phone number you have given us and your sterling bank account number (if you receive funding). You'll need to check the information we hold for you and add your National Insurance number and date of birth.

Using an agent

If you use an agent, you can register online (as above) and then mandate your agent to do the rest of the work for you. Or, you can mandate your agent using a form. To do this, follow these two steps:

1. Complete a Business Mandate Form – this allows you to register and mandate your agent to work on your behalf.
2. Send your completed form to your local RPID area office and we will create your account so your agent can complete your registration and work on your behalf.

You can find the form on Rural Payments and Services at <https://www.ruralpayments.org> or collect one from your local RPID area office.

Via your local RPID area office

You can also register by completing a paper Registration Form. Contact your local RPID area office for more information.

3. Important changes from the Single Farm Payment Scheme

Entitlement allocations

We won't be able to 'rotate' your entitlements by swapping the entitlements you activate from year to year. This means that if you've got more entitlements than land, you might lose them.

4. Useful reminders and tips

Look out for the bold text boxes in this guidance. In them, we have listed steps you can take to avoid some of the most common mistakes found which can lead to either delays to payment of claims or penalties. However, these are not exhaustive lists, just some of the more common examples.

The following steps may seem simple but if you overlook them they can have a serious effect on your payments:

- If you're submitting your Single Application Form on paper, don't forget to sign it. If you don't sign it, we will not be able to process it and you will not be paid.
- It is your responsibility to make sure your Single Application Form reaches us by 15 May. If you are posting it you must remember to put the correct amount of postage on your envelope. The envelope may need more stamps than the usual first or second-class delivery charge, especially if you are including other forms.
- We recommend that you use a form of postage that will provide proof of receipt of your Single Application Form by us. You should keep the proof of postage slip provided by the Post Office and make sure that it clearly identifies, beneath the stamp mark, that the item sent to us is your Single Application Form.
- Royal Mail may not deliver the application to us in time to meet the 15 May deadline if the postage is not correct. If this happens, we will use the date that it arrives at our office as the lodgement date of that application. This might mean late submission penalties will be applied to your claim if the date of receipt is after 15 May.
- Read these guidance notes carefully. If you are not sure, ask your local RPID area office or relevant professional adviser for guidance.
- If your business structure has changed (for example, it has merged or split or there has been a change in the partners) you need to contact us immediately as the change can affect your entitlements and your Single Application Form.

5. Key dates

Date	Event
1 January	Start of scheme year. You must meet all Cross Compliance conditions from this date. Start of management for EFA buffers and EFA field margins.
15 January	Start of management period for EFA fallow.
1 March	Start of no hedge cutting period.
2 April (or first working day after if this falls on weekend or public holiday)	Deadline for transferring entitlements.
1 May (to 30 June)	Period designated as the most relevant for calculating the shares attributable to different crop types.
15 May (or first working day after if this falls on weekend or public holiday)	Last day for Scottish Government Rural Payments and Inspections Directorate to receive your Single Application Form if you are to avoid a late reduction.
31 May	Deadline for making certain adjustments to Single Application Form without incurring penalties. Changes must be notified in writing.
9 June	Last date for submitting applications (reductions will start from 16 May). Last date for choosing between sterling payments or euro payments.
30 June	Payment window closes for Direct Payments.
15 July	End of management period for EFA fallow.
1 August	End of management period for EFA nitrogen fixing crops.
31 August	Start of cutting period for hedges.
30 September	Euro exchange rate is set.
1 October	Catch crop / green cover must be established.
1 December	Payment window opens for Basic Payment Scheme.
31 December	End of scheme year. You must meet all Cross Compliance conditions until this date.

6. Background to the scheme

The Basic Payment Scheme is a result of reforms to the Common Agricultural Policy and will affect farmers and crofters from 2015. There were three reasons for reform:

1. To better address the challenges of:
 - food security
 - climate change and sustainable management of natural resources
 - looking after the countryside and keeping the rural economy alive
2. To help the farming sector become more competitive and to deal with the economic crisis and increasingly unstable farm-gate prices
3. To make the policy fairer, greener and more efficient, effective, understandable.

The Basic Payment Scheme replaces the Single Farm Payment Scheme (SFPS). To be eligible to apply for the scheme you must fall into one or more of the following categories:

- Automatic right of allocation – for businesses who were eligible to receive a Direct Payment in 2013 and declare land in 2015.
- Active farmers in 2013 – you must be able to supply evidence if you did not apply for SFPS (for example, but not limited to, flock records and herd registers).
- Businesses in excluded sectors – fruit and vegetable producers or deer farms can apply.
- Businesses sold or leased – the buyer or lessee can take over the original business' qualification for subsidy.

If none of the above apply to you, you may be eligible to apply to the National Reserve.

7. Participation

You can participate in the scheme and receive subsidy if you:

- are an Active Farmer – see section 14 for more details
- hold Basic Payment Scheme entitlements, either through an original award or having acquired them by transfer – see section 9 for more information
- submit a claim in the form of a Single Application Form (IACS) aid application
- farm a minimum of three hectares of eligible land
- have one eligible hectare of land for each entitlement
- are involved in agricultural activity
- maintain your land in Good Agricultural and Environmental Condition and meet a number of Statutory Management Requirements covering the environment, food safety, animal and plant health and animal welfare (Cross Compliance)

- undertake agricultural practices beneficial for the climate and the environment – commonly known as ‘Greening’ (this is a compulsory part of Direct Payments and you could lose your right to payments if you fail to comply)
- keep comprehensive, accurate, and up-to-date records.

We may inspect your holding to verify your claim and it is a condition of receiving subsidy that you co-operate with any inspection.

8. Cross-border business

The European Commission’s regulations governing agricultural support require that all the land farmed in the UK be covered by one Single Application Form.

If you farm land in more than one region of the UK (Scotland, England, Northern Ireland and Wales), your Single Application Form will be made up of two or more forms applicable to each region involved.

The handling administration that will process your application is determined by the region in which most of your farmland is situated. You will receive one payment made up of all the entitlements held from the handling administration.

If you are a cross-border business, you should read our specific guidance written for you on how various aspects of the new CAP will apply to you.

9. Entitlements

In order to receive support, you will need entitlements to claim from the Basic Payment Scheme.

For example, if you took part in the Single Farm Payment Scheme (SFPS), meaning that you submitted a Single Application Form in 2013 and 2014 and were paid on your SFPS entitlements, you will be eligible to receive an automatic allocation of entitlements. However, to be paid on those entitlements you must make an application to ‘activate’ them against eligible land.

For your Basic Payment Scheme application to be valid, you must have at least three entitlements and activate them. In other words, you will need at least three hectares of eligible land to activate the entitlements.

If you are a Young Farmer (under 40 years of age) or new to farming (starting an agricultural activity in 2013 or later) you need to apply to the National Reserve. This contains the funding for your entitlements but, if successful, you will be allocated Basic Payment Scheme entitlements the same as those receiving an automatic allocation. The activation rules also apply to your entitlements.

The number of payment entitlements allocated in 2015 will equal the number of eligible hectares determined from your Single Application Form for each payment region you are involved in. For example, if we determine that you have 50 hectares in Payment Region one you will receive 50 entitlements for that region.

If you have 100 hectares in Payment Region two or three, or a combination of both, you will receive 90 entitlements for those regions. This is because a reduction coefficient of 10 per cent will be applied to eligible hectares declared in those regions.

10. Transition period for payment rates

The Scottish Government is obliged to make sure all payment entitlements in the same payment region have the same value but has opted not to move to these regional rates in one step.

It has instead opted for a phased approach where claimants will move to a wholly area-based payment system by 2019 in equal sized steps. This means a five-year transition period with claimants receiving 100 per cent area based payments by 2019.

Under this system, some existing beneficiaries will see their payments rise (in comparison to what they received under SFPS) whilst others will see their payments fall. This is an inevitable result of the change, required to meet European Commission regulations, of switching from payments based on an individual farmer's historic agricultural activity to payment rates according to three different land regions.

These rates will not be fixed until we have calculated the number of entitlements to be allocated, the extent of successful National Reserve applications and the total of payments to young farmers.

All of this information, together with the land declared, will stem from the Single Application Forms submitted by 15 May. Consequently, it is not possible to say in advance what the payment rates will be.

As an indication of what the payment rates might be, the estimates are as follows:

- Payment Region one = €145.00
- Payment Region two = €25.00
- Payment Region three = €7.00

11. Capping

Capping is the progressive reduction of payments above a certain level with the reduction being used to supplement funding for rural development measures.

In Scotland, we will reduce the total of Basic Payment Scheme payments over €150,000 by five per cent.

12. Activating entitlements

By holding entitlements and submitting a Single Application Form, we will automatically enter you in the scheme.

The deadline for the return of the form (and to receive payment in full) is 15 May each scheme year, unless that date falls on a weekend or public holiday. We can still accept forms until 9 June but we will reduce any payment in order to apply late claim penalties. We must reject your claim if it is received after 9 June.

You must have a minimum of three hectares of eligible land (owned or leased) and match each hectare with an entitlement to make up your claim. You must use each of your entitlements in at least two consecutive scheme years. If you fail to do this, we must take away any that are unused and put the reference amount to the National Reserve.

We will not take away entitlements if you could not use them because of unforeseen events beyond your control (known as force majeure or exceptional circumstances).

13. Using your entitlements

The majority of businesses will use (claim payment on and be eligible to receive payment) all of their Basic Payment Scheme entitlements every year and will meet the usage rules of the scheme. If the entitlements are not used, it is important to note that you may lose some or all of them unless you can prove that your business suffered a force majeure / exceptional circumstance event which prevented you from doing so.

You must use all of your entitlements at least once in each two year period. The usage requirement is over two years. Provided you activate 100 per cent of your entitlements within at least one of those two years, none would be lost. If not, you will lose the ones not used.

If you buy entitlements (not lease them) your usage will start afresh in the first year you are eligible to claim on them. If you lease them, please be aware that the current usage will carry forward and will not start afresh.

The person leasing the entitlements (lessee) is responsible for ensuring that usage requirements during the lease are met. We will always record usage against their owned entitlements first. It is therefore up to both parties to ensure the usage requirements are met. If the leased entitlements are not used, they will be lost to both parties. We will not get involved in any dispute due to non-usage and the subsequent loss of entitlements at the end of, or part-way through, the lease.

The easiest way to submit a Single Application Forms is online by registering with Rural Payments and Services, at <https://www.ruralpayments.org>

If you submit your form online, we will:

- **calculate your totals automatically**
- **reduce the chance of you making mistakes**
- **provide 24 hour access and give you an instant receipt**
- **give you up-to-date Single Farm Payment Scheme entitlement information**

For help and assistance to register online, please visit our Customer Services section on the Rural Payments and Services website.

14. Active farming - undertaking agricultural activity

An important part of being eligible to apply for the Basic Payment Scheme, is being able to meet the requirements of being a 'farmer' who undertakes an 'agricultural activity'. These separate but related requirements are explained below.

You must meet the legal definition of a 'farmer' to participate in Basic Payment Scheme. For this purpose, a farmer is a natural or legal person (or a group of natural or legal persons) whose holding (production units) are situated within Scotland (although you may also have holdings elsewhere in the UK).

You might not be classed as an Active Farmer if your business operates any of the following:

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

Even if your business operates one of these activities, you will still be classed as a farmer if you meet certain rules.

You must also exercise an agricultural activity. An agricultural activity can include the production, rearing or growing of agricultural products, including harvesting, milking, breeding animals and keeping animals for farming purposes.

If you have land which is naturally kept in a state suitable for cultivation and grazing (essentially all land in Payment Regions two and three) and it represents more than half of your holding (inclusive of any seasonal land) you must also meet rules on exercising a minimum activity.

Under the Single Farm Payment Scheme, a farmer had to declare eligible hectares to receive payment. 'Eligible' in this context meant arable land, permanent pasture and land used to grow permanent crops that as a minimum was maintained in Good Agricultural and Environmental Condition. This allowed claimants to receive income support regardless of undertaking an agricultural activity in the sense of growing crops or keeping livestock.

The Direct Payment regime, in respect of the Basic Payment, is radically different. The aim is to ensure that income support is only delivered to those undertaking a minimum agricultural activity on eligible land. These related concepts and their relationship to a claim for Basic Payment are explained in the following paragraphs.

15. Eligible hectares

It is important that farmers only declare eligible hectares for the purposes of an allocation of entitlements in the first year and activate those entitlements for payment. For example, if land parcels are declared for payment that are found not

to be eligible this will be treated as an over-declaration and all area-based payments due (Basic, Greening and Young Farmers) will be subject to penalties. In extreme cases, this will mean non-payment or recovery of all Direct Payment for the year concerned and the following year.

An eligible hectare is defined as any agricultural area of the holding used for an agricultural activity. This means that on each hectare declared by the farmer as eligible, they must carry out an agricultural activity. Without the activity the land is not eligible and should not be declared for the purposes of the Basic Payment Scheme, either at the stage of allocating entitlements or for payment.

If land is part of your agricultural enterprise, you must not omit it from your Single Application Form as 'unclaimed' simply to meet any qualifying criteria (for example, to be classed as an Active Farmer or to qualify for the coupled support). Remember the minimum activity rules apply to every hectare of land claimed so, for example, in order to meet the stocking density requirement (for coupled support) or to meet the Active Farmer requirements. RPID will assess how requirements are met across the whole holding.

16. Minimum agricultural activity

The Basic Payment Scheme is area based and has been regionalised to reflect the variation in the traditional quality of land across Scotland. There are three Payment Regions:

- **Payment Region one** - this includes better quality agricultural land that has been used for arable cropping, temporary grass* and permanent grass**
- **Payment Region two** - this includes rough grazing*** with a Less Favoured Areas (LFA) grazing category of B, C, D or non-LFA
- **Payment Region three** - this includes rough grazing with an LFA grazing category A

In addition, Payment Regions two and three have been designated as 'land naturally kept in a state suitable for grazing'. This means that there is a presumption that there is no meaningful agricultural intervention by the farmer to maintain the agricultural potential on the land. Consequently, a farmer must undertake a specified activity in order to turn such land into eligible hectares.

The minimum agricultural activity a farmer must undertake to make the land eligible for the Basic Payment Scheme is related to the region or regions applicable to the land he declares. These requirements are applicable to all farmers however, where there is a choice of activity to be undertaken, it is up to the individual farmer concerned.

* temporary grass (TGRS) is grass sown down or reseeded in a five-year period following the growing of an arable or break crop.

** permanent grass (PGRS) is grass that has not been reseeded in the last five years. It continues to be described as PGRS when reseeded provided no break crop (arable or catch) has been grown.

*** rough grazing (RGR) are areas of low productivity grasses and other herbaceous forage and are constrained by issues such as poor drainage, steep slopes and / or rock (scree). These areas would be 'unimproved' and would not receive applications of mineral fertiliser or manure.

17. Land used to support separate claims under different schemes – ‘dual use’

Under the regulations governing the Direct Payments regime, Basic Payment Scheme entitlements can only be allocated to the farmer who holds the decision-making power, benefits, and financial risks in relation to the agricultural activity taking place on the land in question. However, it's possible in certain circumstances for the same agricultural area to be used as support for a claim by the landowner of Rural Development support and by a tenant (as grazier or someone who grows crops). This scenario is called “dual use”.

Advice from the European Commission is that this situation is allowed in principle but that paying agencies, like RPID, must consider the situation on a case-by-case basis taking into account the eligibility conditions and requirements under the respective schemes. The latter is a key consideration because the European Commission have also re-stated the principle that there should be no double-funding of similar activities under both pillars of the CAP. (Direct Payments are funded through Pillar 1, Rural Development support by Pillar 2.)

RPID will assess the admissibility of claims involving dual use as part of the assessment of eligibility. It's up to the landowner and tenant to follow our standing advice on determining who has the land ‘at their disposal’ for support under each Pillar. This means that the lessor and lessee need to reach a workable agreement that takes into account their respective obligations to ensure that claims likely to result in double-funding are avoided. It also means that the parties must have written evidence of their respective rights, responsibilities and land at their disposal as at 15 May. This evidence could be a tenancy agreement, grazing licence or letter.

Please note – ‘dual use’ is not permitted where the Basic Payment and Less Favoured Area Support Schemes (LFASS) are involved because both schemes rely on the applicant meeting the same ‘farmer’ / ‘Active Farmer’ obligations.

The information in this booklet describes the principles. If you need further advice, please contact your local RPID area office. If you need specific guidance about your own potential claims, you should contact a professional adviser.

18. Payment Region one

Where agricultural production activities are undertaken, these can encompass production, rearing or growing of agricultural products, including harvesting, milking, breeding animals, and keeping animals for farming purposes.

Where no agricultural production activities are undertaken, the land must be maintained actively in a state suitable for grazing or cultivation. This means various actions according to the land.

Across all land, the farmer must take action to control injurious weeds to which the Weeds Act 1959 applies and maintain access to those areas for livestock or farm machinery. On areas of permanent grassland, the farmer must be able to

demonstrate maintenance of existing stock-proof boundaries and water sources for livestock. On arable land, a farmer must take action to prevent the encroachment of scrub.

19. Payment Regions two and three

The normal minimum agricultural activity is to undertake an average level of stocking of 0.05 livestock units per hectare (LU/ha) for a period, or periods, totaling not less than 183 days in any calendar year, on all hectares.

A lower stocking density, in terms of numbers or period, may be acceptable if this can be justified by evidence. Evidence can be chronological records kept for an extended period (at least three years), evidencing in respect of the carrying capacity of the whole holding or part thereof (e.g. flock records, herd registers) or where stocking levels have been lowered as a result of an environmental management agreement with Scottish Natural Heritage or an agri-environmental commitment as part of the Scotland Rural Development Programme, again in terms of numbers or period, across the whole holding, or part thereof, a carrying capacity below 0.05 LU/ha.

If more than 50% of your holding is made up of fields classed as Payment Regions two and / or three, you must carry out the minimum agricultural activity (production or non-production alternative) on all these fields. If you do not, you will not meet the 'Active Farmer' eligibility criteria and will forfeit your rights to Direct Payments. If less than 50% of your holding is made up of fields classed as Payment Regions two and / or three, you must carry out the minimum agricultural activity (production or non-production alternative) on all fields claimed.

As a legitimate alternative to minimum stocking levels the farmer must carry out an annual Environmental Assessment across the whole holding, or part thereof, where land in Payment Regions two and three forms part of the holding. This will consist of a comprehensive assessment of the species and habitats present on the holding, involving six activities which must be carried out up to four times per year in relation to every hectare to be claimed.

The key activities are:

- a map and description of the farm environment
- a breeding bird, mammal, butterfly survey
- monitoring of habitats including plant health survey.

A farmer can choose to carry out a combination of stocking and an annual Environmental Assessment provided that the minimum agricultural activity requirement can be met on all hectares (e.g. stocking or survey).

For any part of the holding where the farmer has elected to undertake a Environmental Assessment, documentation of a survey in process must be made available to RPID's inspecting officers and in any event, when complete, must be sent to the relevant RPID area office no later than 31 August.

As completion of the survey is an eligibility requirement for the Basic Payment

Scheme, no payments can be made unless the completed survey has been received.

The survey should be undertaken by an environmental consultant or other like person with suitable skills, which may include a member of the farming business. If a farmer chooses to use a third party, he will be expected to provide RPID's inspectors with receipts for procuring these services. 'Suitable skills' need to be assessed based on proven evidence of knowledge of ecology, species and survey techniques (e.g. completion of other similar surveys, membership of professional or voluntary body such as the Chartered Institute of Ecology and Environmental Management, the Botanical Society of the British Isles and Ireland or a relevant university degree).

Guidance on the survey is included in Annex A.

20. Land at your disposal

For detailed guidance on what constitutes 'eligible land', please see section 21.

If you own the land or are a tenant, the land will be 'at your disposal' when you declare it on your Single Application Form. Whether or not a contract farming arrangement meets the definitions will depend on the details of the working arrangement. If you are in any doubt, please contact your local RPID area office with details of your contract farming agreement.

Where grazing is shared then all claimants must reach a joint agreement on how much of the land they are entitled to declare on their claim. This can be achieved by using the number of livestock units that each will be grazing during the season and apportioning the area of the land accordingly.

The terms of any sub-letting and contractual agreements can have an important effect on your ability to make a claim for payment. You will need to reach a workable agreement that takes into account your responsibility for compliance with the Basic Payment Scheme and your ability to claim entitlements.

We recommend that all parties involved in the agreement include a clear breakdown of responsibility for each of the major Cross Compliance conditions, with a default position that the claimant will be responsible.

In cases where more than one farmer carries out an agricultural activity on the same area of land, it should be made clear in any tenancy agreement who has the land 'at their disposal', and who is entitled to claim payment on it. Arrangements for common grazing in the crofting counties and other common land will continue as normal.

You cannot backdate agreements. You must be able to prove that you have land at your disposal not just through an agreement, but also through your practice on that land.

If we find that you have under declared or over declared land then penalties may apply. For further information on penalties, please refer to our published guidance on Single Application Form which is on the Rural Payments and Services website at <https://www.ruralpayments.org>

21. Land eligible for this scheme

You can use only eligible land to activate entitlements for payment under the Basic Payment Scheme. Eligible land under the scheme is any agricultural area of the holding used as arable land, permanent pasture or permanent crops.

Permanent pasture is land:

- used to grow grasses or other herbaceous forage, either naturally (self-seeded) or through cultivation (sown)
- not included in the crop rotation for five years or longer
- that was not taken out of production under some agri-environment scheme options.

To determine whether your land is permanent pasture for the purposes of the scheme you should consider its status on 15 May each year. This means that land will be classified as permanent pasture when declared as being in grass or herbaceous forage on six consecutive Single Application Form applications.

For example, if you first declared a parcel as being in grass on 15 May 2011 (that is, was first put down to grass some time during the period 16 May 2010 to 15 May 2011) and remains in grass on 15 May 2015 then it will be classified as permanent pasture and you should declare it as such on your 2015 Single Application Form.

Where you did not declare land on a Single Application Form, the same principle applies. That is, it will be classified as permanent pasture when it has been in grass or herbaceous forage on 15 May in six consecutive years.

Land that you have re-sown with grass or other herbaceous forage during a five-year period is still counted as permanent pasture. However, land which is in long-term grass, but which you have re-seeded following a catch crop such as stubble turnips in the last five years, is considered arable land.

Permanent crops are those defined as non-rotational crops (other than permanent pasture) that occupy land for five years or more and yield repeated harvests, including nurseries and short rotation coppice.

22. Assessing your land eligibility

Responsibility

It is your responsibility as the applicant to ensure that you only claim eligible areas on your Single Application Form and that any ineligible features have been excluded. This can be done by either applying to have them mapped out of the parcel through submitting a Land Maintenance Form or by reducing the claimed area.

Eligible land

Under the Basic Payment Scheme, eligible land is:

- arable land
- permanent pasture
- land used to grow permanent crops

Ineligible features

These are features that prevent the land meeting the criteria for eligible land. They include natural and man-made features such as:

- rock and scree
- roads, tracks, paths and hard standings
- buildings, including steadings, houses and garden sites
- water features such as lochs, lochans, rivers and ponds
- vegetative cover such as gorse, bracken and scrub
- foreshore and marsh
- trees

Making accurate deductions

Land managers who submit a Single Application Form should assess every parcel they declare with regard to land eligibility and ensure they make accurate deductions for ineligible features. Through making accurate assessments of the ineligible land cover within a parcel, you will be able to determine the maximum eligible area to claim.

Declaring ineligible land on the Single Application Form

There is no requirement to declare ineligible land within a parcel on the Single Application Form under the unclaimed / other land column.

However, we encourage you to make use of this facility as it demonstrates your consideration towards assessing your land parcels. There are 11 codes available for use (see tables below) and applicants are encouraged to use them as appropriate.

Hard features - completely ineligible	Code
Description	
Ponds, rivers, streams or lochs	WAT
Roads or yards	Road
Buildings	BUI
Rocks	ROK
Scree (areas of smaller loose rock)	SCE
Foreshore	FSE

Soft features – partially ineligible	Code
Description	
Bracken	BRA
Gorse	GOR
Marsh	MAR
Scrub	SCB
Trees (not including orchards or nurseries)	TREE

Assessment of land

When making an assessment, you should use your knowledge of your own land and all the tools available to you, including maps and free internet utilities (e.g. Google Maps and Google Street View). You should assess the areas of each land parcel covered by ineligible features.

In line with the Land Parcel Information System (LPIS) rules, permanent and defined ineligible features, such as bodies of water greater than one hectare and fenced-off house and garden sites within a parcel, may already be unregistered land and therefore do not need to be deducted from the gross area. An unregistered area within a parcel will appear on your IACS map as an area with a yellow boundary without a number to denote it has a Land Parcel Identifier.

Further information on mapping rules for unregistered land within parcels can be found in section 23 (mapping rules for land managers).

If you do not have access to a map with an aerial photography background, please contact your local RPID area office.

Completely ineligible features

When determining the eligible area of a land parcel you may find ineligible land cover that prevents the land from meeting the eligible land definition (known as Basic Payment Scheme exclusions).

Some of these are clearly complete exclusions, for example buildings. In this instance the entire ineligible area should be deducted from the gross area of the parcel, thus leaving you with the maximum net eligible area of the field.

Partially ineligible features

Many ineligible land cover features, such as gorse, bracken and scrub, are not completely ineligible. Where dense vegetative cover is impenetrable to stock and prevents the growth of any vegetative understory for grazing, then the area is ineligible for the Basic Payment Scheme and Less Favoured Area Support Scheme (LFASS) as forage. However, land which has areas with vegetative cover that is open grazeable mosaics is eligible, in part, for the Basic Payment Scheme and LFASS for forage.

As with gorse, bracken and scrub, a technical assessment (see technical assessment section on page 22) is required to assess the partial ineligible area that should be deducted from the gross area of the field.

Some types of 100 per cent permanently excluded features, such as rock, scree, water, marsh and foreshore, may also cover the land in a mosaic pattern with grazeable areas in between. These features will also require a technical assessment to estimate eligible and ineligible areas.

Land inspections

One of our inspectors' roles, while inspecting each claimed land parcel, is to determine the maximum eligible area. Where an inspector finds ineligible land cover, the area is mapped and deducted from the gross area of the land parcel, resulting in the maximum net eligible area.

As already described, some ineligible areas such as buildings and metalled roads, are clearly 100 per cent exclusions. In this case the entire ineligible area will be deducted from the gross area of the land parcel.

Other ineligible features, such as gorse, bracken and scrub, may cover the land in a mosaic pattern and are clearly not 100 per cent ineligible. In this instance the land inspector is required to technically assess the ineligibility of the land feature.

Land inspectors use the same procedures detailed in this guidance, though they capture the information using GPS equipment so that it can be held spatially on our mapping system for future maintenance. They also use all the tools available to them to make assessments, including our base layer information which is MasterMap data from Ordnance Survey.

Land used for woodland creation

Land used for woodland creation will lose its eligibility for Less Favoured Area Support Scheme (LFASS) payments. Whilst there is an option to declare grazed woodlands and claim LFASS in general, as soon as the land ceases to be classed as forage, it ceases to be LFASS eligible.

The changes to the Single Farm Payment Scheme included the introduction of a facility to activate Single Farm Payment Scheme entitlements on land used for the creation of woodland. Previously, except in specific circumstances, woodland grazing, land used for forestry was ineligible for the Single Farm Payment Scheme. This arrangement will continue under the Basic Payment Scheme.

It is important to be clear that not all types of forestry allow the land to be considered as Basic Payment Scheme eligible. If you wish to benefit from this new provision you must meet the following conditions:

- The land used for the new woodland must have generated, or been capable of generating, a Single Farm Payment Scheme payment for you under the 2008 scheme.
- The land used for the new woodland must have been afforested for the first time after 31 December 2008.
- You must be in receipt of a payment or participating in:
 - (i) schemes under the previous Rural Development Plan (Council Reg 1257/1999), namely Woodland Grant Scheme and Farmland Premium Scheme, or
 - (ii) the scheme under the current Rural Development Plan (Council Reg 1698/2005), namely Woodland Creation as a Rural Priorities option, or
 - (iii) a national scheme which would meet the same European Commission criteria

(i.e. first-time afforestation producers who are not also benefiting from an early retirement scheme and where the afforestation does not involve Christmas trees). This could also cover schemes run separately by the Forestry Commission Scotland.

This arrangement is available to you for as long as you continue to participate in the particular eligible forestry scheme - specifically the requirement to maintain the forest. For all practical purposes, providing the trees continue to stand, there is no concern with this particular test. The issue arises when the trees are felled during the period of Basic Payment Scheme eligibility as this could give rise to a conflict with the requirement that the land must be maintained in Good Agricultural and Environmental Condition to be assessed as Basic Payment Scheme eligible.

If your land qualifies under this arrangement, it is a facility unique to you and is non-transferrable.

It should be noted that nothing in the operation of this particular mechanism changes the traditional assessment of the farmer's activities. Woodland creation is clearly a silvacultural activity and the facility to claim the Single Farm Payment on such land is only intended as a means to activate entitlements.

Technical assessment

The purpose of the technical assessment is to establish a percentage of ineligible ground cover within a defined area. Ineligible ground cover is a feature which prevents the access, growth and availability of eligible, usable forage. As such, technical assessments may be required for gorse, bracken and scrub. However, they may also be required on mosaics of 100 per cent ineligible features, such as water, scree, rock marsh or foreshore.

Once the boundary of the ineligible feature is identified an assessment of the percentage ineligibility can then be made.

There are two methods for carrying out a technical assessment. You may choose to use both of them depending on the situation.

1. Scorecards (page 24)
2. Compression (page 27)

Once the scorecard and / or compression method has been used to estimate the percentage of ineligible land cover, the result must be matched to the appropriate technical assessment band, as described on page 29, to obtain a partial ineligible percentage.

Scorecard method

For areas that are considered to contain a mosaic or scattered features, it may be useful to apply the scorecard method to help determine the ineligible percentage. This technique is accepted as an industry standard, for example with potato tuber inspections.

Scorecards can be used to help assess the percentage ineligible area within parcels where there are numerous small bushes or clumps of scrub present and / or areas of scattered rock, giving a mosaic effect.

In these areas it is not feasible to measure the area taken up by each individual clump of vegetation or rock. The scorecard will assist in accurately identifying the percentage density or cover of the features concerned.

Scorecard procedure

- Areas of the parcel which are 100 per cent eligible or ineligible should be identified. They should not be included in the scorecard assessment.
- Scorecards should only be used to assess entire fields if the ineligible features are present across the entire field. In the vast majority of cases the assessment will relate to a small area of the field.
- Using the scorecard examples as a guide, estimate the percentage area covered by ineligible features within the area you have defined by splitting the area to be assessed into a grid 10 x 10 (representing 100 squares or 100 per cent). Then identifying the number of squares which are ineligible.
- The percentage area of ineligible cover estimated using the scorecard method must then be matched to the appropriate technical assessment band to obtain a partial ineligible percentage.

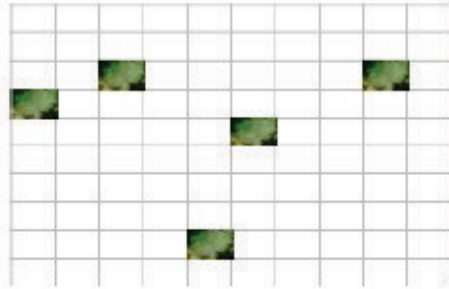
Scorecard examples

The examples are based on percentage ground cover. Where dense vegetative cover such as gorse is impenetrable to stock and prevents the growth of any vegetative understory for grazing, then the area of gorse is ineligible for the Basic Payment Scheme and LFASS as forage. Having made a technical assessment, this ineligible area should be deducted from the gross area of the field.

Where the vegetative cover is open grazeable mosaics of gorse, then the area is eligible for the Basic Payment Scheme and LFASS as forage.

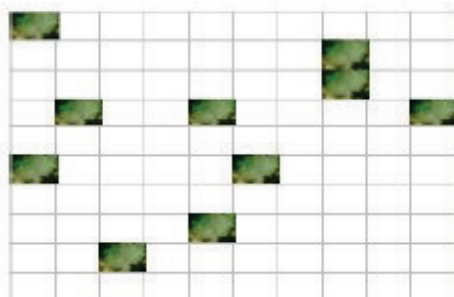
Scorecard one

1. Assessed as five per cent using the scorecard.
2. Using the technical assessment bandings (see below) five per cent cover falls into the more than three to 10 per cent band which gives you partial ineligible percentage of five per cent.



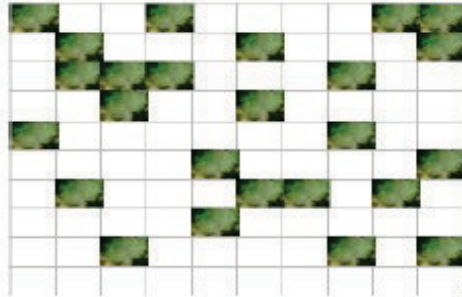
Scorecard two

1. Assessed as 10 per cent using the scorecard.
2. Using the technical assessment bandings (see below) 10 per cent falls into the more than three to 10 per cent band which gives you a partial ineligible percentage of five per cent.



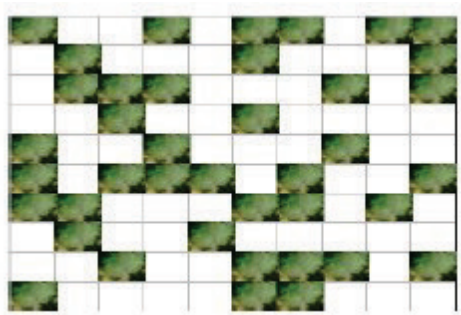
Scorecard three

1. Assessed as 25 per cent using the scorecard.
2. Using the technical assessment bandings (see below) 25 per cent cover falls into the more than 10 to 30 per cent band which gives you a partial ineligible percentage of 20 per cent.



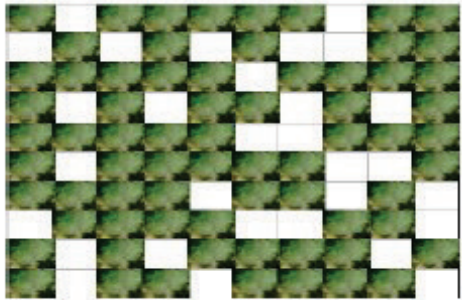
Scorecard four

1. Assessed as 40 per cent using the scorecard.
2. Using the technical assessment bandings (see below) 40 per cent cover falls into the more than 30 to 50 per cent band which gives you a partial ineligible percentage of 40 per cent.



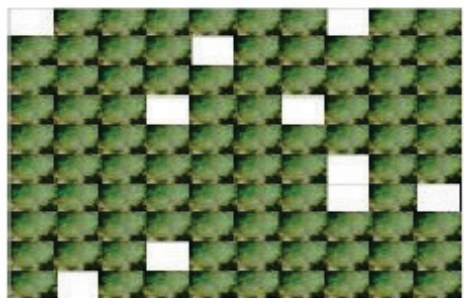
Scorecard five

1. Assessed as 70 per cent using the scorecard.
2. Using the technical assessment bandings (see below) 70 per cent falls into the more than 50 to 70 per cent band which gives you a partial ineligible percentage of 60 per cent.



Scorecard six

1. Assessed as 90 per cent using the scorecard.
2. Using the technical assessment bandings (see below) 90 per cent falls into the more than 70 to 90 per cent band which gives you a partial ineligible percentage of 80 per cent.

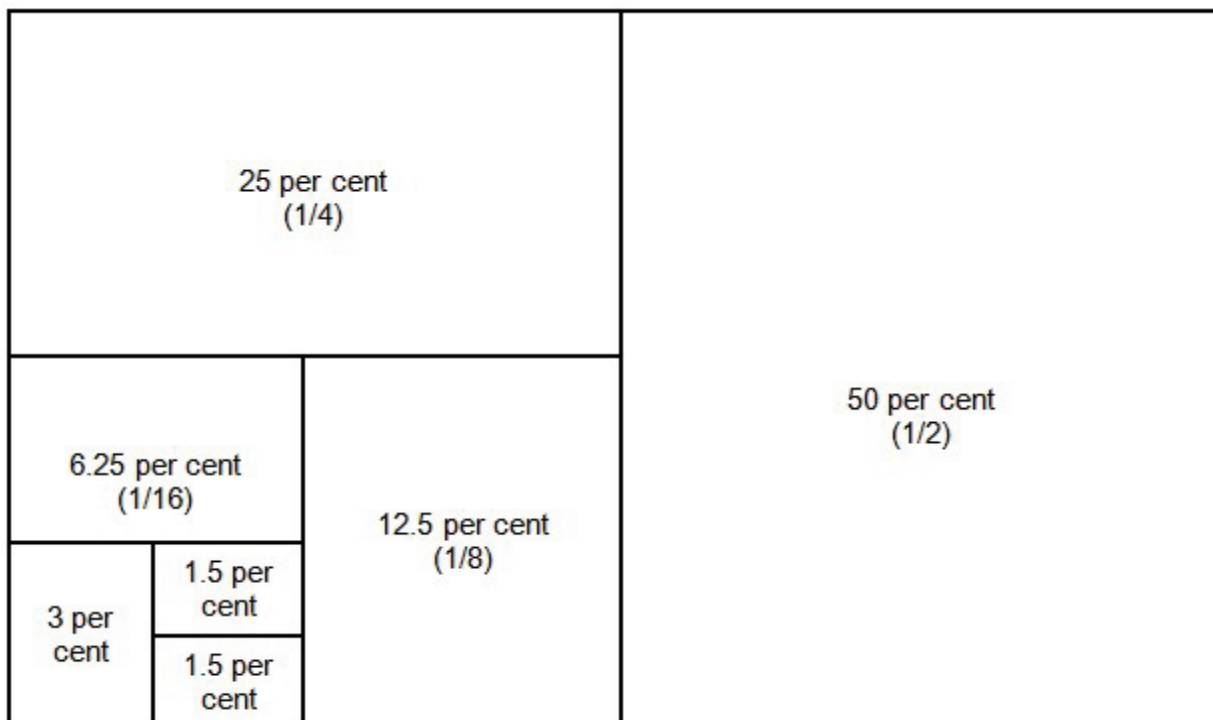


Compression method

First, assess the ineligible features on the ground within a parcel with the help of an IACS map and aerial photography. Then visually compress the ineligible features into the corner of the parcel and determine how much area is covered.

Secondly, consider what area of the ineligible feature assessed prevents the growth of eligible forage. For permanent full exclusion features, such as rock and water, this will be 100 per cent of the area determined. For features such as gorse or bracken, you must assess how much of the area prevents growth.

For example, dense areas of vegetation with bare ground or deep leaf litter should have a high percentage of ineligibility whereas areas that have vegetative cover with an eligible forage understory should have a low percentage of ineligible area.



Assess the ineligible land cover within the defined area in front of you.

Is the ineligible cover more or less than:

- 75 per cent of the defined area
- 50 per cent of the defined area, or
- 25 per cent of the defined area?

Once you have determined a range, for example 0–25 per cent, you should further divide this.

Is the ineligible cover more or less than:

- 20 per cent of the defined area, or
- 10 per cent of the defined area?

Once a more accurate range has been decided you should conclude if the ineligible feature represents the top, bottom or middle of this range with a resulting ineligible area percentage. This percentage must then be matched to the appropriate technical assessment band to obtain a partial ineligible percentage.

Area conversions

As a check, you can equate a calculated deduction area to a recognised size (an acre or a hectare). This process can be used to consider whether percentage deductions are reasonable for the ground cover and the parcel size.

0.01 hectares	10 x 10 metres	100 square metres
0.05 hectares	10 x 50 metres	500 square metres
0.10 hectares	10 x 100 metres	1000 square metres
0.40 hectares (1 acre)	10 x 400 metres	4000 square metres
1.00 hectare	100 x 100 metres	10,000 square metres

It may be useful to measure an area in the field, for example a 10 metres x 10 metres section, or the area of a farm shed, then use that as the basis of a known size and relate this to calculating an area to deduct.

Technical assessment bands

To produce an accurate and consistent approach across all regions of Scotland, the technical assessment bands in the table below are applied.

After you deploy either the scorecard or compression method to derive a percentage area of ineligible land cover, this result must then be matched to the appropriate technical assessment band to obtain a partial ineligible percentage. For example, if a land inspector considers that approximately 60 per cent of bracken is found to be ineligible, it would be captured in the 50–70 per cent band and would result in a 60 per cent deduction of the eligible area.

Banding	Partial ineligible percentage
Less than 1 per cent	0.5 per cent
1 - 3 per cent	1 per cent
More than 3 - 10 per cent	5 per cent
More than 10 - 30 per cent	20 per cent
More than 30 - 50 per cent	40 per cent
More than 50 - 70 per cent	60 per cent
More than 70 - 90 per cent	80 per cent
More than 90 per cent	100 per cent

Technical assessment examples

The following sections work through practical examples of assessing parcels for ineligible cover and calculating the maximum eligible area.

Process of calculating the eligible area:

- Confirm the parcel boundary is correct; this determines the gross area of the field
- Assess how much area of the parcel is covered with 100 per cent ineligible features, such as roads, rivers and buildings.
- Deduct these areas from the gross area.
- Assess how much area of the parcel is covered with partially ineligible features, such as gorse, bracken and scrub.
- Assess what percentage of each of these partially ineligible features is actually ineligible.
- Deduct these areas from the area calculated at point three. This leaves you with the maximum net eligible area of the field.

Example one



In this example the features are gorse and scrub (area in red), classified as GOR and SCB. These are partially ineligible features. The area of ineligibility is assessed in proportion to the size of the parcel.

The percentage of ineligibility is assessed for the red area.

The gross area of the parcel = 3.60 hectares

Assess the parcel's area of ineligible cover. Is the area:

1. Less or equal to 100 per cent? **Less**
2. Less or more or equal to 50 per cent (1/2)? **More**
3. Less or more or equal to 75 per cent (3/4)? **Equal**

Therefore, the area of gorse and scrub is 75 per cent of the parcel which equals 2.70 hectares.

Given that the ineligible area of gorse and scrub is 2.70 hectares we now need to assess what percentage of gorse and scrub is ineligible cover.

Is the area:

1. Less or more or equal to 50 per cent (1/2)? **More**
2. Less or more or equal to 75 per cent (3/4)? **More**
3. Less or equal to 100 per cent? **Equal**

The whole area is deemed as being fully dense impenetrable vegetation with no grazing understory so the assessment equals 100 per cent exclusion.

The technical assessment bands are not applicable where ineligibility is assessed at 100 per cent. Hence the whole area of gorse (2.70 hectares) is ineligible.

Therefore the maximum eligible area is **3.60 hectares (gross parcel area) – 2.70 hectares (ineligible area) = 0.90 hectares.**

Example two



In this example the feature is gorse (areas in red), classified as GOR. The area of ineligibility is assessed in proportion to the size of the parcel.

The percentage of ineligibility is assessed for the area identified.

The gross area of the parcel = 3.70 hectares.

Assess the parcel's area of ineligible cover. Is the area:

1. Less or equal to 100 per cent? **Less**
2. Less or more or equal to 50 per cent (1/2)? **Less**
3. Less or more or equal to 25 per cent (1/4)? **Equal**

The area of gorse is 25 per cent of the parcel which equals 0.93 hectares.

Given that the ineligible area of gorse is 0.93 hectares we now need to assess what percentage is ineligible cover. Is the area:

1. Less or equal to 100 per cent? **Less**
2. Less or more or equal to 50 per cent (1/2)? **Less**
3. Less or more or equal to 25 per cent (1/4) **More**

The areas are deemed as being 40 per cent covered in dense impenetrable vegetation with no grazing understory.

Using the technical assessment bands 40 per cent falls into the more than 30 to 50 per cent band, and therefore becomes a 40 per cent exclusion.

Exclusion area is 0.93 hectares x 0.40 per cent = 0.37 hectares.

Therefore the maximum net eligible area is **3.70 hectares (gross field area) – 0.37 hectares (ineligible area) = 3.33 hectares.**

Example three



In this example the features are gorse and scrub (area in red), classified as GOR and SCB. The area of ineligibility is assessed in proportion to the size of the parcel.

The percentage of ineligibility is assessed for the area identified. The gross area of the parcel = 12.00 hectares.

Assess the parcel's area of ineligible cover. Is the area:

1. Less or more or equal to 50 per cent (1/2)? **Less**
2. Less or more or equal to 25 per cent (1/4)? **Less**
3. Less or more or equal to 12.5 per cent (1/8)? **Less**
4. Less or more or equal to 6.25 per cent (1/16)? **Equal**

The area of gorse and scrub is 6.25 per cent of the parcel which equals 0.75 hectares.

Given that the ineligible area of gorse and scrub is 0.75 hectares we now need to assess what percentage is ineligible cover. Is the area:

1. Less or equal to 100 per cent? **Less**
2. Less or more or equal to 50 per cent (1/2)? **More**
3. Less or more or equal to 75 per cent (3/4) **Less**

The areas are deemed as being 60 per cent covered in dense impenetrable vegetation with no grazing understory.

Using the technical assessment bands 60 per cent falls into the more than 50 to 70 per cent band, and therefore becomes a 60 per cent exclusion.

Exclusion area is 0.75 hectares x 0.60 per cent = 0.42 hectares.

Therefore the maximum net eligible area is **12.00 hectares (gross field area) – 0.42 hectares (ineligible area) = 11.55 hectares.**

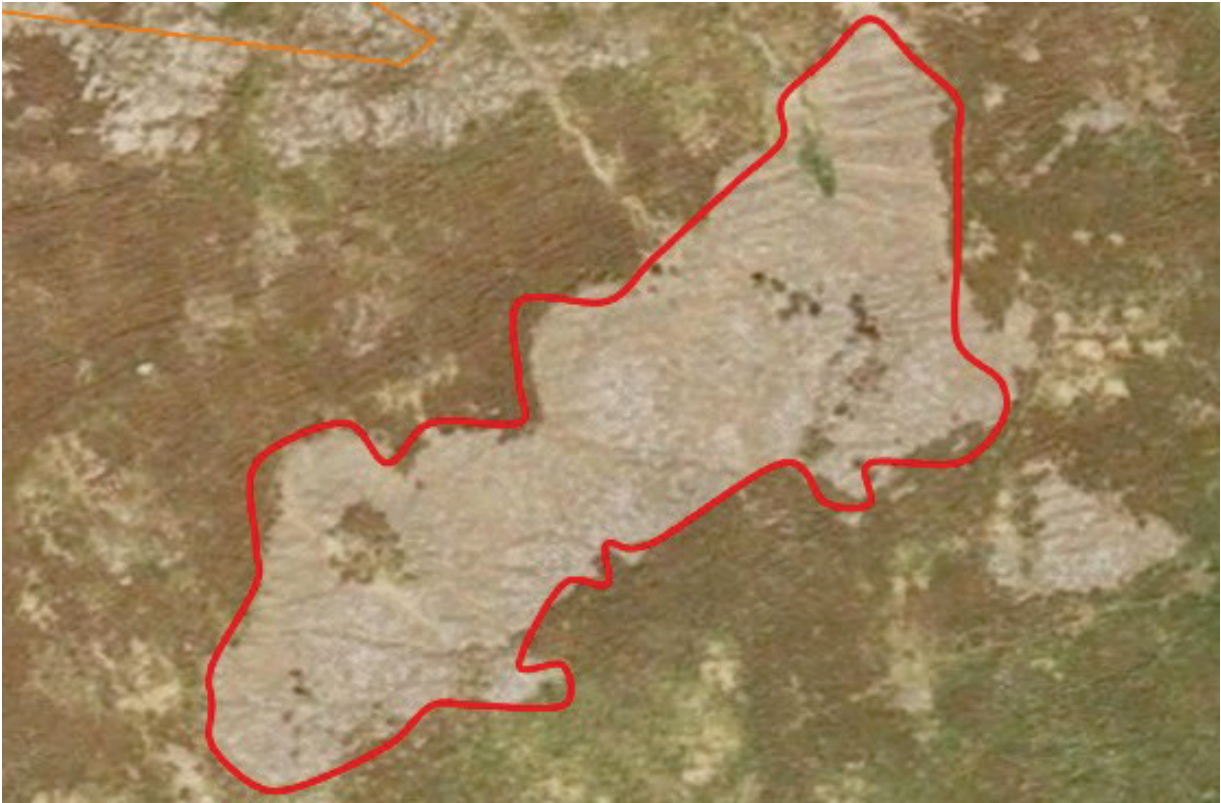
Technical assessment of an ineligible feature within a parcel

If you have more accurate ways to measure features, such as GPS equipment, the determination of the area to be technically assessed may be more accurate, but the principles of assessing the area thereafter are the same.

Land inspectors will either use GPS to plot areas or use MasterMap shapes (TOIDs – **T**Opographic **I**Dentifier) as the basis of their assessment. Each MasterMap TOID has a fixed area that can be used by an inspector for the technical assessment.

Technical assessment of a TOID

Example four



In this example the feature is scree (area in red), the area of ineligibility is defined by the TOID and the percentage which is ineligible can be determined.

Assess percentage ineligible. Is the area:

1. Less or more than 50 per cent (1/2)? **More**
2. Less or more than 75 per cent (3/4)? **More**
3. Less or equal to 100 per cent? **Less**

The scree preventing the growth of usable forage is estimated as being 80 per cent ineligible. Using the technical assessment bands 80 per cent falls into the more than 70 to 90 per cent band and therefore becomes an 80 per cent exclusion.

Regardless of which feature is being assessed and the percentage of ineligibility, you must first determine the boundary of the feature.

This boundary gives you the maximum area that can be attributed to the exclusion.

Example five



In this example the feature is gorse, the area of ineligibility is defined by the TOID (orange line) and the percentage ineligible can be determined.

Assess percentage ineligible. Is the area:

1. Less or more than 50 per cent (1/2)? **More**
2. Less or more than 75 per cent (3/4)? **More**
3. Less or equal to 100 per cent? **Less**

The dense impenetrable gorse with no available grazing understory is estimated as being 85 per cent ineligible.

Using the technical assessment bands, 85 per cent falls into the more than 70 to 90 per cent band and therefore becomes an 80 per cent exclusion.

Example six



In this example the feature is gorse, the area of ineligibility is defined by the TOID (orange line) and the parcel boundary and the percentage ineligible can be determined.

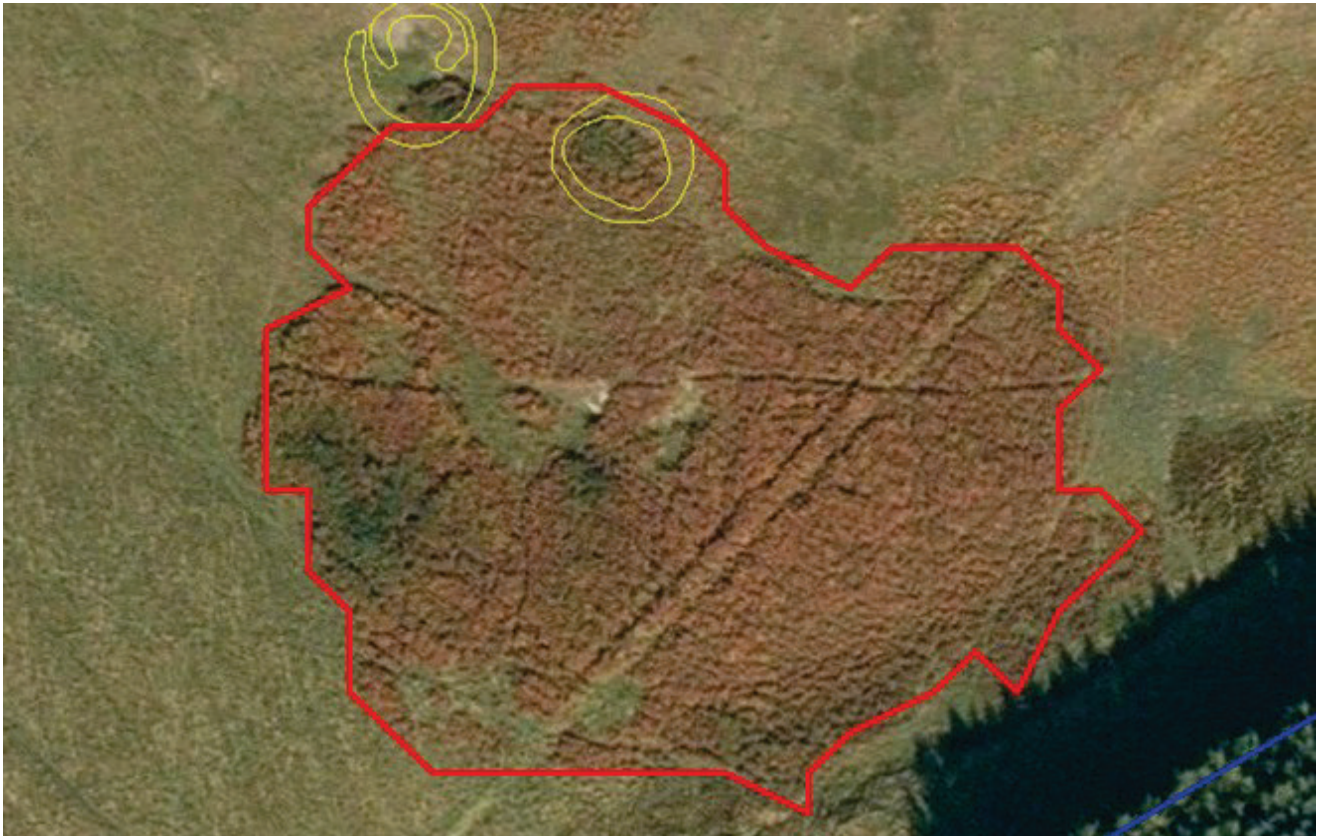
Assess percentage ineligible. Is the area:

1. Less or more than 50 per cent (1/2)? **Less**
2. Less or more than 25 per cent (1/4)? **Less**
3. Less or more than 10 per cent (1/10)? **Less**
4. Less or more than five per cent (1/20)? **Equal**

The dense impenetrable gorse with no available grazing understory is assessed as being five per cent ineligible.

Using the technical assessment bands, five per cent falls into the more than three to 10 per cent band and therefore becomes a five per cent exclusion.

Example seven



In this example the feature is bracken. The area of ineligibility is defined by the TOID (red line) and the percentage ineligible can be determined.

Assess percentage ineligible. Is the area:

1. Less or more than 50 per cent (1/2)? **Less**
2. Less or more than 25 per cent (1/4)? **More**
3. Less or more than 37.5 per cent? **More**

In this example the dense impenetrable bracken, with no available grazing understory, is assessed as being 40 per cent ineligible.

Using the technical assessment bands, 40 per cent falls into the more than 30 to 50 per cent band and therefore becomes a 40 per cent exclusion.

Example eight



In this example the feature is trees. The area of ineligibility is defined by the TOID (red line) and the percentage ineligible can be determined.

Assess percentage ineligible. Is the area:

1. Less or equal to 100 per cent? **Equal**

The dense impenetrable trees with no available grazing understory is assessed as being 100 per cent ineligible.

The technical assessment bands are not applicable where ineligibility is assessed at 100 per cent.

Example nine



In this example the feature is trees. The area of ineligibility is defined by the parcel boundary, which is also a TOID, and the percentage ineligible can be determined.

Assess percentage ineligible. Is the area:

1. Less or more than 50 per cent (1/2)? **Less**
2. Less or more than 25 per cent (1/4)? **Less**
3. Less or more than 10 per cent (1/10)? **More**

The dense impenetrable trees with no available grazing understory is assessed as being 20 per cent ineligible because the remainder was assessed as open grazed woodland.

Using the technical assessment bands, 20 per cent falls into the more than 10 to 30 per cent band and therefore becomes a 20 per cent exclusion.

23. Mapping rules for land managers

The Rural Payments and Inspections Division is responsible for keeping an accurate and up-to-date record of all land in Scotland that is being used for agriculture, forestry and other rural activities. This is, in part, to make sure funding is allocated properly. **So it's vital you register your land with us and keep your information up-to-date as it could affect any funding claims.**

The maps we create and maintain use Ordnance Survey MasterMap information for their core data. Ordnance Survey MasterMap is a continually updated mapping database containing a variety of geographical features at a scale of 1:2500 to 1:10,000. Ordnance Survey updates the Mastermap database every six weeks and this can result in changes to the field boundaries on your IACS map.

The maps are for subsidy purposes, and must be maintained in-line with the rules dictated by the European Commission.

- You are required to map all of your agricultural land and any non-agricultural land that is in support of agri-environmental or forestry funding.
- It is your responsibility to ensure the boundaries of your parcels are correct.

If you need to amend the boundaries of your land parcels please complete a Land Maintenance Form and return it to your local RPID area office.

Land parcels and maps

Our register of agricultural and forestry land parcels in Scotland is referred to as the Land Parcel Information System (LPIS). The system must have unique Land Parcel Identifiers and areas, against which all claims can be checked.

We hold the unique identifiers and gross areas for your land parcels on this register. This information is also on the maps we issue to you. You must use these unique Land Parcel Identifiers and areas when completing your Single Application Form.

Land located in other parts of the UK is subject to the land register system operated in that country.

Maps of your land on our system

We continually review the boundaries and ineligible areas within all land parcels held on our register. It is important that you check the boundaries of your land parcels to ensure they are correct on our system.

We have introduced aerial photography as a backdrop to our maps. Land parcels are identified by yellow boundaries with Land Parcel Identifiers and parcel gross areas are listed in the table on the right hand side of the map. Maps with aerial photography as a backdrop will only be issued when you notify us of changes to land parcels or when a new map has to be issued.

The maps we previously issued show your land parcel boundaries in blue and black

Ordnance Survey mapping (which shows roads, buildings, water features and general details) on a white background.

On both map types, the first column on the left hand side of the table shows a land parcel counter to identify the parcel on the map. The second column contains the unique Land Parcel Identifier and the third column lists the total gross area of the land parcel. You should use this to help you establish which Land Parcel Identifier belongs to each land parcel.

The claim you make using the Single Application Form is validated against our register. It is therefore essential that you use the most recent map sent to you to identify the land that you are claiming or declaring on your Single Application Form.

Your map shows the gross plan areas of your land parcel. They have been calculated on the assumption that the land parcel boundary is correct. These maps are for our purposes only and have no legal standing. They do not represent the ownership of the land.

Disagreement over parcel area

If you do not agree with the area shown on your map, you should first check whether the boundary of the land parcel is shown correctly by following the Land Parcel Information System mapping rules on page 47. If not, then amend it by completing and submitting a Land Maintenance Form, which you can download on the Rural Payments and Services website, at <https://www.ruralpayments.org> or request from your local RPID area office.

If you agree with the land parcel boundary shown but are unhappy with the area you can make your own arrangements to have the land professionally measured and submit those measurements to us for approval. Any plans you submit under these arrangements should be surveyed and certified by an independent person who must hold a qualification from the Royal Institution of Chartered Surveyors (RICS), the Institution of Civil Engineers (ICE) or a similar professional body.

Any map you provide under these arrangements should be drawn to scale and clearly show the areas in question, the underlying Ordnance Survey Master Map detail and the Ordnance Survey map reference number.

Maintaining the Land Parcel Information System

It is important that the register is maintained and up-to-date.

It is your responsibility to ensure the register is correct by updating us with changes to boundaries and areas of land you manage.

If any land is bought or sold, or any boundaries change, you should update the register by completing and submitting a Land Maintenance Form, which you can download on the Rural Payments and Services website, at <https://www.ruralpayments.org> or request from your local RPID area office. It is in your interest to submit the form before 15 May with your Single Application Form as any changes submitted after this deadline may delay your payment.

If you submitted a Land Maintenance Form for one or more of your land parcels previously, and it is not yet fully processed, your pre-printed Single Application Form data sheets (which detail your land parcels) will not reflect any of this information.

Where your outstanding Land Maintenance Form relates to the boundary (and therefore the gross area of the land parcel), the pre-printed area in column D on your Single Application Form data sheets will be the original gross area printed on the map we sent you.

Unless you are confident that a different area will supersede the pre-printed area, use the pre-printed area as the total area of your land parcel, or as the potential eligible area.

If you claim less than this, do not amend the pre-printed area but instead enter the correct area claimed in the appropriate data sheet column.

If you claim more than the pre-printed area and the results of your Land Maintenance Form do not substantiate a larger area, we may have to apply penalties.

If an Agri-Environment Climate Scheme or Forestry Grant Scheme measure exists in the land parcel you may have to adjust the pre-printed areas.

It is your responsibility to ensure the accuracy of the area you claim.

When to submit a Land Maintenance Form

You should submit a Land Maintenance Form:

- when land is bought or sold
- when land is transferred from one holding to another for any reason other than change of owner
- when changes are made to the permanent boundary of a land parcel
- when internal boundaries are removed and land parcels are merged
- when internal boundaries are inserted and a land parcel is split
- when a land parcel is being registered for the first time.

The Land Maintenance Form can be submitted either by the owner of the land parcel or by the long-term tenant on whose Single Application Form it appears.

Seasonal tenants should arrange for the owner or long-term tenant to submit a Land Maintenance Form. An agent can also submit a form on behalf of the owner or long-term tenant providing they have been authorised to do so.

Map requirements for existing applicants

When submitting a Land Maintenance Form with land parcel changes, you should supply a map clearly showing the details of every change. If you have an existing map, you must:

- use it to notify changes
- not use correction fluid when altering your boundaries
- mark crosses on the line to be altered
- make any amendments in black ink.

The map should be an Ordnance Survey map (or a professional equivalent) at:

- 1:2500 (maps at 1:10,000) for land parcels up to 2000 hectares, or
- 1:10,000 (maps at 1:25,000) for land parcels above 2000 hectares.

Make sure that the map sheet reference is marked on the map.

If you have a new land parcel that has not been registered, draw the boundaries clearly on your existing map. Check if the previous owner or occupier has already received a new unique Land Parcel Identifier and use this number. If the land parcel cannot be drawn on the map, supply another map showing the land parcel.

If you purchase or sell a land parcel which has already been registered you should enter the unique Land Parcel Identifier on the Land Maintenance Form showing the type of change, date of change, area etc. You do not need to submit a map if the boundaries have not changed.

Map requirements for new applicants

Requirements differ depending on the size of the land parcel that needs to be registered. When submitting a Land Maintenance Form to register your land for the first time you should supply the following types of map:

- For a new land parcel up to 2000 hectares, you must submit an Ordnance Survey map at a scale of at least 1:2500 (maps at 1:10,000 scale are also acceptable), or a professionally produced equivalent.
- For a new land parcel above 2000 hectares, the map should be at a scale of at least 1:10,000 (maps at 1: 25,000 scale are also acceptable).

Your map(s) must include:

- the code number of the holding
- the land parcel boundary for each land parcel in blue and the estimated area in hectares (we cannot accept areas listed in acres. To convert from acres to hectares divide by 2.47)
- the reference number for each land parcel which you have used on your data sheet (if a Land Maintenance Form is submitted along with a Single Application Form).

Special categories

Common grazings

The grazings clerk or other appointed person should submit a Land Maintenance Form relating to changes to the common grazing. Forms relating to apportionments from the common grazing must only be submitted once the apportionment has been officially approved and a final order produced by the Crofting Commission.

Only common grazings not previously declared require a new map. If you are submitting a Single Application Form for the first time and you use a common grazing as part of your forage area, then we require a map of 1:25,000 scale covering the whole common grazing. Your application will not be processed until the map is supplied. Since only one map of the grazing is necessary, you may wish to arrange with others who share in the common grazing for this to be submitted to your local RPID area office by the township clerk, grazing constable or other suitable person on behalf of the township, sheep stock club or grazings committee.

The boundary of the common grazing should be marked on the map and the person who submits the map should sign it on behalf of all shareholders. The map should show (or be accompanied by) a list of all shareholders with their allocated shares. Any apportionments granted should be clearly marked on the map and the area of the common grazings (excluding apportioned land) should be marked in hectares. If you are having difficulties supplying a map, or identifying apportionments, please consult your local RPID area office, who will advise on appropriate sources of information.

Closed agri-environment and forestry schemes

A Land Maintenance Form is required and a Land Parcel Identifier given if an area has never previously been captured and is not part of an existing land parcel.

A Land Maintenance Form will be accepted and a Land Parcel Identifier given if the area is part of an existing land parcel, over 0.01 hectares and fenced-off from the remaining area of the land parcel (but only where the area is to be permanently enclosed, for example an area to be managed under an agri-environment scheme).

A Land Maintenance Form is not required when the area is part of an existing land parcel already covered by a unique Land Parcel Identifier and under 0.01 hectares, whether fenced off or not.

Scottish Rural Development Programme

When registering land for the first time for Scottish Rural Development Programme purposes, an individual Land Parcel Identifier will not be allocated to buildings, car parks, paths, roads, areas of water over one hectare, sand or rocks. When completing a Land Maintenance Form for other new land parcels, the above should be excluded from the land parcel.

If you are registering land for the first time ensure where practical that these areas are not included in the land parcel.

Rules for mapping land

A. Mapping rules

1. All land parcel boundaries new and old must be clearly identifiable on the ground.
2. If the current parcel boundary is on an identifiable feature (permanent stock-proof or otherwise) it can remain there, provided there are no internal permanent stock-proof boundaries.
3. The minimum size of a Basic Payment Scheme land parcel is 0.1 hectares.
4. The first permanent stock-proof boundary encountered will normally become the parcel boundary, subject to other mapping rules.
5. Where the parcel boundary is moved onto an identifiable feature inside an existing boundary, the area of land between new and old parcel boundary either becomes a new land parcel or unregistered land (that is, if it is less than 0.1 hectares in area, is not definable or it is not used for agriculture).

New parcel

6. When the area between the new and old parcel boundary is made a new land parcel then the eligibility must also be addressed and recorded as follows:
 - If totally ineligible for the Basic Payment Scheme but actively managed for a Scottish Rural Development Programme scheme (excluding LFASS) it requires a separate parcel down to a minimum of 0.01 hectares with a Basic Payment Scheme exclusion for the whole area.
 - When the land is ineligible for the Basic Payment Scheme and not actively managed under agri-environment or forestry schemes it must be left as unregistered land.

Internal features not touching the parcel boundary

7. For internal features not touching the parcel boundary:

- Fenced Basic Payment Scheme ineligible areas within the parcel should be made unregistered land, for example a fenced house, garden site or fenced RYB. The minimum area for unregistered land is 0.01 hectares.
- Internal sites undefined by a physical boundary, for example unfenced buildings, water tanks or hard standing, should always be made Basic Payment Scheme exclusions, with a minimum individual or multipart exclusion area of 0.01 hectares.
- Internal eligible sites that are completely defined by a physical boundary (e.g. fence) and have an area greater than 0.1 hectares should become a separate new parcel.

Fenced-off ditches

8. Where the land parcel has a boundary on a ditch and there is a permanent stock-proof fence on the inside of the ditch that the boundary is moved on to then:

- If managed for a Scottish Rural Development Programme scheme (excluding LFASS) the area between the ditch and fence must become a land parcel with its own Land Parcel Identifier and the eligibility must be assessed.
- If not managed for a Scottish Rural Development Programme scheme and the area is greater than 0.1 hectares as well as being eligible for the Basic Payment Scheme, then it should become a land parcel with its own Land Parcel Identifier or unregistered land if not eligible for the Basic Payment Scheme.

Double-fenced hedges

9. For double-fenced hedges:

- If the parcel boundary is on the centre of the hedge and the total width to the fences is less than six metres (three metres in each parcel) there is no boundary change required.
- If the parcel boundary is on the centre of the hedge, is greater than three metres to the protecting fence and claimed under a Scottish Rural Development Programme scheme, the area should become a separate parcel with a full Basic Payment Scheme exclusion.
- If the parcel boundary is on an existing fence and the whole hedge is in the parcel, do not move boundary but make the whole internal hedge a Basic Payment Scheme exclusion if greater than three metres wide.

Dykes

10. For dykes:

- A dyke itself is eligible for the Basic Payment Scheme up to a maximum width of three metres.
- If a fence is greater than one metre from the dyke, the fence is the parcel boundary.

Water

11. For water:

- An area of water greater than one hectare should be unregistered land.
- An area of water less than one hectare, but greater than 0.01 hectares should be a Basic Payment Scheme exclusion.
- Where there are mosaics of water that are predominantly less than 0.01 hectares a technical assessment of the Basic Payment Scheme eligibility should be carried out.

Trees

12. For trees:

- A fenced area of woodland and forestry greater than 0.1 hectares in area should become a new land parcel and the Basic Payment Scheme eligibility assessed. Woodland parcels should not be split due to internal boundaries.
- For fenced woodland and forestry with an area less than 0.1 hectares but greater than 0.01 hectares and claimed under a Scottish Rural Development Programme scheme (but not LFASS), a new land parcel should be created and a Basic Payment Scheme exclusion should be applied to the whole area.
- For fenced woodland and forestry which is on the parcel boundary, less than 0.1 hectares and not claimed under a Scottish Rural Development Programme scheme, the area should be made unregistered land.
- For fenced woodland and forestry which is not on the parcel boundary, less than 0.1 hectares and not claimed under a Scottish Rural Development Programme scheme, the area should have a Basic Payment Scheme exclusion applied, where applicable.
- For unfenced woodland and forestry open to field, Basic Payment Scheme eligibility should be assessed.

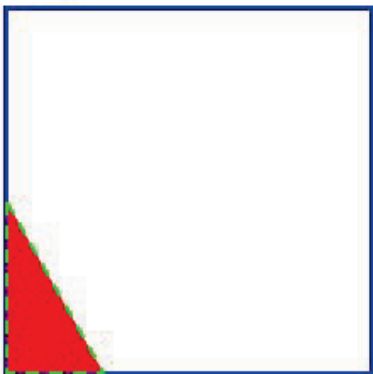
See diagram on page 50 for further guidance.

i. Trees, not claimed, fenced off, less than 0.1 ha and on edge of parcel = mapped out. If subject to claim and greater than 0.01 ha then should be made a new parcel with the Basic Payment Scheme eligibility assessed

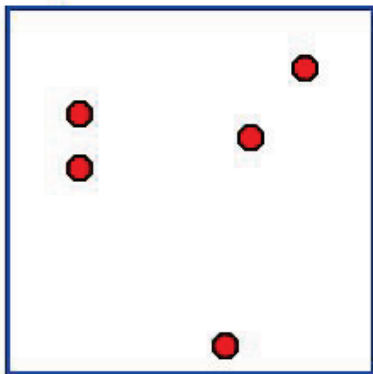
ii. Trees, fenced within the parcel, less than 0.1 ha and not claimed = internal Basic Payment Scheme exclusions. If claimed and more than 0.01 create a separate parcel and apply Basic Payment Scheme exclusion

iii. Block of fenced trees within original boundary, 0.1 ha or greater = new parcel and assess eligibility

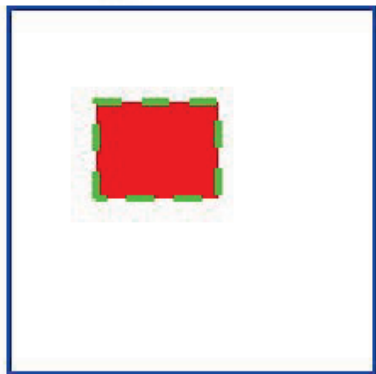
i.



ii.



iii.



Foreshore and coastline

13. For foreshore and coastline:

- If the foreshore or coastal area is greater than 0.1 hectares, has identifiable boundaries all round and has eligible land cover it can be made a land parcel. The Basic Payment Scheme eligibility within it must be assessed
- Where there is no fenced boundary, the new parcel boundary will be the end of the vegetative cover at the top of the cliff. If it is considered that there is utilisable vegetation beyond, the furthest point the boundary can be made from the vegetative line will be the high water mark and no further. The area between the vegetative line and the high water mark must be accompanied by a technical assessment of Basic Payment Scheme eligibility.

B. Considerations when amending a boundary

Once a new parcel boundary has been established, the area beyond that boundary must be considered and will be one of the following:

A new parcel:

- if the area's main purpose is agricultural
- if definable on all sides
- if it achieves the minimum parcel size (which for the Basic Payment Scheme and LFASS is 0.1 hectares)
- if it is under active agri-environmental management and smaller than 0.1 hectares then a new parcel must be created (although it will be ineligible for the Basic Payment Scheme and LFASS).

An amendment to the neighbouring parcel:

- if the neighbouring parcel is also incorrect and the new boundary serves as the boundary for both parcels.

Created as unregistered land:

- if the area is less than 0.1 hectares, has undefined boundaries, and / or is considered to be out of agriculture use.

Please see example C, on page 54, in which the boundary has been moved to an internal fence. The area beyond that must be considered in order to establish whether it meets the criteria to become a new parcel or should become unregistered land.

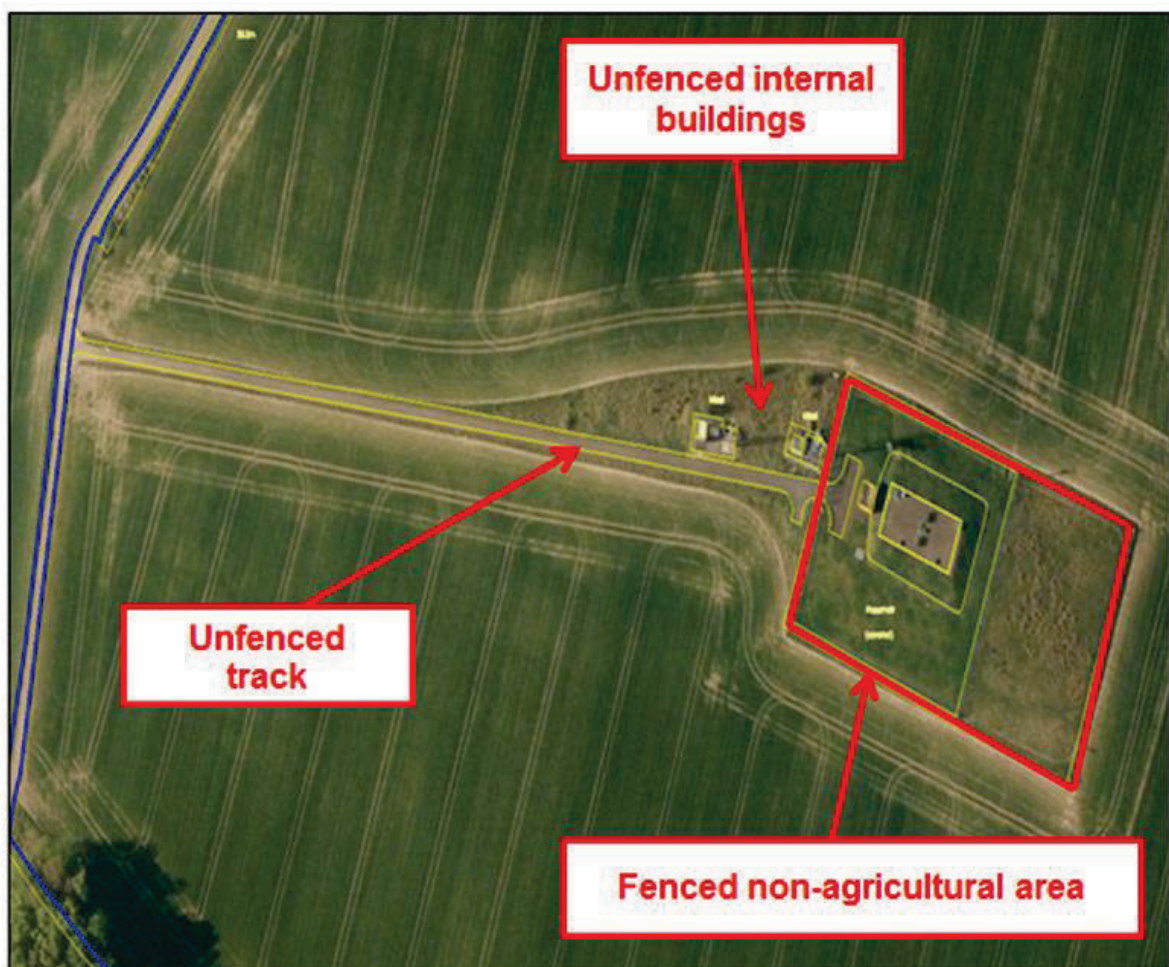
Examples of parcel boundary rules

Example A: Internal ineligible features

The aerial photograph below shows an internally-fenced non-agricultural area, two small unfenced buildings and an unfenced track leading to the parcel boundary (blue line).

- The fenced non-agricultural area should be made unregistered land.
- Exclusions should be applied to the unfenced track and two small buildings (if ineligible area is greater than 0.01 hectares).

This is an example of mapping rule 7.



Example B: Internal ineligible features

- For non-agricultural features such as the derelict building in the photograph below, that are found within a parcel and not defined by a physical boundary (e.g. a fence), a Basic Payment Scheme exclusion should be applied to the area

This is an example of mapping rule 7(b).



Example C: Fenced-off tracks

- New parcels must not be created for fenced-off tracks. Fenced tracks that are purely created as access from one point to another are not deemed as agricultural parcels.
- These areas must become unregistered land and a Land Maintenance Form must be submitted to remove parcel.

This is an example of mapping rule 6.



Example D: Double-fenced ditches

- New parcels must not be created for double-fenced ditches, (unless under agri-environmental management).
- Double-fenced ditches that are purely created to prevent access to the watercourse from one point to another are not deemed as agricultural parcels.
- These areas must become unregistered land and a Land Maintenance Form must be submitted.

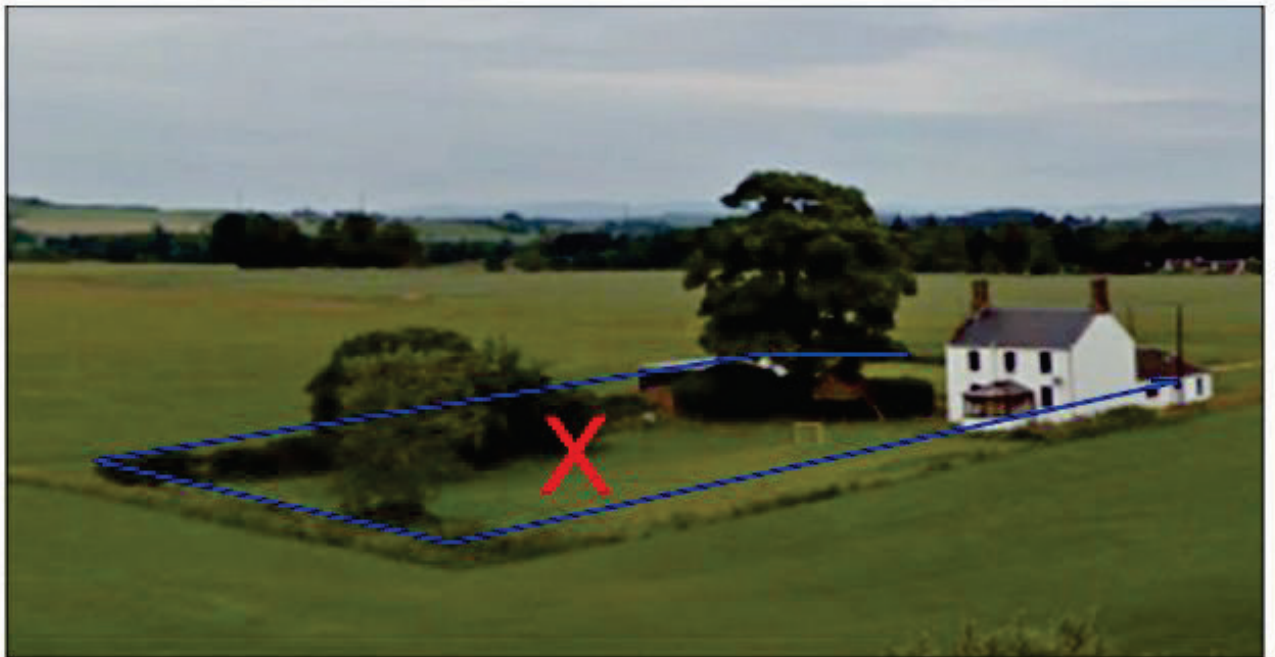
This is an example of mapping rule 8.



Example E: Domestic garden sites

- New parcels must not be created for domestic garden sites. These areas are not deemed as agricultural parcels. These areas must become unregistered land so a Land Maintenance Form must be submitted.
- Land owners and managers may wish to use these areas for grazing, but this land does not meet the definition of an agricultural parcel and cannot be used to support a subsidy claim.

This is an example of mapping rule 6.



Example F: Parcel boundary is a dyke

- As the fences are up against the dyke, you may find that there is only one Ordnance Survey line. In this instance the boundary can be left where it is.

This is an example of mapping rule 10.



Example G: Parcel boundary is on the centre of the hedge

Where a protected hedge that is currently the parcel boundary and the protecting fence is within three metres of the centre of the hedge, ignore the fence. This is a UK derogation granted by the European Commission which allows newly-established hedges that will allow time for the boundary to mature.

Where the distance is greater than three metres, the fence must be mapped and the area beyond it considered. If the hedge is currently paid for under an agri-environment scheme then the area must be given its own Land Parcel Identifier and a Land Maintenance Form must be submitted.



Example H: Internal stock-proof fence (1)

In this case the current parcel boundary is on the right on the far-left dyke.



Working from the centre of the field outwards, there is an identifiable boundary therefore a new Land Parcel Identifier must be created along the fence. A Land Maintenance Form must be submitted.



The area between the old and new parcel boundary must be considered now to see if it can be deemed an agricultural parcel. This is an example of mapping rule 5.

1. Is the area's main purpose agricultural? **Yes**
2. Does it have a definable boundary on all sides? **Yes**
3. Is it greater than 0.1 hectares in size? **Yes**
4. Is it under current agri-environmental management? **n/a**

In this case the area is used for agriculture, it is greater than 0.1 hectares and has a clearly identifiable boundary, therefore the area becomes a new Land Parcel Identifier. This should be requested in the Land Maintenance Form submitted to move the boundary.

Example I: Internal stock-proof fence (2)

In this case the parcel boundary for the parcel on the left, is on the edge of the road.



Working from the centre of the field outwards, as there is an identifiable boundary a new Land Parcel Identifier must be created along the fence and so a Land Maintenance Form must be submitted.

This is an example of mapping rule 4.



The area between the old and new land parcel boundary must now be considered to see if it can be deemed an agricultural parcel.

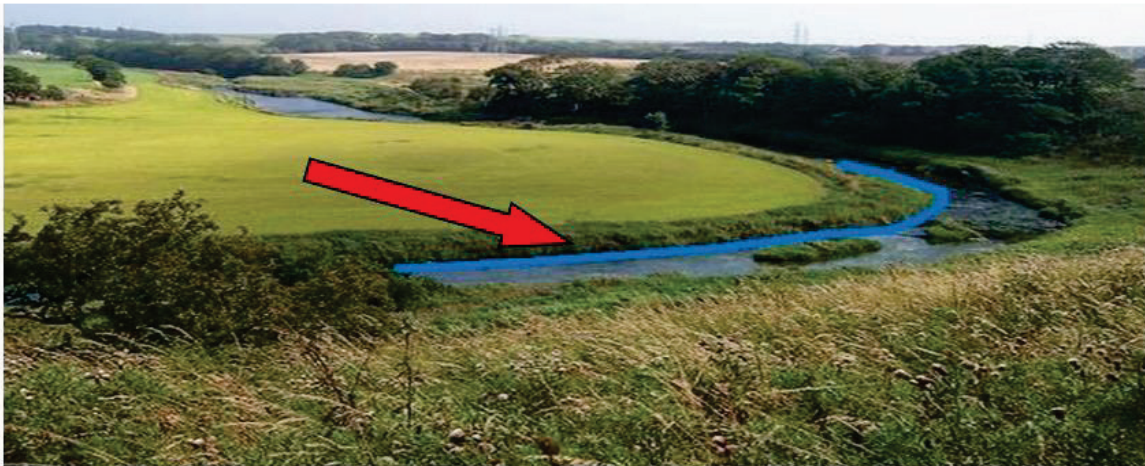
This is an example of mapping rule 5.

1. Is the area's main purpose agricultural? **No**
2. Does it have a definable boundary on all sides? **No**
3. Is it greater than 0.1 hectares in size? **n/a**
4. Is it under current agri-environmental management? **No**

In this case the area is non-agricultural land as it is a roadside verge and it does not have a definable boundary on all sides. Therefore this area will become unregistered land. In the Land Maintenance Form submitted to move the boundary, you should ask to have the area between the new boundary and the old boundary designated as unregistered land because it does not meet the criteria to be a land parcel.

Example J: Internal stock-proof fence (3)

In this case, the Land Parcel Identifier boundary (blue line) is on the water's edge.



Working from the centre of the field outwards, there is a stock-proof boundary that protects a managed water margin (red line).

This is an example of mapping rule 4.



As the red line is a stock-proof boundary, it must be mapped as the new parcel boundary. This is an example of mapping rule 5.

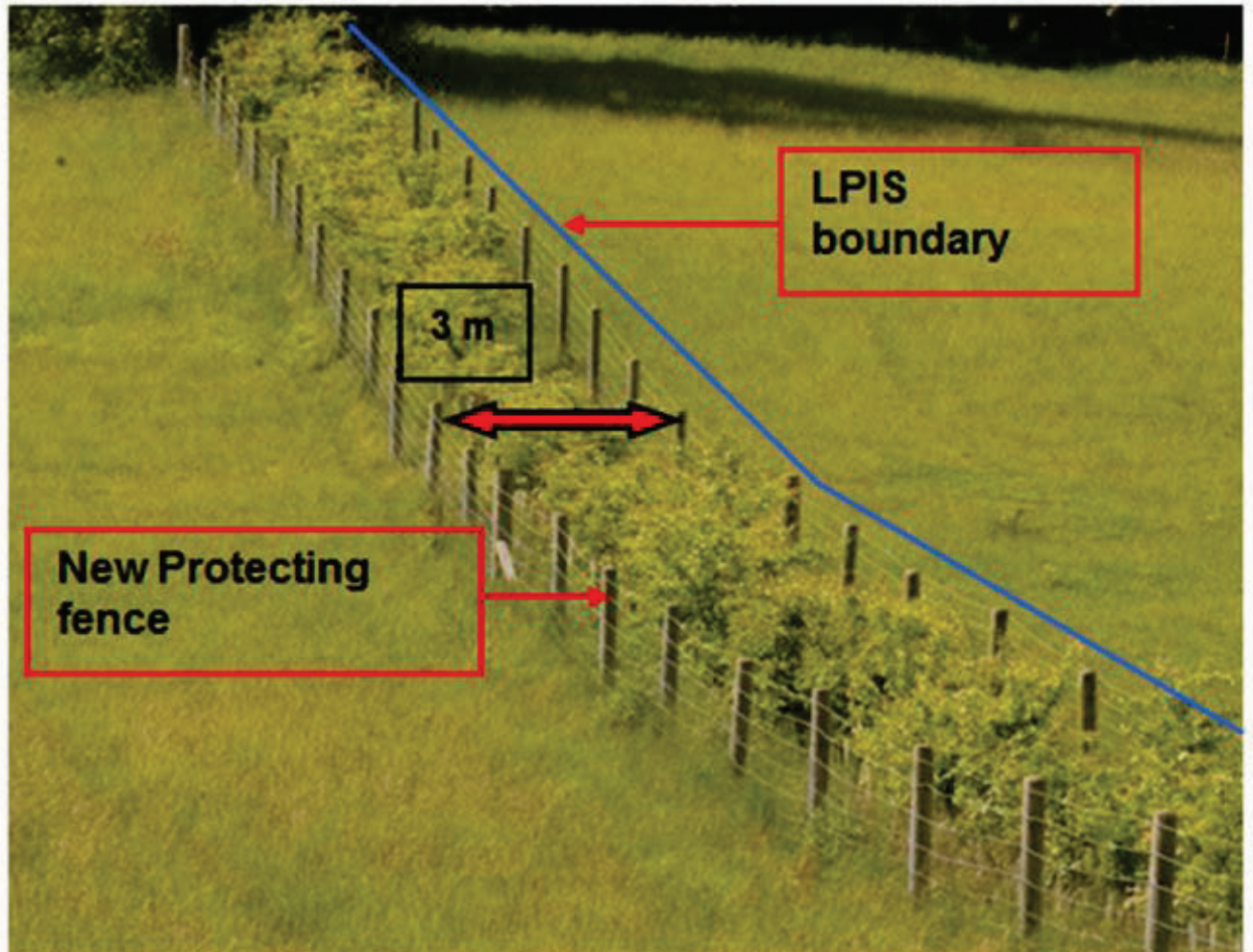
The area beyond it must now be considered.

1. Is the area's main purpose agricultural? **No**
2. Does it have a definable boundary on all sides? **Yes**
3. Is it greater than 0.1 hectares in size? **n/a**
4. Is it under current agri-environmental management? **Yes**

In this case the area is not agricultural but is part of the agricultural business's agri-environmental management scheme. Therefore a new Land Parcel Identifier should be created for the area between the red and blue lines and a Land Maintenance Form submitted.

Example K: Double-fenced hedge

In this case, the Land Parcel Identifier boundary is on the original fence (right-hand side).



Where you find a protected hedge that is against the land parcel boundary and the protecting fence is within three metres of the boundary, ignore the protecting fence.

Where the distance is greater than three metres then the fence must be mapped and the area beyond it (the hedge area between the two fences) considered. If the hedge is currently paid under the Agri-Environment Climate Scheme, the area must be given its own Land Parcel Identifier and a Land Maintenance Form must be submitted.

If not part of a Scottish Rural Development Programme scheme, it should be made unregistered land.

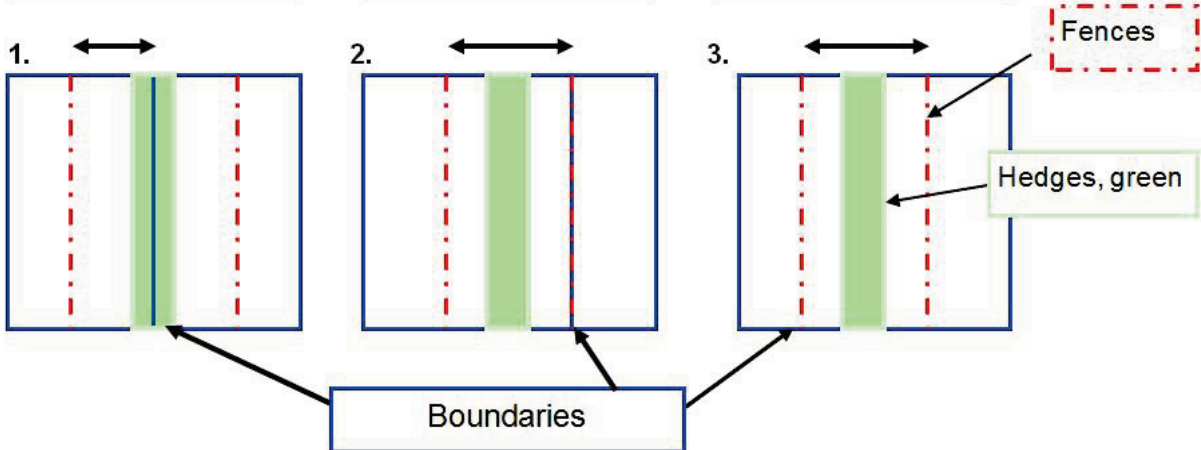
These are examples of mapping rule 9.

Summary of the Land Parcel Information System boundary rules and protected hedges

1. Where the distance between a protecting fence and hedge is less than 3 m and the boundary is on the centre of the hedge you are not required map the fences

2. Where the boundary is a fence next to a hedge and there is another fence, more than 3 m away on the other side of the hedge. Both fences should be made boundaries for their respective parcels, and the area between should be made unregistered land, or a new parcel if the hedge is under PII management

3. Where there is a bounded hedge that splits a parcel and there is currently no boundary on the hedge or fences, one of the fences must be made a new boundary then the rules at 1 or 2 applied



24. Greening

Greening was introduced to improve the environmental performance of farming. A new Greening payment 'for agricultural practices beneficial for the climate and environment' will be paid on top of the Basic Payment Scheme from 2015. Of Scotland's Pillar 1 budget, 30 per cent will be allocated to the Greening payment.

Under the CAP reform, it is mandatory for applicants to the Basic Payment Scheme to comply with Greening requirements (where relevant) on their land. In return for this, an additional Greening payment will be made. The Greening requirements cover:

- Permanent grassland
- Crop Diversification
- Ecological Focus Areas (EFAs).

For more detailed guidance on Greening, please refer to our Greening booklet which can be found online at <https://www.ruralpayments.org>

25. Young Farmers Payment

If you qualify for the Basic Payment Scheme, you may also receive the Young Farmers Payment. You will receive this if you:

- submit a Single Application Form
- farm a minimum of three hectares in Scotland
- are a sole trader or head of the farm business
- less than 41 years of age on 31 December of the first year in which you apply for the Basic Payment Scheme.

The level of Young Farmers Payment for each eligible hectare is set at 25 per cent of the regional average value of Basic Payment Scheme entitlements. The maximum number of eligible hectares is set at 90 hectares. The eligibility criteria, for those situations where a Young Farmer is involved in a partnership and who is to be considered as head of the holding, are defined as follows:

- If the business is a partnership, the young farmer(s) must individually hold a minimum of 25 per cent of the capital of the business.
- If one or more young farmers is in partnership with other partners who do not qualify as young farmers, there must be a legal agreement which demonstrates that the young farmers have control of the business as regards day-to-day management, financial planning and long term business strategy.
- The legal agreement must specify that partners who are not young farmers cannot exercise control of the business against the wishes of the young farmers.
- Where the business is a company and the controlling majority is held by more than one Young Farmer, there must be a legal agreement that they will vote together to ensure they cannot be out-voted by other shareholders who do not qualify as young farmers.

The Young Farmers Payment is only payable for a maximum of five years from the date your business was established, subject to you being no more than 40 years of age by the end of the year in which you submitted your application.

If your business was set up before 2015, the payment will be made from 2015 only. For example, a business that was set up in 2013 could receive this payment for 2015, 2016 and 2017 only.

You can apply for the Young Farmers Payment on the Single Application Form, where you will be asked to provide evidence of your eligibility. Full details of how to apply for the payment will be included in the guidance notes issued with your Single Application Form

26. Cross Compliance

Payment under the Basic Payment Scheme is conditional on meeting the Cross Compliance conditions.

Under Cross Compliance, you must continue to comply with the Statutory Management Requirements in force for public health, animal and plant health, environmental protection and animal welfare. You must also maintain your land in Good Agricultural and Environmental Condition.

A detailed guidance booklet on Cross Compliance is available online, at <https://www.ruralpayments.org> and all farmers should study the requirements and ensure they understand what is involved. When you sign the Single Application Form, you are making a declaration that you have read all applicable guidance, including Cross Compliance requirements.

Failure to meet Cross Compliance conditions will result in penalties being applied to claims.

27. Inspections

Farmers must allow us to inspect their holdings, at any reasonable time, to check that the scheme rules have been met. We are not required to provide advance notice of inspections.

If a farmer refuses to co-operate, if an inspecting officer is obstructed or if the farmer fails to give reasonable assistance we are within our rights not to pay the farmer and may commence a prosecution.

At the start of the visit, our inspector will explain:

- the purpose and reason of the inspection
- how the inspection will be carried out
- what they will need from you
- how long the inspection will take.

For some inspections, such as for forestry projects, the inspecting officer may contact you or your representative to explain the purpose of the inspection.

Our inspections can cover many areas, so our inspector may need to look at several different parts of your business. For example, if you've applied for money to construct a new building on your farm, we'll want to check it's in line with the proposals you submitted as part of your application. We may also inspect any animals you keep to check that welfare standards or identification and traceability regulations are being met. Our inspector may also need to look at your records to check the details of claims and applications.

To make sure your inspection is as smooth as possible; there are some things you can do to help:

- Make sure any claims and declarations are accurate.
- Keep copies of your applications and declarations for reference.
- Make sure your records and documents are up to date and close at hand.
- When requested, and where possible, accompany the inspecting officer during the inspection.
- Be prepared to present your animals and make sure handling facilities are suitable and well maintained. This will reduce any risk to people handling the stock, to the livestock and to the inspecting officers.

28. Transfer of entitlements

Who can transfer entitlements?

If you own Basic Payment Scheme entitlements, you will be eligible to transfer them with effect from the 2016 scheme year. This includes entitlements awarded to you when the scheme began in 2015, and those you may have since purchased or inherited. You can transfer entitlements with or without land, subject to the conditions laid down in section 28. You can sell your entitlements, or lease them for a specific period, after which at the end of the lease they will be returned to you.

The person or business that takes over your entitlements must meet the definition of a 'farmer' as determined by the European Regulations at the time of transfer. The definition is 'a natural or legal person (or a group of natural or legal persons) whose holding (production units) are situated within Scotland, and who exercises an agricultural activity'.

An agricultural activity can include the production, rearing or growing of agricultural products. This includes harvesting, milking, breeding animals and keeping animals for farming purposes, or maintaining land in a Good Agricultural and Environmental Condition.

If the buyer or lessee does not meet this definition the request to transfer will be rejected.

A key part of the 'farmer' definition is the requirement to have an agricultural holding or production units. The minimum size of a holding is 0.3 hectares. However, to receive payment under the Basic Payment Scheme you must declare a minimum of three hectares of eligible land.

Payment entitlements are calculated to two decimal places. This means you can transfer fractions of payment entitlements that are no smaller than 0.01 hectares.

29. Types of transfer

You can transfer your entitlements with or without land. If you choose to transfer entitlements without land, we will reduce the value of the entitlements by 50 per cent at the point of transfer. The sum deducted will go to provide additional funds for the National Reserve.

If you chose to transfer them with land you must do so with an equivalent number of eligible hectares of the correct region and the land you transfer must be eligible to support a claim under the Basic Payment Scheme.

You cannot lease your entitlements on their own without land. When arranging a lease, the start and end dates of the lease must be the same for both the entitlements and land.

30. Transfers - period of notice

You can transfer your entitlements at any time within the period 16 May of the preceding year to 2 April of the first calendar year in which the transferee may claim the transferred entitlements. This gives us at least six weeks' notice to allow us the time to carry out administrative checks prior to completing the transfer. These checks may include a validation check against our field register.

Please note that we have no discretion under European Commission regulations to vary this period of notice.

If you give less than this minimum period, your application will be rejected automatically. Please help us process your application by giving as much advance notice as you can.

31. The application process

You must tell us about all transfers. You can do this by completing an application form and sending it to the Entitlement Transfer Unit six weeks before the date on which the actual transfer takes place.

You must provide confirmation of the number of entitlements being transferred, and whether the transfer is with or without land. This confirmation will normally be a copy of the sale or lease agreement, or in the case of inheritance a statement or notification from the executors. If the means of transfer is not by sale or lease (for example a gift or anticipated inheritance) we might need to discuss and agree with you an appropriate form of confirmation.

You can make multiple transfers (for example, some entitlements with land and some entitlements without land) using the same form, as long you are transferring these to the same farmer. Otherwise, you must use a separate form for each transfer.

32. Payment on transfer entitlements

We will pay on entitlements held at 15 May. Therefore, the effective date of transfer will determine who is paid in any given year.

For example, if you wish the transferee to receive payment you must inform us on or before 2 April. If your notification is made after 2 April, any payment that is due will go to you if you have submitted a valid Single Application Form.

The date of 2 April is six weeks prior to the closing date for the Single Application Form on 15 May. This date may change if 15 May falls on a weekend or on a public holiday.

If, for any reason, we have to reject your application and you have submitted it near to 2 April (as explained above), you will not be able to submit another application in time to allow the transferee to claim for the entitlements in that year. In this scenario, you will be the one responsible for the use of these entitlements in that year.

Both parties should also be aware that if after we finalise a transfer we discover that the seller / lessor should not have been awarded the entitlements, we must take back the appropriate entitlements and ask both parties to repay with interest any money not due to them.

33. Direct Payments ceiling

The Scottish Government has been granted a maximum budget by the European Commission for the Basic Payment Scheme and other Direct Payments.

If, when all these payments have been calculated, we find we have exceeded the budget, we may have to scale back all payments. If we need to do this, we will provide further information with your payment advice letter.

34. Financial discipline

If the overall European Commission budget for direct aid payments is in danger of being exceeded, there is a mechanism (Financial Discipline) which reduces payments being made across all European Union Member States.

This provision is designed to protect European Union taxpayers from budget increases. If we need to do this, we will provide further information with your payment advice letter.

35. How we will pay you

We will make payments to your nominated bank account. If you want to change your bank account details, you should complete and return whichever of the following forms are relevant:

- PF03 - Register your bank details form – Sterling
- PF04 - Register your bank details form – Euros

These forms are available online on the Rural Payments and Services website, at <https://www.ruralpayments.org> or from your local RPID area office.

Your payment can be paid to you in either pounds sterling or euros. If you wish to be paid in euros you must tick the relevant box in your Single Application Form. To enable us to pay you in euros you will need to open a euro account and submit PF04 form.

Once you have submitted your claim, you have until 9 June to change your choice of payment. After this date, you are tied to your chosen method of payment for all Single Application Form related schemes for that year only. It is very important that you understand that we cannot guarantee to settle your claim on any particular day.

We will do our best to pay as many producers as possible, as quickly as we can after the payment window opens, but payment depends upon a claim being fully validated and valid bank account details being supplied. Each year, for some producers, it can take some time for their claims to reach this point.

Consequently, if you are contemplating entering into a currency exchange contract that depends on payment of your claim in euros on a certain day, you must recognise that there is a commercial risk that your payment might be delayed.

We will not be liable for any costs incurred (such as bank charges or exchange rate losses) caused by a delayed claim.

Your payment will be based on the unit values in euros of your entitlements and the total number of eligible hectares claimed, using the euro / sterling exchange rate set on 30 September in the year of your claim.

When registering a new bank account or telling us of a change to your bank account, please note that we operate a 10-day 'quarantine' period for your own security. This means that if you change your bank account details during the payment processing period, you will experience a delay to your payment.

36. Payment in euros

We provide producers with the option of receiving certain payments in euros. These are, at present, those covered by the Direct Payments programme (Basic Payment Scheme and the sheep and beef support schemes).

If you wish to be paid in euros, you must indicate by answering the relevant question on your Single Application Form. If we have paid you in euros in the preceding year (for example, SFPS in 2014) we will use the same account details for your payment.

For the time being, this facility is not be available for other measures such as the Less Favoured Area Support Scheme and certain agri-environment schemes.

37. Publication of your payments

We will publish information on Direct Payments made to businesses. The European Commission has introduced new legislation that requires us to publish details about the payments you receive.

If you receive payments of more than €1,250 per annum we will publish your business name, locality (nearest town), postcode and the amounts and schemes you have received payments for.

We will publish this from 31 May and it will cover all payments made in the period 16 October to 15 October the following year.

Further information

For further support and information, please get in touch with your local RPID area office.

Remember:

Submit your application in plenty of time – don't leave it until the last minute. Make sure that you get an acknowledgement letter and that the details are correct. If you don't, it means we did not receive your application.

38. Our targets

The payment window opens on 1 December of the scheme year and closes on 30 June. We start to process your claim when we receive your correctly completed Single Application Form and any supporting documents.

39. Whole holding transfers

If you are transferring your farm in its entirety complete with entitlements to another farmer after 15 May, and you wish that farmer to receive the basic payment for the year in question, you need to complete a "whole holding transfer" form, available from your local RPID area office.

There are separate rules covering this type of transfer.

40. Penalties

Penalties, reductions and exclusion will be applied to your Single Farm Payment if:

- your Single Application Form is submitted after the deadline (midnight on 15 May) and / or
- you have breached scheme rules, for example in relation to land declarations and / or
- your farming practice fails to meet the requirements relating to Cross Compliance.

Details of the various penalties are contained in our guidance for completing your Single Application Form. Copies are available to download from the Rural Payments and Services website, at <https://www.ruralpayments.org> or from your local RPID area office.

41. Force majeure / exceptional circumstances

There may be situations where you might be able to avoid the penalty element of any reduction or recovery of payment. This would only happen if your circumstances fell into the force majeure / exceptional circumstances scenario.

Examples of force majeure / exceptional circumstances include:

- the death of the farmer
- the long-term professional incapacity of the farmer
- a severe natural disaster gravely affecting the holdings agricultural land
- the accidental destruction of livestock buildings on the holding
- an epizootic affecting part of or all of the farmer's livestock (for example, Foot and Mouth Disease).

You should bear in mind that these are only examples and they are not, by themselves, sufficient to qualify as force majeure / exceptional circumstances.

Normal commercial risks cannot be considered as force majeure / exceptional circumstances.

If you are not able to fulfil the requirements of the Basic Payment Scheme because of force majeure / exceptional circumstances, you must write to your local RPID area office attaching relevant evidence within 10 working days of your knowledge of the incident.

42. Appeals and complaints

If you are unhappy with a decision we have made regarding your claim or if you are unhappy with the service we have provided, you can make use of our appeals and complaints procedures.

If you receive a decision to refuse, recover or reduce a payment from us you have the right to have your decision reviewed.

To request a review, please contact your local RPID area office or download a review application form from our website at <https://www.ruralpayments.org>

This form needs to be submitted within 30 days of the date of your decision letter.

What happens next?

Once you have submitted your form, you will be invited to discuss your case with a member of staff, either in a meeting or over the telephone.

Do I have to supply additional information?

You can supply further written details in addition to your form, although you are not required to do so. Your case will still be reviewed if you choose not to supply additional information.

When will a review take place?

We are obliged to begin your review no later than 60 days from the date you request it.

Can I bring someone with me?

Yes. Please let your local RPID area office know who will be with you so an appropriate meeting room is organised.

What happens at the review meeting?

You will be given the opportunity to explain to a reviewing officer why you think the decision you received is incorrect and ask any relevant questions.

The reviewing officer may also have questions to ask you.

What happens after the review?

The reviewing officer will prepare a report of the meeting. You will receive the report and the reviewing officer's decision within 60 days of the review taking place.

Further action

If the review upholds the original decision and you wish to continue with your case, you need to submit a formal appeal to the Scottish Land Court. This needs to be made within 30 days from the date of the reviewing officer's decision. The court will then make its own arrangements to deal with your appeal.

If you have any questions contact your local RPID area office.

Appeals forms are available online on the Rural Payments and Services website at <https://www.ruralpayments.org>

Alternatively, you can contact your local RPID area office who will send you the documents you need.

43. Contact us

If you have any questions about appeals, write to the Appeals Secretariat at the address below. Please state clearly on the envelope that it is the Appeals Secretariat you are writing to:

RPID
Saughton House
P1 Spur
Broomhouse Drive
Edinburgh EH11 3XD

You can also contact the Appeals Secretariat at appealssecretariat@scotland.gsi.gov.uk

Annex A - How to complete the Environmental Assessment

Farmers must carry out an Environmental Assessment every year across those parts of the holding that are designated as land naturally kept in a state suitable for grazing.

This will be land classed as Payment Regions two and three and upon which the minimum stocking density is not being undertaken. The assessment will comprise three elements:

1. A map and description of the farm environment.
2. Breeding bird, mammal and butterfly surveys.
3. Monitoring of habitats, including plant health survey.

The reliability of the assessment is dependent on the observers used to collect the information. Using appropriately skilled and experienced observers is therefore essential.

1. Map and description of the farm environment

You must carry out a habitat survey and record the information on a Farm Environment Map and Farm Environment Table. An example of a Farm Environment Map is shown in Annex C, and a Farm Environment Table is shown in Annex D.

The Farm Environment Map must clearly show the following:

- the boundaries of the land parcels subject to the Farm Audit and Survey
- boundaries of the following protected places for nature: Site of Special Scientific Interest (SSSI), Special Protection Area (SPA), Special Area of Conservation (SAC) and boundaries of protected places for history e.g. Scheduled Monument
- the habitat survey should map the UK Biodiversity Action Plan (BAP) broad habitat types (listed in Annex B).

The Farm Environment Table must include a row for each habitat identified in the Farm Environment Map setting out the following information:

- land use
- further detail on broad habitat types
- presence of any species of interest (as a minimum, must record all birds, mammals and butterflies recorded through the annual surveys)
- description of major pressures (e.g. presence of invasive species), environmental risks and opportunities for biodiversity
- description of habitat condition.

2. Breeding bird survey

Carry out an annual distribution and abundance survey of breeding birds in accordance with the methodology described below, adopted from Brown and Shepherd (1993).

The survey area and design must adequately cover the entire area of land naturally kept. The methodology requires four survey visits at least seven days apart. These should cover the whole breeding season between mid-April and early July, and be done between 08:30 hours and 18:00 hours. They should be carried out in a wind of Beaufort force 4 or less, and in dry weather.

For each survey, the date, time and weather conditions must be recorded. In order to maintain search intensity, the minimum time of 20–25 minutes per 500 metres x 500 metres should be maintained. This is equivalent to one minute per hectare.

The observer must follow a route walking through each area of land naturally kept such that all parts are approached to within at least 100 metres. At regular intervals (approximately every 100 metres) the observer should scan around with binoculars as far as terrain or weather allows and listen for calls or song. For each bird observation, the location, British Trust for Ornithology (BTO) species code (see end of this section) behaviour (e.g. singing, displaying, alarm calls, etc) and number of birds must be recorded on a 1:25,000 scale map.

After each visit the bird registrations on the map can be reviewed to identify breeding pairs / territories. At the end of the season all four maps will need to be combined to produce a final map identifying the total number and location of breeding birds present in the survey area. A paper copy of all the maps should be retained as evidence of the activity.

RPID and Scottish Natural Heritage (SNH) encourage submission of data to the BTO on-line recording system Birdtrack as a 'species list' for your site.

Further details:

- Brown, A.F. & Shepherd, K.B. (1993) A method for censusing upland breeding waders, *Bird Study*, 40: 189-195.

3. Mammal survey

The survey activity must also cover observation of mammals on the transect(s) and a separate record must be provided. When undertaking the four bird survey visits, record sightings or signs of mammals in the specific form.

Mammal Survey results can be obtained from the BTO through the Breeding Bird Survey website, at www.bto.org/volunteer-surveys/bbs. A paper copy of the form must be retained as evidence of the completion of the activity.

4. Butterfly survey

Carry out an annual survey of butterflies in accordance with the detailed guidance available from the UK Butterfly Monitoring Scheme (UKBMS) website. In order to cover every hectare on a holding, the survey must consist of two parallel one kilometre transects as a minimum and for every one square kilometre (100 hectares) with a requirement of three site visits in the required season and timings.

Three visits to each transect are required in July and August (with at least ten days between the three visits).

More detailed guidance is available on the UK Butterfly Monitoring Survey website at www.ukbms.org.

Butterfly survey results should be submitted to the Wider Countryside Butterfly Survey by the end of September. Forms should be submitted online through the online recording form system, or the completed forms can be sent back to the relevant national survey co-ordinator at Butterfly Conservation.

A paper copy of the form must be retained as evidence of the completion of the activity. RPID and SNH encourage submission of the forms to BTO as this contributes to the monitoring of butterflies at a wider countryside level.

5. Monitoring of habitats

Vegetation monitoring must be carried out once a year across all broad habitats mapped as part of the habitat survey above. It will be targeted at two elements:

1. An assessment of the impacts of grazing.
2. The presence or absence of invasive non-native species. Results must be recorded on the Environment Table.

A) An assessment of grazing impacts

Monitor 30 plots (two metres x two metres) per habitat to cover all the land designated as land naturally kept in a state suitable for grazing.

Vegetation monitoring of broad habitats must follow the methodology set out in the Best Practice Guide to Habitat Impact Assessments: Principles in Practice.

The methodology requires setting out 30 plots per habitat. These points are annually assessed for deer and herbivore impacts to provide an analysis of herbivore impacts and habitat condition.

Use one form per plot (each habitat as a different recording form, available online from www.bestpracticeguides.org.uk/reference/forms) and provide an analysis of each habitat in the Environment Table.

For each habitat provide an analysis which:

1. average the frequency of each impact
2. looks at the trend in the averages over time (i.e. is the impact increasing, decreasing or unchanged?).

For woodland habitats, the required methodology is set out in the Woodland Grazing Toolbox on the Forestry Commission website at

<http://scotland.forestry.gov.uk/woodland-grazing-toolbox>. The methodology assesses herbivore impacts based on assessing and quantifying the impacts on a series of seven universal indicators which comprise:

- basal shoots
- epicormic and lower shoots
- bark stripping and stem breakage
- seedlings and saplings
- preferentially browsed or grazed plants
- sward
- ground disturbance.

The method assesses how much in broad categories of the last 12 months' growth has been removed (e.g. >90%, >50% and <90%, >10% and <50% and <10%). This is done for each of the seven indicators where they are present.

B) The presence and absence of invasive non-native species

Record in the Environment Table presence / absence of invasives and the extent. The key species to include are:

- rhododendron
- Japanese knotweed
- Himalayan balsam
- giant hogweed
- grey squirrel.

Record in the Environment Table encroachment of bracken on open habitats such as heathland, grassland and bogs where identified.

6. Plant health survey

A survey of plant health must be carried out on an annual basis. Any sightings of plant pests or diseases identified as part of the habitat survey must be recorded on the Farm Environment table.

This must include any observations of *Phytophthora austrocedrae*, *Phytophthora ramorum* and *P.kernoviae*. Further guidance must be followed from Forest Research Factsheet on the Forestry Commission Scotland website, at <http://scotland.forestry.gov.uk/supporting/forest-industries/tree-health>.

P. ramorum and *kernoviae* are fungus-like pathogens causing serious and often fatal diseases on a wide range of trees and shrubs. The aim of this survey is to establish whether these pathogens have spread to blaeberrries in Scottish heathland.

BTO SPECIES CODES

AC	Arctic Skua	GA	Gadwall	IE	Long-eared Owl	SM	Sand Martin
AE	Arctic Tern	GX	Gannet	IT	Long-tailed Tit	SS	Sanderling
AV	Avocet	GW	Garden Warbler	MG	Magpie	TE	Sandwich Tern
BO	Barn Owl	GY	Garganey	MA	Mallard	VI	Savi's Warbler
BY	Barnacle Goose	GC	Goldcrest	MN	Mandarin Duck	SQ	Scarlet Rosefinch
BA	Bart-tailed Godwit	EA	Golden Eagle	MX	Manx Shearwater	SP	Scaup
BR	Bearded Tit	OL	Golden Oriole	MR	Marsh Harrier	CY	Scottish Crossbill
BS	Berwick's Swan	GF	Golden Pheasant	MT	Marsh Tit	SW	Sedge Warbler
BI	Bittern	GP	Golden Plover	MW	Marsh Warbler	NS	Serim
BK	Black Grouse	GN	Goldeneye	MP	Meadow Pipit	SA	Shag
TY	Black Guillemot	GO	Goldfinch	MU	Mediterranean Gull	SU	Shelduck
BX	Black Redstart	GD	Goosander	ML	Merlin	SX	Shorelark
BJ	Black Tern	GI	Goshawk	M.	Mistle Thrush	SE	Short-eared Owl
B.	Blackbird	GH	Grasshopper Warbler	MO	Montagu's Harrier	SV	Shoveler
BC	Blackcap	GB	Great Black-backed Gull	MH	Moorhen	SK	Siskin
BH	Black-headed Gull	GG	Great Crested Grebe	MS	Mute Swan	S.	Skylark
BN	Black-necked Grebe	ND	Great Northern Diver	N.	Nightingale	SZ	Slavonian Grebe
BW	Black-tailed Godwit	NX	Great Skua	NJ	Nightjar	SN	Snipe
BV	Black-throated Diver	GS	Great Spotted Woodpecker	NH	Nuthatch	SB	Snow Bunting
BT	Blue Tit	GT	Great Tit	OP	Osprey	ST	Song Thrush
BU	Bluetit	GE	Green Sandpiper	OC	Oystercatcher	SH	Sparrowhawk
BL	Brambling	G.	Green Woodpecker	PX	Peafowl/Peacock	AK	Spotted Crane
BG	Brent Goose	GR	Greenfinch	PE	Peregrine	SF	Spotted Flycatcher
BF	Bullfinch	GK	Greenshank	PH	Pheasant	DR	Spotted Redshank
BZ	Buzzard	H.	Grey Heron	PF	Pied Flycatcher	SG	Starling
CG	Canada Goose	P.	Grey Partridge	PW	Pied Wagtail	SD	Stock Dove
CP	Capercaillie	GV	Grey Plover	PG	Pink-footed Goose	SC	Stonechat
C.	Carion Crow	GL	Grey Wagtail	PT	Pintail	TN	Stone-curlew
CW	Cetti's Warbler	GJ	Greylag Goose	PO	Pochard	TM	Storm Petrel
CH	Chaffinch	GU	Guillemot	PM	Ptarmigan	SL	Swallow
CC	Chiffchaff	FW	Guineafowl (Helmeted)	PU	Puffin	SI	Swift
CF	Chough	HF	Hawfinch	PS	Purple Sandpiper	TO	Tawny Owl
CL	Cirl Bunting	HH	Hen Harrier	Q.	Quail	T.	Teal
CT	Coal Tit	HG	Herring Gull	RN	Raven	TK	Temminck's Stint
CD	Collared Dove	HY	Hobby	RA	Razorbill	TP	Tree Pipit
CM	Common Gull	HZ	Honey Buzzard	RG	Red Grouse	TS	Tree Sparrow
CS	Common Sandpiper	HC	Hooded Crow	KT	Red Kite	TC	Treecreeper
CX	Common Scoter	HP	Hoopoe	ED	Red-backed Shrike	TU	Tufted Duck
CN	Common Tern	HM	House Martin	RM	Red-breasted Merganser	TT	Turnstone
CO	Coot	HS	House Sparrow	RQ	Red-crested Pochard	TD	Turtle Dove
CA	Cormorant	JD	Jackdaw	FV	Red-footed Falcon	TW	Twite
CB	Corn Bunting	J.	Jay	RL	Red-legged Partridge	WA	Water Rail
CE	Corncrake	K.	Kestrel	NK	Red-necked Phalarope	W.	Wheatear
CI	Crested Tit	KF	Kingfisher	LR	Redpoll (Lesser)	WM	Whimbrel
CR	Crossbill (Common)	KI	Kittiwake	RK	Redshank	WC	Whinchat
CK	Cuckoo	KN	Knot	RT	Redstart	WG	White-fronted Goose
CU	Curlew	LM	Lady Amherst's Pheasant	RH	Red-throated Diver	WH	Whitethroat
DW	Dartford Warbler	LA	Lapland Bunting	RE	Redwing	WS	Whooper Swan
DI	Dipper	L.	Lapwing	RB	Reed Bunting	WN	Wigeon
DO	Dotterel	TL	Leach's Petrel	RW	Reed Warbler	WT	Willow Tit
DN	Dunlin	LB	Lesser Black-backed Gull	RZ	Ring Ouzel	WW	Willow Warbler
D.	Duncock	LS	Lesser Spotted Woodpecker	RP	Ringed Plover	OD	Wood Sandpiper
EG	Egyptian Goose	LW	Lesser Whitethroat	RI	Ring-necked Parakeet	WO	Wood Warbler
E.	Eider	LI	Linnet	R.	Robin	WK	Woodcock
FP	Feral Pigeon	ET	Little Egret	DV	Rock Dove (not feral)	WL	Woodlark
ZL	Feral/hybrid goose	LG	Little Grebe	RC	Rock Pipit	WP	Woodpigeon
ZF	Feral/hybrid mallard type	LU	Little Gull	RO	Rook	WR	Wren
FF	Fieldfare	LO	Little Owl	RS	Roseate Tern	WY	Wryneck
FC	Firecrest	LP	Little Ringed Plover	RY	Ruddy Duck	YW	Yellow Wagtail
F.	Fulmar	AF	Little Tern	RU	Ruff	Y.	Yellowhammer

If you are not submitting your data electronically using BBS-Online, please return your Field Recording Sheets to your Regional Organiser with your other BBS forms. If you would like to submit your results on BBS-Online, please inform your RO, then visit www.bto.org/bbs.

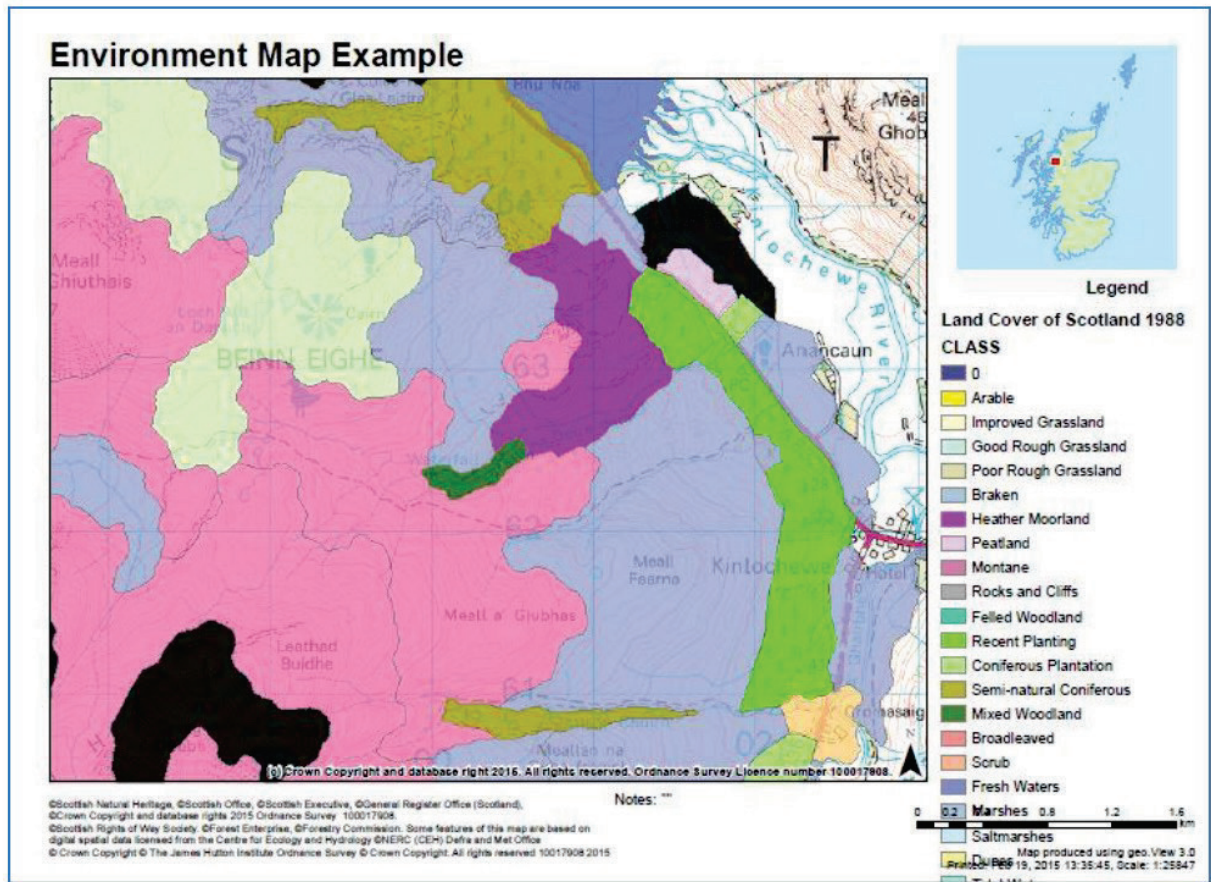
Annex B - list of Biodiversity Action Plan (BAP) broad habitat types

	Revised broad habitat types	Priority habitats
1	Broadleaved, mixed and yew woodland	Upland oak woodland Lowland beech Upland mixed ashwoods Wet woodlands Lowland wood pastures and parkland*
2	Coniferous woodland	Native pine wood
3	Boundary and linear features	Ancient and/or species rich hedgerows
4	Arable and horticulture	Cereal field margins
5	Improved grassland	Coastal and floodplain grazing marsh*
6	Neutral grassland	Lowland meadows Upland hay meadows
7	Calcareous grassland	Lowland calcareous grassland Upland calcareous grassland
8	Acid grassland	Lowland dry acid grassland
9	Bracken	
10	Dwarf shrub heath	Lowland heathland Upland heathland
11	Fen, marsh and swamp	Purple moor grass and rush pastures Fens Reedbeds
12	Bogs	Lowland raised bogs Blanket bog
13	Standing open water and canals	Mestrophic standing waters Euthropic standing waters Aquifer fed naturally fluctuating water bodies
14	Rivers and streams	Chalk rivers
15	Montane habitats	
16	Inland rock	Limestone pavements
17	Built up areas and gardens	

*Priority habitats which are habitat complexes (e.g. grazing marsh or lowland wood pasture and parkland) represent distinctive and biologically important land-use systems that have given rise to characteristic habitat mosaics. Elements of these mosaics are drawn from a range of broad habitat types and therefore they cannot be assigned to a single type within the Broad Habitat Classification.

Annex C – Environmental Assessment map example

Show in the map the location of the survey plots and transects



Annex D – Environment table template example

Delete the lines that are not relevant to your farm or the area claimed.

FARM ENVIRONMENT TABLE – CASE TITLE	
Summary of farm size, type and activity	
<i>Provide a short summary paragraph describing the farm. This should include details such as farm type, size, agricultural activities, livestock numbers, crops grown, tenure etc</i>	
Map features	Habitat or feature description, land use, species present including those recorded in the annual surveys. Description of habitat condition, risks and opportunities, based on annual survey results
Farm Boundary	
Watercourses and water bodies	
Hedgerows	
Dykes	
Designated Site	
Habitats	
Broadleaved, mixed and yew woodland	
Neutral Grassland	
Dwarf shrub heath	
Bogs	
Montane Habitats	

Annex E - Agricultural activity: calculating 'Active Farmer' eligibility

An important part of being eligible to apply for the Basic Payment Scheme, is being able to meet the requirements of being a 'farmer' who undertakes an 'agricultural activity'. An agricultural activity can include the production, rearing or growing of agricultural products, including harvesting, milking, breeding animals, and keeping animals for farming purposes.

If you have land which is naturally kept in a state suitable for cultivation and grazing (essentially all land in Payment Regions two and three) and it represents more than half of your holding (inclusive of any seasonal land) you must also meet rules on exercising a minimum activity.

In terms of agricultural livestock production on land in Payment Regions two and three, the minimum activity is:

- a stocking density of less than 0.05 livestock units per hectare, or
- a stocking density of less than 0.05 livestock units per hectare where the farmer can demonstrate that such a stocking density is appropriate for the land by reference to the historic records kept in respect of the carrying capacity of the holding, or
- an environmental management agreement with Scottish Natural Heritage or an agri-environment commitment within which the farmer is subject to the regulations for rural development support.

For the purposes of the stocking density calculation, a 'livestock unit' means a unit of measurement of livestock numbers. Each of the following constitutes one livestock unit:

- one beef cow over 24 months of age
- 1.66 beef cows over 20 months and up to and including 24 months of age
- one dairy cow over 24 months of age
- 1.66 dairy cows over 20 months and up to and including 24 months of age
- 6.66 breeding ewes or gimmers
- 6.66 breeding goats kept as part of a regular breeding herd for fibre production
- 3.33 breeding llamas kept as part of a regular breeding herd
- 2.5 farmed deer: adult stags (27 months and over)
- 3.33 farmed deer: hinds, including suckling calves (27 months and over)
- 5 farmed deer: juveniles (6 to 27 months).



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