A Customer Guide to Online SAF Submission

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Chapter 1 - Introduction

This document is intended to assist you with completing and submitting your Single Application Form (SAF) online using our Rural Payments and Services system.

Please remember your local Rural Payments and Inspections Division (RPID) area office can also help navigate you through your application. They can view your draft application and help you understand how to complete your online application. Area offices have self-service laptops for you to use if your own broadband is unreliable. Also, you can book an appointment to get assistance from our staff to help guide you through your application.

To submit your application online, you must be registered on Rural Payments and Services. You can find more information about this by visiting the Rural Payments and Services – Your Business section on the website.

The application can be completed and submitted by any of the following people providing the correct mandates are in place.

Rural Payments and Services Role
Business Responsible Person
Business Representative
Advisory Firm Accountable Person
Advisory Firm Agent

There are two mandates that are applicable to the Single Application Form as listed below. As an online customer, you can apply these mandates to a Business Representative or Advisory Firm if you wish them to be able to complete and/or submit your Single Application Form on your behalf.

Mandate Name	Description
Maintain Single Application Form Applications	Allows the completion of the SAF
Submit Single Application Form Applications	Allows the submission of the SAF

If you would prefer, you can complete the paper mandate form PF05 - Business mandate form and hand this into your local area office.
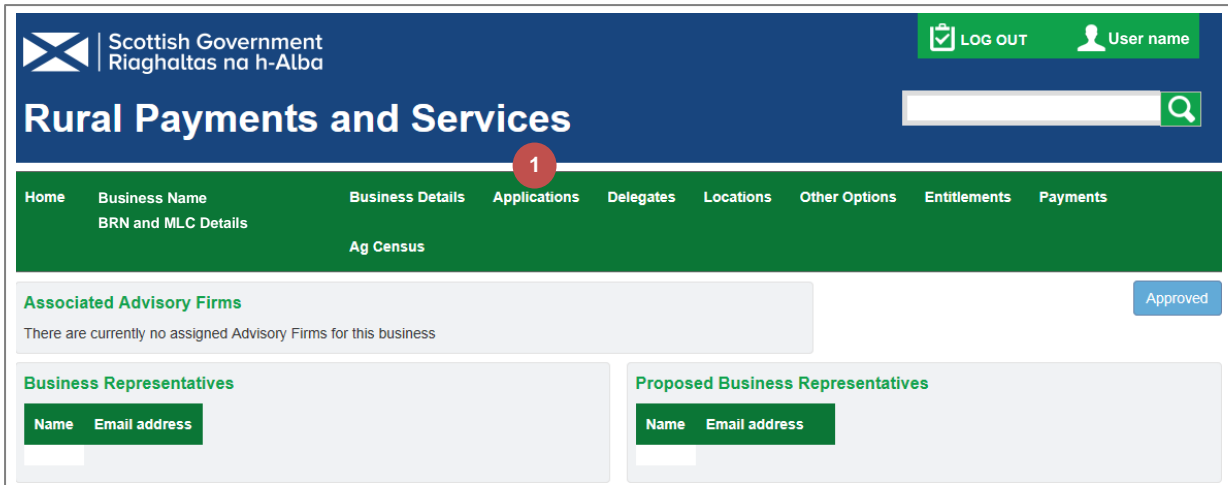
We have used anonymised data throughout this document.

Chapter 2 - The Online Application

1. Start the Application

The following steps assume that you have logged into Rural Payments and Services and clicked onto your Business name. Until the following steps have been completed, the application will not be created.

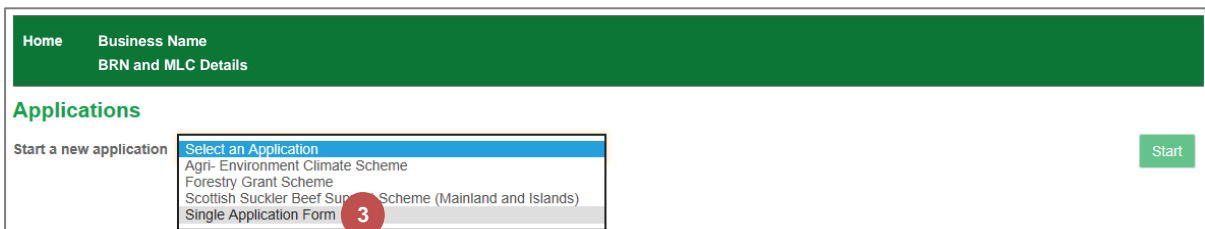| **1**	Select **Applications** from the Business Menu Bar

2	Click the **Start a new application** Drop-down arrow

3	Select **Single Application Form** from the list

4	Click the **Start** button

The following screen details the information that you will need to complete your application. It confirms the latest date that your application and supporting documents must be submitted by to avoid penalty and contains links to the relevant guidance.

The lower part of the screen contains a mandatory question designed to establish the nature of your business. This is for information only and will not be used to assess your eligibility for direct payment schemes.

5		The **Getting Started** section
	a	The application and all supporting documentation must be received by **15 May** to avoid penalty
	b	What you will need to complete your application
	c	**Links** are provided to the relevant **guidance**
6		This mandatory question is discussed on the following page

6	The mandatory question at the bottom of the screen must be answered There are 2 scenarios for answering this question
a	Scenario 1 – **None of the above** selected This is the most common scenario and most customers will select this option.
b	Scenario 2 – **Any option(s)** other than None of the above selected An additional question is displayed asking about your agricultural activity.
c	Scenario 2 – Additional question on agricultural activity If you select the yes option, you will be required to provide supporting evidence of this.

Nature Of Business

To participate in the Basic Payment Scheme and related schemes, a person must be an active farmer. The following questions are designed to establish this eligibility requirement.

Please indicate if the nature of the business is any of the following ?

- ☐ Airport
- ☐ Permanent Sports and/ or Recreational Grounds
- ☐ Railway Services
- ☐ Real Estate Services
- ☐ WaterWorks
- **6a** ☑ None of the above

Cancel	Continue

Scheme selection

Nature Of Business

To participate in the Basic Payment Scheme and related schemes, a person must be an active farmer. The following questions are designed to establish this eligibility requirement.

Please indicate if the nature of the business is any of the following ?

- ☐ Airport
- ☐ Permanent Sports and/ or Recreational Grounds
- **6b** ☐ Railway Services
- ☑ Real Estate Services
- ☐ WaterWorks
- ☐ None of the above

6c You have indicated that your business is on the negative list. We may consider your business as eligible for direct payment if you can supply verifiable evidence to support that your business has agricultural activity. ?

- ◉ Yes. I am applying for Direct Payments support because my business has agricultural activity.
- ○ No. I am not eligible to apply for Direct Payment support because I have no agricultural activity.

Cancel	Continue

Scheme selection

Please note that if you have selected one or more of the choices in step 6b by mistake, you must deselect them before you can select None of the above.

7	If you click the **Cancel** button, the application will not be created.
	You will be asked to confirm that you wish to cancel this application
8	Click the **Continue** button

7
Cancel

8
Continue
Scheme selection

The following screen allows you to select the schemes that you would like to apply for or include within your application. It is divided into 4 sections however, the section for Seasonal Land will only be displayed if you claimed land last year that is considered to be seasonal at the time of application. You can still add new seasonal land at a later stage in the application.

Home   **Business Name**
        BRN and MLC Details

Single Application Form (XXXX) - schemes you can apply for ❓

Before you start your SAF application, please let us know which schemes and claims you would like to apply for.

☐ I am only completing this form to tell you about my business and agricultural land
☐ I wish to claim Basic Payment Scheme ❓
If you are claiming Basic Payment Scheme you must undertake a Greening obligation appropriate to your land unless exempt.

☐ I wish to claim Less Favoured Area Support Scheme (LFASS) ❓

Useful information

Before completing this application you should read the guidance for any schemes you wish to participate in.

Read

Contracts and Continuing Commitments ❓

I wish to claim the following schemes

☐ Agri- Environment Climate Scheme (AECS)
☐ Beef Efficiency Scheme (BES)
☐ Forestry Grant Scheme (FGS)

These schemes are now closed to new applications. I wish to apply/claim for:

☑ Rural Priorities

RDC_RP/0000000/000/0000/0000000/X/000

Letting Land Out ❓

Please confirm if you are letting any of your land out to another business this year.

○ Yes, I let out land to another business
○ No, I do not let any land out

Seasonal land ❓

Confirm if you would you like the details of the seasonal land which you supplied last year to be included in this year's application?
○ Yes, include last years seasonal land information
○ No, let me enter new seasonal land information for this year

Cancel   Start application
                                            Declare Land

9	You have the option to complete this form to tell us about your business and agricultural land only This option will be greyed out if any contracts have been prepopulated

9 ☐ **I am only completing this form to tell you about my business and agricultural land**
☐ **I wish to claim Basic Payment Scheme** ❓
If you are claiming Basic Payment Scheme you must undertake a Greening obligation appropriate to your land unless exempt.

☐ **I wish to claim Less Favoured Area Support Scheme (LFASS)** ❓

10	If you have selected **Basic Payment Scheme**, additional questions will be displayed.
a	Select whether your land is registered as **organic**
b	Select whether to use your **Partial Exemption** on your organic land You will only be asked this question if you selected the **Partial** option in **step 10a**
c	Select whether you have any land parcels that contain **only permanent grassland and/or open woodland**
d	Select whether you intend to apply for **inorganic fertiliser** and/or **lime** You will only be asked these questions if you have selected the **Yes** option in **step 10c**
11	Select if you wish to claim **Young Farmers Payment** The **Head of Business** information will be pre-populated from your business information. If this is blank, continue to the next section of the application where you can save and close your application. Follow the steps in Chapter 6 - Head of Business starting on page 49 to update the head of business information. You can then resume your application following Resume an Existing Application starting on page 9 and the head of business information will now be pre-populated.
12	Select if you wish to claim **Less Favoured Area Support Scheme (LFASS)** There are no additional questions related to this option

☐ **I am only completing this form to tell you about my business and agricultural land**

10 ☑ **I wish to claim Basic Payment Scheme** ❓
If you are claiming Basic Payment Scheme you must undertake a Greening obligation appropriate to your land unless exempt.

Is your land registered as organic?   ○ No ○ All Organic ⦿ Partial ❓ **10a**

Do you want to use your partial   ⦿ Yes ○ No ❓ **10b**
exemption on your organic land?

Under our proposed certification scheme, applicants need to comply with the standard Permanent Grassland requirement (not to plough legally protected grasslands on Natural sites) plus an equivalent Nutrient Management Plan requirement.

Do you have any land parcels which contain only permanent grassland and/or open woodland i.e. they do not contain any arable land or rough grazing?
⦿ Yes ○ No   **10c**

Do you intend to apply inorganic fertiliser on any of these land parcels?
○ Yes ⦿ No   **10d**

Do you intend to apply lime on any of these land parcels?
○ Yes ⦿ No

11 ☑ **Young Farmers Payment** ❓

Who is the Head of Business?   Full name of Head of Business

When did they become Head of Business?   Date became Head of Business

Date of Birth   Date of Birth

12 ☑ **I wish to claim Less Favoured Area Support Scheme (LFASS)** ❓

13	Select the schemes where you have a contract
	You will be able to add your claim details later in the application
14	Existing scheme(s) will be preselected with contract numbers displayed where applicable and we currently hold that information

Contracts and Continuing Commitments ❓

I wish to claim the following schemes

☐ **Agri- Environment Climate Scheme (AECS)**
☐ **Beef Efficiency Scheme (BES)**
☐ **Forestry Grant Scheme (FGS)**

These schemes are now closed to new applications. I wish to apply/claim for:

☐ **Land Managers Options (LMO)**
☑ **Rural Priorities**

RDC_RP/0000000/000/0000/0000000/X/000

15	Select whether you are **Letting Land Out** to another business this year
16	Additional information that is only displayed when you have selected the **Yes** option at step **15**

Letting Land Out ❓

Please confirm if you are letting any of your land out to another business this year.

◉ **Yes, I let out land to another business**
○ **No, I do not let any land out**

As you have indicated that you let land out you will be presented with a Land Let Out indication box for each land use entry when declaring your land. Further information on when to use this box is provided in the land declaration section.

17	Select whether to include last year's **Seasonal Land** in your application
18	If you click the **Cancel** button, the application will not be created.
	You will be asked to confirm that you wish to cancel this application
19	Click the **Start application** button

Seasonal land ❓

Confirm if you would you like the details of the seasonal land which you supplied last year to be included in this year's application?
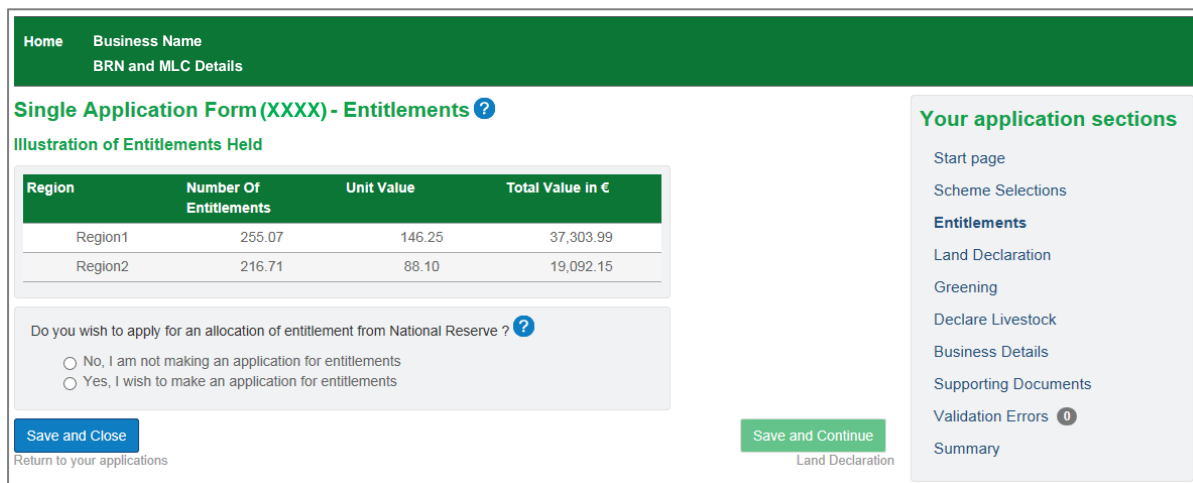
◉ **Yes, include last years seasonal land information**
○ **No, let me enter new seasonal land information for this year**

[Cancel]   [Start application]

Entitlements

The application has now started, has been saved, and the Entitlements section is displayed. You can continue with your application by referring to the chapter Completing The Application Sections starting on page 12.
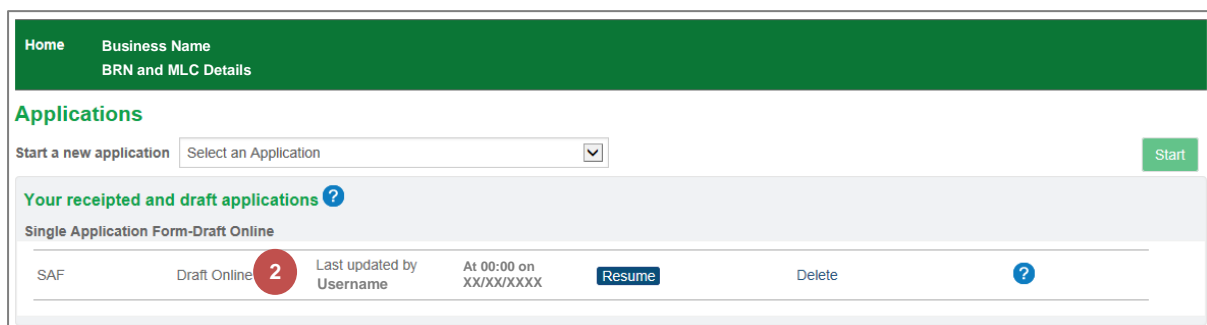

2. Save and Close the Application

Once you have started the application, you can save and close it at any point. There is a button at the bottom left of every SAF screen to allow you to do this.

1	From within the application, click the **Save and Close** button.

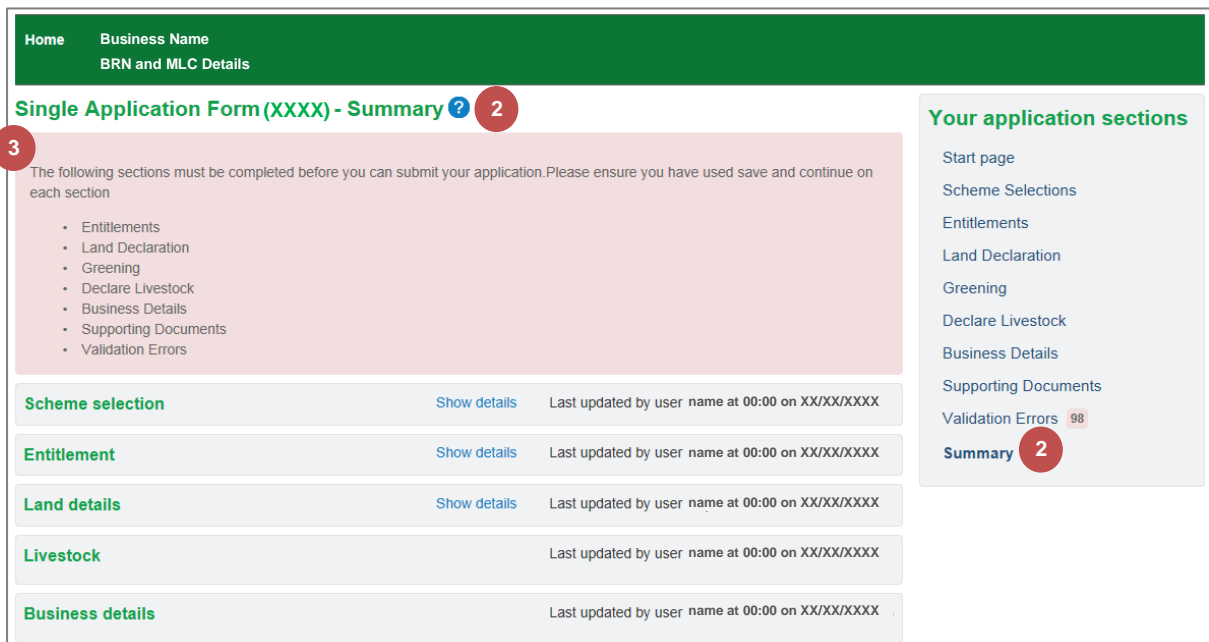|	
2	You are now returned to the **Applications** screen and your application is in the **Draft Online** status
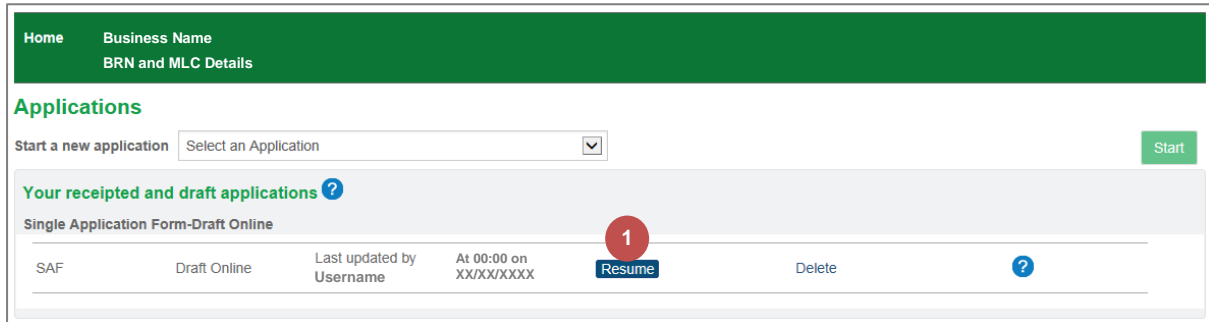
3.   Resume an Existing Application

You can resume working on your SAF application at any time providing it is still in the Draft Online status. When resumed, you will be taken to the Summary section.

1	From the **Applications** screen, click the **Resume** button for your Draft Online SAF application.

2	The **Summary** section is displayed The current section name is displayed in bold in the application sections area and displayed at the top of the screen
3	The **Error Panel** is displayed at the top in red We have only just started the application and it is making us aware that the listed sections need to be completed before submission.

4.   Navigate through the Application

You can navigate to a specific section within the application or move in a logical fashion to the next section.

1	The **Current** section is displayed in bold	
	Entitlements is the current section	
2	Select the **Section** you want to display	
	We have jumped straight to the Supporting Documents section	
3	You are able to go back to the **Start Page** and **Scheme Selections** sections	
	We completed these sections before clicking to start the application	

Your application sections

Start page

Scheme Selections

Entitlements **1**

Land Declaration

Greening

Declare Livestock

Business Details

Supporting Documents

Validation Errors **98**

Summary

Your application sections

Start page

Scheme Selections   **3**

Entitlements

Land Declaration

Greening

Declare Livestock

Business Details

Supporting Documents **2**

Validation Errors **98**

Summary

4	Click the **Save and continue** button in the bottom right of the screen to navigate to the next section
	Each section must be saved using the Save and continue button to allow the application to be submitted
5	The application indicates which section is **next** below the button
	In this example, it is Validation Errors.

4

Save and close

Return to your applications

Save and continue

Validation Err...   **5**

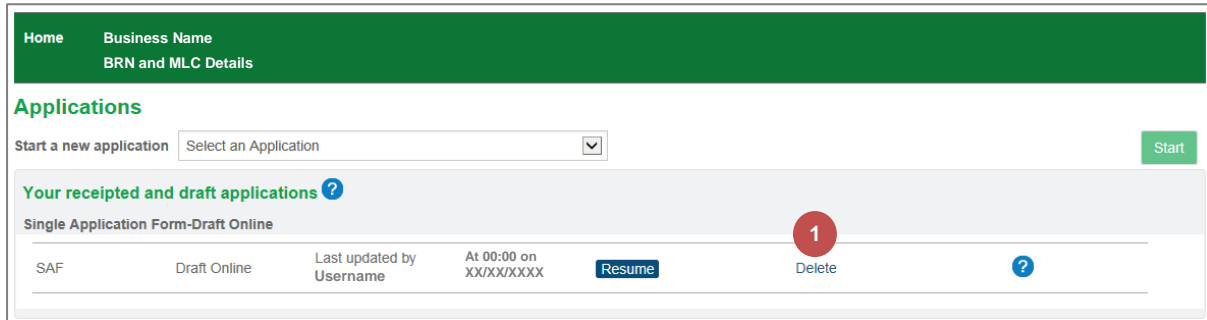|	
6	This pop-up window is displayed if you navigate away from a screen but you have changes that have not been saved
7	You can either **Continue without saving** or **Save and continue**

6

You have unsaved information on this screen. Do you want to save what you have entered before continuing?

7

Cancel   Continue without saving   Save and continue

5.   Delete the Draft Application

You can delete the application at any time providing it is still in the Draft Online state and has not been submitted.
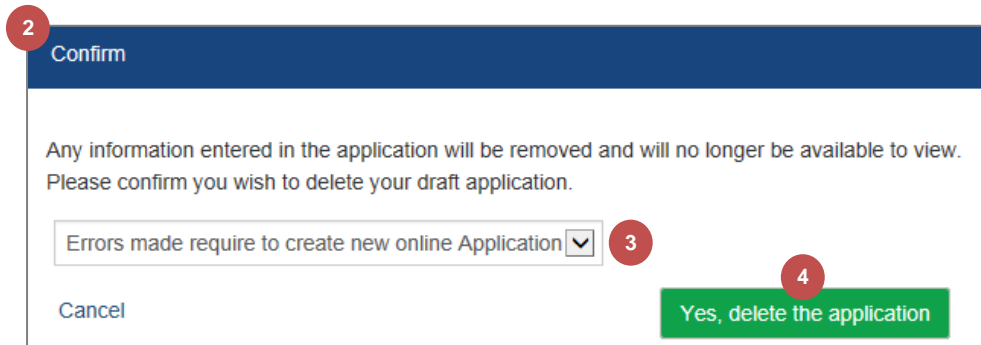
1	From the **Applications** screen, click the **Delete** link for your Draft Online SAF application.

2	A **confirmation** pop-up window is displayed
3	Select your **reason for deletion** from the drop-down list
4	Click the **Yes, delete the application** button
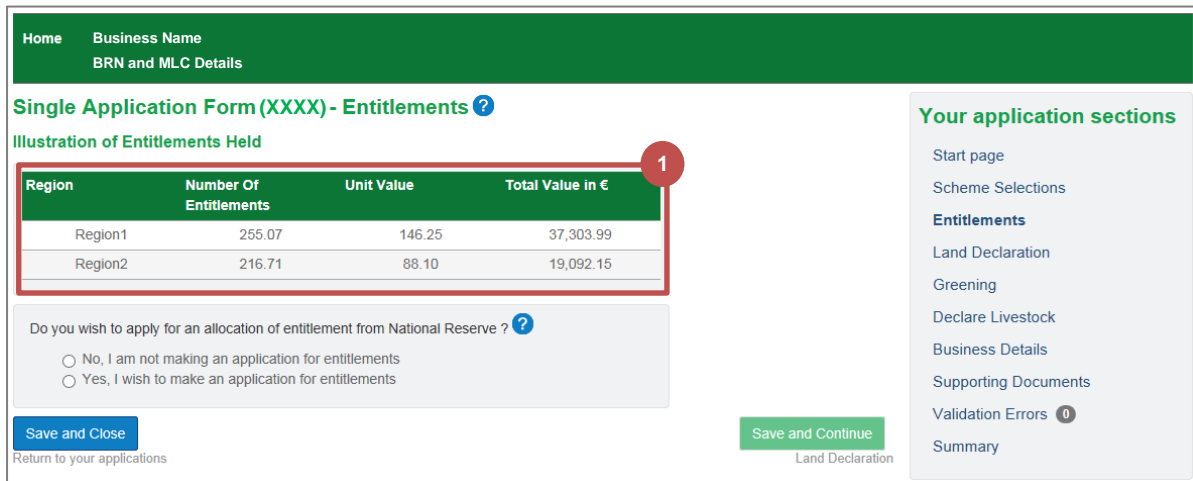
Please refer to the section to create a new application.

Chapter 3 - Completing The Application Sections

1.   Entitlements

The Entitlements section is the first one you see when you start the application. If you already have entitlements, an illustration of what you hold will be displayed. Otherwise, it will show that there are no entitlements held.

1	The **illustration of the Entitlements Held**

2	Select whether you wish to apply for an allocation of entitlement from the **National Reserve**
a	If you have selected the **Yes** option at **step 2**, you are now asked which **category** you wish to apply for.
b	If you have selected **New Entrants**, choose the **date you commenced agricultural activity** from the date picker icon.
c	If you have selected **Young Farmer**, the **Head of Business** information will be pre-populated from your business information. If this is blank, you can save and close your application and update your business information before continuing. Follow the steps in Chapter 6 - Head of Business starting on page 49 to update the head of business information. You can then resume your application following Resume an Existing Application starting on page 9 and the head of business information will now be pre-populated.

Do you wish to apply for an allocation of entitlement from National Reserve ? ❓

2 ○ No, I am not making an application for entitlements
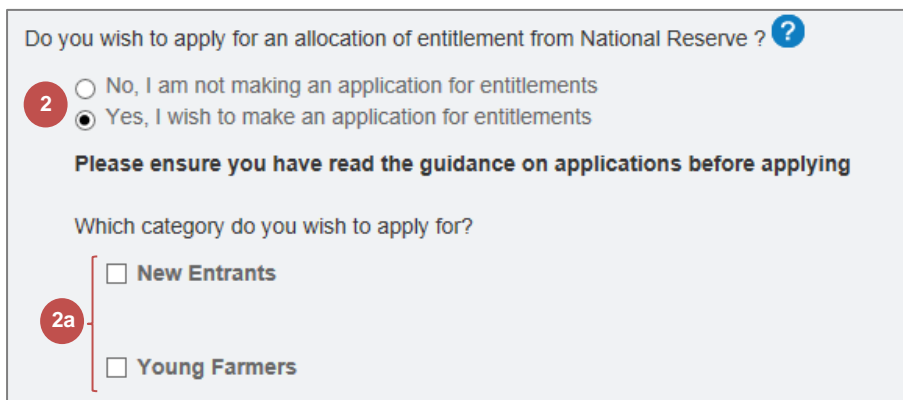○ Yes, I wish to make an application for entitlements

Please ensure you have read the guidance on applications before applying

Which category do you wish to apply for?

☑ **New Entrants**

When did you commence agricultural activities?

[   ] 📅 **2b**

☑ **Young Farmers** **2c**

Who is the Head of Business?   Full name of Head of Business

When did they become Head of Business?   Date became Head of Business

Date of Birth   Date of Birth

---

3 | Click the **Save and Continue** button to advance to **Land Declaration**

Single Application Form (XXXX) - Entitlements ❓

Illustration of Entitlements Held

Region	Number Of Entitlements	Unit Value	Total Value in €
Region1	255.07	146.25	37,303.99
Region2	216.71	88.10	19,092.15

Do you wish to apply for an allocation of entitlement from National Reserve ? ❓

○ No, I am not making an application for entitlements
○ Yes, I wish to make an application for entitlements

Please ensure you have read the guidance on applications before applying

Which category do you wish to apply for?

☐ **New Entrants**

☑ **Young Farmers**

Who is the Head of Business?   Full name of Head of Business
When did they become Head of Business?   Date became Head of Business

Date of Birth   Date of Birth

[Save and Close]
Return to your applications

3 [Save and Continue]
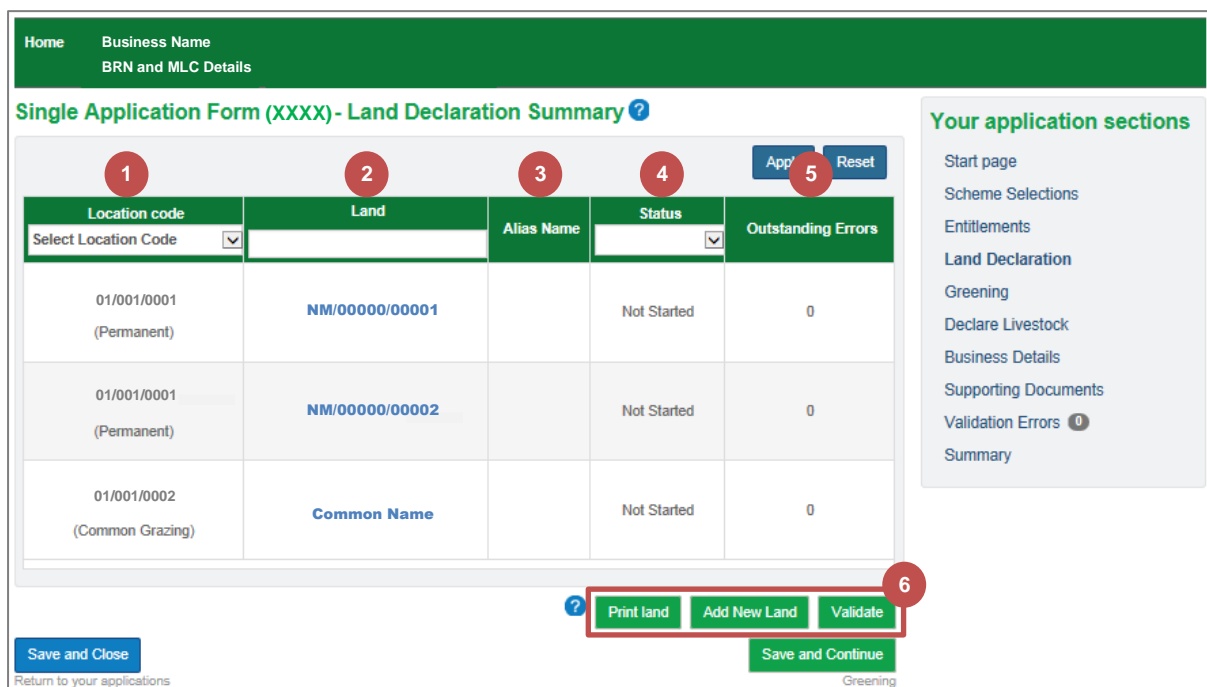Land Declaration

Your application sections

Start page

Scheme Selections

Entitlements

Land Declaration

Greening

Declare Livestock

Business Details

Supporting Documents

Validation Errors 98

Summary

2. Land Declaration

2.1 Land Declaration Summary Screen

All land information that we hold for the business will be available within the application. You can add land or exclude it if you are no longer using it.

1	All **Location Codes** currently associated with your business This includes Permanent land, Seasonal land (if selected to be included in the application) and Common Grazing shares.
2	**Hyperlinks** for each land parcel or common grazing share The link takes you to the screen for providing land details
3	An **Alias Name** is displayed, if provided in land details, making it easier to identify the land.
4	The completion **Status** column displays one of the following: • Not Started • In Progress • Validation Passed • Validated with Error • Excluded
5	A count of **Outstanding Errors** within that land parcel or common grazing share is displayed
6	These **Land Functions** are described later in this section

2.2 Manage Land Details

1	Click on the **Land Parcel Identifier** or **Common Grazing Share** to provide land details This example uses the first land parcel

2		You can enter an **Alias Name** to make it easier to identify this land (optional)
3		This is **read only** land information that we currently hold
4		Please select your **activity** from the drop-down list
5		Select whether this land is **organic** You will only see this question if you selected the partially organic option at the Scheme Selections section
6		The **Land Use and Intended Claim**
	a	The **Payment Region** will be prepopulated where there is only 1 region. Where you have multi-region land, select the correct region from the drop-down list.
	b	The **Land Use** is pre-populated if we hold this information however, you can select another one by clicking the drop-down arrow. You can change this by clicking on the drop-down arrow and typing any part of the land use code or description to navigate to it in the list.
	c	Enter the values for **Land use area**, **LFASS** and **BPS** if applicable
	d	Tick the box for **LLO** if you let this land out This box will only be visible if you have told us that you let land out in the Scheme Selections section
	e	Click this **link** if you want to **delete** this land use and intended claim

Single Application Form (XXXX) - Manage land details ❓

PERMANENT 01/001/0001 NM/00000/00001   Top Field   **2**   Not Started

Exclude Land

3

Gross Field Area (ha) 0.85   Excluded Land Area (ha) 0.00   BPS Eligible Area 0.85

Less Favoured area ☑

Payment Regions Region1

Please declare your activity   Please select ▼ ❓ **4**

Is the Land Organic ○ Yes ○ No ❓ **5**

6 Please tell us how you use this land and your intended claims

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO ❓	
Region1 ▼ **6a**	PGRS - Permanent Grassland ▼ **6b**	**6c**			☐ **6d**	Delete **6e**
	Total	0	0	0		

Add another Land use ❓

Ecological Focus Area   Show ❓
Rural Priorities   Show ❓

Restore to last saved data ❓   Return to Land Declaration   Save   Next

NM/00000/00002

---

7 | Click the **Add another Land use** button (if necessary)
Another row will be added to the table and can be deleted again if this is done in error

Please tell us how you use this land and your intended claims

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO ❓	
Region1 ▼	PGRS - Permanent Grassland ▼	0.85	0.85	0.85	☐	Delete
	Total	0.85	0.85	0.85	**7**	

Add another Land use ❓

---

8 | Repeat **step 6** to complete the new row
The LFASS and BPS Claim boxes are dependent on the Land use selected

Please tell us how you use this land and your intended claims

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO ❓	
Region1 ▼	PGRS - Permanent Grassland ▼	0.85	0.85	0.85	☐	Delete
8 Region1 ▼	Please select ▼				☐	Delete
	Total	0.85	0.85	0.85		

Add another Land use ❓

---

9 | There are certain **Ecological Focus Area (EFA)** practices that will be prepopulated as per the declaration in the previous year. These can be deleted and/or other practices added.

a | If you have an **Ecological Focus Area (EFA)** practice, it will be displayed.

9 **Ecological Focus Area**   Hide ❓

Practice	Claim Units		Weighting factor	Converted Area (ha)	Remove
9a EFAFAL - EFA Fallow ▼	5.00	HA	1.00	5.00	Delete

Add another practice ❓

b	To add an **EFA practice**, click the **Show** link if necessary.

Ecological Focus Area   Show ❓ **9b**

c	Click the **Add another practice** button

Ecological Focus Area   Hide ❓

Practice	Claim Units	Weighting factor	Converted Area (ha)	Remo **9c**
				Add another practice ❓

d	Select the **Practice** from the drop down box
e	Enter the **Claim Units**
	Repeat **steps 9c-9e** for any additional practices
f	You can click the **Hide** link to collapse this information

Ecological Focus Area   Hide ❓ **9f**

Practice	Claim Units		Weighting factor	Converted Area (ha)	Remove
EFAFAL - EFA Fallow **9d** ▾	**9e** 5.00	HA	1.00	5.00	Delete
				Add another practice ❓	

10	If you have a **contract**, options will be prepopulated based on your contract. These options cannot be removed but you can reduce your claim to zero if required. Additional options can be added.
	This example is using Rural Priorities
a	If you have a **contract**, it will be displayed.

10 Rural Priorities   Hide ❓

Options	Contract Reference	Contract	Claim Quantity		Area	Remove
10a RP22301DS - Woodland Creation - Native Woodl... ▾	0000000/X/001	0.79	0.79	HA	0.79	
					Add another option ❓	

b	To add a **Contract Option**, click the **Show** link if necessary.

Rural Priorities   Show ❓ **10b**

c	Click the **Add another option** button

Rural Priorities   Hide ❓

Options	Contract Reference	Contract	Claim Quantity	Area	Rem **10c**
					Add another option ❓

d	Select the **Option** from the drop-down list
e	Enter the **Claim Quantity** Repeat **steps 10c-10e** for any additional options
f	You can click the **Hide** link to collapse this information

Once you have entered all the necessary claim information, there are a few buttons to choose from at the bottom of the screen.

11	Select the **Next** button to **save this land parcel** and move onto the next The Land Parcel Identifier is displayed below the button. If you have selected the **Next** button, continue from **step 2** for the next land parcel.
12	Select the **Return to Land Declaration** button to **save this land parcel** and return to the Land Declaration table
13	Select the **Save** button if you want to save the information you have entered so far or plan to close the overall window
14	Select the **Restore to last saved data** link if you want to cancel the changes since your last saving action

15	Once you move onto the next land parcel, a **Previous** button becomes available too.

16	If you have selected the **Return to Land Declaration** button, this land parcel's status has been updated to **In Progress**.
	Repeat from **step 1** for all other land parcels/common grazing shares.
	You can select the land parcels in any order

2.2.1 Common Grazing

The Common Grazing Manage Land details screen is almost identical to the land parcel screen. Below are the slight differences.

Please refer to the section Manage Land Details starting on page 15 to assist you with completing your land details.

1	This detail is read only and relates to the entire **Common Grazing**
	It will also display whether it is part of a special Common Grazing Arrangement
2	This detail is read only and relates to your **Common Grazing Share**

Single Application Form (XXXX) - Manage land details ❓

3 of 3 Current Land Selection

COMMON GRAZING 01/001/0010 **Common Grazing Name** | **Not Started**

Exclude Land

Gross Field Area (ha) 101.05   Excluded Land Area (ha) 3.28   BPS Eligible Area 97.77

Less Favoured area ☑

Payment Regions Region3

Total Sheep Equivalent   48.00

Shareholder location 01/001/0002 **Croft Name** **Common Name**

Shared TSE 6   BPS Eligible Area 12.22

Payment Regions Region3

Please declare your activity   Please select ❓

Is the Land Organic ○ Yes ○ No ❓

Please tell us how you use this land and your intended claims ❓

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO ❓	
Region3	RGR - Rough Grazing				☐	Delete
	Total	0	0	0		

Add another Land use ❓

Ecological Focus Area   Show ❓

Restore to last saved data ❓   Return to Land Declaration   Previous   Save   Next

NM/00000/00002   Land Declaration

2.2.2 Exclude Land

You may wish to exclude land if it is no longer part of your business.

1	Click on the **Land Parcel Identifier** or **Common Grazing Share**
	In this example we will exclude land parcel NM/00000/00002

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code ▾			▾	
01/001/0001 (Permanent)	NM/00000/00001	Top Field	In Progress	0
01/001/0001 (Permanent)	NM/00000/00002 **1**		Not Started	0

2	Click the **Exclude Land** button

PERMANENT 01/001/0001 NM/00000/00002   Not Started

2

Exclude Land

Gross Field Area (ha) 0.66   Excluded Land Area (ha) 0.01   BPS Eligible Area 0.65

Less Favoured area ☑

Payment Regions Region3

Please declare your activity   Please select   ▾ ❓

3	Select the **reason** for **excluding** the land from the drop-down list
4	Click the **Yes, Exclude** button

Exclude Land NM/00000/00002

Please provide the reason for excluding the land from your application and confirm, otherwise please cancel

The latest information is incorrect, this business does not occupy this land parcel ▾ **3**

Cancel   **4** Yes, Exclude

5	An **error** is generated for the **exclusion** and is automatically resolved with your selected **reason** from **step 3**
6	The **status** is updated to **Excluded**
7	The **Include Land** button is now available
	This will allow you to add the land back into your application

Single Application Form (XXXX) - Manage land details ❓

5 Please fix these errors or select a justification reason, before submitting your application:

✓ You have excluded this land parcel from your application. Please provide a reason.

[The latest information is incorrect, this business does not occu⌄]

2 of 3 Current Land Selection

PERMANENT 01/001/0001 NM/00000/00002 [   ] **Excluded** **6**

7 [Include Land]

Gross Field Area (ha) 0.66 Excluded Land Area (ha) 0.01 BPS Eligible Area 0.65

Less Favoured area ☑

Payment Regions Region3

Please declare your activity [Please select ⌄] ❓

---

8 The **Land Declaration** table showing the updated status of **Excluded**

Location code Select an Option ▾	Land [ ]	Alias Name	Status [⌄]	Outstanding Errors
01/001/0001 (Permanent)	NM/00000/00001	Top Field	In Progress	0
01/001/0001 (Permanent)	NM/00000/00002		Excluded **8**	0

2.3   Add Land

You can add new land from the Land Declaration Summary screen.

2.3.1   Permanent / Seasonal Land

1	Click the **Add New Land** button

2	Select the **Permanent / Seasonal Land** option
3	Click the **Continue** button

4	Complete the **Land Parcel Identifier** or **Location Code and Alternative Land reference**	
	a	Example of **Seasonal Land** being added by **Land Parcel Identifier**
	b	Example of **Permanent Land** being added by **Location Code and Alternative Land reference**
5	Select whether it is **LFA land** Only available if it is added as a **Location Code** and **Alternative Land reference**	
6	Select the **Reason for Adding** from the drop-down box Only available if it is added as a **Location Code** and **Alternative Land reference**	
7	Click the **Finish** button	

Add New Land

What type of land are you adding ?

⦿ Permanent / Seasonal Land ◯ Common Grazing

4

Land Parcel Identifier   [NM/00000/00003] ❓ **4a**

Allowed Format : NJ/12345/12345

OR

Location Code   [   ]

Format for the location code is cc/ppp/hhhh or ppp/hhhh

Alternative Land reference   [   ]

Use the format: grid reference or Location code/number (ppp/hhhh/x)
Use the same reference as used on the Land Maintenance Form LMF

Add New Land

What type of land are you adding ?

⦿ Permanent / Seasonal Land ◯ Common Grazing

Land Parcel Identifier   [   ] ❓

Allowed Format : NJ/12345/12345

OR

Location Code   [01/001/0003]

Format for the location code is cc/ppp/hhhh or ppp/hhhh   **4b**

Alternative Land reference   [001/0001/1]

Use the format: grid reference or Location code/number (ppp/hhhh/x)
Use the same reference as used on the Land Maintenance Form LMF

Is the land within the less-
favoured area (LFA)?   ⦿ Yes   **5**
                        ◯ No

Reason for Adding   [There is an outstanding update as I have already submitt ▾] **6**

For more information, please refer to the Land Maintenance Form (PF06)   **7**

Cancel   [Finish]

8	The added **Permanent Land** is displayed in the Land Declaration table
9	The added **Seasonal Land** is displayed in the Land Declaration table

Single Application Form (XXXX) - Land Declaration Summary ❓

Apply   Reset

Location code Select an Option ▼	Land	Alias Name	Status ▼	Outstanding Errors
8 01/001/0003 Added (Permanent)	**001/0001/1**		Not Started	0
01/001/0001 (Permanent)	**NM/00000/00001**		Not Started	0
01/001/0001 (Permanent)	**NM/00000/00002**		Not Started	0
9 02/002/0001 Added (Seasonal)	**NM/00000/00003**		Not Started	0
01/001/0002 (Common Grazing)	**Common Name**		Not Started	0

❓ Print land   Add New Land   Validate
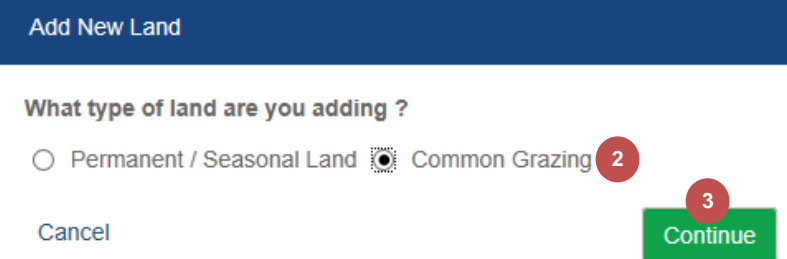
Save and Close
Return to your applications

Save and Continue
Greening

2.3.2 Common Grazing

1	Click the **Add New Land** button

2	Select the **Common Grazing** option
3	Click the **Continue** button

4		Select whether it is a **Croft share** or **Land Parcel** you wish to add
	a	If it is a **Croft share**, complete the **Common Grazing Location Code**, **share location** if known and select the **croft name** from the drop-down list.
	b	If it is a **Land parcel**, complete the **Land Parcel Identifier**.

Add New Land

What type of land are you adding ?

○ Permanent / Seasonal Land   ◉ Common Grazing

Please select one option you wish to add

4 ○ Croft share(to claim BPS,LFASS) ○ Land parcel(to claim AECS,FGS,RP)

Cancel   [Finish]

Please select one option you wish to add

◉ Croft share(to claim BPS,LFASS) ○ Land parcel(to claim AECS,FGS,RP)

Common Grazing Location Code	[_____] ❓
If known,please enter the share Location	[_____]
	Allowed Formats : cc/ppp/hhhh, ppp/hhhh
Please select croft name	Please select ▾

4a

Please select one option you wish to add

○ Croft share(to claim BPS,LFASS) ◉ Land parcel(to claim AECS,FGS,RP)

| Land Parcel Identifier | [_____] |
| | Allowed Format : NJ/12345/12345 |

4b

5	Select the **Reason for Adding** from the drop-down list
6	Click the **Finish** button

Add New Land

What type of land are you adding ?

○ Permanent / Seasonal Land   ◉ Common Grazing

Please select one option you wish to add

◉ Croft share(to claim BPS,LFASS) ○ Land parcel(to claim AECS,FGS,RP)

Common Grazing Location Code	[_____] ❓
If known,please enter the share Location	[_____]
	Allowed Formats : cc/ppp/hhhh, ppp/hhhh
Please select croft name	Please select ▾
Reason for Adding	Please select ▾	**5**

For more information, please refer to the Land Maintenance Form (PF06)

Cancel   [Finish] **6**

2.4 Delete Land

You can delete new land that has been added to the application and this land will be permanently removed from the application.

1	Click on the **Land Parcel Identifier** or **Common Grazing Share**

Location code Select an Option ▾	Land	Alias Name	Status ▾	Outstanding Errors
01/001/0003 Added (Permanent)	001/0001/1 **1**		Not Started	0

2	Click on the **Delete Land** button

Added PERMANENT 01/001/0003 001/0001/1		Not Started
		2 Delete Land
Reason for adding: There is an outstanding update as I have already submitted a Land Maintenance Form		
Please declare your activity Please select ▾ ❓		

3	Click on the **Yes, Delete** button to confirm the deletion

Delete Land
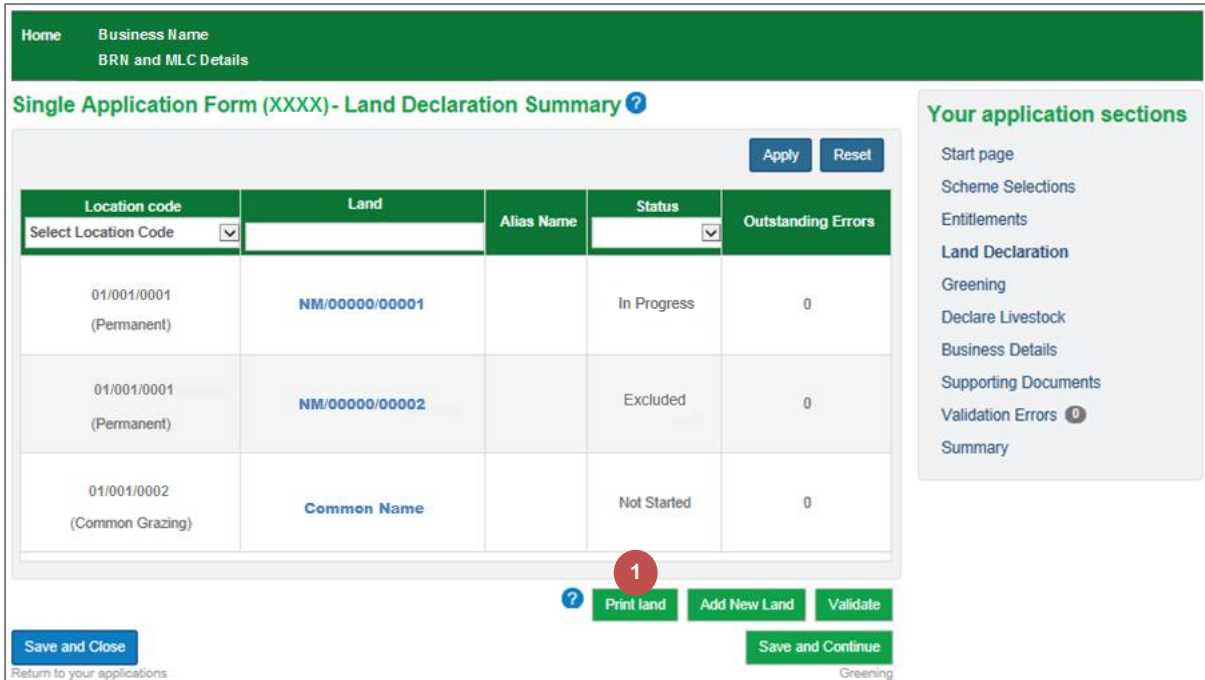
You are about to delete land parcel [001/0001/1]. It will be permanently removed from the application. Do you wish to ~~continue~~? **3**

Cancel   Yes, Delete

2.5   Print Land

You can produce a PDF document that can be printed at any point in the application. This is a very useful summary containing land parcel information, land use details, scheme and contract details and status.

1	Click on the **Print Land** button on the **Land Declaration** screen

2	The **Land Summary** is opened in a new window
	You can scroll through the land or print this document as it is now. This example shows just a snapshot of some permanent land.

Permanent Land
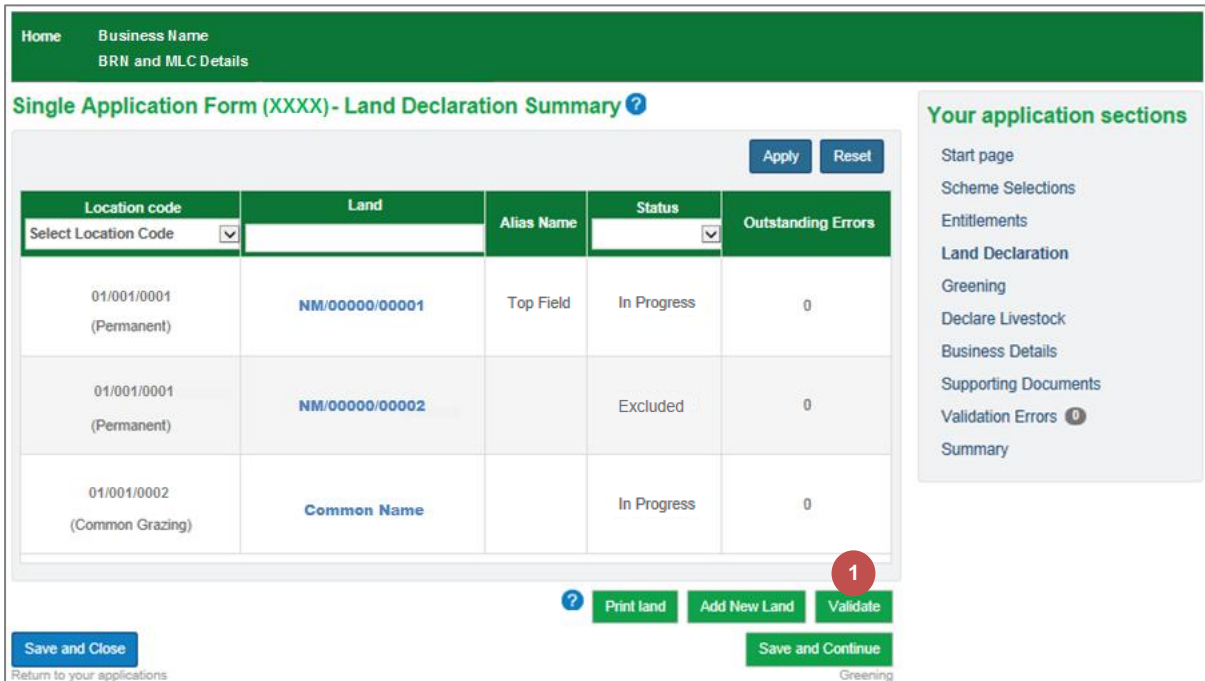
Land Parcel Information						Land Use Details							Less Favoured Area	Ecological Focus Area		Agri- Environment Climate Scheme		Forestry Grant Scheme		Rural Priorities		Status
Location Code	Land Parcel Identifier	Payment Region	Gross field area	Excl	BPS Eligible Area	Payment Region	Land use (use code list)	Land use Area	BPS Area being claimed	LFASS	Land Let Out	Land activity	Organic status	LFA Indicator	Activity	Unit	Option	Unit	Option	Unit	Option	Unit	Status
01/001/0001	NM/00000/00001	1 ----	26.34	0.33	26.01		EXCL ----	0.33 ----			N ----	PA		Y									In Progress
01/001/0001	NM/00000/00002	1 ----	12.96	0.00	12.96						N ----			Y									Excluded

2.6   Validate Land

You can ask to validate your land at any point. You do not have to wait until you have added the information for all land.

Land with a status of Not Started or Excluded will not be validated.

1	Click the **Validate** button on the Land Declaration Summary screen

2	In this example both land parcels that were in progress are now showing the status **Validated with Error**
3	The **Error** count is also displayed
4	Click on the **Land Parcel Identifier**

5	Any errors are displayed at the top of the **Manage land details** screen

Single Application Form(XXXX) - Manage land details ❓

Please fix the following errors, before submitting your application:

- You have claimed 0.88 ha of PGRS for Basic Payment Scheme which exceeds the land use area 0.85 ha. Please amend accordingly.
- You have selected land activity as Arable Cropping but an arable land use has not been declared. Please amend appropriately.
- You have selected to use partial organic exemption and therefore must indicate if this land parcel is or is not organic.

Please fix these errors or select a justification reason, before submitting your application:

You have claimed 0.88 ha for Basic Payment Scheme which exceeds the eligible area 0.85 ha. Please review your claimed area.

Select Justification ▾

The declared scheme(s), option(s) and land use(s) required 0.88 ha which exceeds the gross field area 0.85 ha. Please amend appropriately.

Select Justification ▾

1 of 3 Current Land Selection

PERMANENT 01/001/0001 NM/00000/00001 Top Field — **Validated with Error**

Exclude Land

Gross Field Area (ha) 0.85   Excluded Land Area (ha) 0.00   BPS Eligible Area 0.85

Less Favoured area ☑

Payment Regions Region1

Please declare your activity   AC - Arable Cropping ▾ ❓

6	For some errors, you will be able to choose a **justification reason**.

Please fix the following errors, before submitting your application:

- You have claimed 0.88 ha of PGRS for Basic Payment Scheme which exceeds the land use area 0.85 ha. Please amend accordingly.
- You have selected land activity as Arable Cropping but an arable land use has not been declared. Please amend appropriately.
- You have selected to use partial organic exemption and therefore must indicate if this land parcel is or is not organic.

Please fix these errors or select a justification reason, before submitting your application:

You have claimed 0.88 ha for Basic Payment Scheme which exceeds the eligible area 0.85 ha. Please review your claimed area.

The declared scheme(s), option(s) and land use(s) required 0.88 ha which exceeds the gross field area 0.85 ha. Please amend appropriately.

Select Justification
I will submit a Land Maintenance Form as the current map is incorrect
I have reduced an ineligible feature and I will submit a Land Maintenance Form
There is an outstanding update as I have already submitted a Land Maintenance Form

7	The current **Status** is displayed in the top right corner
8	Correct any errors and click the **Save & Re-validate** button

| 7 | Validated with Error |
PERMANENT 01/001/0001 NM/00000/00001 | Top Field

Exclude Land

Gross Field Area (ha) 0.85   Excluded Land Area (ha) 0.00   BPS Eligible Area 0.85

Less Favoured area ☑

Payment Regions Region1

Please declare your activity | AC - Arable Cropping | ?

Is the Land Organic ○ Yes ● No ?

Please tell us how you use this land and your intended claims

Payment Region	Land use	Land use area (ha)	LFASS (ha)	BPS Claim (ha)	LLO ?	
Region1	ASPG - Asparagus	0.85		0.85	☐	Delete
	Total	0.85	0	0.85		

Add another Land use ?

Ecological Focus Area Show ?
Rural Priorities Show ?

Restore to last saved data ?

Return to Land Declaration | Save & Re-validate | Next

| 9 | The status has been updated to **Validation Passed** and the **Outstanding Errors** to **0** |
| | This can be viewed in the Manage Land Details screen and the Land Declaration table |

PERMANENT 01/001/0001 NM/00000/00001 | Top Field | Validation Pa 9

Location code	Land	Alias Name	Status	Outstanding Errors
Select Location Code				
01/001/0001 (Permanent)	NM/00000/00001		Validation Passed	0

| 10 | Repeat **steps 4-8** for any other parcels with errors |

3.   Greening

The Greening screen is read-only. It is based on BPS claim areas and other information already provided by you within the application.

It will indicate to you whether you have met your Greening requirements and provide information.

You can find out more by reading the Greening guidance on the Rural Payments and Services website.

1	Click the **Save and continue** button to advance to the **Declare Livestock** section

4. Declare Livestock

You must tell us whether you intend to have livestock on your holding in the scheme year.

1	If you have **no livestock, poultry or beehives**, select this option.
2	Select each species you need to tell us about
3	Enter the **numbers** requested If any of the boxes do not apply, please enter the digit 0.
4	You will only be asked to fill in this column if you have **LFA land**
5	Once completed, click the **Save and continue** button to advance to the **Business Details** section.

5. Business Details

Information about your business is populated from your business information provided on Rural Payments and Services. If your business information has changed, you will have to update your information.

1	If the selected option no longer applies to your business, please select the correct option.	
	a	If you have selected the **2ⁿᵈ** or **3ʳᵈ** option, please select **each country** that applies and reference number as prompted.
2	Please select whether you are submitting your SAF as a **Non-trading person or organisation?**	
3	Please select the **currency** for your payment	
4	Once completed, click the **Save and continue** button to advance to the **Supporting Documents** section.	

Single Application Form (XXXX)- Business details

Please tell us about your IACS business. Some of the information on this page comes from the details you supplied with your business registration. Changes made on this screen may update your business record.

1 Do you have land elsewhere in the country?

○ I only have land in Scotland
○ I have agricultural land and / or claim support payments on non-agricultural land in the following countries and need to fill in forms.
◉ All the land I have in other parts of the United Kingdom is non-agricultural land. I do not claim any support payments on this land.

Country
☐ England
☐ Northern Ireland
☐ Wales

1a

2 Please tell us about your business

Are you submitting your SAF ˣˣˣˣ as a Non-trading person or organisation?

○ Yes
○ No

3 Please tell us how you would like to receive your funding

You can choose to receive your ˣˣˣˣ funding for direct payment support in euros. All other schemes will be paid in sterling.

Your chosen method of payment
○ Sterling
○ Euro

4

Save and close
Return to your applications

Save and continue
Supporting Documents

Your application sections

Start page
Scheme Selections
Entitlements
Land Declaration
Greening
Declare Livestock
Business Details
Supporting Documents
Validation Errors 11
Summary

6. Supporting Documents

Based on the information you have supplied within your application, you may be required to provide us with supporting evidence. The system will identify what is required and all supporting documents must be provided by 15 May to avoid penalty.

6.1 Evidence Requirement

For each supporting document requirement, you can select whether the document(s) have been uploaded (as part of this application or provided previously) or will be provided separately. A comment is mandatory for the second option.

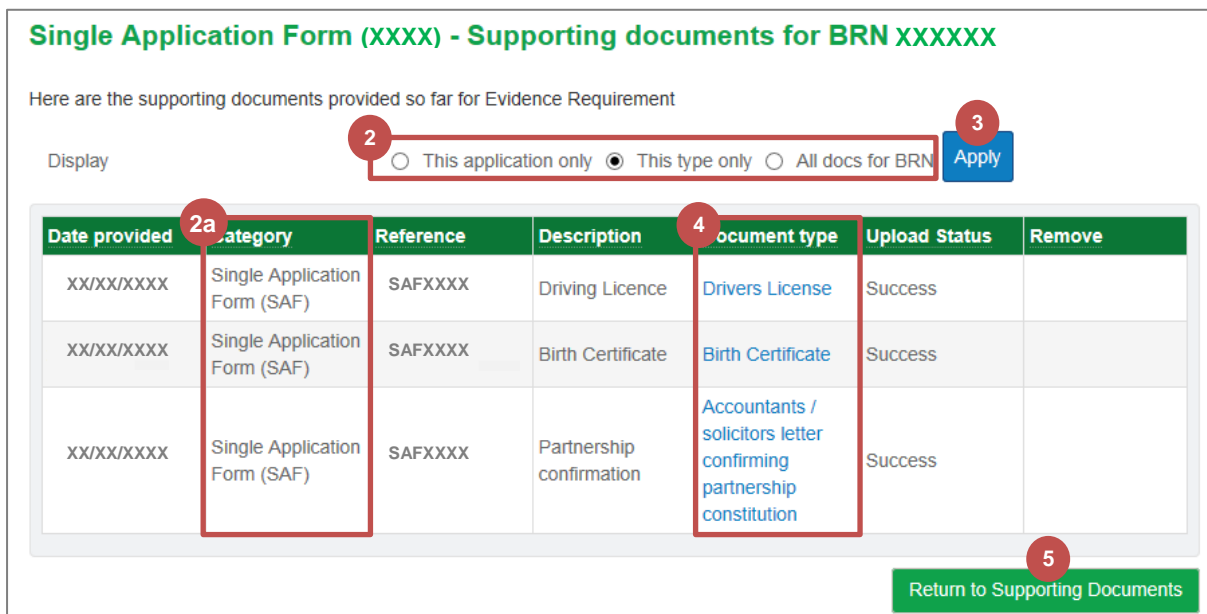|		
1	List of acceptable **supporting document types** for that evidence requirement	
2	For each requirement, select how you will provide the supporting documents.	
3	Enter a descriptive **comment** if necessary If you have selected all documents are uploaded, no comment is required.	
	a	If you have selected to provide the documents later, a **comment** is required.

6.2   View All Supporting Documents

You can check the documents that have been previously uploaded for this application or any other application. There is no need to upload another copy if that document has been uploaded previously.

1	Click on the **View all supporting documents** button

2	Select the **Display option** This example has no documents uploaded for this application only
a	**This type only** has been selected Shows all documents uploaded for this type of application (SAF)
b	**All docs for BRN** has been selected Shows all documents uploaded for any type of application. This example has a number of documents spanning a few pages.
3	Click on the **Apply** button
4	You can click on the **Document type** link to view the uploaded document The document will open in a new window
5	Click on the **Return to Supporting Documents** button when finished

Date provided	Category	Reference	Description	Document type	Upload Status	Remove
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Water margin summary table	Additional Supporting Information	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Species rich grassland grazing plan	Grazing Plan	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Wetland grazing plan	Grazing Plan	Success	delete
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Driving Licence	Drivers License	Success	
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Birth Certificate	Birth Certificate	Success	
XX/XX/XXXX	Single Application Form (SAF)	SAFXXXX	Partnership confirmation	Accountants / solicitors letter confirming partnership constitution	Success	
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Moorland management plan	Grazing Plan	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Scrub control plan	Additional Supporting Information	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Hedgerow management plan	Additional Supporting Information	Success	delete
XX/XX/XXXX	Agri Environment Climate Scheme	AECS	Diffuse pollution risk assessment	Additional Supporting Information	Success	delete

Display   ○ This application only   ○ This type only   ◉ All docs for BRN   Apply
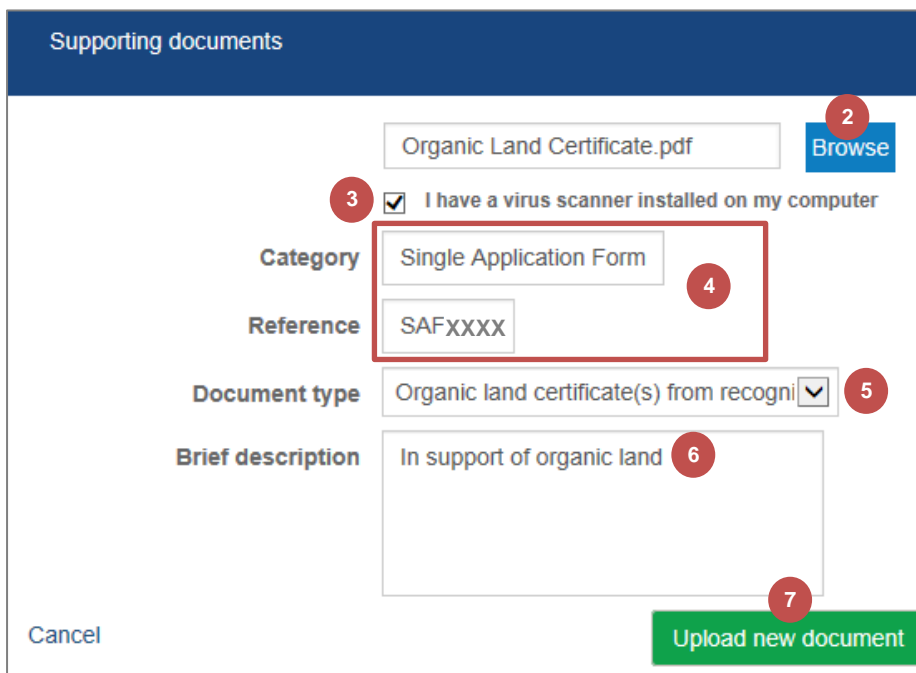
2b

Previous   1   2   3   Next

6.3   Upload New Document

Once you have decided which of the documents listed to provide in order to meet an evidence requirement, you may need to upload a new document.

1	Click on the **Upload other Supporting Documents** button

2	Click on the **Browse** button and select the document to be uploaded
3	Tick the option **I have a virus scanner installed on my computer** to confirm you have a virus scanner installed
4	The **Category** and **Reference** are read only
5	Select the **Document type** from the drop-down list Make sure that you select a document type that is appropriate for the evidence requirement and describes what you are uploading. In this example, an organic land certificate has been chosen to meet the evidence requirement.
6	Enter a **Brief description**
7	Click on the **Upload new document** button The button is not active until you click away from the Brief description text box
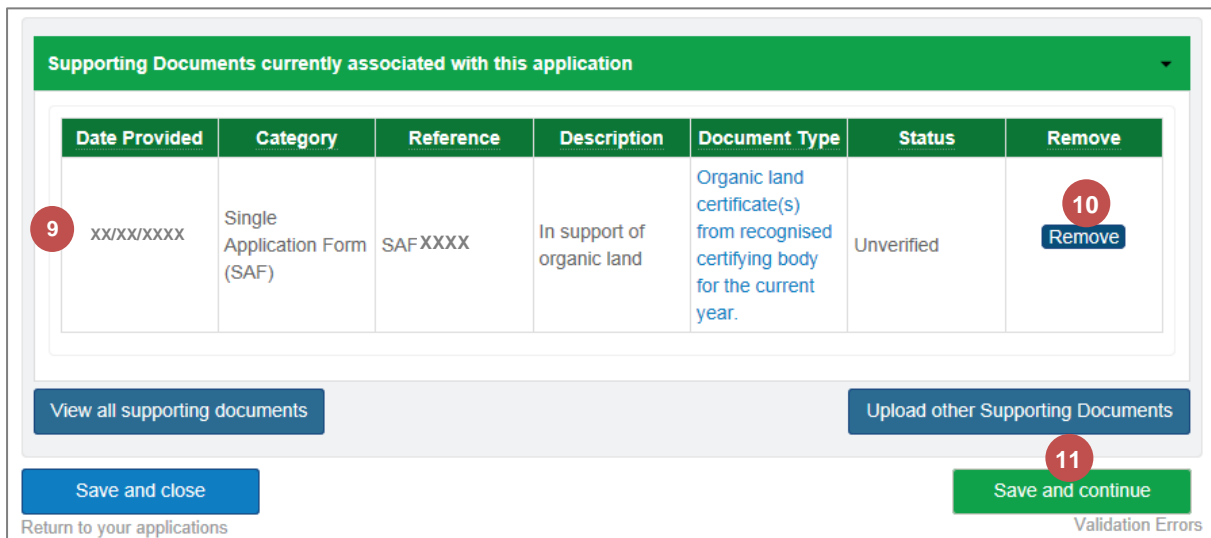
8	Click on the **OK** button to close the confirmation dialog box

Supporting Document

Document uploaded successfully.

8

OK
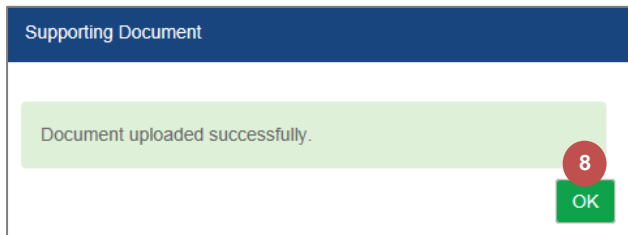
9	The uploaded document is now visible on the screen Repeat **steps 1-8** for any other documents to be uploaded
10	There is a **Remove** button if you want to remove the document
11	Once completed, click the **Save and continue** button to advance to the **Validation Errors** section.

Supporting Documents currently associated with this application

Date Provided	Category	Reference	Description	Document Type	Status	Remove
9 XX/XX/XXXX	Single Application Form (SAF)	SAF XXXX	In support of organic land	Organic land certificate(s) from recognised certifying body for the current year.	Unverified	**10** Remove

View all supporting documents

Upload other Supporting Documents

Save and close

Return to your applications

11 Save and continue

Validation Errors

7. Validation Errors

While entering information into your application, the system checks your application for possible errors. When an error is specific to a section, it will appear at the top of that section in a red panel rather than on this screen.

Errors are resolved by either amending your information or by providing a justification reason.

1	**General Errors** are triggered by information that is not specific to one section	
	All errors must be resolved or justified before you can submit your application	
2	Please note there is a **scroll bar** to allow you to navigate to errors that are not initially visible	
3	Each section details how many errors there are within it	
4	Use the **section navigation bar** to the right to resolve errors reported in **step 3**	
	There are no links to the sections from the headings in step 3. They simply tell you which sections contain errors and you have to navigate to those sections to resolve the errors.	
5	If you have amended the application information or justified any of the errors, click the **Update** button.	

6	Errors that **cannot be justified** will only be resolved by amending the application data
	Once the data has been amended, click the **Update** button again (step 5)
7	This example shows that the last 2 errors have been justified and the **tick** now appears to indicate that

- You have indicated that you have permanent grassland land parcels (which do not contain arable land or rough grazing) however you have not declared any land with only permanent grassland. Please check your land declaration or amend the answer to the question on the scheme selection section.

- You have indicated your land is partially organic however you have indicated every land parcel/common grazing share has the same organic status. Please check the organic status on land declaration or amend organic status to no or all organic.

✅ You have not declared **Common Name** but the latest information we hold indicates that you are the occupier of this land.

[The latest information is incorrect, this busine ▾]

✅ You have not declared **NM/00000/00002** but the latest information we hold indicates that you are the occupier of this land.

[This parcel is not declared as it is not availab ▾]

8	All errors have now been **resolved/justified** and the count updated to display **0**
9	Once completed, click the **Save and continue** button to advance to the **SAF Summary** section.

Single Application Form (XXXX) - Errors

Errors you must correct before submitting ❓

General Errors

✅ You have not declared NM/00000/00002 but the latest information we hold indicates that you are the occupier of this land.

[This parcel is not declared as it is not availab ▾]

Errors in Start Page section
No errors

Errors in Scheme Selections section
No errors

Errors in Land Declaration section
No errors

Errors In Greening Section
No errors

Errors in Declare Livestock section
No errors

Errors in Business Details section
No errors

Errors in Supporting Documents section
No errors

Your application sections

Start page
Scheme Selections
Entitlements
Land Declaration
Greening
Declare Livestock
Business Details
Supporting Documents
Validation Errors ⓪
Summary

[Save and close]
Return to your applications

[Update]
[Save and continue]
SAF Summary

8. Summary

Now that you have completed your application, please take some time to review the information you have provided.

1	By clicking on any of the **show details** links, you can expand that section to display additional information.	
2	Please **tick** the check box if you agree to receive the mailings	
3	Please **tick** to confirm you have read the **declarations and undertakings**	
4	You can click the **Print Application** button to produce a PDF document that can be printed	
	You can print at any point in the application	

Please refer to the chapter once you have reviewed your information and are ready to submit your completed application.
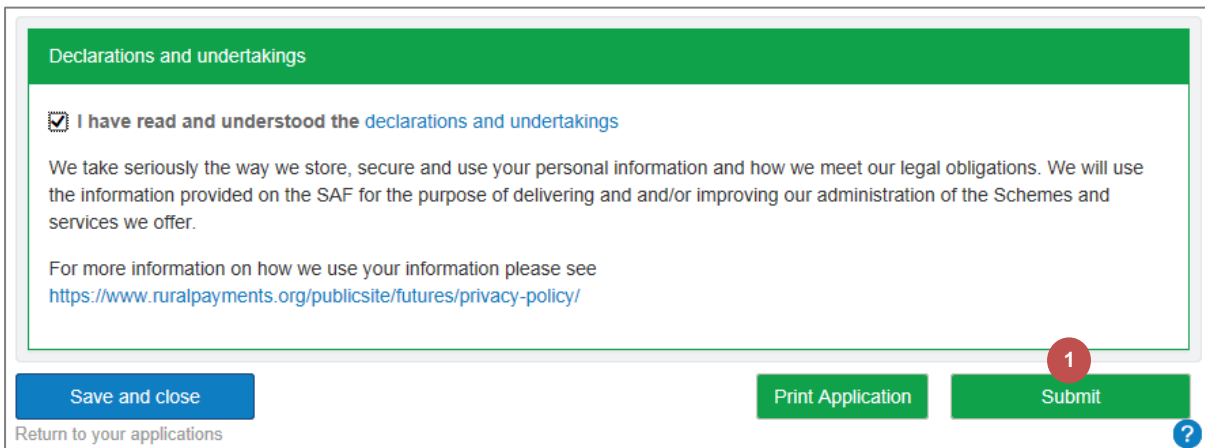
Chapter 4 - Submit the Completed Application

Once you have completed your application and resolved any validation errors, you can submit your application. You must submit it by 15 May to avoid any penalties.
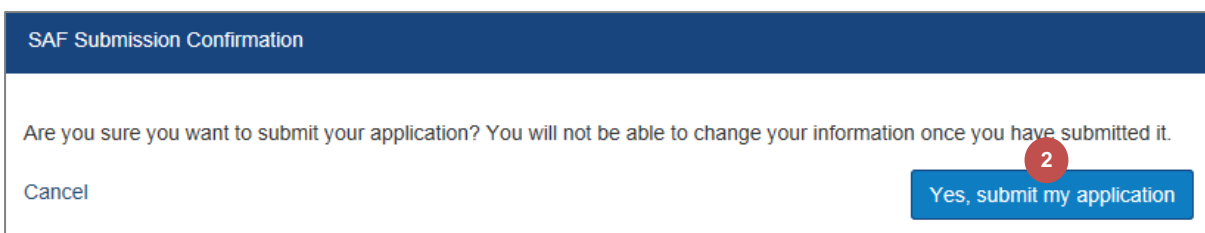
You will no longer be able to amend the application detail once you have submitted the application. If you need to amend your application after submission, you can upload a request letter detailing the changes. Please see Chapter 5 - Upload Amendment Request starting on page 46.

Any amendment request received will be considered for inclusion in the application as per scheme guidance and this inclusion may result in penalties being applied.

1	At the bottom right of the **Summary** screen, click the **Submit** button

2	Click the **Yes, submit my application** button

3	Your **confirmation of submission** and your **application reference number**
4	Confirmation that an **acknowledgement and receipt** and **summary** of this application has been created in the **Communications Log**
5	Please read **What happens next** carefully
6	Click the **Return to my applications** button

Thank you for your submission

Your application reference

Your application reference is 00SAF00001

An acknowledgement and receipt has been generated with this reference number and a summary of your application

❓

What happens next

Your application and any supporting documents you provided will be assessed.

If you have any outstanding supporting documents to attach to the application then you can post or deliver them to the office detailed on your acknowledgement.

We will be in touch if we need you to provide any more information.

If you wish to view your application at any time, you can select it from the Manage My Applications screen.

Return to my applications

7	The **application status** is now **Under Action/Assessment**
	If you need to amend your application after submission, you can upload an amendment request.
8	You can **view** your application or **upload supporting documents** by clicking the SAF **Reference**

Applications

Start a new application Select an Application ▼   Start

Your receipted and draft applications ❓

Applications submitted in XXXX ▼

Type	Name	Reference	Date	Status
SAF		**00SAF00001**	XX XXX XXXX	Under Action/Assessment

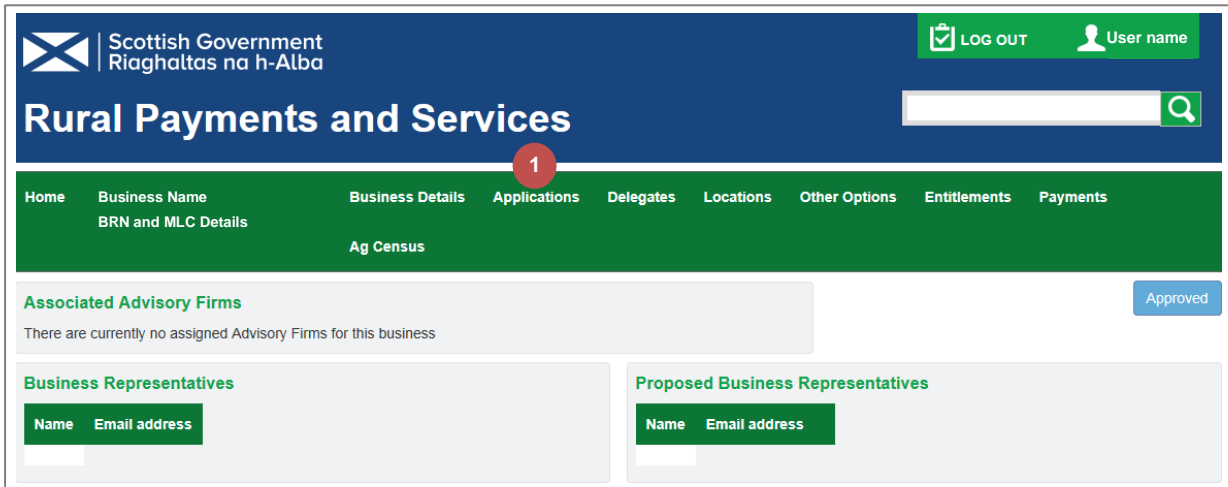| 9 | The Communication Log showing the **SAF acknowledgement** and **printed summary** and uploaded **Supporting Document**. |

Communication Log

Date	Category	Document Type	Description	Channel	
XX/XX/XXXX 0.00 AM/PM	Association	LETTER	SAF acknowledgement	SystemGenerated	View File
XX/XX/XXXX 0.00 AM/PM	Communication	LETTER	Printed summary	SystemGenerated	View File

Chapter 5 - Upload Amendment Request

Once you have submitted your completed SAF application, no further changes can be made to the information contained within it. If you need to notify us of a withdrawal, an amendment or an error, you can upload a document containing your request.

This document must have been created and saved ready to be uploaded before continuing.

1	Select **Applications** from the Business Menu Bar
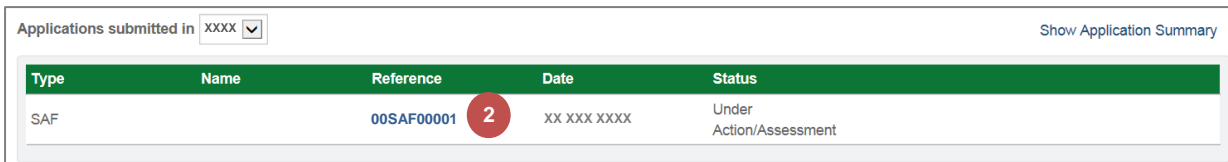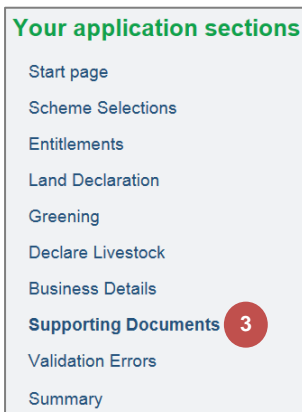
2	Click the **Reference** for your submitted SAF application

3	Click on the **Supporting Documents** section
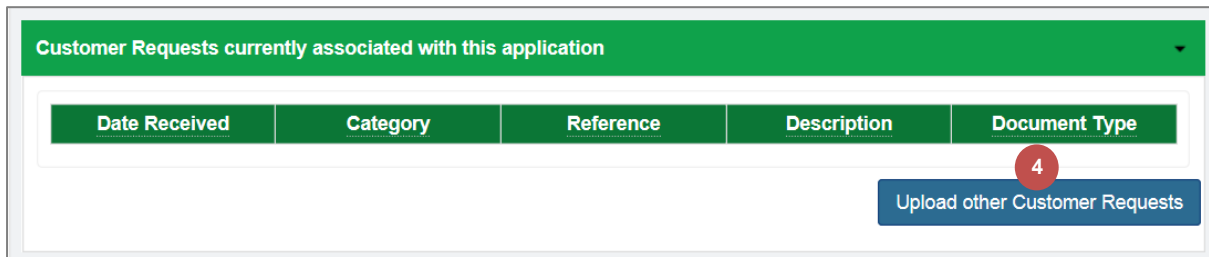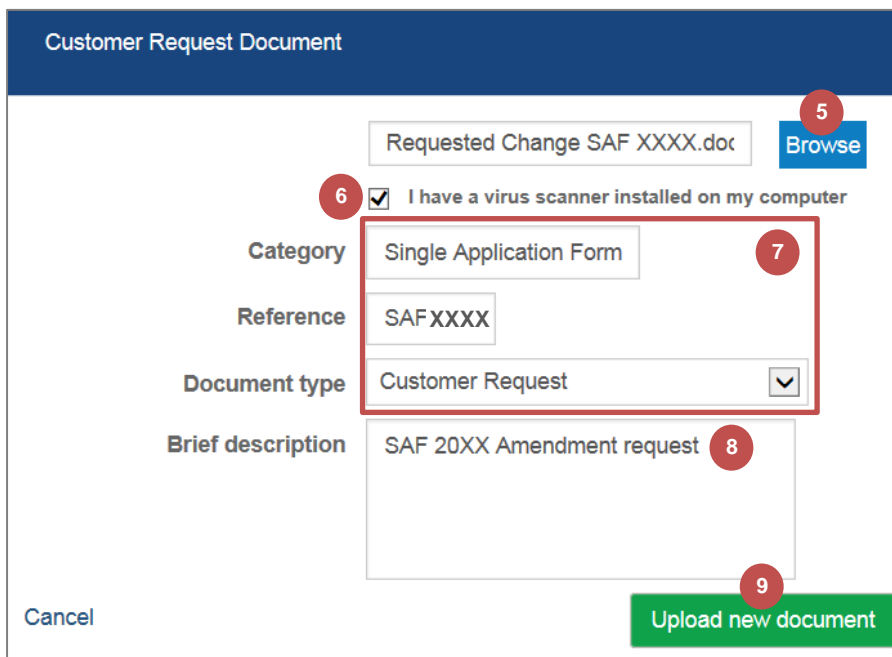
4	Scroll down and click the **Upload other Customer Requests** button
	This is only available once you have submitted your application

Customer Requests currently associated with this application ▾

Date Received	Category	Reference	Description	Document Type

4

Upload other Customer Requests

5	Click on the **Browse** button and select the document to be uploaded
6	Tick the option **I have a virus scanner installed on my computer**
7	The **Category**, **Reference** and **Document Type** are read only
8	Enter a descriptive **Brief description**
	Make sure that you describe what you are requesting
9	Click on the **Upload new document** button

Customer Request Document

Requested Change SAF XXXX.doc   **5** Browse

6 ☑ I have a virus scanner installed on my computer

Category   Single Application Form   **7**

Reference   SAF **XXXX**

Document type   Customer Request ▾

Brief description   SAF 20XX Amendment request   **8**

Cancel   **9** Upload new document

10	Click on the **OK** button to accept the confirmation dialog box

Supporting Document

Document uploaded successfully.

10
OK

11	The **Customer Request** is now associated with this application Your local area office will be notified when a request is successfully uploaded so they can take the appropriate action

Customer Requests currently associated with this application   ▾

Date Received	Category	Reference	Description	Document Type
XX/XX/XXXX	Single Application Form (SAF)	SAF XXXX	SAF 20XX Amendment request	Customer Request

11
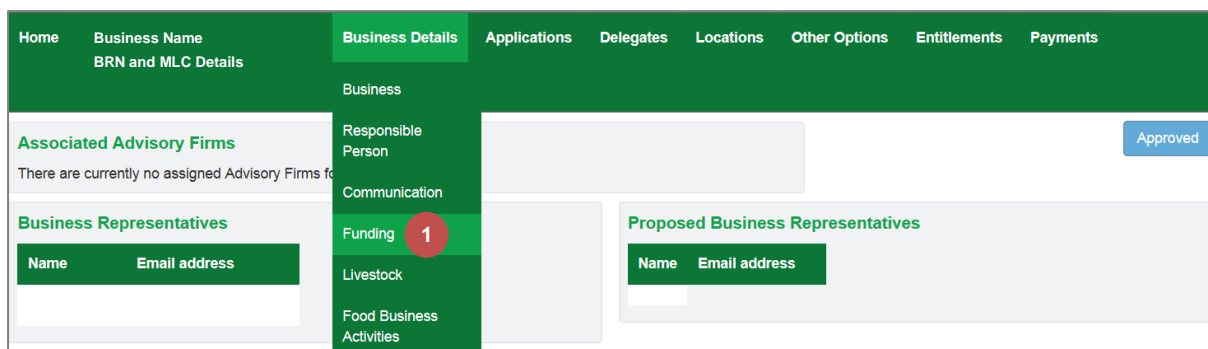
Upload other Customer Requests

Chapter 6 - Head of Business

If you are intending to claim Young Farmers Payment or the Young Farmer category in your application for National Reserve entitlements, the head of business information needs to be completed within your business information on Rural Payments and Services.
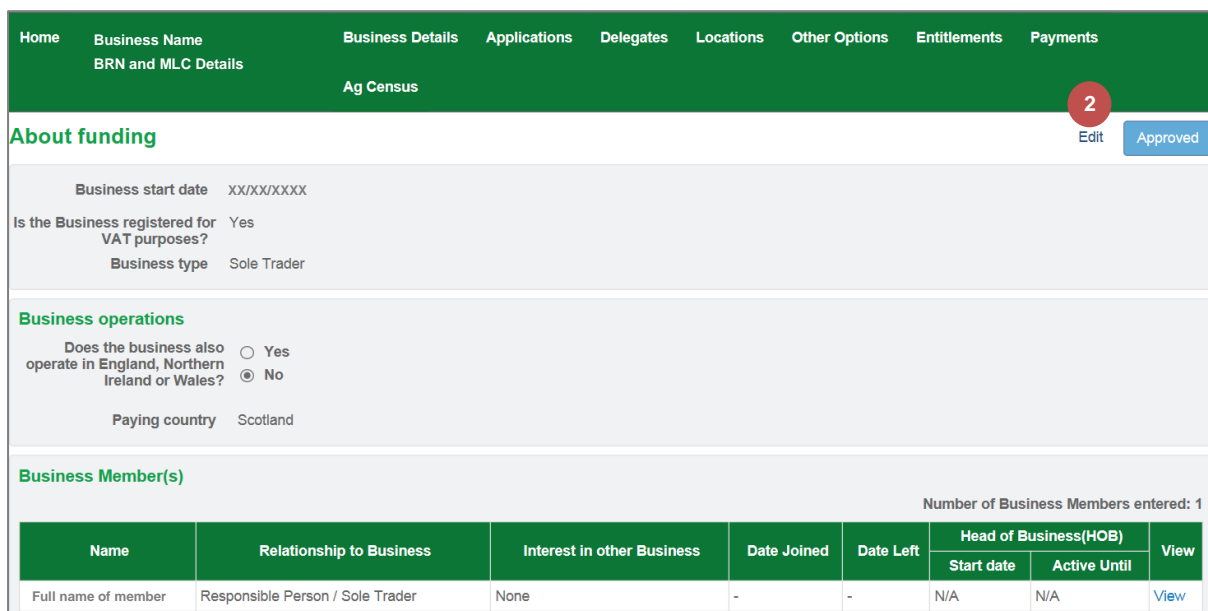
If you have selected these options and there is no information prepopulated for the head of business, follow the steps below to complete it and then you can continue with your single application form.

1	Select **Business Details > Funding** from the Business menu bar

2	Select the **Edit** link at the top of the page

3	Select the **Edit** link for the **Business Member** you want to set as the **Head of Business**

4	Select the **This member is the Head of Business** checkbox

5	Select the **Date became Head of Business** from the date picker icon
6	Click the **Save Business Member** button

7	Select the check box **I confirm that I have added all Business Members**
8	Click the **Save** button

9	Click the **OK** button to continue

10	The **Business Status** is now updated to **Change Submitted**

This information will now be automatically updated in your Single Application Form.

Chapter 7 - Customer Support

1.   Telephone Support

Please remember your local RPID area office can also help navigate you through your application. They can view your draft application and help you understand how to complete your online application.

2.   Self-service Laptops

Area offices have self-service laptops for you to use if your own broadband is unreliable.

3.   Book an Appointment

You can book an appointment to get assistance from our staff to help guide you through your application.

Further information is available at:

https://www.ruralpayments.org

We look forward to receiving your Single Application Form online this year.