



Integrated Administration and Control System (IACS) SINGLE APPLICATION FORM (SAF) 2018

Before completing this form you need to read the current IACS guidance IACS(1) and IACS(1a) along with the full scheme guidance for any schemes you wish to participate in. Please complete this form in **CAPITAL LETTERS** using **black ink**.

<p>Name and address of Business</p> 	<p>FOR OFFICIAL USE ONLY</p>
	<p>Business Reference Number</p>
	<p>Main Location Code</p>

The easiest way to complete your Single Application Form (SAF) is online using our application on our Rural Payments and Services website.

By completing the form online, you'll be able to:

- get your land and scheme information checked and validated before you submit your form
- view the latest guidance
- create your own tailored form based on your scheme selection – our system will pre-populate personalised data on your form
- check your form for errors – our system will flag these to you before you go on to the next stage
- access up-to-date map & boundary information
- store all your communications, from us to you and from you to us, in one place
- view and manage your own information – for example, changing your bank account details
- get 24 hour access, seven days a week

Go to <https://www.ruralpayments.org>

Your completed form must reach your SGRPID area office by Tuesday 15 May 2018 if you want to declare land to support or claim the following schemes. If you miss this deadline substantial penalties may apply. Complete this form to apply/claim/access support payment for the following schemes

- Basic Payment Scheme
 - includes Greening and Young Farmers Payments
- Scottish Suckler Beef Support (Mainland) Scheme
- Scottish Suckler Beef Support (Island) Scheme
- Scottish Upland Sheep Support Scheme

} These are collectively known as Direct Payment Support

- Less Favoured Area Support Scheme
- Rural Priorities– annual recurrent options
- Agri Environment Climate Scheme (AECS) – annual recurrent options
- Forestry Grant Scheme (FGS) – annual recurrent options
- Beef Efficiency Scheme (BES).

THIS FORM IS FOR SCOTTISH LAND ONLY

IACS(2) 2018 1

Entitlements

If you are applying for Entitlements under the National Reserve you must complete your SAF online.

If you hold entitlements you can view these via your online account at <https://www.ruralpayments.org/publicsite/futures/> If you don't have an online account, you can register for one at the same address.

Claiming Direct Payments

To participate in any of the Direct Payment Support schemes you must be an active farmer.

1. Please indicate if the nature of your business involves any of the following activities:

Airport	<input type="checkbox"/>
Permanent sport and/or recreational grounds	<input type="checkbox"/>
Railway services	<input type="checkbox"/>
Real estate services	<input type="checkbox"/>
Waterworks	<input type="checkbox"/>

We may still consider your business as eligible if you are active in any of the above activities provided you can supply verifiable evidence that:-

- The business' annual amounts of direct payment is at least 5% of total receipts from non-agricultural activities in the most recent financial year;
- The business' agricultural activities are significant; or
- The business' principal business or company objectives consist of exercising an agricultural activity.

Yes, I am applying for Direct Payment Support because my/our business has agricultural activity.

No, I am not eligible to apply for Direct Payment Support because I have no agricultural activity.

or

None of the above Go to Scheme Selection

Scheme selection

Please tick the boxes on page 3 to tell us which schemes and claims you would like to apply for. If you are not claiming/applying for any schemes tick the box at question 2. below, then go to question 6.

2. I am only completing this form to tell you about my business and agricultural land

3. 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.

3a. Is your land registered as organic? No All organic Partial

3b. Where part of your holding is organic, do you wish your organic land to be exempt from crop diversification and ecological focus area requirements under greening? Yes No

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

3c. 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

* For the definition of arable land, please refer to the Glossary of the Greening guidance

If you have answered "Yes" to question 3c please answer questions 3d and 3e.

3d. Do you intend to apply inorganic fertiliser on any of these land parcels? Yes No

3e. Do you intend to apply lime on any of these land parcels? Yes No

If you have answered "Yes" to 3d and/or 3e you must maintain a record of your intentions regarding the application of inorganic fertiliser and lime on permanent grassland in your Nutrient Management Plan. For further information on your permanent grassland requirements, please see Annex C in the Greening guidance.

3f. Young Farmers Payment

4. I wish to claim Less Favoured Area Support Scheme

5. Existing Contracts and Continuing Commitments

Please tick each scheme you want to apply/claim for.

Agri Environment Climate Scheme (AECS) – annual recurrent options

Beef Efficiency Scheme (BES)

Forestry Grant Scheme (FGS) – annual recurrent options

Rural Priorities – annual recurrent options

This scheme is now closed to new applications.

6. Letting your land out

Please confirm if you are letting any of your land out to another business on a seasonal basis this year

Yes, I am letting out land to another business this year

No, I am not letting any land out this year

Please note that if you let land out to another business you must precede the crop codes, used in the Land Use column of the Data Sheets against the land parcels you let out, with LLO e.g. if you let a land parcel for seed potatoes the crop code will be LLO-SPOT.

Livestock, poultry and bees

Animals on your holding

7. If you have, or intend to have livestock on your holding in 2018 you must complete this table.
Tick the box below if you have no animals, poultry or bees.

I have no livestock, poultry or bees Go to question 8.

Column A – tell us about the types of livestock on your holding or likely to be on your holding in the 2018 calendar year.

Column B – enter the number of animals and/or birds present on your holding at 1 March 2018.

Column C – enter the number of animals on LFA land at 1 March 2018 which you have economic responsibility for. Having economic responsibility means you have responsibility for: management of the herd or flock; feeding; housing and paying the bills; veterinary care; the selection of animals brought into or disposed of from the herd or flock; and retention of proceeds of the sale of any progeny.

This information is needed for your scheme applications and to identify the standards of Cross-Compliance under the Statutory Management Requirements (SMRs) and Good Agricultural Environmental Condition (GAEC) that apply to you.

Species	Column A Tick which species are on your holding at any time in 2018	Column B Number present at 1 March 2018	Column C (only complete for LFA land) Number maintained on LFA land at 1 March 2018 that you have economic responsibility for
Indoor pigs (excluding un-weaned piglets)	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Outdoor pigs (excluding un-weaned piglets)	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Dairy cows used for milk production	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Suckler cows	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other dairy and beef cattle (less than 6 months)	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other dairy and beef cattle (6 – 24 months)	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other dairy and beef cattle (over 24 months)	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Ewes and gimmers	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Ewe hoggs	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other sheep over 6 months old		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Are any sheep used for milk production?	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Possible gathering dates for 2018.
 These dates will help us fit into your management cycle should we select you for a sheep inspection.

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>

About your business

Land in other countries

You must tell us if your IACS business has permanent or seasonal land in another country. You must tell us about this land on the forms issued by the country where the land is, for example put English land on Rural Payment Agency forms. If you are only filling in a Scottish SAF to claim Rural Priorities and only have non-agricultural land outside Scotland that you do not claim any payments on, we do not need to know about this land.

8. I only have land in Scotland Go to question 10.
9. If you have land in another country answer either **9a** or **9b**

9a. I have agricultural land and / or claim Rural Development payments in the following countries and need to fill in forms for:

England	<input type="checkbox"/>	Single Business Identifier	<input type="text"/>
Northern Ireland	<input type="checkbox"/>	Business Identifier	<input type="text"/>
Wales	<input type="checkbox"/>	Customer Reference Number	<input type="text"/>

OR

9b. 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.

10. Are you submitting your SAF 2018 as a Non-trading person or organisation? Yes No

Your payment currency

Please tell us how you would like to receive your funding. You can choose to receive your 2018 funding for Direct Payment Support schemes in euros. All other schemes will be paid in sterling. If you do not answer this question all payments will be made in sterling.

11. Your chosen method of payment Sterling Euros

Note – To receive your payment in euros you will need to open a euro account with a UK bank. The account must be held and operated within the UK territorial boundaries. If we have paid you in euros before we will use the details we already hold to make payment.

If you change your payment bank account you will need to tell us about the change by providing the new account details via your online account on or by completing a Register your Bank Details Form – Sterling (PF03) or a Register your Bank Details Form – Euros (PF04).

Declarations and Undertakings

This Form, accompanying Land Sheets and any enclosures must be signed by the applicant or an authorised agent. If there is anything relating to this application that you do not understand, please contact your professional adviser or SGRPID area office.

Specific to all applicants

I declare that:

- I have checked the pre-printed information given in this form and the Data Sheets and have made any necessary amendments or submitted a completed Land Maintenance Form.
- I have read all of the guidance notes and conditions that apply to any Scheme relevant to this application.
- I am over 16 years of age and have given complete and accurate information about all the land that I have / use on an individual basis in the United Kingdom, and about any other business, company or partnership in which I have an interest.
- I have not claimed under any other scheme (except where it is specifically authorised under the terms of that scheme) for any of the parcels of land declared in this application or for the work which is the subject of this application.

I undertake:

- To comply with Regulation (EU) 1306/2013 of the European Parliament and the Council on the financing, management and monitoring of the CAP, as amended, supplemented by Commission Delegated Regulation 640/2014 on the Integrated Administration and Control System and conditions for refusal or withdrawal of payments and administrative penalties applicable to direct payments, rural development support and cross compliance, and Commission Implementing Regulations 809/2014 and 908/2014, all as amended from time to time.
- Where appropriate to comply with Regulation (EU) 1307/2013 of the European Parliament and of the Council establishing rules for direct payments to farmers under support schemes within the framework of the common agricultural policy, as amended, supplemented by Commission delegated regulation (EU) No 639/2014, and repealing Council Regulation (EC) 637/2008 and Council Regulation (EC) 73/2009, all as amended from time to time.
- Where appropriate to comply with Council Regulation (EC) 1698/2005 (on support for rural development from European Agricultural Fund for Rural Development); and the Commission Regulations implementing Regulation 1698/2005, including (EC) 1974/2006 (laying down detailed rules for the application of Council Regulation (EC) 1698/2005) and (EC) 65/2011 (laying down detailed rules for the implementation of Council Regulation (EC) 1698/2005), as amended, and regulation (EU) 1310/2013 of the European Parliament and of the Council.
- Where appropriate to comply with Regulation (EU) 1305/2013 on support for rural development by the European Agricultural Fund for Rural Development (EAFRD), as amended, supplemented by Commission Delegated Regulation (EU) No 807/2014 introducing transitional provisions and Commission Implementing Regulation (EU) 808/2014, both as amended from time to time.
- To provide any additional information relating to this application that RPID or any other UK Agriculture Department may reasonably require.
- To permit the duly authorised officers of RPID, or its appointed agents and those persons accompanying them, to enter the farm covered by this application and to inspect land, animals, any relevant equipment, storage facilities and farm records in order to verify the accuracy of the particulars given in my application; and to render all reasonable assistance, including gathering and presenting livestock in a safe and secure manner, to duly authorised officers in making their inspection.
- To keep and make available to the duly authorised officers of RPID, or its appointed agents all farm records and information necessary to validate my application form for 4 years from the end of the calendar year in which this application is lodged (6 years from last payment date if active in Land Managers Options, Rural Priorities or Agri-Environment Climate Scheme).
- Jointly and severally to repay any aid paid in respect of our holding, together with any interest thereon, if as a consequence of a breach of the rules, or of the declarations made or the undertakings given in this application, or of overpayment to any one of us, we or any one of our number is asked to make such repayment by RPID.

- To meet the Cross-Compliance requirements contained in Council Regulation (EC) 1306/2013, as amended, (EC) 640/2014 and (EC) 809/2014, both as amended from time to time, and The Common Agricultural Policy Schemes (Cross-Compliance) (Scotland) Regulations 2014 (SSI 2014/325), as subsequently amended or replaced, in order to be eligible to receive payment for any of the schemes listed on Page 1. I understand that any breach of these requirements will lead to a reduction of my payment.

Specific to LFASS 2018 applicants and in addition to the above:

I declare that:

- I will occupy and actively farm 3 hectares or more of eligible forage land in the Scottish Less Favoured Area (LFA) on 15 May 2018.

I undertake that:

- I have made an application for payment of LFASS for the eligible land declared by me in this form and will actively farm that land for a period of, or periods totalling, at least 183 days in the 2018 calendar year.

Specific to Rural Priorities beneficiaries and in addition to the above:

I declare that:

- I have read the current guidance as detailed on the RP website which can be found through the following link: <https://www.ruralpayments.org>; and will abide by the management requirements for at least 5 years where relevant.
- The measures I propose to take comply with the management agreements for any Site of Special Scientific Interest or Natura 2000 sites on my holding. I have written consent from Scottish Natural Heritage (or the relevant regulatory authority under Section 15 of the Nature Conservation (Scotland) Act 2004) for any operation requiring consent listed in the relevant SSSI notification(s).
- I have received permission from Historic Environment Scotland for any measures I propose to take which may affect a Scheduled Ancient Monument.
- I am the owner, tenant, grazing clerk or contractual licensee with management control of all the land covered by this application and can guarantee that I have legal possession over the land for the entire length of the agreement (which is 5 years for some options) and if not I have made a joint application with the person or persons who will take over my responsibilities if I cease to have control over part/all of the land.

I undertake:

- To comply with the domestic regulations i.e. The Rural Development Contracts (Rural Priorities) (Scotland) Regulations 2008 (SSI 2008/100) as amended.

Specific to Agri Environment Climate Scheme beneficiaries and in addition to above:

I declare that:

- I have read the current guidance as detailed on the AECS website which can be found through the following link <https://www.ruralpayments.org> and will abide by the management requirements for at least 5 years where relevant.
- The measures I propose to take comply with the management agreements for any Site of Special Scientific Interest or Natura 2000 sites on my holding.
- I have received permission from Historic Environment Scotland for any measures I propose to take which may affect a Scheduled Ancient Monument.
- I am the owner, tenant, grazing clerk or contractual licensee with management control of all the land covered by this application and can guarantee that I have legal possession over the land for the entire length of the agreement (which is 5 years for some options) and if not I have made a joint application with the person or persons who will take over my responsibilities if I cease to have control over part/all of the land.

I undertake:

- To comply with the domestic regulations i.e. The Rural Development (Scotland) Regulations 2015 (SSI 2015/192).

Specific to Forestry Grant Scheme beneficiaries and in addition to above:

I undertake:

- To comply with the current Forestry Grant Scheme guidance and to comply with The Rural Development (Scotland) Regulations 2015 (SSI 2015/192)

Specific to Beef Efficiency Scheme beneficiaries and in addition to above:

I/we declare that:

- I have read the current guidance as detailed on the BES website which can be found through the following link: <https://www.ruralpayments.org> and will abide by the management requirements for at least five years where relevant.
- The data kept on the cattle tracing database relating to my animals is correct and complete or I shall rectify or add to the data kept on the cattle tracing database where this is incorrect or incomplete.

I undertake:

- To comply with the domestic regulations i.e. The Rural Development (Scotland) Regulations 2015 (SSI 2015/192).
- To comply with Regulation (EC) 1760/2000 of the European Parliament and of the Council establishing a system for the identification and registration of bovine animals.

This application must be signed by the applicant or by an agent who has written authority from the applicant. Where this application is made by an IACS group, the application should be signed by a member of the group who has the authority to do so (if there are a number of legally separate businesses within the single IACS business covered by this Single Application Form, then only an authorised representative can sign and date the application below).

The Scottish Government would like to contact you by email with news and opportunities that we think would be relevant to you or your business.

For example, we might send you occasional emails containing:

- Briefings relevant to farmers and land managers in Scotland
- News about local events relating to proposed or existing Schemes
- Notification of changes to Scheme guidance or Scheme deadlines
- Messages concerning Rural Payments & Services system availability

Please tick if you agree to receive such mailings (you will always be able to opt out later)

How we use your information

We take seriously the way we store, secure and use your personal information and how we meet our legal obligations. We will use the information provided on the SAF, including your contact details, for the purpose of delivering and/or improving our administration of the Schemes and services we offer. This may include sending you voluntary customer satisfaction surveys from time to time to see how we are doing.

For more information on how we use your information please see

<https://www.ruralpayments.org/publicsite/futures/privacy-policy/>

A paper copy of our Privacy Policy can be obtained from your Area Office

Before you sign and date the application below, please check that you have completed all the necessary questions.

Signature	Name (BLOCK LETTERS)	Status *

If you are an agent please enter your Agent Identification Number .	
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Date

D	D	/	M	M	/	Y	Y
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* If the applicant is a limited company (or other corporate body) the application must be signed by a director, the company secretary or another duly authorised officer. Enter the position held here. The signatory should sign in his or her own name and not the name of the business, or a partnership name.

WARNING: If you knowingly or recklessly make a false statement to obtain payment of aid to yourself or anyone else, you risk prosecution. You also risk the loss of all the aid which you have claimed, dependent on the submission of a Single Application Form, and your entitlement to claim under these schemes next year.

Please ensure you attach any continuation pages (with your Main Location Code and signature written on each sheet), completed Data Sheets or additional documentation, securely to this form.

