

Allocation of entitlements application form



Applicant details

Business name

For official use only

Business address

Postcode

Business Reference Number

Main Location Code

Telephone

Mobile

Email address

Fax number

Responsible Person details *(principal person of responsibility and key contact for the business)*

Name

Status

National Insurance number

- Before completing this form, you should read the full scheme guidance at <https://www.ruralpayments.org> or contact your local area office for a copy.
- Complete the form in full as directed. If the information requested is not applicable, please write 'N/A'. **We will return incomplete forms to you.**
- Failure to provide accurate information on this application form may result in recovery of payment entitlements allocated and associated payments.
- Send the completed form and any relevant documentation to your local area office.



Part 1 – Activity in 2013

If you received Direct Payments under the Single Farm Payment Scheme or the Scottish Beef Scheme in respect of scheme year 2013, please apply for an allocation of entitlements via the Single Application Form 2015.

You may wish to consider applying under the Specific Disadvantage category of the National Reserve to increase the value of your entitlements.

If you undertook agricultural activity on 15 May 2013 and did not receive Direct Payments under the Single Farm Payment Scheme and/or the Scottish Beef Scheme in respect of scheme year 2013, please complete sections 1.1, 1.2 and/or 1.3.

1.1 Production of fruits, vegetables, or potatoes in 2013

1. On 15 May 2013, did you produce fruits, vegetables, ware potatoes, seed potatoes or ornamental plants?

Yes No

If **no**, you are not eligible under this category.

2. Did you produce fruits, vegetables, ware potatoes, seed potatoes or ornamental plants on an area greater than or equal to 3 hectares?

Yes No

If **yes**, please state the area (hectares):

If **no**, you are not eligible under this category.

If you answered yes to questions 1 and 2, please provide evidence of production, for example, census returns, farm accounts, membership of producer organisations, crop records.

1.2 Agricultural activity in 2013

1. Have you ever owned or leased-in payment entitlements under the Single Farm Payment Scheme 2005 to 2014?

Yes No

If **yes**, you are not eligible under this category.

2. On 15 May 2013 did you produce, rear or grow agricultural products, including through harvesting, milking, breeding animals and keeping animals for farming purposes?

Yes No

If **no**, you are not eligible under this category.

If **yes**, please state the activity undertaken and provide evidence of your activity. Evidence can include census returns, farm accounts, membership of producer organisations, crop records, herd and flock records, farm accounts and sales invoices.

Please continue on an additional sheet, if required, and attach it to the application form.

1.3 Cultivating vineyards in 2013

1. On 15 May 2013, did you cultivate vineyards?

Yes No

If **no**, you are not eligible under this category.

2. Did you cultivate vineyards on an area greater than or equal to 3 hectares?

Yes No

If **yes**, please state the area (in hectares):

If **no**, you are not eligible under this category.

If you answered **yes** to questions 1 and 2, please provide evidence of cultivation. Evidence can include census returns, farm accounts, membership of producer organisations and crop records.

Part 2 – National Reserve

2.1 New entrants

1. Are you head of the holding?

Yes No

2. Did you become head of the holding within the last five years?

Yes No

If **yes**, please enter the date you became head of holding:

D	D	M	M	Y	Y	Y	Y
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3. Did you commence agricultural activity after 1 January 2013?

Yes No

If **yes**, please enter the date of commencement:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

If you answered **yes** to questions 1, 2 and 3, please supply evidence of your head of holding status and the commencement of agricultural activity. Evidence can include Articles of Association, business bank account statements, or herd and flock records.

If you answered **no** to any of these three questions, you are not eligible under this category.

4. Are you a sole trader?

Yes No

If **no**, complete the form at Annex A with the names, addresses and National Insurance numbers of all business members (ie, anyone with a financial interest in the business).

2.2 Young farmers

1. Are you under 41 years old on 31 December 2015?

Yes No

If **no**, you are not eligible under this category.

If **yes**, please enter your date of birth:

D	D	M	M	Y	Y	Y	Y
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Please supply evidence of your date of birth, such as your birth certificate, passport, or photographic driving licence (must be originals).

2. Are you head of the holding?

Yes No

3. Did you become head of the holding within the last five years?

Yes No

If **yes**, please enter the date you became head of holding:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

4. Did you begin your agricultural activity after 1 January 2013?

Yes No

If **yes**, please enter the date your agricultural activity began:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

If you answered **yes** to questions 2, 3 and 4, please supply evidence of your head of holding status and proof of when your agricultural activity began. Evidence can include Articles of Association, business bank account statements, herd or flock records, crop records and plans, and business development plans.

If you answered **no** to questions 2, 3 or 4, you are not eligible under this category.

2.3 Force majeure or exceptional circumstance

1. Did you suffer a *force majeure* or exceptional circumstance event which has affected the potential value of your payment entitlements under the Basic Payment Scheme?

Yes No

If **yes**, please provide full details of the events in the space below and submit evidence of them with your form. Evidence can include a death certificate, medical records or written confirmation of long-term incapacity from a medical practitioner.

Please continue on an additional sheet and attach it to the application form if required.

2.4 Compensate for specific disadvantages

To be eligible under this category you must:

- have been allocated National Reserve type entitlements in 2005 as a result of an application under the 'New Entrant' or 'Investor' categories of the 2005 National Reserve. This includes entitlements originally allocated as 'standard', 'set aside' or 'PESC' type but which were subsequently changed to 'National Reserve' type due to an award of greater than 20 per cent of the original entitlement value

Or:

- not have received an automatic allocation of 'standard', 'set aside' or 'PESC' type entitlements. This includes businesses that have purchased entitlements in any year from 2006 and still hold these in 2014

1. Were you allocated 'National Reserve' type entitlements in 2005 as a result of an award under the 'New Entrant' or 'Investor' categories of the National Reserve?

Yes No

2. Did you receive an automatic allocation of 'standard', 'set aside' or 'PESC' type entitlements in 2005?

Yes No

3. Have you purchased entitlements in any year from 2006 and still hold these in 2014??

Yes No

Part 3 – Proposed Regional Basic Payment Scheme Land Declaration for 2015

The Single Application Form 2015 submission period runs from 15 March to 15 June 2015. If you have not submitted a form to-date, please supply the gross eligible area you intend to declare on your SAF15 to allow illustration of your award.

Region	Proposed Basic Payment Scheme declaration in 2015 (to two decimal places)
<u>Region 1</u> Better quality agricultural land that has been used for arable cropping, temporary grass and permanent grass	hectares
<u>Region 2</u> Rough Grazing with a Less Favoured Areas (LFA) grazing category of B, C, D or non-LFA	hectares
<u>Region 3</u> Rough Grazing with a Less Favoured Areas (LFA) grazing category of A	hectares

Part 4 – Private contract clause

There are two types of private contract clause.

Type 1: Transfer of the right to receive payment entitlements together with the holding or part of it (the 'entrance ticket' clause).

The buyer or lessee must submit the application for an allocation of payment entitlements.

The transfer of the holding, either entirely or in part, must take place on or before the date the buyer or lessee submits their application for an allocation of payment entitlements.

Type 2: Transfer the payment entitlements to be allocated (not yet allocated to the transferor).

The seller or lessor must submit the application for an allocation of payment entitlements.

The transfer of the holding, either entirely or in part, must take place before the buyer or lessee submits their Single Application Form 2015.

Please use a separate application form for each private contract clause agreement you have entered into.

1. Please provide the Business Reference Number and Main Location Code of the other party involved in the private contract clause:

Business Reference Number

Main Location Code

 / /

Status (delete as necessary): Buyer/lessee/seller/lessor

2. Please provide the business name and address of the other party involved in the private contract clause:

Business name

3. Please indicate the type of private contract clause (tick as appropriate):

Type 1: transfer of the right to receive payment entitlements

Type 2: transfer the payment entitlements to be allocated

4. Please indicate whether the private contract clause relates to the sale or lease of land (tick as appropriate):

Sale

Lease

5. If you selected sale, please supply the date when ownership transferred:

6. If you selected lease, please supply the start and end date of the lease:

Lease start date:

Lease end date:

7. Please indicate whether the private contract clause relates to the transfer of an entire holding or part of a holding (tick as appropriate):

Entire holding

Part of a holding

8. Please indicate the date the private contract clause was signed by both parties:

9. Please supply the Land Parcel Identifiers (LPIDs) and areas involved in the private contract clause. Continue on an additional sheet and attach it to the application form if required.

Land Parcel Identifier	Area subject to the private contract clause
For example: NN/12345/12345	100.22 hectares
	hectares
	hectares
	hectares
	hectares
	hectares
	hectares
	hectares
	hectares
	hectares
Total area	hectares

Part 5 – Declarations and undertakings

This form 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 advisor or RPID area office.

I declare that:

- 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 my business.

I undertake:

- To provide any additional information relating to this application that RPID 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 four years from the end of the calendar year in which this application is lodged.

This application must be signed by the applicant or by an agent who has written authority from the applicant.

By signing this application you agree to RPID using your contact details for the purpose of delivering and/or improving our administration of the schemes and services we offer.

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

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	Y	Y
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*If the claimant 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 their own name and not the name of the business or partnership name.

If you are acting as an agent please supply your agent identification number. You can only act for a business if you have a mandate from the business to submit an Allocation of Entitlements application. If you do not have an agent ID number you must complete an agent authorisation form (AA1) available at <https://www.ruralpayments.org> or your local area office. We cannot accept forms from you until your agent authorisation and mandate has been approved.

Data disclosure

The data you have provided in the claim form are subject to the provisions of the Freedom of Information Act (Scotland) 2002 (FOISA), the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004 (EIR). It is the policy of Scottish Ministers to share relevant data, including historical, that is held on your business with other organisations for legitimate purposes and when required to do so and also to share relevant data under FOISA and EIR when it is in the public interest.

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 payment entitlements allocated to you as a result of this application.

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

Completed forms should be submitted by 15 June 2015.

Annex A (Part 2.1) – Form for recording partner or director details

Please continue on an additional sheet and attach to the application form if required.

Full name	Address	National Insurance number	Status (partner, director, treasurer, secretary)