

Questions & Answers – Basic Payment Scheme: Payment Regions

Q1. How did you decide what Payment Region each of my land parcels was in?

A1. We used objective criteria which took account of the land parcel(s), Land Cover of Scotland 1988 data, LFASS Grazing Category, and the crop code used to claim Single Farm Payment on the Single Application Form (SAF) 2014.

Q2. What is “Land Cover of Scotland 1988”?

A2. The Land Cover of Scotland 1988 (LCS88) project was the first ever national census of land cover in Scotland. We found it still accurately reflects the land cover in Scotland today. You can get more information on LCS88 from The James Hutton Institute at www.macaulayscientific.com/gis2_dataset_4a.php

Q3. How did you differentiate between Payment Region 1 and Payment Regions 2 and 3?

A3. Using the objective criteria described above, we provisionally assessed land parcels that contain 40% or more Single Farm Payment Scheme (SFPS) eligible arable crops and rotational grass (excluding permanent grass) as Payment Region 1. Land parcels containing more than 60% rough grazing (RGR) were then provisionally assessed as being either Payment Region 2 or 3 depending on their LFASS Grazing Category; categories B, C or D were provisionally assessed as Payment Region 2 and Category A were provisionally assessed as being Payment Region 3. Land parcels claimed and eligible for SFPS that were predominately permanent grass (PGRS) were subject to further system and manual based cross checks to determine the provisional Payment Region.

Q4. I claimed seasonal land on my SAF 2014. Why have you not told me what provisional Payment Region you think it is in?

A4. We cannot tell you the provisional Payment Region we think the seasonal land you claimed on your SAF 2014 is in because this would be a breach of the Data Protection Act 1998. If you intend to claim this land again, or other seasonal land, on your SAF 2015, you will need to ask the landlord for this information.

Q5. I declared a land parcel(s) in entirety as “land let out” on my SAF 2014 permanent land data sheet(s) but it is not on the table you have sent to me. Why?

A5. We can only include land you had let out on the table if it was claimed by your tenant on their SAF 2014. Our records show your tenant did not claim this land for SFPS. If this is correct (you will need to ask your tenant) and you need us to provisionally allocate a payment region to a parcel(s) you have let out please contact your area office. Their contact details are on this letter. You will need to give them the parcel(s) Land Parcel Identifier (LPID). However, if your tenant did claim this land for SFPS on their SAF 2014 please ask them to contact their area office.

Q6. I claimed a land parcel(s) for SFPS on my SAF 2014 but it is not on the table. What do I need to do?

A6. There are several reasons why the information is not on the table. Please contact your area office. You will need to tell them which land parcel(s) is missing on the table. Their contact details are on the letter.

Q7. I have a land parcel(s) that has never been claimed for SFPS on a SAF. How do I find out what Payment Region it is in?

A7. You will need to contact your area office. Their contact details are on the letter. You will need to give them the parcel(s) Land Parcel Identifier (LPID). If the land parcel(s) does not have an LPID you will have to submit a [Land Maintenance Form](#) (PF06) and a map(s). You can find more information about land parcels, maps and the Land Maintenance Form in Annex 3 of [The Integrated Administration and Control System Notes for Guidance IACS\(1\) 2015](#) or from your area office.

Q8. There is a land parcel(s) on my table with an asterisk (*) next to it. What does this mean?

A8. This means our system shows that we have made changes to the land parcel(s) since you submitted your SAF 2014. For example this could be from a land based inspection or because you sent us a Land and Business Change Form (predecessor of the Land Maintenance Form) . Please contact your area office if you need more information about this. Their contact details are on the letter.

Q9. I claimed a land parcel(s) for SFPS on my SAF 2014 as PGRS (permanent grass). PGRS is Payment Region 1 but my letter says this land parcel(s) is Payment Region 2. Why?

A9. Please see answer 3 above.

Q10. I claimed two land parcels of RGR (rough grazing) on my SAF 2014; one on my permanent land data sheet and one on my seasonal land data sheet. My landlord has told me the seasonal land parcel is Payment Region 2 and you have told me my permanent land parcel is Payment Region 3. Why are they in different Payment Regions?

A10. Although both land parcels were claimed and classified as RGR we assessed each parcel using the objective criteria described at answer 3 above. The seasonal land parcel has an LFASS Grazing Category B, C or D which makes it Payment Region 2 and your permanent land parcel has an LFASS Grazing Category A which makes it Payment Region 3.

Q11. What can I do if I don't agree with the provisional Payment Region allocated to a land parcel(s)?

A11. You should contact your area office and explain why you think the provisional Payment Region allocation is incorrect, for example because you have used a wrong crop code on your SAF 2014. Their contact details are on the letter. They might ask you to submit a [Provisional Payment Region Allocation Review Request Form](#) or your area office can send you a copy.

Q12. Can an agent contact my area office and submit a Provisional Payment Region Allocation Review Request Form on my behalf?

A12. Yes. If you have authorised an agent to complete and submit your SAF they can contact your area office and submit a Provisional Payment Region Allocation Review Request Form on your behalf.

Q13. I have been asked to complete and submit a Provisional Payment Region Allocation Review Request Form. Is there a deadline for doing this?

A13. You, or your agent, need to complete and submit a Provisional Payment Region Allocation Review Request Form within 60 days of the date of your Provisional Payment Region Allocation letter. Your area office contact details are on the letter.

Q14. Will I need to specify why I do not agree with the provisional Payment Region that has been allocated to a land parcel(s) on the Provisional Payment Region Allocation Review Request Form?

A14. We consider there are three specific criteria under which you can ask us to review the provisional Payment Region that has been allocated to a land parcel(s). These are: the land parcel(s) boundaries on the IACS map are incorrect; the crop code used to claim SFPS on the SAF 2014 is incorrect; and the split of arable crops, PGRS, RGR claimed on SAF 2014 is incorrect. However, there is a section on the form to tell us of any other circumstances or additional information that you wish us to consider.

Q15. I have submitted a Provisional Payment Region Allocation Review Request Form. Will I need to supply any evidence to support my request?

A15. This will depend on the reason why you think the provisional Payment Region allocated to a land parcel(s) is incorrect. Some examples are a Land Maintenance Form with maps and digital photographs. Your area office will contact you to tell you what evidence they need.

Q16. When will you tell me the outcome of your Review?

A16. Our aim is to process these requests as quickly as possible. We hope to confirm all land parcels' Payment Region by Summer 2015.