



Guidance Notes

You can save time by completing this form online.

Go to the website www.scotEID.com/survey

Your survey password is on the front page of your form.

These notes tell you about the December 2018 Agricultural Survey (which includes the Annual Sheep and Goat Inventory), and explains what you need to do.

Please read the notes carefully before you provide the information. Contact your Agricultural Census Officer, named on the front of your survey form, if you need more information or help.

Guidelines on completing the paper form.

- Unless otherwise directed, do not fill boxes with nil, zero, n/a etc. Leave box blank.
- Please write clearly in black or blue ink to ensure figures are picked up by the scanner.
- If you want to inform us of a change to the pre-printed information on the form, please use the enclosed 'Changes to pre-printed details on the survey' form.

DO	DO NOT
fill in boxes like this <input type="text" value="123.11"/> or leave blank <input type="text"/>	fill in boxes like this <input type="text" value="nil"/> <input type="text" value="/"/> <input type="text" value="0"/> (Only use '0' for sections 3 and 4 if you pay zero rent)

Please complete the information for the land registered under the stated location code, whether you own it or rent it from another person under a full tenancy. Do not provide information for land you rent to another person under a full tenancy as they will be asked to provide the information for this.

However, sheep and goat information must be returned for all of your locations, though if you receive forms for more than one location please only provide your sheep and goat data once.

The areas shown in Sections 1 and 2 relate only to the location code shown. If you have other permanent land you may receive a separate form for that land, depending on whether that location has also been chosen to be in the survey.

Section 1 and 2 Area of location recorded in the Scottish Government’s corporate register

The areas printed in Section 1 are taken from the information the Scottish Government holds as at 1st November 2018. If these figures are wrong, please:

- enter the correct figures in Section 2;
- fill in the ‘Changes to pre-printed details on the survey form’; and
- return the changes form with your completed survey form in the prepaid envelope.

Please remember to include:

- woods, roads, yards and farm buildings;
- any woodland planted to trees;
- bare fallow land; and
- any land potentially usable for agriculture even if not currently used for agriculture

Box 1 Owned area – enter the area of land you own and either farm yourself or rent out seasonally (for 364 (or fewer) days).

Do **not** include any land you own but rent out on a full tenancy.

Box 2 Rented area – include areas of land you **rent in** at this location on a full tenancy.

Do **not** include land you rent in seasonally (for 364 or fewer days).

Box 3 Total Area – enter total area you own and rent in (**box 1 plus box 2**).

Section 3 and 4 Tenanted land (rented in)

Please include details of all land you rent in from someone else.

In Section 3 enter information on agricultural tenancies of one year or over. The total area included should equal the area entered in Section 2 Box 2.

In Section 4 enter information for seasonal/grass lets that you rent in. This area should not have been included in your answer to Section 2.

Use one line for each tenancy arrangement.

Column 1 - Enter A to G (or S or T for seasonal lets) as detailed in the table.

Section 3	
A	Rented croft valid for registration with the Crofting Commission
B	Small Landholders Act tenancy relating to specific legislation from 1931 or earlier
C	1991 Act tenancy: A tenancy for one year or more with <u>full security of tenure and succession rights</u>
D	1991 Act, Ltd Partnership: Any tenancy for one year or more where the tenant is a limited partnership
E	SLDT: Short Limited Duration Tenancy, for between one and five years duration
F	LDT: Limited Duration Tenancy, entered into on or after Martinmas 2003 for ten years or more and with a specific end date
G	MLDT: Modern Limited Duration Tenancy, entered into on after 30th November 2017 for ten years or more and with a specific end date

Section 4	
S	Seasonal let: at the same location on a recurring basis
T	Seasonal let: not at the same location as last year

Column 2 - Enter the area rented-in under the arrangement.

Columns 3 and 4 - Enter the rent paid in column 3. **Unlike in the rest of the form**, please enter a 0 if the rent is zero. If you pay rent in kind, do not enter anything in column 3 but tick the box in column 4. As with all data in this survey, rental values will be treated **confidentially**. If you have too many separate rental agreements to fit in the boxes, please add these on an additional sheet.

Section 5 Crops

Enter the area, including headlands and ditches, of each crop sown on this location as at **1st December 2018** in preparation for the 2019 harvest. Do not tell us about any other crops.

Section 6 Grass, hay, silage, arable silage and feeding straw

Please enter the areas of grass sown on this location in the current year in hectares.

Enter the area of grass cut for hay and silage/haylage in hectares. If this area has been cut more than once in the year to produce hay or silage/haylage, please enter the total quantity (in tonnes) produced from all cuts, but only enter the area once.

Enter the quantity of arable silage (non-grass silage) and stocks of feeding straw in tonnes.

Section 7 Sheep & Goats

This section covers the requirement of the Annual Sheep & Goats Inventory that you might otherwise receive. Tell us about all the sheep and goats for which you are the keeper, whatever the location. Also include any that you keep over the border, even if you also receive an inventory form from DEFRA.

Use a separate line for each location. If you have received a survey form for more than one location, please only return your sheep and goats information on one of the forms, and tick the box on the other to let us know that you have provided the data elsewhere.

We have changed the category labels this year. Please see the Q&A sheet question 3 for more details.

Sections 8 and 9 Pigs and Poultry

Tell us only about the animals on the stated location code. If you are not responsible for them, and are unable to provide the information, please provide information on whom we should contact. Exclude game birds.

Section 10 Machinery

Include machinery that is or can be used on this location, even if it is also used on other locations, but do not include details of the same machinery on more than one December 2018 form. Please note that we no longer split the collection of machinery data over two years. We have tried to describe the variety of machinery included in each section. The detailed lists should not be considered exhaustive and if you have similar machinery, please include it in the section in which it best fits.

Metric Conversion

To convert Acres into Hectares multiply your area in Acres by 0.4047

Example: 554 Acres should be converted as follows:

554×0.4047 acres = 224.20 Hectares to 2 decimal points

To convert Sq Metres to Hectares you should divide your area in Sq Metres by 10,000

Example: 8000 Sq Metres should be converted as follows:

8000 divided by $10,000$ = 0.8 Hectares.