

GUIDANCE NOTES for completing the Land and Business Change Form (LBCF)

These notes are to assist you in completion of the Land and Business Change Form (LBCF). Please read these Guidance Notes before you complete each relevant question. The LBCF can be downloaded by using the following link:

<http://www.scotland.gov.uk/Topics/Agriculture/grants/Schemes/18148/17093>

Glossary of Terms

AA1	Agent Authorisation form. This must be used when authorising a third party to sign applications or claim forms on your behalf.
BRN	Business Reference Number. This is a unique six digit number allocated by SGRPID to a business and linked to a Main Location Code. Any payments by SGRPID are only made to a bank account linked to a BRN.
Business	This is the term used by SGRPID to describe all our customers, even though you may not class yourself as a business. The business name you provide will be used in any correspondence we have with you.
CPH	County, Parish, Holding. A series of numbers used to identify a specific location, e.g. 79/437/0567 would mean 79 (County number), 437 (Parish number) and 0567 (the Holding number).
FCS	Forestry Commission Scotland.
FDS	Field Data Sheets. These are submitted with the SAF (see below) and contain information about the land that the business is making a claim for payment on.
LBCF	Land and Business Change Form.
LPID	Land Parcel Identifier. This is the new terminology for a Field Identifier (FID) - the unique 12 digit number given to a land parcel mapped by SGRPID.
LC & MLC	Location Code & Main Location Code. This is new terminology for Farm Code and identifies a location where a business might be carrying out any type of rural activity. A business can have more than one LC but only one MLC.
Rural Activity	Used by SGRPID to describe a rural activity undertaken at a Location Code.
Seasonal Let	Land rented for rural activity for a period of 364 days or less, whether or not the lease is renewed annually.
SGRPID	Scottish Government Rural Payments and Inspections Directorate.
SNH	Scottish Natural Heritage.
SRDP	Scotland Rural Development Programme.

SECTION A – NEW REGISTRATIONS AND CHANGES TO CURRENT HOLDING DETAILS

Question 1 – Complete this question if you are applying for a new Location Code (LC) for the land or premises which you occupy.

Question 2 – Complete this question to tell us why you are completing the LBCF. This could be for a number of reasons:-

- You are buying or transferring an area of land
- You are selling or transferring an area of land
- Taking over or giving up the tenancy of a holding
- Changing the boundary of a land parcel already registered with SGRPID
- Registering forestry land with SGRPID for the first time
- Registering land with SGRPID for the first time - for SRDP purposes
- For the allocation of a herd or flock mark for animals which you are keeping.

Question 3 – Complete this question to tell us what type of rural activity applies to your business. If none of the categories applies or you are unsure please enter the type of business or activity in the "Other" box.

Question 4 – If you already have a Main Location Code (MLC) and/or a Business Reference Number (BRN), please enter these. Use the County/Parish/Holding (CPH) format e.g. 69/045/0201

If you do not have an MLC and/or BRN, please leave blank.

Question 5 – Complete this question to make changes to the existing details of your business or to register the business or location with SGRPID for the first time

Please ensure that the details entered here are as comprehensive and accurate as possible. This will assist us in processing the LBCF as quickly as possible.

Question 6 – **Only complete this question if your contact details are different from those entered in Question 5.**

You should note that we will use any details in questions 5 and 6 to add to or update our computer-based records. If necessary, we will use these details to contact you.

SECTION B – BUSINESS

Question 7 – Provide the date when the new business was/will be established. You can supply a future date here, but we cannot data-capture the LBCF before this date.

Question 8 – Provide the date when any changes to the existing business took place.

Question 9 – Use the tick box to indicate if there has been a change to the trading status of an existing business which is already registered with SGRPID. This could be because a Sole Trader is now trading as a Partnership or vice versa. SGRPID staff may contact you to discuss these changes.

Question 10 – If you have completed Question 7, 8 or Question 9, you should use this box to tell us what the changes to a business have been. If the partners in a business have changed, please use this box to tell us the names of **all** the current partners and their status (e.g. partner, director, trustees etc).

Question 11 – Enter any other Location Code numbers in CPH format e.g. 69/045/0201 in the boxes provided **but exclude land you rent on a seasonal let and the MLC you provided at Question 4.**

These Location Codes are areas of land you use as part of the business declared in Question 5. You should only include Location Code numbers for land that is permanently used by the business, either owned or tenanted.

Question 12 – If your business has a contract with Forestry Commission Scotland (FCS), please provide the FCS reference number/s.

Question 13 – You only need to complete this question if any partners, directors, trustees etc have interests in any other rural-based businesses in the **UK**. If so please tell us:

- The name or trading title of the other business and, if possible, an identifier of some kind e.g. BRN
- The name or names of the persons involved in the other business
- The status of the person or persons in the other business (e.g. partner, director, trustee etc)
- Whether a separate Single Application Form (SAF) is submitted by the other UK business.

SECTION C – LAND TRANSFERS (IN AND OUT), PARCEL BOUNDARY CHANGES AND NEWLY REGISTERED LAND

Question 14 – Enter the Location Code of the land affected by the change or transfer in CPH format e.g. 69/045/0201. If registering land for the first time, please leave this box blank.

Question 15 – Tick the appropriate box to indicate if the land is being transferred from or to the Location Code entered in Question 14.

Question 16 – **If you are registering land for the first time, you must complete this question.** Tick the appropriate box to indicate the type of occupancy you have of the location entered in Question 14. This could be owner or someone with a lease of more than 364 days. If you have another type of occupancy or are unsure, please enter this in the "Other" box.

Question 17 – The more detail you provide here, the quicker SGRPID will be able to process the LBCF for you. Enter the details of the business that you are buying, or transferring the land from or taking over the tenancy from; or who you are selling or transferring the land to or giving up the tenancy in favour of. It is possible that SGRPID staff will have to contact these parties to clarify the change.

Question 18 – Give the area of the land that you are either registering or transferring in hectares (Ha). If you are registering land with SGRPID for the first time you should enter the hectareage in the Land Taken On column. To convert an area which is in acres to hectares you should multiply the acre figure by 0.4047.

For example if a field is 3.26 acres, multiply 3.26 by 0.4047 to get 1.32 Ha.

Question 19 – Tick the appropriate box or boxes to indicate the schemes your business is claiming grant for now or may claim for in the future. This information helps SGRPID to prioritise the processing of the numerous LBCF's they receive.

Note: Failure to complete this question or stating that you do not anticipate making any claims at present will **not** prevent you from applying for these schemes in future.

DETAILS ON INDIVIDUAL PARCEL CHANGES

Question 20 – Tick the appropriate box to indicate whether or not you are transferring or registering a whole farm or location. Give the total area being transferred in Hectares.

If you tick 'Yes' - continue to section D.
If you tick 'No' - complete Question 21.

Please write the Business Name on each map you submit and if already allocated, the BRN and Location Code.

Question 21 – Please provide the total area of all the land parcels being transferred or registered for the first time. Also state the number of maps enclosed with your form. If you are not submitting maps, enter N/A.

If you are registering areas of land with SGRPID for the first time you must submit an accurate map of the correct scale (1:2500 or 1:10000). It is also helpful to us if you submit a map showing the actual location of the land being registered in relation to a significant landmark e.g. a farmyard or a public or private road.

Question 22 – This question should be used to provide SGRPID with details of the land parcels which:

- Are being moved to different Location Code numbers.
- Are coming into rural or agricultural activity for the first time.
- Have undergone boundary changes within an existing location boundary.
- Are going out of rural or agricultural use for development, recreation, utility, military, mineral workings;
- Have a change in area as a result of re-measurement.

Please see the examples on page 8. **You can only use the ‘Change Type’ codes shown on page 6 E.g. MOVF, NEWF.**

IMPORTANT – The following guidance applies when completing this question.

MAP REQUIREMENTS

If you are telling us about a change to

- a land parcel or field boundary,
- a land parcel or field deemed to be new to Rural Activity or Agriculture,
- an area of land or field not previously mapped by SGRPID
- part of a land parcel that is involved in a transfer;

then you must attach a map showing clearly which part of the land parcel is involved in the transfer. Guidance on our map requirements can be found in Annex 5 (page 24) of the IACS (1) 2008 Notes for Guidance:

<http://www.scotland.gov.uk/Resource/Doc/213317/0056665.pdf>

IACS LAND PARCEL IDENTIFIER (LPID) COLUMN

Enter the 12 digit LPID of the area of land or field. The LPID entered at this question should match exactly with that entered on the Single Application Form’s Field Data Sheet, where applicable. If a 12 digit field identifier does not exist, use the old Ordnance Survey Field Number (e.g. NG/3458/0800). If this is not applicable, use the format: Location Code/Number (e.g. 050/0123/1).

Note: If you intend to claim subsidy on these land parcels or fields, no payment can be made until they have been given a unique LPID and verified against our field register.

CHANGE TYPES COLUMN

Enter one of the following codes in this column to reflect the reason for the land parcel transfer or change/s to your unit or holding.

Code	Reason	Explanation
SELF	Sell Field	A land parcel has been sold from the Location Code detailed at either Question 4 or 11 – enter the LPID and enter the Main Location Code of the buyer (if known), in the "Other Location Code involved " column. Please ask the other party involved in the transfer to complete question 29.
BUYF	Buy Field	A land parcel has been bought by the Main Location Code detailed in Question 4. Enter the LPID and the Location Code of the seller (if known), in the "Other Location Code involved" column. You should request this information and a copy of the SGRPID Field Identification System (FIS) map from the seller. Please ask the other party involved in the transfer to complete question 30.
REMF	Remove Field	A land parcel, previously in rural activity and now permanently converted to non-agricultural use. State the new Usage Type in the 'Description of Change' column.
NEWF	New Field	Any land parcel, which has come into rural activity for the first time, and has no 12 digit LPID. The identifier entered should, where possible, use the old Ordnance Survey Field Number (e.g. NG/3458/0800). If this is not applicable, use the format Location Code/number (e.g. 050/0123/1). You will be notified when a LPID is issued for this land parcel and which Location Code it has been associated with.
MOVF	Move Field	Use this code when: <ul style="list-style-type: none"> • An error has occurred and a land parcel has been mapped against the wrong Location Code. • A new tenant is taking over occupancy of a holding • A tenancy has been terminated and the land has been returned to the land owner. Enter the existing Location Code of the unit in the "Other Location Code" column. Please ask the other party involved in a transfer to complete either question 29 or 30.
MODF	Modify Field Boundaries	Use this code when a land parcel has had changes made to its permanent boundaries.
MERF	Merge Fields	Use this code if two or more land parcels on the same Location Code have merged. Enter any other land parcels involved in this merge on adjacent lines.
SPLF	Split Field	Use if the land parcel has been split into two or more fields.

DATE OF CHANGE COLUMN

Always try to give the exact date of any change. If not, the month and year will be acceptable. Please do not enter the date you completed the form unless this is the actual date of change.

OTHER LOCATION CODE COLUMN

If there is another location involved in any of the changes you are making please ensure you supply this Location Code as well as your own. (See BUYF, SELF, MOVF above.)

AREA COLUMN

Enter the area in hectares of the land parcel which is involved in the transaction.

Note – if only part of the land parcel is involved then enter the area to be transferred and attach a map showing clearly which part of the land parcel is involved in the transfer.

USAGE OF LAND COLUMN

Enter the type of Rural Activity which the land parcel is being or going to be used for. This could cover a number of reasons, e.g. Agriculture, SRDP, Forestry, Grazing or Domestic (this includes keeping farm livestock as pets).

DESCRIPTION OF CHANGE REQUIRED COLUMN.

Please give a short explanation of the change required. For land parcels which have gone out of rural activity enter house site, development, recreation, utility, mineral workings, etc. If the change is as a result of the land parcel being re-measured, enter 'Re-measurement'.

If you do not have enough space here, add an * and provide more detail at Question 26 – remember to tell us which LPID this relates to.

Examples of how to complete Question 22

Land Parcel Identifier (LPID)	Change Type	Date of Change	Other Location Code	Area (ha)	Usage of Land, e.g. Forestry, Agriculture	Description of Change Required
NY/62113/11557	MOVF	01/11/07	561/1123	11.21	Forestry	Taken back from Winston Farms
NO/32181/65421	BUYF	01/05/07	102/0031	2.34	Agriculture	Bought from Mr McDonald, Whitemyre Farm
NT/47125/82171	SELF	02/08/07	321/0411	0.45	Agriculture	Sold to Ernest Cummings
NH/23142/31200	REMF	01/04/07	N/A	9.25	Grazing	Sold for development
NG/3546/0400 or 175/0026/1	NEWF	01/05/07	N/A	4.11	N/A	Reinstatement of quarry
NY/77883/45566	MODF	01/11/07	123/0201	12.22	Domestic	Boundary incorrect – modify to follow red line on map
NY/86213/33415	MERF	02/11/07	421/0035	125.30	Forestry	Merge with field above/below
NY/86213/33415	SPLF	01/02/08	421/0023	3.45	SRDP	Split field into 2 along red line –see map

Question 23 – Continuation Sheets for Land Transfers and Parcel Boundary Changes. If appropriate enter the Location Code of the land to which the changes apply.

SECTION D - TRANSFERRING WHOLE UNITS

Question 24 & Question 25 – Give full details of the party or parties involved in the transfer of the land detailed in Section C.

- **Question 24** must be completed by the **purchaser** of the land or the party taking over a long-term tenancy. They should also sign Question 29.
- **Question 25** must be completed by the **seller** of the land or the party **giving up** a long-term tenancy. They should also sign Question 30.

Please ensure that these two questions are completed accurately and comprehensively. This will allow SGRPID to process the LBCF more quickly.

SECTION E - ADDITIONAL INFORMATION

Question 26 – You might find it helpful to explain here what you are informing of us to allow us to better understand why you have submitted the LBCF. This is useful for situations like informing us of a new business or a change to the structure of an existing one. It may also help for more complicated transfers of land or registering large numbers of land parcels for the first time.

SECTION F – DECLARATION

Question 27 – Where a land transfer is involved, either Question 29 or 30 should be completed by the other party involved in this land transfer. This is particularly important if the land is already recorded on our records.

We cannot transfer land without confirmation from the recorded occupier. If it is not possible to obtain a signature of the seller we would be willing to accept a copy of the solicitor's letter or missive or similar legal document notifying that the sale and purchase of the land has been finalised. If you are submitting a copy of a solicitor's letter or missive you should tick the appropriate box.

If there are problems with this or you are unsure, please contact your local SGRPID Area Office to discuss. See page 10 for contact details.

Question 28 – If the form is being signed by an Agent, tick the appropriate box and if the answer is "Yes" you **must** enter the Agent Identity Number. If you do not have an Agent ID you need to complete an Agent Authorisation Form (AA1). Please contact your local SGRPID Area Office or FCS Conservancy office or the AA1 and guidance is available online at:

<http://www.scotland.gov.uk/Resource/Doc/971/0056538.pdf>

<http://www.scotland.gov.uk/Resource/Doc/971/0056613.pdf>

Question 29 & Question 30 – The signatures of **both** parties involved in any transfer of land detailed in Section C must be provided at these questions. ** However see Question 27 notes (above) if this is not possible.

- If you have completed Section A and/or Section B to notify SGRPID of a new business or changes to an existing one, **sign and complete Question 29**.
- If no land purchase, sale or transfer is involved, as the existing occupier of a Location Code you need only **sign and complete Question 29**.
- **Question 29 must be **signed and completed** by the existing occupier or purchaser of the land or the party taking over a long-term tenancy.
- **Question 30 must be **signed and completed** by the seller of the land or the party giving up a long-term tenancy.

CONTACT POINTS YOU MAY FIND USEFUL

Contact details for SGRPID Area Offices. Please refer to:

<http://www.scotland.gov.uk/Topics/Agriculture/AOcontacts/contacts>

Contact details for FCS Conservancy Offices. Please refer to:

<http://www.forestry.gov.uk/forestry/HCOU-4U4J23>

Contact details for SNH Area Offices. Please refer to:

<http://www.snh.org.uk/about/ab-hq.asp>

Information on SRDP. Please refer to:

<http://www.scotland.gov.uk/Topics/Rural/SRDP>