

**LAND & BUSINESS CHANGE FORM  
(LBCF)**



*For official use only*

**LBCF No:**

**Date Stamp**

**Main Location Code:**

**BRN:**

**A detailed Guidance Note to assist with completion of this form is available from local RPID or Forestry Commission Scotland Conservancy Offices or you can download a copy :**

**Land and business change form guidance notes**

**Use the following as a guide to which sections of the form you are required to complete:**

**Please ✓ tick all that apply to you**

- I am registering a location for the first time → Complete Sections A, C & F
- I am registering an additional holding → Complete Sections A, C & F
- I am changing location/land boundaries → Complete Sections A, C & F
- I am registering my business for the first time → Complete Sections A, B & F
- I am changing my business structure → Complete Sections A, B & F
- I am changing/updating my correspondence details → Complete Sections A & F
- I am transferring/selling/purchasing the whole unit → Complete Section A, C, D & F

**REMEMBER → Read and sign the declaration on page 10**

## SECTION A – NEW REGISTRATIONS AND CHANGES TO CURRENT DETAILS

1. Are you applying for a new location code? Yes  No

2. Why are you completing this form? (Please ✓ tick all that apply)

Registering land for the first time/ changing existing boundaries  Registering for SRDP purposes

Buying/selling/transferring land or taking on/giving up a tenancy  Registering Forestry Land

3. What business type applies? (Please ✓ tick all that apply)

Agriculture  Forestry  Poultry  Pig  RDP Activity

Other (please state)

4. Business contact details. If already allocated, please enter your Main Location Code (MLC) and Business Reference number (BRN) below.

Main Location Code (MLC)	CC / PPP / HHHH	Business Reference Number (BRN)	
--------------------------	-----------------	---------------------------------	--

5. Enter any changes to your existing business details below or enter details of a new business

Business Name								
Your Status (please ✓ tick)	Owner	<input checked="" type="checkbox"/>	Partner	<input checked="" type="checkbox"/>	Sole trader	<input checked="" type="checkbox"/>	Other Please specify	
Contact Name	Title (Mr, Mrs, etc)			First Name		Surname		
Address								
Postcode					Tel No			
Mobile No					Fax No			
E-mail								

6. Correspondence Details: Only complete if different from above

Contact Name	Title (Mr, Mrs etc)		First name		Surname	
Address						
Postcode					Tel No	
Mobile No					Fax No	
E-mail						

If there are no further changes please continue to the Declaration on page 10, otherwise go to Section B on the next page.

## SECTION B - BUSINESS

7. If giving us details of a new business, when was or will it be established?

dd / mmm / yyyy

8. If there has been a change to the details of an existing business, please tell us when this change took or will take place.

dd / mmm / yyyy

9. If an existing business, has there been a change to the trading status? (E.g. sole trader, now trading as partnership). Please ✓ tick:

Yes  No

10. If you have completed question 7, 8 or 9, please state what the changes have been. If there has been a change in a partnership, please list the current partners and their status.

--

11. List any other Location Codes which are normally used by this business, but exclude land you rent on a seasonal basis and the MLC you provided at Question 4.

CC / PPP / HHHH	CC / PPP / HHHH	CC / PPP / HHHH	CC / PPP / HHHH	CC / PPP / HHHH
CC / PPP / HHHH	CC / PPP / HHHH	CC / PPP / HHHH	CC / PPP / HHHH	CC / PPP / HHHH

12. If you have a contract with Forestry Commission Scotland (FCS), please provide us with their reference numbers. Use Question 26 if you need more space.


13. If any partners, directors, trustees etc, including yourself, in this business have an interest in any other UK rural business, please enter details below.

Name of Person Involved	Name of Other Business	Status (e.g. Partner)	Business Reference No (BRN)	Is a separate SAF submitted by the other business?

If there are no further changes please continue to the Declaration on page 10, otherwise go to Section C on the next page.

**SECTION C – LAND TRANSFERS (IN & OUT), PARCEL BOUNDARY CHANGES & NEW LAND REGISTRATIONS**

14. Tell us the Location Code of the land that these transfers affect. CC / PPP / HHHH

15. Is the land being transferred From  or To  the above Location Code? Please  tick

16. What type of occupancy is held on the holding stated at Question 14?

Owner	<input checked="" type="checkbox"/>	Long Term Tenant	<input checked="" type="checkbox"/>	Croft Owner	<input checked="" type="checkbox"/>
Croft Tenant	<input checked="" type="checkbox"/>	Croft Sub-Tenant	<input checked="" type="checkbox"/>	Other (Specify)	

17. Tell us who you are buying/transferring the land from or taking the tenancy over from or who you are selling, transferring the land to or giving the tenancy over to?

Contact Name	Title (Mr, Mrs, etc)		First name		Surname	
Address						
Postcode		Tel No				
Location Code	CC / PPP / HHHH	Mobile No				

18. Please enter area details of land that you are registering/transferring.

	Land taken on	Land given up
Total area (including farm land, roads, buildings, woodland etc)	. ha	. ha
Owned	. ha	. ha
Rented	. ha	. ha

19. Please tick all the schemes your business is claiming or may claim for in the future:  
(Please  tick all that apply)

Single Farm Payment Scheme (SFPS),	<input checked="" type="checkbox"/>
Less Favoured Area Support Scheme (LFASS)	<input checked="" type="checkbox"/>
Scottish Beef Calf Scheme (SBCS)	<input checked="" type="checkbox"/>
Forestry Schemes	<input checked="" type="checkbox"/>
Rural Development Programme 2007 to 2013. <b>(Please specify)</b>	
Other Schemes, e.g. ABDS, CCAGS, CHGS, LMCMS etc <b>(Please specify)</b>	
I do not anticipate making any claims at present	<input checked="" type="checkbox"/>

**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.**

**Section C continued - LAND TRANSFERS & PARCEL BOUNDARY CHANGES**

20. Are you transferring the whole farm/location? Please ✓ tick Yes  No

If Yes, please state the total area being transferred . Ha

If you answer Yes, please continue to Section D. If you answer No to this question, please continue to Question 21.

21. 

Please state the Total Area of all parcels being transferred/registered.	. ha
If notifying us of field boundary changes, how many maps are enclosed?	

**You must submit an accurate map if registering new areas not currently identifiable by a Land Parcel Identifier, or where a land parcel boundary has been changed.**

**22. Please complete the following table if there have been changes to your parcel boundaries or you have transferred fields. You must use the Codes for ‘Change Type’ column which can be found on page 6 of the Notes for Guidance. Use continuation sheets on pages 6 & 7 if required.**

If you are registering land that is deemed to be new to agriculture or forestry or for SRDP, or not previously mapped by SGRPID and so has no 12 digit land parcel identifier (LPID) – you must use where possible the old Ordnance Survey Field number ie. NJ/3458/0800. If this is not applicable, use the format – Location Code/Number ie. 050/0123/1

Land Parcel Identifier	Change Type	Date of Change	Other Location Code involved	Area (ha)	Usage of Land, e.g. Forestry, Agriculture	Description of Change Required





**SECTION D – TRANSFERRING WHOLE UNITS**

**24. If you are the Purchaser of the land detailed in Section C or taking over the Long Term Tenancy of the land, please complete this question. You should also complete Question 29.**

Location Code of the land (CPH)		Business Reference Number (BRN)	
Contact Name		Title	
Initials		Surname	
Name of Location being purchased			
Address of Location being purchased			
Postcode		Tel No	
Mobile no		Fax no	
Email Address			

**25. If you are the Seller of the land detailed in Section C or giving up a Long Term Tenancy of the land, please complete this question. You should also complete Question 30.**

Location Code of the land (CPH)		Business Reference Number (BRN)	
Contact Name		Title	
Initials		Surname	
Name of Location being sold			
Address of Location being sold			
Postcode		Tel No	
Mobile no		Fax no	
Email Address			

**Section E – ADDITIONAL INFORMATION**

**26.** You may wish to use this space to provide some more detail on why you are submitting the LBCF. This should be **additional** information to what you provide elsewhere at the relevant questions.

**SECTION F: DECLARATION**

**This must be completed along with ALL other relevant Sections.**

**Data Disclosure**

The data you have provided in this form are subject to the provisions of the Freedom of Information (Scotland) Act 2002 (FOISA), the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004 (EIR). It is Scottish Ministers policy 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 to share relevant data under FOISA and EIR when it is in the public interest.

**27. If notifying us of a land transfer, the form should be signed below by both parties.** If it is not possible to obtain the seller’s signature, we would be willing to accept a copy of the solicitor’s letter or missive or similar document notifying that the sale/purchase of the land has been finalised. Solicitor’s letter included  Missive Included  Please ✓ tick.

**28.**

Are you an agent acting for the business in Section A?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, please provide your Agent ID* here and complete question 29 or 30 as appropriate				

\*If you do not have an Agent ID, you **must** complete an Agent Authorisation Form (AA1). Please contact your RPID Area Office, FCS Conservancy Office or it is available online at:

- <http://www.scotland.gov.uk/Resource/Doc/971/0056538.pdf>
- <http://www.scotland.gov.uk/Resource/Doc/971/0056613.pdf>

**29. NEW or EXISTING BUSINESS, EXISTING OCCUPIER or PURCHASER or NEW TENANT DECLARATION**

<b>I declare that the information given on this form is correct to the best of my knowledge</b>	
I Confirm I have : Bought <input type="checkbox"/> Taken over <input type="checkbox"/> (please ✓ tick)	
Signature	
Name (BLOCK CAPITALS)	
Status (Partner, Owner, Occupier, Agent, etc)	
Date of signature	

**30. SELLER or GIVING UP TENANCY DECLARATION**

<b>I declare that the information given on this form is correct to the best of my knowledge</b>	
I Confirm I have: Sold <input type="checkbox"/> Given up <input type="checkbox"/> (Please ✓ tick)	
Signature	
Name (BLOCK CAPITALS)	
Status (Partner, Owner, Occupier, Agent, etc)	
Date of signature	