



# The Integrated Administration and Control System



## Explanatory Booklet IACS(1) 2007



natural  
scotland  
SCOTTISH EXECUTIVE

# THE INTEGRATED ADMINISTRATION AND CONTROL SYSTEM (IACS) 2007 EXPLANATORY BOOKLET

An online version of this guidance can be found at [www.scotland.gov.uk/SAF07](http://www.scotland.gov.uk/SAF07)

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**ACRONYMS USED IN THIS BOOKLET**

ECS	Energy Crops Scheme
FIS	Field Identification System
GAEC	Good Agricultural and Environmental Condition
IACS	Integrated Administration and Control System
LBCF	Land and Business Change Form (previously BCF and FMR)
LFA	Less-Favoured Area
LFASS	Less-Favoured Areas Support Scheme
LMCMS	Land Management Contract Menu Scheme
NAS	Nuts Aid Scheme
OS	Ordnance Survey
PCP	Protein Crop Premium
RPA	Rural Payments Agency
SAF	Single Application Form
SBCS	Scottish Beef Calf Scheme
SEERAD	Scottish Executive Environment and Rural Affairs Department
SFPS	Single Farm Payment Scheme
SRDP	Scottish Rural Development Programme

Completing the SAF using SEERAD Online will:

- give you up to date entitlement information
- calculate your totals automatically
- reduce the chance of making mistakes
- provide 24 hour access and give you an instant receipt

For further information visit [www.seeradonline.gov.uk](http://www.seeradonline.gov.uk)  
or phone **0845 601 7597**



## KEY POINTS

If you are claiming under the:

- Single Farm Payment Scheme (SFPS)
- Scottish Beef Calf Scheme (SBCS)
- Energy Crop Scheme (ECS)
- Protein Crop Premium (PCP)
- Nuts Aid Scheme (NAS)
- Land Management Contract Menu Scheme (LMCMS)

you must:

- **Fill in the relevant sections of your SAF to establish and activate your SFPS entitlements by 15 May 2007.**
- **Ensure that your SEERAD Area Office receives your completed SAF on or before 15 May 2007.**
- **If claiming under LMCMS, fill in and submit your LMCMS application form by 15 May 2007.**
- **If claiming under SBCS, fill in and submit your SBCS claim form(s) by 31 December 2007.**
- **If you make any changes to your land, business or contact details, fill in and submit an LBCF.**

## KEY DATES

Date	Event
1 January 2007	Start of the SAF year. You must meet all cross compliance conditions from this date.
15 January 2007	Start of the set-aside period. You must not have any crops still in the ground or graze set-aside land.
30 April 2007	Final date on which the 10 month period for having land at your disposal can begin if you are claiming payment under the SAF in 2007.
15 May 2007	Last day for SEERAD to receive your SAF if you are to avoid a late claim reduction. Last day for Rural Payments Agency (RPA) to receive your non-food contract for industrial crops grown on set-aside land, or under the Energy Crop Scheme. Last day for SEERAD to receive your LMCMS application (SEERAD will reject applications received after 15 May). Start of the LMCMS Scheme Year.
9 June 2007	Last day for SEERAD to receive your SAF (SEERAD will apply late claim reductions to SAFs received from 16 May).
30 June 2007	Payment window for 2006 closes.
15 July 2007	You can sow crops on set-aside land for harvest in 2008.
31 August 2007	2007 set-aside period ends. However there are still controls on using any remaining green cover.
1 October 2007	The earliest date for the 10 month period for a parcel of land to support a 2008 SAF claim.
1 December 2007	Payment window opens for SFPS, ECS and PCP.
31 December 2007	Cross compliance period ends.

## KEY CHANGES FROM 2006

- We have requested a further breakdown of cattle and deer in the IACS (2) form to allow us to calculate stocking density more readily.
- We have also asked for *likely* gathering dates for sheep to allow us to co-ordinate any possible inspections, to keep disruptions to a minimum.
- LFASS 2007 being developed, so the SAF this year does not include the LFASS tick-box claim. A separate application form will issue once the EC has approved the scheme. However, land which you declare in your Field Data Sheets may be used to assess any entitlement you may have under LFASS 2007, so **you must** declare all your Scottish LFA land. You will not be able to add or amend land at a later date. Please see paragraphs 61-64 and paragraphs 97-98.
- For 2007 only, you **MUST** complete the Business Status question indicating whether you are a Sole Trader, Partnership or Limited Company.
- Code OTH is no longer a valid code and should not be used.
- Code WAFF has been added for Woodland and Farm Forestry.
- Code TSB has been added for Trees, Shrubs and Bushes.
- Code AGRI has been added for agri-environment areas under OAS, RSS, ESA, HABS or CPS.

## IACS – SINGLE APPLICATION FORM (SAF) 2007

### Introduction

1. This booklet sets out the detailed rules of the IACS and how to fill in the SAF for the SFPS. The SAF also incorporates the application for NAS, ECS, PCP and the area based options of the LMCMS. You should read the following publications before you submit an application form:
  - **SFPS Notes for Guidance**
  - **LMCMS Notes for Guidance Booklet**
  - **LMCMS Notes for Guidance Leaflet (included in this year's pack)**
  - **SBCS Notes for Guidance**
  - **Cross Compliance Notes for Guidance.**

### Releasing information about you and your payments

2. We have a legal duty to keep the conditions of the Data Protection Act 1998, the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.

It is our policy to release information about the amounts of subsidies we pay and who receives payment through the Single Farm Payments Scheme and the new schemes under the Rural Development Regulation. We will process personal information we receive in line with the Data Protection Act 1998, but you should be aware that we will generally disclose (that is, make available for other people to see) the particular information mentioned above.

We will also protect other personal information we receive in line with the Data Protection Act 1998. We will use the information provided in the Common Agricultural Policy subsidy application mainly for the purpose of processing the applications. However, we may also use personal information, depending on the conditions of the 1998 Act, for purposes connected with:

- Administration of the Common Agricultural Policy;
- Scottish Rural Development Plan and other aid schemes;
- The production and safety of food;
- Management of land and other environmental controls;
- Providing services to businesses;
- Animal health and welfare; and
- Occupational health and welfare.

We may pass information (when necessary for these purposes) to other organisations. For example, to Customs and Excise for import and export purposes, or to local authorities for milk or health purposes. This may include sharing field-boundary information with organisations who can show they have a need for this kind of information. We may use information for statistical purposes, which may reduce the need for collecting some statistical information, or when we need to keep to the Freedom of Information Act or the Environmental Information Regulations noted above. We may also pass contact information to research organisations to conduct surveys on our behalf which will help us to monitor and improve our service to you.

### Who is Eligible to Apply

3. To be eligible to claim SFPS, you must be a farmer with SFPS entitlements, carrying out an agricultural activity. To be eligible to claim LMCMS, you can be any land manager. To be eligible to claim ECS and PCP you must be a farmer.
4. To be eligible to claim SFPS:
  - A farmer is defined as a natural or legal person, or a group of natural or legal persons whose holding is situated within Scotland and who exercises an agricultural activity. This includes a legally constituted body such as a partnership, company or trust. Note that you must be over 16 years of age.
  - Agricultural Activity is defined as producing, growing or rearing agricultural products, including harvesting crops or keeping animals for milking, breeding animals and keeping animals for other farming purposes, or maintaining the land in Good Agricultural and Environmental Condition (GAEC).



5. You need not produce anything to be eligible to claim for SFPS but, whether you do or not, you will still need to keep your land in GAEC.
6. If you are involved in different businesses, and only if each business is managed as a separate business according to certain rules, you can submit a separate application for each business. In most cases we will have assessed already whether businesses are separate but in some cases we may need to seek more information. We will consider the legal status of the businesses, how far operations are run separately each day in practice, whether there are separate farm plans and accounts, the independence of decision-making between the separate farms and where the overall economic control of the businesses rests. Each of these factors is not necessarily conclusive by itself and we may ask farmers for more information, for example, partnership agreements, Articles of Association and accounts. Ultimately, you must satisfy us that the businesses are separate.
7. We must check that, where businesses are split or created, they have not been established with the main purpose of avoiding individual limits on aid. If you tell your SEERAD Area Office, or you have indicated on your SAF or LBCF, that you have created a new business or that you have changed an existing business, we may need to get more information.

#### **Cross Border Applications**

8. If you have farms in different parts of the UK, which you manage as part of one business, you must submit one SAF covering each of those farms. Please note that land in another country must be entered in *that* country's forms. You should submit all of your SAF's (which may consist of Scottish, English, Welsh and Northern Irish forms) to the Area Office in the country which deals with your main farm unit. Under IACS rules the country to which you submit your SAFs to is responsible for the processing and payment of your claim.

#### **Who needs to apply?**

9. You must submit a SAF if you wish to claim under any of the following 2007 schemes: SFPS; SBCS; LMCMS; ECS; PCP; and NAS.

#### **Who Need Not Apply?**

10. You are **not** required to submit a SAF if:
  - You do not wish to activate your SFPS entitlements;
  - You do not wish to claim any other schemes listed at paragraph 9.

If you do not submit a SAF, your SFPS payments will be lost for the scheme year.

## SUBMISSION OF SINGLE APPLICATION FORM (SAF)

Online guidance on this section can be found at [www.scotland.gov.uk/SAF07/submission](http://www.scotland.gov.uk/SAF07/submission)

### What You Must Do

11. If you are applying for aid in 2007 under one or more of the schemes listed at paragraph 9, you **must** complete and return a SAF to declare **all** the land you farm in the United Kingdom as a separate IACS business. If you do not declare all your land, we will apply penalties, but see paragraphs 33-34.
12. The SAF is a declaration of all the land you farm on 15 May 2007, including all seasonal land (arable and forage). You must complete:
  - A Single Application Form (**IACS(2)**);
  - The appropriate number of Field Data Sheets (**IACS(3)** and **IACS(4)**), covering all the land farmed by your business on 15 May 2007;
  - A Land and Business Change Form (**LBCF**) if:
    - You have changed your business;
    - You have changed your permanent field boundaries;
    - You have moved whole fields between holdings;
    - You had fields coming in to agriculture for the first time;
    - You had fields going out of agriculture.
13. If your business structure changes after 15 May, this may affect the aid which you can subsequently claim. You should inform your SEERAD Area Office immediately, before the changes occur, by completing an **LBCF**. You should also consider seeking professional advice.

### Deadline for Applications

14. You must submit the SAF, with all supporting documentation for the land you farm, so that your SEERAD Area Office receives it by **15 May 2007**.

### Acknowledging the SAF

15. When we receive your SAF, we will record it and send you an acknowledgement, normally within 10 working days. If you delay submitting your SAF until close to the deadline our acknowledgement may take longer. It will confirm the total areas you have claimed or declared and if you have claimed PCP, ECS and NAS. **IT IS YOUR RESPONSIBILITY TO CHECK THE INFORMATION IN THE ACKNOWLEDGEMENT LETTER** and tell us of any problems you identify. If we dispute receiving your SAF, you must be able to produce our official acknowledgement to show that we received your claim before the closing date. If you do not receive an acknowledgement, you should enquire at your SEERAD Area Office in good time so that, if necessary, you can deliver another SAF before the closing date.

### Signing of SAFs

16. The SAF may be filled in and signed by:
  - An agent or farm manager if they have been authorised to do so for the individual or business;
  - A company official if they have been authorised to do so for the company;
  - A sole trader;
  - A partner in a partnership if they have been authorised to do so for the partnership;
  - A representative of a sheep producer group if they have been authorised to do so for the group, by the group as a whole.
  - An Executor of a will

### Appointment of Agents

17. You may appoint an agent to act for you or your business. You must fill in form **AAI** (available from your SEERAD Area Office) to authorise an agent to act for you, if you have not already done so. However, as the farmer, you will still be responsible for meeting the scheme rules and for any penalties we might apply for rule breaches by yourself or the business.

### Payments by BACS

18. We will make payments under all schemes covered by IACS (SFPS, SBCS, PCP, ECS and NAS) to your business' bank account using the Bankers Automated Clearing System (BACS). If we do not already have your bank account details, or if you want to change them, you must fill in a **BACS(1)** form and submit it to your SEERAD Area Office.

We will not process requests for mandates.

### Sterling or Euros?

19. We can pay you in either Pounds Sterling or Euros (except LMCMS where the payment amounts have only a Sterling value). We will pay you in Sterling unless you choose to be paid in Euros.

To be paid in Euros you need to tick the box at Question 6 of the **IACS(2)** form. We will send you a **BACS (2)** form for Euro payments. If we paid your 2006 claim in Euros, we will use the same account details for your 2007 payment unless you tell us not to. If you tick the Euros box on the **IACS(2)** form or send in a completed BACS form, you will have until 30 June 2007 to change your choice. After 30 June 2007, you will be tied to payments in either Sterling or Euros until the following IACS year.

20. **Please keep your BACS details up to date to avoid payment delays.** Blank **BACS(1)** forms are available from your SEERAD Area Office and blank **BACS(2)** forms are available from SEERAD HQ, Pentland House.

## REDUCTIONS, EXCLUSIONS AND CORRECTION OF ERRORS

Online guidance on this section can be found at [www.scotland.gov.uk/SAF07/reduction](http://www.scotland.gov.uk/SAF07/reduction)

### Introduction

21. If we receive your SAF form late (after 15 May 2007), or we find an inaccuracy, or you do not meet the cross compliance rules or the set-aside management rules, we will apply reductions and exclusions according to the scheme regulations.
22. Except in cases of force majeure, exceptional circumstances or obvious error, **we have no discretion to waive these sanctions.**

### Force Majeure and Exceptional Circumstances

23. We may accept that a farmer was prevented from meeting certain obligations due to either force majeure or exceptional circumstances. If so, we may not apply penalties. Force majeure is defined as “unusual circumstances, outside a farmer’s control, the consequences of which, in spite of all due care, could not be avoided except at the cost of excessive sacrifice on their part”. Examples of force majeure and exceptional circumstances include:
  - The death of the farmer;
  - The long term professional incapacity of the farmer;
  - A severe natural disaster affecting the holding’s agricultural land;
  - The accidental destruction of livestock buildings; and
  - An epizootic disease affecting livestock.
24. To apply for force majeure or exceptional circumstances, you must write to your SEERAD Area Office within 10 working days of the event and provide as much evidence as you can to support your case, including proof that the event occurred. We will consider each case on its merits.

### Obvious Error

25. You can correct a mistake in your SAF at any time, if we can accept it as an obvious error under the European Commission regulations, and if we are satisfied that you have acted in good faith and there is no risk of fraud. If we accept a mistake as an obvious error, we will not reduce your payment. The following types of error may be considered obvious:
  - Clerical errors that are obvious when we examine your claim form:
    - Erroneous statistics;
    - Arithmetical mistakes;
    - Errors detected from an apparent contradiction during a more in-depth examination (manual or computerised) of the claim;
    - Inconsistencies between the information provided on the same form (for example, a parcel of land declared twice in a single claim);
    - Inconsistencies between supporting documents and the claim form;
    - Parcels declared for two types of use (for example, set-aside/protein crops).
  - Errors detected during the cross check of the claim with databases such as the Field Identification System:
    - Figures reversed (for example, Farm Code 999/1234 instead of 999/1324);
    - Errors in the Field Identification Number;
    - Number of a neighbouring parcel, resulting from a map reading error.

The above examples show the types of error that we may accept. We will penalise errors if we do not consider them obvious.

To avoid a delay in payment or a penalty, please fill in your claim accurately. Keep a copy of your SAF and re-check it for errors after submission.

### Amendments and Additions

26. You can amend your SAF up to and including 31 May 2007 to:
- Add agricultural parcels of land;
  - Change the use of land parcels; and
  - Change the schemes claimed for individual parcels of land.
27. Up to 31 May 2007, we can accept amendments to your SAF without reducing your payments. If we receive amendments on or after 1 June 2007, we will apply a 1% late submission penalty to each field amended, for each working day the amendment is late. We will not accept any amendments after 11 June 2007.

### Notified Error

28. You may correct errors in your SAF at any time if:
- you notify your SEERAD Area Office in writing, and
  - we have not told you of the error first, and
  - we have not told you of an intended inspection, which subsequently reveals the error.

### Withdrawal

29. You can withdraw all or part of your SAF at any time if:
- you apply in writing to your SEERAD Area Office, identifying the field, the area in question and the relevant field data sheet, and
  - we have not told you of an error in your SAF, and
  - we have not told you of an intended inspection, which subsequently reveals an error in the area you wish to withdraw.

### Transfer of Land

30. Your SAF must show the land which you farm at 15 May 2007. If, during the IACS year, you take over the whole of a holding which has been claimed or declared by another farmer in 2006, we may be able to transfer the whole area on his SAF to you to support your claims. Your SEERAD Area Office can provide more information and a transfer application form.

### Late Applications

31. We can accept your SAF up to 25 calendar days after the closing date of 15 May 2007. EC regulations require that we reject SAFs we receive more than 25 calendar days late (that is, after 11 June 2007). This affects all schemes covered by the SAF except LMCMS; we will reject any LMCMS application we receive after 15 May 2007.
32. Except in cases of force majeure or exceptional circumstances, we will reduce your payment by 1% for each working day your SAF is late during the 25 calendar day period, after the 15 May deadline. If we receive your SAF more than 25 calendar days late, and we reject your form, you will be unable to establish any SFPS entitlements allocated to you for 2007 and we can not pay you for the SFPS in 2007.

#### *Example*

*If we receive your application on 25 May it is 8 working days late. Entitlements will be activated but you will lose 8% of the value of your activated entitlements for 2007.*

### Failure to declare all the agricultural land on the holding

33. If you do not declare all the agricultural land on your holding on your SAF (including all owned and rented land, not just land on which you are claiming SFPS), we will reduce your SFPS payment. Use this check to ensure you have entered all your land: you will have declared all your land if the field is entered on your Field Data Sheet and it shows the total area of the field.

34. If there is a difference between the total area you declare on your SAF and the total agricultural land on your holding that you should have declared, we will reduce your payment using the following formula:

Difference	Reduction
Up to 3%	No reduction in payment
More than 3% and up to 20%	1% reduction
21% to 50%	2% reduction
More than 50%	3% reduction

- We will apply penalties if, at inspection, we find undeclared fields.
- If you have any doubt about what areas you should declare, you should seek professional advice. Roads, Yards, Buildings and Water are ineligible and should **NOT** be claimed or declared.

#### Discrepancies in areas declared

35. We do not pay on an area greater than the area you declare on your SAF. If we find that the area of a crop group is greater than the area you declared on your SAF, we will pay on the area you declared. For the SAF, the crop groups are:
- SFPS use, including set-aside;
  - Energy crops;
  - Protein crops; and
  - Nuts.
36. If we find a difference between the number of SFPS payment entitlements you hold and the number of eligible hectares you declared on your SAF, we will calculate your SFPS payment on the lower number.
37. You must declare sufficient land to match the number of set aside entitlements you hold. If you do not, we will reduce your other eligible land by the shortfall but you will not be paid on the shortfall on set aside entitlements, nor will these entitlements be counted as having been used in the scheme year. If we find that land you declared as SFPS set-aside was not set-aside, we will deduct it from the overall area you declared.
38. Within the same crop group, we can offset an over declaration of one land parcel's area against an under declaration of another's.

#### Overdeclaration Penalties

39. These rules will apply in cases where the number of hectares of eligible land found is less than the number of hectares declared as part of the Single Application Form.
40. Whether penalties are appropriate depends on a comparison between the number of hectares of eligible land declared, the number of hectares found and the number of entitlements held. For example:
- If the land found is less than the land declared but the land declared is equal to or less than the number of entitlements held, penalties will be applied based on the difference between land declared and found.
  - If the land found is less than the land declared but the land declared is greater than the number of entitlements held, penalties will be applied based on the difference between the land found and the number of entitlements held.
  - If the land found is less than the land declared but the land found is greater than the number of entitlements held, no penalties will be applied.
41. If you declare more land than you require to activate your payment entitlements, providing all the land declared is found to be eligible, we will not apply any overdeclaration penalties. For example:
- Number of entitlements held = 10  
 Number of eligible hectares declared = 12  
 Number of hectares found = 12
- Land found is higher than the number of entitlements held therefore no penalties are applicable.

42. Even if the land found is less than the number of entitlements held, we will only apply an overdeclaration penalty based on the difference. For example:

Number of eligible hectares declared = 15

Number of entitlements held = 14

Number of hectares found = 12

Penalty will be based on the 2ha shortfall.

43. If the area you declare on your SAF exceeds the area we find (for all crop groups) by more than 30%, we will make no payment for the SFPS that year, nor will we make a payment for any other scheme covered by the SAF.
44. If the area you declare on your SAF exceeds the area we find (for all crop groups) by more than 50%, as well as making no payment that year, we will reduce your payment in the next calendar year by an amount which corresponds to the difference in payments between the area you declared and the area we found. If we cannot take the full amount from your payment in the next calendar year, we will take the remainder from payments in the two subsequent years.

#### **Non-food set-aside and Energy Crop Scheme**

45. If you fail to deliver the correct quantity of crops grown for non-food set-aside or under the ECS, you will be subject to the same reductions as set out above. The area is calculated by multiplying the area of land cultivated for these crops by the percentage shortfall in the delivery of the crop.

#### **Intentional over declaration**

46. If you intentionally over declare land within a crop group, and the difference between the area you declared and the area we found is 20% or less of the area found, we will make no payment for that crop group that year. If the difference is more than 20%, as well as making no payment that year, we will reduce your payment in the next calendar year by an amount which corresponds to the difference in payments between the area you declared and the area we found. If we cannot take the full amount from your payment in the next calendar year, we will take the remainder from payments in the two subsequent years.
47. A false declaration made intentionally or recklessly is a criminal offence which carries a maximum sentence of an unlimited fine or two years imprisonment. If we find that you have intentionally or recklessly made a false declaration you will be liable to prosecution.

#### **Reductions for cross compliance failure**

48. These are detailed in the Cross Compliance Notes for Guidance.

#### **Accumulation of reductions**

49. We will reduce payments in the following order. We will base successive reductions on the amount created by the previous reduction:
- late submission;
  - under declaration of land;
  - voluntary modulation;
  - national modulation;
  - cross compliance; and
  - environmental, linear and payment penalties.

## ADDITIONAL PROVISIONS

Online guidance on this section can be found at [www.scotland.gov.uk/SAF07/additionalprovisions](http://www.scotland.gov.uk/SAF07/additionalprovisions)

### Specific Guidance on Claiming Under the SFPS

50. Detailed rules and guidance covering SFPS and non-food set-aside are in the SFPS Notes for Guidance.

### Specific Guidance on Claiming Under the SBCS

51. If you want to claim under this scheme and receive payment at 2007 rates you must fill in and return your SAF by 15 May 2007, and submit your SBCS claim form(s) by 31 December 2007. **If you do not submit a SAF, we will reject your SBCS claim(s).**
52. Instructions on the completion of the SAF (**IACS(2)**) are in paragraphs 108-121. If you have land, you must fill in Field Data Sheets (**IACS(3)** and **IACS(4)**) to declare all your land. Instructions on the completion of Field Data Sheets are in paragraphs 77-107. If you have no land, you must still complete an **IACS(2)** and submit it by 15 May 2007.

### Specific Guidance on Claiming the PCP

53. If you grow protein crops you can claim payment of the PCP. Eligible protein crops are:

- Peas (but not those intended for human consumption);
- Beans (but not those intended for human consumption); and
- Sweet lupins.

If you farm in a region where traditionally you sow protein crops in to a mixture of cereals, we will pay the PCP if you can satisfy us that the protein crops predominate in the mix.

54. We will aim to pay this premium between 1 December 2007 and 30 June 2008. The aid is 55.57 euros per hectare on areas which you sow and cultivate according to local standards. We can pay you the SFPS payment and the PCP on eligible land (other than set-aside land) if you declare the eligible crop code for SFPS in columns I and J of your Field Data Sheet. If you enter the eligible crop code in the 'Other land' columns of your Field Data Sheet (columns K and L), we will pay you the PCP payment only.
55. Instructions on filling in these columns are in paragraphs 99-104. Also, you must summarise your claim in Section 4 of the SAF. Instructions on answering Section 4 are in paragraph 115.

### Specific Guidance on Claiming Under the ECS

56. For 2007, we will pay a flat rate of aid of 45 euros per hectare, for areas sown under energy crops (any crops except sugar beet) which meet the conditions set out in Annex 4. We will aim to pay this between 1 December 2007 and 30 June 2008.
57. If you grow energy crops on any land other than set aside land, whether eligible for SFPS or not, you may claim the energy crop payment. We will only pay aid on areas where production is covered by either a contract (a copy of which we must receive from you by 15 May 2007) between you and a processor, or a declaration by you that you are processing the crop on your holding. We can pay you the SFPS payment and the energy crop payment on eligible land if you declare the eligible crop code for SFPS in columns I and J of your Field Data Sheet. If you enter the eligible crop code in the 'Other Land' columns of your Field Data Sheet (columns K and L), we will pay you the Energy Crop Scheme payment only.
58. Instructions on filling in these columns are in paragraphs 103-104. Also, you must summarise your claim in Section 4 of the SAF. Instructions on answering Section 4 are in paragraph 115.



### Specific Guidance For Hemp Growers

59. If you want to grow hemp, you must get a licence from the Home Office. In the UK, it is a criminal offence to grow hemp, for any purpose, without a licence. Unless you have made separate arrangements with the Home Office, you should apply for a licence to:

**Home Office,  
Licensing Section,  
Room 239,  
50 Queen Anne's Gate,  
London, SW1H 9AT.**

or phone **020 7273 3731**. The eligible varieties for 2007 are listed in Annex 7.

60. You should apply for a licence as early as possible. The Home Office Drugs Branch Inspectorate will consider your reasons for growing the hemp and your proposed growing sites. **They do not issue licences automatically.** You should choose a growing site away from residential areas and major roads where there is poor public access and crop visibility. If minor roads run alongside the site, vehicles should not be able to access it. In some cases, the Home Office may need you to screen crops from view and take other security measures. You may also need to give a Home Office approved processor evidence that you have a contract to supply the hemp.

### Future Arrangements for Less Favoured Area Support Scheme (LFASS)

61. The Scottish Rural Development Plan (SRDP) which covered the period 2000-2006 ended on 31 December 2006 and a new rural development regulation came into force on 1 January 2007. With these changes in mind, as part of last year's consultation on the new SRDP, the Executive consulted on possible alternative options for LFA support from 2007 until 2009.
62. The new SRDP covering the period 2007-2013 contains proposals for the new scheme, but this must be approved by the European Commission (EC) before the rules of the new Less Favoured Area Support Scheme (LFASS) can be finalised. It is therefore not possible at this time to provide full details of how the new LFASS scheme might operate, or to invite applications. For this reason, we have not included a tick-box claim in the SAF form as we have done in previous years. However, any land you wish to be considered under the 2007 LFA support scheme must be included in the enclosed Field Data Sheets, **IACS(3)** and **IACS(4)** – see paragraphs 97 and 98 for further information about including LFA land in the Field Data Sheets.
63. Once the new SRDP has been approved for the period 2007-2013, full LFASS details, including an application form, will be sent to all producers who have submitted a SAF 2007, and were paid LFASS 2006.
64. The revised arrangements are expected to be in place up to and including the 2009 scheme year. In 2008 the European Commission will publish new proposals for LFA support to be introduced, where appropriate, by 2010 for the remainder of the programme period.

### Information Which you Must Retain and be Prepared to Submit for Inspection on Request

65. If declaring forage land which you rent seasonally, retain documentary evidence that the arrangements satisfy the rules. If applying for set-aside on seasonally let land, retain documentary evidence that you have occupied it since 15 January 2006. You will also need to retain documents for ECS and Non-Food contracts, Fibre, Flax and Hemp label and contracts

### Who can help?

66. If you have a problem or question about the IACS requirements, you should ask your SEERAD Area Office. Area Office addresses, telephone numbers and e mail addresses are at Annex 1.

Our staff will do their best to explain the IACS rules but they are not allowed to advise you or help you complete your form. Staff are not responsible for checking the accuracy or content of your form.

- If you have a problem or question about mapping or field identifiers please contact the Field Identification System team. Their helpline number is **0131 244 1938**.
- If you have a problem filling in your forms you may wish to contact a professional adviser.

### Appeals against decisions

67. If you have been penalised and are not sure why, or you do not understand a decision we have made on your claim, you should first ask your SEERAD Area Office for a fuller explanation. If you are not satisfied with this explanation and want us to review our decision, you may formally appeal the decision. Our appeals procedure covers all IACS, Agri-environment and Forestry schemes. We can only accept an appeal if we receive it within 60 calendar days of the date of our decision letter. Please contact the Appeals Secretariat at [appealssecretariat@scotland.gsi.gov.uk](mailto:appealssecretariat@scotland.gsi.gov.uk) if you need more information. The appeals procedure is set out in the booklet '**EU Agricultural Subsidy Schemes Appeals Guidance**' which you will also find on our website [www.scotland.gov.uk/Topics/Agriculture/grants/standardsservices/Appeals](http://www.scotland.gov.uk/Topics/Agriculture/grants/standardsservices/Appeals).

### Complaints about our standard of service

68. We aim to provide a high quality service to all our customers but sometimes things can go wrong and we may not meet these standards. The complaints procedure allows you to raise any concerns you may have. We will treat your complaint seriously and send you a full response.
69. If you wish to complain, the booklet '**Complaints Procedure for Agricultural Matters (CFI-2004)**' explains how we will handle your complaint and the standard of service you should expect from us while we look in to your complaint.

For more information about our complaints procedure please contact the Complaints Secretariat at [SEERADCAPMI@scotland.gsi.gov.uk](mailto:SEERADCAPMI@scotland.gsi.gov.uk).

### Other ways to complain

70. You may complain in other ways. You may ask your Member of the Scottish Parliament (or your Member of the UK Parliament) to take up your complaint with the Minister for Environment and Rural Development at the Scottish Executive, Pentland House, 47 Robb's Loan, Edinburgh, EH14 1TY.
71. If you have used our complaints procedure and are still not satisfied, you (or your representative) may ask the Scottish Public Services Ombudsman to investigate your complaint. Your representative may be an MSP, local councillor or any person you consider suitable to represent your interests. Your complaint must be submitted to the Scottish Public Services Ombudsman, 4 Melville Street, Edinburgh, EH3 7NS within 12 months after the day on which you first had notice of the matter which you are complaining about. You can find more information about the Scottish Public Sector Ombudsman at [www.scottishombudsman.org.uk](http://www.scottishombudsman.org.uk).
72. If you are satisfied with the service we have provided, or wish to highlight some exceptional performance, we would be happy to hear from you. We would welcome your suggestions on how we might build on the service we provide.

## THE 2007 SINGLE APPLICATION FORM (SAF)

### Introduction

73. The 2007 SAF for Scotland has 3 parts:
- The Single Application Form (**IACS(2)2007**) asks for general information about you as an applicant and all of the land which you are farming in 2007;
  - The Field Data Sheet (**IACS(3)2007**) asks for specific information about all the individual **permanent** fields which you are farming in 2007.
  - The Field Data Sheet (**IACS(4)2007**) asks for specific information about all the individual **seasonal** fields which you are farming in 2007. Instructions on filling in this sheet are outlined in paragraphs 78-107.
  - **Note: A permanent field is one which you own, take on a long term let or take on a let for 365 days or more. A seasonal field is one which you take on a short term let for 364 days or less, whether or not the lease is renewed annually.**
74. You **must** fill in one **IACS(2)** and as many **IACS(3)s** and **IACS(4)s** as you need to show **all** the land that you farm as a single business in Scotland (but see paragraph 33-34). You should fill in separate **IACS(3)s** and **IACS(4)s** for LFA land and non-LFA land. **Do not enter land in another UK country on this form.** If you have farms in different parts of the UK, which you manage as part of one business, you must submit one SAF covering each of those farms. Please note that land in another country must be entered in **that** country's forms. You should submit all of your SAF's (which may consist of Scottish, English, Welsh and Northern Irish forms) to the Area Office in the country which deals with your main farm unit. Under IACS rules the country to which you submit your SAF's to is responsible for the processing and payment of your claim. If we do not include the other country's forms in the IACS pack we send you, please contact the Cross Border Unit at Galashiels Area Office (see Annex 1 for contact details).

### What you will receive

75. If you submitted a SAF in 2006, we will enclose in your IACS pack for 2007:
- Dear Producer letter
  - This booklet (**IACS(1)**);
  - One copy of your **IACS(2)**. On page 1, we will have pre-printed the name and address of your Business, Main Farm Code Number, Business Reference Number, Contact Name, Phone, Mobile Number, Fax and E-mail address. On page 2, we will have pre-printed your standard, set-aside and special condition SFPS entitlements. On page 3, we will have pre-printed the 10 month dates you selected for your land in 2006;
  - Pre-printed **IACS(3)s** using the unique field identifiers (if you submitted a SAF last year and, according to our records you remain the occupier of your main holding);
  - Pre-printed **IACS(4)s** using the unique field identifiers (if you submitted a SAF last year and according to our records you remain the occupier of your main holding):
  - One blank **IACS(3)**. Additional blank forms can be obtained from your Area Office
  - One blank **IACS(4)**. Additional blank forms can be obtained from your Area Office
  - A Land Management Contract Menu Scheme (**LMCMS(2)**) application form. On page 1 we will have pre-printed the Name and address of your Business, the Main Farm Code Number, Business Reference Number, Contact Name, Phone, Mobile Number, Fax and E-mail address. If you claimed in 2006, the previous years' commitments will be pre-printed.
  - Notes for Guidance for the **LMCMS(2)**.

- One blank Land and Business Change Form (**LBCF**) for you to tell us of:
  - business/contact changes;
  - changes to field boundaries;
  - fields moved between holdings;
  - fields coming into agriculture for the first time; and
  - fields going out of agriculture.

**Note** – If yours is a cross-border holding you will also receive the other country's pre-printed forms for the land outwith Scotland.

You can get extra copies of the blank forms from your SEERAD Area Office.

- 76.** We cannot be held responsible for any errors in the pre-printed material. **You must check that the information is correct. If you disagree with the boundaries and areas provided for your fields you should fill in a LBCF. We will use the pre-printed areas to validate your claims (unless they are changed by an existing or new LBCF). It is your responsibility to fill in the forms accurately. You must make amendments to the pre-printed material legibly.** If we can not read your amendments we will return the SAF to you. You should clearly identify and cross out any pre-printed fields or part-fields which are not part of your holding. Use blank **IACS(3)s** or **IACS(4)s** for any field not pre-printed, which you are claiming or declaring in 2007.

## COMPLETING YOUR FIELD DATA SHEETS – IACS(3) AND IACS(4)

Online guidance on this section can be found at [www.scotland.gov.uk/SAF07/completingIACS3and4](http://www.scotland.gov.uk/SAF07/completingIACS3and4)

### Introduction

77. Your **IACS(3)** Field Data Sheet has 5 sections:

- **Basic Information: Columns A-G;**
- **Land Eligibility: Column H;**
- **2007 Claim Details: Columns I and J;**
- **Other Land on the holding: Columns K and L; and**
- **Land Management Contract Menu Scheme: Columns M and N.**

**Your IACS(4) Field Data Sheet has the first 4 sections listed above, but it does not contain columns M and N for the Land Management Contract Menu Scheme because you can not claim LMCMS on seasonal land.**

All fields in your business must be shown on your **IACS(3)** or on your **IACS(4)** (see paragraphs 78-107). An example of a completed **IACS(3)** is shown in the middle pages (pages 26-27) gives an example of how to amend existing entries and enter details of your claim on an **IACS(3)** Field Data Sheet.

### Parcels/Fields

78. A field is an area of land with fixed boundaries which are sufficient obstructions to prevent the field being worked as a single field with any of its neighbours. Fixed boundaries are usually physical features like trees, hedges, wide streams and so on. A parcel is a continuous area of land on which a single crop is grown by an individual farmer. If you are using a field for more than one purpose (for example part of it has been set-aside), it has two or more parcels. We do not allocate unique identifiers to parcels.

You must show each field on the **IACS(3)** or **IACS(4)**, and show parcel use separately in the same line, in columns I-M on the **IACS(3)** and in columns I-L on the **IACS(4)**. If a field has more than two parcels please complete a new line with all of the details for each additional parcel

Only fields of 0.1 hectares or more will be eligible for SAF related payments. The area you declare or claim on a SAF must be at least 0.3 hectares but an application may consist of more than one parcel. The minimum set-aside parcel size varies in relation to the width of a parcel as follows:

- A set-aside parcel must be at least 10 metres wide at all points and 0.1 hectares in area.
- A set-aside parcel next to permanent watercourses, hedges, woods, dykes and other environmental features must be at least 6 metres wide and 0.05 hectares in area.
- These strips will have to comply with specific management restrictions, similar to those for grass margins in Agri-Environment Schemes.

If you break the set-aside rules, we will apply penalties.

79. If your field contains trees, you may include it in your SAF for SFPS purposes if the density of the trees allows cropping or grazing in the same way as on similar fields without trees. Woodlands accepted as eligible under the previous regime will continue to be eligible however new plantings will only be eligible if the tree density was below 50 trees/ha. For SFPS, you can not claim or declare unusable areas, such as woodland, roads, yards, buildings and ponds. However, LMCMS applicants can **declare** woodland for allowance purposes, as well as for woodland planning and management options in columns K and L of the Field Data Sheets. The areas we printed on your FIS map are for the **gross** plan area of the field. This includes ineligible areas, such as rocky outcrops and buildings in the field. You must ensure that you deduct any ineligible land when you claim.

**Field margins**

80. For set-aside and ECS/PCP claims, you may include field margins if the distance from the centre of the boundary to the edge of the crop is no more than 3 metres. Field margins can include additional features such as hedges, ditches and dykes, as well as uncropped strips. If we find that the width of any field margin is more than 3 metres we will deduct the whole area of the margin, that is in excess of 3m, from your claim and apply penalties.

**Internal features**

81. For set-aside and ECS/PCP claims, we will accept internal features as part of the eligible agricultural parcel, provided these are permanent features no more than 2 metres wide.

**Pre-Printed IACS(3)s and IACS(4)s**

82. The pre-printed **IACS(3)** allows you to amend the pre-printed details in columns B to F (columns B to J for farmers with permanent forage, but excluding columns E, F & G) and to fill in the remaining columns for your 2007 SAF claim and declare the remaining land on your holding. The pre-printed **IACS(4)** will show the same detail in column B to F, but columns I and J will not be pre-printed. If you have a question about the entries in columns E, F, G or H please contact your local SEERAD Area Office

**IF YOU NEED TO CHANGE ANY OF THE FIELD IDENTIFIERS OR THEIR GROSS AREAS, YOU MUST FILL IN AND SUBMIT A LBCF (see Annex 3)** preferably before 15 May 2007. If you have a question about the entries in columns E, F, G or H please contact your SEERAD Area Office.

If you declared more than one crop group for a field in 2006, we will show more than one line with the same field identifier. If you submitted a LBCF in 2006 which altered a field shown in your 2005 claim and we allocated a new FID, only columns B-D will contain pre-printed information for the new FID, but E & F may not be available

**83. The pre-printed IACS(3) and IACS(4) shows:**

- Details of each field you claimed in your 2006 SAF in the Basic Information columns B-G;
- The Main Farm Code Number under which you submitted the SAF in 2006 (top left-hand corner), and the number of pre-printed sheets (top right-hand corner); and
- The LFA and Non-LFA boxes marked to show the relevant combination (at the top right hand corner of the sheet), if your 2006 SAF showed LFA or Non-LFA Scottish land.

84. For your 2007 SAF, amend the pre-printed **IACS(3)** and/or **IACS(4)** rather than copying all your field information on to blank sheets. You will find it easier to complete your forms in the following order:

- Fill in and, if you need to, amend your pre-printed **IACS(3)**'s and **IACS(4)**'s; then
- Fill in blank **IACS(3)**'s and **IACS(4)**'s for any additional fields; then
- Fill in a **LBCF** (if required); then
- Fill in and, if you need to, amend your pre-printed **IACS(2)**.

85. **PAY PARTICULAR ATTENTION TO THE PRE-PRINTED AREA INFORMATION.** We will use the areas in columns D, E and F to check your claim in 2007. If you do not agree with the field boundaries on your map and areas in column D, fill in a **LBCF** and send it with your SAF. If you have submitted a **LBCF** which we have still to action, do not fill in another **LBCF**. Fill in your SAF using the best information to hand. See Annex 3 for more details. If you need to question the entries in columns E and F, please contact your SEERAD Area Office.

86. Cross out any details that have changed since last year and enter corrections in the bottom half of each line. If you are entering new fields, use a new line for each field. Do not use the bottom half of each line for different fields. Declare at Section 8 of the **IACS(2)** that you have checked the pre-printed information and amended it if necessary.

87. In 2006, if you claimed in more than one country, we will send you that country's pre-printed SAF and FDS showing the land you claimed in that country. You must fill in and return these forms to your SEERAD Area Office with your Scottish SAF.

## Completing the Form

### Boxes at the top of the IACS(3) and IACS(4)

**88.** You **MUST**:

- Show whether the land is LFA or Non-LFA (each **IACS(3)** or **IACS(4)** must show either LFA or Non-LFA land but not both); and
- Fill in (or amend if necessary) your Main Farm Code Number.

### Basic Information Columns in the IACS(3) and IACS(4)

#### Columns A to G:

**89.** This section asks for field by field (one field per line) information on your land and its location. You must complete columns B-D for each field, for **all** the land which you farm as a single business. Columns E, F and G, are **only** for pre-printed information. **Please do not fill in these columns.**

#### Column A: Farmer's Own Use

**90.** This column is for your own use. You do not have to use it. Any information you fill in will not be shown on next year's paper forms, although they will be shown on the online version if you submit your claim in that way.

#### Column B: Farm Code Number

**91.** Every field must have the correct farm code. We have shown the farm code number of each field in column B. To highlight the change of farm code, we have printed in **bold** sub-farm codes that are different from the Main Farm Code. If this code is not correct, carefully cross out the farm code shown and write the new farm code clearly in the same box. You must submit a **LBCF**. Please refer to the **LBCF** form for details. If we have not shown the farm code or you are completing a blank **IACS(3)** or **IACS(4)**, enter the correct code.

#### Column C: Field Identifier

**92.** Your Field Data Sheets show a unique 14-digit identifier for each field.

- If you have submitted a **LBCF** fill in your **IACS(3)** and/or **IACS(4)** using the following rules:
  - For MERGED fields, claim on each field individually.
  - For permanently SPLIT fields, use the existing field identifier to refer to each of the fields resulting from the split. Fill in a separate Field Data Sheet line for each new field (or part of field) you claim.
  - For MODIFIED fields, use the same field identifier.
- Check whether you need to fill in a **LBCF** for any of your fields. If you do complete a **LBCF**, fill in your **IACS(3)** or **IACS(4)** using the above rules.
- Fill in a field that you are claiming or declaring for the first time in 2007 on your **IACS(3)s** or **IACS(4)s**, using its unique field identifier. If you do not know this, ask the current or previous owner/tenant if we have allocated a unique field identifier. Otherwise, use the map sheet reference, followed by a forward slash (/) and the four digit OS number printed on the 1:2500 series OS map (for example NJ/3760/2701), or use your farm code number/sequential field number (for example 123/4567/1) and fill in a **LBCF**. Please send in your **LBCF** with your SAF by **15 May 2007**. You must also supply a map showing the fields. See Annex 3 for guidance on how to fill in the **LBCF** and on the mapping requirements. **We cannot pay you until we have given these fields unique identifiers and checked them against the field register.** We will update your claim with any identifier information that becomes available.

**Column D: Total Field Area**

93. We have shown the total area of the field (in hectares to 2 decimal places) in column D of the pre-printed **IACS(3)** and **IACS(4)**. If the area shown is wrong, fill in a **LBCF** and provide us with evidence of your area measurement, as explained in Annex 3. Fill in column D if you are using blank **IACS(3)s** or **IACS(4)s** for new fields or if you did not receive pre-printed sheets.

**Column E: Maximum Eligible Area for SFPS**

94. To help you claim the correct area for each field, we have shown the maximum eligible area according to our records. The area shown is the total area of the field, less any areas we know are ineligible. This figure may not take account of Agri-Environment pond creation or Forestry measures (see column G) or other ineligible land. Please make sure that when you claim for this field you do not include ineligible land. If there is no entry in column E we have no eligibility data for this field. **You must not fill in this column.** Contact your SEERAD Area Office to confirm eligibility.

**Column F: Maximum Eligible Area for SFPS set-aside**

95. To help you claim the correct area for SFP set-aside for each field, we have shown the maximum eligible area according to our records. The area shown is the total area of the field, less any areas we know are ineligible for SFP set-aside. This figure may not take account of Agri-Environment or Forestry measures (see column G) or other ineligible land. If there is no entry in column F we have no eligibility data for this field. **You must not fill in this column.** Contact your SEERAD Area Office to confirm eligibility.

**Note:**

- Fields where grass, (identified as codes PGRS, TGRS, WDG or RGR are declared as Forage/Other Land, or Common or Shared Grazing) was consecutively claimed from 1998 to 2003 are identified as Permanent Grass, are ineligible for set-aside, and zeros will be entered in column F.
- The field is eligible for set-aside if a crop other than grass was claimed in 2003.
- The field is eligible for set-aside if grass was claimed in 2003, but another crop was claimed in the years 1998-2003.
- Where grass was claimed in 2003, but cannot be traced consecutively back to 1998 and no other crop code is found prior to the last year in which grass was claimed, and the eligible area cannot be determined, we will print asterisks (\*\*\*\*\*\*) in column F.
- If the field was not claimed in 2003, or set-aside eligibility cannot be determined for any other reason, we will print asterisks (\*\*\*\*\*\*) in column F.
- Split usage of fields between grass and another crop (including set-aside) since 1998 will be shown as ineligible for set-aside. Please check with your SEERAD Area Office to check for eligibility.

**Column G: Agri-Environment or Forestry measure in field**

96. As explained in paragraphs 94 and 95, the areas pre-printed in columns E and F may not take account of existing Agri-Environment or Forestry measures. The entry in this column tells you that the field in question may contain an actual Agri-Environment or Forestry measure. In these cases your field will have a tick (✓) recorded in the column, otherwise it will be left blank. Before entering your claimed/declared area in either columns J or L, you should consider carefully the areas pre-printed in columns E and F and contact your SEERAD Area Office regarding the field's eligibility.

**Land Eligibility****Column H: Land Eligibility**

97. **IACS(3)** – The land you are using must be at your disposal for a continuous 10 month period. Information Leaflet 3 “Land Eligibility – The 10 month rule” has further details on this, and can be found on the Scottish Executive Website Publications section. There can be up to two different 10 month periods for different land parcels on your holding. The start dates must be between 1 October 2006 and 30 April 2007. **If a FID start date for 2007 overlaps a FID end of 10 month date for 2006, the producer who claimed the FID in 2007 will have this area marked as ineligible.**

In this column, enter either “1” or “2” to indicate the start date taken from section 2 – Land Eligibility – of your **IACS(2)**.



**98. IACS(4)** - If you have seasonal land for 7 months or more, but less than 10 months, enter 3 against the relevant field. This land will not qualify for the SFPS 10 month rule, but may be used for the 2007 LFA scheme and the LMCMS allowance provided that:

- The land is available and accessible for at least 7 months starting between 1 January and 31 March 2007
- The leasing arrangements cover 15 May 2007.

## 2007 Claim Details

### Column I: Use in 2007 and Column J: Area

**99.** Land you enter in these columns will activate your Standard, National Reserve and Set-Aside entitlements. You must enter an equal amount of eligible hectares to activate all your entitlements shown in Section 1 of the **IACS(2)**. After we validate this land we will activate (pay) on all your entitlements. We have shown all crops compatible with SFPS in Annex 2.

**Note 1** – If you have set-aside entitlements you must set aside a hectare of land for each set-aside entitlement. See paragraph 3.1 of the SFPS Notes for Guidance.

**Note 2** – If you applied to the National Reserve and you have increased your eligible hectares, make sure you declare enough land to match all your entitlements. See paragraph 5.2 of the SFPS Notes for Guidance.

**DO NOT** enter in Columns I and J:

- Any share you have in common grazings; you must enter details of common grazings separately in Question 2 of your **IACS(2)**. If you have a share in common grazings we will credit you with a proportion of the total area of the grazing according to your share.
- Non-compatible SFPS crops shown in Annex 2;
- Land you let out on a seasonal basis.

**100.** If you share a grazing with other farmers, you must enter your share of the area in these columns, for example, if you have a half share of a 10 hectare field, enter 5 hectares in these columns.

**101.** For permanent forage we have shown the area (to 2 decimal places) of each field that you declared in 2006 in columns I and J of the **IACS(3)**, omitting ineligible areas.

#### Note:

- If a field was claimed as permanent forage in 2006 (that is, PGRS, RGR or WDG), then we will fill in columns I and J of the **IACS(3)** in 2007 with permanent forage data. If the field:
  - also consists of parcels other than permanent forage (for example, other types of forage or arable claimed or other land declared) then nothing is shown in columns I and J.
  - was wholly claimed as permanent forage in 2006 (that is, wholly PGRS, RGR or WDG) then columns I and J will be populated from your 2006 claim data but will be limited by the areas pre-populated in column E.
  - was claimed as permanent forage (PGRS, RGR or WDG) and also allocated as a common grazing in 2006, then nothing is turned round in columns I and J.
  - has multiple uses (for example combination of PGRS, RGR or WDG) then columns I and J will be populated from your 2006 claim data if the sum of all the parcels does not exceed the areas pre-printed in column E. If the sum of all the parcels exceeds the areas pre printed in column E, then nothing is turned round in columns I and J.

**102.** If the land use or area printed is not correct, cross out the entry shown and enter clearly in the same box the land use and the area in 2007. When completing blank **IACS(3)s** and/or **IACS(4)s**:

- Column I – the use of the land in 2007 (using the codes in Annex 2); and
- Column J – the area (in hectares to 2 decimal places) which you are declaring in 2007.

**Note:**

- To claim for PCP use the scheme codes in Annex 2.2
- To claim for ECS use the scheme codes in Annex 2.1. For ECS, you can claim on non-compatible SFPS crops by adding (-E) suffix to the codes shown in Annex 2.9. You should enter the crops in columns K and L.
- If a field is being used for more than one use, you can fill in two crop codes and areas in the same line, by using the top and bottom halves of the column boxes. If there are more than two uses in the same field, you must enter the third use in a new line.

**Other Land on the Holding****Columns K and L****I03. Enter in:**

- Column K – use of the land (using the codes in Annex 2); and
- Column L – the area (in hectares to 2 decimal places) of your other land in 2007.

You **must** show all usable fields on your holding in your **IACS(3)s** and **IACS(4)s**. Use columns K and L for any fields or parcels not already entered in columns I and J. Use the codes in Annex 2.

**Include:**

- Land let out to others;
- Land used for non-SFPS purposes, that is, land not required to support your entitlement payment (see Annex 2.1-2.7);
- Land that is not compatible with SFPS (see Annex 2.9); and
- Land not entered elsewhere on the **IACS(3)** which you are claiming for the PCP and ECS.

**I04. Do not include**

- **Non-usable land, for example, roads, yards, buildings, ponds and watercourses**

**Land Management Contract Menu Scheme (IACS(3) only)****Columns M: Use of Land and N: Area**

**I05.** If you are claiming for options 6-17 of the Land Management Contract Menu Scheme (except option 15 b-g access capital items), as well as filling in your **LMCMS(2)**, you must fill in columns M and N of your **IACS(3)**:

- Column M – fill in the use of the land in 2007 (using the codes in Annex 2.10); and
- Column N – fill in the area (in hectares to 2 decimal places) or length (metres) which you are declaring in 2007.

**Area Total Boxes at the foot of the IACS(3) and IACS(4)****Total Boxes**

**I06.** You do not have to use these boxes but you may find that they help you keep track of the total areas on each Field Data Sheet for each type of main crop group and set-aside, and your ECS and PCP claims. Enter the total of the areas for each main crop group, set-aside, ECS and PCP claims in Question 4 of the SAF. Make sure you add the totals correctly, and transfer them to the SAF. Use the boxes in the top right hand corner of the field data sheet to enter the sheet numbers, for example '1 of 7', '2 of 7' and so on. If the numbers shown in these boxes are wrong, cross out the incorrect number and fill in the right one.

**Signature**

**I07.** Either you, or in the case of an IACS group, a representative who has written authority to act for each of the legally separate businesses, or your authorised agent, must sign and date each **IACS(3)** and **IACS(4)**. You must be over 16 years of age. If any **IACS(3)** or **IACS(4)** is unsigned or undated, we will return it to you. Attach your **IACS(3)s** and **IACS(4)s** securely to your completed **IACS(2)**.

**Column C**  
This column contains your field identifier which has been pre-printed from your 2006 claim (see paragraph 92).

**Column D**  
Total gross size of the field (see paragraph 93).

**Column E**  
Maximum area eligible for SFPS. Where there is no entry in this column, we have been unable to verify any eligibility data for the field (see paragraph 94). Contact your Area Office to confirm eligibility.

**Column F**  
Maximum area eligible for SFPS Set-Aside. Where there is no entry in this column, we have not been able to verify any eligibility data for the field (see paragraph 95). Contact your Area Office to confirm eligibility.

**Column G**  
A tick against a field indicates that there is an active Agri-Environment/Forestry measure in the field and you may need to adjust the figure shown in columns E and F before claiming (see paragraph 96).

**Column H**  
There can be two different periods for different land parcels on your holding. Enter '1' or '2' for the first or second start date. On the IACS (4), a third option is available. Enter '3' for this.

**Column I**  
Enter crop claim for 2006 in the top half of the line. Use codes shown in Annex 2 of the IACS (1) 2007 Explanatory Booklet (see paragraphs 99-102).

**Column J**  
Enter the area you are claiming in 2007 (see paragraphs 99-102).

**Column K**  
Enter the land which you farm that is not listed in columns I and J (see paragraphs 103 and 104, and Annex 2 for the relevant codes).

**Column L**  
Enter the area of land for the code shown in column K.

**Column M**  
Enter the code for the feature as shown in column B of Question 6 in the LMCMS (2) application form.

**Column N**  
Enter the size of feature in this field. The total of the areas for each option will be entered into column G of Question 6 on the LMCMS (2) application form.

**Sheet number**  
This is Field Data Sheet number 1 of 2 Field Data Sheets enclosed with the IACS pack.

**Example: Line 5**  
Area of woodland not eligible for SFP

**Example: Line 7**  
Field totally eligible for Set-aside and claimed as such

**Example: Line 8**  
The RGR area used to activate SFP entitlements has been reduced from last year, balance shown in Other Land column as let out.

**Example: Lines 9 & 10**  
Two crops claimed in 2006 and in 2007. Could have been put all on one line if preferred.

**Example: Line 11**  
22.6ha used to activate SFP entitlements as WW and WBS, the balance of eligible land in Potatoes shown in K & L.

**Example: Line 12**  
Maximum SFP eligible area used to activate entitlements via WW and Set-aside. Remember Set-aside claimed area cannot exceed area in column F.

**Column total boxes**  
To aid completion of the summary tables in Question 4 of the IACS (2) 2007 Single Application Form.

**SIGNATURE AND DATE BOXES**  
REMEMBER TO SIGN AND DATE EACH PRINTOUT. DO NOT SIGN USING THE BUSINESS NAME.

**Column B**  
The farm code of each field is shown here. You should ensure when claiming for 2007 that you use the correct farm code for the field claimed (see paragraph 91).

**Column A**  
Add your own field names or references (optional – this information will not be pre-printed in 2007 (see paragraph 90)).

**Example: Line 1**  
Maximum eligible area used to activate SFP entitlements, balance of field does not have to be shown, but if it is agricultural land it must comply with GAEC.

**Example: Line 2**  
Maximum eligible area used to activate SFP entitlements. This is an eligible SFP area under an agri-environment scheme.

**Example: Line 3**  
Field used to activate SFP entitlement with two uses this year. SOSR-E claimed as an Energy Crop. Protein Supplement will be paid on protein area. Remaining land in field let out. **You do not claim on this land.**

**Example: Line 4**  
This field has had boundary changes since last year, all details now shown on line 5.

**Example: Line 5**  
Set-aside should only be claimed if it is absolutely certain that the field is eligible.

**Area total boxes**  
To aid completion of the summary tables in Question 4 of the IACS (2) 2007 Single Application Form.



SCOTTISH EXECUTIVE  
Environment and Rural Affairs Department

Integrated Administration and Control System 2007  
FIELD DATA SHEET FOR ALL PERMANENT LAND

Before you begin to complete this Field Data Sheet (FDS) please read the IACS 2007 Explanatory Booklet and the relevant Single Farm Payment Scheme (SFPS) and other scheme literature. An example FDS is available in the centre pages of the Explanatory Booklet. Please use BLOCK LETTERS and BLACK INK throughout. Enter only Scottish land on this FDS. All other land should be entered in the appropriate country's forms.

Business Name: A. N. Other  
Main Farm Code: 123/4567  
Business Reference Number: 131468

PERMANENT LAND

Tick only the box that applies

LFA   
or  
Non LFA

Sheet No 1 of 2

LINE NUMBER	BASIC INFORMATION							LAND ELIGIBILITY	2006 CLAIM DETAILS		OTHER LAND ON THE HOLDING		LAND MANAGEMENT CONTRACT MENU SCHEME		LINE NUMBER
	For Farmer's own use	Farm Code Number (e.g. 123/4567)	Field Identifier (e.g. AB/12345/12345)	Total Field Area (ha to 2 dec. places)	Maximum Area Eligible for Single Farm Payment Scheme (ha to 2 dec. places)	Maximum Area Eligible for Single Farm Payment Scheme Set-Aside (ha to 2 dec. places)	Agri-Environment or Forestry measure in Field (✓)		Selection of 10 Month Start Dates (enter 1 or 2 from Question 1 of your IACS (2))	Use in 2007 (use Annex 2 code list)	Area (ha to 2 dec. places)	Use of Land (use Annex 2 code list)	Area (ha to 2 dec. places)	Use of Land (use Annex 2 code list)	
	A	B	C	D	E	F	H	I	J	K	L	M	N		
	West	444/0782	NT/45210/65180	35.00	33.50	33.50		TGRS	35.00					1	
	Field								33.50						
2	East	444/0782	NT/47564/08597	10.25	10.15	10.15	✓	PGRS	9.15			HED	500.00	2	
	Paddock							AGRI	1.00			BUF	0.10		
3	Loch	444/0782	NT/64509/77098	22.00	22.00	21.00		SOSR-E	6.05	LLO	12.00			3	
	West							PP	3.95						
4	Top	444/0782	NT/66701/98990	32.43										4	
	Hill														
5	Top	444/0782	NT/66701/98990	32.43		*****		TGRS	21.00	WAFF	2.00			5	
	Hill							NS-NRC	7.00						
6	West	444/0782	NT/65998/99115	30.00	22.00	20.00		SB	20.00			RWS	14.00	6	
	Paddock							PGRS	2.00						
7	North	444/0023	NT/45005/99700	4.00	4.00	4.00		NF-IOSR	4.00					7	
	Loch														
8	South	444/0023	NT/23331/00798	234.50	230.00	0.00		RGR	230.00	LLO	63.50	IAP	300.00	8	
	Loch								166.50			SCG	166.50		
9	Chapel	444/0023	NT/28836/88234	7.00	7.00	7.00		WOSR	5.00					9	
	Paddock														
10	Chapel	444/0023	NT/28836/88234	7.00	7.00	7.00		LIN	2.00					10	
	Paddock														
11	Low	444/0023	NT/34221/35689	25.00	24.20	22.60		WW	22.10	WPOT	1.60			11	
	Haugh							WBS	0.50			WBS	0.50		
12	West	444/0023	NT/35345/34587	10.00	10.00	9.50		WW	5.00			BUF	0.10	12	
	Brae							NS-G	5.00						
									<b>Total</b>	312.75	<b>Total</b>	80.10			

The area total boxes are optional and can be used as an aid for completing the summary tables in Question 4 of the IACS (2) Single Application Form.

Area Total boxes

Flax \_\_\_\_\_  
Hemp \_\_\_\_\_  
Normal Set-Aside \_\_\_\_\_  
Non-Food Set-Aside \_\_\_\_\_  
Structural Set-Aside \_\_\_\_\_  
Other Land \_\_\_\_\_  
Energy \_\_\_\_\_  
Proteins \_\_\_\_\_  
Nuts \_\_\_\_\_

Please carefully check the pre-printed information in columns B-G and in Columns I and J. You must initial any alterations to pre-printed information and any alterations to details written in error. Ensure that you have made the necessary changes before signing the form. Over/under-declaration of areas will lead to penalties.

- Completing this form using SEERAD Online will:
- give you up to date entitlement information
  - calculate your totals automatically
  - transfer your field information to your SAF and LMCMS form
  - reduce the chance of making mistakes
  - provide 24 hour access and give you an instant receipt

For further information visit [www.seeradonline.gov.uk](http://www.seeradonline.gov.uk) or phone 0845 601 7597



You must sign and date each Field Data Sheet that you complete.

Signature: A N Other  
Date: DD / MM / YYYY

Astron B49613 01/07

## COMPLETING THE SINGLE APPLICATION FORM IACS(2)

Online guidance on this section can be found at [www.scotland.gov.uk/SAF07/completingIACS2](http://www.scotland.gov.uk/SAF07/completingIACS2)

### Introduction

**108.** The SAF asks for general information about you, your business and the land that you farm. In addition to the front page, there are 8 sections:

- 1 – SFPS Entitlement Details
- 2 – Land Eligibility
- 3 – Cross-Compliance
- 4 – Area Summary
- 5 – Other EU Schemes
- 6 – Payment in Euros
- 7 – Checklist
- 8 – Declarations and Undertakings

#### Note:

- You must complete Sections 1-4 and 6-8 if you wish to claim for SFPS.
- You must complete Sections 1-4 and 6-8 if you wish to claim SBCS.
- You must complete Sections 1-4 and 6-8 if you wish to claim LMCMS.
- You must complete Sections 5-8 if you wish to claim PCP.
- You must complete Sections 5-8 if you wish to claim ECS.
- You must complete Sections 5-8 if you wish to claim for NAS.

### Page 1

**109.** We will print the contact details we hold for you on page 1. If any of these details are wrong you should fill in the Land and Business Change Form (**LBCF**) in your IACS pack. More details about the business change procedures are given in the Guidance Notes in the **LBCF**.

**110.** If your SAF includes land in another country, please tick the relevant box. **Do not** enter details of the other country's land in the Scottish SAF or FDS. You should submit your SAF (which may consist of Scottish, English, Welsh and Northern Irish forms) to the Area Office in the country which deals with your main farm unit. Under IACS rules a business must submit only one SAF for the SFPS, SBCS, PCP, ECS and NAS. If the other country's forms are not included with the IACS pack, contact the Cross Border Unit at Galashiels Area Office (see Annex 1 for contact details).

### SECTION 1 – SFPS ENTITLEMENT DETAILS

**111.** Your entitlements will be pre-printed in Section 1. You can activate standard and set-aside entitlements by declaring sufficient land (0.3ha) either in question 4 of the SAF or on your **IACS(3)** and/or **IACS(4)**. We will activate all your entitlements when we have validated the land declared and checked that it matches your number of entitlements. If you only have special entitlements then you do not have to declare land but must sign and date the form and fill in other relevant sections, such as Cross-Compliance, to establish these entitlements. If you have a question about the entitlement information please contact your SEERAD Area Office.

### SECTION 2 – LAND ELIGIBILITY

#### Question 1 – Land Eligibility

**112.** At Question 1 fill in the date(s) you wish your 10 month occupancy to start. The 10 month period can begin at any time from 1 October 2006 to 30 April 2007. There can be two different 10 month periods for different land parcels on your holding, but the dates chosen must not overlap with the 10 month dates selected for the land in 2006. These will be pre-printed on your form. **You must complete at least one date.** Use only box number 1 if notifying us of a single start date.

**Question 2 – Common Grazing**

**113.** Enter details of any Common Grazing(s) in which you have a share. **Do not enter details of common grazing shares on your IACS(3)s.** For each Common Grazing, enter:

- The name of the Common Grazing;
- The code number(s) of the grazing, if known;
- The name of your croft;
- The unique field identifier, if you have it. If you do not have the unique field identifier, please enter the old field identifier; and
- Your stated share, which must be after any reduction in your souming or entitlement made as a consequence of apportionments granted to you.

We will use the information to calculate your share of the eligible area of the Common Grazing, and will credit you with this amount. We will write to inform you of the credited area.

**SECTION 3 – CROSS-COMPLIANCE**

**114.** Cross-Compliance applies to all land and animals in an agricultural business. We need details of the livestock on your holding on 1 March 2007. Identify which species are on your farm at any time in 2007 and tick the relevant box. Enter the numbers present on 1 March 2007.

**SECTION 4 – AREA SUMMARY**

**115.** Enter a summary of your total claim under SFPS for the compatible crops shown in Annex 2. Do this by totalling entries in column J of the **IACS(3)** and **IACS(4)** for each individual crop group. Exclude any common grazing. Separate totals are required for LFA and Non-LFA land. Also enter the sub-total of areas for flax, hemp and the various types of set-aside, that is, normal, non-food, and structural set-aside from the entries in column J. A total for other land entered – column L should also be entered.

**SECTION 5 – OTHER EU SCHEMES**

**116.** Enter the total areas for PCP, ECS or NAS if you are claiming for these in 2007 by adding together all the areas of proteins, energy crops and nuts entered in columns J and L of your **IACS(3)** and **IACS(4)**.

- **Protein Crop Premium**

If you are claiming this supplement in 2007, enter a summary of the LFA and Non-LFA areas claimed as proteins in the Field Data Sheets.

- **Energy Crops Scheme**

If you are claiming aid under the Energy Crops Scheme, enter a summary of the LFA and Non-LFA areas claimed in the Field Data Sheets.

- **Nuts Aid Scheme**

If you are claiming aid under the Nuts Aid Scheme, enter a summary of the LFA and Non-LFA areas claimed in the Field Data Sheets.

**SECTION 6 – PAYMENT IN EUROS**

**117.** Complete Question 6 by ticking the relevant box if you wish your SFPS, SBCS, PCP, ECS and NAS paid in Euros. We will obtain the relevant bank information by asking you to complete a **EUROS BACS** form. This account must be separate from your existing account.

**Note** – You have until 30 June to confirm whether or not you wish to be paid in Euros.

**SECTION 7 – CHECKLIST (QUESTIONS 7-9)**

**118.** This section lists the supporting documents that you need to provide with your application. Enter the number of documents you have attached in the boxes on this page. Check the list carefully. If you do not provide all necessary documents, we may not be able to accept your SAF and you may lose some or all of your entitlement to aid. Check that each supporting document shows your name (or the applicant's name, if signed by an agent), your signature and your main holding number.

## SECTION 8 – DECLARATIONS AND UNDERTAKINGS

- 119.** Read the declarations and undertakings carefully before you sign the form. All applicants must be over 16 years of age. All applications **must** be signed by the applicant or by an agent authorised in writing (see paragraph 16). Show your status in the box provided, for example applicant, applicant's agent, company secretary, partner etc. **Do not sign the form using the business name.** If you are an agent applying on behalf of the farmer, check that you have the necessary authorisation to sign this year's form. If not, ensure that a separate written authorisation is provided (form **AAI**). If the application is made on behalf of an IACS group (for example a number of legally separate businesses that are treated as a single business for IACS purposes), ensure that the representative who signs the SAF has the necessary written authority to act for each of the legally separate businesses within the IACS group. For 2007 only, you **MUST** complete the Business Status question indicating whether you are a Sole Trader, Partnership or Limited Company.

### Subsequent Action

- 120.** When you have completed and signed your **IACS(2)**, **IACS(3)** and **IACS(4)** forms, attach the **IACS(3)s** and **IACS(4)s** securely to your **IACS(2)** and return the forms to your SEERAD Area Office with any completed **LBCFs**. Remember to include your **LMCMS(2)** by 15 May 2007 if you are claiming under the LMCMS. **Make sure we receive all your forms by 15 May 2007.** You can keep copies of the documents you provide as an aid to completing your June agricultural census return. For all IACS schemes, you must keep relevant records for 4 years from the end of the calendar year in which you made your claim.
- 121.** **You can submit your forms electronically if you have access to the Internet. For further information on how to use the electronic system, visit our website at [www.seeradonline.gov.uk](http://www.seeradonline.gov.uk) or phone the SEERAD Online Helpdesk on 0845 601 7597.**

You may also use printouts of your own computer generated Field Data Sheets, provided:

- They have exactly the same layout and headings as shown on the **IACS(3)s** and **IACS(4)s**;
- They are easy to read and photocopy; and
- They are signed and dated on **each** sheet.

**Note – A computer generated Single Application Form is NOT acceptable** but you may use a printout of the Single Application Form template we provide on the Scottish Executive Internet site: [www.scotland.gov.uk/agriculture/grants/Schemes/Intro](http://www.scotland.gov.uk/agriculture/grants/Schemes/Intro).

## Annex I

### LIST OF SEERAD AREA OFFICES

An online version of this can be found at [www.scotland.gov.uk/SAF07/annexI](http://www.scotland.gov.uk/SAF07/annexI)

E-mail: [seerad.areaoffice@scotland.gsi.gov.uk](mailto:seerad.areaoffice@scotland.gsi.gov.uk) (for example [seerad.ayr@scotland.gsi.gov.uk](mailto:seerad.ayr@scotland.gsi.gov.uk))

#### AYR

SEERAD  
Russell House  
King Street  
AYR  
KA8 0BE  
Tel: (01292) 291300  
Fax: (01292) 291301

#### BENBECULA

SEERAD  
Balivanich  
Isle of Benbecula  
HS7 5LA  
Tel: (01870) 602346  
Fax: (01870) 602077

#### DUMFRIES

SEERAD  
Government Buildings  
161 Brooms Road  
DUMFRIES  
DG1 3ES  
Tel: (01387) 274400  
Fax: (01387) 274440

#### ELGIN

SEERAD  
32 Reidhaven Street  
ELGIN  
IV30 1QN  
Tel: (01343) 547514  
Fax: (01343) 552312

#### GALASHIELS

SEERAD  
Cotgreen Road  
Tweedbank  
GALASHIELS  
TD1 3SG  
Tel: (01896) 892400  
Fax: (01896) 892424

#### HAMILTON

SEERAD  
Cadzow Court  
3 Wellhall Road  
HAMILTON  
ML3 9BG  
Tel: (01698) 281166  
Fax: (01698) 285277

#### INVERNESS

SEERAD  
28 Longman Road  
INVERNESS  
IV1 1SF  
Tel: (01463) 234141  
Fax: (01463) 714697

#### THAINSTONE (Inverurie)

SEERAD  
Thainstone Court  
INVERURIE  
AB51 5YA  
Tel: (01467) 626222  
Fax: (01467) 626217

#### KIRKWALL

SEERAD  
Government Buildings  
Tankerness Lane  
KIRKWALL  
KW15 1AQ  
Tel: (01856) 875444  
Fax: (01856) 873309

#### LAIRG

SEERAD  
Ord Croft  
LAIRG  
IV27 4AZ  
Tel: (01549) 402167  
Fax: (01549) 402117

#### LERWICK

LERWICK  
SEERAD  
Charlotte House  
Commercial Road  
LERWICK  
ZE1 0HF  
Tel: (01595) 695054  
Fax: (01595) 694254

#### OBAN

SEERAD  
Cameron House  
Albany Street  
OBAN  
PA34 4AE  
Tel: (01631) 563071  
Fax: (01631) 566756

#### PERTH

SEERAD  
Broxden Business Park  
Lamberkine Drive  
PERTH  
PH1 1RX  
Tel: (01738) 602000  
Fax: (01738) 602001

#### PORTREE

SEERAD  
Estates Office  
PORTREE  
IV51 9DH  
Tel: (01478) 612516  
Fax: (01478) 613128

#### STORNOWAY

SEERAD  
10 Keith Street  
STORNOWAY  
HS1 2QG  
Tel: (01851) 702392  
Fax: (01851) 705793

#### THURSO

SEERAD  
Strathbeg House  
Clarence Street  
THURSO  
KW14 7JS  
Tel: (01847) 893104  
Fax: (01847) 895983

## Additional Contacts

### Appeals against decisions

Appeals Secretariat  
SEERAD  
Pentland House  
Room 028  
47 Robb's Loan  
Edinburgh  
EH14 1TY

### Complaints

SEERAD  
Central Complaints Team  
Room 028  
Pentland House  
47 Robb's Loan  
Edinburgh  
EH14 1TY  
Tel.: 0131 244 3111  
Fax: 0131 244 5656  
Email: [SEERADCAPMI@scotland.gsi.gov.uk](mailto:SEERADCAPMI@scotland.gsi.gov.uk)

### Field Register

FIS Team  
SEERAD  
Room 028  
Pentland House  
47 Robb's Loan  
Edinburgh  
EH14 1TY  
Tel.: 0131 244 1938\*  
\*between 9 am and 5 pm Monday to  
Thursday and between 9 and 4.30 pm  
on Fridays

### Cross Border Unit

SEERAD  
Cotgreen Road  
Tweedbank  
GALASHIELS  
TD1 3SG  
Tel: (01896) 892400  
Fax: (01896) 892424  
Email: [CrossBorderUnit@scotland.gsi.gov.uk](mailto:CrossBorderUnit@scotland.gsi.gov.uk)

## Useful Websites

### [www.scotland.gov.uk/agriculture](http://www.scotland.gov.uk/agriculture)

IACS(1), IACS(2), IACS(3) and IACS (4) templates, complaints forms, appeals procedure, and guidance on Cross-Compliance.

### [www.seeradonline.gov.uk](http://www.seeradonline.gov.uk)

SEERAD Online Helpdesk

**0845 601 7597**

[seeradonline@scotland.gsi.gov.uk](mailto:seeradonline@scotland.gsi.gov.uk)

**For information about electronic submission** of IACS(2), IACS(3) and IACS(4) and the LMCMS(2) forms via SEERAD Online.

### [www.scottishombudsman.org.uk](http://www.scottishombudsman.org.uk)

Scottish Public Sector Ombudsman.



## Annex 2

### CODE LISTS

An online version of this can be found at [www.scotland.gov.uk/SAF07/annex2](http://www.scotland.gov.uk/SAF07/annex2)

You should use the following crop codes when completing your **IACS(3)** or **IACS(4)**:

The following changes have been made to the code lists:

Removed Codes: OTH

New Codes:

AGRI All **SFP compatible** prescriptions in schemes ESA, OAS, CPS, RSS and HABITATS.

WAFF Areas of trees that are **ineligible** for SFP because they are commercial plantations or under one of the following schemes WGS, FWS, FWPS, SFGS can be **declared only** (columns K and L).

TSB Trees, shrubs and bushes.

#### 2.1(a) List of crops compatible with SFPS and for claiming under the Energy Crops Scheme (ECS)

Description	Code	ECS Crop Codes
BUCKWHEAT	BW	-
CANARY SEED	CANS	-
DURUM WHEAT	DW	-
FALLOW	FALW	-
FIBRE FLAX	FFS	-
HEMP	HS	-
LINSEED	LIN	-
MAIZE	MAIZ	-
MIXED CEREALS	MC	-
MILLET	MIL	-
RYE	RYE	-
SPRING BARLEY	SB	-
SWEETCORN	SC	-
SPRING OATS	SO	-
SORGHUM	SOR	-
SPRING OILSEED RAPE	SOSR	SOSR-E
SPRING WHEAT	SW	SW-E
TRITICALE	TRIT	-
WILD BIRD SEED	WBS	-
WINTER BARLEY	WB	-
WINTER OATS	WO	-
WINTER OILSEED RAPE	WOSR	WOSR-E
WINTER WHEAT	WW	WW-E

#### 2.1(b) Crops which must be claimed for both SFPS and ECS purposes

Description	ECS Crop Codes
MISCANTHUS	MSC-E
REED CANARY GRASS	RCG-E
SHORT ROTATION COPPICE	SRC-E

**2.1(c) Multi-annual crops compatible with SFPS**

Description	Code
ARTICHOKES	ARTC
ASPARAGUS	ASPG
RHUBARB	RHB
RASPBERRIES	RASP
BLACKBERRIES	BKB
MULBERRIES	MLB
LOGANBERRIES	LGB
BLACKCURRANTS	BLR
WHITECURRANTS	WRC
REDCURRENTS	RRC
GOOSEBERRIES	GSB
BILBERRIES (AND OTHER FRUITS OF THE GENUS <i>Vaccinium</i> )	BLB
CRANBERRIES	CRB
FLOWER BULBS AND CUT FLOWERS (covers the production of flower bulbs, including cut flowers as a by-product, such as Daffodil and other narcissi)	BSFS

**2.2 Protein crops compatible with SFPS and eligible for Protein Supplement**

**Note** – If declaring a protein code, a protein supplement will be paid.

Description	Code
FIELD BEANS	FB
PROTEIN PEAS	PP
SWEET LUPINS	SL

**2.3 Forage crops compatible with SFPS**

Description	Code
OTHER CROPS FOR STOCK FEED	OCS
GRASS OVER 5 YEARS	PGRS
RAPE FOR STOCK FEED	RAST
ROUGH GRAZING	RGR
GRASS UNDER 5 YEARS	TGRS
TURNIPS/SWEDES FOR STOCK FEED	TSWS
OPEN WOODLAND (GRAZED)	WDG
ARABLE SILAGE FOR STOCK FEED	CMIX
TURF PRODUCTION	TURF

**2.4 Normal Set-aside Codes (which include the management option in code) for SFPS**

Description	Code
NORMAL SET-ASIDE – 5 YEAR UNDER FWS	NS-5S-FWS
NORMAL SET-ASIDE – 5 YEAR UNDER WGS	NS-5S-WGS
NORMAL SET-ASIDE – BARE FALLOW	NS-BF
NORMAL SET-ASIDE – SOWN GRASS COVER	NS-G
NORMAL SET-ASIDE – GREEN COVER MIXTURE	NS-GCM
NORMAL SET-ASIDE – MUSTARD	NS-MU
NORMAL SET-ASIDE – NAT REGEN (AFTER CEREALS)	NS-NRC
NORMAL SET-ASIDE – NAT REGEN (AFTER OTHER CROPS)	NS-NRO
NORMAL SET-ASIDE – ORGANIC LEGUMES	NS-OL
NORMAL SET-ASIDE – OWN MANAGEMENT PLAN	NS-OWN
NORMAL SET-ASIDE – PHACELIA	NS-P
NORMAL SET-ASIDE – NEXT TO WATERCOURSES, HEDGES, WOODS, DYKES AND SSSI <sub>s</sub>	NS-SAS-W
NORMAL SET-ASIDE – WILD BIRD COVER	NS-WBC

**2.5 Non-Food Set-aside Codes (which include crop grown in code) for SFPS**

Description	Code
NON-FOOD SET-ASIDE – BORAGE	NF-BOR
NON-FOOD SET-ASIDE – CRAMBE FOR INDUSTRIAL USE	NF-CRBE
NON-FOOD SET-ASIDE – BARLEY FOR INDUSTRIAL USE	NF-IB
NON-FOOD SET-ASIDE – LINSEED FOR INDUSTRIAL USE	NF-ILIN
NON-FOOD SET-ASIDE – OATS FOR INDUSTRIAL USE	NF-IO
NON-FOOD SET-ASIDE – OILSEED RAPE FOR INDUSTRIAL USE	NF-IOSR
NON-FOOD SET-ASIDE – HIGH ERUCIC ACID RAPESEED	NF-HEAR
NON-FOOD SET-ASIDE – POTATOES FOR INDUSTRIAL USE	NF-IPOT
NON-FOOD SET-ASIDE – SOYA FOR INDUSTRIAL USE	NF-IS
NON-FOOD SET-ASIDE – WHEAT FOR INDUSTRIAL USE	NF-IW
NON-FOOD SET-ASIDE – OUTDOOR PLANTS	NF-OPL
NON-FOOD SET-ASIDE – FOREST TREES SHORT CYCLE	NF-SRC
NON-FOOD SET-ASIDE – TREES SHRUBS AND BUSHES	NF-TSB
NON-FOOD SET-ASIDE – HEMP	NF-IHS

**2.6 Structural Set-aside Codes compatible with SFPS**

Description	Code
STRUCTURAL SET-ASIDE – ELIGIBLE HABITATS	SS-EH
STRUCTURAL SET-ASIDE – WGS, FWPS and SFGS	SS-WP
STRUCTURAL SET-ASIDE – EX 5 YEAR STILL IN FWS	SS-X5

**2.7 Code for a positive environmental measure in an SFPS field**

Description	Code
<b>POSITIVE ENVIRONMENTAL MANAGEMENT</b> This code should only be used for GAEC measure 5 when a field drainage system is allowed to deteriorate for environmental gain and measure 18 where scrub encroachment is to be permitted for environmental benefit only.	<b>PEM</b>

**2.8 Where SFPS is being claimed on agri-environmental options.**

Description	Code
Agri-environment areas under OAS, RSS, ESA, HABS or CPS.	<b>AGRI</b>

**2.9 Non-compatible crops and land for SFPS**

**Note** – These usages do not support SFPS and should be entered in column K.

Description	Code
BEANS FOR HUMAN CONSUMPTION	<b>BEAN</b>
PEAS FOR HUMAN CONSUMPTION	<b>PEAS</b>
BULBS/FLOWERS	<b>BFLO</b>
SEED POTATOES	<b>SPOT</b>
SHOPPING TURNIPS/SWEDES	<b>STS</b>
SOFT FRUIT (BUT SEE TABLE 2.1(c))	<b>SFRT</b>
TOP FRUIT	<b>TFRT</b>
WARE POTATOES	<b>WPOT</b>
OTHER VEGETABLES (BUT SEE TABLE 2.1(c))	<b>OVEG</b>
HAZLENUTS *	<b>HZL</b>
WALNUTS *	<b>WLN</b>
ALMONDS *	<b>ALMS</b>
PISTACHIOS *	<b>PSTS</b>
LAND LET OUT TO OTHERS	<b>LLO</b>
TREES, SHRUBS AND BUSHES	<b>TSB</b>
WOODLAND AND FARM FORESTRY	<b>WAF</b>

\*These are eligible for the Nuts Aid Scheme.

**Note** – If you have a crop which is not on the above lists, you should check its eligibility with your **SEERAD Area Office** and get its code.

**2.10 LMCMS Codes**

<b>Option</b>	<b>Code</b>
6. Buffer areas	<b>BUF</b>
7. Management of linear features	– Hedgerows
	– Ditches
	– Dykes
8. Management of moorland grazing	<b>MMG</b>
9. Management of rush pasture	<b>MRP</b>
10. Biodiversity cropping on in-bye	– Normal
	– Premium
11. Retention of winter stubbles	<b>RWS</b>
12. Wild bird seed mixture	<b>WBS</b>
13. Summer cattle grazing	<b>SCG</b>
14. Nutrient management	<b>NUM</b>
15. Improving access	– Maintenance
16. Woodland Plan	Native and open grazed woodland
	Other woodland
17. Farm Woodland Management	Native and open grazed woodland
	Other woodland

## Annex 3

### THE FIELD IDENTIFICATION SYSTEM

An online version of this can be found at [www.scotland.gov.uk/SAF07/annex3](http://www.scotland.gov.uk/SAF07/annex3)

#### Introduction

**3.1** The IACS Regulations require Member States to have a register of fields on which subsidy is claimed. This register must have unique field identifiers and areas, against which we can check all claims. The Field Identification System (FIS) operates in Scotland. We have issued maps showing the unique field identifiers and areas for your farms. You **must** use these unique field identifiers and areas in your SAF.

**Note 1** – We cannot pay you for fields with old field identifiers until these fields have been allocated unique identifiers and been checked against the field register.

**Note 2** – Land located in other parts of the UK is subject to the Field Identification System in the country where the land is located.

#### FIS Maps

**3.2.1** The maps we have issued indicate the latest details of your farm, excluding a LBCF (refer to paragraph 3.3.1), that may be unprocessed. Field boundaries are shown in blue. We have listed field identifiers and field areas in the table on the right hand side of the map. The only details that are shown as background to the fields are roads, some water features and buildings.

**3.2.2** The second column contains the unique field identifier and the third column lists the total area of the field. The left hand column of the table shows a field counter. This is there to help you establish which field identifier belongs to each field. **This counter is not your field identifier and you must not use it in your application.**

**3.2.3** Before we can make IACS related payments, we must validate your claim against the Field Register (and adjusted where necessary). The areas held on the Field Register correspond to the plan area within the field boundary. Your map shows the gross plan areas of your fields. They have been calculated on the assumption that the field boundary is correct.

#### Disagreement over area sizes

**3.2.4** If you do not agree with the area shown on your map, you should first check whether the boundary of the field is shown correctly. If not, then amend it by completing a LBCF. If you agree with the field boundary shown, but are unhappy with the area, you can make your own arrangements to have the land professionally measured and to submit those measurements to us for approval. Any plans you submit under these arrangements should be surveyed and certified by an independent person who must hold a qualification from the Royal Institution of Chartered Surveyors (RICS), the Institution of Civil Engineers (ICE) or a similar professional body. Any map you provide under these arrangements should be drawn to scale and clearly show the areas in question, the underlying OS landline detail and the OS map reference number.

#### Maintaining the Field Register

**3.3.1** From 2005, the Field Register can be updated by completing a **LBCF**. It is in your interest to submit the form by **15 May 2007**. Any form submitted after this deadline may delay your payment. The following paragraphs give more details on when you should use these forms and instructions on how to complete them.

**Note** – If you have already submitted a **LBCF** for one or more of your fields, it may not yet be fully processed and your pre-printed Field Data Sheets will **not** reflect any of this information. Paragraph 91-92 tells you what to do if you are claiming/declaring land that has not been allocated a unique field identifier. It also provides instructions on how you should complete your Field Data Sheets if you have an outstanding **LBCF**.

- 3.3.2** If your outstanding **LBCF** relates to the boundary (and therefore the area of the field), the pre-printed area in column D of the Field Data Sheets will be the **original** area printed on the map we sent you. Unless you are confident that a different area will supersede the pre-printed area, use the pre-printed area in column D as the total area of your field, or the pre-printed areas in columns E and F as the maximum eligible area. If an Agri-Environment or Forestry measure exists in the field (see column G), you will have to adjust the pre-printed areas when filling in columns I and J of your claim. If you claim more than this, and the results of your **LBCF** do not substantiate a larger area, we may have to apply the penalties in paragraph 35-44. If you claim less than this, do **NOT** amend the pre-printed area, but enter the correct area claimed in the appropriate Field Data Sheet column. **It is your responsibility to ensure the accuracy of the area you claim.**

#### Fields with more than one use in 2007

- 3.3.3** You do **not** need to submit a **LBCF** if you are using a field for more than one use in 2007. However you must complete a **LBCF** if some change has occurred to the **permanent** boundary of the field.

### COMPLETION OF LAND AND BUSINESS CHANGE FORMS

#### Who should submit this form?

- 3.3.4** The **LBCF** can be submitted either by the owner of the field or by the person on whose IACS claim it appears. Where it is not the owner who submits the form, it is very important that we have the owner's name and address, as well as the name and address of the person who completes the form, so that we can inform all interested parties of the change. If you are taking an existing field as a new seasonal let, there is no need to complete a **LBCF** as the field remains on the owner's farm code.

#### How many LBCF forms should I complete?

- 3.3.5** You should complete a separate **LBCF** for each individual farm code within the IACS business requiring changes. When we have received the **LBCF** we will send you a **LBCF** reference number for each completed form. Use this number in any further correspondence about that maintenance request. We will tell you if there are any problems with your **LBCF** or if we need more information

#### Completing the LBCF

- 3.3.6** Refer to Question 7, and the Guidance Notes with the form. The field change types are:

**MOVF** (Move Field) Use this code when:

- An error has occurred and a field has been mapped against the wrong farm code number.
- A tenancy has finished and the land has been returned to the land owner.
- A new tenant is taking over occupancy of a holding.

Enter the existing farm code of the unit in the 'Other Farm Code' column. Please ask the other party to fill in Question 18.

**BUYF** (Buy Field) A field has been bought by the farm code, enter the field identifier and enter the farm code of the seller (if known) detailed in Question 2 in the 'Other Farm Code' column. Please ask the other party to fill in Question 18.

**SELF** (Sell Field) A field has been sold from the Farm Code detailed at Question 2. Enter the field identifier and the farm code number of the buyer (if known) in the 'Other Farm Code' column. Please ask the other party to fill in Question 18.

**REMF** (Remove Field) A field, which was in agricultural use and has now been **permanently** converted to non-agricultural use. State the use the land has gone to in the 'Description of Change' column.

**NEWF** (New Field) Any field, which has come into agriculture for the first time, and has no 14-digit field identifier, needs to be captured. The identifier entered in Section 3 should match **exactly** with that entered on the claimant's Field Data Sheet. Where possible use the old OS Field Number (for example NG/3458/0800). If this is not applicable use the format – farm code number/sequential number (for example 050/1234/1). See paragraph 91-92.

**MERF** (Merged Field) Two or more fields on the same farm code number have merged. Enter the other fields on additional lines.

**SPLF** (Split Field) One field on the farm has been split into two or more fields.

**MODF** (Modified Field Boundary) A field has had changes made to its permanent boundaries. If this change affects an adjacent field this must also be included on the **LBCF**. Where you are modifying a field boundary, it is helpful if you provide measurements to help locate the boundary (for example distance between path and fence 100m, etc).

- 3.3.7** In the date of change column enter the date when the change came into effect. This date must be retrospective. Only submit the **LBCF** once the change has been made. Report changes made after 15 May 2007 as soon as they occur. Complete the 'Description of Changes Required' column to help us process your **LBCF**.

#### Map requirements for existing applicants

- 3.3.8** When raising a **LBCF** with field changes, supply a map with the details of every change that you have made (including new fields) carefully shown, indicating your field boundaries in ink other than blue. If you have an existing FIS map, you must use it to notify changes. If you have a new field, check if the previous owner/occupier has already received a new unique field identifier and use this number. If the field cannot be drawn on the FIS map, supply another map showing the field. The map should be an OS map (or a professional equivalent) at 1:10000 scale (or 1:2500) for fields up to 2000 hectares, and 1:25000 scale (or 1:10000) for fields above 2000 hectares. Make sure that the map sheet reference is marked on the map. **Do not use correction fluid** when altering your boundaries, mark crosses on the line to be altered and make amendments in ink other than blue.

#### Map requirements for new applicants

- 3.3.9** Requirements differ depending on the size of the field that needs to be captured. When raising a **LBCF** which we have still to action with full changes, supply the following types of map:
- For a new field up to 2000 hectares, you must submit an OS map at a scale of at least 1:10000 (maps at 1:2500 scale are also acceptable), or a professionally produced equivalent;
  - For a new field above 2000 hectares, the map should be at a scale of at least 1:25000 (maps at 1:10000 scale are also acceptable).

#### Your map(s) must include:

- The farm code number(s) of the holding;
- For each field, the field boundary in blue and the area in hectares to 2 decimal places. Note that acres are not acceptable. To convert from acres to hectares divide by 2.471; and
- For each field, the reference number which you have used on your Field Data Sheet.

#### LMCMS mapping requirements

##### 3.3.10 Option 1 - Option 5

There are no mapping requirements for these options.

##### 3.3.11 Option 6 - Option 17

Your **IACS(3)** Field Data Sheets show the unique 14-digit reference for each field you declared. Please use these same field identifiers to give us the location of the features you are managing under options 6 to 17. If you do not know this, contact the current/previous owner/tenant, to check if unique field identifiers have been allocated.

If the field has never been allocated a field identifier, complete your field data sheet and **Column C** of the Menu scheme application form using either the map sheet reference, followed by a forward slash (/) and the four digit OS number printed on the 1:2500 series OS map (for example NJ/3760/2701), or your farm code number/sequential field number (for example 123/4567/1). You will then need to complete a **LBCF** and send us a map showing the location of the field(s).



**You are advised to send in your LBCF along with your SAF by 15 May 2007. You must also supply a map showing where the fields are located. We cannot pay you until these field(s) have been given unique identifier(s) and been checked against the field register. We will update your claim with any identifier information that becomes available. Please use the SAME identifier on the Menu scheme application as used on the LBCF and SAF.**

### 3.3.12 Option 6 – Buffer areas

You must also prepare a sketch map which clearly shows the buffer areas you plan to manage. Keep this map safe as you must be able to show it to us at inspections. Do not send it to us with your application form.

### 3.3.13 Option 7 – Management of linear features

For this option please enter the length or area of the feature to be managed against the relevant 'field identifier' (FID) under columns M and N of the SAF Field Data Sheet (**IACS (3)**).

### 3.3.14 Option 15 – Improving access

If the path goes through or alongside any of your land that is registered with IACS use the field identifier of either a field it runs alongside or through, on your field data sheet. If the path does go through or alongside any of your land that is not registered with IACS please complete a **LBCF** as above.

You must also prepare a sketch map which clearly shows the location of the path you propose to manage and the location and type of items (gates and so on) you want refunds for. Keep this map safe as you must be able to show it to us. You must also send a copy of the map to your Local Access Officer. Do not send it to us with your application form.

### 3.3.15 Option 17 – Farm woodland management (FWM)

Note that all woodland is required to be IACS registered. If the woodland is not on IACS registered land please complete a **LBCF** as above to allow us to allocate a field identifier to these parcels of land.

## Special Categories

### Common Grazings

**3.3.16** The Grazings Clerk or other appointed person should submit an **LBCF** relating to changes to the Common Grazing. Forms relating to apportionments from the Common Grazing must only be submitted once the apportionment has been officially approved and a Final Order produced by the Crofter's Commission.

**3.3.17** Only Common Grazings not previously declared require a new map. If you are submitting a SAF for the first time, and you use a Common Grazing as part of your forage area, then we require a map of 1:25000 scale covering the whole Common Grazing. Your application will not be processed until the map is supplied. Since only one map of the grazing is necessary, you may wish to arrange with others who share in the Common Grazing for this to be submitted to the relevant SEERAD Area Office by the Township Clerk, Grazing Constable or other suitable person on behalf of the Township, Sheep Stock Club or Grazings Committee.

**3.3.18** The boundary of the Common Grazing should be marked on the map and the person who submits the map should sign it on behalf of all shareholders. The map should show (or be accompanied by) a list of all shareholders with their allocated shares. Any apportionments granted should be clearly marked on the map and the map and the area of the Common Grazings (excluding apportioned land) should be marked in hectares. If you are having difficulties supplying a map or identifying apportionments please consult your SEERAD Area Office, who will advise on appropriate sources of information.

### 3.3.19 Agri-Environment and Forestry Schemes

- A **LBCF** is required and a field identifier given if an area has never previously been captured and is not part of an existing field.
- A **LBCF** will be accepted and a field identifier given if the area is part of an existing field but over 1 hectare and fenced off from the remaining area of the field, but only where the area is to be **permanently** enclosed, for example an area to be managed under an Agri-Environment scheme.
- A **LBCF** is **not** required when:
  - The area is part of an existing field already covered by a unique field identifier and under 1 hectare, whether fenced off or not;
  - The area concerned is already covered by unique field identifiers and is to be enclosed and managed separately only for the lifetime of an Agri-Environment scheme agreement, for example a water margin, wetland area or pond to be created within a field already identified by a unique field identifier.

### Ineligible Areas (Unusable areas, such as roads, yards, buildings, ponds)

**3.3.20** The areas printed on your FIS map are for the **gross** plan area of the field. This includes ineligible areas, such as rocky outcrops and buildings contained within the field. It is your responsibility to ensure that you deduct any ineligible land when you claim. **Do not complete forms to remove these areas from fields.**

### Who to contact if you require additional information about the Field Register

**3.3.21** You can call the FIS team on **0131 244 1938 between 9am and 5pm, Monday to Thursday and between 9am and 4.30pm on Fridays.** An answer machine service is available outside these hours. If you wish to write regarding a query, write to the **FIS Team, SEERAD, Room 028, Pentland House, 47 Robb's Loan, Edinburgh, EH14 1TY.**

## Annex 4

### AID FOR ENERGY CROPS

An online version of this can be found at [www.scotland.gov.uk/SAF07/annex4](http://www.scotland.gov.uk/SAF07/annex4)

#### Applying for aid

##### Use of raw material

**4.1** Energy crops means crops supplied essentially for the production of the following energy products:

- Those considered bio-fuels (listed in Article 2 Point 2 of Directive 2003/30/EC (see Annex 5)
- Electric and thermal energy produced from bio-mass; or

Any agricultural raw materials (except sugarbeet) may be grown on areas qualifying for aid provided that they are intended primarily for use in the manufacture of the energy products referred to above. Such crops can be grown on any land EXCEPT set-aside land.

##### Selling to Processors

**4.2** If you are selling to a processor, production must be covered by a contract between you and the processing industry.

**4.3** You must deliver all raw materials harvested to a first processor, who shall take delivery of them and ensure that an equivalent quantity of such raw materials is used within the Community for the manufacture of one or more energy products listed at paragraph 4.1.

**4.4** Where the first processor uses the raw material actually harvested to manufacture an intermediate product or a by-product, he may use an equivalent quantity of such intermediate products or by-products to manufacture one or more end products. He must inform the competent authority with whom the security is lodged, for example the RPA.

##### Processing on your Holding

**4.5** However, you may undertake processing on your holding, in which case you may:

- Use short rotation forest trees covered by ex 0602 90 41 or all the cereals or the oilseeds covered by CN codes 1201 00 90, 1205 90 00 and 1206 00 91 (see Annex 6) harvested:
  - As fuel for heating your agricultural holding.
  - For the production on the holding of power or bio-fuels.
- Process into bio-gas falling within CN code 2711 29 00 (see Annex 6) on your holdings, all the raw material harvested.

In these cases, you must provide a declaration, in place of a contract, to use or process directly the raw material covered by your declaration. The declaration should be submitted with your SAF.

**4.6** We will need an accurate assessment of the weight delivered. You must keep separate accounts for the raw material used and the products and by-products resulting from its processing. However, in the case of cereals and oilseeds, where either the straw or the entire plant is used, weighing may be replaced by volumetric measurement of the raw material. If you use the volumetric assessment, you must keep the crop separate from other crops until an accurate weight is confirmed on a weigh bridge approved by the local authority.

**4.7** We will apply adequate checks to ensure that the raw material is used directly on the holding or is processed into bio-gas falling within CN code 2711 29 00.

**4.8** Cereals and oilseeds used as per the first bullet point of paragraph 4.5 above must be denatured in accordance with the method laid down by SEERAD. We may, however, authorise the oil produced by processing oilseeds in accordance with the second sub-bullet point to be denatured instead of the oilseeds themselves, provided that such denaturing takes place immediately after the seeds are processed into oil and that the use to which the seeds are put is checked.

**4.9** If you are processing on your holding, your declaration should include details as outlined in bullet points 3-8 in paragraph 4.11.

### Contract

- 4.10** In support of your application for aid, you must submit to the RPA the contract you have concluded with a first processor or your declaration if processing on your holding.
- 4.11** You must ensure that contracts specify the following:
- the names and addresses of the parties to the contract;
  - the duration of the contract;
  - the variety of all raw materials concerned and the area planted with each variety;
  - any conditions applicable to the delivery of the forecast quantities of raw materials;
  - the forecast quantities of raw materials, classified by variety, and any conditions governing their delivery. Such quantities must be no less than the representative yield established the previous year for the raw material in question;
  - an undertaking to fulfil your obligations;
  - the intended primary end uses for the raw material; and
  - the field identification number of each field in which you are claiming energy crops aid.
- 4.12** You must ensure that the contracts are concluded in time to allow the first processor to deposit a copy with RPA by the closing date.

### Amendment and termination

- 4.13** The first processor may delegate to a third party collection of the raw material from the farmer applying for aid.
- 4.14** When the contract or declaration is amended or the contract terminated after you have lodged an aid application, you may maintain the aid application only on condition that, with a view to allowing the requisite inspections to be carried out, you inform us of such amendment or termination no later than the closing date set for amendment of the application.

### Exceptional circumstances

- 4.15** Where you inform us that, owing to exceptional circumstances, you will not be able to supply all or part of the raw materials specified in the contract or declaration, we may, after obtaining sufficient evidence of such special circumstances, authorise such amendments to contracts or declarations as appear justified, or may authorise their termination.
- 4.16** Where the land covered by contracts is reduced as a result of their amendments, or where contracts are terminated, you will lose the right to aid in respect of areas struck out of the contracts.

### Alterations to end uses

- 4.17** First processors may alter the intended primary end uses of raw materials, once the raw materials under contract have been delivered to the first processor and once the specified conditions have been fulfilled. The first processor must give prior notice to allow for appropriate controls.

### Representative yields and quantities delivered

#### Representative yields

- 4.18** Each year before the harvest we will establish and advise you of the representative yields which will have to be attained.

#### Quantities delivered

- 4.19** You must declare the total quantity of raw materials harvested by variety to us and must confirm the quantities of raw materials delivered and the parties to whom such deliveries are made. The actual quantities to be delivered by you must at least correspond to the representative yield. In duly justified cases, we may, by way of exception, allow a shortfall of up to 10% in the yield. Where we have authorised amendments or termination of contracts we may, where it seems justified to do so, reduce the quantities that you are required to deliver.

### Payment

- 4.20** Payments of aid may be made to you before the raw materials are processed. However, such payments will only be made where the requisite quantities of raw materials have been delivered to the first processor and where:
- the appropriate declaration referred to in paragraph 4.19 has been made;
  - a copy of the contract has been deposited with the RPA and the conditions referred to in paragraph 4.1 have been fulfilled and the appropriate information has been forwarded by the first processor;
  - the RPA has received proof that the full security has been lodged (see paragraphs 4.31-4.34); and
  - we have checked that the relevant conditions detailed in paragraphs 4.10, 4.11 and 4.12 have been met in respect of each application.
- 4.21** In the case of biennial crops, where the raw materials are harvested, and hence delivered, in the course of the second year of cultivation only, payment will be made in each of the two years following the conclusion of the contract, on condition that:
- the obligations laid down in the second, third and fourth bullet points of paragraph 4.20 are fulfilled as from the first year of cultivation; and
  - the obligations laid down in the first bullet point of paragraph 4.20 are fulfilled, and the information referred to at paragraph 4.30 is communicated in the second year of cultivation.
- 4.22** Payments will only be made in respect of the first year of cultivation if we receive proof that the security has been lodged. In the second year of cultivation, a new security is not required in order for payment to be made.
- 4.23** In the case of permanent or multi-annual crops, payment of the aid will be made in each of the years following the conclusion of the contract, from the first year.

### Number of processors

- 4.24** Energy products must be produced, at the most, by a second processor, so that raw materials and semi-processed products are sold no more than twice before final processing. This means that processing can only be a 2 stage process at most.

### Contract and obligations on applicant and first processor

- 4.25** First processors shall deposit copies of the contracts with the RPA before the closing date for the submission of SAFs for the year in question (15 May for 2007).
- 4.26** Where applicants and first processors amend or terminate contracts prior to the closing date for amendments in a given year, the first processors will deposit with the RPA a copy of the amended or terminated contract no later than that date.
- 4.27** First processors must provide the RPA with the requisite information on the processing chain in question, in particular as regards prices and the technical processing coefficients to be used for determining the quantities of end products that may be obtained.
- 4.28** First processors who have taken over the raw materials from you will inform the RPA of the quantities of raw materials received, specifying the variety, the name and address of the party to the contract who delivered the raw materials, the place of delivery and the contract reference, within the time limit set.
- 4.29** Where processors sell or transfer to second processors in other Member States they should contact the local authority for advice.
- 4.30** Processing into the end products must take place by 31 July of the second year following the year in which the raw material is harvested.

### **First processors' securities**

- 4.31** First processors must lodge a full security as detailed in paragraph 4.20 with the RPA by the closing date for submission of payment applications for the year in question.
- 4.32** The securities to be lodged in respect of each raw material will be calculated by multiplying the sum of all areas cultivated under this scheme, covered by a contract signed by the first processor concerned and used to produce that raw material, by the rate of 60 euros per hectare.
- 4.33** Where contracts are amended or terminated, the securities lodged will be adjusted accordingly.
- 4.34** A percentage of the security will be released for each raw material on condition that the RPA of the first processor is in possession of proof that the quantity of raw material in question has been processed in compliance with the requirements laid down.

### **Land Eligibility**

- 4.35** Land used to produce raw materials grown under this scheme is not eligible for aid for forestry (except the planting costs of short rotation coppice).

### **Sale, Transfer or Delivery to another Member State**

- 4.36** Where first processors sell or transfer intermediate goods to second processors in other Member States, the products must be accompanied by T5 control copies (contact your SEERAD Area Office for further details).

## Annex 5

### EXTRACT FROM EC DIRECTIVE 2003/30/EC ARTICLE 2 POINT 2

An online version of this can be found at [www.scotland.gov.uk/SAF07/annex5](http://www.scotland.gov.uk/SAF07/annex5)

At least the products listed below are considered as biofuels:

- 'bioethanol' – ethanol produced from biomass and/or the biodegradable fraction of waste, to be used as biofuel;
- 'biodiesel' – a methyl-ester produced from vegetable or animal oil, of diesel quality, to be used as biofuel;
- 'biogas' – a fuel gas produced from biomass and/or from the biodegradable fraction of waste, that can be purified to natural gas quality, to be used as biofuel, or woodgas;
- 'biomethanol' – methanol produced from biomass, to be used as biofuel;
- 'biodimethylether' – dimethylether produced from biomass, to be used as biofuel;
- 'bio-ETBE (ethyl-tertio-butyl-ether)' – ETBE produced on the basis of bioethanol. The percentage by volume of bio-ETBE that is calculated as biofuel is 47%;
- 'bio-MTBE (methyl-tertio-butyl-ether)' – a fuel produced on the biomass of biomethanol. The percentage by volume of bio-MTBE that is calculated as biofuel is 36%;
- 'synthetic biofuels' – synthetic hydrocarbons or mixtures of synthetic hydrocarbons, which have been produced from biomass;
- 'biohydrogen' – hydrogen produced from biomass, and/or from the biodegradable fraction of waste, to be used as biofuel; and
- 'pure vegetable oil' – oil produced from oil plants through pressing, extraction or comparable procedures, crude or refined but chemically unmodified, when compatible with the types of engines involved and the corresponding emission requirements.

## Annex 6

### CN CODES

An online version of this can be found at [www.scotland.gov.uk/SAF07/annex6](http://www.scotland.gov.uk/SAF07/annex6)

Complete and authoritative details within EC Regulation (EC) No 1789/2003. Summary below is for information. If in doubt contact your SEERAD Area Office.

- |                   |  |
|-------------------|--|
| <b>1201 00 90</b> | Soya beans other than for sowing.  |
| <b>1205 00 90</b> | Rape or colza seeds other than for sowing (only those types referred to in Articles 4(1) and 4(2)(a), (b) and (e) of Commission Regulation (EC) No 2316/1999 i.e. certified seed of double-zero (00) varieties of colza and rape seed notified and entered as such in the Common Catalogue). |
| <b>1206 00 91</b> | Sunflower seeds other than for sowing.   |
| <b>2711 29 00</b> | Petroleum gases and other gaseous hydrocarbons in gaseous state, other than natural gas.   |



## Annex 7

### VARIETIES OF HEMP GROWN FOR FIBRE ELIGIBLE FOR DIRECT PAYMENTS

An online version of this can be found at [www.scotland.gov.uk/SAF07/annex7](http://www.scotland.gov.uk/SAF07/annex7)

#### Hemp grown for fibre:

Beniko	Ferimon – Férimon
Carmagnola	Fibranova
CS	Fibrimon 24
Delta-Llosa	Futura 75
Delta 405	Juso 14
Dioica 88	Red Petiole
Epsilon 68	Santhica 23
Fedora 17	Santhica 27
Felina 32	Tiborszálási
Felina 34 – Féline 34	

#### Hemp grown for fibre authorised only for claims under the 2007 SFPS:

Bialobrzeskie	Finola
Chamaeleon	Kompolti hibrid TC
Cannakomp	Kompolti
Fasamo	Lipko
Fibriko TC	UNIKO

## NOTES

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