



# BPS 2016:

# Hints and tips on making your application

Version 1.0

**Part C: Field data sheet**  
Before you fill in this part, read the BPS rules and guidance for 2016.

**Part E: Active Farmer**  
Before you fill in this part, read the BPS rules and guidance for 2016.

**Part F: Your declaration and responsibilities**

**Basic Payment Scheme - 2016**  
Application for the Basic Payment Scheme in England BPS

**IMPORTANT**  
The deadline for us to receive the application is midnight on 16 May 2016.

**How to fill in this form**

- Fill in black ink and CAPITAL LETTERS. Do not use pencil or felt tip pen.
- Check the instructions on how to fill in this form on GOV.UK (at the address above).
- Make sure you write within the boxes.
- Do not fold the form, use an outform or a photocopied form. If you do, we may not be able to pay you.

**Part A: Your business**

Single Business Identifier (SBI):

Name of beneficiary (or business name):

**Part B: Your choice of currency**

B1 If you want to be paid in Euros, put a cross in the box on the right. If you don't do this we will pay you in Sterling.

**Land summary**

Land Use	Area (hectares)	Value (£)
Arable	100	100000
Permanent Pasture	200	200000
Other	50	50000
<b>Total</b>	<b>350</b>	<b>350000</b>

This document provides hints and tips about how to make your BPS 2016 application.

Visit our YouTube channel - 'Rural Payments Agency - BPS 2016' - to watch our videos.

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## Versions

Version	Date	Content
1	24/3/2016	First publication

## Introduction

In 2016, applicants can apply for the Basic Payment Scheme (BPS) online, using the Rural Payments service. Paper BPS application forms will be available for those who need them.

Guidance on how to apply online or on a Paper BPS application form is available on GOV.UK at [www.gov.uk/rpa/bps2016](http://www.gov.uk/rpa/bps2016). Read 'How to claim BPS online' to apply on the Rural Payments service and 'How to apply using a paper form' if you are applying on a paper BPS application form.

This guidance provides more information about applying in 2016 and answers some of the questions we have had from applicants on how to make their applications.

We will update this document regularly to answer any new questions we get from applicants, so please make sure you are reading the latest version, which will be on GOV.UK at [www.gov.uk/rpa/bps2016](http://www.gov.uk/rpa/bps2016). You will also find all the other guidance about 2016 BPS claims on this page, including the scheme rules for 2016.

## Checking your information

Whether you are applying online or on paper, we will fill in your application with the information we hold about your business and your land. Guidance on how to check your information can be found in the 'How to...' documents. More details on how to check your land and entitlements information can be found below.

### Land

If you	You need to
<p><b>Have land parcels missing from your claim (including where they don't show on the 'View land' screen in Rural Payments)</b></p>	<p>Add the land to your claim:</p> <ul style="list-style-type: none"> <li>• If you are claiming online, read page 10 of 'How to claim BPS online'.</li> <li>• If you are claiming on a paper BPS application form, add the land parcel on a new line in Part C.</li> </ul>
<p><b>Have 'unknown cover' in Part C of your application summary or 'overdeclared'/'undeclared' areas on your 'Land use' screen in Rural Payments</b></p>	<p>If you are claiming online:</p> <p>On your 'Land use' screen, update your land use to show the correct land use for the land as at 16 May 2016 - make sure that you tell us about all the land use for that parcel.</p> <p>If you are claiming on a paper BPS application form:</p> <p>On your application form, update Part C to the correct land use code(s) as at 16 May 2016 wherever you seen 'unknown cover'.</p>
<p><b>Had a greening reduction in 2015</b></p>	<p>Make sure that you are meeting the crop diversification and Ecological Focus Area (EFA) rules in 2016 and declare your land use and EFA (if you need to) correctly.</p> <p>If you apply online, your application summary will give you an indication of whether you are meeting the rules. This is just a guide and is based on your land use information. Read page 4 of 'How to claim BPS online' for more information.</p> <p>If you are applying on a paper BPS application form, use the 'Greening workbook', which is available at <a href="http://www.gov.uk/rpa/bps">www.gov.uk/rpa/bps</a>.</p>

## Entitlements

We will also include a summary of your latest entitlement position in Part H of your application summary or paper BPS application form.

To see your latest entitlement balance, log in to the Rural Payments service and go to the 'View entitlements' screen. Click the 'Help' link on screen for more information about what the information on the screen means.

More details on checking your entitlements are shown in the table below.

If you	You need to
<p><b>Should have had entitlements transferred to you in 2015, but they are not included on your application summary / Paper BPS application form</b></p>	<p>First check your entitlement balance on the Rural Payments service (if you have had an entitlements statement, check this as well). If the entitlements are definitely not in your balance call us and we will look into this.</p> <p>On your application, declare your land and BPS eligible area as you normally would. When we process your claim, we will update your entitlement balance if there is a transfer we still need to make and pay against the correct number of entitlements you hold.</p>
<p><b>Have entitlements on Rural Payments which show the wrong 'use by' date</b></p>	<p>Click 'Help' to read more information about the use by dates shown on the screen. If you still think some of the use by dates are wrong, check your claim statement and /or entitlements statement (if you have one). If you still think the wrong 'use by' date is shown, write to us. More information on what to do is in your claim statement.</p>
<p><b>Think your entitlements statement and/or Rural Payments screen shows the wrong number of entitlements</b></p>	<p>On Rural Payments, click 'Help' to read more information about the information shown on the service about your entitlements in the 'View entitlements' screen.</p> <p>If you think the information on Rural Payments and /or your entitlement statement is wrong, write or email us to let us know.</p> <p>On your application, declare your land and BPS eligible area as you normally would. When we process your claim, we will check your entitlement balance and make any updates we need to so we can pay you for the correct number of entitlements you hold (based on the eligible land you claim against).</p>

If you	You need to
<p><b>Applied for new entitlements in 2015, but they are not included in your balance on your entitlements statement and/or Rural Payments screen</b></p>	<p>Call us on 03000 200 301 and we will look into this.</p> <p>On your application, declare your land and BPS eligible area as you normally would. When we process your claim, we will check your entitlement balance and make any updates we need to so we can pay you for the correct number of entitlements you hold (based on the eligible land you claim against).</p>

## Checking your maps

Applicants can now log in to the Rural Payments service to see digital maps of their land. The maps show the latest mapping information we hold – if we are still working on a change you will see an exclamation mark. Read ‘How to claim BPS online’ for more information.

If you	You need to
<p><b>Sent us an RLE1 and sketch map to tell us about a change to your land – but the change is not on your maps and you cannot see an exclamation mark</b></p>	<p>Call us on 03000 200 301 and we will look into this for you.</p>
<p><b>Think we have mapped a permanent ineligible feature or land parcel boundary incorrectly</b></p>	<p>Send a letter or email us to let us know (include a copy of any RLE1 forms and maps you have sent us about the permanent ineligible feature).</p> <p>For 2016, make sure the feature has the correct area in your land use screen (if you are applying online) or column C6 (if you are applying on a paper BPS application form).</p>
<p><b>Have land cover shown on your maps which is incorrect</b></p>	<p>Update your land use for each land parcel (in your ‘Land use’ screen if you are applying online or in Part C if you are applying on a Paper BPS application form).</p> <p>If you haven’t done so already, you might need to send us an RLE1 form and sketch map to tell us about any changes to permanent ineligible features (read the RLE guidance for more information).</p>
<p><b>See a change to your maps and aren’t sure why we have made it (for example it isn’t a change you told us about)</b></p>	<p>You don’t need to do anything, unless you think your maps are incorrect and you need to tell us about a change.</p> <p>RPA will continuously use all available data sources, including aerial photography and Ordnance Survey map updates, to keep our land information up-to-date, and to check any claims you make.</p> <p>We won’t write to you anymore to tell you when we make a change to your maps based on these data sources.</p>

## Changing your information

Read the ‘How to...’ guidance for more information on how to make changes to your online application or paper BPS application form. Some applicants may be unsure what to claim on if they have been inspected and are still waiting for the result or have not been paid for BPS 2015 yet. The table below explains what to do in these and other situations.

If you	You need to
<p><b>Were inspected in 2015 and aren't sure what to declare on your 2016 application</b></p>	<p>If you have the results of your inspection, make sure you take these into account when you apply – for example by updating your land use and making sure mapping changes have been made (or that we have received them).</p> <p>If you haven't had your inspection results yet, make your application to the best of your ability, showing your land as at 16 May.</p> <p>If you receive an inspection report after you have submitted your 2016 application, you can make some changes to your application up to midnight on 31 May without getting a penalty (as long as you submitted your claim by midnight on 16 May 2016). Changes can be made with penalty from 1 June to 10 June – some changes can also be made after 10 June. Read the BPS scheme rules for more information.</p>
<p><b>Haven't received a 2015 BPS payment and/or claim statement yet and aren't sure what to claim on.</b></p>	<p>Make your application to the best of your ability, showing your land as at 16 May 2016.</p> <p>If you receive a payment and claim statement after you have submitted your 2016 application, you can make some changes to your application up to midnight on 31 May without getting a penalty (as long as you submitted your claim by midnight on 16 May 2016). Changes can be made with penalty from 1 June to 10 June – some changes can also be made after 10 June. Read the BPS scheme rules for more information.</p>
<p><b>Think we have included the wrong land uses or areas in your 2016 claim</b></p>	<p>If you are applying online:</p> <p>Update the information on your 'Land use' screen in the Rural Payments service so that it is accurate as at 16 May 2016.</p> <p>If you are applying on a paper BPS application form:</p> <p>Update Part C of your application form to show the correct land use as at 16 May 2016.</p>



[www.ruralpayments.service.gov.uk](http://www.ruralpayments.service.gov.uk)

[www.gov.uk/rpa/bps2016](http://www.gov.uk/rpa/bps2016)

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This document is also available on our website at [www.gov.uk/rpa/bps2016](http://www.gov.uk/rpa/bps2016)

Any enquiries regarding this document should be sent to us at:

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[www.gov.uk/rpa](http://www.gov.uk/rpa)

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