

Contents

Introduction	2
Checking your information.....	3
Changing your information	12
Confirming the information in your application	15

Versions

Version	Date	Content
1	24/3/2016	First publication
2	7/4/2016	Added details on the link to use to log in to Rural Payments, how to create and update an Application Summary, the greening checker in the application summary, and how to add land parcels which should appear on a claim.
3	18/04/2016	Added information on: <ul style="list-style-type: none">• The best web browsers to view the Rural Payments service on• What to do if land shows in the wrong region online• How to filter the 'Land use' screen so it is easier to make more than one change to a land parcel• How to claim on common-land grazing rights• What to do online when claiming land in dual use• What the 'Business summary is' and how to make sure it is up to date if you do want to check it.

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. 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. You will also find all the other guidance about 2016 BPS claims on this page, including the scheme rules for 2016. A link to our YouTube page of 'How to' videos is also on this page.

Applying in 2016

If you think there is a difference between the amount you were expecting to be paid for BPS 2015 and what you have received, or that your entitlements balance is incorrect we recommend you:

- write or email us to let us know, then
- carry on with making your 2016 application, showing your land as at 16 May 2016 (or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 16 May – read the 'The Basic Payment Scheme in England 2016' for more information).

Remember, it's the responsibility of the person submitting an application to make sure that all the eligible land included in it is correct, that the business applying holds the correct number of entitlements and that they meet the scheme rules.

Logging in to Rural Payments

If you have already registered for the Rural Payments Service (through calling the RPA or through GOV.UK Verify) you can use your existing details to log in. You don't need to register again.

To log in, go to <https://www.ruralpayments.service.gov.uk>. If you are typing the address into your web browser, you need to use the whole address, including the 'https://www'. You can also log in via the link on the RPA page on GOV.UK - go to www.gov.uk/rpa and click on 'Sign in to the Rural Payments service'.

To open the service we recommend you use the latest version of Internet Explorer, Google Chrome, Firefox or Safari. The best screen resolution to view the service in is 1024 x 768. To view PDF files from the service (such as an application summary) we recommend you download the latest version of Adobe Acrobat.

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.

Opening your application summary

To check your claim, you need to look at your 'Application summary'. Read page 4 of 'How to claim BPS online' for more information. To access your online application summary you need to have BPS submit and land 'amend' permissions

If you have a relationship of 'employee' you will not be able to access the application, even if you have the permissions shown above. You will need to get someone else with full permissions for the business to change your relationship to 'helper' instead of 'employee'. If there is nobody else for the business who can do this on the service, call us and we will help you over the phone.

If you don't have the right permissions on the Rural Payments service you will need to get someone else with full permissions for the business to change your level of permission.

The 'Business summary' you find on your 'Business overview' screen is different to your application summary. You don't have to check your business summary to apply. If you do want to look at it, make sure you are looking at the latest information – see page 15

Permissions and relationships can be updated from the 'Give access to this business' link on the 'Business Overview screen' in the Rural Payments service.

Land

If you	You need to
<p>Have land parcels missing from your claim /land use table (including where they don't show on the 'View land' screen in Rural Payments)</p>	<p>Add the land to your claim:</p> <ul style="list-style-type: none"> • If you are claiming online, read page 14 of this document. • If you are claiming on a paper BPS application form, add the land parcel on a new line in Part C.
<p>Have 'unknown cover' in Part C of your application summary or 'overdeclared'/'undeclared' areas on your 'Land use' screen in Rural Payments</p>	<p>If you are claiming online:</p> <p>On your 'Land use' screen, you can update your land use to show the correct land use for the land as at 16 May 2016 (or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 16 May – read the 'The Basic Payment Scheme in England 2016' for more information).</p>

	<p>Read page 12 of ‘How to claim BPS online’ to see if you need to do this. 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 see ‘unknown cover’.</p> <p>*(or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 16 May – read the ‘The Basic Payment Scheme in England 2016’ for more information).</p>
<p>Had a greening reduction in 2015</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 www.gov.uk/rpa/bps2016.</p>
<p>Have land parcels on your online application summary which appear in the wrong region</p>	<p>We will be updating the service to correct these during April. In the meantime, you don’t need to do anything. There is no penalty for land showing in the wrong region.</p>

The ‘Land use’ and ‘View land’ screens

If you update your land use on the Rural Payments service, it is important to know that this won’t automatically update the maps you see in the ‘View land’ screens. This is because the ‘View land’ screens show the latest information we have mapped and cannot be updated through the Rural Payments service.

If you transfer land online, you won’t see this straight away in the ‘View land’ screens (it can take up to 24 hours to appear). You should see it straight away in the ‘Land use’ screen.

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>Should have had entitlements transferred to you in 2015, but they are not included on your application summary / Paper BPS application form</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 actual number of entitlements you hold.</p>
<p>Have entitlements on Rural Payments which show the wrong 'use by' date</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 entitlement statement.</p>
<p>Think your entitlements statement and/or Rural Payments screen shows the wrong number of entitlements</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
Applied for new entitlements in 2015, but they are not included in your balance on your entitlements statement and/or Rural Payments screen	<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>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</p>	<p>Call us on 03000 200 301 and we will look into this for you.</p>
<p>Think we have mapped a permanent ineligible feature or land parcel boundary incorrectly</p>	<p>Send a letter or email us to let us know. If you have them, include a copy of any RLE1 forms and maps you have sent us about the permanent ineligible feature – if you don't have these, print a copy of the land parcel from the land viewer and sketch on the change required (include any measurements if you have them and if it is a feature, what the feature is).</p> <p>For 2016, make sure the feature has the correct area/land use code in your land use screen (if you are applying online) or Part C (if you are applying on a paper BPS application form).</p>
<p>Have land cover shown on your maps which is incorrect</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>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)</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. If you think they are incorrect, read 'Think we have mapped a permanent ineligible feature or land parcel boundary incorrectly' (above)</p> <p>RPA will 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>

If you	You need to
Have an update made to your maps by the RPA after you have applied for BPS 2016 – and need to update your claim	<p>If you notice a mapping change 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 and haven't been told you will be inspected). Changes can be made with penalty from 1 June to 10 June – some changes can also be made after 10 June.</p> <p>However, farmers can't make these changes if:</p> <ul style="list-style-type: none">• they have already been told about any non-compliance affecting the agricultural parcel they want to amend• an inspection has revealed a non-compliance affecting the agricultural parcel they want to amend• they have received advance warning of an inspection <p>Read the BPS scheme rules for more information.</p>

Using the greening checker in your application summary

In parts C and D of your application summary, you'll see information about greening and whether you may be meeting the crop diversification or EFA rules. This is just a guide and is based on your land use and area information.

These greening sections may be incorrect if you have:

- 'Undeclared' areas in your land use screen
- organic land and have applied for an exemption in Part J of your application summary
- applied for crop diversification exemption 3 (read the BPS scheme rules for more information)
- used paper continuation sheets, or
- have land in another part of the UK

Using the land use screen - updating individual parcels

The easiest way to update a land parcel on your land use screen is to use 'Filters' – these will allow you to search for specific land parcels, land uses or areas which have declaration warnings on them.

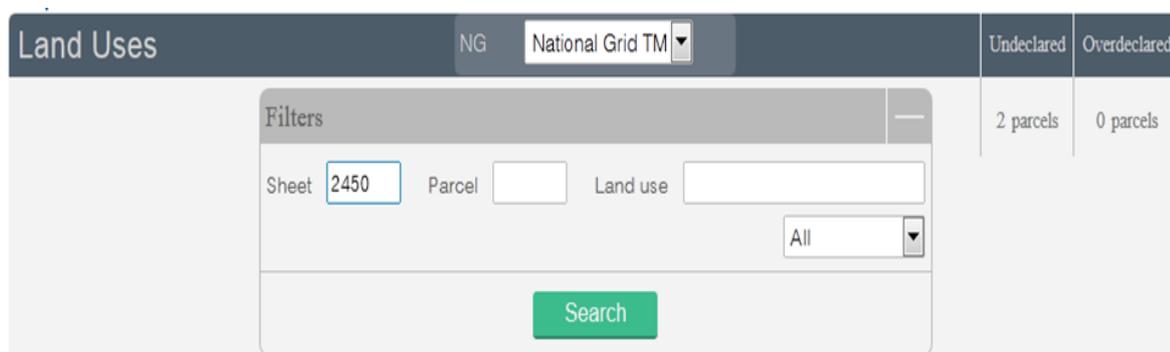
When you use a filter, you can update your land use and you'll return to the filtered view (rather than the top of the land use table). This means you can make a number of changes to a land parcel without having to search for it each time.

To view the filters, click the plus symbol next to the 'Filters' heading.



You can filter by:

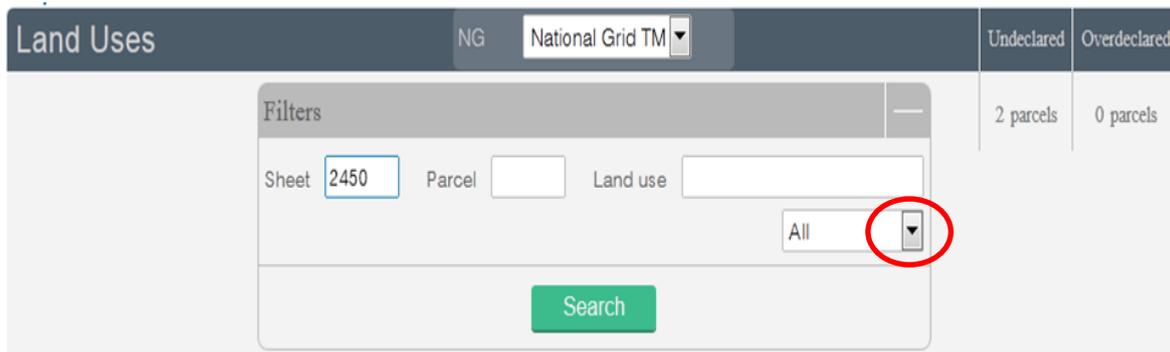
- Sheet reference (for example, '2435' or 'AB1234').
- The parcel ID (for example, '1145')
- A land use – using this filter will show all the instances of a single land use (for example if you search for permanent grassland it will show you all the land uses for 'PG01 – Permanent Grassland' for each National Grid reference)
- 'Undeclared' or 'Overdeclared' to see all the parcels and land use areas which have these warnings

A screenshot of a web application interface. At the top, there's a dark blue header with "Land Uses" on the left, "NG" in the middle, and a dropdown menu showing "National Grid TM". To the right of the header are two columns: "Undeclared" with "2 parcels" below it, and "Overdeclared" with "0 parcels" below it. Below the header is a light grey panel titled "Filters" with a minus sign icon on the right. Inside the "Filters" panel, there are three input fields: "Sheet" with "2450" entered, "Parcel" which is empty, and "Land use" which is empty. Below these fields is a dropdown menu with "All" selected. At the bottom of the "Filters" panel is a green "Search" button.

To filter, type the information you want to search for in one of the white boxes, then press the 'Search' button. To filter for warnings, click the arrow next to 'All':

To remove a filter:

- delete the text you've typed into one of the white boxes, then press 'Search'
- set the drop down box to 'all' (if you've used it), then press 'Search'



The screenshot shows a web interface for 'Land Uses'. At the top, there's a header with 'Land Uses', 'NG', and 'National Grid TM'. On the right, there are two columns: 'Undeclared' with '2 parcels' and 'Overdeclared' with '0 parcels'. A 'Filters' panel is open, containing three input fields: 'Sheet' with '2450', 'Parcel' (empty), and 'Land use' (empty). Below these is a dropdown menu currently showing 'All', which is circled in red. A green 'Search' button is positioned below the filter fields.

If you use the filter to search by OS Sheet number you will rarely have more than 10 fields to look through and generally all are displayed on the screen.

Or, if you have one complex land parcel you are working on with multiple land uses, you can use the filter to search and display the individual land parcel.

Common land grazing rights

The 'activate less commons' screen on your online application has been populated with the grazing rights from your BPS 2015 application, and any additional changes that we've already agreed with you. It shows the maximum number of rights you can use to activate payment entitlements for BPS 2016.

Any further changes that we've agreed with you but not yet entered, or changes that we may agree later, will show when we enter the updated information into the Rural Payments service.

If you need to activate less grazing rights

You can do this online from the 'activate less commons' screen.

Other changes to common land grazing rights

If you need to make any other changes to your common land, for example add another common to your claim, and add or edit grazing rights information, you will be able to change the information we have for you on the 'Update rights for common land' screen from later in April.

We'd still recommend you do as much of your application as you can now:

- check the rest of your information
- change anything that needs updating
- complete your declarations

Your application will then be ready to submit when you complete your common land information.

If you don't want to wait to complete your application online, you can check and change the rest of your information online and send us a paper continuation booklet for changes you need to make to your common land.

You'll need to:

- check the rest of your online application, then print out a [continuation booklet for common land grazing rights](#).
- add the details of your new common land grazing rights onto the booklet and send it to us by post
- submit the rest of your application online.

If you do use a continuation booklet to tell us about changes to your common land grazing rights make sure you:

- fill in all the relevant information on the continuation booklet, and
- from the 'reduce commons' screen, enter '0.000' in the 'applied for' column of the table at the appropriate row.

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>Were inspected in 2015 and aren't sure what to declare on your 2016 application</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, you can still make your application, showing your land as at 16 May (or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 16 May – read the 'The Basic Payment Scheme in England 2016' for more information)..</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.</p> <p>However, farmers can't make these changes if:</p> <ul style="list-style-type: none"> • they have already been told about any non-compliance affecting the agricultural parcel they want to amend • an inspection has revealed a non-compliance affecting the agricultural parcel they want to amend • they have received advance warning of an inspection <p>Read the BPS scheme rules for more information.</p>
<p>Haven't received a 2015 BPS payment and/or claim statement yet and aren't sure what to claim on.</p>	<p>Make your application for 2016 showing your land as at 16 May 2016 (or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 16 May – read the 'The Basic Payment Scheme in England 2016' for more information).</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.</p> <p>However, farmers can't make these changes if:</p> <ul style="list-style-type: none"> • they have already been told about any non-compliance affecting the agricultural parcel they want to amend • an inspection has revealed a non-compliance affecting the agricultural parcel they want to amend • they have received advance warning of an inspection <p>Read the BPS scheme rules for more information.</p>
<p>Have been paid for BPS 2015 and had a claim statement – but believe there is a difference between what RPA have paid you and what you should have received</p>	<p>You need to:</p> <ul style="list-style-type: none"> • write to the RPA to let them know you think there is a difference. More information on what to do is on your claim statement. • make your 2016 application showing your land as at 16 May 2016 (or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 16 May – read the 'The Basic Payment Scheme in England 2016' for more information)..
<p>Think we have included the wrong land uses or areas in your 2016 claim</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 (or the land use for the crop that will be present for the majority of the cropping period where this is to be sown after 16 May – read the 'The Basic Payment Scheme in England 2016' for more information).</p>

If you	You need to
<p>Have land parcels missing from your 2016 online claim</p>	<p>You can either</p> <ul style="list-style-type: none"> • complete a Continuation Booklet (available on GOV.UK) or • send us an email to let us know. <p>If you send an email, the subject line of the email must be '2016 add land'. You'll need to include the following information in the body of the email</p> <ul style="list-style-type: none"> • the SBI and name of the business the land should be linked to (so it appears in their online claim) • your name and contact number in case of any issues, • the land parcel reference numbers for the parcels you want to add, including Sheet reference numbers and parcel IDs. <p>The email should be sent to ruralpayments@defra.gsi.gov.uk.</p> <p>You will receive an automatic email reply telling you we'll get back within 10 working days. As long as you include all the information we need, we will aim to get back to you within 3 working days.</p> <p>We will send you an email (to the email address you send the request from) once the change has been made. In some cases we may not be able to link your parcel to your holding - if this happens we will email you to let you know and provide you with a link to the continuation sheets that you would need.</p> <p>Please note:</p> <p>The person requesting this will need a minimum of 'Amend' permissions for Land and /or 'BPS Amend' permissions.</p>
<p>Have a land parcel in your 'Land use' screen and a single land use is shown over a number of lines (for example, permanent grassland is shown 3 times in one land parcel)</p>	<p>You can:</p> <ul style="list-style-type: none"> • leave it so it shows as more than one line in the 'Land use' screen, or • delete and edit the information so the land use only shows on one line for that land parcel
<p>Want to claim land that is in 'dual use'</p>	<p>Information on what to do is on page X of 'How to claim BPS online'. Since we published this guidance, we've found that the person who isn't claiming BPS on the land should delete the land use for the area they are not claiming on and leave it as undeclared – rather than edit it.</p>

Confirming the information in your application

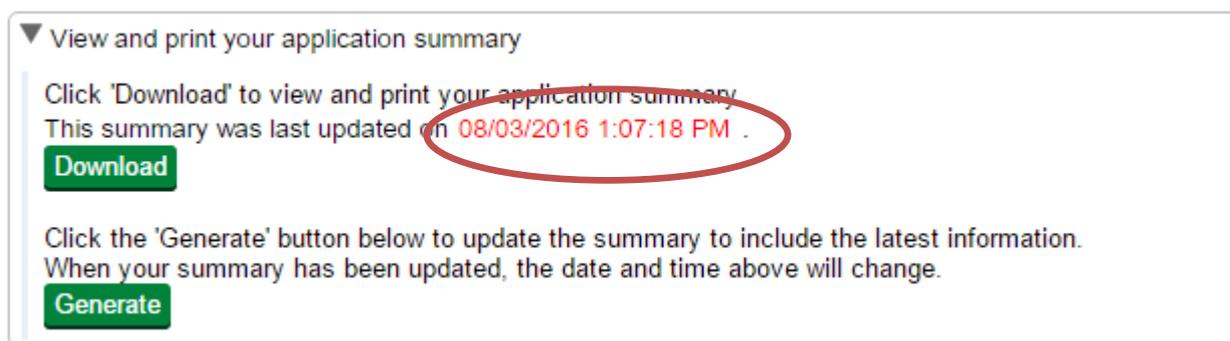
Before you submit your application, we recommend you check your application summary and make sure all the information in it (including any changes you've made) is correct.

Make sure you check the latest version of your application summary. It won't update automatically when you make changes on the Rural Payments service, you'll need to update it yourself.

To update your summary to contain the latest information, click the 'Generate' button in the 'View and print application summary' section of your 'Apply for BPS' screen. When your application summary has been created, click 'Download'.

How to check your application summary is up to date

Check you are looking at the latest information in your application summary – the date and time on screen will tell you when your summary was last updated. When the summary is up to date, the date and time will be green. If it is red, this means something has changed and you need to generate a new summary to view the latest information.



▼ View and print your application summary

Click 'Download' to view and print your application summary.
This summary was last updated on 08/03/2016 1:07:18 PM .

[Download](#)

Click the 'Generate' button below to update the summary to include the latest information.
When your summary has been updated, the date and time above will change.

[Generate](#)

The 'Business summary' screen works in the same way.

<https://www.ruralpayments.service.gov.uk>

www.gov.uk/rpa/bps2016

© Crown copyright 2016

You may re-use this document (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence v3.0. To view this licence visit <http://www.nationalarchives.gov.uk/doc/engovernment-licence>; or write to the Information Policy Team, The National Archives, Kew, Richmond, Surrey, TW9 4DU or email: psi@nationalarchives.gsi.gov.uk

This document is also available on our website at www.gov.uk/rpa/bps2016

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

Webmaster.rpa@rpa.gsi.gov.uk

www.gov.uk/rpa

Produced by the Rural Payments Agency

VERSION 3 - April 2016