

GUIDELINES FOR COMPLETING THE 2008 SINGLE PAYMENT SCHEME APPLICATION FORM

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1 TELEPHONE CONTACT NUMBERS

THE SINGLE PAYMENT UNIT of the DEPARTMENT OF AGRICULTURE, FISHERIES AND FOOD, OLD ABBEYLEIX ROAD, PORTLAOISE, CO. LAOIS will process the 2008 application forms under the Single Payment Scheme (SPS). Any queries in relation to your application or a specific scheme/measure should be made to the appropriate Telephone Number below.

Section	Counties	Telephone Number
1	Cork and Westmeath	1890 252 236
2	Cavan, Clare and Limerick	1890 252 235
3	Donegal, Dublin, Offaly and Wexford	1890 252 244
4	Carlow, Kilkenny, Louth Monaghan and Sligo	1890 252 243
5	Kildare, Laois, Leitrim, Longford, Waterford and Wicklow	1890 252 242
6	Galway, Kerry, Mayo and Meath,	1890 200 502
7	Tipperary and Roscommon	1890 252 598
Queries regarding online Registration	All counties	1890 252 118
Helpline for applicants who are submitting their application online	All counties	The Lo-call number above for the relevant county.
Energy Crops Scheme	All counties	057 8678701 057 8678709
Disadvantaged Areas Scheme	All counties	1890 200 114
Transfer of Entitlements	All counties	1890 200 560
Consolidation of Entitlements	All counties	1890 252 241 1890 252 240
National Reserve	All counties	1890 252 051
REPS/Nitrates Derogation	All counties	053-9163400

2 YOUR SPS PACK

The 2008 SPS pack includes the following:

BRIEF OVERVIEW OF SPS 2008

A brief summary of the main points of the 2008 SPS application, in particular changes to the Scheme for 2008.

HELPSHEET / TERMS & CONDITIONS.

GUIDELINES FOR COMPLETING YOUR 2008 SPS APPLICATION.

The Department has prepared both these documents to ensure that you are aware of the conditions attaching to the direct payments concerned and to assist you in completing your 2008 SPS application form. Full details of the relevant EU Regulations are listed in the Helpsheets/Terms and Conditions. When you submit your 2008 application you are accepting that you are familiar with the Terms and Conditions set out in the Help sheet and will comply fully with them.

YOUR PRE-PRINTED 2008 SPS APPLICATION FORM

Your form is pre-printed or partially pre-printed with details of the land parcels claimed by you on your 2007 Single Payment Scheme application form. Please note that details are pre-printed as a service to applicants. The onus rests with the applicant to examine the pre-printed details carefully and to ensure that they are correct. If not, amend as appropriate - a parcel that is pre-printed as Forage for example may now be a Forestry parcel. In this case you will have to cross out the details in Columns 10 and 11, enter the new details and put an X in Column 13 if it is grant-aided forestry. Delete any parcels that are not part of your holding on 31 May 2008 by drawing a line through the pre-printed details all the way across the page. Add any new parcels/plots by writing in the parcel/plot details on a new line. Complete any missing details.

An applicant can submit only one SPS application which must include details of all the land parcels on your holding, including rented - in and leased - in, on 31 May 2008 wherever in the State those parcels are located and irrespective of whether the parcels are associated with more than one Herd Number.

A PRE-ADDRESSED ENVELOPE

A pre-addressed envelope is enclosed for returning your application and any supporting documents by Swiftpost.

CONTINUATION SHEETS

Continuation sheets are not enclosed. Should you require these, they are available from the Single Payment Unit, Local Offices of the Department of Agriculture, Fisheries and Food, TEAGASC and on the Department's website at www.agriculture.gov.ie

3 MAPS

Where there were changes to any of your parcels in 2007, maps are being issued under separate cover. These show the boundaries of all land parcels claimed by you on your 2007 SPS application, the Land Parcel Identification System (LPIS) reference number for each parcel, the Gross Area (i.e. before any deductions) and the Reference Area in hectares for each land parcel.

Where your holding is unchanged in 2008 from that shown on your map(s), there is no need to return the map(s) with your application form. Where any parcel boundary has changed since 2007 or is incorrectly drawn on the map, you should amend that boundary in red pen, correct the pre-printed details for that parcel on your form and return the amended map with your 2008 Single Payment Scheme application, or under separate cover if applying online.

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THE FRONT PAGE OF THE SPS FORM

NAME AND ADDRESS

This is pre-printed. If any amendment is necessary, strike through the printed detail and write in the correct details.

HERD NUMBER

This is also pre-printed. This is the valid Herd Number at the date of printing. If your Herd Number has since changed, please strike through the pre-printed Herd Number and write in your new Herd Number.

Should your Herd Number change after the submission of the 2008 SPS application, you should immediately write to the Single Payment Unit with details of your new Herd Number.

Where the Herd Number you held in 2007 has since expired, no Herd Number is pre-printed. If you have now received a new Herd Number, please write it in here. If you have not yet received a new Herd Number, submit your application form in any event and you should immediately write to the Single Payment Unit with details of your new Herd Number as soon as it has been granted to you.

Where an applicant has more than one Herd Number (for example he/she may also have a dealer Herd Number or a second Herd Number relating to lands in a different county), the application should be submitted under the significant Herd Number that applies to the applicant's main holding. Regardless of having more than one Herd Number, an applicant may submit one application only under his/her significant Herd Number.

TELEPHONE NUMBER

Enter your home Telephone No. and/or Mobile Telephone No. in the spaces provided if these are not pre-printed. A Telephone no. is useful as it will allow the Single Payment Unit to contact you directly in order to resolve any minor queries that may arise with your application.

e-mail Address

Please enter your e-mail address if applicable.

DETAILS OF ENTITLEMENTS

The pre-printed details of the SPS entitlements are those held by you at the date of printing of your form. Where an applicant holds entitlements of differing values, and, for whatever reason, payment cannot be made on all of those entitlements in 2008, payment in respect of the entitlements deemed to be used will be made in the order pre-printed in Column 5 of this section of the front page. Where, at the date of submission of the 2008 application form there are outstanding transactions that, following processing, will further affect an applicant's entitlements, the pre-printed payment order should be amended by writing in the additional sets of entitlements. A payment order different to the order pre-printed in Column 5 can be requested in Column 6. If you have Set-aside entitlements these are paid first so these must remain as number 1 in the payment order. The default payment order is as follows - Firstly: Set-aside entitlements, where applicable, take priority over all other Single Payment entitlements. Secondly: Entitlements that come in full from the National Reserve. Thereafter, Standard, Transferred Standard entitlements or topped-up National Reserve entitlements commencing with the highest value entitlements.

As most applicants under the Single Payment Scheme have only Standard entitlements, or Standard and Set-aside entitlements, there will be no need to make changes. In these circumstances, payment will be made based on the number of eligible hectares declared on the 2008 SPS application form.

Loss of entitlements under the 3-year rule

There is a basic 3-year “Use them or lose them” rule under the Single Payment Scheme. As 2007 was the end of the first 3-year Single Payment Scheme cycle (2005, 2006, 2007), 2008 is the end of the second 3-year Single Payment Scheme cycle - 2006, 2007, 2008 and is therefore a crucial year for a number of farmers. Any farmer who has not declared enough eligible hectares when 2006 and 2007 are added together, and who still does not reach his/her total number of entitlements when the 2008 hectares are added to this sum, could lose some or even all of their entitlements to the National Reserve. Entitlements will be lost where the addition of the hectares declared in all 3 years (2006, 2007 and 2008) is still less than the number of entitlements held.

Example

A farmer has 40 Standard entitlements. He declared 10 hectares in 2006 and 10 hectares in 2007. If this farmer declares 10 hectares again in 2008 he will lose 10 entitlements as he has only used 30 hectares over the 3-year 2006 to 2008 period. To avoid a loss, he should declare 20 hectares in 2008.

Payment Order of Entitlements

In a relatively small number of cases, SPS applicants hold entitlements of differing values. It may arise in these circumstances, for whatever reason, that sufficient hectares are not available to ensure payment on all of those entitlements in 2008. Payment in respect of entitlements will generally be made in the order set out on the pre-printed SPS application form, that is;

Firstly: Set-aside entitlements, where applicable, take priority over all other Single Payment entitlements.

Secondly: Entitlements that come in full from the National Reserve.

Thereafter, Standard, Transferred Standard entitlements or topped-up National Reserve entitlements commencing with the highest value entitlements.

If you wish to choose a different order of payment in the context that you will not have met the “one eligible hectare of land for each entitlement” by 2008, you may enter an alternative order of payment in Column 6 on the front page of the form.

TRADING (including transfer by inheritance) AND CONSOLIDATION OF ENTITLEMENTS

Details of these measures are set out fully in the 2008 Helpsheets/Terms and Conditions.

APPLICATION FOR PAYMENT UNDER THE RURAL ENVIRONMENT PROTECTION SCHEME (REPS) AND/OR THE ORGANIC FARMING SCHEME

A valid 2008 SPS application is required for payment under the REPS and/or the Organic Farming Scheme.

APPLICATION FOR NITRATES DEROGATION

If you are eligible for a Nitrates Derogation in 2008, and you undertake to comply with the requirements of the Nitrates regulations, you may apply for a Derogation by shading the circle under this heading. See Section 28 of the Helpsheets/Terms and Conditions for the 2008 Single Payment Scheme.

FEED BUSINESS OPERATORS

A declaration is required from all farmers who are involved in feeding farm animals or growing crops for feed that they are in compliance with the provisions of the Feed Hygiene Regulations. The Department must also identify farmers who are engaged in the home mixing of feedstuffs.

To this end a Guidance Note setting out the provisions of the Feed Hygiene Regulations issued to relevant farmers in early 2008. The content of this Guidance Note is in Section 29 of the Helpsheets/Terms and Conditions for the 2008 Single Payment Scheme.

Please shade the circles under this heading as appropriate.

DECLARATION

In this section of the front page you are making your application for payment in the first instance in respect of your entitlements under the Single Payment Scheme. A valid completed SPS application form will also be taken as an application for the Energy Crops Scheme, the Protein Crops Premium Scheme and the Disadvantaged Areas Scheme as appropriate.

You are also formally declaring that the information contained in your form is true and accurate for the purposes of the Schemes covered by your application. Furthermore, you are confirming that you have read the Helpsheets/Terms and Conditions for the 2008 Single Payment Scheme and that you are familiar with the Scheme requirements therein. You are also confirming that all the land declared on your 2008 application will be at your disposal on 31 May 2008 and you are accepting that you will be responsible for any breach in cross compliance with regards to this land in the 2008 calendar year - in respect of the 2008 Schemes, the period in question is 1 April to 31 December 2008. You are also confirming that the lands declared as being available on 31 May 2008 will be maintained as agricultural land until 31 December 2008.

You further agree that you are aware of the conditions attaching to the Schemes for which application is made, as set out in the 2008 HELPSHEET/TERMS AND CONDITIONS, and you agree to comply fully with those requirements.

In submitting the application form, you also accept that all the information supplied on your application form and in any supporting documentation shall be made available to any other Department or Agency or Local Authority for the purpose of Audits, Cross Compliance Controls and all Rural Development measures, and, as appropriate, in accordance with the requirements under the Freedom of Information Act.

You are also notified that, in accordance with the provisions of Council Regulation 1290/2005, the Department of Agriculture, Fisheries and Food is required to publish on a website, details of the names, addresses and amounts received by beneficiaries of funds deriving from the European Agricultural Guarantee Fund (EAGF) and the European Agricultural Fund for Rural Development (EAFRD). The rights of data subjects and how they may be exercised, in this respect, are laid down in the Data Protection Acts, 1988 and 2003. This publication is a requirement of EU law. The data therein may be processed by auditing and investigating bodies of the Communities and the Member States for the purposes of safeguarding the Communities' financial interests. The data therein cannot be used for direct marketing or other purposes and this will be made clear on the website.

SIGNATURE(S)

Your Single Payment Scheme application cannot be accepted if you do not sign it. Where the application is made on behalf of more than one person, for example John and Mary Murphy, both parties, must sign the form. Where all the parties to whom the application refers do not sign the form, the application will be regarded as incomplete thereby resulting in a processing delay.

Where the application is made on behalf of a company or other legal entity, the signatory is required to enter his/her official status, for example Company Secretary etc.

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SUMMARY OF MAIN CHANGES IN 2008

PLEASE NOTE THE FOLLOWING CHANGES FOR 2008, AS THESE WILL AFFECT HOW YOU COMPLETE YOUR LAND DETAILS ON THE BACK PAGE.

- A Reference Area is pre-printed in Column 6 for all parcels. The Reference area is the area of the parcel that is eligible to claim payment and payment cannot be made on a greater area without the submission of mapping evidence to verify the new claim. This area is fixed for each parcel based on previous claims made on that parcel and on the results of inspections.
- If you need to amend the Reference Area for any parcel, you must put an X in Column 7 against the parcel and submit a map as evidence of the change in the size of the parcel.
- The 10 -month start and end dates no longer apply and do not therefore appear on the 2008 form. For the 2008 SPS, you are now legally required to declare all the land that will form part of your holding on 31 May 2008, excluding any land that you have leased OUT or rented OUT for any period that includes 31 May 2008. The person declaring the land on the Single Payment application will be held responsible for any non-compliance with the statutory management requirements under cross compliance or any failure to maintain the lands declared in good agricultural and environmental condition for the period 1 April to 31 December 2008. Lands declared must be maintained as agricultural land until 31 December 2008.
- The rate of obligatory set-aside has been fixed at 0% for 2008. A farmer with set-aside entitlements is not therefore required to put any of his/her land into set-aside in 2008 in order to draw down payment on set-aside entitlements. However, while there is no obligatory set-aside in 2008 you must, in order to draw down full payment on your set-aside entitlements, declare sufficient hectares of land that is eligible for set-aside. The use of that eligible set-aside land does not have to be set-aside. If an applicant has for example 2 set-aside entitlements, and does not declare any land as set-aside, payment will be made on those 2 set-aside entitlements provided at least 2 hectares of eligible set-aside land has been declared. Parcels eligible for set-aside payments are pre-printed with a “Y” in Column 4 of the form. The set-aside entitlements will be paid first.

Land may of course continue to be put into set-aside if this best suits the applicant's farming practice. See Section 16 of the Helpsheet/Terms and Conditions for the 2008 Single Payment Scheme for full details.

- In order to meet the requirements of the Nitrates regulations, it is necessary to be specific as regards Parcel Use (Column 11). The following Parcel Uses will not therefore be acceptable on a 2008 application form - Barley, Wheat, Oats, Beet, Oilseeds and Potatoes. Where any of these crops are being declared, the following types should be specified
 - Winter Barley or Spring Barley
 - Winter Wheat or Spring Wheat
 - Winter Oats or Spring Oats
 - Winter Oilseed Rape or Spring Oilseed Rape
 - Fodder Beet or Sugar Beet
 - Maincrop Potatoes, Early Potatoes or Seed Potatoes.

Where these crops are not identified in the above manner, the application will be regarded as incomplete.

- Column 14 asks you to identify the main hub or “centre of operations” for your farming enterprise. This will normally be the parcel with the farmyard/farm buildings. Place an X against the parcel that best represents the main hub of your farm.

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THE BACK PAGE OF THE SPS FORM

Your Herd Number, REPS contract number and Afforestation Premia/Grants contract numbers are pre-printed, as applicable, on the top of the back page. Check that these are correct.

COLUMN 1: TOWNLAND

The Townland name is pre-printed in this column for the parcels you declared in 2007. If you are declaring any new parcels in 2008 write the official Townland name, as shown on an Ordnance Survey or LPIS map, on a new line. A map must be submitted for any new plot of land.

COLUMN 2: LAND PARCEL NUMBER

The land parcel number (LPIS No.) is pre-printed in this column for the parcels you declared in 2007. Where there is an asterisk (*) beside the LPIS No., this indicates that all or part of the parcel is located within a National Parks and Wildlife Service designated area.

If you are adding a new parcel, you should obtain the unique land parcel number (LPIS No.) from the previous occupier and enter that number in this column. Every effort should be made to get the LPIS number, as parcel details, for example Gross area, Reference area, eligibility for set-aside etc. can then be requested by telephoning the Lo-call number relevant to your county. Where the LPIS No. is not available, identify the new plot/s in this column by calling them Plot 1, Plot 2 etc. In this instance you must also identify these new plots by outlining them carefully on either an Ordnance Survey map or a Land Registry map or a LPIS (Department) map, also numbering them Plot 1, Plot 2, etc on the map. Enter the same plot name in this Column as you have it written on the map - Plot 1, Plot 2 etc. The map(s) of any new plot(s) must be submitted with your application. Please ensure that any map submitted by you is marked with your name, address and herd number. If the map is part of a Land Registry or Ordnance Survey map, it must also be marked with the Ordnance Survey sheet number and the Townland in which the parcel is located. If you are making your application online, forward the map along with a copy of the specific covering letter that is available online.

TEMPORARY SUBDIVISIONS: If you are temporarily dividing a land parcel in 2008 into two or more divisions in order to declare those divisions for different uses, delete all of that parcel's pre-printed details. Enter the details of each subdivision of that parcel on a new line using the original 9 digit LPIS parcel number along with a specific identifier ("A", "B", "C" etc.) after the LPIS No. for each subdivision. With the exception of sub-divisions for REPS habitats, you must also outline these temporary boundaries on a map marking each division "A", "B", "C" and so on. Enclose the map, marked with your name, address and herd number, with your application. If you are making your application online, forward the map along with a copy of the specific covering letter that is available online.

COLUMN 3: COMMONAGE FRACTION

The fraction representing your share/grazing rights on a Commonage is pre-printed in this column. Where any new land parcel in your holding in 2008 is Commonage, you must state the share/grazing rights that you are entitled to claim as a fraction of that Commonage.

In all cases where commonage shares/grazing rights are declared for the purposes of using entitlements, documentary evidence of your right to the shares/rights must be submitted - you may already have done this.

Generally the proof required is legal documentation. The onus is on you to ensure that the documentation submitted as evidence is adequate to support your declaration.

The following documentation is acceptable to satisfy eligibility on title:

COMMONAGE SHARES - Copy Land Registry Folio showing commonage shares.

GRAZING RIGHTS - Copy Land Registry Folio showing Grazing Rights held; Land Commission Vesting Order; Certified copy of relevant estate papers from Land Commission records; Grant by the freehold legal owner; Grazing Trust Deed; Grant of deed by the original estate landlord.

In circumstances where no documentary evidence as listed above exists, the Department may accept such other documentary evidence as it deems appropriate. Accordingly, a joint affidavit signed by all shareholders/grazing rights' holders would be considered. This should set out:

1. The total number of commonage shares/grazing rights;
2. Each shareholder's share entitlement in the commonage;
3. Each grazing rights' holder's allocation of rights and the extent to which such rights may be exercised;
4. An undertaking that if at any future date a person, other than the deponents or their successors, establishes a valid claim to a share / grazing rights in the commonage, such person would be accommodated by a proportionate reduction in the existing shares/grazing rights as set out in the affidavit;
5. The affidavit shall include a recital stating that the affidavit will not be used for purposes other than those for which it was prepared;
6. Any such affidavit shall be accompanied by:
 - A map of the Commonage showing the total area with the external boundaries clearly marked in red, or, in the case of grazing rights the entire area over which rights are exercised;
 - Documentation showing that the deponents have made every reasonable effort to establish a definitive list of shareholders/grazing rights holders relative to the entire area to which the affidavit refers.

COLUMN 4: LAND ELIGIBLE FOR DRAWING DOWN PAYMENT ON SET-ASIDE ENTITLEMENTS.

While there is no obligatory set-aside in 2008, you must, in order to draw down full payment on your set-aside entitlements, declare sufficient hectares of land that are eligible for set-aside. One hectare of land that is eligible for set-aside = one set-aside entitlement. The use of that land does not have to be set-aside. Parcels that are eligible to draw down set-aside payments are pre-printed with a “Y” in this column.

If you have any query regarding the eligibility of a parcel for set-aside, you should telephone the Lo-call number relevant to your county.

COLUMN 5: GROSS AREA

The gross area of each land parcel is pre-printed in hectares in this column. The gross area of a parcel is the digitised area (computerised measurement) of the parcel in hectares before the deduction of any ineligible areas such as roadways, dense scrub etc. In the case of commonages, the gross area is the area of the entire commonage. Where you are declaring any new parcel in 2008, the gross area and reference area may be available from the previous occupier. Where the gross area is not available because the plot was not previously declared, enter the gross area in hectares based on your Ordnance Survey or other map and submit the map.

COLUMN 6: REFERENCE AREA

A Reference Area is pre-printed in Column 6 for all parcels. The Reference area is the area of the parcel that is eligible to claim payment and payment cannot be made on a greater area without the submission of mapping evidence to verify the new claim. This area is fixed for each parcel based on previous claims and on the results of inspections. An applicant would not therefore be expected to claim an area greater than the Reference Area in the Net Area column (8). If you declare an area greater than the Reference Area in the Net Area column for any parcel, you must

- complete Column 7 and,
- submit a map or other evidence to verify the amended claim.

COLUMN 7: CHANGE TO REFERENCE AREA

If you wish to amend the Reference area of a parcel you must place an X in this column against that parcel. As proof of change to the parcel, you must submit a map or other evidence to verify the new claim.

COLUMN 8: NET AREA OF EACH PARCEL

DO NOT LEAVE THIS COLUMN BLANK. ENTER THE AREA YOU WISH TO DECLARE FOR PAYMENT FOR EVERY PARCEL/PLOT.

The net area of a parcel is the area of the parcel being claimed for payment that is available and suitable for agricultural activity/use in 2008. The net area is calculated by deducting any part of the parcel that is not suitable for agricultural activity/use from the gross area. If the net area is not already pre-printed in respect of any of the parcels on your form, please enter the net area you wish to claim for payment. If an amendment to a pre-printed net area is necessary to reflect the accurate position, delete the pre-printed net area and clearly enter the amended net area.

The Net Area should not exceed the Reference area (Column 6). If the Net Area you declare does exceed the Reference Area, you must complete Column 7 and submit a map or other evidence to verify the new claim.

In the case of each parcel declared, the net area must exclude any areas under buildings; farmyards; woods; rivers; streams; ponds; paths; farm roads; expanses of bare rock, dense scrub or bog that is unfit for grazing. You need not make deductions for fences, headlands, hedgerows or drains.

All forage areas must be defined by a permanent boundary except in the case of Commonage land. External forage boundaries must be stockproof and appropriate to the farming enterprise.

In the case of Commonage, any necessary deduction should be made from the gross area of the Commonage (Column 5) so that individual net areas declared by the shareholders are accurate. The net area should represent only that part of your Commonage share that is suitable and available to you for agricultural use.

Do not over-claim the net area of any parcel as penalties may apply for over-declaration of areas and could involve loss of all aid.

READY RECKONER FOR CONVERSION OF AREA

The area of all parcels/plots must be given in HECTARES and to two decimal places. Use the following table as a reference for converting from acres to hectares.

Acres	Hectares	Acres	Hectares	Acres	Hectares	Acres	Hectares	Acres	Hectares
1	0.4047	7	2.8329	40	16.188	100	40.47	700	283.29
2	0.8094	8	3.2376	50	20.235	200	80.94	800	323.76
3	1.2141	9	3.6423	60	24.282	300	121.41	900	364.23
4	1.6188	10	4.047	70	28.329	400	161.88	1,000	404.70
5	2.0235	20	8.094	80	32.376	500	202.35		
6	2.4282	30	12.141	90	36.423	600	242.82		

COLUMN 9: OWNED, RENTED OR LEASED

This column has been pre-printed insofar as possible. Where this column is blank in respect of any parcel, or if you are declaring a new parcel or plot, you must indicate whether you own it, (O); whether you are renting it in for a period including 31 May 2008 (R); or whether you have the land for a period including 31 May 2008 on the basis of a formal land lease (L).

If an amendment to the pre-printed data is necessary, put a line through the pre-printed data and enter the correct position.

Do not declare any land that you have leased out or rented out to another party for any period that includes 31 May 2008.

COLUMN 10: CROP CATEGORY

ALL THE PARCELS/PLOTS DECLARED ON YOUR APPLICATION FORM MUST BE IDENTIFIED UNDER ONE OF THESE CATEGORIES.

If not already pre-printed with an X on your form, please indicate for each parcel and plot, by marking the appropriate box in Column 10 with an X, whether its use is Arable, Forage, Set-aside or Other. See Column 11 under for a list of the crops that fall into these 4 categories.

COLUMN 11: PARCEL USE IN 2008

PLEASE ENSURE THAT THIS COLUMN IS COMPLETED FOR ALL PARCELS AND PLOTS.

Land parcels for which aid is obtained under any of the Schemes for which an SPS application is required will be crosschecked against the land use declared in this column. It is vitally important therefore that this column is completed accurately in respect of every parcel /plot and that the land use entered by you reflects the actual use of that parcel/plot in 2008. Where parcel information is pre-printed please ensure that the pre-printed use is correct for 2008 and amend if necessary. Where the parcel use has been left blank in respect of any parcel, please complete this column. Where an application is returned with blank boxes in this column, further correspondence will be necessitated, thereby causing a delay in the processing of your application.

New for 2008

In the context of the Nitrates Regulations, it is essential that all crop types be precisely identified. A crop use of Barley, Wheat, Oats, Oilseeds or Potatoes is no longer acceptable. You must specify whether the crop is Spring Barley or Winter Barley, Spring Wheat or Winter Wheat, Spring Oats or Winter Oats or Spring Oilseed rape or Winter Oilseed rape. The crop use "Arable Silage" should be used for arable crops that are used for fodder/forage. In relation to potatoes, you must specify whether they are Maincrop potatoes, Early potatoes or Seed potatoes.

Where these distinctions are not declared, the application will be regarded as incomplete.

Following is the list of parcel uses that can be declared under the categories Arable, Forage, Set-aside and Other.

In view of the inclusion of potatoes and fruit and vegetables as eligible crops as and from 2008, many of the crop uses in the Other category will now be eligible to draw down the Single Payment.

Crop Categories and Parcel Uses that may be declared

<u>Crop Category: Arable</u>	<u>Crop Category: Forage</u>
Parcel Use	Parcel Use
Spring Barley	Permanent Pasture
Winter Barley	Grass
Spring Wheat	Grass Silage
Winter Wheat	Rough Grazing
Spring Oats	100% Destocked Area
Winter Oats	Bog
Spring Oilseed Rape	Clover
Winter Oilseed Rape	
Arable Silage	<u>Crop Category: Set-aside</u>
Maize	Parcel Use
Forage Rape	Green Cover
Linseed	Grass
Fodder Beet	Non-Food
Sugar Beet	Forestry Set-aside
Triticale	
Grassmeal	<u>Crop Category: Other</u>
Grass Seed	Parcel Use
Maincrop Potatoes	Farmyard
Early Potatoes	Building
Seed Potatoes	Bog
Peas	Forestry
Beans	REPS 3 Habitat
Sweet Lupins	REPS 4 Habitat
Vegetables	Habitat
Kale	REPS Landscape Feature
Mangolds	Landscape Feature
Swedes	Riparian Zone
Turnips	Scrub
Millet	Fruit
Rye	Flowers
Hemp	Foliage
Linnet Habitat	Orchard
Fallow	Bog
Re-generation	Miscanthus Sinensis
	Reed Canary Grass
	Short Rotation Coppice

COLUMN 12: ENERGY CROPS SCHEME

Where you are claiming aid under the Energy Crops Scheme, mark an X in this column against each parcel that is being used to produce the energy crops.

Please do not mark this column if you are applying for the Non-Food use of Set-aside Land only.

COLUMN 13: AFFORESTATION PREMIA AND GRANTS

Where a Forestry parcel is in receipt of aid under the EU Afforestation Premia or Grants Schemes, applicants are required to indicate this on the SPS application. An X has been pre-printed but if this is missing in the case of any parcel/plot, you must mark an X in this column against those parcels where the use is specified as FORESTRY in Column 11 and in respect of which Afforestation Premia or Grants are being received.

COLUMN 14: FARM HUB

In order to establish the particular parcel that represents the centre of operations or the main hub of your farm, please mark an X in this column. In the traditional farm layout, the centre or main hub of the farm would generally be the parcel containing the farmyard and/or farm buildings and would have been close to the dwelling house. This is generally still the case on most farms so you should put an X in this column against the farmyard or farm buildings parcel. Where the holding you are farming in 2008 is based mainly on rented or leased land and is spread out, even perhaps into more than one county, please indicate the parcel that most accurately reflects the operational centre of your holding.

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MAKING AMENDMENTS TO YOUR 2008 SPS APPLICATION

AMENDMENTS UP TO 31 MAY 2008

Amendments to 2008 SPS applications, including the addition of parcels/plots, may be made up to 31 MAY 2008 on the SPS 2008 AMENDMENT FORM. This form sets down full details of the circumstances under which amendments during this period will be accepted.

While certain amendments will be allowed after 31 May (see below), please note that if you need to amend an incorrectly declared net area or need to add parcels/plots to your 2008 application, this official Amendment form must be submitted by the 31 May 2008 deadline. Late Amendment Forms with additional parcels/plots or amended net areas will be accepted from 1 June up to and including 9 June 2008, with a penalty. Payment on the parcel(s) concerned will be reduced by 1% for each working day in this period that the Amendment is late.

Amendment forms should be completed fully and accurately, as they will become part of your 2008 SPS Application. The form is available from the Single Payment Unit, Local Offices of the Department, from TEAGASC and on the Department's website at www.agriculture.gov.ie

AMENDMENTS AFTER 31 MAY 2008

You may withdraw land from your application without penalty at any time after the 31 May 2008 closing date for Amendments provided the Department has not notified you about any irregularities concerning your Single Payment Scheme application or, if you have been notified of an on-the-ground inspection and should that inspection subsequently reveal an irregularity, an amendment cannot be accepted to that part of your application that is affected by the irregularity found.

Parcels/plots cannot be added or net areas amended after 31 May.

You are however permitted to correct obvious/innocent errors at any time after the 31 May 2008 closing date for Amendments. An obvious/innocent error would be a minor clerical error on your part, generally relating to missing details from your application, for example crop use. You may also change a declared crop use. One of the parties in the case of a joint application may have forgotten to sign the form. The same parcel may have been declared twice by mistake. The Department will consider each case on its merits.

With a view to avoiding the need for amendments, please re-check your completed application form before submitting it to the Department using the following checklist as a guide. This should be of benefit in minimising errors.

- ✓ The form is signed and dated (by all parties in the case of a joint application).
- ✓ Circles on the front page are shaded (if appropriate).
- ✓ All details are completed for each parcel/plot on the back page.
- ✓ There are no blank spaces for any parcel/plot in Columns 8, 9, 10 or 11 on the back page.
- ✓ I have amended the pre-printed details where necessary (for example, a parcel pre-printed as forage but is now in forestry).
- ✓ I have put a line through the entire row for any pre-printed parcel that is not part of my holding on 31 May 2008.
- ✓ I have ticked Columns 12, 13 or 14 as appropriate.
- ✓ I have the supporting documentation ready to enclose with the application - map, commonage evidence etc.