

REQUEST FOR AMENDMENT TO A 2008 SINGLE PAYMENT SCHEME APPLICATION

Land may only be added to an application, or the net area of a parcel changed, up to the 31 May 2008 deadline for this type of amendment. Late amendments with this type of change will be accepted, with penalty, up to 9 June 2008. Other changes may also be made at this stage or at any stage after 31 May 2008 subject to the conditions set out overleaf.

Name: _____	HERD Number: _____
Address: _____	
_____	Tel. No.: _____
_____	Mobile Tel. No.: _____

I wish to correct the following obvious / innocent error on my 2008 SPS application form (see overleaf for definition of obvious / innocent error) or,

I wish to amend the pre-printed Reference Area for a parcel(s) (a map or other evidence of the change in the parcel size must be submitted)

Details _____

I wish to amend the following land parcel details submitted on my 2008 SPS application form :

Delete a Parcel/Plot: Tick Column 1 and insert full details in all other Columns of the parcel/plot you wish to delete.

Change Land Use: Tick Column 2 and insert full details in all other Columns of the parcel/plot you wish to amend.

Add a parcel/plot: Tick Column 3 and insert full details in all other Columns for the additional parcel/plot.

1 D E L E T E	2 C H A N G E	3 A D D	4. <u>Townland</u> Write the official Townland name, as shown on an Ordnance Survey or LPIS map. A map must be submitted for any new plot of land.	5. <u>Land Parcel Number</u> A map must be enclosed for any new plot of land or amended parcel.	6. <u>Gross Area</u> This is the area of each parcel before the deduction of any ineligible area such as roadways, dense scrub etc.	7. <u>Commonage Fraction</u> State the share as a fraction of the total Commonage.	8. <u>Net Area</u> This is the area of the parcel that you are declaring for payment	9. <u>ORL</u> Owned =O Rented =R Leased =L	10. <u>Crop Category</u> Forage =F Arable =A Setaside =S Other =O	11. <u>Parcel use in 2008</u> Please see the list of Crop categories and Parcel Uses in the "Guidelines for completing the 2008 SPS application". Only a Parcel Use stated on that list should be entered here.	12. <u>Energy Crops Scheme</u> Tick this column if you wish to claim the parcel under the above Scheme.	13. <u>Afforestation Premia or Grants Scheme</u> Tick this column if parcel is aided under the above.

Signature: _____ **Date:** ____/____/2008

Signature: _____ **Date:** ____/____/2008

(in the case of joint applicants, both parties must sign this form)

The completed application form, whether a written or online application, must reach the Single Payment Scheme Unit, Department of Agriculture, Fisheries and Food, Old Abbeylax Rd., Portlaoise, Co Laois or any local office of the Department **on or before mid-night, 31 May 2008.**

Any necessary supporting documentation, including maps identifying any new or amended land parcels must be submitted with the application, or submitted under separate cover if the Amendment application is made online. **Late Amendments received after the 31 May 2008 deadline, where the Amendment involves the addition of agricultural parcels or amended net areas, will be accepted up to 9 June 2008.**

Amendments received in this late period (1 June to 9 June) will however be subject to a 1% penalty per working day. This penalty will be applied to the additional parcel(s) declared on the Amendment form.

MAKING AMENDMENTS TO YOUR 2008 SINGLE PAYMENT SCHEME (SPS) APPLICATION

Amendments involving the addition of land parcels/plots or changing a net area already declared on a 2008 Single Payment Scheme application.

While certain amendments will be allowed after 31 May 2008 (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, SPSAmend 2008, must be submitted by the 31 May 2008 deadline. Late SPSAmend 2008 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 such Amendment is late.

The SPSAmend 2008 form may be used to correct an obvious/innocent error.

An obvious/innocent error in this case refers to missing information in the land details on the back page of the SPS application form, for example, forgetting to enter Owned, Rented or Leased for each parcel, failing to write in your Commonage fraction etc. Please note that the declaration of an incorrect area of land in respect of any parcel/plot that is not corrected by way of the submission of a valid SPSAmend 2008 form on or before 31 May 2008, or with penalty up to 9 June 2008, does not constitute an obvious/innocent error.

The SPSAmend 2008 form may be used to withdraw a parcel/plot.

This form may also be used to withdraw a parcel/plot that you declared on your 2008 SPS application or to change of use of a parcel/plot, for example from arable to forage or vice versa or from one arable crop to another arable crop.

AMENDMENTS AFTER 31 MAY 2008

You may withdraw land from your application or change the use from eligible to ineligible (e.g. forestry, house site etc.) 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. 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 if it was submitted after the date of receipt of the notification.

Parcels/plots cannot be added or net areas amended after 31 May 2008, except with penalty up to 9 June 2008.

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, relating to missing land details from your application, for example no crop use was entered for a parcel or parcels.

Alternatively, you may wish to change a declared crop use. It might also happen that the same parcel may have been declared twice by mistake. In the case of all such amendments, the Department will consider each case on its merits.

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, TEAGASC AND ON THE DEPARTMENT'S WEBSITE AT www.agriculture.gov.ie