

**Department of Agriculture and Food**  
**Request for AMENDMENT to 2007 SINGLE PAYMENT SCHEME**  
**Application**

Please read the notes overleaf carefully before completing this form.

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

**I wish to make the following amendment(s) to my 2007 Single Payment Scheme Application form.**

<b><u>I WISH TO CORRECT AN OBVIOUS / INNOCENT ERROR:</u></b> <b><u>SEE POINT 1. overleaf and write details here:</u></b> (Example: I forgot to enter my 10-Month Start Dates for all parcels) _____ _____
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**I WISH TO AMEND LAND PARCEL DETAILS as follows:**

Tick Column 1. OR Column 2. OR Column 3. as appropriate for each land parcel concerned. Processing will be delayed if Column 1. or 2. or 3. is not ticked in respect of each parcel concerned.

**COLUMN 1. To Delete a Parcel/Plot:** Tick Column 1. and insert full details in all other Columns of the parcel/plot to be deleted from your 2007 SPS Application. (SEE POINT 2. overleaf)

**COLUMN 2. To Change Land Use:** Tick Column 2. and insert full details in all other Columns of parcel/plot with amended use. (SEE POINT 2. overleaf)

**COLUMN 3. Adding on a parcel/plot:** Tick Column 3. and insert full details in all other Columns of the additional parcel. (SEE POINT 4. overleaf)

1. D E L E T E	2. C H A N G E	3. A D D	Land Parcel Number	Gross Area of parcel in Hectares	Common-age Fraction (if applicable)	Net Area of parcel in Hectares	Is the parcel Owned=O Rented=R Leased=L	10-month start date for each parcel	Is the parcel Forage=F Arable=A Setaside=S Other=O	Parcel use in 2007 Examples: Permanent Pasture, Barley, Oilseeds, Green cover, etc.	Tick this column if Parcel is in <b><u>ENERGY CROPS SCHEME</u></b>	Tick this column if parcel is in <b><u>Afforestation Premium Scheme</u></b>

**Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2007**

The completed application form, whether a written or online application, must reach the Single Payment Scheme Unit, Department of Agriculture and Food, Old Abbeylax Rd., Portlaoise, Co Laois or any local office of the Department on or before mid-night, **31 May 2007**. Any necessary supporting documentation, including maps identifying any new or amended or subdivided land parcels must be submitted with the application, or submitted under separate cover if the Amendment application is made online. SEE NOTE OVER CONCERNING THE RECEIPT OF AMENDMENT FORMS AFTER 31 MAY 2007.

# **REQUEST FOR AMENDMENT TO A 2007 SINGLE PAYMENT SCHEME APPLICATION (SPS) FORM**

## **AN AMENDMENT MAY CONSIST OF ANY OF THE FOLLOWING:**

### **1. Correcting an obvious/innocent error, for example:**

- You forgot to include a 10-month start date for a parcel.
- You forgot to write in your PPSN or your Date of Birth;
- You forgot to tick a box in the Forage/Arable/Setaside/Other Column on the Back Page of the SPS Application form; etc.

**Applicants are also permitted to correct an obvious/innocent error at any time after the 31 May 2007 closing date for Amendments provided they have not been notified beforehand of any intended on-farm inspection or of the results of any checks on their 2007 SPS application.**

**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 Amendment form on or before 31 May 2007 does not constitute an obvious/innocent error.**

- 2. Withdrawal of a land parcel/plot.** The Amendment form may be used to withdraw a parcel/plot that you declared on your 2007 SPS application. **Applicants are also permitted to withdraw individual land parcels from their 2007 SPS Application, or to withdraw part or all of their SPS application at any time after the 31 May 2007 closing date for Amendments provided they have not been notified beforehand of any intended on-farm inspection or of the results of any checks on their 2007 SPS application.**
- 3. Change of use of parcel/plot,** for example from arable to forage or vice versa; change from one arable crop to another arable crop;
- 4. Adding on an extra parcel/plot.** You may add extra agricultural parcels/plots to the area you declared on your 2007 SPS Application provided the amendment is made on or before 31 May 2007. Please note that any new parcel/plot being added by this Amendment must be available to you for at least a 10-Month period beginning from a date between 1 September 2006 and 30 April 2007 in accordance with the 10-Month rule requirements set out in the 2007 Single Payments Scheme Helpsheet/Terms and Conditions.

### **When should an Amendment Form be used?**

**An Amendment Form should only be used where the 2007 SPS Application form is already lodged with the Department.**

### **Completion of Amendment Forms**

**Amendment forms should be completed fully and accurately, as they will become part of your 2007 Single Payment Scheme Application. Applicants should also note that as the 2007 SPS Application is already lodged with the Department, any Amendment may only be made on this Amendment Form – do not submit a second 2007 SPS Application form for the purpose of making an Amendment.**

### **Latest Date for Acceptance of Amendment Forms**

**Amendments as set out above may be made to the details submitted on your 2007 SPS application form at any time following the lodgement of that SPS Application up to 31 May 2007.**

**Late Amendments that are received after the 31 May 2007 deadline will be accepted up to 10 June 2007. Applications received in this late period (1 June to 10 June) will however be subject to a 1% penalty per working day where the Amendment involves the addition of agricultural parcels. This penalty will be applied to the additional parcel(s) declared on the Amendment form. With the exception of 1. and 2. above, any request for an amendment to a 2007 SPS Application cannot be accepted after 10 June 2007.**