

REQUEST FOR AMENDMENT TO A 2009 SINGLE PAYMENT SCHEME APPLICATION

Land may only be added to an application, or the claimed area of a parcel changed, up to the 31 May 2009 deadline for this type of amendment. Late amendments with this type of change will be accepted, with penalty, up to 9 June 2009. Other changes may also be made at this stage or at any stage after 9 June 2009 subject to the conditions set out overleaf.

Name: _____ Address: _____ _____ _____	HERD Number: _____ Tel. No.: _____ Mobile Tel. No.: _____
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I wish to correct the following obvious / innocent error on my 2009 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 2009 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	2	3	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 or where a change to a Reference area is requested.	6. <u>Digitised 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 you are claiming as a fraction of the total Commonage.	8. <u>Claimed 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> <u>Forage</u> = F <u>Arable</u> = A <u>Other</u> = O	11. <u>Parcel use in 2009</u> Please see the list of Crop categories and Parcel Uses in the 2009 Terms and Conditions. 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.

Signature: _____ Date: ____/____/2009
 In the case of joint applicants, all parties must sign this form.
 Signature of Joint Applicant: _____ Date: ____/____/2009

Where you have signed on behalf of a Company, please state status eg Manager, Secretary etc.: _____
 The completed application form, whether a written or online application, should reach the Single Payment Scheme Unit, Department of Agriculture, Fisheries and Food, Old Abbeyleix Rd., Portlaoise, Co Laois or any local office of the Department on or before mid-night, 31 May 2009. 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 2009 deadline, where the Amendment involves the addition of agricultural parcels or amended claimed areas, will be accepted up to 9 June 2009. 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 2009 SINGLE PAYMENT SCHEME (SPS) APPLICATION

[Amendments involving the addition of land parcels/plots or changing a claimed area already declared on a 2009 Single Payment Scheme application.](#)

While certain amendments will be allowed after 31 May 2009 (see below), please note that if you need to amend an incorrect claimed area or need to add parcels/plots to your 2009 application, this official Amendment form, [SPSAmend 2009](#), must be submitted by the 31 May 2009 deadline. Late [SPSAmend 2009](#) forms with additional parcels/plots or amended claimed areas received after 31 May, up to and including 9 June 2009 will be accepted with a penalty. Payment on the parcel(s) concerned will be reduced by 1% for each working day in this 1 to 9 June period that the Amendment is late.

[The SPSAmend 2009 form may be used to correct an obvious/innocent error.](#)

An obvious/innocent error in this instance is generally missing information in the parcel details on the back page of the SPS application form. You may for example have forgotten to enter Owned, Rented or Leased for a parcel or failed to write in a parcel use 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 2009](#) form on or before 31 May 2009, or with penalty up to 9 June 2009, does not constitute an obvious/innocent error.

[The SPSAmend 2009 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 2009 SPS application or to change the 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 9 June 2009](#)

You may withdraw land from your application or change the use from eligible (forage or arable) to ineligible (e.g. forestry, house site etc.) without penalty at any time after the 31 May 2009 closing date for Amendments provided the Department has not notified you of any irregularities concerning your Single Payment Scheme application. If you have been notified of an on-the-ground inspection and an Amendment is received in the Department after the date of receipt of that notification, the amendment cannot be accepted to that part of your application that is affected by any irregularity revealed as a result of the inspection.

Parcels/plots cannot be added or claimed areas amended after 31 May 2009 except with penalty up to 9 June 2009.

You are however permitted to correct obvious/innocent errors at any time after 9 June 2009. An obvious/innocent error would be a minor clerical error on your part, relating to missing land details from your application, for example you forgot to enter the parcel use 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 2009 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

DEPARTMENT OF AGRICULTURE, FISHERIES AND FOOD