

## Request for AMENDMENT to 2011 SINGLE PAYMENT SCHEME AND OTHER AREA-BASED SCHEMES APPLICATION

Name: \_\_\_\_\_

Herd Number : \_\_\_\_\_

Address: \_\_\_\_\_

Tel Number : \_\_\_\_\_

Mob Number : \_\_\_\_\_

I wish to correct the following obvious / innocent error on my 2011 SPS application form (see overleaf for definition of obvious / innocent error).

Details: \_\_\_\_\_

I wish to amend/add the following land parcel details submitted on my 2011 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. Townland                                                                                                                           | 5. Land Parcel Number                                                                                                | 6. Commonage Fraction                                                 | 7. Digitised Area                                                                                              | 8. Claimed Area                                                   | 9. ORL                                                                              | 10. Crop Category                                                  | 11. Parcel use in 2011                                                                                                                               | 12. Submitted Map                                             |
|----------------------------|----------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| D<br>E<br>L<br>E<br>T<br>E | C<br>H<br>A<br>N<br>G<br>E | A<br>D<br>D | Write the official Townland name as shown on an Ordnance Survey or LPIS map.<br><br>A map must be submitted for any new plot of land. | A map must be enclosed for any new plot of land or amended parcel or where a change to a Reference area is requested | State the share you are claiming as a fraction of the total Commonage | This is the area of each parcel before the deduction of any ineligible area such as roadways, dense scrub etc. | This is the area of the parcel that you are declaring for payment | Owned = O<br>*Owned REPS = OR<br>Leased-in = L<br>Leased REPS = LR<br>Rented-in = R | <u>Forage</u> = F<br><br><u>Arable</u> = A<br><br><u>Other</u> = O | Please see the List of Crop categories and Parcel Uses in the 2011 Terms & Conditions. Only a Parcel Use stated on that list should be entered here. | Please indicate that a map is being submitted for that parcel |
|                            |                            |             |                                                                                                                                       |                                                                                                                      |                                                                       |                                                                                                                |                                                                   |                                                                                     |                                                                    |                                                                                                                                                      |                                                               |
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ /2011

In the case of joint applicants, all parties must sign this form.

Signature of Joint Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ /2011

Where you have signed on behalf of a Company, please state status e.g. Manager, Secretary etc: \_\_\_\_\_

The completed application form should reach the Single Payment Scheme Unit, Department of Agriculture, Fisheries and Food, Old Abbeylax Rd., Portlaoise, Co Laois on or before **31 May 2011**. 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 2011 deadline, where the Amendment involves the addition of agricultural parcels or amended claimed areas, will be accepted up to 10 June 2011.** Amendments received in this late period (1 June to 10 June) will however be subject to a 1% penalty per working day. This penalty will be applied to the additional eligible area declared on the Amendment form.

## MAKING AMENDMENTS TO YOUR 2011 SINGLE PAYMENT SCHEME (SPS) APPLICATION

### **IMPORTANT**

**ALL SPS AMENDMENT FORMS MUST BE SUBMITTED DIRECTLY BY POST OR DELIVERED BY HAND TO THE DEPARTMENT OF AGRICULTURE, FISHERIES & FOOD, SINGLE PAYMENT UNIT, GOVERNMENT BUILDINGS, OLD ABBEYLEIX ROAD, PORTLAOISE, CO. LAOIS ONLY.**

**A SWIFTPOST OR REGISTERED POST RECEIPT WILL BE THE ONLY ACCEPTABLE EVIDENCE OF PROOF OF POSTAGE.**

### **Amendments involving the addition of land parcels/plots or changing a claimed area already declared on a 2011 Single Payment Scheme and other Area-Based Schemes application.**

While certain amendments will be allowed after 31 May 2011 (see below), please note that if you need to amend an incorrect claimed area or need to add parcels/plots to your 2011 application, this official Amendment form, SPS/Amend/2011, must be submitted by the 31 May 2011 deadline. Late SPS/Amend/2011 forms with additional parcels/plots or amended claimed areas received after 31 May 2011 up to and including 10 June 2011 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 10 June period that the amendment is late.

### **The SPS Amend 2011 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 SPS/Amend/2011 form on or before 31 May 2011, or with penalty up to 10 June 2011, does not constitute an obvious/innocent error.

### **The SPS Amend 2011 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 2011 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.

### **Amendment after 31 May 2011.**

You may withdraw land, reduce the claimed area of a parcel or change use from eligible to ineligible, (for example, the transfer of a house site), from your application without penalty, at any time after the 31 May 2011 closing date for Amendments provided the Department has not notified you about any irregularities concerning your Single Payment Scheme application, or provided have not been notified of an on-the-spot inspection. If you have been notified of an on-the-spot 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 claimed areas amended after 31 May, with the exception of late Amendment Forms which will be accepted up to and including 10 June 2011, with a penalty as set out above. You are however, permitted to correct obvious/innocent errors at any time after the 31 May 2011 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, provided that the original crop was eligible. Perhaps one of the parties in the case of a joint application failed to sign the form or the same parcel may have been declared twice by mistake. The Department will consider each case on its merits.

**AMENDMENT FORMS SHOULD BE COMPLETED FULLY AND ACCURATELY AS THEY WILL BECOME PART OF YOUR 2011 SPS APPLICATION. THE FORM IS AVAILABLE FROM THE SINGLE PAYMENT UNIT, LOCAL OFFICES OF THE DEPARTMENT, TEAGASC/AGRICULTURAL CONSULTANT AND ON THE DEPARTMENT'S WEBSITE AT [www.agriculture.gov.ie](http://www.agriculture.gov.ie)**