



# Single Application 2019 Key Dates

There are a number of key dates in the 2019 Single Application window which you should bear in mind when planning to complete your application.

1 March  
- 2 May

Entitlement Transfer Service opens on **1 March** and closes on **2 May**.

1 March  
- 15 May

Single Application and Map Service opens on **1 March** and applications must be submitted by **15 May** to avoid a late claim penalty.

8 April  
- 15 May

The facility to claim Environmental Farming Scheme payments will be available from **8 April** and must be submitted by **15 May** to avoid a late claim penalty.

16 May  
- 31 May

Applications submitted by **15 May** can be amended to increase or decrease the area you have claimed between these dates without penalty.

16 May  
- 10 June

Applications received on or between these dates will be penalised by **1%** reduction on your payment for each working day it is late. For applications to the Regional Reserve the reduction increases to **4%** for each working day it is late.

1 June  
- 10 June

Applications already received can also be amended between these dates to increase the area you have claimed by adding fields, but you will be penalised on the amended fields by a **1%** reduction on your payment for each working day it is late. For applications to the Regional Reserve, the reduction increases to **4%** for each working day it is late. You can reduce fields/areas during this period without penalty.

10 June

This is the final date for receiving applications or increasing the area you have claimed on your Single Application. You can still reduce the area you have claimed after this date without penalty, for example, by removing a field but only if we have not already notified you of a penalty or a planned inspection.

The DAERA Advisory Team can be contacted on 0300 200 7848.

# Single Application 2019

## Check list



Make sure that you meet the eligibility criteria for Basic Payment and are actively farming the land you are claiming. You may be asked to provide evidence to demonstrate that you are actively farming the land.



The Entitlements Register is now available online enabling Farm Businesses to view the number, type and value of BPS entitlements. Entitlements that are not claimed in two consecutive years will be confiscated and returned to the Regional Reserve. The Entitlement Transfer Service will be available until **2 May** if you wish to transfer entitlements to another farm business.



If you need to make changes to your land, do this using the online Single Application and Map Service. The most common error is where applicants do not remove areas of ineligible vegetation such as scrub, bracken or rush.



If you are setting up a new farm business or need to make changes to an existing farm business make sure you start this process early to avoid any delays to your application or payments.



If you have an EFS agreement you are required to submit a claim for each year of the agreement even if no payment is due. Check that you comply fully with the Terms and Conditions of the Scheme before you claim for your EFS Options and Non Productive Items.



If you need to submit additional forms or evidence to support your application do so within the application deadlines, or your application (or the part to which the supporting evidence relates) may be rejected.

**The DAERA Advisory Team can be contacted on 0300 200 7848.**

ISBN: 978-1-84807-954-0

