



Llywodraeth Cymru
Welsh Government

GUIDANCE

Agricultural and Horticultural Survey 2022: how to complete guide

Step by step guidance on how to complete this survey.

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Contents

RPW Online – home screen

Start application

Continue application / start again

Introduction

Privacy notice

Land on the holding

Land by tenure

Land by type

Livestock on the holding

People working on the holding

Additional information

Submission

Errors, information and summary

Declaration and undertakings

Submit

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Submission confirmation

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RPW Online – home screen

In RPW Online

- select the **Home** tab to access the Home screen.
- In the **Start a Form** section at the bottom of the **Home** screen, click the **Agricultural and Horticultural Survey 2022** link

Start application

This page provides some information prior to starting the survey. It includes a Customer Contact Centre link if required, and details of the Customer Details and Online Preferences we hold for you. You should check and amend these before starting your survey if they are incorrect. **Please note:** For any problems with RPW Online you should contact the Customer Contact Centre. For any queries regarding completion of the survey which aren't answered by this guide see the [Introduction](#) section of this guide, or within the survey.

Continue application / start again

Once you start your survey, you have the option to leave it and return to it again. If you are accessing a survey you have started previously, on this screen you will now be able to:

- Select **Continue**
or
- Select **Start Again**

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Please be aware – if you choose to **Start Again**, this will unset all of the questions you have answered and remove all of the information you have added. If you are sure you wish to **Start Again**, click **Yes** or if you do not click **No**.

Introduction

You have now accessed the survey, and the **Introduction** part of the online form. Ensure you read all the Introduction notes on this section.

Please note: If you have any queries regarding completion of the survey which are not covered by this guide, please contact the Agricultural Survey Helpline on 03000 252244 or e-mail stats.agric@gov.wales

Except where stated to the contrary, all answers should be based on the status of your holding on **1st June 2022**.

This section lists the **County Parish Holdings (CPHs)** covered by this survey. You should only provide answers related to these CPHs. If you need to make any corrections to the CPHs shown, you can do so in the Additional Information box in the [People working on the holding](#) section.

There is a link to this How To Complete Guide at the top left. Additionally a blue and white **help** symbol appears on some sections – click these symbols for additional help within the survey.

On the left the different sections are displayed. A red cross indicates you either have not accessed each section yet, or you have errors on the section(s). A green tick will display once you have completed each section and there are no errors we can identify. There are various navigation buttons at the top and bottom of the survey. Also if you wish to switch between English and Welsh

there is a button to do so at the bottom left of the screen.

- Once you have finished on this section, click **Next**.

Privacy notice

Next you will see the Privacy Notice. Ensure you read the information on this section, which states what the data provided is used for. There is a link which accesses the full Agricultural and Horticultural Survey: privacy notice if required.

Land on the holding

The **Land on your holding** section is split into two sub-sections:

Land by tenure

- If you answer **No** to the question **Do you currently retain any land for agricultural & horticultural purposes?** you will need to answer the additional questions which display to explain what has happened to your land.
- You will also need to answer the question **Do you keep livestock?**. If you do not keep livestock you may now go straight to the **Additional Information** section.
- If you answer **Yes** to the question **Do you currently retain any land for agricultural & horticultural purposes?** you will need to answer the additional questions which display.

All areas declared should be entered in hectares, to two decimal places. A

conversion table is shown which helps convert from acres to hectares.

- Enter the areas **Owned**, **Rented in**, and **Let out** as at **1st June 2022**
- The **Land Kept by you** will then be automatically calculated and displayed.

Land by type

- Enter the total area in hectares for each category of land. Leave any categories you do not have blank – you do not need to enter zeroes.
- **Rough grazing where you have sole rights** – Do not include areas of common land. If you graze any of your livestock on common land, you can indicate this in the next question.
- **Do you graze any of your animals on common land?** – Answer **Yes** or **No**.
- **Other crops not mentioned above** – If you grow crops other than those mentioned (excluding grass exclusively for hay and/or silage) select **Add Crop**.
- **Add Crop** – Enter the **Name of Crop** and **Area of Crop**. If you are only adding one type of crop here, click **Save and Return**. If you have more to add click **Save and Add Another**, and repeat until you have entered all types of crop you need to add. If you have made a mistake you can select **Modify** or **Delete** to correct this.
- **Do you have any commercial glasshouses or plastic covered structures?** – Answer **Yes** or **No**. If you answer **Yes** you will also need to add the **Total area of glasshouses and plastic covered structures in square metres**.
- **All other land – including non-agricultural land (e.g. buildings, yards)** – If you have land of this type, you will need to provide further details in the additional box that appears.

Once you have started to complete this section, the message **There is a**

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significant discrepancy between the declared area in “Land by tenure” and the “Land by type” section. Please change the numbers you have entered or explain the reasons for the difference below. will appear. When you have finished adding the areas for your types of land this message should disappear. If it is still showing, and all the areas you have entered are correct, you will need to add an explanation for the difference in the box provided.

- **Summary** – This will automatically show the totals for the different crop categories.

Livestock on the holding

- For each category declare the number of animals **you owned on 1st June 2022**.
- Do **not** include other people’s animals that were on your land. You should leave answers blank for any categories which were not present on your holding on 1st June 2022, you do not need to enter zeroes.
- If you do not know exact numbers, informed estimates are acceptable.
- **Have the majority or all of your lambs been sold or have gone to slaughter on or before the 1st June 2022. If you do not keep lambs, answer 'No'. – Answer Yes or No.**
- **WARNING: The number of lambs compared to the number of ewes looks unusual.** – This message will appear if relevant. If it does, check the figures you have entered are correct and change them if necessary. Otherwise, please provide an explanation in the box provided.
- **Scanning of your flock. Do you currently ultrasound (scan) your flock either by yourself or with a contractor?** – This question will appear if you have any sheep or lambs. Answer **Yes** or **No**.
- **Cattle. We obtain cattle numbers from the Cattle Tracing System. Do you keep any cattle?** – Answer **Yes** or **No**.
- **Additional CPHs** - If you answer **Yes** to keeping cattle this message will

appear. You only need to add additional CPHs that you use for reporting cattle to CTS if they are not already listed.

- **Add CPH** – Enter the **CPH** in the format 99/999/9999. If you are only adding one additional CPH here, click **Save and Return**. If you have more to add click **Save and Add Another**, and repeat until you have entered all additional CPHs. If you have made a mistake you can select **Modify** or **Delete** to correct this.
- **Poultry. If you normally keep poultry but your sheds were empty on 1 June 2022 please tick this box.** Tick if appropriate.

People working on the holding

- Ensure you read the detailed guidance shown in the blue boxes, including who should be included and who should not be included.
- For each category declare the number of people who worked on the holding on **1st June 2022**. Include people who work regularly throughout the year even if they were not working on 1st June 2022. Casual workers should only be included if they were working on 1st June 2022.
- Each person working on the farm should only be included in one box.
- Remember to count yourself in the relevant category.
- **Full-time principal farmers** – Full-time is defined as working on average at least 39 hours per week on the farm.
- **Part-time principal farmers** – Part-time is defined as working on average less than 39 hours per week on the farm.
- **Regular full-time workers** – Full-time is defined as working on average at least 39 hours per week on the farm.
- **Regular part-time workers** – Part-time is defined as working on average less than 39 hours per week on the farm.
- **Casual Workers on 1 June 2022** – Casual workers are people employed for shorter periods – typically when there is a higher workload than usual (e.g. lambing, harvesting).

- **No one is shown as working on the holding.** – This message will appear if no workers have been declared. Please either correct this or provide a short explanation why this is the case in the box provided.

Additional information

- **Any other comments** – Add any other comments you wish to include here, including any amendment or correction to the CPH numbers shown in the Introduction section.
- **Please indicate the approximate length of time taken to complete this form (in minutes)** – Enter the appropriate number of minutes taken.

Submission

The **Submission** section is split into three sub-sections:

Errors, information and summary

This sub-section will show any **Errors** or **Information Messages** on your survey, and a **Summary** of the survey.

- **There are errors present on your form. Please review and correct any errors.** – This message will be displayed if your form has any errors that must be corrected. On the section list on the left of the form, a red cross will display against the section(s) with any errors. You will need to go back to the section(s) with errors to correct these before you are able to submit the survey.

Declaration and undertakings

In this sub-section:

- Read the **Declaration and Undertakings**.
- **I agree to the above declarations and undertakings** – once you have read these, tick the box to confirm you agree to these.

Submit

The **Submit** sub-section enables you to submit the survey to the Welsh Government.

- When you have finished completing the survey, click the **Submit** button.

Submission confirmation

A **Submission Confirmation** section will now display.

- You should save or print the **Submission Confirmation**, by selecting the **Print this Screen** button.
- Click the **Exit** button to leave the survey and return to the **Home** section of your **RPW Online** account.

A copy of your survey will appear on your **RPW Online** account within one working day.

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For more information refer to our [accessibility statement](#).

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