



Llywodraeth Cymru
Welsh Government

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How to use Manage My Land



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Introduction

This guide explains how to use Manage My Land to inform us of land registrations, new or changed permanent features, boundary changes, and transfers of land, i.e. purchases / sales / rentals.

You are advised to read this guide in conjunction with any relevant sections of the current Single Application Rules Booklet before completing your submission.

If you require any help or advice when using Manage My Land, please contact the Rural Payments Wales (RPW) Customer Contact Centre via your RPW Online Messages or by telephone on 0300 062 5004.

You may also wish to seek professional advice before completing your submission. Please note, however, that it is your responsibility to ensure that the information you provide is correct. Although this guide provides general advice, it cannot cover every possible situation that might arise.

You should remember that penalties apply for breaches of scheme rules and that loss of payments may result if you fail to follow the advice provided in this guide.

Your Manage My Land submission must be submitted within 30 days of the change you are notifying us of taking place. Failure to report any changes within this timescale could result in the application of penalties and may result in a reduction or exclusion of aid.

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When do I need to use Manage My Land?

You should use Manage My Land to inform us when you:

- need to register land not already registered with RPW
- need to inform us of new or changed permanent features
- divide, combine or change the boundary of a land parcel on a permanent basis*
- buy or sell land permanently
- start renting land in or out
- end a rental earlier than previously confirmed.

*Permanent changes will relate to situations where you have created or removed a feature such as a hedge, fence, wall or ditch or in any case where you expect the change to last for a considerable period (five years may be taken as a guideline).

The Manage My Land submission must be submitted within 30 days of:

- any land change taking place
- the completion date of the permanent transfer of land
- the start date for the rental of land
- the rental end date changing.

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Who should complete the submission?

The Manage My Land submission can be completed by any party with an interest in the land parcel (i.e. the owner or renter of the land parcel), or someone authorised to act on their behalf. Only one customer needs to complete a submission for a change.

However, changes of occupancy of land that is under an Agri-environment scheme commitment should be submitted by the customer who has the commitment.

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What is an Action?

The Actions currently available on Manage My Land are displayed in the **What would you like to do?** list and are as follows:

- Land Transfers and Tenancies
 - Transfer Land In
 - Transfer Land Out
 - End Tenancy
- Register Land
- Boundary Maintenance
 - Add a Boundary (Split a Land Parcel)
 - Remove a Boundary (Merge Land Parcels)
 - Move a Boundary
- Maintain Permanent Features.

You can inform us of multiple land transfers, to or from multiple customers, using the same Manage My Land submission.

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Who has management control of the land?

For all notifications of rental of land, we must be informed whether the customer renting the land in has full management control for that land. This required level of management control for rented land may generally only be achieved where the tenant is:

- a tenant who has 'exclusive occupation' under either the Agricultural Tenancies Act 1995 with a Farm Business Tenancy, or a full Agricultural Holdings Act 1986 tenancy
- a tenant with an unwritten tenancy with the same level of control as the above.

If you are a grazier (licensee) who only has access to the land by a grazing licence giving permission to e.g. take grass by mowing or grazing with sheep and/or cattle, with no further responsibilities in terms of boundary maintenance/repair, soil management etc. you will not be in a position to have 'management control' of that land. You will therefore not need to inform us of your use of that land as a grazier, and must not declare that land on your Single Application Form (SAF).

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Cross Compliance

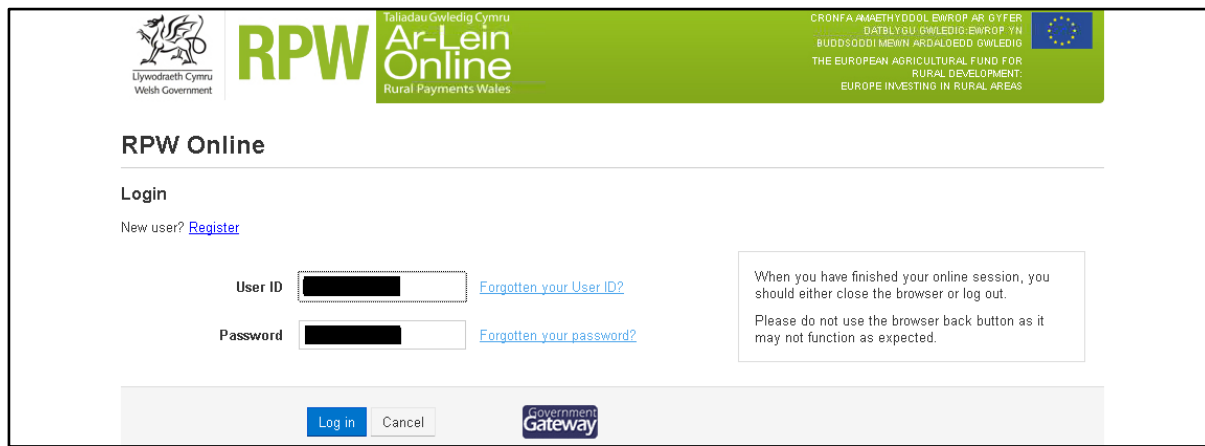
If you are claiming payments under any scheme subject to Cross Compliance you are responsible for making sure Cross Compliance requirements are met for the whole calendar year. This applies even if you do not occupy the land for the entire year. For example, if you were to take on some agricultural land on 10 April and it forms part of your holding on 15 May, you would be liable for any Cross Compliance breaches that occurred since the start of the year, including any period between 1 January and the date you took on the land. There is one exception to this rule. If the transferor in this case submits a claim in that calendar year, they will be liable for Cross Compliance breaches during the period that the land was at their disposal. Similarly, if you transferred land out after 15 May, you would remain responsible for ensuring that the Cross Compliance requirements relating to that land were met until the end of the calendar year. Again, however, if the transferee submits a claim in that calendar year, they will be liable for Cross Compliance breaches during the period that the land was at their disposal.

Therefore, if you are transferring land (either in or out) during the year, you should carefully consider the terms of any contractual arrangements between you and the transferor or transferee.

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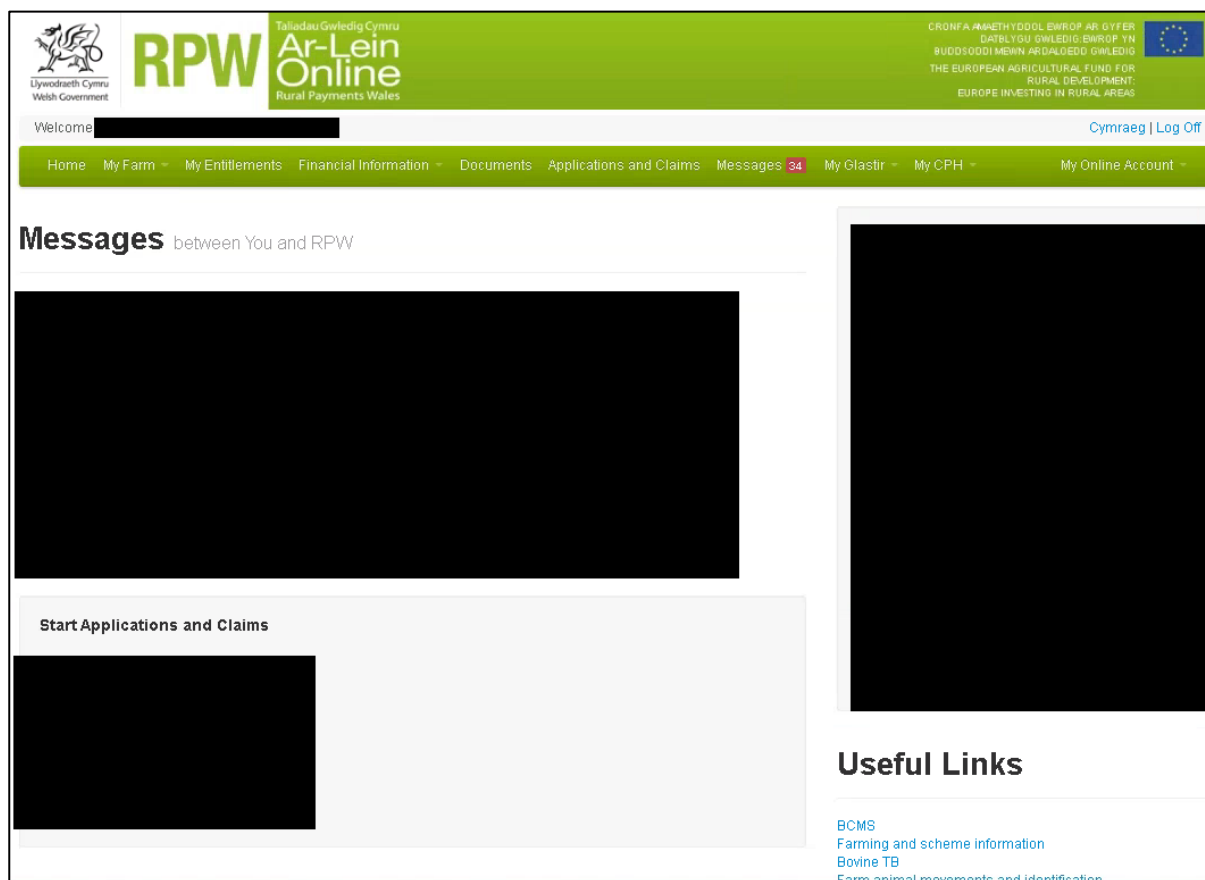
RPW Online Homepage

Log into your RPW Online account using your existing User ID and Password. If you are not an existing RPW Online customer you can register by clicking on the 'Register' link on the same page. If you are encountering problems or are unable to access your online account, please contact the Customer Contact Centre on 0300 062 5004.



The login page features a header with the Welsh Government logo, the 'RPW Ar-Lein Online' logo, and text in Welsh and English about the European Agricultural Fund for Rural Development. The main content area includes a 'Login' section with a 'New user? Register' link. There are input fields for 'User ID' and 'Password', each with a 'Forgotten your User ID?' and 'Forgotten your password?' link. A 'Log in' button and a 'Cancel' button are at the bottom. A 'Government Gateway' logo is also present. A warning box states: 'When you have finished your online session, you should either close the browser or log out. Please do not use the browser back button as it may not function as expected.'

Once logged into your online account the RPW Online 'Home' page will appear. (Agents or Farming Unions acting on customer's behalf will see this once they have selected the customer from their customer selection screen.)

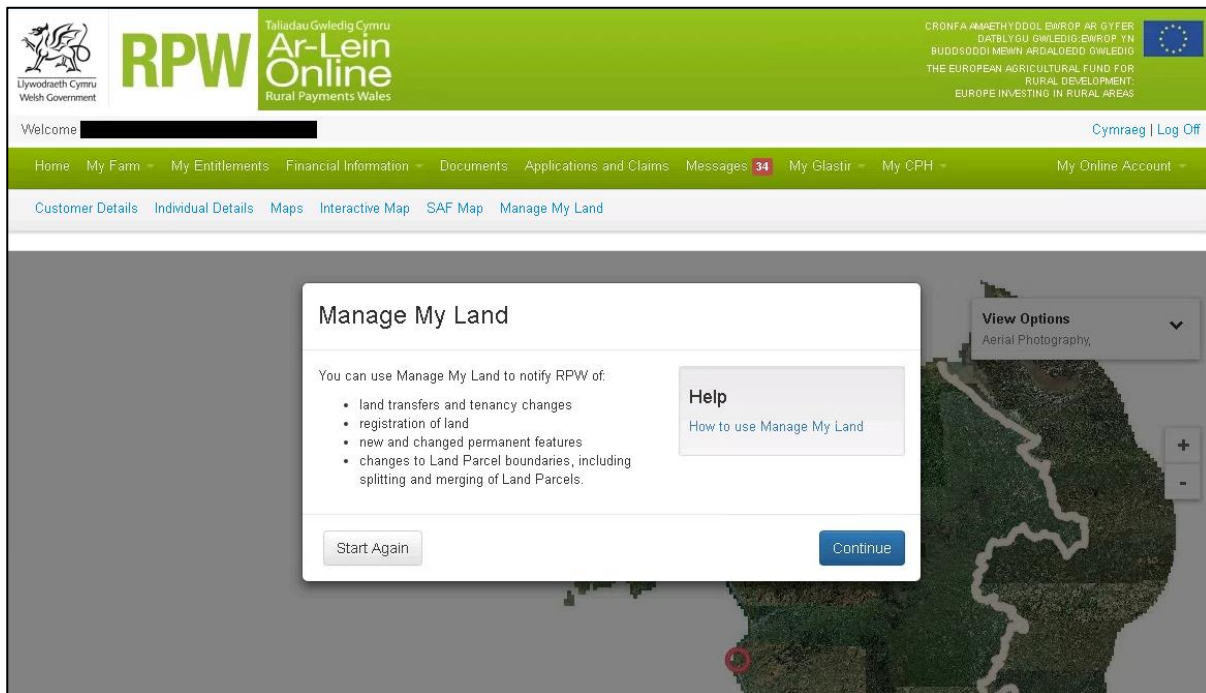


The home page shows a 'Welcome' message with a user ID. A navigation bar includes links for 'Home', 'My Farm', 'My Entitlements', 'Financial Information', 'Documents', 'Applications and Claims', 'Messages' (with a count of 34), 'My Glastir', 'My CPH', and 'My Online Account'. The 'Messages' section is titled 'Messages between You and RPW' and contains a large black redacted area. Below this is a 'Start Applications and Claims' section with another black redacted area. On the right, there is a 'Useful Links' section with links for 'BCMS', 'Farming and scheme information', 'Bovine TB', and 'Farm animal movements and identification'.

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Manage My Land

Manage My Land is available on your 'My Farm' tab. The first screen also includes a link to this guide.



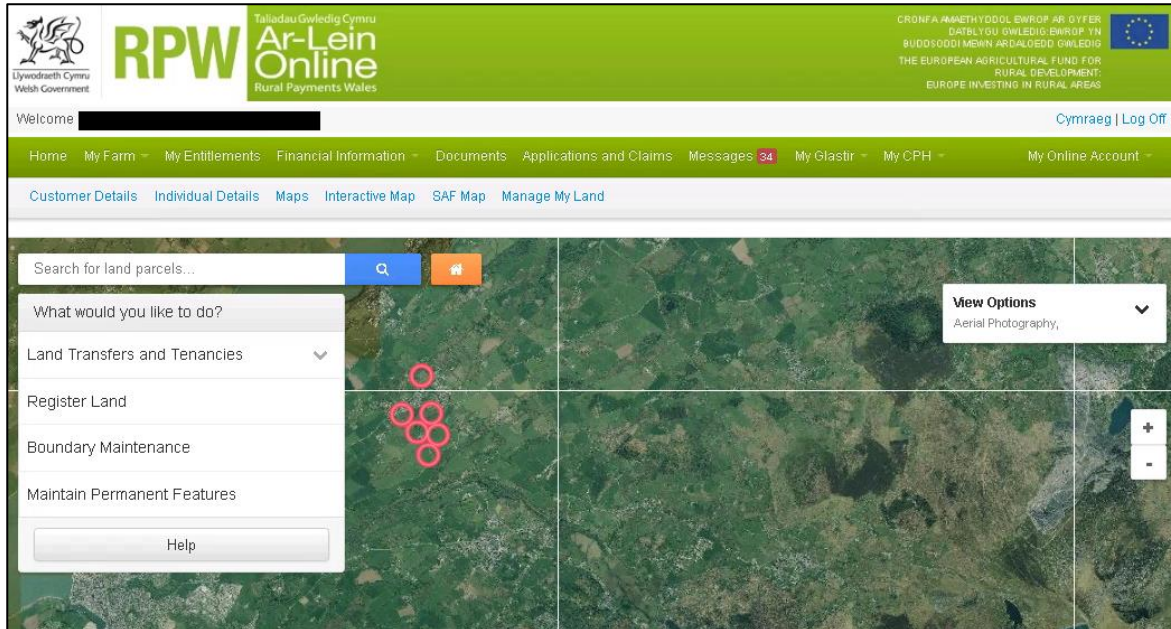
Click the 'Continue' button to proceed.

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What would you like to do?

Select the Action you wish to inform us about.

If you wish to inform us about more than one type of Action, select one of these options and you can return to this screen to select others later.



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Land Transfers and Tenancies

Transfer Land In

In the **What would you like to do?** list select Land Transfers and Tenancies and choose Transfer Land In from the drop down list.

What would you like to do?

Land Transfers and Tenancies

Transfer Land In

Transfer Land Out

End Tenancy

Enter all known Other Party Details on the left-hand side. The right-hand side defaults to Purchase and you must enter the Date of Purchase (first screen below). If you are renting land in, select Rental and enter the rental details (second screen below).

Other Party Details

Transfer In Details

Enter all known details.
All items marked with * must be entered.

CRN (If known)

Trading Title*

Correspondence Address*

Postcode

Contact Number

Purchase/Rental

☒ Purchase (Includes Deed of Gift or Inheritance)

☐ Rental

Date of Purchase*

dd/mm/yyyy

Back

Continue

Other Party Details

Transfer In Details

Enter all known details.
All items marked with * must be entered.

CRN (If known)

Trading Title*

Correspondence Address*

Postcode

Contact Number

Purchase/Rental

☐ Purchase (Includes Deed of Gift or Inheritance)

☒ Rental

Tenancy Type*

Please Select

Rental Start Date*

dd/mm/yyyy

Rental End Date*

dd/mm/yyyy

Recurring Tenancy*

Please Select

Management Control*

Please Select

Back

Continue

Tenancy Type You should only inform us of rentals under one of the following Tenancy Types:

- Full Agricultural Tenancy (as regulated by the 1986 Agricultural Holdings Act)
- Farm Business Tenancy (as regulated by the 1995 Agricultural Tenancies Act)
- Unwritten Tenancy.

If you are a grazier (licensee) who only has access to the land by a grazing licence giving permission to e.g. take grass by mowing or grazing with sheep and/or cattle, with no further responsibilities in terms of boundary maintenance/repair, soil management etc. you will not be in a position to have 'management control' of that land. You will therefore not need to inform us of your use of that land as a grazier, and must not declare that land on your Single Application Form (SAF).

Rental End Date For indefinite or long term rentals with no known end date, enter the Rental End Date as 01/01/2040.

Recurring Tenancy Only select Yes if the rental period is for less than 12 months, and exactly the same dates apply for future years.

Management Control Confirm whether you have full management control for the land you are renting in. This required level of management control may generally only be achieved where you are a tenant who has 'exclusive occupation' under either the Agricultural Tenancies Act 1995 with a Farm Business Tenancy, a full Agricultural Holdings Act 1986 tenancy, or an unwritten tenancy with the same level of control as these.

Once you have entered all details, click Continue.

Clicking Back returns you to **What would you like to do?** and removes all of the information you have input on this page.

You must then enter the land parcel details for each land parcel being transferred in for which the Other Party Details and Transfer In Details recorded on the previous screen apply. The first screen below is for a Purchase, the second is for a Rental In.

Transferring Land In

Sheet Reference	Field Number	Field Size (ha)	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="2.46"/>	<input type="button" value="View Map"/> <input type="button" value="Unselect"/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1.92"/>	<input type="button" value="View Map"/> <input type="button" value="Unselect"/>

Transferring Land In

Sheet Reference	Field Number	Field Size (ha)	Renting Whole Land Parcel?	Rental Area (ha)	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1.63"/>	<input type="text" value="Yes"/>	<input type="text" value="1.63"/>	<input type="button" value="View Map"/> <input type="button" value="Unselect"/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="2.87"/>	<input type="text" value="No"/>	<input type="text" value="1.00"/>	<input type="button" value="View Map"/> <input type="button" value="Unselect"/>

The total Field Size for the selected land parcels will display. For rentals, you must confirm if you are renting the whole land parcel or not. If you are not, you must confirm the Rental Area.



You can select to 'View Map' for the selected land parcel(s) if you wish. Selected land parcels display as yellow. Clicking '< Back' will return you to the Transferring Land In screen.

Clicking 'Unselect' will remove the selected land parcel from the Transfer Action.

The screenshot shows a web form titled "Transferring Land In". It has a table with five columns: "Sheet Reference", "Field Number", "Field Size (ha)", "Renting Whole Land Parcel?", and "Rental Area (ha)". The first row has a red border around the "Sheet Reference" and "Field Number" cells. Below the "Sheet Reference" cell, a red error message reads: "This land parcel does not exist in our database. It may require registration." To the right of the table, there is a "+ Add Land Parcel" button, a "View Map" button, and a red "Unselect" button. At the bottom of the form, there are three buttons: "+ Add Land Parcel", "Back", and "Continue".

If the land parcel does not exist in our database, the above error message will appear. Check the Sheet Reference and Field Number you have entered are correct. If you have entered incorrect details you can amend these and continue. If the land parcel has not yet been registered with us you will need to [register](#) it instead of transferring it in. You should click 'Unselect' to remove this land parcel and add others. Click 'Back' to return to the previous screen if this was the only land parcel you are telling us about under this Transfer Action and you wish to inform us of a different Action or to register the land parcel. If you have selected other land parcels as part of this Transfer Action you should select 'Continue' to proceed with these first.

Important: Remember, if you are both buying and renting in, or there is more than one Other Party, you must complete these as separate Transfer Actions.

Example:

Action 1: Buying 3 land parcels from Jones Bros on 10/01/2018

Action 2: Buying 2 land parcels from Jones Bros on 20/01/2018

Action 3: Buying 2 land parcels from Smith & Son on 20/01/2018

Action 4: Renting In 1 land parcel from Smith & Son 10/01/2018 – 20/06/2025

Action 5: Renting In 4 land parcels from Smith & Son 18/01/2018 – 20/06/2025.

In this example you have to complete 5 Actions because Actions 1 & 2 have a different Date of Purchase; Actions 2 & 3 have a different Other Party; Actions 4 & 5 have a different Rental Start Date.

When you have entered all land parcels relevant to the Transfer Action you are informing us of, click 'Continue'.

Land Parcel(s) Transferred In

CRN

Trading Title

Correspondence Addr...

Postcode

Contact Number

Date of Purchase

Sheet Reference

Field Number

Back

Continue

The Land Parcel(s) Transferred In screen shows the detail of the Transfer Action you have entered. If all entries are correct click 'Continue'. If you need to make any amendments click 'Back'.

Summary

Please review all actions. A red cross indicates you have not reviewed actions or at least one action has an error. When all actions show a green tick you can click 'Declare and Submit'.

Transfers
(Sales/Purchases)

Type	Other Party	Transfer Date	Sheet Reference	Field Number	
Purchase					View / Change

Add New Action

Declare and Submit

The Summary screen lists all the Actions added for this submission. A red cross indicates you have not viewed a tab, or that it contains errors. All errors must be resolved before submission. An amber circled 'i' indicates Information Messages. These will not prevent a submission. A green tick indicates the tab has been viewed and does not contain any errors or information messages we know of.

You can View / Change any Actions and will see the following screen, or equivalent for other Actions, if you do so.

Land Parcel(s) Transferred In

CRN

Trading Title

Correspondence Address

Postcode

Contact Number

Date of Purchase

Sheet Reference

Field Number

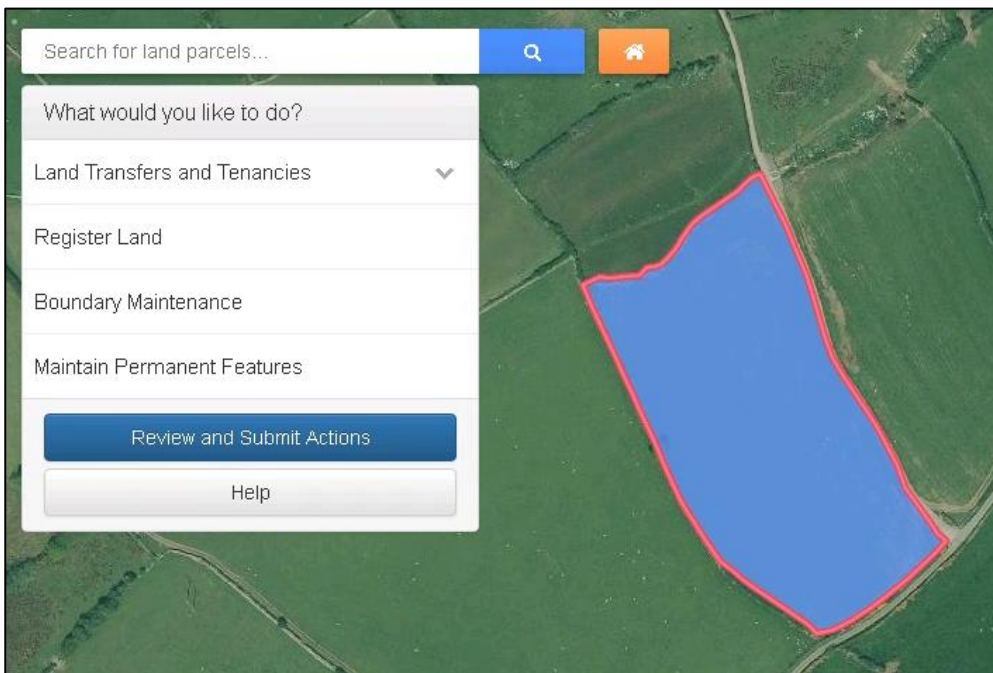
Back

Remove Action

Make a Change

If you are happy with the details shown click Back to return to the previous screen, otherwise you can choose to Make a Change or Cancel Action.

If you have further Actions to add click 'Add New Action'. Once you have added all the Actions you are informing us of click 'Declare and Submit'.

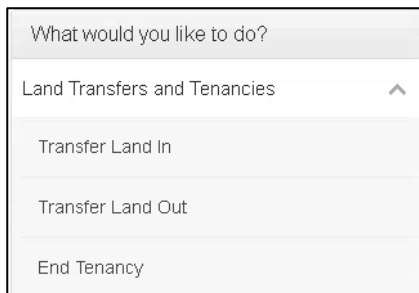


As you add new Actions, the land parcels which have an existing Action on them which have not yet been submitted will be in a Draft status and display as blue.

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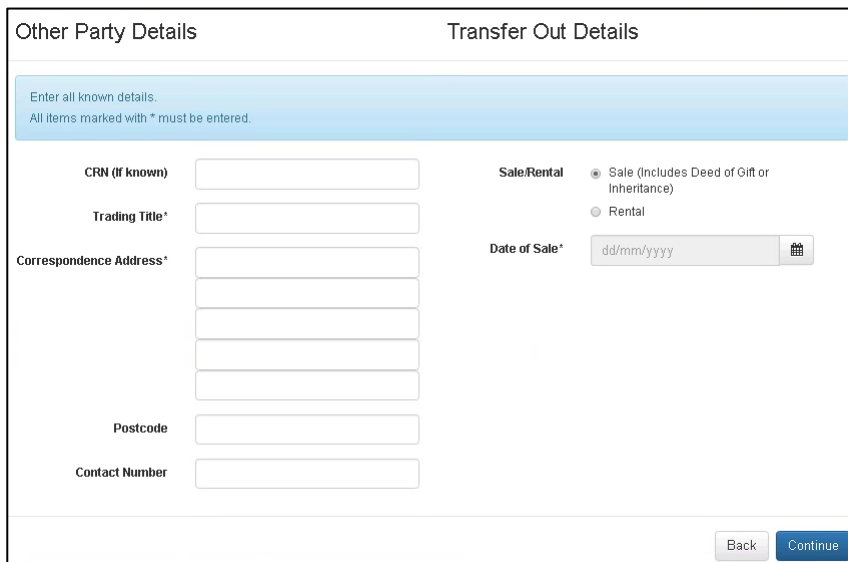
Transfer Land Out

In the **What would you like to do?** list select Land Transfers and Tenancies and choose 'Transfer Land Out' from the drop down list.

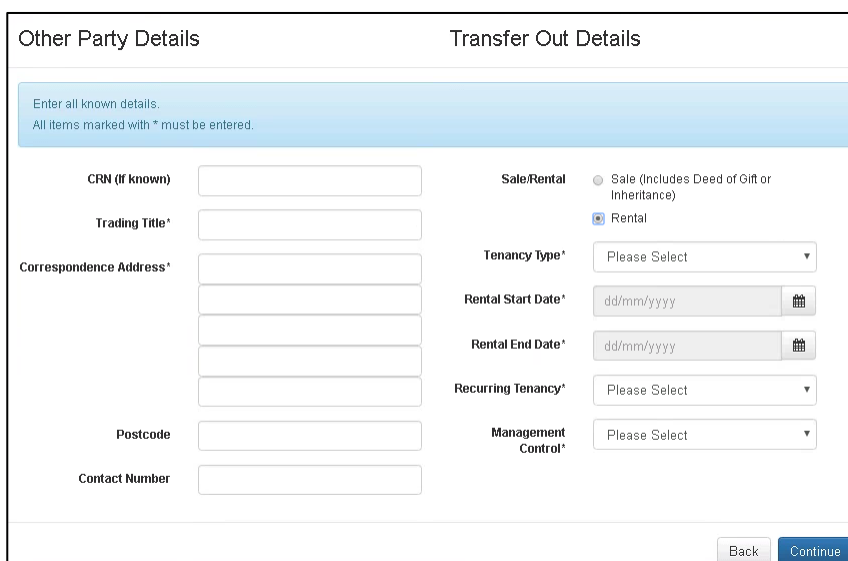


A screenshot of a dropdown menu titled "What would you like to do?". The menu is open, showing a list of options. The first option is "Land Transfers and Tenancies" with an upward-pointing arrow. Below it are three more options: "Transfer Land In", "Transfer Land Out", and "End Tenancy".

Enter all known Other Party Details on the left-hand side. The right-hand side defaults to 'Sale (includes Deed of Gift or Inheritance)' and you must enter the Date of Sale (first screen below). If you are renting land out, select 'Rental' and enter the rental details (second screen below).



A screenshot of a form titled "Transfer Out Details". The form is divided into two main sections: "Other Party Details" on the left and "Transfer Out Details" on the right. The "Other Party Details" section includes fields for "CRN (if known)", "Trading Title*", "Correspondence Address*" (a multi-line text area), "Postcode", and "Contact Number". The "Transfer Out Details" section includes a "Sale/Rental" section with two radio buttons: "Sale (includes Deed of Gift or Inheritance)" (selected) and "Rental". Below this is a "Date of Sale*" field with a date picker icon. At the bottom right are "Back" and "Continue" buttons.



A screenshot of a form titled "Transfer Out Details". The form is divided into two main sections: "Other Party Details" on the left and "Transfer Out Details" on the right. The "Other Party Details" section includes fields for "CRN (if known)", "Trading Title*", "Correspondence Address*" (a multi-line text area), "Postcode", and "Contact Number". The "Transfer Out Details" section includes a "Sale/Rental" section with two radio buttons: "Sale (includes Deed of Gift or Inheritance)" and "Rental" (selected). Below this are several fields: "Tenancy Type*" (a dropdown menu), "Rental Start Date*" (a date picker icon), "Rental End Date*" (a date picker icon), "Recurring Tenancy*" (a dropdown menu), and "Management Control*" (a dropdown menu). At the bottom right are "Back" and "Continue" buttons.

Tenancy Type You should only inform us of rentals under one of the following Tenancy Types:

- Full Agricultural Tenancy (as regulated by the 1986 Agricultural Holdings Act)
- Farm Business Tenancy (as regulated by the 1995 Agricultural Tenancies Act)
- Unwritten Tenancy.

If you are renting the land out under a grazing licence to someone who only has access to the land by a grazing licence giving permission to e.g. take grass by mowing or grazing with sheep and/or cattle, with no further responsibilities in terms of boundary maintenance/repair, soil management etc. the licensee will not be in a position to have 'management control' of that land. You will therefore not need to inform us of their use of that land as a grazier. You should still declare such land on your Single Application Form (SAF) if you are farming the land and have full management control of it.

Rental End Date For indefinite or long term rentals with no known end date, enter the Rental End Date as 01/01/2040.

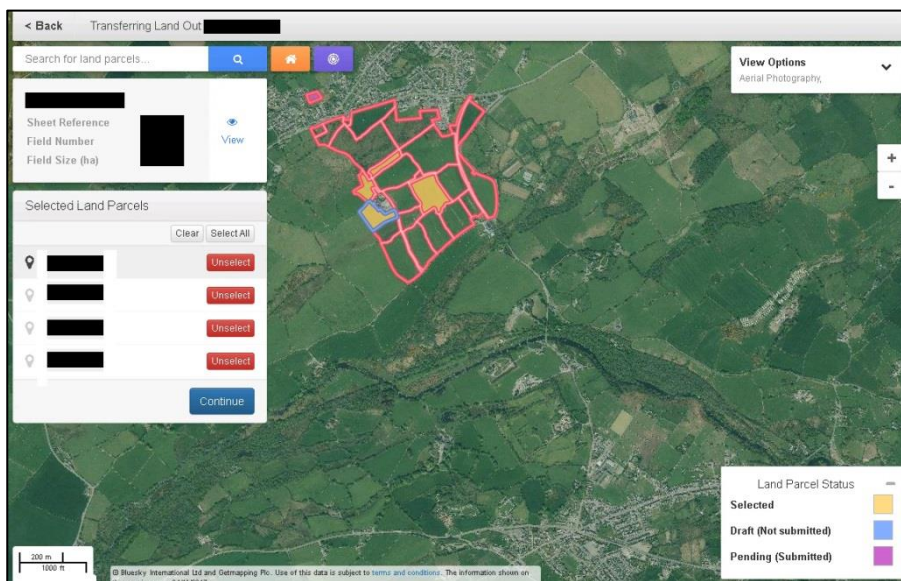
Recurring Tenancy Only select 'Yes' if the rental period is for less than 12 months, and exactly the same dates apply for future years.

Management Control Confirm whether you are renting the land out with full management control. This required level of management control may generally only be achieved where the tenant has 'exclusive occupation' under either the Agricultural Tenancies Act 1995 with a Farm Business Tenancy, a full Agricultural Holdings Act 1986 tenancy, or an unwritten tenancy with the same level of control as these.


Once you have entered all details, click 'Continue'.

Clicking 'Back' returns you to **What would you like to do?** and removes all of the information you have input on this page.

You must then select the land parcels being transferred out for which the Other Party Details and Transfer Out Details recorded on the previous screen apply.



You can select the land parcels you are selling or renting out in any of the following ways:

- 1) If you are selling all land parcels you own to the same person and on the same date, click 'Select All'. Any which do not then display as yellow are not recorded by us as owned by you. If this is incorrect, and you own or owned them and are selling them, you can add them to your selection individually.
- 2) Enter the Sheet Reference or Field Number in the 'Search for land parcels...' box.
- 3) Click on the land parcels on the map
- 4) Use the Target Tool .

Important: Remember, if you are both selling and renting out, or there is more than one Other Party, you must complete these as separate Transfer Actions.

Example:

Action 1: Selling 3 land parcels to Jones Bros on 10/01/2018

Action 2: Selling 2 land parcels to Jones Bros on 20/01/2018

Action 3: Selling 2 land parcels to Smith & Son on 20/01/2018

Action 4: Renting Out 1 land parcel to Smith & Son 10/01/2018 – 20/06/2025

Action 5: Renting Out 4 land parcels to Smith & Son 18/01/2018 – 20/06/2025.

In this example you have to complete 5 Actions because Actions 1 & 2 have a different Date of Sale; Actions 2 & 3 have a different Other Party; Actions 4 & 5 have a different Rental Start Date.

Rental Area - ([REDACTED])

All items marked with * must be entered.

Are you renting out the whole Land Parcel you selected?*

Please enter the rental area* ha

For rentals, you must confirm if you are renting out the whole land parcel or not. If you are not, you must confirm the rental area, then click 'Continue'.

Clicking 'Back' returns you to **Search for land parcels** and removes the currently selected land parcel.

SH [REDACTED]

SH [REDACTED]

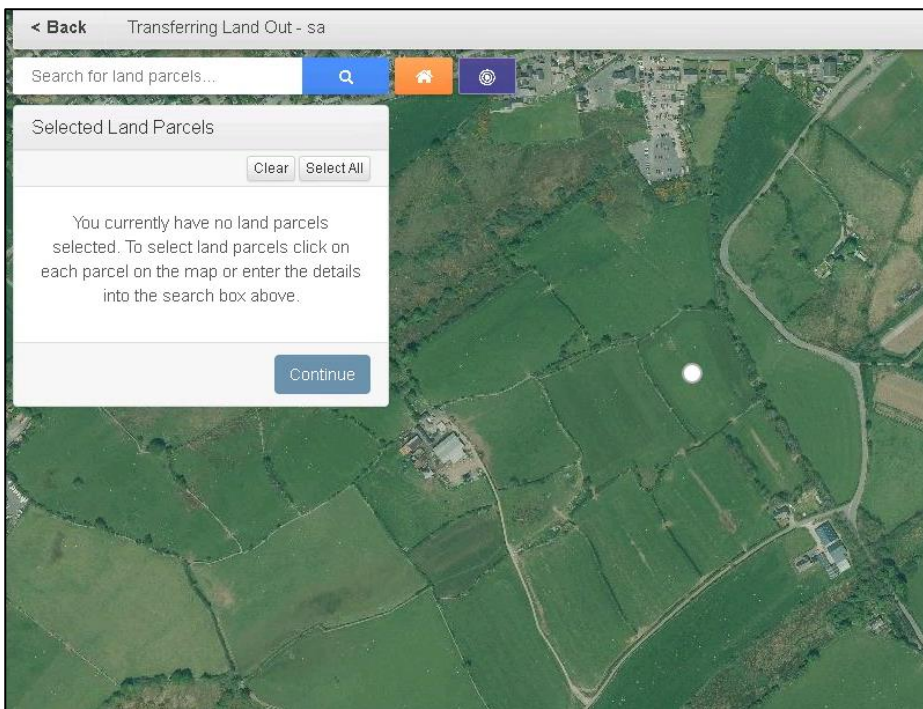
If you are informing us that you are selling or renting out a land parcel which we do not have a record of you owning or having at your disposal in our database, type the Sheet Reference and Field Number in the 'Search for land parcels...' box. You may then click the Sheet Reference and Field Number that appears below the search box, or the blue search icon.

Selecting Parcel - [REDACTED]



Is this the correct Land Parcel?

The Selecting Parcel screen will display to enable you to check that you have selected the correct land parcel.



Alternatively, you may use the Target Tool. Locate the land parcel you are transferring out on your map. Click the purple Target Tool, then click within the land parcel being transferred out.

Right to Transfer Land - ()

We do not have a record of you owning or having this Land Parcel at your disposal.

If this is incorrect, please provide details including the tenure type, purchase or rental date(s), who you purchased or rent the land from and tick the box below. (If you wish to submit supporting documentation, you should do so via your Messages screen after submitting your Manage My Land changes.)

I confirm I have the Right to Transfer ☐

Back
Continue

You must provide details in the Right to Transfer Land screen and tick the box to confirm you have the Right to Transfer the land parcel, then click 'Continue'.

Clicking 'Back' returns you to **Search for land parcels** and removes the currently selected land parcel.

Selected Land Parcels

Clear

Select All

Unselect

Unselect

Unselect

Unselect

Continue

When you have entered all land parcels relevant to the Transfer Action you are informing us of, click 'Continue'.

Land Parcel(s) Transferred Out

CRN

Trading Title

Correspondence Address

Postcode

Contact Number

Date of Sale

Sheet Reference

Field Number

Back

Continue

The Land Parcel(s) Transferred Out screen shows the detail of the Transfer Action you have entered. If all entries are correct click 'Continue'. If you need to make any amendments, click 'Back'.

Summary

Please review all actions. A red cross indicates you have not reviewed actions or at least one action has an error. When all actions show a green tick you can click 'Declare and Submit'.

Transfers (Sales/Purchases) ✓

Transfers (Rental) ✗

Type	Other Party	Transfer Date	Sheet Reference	Field Number	
Purchase					View / Change
Sale					View / Change

Add New Action

Declare and Submit

The Summary screen lists all the Actions added for this submission. A red cross indicates you have not viewed a tab, or that it contains errors. All errors must be resolved before submission. An amber circled 'i' indicates Information Messages. These will not prevent a

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submission. A green tick indicates the tab has been viewed and does not contain any errors or information messages we know of.

You can View / Change any Actions and will see the following screen, or equivalent for other Actions, if you do so.

Land Parcel(s) Transferred Out

CRN

Trading Title

Correspondence Address

Postcode

Contact Number

Date of Sale

Sheet Reference

Field Number

Back

Remove Action

Make a Change

If you are happy with the details shown click Back to return to the previous screen, otherwise you can choose to Make a Change or Remove Action.

If you have further Actions to add click 'Add New Action'. Once you have added all the Actions you are informing us of click 'Declare and Submit'.



As you add new Actions, the land parcels which have an existing Action on them which have not yet been submitted will be in a Draft status and display as blue.

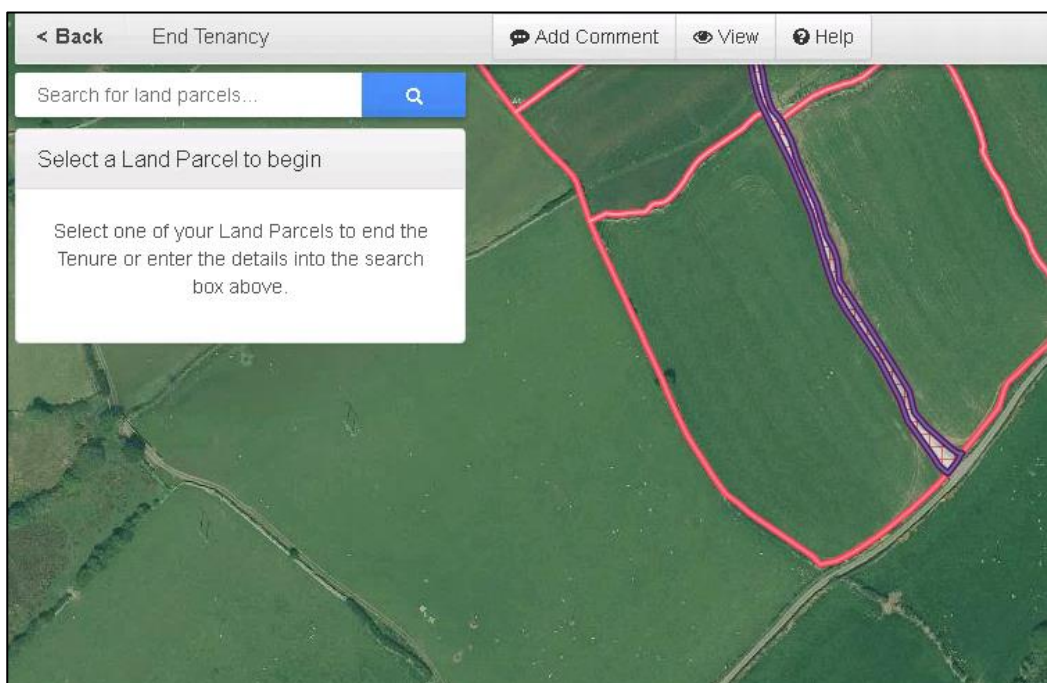
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End Tenancy

If you rent land parcels in or out and the tenancy is ending sooner than you have previously informed us, in the **What would you like to do?** list select Land Transfers and Tenancies and choose End Tenancy from the drop down list.

(Please note – if you are extending a tenancy rather than ending it sooner, you must wait until the original tenancy has ended and then inform us of the extended tenancy using Transfer Land In.)

What would you like to do?	
Land Transfers and Tenancies	^
Transfer Land In	
Transfer Land Out	
End Tenancy	



You must then select the land parcel either by entering the Sheet Reference or Field Number in the 'Search for land parcels...' box, or searching for the land parcel on your map and clicking within the land parcel to select it.

End Tenancy [REDACTED]

Enter the new Rental End Date and/or remove the Recurring Tenancy tick. Please note this must be earlier than the original end date.

Type	Tenancy Type	Rental Start Date	Rental End Date	Rental Area (ha)
Renting In	Full Agricultural Tenancy	01/01/1986	01/01/2040	7.63

Back Continue

The current tenancy details we hold will be shown.

End Tenancy [REDACTED]

Enter the new Rental End Date and/or remove the Recurring Tenancy tick. Please note this must be earlier than the original end date.

Type	Tenancy Type	Rental Start Date	Rental End Date	Rental Area (ha)
Renting In	Full Agricultural Tenancy	01/01/1986	01/03/2018	7.63

Back Continue

Enter the new Rental End Date and click Continue.

End Tenancy Summary [REDACTED]

Type	Renting In
Tenancy Type	Full Agricultural Tenancy
Rental Start Date	01/01/1986
Rental End Date	01/03/2018
Rental Area	7.63
Recurring Tenancy	No

Back Continue

The End Tenancy Summary will display. Click Back if the details shown are incorrect, or click Continue to proceed.

Summary

Please review all actions. Ensure the details below, including the size and location of Permanent Features, are correct. A red cross indicates you have not reviewed actions or at least one action has an error. When all actions show a green tick you can click 'Declare and Submit'.

Transfers (Rental) ✓

Type	Other Party	Start Date	End Date	Sheet Reference	Field Number	Rental Area (ha)
End Rental In		01/01/1986	01/03/2018	[REDACTED]	[REDACTED]	7.63

Add New Action Declare and Submit

The Summary screen will now show the revised rental details.

If you have further Actions to add click Add New Action. Once you have added all the Actions you are informing us of click Declare and Submit.

Otherwise, you can View / Change the details if incorrect, and will see the following screen if you do so.

End Tenancy Summary

Type

Renting In

Tenancy Type

Full Agricultural Tenancy

Rental Start Date

01/01/1986

Rental End Date

01/03/2018

Rental Area

7.63

Recurring Tenancy

No

Back

Remove Action

Make a Change

You may now Remove Action, Make a Change, or if all details are correct, click Back.

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Ending or changing a Recurring Tenancy

For recurring tenancies, you can:

- change a tenancy from recurring to non-recurring
- change the end date of a recurring tenancy to an earlier date
- end the tenancy completely.

In the **What would you like to do?** list select Land Transfers and Tenancies and choose End Tenancy from the drop down list.

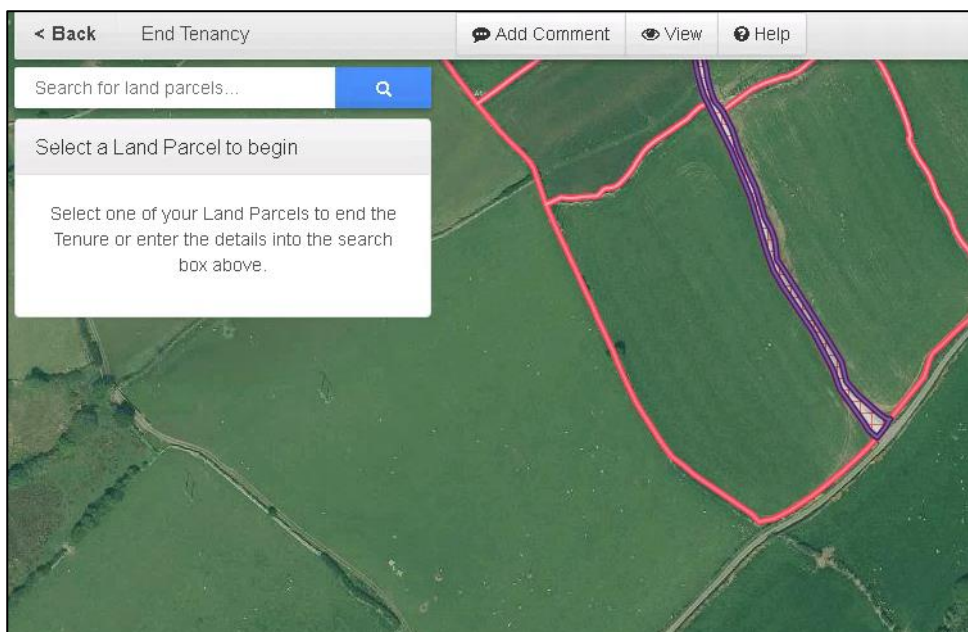
What would you like to do?

Land Transfers and Tenancies

Transfer Land In

Transfer Land Out

End Tenancy



You must then select the land parcel either by entering the Sheet Reference or Field Number in the 'Search for land parcels...' box, or searching for the land parcel on your map and clicking within the land parcel to select it.

End Tenancy

Enter the new Rental End Date and/or remove the Recurring Tenancy tick. Please note this must be earlier than the original end date.

Type	Tenancy Type	Rental Start Date	Rental End Date	Rental Area (ha)	Recurring Tenancy
Renting In	Farm Business Tenancy	01/04/2017	<input type="text" value="31/03/2018"/>	0.33	<input checked="" type="checkbox"/>

Back
Continue

You may now:

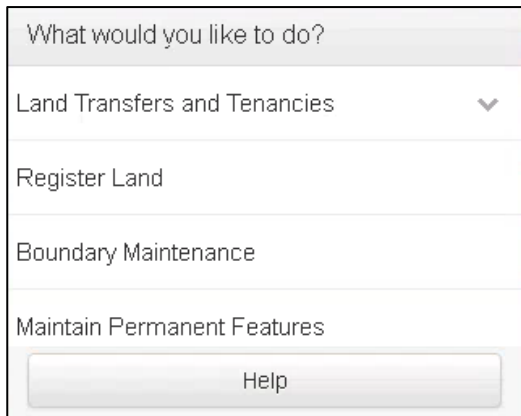
- remove the Recurring Tenancy tick if the rental dates are still the same, but this is the last year of this tenancy
- set the Rental End Date to an earlier date if the tenancy dates have changed, but the new dates will still recur annually
- set the Rental End Date to an earlier date and remove the Recurring Tenancy tick if the tenancy dates have changed and this change does not recur annually.

Remember, if you have ended a Recurring Tenancy and you are going to be renting this land parcel again, you will need to submit a new Manage My Land submission when the new tenancy starts, and ensure you add the land parcel on your SAF if applicable.

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Register Land

In the **What would you like to do?** list select 'Register Land'.

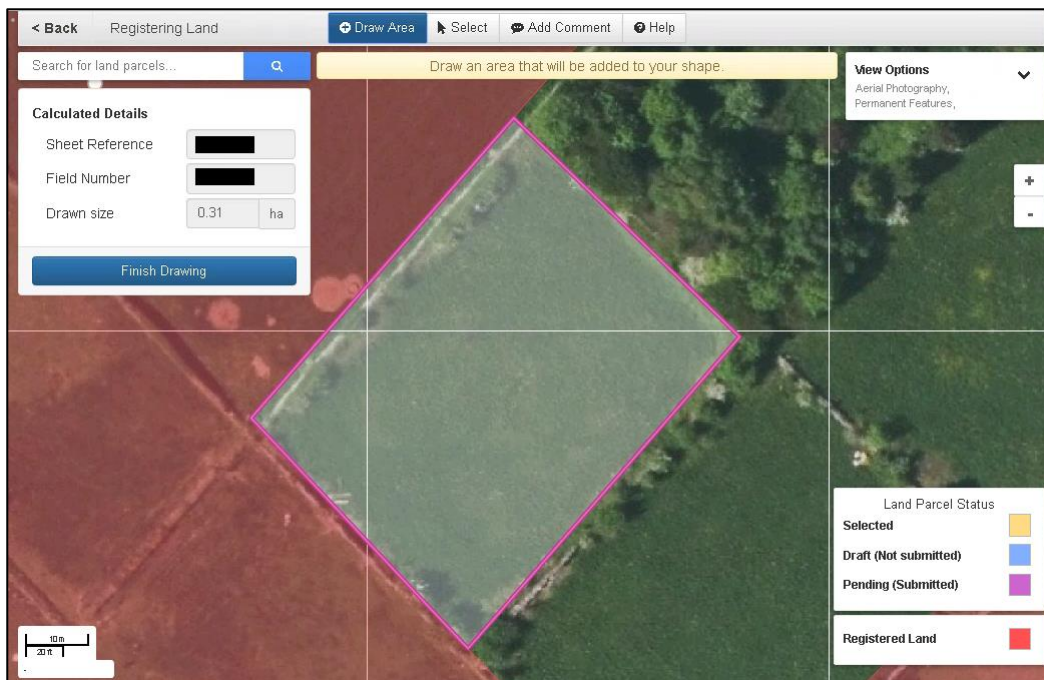


A screenshot of a web application menu titled "What would you like to do?". The menu is a vertical list with a light gray header. The options are: "Land Transfers and Tenancies" (with a downward arrow), "Register Land", "Boundary Maintenance", and "Maintain Permanent Features". At the bottom of the menu is a "Help" button.

You can only register land that has not already been registered with RPW previously. Land which is already registered will display as red if you have zoomed to a scale of 100 m / 200 ft or less. You will not be able to include this land in a registration request.



To register your land parcel, firstly find it on the map of Wales. Your map view will automatically zoom to the extent of your existing holding to help you search for your new land parcel. You may wish to zoom out initially if the land parcel you are newly registering isn't near your existing land parcels.



Once you have found the land parcel you are registering, select Draw Area from the options at the top of the map. Move the cursor to the point you wish to start drawing, click and release the left-hand button of your mouse and start to move the cursor around the border of the land parcel. Click the left-hand button to change direction until you have drawn the shape of the land parcel, ending with a single click at the starting point of your drawing. Your drawing may be clipped to exclude any land that is already registered.

When you have finished drawing the Sheet Reference, Field Number and Drawn Size will be calculated and display in the window at the top left of the screen.

Click Finish Drawing and the following screen will display. You must enter the Declared Size of the new land parcel and answer the Management Control and tenure questions. You may also add Additional Information if you wish.

Land Parcel Details

Please provide the following details for the newly registered land parcel.
All items marked with * must be entered.

Sheet Reference

Field Number

Drawn size
 ha

Declared Size*
 ha

Do you have Management Control of this Land Parcel?

Please Select

What is your tenure on the land?

Please Select

Additional Information
(maximum 255 characters)
0 / 255

Back to Drawing

Continue

If you are renting the land parcel you will also need to answer the additional 'Does this tenure recur annually?' question which displays. Only select 'Yes' if the rental period is for less than 12 months, and exactly the same dates apply for future years.

What is your tenure on the land?*	A - Full Agricultural Tenancy ▼
Does this tenure recur annually?*	Please Select ▼

As supporting evidence of your ownership or rental of the land parcel must always be provided when registering a new land parcel, you do not need to provide any purchase or rental dates onscreen – we will obtain these from the supporting evidence. You must therefore ensure these details are in the evidence you submit. If you own the land parcels we require either Title Deeds or Official Copy of Register of Title which must include the associated map. If you are a tenant or grazier we require a letter from the owner confirming they have authorised the use of the specific land parcel(s) or a tenancy agreement signed by both parties.

When you have answered all questions and added any comments you wish, click Continue and a Summary of Your Registered Land Parcel will display. Check this and if anything needs amending click Back.

Summary of Your Registered Land Parcel	
Please review the information below.	
Sheet Reference	██████
Field Number	██████
Drawn size	0.34 ha
Declared Size	0.35 ha
Do you have Management Control of this Land Parcel?	Yes
What is your tenure on the land?	A - Full Agricultural Tenancy
Does this tenure recur annually?	No
Permanent Features?	No Add Permanent Features
Additional Information	
Back	Register More Land Continue

If you are happy everything is correct you can then either [Add Permanent Features](#) if there are any in this land parcel, Register More Land if you are registering further land parcels, or click Continue.

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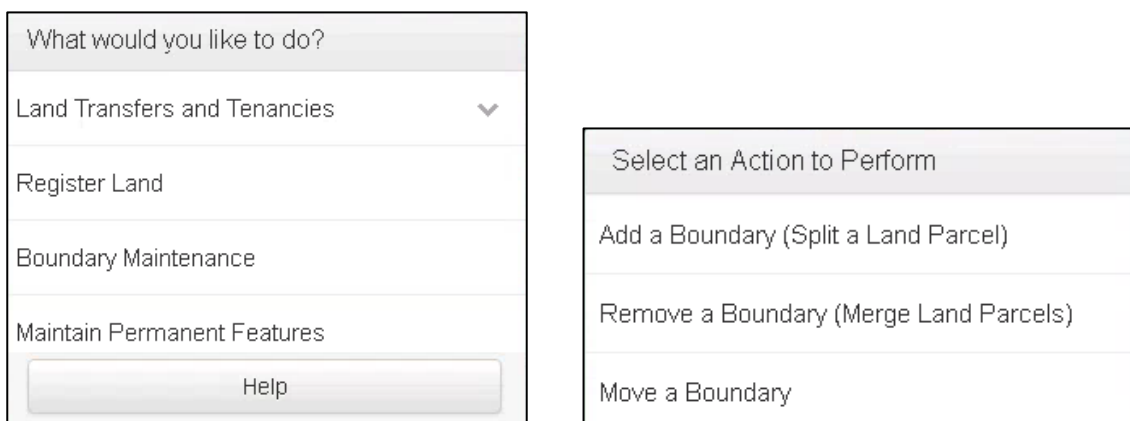
Boundary Maintenance

You can use the Boundary Maintenance Action to inform us of all boundary changes to your land parcels.

You must complete a separate Manage My Land Submission for boundary changes that took place on different dates.

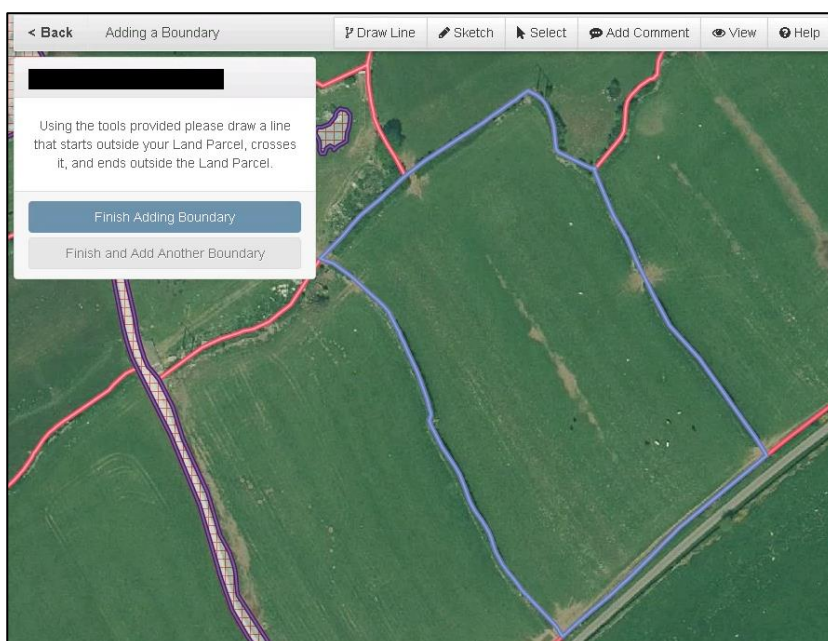
Add a Boundary (Split a Land Parcel)

In the **What would you like to do?** list select Boundary Maintenance and choose Add a Boundary (Split a Land Parcel) from the drop down list.



The image shows two parts of the user interface. On the left is a menu titled 'What would you like to do?' with a search bar and a dropdown arrow. Below the search bar are four options: 'Land Transfers and Tenancies', 'Register Land', 'Boundary Maintenance', and 'Maintain Permanent Features'. At the bottom of this menu is a 'Help' button. On the right is a dropdown menu titled 'Select an Action to Perform' which is open, showing three options: 'Add a Boundary (Split a Land Parcel)', 'Remove a Boundary (Merge Land Parcels)', and 'Move a Boundary'.

You must then select the land parcel either by entering the Sheet Reference or Field Number in the 'Search for land parcels...' box, searching for the land parcel on your map and clicking within the land parcel to select it, or using the Target Tool.

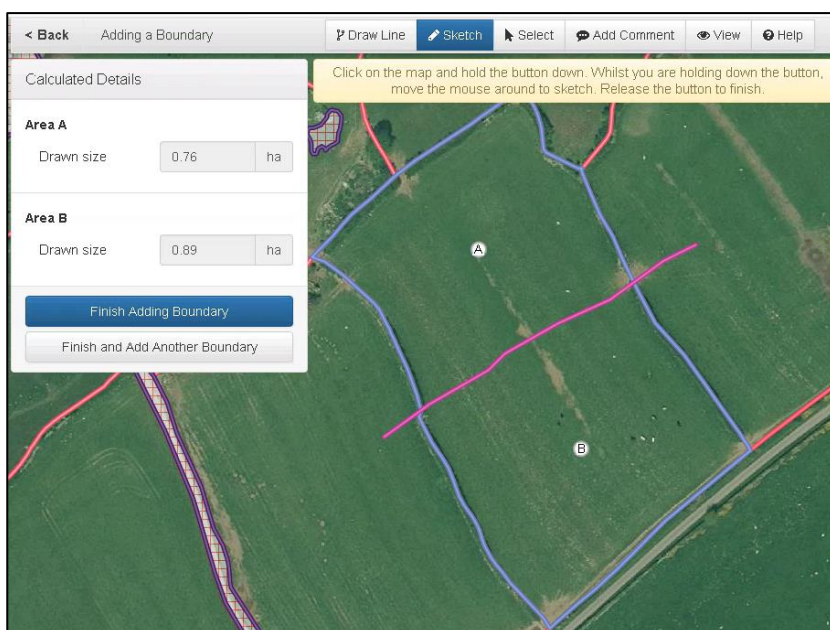


Draw Line

Select the Draw Line Tool in the menu at the top of the map to show the new boundary. Move the cursor to a point outside the land parcel, click and release the left-hand button of your mouse and start to move the cursor to cross into the land parcel at the point the new boundary starts. You must then move the cursor to draw the new boundary. Click the left-hand button to change direction, if necessary, until you have drawn the whole of the new boundary, ending with a double click at a point outside the land parcel once you have crossed the point at which the new boundary ends. If you wish to re-draw the new boundary you can do so, and your original drawn line will be automatically removed.

Sketch Tool

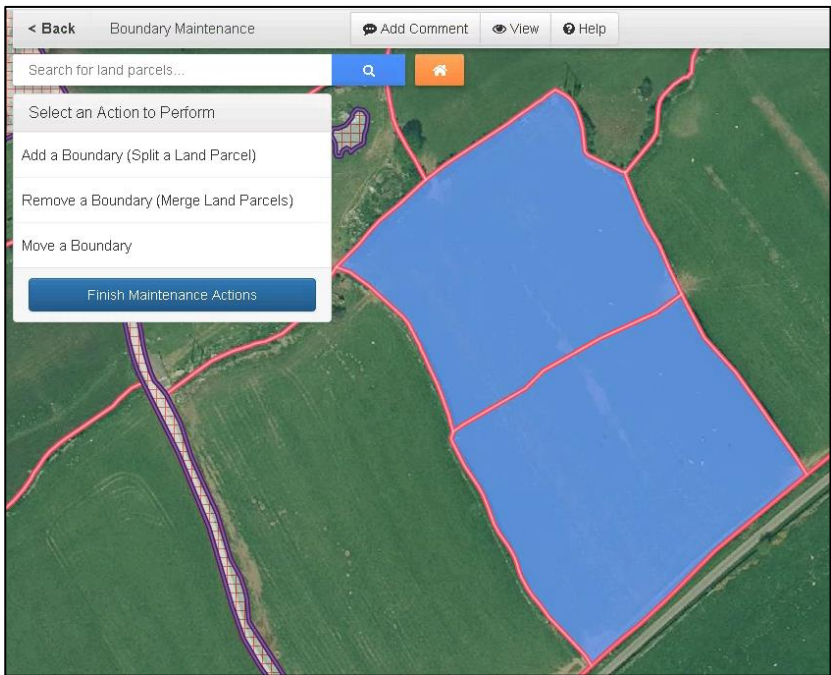
Alternatively, you can use the Sketch Tool to show the new boundary. To do so, select Sketch in the menu at the top of the map. Then move your cursor to a point from which you wish to start drawing, outside the land parcel. Click the left-hand button and keep this pressed while you move the mouse to draw your required new border across the land parcel. Ensure you finish drawing the new boundary by crossing the existing land parcel boundary at the point at which the new boundary ends before you stop clicking the mouse button. If you wish to re-draw the new boundary you can do so, and your original drawn line will be automatically removed.



The two new land parcels will now be shown on the map as land parcels A and B, and the Drawn Size for each will be calculated and display in the window at the top left of the screen.

You may now choose to Finish and Add Another Boundary if you are splitting these or other land parcels, or Finish Adding Boundary if you have no more land parcels to split.

When you have finished, the land parcels will display as follows.



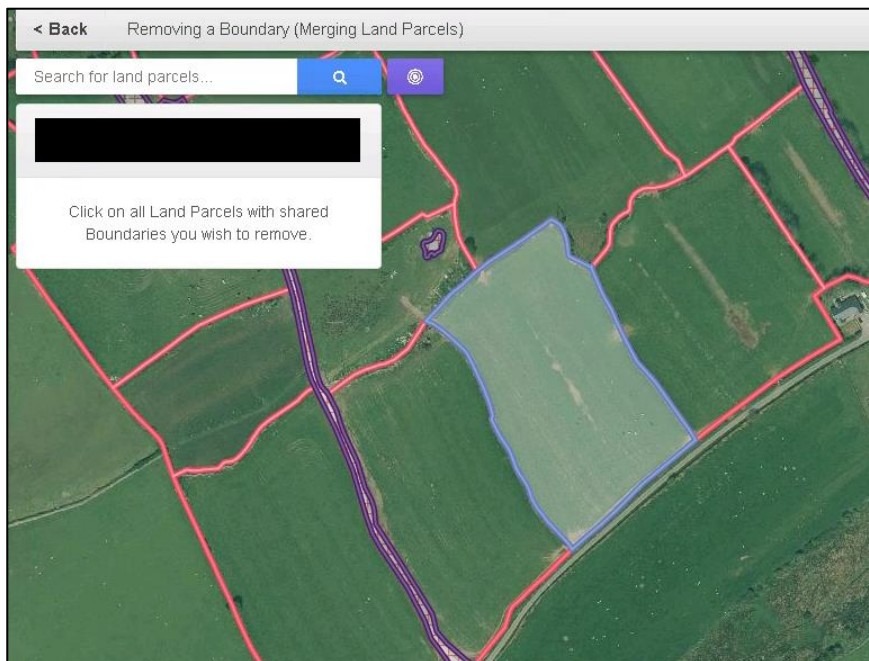
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Remove a Boundary (Merge Land Parcels)

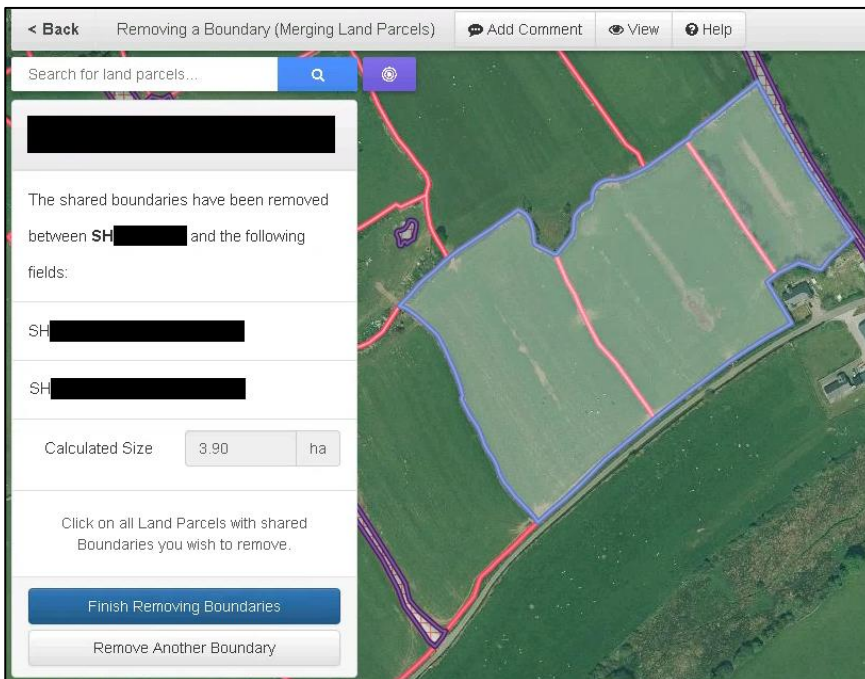
In the **What would you like to do?** list select Boundary Maintenance and choose Remove a Boundary (Merge Land Parcels) from the drop down list.

Select an Action to Perform
Add a Boundary (Split a Land Parcel)
Remove a Boundary (Merge Land Parcels)
Move a Boundary

You must then select one of the land parcels to be merged either by entering the Sheet Reference or Field Number in the 'Search for land parcels...' box, searching for the land parcel on your map and clicking within the land parcel to select it, or using the Target Tool.

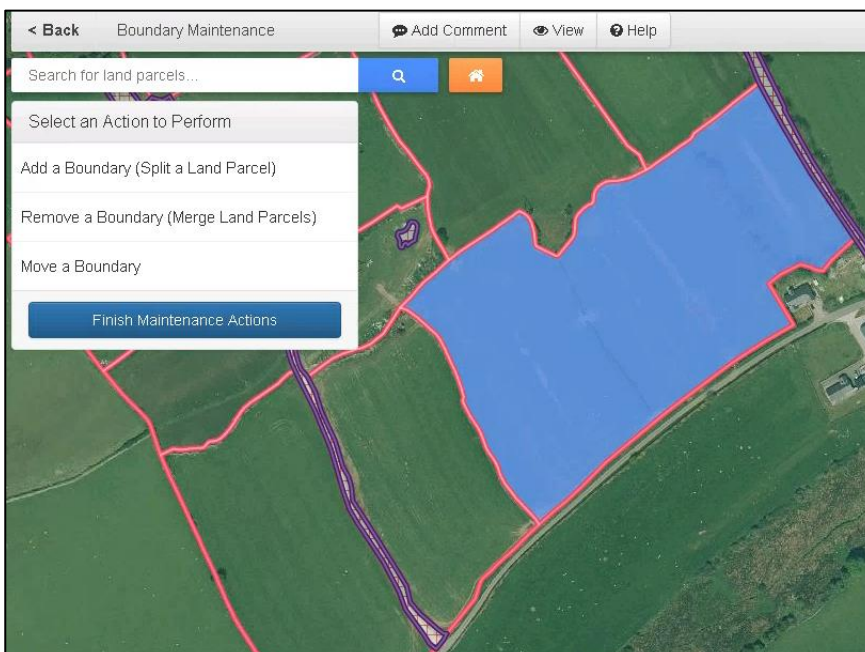


You must then select the land parcel(s) with the shared boundary/boundaries you wish to remove. As you add land parcels the map will display as follows, and the land parcel numbers will display in the window at the top left of the screen with a Calculated Size of the newly merged land parcel.



You may now choose to Remove Another Boundary if you are merging other land parcels, or Finish Removing Boundaries if you have no more land parcels to merge.

When you have finished, the land parcel will display as follows.



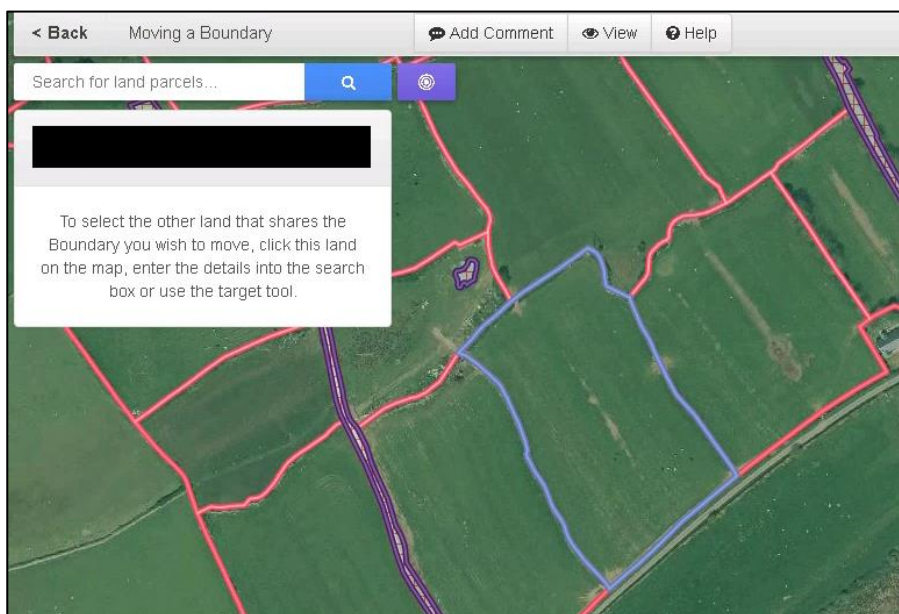
[Back to Contents](#)

Move a Boundary

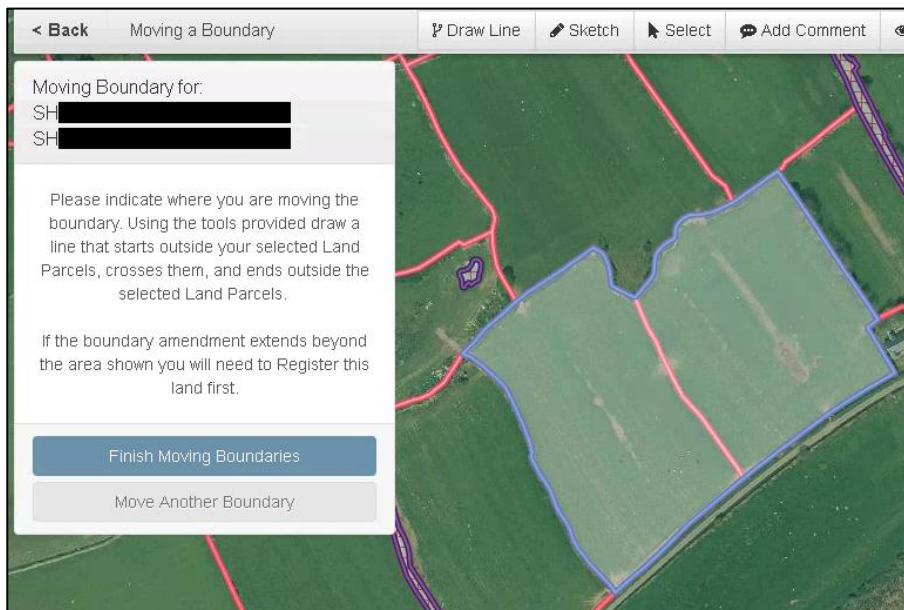
In the **What would you like to do?** list select Boundary Maintenance and choose Move a Boundary from the drop down list.

Select an Action to Perform
Add a Boundary (Split a Land Parcel)
Remove a Boundary (Merge Land Parcels)
Move a Boundary

You must then select a land parcel that shares the boundary you wish to move either by entering the Sheet Reference or Field Number in the 'Search for land parcels...' box, searching for the land parcel on your map and clicking within the land parcel to select it or using the Target Tool.



You must then select the land parcel with the shared boundary you wish to move. The map will display as follows, and the land parcel numbers will display in the window at the top left of the screen.

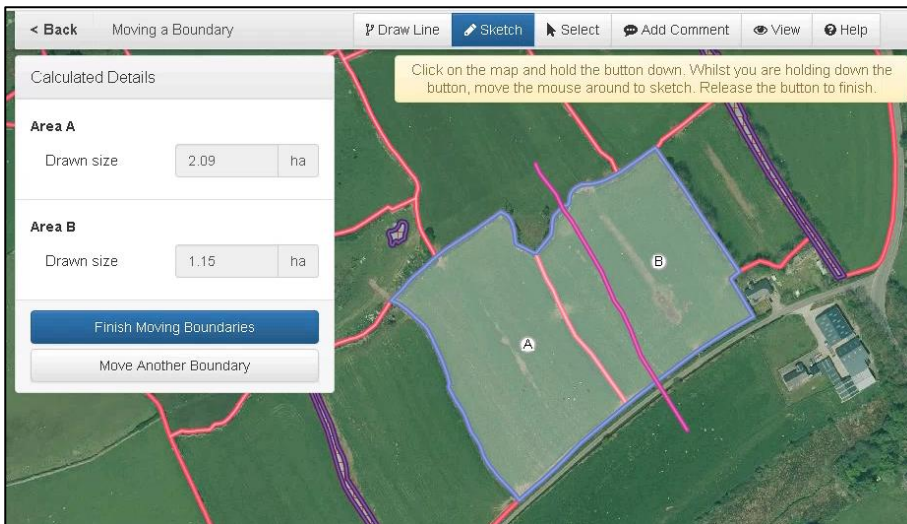


Draw Line

Select the Draw Line Tool in the menu at the top of the map to show the new boundary. Move the cursor to a point outside the land parcel, click and release the left-hand button of your mouse and start to move the cursor to cross into the land parcel at the point the new boundary starts. You must then move the cursor to draw the new boundary. Click the left-hand button to change direction, if necessary, until you have drawn the whole of the new boundary, ending with a double click at a point outside the land parcel once you have crossed the point at which the new boundary ends. If you wish to re-draw the new boundary you can do so, and your original drawn line will be automatically removed.

Sketch Tool

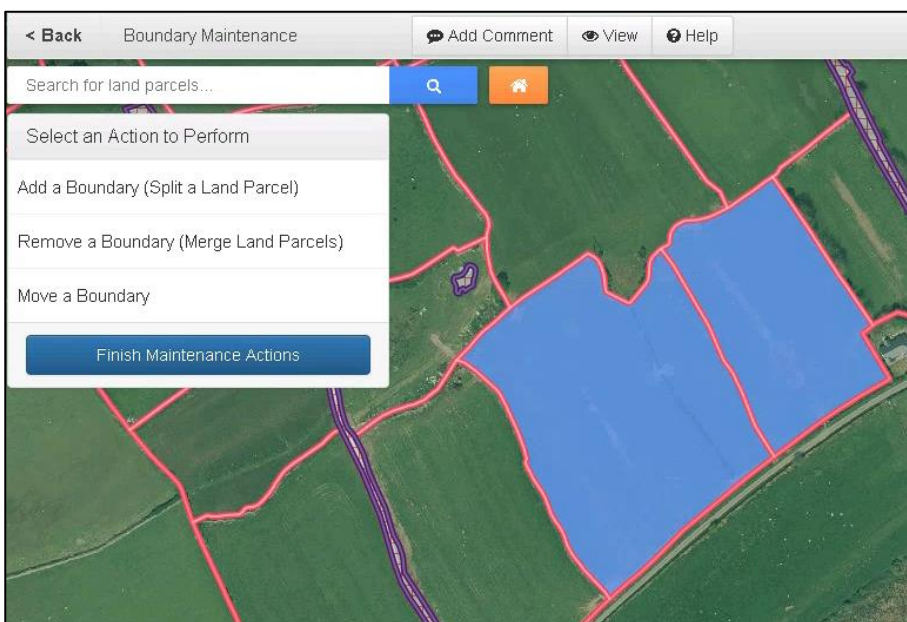
Alternatively, you can use the Sketch Tool to show the new boundary. To do so, select Sketch in the menu at the top of the map. Then move your cursor to a point from which you wish to start drawing, outside the land parcel. Click the left-hand button and keep this pressed while you move the mouse to draw your required new border across the land parcel. Ensure you finish drawing the new boundary by crossing the existing land parcel boundary at the point at which the new boundary ends before you stop clicking the mouse button. If you wish to re-draw the new boundary you can do so, and your original drawn line will be automatically removed.



The land parcels will now be shown on the map as land parcels A and B, and the Drawn Size for each will be calculated and display in the window at the top left of the screen.

You may now choose to Move Another Boundary, or Finish Moving Boundaries if you have no more boundaries to move.

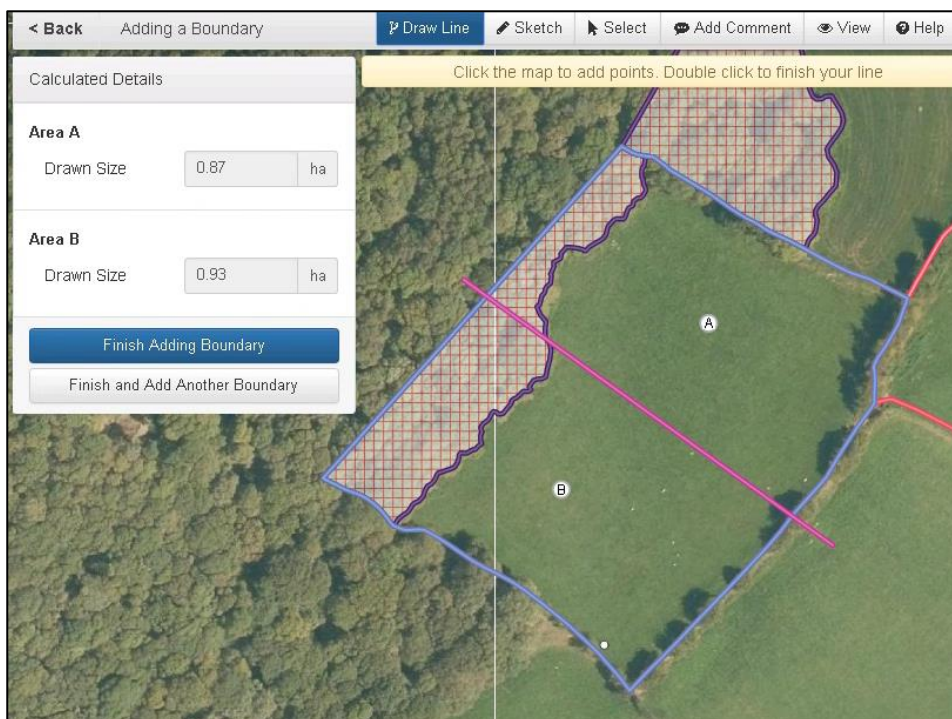
When you have finished, the land parcels will display as follows.



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Maintaining permanent features following a boundary change

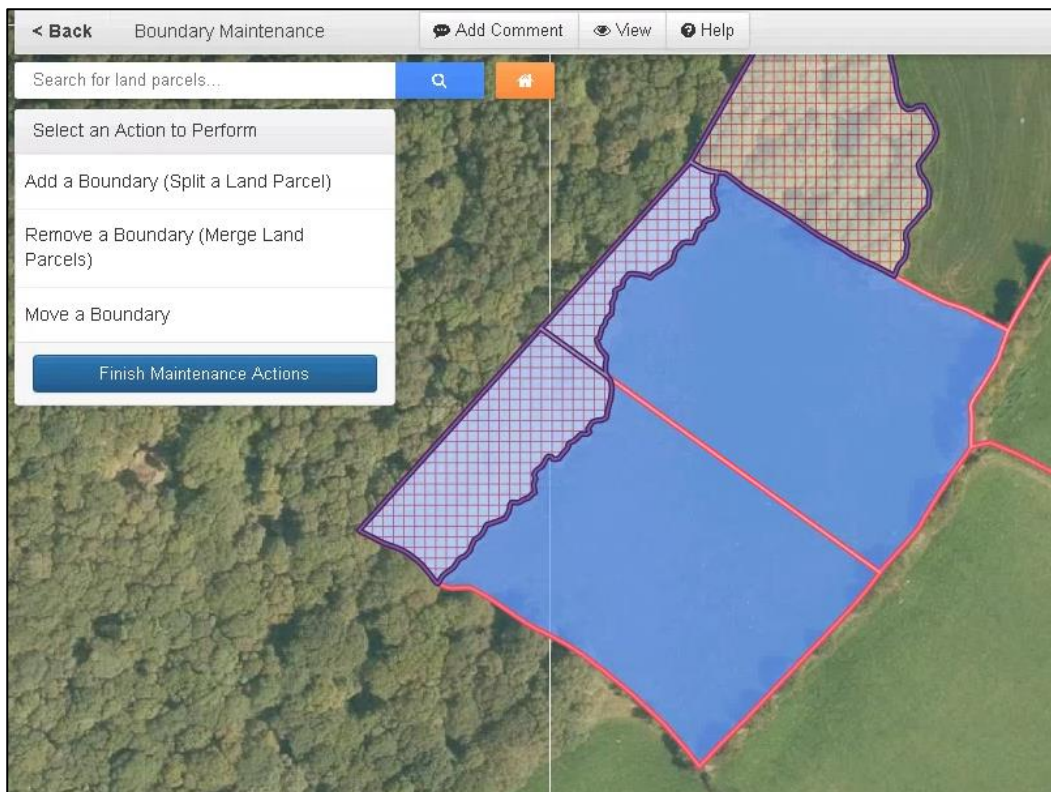
If you perform a boundary change which splits a mapped permanent feature, you must review the permanent features in each land parcel, as follows.



The land parcel shown above is being split into two land parcels, which is also splitting the area of woodland between the two land parcels.




After splitting the land parcel (as explained in this guide), clicking Finish Adding Boundary or Finish and Add Another Boundary (or the equivalent if moving a boundary) will display the message shown above. Click OK and make any additional Boundary Maintenance changes, if applicable.



Once you have finished all Boundary Maintenance changes, click Finish Maintenance Actions.

Boundary Maintenance Summary

All items marked with * must be entered. Ensure the details below, including the size and location of Permanent Features, are correct.

Date of Change * 

Additional Information (maximum 255 characters)

0 / 255

Original Land Parcels that have been maintained.

Sheet Reference	Field Number	Field Size (ha)	Total Permanent Feature Size (ha)	Has Right To Change?
<input type="text"/>	<input type="text"/>	1.80	0.32	

The results of your maintenance.

Sheet Reference	Field Number	Drawn Size (ha)	Declared Size (ha)	
<input type="text"/>	<input type="text"/>	0.87	<input type="text" value="0.87"/>	<input type="button" value="View"/>
<input type="text"/>	<input type="text"/>	0.93	<input type="text" value="0.93"/>	<input type="button" value="View"/>

In the Boundary Maintenance Summary enter the Date of Change, Declared Size for each land parcel, and any Additional Information.

You may review any land parcels, including permanent features, by clicking the relevant View button. Otherwise if you have completed this screen, click Continue.

Viewing Land Parcel [REDACTED]

Sheet Reference

Field Number

Field Size

Declared Size

[REDACTED]

[REDACTED]

0.87 ha

0.87 ha

Feature Type	Calculated Size (ha)	Declared Size (ha)
ZZ11 - Woodland - broadleaf - group	0.09	0.09

Back

If you have clicked View, the Viewing Land Parcel screen will show a map and details of the land parcel, including the permanent features. If any of these details are incorrect and need changing, click Back to return to the Boundary Maintenance Summary. You may then click Continue to proceed to the Summary screens.

Summary

Please review all actions. Ensure the details below, including the size and location of Permanent Features, are correct.
A red cross indicates you have not reviewed actions or at least one action has an error. When all actions show a green tick you can click 'Declare and Submit'.

Boundary Maintenance ✓

Permanent Features ✗

Date of Change [REDACTED] View / Change

Original Land Parcels that have been maintained.

Sheet Reference	Field Number	Field Size (ha)	Total Permanent Feature Size (ha)
[REDACTED]	[REDACTED]	1.80	0.32

The results of your maintenance.

Sheet Reference	Field Number	Drawn Size (ha)	Declared Size (ha)	Total Permanent Feature Size (ha)	
[REDACTED]	[REDACTED]	0.87	0.87	0.09	Review
[REDACTED]	[REDACTED]	0.93	0.93	0.23	Review


Add New Action
Declare and Submit

In the Summary you will need to view each tab, making sure all the information shown is correct. On the Boundary Maintenance tab you can either click View / Change to make a change, or click the Review button(s) for individual Land Parcels.

In this example, the permanent feature has been automatically split, and you therefore only need to change these if you do not agree with the areas shown. If the areas shown are correct, click Declare and Submit to proceed once you have viewed all Summary tabs.

Boundary Maintenance Summary

All items marked with * must be entered. Ensure the details below, including the size and location of Permanent Features, are correct.

Date of Change * 



Additional Information (maximum 255 characters)

0 / 255

Original Land Parcels that have been maintained.

The results of your maintenance.

Sheet Reference	Field Number	Field Size (ha)	Total Permanent Feature Size (ha)	Has Right To Change?
<input type="text"/>	<input type="text"/>	1.80	0.32	

Sheet Reference	Field Number	Drawn Size (ha)	Declared Size (ha)	Permanent Features need review	
<input type="text"/>	<input type="text"/>	0.87	<input type="text" value="0.87"/>		View / Change
<input type="text"/>	<input type="text"/>	0.93	<input type="text" value="0.93"/>		View / Change

[Amend Boundaries](#)
[Remove Action](#)
[Continue](#)

If you have clicked View / Change, the screen above will display. You may amend the Date of Change or Declared Size(s) on this screen, or click View / Change if you need to change the permanent features.

Viewing Land Parcel

Sheet Reference

Field Number

Field Size 0.87 ha

Declared Size 0.87 ha

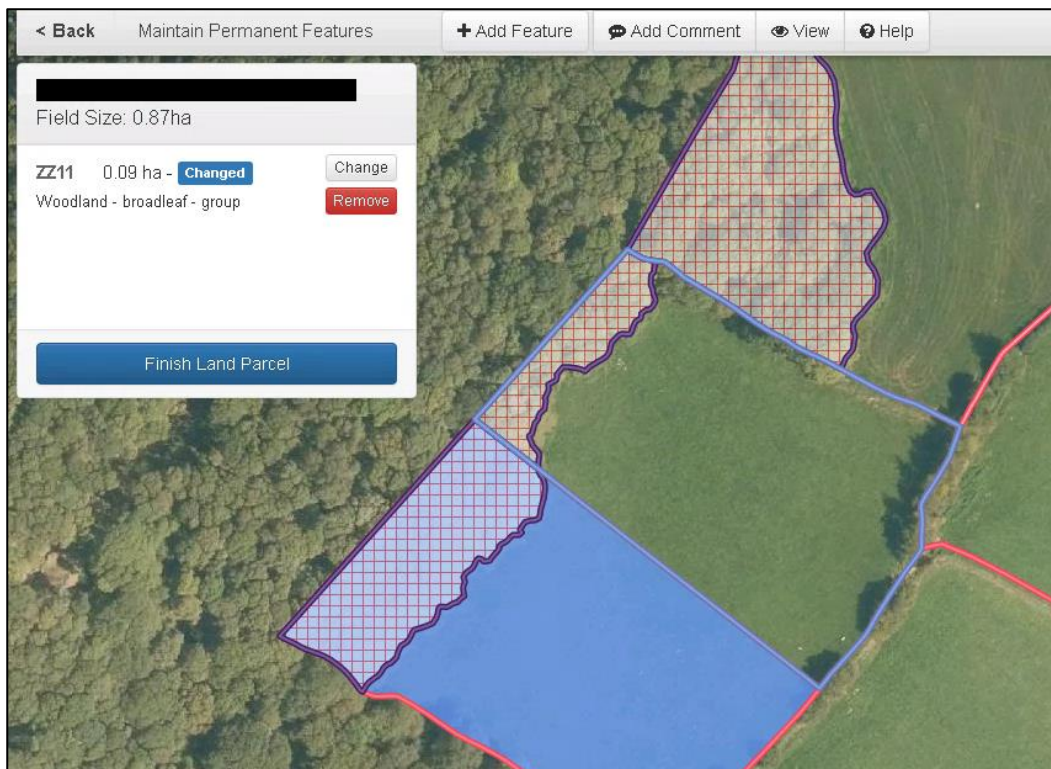
[Change Permanent Features](#)

Feature Type	Calculated Size (ha)	Declared Size (ha)
ZZ11 - Woodland - broadleaf - group	0.09	0.09

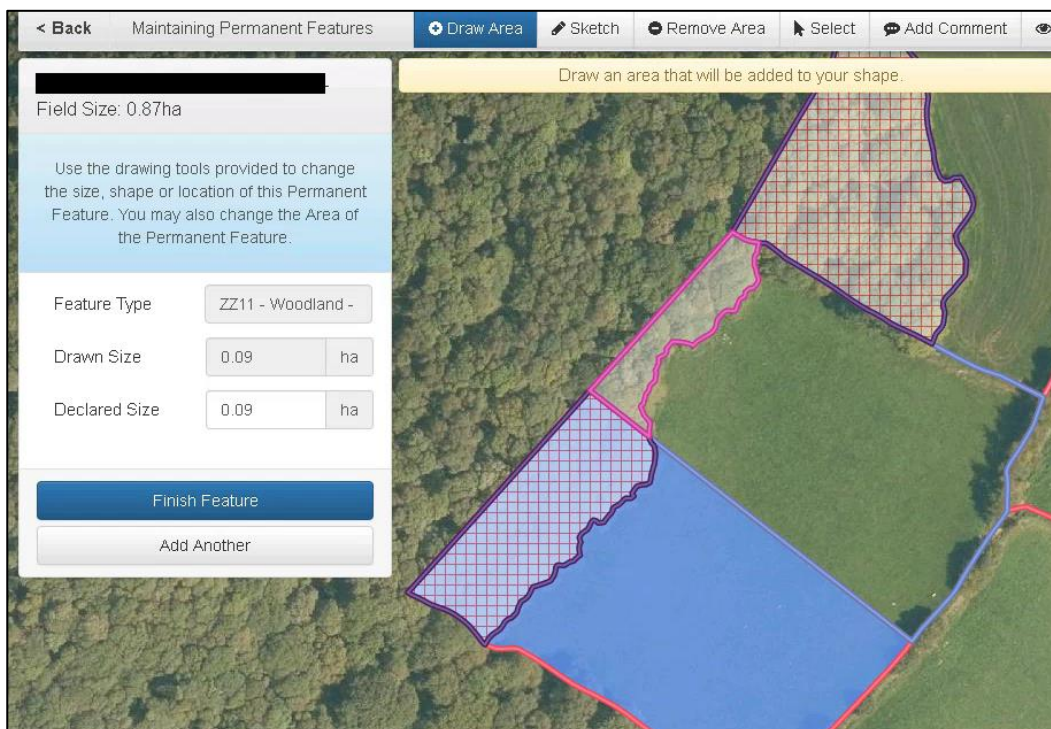


[Back](#)

If you have clicked View / Change, the screen above will display. Click Change Permanent Features if these need to be amended, or click Back to return to the Boundary Maintenance Summary.



You may now click Change to amend the permanent feature area, or click Remove if the permanent feature no longer exists in this land parcel.

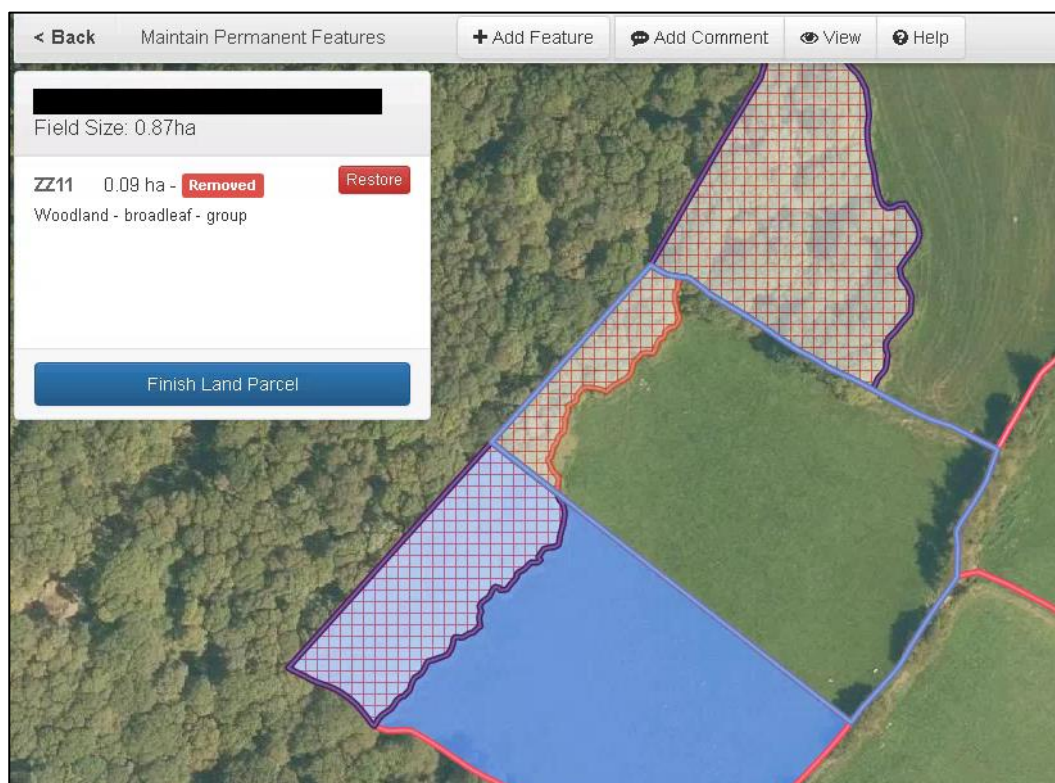


If you have clicked Change, the above screen will display, and you are able to make any amendments required, i.e. re-draw the permanent feature, amend the Declared Size, add any additional permanent features, etc and click Finish Feature once you have made any amendments.

Remove Permanent Feature

Are you sure you want to remove this Permanent Feature?

If you have clicked to Remove the permanent feature, the above screen will display. If you wish to proceed with removing the permanent feature, click Yes.



The removed permanent feature will now display as above. You are able to click Restore if you have removed this permanent feature in error.

Click Finish Land Parcel once all changes are complete.

Summary of your Permanent Features

Sheet Reference	Field Number	Date of Change	Additional Information	Feature Type	Area (ha)	Action
ZZ11	0.09 ha	Removed	Restore	ZZ11 - Woodland - broadleaf - group	0.09	Changed

The Summary of your Permanent Features will again display, and if all is correct with this click Continue to proceed.

Summary

Please review all actions. Ensure the details below, including the size and location of Permanent Features, are correct.
A red cross indicates you have not reviewed actions or at least one action has an error. When all actions show a green tick you can click 'Declare and Submit'.

Boundary Maintenance

Date of Change View / Change

Permanent Features

Original Land Parcels that have been maintained.

Sheet Reference	Field Number	Field Size (ha)	Total Permanent Feature Size (ha)
		1.80	0.32

The results of your maintenance.

Sheet Reference	Field Number	Drawn Size (ha)	Declared Size (ha)	Total Permanent Feature Size (ha)	
		0.87	0.87	0.09	Review
		0.93	0.93	0.23	Review

Add New Action
Declare and Submit

The Summary will display again, you may now either Click Add New Action if you have additional actions to add, click View / Change or Review if you have additional changes to make, click Declare and Submit to proceed or view any tabs you have not yet viewed.

Summary

Please review all actions. Ensure the details below, including the size and location of Permanent Features, are correct.
A red cross indicates you have not reviewed actions or at least one action has an error. When all actions show a green tick you can click 'Declare and Submit'.

Boundary Maintenance

Permanent Features

Click on a 'Feature Type' code to see a description of that Permanent Feature.

Sheet Reference	Field Number	Date of Change	Feature Type	Declared Size (ha)	Action
			ZZ11	0.09	Changed View / Change
			ZZ11	0.23	Changed View / Change

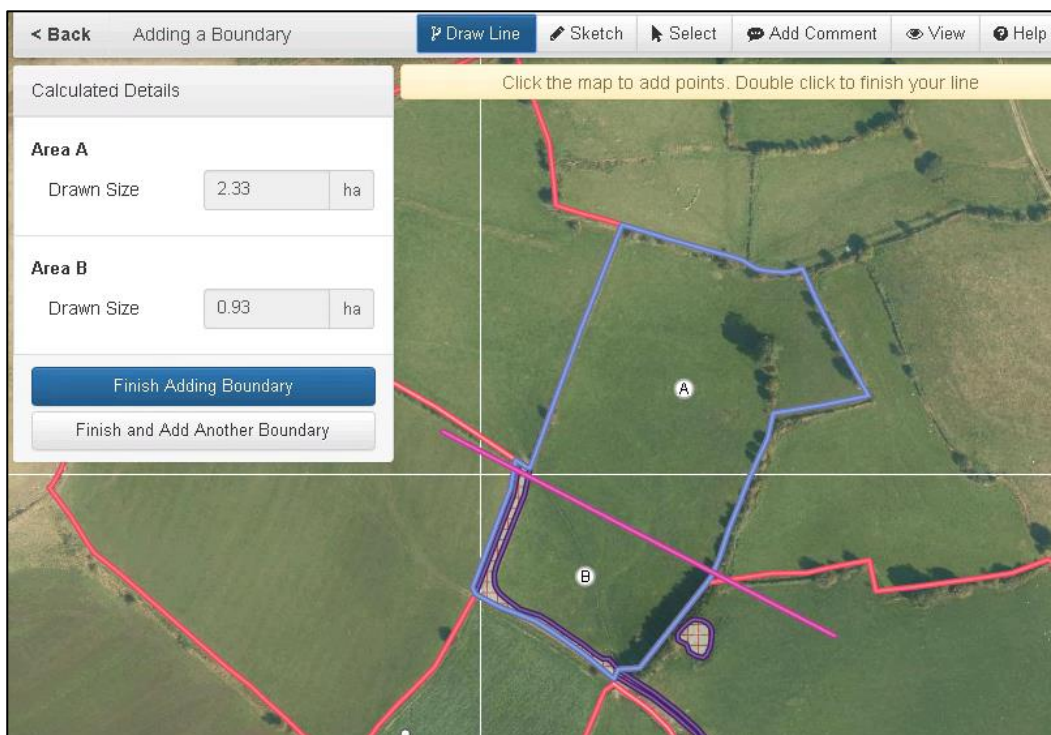
Add New Action
Declare and Submit

On the Permanent Features tab you can either click View / Change to make a change which will take you through the screens above again, click Add New Action to add another action, or click to Declare and Submit.

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Permanent features of 0.00ha following Boundary Maintenance

The following explains the action to take if you make a change to boundaries which results in a permanent feature area of 0.00ha being shown on your Manage My Land map.



The new boundary shown above has split the permanent feature.

Boundary Maintenance Summary

All items marked with * must be entered. Ensure the details below, including the size and location of Permanent Features, are correct.

Date of Change *

Additional Information (maximum 255 characters)

0 / 255

Original Land Parcels that have been maintained.

Sheet Reference	Field Number	Field Size (ha)	Total Permanent Feature Size (ha)	Has Right To Change?
<input type="text"/>	<input type="text"/>	3.26	0.10	

The results of your maintenance.

Sheet Reference	Field Number	Drawn Size (ha)	Declared Size (ha)	
<input type="text"/>	<input type="text"/>	2.33	<input type="text" value="2.33"/>	<input type="button" value="View"/>
<input type="text"/>	<input type="text"/>	0.93	<input type="text" value="0.93"/>	<input type="button" value="View"/>

In the Boundary Maintenance Summary enter the Date of Change, Declared Size for each land parcel, and any Additional Information.

You may review any land parcels, including permanent features, by clicking the relevant View button. Otherwise if you have completed this screen, click Continue.

Viewing Land Parcel [REDACTED]

Sheet Reference [REDACTED]

Field Number [REDACTED]

Field Size 2.33 ha

Declared Size 2.33 ha

Feature Type	Calculated Size (ha)	Declared Size (ha)
ZZ97 - Tracks - ungrazed	0.00	0.00

Back

Clicking View, you can see in the above Viewing Land Parcel screen, the permanent feature in this land parcel is 0.00ha.

Click Back to return to the Boundary Maintenance Summary. You may then click Continue to proceed to the Summary screens.

Summary

Please review all actions. Ensure the details below, including the size and location of Permanent Features, are correct. A red cross indicates you have not reviewed actions or at least one action has an error. When all actions show a green tick you can click 'Declare and Submit'.

Please correct the errors before continuing

Boundary Maintenance ✖

Permanent Features ✖

Date of Change [REDACTED]

View / Change

Original Land Parcels that have been maintained.

Sheet Reference	Field Number	Field Size (ha)	Total Permanent Feature Size (ha)
[REDACTED]	[REDACTED]	3.26	0.10

The results of your maintenance.

Sheet Reference	Field Number	Drawn Size (ha)	Declared Size (ha)	Total Permanent Feature Size (ha)	
[REDACTED]	[REDACTED]	2.33	2.33		<div>Review</div>
• This Action contains one or more errors. Click View/Change to correct them.					
[REDACTED]	[REDACTED]	0.93	0.93	0.09	<div>Review</div>

Add New Action

Declare and Submit

Summary

Please review all actions. Ensure the details below, including the size and location of Permanent Features, are correct. A red cross indicates you have not reviewed actions or at least one action has an error. When all actions show a green tick you can click 'Declare and Submit'.

Please correct the errors before continuing

Boundary Maintenance
Permanent Features

Click on a 'Feature Type' code to see a description of that Permanent Feature.

Sheet Reference	Field Number	Date of Change	Feature Type	Declared Size (ha)	Action
			ZZ97	0.00	Changed View / Change
<ul style="list-style-type: none"> This Action contains one or more errors. Click View/Change to correct them. 					
			ZZ97	0.09	Changed View / Change

Add New Action
Declare and Submit

In the Permanent Features tab on the Summary screen, the Declared Size for the permanent feature on the first land parcel is shown as 0.00ha, therefore an error message is displaying. Either click Review on the Boundary Maintenance tab, or View / Change on the Permanent Features tab for this land parcel.

Summary of your Permanent Features

This action has errors that need to be corrected.

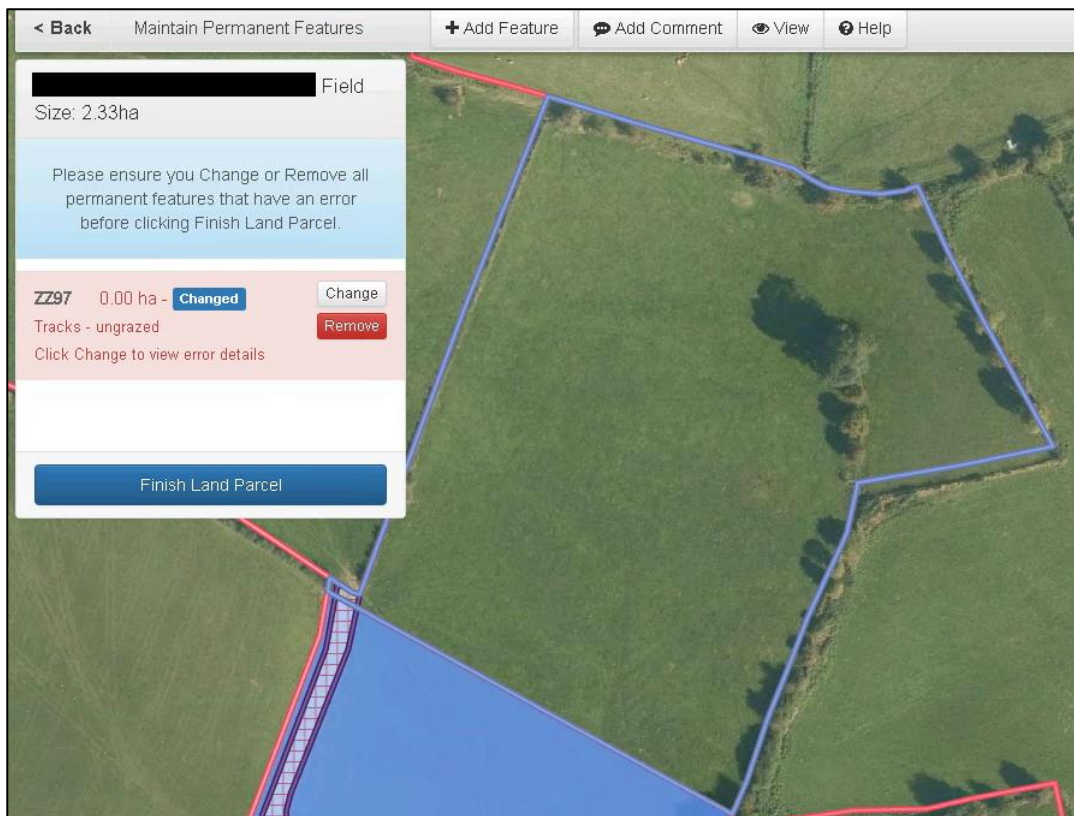
Sheet Reference
Field Number
Date of Change
Additional Information

Feature Type	Area (ha)	Action
ZZ97 - Tracks - ungrazed	0.00	Changed

Back
Make a Change

In the Summary of your Permanent Features click Make a Change.

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The land parcel will now display as above.

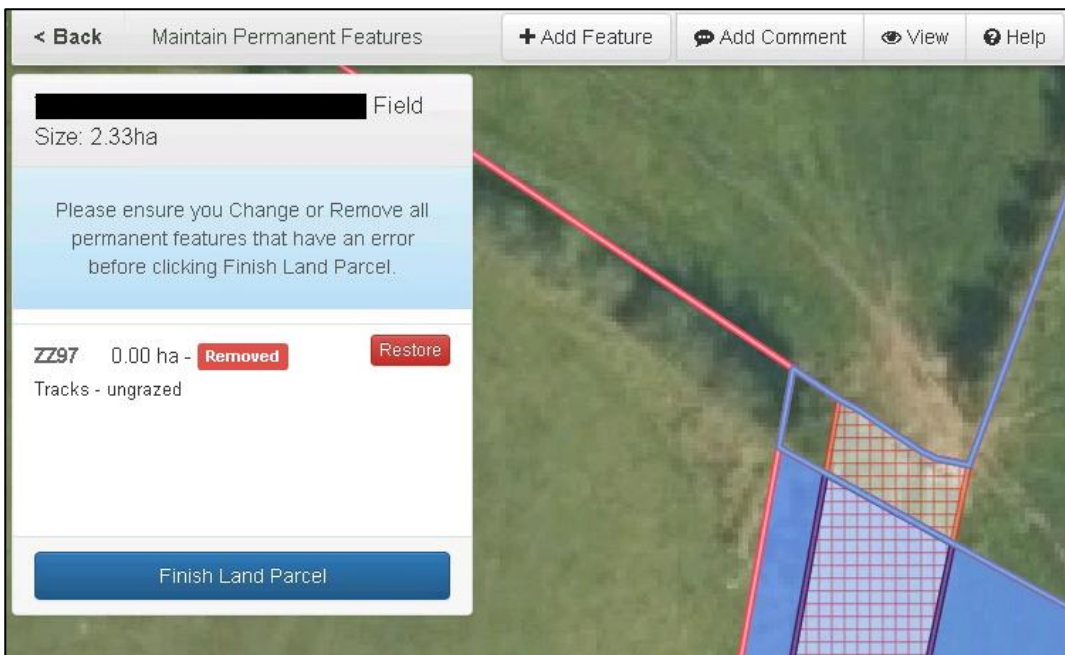
If the permanent feature within this land parcel is smaller than 0.005ha you should click Remove to remove it.

Remove Permanent Feature

Are you sure you want to remove this Permanent Feature?

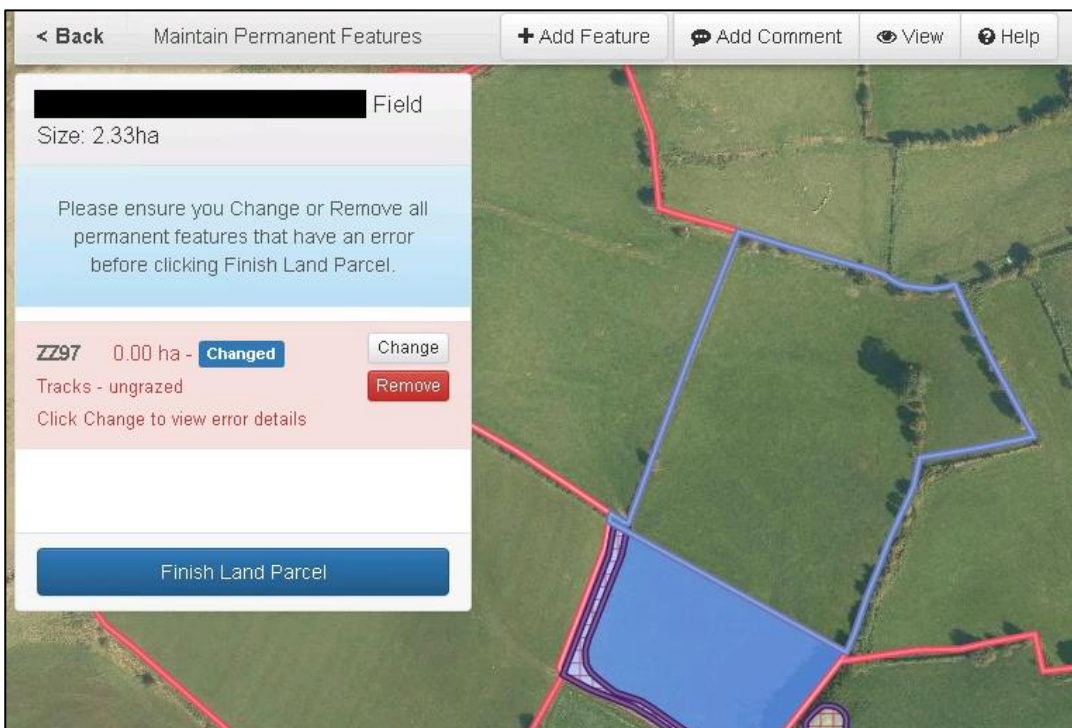
No Yes

If you have clicked to Remove the permanent feature, the above screen will display. If you wish to proceed with removing the permanent feature, click Yes.

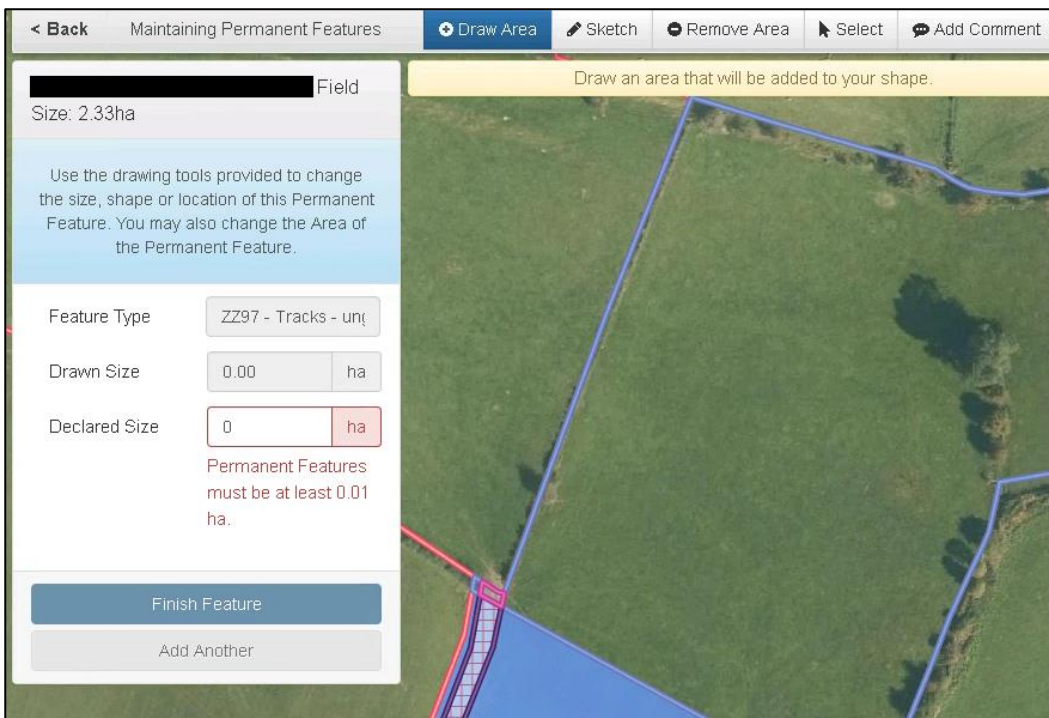


The removed permanent feature will now display as above. You are able to click Restore if you have removed this permanent feature in error.

Click Finish Land Parcel once all changes are complete.

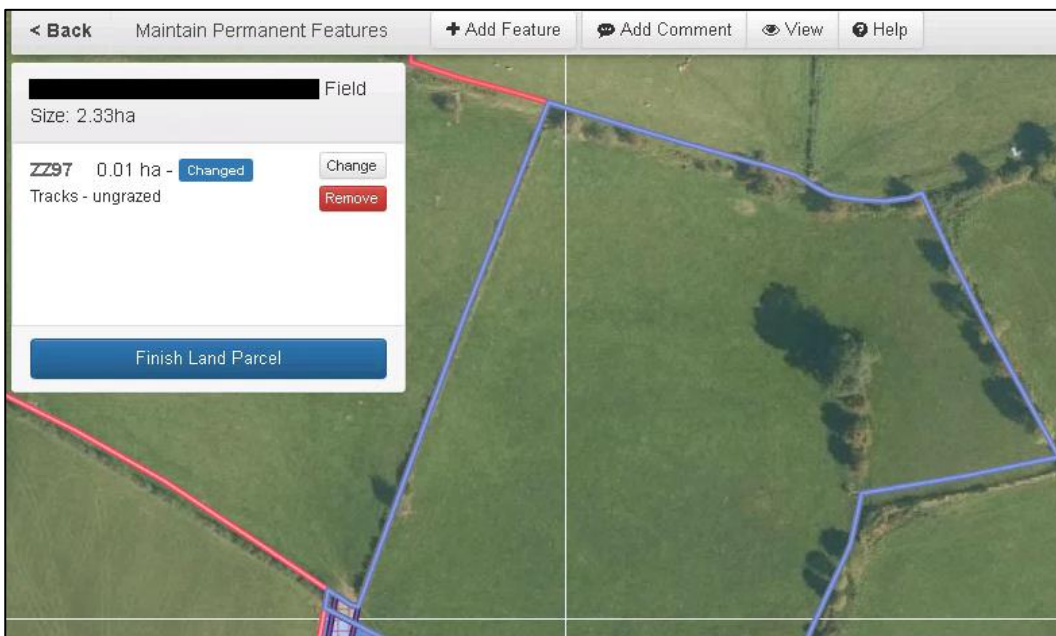


Otherwise, if the permanent feature is 0.005ha or larger click Change. (Permanent features of 0.005ha should be rounded up to 0.01ha.)



If the permanent feature is now larger than shown on the map, use the Draw Area or Sketch Tool to increase its size. Add the Declared Size and click Finish Feature if this is the only change, or Add Another if you need to add another permanent feature.

If the drawn permanent feature is correct, but the size is larger than the Drawn Size, enter the Declared Size and click Finish Feature if this is the only change, or Add Another if you need to add another permanent feature.



Click Finish Land Parcel once all changes are complete.

Summary of your Permanent Features

Sheet Reference
Field Number
Date of Change
Additional Information

Feature Type

Area (ha)

Action

ZZ97 - Tracks - ungrazed

0.01

Changed

Back

Continue

A Summary of your Permanent Features will now display. If everything is now correct click Continue, otherwise click Back to correct any remaining errors.

Summary

Please review all actions. Ensure the details below, including the size and location of Permanent Features, are correct.
A red cross indicates you have not reviewed actions or at least one action has an error. When all actions show a green tick you can click 'Declare and Submit'.

Boundary Maintenance ✓

Permanent Features ✓

Click on a 'Feature Type' code to see a description of that Permanent Feature.

Sheet Reference	Field Number	Date of Change	Feature Type	Declared Size (ha)	Action
			ZZ97	0.01	Changed View / Change
			ZZ97	0.09	Changed View / Change

Add New Action

Declare and Submit

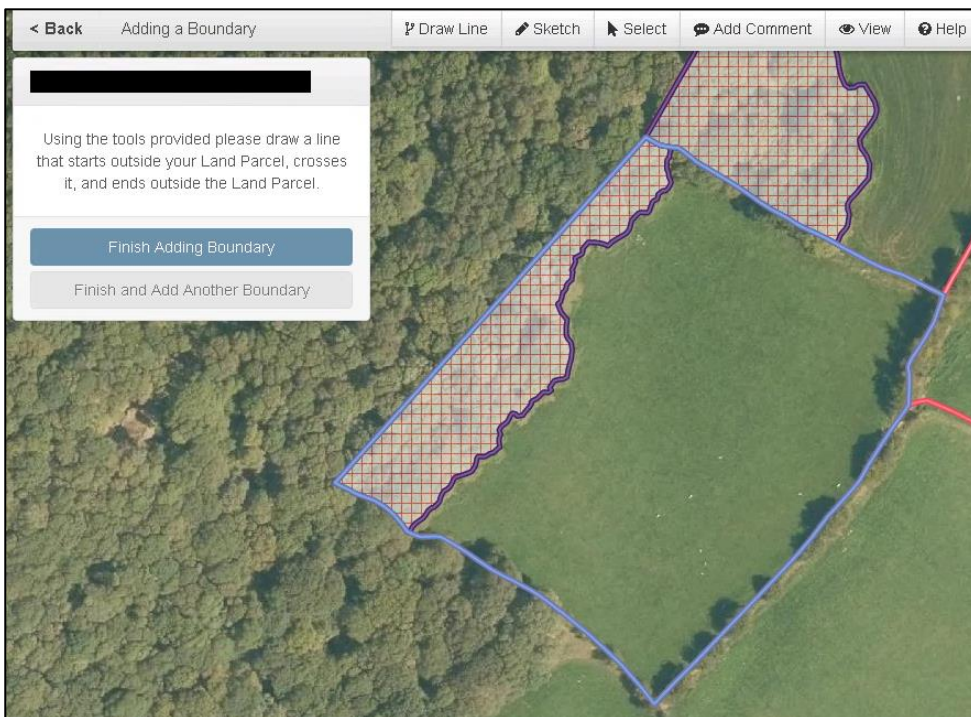
The Summary will now show the amendments you have made, either with an increased Declared Size (as in this example) or a Removed permanent feature.

If everything is now correct on the Summary click Declare and Submit to proceed.

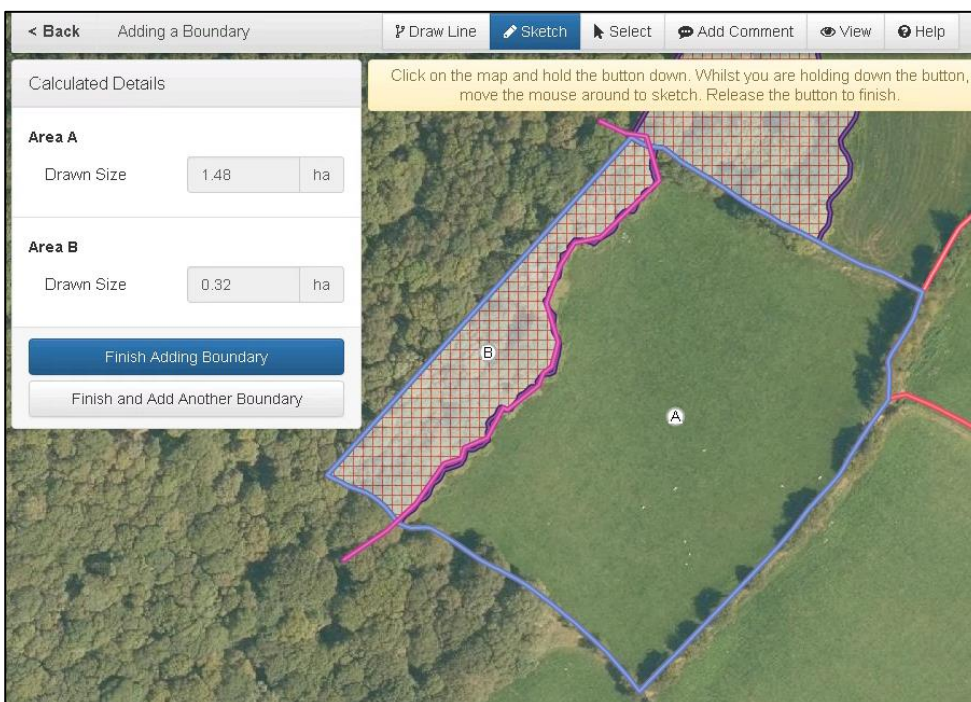
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Clearing multiple errors

You may have multiple errors on the same land parcel(s). If so, you will need to clear all of these to proceed.



In the above example, this land parcel has been selected to be split into two land parcels along the tree line.



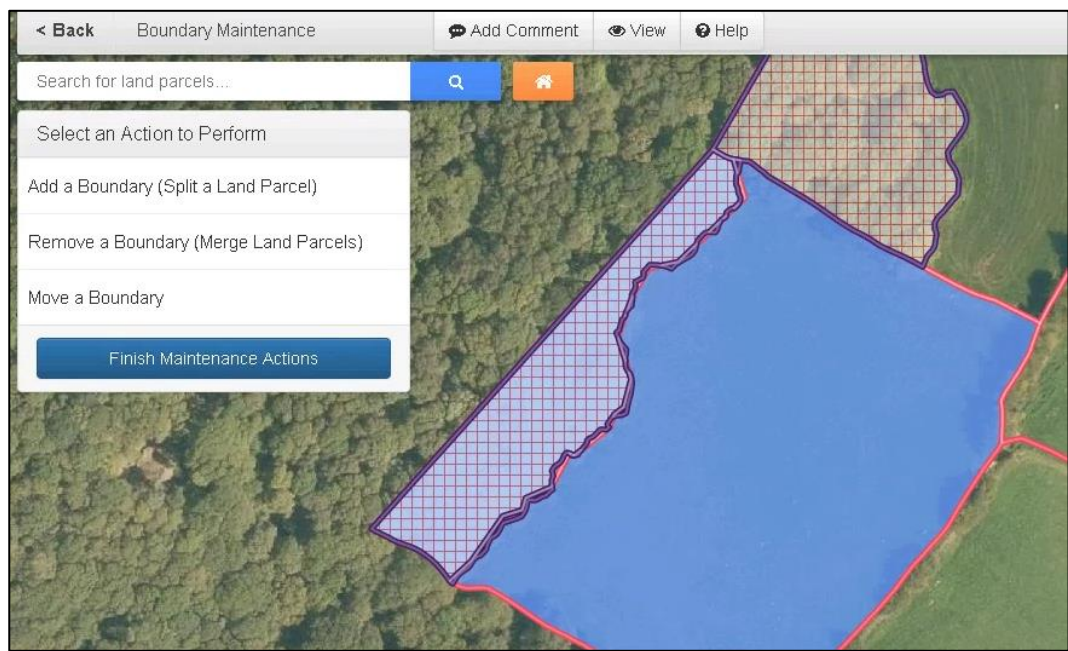
The new boundary has been drawn, splitting the land parcel into two. Click Finish Adding Boundary to proceed.

Permanent Features need review

Land Parcels requiring review are indicated under the heading 'Permanent Features need review' on the Boundary Maintenance Summary.

OK

You will be prompted to review the permanent features. Click OK.



Click Finish Maintenance Actions.

Boundary Maintenance Summary

All items marked with * must be entered. Ensure the details below, including the size and location of Permanent Features, are correct.

Date of Change *

Additional Information (maximum 255 characters)

0 / 255

Original Land Parcels that have been maintained.

The results of your maintenance.

Sheet Reference	Field Number	Field Size (ha)	Total Permanent Feature Size (ha)	Has Right To Change?	Sheet Reference	Field Number	Drawn Size (ha)	Declared Size (ha)	
		1.80	0.32				1.48	1.48	View
							0.32	0.32	View

Back

Continue

In the Boundary Maintenance Summary enter the Date of Change and Declared Size(s) then click Continue.

Summary

Please review all actions. Ensure the details below, including the size and location of Permanent Features, are correct. A red cross indicates you have not reviewed actions or at least one action has an error. When all actions show a green tick you can click 'Declare and Submit'.

Please correct the errors before continuing

Boundary Maintenance 

Permanent Features 

Click on a 'Feature Type' code to see a description of that Permanent Feature.

Sheet Reference	Field Number	Date of Change	Feature Type	Declared Size (ha)	Action
██████	██████	██████	ZZ11	0.00	Changed View / Change
			ZZ11	0.00	Changed
			ZZ11	0.00	Changed
			ZZ11	0.00	Changed
			ZZ11	0.00	Changed
			ZZ11	0.01	Changed
			ZZ11	0.00	Changed
			ZZ11	0.00	Changed
			ZZ11	0.00	Changed
			ZZ11	0.00	Changed
			ZZ11	0.00	Changed
			ZZ11	0.00	Changed
			ZZ11	0.00	Changed

• This Action contains one or more errors. Click View/Change to correct them.

██████	██████	██████	ZZ11	0.32	Changed View / Change
--------	--------	--------	------	------	---------------------------------------

Add New Action

Declare and Submit

The Permanent Feature tab of the Summary shows that, due to the difficulty in following the tree line accurately, a number of permanent feature areas are in the land parcel they do not actually exist in. Click View / Change for the land parcel with the 0.00ha area errors.

Summary of your Permanent Features

This action has errors that need to be corrected.

Sheet Reference [REDACTED]
Field Number [REDACTED]
Date of Change [REDACTED]
Additional Information

Feature Type	Area (ha)	Action
ZZ11 - Woodland - broadleaf - group	0.00	Changed
ZZ11 - Woodland - broadleaf - group	0.00	Changed
ZZ11 - Woodland - broadleaf - group	0.00	Changed
ZZ11 - Woodland - broadleaf - group	0.00	Changed
ZZ11 - Woodland - broadleaf - group	0.00	Changed
ZZ11 - Woodland - broadleaf - group	0.01	Changed
ZZ11 - Woodland - broadleaf - group	0.00	Changed
ZZ11 - Woodland - broadleaf - group	0.00	Changed
ZZ11 - Woodland - broadleaf - group	0.00	Changed
ZZ11 - Woodland - broadleaf - group	0.00	Changed
ZZ11 - Woodland - broadleaf - group	0.00	Changed
ZZ11 - Woodland - broadleaf - group	0.00	Changed
ZZ11 - Woodland - broadleaf - group	0.00	Changed
ZZ11 - Woodland - broadleaf - group	0.00	Changed

Back
Make a Change

In the Summary of your Permanent Features click Make a Change.

< Back
Maintain Permanent Features

+ Add Feature
💬 Add Comment
👁 View
🔗 Help

Field Size: 1.48ha

Please ensure you Change or Remove all permanent features that have an error before clicking Finish Land Parcel.

ZZ11
0.00 ha - Changed
Change
Remove

Click Change to view error details

ZZ11
0.00 ha - Changed
Change
Remove

Click Change to view error details

ZZ11
0.00 ha - Changed
Change
Remove

Click Change to view error details

ZZ11
0.00 ha - Changed
Change
Remove

Click Change to view error details

Finish Land Parcel

The permanent features with errors will now display as above. You will need to Remove or Change all permanent features with an error. In this example, all the 0.00ha permanent feature areas need to be removed, because they do not exist in this land parcel. Click Remove on the first permanent feature.

Remove Permanent Feature

Are you sure you want to remove this Permanent Feature?

No
Yes

The above message will display. Click Yes.

Back

Maintain Permanent Features

Add Feature

Add Comment

View

Help

Field Size: 1.48ha

Please ensure you Change or Remove all permanent features that have an error before clicking Finish Land Parcel.

ZZ11
0.00 ha - Removed
Restore

ZZ11
0.00 ha - Changed
Change
Remove

ZZ11
0.00 ha - Changed
Change
Remove

ZZ11
0.00 ha - Changed
Change
Remove

ZZ11
0.00 ha - Changed
Change
Remove

Finish Land Parcel

The first permanent feature is now removed.

Please note, currently at this stage the rest of the error messages no longer display, however as you can see above the rest of the permanent features still exist with a 0.00ha area. You need to ensure you remove all these permanent features before proceeding.

Back

Maintain Permanent Features

Add Feature

Add Comment

View

Help

Field Size: 1.48ha

Please ensure you Change or Remove all permanent features that have an error before clicking Finish Land Parcel.

ZZ11
0.00 ha - Removed
Restore

ZZ11
0.00 ha - Removed
Restore

ZZ11
0.00 ha - Removed
Restore

ZZ11
0.01 ha - Removed
Restore

ZZ11
0.00 ha - Removed
Restore

Finish Land Parcel

When all incorrect permanent features have been removed, click Finish Land Parcel.

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Summary of your Permanent Features

Sheet Reference
Field Number
Date of Change
Additional Information

Feature Type	Area (ha)	Action
ZZ11 - Woodland - broadleaf - group	0.00	Removed
ZZ11 - Woodland - broadleaf - group	0.00	Removed
ZZ11 - Woodland - broadleaf - group	0.00	Removed
ZZ11 - Woodland - broadleaf - group	0.00	Removed
ZZ11 - Woodland - broadleaf - group	0.00	Removed
ZZ11 - Woodland - broadleaf - group	0.00	Removed
ZZ11 - Woodland - broadleaf - group	0.00	Removed
ZZ11 - Woodland - broadleaf - group	0.00	Removed
ZZ11 - Woodland - broadleaf - group	0.00	Removed
ZZ11 - Woodland - broadleaf - group	0.00	Removed
ZZ11 - Woodland - broadleaf - group	0.00	Removed
ZZ11 - Woodland - broadleaf - group	0.00	Removed
ZZ11 - Woodland - broadleaf - group	0.01	Removed

Back

Continue

The Summary of your Permanent Features will now show the permanent features as Removed. Click Continue.

Boundary Maintenance ✓
Permanent Features ✓

Click on a 'Feature Type' code to see a description of that Permanent Feature.

Sheet Reference	Field Number	Date of Change	Feature Type	Declared Size (ha)	Action
			ZZ11	0.01	Removed View / Change
			ZZ11	0.00	Removed
			ZZ11	0.00	Removed
			ZZ11	0.00	Removed
			ZZ11	0.00	Removed
			ZZ11	0.00	Removed
			ZZ11	0.00	Removed
			ZZ11	0.00	Removed
			ZZ11	0.00	Removed
			ZZ11	0.00	Removed
			ZZ11	0.00	Removed
			ZZ11	0.00	Removed
			ZZ11	0.00	Removed
			ZZ11	0.32	Changed View / Change

Add New Action

Declare and Submit

View all tabs in the Summary screen, and if there are no longer any errors, clicking Declare and Submit will take you to the Declarations and Undertakings screen, enabling you to submit your Manage My Land submission.

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Registered Land Parcels not recorded as part of your holding

If you need to carry out a Boundary Maintenance Action involving a registered land parcel which we do not have your tenure details for, you must firstly provide the tenure details as explained in the [Transfer Land In](#) section of this guide.

If you have previously informed us of your tenure details for land parcels and they are still not displaying on your map, you can carry out a Boundary Maintenance Action using the Target Tool.

Target Tool:



Follow the instructions in this section for the type of Boundary Maintenance you wish to carry out, and click the Target Tool then the land parcel not shown as part of your holding to select that land parcel.

Once you have finished all your Boundary Maintenance Actions, you will need to confirm you have the right to change the land parcels on the following screen.

Boundary Maintenance Summary

All items marked with * must be entered.

Date of Change *

Additional Information (maximum 255 characters)

0 / 255

Confirmation of Right to Change

We do not have a record of you owning or having one or more of the Original Land Parcels at your disposal. The Land Parcel(s) in question are marked with a red cross in the Original Land Parcels list below.

If this is incorrect, please provide details including the tenure type, purchase or rental date(s), who you purchased or rent the land from and tick the box below. (If you wish to submit supporting documentation, you should do so via your Messages screen after submitting your Manage My Land changes.)

I confirm I have the Right to Change all of the Original Land Parcels in the list below.

☐

You must tick the box to indicate that you have the Right to Change all of the Land Parcels in your Boundary Change.

Original Land Parcels that have been maintained.

Sheet Reference	Field Number	Field Size (ha)	Total Permanent Feature Size (ha)	Has Right To Change?
		2.01		
		5.49	0.01	✗

The results of your maintenance.

Sheet Reference	Field Number	Drawn size (ha)	Declared Size (ha)	Permanent Features need review
		7.51	<input type="text" value="7.51"/>	<input type="button" value="View"/>

If you have the right to make the changes, you must tick the box and should then add any relevant details in the Additional Information box. You may submit any supporting documentation you wish using your Messages tab.

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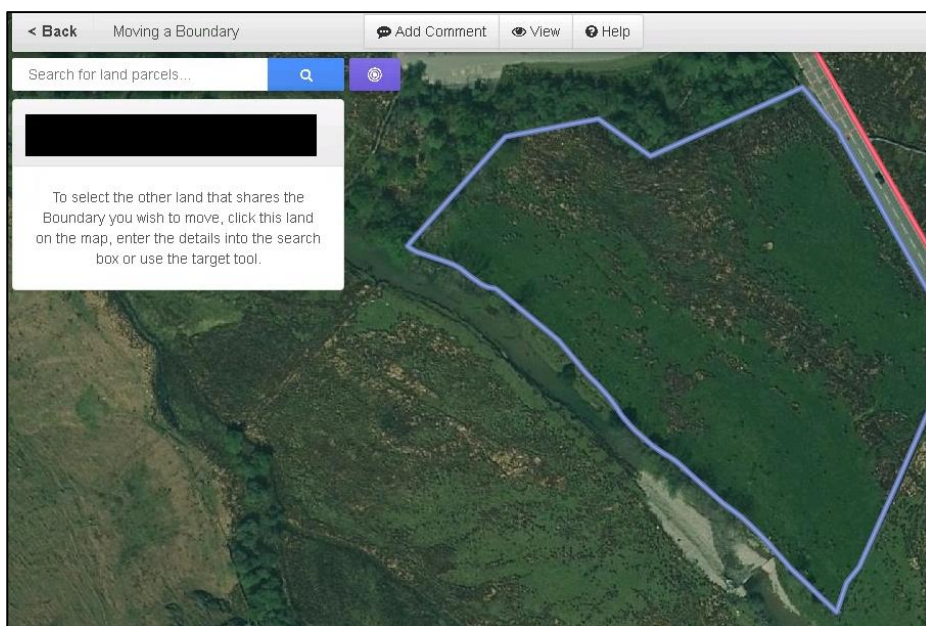
Correcting Land Parcel boundaries involving unregistered land

If you identify that one or more of your land parcel boundaries bordering unregistered land are not mapped correctly, you can inform us of this using the Target Tool.

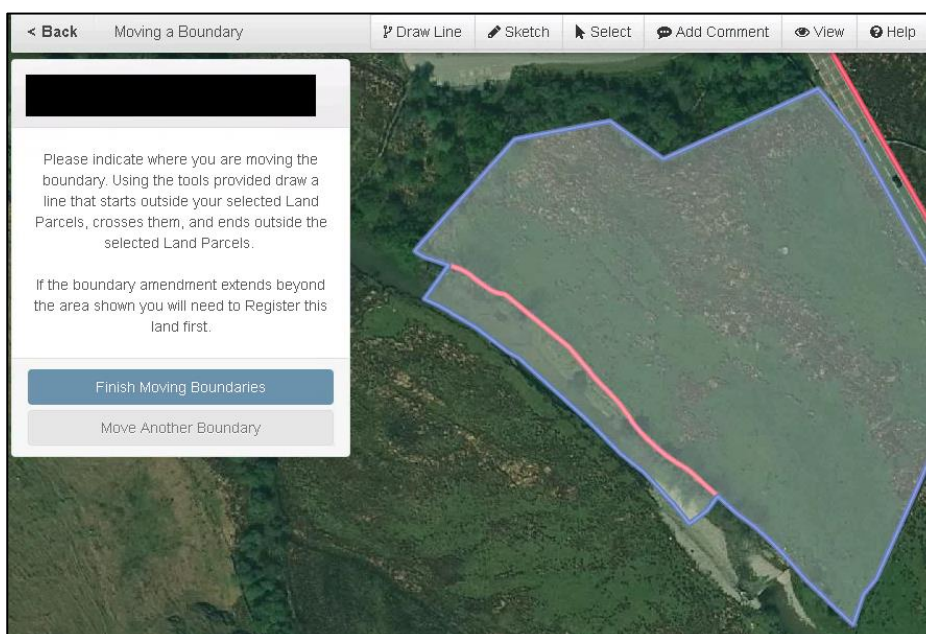
Target Tool:



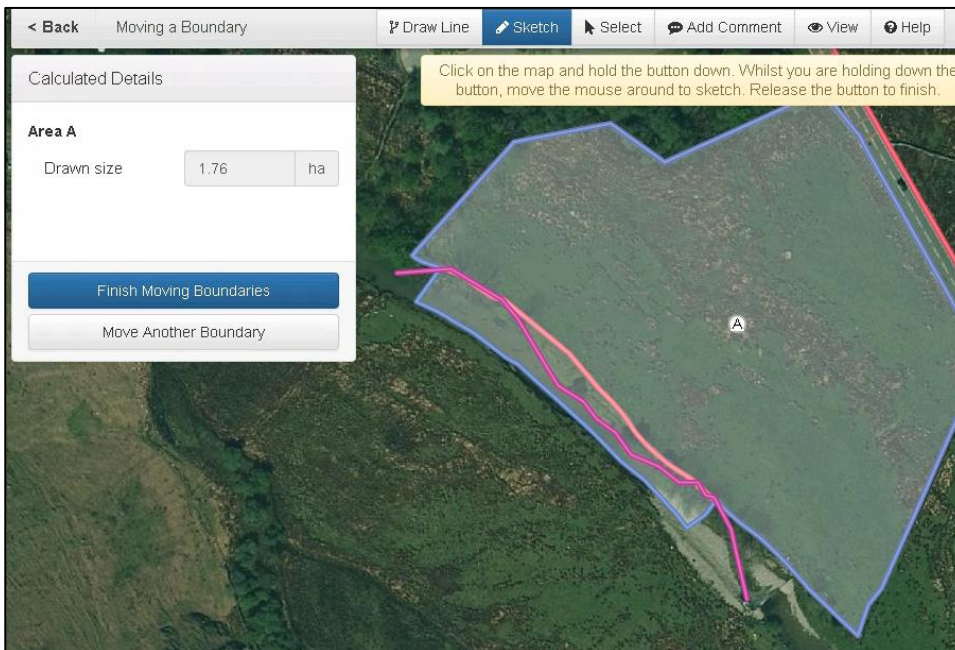
Using the Move a Boundary option, select the land parcel with an incorrect boundary.



Then click the Target Tool icon. Move the cursor to the area outside the land parcel next to the incorrect boundary and click. An area of the map will then be highlighted which you can draw within to show the correct boundary.

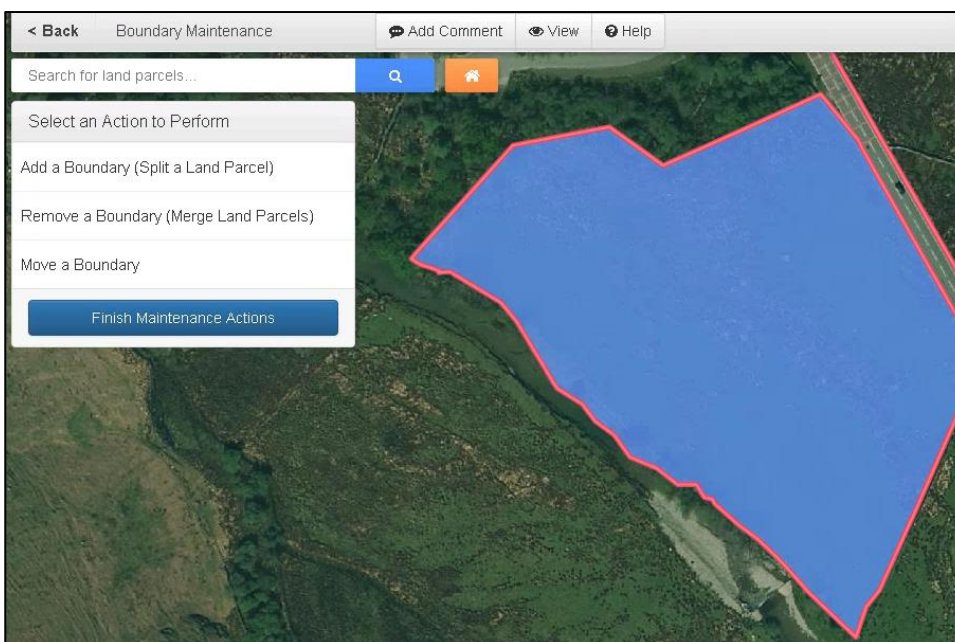


Using the Draw Line or Sketch Tool explained in this guide you may now draw the correct boundary. Your drawing must start and end outside the mapped land parcel and highlighted area as shown in the following screen, and if this is the only boundary to be changed click Finish Moving Boundaries to complete your new border.



The new Drawn Size of the land parcel will be shown in the window at the top left of the screen.

You must then select to Move Another Boundary or Finish Moving Boundaries. When you have finished the land parcel with the corrected boundary will display as follows.



When you have finished all the Boundary Maintenance actions click Finish Maintenance Actions.

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Boundary Maintenance Summary

The Boundary Maintenance Summary shows the details of all the changes you have made to boundaries. At the top of the summary you must confirm the Date of Change, and provide any Additional Information relevant to your boundary changes.

Boundary Maintenance Summary

All items marked with * must be entered.

Date of Change *

dd/mm/yyyy

Additional Information (maximum 255 characters)

0 / 255

Original Land Parcels that have been maintained.

The results of your maintenance.

Sheet Reference	Field Number	Field Size (ha)	Total Permanent Feature Size (ha)	Has Right To Change?	Sheet Reference	Field Number	Drawn size (ha)	Declared Size (ha)	Permanent Features need review
		1.72					1.75		View
		1.59					0.88		View
		1.65					0.71		View
		1.61					7.43		View
		0.72	0.01						
		1.33							
		1.95							
		0.17							

[Back](#)[Continue](#)

The bottom left of the summary shows the Original Land Parcels that have been maintained, i.e. the land parcels as they were prior to the changes you are declaring. The bottom right shows the results of your maintenance, i.e. the land parcels as they are after the changes. The Drawn Size of each land parcel is shown, and you must confirm the Declared Size.

If you need to see a land parcel before completing the Declared Size you can select the View button and the following screen will display.

Viewing Land Parcel - [REDACTED]

Sheet Reference [REDACTED]

Field Number [REDACTED]

Field Size 1.76 ha

Declared Size 1.76 ha

Add Permanent Features



Back

Click Back to return to the Boundary Maintenance Summary or click to [Add Permanent Features](#) if applicable. Please note: The Add Permanent Features button will only display on this screen after you have viewed the main Summary screen.

If any of your boundary changes have affected land parcels we do not have recorded as being part of your holding, you will need to check that you do have the right to make the changes declared. The affected land parcels will be marked with a red cross in the Original Land Parcels list.

Original Land Parcels that have been maintained.				
Sheet Reference	Field Number	Field Size (ha)	Total Permanent Feature Size (ha)	Has Right To Change?
[REDACTED]	[REDACTED]	2.01		
[REDACTED]	[REDACTED]	0.81		
[REDACTED]	[REDACTED]	1.07		
[REDACTED]	[REDACTED]	5.49	0.01	✗
[REDACTED]	[REDACTED]	3.40		✗

If you have included any of these land parcels by mistake, you will need to remove the Boundary Maintenance Action and add a new one with the correct land parcels.

If you do own or rent the affected land parcels and you have previously informed us of your tenure details, you must tick the box in the Confirmation of Right to Change section and provide any relevant information in the Additional Information box.

Date of Change *

Additional Information (maximum 255 characters)

0 / 255

Confirmation of Right to Change

We do not have a record of you owning or having one or more of the Original Land Parcels at your disposal. The Land Parcel(s) in question are marked with a red cross in the Original Land Parcels list below.

If this is incorrect, please provide details including the tenure type, purchase or rental date(s), who you purchased or rent the land from and tick the box below. (If you wish to submit supporting documentation, you should do so via your Messages screen after submitting your Manage My Land changes.)

I confirm I have the Right to Change all of the Original Land Parcels in the list below.

☐

You must tick the box to indicate that you have the Right to Change all of the Land Parcels in your Boundary Change.

You will then be able to click Continue to proceed. You may submit any supporting documentation you wish using your Messages tab.

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Add / Maintain Permanent Features

You can either add permanent features when registering a new land parcel, or to an existing land parcel.

If you are adding these as part of a registration, choose Add Permanent Features from the following screen.

Summary of Your Registered Land Parcel

Please review the information below.

Sheet Reference	
Field Number	
Drawn size	0.31 ha
Declared Size	0.30 ha
Do you have Management Control of this Land Parcel?	Yes
What is your tenure on the land?	A - Full Agricultural Tenancy
Does this tenure recur annually?	No
Permanent Features?	No Add Permanent Features
Additional Information	

[Back](#)[Register More Land](#)[Continue](#)

If you are adding these to an existing land parcel, in the **What would you like to do?** list select 'Maintain Permanent Features'. You can only add new permanent features in an existing land parcel as part of the same Action if they were present in the land parcel from the same day. Otherwise, you will need to add additional ones as a separate Action.

What would you like to do?

Land Transfers and Tenancies

Register Land

Boundary Maintenance

Maintain Permanent Features

[Help](#)

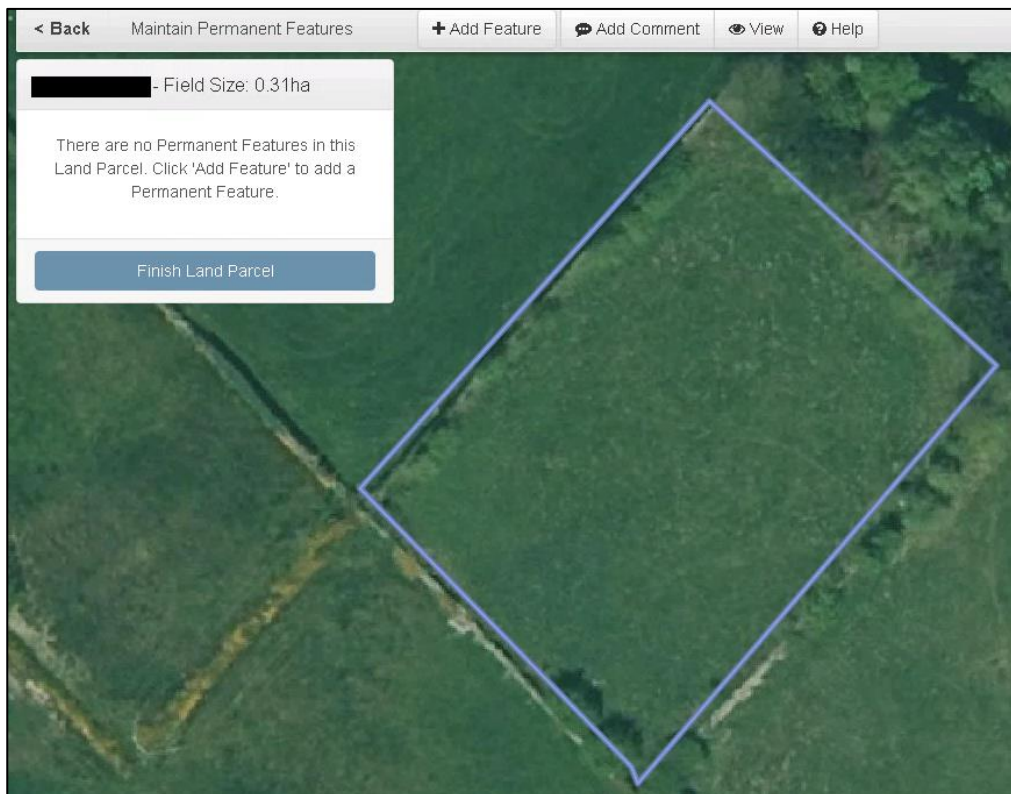
You must then select the land parcel either by entering the Sheet Reference or Field Number in the 'Search for land parcels...' box below or by searching for the land parcel on your map and clicking within the land parcel to select it.

Search for Land Parcels...

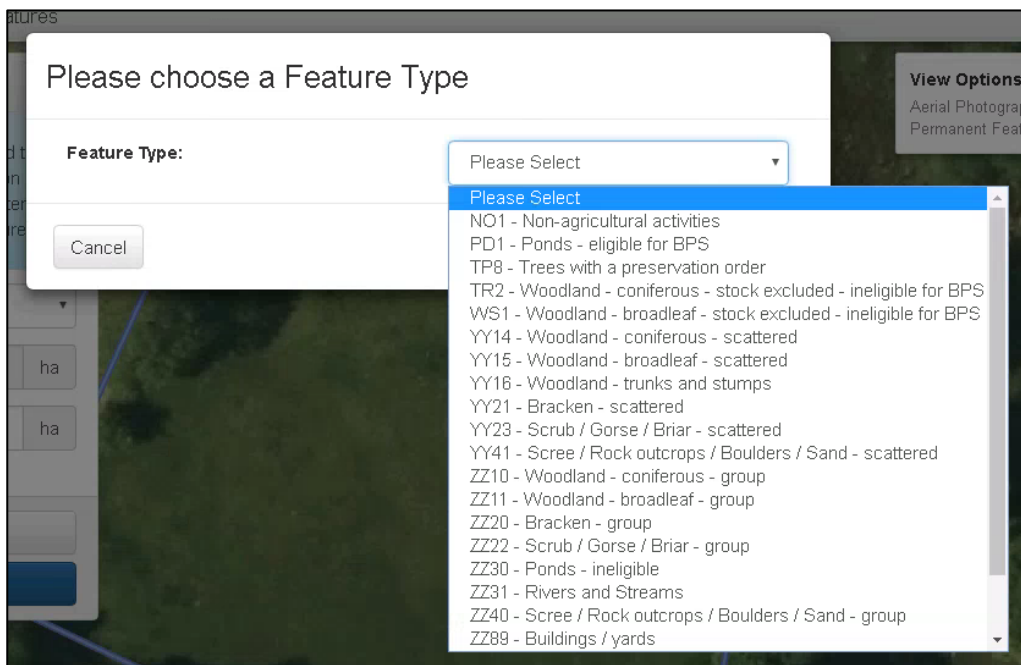
Select a Land Parcel to begin

Select one of your land parcels to manage the permanent features within it.

If you have selected to Add Permanent Features the following screen will appear.



Select Add Feature in the menu at the top of the map and select the Feature Type from the drop down box.



When you have selected the Feature Type you need to draw, click Continue.

Please choose a Feature Type

Feature Type:

Draw Area

You can then draw the permanent feature and add the Declared Size. Most permanent features need to be drawn as a shape. Move the cursor to the point you wish to start drawing, click and release the left-hand button of your mouse and start to move the cursor to form your shape. Click the left-hand button to change direction until you have drawn the shape of the land parcel, ending with a single click at the starting point of your drawing.

When you have finished drawing, the Drawn Size will be calculated and display in the window at the top left of the screen. Add the Declared Size of the permanent feature and if you have finished click Finish Feature. If you have other permanent features to add in the same land parcel click Add Another instead and click Finish Feature when you have added all the permanent features for the land parcel.

If you have a number of permanent features of the same Feature Type in a land parcel that are smaller than 0.01ha individually but 0.01ha or larger in total (e.g. pigsties) you must either:

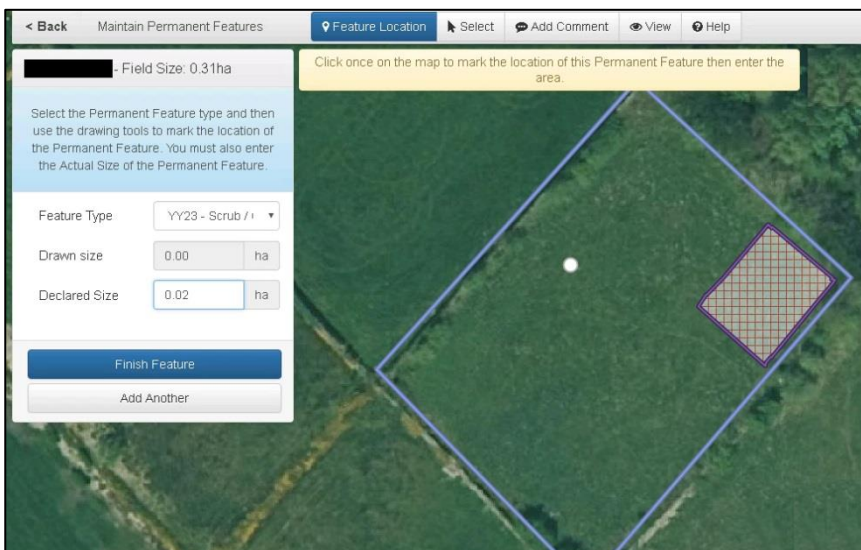
- draw these individually and declare the Declared Size as a total
- or
- draw the extent of the features, declare the Declared Size and include a comment confirming they are individual small features.

The screenshot shows the 'Draw Area' interface. At the top, there's a navigation bar with buttons: < Back, Maintain Permanent Features, Draw Area (active), Sketch, Remove Area, Select, Add Comment, View, and Help. Below this, a yellow banner says 'Draw an area that will be added to your shape.' On the left, a panel shows 'Field Size: 0.31ha' and instructions: 'Select the Permanent Feature type and then use the drawing tools to mark the location of the Permanent Feature. You must also enter the Actual Size of the Permanent Feature.' Below this are input fields for 'Feature Type' (ZZ89 - Buildings), 'Drawn size' (0.03 ha), and 'Declared Size' (0.03 ha). At the bottom of this panel are buttons for 'Finish Feature' and 'Add Another'. The main area is a satellite map with a blue polygon and a pink rectangle. On the right, a 'View Options' dropdown is set to 'Aerial Photography, Permanent Features'. At the bottom right, a 'Land Parcel Status' legend shows: Selected (yellow), Draft (Not submitted) (blue), Pending (Submitted) (purple), and Registered Land (red). A scale bar (10m, 20ft) and a copyright notice for Bluesky International Ltd and Getmapping Plc are at the bottom left.

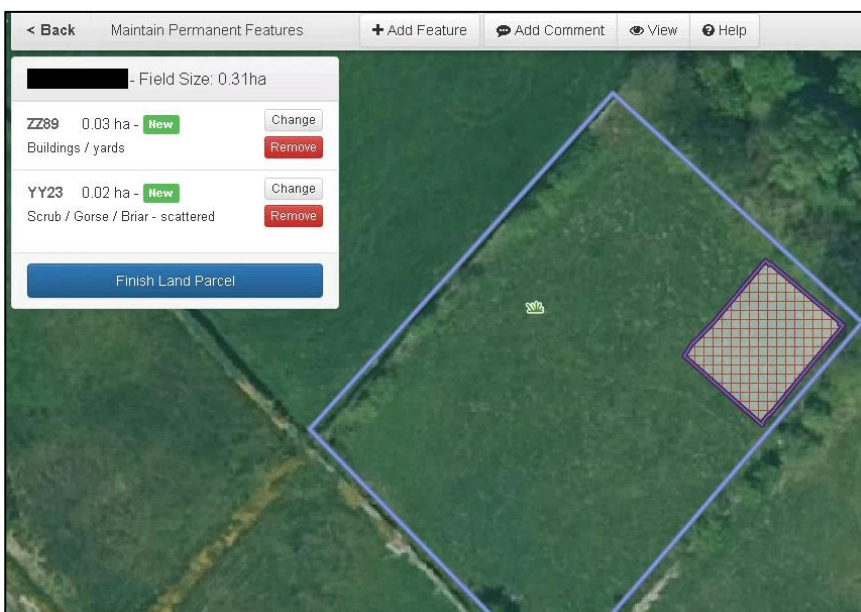
If you are adding any of the following permanent features, you will not need to draw a shape for these:

- YY16 – Woodland – trunks and stumps
- YY21 – Bracken – scattered
- YY23 – Scrub / Gorse / Briar – scattered
- YY41 – Scree / Rock outcrops / Boulders / Sand – scattered

Instead you must click the location of the scattered feature on the map and a white dot will display as shown below. You must then confirm the Declared Size of this feature and click Finish Feature. If there are more than one distinct areas of scattered features with varying densities you will need to repeat this for each distinct area.



The permanent feature(s) you have drawn will now appear as below on the map (symbols will vary depending on the Feature Type), and the details will display in the window in the top left of the screen. You can still Add, Change or Remove any permanent features if you have made a mistake.



When you have finished adding permanent features click Finish Land Parcel. If you are working on an existing land parcel rather than a newly registered one, you will now need to add the Date of Change to confirm the date the new permanent features are present from, plus any other Additional Information and click Continue.

Permanent Features - Additional Details

Date of Change *
06/07/2017

Additional Information
(maximum 255 characters)

0 / 255

Back
Continue

A Summary of your Permanent Features will display.

Summary of your Permanent Features

Sheet Reference
Field Number
Date of Change
Additional Information

Feature Type	Area (ha)	Action
ZZ89 - Buildings / yards	0.03	New
YY23 - Scrub / Gorse / Briar - scattered	0.02	New

Back
Finished

If anything is incorrect on this, click Back to correct it. If everything is correct, click Finished and a Summary of your Manage My Land submission will display.

Summary

The Summary screen lists all the Actions added for this submission.

Summary

Please review all actions. A red cross indicates you have not reviewed actions or at least one action has an error. When all actions show a green tick you can click 'Declare and Submit'.

Transfers
(Sales/Purchases)

Transfers (Rental)
Registered Land
Boundary Maintenance
Permanent Features

Type	Other Party	Transfer Date	Sheet Reference	Field Number	
Sale		31/10/2017			View / Change
Purchase		31/10/2017			View / Change

Add New Action
Declare and Submit

A red cross indicates you have not viewed a tab, or that it contains errors. All errors must be resolved before submission. An amber circled 'i' indicates Information Messages. These will not prevent a submission. A green tick indicates the tab has been viewed and does not contain any errors or information messages we know of.

You can View / Change any Actions if necessary.

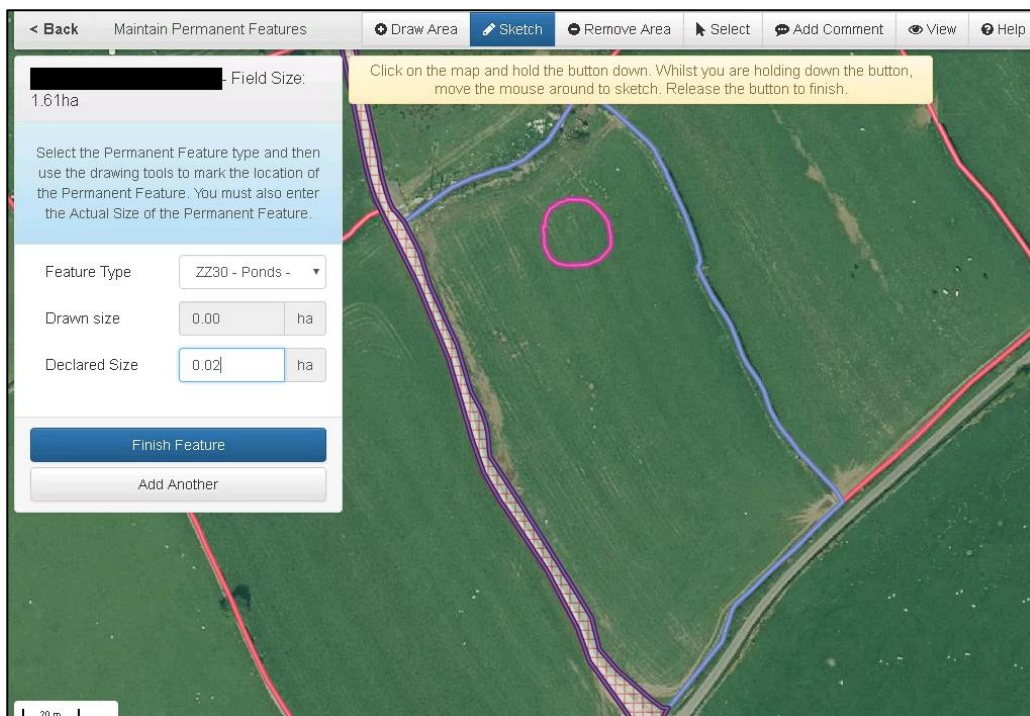
If you have further Actions to add click 'Add New Action'.

Once you have added all the Actions you are informing us of and viewed all Summary tabs, correcting any errors, click 'Declare and Submit'.

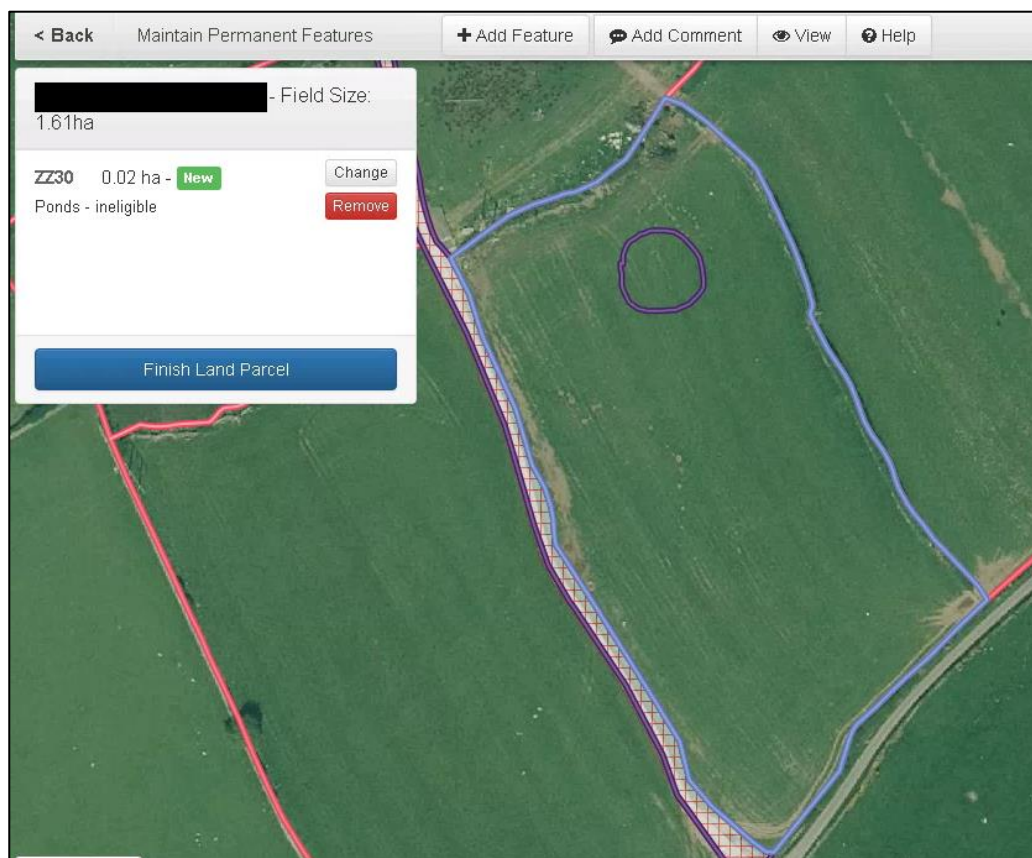
Sketch Tool

We recommend using the Draw Area Tool as this displays the area of the shape you have drawn. However you can use the Sketch Tool instead if you wish. This is a free-hand drawing tool.

To use this, after selecting the Feature Type as described earlier in this document, select Sketch in the menu at the top of the map. Then move your cursor to the point you wish to start drawing on the map. Click the left-hand button and keep this pressed while you move the mouse to draw your required shape or line. When you have finished drawing you must then confirm the Declared Size of the feature.



You can then select to Add Another or Finish Feature. When you have finished, the feature(s) you have drawn will display as below.

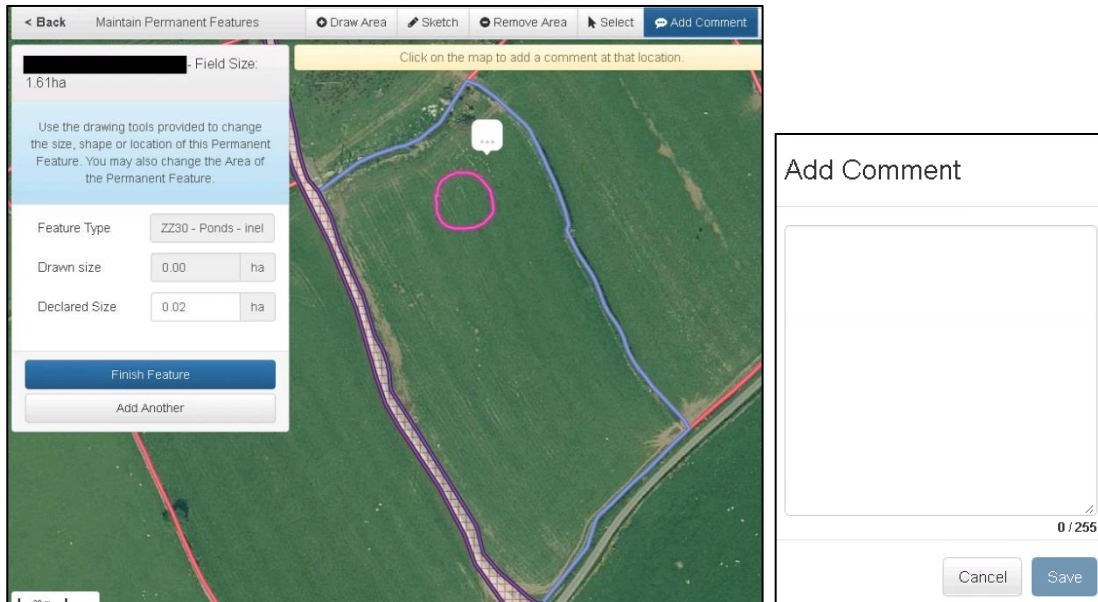


If you have finished the features for this land parcel, click Finish Land Parcel to proceed.

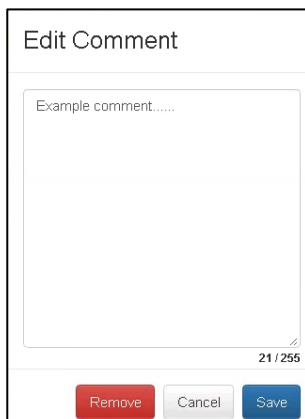
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Comments

You can add comments if you wish to inform us about something by selecting Add Comment from the options at the top of the map. Move the comment icon to the area of the map you wish to tell us about and click the left-hand button on your mouse. An Add Comment box will then appear for your use.



After you have added a comment if you decide to edit or remove this you can do so by clicking the comment icon and the following Edit Comment box will appear.



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Additional Drawing Tools

Clipping to registered land border

If you have chosen the Register Land Action and your drawing overlaps land that is already registered your drawing will be automatically clipped to the border of the registered land and a message will appear as shown in the following example.



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Adding additional shapes

If you finish drawing and you have accidentally not drawn the full area you can add additional shapes to your drawing and they will combine into the one drawing as shown below.

Register land example:



Adding a permanent feature example:



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Remove Area

You can remove part or the whole of a permanent feature you have drawn prior to submission.

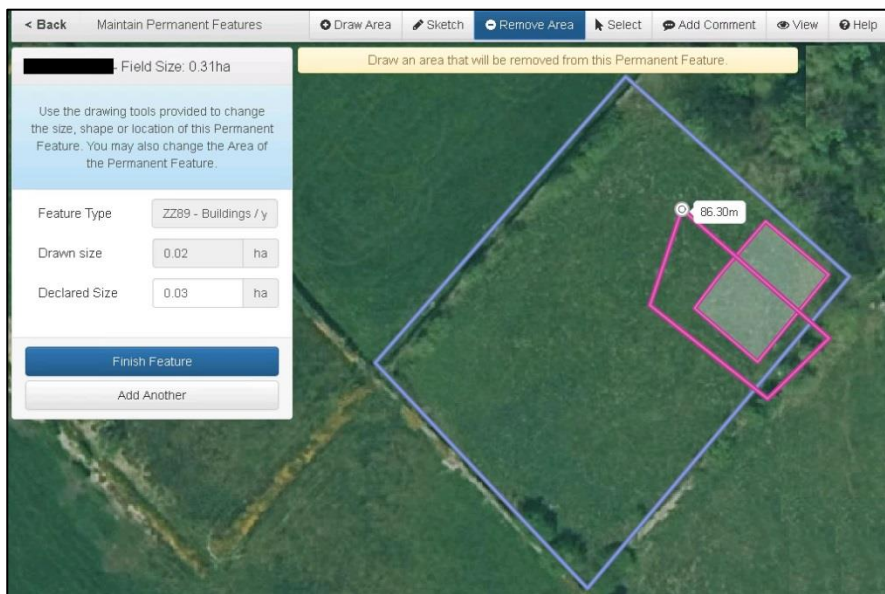
To do so access the land parcel by selecting Change, View / Change or Make a Change from the screen you are on or via the Maintain Permanent Features option on the **What would you like to do?** list.

Remove part of a permanent feature

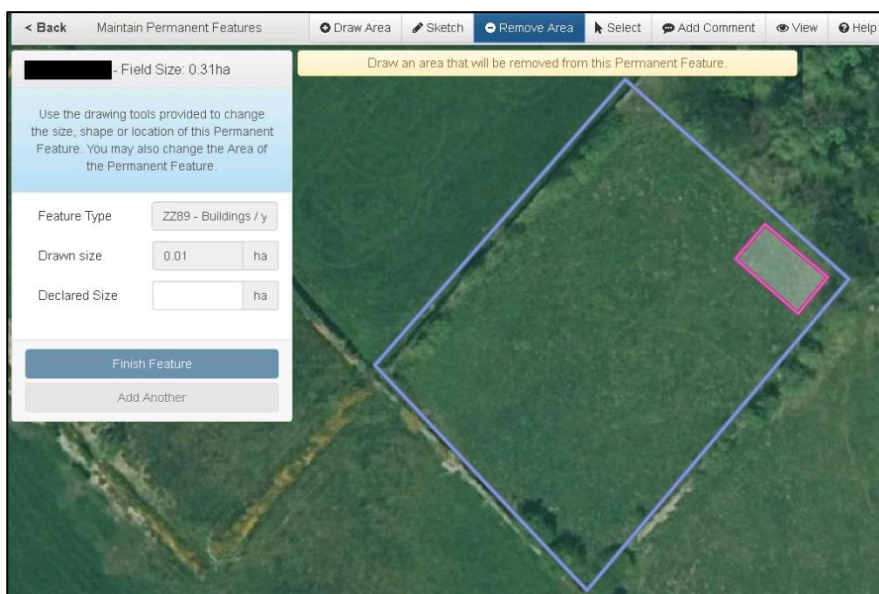
Either click the permanent feature on the map and choose to Change, or click the Change button in the permanent feature list.

Choose Remove Area from the menu bar at the top of the map and draw a shape to identify the area you wish to remove. To do this, move the cursor to the point you wish to start drawing, click and release the left-hand button of your mouse and start to move the

cursor to form your shape. Click the left-hand button to change direction until you have drawn the shape to remove, ending with a single click at the starting point of your drawing.



The permanent feature will now be amended with a new Drawn Size displayed. You must confirm the new Declared Size, and click Finish Feature when you have done so.



Remove a whole permanent feature

If you wish to remove a whole permanent feature either click the permanent feature on the map and choose Remove from the window that displays, or click the Remove button in the permanent feature list.

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Advanced Change Permanent Feature Tool

You can change the shape of a permanent feature you have drawn using an advanced Change Permanent Feature Tool. To do so access the permanent feature by selecting Change, View / Change or Make a Change from the screen you are on.

When you are able to see the permanent feature and details you can either:

- Select Change for the permanent feature from the window at the top left of the screen
- Choose Select from the menu at the top of the map
- Click the permanent feature on the map
- Choose the Change button in the Drawn Item window

or

- Click the permanent feature on the map
- Choose Change in the Permanent Feature window
- Choose Select from the menu at the top of the map
- Click the permanent feature on the map
- Choose the Change button in the Drawn Item window.

Drawn Item

Area (ha)

0.09

Length (m)

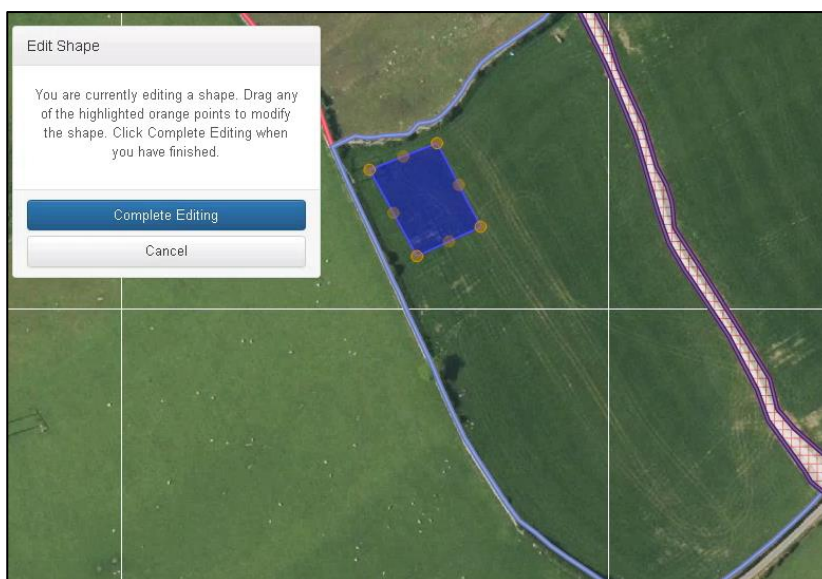
124

Remove

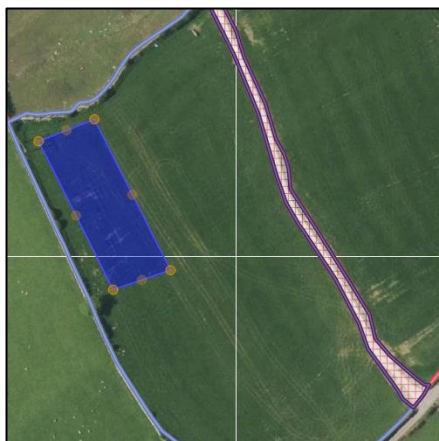
Change

Close

The permanent feature will now display as below.



To edit your shape, click the left-hand button of your mouse on any of the orange points you wish to move and keep the button pressed while you drag the point to the position you wish to move it. Repeat this for other points until you have edited the shape as you wish.



When you have finished click Complete Editing and the new shape of the permanent feature will display as below.



You must then add the new Declared Size of your permanent feature and click Finish Feature when you have done so.

[Redacted] - Field Size: 0.31ha	
Use the drawing tools provided to change the size, shape or location of this Permanent Feature. You may also change the Area of the Permanent Feature.	
Feature Type	ZZ89 - Buildings / y
Drawn size	0.01 ha
Declared Size	0.02 ha
<button>Finish Feature</button>	
<button>Add Another</button>	

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Declarations and Undertakings

Declaration and Undertakings

I confirm that all details provided in this submission and any other supporting documentation are true, accurate and complete to the best of my knowledge and belief.

I have read and understood all the relevant guidance notes.

I will advise the Welsh Government of any material change to the information given in this submission.

I understand that in the case of rented land any agreement will be deemed to be terminated when the rental (or any lawful continuation of it) comes to an end.

I will repay any aid received, with any interest, if I am asked to do so by the Welsh Government as a consequence of a breach of the declarations made or the undertakings given in this submission and/or scheme rules/declarations and undertakings submitted via the Single Application Form or Welsh Government Rural Communities - Rural Development Programme for Wales 2014 - 2020. I will repay on demand any overpayments to me by the Department whether overpaid by the Welsh Government or otherwise.

I have read and agree to the above Declaration and Undertakings ☒

Cancel

Continue

You must read the Declarations and Undertakings to ensure you comply with these. Once you are happy you have read, understood, and complied with these tick the box and click 'Continue' to proceed.

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Submit

Submission Submit

Click the button below to submit your Manage My Land actions.

A copy of your Manage My Land actions will be available from your Messages page within one working day.

If you have any documentary evidence this can be submitted either through your Messages page, by post or by visiting your Divisional Office.

Submit

Your Manage My Land submission is now ready to be submitted. If you are ready to submit it click the 'Submit' button. Once you have done so your Manage My Land will be submitted to the Welsh Government.

Manage My Land Submission Confirmation

Your Manage My Land actions were submitted for CRN: [REDACTED] on [REDACTED]

A message confirming receipt of your Manage My Land actions should be available from your Messages page within one working day. This includes a copy of your Manage My Land actions. Please check this summary of your actions and notify us of any changes required. You can notify us in writing or through your Messages page.

Click the 'Print this Screen' button to print a copy of this receipt.

Print this Screen

If you are ready to attach one or more files to your submitted actions click 'Submit Documentation' otherwise click Exit.

Submit Documentation

Exit

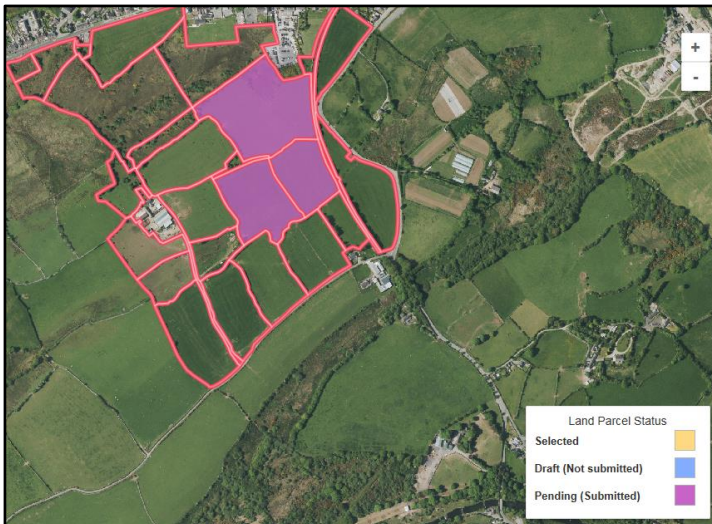
You will then be able to submit any supporting documents your application requires, either via your RPW Online Messages, or via mail or in person if original documents are required.

Agents or Farming Unions without the 'Submit Claims' role will alternatively be able to save the Manage My Land and arrange for the customer to access and submit this when convenient.

Remember – all Manage My Land submissions must be submitted within 30 days of the Date of Change to avoid penalties.

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Post Submission



Any land parcels which are part of a submitted Manage My Land submission display as purple on your Manage My Land map. They will also appear in purple on the Other Party's Manage My Land map.

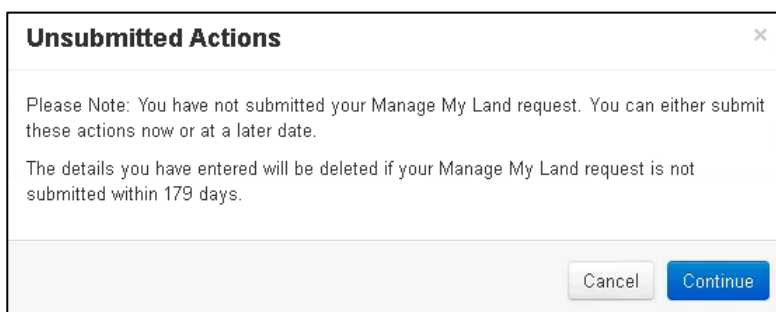
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Unsubmitted Actions

You may choose to exit Manage My Land and return to it later at any time. However, remember that you must ensure you notify us of any changes within 30 days of these taking place. Also, you may only have one Manage My Land in Draft at any time.

Any Manage My Land submissions that have not been submitted will be automatically deleted if they have not been updated in six months.

The following message will display if you choose to exit Manage My Land without submitting it.



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Contact Details

Customer Enquiries - Customer Contact Centre

Customer's first point of contact for all telephone enquiries and email correspondence should be the Customer Contact Centre where staff are on hand to provide information and answer queries. The Customer Contact Centre is open to telephone callers between 08:30 and 17:00 Monday to Thursday and 08:30 to 16:30 on Friday.

The contact details for the Customer Contact Centre are as follows:

Tel: 0300 062 5004

PO Box address: Rural Payments Wales, PO Box 1081, Cardiff, CF11 1SU

Office Details

Offices at Aberystwyth, Caernarfon, Carmarthen and Llandrindod Wells are open for visitors between 09:00 and 16:30 Monday to Thursday and 09:00 and 16:00 Friday. Area offices are open less frequently to visitors and so customers are advised to check our website or ring the Customer Contact Centre on 0300 062 5004 for opening hours.

*Caernarfon Divisional Office
Government Buildings
Penrallt
Caernarfon LL55 1EP

Llandrindod Wells Divisional
Office
Government Buildings
Spa Road East
Llandrindod Wells LD1 5HA

Llandudno Junction
Regional Office
Sarn Mynach
Llandudno Junction
Conwy LL31 9RZ

Carmarthen Divisional Office
Government Buildings
Picton Terrace
Carmarthen SA31 3BT

Rural Payments Wales
Welsh Government
West Core 4th Floor
Cathays Park
Cardiff CF10 3NQ

Aberystwyth Area Office
Welsh Government
Rhodfa Padarn
Llanbadarn Fawr
Aberystwyth
Ceredigion SY23 3UR

*** Please be aware that the Caernarfon Regional Office will move location during the summer to a new address at Llywodraeth Cymru - Welsh Government, Doc Victoria - Victoria Dock, Caernarfon, Gwynedd, LL55 1TH.**

Access to Rural Payments Wales offices for people with disabilities or special needs

If you have any special needs which you feel are not met by our facilities contact the Customer Contact Centre on 0300 062 5004. We will then endeavour to make arrangements to accommodate your requirements.

Welsh Government Website

For all of the latest Agricultural and Rural Affairs information, visit the Welsh Government's website at www.gov.wales/farming

By visiting the website, you can also sign up to receive the Rural Affairs e-newsletter which delivers the latest news directly to your e-mail inbox.

RPW Online

Access the RPW Online service via the Government Gateway at www.gateway.gov.uk, or once you have enrolled for the RPW Online service, access it via www.gov.wales/RPWOnline If you have any queries regarding RPW Online, you can contact the RPW Online Helpdesk on 0300 062 5004.

Gwlad

The Gwlad e-newsletter is the Welsh Government's e-newsletter for farm and forestry businesses and all those involved with agriculture and rural Wales. It contains news stories, guidance and information in an accessible, easy-to-read format. To keep informed and up to date with all the latest agriculture news and developments in future we would encourage you to sign up to receive the Gwlad e-newsletter. You can do this either at www.gov.wales/news-alerts or at: www.gov.wales/gwlad

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