



**Cronfa Amaethyddol Ewrop ar  
gyfer Datblygu Gwledig:**  
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig  
**European Agricultural Fund for  
Rural Development:**  
Europe Investing in Rural Areas



**Llywodraeth Cymru  
Welsh Government**



**Llywodraeth Cymru  
Welsh Government**

[www.gov.wales](http://www.gov.wales)

# Glastir

## Entry and Advanced Common Errors

**The Welsh Government Rural Communities -  
Rural Development Programme for Wales  
2014-2020**



## Scheme Paperwork

Farm Businesses should comply with their contract, maintain records and manage the land in accordance with the management options to avoid errors.

Farm Businesses should always refer to the latest version of their contract and maps. This information can be found under the Glastir Tab on RPW Online – From March 2018.

### Common Errors:

- Not completing or updating the Activity Diary, Stocking Diary and Nutrient Management Plan where applicable.
- Sale or transfer of land not notified within 30 days.
- Not notifying Rural Payments Wales (RPW) that Glastir Entry Capital Works have been completed.

## Single Application Form (SAF)

Farm Businesses should use the crop codes that reflect the land use on the ground when completing a SAF.

Remember that when the management or eligible area of a field changes, farm businesses should review the crop codes to ensure the correct land use is declared.

### Common Errors:

- Late submission of the SAF.
- Supporting documentation for native breeds (option 37) and Glastir Entry Dairy Uplift not provided.
- Non declaration of an eligible area (e.g. declaring insufficient areas to support options and their associated points to achieve Glastir Entry Points Threshold Level).
- Breach of scheme eligibility criteria.
- Incompatible crop code used, top 5 examples are:
  1. **Option 100, Stock Excluded Woodland** – the incorrect woodland crop code is often used, please use a code that confirms the woodland is not grazed
  2. **Option 15, No Inputs** – this option is mainly found on grazed pasture, a code declaring grass would therefore be expected
  3. **Option 11, 12 and 172, management or establishment of orchards** – incorrect crop code is often used, these options should be declared using an orchard crop code.
  4. **Option 173, Streamside Corridor** – not declared using the streamside corridor code. Declaring this area as grassland or woodland will fail Welsh Government checks.
  5. **Option 32 and 32b, Unsprayed Root Crops** – remember to declare these options as secondary crops.

## The Whole Farm Code

The Whole Farm Code applies to all land entered into the contract area. Details of the requirements are available in the contract.

#### **Common Errors:**

- Not complying with requirements in relation to historic features, veteran trees, rubbish, watercourses, storage of manure and public rights of way.
- Not complying with the rules applicable to all habitat land.

### **Management Options**

Each management option has a set of requirements outlined in the contract. Habitat management options are also subject to the rules applicable to habitat land.

#### **Common Errors:**

- Sward heights or stocking rate requirements not being complied with.
- Insufficient areas for arable options or being established on unsuitable sites.
- Supplementary feeding occurring on habitats.
- Stock gaining access to land entered into stock-excluded management options.

### **Capital Works**

Each Capital Work must be completed to the specification detailed in the contract technical notes.

Farm Businesses should only claim for the completed Capital Works item. Any changes to Capital Works need to be requested and approved through a derogation before the work is completed.

In order to request a derogation please contact the Customer Contact Centre through RPW Online.

Capital Works must be completed during the year stated in the contract and Farm Businesses should avoid delaying the works until the end of the year when there is an increased likelihood of bad weather.

#### **Common Errors:**

- Work claimed but not actually completed.
- Work not completed to the specification required.
- Items undertaken in wrong location.
- Shortfalls in the length/quantity completed compared with the amount claimed for metal gates installed instead of wooden gates.
- Parkland and orchard trees not having individual guards as specified.

- Felling licenses not obtained for hedge coppicing (also applicable if you have a Glastir Small Grants contract).

**If you have any queries please contact the Customer Contact Centre using your RPW Online account or on 0300 062 5004.**

