



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

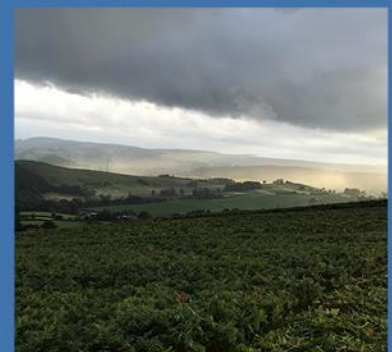
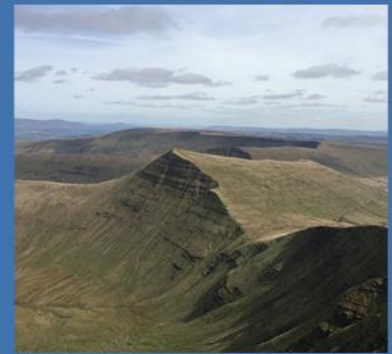


Llywodraeth Cymru
Welsh Government

Glastir

Glastir Commons Claim 2023

How to Complete Guidance



The Welsh Government Rural Communities –
Rural Development Programme for Wales

2014-2020

Mae'r ddogfen yma hefyd ar gael yn Gymraeg / This document is also available in Welsh.

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Important Notice:

These instructions will give you step-by-step guidance on how to complete your Glastir Commons Claim.

The Welsh Government produces this Guide in Welsh and English as required under the Welsh Government Welsh Language Scheme. Should you require a copy of this guide in the alternative language, you can access it online from: [Glastir Commons Claim - How to Complete Guidance](#) by selecting the Glastir Commons Claim – How to Complete Guidance, then the language switcher and re-opening the document.

If you are encountering problems or are unable to access your online account, please contact the RPW Online Helpdesk on 0300 062 5004.

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Section 1 – Getting Started

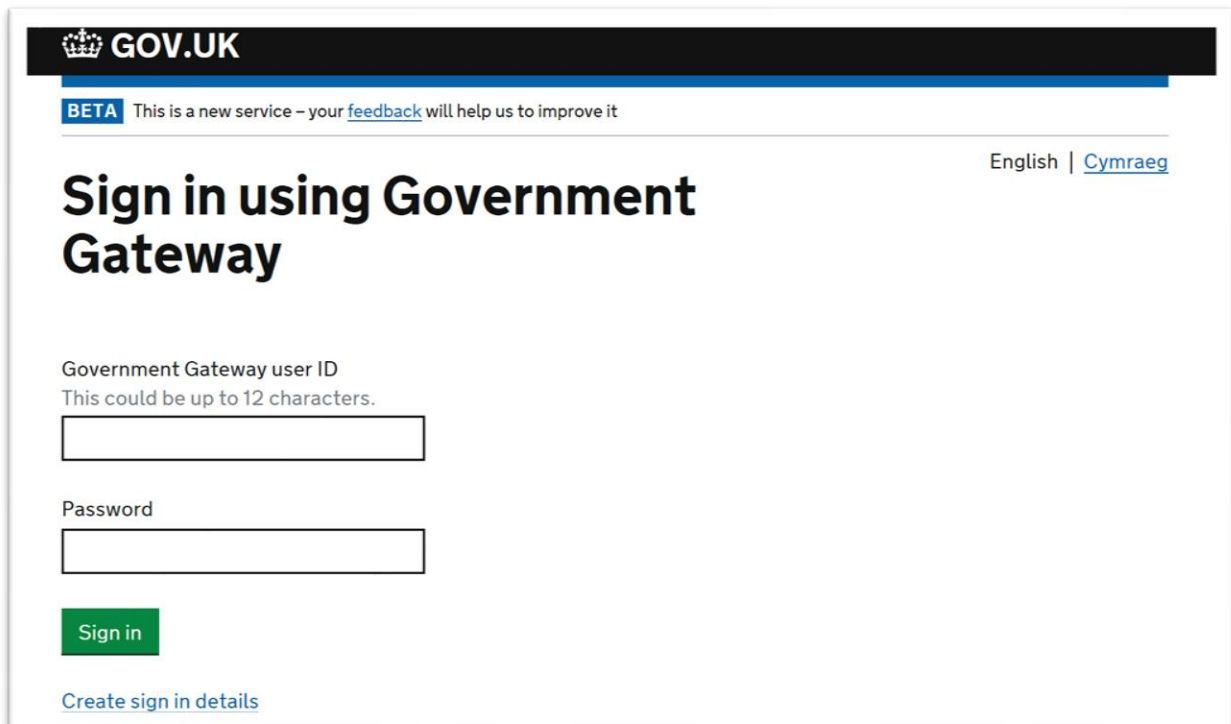
RPW Online Home Page

If you are not registered to access your online account, please use the Register link shown below:

[Register](#)

If you are not logged in, you must log into your RPW Online Account via the link below:

[RPW Online - Log in](#)



The screenshot shows the GOV.UK sign-in page for the Government Gateway. At the top, there is a black header with the GOV.UK logo and a blue bar with the text "BETA This is a new service – your [feedback](#) will help us to improve it". Below this, the page is titled "Sign in using Government Gateway" in large, bold, black text. To the right of the title, there are links for "English" and "Cymraeg". Below the title, there are two input fields: "Government Gateway user ID" (with a note "This could be up to 12 characters.") and "Password". A green "Sign in" button is located below the password field. At the bottom left, there is a link "Create sign in details".

You will see the following screen where you must enter your User ID and Password and select Log in.

If you are encountering problems or are unable to access your online account, please contact the RPW Online Helpdesk on 0300 062 5004.

Once logged into your online account the RPW Online 'Homepage' will appear.

The screenshot shows the RPW Online 'Homepage' interface. At the top left, there is a logo for 'Llywodraeth Cymru Welsh Government' and 'RPW Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. To the right, there is text in Welsh and English: 'CRONFA AMAETHYDDOL EWROF AR GYFER DATBLYGU GWLEDIG EWROF YN BUDDSODDI Mewn ARDALOEDD GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT EUROPE INVESTING IN RURAL AREAS' and the European Union flag.

Below the header, there is a navigation bar with the following items: Home, My Farm, Financial Information, Documents, Applications and Claims, Messages (5), My Glastir, and My Online Account. A welcome message reads: 'Welcome Farmer 67 CRN:.' and 'Cymraeg | Log Off'.

A blue banner below the navigation bar states: 'The Glastir Small Grants Expression of Interest window is open. Click Glastir Small Grants above'.

The main content area is divided into two columns. The left column is titled 'Messages between You and RPW' and contains the following items:

- Unread Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW**
 - Glastir Capital Works Claim Summary : Glastir Capital Works Claim (06/01/2017)
- Big distribution list - 16500 CRNs**
- Big distribution list - 16500 CRNs**
- Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW**
 - Glastir Commons Claim Summary : Glastir Commons Claim 2016 (22/04/2016)

Below the messages, there is a link: 'View all messages'.

The right column is titled 'Useful Links' and contains the following links:

- BCMS
- Farming and scheme information
- Bovine TB
- Farm animal movements and identification
- Farming Connect
- Offices Map
- Rural stress support groups

At the bottom of the main content area, there is a grey box titled 'Start Applications and Claims' containing the following information:

- Glastir Capital Works Claim**
Available anytime
- Glastir Commons Claim 2017**
Available until 09/06/2017. 80 days left.
- Glastir Small Grants Expression Of Interest**
Available until 01/05/2017. 41 days left.

Your Homepage will be tailored to you as a customer and may not appear exactly as above.

Accessing your Claim

Glastir Commons Claim can be accessed via the link within the Start Applications and Claims box, bottom left of the Home Screen (as highlighted below but showing Glastir Commons Claim 2023).

The screenshot shows the RPW Ar-Lein Online website interface. At the top, there is a header with the RPW logo and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. To the right, there is a banner for the European Agricultural Fund for Rural Development. Below the header, there is a navigation menu with links for Home, My Farm, Financial Information, Documents, Applications and Claims, Messages (6), and My Glastir. A 'Welcome Farmer 67' message is displayed on the left, and 'Cymraeg | Log Off' is on the right. A green navigation bar contains the same menu items. Below this, there are two blue informational banners: 'The Glastir Small Grants Expression of Interest window is open. Click Glastir Small Grants above' and 'UAT Release for 7th March 2017 complete - Next Release 9th March 2017'. The main content area is divided into two columns. The left column is titled 'Messages between You and RPW' and contains several message items, including 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW' and 'Glastir Commons Claim Summary : Glastir Commons Claim 2016 (22/04/2016)'. The right column is titled 'Useful Links' and lists various resources like BCMS, Farming and scheme information, Bovine TB, Farm animal movements and identification, Farming Connect, Offices Map, and Rural stress support groups. At the bottom of the page, there is a 'Start Applications and Claims' section with a list of available claims: 'Glastir Capital Works Claim Available anytime', 'Glastir Commons Claim 2017' (highlighted with a red box), and 'Glastir Small Grants Expression Of Interest Available until 01/05/2017. 41 days left.'

You may change the language your online account is displayed, by using the language switcher at the top of the screen. The language, in which this How to Complete Guidance is displayed, is determined by the language as seen on screen.

If you have selected to view the RPW Online screen in Welsh, the How to Complete Guidance will generate in Welsh.

Section 2 – Glastir Commons Claim

When you select to start your Glastir Commons Claim you will see the following page. Please ensure you have read and understood the text on this screen. Please also check that all of the Customer Details and Online Preferences are correct; if they are, please press Start.

If the Customer Details or Online Preferences are not correct, please click on the appropriate link to amend the details.

The link will take you to the Customer Details or Online Preferences screen (below) where you will be able to amend your details using the 'Update this information' function. Once you have completed your amendments, you will need to return to the Start/Continue Application screen and press Start or Continue as appropriate.

Welcome Farmer 67 CRN: [Cymraeg](#) | [Log Off](#)

Home My Farm - Financial Information - Documents Applications and Claims Messages 5 My Glastir - My Online Account -

Start Application

start an application or claim

You have asked to complete the following application online: **Glastir Commons Claim 2017**.

RPW Online will prompt you for the information required by the form. By starting this application online you are not committing to submitting it online; you may Exit the process at any time. If you Exit the application, you can come back later to complete the remainder, RPW Online will have saved the information you entered in your previous session.

The application will not be submitted to the Welsh Government until you click the 'Submit' option at the end of the process. Once you have submitted the application you will not be able to make changes to it using RPW Online.

You must ensure that your **Glastir Commons Claim 2017** and supporting information is received by the Welsh Government by 15 May 2017 in order to avoid late submission penalties.

The application must be submitted to Welsh Government by 9 June 2017. You will not be able to submit the form after this date even if you started filling in the form on or before 9 June 2017.

If you have any problems completing your **Glastir Commons Claim 2017** then you can also contact '[Customer Contact Centre](#)' for further guidance.

Please check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by clicking the Customer Details or Online Preferences links below.

[Customer Details](#) [Online Preferences](#)

Trading Title
Address
Postcode
Telephone Number
Email Address
Number of Partners

Email or SMS Preference
Email Address
Mobile Number
Preferred Correspondence

[Start](#) [Exit](#)

If you have previously selected to start your claim (but not submitted) and now you are returning to complete the remaining information required, you will see the following 'Continue Application' screen:

To continue with your claim, please select the 'Continue' button, as shown below.

Welcome Farmer 67 CRN: Cymraeg | Log Off

Home My Farm - Financial Information - Documents Applications and Claims Messages 5 My Glastir - My Online Account -

Continue Application continue an application or claim

You have asked to complete the following application online: **Glastir Commons Claim 2017**. You already have an application in progress. Please click 'Continue' to continue with your **Glastir Commons Claim 2017**.

You may choose to remove your existing **Glastir Commons Claim 2017** and start again. This will undo all of the changes that you have made since starting your **Glastir Commons Claim 2017** and the new **Glastir Commons Claim 2017** will be populated with the latest available data. If you wish to do so, click ['Start Again'](#).

RPW Online will prompt you for the information required by the form. By starting this application online you are not committing to submitting it online; you may Exit the process at any time. If you Exit the application, you can come back later to complete the remainder, RPW Online will have saved the information you entered in your previous session.

The application will not be submitted to the Welsh Government until you click the 'Submit' option at the end of the process. Once you have submitted the application you will not be able to make changes to it using RPW Online.

You must ensure that your **Glastir Commons Claim 2017** and supporting information is received by the Welsh Government by 15 May 2017 in order to avoid late submission penalties.

The application must be submitted to Welsh Government by 9 June 2017. You will not be able to submit the form after this date even if you started filling in the form on or before 9 June 2017.

If you have any problems completing your **Glastir Commons Claim 2017** then you can also contact ['Customer Contact Centre'](#) for further guidance.

Please check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by clicking the Customer Details or Online Preferences links below.

Customer Details	Online Preferences
Trading Title	Email or SMS Preference
Address	Email Address
	Mobile Number
	Preferred Correspondence
Postcode	
Telephone Number	
Email Address	
Number of Partners	

[Continue](#) Continue working on the **Glastir Commons Claim 2017** which was last updated on 21/03/2017 at 11:10 by Farmer 67 [Exit](#)

Customer Details - Amending details

Please see: [RPW Online Instructions](#) for instructions to amend details.

The screenshot shows the RPW Ar-Lein Online interface for Farmer 21. The header includes the Welsh Government logo, the RPW logo, and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. On the right, it mentions the European Agricultural Fund for Rural Development. The user is logged in as 'Cymraeg' and can log off. The navigation menu includes Home, My Farm, My Entitlements, Financial Information, Documents, Applications and Claims, Messages (4), and My Online Account. The main content area is titled 'Customer Details' and features a sidebar with links for Correspondence Address, Main Farm Address, and Trading Address. The main section is 'General Details' with an 'Update this information' button. The details listed are: Trading Title, Primary Contact Name, Main CPH, Preferred Language, Divisional Office, Legal Status, Date Business Formed, Current Objective 1 Status, and Company Registration Number. At the bottom, there are links for Guidance Documents, Contact Us, FAQ, and Copyright Statement.

Online Preferences - Amending details

Please see: [RPW Online Instructions](#) for instructions to amend preferences.

The screenshot shows the RPW Ar-Lein Online interface for Farmer 72. The header is identical to the previous page. The user is logged in as 'Cymraeg' and can log off. The navigation menu includes Home, My Farm, My Entitlements, Financial Information, Documents, Applications and Claims, Messages, and My Online Account. The main content area is titled 'Online Preferences' and features a sidebar with a link for Manage Agents/Farming Unions. The main section is 'Online Preferences your preferences for RPW Online' and 'Customer Contact Details' with an 'Update this information' button. The details listed are: Email or SMS Preference, Email Address, Mobile Number, and Preferred Correspondence. At the bottom, there are links for Guidance Documents, Contact Us, FAQ, and Copyright Statement.

General notes on using the Glastir Commons Claim

Once you have launched the Glastir Commons Claim, please note these technical notes before you progress.

- You are advised to press 'Save' on any page where you have changed information.
- You should use the 'Previous' or 'Next' button to move between screens.
- You should **not** use the back and forwards arrows on your browser bar to move between pages as this is likely to cause the claim to fail and shut down and you may have to log back into RPW Online again.
- Selecting 'Save' will update the claim with all changes you may have made. You can select to save at any time.
- Selecting 'Exit' will automatically save all changes made to your claim before exiting to your RPW Online home screen.
- You can use the 'Print' button to generate a printed version of the claim. The printed version will show the claim at its current state, showing any changes you may have made.
- The printed version is a DRAFT only and will **not** be accepted by the Welsh Government as a valid claim for payment.
- The printed draft version will display 'NOT SUBMITTED' within the footer of all pages.
- Once submitted, the printed claim will display 'SUBMITTED' within the footer of all pages.

Introduction Page

This page provides key messages about your claim. Please ensure you have read them thoroughly before you begin your claim.

Glastir Commons Claim 2017

CRN:

[Help Guide](#)

Glastir Commons Claim 2017 Next >

You must use the Glastir Commons Claim 2017 to apply for the Glastir Commons Annual Management Payment.

You should read the 'Glastir Commons Claim 2017 - How to Complete Guide' before beginning your claim.

- The Welsh Government is not responsible for the accuracy of any of the information provided in support of your claim. It is your responsibility to ensure that all details entered and submitted in relation to your claim are true, accurate and complete, and that all of the questions have been fully answered.
- Your claim will be pre-populated with as much information as possible based on the information we hold. You must check this information carefully and include any changes in relation to your 2017 claim
- You must check all of the Land Data information is correct and matches the situation on the ground.
- It is your responsibility to check all land parcels, whether pre-ticked or not, are eligible to claim your annual area management payment. It is also your responsibility to tick and claim for any eligible parcel which has not been pre-ticked or pre-populated. You are strongly advised to review your summary to ensure that all parcels you intend to claim have been ticked.
- European Regulations require that penalties must be applied if the details that you provide on your Glastir Commons Claim 2017 are found to be inaccurate or you are found not to have complied with the terms of your contract.
- You must ensure that your claim and supporting documentation (e.g. changes to active graziers) is received by the Welsh Government by 15 May 2017 in order to avoid late submission penalties. Claims cannot be submitted after 9 June 2017. You are however still required to submit a land declaration so that cross checks can be made against your contract.
- All payments will be made as you have requested in your Glastir Commons Contract, from February 2018. Please ensure that your bank details, held by the Welsh Government, are correct and up to date.
- Please follow this link to the 'Glastir Commons Claim 2017 - How to Complete Guidance'.
- If you have any problems completing your Glastir Commons Claim 2017, you can contact Rural Payments Wales Customer Contact Centre for further guidance.
- Your Glastir Commons Advanced Capital Works claim is a separate claim to this and is available via your RPW Online home page.

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Ffwrdd y Bwrdeisdrefnys Seicoledd Cwledig
European Agricultural Fund for Rural Development
European Investing in Rural Areas

Llywodraeth Cymru
Welsh Government

✕ Exit 💾 Save 🖨 Print Next >

The 'Help Guide' button (highlighted above) is a link to this Glastir Commons Claim - How to Complete Guidance, which is available on the Welsh Government website. Selecting this link will open a new tab in your Internet Browser.

Once you have read and understood the Key Messages, click Next in the at the top right or bottom right hand corners to progress to the next section.

Grazing Association Membership

This page displays the current membership of the Grazing Association as set within your Glastir Commons Contract.

Grazing Association - Membership

Displayed below is the current status of your Grazing Association Membership as in your Glastir Commons Contract. Please check these details are correct. You **MUST** answer the question at the bottom of the page.

Here is a list of the Grazing Association members recorded on the current version of the contract:

CPH Number	CRN	Trading Title	Status
59/1	A00	A	Active
59/1	A00	C	Active
55/C	A00	S	Active
55/C	A00	K	Active
55/C	A00	T	Active
55/C	A00	R	Active
55/C	A00	M	Active
55/C	A00	N	Active
55/C	A00	S	Active
55/C	A00	G	Active
59/1	A00	C	Active
55/C	A00	S	Active
55/C	A00	R	Active
55/C	A00	D	Active
55/C	A00	A	Active
59/1	A00	R	Non-Active
		H	Non-Active

Have any details of membership to the Grazing Association changed? * Yes No

Please ensure you have checked all details are accurate.

Please note: you may need to scroll down the screen if your Grazing Association contains a high number of members.

You **MUST** answer 'Yes' or 'No' to the following question displayed at the bottom of your screen:

Have any details of membership to the Grazing Association changed? * Yes No

If you select 'Yes', then you must provide more information as to what details have changed.

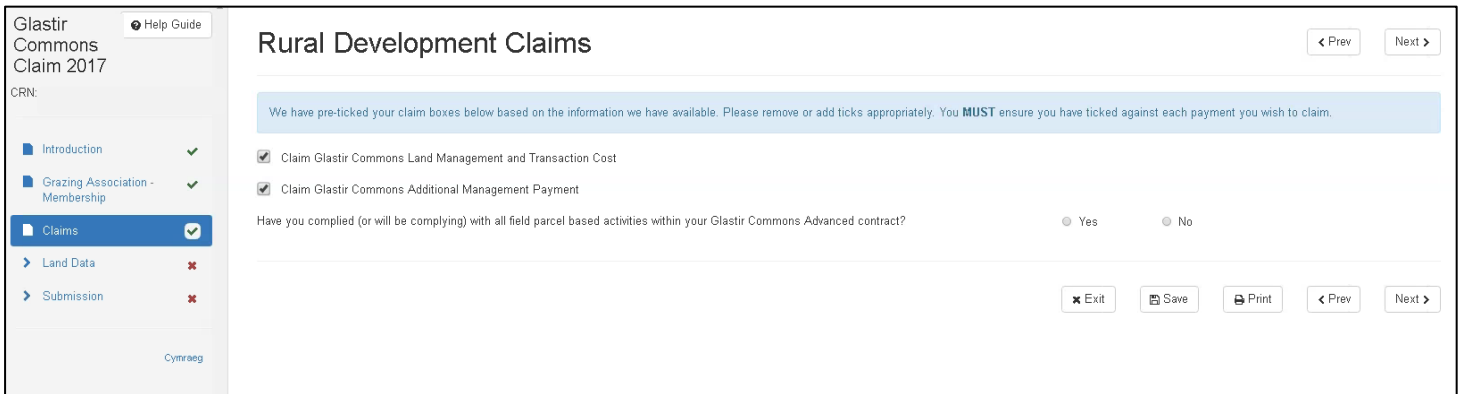
Please notify us of any changes via RPW Online.

If you select 'No', no further information is required. Please select 'Next' to continue with your claim.

Rural Development Claims

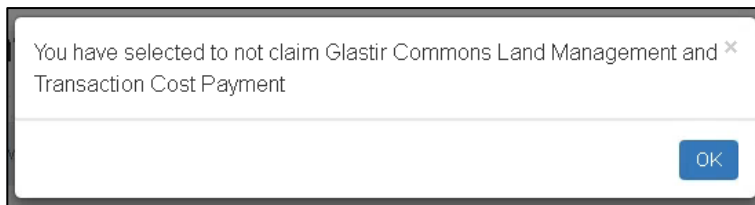
This screen displays the claim(s) which you are eligible to claim. All customers will have the opportunity to claim Glastir Commons Lands Management and Transaction Cost Payments.

If you are a Glastir Commons Advanced customer, you will have to opportunity to also claim your Glastir Commons Additional Management Payment. If you are not a Glastir Commons Advanced customer, this tick box will not appear on your claim.



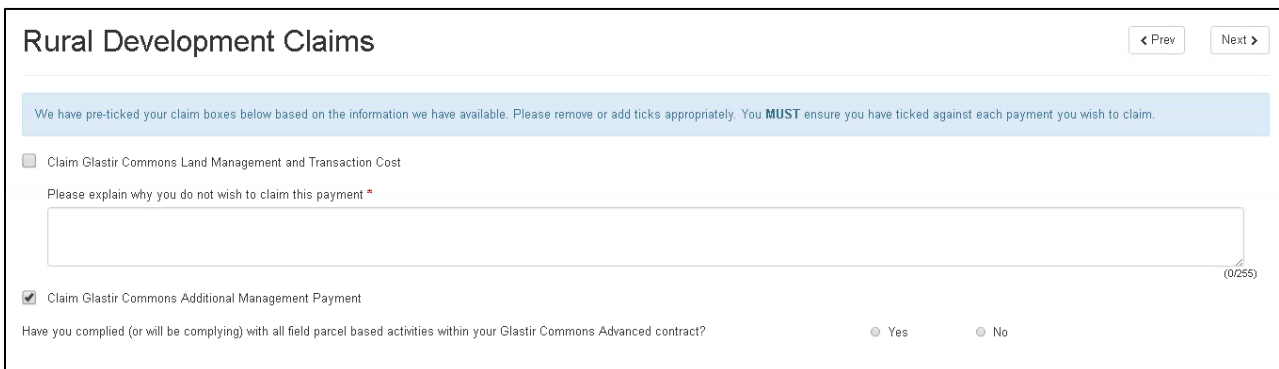
These claim boxes are pre ticked. If you do not wish to claim payment under the scheme applicable, please un-tick the appropriate box.

If you un-tick 'Claim Glastir Commons Land and Transaction Cost' the following pop up box will appear:



This pop up box is informing you, that you have selected to not claim Glastir Commons Land Management and Transaction Cost Payment.

Select OK and the comments box will appear.



You must complete this comments box and explain why you are not claiming your annual payment under Glastir Commons and/or Glastir Commons Advanced scheme.

If you leave the comments box empty and select 'Next' there will be an error logged against this page and the Red Cross will remain on the page list against the Claims section. To resolve this, please make comments against each unclaimed payment or you can select to claim the management payment, by re-ticking the box.

Rural Development Claims

< Prev Next >

We have pre-ticked your claim boxes below based on the information we have available. Please remove or add ticks appropriately. You **MUST** ensure you have ticked against each payment you wish to claim.

Claim Glastir Commons Land Management and Transaction Cost

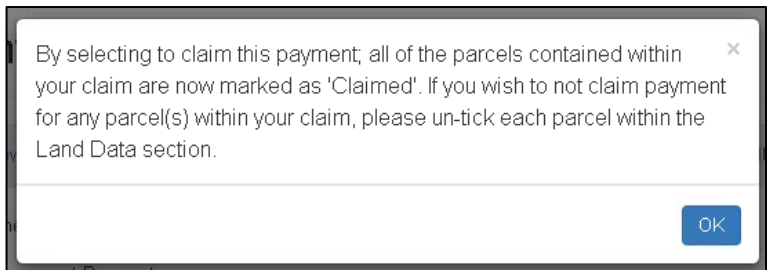
Please explain why you do not wish to claim this payment *

(0/255)

Claim Glastir Commons Additional Management Payment

Have you complied (or will be complying) with all field parcel based activities within your Glastir Commons Advanced contract? Yes No

If you have un-ticked the claim for either: Commons Land Management or Commons Additional Management payments and you decide to re-tick to claim for payment against either of the Rural Development Claims you will see the following pop up box.



This information message is to inform you that all your land parcels, contained within your claim are now marked as claimed and if you do not wish to make a claim for payment for any parcel(s), you must do this by un-ticking each parcel within your Land Data Section.

All Glastir Commons Advanced customers must answer the following question:
Have you complied (or will be complying) with all field parcel based activities within your Glastir Commons Advanced Contract?

Have you complied (or will be complying) with all field parcel based activities within your Glastir Commons Advanced contract? Yes No

If you have not or cannot comply with your activities specified within your Glastir Commons Advanced Contract, please select 'No' to the previous question and the following table will appear:

Rural Development Claims

We have pre-ticked your claim boxes below based on the information we have available. Please remove or add ticks appropriately. You **MUST** ensure you have ticked against each payment you wish to claim.

Claim Glastir Commons Land Management and Transaction Cost

Claim Glastir Commons Additional Management Payment

Have you complied (or will be complying) with all field parcel based activities within your Glastir Commons Advanced contract? Yes No

In order for Welsh Government to identify which activity you have not, or will not be, compliant with, please supply the following information:

[+ Add Activity](#)

Sheet Reference *	Field Number *	Option *	Activity Id Help *	Comments *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Remove](#) (0/255)

[Exit](#) [Save](#) [Print](#) [Prev](#) [Next](#)

You are required to complete the following information in the screen above:

- Sheet Reference (e.g. SS1234)
- Field Number (e.g. 0056)
- Option – Select your Additional Management Payment (AMP) from the drop down (e.g. 411)
- Activity ID (e.g. TE001)
- Comments – please enter the reason why you cannot or have not adhered to your Additional Management Payment requirements as set within your Glastir Commons Advanced Contract.

If you have failed to adhere to more than one activity, please use the 'Add Activity' button, which will populate an additional table as shown below:

The screenshot shows the 'Rural Development Claims' form. On the left is a navigation menu with 'Claims' selected. The main content area includes a header, a pre-ticked claim section, a compliance question, and a table for adding activities. The '+ Add Activity' button is highlighted with a red box.

Rural Development Claims

We have pre-ticked your claim boxes below based on the information we have available. Please remove or add ticks appropriately. You **MUST** ensure you have ticked against each payment you wish to claim.

Claim Glastir Commons Land Management and Transaction Cost
 Claim Glastir Commons Additional Management Payment

Have you complied (or will be complying) with all field parcel based activities within your Glastir Commons Advanced contract? Yes No

In order for Welsh Government to identify which activity you have not, or will not be, compliant with, please supply the following information:

Sheet Reference *	Field Number *	Option *	Activity Id Help *	Comments *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add Activity

Exit Save Print Prev Next

Below is an example of the information required by Welsh Government:

The screenshot shows the 'Rural Development Claims' form with an example of completed activity information. The table contains two rows of data.

Rural Development Claims

We have pre-ticked your claim boxes below based on the information we have available. Please remove or add ticks appropriately. You **MUST** ensure you have ticked against each payment you wish to claim.

Claim Glastir Commons Land Management and Transaction Cost
 Claim Glastir Commons Additional Management Payment

Have you complied (or will be complying) with all field parcel based activities within your Glastir Commons Advanced contract? Yes No

In order for Welsh Government to identify which activity you have not, or will not be, compliant with, please supply the following information:

Sheet Reference *	Field Number *	Option *	Activity Id Help *	Comments *	
SS1234	0056	401	TE001	Unable to meet the requirements in Commons Advanced Contract - Grazier A0000000 - added too many sheep, which lowered the percentage of the cattle on the land	<input type="text"/>
SN1234	5678	402	TE003	Unable to comply with the burning plan as agreed with our Contract Manager. Please find details including photographic evidence uploaded into our online account. I have also called the Customer Contact Centre to confirm verbally to Welsh Government.	<input type="text"/>

+ Add Activity

Exit Save Print Prev Next

Once you have completed the required information, please select 'Save' and then 'Next'

To remove an incorrectly populated table, please select the 'Remove' button.

Glastir Commons Claim 2017 | Help Guide

Rural Development Claims

< Prev | Next >

We have pre-ticked your claim boxes below based on the information we have available. Please remove or add ticks appropriately. You **MUST** ensure you have ticked against each payment you wish to claim.

- Claim Glastir Commons Land Management and Transaction Cost
- Claim Glastir Commons Additional Management Payment

Have you complied (or will be complying) with all field parcel based activities within your Glastir Commons Advanced contract? Yes No

In order for Welsh Government to identify which activity you have not, or will not be, compliant with, please supply the following information:

+ Add Activity

Sheet Reference *	Field Number *	Option *	Activity Id <small>Help</small> *	Comments *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

✕ Exit | Save | Print | < Prev | Next >

If you have incorrectly selected 'No' then please select 'Yes', the table will disappear and any information inputted will **not** be taken into account, although it will be saved on screen. If you select 'No' again, the data inputted will re-populate. Please check the information displayed on screen is accurate and correct.

Please then select 'Next'.

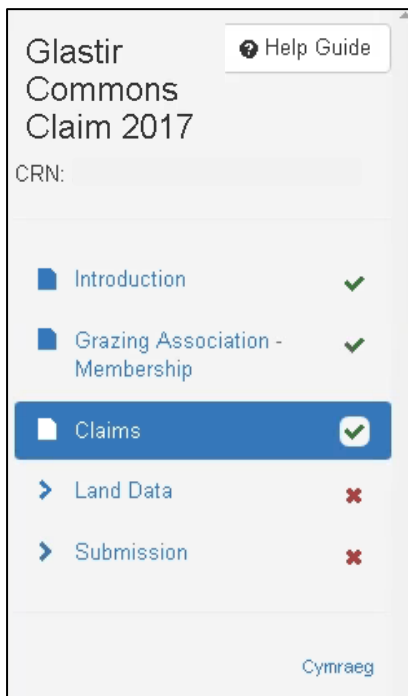
Page List and Navigation

You will notice your Page List (shown below), which displays each section of your Glastir Commons Claim.

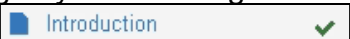
The sections which you have progressed through will show as a green tick.

A red cross indicates there is either an 'Error' on the section, or you have not yet visited the section.

The current section displayed on your screen will always be highlighted with a blue surround to highlight the section title. The screenshot below shows that you are currently in section titled Claims.



You can navigate to any section by clicking on the title of that section.

E.g. If you want to go back to the Introduction section, please use your cursor to click on  and this will navigate you to the Introduction section.

Land Data

The Land Data screen displays all of your Common Land and Land Used in Common, as within your Glastir Commons Contract.

The screenshot shows the 'Land Data List' interface. On the left is a sidebar with navigation options: Introduction (checked), Grazing Association - Membership (checked), Claims (checked), Land Data (selected), Page 1 (selected), and Submission. The main area has a title 'Land Data List' and a search bar with the text 'e.g. SN6510 6249'. Below the search bar is a table with the following columns: Registered County Name, Common Land Number, Sheet Ref., Field No., Field Size (ha), Max. Eligible Area (ha), Claimed, and Follow Up. The table contains two rows of data for CARMARTHENSHIRE. The first row has Field No. 6249, Field Size (ha) 8.19, and Max. Eligible Area (ha) 8.09. The second row has Field No. 1881, Field Size (ha) 760.14, and Max. Eligible Area (ha) 749.78. Both rows have 'Claimed' checked and 'Follow Up' unchecked. There are 'Open' buttons for each row and 'Remove Field' buttons. At the bottom right, there are buttons for Exit, Save, Print, Prev, and Next.

	Registered County Name	Common Land Number	Sheet Ref.	Field No.	Field Size (ha)	Max. Eligible Area (ha)	Claimed	Follow Up	
Open	CARMARTHENSHIRE			6249	8.19	8.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove Field
Open	CARMARTHENSHIRE			1881	760.14	749.78	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove Field

You will see each parcel is displaying the Registered County Name and CL Number (where applicable). Please note that if your contract contains a Land Used in Common parcel, the County Name and CL Number will display as LUIC.

Please check the Sheet References (SN1234) and Field Numbers (0012) are correct.

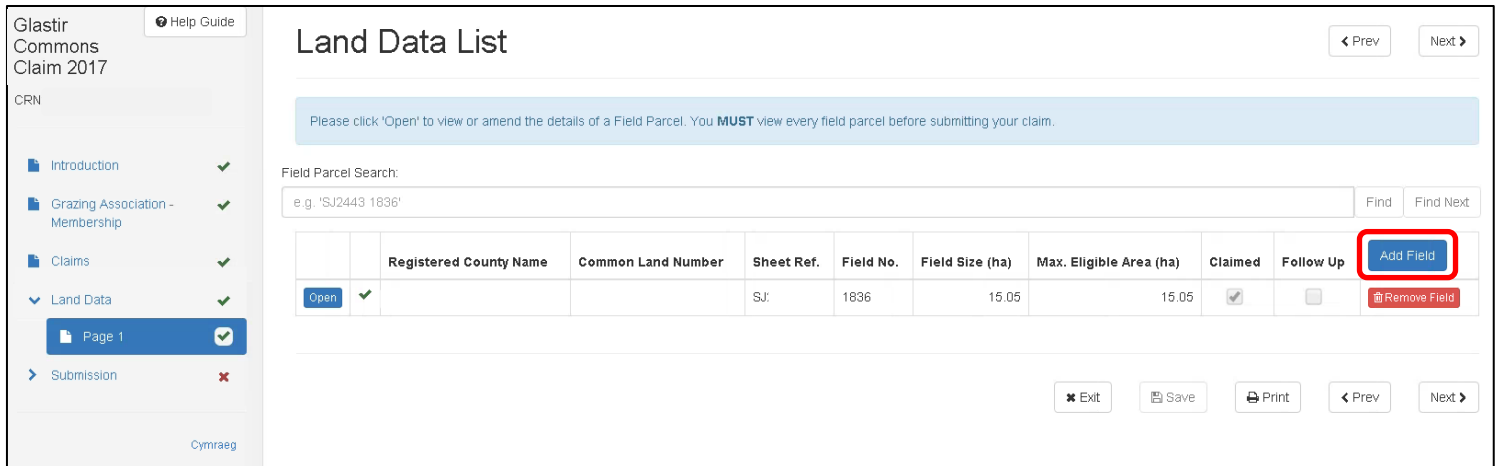
- The Field Size (ha) column is the total field size. This is the sum of all crop codes and permanent features contained within the land parcel.
- The Max. Eligible Area (ha) is the total amount of area eligible for payment within the land parcel i.e. the sum of all eligible crop codes within the land parcel.
- The Claimed column shows that you have selected this parcel for payment within your claim. Please note: all parcels will be automatically ticked for payment; if you wish to not claim payment for a parcel you must select to 'Open' the parcel and un-tick Claim.

If you wish to remove a parcel from the Glastir Commons Claim – please use the 'Remove Field' button. If you wish to reinstate a parcel, please select Restore Field button – this function is only available if you have removed a field.

Adding a Common Land Parcel

To add a parcel which has not been prepopulated within your Land Data list, please use the following steps:

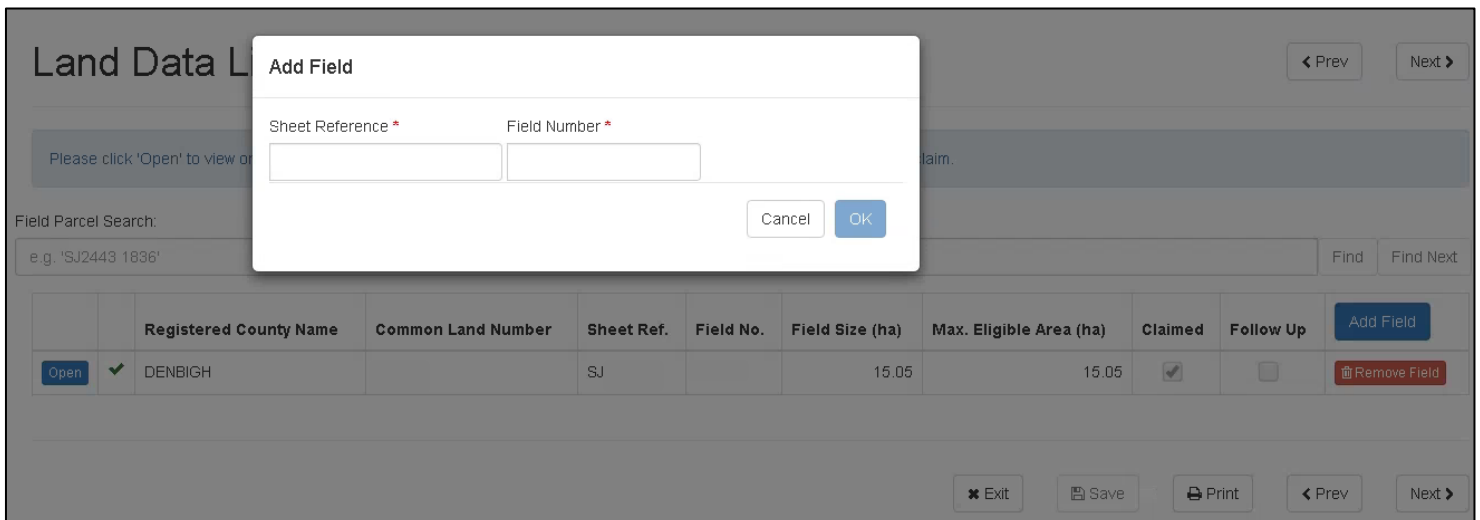
- Ensure you are within the Land Data List
- Select the blue 'Add Field' button, outlined below:



The screenshot shows the 'Land Data List' interface. On the left is a navigation menu with 'Land Data' selected. The main area displays a table of land parcels. The 'Add Field' button is highlighted with a red box. Below the table are buttons for 'Exit', 'Save', 'Print', 'Prev', and 'Next'.

	Registered County Name	Common Land Number	Sheet Ref.	Field No.	Field Size (ha)	Max. Eligible Area (ha)	Claimed	Follow Up	Add Field	Remove Field
Open	✓		SJ	1836	15.05	15.05	✓			

- Please supply the Sheet Reference (SS1234) and Field Number (0123) in the applicable areas as shown below:



The screenshot shows the 'Add Field' dialog box. It has two input fields: 'Sheet Reference *' and 'Field Number *'. Below the fields are 'Cancel' and 'OK' buttons. The background shows the 'Land Data List' interface with the 'Add Field' button highlighted.

Important Note: If the Field Number starts with a zero please ensure you input all four numbers (e.g. 0011).

Once you have supplied the Sheet Reference (SS1234) and Field Number (0011) the following screen will appear:

Land Data Details

CRN: [Blank]

Please check that all parcel details are accurate, make any necessary corrections, and indicate whether you wish to claim.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
LUIC	LUIC	SS1234	0011	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Claimed Area		Crop	Area
Total Field Size (ha)	Eligible Area (ha)		
0.00	0.00		

Buttons: Exit, Save, Print, Prev, Next

The parcel added will automatically default to Land Used in Common within the Registered County Name and Commons Land Number. If this is incorrect, please select the county name from the drop down within the Registered County Name column, as shown below:

Land Data Details

CRN: [Blank]

Please check that all parcel details are accurate, make any necessary corrections and indicate whether you wish to claim.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
LUIC	LUIC	SN1234	0011	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Claimed Area		Crop	Area
Total Field Size (ha)	Eligible Area (ha)		
	0.00		

Buttons: Exit, Save, Print, Prev, Next

Once you have selected the county name, please enter the Common Land Number.

The screenshot shows the 'Land Data Details' form. The 'Registered County Name' is set to 'ANGLESEY'. The 'Common Land Number' field is empty and highlighted with a red box. The 'Sheet Ref.' is 'SS1234' and the 'Field No.' is '0011'. The 'Claim' checkbox is checked. The 'Follow Up' checkbox is unchecked. The 'Claimed Area' section shows 'Total Field Size (ha)' and 'Eligible Area (ha)' both as 0.00. The 'Crop' dropdown is empty, and the 'Area' field is empty. There are 'Add Crop' and 'Remove' buttons. The bottom navigation bar includes 'Exit', 'Save', 'Print', 'Prev', and 'Next' buttons.

You must now select all crops and permanent features which are contained within the land parcel.

Please select from the drop down list available as shown below and enter the area of the crop or permanent feature in hectares, to two decimal places, within the Area Column:

The screenshot shows the 'Land Data Details' form with a dropdown menu open for the 'Crop' field. The dropdown menu lists various crop and permanent feature codes: GR2, GT1, HE7, NO1, PD1, RE1, RU1, SM2, TR2, TT99, WS1, YY14, YY15, YY16, YY21, YY23, YY41, ZZ10, and ZZ11. The 'Area' field is highlighted with a red box. The rest of the form is the same as in the previous screenshot.

Please see [Glastir Commons Crop and Permanent Feature Codes](#) section for the full description of the crop codes and permanent feature codes available to Glastir Commons.

If you require adding more crop codes or permanent features, please use the Add Crop button as outlined below:

The screenshot displays the 'Land Data Details' page. On the left, a sidebar shows the navigation menu with 'Page 1' selected under 'Land Data'. The main content area has a 'Back to List' button and a yellow warning box. Below this is a table with columns for 'Registered County Name' (set to ANGLESEY), 'Com N' (set to 99), 'Sheet Ref.' (SS1234), 'Field No.' (0011), 'Claim' (checked), and 'Follow Up' (unchecked). A 'Claimed Area' section shows 'Total Field Size (ha)' and 'Eligible Area (ha)' both at 0.00. A table below has an 'Area' column and 'Add Crop' and 'Remove' buttons. A dropdown menu is open, listing crop codes from GR2 to ZZ11. The 'Add Crop' button is highlighted with a red box.

If you require removing a crop entry, please use the red Remove button as shown above.

Please see the example below of a parcel added to the claim:

Land Data Details

← Prev Next →

↑ Back to List

Please check that all parcel details are accurate, make any necessary corrections, and indicate whether you wish to claim.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
ANGLESEY	99	SS1234	0011	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Claimed Area	
Total Field Size (ha)	Eligible Area (ha)
174.17	164.77

Crop	Area	
GR2	152.55	<input type="button" value="Remove"/>
WS1	12.22	<input type="button" value="Remove"/>
ZZ31	8.20	<input type="button" value="Remove"/>
ZZ40	1.20	<input type="button" value="Remove"/>

✕ Exit Save Print ← Prev Next →

The Claimed Area column is dynamic, which means it's based on the information inputted by you and is adjusted based on the crops and/or permanent features and their area.

- The Total Field Size (ha) = the sum of all crop and permanent feature codes as inputted on screen.
- Eligible Area (ha) = the sum of all crop codes, as inputted on screen, which are eligible for payment under Glastir Commons.

When you navigate back to the Land Data List, you will notice the Field Size and Max. Eligible Area is not displaying for the parcel you have added to your claim. This is because the details contained within the land parcel have not yet been validated.

If you wish to remove the parcel you have added to your claim, please select the red Remove Field button as outlined below:

The screenshot shows the 'Land Data List' interface. On the left is a navigation sidebar for 'Glastir Commons Claim 2017' with sections: Introduction, Grazing Association - Membership, Claims, Land Data (selected), Page 1, and Submission. The main area has a title 'Land Data List' and a search bar containing 'e.g. 'SJ2443 1836''. Below the search bar is a table with the following data:

		Registered County Name	Common Land Number	Sheet Ref.	Field No.	Field Size (ha)	Max. Eligible Area (ha)	Claimed	Follow Up	Add Field
Open	✓	DENBIGH		SJ	1836	15.05	15.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove Field
Open	✓	ANGLESEY		SS	0011			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove Field

At the bottom of the interface are buttons for Exit, Save, Print, Prev, and Next.

Land Data Details

You **must** open all field parcels contained within your claim.

Selecting 'Open' on a land parcel will show the following screen:

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
CARMARTHENSHIRE		SN	6249	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Total Field Size (ha)	Max. Eligible Area (ha)
8.19	8.09

Claimed Area	
Total Field Size (ha)	Eligible Area (ha)
8.19	8.09

Crop	Area	
GR2	8.09	<input type="button" value="Remove"/>
ZZ30	0.02	<input type="button" value="Remove"/>
ZZ37	0.08	<input type="button" value="Remove"/>

Please check that all parcel details are accurate, make any necessary corrections, and indicate whether you wish to claim or not.

You can choose to not claim by removing the tick against 'Claim', next to the field number.

The Land Data Details screen will display:

- Registered County Name or LUIC (Land Used in Common).
- CL Number or LUIC (Land Used in Common).
- Sheet Ref.
- Field No.
- Claim tick box. If ticked you are claiming for payment.
- Follow Up option – this allows you to mark for follow up and return later, this will also show in your summary section as an information message.
- Total Field Size (ha).
- Maximum Eligible Area (ha).
- The Claimed Area table calculates from the crop and area table to the right of the screen. Any adjustments to the size of area will be reflected in this table.
- Crop (drop down list) – this is prepopulated with the information Welsh Government currently hold within the land parcel. You can make amendments to the crop code drop down if you believe the information displayed is not accurate.
- Area – this is the area of the crop. This must be entered to two decimal places (0.00ha).

Also displayed within crops, is the permanent features (PF). These are areas which are not available for payment under Glastir Commons.

Please see the Crop and Permanent Feature Codes Section for a full list of crop codes and PF available under Glastir Commons.

If you remove a crop it will display as greyed out and the Remove button is now displaying as 'Restore', as shown below:

Glastir Commons Claim 2017
Help Guide

CRN

- Introduction ✓
- Grazing Association - Membership ✓
- Claims ✓
- Land Data ✗
 - Page 1 ✗
 - Submission ✗

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Land Data Details

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Next >

↑ Back to List

Please check that all parcel details are accurate, make any necessary corrections, and indicate whether you wish to claim.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
CARMARTHENSHIRE		SN	6249	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Total Field Size (ha)	Max. Eligible Area (ha)	Crop	Area	
8.19	8.09	GR2	8.09	Add Crop Remove
		ZZ30	0.02	Restore
		ZZ97	0.08	Remove

Claimed Area	
Total Field Size (ha)	Eligible Area (ha)
8.17	8.09

✗ Exit
Save
Print
< Prev
Next >

If you wish to reinstate the crop you have removed from the land parcel, simply click the red 'Restore' button.

If you wish to add a crop or permanent feature to the parcel, please select the 'Add Crop' button, where a blank row will appear for you to populate from the dropdown list, then you will add the area of the crop or permanent feature.

Glastir Commons Claim 2017
Help Guide

Land Data Details

< Prev
Next >

↑ Back to List

Please check that all parcel details are accurate, make any necessary corrections, and indicate whether you wish to claim.

Registered County Name		Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
CARMARTHENSHIRE			SN	6249	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Total Field Size (ha)	Max. Eligible Area (ha)
8.19	8.09

Claimed Area	
Total Field Size (ha)	Eligible Area (ha)
8.17	8.09

Crop	Area	
GR2	8.09	<input type="button" value="Add Crop"/>
GR2	0.02	<input type="button" value="Remove"/>
GR2	0.08	<input type="button" value="Remove"/>
GR2	0.08	<input type="button" value="Remove"/>

✕ Exit
💾 Save
🖨 Print
< Prev
Next >

Your Glastir Commons Claim will automatically select all your parcels for payment.

Land Data Details
< Prev
Next >

↑ Back to List

Please check that all parcel details are accurate, make any necessary corrections, and indicate whether you wish to claim.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
DENBIGH		SJ	1836	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Total Field Size (ha)	Max. Eligible Area (ha)
15.05	15.05

Claimed Area	
Total Field Size (ha)	Eligible Area (ha)
15.05	15.05

Crop	Area	
GR2	15.05	<input type="button" value="Add Crop"/>
GR2	15.05	<input type="button" value="Remove"/>

✕ Exit
💾 Save
🖨 Print
< Prev
Next >

If you wish to not claim a land parcel for payment, please remove the tick from the claim column, as shown below:

Land Data Details

[< Prev](#) [Next >](#)

[↑ Back to List](#)

Please check that all parcel details are accurate, make any necessary corrections, and indicate whether you wish to claim.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
DENBIGH		SJ	1836	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Total Field Size (ha)	Max. Eligible Area (ha)	Crop	Area	Add Crop
15.05	15.05	GR2	15.05	Remove

Claimed Area	
Total Field Size (ha)	Eligible Area (ha)
15.05	15.05

[✕ Exit](#) [Save](#) [Print](#) [< Prev](#) [Next >](#)

If you wish to mark a parcel to return to later, please select the Follow Up tick box as shown below:

Land Data Details

[< Prev](#) [Next >](#)

[↑ Back to List](#)

Please check that all parcel details are accurate, make any necessary corrections, and indicate whether you wish to claim.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
DENBIGH		SJ	1836	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Total Field Size (ha)	Max. Eligible Area (ha)	Crop	Area	Add Crop
15.05	15.05	GR2	15.05	Remove

Claimed Area	
Total Field Size (ha)	Eligible Area (ha)
15.05	15.05

[✕ Exit](#) [Save](#) [Print](#) [< Prev](#) [Next >](#)

Please use the 'Back to List' button to return to the Land Data List, to review the remaining parcels within your claim. Please see below:

You may also use the 'Next' button to move to the next parcel listed within your claim.

The 'Prev' button will direct you to the previous parcel within your claim.

Land Data Details < Prev Next >

↩ Back to List

Please check that all parcel details are accurate, make any necessary corrections, and indicate whether you wish to claim.

Registered County Name	Common Land Number	Sheet Ref.	Field No.	Claim	Follow Up
DENBIGH		SJ	1836	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Total Field Size (ha)	Max. Eligible Area (ha)
15.05	15.05

Crop	Area	
GR2 ▼	15.05	<input type="button" value="Add Crop"/> <input type="button" value="Remove"/>

Claimed Area	
Total Field Size (ha)	Eligible Area (ha)
15.05	15.05

Glastir Commons Crop and Permanent Feature Codes

Please see below the list of Payable Crop Codes and Permanent Features, including their description below:

Payable Crop Code	Description
GR2	Grass - permanent - over 5 years
GT1	Tracks - grazed
HE7	Heathlands - grazed
RE1	Reeds
RU1	Rushes
SM2	Saltmarshes - grazed
TR2	Woodland - coniferous – un-grazed (including Christmas trees)
TT99	Temporary unusable area
WS1	Woodland - broadleaf – un-grazed
YY14	Woodland - coniferous - scattered
YY15	Woodland - broadleaf - scattered
YY16	Woodland - trunks and stumps
YY21	Bracken - scattered
YY23	Scrub / Gorse / Briar - scattered
ZZ10	Woodland - coniferous - group
ZZ11	Woodland - broadleaf - group
ZZ20	Bracken - group
ZZ22	Scrub / Gorse / Briar - group

Permanent Features – (not payable)	Description
NO1	Non-agricultural activities
PD1	Ponds - eligible for BPS
YY41	Scree / Rock outcrops / Boulders / Sand - scattered
ZZ30	Ponds - ineligible
ZZ31	Rivers and Streams
ZZ40	Scree / Rock outcrops / Boulders / Sand - group
ZZ89	Buildings / yards
ZZ92	Hardstandings
ZZ94	Roads
ZZ97	Tracks – un-grazed

Submission Section

The Submission section contains:

- Errors, Information & Summary
- Declaration and Undertakings
- Submit

Errors, Information & Summary

Please check this section for any error or information messages. You will see currently there are no errors or information for you to be aware of. This indicates all questions have been answered and all sections have been completed:

Errors and Information

No Errors or Information Messages identified.

Submission Errors, Information & Summary

Errors and Information
No Errors or Information Messages identified.

Summary

Important - Please review this Summary.

The following summarises your Glastir Commons Claim 2017.
This summary is for information purposes only and does not confirm any information in your claim is correct.
Please ensure you are satisfied that the summary below reflects an accurate representation of your claim. You will see displayed below which payments are included in your claim. You will also see displayed the number of field parcels within your Glastir Commons Contract and the number of field parcels you have declared within your claim.
Please ensure you are satisfied all the information displayed is correct.
If you wish to make any changes, please make these changes now before submitting your claim by navigating back to the section you require amending.

Payment	2017
Glastir Commons Land Management and Transaction Cost Payments	Claimed
Glastir Commons Advanced - Additional Management Payments	Claimed

	Number of Field Parcels	Total Area (ha)	Eligible Area (ha)
Contract	1	15.05	15.05
Claimed	1	15.05	15.05

Exit Save Print Prev Next

Errors and Information

The following is a list of sections which contain Errors and Information Messages. Errors must be corrected before submission is possible. For any Information Messages, we recommend that you check your response to ensure it is correct.

Click on the Section Name to view the Errors and Information Messages for that Section.

You must view every page before submitting your claim.

Below is an example of an information message and an error message firing:

Submission Errors, Information & Summary

You must correct all errors listed in the Errors and Information section before you can submit your Glastir Commons Claim 2017.

Errors and Information

The following is a list of sections which contain Errors and Information Messages. Errors **must** be corrected before submission is possible. For any Information Messages, we recommend that you check your response to ensure it is correct. For more information refer to the guidance in the 'How to Complete' guide.

Click on the Section Name to view the Errors and Information Messages for that Section.

You **must** view every page before submitting your claim.

Section Name	Errors	Information
Grazing Association - Membership	None	Information
Claims	Error	None

Summary

Important - Please review this Summary.

The following summarises your Glastir Commons Claim 2017.

This summary is for information purposes only and does not confirm any information in your claim is correct.

Please ensure you are satisfied that the summary below reflects an accurate representation of your claim. You will see displayed below which payments are included in your claim. You will also see displayed the number of field parcels within your Glastir Commons Contract and the number of field parcels you have declared within your claim.

Please ensure you are satisfied all the information displayed is correct.

If you wish to make any changes, please make these changes now before submitting your claim by navigating back to the section you require amending.

Payment	2017
Glastir Commons Land Management and Transaction Cost Payments	Not Claimed
Glastir Commons Advanced - Additional Management Payments	Claimed

Number of Field Parcels	Total Area (ha)	Eligible Area (ha)

You will see the section name in blue, which is a link to return to the section, and also if there is an error or information regarding that section. Please click on the section title, which will navigate you to the section and the error or information message displayed on screen.

The example above shows the Grazing Association Membership section has no errors but there is an Information Message displaying within the section.

The example also shows Claims section has an Error displaying within the section, but no Information Message.

The information message within the Grazing Association Membership section is displayed as below:

Glastir Commons Claim 2017
CRN:

- Introduction ✓
- Grazing Association - Membership ⓘ
- Claims ✗
- Land Data ✓
- Submission ✗

Cymraeg

Grazing Association - Membership < Prev Next >

Displayed below is the current status of your Grazing Association Membership as in your Glastir Commons Contract. Please check these details are correct.

You **MUST** answer the question at the bottom of the page.

ⓘ Please advise us of any changes via RPW Online, email, phone, writing or in person to your Regional Office
Tel: 0300 062 5004
Fax: 01286 662 193
Email: RPWonline@wales.gsi.gov.uk

Here is a list of the Grazing Association members recorded on the current version of the contract:

CPH Number	CRN	Trading Title	Status
56	A00	S	Active
56	A00	J	Active

Have any details of membership to the Grazing Association changed? * Yes No

ⓘ Please advise us of any changes via RPW Online, email, phone, writing or in person to your Regional Office
Tel: 0300 062 5004
Fax: 01286 662 193
Email: RPWonline@wales.gsi.gov.uk

✕ Exit 💾 Save 🖨 Print < Prev Next >

The information is informing you; because you have indicated there are changes to the details of the Grazing Association, you must inform Welsh Government of these changes via RPW Online.

By clicking on Claims in the Errors and Information section (as shown below), you will be directed to the Claims section.

Submission Errors, Information & Summary

You must correct all errors listed in the Errors and Information section before you can submit your Glastir Commons Claim 2017.

Errors and Information

The following is a list of sections which contain Errors and Information Messages. Errors **must** be corrected before submission is possible. For any Information Messages, we recommend that you check your response to ensure it is correct. For more information refer to the guidance in the 'How to Complete' guide.

Click on the Section Name to view the Errors and Information Messages for that Section.

You **must** view every page before submitting your claim.

Section Name	Errors	Information
Grazing Association - Membership Claims	None	None

Summary

Important - Please review this Summary.

The following summarises your Glastir Commons Claim 2017.

This summary is for information purposes only and does not confirm any information in your claim is correct.

Please ensure you are satisfied that the summary below reflects an accurate representation of your claim. You will see displayed below which payments are included in your claim. You will also see displayed the number of field parcels within your Glastir Commons Contract and the number of field parcels you have declared within your claim.

Please ensure you are satisfied all the information displayed is correct.

If you wish to make any changes, please make these changes now before submitting your claim by navigating back to the section you require amending.

Payment	2017
Glastir Commons Land Management and Transaction Cost Payments	Not Claimed
Glastir Commons Advanced - Additional Management Payments	Claimed

	Number of Field Parcels	Total Area (ha)	Eligible Area (ha)

Displayed on screen you will see which errors are firing:

Rural Development Claims

We have pre-ticked your claim boxes below based on the information we have available. Please remove or add ticks appropriately. You **MUST** ensure you have ticked against each payment you wish to claim.

Some data has not been entered or is invalid in the fields highlighted below. Please correct this data before continuing.

Claim Glastir Commons Land Management and Transaction Cost

Please explain why you do not wish to claim this payment *

This is a mandatory question, please answer it.

Claim Glastir Commons Additional Management Payment

Have you complied (or will be complying) with all field parcel based activities within your Glastir Commons Advanced contract?

Yes No

As you have indicated you do not wish to claim this payment, you must provide an explanation why, this is a mandatory question. Once you have provided your explanation, please press Save. The error will no longer prevent you submitting your claim.

Information messages will not prevent you from submitting your claim, they are for information purposes only and to remind you further information may be required.

Glastir Commons Claim 2017

CRN:

- Introduction ✓
- Grazing Association - Membership ⓘ
- Claims ✓
- Land Data ✓
- Submission ✗
- Errors, Information & Summary ⓘ
- Declarations and Undertakings ✗
- Submit

Cymraeg

Submission Errors, Information & Summary

< Prev
Next >

Errors and Information

The following is a list of sections which contain Errors and Information Messages. Errors **must** be corrected before submission is possible. For any Information Messages, we recommend that you check your response to ensure it is correct. For more information refer to the guidance in the 'How to Complete' guide.

Click on the Section Name to view the Errors and Information Messages for that Section.

Section Name	Errors	Information
Grazing Association - Membership	None	ⓘ

Summary

Important - Please review this Summary.

The following summarises your Glastir Commons Claim 2017.

This summary is for information purposes only and does not confirm any information in your claim is correct.

Please ensure you are satisfied that the summary below reflects an accurate representation of your claim. You will see displayed below which payments are included in your claim. You will also see displayed the number of field parcels within your Glastir Commons Contract and the number of field parcels you have declared within your claim.

Please ensure you are satisfied all the information displayed is correct.

If you wish to make any changes, please make these changes now before submitting your claim by navigating back to the section you require amending.

Payment	2017
Glastir Commons Land Management and Transaction Cost Payments	Claimed
Glastir Commons Advanced - Additional Management Payments	Claimed

	Number of Field Parcels	Total Area (ha)	Eligible Area (ha)
Contract	1	15.05	15.05
Claimed	1	15.05	15.05

Summary

The following summarises your Glastir Commons Claim.
This summary is for information purposes only and does not confirm that the information declared in your claim is correct.

Please ensure you are satisfied that the summary below reflects an accurate representation of your claim. You will see displayed below which payments are included in your claim. You will also see displayed the number of field parcels within your Glastir Commons Contract and the number of field parcels you have declared within your claim.

Please ensure you are satisfied all the information displayed is correct.
If you wish to make any changes, please make these changes before submitting your claim by navigating back to the section you require amending.

Errors and Information

The following is a list of sections which contain Errors and Information Messages. Errors **must** be corrected before submission is possible. For any Information Messages, we recommend that you check your response to ensure it is correct. For more information refer to the guidance in the 'How to Complete' guide.

Click on the Section Name to view the Errors and Information Messages for that Section.

Section Name	Errors	Information
Grazing Association - Membership	None	1

Summary

Important - Please review this Summary.

The following summarises your Glastir Commons Claim 2017.

This summary is for information purposes only and does not confirm any information in your claim is correct.

Please ensure you are satisfied that the summary below reflects an accurate representation of your claim. You will see displayed below which payments are included in your claim. You will also see displayed the number of field parcels within your Glastir Commons Contract and the number of field parcels you have declared within your claim.

Please ensure you are satisfied all the information displayed is correct.

If you wish to make any changes, please make these changes now before submitting your claim by navigating back to the section you require amending.

Payment	2017
Glastir Commons Land Management and Transaction Cost Payments	Claimed
Glastir Commons Advanced - Additional Management Payments	Claimed

	Number of Field Parcels	Total Area (ha)	Eligible Area (ha)
Contract	1	15.05	15.05
Claimed	1	15.05	15.05

Exit Save Print Prev Next

Displayed within the payment table is the summary of the schemes which you have claimed or not claimed. You can see above that both schemes available have been claimed.

Below is an example where Glastir Commons Land Management and Transaction Cost Payments have not been claimed:

it is correct. For more information refer to the guidance in the 'How to Complete' guide.
Click on the Section Name to view the Errors and Information Messages for that Section.

Section Name	Errors	Information
Grazing Association - Membership	None	1

Summary

Important - Please review this Summary.

The following summarises your Glastir Commons Claim 2017.
This summary is for information purposes only and does not confirm any information in your claim is correct.
Please ensure you are satisfied that the summary below reflects an accurate representation of your claim. You will see displayed below which payments are included in your claim. You will also see displayed the number of field parcels within your Glastir Commons Contract and the number of field parcels you have declared within your claim.
Please ensure you are satisfied all the information displayed is correct.
If you wish to make any changes, please make these changes now before submitting your claim by navigating back to the section you require amending.

Payment	2017
Glastir Commons Land Management and Transaction Cost Payments	Not Claimed
Glastir Commons Advanced - Additional Management Payments	Claimed

	Number of Field Parcels	Total Area (ha)	Eligible Area (ha)
Contract	1	15.05	15.05
Claimed	0	0.00	0.00

Exit Save Print Prev Next

The Contract and Claimed table (as shown below), allows you to compare the number of parcels in your contract (pre-populated by Welsh Government) and the number of parcels you have claimed for payment. Any parcels which you may have added to your claim will be added to the amount of parcels 'Claimed'.

E.g. if your contract contained 1 parcel and you added another to your claim, without deleting any, your claim will contain 2 parcels.

You will also be able to use this table to compare the area (ha) claimed and area as within the current Glastir Commons Contract.

The Total Area = the sum of all crop codes and permanent features within your Land Data section, claimed for payment.

Eligible Area = the sum of all payable crop codes as within your Land Data section, claimed for payment.

Any changes to the area of crop codes and permanent features will be displayed against the Claimed row, under Total Area and Eligible Area.

The information within the Contract is populated from your current contract version.

Glastir Commons Claim 2017
Help Guide

CRN:

- Introduction ✓
- Grazing Association - Membership ✓
- Claims ✓
- Land Data ✓
- Submission ✗
 - Errors, Information & Summary ✓
 - Declarations and Undertakings ✗
 - Submit

Cymraeg

Submission Errors, Information & Summary

< Prev
Next >

Errors and Information

No Errors or Information Messages identified.

Summary

Important - Please review this Summary.

The following summarises your Glastir Commons Claim 2016.

This summary is for information purposes only and does not confirm any information in your claim is correct.

Please ensure you are satisfied that the summary below reflects an accurate representation of your claim. You will see displayed below which payments are included in your claim. You will also see displayed the number of field parcels within your Glastir Commons Contract and the number of field parcels you have declared within your claim.

Please ensure you are satisfied all the information displayed is correct.

If you wish to make any changes, please make these changes now before submitting your claim by navigating back to the section you require amending.

Payment	2017
Glastir Commons Land Management and Transaction Cost Payments	Claimed
Glastir Commons Advanced - Additional Management Payments	Claimed

	Number of Field Parcels	Total Area (ha)	Eligible Area (ha)
Contract	1	15.05	15.05
Claimed	1	15.05	15.05

✕ Exit
Save
Print
< Prev
Next >

Once you are happy with the information displayed, please select 'Next'.

Declaration & Undertakings

This section is mandatory and you cannot submit your claim until you have indicated you have; read and understood the Declaration and Undertakings as seen in this screen. Please use the scroll bar on the right of the page to carry on reading the Declarations and Undertakings, until you reach the end of the statement.

Glastir Commons Claim 2017 Help Guide

CRN

- Introduction ✓
- Grazing Association - Membership ✓
- Claims ✓
- Land Data ✓
- Submission ✗
 - Errors, Information & Summary ✓
 - Declarations and Undertakings ✗**
 - Submit

Cymraeg

Submission Declarations and Undertakings

< Prev Next >

Please tick the box to accept the declarations and undertakings.

I confirm that, for the purpose of claiming Glastir Commons Claim 2017, I am the authorising individual, as part of a formed Grazing Association. I am aware of the conditions relating to the Glastir Commons Contract and I have complied with them all.

I have complied with the requirements contained in Regulation 1306/2013, including Commission Regulations 640/2014, 809/2014 implementing those Regulations and any other applicable legislation. Where appropriate I have complied with Council Regulation 1305/2013 covering Rural Development and Commission Regulations 807/2014 and 808/2014 implementing those Regulations. I confirm that I have complied with the versions of the Regulations in force at the time of making this declaration.

I have read, understood and complied with all of the relevant guidance notes on the scheme in particular the Glastir Commons Claim 2017 - How to Complete Guidance and any scheme rules included in my Glastir Commons Contract for which I am claiming payment and The Welsh Government Rural Communities - Rural Development Programme for Wales 2014-2020.

I will allow duly authorised officers of the relevant Agricultural Department(s) and their duly authorised agents and those persons accompanying them, access to any land which I farm in order to inspect the land, animals, any relevant equipment, storage facilities and farm records (including computer records) and any other aspect of the farm in order to verify the accuracy of the information in this application and I will give them all reasonable assistance for that purpose.

I understand that the Welsh Government may need to discuss my claim for Glastir Commons with other organisations and I agree to any necessary disclosures or exchanges of information.

I undertake to keep for a period of 10 years (from contract end date) and to provide officers of the relevant Agricultural Department(s) or their duly authorised agents, within such period as they may determine, such records and information as it may require in respect of this claim and in order to determine my compliance with these declarations and undertakings.

I will repay aid received together with any interest, if I am asked to do so by the appropriate Agricultural Department, as a consequence of a breach of the rules, or of the declarations made or undertakings given in this claim. I will repay on demand all overpayments to me as a result of a miscalculation by the Welsh Government or otherwise.

I have not received, or do not intend to claim, grant aid in relation to the land subject to this Glastir Commons claim from any other organisation other than the Welsh Government.

I understand that European regulations (including controls) and The Welsh Government Rural Communities - Rural Development Programme for Wales 2014-2020 may change from time to time. I accept that the Welsh Government may need to update rules and conditions to take into account any such change and I agree to abide by any changes following notification by the Welsh Government.

I understand that the publication and disclosure of information by the Welsh Government will be in accordance with its obligations and duties under the Welsh Government's Code of Practice on Access to Information, the Freedom of Information Act 2000, the Data Protection Act 1998, the Environmental Information Regulations 2004, Council Regulation 1306/2013 and Commission Regulation 908/2014. I understand other information provided may also be disclosed where permitted by law.

I have read and agree to the above Declarations and Undertakings.

✗ Exit Save Print < Prev Next >

Once you have read and understood the declaration please tick the box as shown below and select 'Next'

I have read and agree to the above Declarations and Undertakings.

✗ Exit Save Print < Prev Next >

Submit

To submit your claim, please click the button below to submit your Glastir Commons Claim.

A copy of your claim 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 Regional Office.

The screenshot shows a web interface for submitting a Glastir Commons Claim. On the left is a navigation sidebar with the following items: 'Introduction' (checked), 'Grazing Association - Membership' (checked), 'Claims' (checked), 'Land Data' (checked), 'Submission' (checked), 'Errors, Information & Summary' (checked), and 'Declarations and Undertakings' (checked). A 'Submit' button is highlighted in blue at the bottom of the sidebar. The main content area is titled 'Submission Submit' and contains the following text: 'Click the button below to submit your Glastir Commons Claim 2017.', 'A copy of your claim will be available from your Messages page within one working day.', and 'If you have any documentary evidence this can be submitted either through your messages page, by post or by visiting your Regional Office.' A blue 'Submit' button is centered below this text. At the bottom right of the main content area are four buttons: 'Exit', 'Save', 'Print', and 'Prev'. The top left of the page shows 'Glastir Commons Claim 2017' and a 'Help Guide' link. The bottom left of the page shows the 'Cymraeg' logo.

Glastir Commons Claim Submission Confirmation

The following screen will appear once you have submitted your Glastir Commons Claim.



If you are required to provide any supporting evidence, please submit it either through RPW Online messaging or by visiting your Regional Office.

If you wish to print this screen as proof of submission, please select 'Print this Screen' button as seen above.

You may now select Exit, which will take you back to your RPW Online homepage:

The screenshot shows the RPW Ar-Lein Online Rural Payments Wales website. The header includes the Welsh Government logo, the RPW logo, and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. On the right, there is a banner for the European Agricultural Fund for Rural Development (EAFRD) with the text 'CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG EWROP YN BUDDSODDI Mewn ARDALOEDD GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS' and the European Union flag.

Below the header, there is a navigation bar with the following items: Home, My Farm, Financial Information, Documents, Applications and Claims, Messages (with a red notification icon and the number 6), My Glastir, and My Online Account. A welcome message reads 'Welcome Farmer 67 CRN:'. On the right side of the navigation bar, there are links for 'Cymraeg' and 'Log Off'.

A blue notification banner states: 'The Glastir Small Grants Expression of Interest window is open. Click Glastir Small Grants above'.

The main content area is divided into two columns. The left column is titled 'Messages between You and RPW' and contains a list of messages. The first message is marked as 'Unread' and is titled 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW'. It includes a sub-link: 'Glastir Capital Works Claim Summary : Glastir Capital Works Claim (06/01/2017)'. Below this are two entries for 'Big distribution list - 16500 CRNs' and another 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW' entry with a sub-link: 'Glastir Commons Claim Summary : Glastir Commons Claim 2016 (22/04/2016)'. A link 'View all messages' is provided at the bottom of the message list.

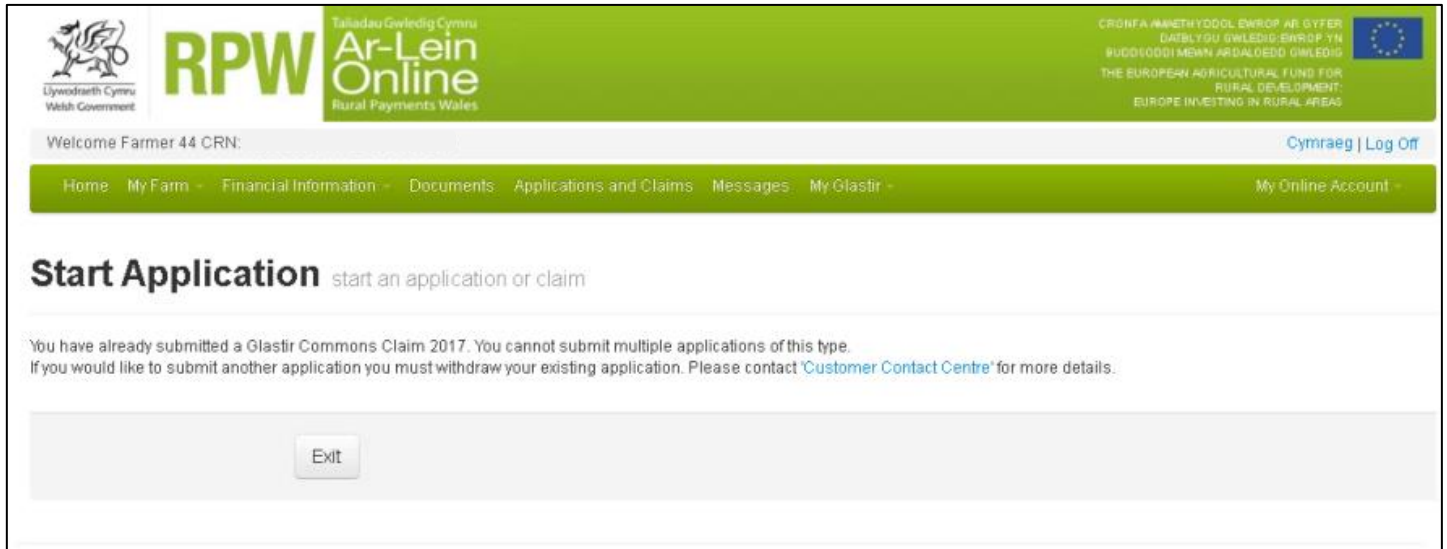
The right column is titled 'Useful Links' and contains a list of links: BCMS, Farming and scheme information, Bovine TB, Farm animal movements and identification, Farming Connect, Offices Map, and Rural stress support groups.

At the bottom of the page, there is a grey box titled 'Start Applications and Claims' containing three items:

- [Glastir Capital Works Claim](#)
Available anytime
- [Glastir Commons Claim 2017](#)
Available until 09/06/2017. 80 days left.
- [Glastir Small Grants Expression Of Interest](#)
Available until 01/05/2017. 41 days left.

Submitted Claim

If you have already submitted your Glastir Commons Claim and you try to access it again, via your homepage, you will see the following message and screen:



The screenshot shows the RPW Ar-Lein Online portal. The header includes the Welsh Government logo, the RPW logo, and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. On the right, there is a banner for the European Agricultural Fund for Rural Development. Below the header, a navigation bar contains links for Home, My Farm, Financial Information, Documents, Applications and Claims, Messages, My Glastir, and My Online Account. The main content area is titled 'Start Application' and contains the following message: 'You have already submitted a Glastir Commons Claim 2017. You cannot submit multiple applications of this type. If you would like to submit another application you must withdraw your existing application. Please contact 'Customer Contact Centre' for more details.' Below the message is an 'Exit' button.

You have already submitted a Glastir Commons Claim. You cannot submit multiple applications of this type.

If you would like to submit another application you must withdraw your existing application. Please contact 'Customer Contact Centre' for more details.

If you have any issues with your claim, please follow the on screen instructions and a member of the Customer Contact Centre will assist you.