



Llywodraeth Cymru
Welsh Government

2024 Single Application Form (SAF) Online How to Complete Guide



Produced by the Welsh Government

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Important Points

Introduction

This guide explains how to complete your 2024 Single Application Form (SAF) for land in Wales that is at your disposal.

Before you complete your SAF, you should read:

- this guide
- the '[2024 Single Application Rules Booklet](#)', published in March 2024
- the latest '[Cross Compliance Farmers Factsheets](#)'.

The SAF was developed in close collaboration with farmers, farming agents and farming unions, and includes many tools to make completion of your application easy and quick. The SAF offers easy to use question-specific help and some auto-validation to avoid predictable or inconsistent entry errors. It also provides easy to use online Sketch Maps with measuring tools to help with declaring Permanent Features and crop code changes.

If you are not an existing RPW Online customer, you can register by following the [RPW Online: how to register](#) instructions. If you are encountering problems or are unable to access your online account, please contact the Customer Contact Centre on 0300 062 5004.

The Customer Contact Centre opening times during the SAF application window are as follows:

- 1 March to 26 April 2024 (excluding Bank Holidays):
Monday to Friday: 09:00 to 16:00
- 29 April to 15 May 2024 (excluding Bank Holidays):
Monday to Thursday: 09:00 to 17:00
Friday: 09:00 to 16:00.

Advice when completing the SAF

If you need additional help completing your SAF, contact the Customer Contact Centre on the number above. They will be able to discuss further support available.

Staff can explain how the application should be completed, however they cannot be held responsible for what you do or do not claim - this is your responsibility. You may also wish to seek professional advice before submitting your SAF.

Deadline for submitting the SAF

The Welsh Government must receive your completed SAF no later than midnight on Monday 15 May 2024. Applications received from 16 May 2024 up to and including 10 June 2024 will incur financial penalties. Applications and claims received after 10 June 2024 cannot be accepted.

All Supporting Documents for BPS must be received by 31 December 2024. No payment (including BPS Advance Payment) will be made until evidence you are carrying out an agricultural activity in 2024 has been received. If no evidence is submitted by 31 December 2024 your claim will be rejected.

The supporting documents which are required for Rural Investment Schemes – Organic Conversion Scheme and Organic Support, including to demonstrate you are carrying out Agricultural Activity, are subject to the 31 December 2024 deadline. If supporting documents are not received by this date your claim will be rejected.

Please refer to the '2024 Single Application Rules Booklet' for details regarding penalties and reductions for late submission of the SAF and supporting documentation.

Pre-population

The following information will be populated for you on your SAF:

SAF Section	Populated Information
Claims & Field Data	<p>Claim ticks for Habitat Wales Scheme, Organic Conversion Scheme and RD Woodland Creation Schemes where our records show you hold a Contract and/or Grant Award.</p> <p>Please note: Claim ticks will not be pre-populated for Organic Support Woodland Creation Maintenance and Woodland Creation Premium.</p> <p>When you start your SAF, you can choose to include claim ticks for BPS 2024. These will only be populated where you have received a payment for BPS 2023.</p> <p>Please note: If the BPS 2024 claim ticks are not pre-populated, and you wish to claim payment, you must ensure you enter the BPS 2024 tick in the Claims Section.</p>
BPS Entitlements	The entitlements you hold according to our records. This will not include transfers that have not yet been processed.
Business Organisation	The number of individuals in the business as currently held in our records.
Cross Compliance	When you start your SAF, you can choose to populate this section with the same answers you provided in 2023.
Common Land	The common land grazing rights you declared in the previous year.

SAF Section	Populated Information
	<p>When you start your SAF, you can choose to include claim ticks for BPS 2024. These will only be populated where you have received a payment for BPS 2023.</p> <p>Please note: If the BPS 2024 claim ticks are not pre-populated, and you wish to claim payment, you must ensure you enter the BPS 2024 tick for all common land entries you wish to support payment.</p>
Field Data	<p>Fields which our records show are at your disposal on 15 May 2024. Where possible this will include crops, mapped permanent features and areas.</p> <p>Claim ticks for Organic Conversion Scheme and RD Woodland Creation Schemes for fields our records show are included in a Contract you hold.</p> <p>Please note: There is no requirement to claim payment against fields for the Habitat Wales Scheme, Organic Support, Woodland Creation Maintenance and Woodland Creation Premium. Your claim will be based on the parcels of land included on your Habitat Wales Scheme grant award, Woodland Creation Grant or Small Grants – Woodland Creation contract.</p> <p>Your claim for Organic Support will be based on the parcels declared on your SAF and listed on your OCB Certificate and Land Schedule.</p> <p>When you start your SAF, you can choose to include claim ticks on eligible crops for BPS 2024. These will only be populated where you have received a payment for BPS 2023.</p> <p>Please note: If the BPS 2024 claim ticks are not pre-populated, and you wish to claim payment, you must ensure you enter the BPS 2024 tick for all eligible crops on all fields you wish to support payment.</p> <p>We will pre-populate the tenure details. You will be required to check the details including land rental dates where applicable and amend as necessary.</p>

As far as possible your SAF will be pre-populated with Field information, including Permanent Features. This will depend on whether we have validated your declaration in the previous year or carried out a mapping assessment on the field. The table below details what information we may pre-populate.

	Where we DO NOT hold validated field information	Where we hold validated field information
Sheet Reference	✓	✓
Field Number	✓	✓
Field Name	✓	✓
Crop Code	✓	✓
Crop Area	Not pre-populated	✓
Tenure	✓	✓

Supporting Documentation

The Supporting Documents which are required for BPS are subject to the 31 December 2024 deadline.

The supporting document which are required for Rural Investment Schemes - Organic Conversion Scheme (OCS) and Organic Support (OS), including to demonstrate you are carrying out Agricultural Activity will need to be submitted by 31 December 2024. If no evidence is submitted by 31 December 2024 your claim will be rejected.

Supporting documentation that is required:

BPS, Organic Conversion Scheme and Organic Support – Agricultural Activity	
<p>If you do not declare livestock details in the Stocking Levels section and do not declare Arable or Permanent crops in the Field Data Section, you must provide evidence of carrying out agricultural production.</p>	<p>Evidence the business is carrying out agricultural production. This may include suitable:</p> <ul style="list-style-type: none"> • Flock or herd records • Arable crop / grass seed receipts • Milk recording records • Sales receipts • Veterinary evidence • Agronomist reports • Fence receipts • Hedging receipts • Fertiliser receipts • Pesticide receipts • Silage, haylage or hay sales invoices. <p>Evidence the business is maintaining the land in a condition suitable for grazing or cultivation. This may include suitable:</p>

BPS, Organic Conversion Scheme and Organic Support – Agricultural Activity

	<ul style="list-style-type: none"> • Copies of invoices used for the control of non-native invasive weeds and scrub e.g. pesticides • Copies of farm records that show work to control non-native invasive weeds and scrub, e.g. topping, harrowing, rolling, cutting, use of pesticides • Copies of contracts or farm records for maintenance work on stock proof boundaries, e.g. fencing, hedge cutting / planting.
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BPS – Young Farmer (National Reserve and Payment)

<p>Photographic evidence confirming your date of birth (if not already supplied).</p>	<ul style="list-style-type: none"> • Passport • Driving licence • Gun licence certificate.
<p>Evidence you are the head of holding (if not already supplied).</p>	<ul style="list-style-type: none"> • Accountant or Solicitor Certificate to confirm Young Farmer status – this pro forma is available from the Customer Contact Centre <p>or</p> <ul style="list-style-type: none"> • Partnership agreement showing the partners and percentage shares / votes held and, where it exists, any variation of previous partnership document showing the changes to the original agreement • Legally binding agreement showing business shareholdings • Partnership accounts if they demonstrate shares ownership • Bank accounts / accountant’s letter to confirm share of profits • Annual accounts naming the applicants and number of shares / votes held • Any other documentary evidence you feel is appropriate.

BPS – New Entrant – National Reserve	
Evidence of New Entrant eligibility.	<ul style="list-style-type: none"> • Accountant or Solicitor Certificate to confirm New Entrant status – this pro forma is available from the Customer Contact Centre <p>or</p> <ul style="list-style-type: none"> • Confirmation of the date that the holding was registered • Registration with BCMS/AMLS • Animal record books • Pesticide records <p>Other appropriate documentary evidence to prove eligibility.</p>

BPS – Trees that are protected by a Tree Preservation Order (TPO)	
If you are declaring trees with a Tree Preservation Order.	<ul style="list-style-type: none"> • A copy of the Tree Preservation Order for the trees being claimed for BPS • A letter from the Local Planning Authority stating the trees being claimed for BPS are covered by a Tree Preservation Order.

Organic Conversion Scheme	
Evidence if you have an Organic Conversion Scheme Contract.	<ul style="list-style-type: none"> • Evidence of Agricultural Activity, if required • A copy of the latest Organic Control Body (OCB) Certificate and Land Schedule.

Organic Support	
Evidence if required, if you are claiming Organic Support.	<ul style="list-style-type: none"> • Evidence of Agricultural Activity and Primary Production, if required • A copy of the latest OCB certificate and Land Schedule • If you are claiming for Horticulture, evidence of selling non-fodder organic horticultural crops • If you are claiming for dairy, evidence of selling organic milk or products derived from milk • Evidence of 550 standard labour hours, if required.

Sketch Maps

The SAF may prompt for an electronic sketch map to be completed where:

- two distinct crop codes have pre-populated where one of the crop codes is either BW1, CW1, GC1, GC2, GC3, GR9, GS1, GS2, HE6, RE3 or SC2 and if the area declared for one of these crop codes is different to the area pre-populated. For example GR2 & SC2 have been declared but the area declared for SC2 has been changed from the area pre-populated
- the crops are ineligible for certain schemes, e.g. part of the parcel contains SC3 – Streamside Corridor – not eligible for BPS and the remainder contains GR2 – Permanent Grassland (eligible for BPS)
- there has been a change to an existing pond eligible for BPS (PD1) or you are declaring a new pond eligible for BPS in a parcel
- there has been a change to an existing Permanent Feature or you are declaring a new Permanent Feature in a parcel, as below:

ZZ10 – Woodland – coniferous – group

YY14 – Woodland – coniferous – scattered (trees > 100/Ha)

ZZ11 – Woodland – broadleaf – group

YY15 – Woodland – broadleaf – scattered (trees > 100/Ha)

YY16 – Woodland – trunks and stumps

ZZ20 – Bracken – group

YY21 – Bracken – scattered

ZZ22 – Scrub/gorse/briar – group

YY23 – Scrub/gorse/briar – scattered

ZZ40 – Scree/rock outcrops/boulders sand group

YY41 – Scree/rock outcrops/boulders/sand – scattered

ZZ30 – Ponds – ineligible

ZZ31 – Rivers and streams

TR2 – Stock excluded – woodland – coniferous (including Christmas trees)

WS1 – Stock excluded – woodland – broadleaf

NO1 – Non-agricultural activities

- ZZ89 – Buildings/yards
- ZZ92 – Hard standings
- ZZ94 – Roads
- ZZ97 – Tracks – ungrazed

Under some circumstances, land parcels that have been subject to 2023 Land Inspection cases may ask for a sketch map to be completed. If the land declaration matches the 2023 Land Inspection and no changes have been made to the parcel since the inspection was carried out, you can enter a tick in the 'Change due to inspection' box on the land parcel in the Field Data section. By ticking this box, you will not be required to submit a sketch map for the parcel. We will use the 2023 Inspection details. If anything has changed on the parcel since the inspection was carried out i.e. any changes made to permanent features, etc. then you will need to provide a sketch map and the 'Change due to inspection' box should not be ticked.

If there have been any boundary changes since the inspection was carried out, a Manage My Land submission will need to be completed. This can be done by using your RPW Online account, if you have not already done so.

Land Tenure Details

We are carrying out a review and updating the tenure details for all land parcels we hold. You **must** check the pre-populated tenure details, including rental dates where applicable for your land parcels and amend where necessary on the 'Field Data' section. Please note, BPS eligibility remains unchanged, therefore, to claim BPS you must retain management control of all fields claimed on the 15th May.

We have added a new Tenure Type 'D – Grazing Licence' which you should use if you hold a grazing licence and you are the licensee.

Cross Border Customers

All customers who have land in Wales must complete and submit a Welsh SAF.

All the land you farm in the UK is no longer covered by one BPS application. If you farm Welsh land and hold Welsh BPS Entitlements you should continue to make a claim on the Welsh SAF. If you farm land elsewhere in the UK you should complete a BPS claim for that UK country.

If you claim BPS 2024 in more than one UK country, you will receive more than one BPS payment. For example, if you submit a BPS claim in Wales and a BPS claim in England, subject to the eligibility criteria of each administration, you will receive two separate BPS payments.

Administrative or Cross Compliance penalties discovered on land located in other UK countries will no longer be applied to Welsh claims.

If you have less than 5 hectares of eligible agricultural land in Wales but are a Cross Border farmer who relied on land in Wales and land outside Wales to meet the

minimum 5 hectare claim size rule in 2020 you will remain eligible for 2024. However, Rural Payments Wales will only pay BPS on Welsh land claimed using Welsh BPS Entitlements.

Do not include land that is in another UK country e.g. England, on your Welsh application. Such land must be declared on the application form for the other UK country.

Field Maintenance and Land Transfers

You must inform the Welsh Government of changes to land parcels and any land transfers within 30 days of the change(s) taking place. Please complete a '**Manage My Land**' submission, using your RPW Online account, to notify us of any changes to ownership or tenures of land. '**Manage My Land**' must also be used to register new land, notify us of changes to permanent features and inform us of field boundary changes.

You will also need to supply proof of ownership or right of occupation when registering or transferring in new land.

If you own the land you are registering you must submit the following;

- **Title Deeds or**
- **Copy of Register of Title.**

These documents **must** include the associated map.

If you are the tenant or grazier of the land you must submit either a letter from the owner confirming they have authorised the use of the specific land by you for agricultural purposes, including dates, or a tenancy agreement signed by both parties. Any other evidence will not be considered appropriate and will be rejected.

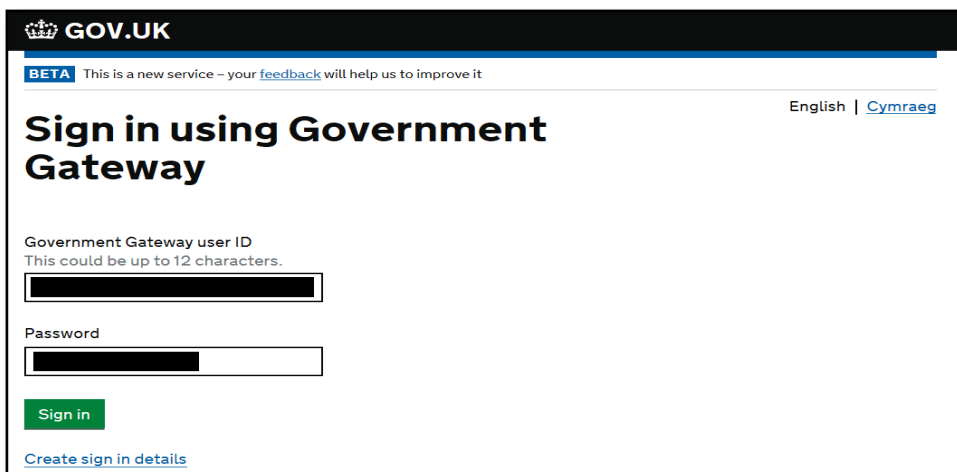
Buildings and yard areas may only be split if an obstructing boundary is in place and both areas have a separate access route. If there is no obstructing boundary and separate access route you must not split the existing land parcel.

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Section 1 – Getting Started

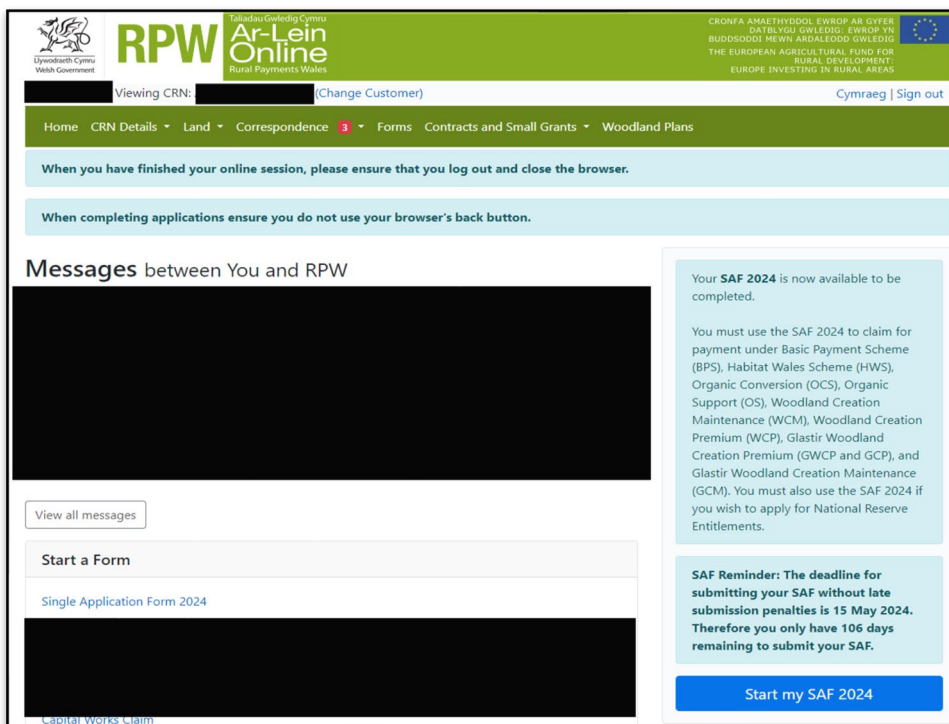
RPW Online Homepage

Log into your [RPW Online](#) account using your existing User ID and Password as shown in the below screenshot. You may need to follow the [How to access the Government Gateway](#) instructions if you have not logged in for some time. If you are not an existing RPW Online customer you can register by following the [RPW Online: how to register](#) instructions. If you are encountering problems or are unable to access your online account, please contact the Customer Contact Centre on 0300 062 5004.



The screenshot shows the Government Gateway sign-in page. At the top left is the GOV.UK logo. Below it is a 'BETA' banner with the text 'This is a new service – your feedback will help us to improve it'. On the right, there are language options for 'English' and 'Cymraeg'. The main heading is 'Sign in using Government Gateway'. Below this, 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 positioned below the password field. At the bottom left, there is a link for 'Create sign in details'.

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



The screenshot shows the RPW Online 'Home' page. The header includes the RPW logo, the text 'Taliadau Gwledig Cymru' and 'Ar-Lein Online Rural Payments Wales', and the European Agricultural Fund for Rural Development logo with the text 'ERONIA AMLEITHYDOL EWROP AR GYFER DATBLYGU GWLEDIG: EWROP YN BUDDSODI MEWYR ARDREDDO GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS'. Below the header, there is a navigation bar with 'Home', 'CRN Details', 'Land', 'Correspondence' (with a red '3' notification), 'Forms', 'Contracts and Small Grants', and 'Woodland Plans'. A 'Viewing CRN:' field is visible with a '(Change Customer)' link. On the right, there are links for 'Cymraeg' and 'Sign out'. A warning message states: 'When you have finished your online session, please ensure that you log out and close the browser.' Below this, another warning says: 'When completing applications ensure you do not use your browser's back button.' The main content area is titled 'Messages between You and RPW' and contains a large black redaction box. Below the redaction is a 'View all messages' button. Underneath, there is a 'Start a Form' section with a link for 'Single Application Form 2024'. At the bottom left, there is a link for 'Capital Works Claim'. On the right side, there are two informational boxes. The top one says: 'Your SAF 2024 is now available to be completed. You must use the SAF 2024 to claim for payment under Basic Payment Scheme (BPS), Habitat Wales Scheme (HWS), Organic Conversion (OCS), Organic Support (OS), Woodland Creation Maintenance (WCM), Woodland Creation Premium (WCP), Glastir Woodland Creation Premium (GWCP and GCP), and Glastir Woodland Creation Maintenance (GCM). You must also use the SAF 2024 if you wish to apply for National Reserve Entitlements.' The bottom box is a 'SAF Reminder' stating: 'The deadline for submitting your SAF without late submission penalties is 15 May 2024. Therefore you only have 106 days remaining to submit your SAF.' At the bottom right, there is a blue button labeled 'Start my SAF 2024'.

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Accessing Applications

To access a SAF available for submission click either (on the 'Home' tab) the 'Start my SAF 2024' blue button; the 'Single Application Form 2024' link as shown on the below screenshot;

The screenshot shows the RPW Ar-Lein Online portal interface. At the top, there is a header with the RPW logo, the text 'Taliadau Gwledig Cymru' and 'Ar-Lein Online Rural Payments Wales', and the European Union flag with the text 'CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG; EWROP YN BUDDSODDI MEWN ARDALEODD GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS'. Below the header, there is a navigation bar with 'Home', 'CRN Details', 'Land', 'Correspondence' (with a red '3' notification), 'Forms', 'Contracts and Small Grants', and 'Woodland Plans'. A message banner reads: 'When you have finished your online session, please ensure that you log out and close the browser.' and 'When completing applications ensure you do not use your browser's back button.' The main content area is titled 'Messages between You and RPW'. On the right, there is a light blue box with the text: 'Your SAF 2024 is now available to be completed. You must use the SAF 2024 to claim for payment under Basic Payment Scheme (BPS), Habitat Wales Scheme (HWS), Organic Conversion (OCS), Organic Support (OS), Woodland Creation Maintenance (WCM), Woodland Creation Premium (WCP), Glastir Woodland Creation Premium (GWCP and GCP), and Glastir Woodland Creation Maintenance (GCM). You must also use the SAF 2024 if you wish to apply for National Reserve Entitlements.' Below this, another light blue box contains a 'SAF Reminder: The deadline for submitting your SAF without late submission penalties is 15 May 2024. Therefore you only have 106 days remaining to submit your SAF.' At the bottom right of this reminder box is a blue button labeled 'Start my SAF 2024'. On the left, under 'Start a Form', there is a link for 'Single Application Form 2024' and a link for 'Capital Works Claim'. A white arrow points to the 'Single Application Form 2024' link, and another white arrow points to the 'Start my SAF 2024' button.

or (on the 'Forms' tab) the 'Single Application Form 2024' link as shown in the below.

The screenshot shows the RPW Ar-Lein Online portal interface, specifically the 'Forms' section. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'Forms'. There is a dropdown menu for 'Scheme' with 'All' selected, and buttons for 'Select' and 'Reset'. Below the dropdown, there are three tabs: 'Not Submitted', 'Being Processed', and 'Completed'. On the right, there is a 'Start a Form' section with a link for 'Single Application Form 2024'. A white arrow points to this link.

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Section 2 – SAF

Starting / Continuing your SAF

Once you have selected to start your SAF you will see the Start Application page as shown in the below screenshot. Ensure your details shown are correct, and if they are not, correct these on your RPW Online account before continuing. If you are ready to proceed, click the 'Start' button.

Viewing CRN: [REDACTED] (Change Customer) Cymraeg | Sign out

Home CRN Details Land Correspondence 3 Forms Contracts and Small Grants Woodland Plans

Start Application start an application or claim

You have asked to complete the following application online: **Single Application Form 2024**.

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 your **Single Application Form 2024** is received by the Welsh Government by 15 May 2024 in order to avoid late submission penalties.

You must ensure all supporting documentation for the Basic Payment Scheme and Organic Conversion Scheme is received by the Welsh Government by 31 December 2024 in order to support your application.

The application must be submitted to Welsh Government by 10 June 2024. You will not be able to submit the form after this date even if you started filling in the form on or before 10 June 2024.

If you have any problems completing your **Single Application Form 2024** 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	[REDACTED]	Email or SMS (Text) Preference	[REDACTED]
Address	[REDACTED]	Email Address	[REDACTED]
Postcode	[REDACTED]	Mobile Number	[REDACTED]
Telephone Number	[REDACTED]		
Email Address	[REDACTED]		
Number of Partners	[REDACTED]		

Start Cancel

When you click the Start button the 'Populating Information on your SAF' screen will appear as showing on the below screenshot.

Populating Information on your SAF

Your SAF will be pre-populated with the following information **based on the information we hold**:

- Business Details
- Rural Investment Scheme – Habitat claim ticks in the Claims section
- Rural Investment Scheme - Organic Conversion Scheme claim ticks in the Claims and Field Data Sections
- Rural Development Woodland Creation Contract claim ticks in the Claims and Field Data sections
- BPS Entitlements
- Common Land Rights
- Field Data

You can also choose for **BPS claim ticks** in the Claims, Common Land rights and Field Data sections, and **Cross Compliance responses** to be pre-populated based on the information we hold.

You are still able to amend pre-populated information and whichever option you select, **you are still responsible for checking your whole application and ensuring it is accurate, complete, and reflects any changes for 2024.**

Do you wish to pre-populate BPS claim ticks and Cross Compliance responses?

Yes No

Read this carefully and then click either ‘Yes’ or ‘No’. Please remember, whichever option you select, you are still responsible for checking your whole application and ensuring it is accurate, complete, and reflects any changes for 2024.

You may choose to exit the SAF and return to it later at any time (within the deadlines). If you have previously started your SAF and exited before submission, these screens will now show ‘Continue Application’ instead of ‘Start Application’ as shown on the below screenshot.

RPW Ar-Lein Online
Rural Payments Wales

Viewing CRN: [REDACTED] (Change Customer) Cymraeg | Sign out

Continue Application continue an application or claim

You have asked to complete the following application online: **Single Application Form 2024**. You already have an application in progress. Please click 'Continue' to continue with your **Single Application Form 2024**.

You may choose to remove your existing **Single Application Form 2024** and start again. This will undo all of the changes that you have made since starting your **Single Application Form 2024** and the new **Single Application Form 2024** 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 your **Single Application Form 2024** is received by the Welsh Government by 15 May 2024 in order to avoid late submission penalties.

You must ensure all supporting documentation for the Basic Payment Scheme and Organic Conversion Scheme is received by the Welsh Government by 31 December 2024 in order to support your application.

The application must be submitted to Welsh Government by 10 June 2024. You will not be able to submit the form after this date even if you started filling in the form on or before 10 June 2024.

If you have any problems completing your **Single Application Form 2024** 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
Trading Title [REDACTED]
Address [REDACTED]
Postcode [REDACTED]
Telephone Number [REDACTED]
Email Address [REDACTED]
Number of Partners [REDACTED]

Online Preferences
Email or SMS (Text) Preference [REDACTED]
Email Address [REDACTED]
Mobile Number [REDACTED]

Continue working on the **Single Application Form 2024** which was last updated on [REDACTED] at [REDACTED] by [REDACTED]

Continue Back

You will also have the 'Start Again' option to restart your application. **This will remove all the information you have already entered on the SAF** and should therefore only be used in exceptional circumstances, following the instructions shown on screen.

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Introduction

This section provides key messages about the SAF as shown on the below screenshot. Please ensure you have read them thoroughly before you begin.

There are also links to the SAF Rules Booklet and How to Complete guide on the Welsh Government website (these will open a new tab on your Internet Browser). The How to Complete guide can be accessed at any time by clicking 'Help Guide'.

SAF 2024 Single Application Form 2024

You must use the SAF 2024 to claim for payment for Basic Payment Scheme (BPS), including if you wish to apply for National Reserve Entitlements. You must use the SAF 2024 if you wish to claim for payment for the Rural Investment Schemes (RI) - Habitat Wales Scheme (HWS), Organic Conversion Scheme (OCS), Organic Support (OS), Woodland Creation Maintenance (WCM) and Woodland Creation Premium (WCP) following new planting completed in the Woodland Creation Grant (WCG) or Small Grants - Woodland Creation scheme (SGWC). You must also use the SAF 2024 to claim for Rural Development (RD) Woodland Creation Schemes - Glastir Woodland Creation Premium (GWCP and GCP) and Glastir Woodland Creation Maintenance (GCM).

You should read the [2024 Single Application Form \(SAF\) Online How to Complete Guide](#) as well as the [2024 Single Application Rules Booklet](#) before beginning your application.

- The Welsh Government is **not responsible** for the accuracy of any of the information provided in support of an application for BPS, Rural Investment Schemes or RD Woodland Creation Schemes.
- It is **your responsibility** to ensure that all details entered and submitted on your SAF 2024 are true, accurate and complete, and that all of the questions have been fully answered.
- Your SAF application will be pre-populated with as much information as possible based on the information we hold. However, you must include **any changes for 2024** on your SAF 2024 and make sure that you claim for **all the schemes and areas** that you intend to.
- You must check all Field Data information is correct and matches what is on the ground. You must also check the tenure information on all land parcels.** Please note that where you have submitted an appeal against an over declaration and a definitive decision has not yet been made you will need to **carefully consider the field area you declare**. Claims will be capped to the area declared, but if we find the area you have declared is larger than the area we hold then **your claim will be reduced and penalties may be applied**.
- It is **your responsibility** to check all land parcels, are eligible to claim your annual area payments. **You are strongly advised to review your application to ensure that all parcels you intend to claim have been ticked, where applicable.**
- The legislation provides that penalties may be applied if the details that you provide on your SAF 2024 are found to be inaccurate.
- Your SAF must include all land in **Wales** that you own and rent in, and is available to you on **15 May 2024**. You must not include land that you rent out and is not at your disposal.
- You must ensure all supporting documentation for the BPS, OCS and/or OS is received by the Welsh Government by **31 December 2024** in order to support your application.
- You must ensure your SAF 2024 is received by the Welsh Government by **15 May 2024** in order to avoid late submission penalties.
- Applications received after 10 June 2024 will be rejected.**
- All payments will be made direct to your Bank Account (Sterling). Please ensure that your Bank Account details, held by the Welsh Government, are correct and up to date.

Privacy Notice

The information you provide will be used by the Welsh Government to process your SAF. We will also be the data controller for the personal data you provide. It is necessary for us to collect this information in order for us to process your SAF. We may also make use of the information supplied for other purposes, which will include those connected with our functions

The left hand menu may not display if you are using a device with a small screen. You should be able to view the menu by reducing the zoom on your device, but you can alternatively complete the SAF without viewing the left hand menu.

The left hand menu shows the current status of each section of the SAF:

- a red cross indicates the section either has not yet been viewed, or contains errors. The SAF cannot be submitted until all sections have been completed and any errors corrected
- a green tick indicates the section has been completed and does not contain any errors or information messages we know of. (The online SAF only undertakes certain validation, and the SAF will be subject to full validation once submitted. We can only therefore say it appears to have no errors that we know of based on the details you have provided.)
- an amber 'i' indicates the section contains information messages. These will not prevent you from submitting the SAF.

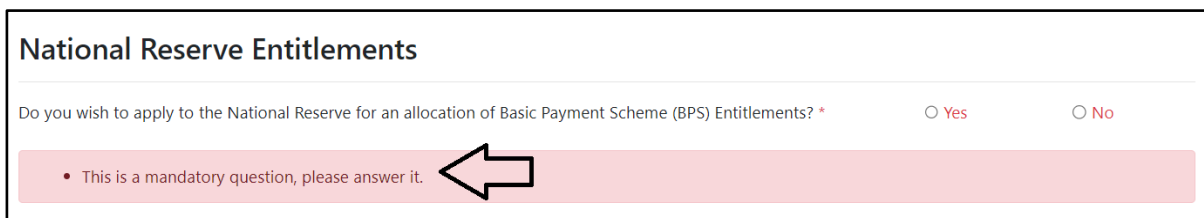
You may also change the language display between English and Welsh at the bottom of the left hand menu.

Once you have read and understood the SAF Rules Booklet, click 'Next' in the top or bottom right hand corners to proceed to the 'Claims and Entitlements' section.

You must complete each section of the SAF before submission. Clicking 'Next' will automatically save the section you have just completed. You can click the 'Exit' button at any time if you wish to continue completing your SAF at a later date. **Remember – it is your responsibility to ensure your SAF is submitted by the deadline, and to check it is appearing in your RPW Online Messages as confirmation we have received it.**

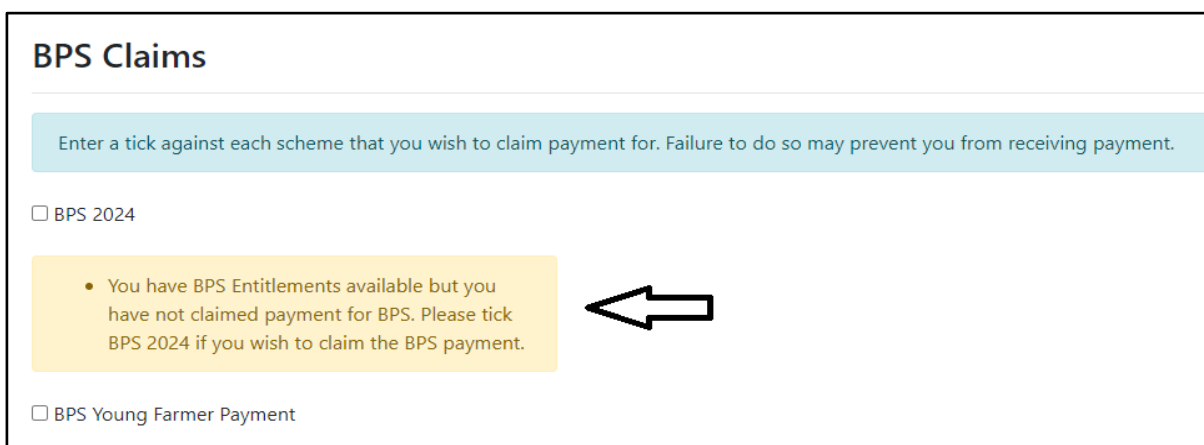
There are basic data integrity checks built in to the SAF and any errors or information messages will appear once you either 'Save' a section or click 'Next' to proceed to the next section. Once you have completed a section you can return to it to correct errors or make amendments. You may also choose to 'Print' the SAF or 'View Map' at any time.

Example of Error Message display on the below screenshot:



The screenshot shows a form titled "National Reserve Entitlements". Below the title is a question: "Do you wish to apply to the National Reserve for an allocation of Basic Payment Scheme (BPS) Entitlements? *". There are two radio buttons: "Yes" and "No". Below the question is a red error message box with a white arrow pointing to it: "• This is a mandatory question, please answer it."

Example of Information Message display on the below screenshot:

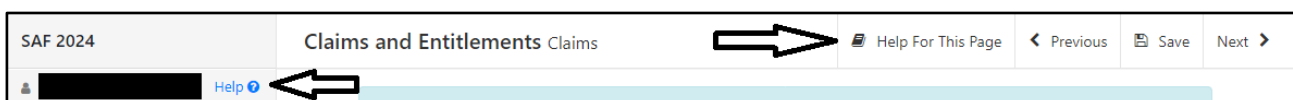


The screenshot shows a form titled "BPS Claims". Below the title is a light blue information message box: "Enter a tick against each scheme that you wish to claim payment for. Failure to do so may prevent you from receiving payment." Below this is a checkbox for "BPS 2024". A yellow information message box with a white arrow pointing to it says: "• You have BPS Entitlements available but you have not claimed payment for BPS. Please tick BPS 2024 if you wish to claim the BPS payment." Below this is another checkbox for "BPS Young Farmer Payment".

Buttons on all sections

When you are in any of the sections there are standard buttons for your use.

At the top of the page as shown on the below screenshot:



The screenshot shows the top navigation bar of the application. It includes a breadcrumb trail: "SAF 2024 > Claims and Entitlements Claims". To the right of the breadcrumb are four buttons: "Help For This Page" (with a document icon), "Previous" (with a left arrow), "Save" (with a floppy disk icon), and "Next" (with a right arrow). Below the breadcrumb, there is a user profile icon and a "Help" button with a question mark icon. A white arrow points to the "Help" button, and another white arrow points to the "Help For This Page" button.

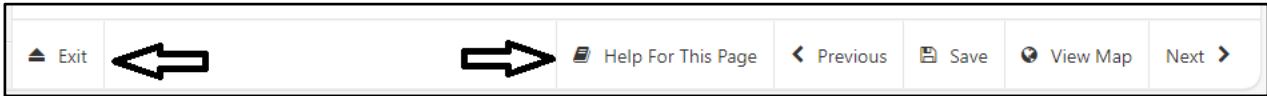
Help? – will link you to a PDF copy of the '2024 Single Application Form (SAF) Online How to Complete Guide'.

Help for this Page – will show specific help for the section you are on. This will not appear in every section.

Prev and Next – enable you to navigate between the sections.

Save – use this to save any changes you have already made (clicking ‘Next’ will automatically save the section you have just completed).

At the bottom of the page as shown on the below screenshot:



Exit – use this to exit the SAF and return to it later at any time (within the deadlines).

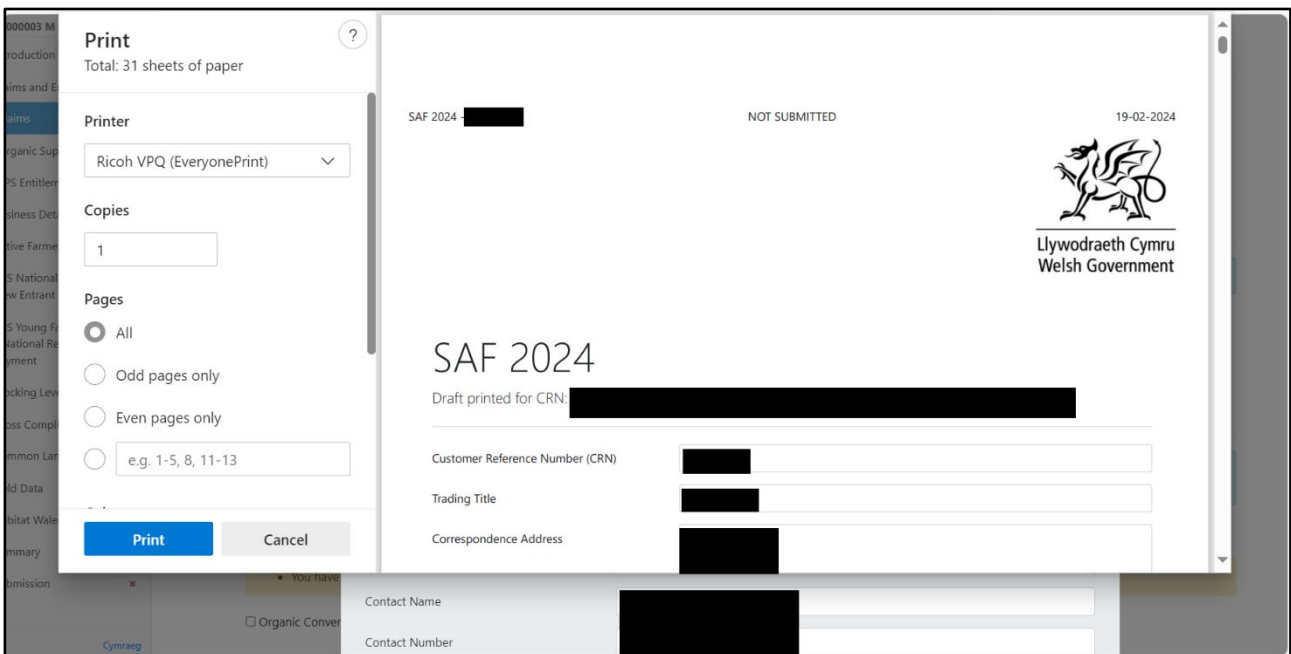
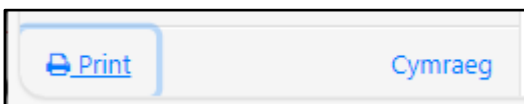
Help for this Page – will show specific help for the section you are on. This will not appear in every section.

Prev and Next – enable you to navigate between the sections.

Save – use this to save any changes you have already made (clicking ‘Next’ will automatically save the section you have just completed).

View Map – use this to access your interactive map.

Print – at the bottom left hand corner, use this if you want to print a copy of your SAF at any time.



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Claims and Entitlements

Claims

National Reserve Entitlements

National Reserve Entitlements

Do you wish to apply to the National Reserve for an allocation of Basic Payment Scheme (BPS) Entitlements? * Yes No

Do you wish to be considered as a New Entrant? * Yes No

Do you wish to be considered as a Young Farmer? * Yes No

If you answer 'Yes' you must also answer the two additional questions which display as shown on the above screenshot. Based on your answers you will also need to either complete the 'BPS National Reserve – New Entrant' section or the 'BPS Young Farmer Details – National Reserve and Payment' section, or both.

BPS Claims

BPS Claims

Enter a tick against each scheme that you wish to claim payment for. Failure to do so may prevent you from receiving payment.

BPS 2024

BPS Young Farmer Payment

If you wish to claim the BPS 2024 and / or BPS Young Farmer Payment, you must tick the appropriate box(es) as shown on the above screenshot, and identify the land you wish to claim for in the 'Common Land Rights' and 'Field Data' sections. (You cannot claim the BPS Young Farmer Payment if you have not claimed the BPS 2024.)

If you claim BPS Young Farmer Payment you must also complete the 'BPS Young Farmer Details – National Reserve and Payment' section.

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Rural Investment Schemes

You must tick to indicate which Rural Investment (RI) schemes you wish to claim payment for.

Rural Investment Schemes

Enter a tick against each scheme that you wish to claim payment for. Failure to do so may prevent you from receiving payment. We will pre-populate the Habitat Wales Scheme and/or Organic Conversion scheme with a tick if our records indicate that you have a grant award and/or contract. You must check this and amend where necessary.

Habitat Wales Scheme (HWS) - I wish to claim

Organic Conversion (OCS)

Organic Support (OS)

Woodland Creation Maintenance (WCM) - I wish to claim all eligible parcels

Woodland Creation Premium (WCP) - I wish to claim all eligible parcels

We will pre-populate the claim ticks for Habitat Wales Scheme and Organic Conversion Scheme where our records show you hold a grant award and/or a contract.

If you no longer have a grant award and/or a contract for any schemes we have pre-ticked, you must remove the tick.

If you have a grant award and/or a contract for any of the schemes which we have not pre-ticked, and you wish to claim for these schemes, you **must** tick the appropriate claim box(es). If you do so, an information message such as the one shown in the below screenshot may appear, as a prompt to ensure you have not ticked the claim box accidentally.

Organic Conversion (OCS)

• You have indicated you wish to claim Organic Conversion. Please ensure that you have a valid contract.

Please note: Claim ticks will not be pre-populated for Organic Support, Woodland Creation Maintenance and Woodland Creation Premium. You **must** tick to indicate the Rural Investment (RI) scheme you wish to claim payment for.

Please Note: In 2024 you will not need to indicate the fields you wish to use to support payment for the **Habitat Wales Scheme, Organic Support, Woodland Creation Maintenance or Woodland Creation Premium**. Your claim will be based on the parcels of land included on your Habitat Wales Scheme grant award taking into consideration areas where you have notified on the SAF you have been unable to comply with the management requirements, Woodland Creation Grant or Small Grants – Woodland Creation contract. However, you will still be required to declared the land parcels at your disposal on the 15th May on the 'Field Data' section.

Your claim for **Organic Support** will be based on the parcels declared on your SAF and listed on your OCB Certificate and Land Schedule.

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Rural Development Woodland Creation Schemes

You must tick to indicate which Rural Development Woodland Creation schemes you wish to claim payment for.

Rural Development Woodland Creation Schemes

Enter a tick against each scheme that you wish to claim payment for. Failure to do so may prevent you from receiving payment. We have pre-ticked your claim boxes below based on the information we have available. Remove or add ticks if appropriate.

Glastir Woodland Creation Premium - contracts signed before 1 October 2015 (GWCP)

Glastir Woodland Creation Maintenance - contracts signed after 1 October 2015 (GCM)

Glastir Woodland Creation Premium - contracts signed after 1 October 2015 (GCP)

We will pre-populate the claim ticks for Rural Development Woodland Creation Schemes where our records show you hold a contract.

If you no longer have a contract for any schemes we have pre-ticked, you must remove the tick.

If you have a contract for any of the schemes which we have not pre-ticked, and you wish to claim for these schemes, you must tick the appropriate claim box(es). If you do so, an information message such as the one shown in the below screenshot may appear, as a prompt to ensure you have not ticked the claim box accidentally.

Glastir Woodland Creation Premium - contracts signed before 1 October 2015 (GWCP)

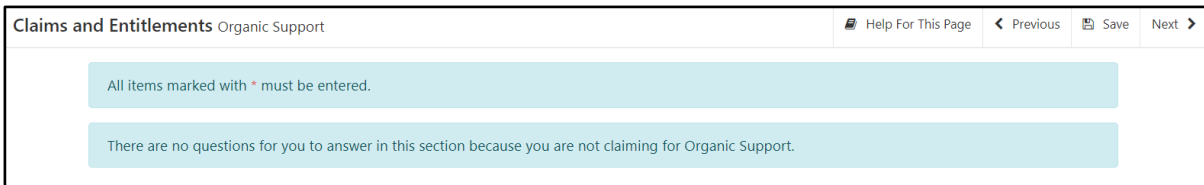
Glastir Woodland Creation Maintenance - contracts signed after 1 October 2015 (GCM)

- You have indicated you wish to claim GWCP. Please ensure that you have a valid contract.

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Organic Support

If you have not claimed Organic Support, you will not need to answer any questions on this section and the following screen will display. (If you meant to claim Organic Support you may return to the 'Claims and Entitlements' section and correct this.)



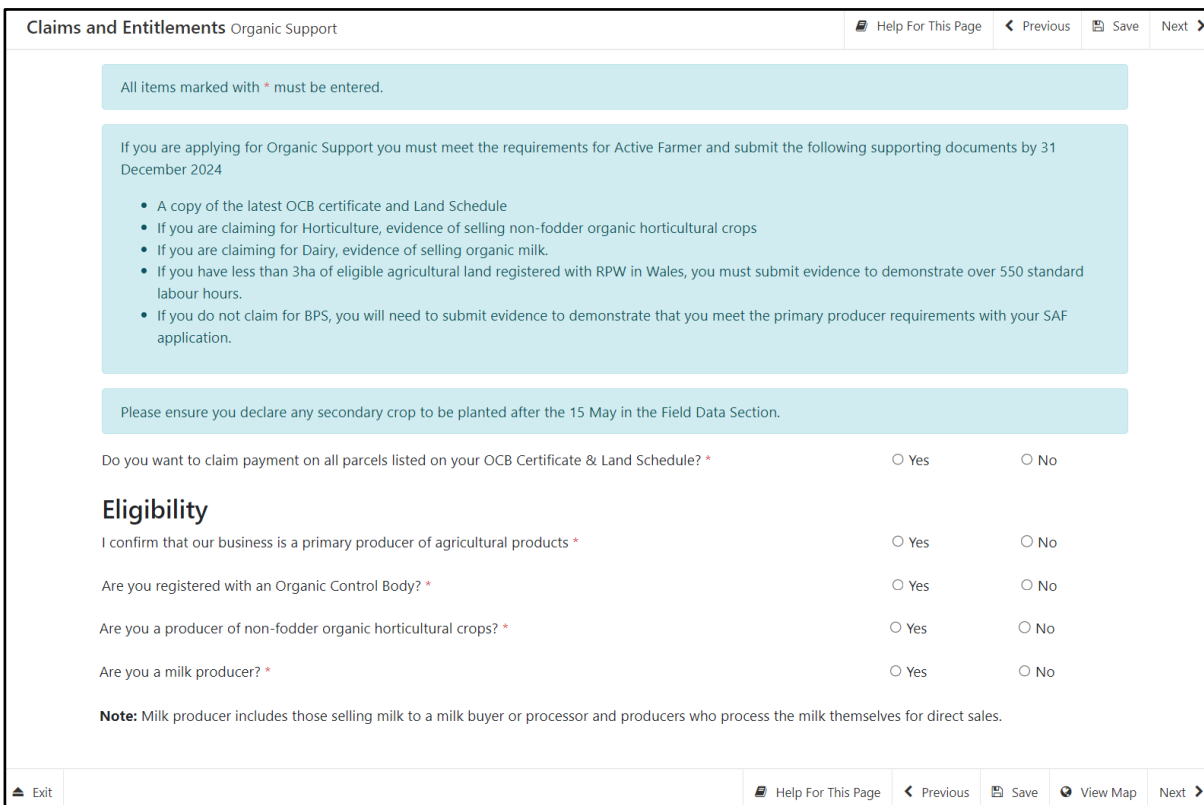
Claims and Entitlements Organic Support

Help For This Page Previous Save Next

All items marked with * must be entered.

There are no questions for you to answer in this section because you are not claiming for Organic Support.

Otherwise, the following screen will display and all questions must be answered.



Claims and Entitlements Organic Support

Help For This Page Previous Save Next

All items marked with * must be entered.

If you are applying for Organic Support you must meet the requirements for Active Farmer and submit the following supporting documents by 31 December 2024

- A copy of the latest OCB certificate and Land Schedule
- If you are claiming for Horticulture, evidence of selling non-fodder organic horticultural crops
- If you are claiming for Dairy, evidence of selling organic milk.
- If you have less than 3ha of eligible agricultural land registered with RPW in Wales, you must submit evidence to demonstrate over 550 standard labour hours.
- If you do not claim for BPS, you will need to submit evidence to demonstrate that you meet the primary producer requirements with your SAF application.

Please ensure you declare any secondary crop to be planted after the 15 May in the Field Data Section.

Do you want to claim payment on all parcels listed on your OCB Certificate & Land Schedule? * Yes No

Eligibility

I confirm that our business is a primary producer of agricultural products * Yes No

Are you registered with an Organic Control Body? * Yes No

Are you a producer of non-fodder organic horticultural crops? * Yes No

Are you a milk producer? * Yes No

Note: Milk producer includes those selling milk to a milk buyer or processor and producers who process the milk themselves for direct sales.

Exit Help For This Page Previous Save View Map Next

If you wish to claim payment on all parcels listed on your OCB Certificate & Land Schedule, you must tick 'Yes' to question 'Do you want to claim payment on all parcels listed on your OCB Certificate & Land Schedule?'.

If you answer 'No' to question 'Do you want to claim payment on all parcels listed on your OCB Certificate & Land Schedule?', you will need provide details the land parcel(s) on your OCB Certificate & Land Schedule for which you are not claiming Organic Support and give reason for not claiming e.g. land parcels in conversion etc in the text box, as shown in the below screenshot.

If there is insufficient space to add details in the text box, please add a message on your RPW Online account to cover any additional parcel(s) you do not wish to claim on.

Do you want to claim payment on all parcels listed on your OCB Certificate & Land Schedule? * Yes No

Provide details of the land parcel(s) on your OCB Certificate & Land Schedule for which you are not claiming Organic Support e.g. land parcels in conversion. *

0 / 1300

Eligibility

You must answer all eligibility questions on this page.

If you answer, 'Yes' to question 'Are you a producer of non-fodder organic horticultural crops?', you will be required to confirm the area (ha) of non-fodder organic horticultural crops grown, as shown in the below screenshot. You will also need to submit supporting documentation for example, sales receipts for vegetables.

Are you a producer of non-fodder organic horticultural crops? * Yes No

Please confirm the area (ha) of non-fodder organic horticultural crops grown. *

If you answer, 'Yes' to question 'Are you a milk producer?' you will need to indicate the number of dairy animals on your land today in each relevant category, as shown in the below screenshot. You will also need to submit supporting documentation for example, copy of a milk contract covering the 2024 calendar year. For those processing milk on the holding, you must provide confirmation and a written explanation evidencing how you sell your processed dairy products.

Are you a milk producer? * Yes No

Note: Milk producer includes those selling milk to a milk buyer or processor and producers who process the milk themselves for direct sales.

Please indicate the number of dairy animals on your land today in each relevant category.

How many dairy cows are on the holding? (24 months or more)	<input type="text"/>
How many dairy cow replacements are on your holding? (6 – 24 months)	<input type="text"/>
How many dairy goats are on the holding? (6 months or more)	<input type="text"/>
How many dairy goat replacements are on your holding? (Less than 6 months)	<input type="text"/>
How many dairy sheep are on your holding? (6 months or more)	<input type="text"/>
How many dairy sheep replacements are on your holding? (Less than 6 months)	<input type="text"/>

If you answer, 'Yes' to question 'Other dairy animals?' you will need provide details of the other dairy animals in the text box and indicate the number of other dairy animals on your land today in each relevant category, as shown in the below screenshot. You will also need to submit supporting documentation for example, copy of a milk contract covering the 2024 calendar year. For those processing milk on the holding, you must provide confirmation and a written explanation evidencing how you sell your processed dairy products.

Other dairy animals? * Yes No

Please provide details (maximum 255 characters) *

0 / 255

Please indicate the number of other dairy animals on your land today in each relevant category.

How many other dairy animals are on your holding? (24 months or more)

How many other dairy animals are on your holding? (6 – 24months)

How many other dairy replacement animals on your holding? (Less than 6 months)

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BPS Entitlements

Claims and Entitlements BPS Entitlements Help For This Page Previous Save Next

All items marked with * must be entered.

Your BPS Entitlements available for 2024 at the time of starting this application are detailed below. You must add, amend and remove entitlements to reflect the number of entitlements available to you in 2024 as a result of the transfer and/or lease of entitlements.

[+ Add Entitlements](#)

Origin	Ownership	Number of Entitlements	Unit Value (£)	Year Last Used	
Original	Owned				Remove

The above screenshot shows the BPS Entitlements available to you for payment and enables you to

- add entitlements bought or leased in that have not been taken into account on the SAF 2024 but have been notified to the Welsh Government using '*Transfer of Entitlements*'
- amend the number of entitlements if you have sold or leased out entitlements.

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Business Details

Business Organisation

Business Details Business Organisation ← Previous Save

All items marked with * must be entered.

Number of partners within the business

If the above is incorrect, please enter the correct number of partners in the business.

Have there been any changes to the structure of this business since **15 May 2023**? * Yes No

Do you have any new interests in agricultural businesses not verified by the Welsh Government since **15 May 2023**? * Yes No

If the number of partners is different to the number pre-populated, enter the correct number of partners. You should correct the Individual Details tab on your RPW Online account after submitting the SAF, and provide details via your Messages tab if you have not already done so.

The remaining two questions as shown in the above screenshot must be answered appropriately. If you answer 'Yes' to either of these, answer the additional questions that appear and provide details in the text box that displays, as shown in the below screenshot.

Number of partners within the business

If the above is incorrect, please enter the correct number of partners in the business.

Have there been any changes to the structure of this business since **15 May 2023**? * Yes No

Please provide details (maximum 255 characters) *

Date the business was formed 30/06/1992

If the above is incorrect, no date is shown, or it is displaying as 'Unknown', please enter the correct date, or tick the box if before 30 June 1992

Date Business Formed (dd/mm/yyyy)

Business was formed before 30 June 1992

Do you have any new interests in agricultural businesses not verified by the Welsh Government since **15 May 2023**? * Yes No

Please provide details (maximum 255 characters) *

The 'Date the business was formed' will be pre-populated based on the information we hold. If this is shown as 'Unknown' or the date shown is incorrect or blank, this must be corrected either by entering the correct date, or ticking the 'Business was formed before '30 June 1992' box if applicable.

Details of any major changes to your business (e.g. new partners) must also be provided in writing, signed by all partners.

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Farm Assured Schemes

If you are not a member of any Farm Assured Schemes, this is the only question you need to answer in this section as shown on the below screenshot.

Business Details Farm Assured Schemes

< Previous Save Next >

All items marked with * must be entered.

Are you a member of any Farm Assured Schemes? *

Yes No

If you are a member of any Farm Assured Schemes, you will also need to provide further details as shown on the below screenshot. If the name of your scheme is not one of the options displayed, select 'Other' and include the Farm Assured Scheme Name in the middle column.

You are able to include the details of up to three Farm Assured Schemes. If you are a member of more than three, please provide additional details via your RPW Online Messages tab.

Business Details Farm Assured Schemes

< Previous Save Next >

All items marked with * must be entered.

Are you a member of any Farm Assured Schemes? *

Yes No

Add details of the Farm Assured Schemes (maximum of 3 schemes)

+ Add Scheme

Farm Assured Scheme Name *	Farm Assured Scheme Name (if Other)	Certificate Number
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

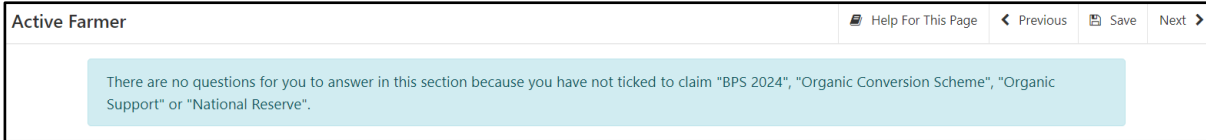
Remove

- Farm Assured Welsh Livestock
- Farm Assured British Beef and Lamb
- National Dairy Farm Assurance
- Assured British Pigs
- Assured Chicken Production
- Assured Produce
- Assured Combinable Crops
- Soil Association Farm Assurance Cattle and Sheep
- Soil Association Farm Assurance Cereals
- Other - specify in free text box

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Active Farmer

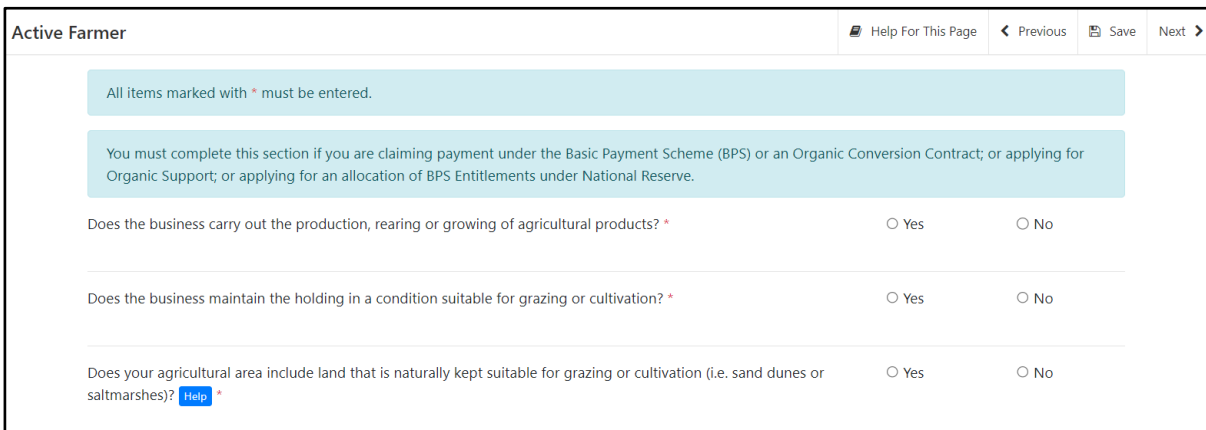
If you have not claimed BPS, Organic Conversion Scheme, Organic Support or National Reserve you will not need to answer any questions on this section and the following screen will display. (If you meant to claim BPS, Organic Conversion Scheme and/or Organic Support you may return to the 'Claims and Entitlements' section and correct this.)



Active Farmer Help For This Page Previous Save Next

There are no questions for you to answer in this section because you have not ticked to claim "BPS 2024", "Organic Conversion Scheme", "Organic Support" or "National Reserve".

Otherwise, the following screen will display and all questions must be answered.



Active Farmer Help For This Page Previous Save Next

All items marked with * must be entered.

You must complete this section if you are claiming payment under the Basic Payment Scheme (BPS) or an Organic Conversion Contract; or applying for Organic Support; or applying for an allocation of BPS Entitlements under National Reserve.

Does the business carry out the production, rearing or growing of agricultural products? * Yes No

Does the business maintain the holding in a condition suitable for grazing or cultivation? * Yes No

Does your agricultural area include land that is naturally kept suitable for grazing or cultivation (i.e. sand dunes or saltmarshes)? [Help](#) * Yes No

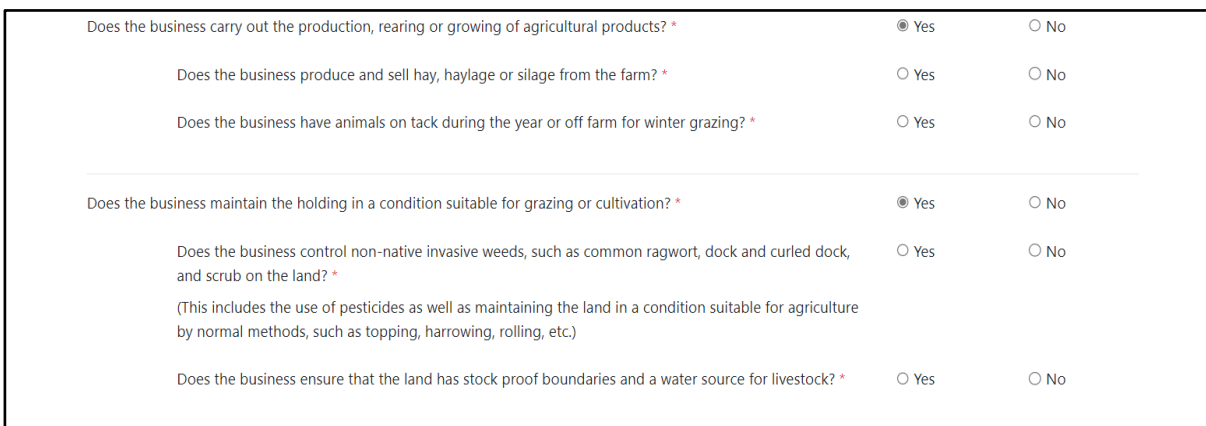
If you answer 'Yes' to either:

- Does the business carry out the production, rearing or growing of agricultural products?

or

- Does the business maintain the holding in a condition suitable for grazing or cultivation?

and you are not declaring any animals or arable / permanent crops, extra questions will be displayed for you to answer as shown in the below screenshot.



Does the business carry out the production, rearing or growing of agricultural products? * Yes No

Does the business produce and sell hay, haylage or silage from the farm? * Yes No

Does the business have animals on tack during the year or off farm for winter grazing? * Yes No

Does the business maintain the holding in a condition suitable for grazing or cultivation? * Yes No

Does the business control non-native invasive weeds, such as common ragwort, dock and curled dock, and scrub on the land? * Yes No

(This includes the use of pesticides as well as maintaining the land in a condition suitable for agriculture by normal methods, such as topping, harrowing, rolling, etc.)

Does the business ensure that the land has stock proof boundaries and a water source for livestock? * Yes No

Please note: these questions will only appear after you have finished completing other sections as the need for them to be completed is dependent on how you answer the other sections.

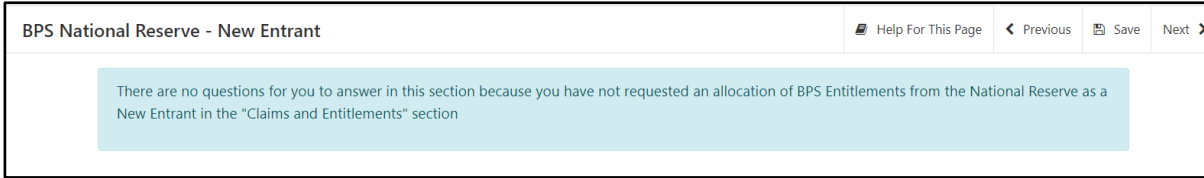
If you have land that is naturally kept suitable for grazing or cultivation (i.e. sand dunes or saltmarshes), you must answer the additional questions which display as shown in the below screenshot, in relation to this land. In Wales, these are areas that naturally remain productive land suitable for farming activities without the need for any farming activity to take place on them. (If any of these areas have been identified on the field parcels pre-populated on your SAF the area will be shown within the 'Field Data Details' section.) If your answer to either the Livestock Units or invasive weeds questions are 'Yes', you must provide evidence that these conditions are being met.

Does your agricultural area include land that is naturally kept suitable for grazing or cultivation (i.e. sand dunes or saltmarshes)? Help *	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is more than 50% of your agricultural area, land that is naturally kept suitable for grazing or cultivation? *	<input type="radio"/> Yes	<input type="radio"/> No
Do you graze areas that are naturally kept suitable for grazing or cultivation, across the calendar year, to a minimum average of 0.01 to 0.05 Livestock Units (LU) per hectare? *	<input type="radio"/> Yes	<input type="radio"/> No
Do you control non-native invasive weeds and scrub on areas that are naturally kept suitable for grazing or cultivation? *	<input type="radio"/> Yes	<input type="radio"/> No

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BPS National Reserve – New Entrant

If you have not applied to the National Reserve for an allocation of BPS Entitlements as a New Entrant in the 'Claims and Entitlements' section you will not need to answer any questions on this section and the following screen will display. (If you meant to apply for an allocation you may return to the 'Claims and Entitlements' section and correct this.)

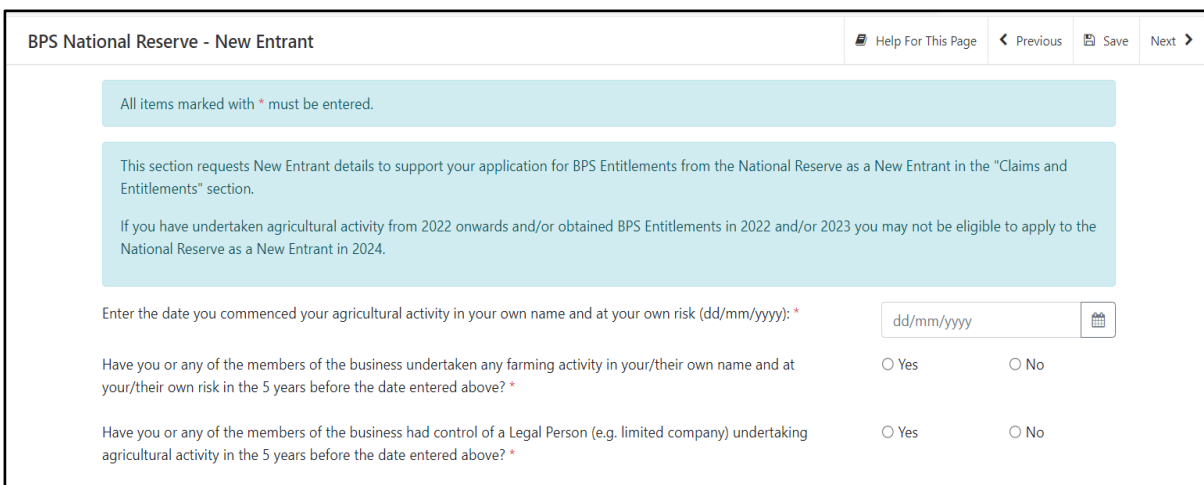


BPS National Reserve - New Entrant

Help For This Page Previous Save Next

There are no questions for you to answer in this section because you have not requested an allocation of BPS Entitlements from the National Reserve as a New Entrant in the "Claims and Entitlements" section

If you have applied to the National Reserve for an allocation of BPS Entitlements as a New Entrant in the 'Claims and Entitlements' section, you must answer the following questions shown on the below screenshot:



BPS National Reserve - New Entrant

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All items marked with * must be entered.

This section requests New Entrant details to support your application for BPS Entitlements from the National Reserve as a New Entrant in the "Claims and Entitlements" section.

If you have undertaken agricultural activity from 2022 onwards and/or obtained BPS Entitlements in 2022 and/or 2023 you may not be eligible to apply to the National Reserve as a New Entrant in 2024.

Enter the date you commenced your agricultural activity in your own name and at your own risk (dd/mm/yyyy): *

dd/mm/yyyy

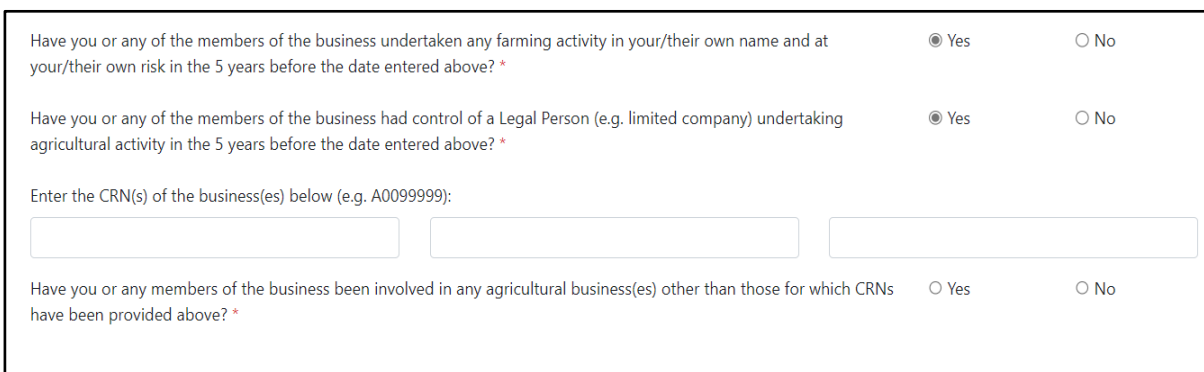
Have you or any of the members of the business undertaken any farming activity in your/their own name and at your/their own risk in the 5 years before the date entered above? *

Yes No

Have you or any of the members of the business had control of a Legal Person (e.g. limited company) undertaking agricultural activity in the 5 years before the date entered above? *

Yes No

and, depending on your answers, supplementary questions may appear as shown on the below screenshot.



Have you or any of the members of the business undertaken any farming activity in your/their own name and at your/their own risk in the 5 years before the date entered above? *

Yes No

Have you or any of the members of the business had control of a Legal Person (e.g. limited company) undertaking agricultural activity in the 5 years before the date entered above? *

Yes No

Enter the CRN(s) of the business(es) below (e.g. A0099999):

Have you or any members of the business been involved in any agricultural business(es) other than those for which CRNs have been provided above? *

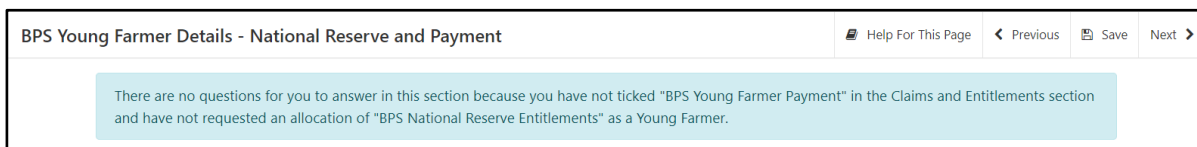
Yes No

You are able to include up to three CRNs. If you need to declare more than three, please provide additional details via your RPW Online Messages tab.

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BPS Young Farmer Details – National Reserve and Payment

If you have not claimed BPS Young Farmer Payment and you have not applied to the National Reserve for an allocation of BPS Entitlements as a Young Farmer in the 'Claims and Entitlements' section, you will not need to answer any questions on this section and the following screen will display. (If you meant to claim or apply you may return to the 'Claims and Entitlements' section and correct this.)

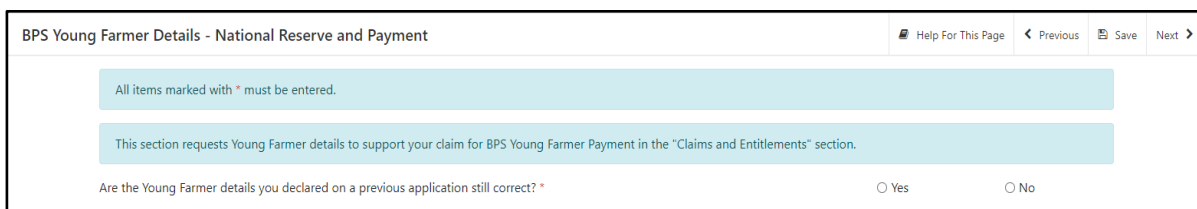


BPS Young Farmer Details - National Reserve and Payment

Help For This Page Previous Save Next >

There are no questions for you to answer in this section because you have not ticked "BPS Young Farmer Payment" in the Claims and Entitlements section and have not requested an allocation of "BPS National Reserve Entitlements" as a Young Farmer.

If you were successful in applying to the National Reserve as a Young Farmer previously and your details have not changed, you can confirm this is the case as shown in the below screenshot and you will not need to answer any more Young Farmer questions.



BPS Young Farmer Details - National Reserve and Payment

Help For This Page Previous Save Next >

All items marked with * must be entered.

This section requests Young Farmer details to support your claim for BPS Young Farmer Payment in the "Claims and Entitlements" section.

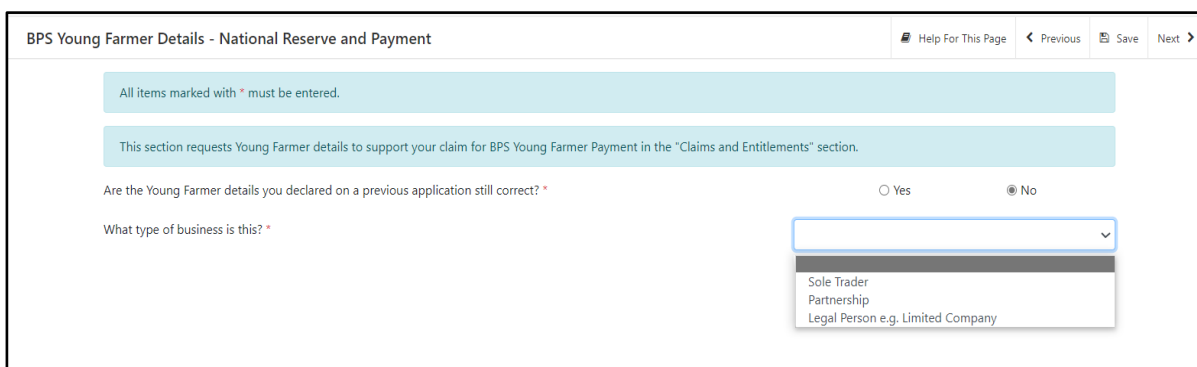
Are the Young Farmer details you declared on a previous application still correct? *

Yes No

If you are applying to the National Reserve as a Young Farmer

- for the first time
- or
- are applying again after a previously unsuccessful application
- or
- you were previously successful but your details have changed

you will need to complete the 'BPS Young Farmer Details – National Reserve and Payment' section.



BPS Young Farmer Details - National Reserve and Payment

Help For This Page Previous Save Next >

All items marked with * must be entered.

This section requests Young Farmer details to support your claim for BPS Young Farmer Payment in the "Claims and Entitlements" section.

Are the Young Farmer details you declared on a previous application still correct? *

Yes No

What type of business is this? *

Sole Trader
Partnership
Legal Person e.g. Limited Company

You will need to confirm the structure of the business (i.e. Sole Trader, Partnership or Legal Person (e.g. Limited Company)) as shown on the above screenshot. The questions which then appear will vary depending on your answers and the structure of the business.

If you are a sole trader, you need to answer the questions shown on the below screenshot:

BPS Young Farmer Details - National Reserve and Payment Help For This Page Previous Save Next

All items marked with * must be entered.

This section requests Young Farmer details to support your application for an allocation of BPS Entitlements from the National Reserve as a Young Farmer in the "Claims and Entitlements" section.

What type of business is this? *

Enter your date of birth: *

Enter the date the business was formed. *

Have you previously been head of holding or had control of a partnership or Legal Person (e.g. Limited Company)? * Yes No

Enter the CRN(s) of the business(es) below (e.g. A0099999): *

Have you previously been head of holding or had control of any other agricultural business(es) other than those CRNs provided above? * Yes No

Enter the business identifier(s) or address(es) of the business(es) below: *

0/2000

and if you are a Partnership or Legal Person you will need to supply further details as shown in the below screenshot.

BPS Young Farmer Details - National Reserve and Payment Help For This Page Previous Save Next

All items marked with * must be entered.

This section requests Young Farmer details to support your application for an allocation of BPS Entitlements from the National Reserve as a Young Farmer in the "Claims and Entitlements" section.

What type of business is this? *

Which of the following applies to your business? * A new business set up for the first time A restructuring of an existing business

Enter the details of the head of holding or the name(s) of the person(s) who has/have control of the partnership.

First Name *	Middle Name(s)	Last Name *	Date of Birth (dd/mm/yyyy) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>

Have any of the persons named above ever previously been head of holding or had control of a partnership or Legal Person (e.g. Limited Company)? * Yes No

Enter the CRN(s) of the business(es) below (e.g. A0099999): *

Have any of the persons named above been head of holding or had control of any other agricultural business(es) other than those CRNs provided above? * Yes No

Enter the business identifier(s) or address(es) of the business(es) below: *

0/2000

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Stocking Levels

If no animals, either owned by you or others, have been or will be on your land at any time in 2024, this is the only question you need to answer in this section as shown on the below screenshot.

The screenshot shows the 'Stocking Levels' form with a navigation bar at the top containing 'Previous' and 'Save' buttons. A light blue banner at the top of the form area contains the text: 'All items marked with * must be entered.' Below this, the question 'In 2024 have there or will there be animals (either owned by you or others) on your land? *' is displayed with two radio button options: 'Yes' and 'No'.

If you do have animals, either owned by you or others, on your land on the day you are completing the SAF, you must indicate the number of animals on your land in each relevant category by selecting the appropriate range, as shown in the example on the below screenshot. (You do not need to complete any of these where you have no animals for that category.)

This screenshot shows the 'Stocking Levels' form with the 'Yes' radio button selected for the initial question. Below the question, a heading reads: 'Please indicate the number of animals on your land today in each relevant category.' The form lists several animal categories, each with a dropdown menu for selection: 'Dairy: cows, bulls and replacement heifers 6 months old and over but under 24 months', 'Dairy: cows, bulls and replacement heifers 24 months old or over', 'Beef: cows, bulls and replacement heifers 6 months old and over but under 24 months', 'Beef: cows, bulls and replacement heifers 24 months old or over', 'Store / finishing cattle 6 months old and over but under 24 months', 'Store / finishing cattle 24 months old or over', 'Sheep over 6 months old', 'Deer over 6 months old', 'Indoor / outdoor pigs (excluding unweaned piglets)', 'Goats over 6 months old', 'Horses over 6 months old', and 'Indoor / outdoor poultry (estimate)'. At the bottom, there is an 'Other *' category with 'Yes' and 'No' radio buttons, and a checkbox labeled 'There are no animals on my land today'.

You must confirm whether you have 'Other' animals and if 'Yes', provide details as shown on the below screenshot.

The screenshot shows a form field labeled "Other *". To the right of the label are two radio buttons: "Yes" (which is selected) and "No". Below the label is a text input area with the placeholder text "Please provide details (maximum 255 characters) *". The input area contains the text "1 donkey". A character count "(8/255)" is visible in the bottom right corner of the input area.

If animals, either owned by you or others, have been or will be on your land at any time in 2024 but there are no animals on your land on the day you are completing the SAF, you must tick the 'There are no animals on my land today' tick box as shown on the below screenshot.

The screenshot shows the "Stocking Levels" section of a form. At the top right, there are navigation buttons: "< Previous", "Save", and "Next >". A light blue banner contains the text "All items marked with * must be entered." Below this is a question: "In 2024 have there or will there be animals (either owned by you or others) on your land? *". To the right of this question are two radio buttons: "Yes" (selected) and "No". Below the question is a bold instruction: "Please indicate the number of animals on your land today in each relevant category." There are ten rows of animal categories, each with a dropdown menu for the number of animals: "Dairy: cows, bulls and replacement heifers 6 months old and over but under 24 months", "Dairy: cows, bulls and replacement heifers 24 months old or over", "Beef: cows, bulls and replacement heifers 6 months old and over but under 24 months", "Beef: cows, bulls and replacement heifers 24 months old or over", "Store / finishing cattle 6 months old and over but under 24 months", "Store / finishing cattle 24 months old or over", "Sheep over 6 months old", "Deer over 6 months old", "Indoor / outdoor pigs (excluding unweaned piglets)", "Goats over 6 months old", "Horses over 6 months old", and "Indoor / outdoor poultry (estimate)". At the bottom, there is an "Other *" label with "Yes" and "No" radio buttons. Below that is a checked checkbox: "There are no animals on my land today".

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Cross Compliance

You must answer all questions in this section as shown on the below screenshot, to reflect your current or proposed farming activity from 1 January 2024 to 31 December 2024.

Cross Compliance < Previous Save Next >

You must notify the Welsh Government if any of the answers to these questions change after submission.

All items marked with * must be entered.

Answer 'Yes' or 'No' to the statements below to reflect your current or proposed farming activity from 1 January 2024 to 31 December 2024. For further information please refer to guidance on [Cross Compliance](#).

I farm within an area previously designated as a Nitrate Vulnerable Zone (NVZ) before 1 April 2021. *	<input type="radio"/> Yes	<input type="radio"/> No
I have used or intend to use pesticides, herbicides or insecticides on my land. *	<input type="radio"/> Yes	<input type="radio"/> No
I burn heather and / or grass. *	<input type="radio"/> Yes	<input type="radio"/> No
I have stubble of a harvested crop, or land sown with a temporary cover crop over the winter period. *	<input type="radio"/> Yes	<input type="radio"/> No
I 'out' winter cattle or pigs or horses on my land. *	<input type="radio"/> Yes	<input type="radio"/> No
I dip and / or shower sheep. *	<input type="radio"/> Yes	<input type="radio"/> No
I sell packaged produce directly off my farm. *	<input type="radio"/> Yes	<input type="radio"/> No
I produce and sell animal feed from my farm (excluding hay and silage). *	<input type="radio"/> Yes	<input type="radio"/> No
I abstract water for irrigation purposes. *	<input type="radio"/> Yes	<input type="radio"/> No
I have a slurry store on my farm which I use *	<input type="radio"/> Yes	<input type="radio"/> No
I make and store clamp / pit silage on my farm *	<input type="radio"/> Yes	<input type="radio"/> No

You must also notify the Welsh Government if any of the answers you provide change after your SAF has been submitted.

All customers submitting a SAF are bound by the Cross Compliance rules. Cross Compliance applies to all agricultural land within an agricultural business. You must therefore maintain your land in Good Agricultural and Environmental Condition and comply with a number of Statutory Management Requirements. From 2021, the Environmentally Sensitive Permanent Grass (ESPG) has been moved into Cross Compliance. If you require further information, you can access this by clicking the 'Cross Compliance' link.

Please Note: This question 'I have a slurry store on my farm which I use' refers to slurry stores in use. This does not include farmyard manure storage areas.

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Common Land Rights

Common Land Rights – Grazing

If you have no common land grazing rights, you will have nothing to complete in this sub-section and should click 'Next' to proceed to the next sub-section. (Graziers Associations do not use the SAF to claim Glastir Commons.)

If you declared common land grazing rights on your 2023 SAF, these will be pre-populated as shown on the below screenshot. You must check these to make sure they are still correct. If the Status of your pre-populated rights has changed, you must amend this. If any of the other aspects of your pre-populated rights have changed, or you no longer have the authority to use these rights, you must remove the pre-populated row and, if applicable, add a new row with the new details, by clicking the '+Add Rights' button. (If you remove a row in error, click 'Restore' to cancel the removal.)

Common Land Rights - Grazing

Select the common land on which you wish to claim. **WARNING:** The allocation of forage area to common land rights may vary from year to year.

[+ Add Rights](#)

Registered County Name	CL Number	Entry Number	Animal Type	Number of Rights	Status	Claim BPS	
██████████	██████	██████	Sheep	129	Owned Rights	<input checked="" type="checkbox"/>	Remove
██████████	██████	██████	Sheep	129	Owned Rights	<input type="checkbox"/>	Remove
██████████	██████	██████	Sheep	129	Borrowed Rights	<input checked="" type="checkbox"/>	Remove

If you have new common land grazing rights, you must add these to the blank row displayed, or if no blank row is displayed, by clicking '+Add Rights'.

If you are unsure about any of the commons information you are required to provide, you should contact the appropriate Local Authority who are responsible for maintaining the 'Common Land Registers'.

The 'CL Number' drop down list varies depending on the selected 'Registered County Name'. It displays all CL Numbers we are aware of for each County Name. If you have a CL Number which is not shown, and you are certain the Registered County Name and CL Number are correct, you may add the CL Number. An Information Message 'We have no record of this CL Number for this County. Please check all entries on this line are correct before proceeding.' will display as shown on the below screenshot as a prompt in case you have mistyped the CL Number.

[+ Add Rights](#)

Registered County Name	CL Number	Entry Number	Animal Type	Number of Rights	Status	Claim BPS	
██████████	██████	██████	Cattle	50	Owned Rights	<input checked="" type="checkbox"/>	Remove

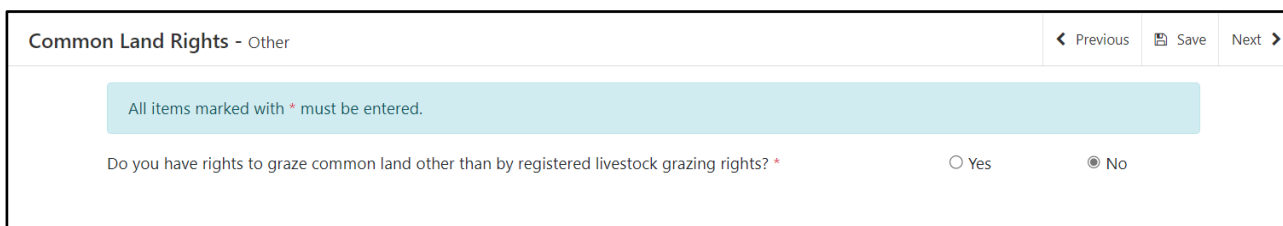
• We have no record of this CL Number for this County. Please check all entries on this line are correct before proceeding.

Important: You must ensure you have ticked the 'Claim BPS' box for any common land grazing rights you wish to claim BPS for. If you remove common land grazing rights, do not add rights you have which are not pre-populated, or fail to tick the 'Claim BPS' box(es), it will be taken that you do not wish to claim for your common land this scheme year.

Important: the allocation of forage area to common land rights may vary from year to year. It is your responsibility to ensure you have sufficient land to cover your BPS Entitlements.

Common Land Rights – Other

If you have no rights to graze common land other than by registered grazing rights, this is the only question you need to answer in this sub-section as shown on the below screenshot.



Common Land Rights - Other

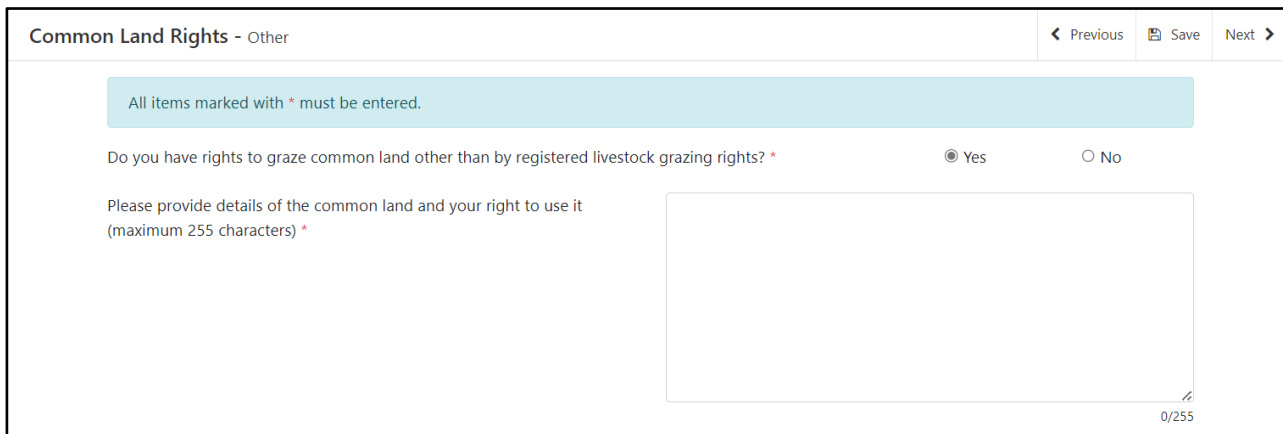
< Previous Save Next >

All items marked with * must be entered.

Do you have rights to graze common land other than by registered livestock grazing rights? *

Yes No

If you do have rights to graze common land other than by registered grazing rights, provide details in the text box that displays as shown on the below screenshot. **Your details must indicate whether you wish to use the common to support your BPS claim.**



Common Land Rights - Other

< Previous Save Next >

All items marked with * must be entered.

Do you have rights to graze common land other than by registered livestock grazing rights? *

Yes No

Please provide details of the common land and your right to use it (maximum 255 characters) *

0/255

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Field Data

Introduction

It is important you carefully follow this guidance for completing this section of the SAF and refer to the '*2024 Single Application Rules Booklet*'.

You should check to ensure any changes resulting from a land inspection undertaken during 2023 have been made to your SAF, details will have been provided to you on the IACS 7a.

You should also ensure you amend your SAF to include any appeal response you may have received.

Pre-populated details

As far as possible your SAF will be pre-populated with Field information, including Permanent Features. This will depend on whether we have validated your declaration in the previous year or carried out a mapping assessment on the field.

Do not amend the details just to reflect what you declared in 2023 as this information may have been updated when your SAF 2023 was processed, or as a result of a mapping update.

It is your responsibility to ensure all the details you declare in this section are accurate and reflect the true position of all the land that is at your disposal on the **15 May 2024**. Land is 'at your disposal' if you:

- are the owner occupier
- are 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
- are a tenant with an unwritten tenancy with the same level of control as the above
- have allowed a licensee on to your land under a license arrangement that is specifically for grazing, cropping or taking hay/silage over a specified and limited period of time within the year, but you have retained Management Control of the land.

You should not declare land you own but have rented out (as this is not at your disposal and should be declared only by the farmer renting it in).

New land details

All land at your disposal on the 15 May 2024 which is not listed must be added. This could, for example, include newly acquired land or any forestry / tracks not previously declared on the SAF. Failure to declare all the land at your disposal could result in a financial penalty.

Changes to land

You must complete a '*Manage My Land*' submission, using your RPW Online account, where the land is not IACS registered, where there has been a boundary change, a split or merger of fields, or the removal of a Permanent Feature. You must inform the Welsh Government of changes to fields and any land transfers within 30 days of the change(s) taking place.

You may add new, or amend Permanent Features on the SAF where you can indicate the date of change, and where the date of change is within 30 days of the date you submit the SAF a '*Manage My Land*' submission will not be required.

If you have taken over land, the previous occupier should be able to tell you whether the land has been previously registered with the Welsh Government.

Important: Remove field parcels where:

- rented land has been given up
- land has been sold
- land is rented out by you on an Agricultural Holdings Act 1986 tenancy, Farm Business Tenancy or Unwritten Tenancy
- land parcel details have changed by being amalgamated or divided
- you have incorrectly entered land parcel details.

Cross-Border customers

Only Welsh land will be pre-populated in this section. Details for fields in other UK countries should be entered by you on the appropriate application for that UK country.

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Field Data List

This sub-section lists all the field parcels for your business as shown in the below screenshot.

There is a search facility which allows you to search for particular field parcels, based on the Sheet Reference, Field Number and / or Field Name.

Field Data List

Information on the Field Data List cannot be changed. Please click 'Open' to view or amend the details of a Field Parcel. You **MUST** view every field parcel before submitting the SAF.

One or more field parcels have Errors. Please click 'Open' to view the Field Parcel details and correct any errors.

Field Parcel Search: e.g. 'SH1234 1248' / 'Lower Field' / 'SH1' Find Find Next

View Options: BPS, RD Woodland and RI Schemes

	Show Field Names <input checked="" type="checkbox"/>			Field Size	BPS Area		RD Woodland Creation Schemes Help			RI Schemes Help	Sketch Map Help	Follow Up	
	Sheet Ref.	Field No.	Field Name		Max. Eligible	Claimed	GWCP	GCM	GCP	OCS			
Open ✓				0.75	0.73	0.73	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Remove	
Open ⚠				1.07	1.07	1.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✓	Remove	
Open ✓				0.79	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Remove	
Open ✓				0.81	0.81	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Remove	
Open ✓				0.06	0.06	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Remove	
Open ✓				2.01	2.01	2.01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Remove	
Open ✗				1.27	1.27	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Remove	

You may add or remove field parcels in this sub-section, however you cannot make any other amendments here. If you need to change any of the amendable details shown, you can do so once you have accessed the individual field parcel – to do so, click 'Open'.

For an explanation of what each item on this sub-section means, please see the following pages.







You can choose different view options for this screen as follows:

- Show/Hide Field Names
- Show BPS, RD and RI Schemes
- or
- Show BPS only
- or
- Show RD Schemes only
- or
- Show RI Schemes only.


This is useful if you are using a device with a smaller screen.

The BPS Claimed area, RD Woodland Creation Schemes, RI Schemes – OCS ticks, Sketch Map status and Follow Up flag (if relevant) will display against a field once you have opened that field's Field Data Detail page.

You may view a map of your land by clicking on the View Map button at the bottom of the screen as shown on the below screenshot.

Open	×				1.65	1.65	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Remove
Open	×				1.99	1.99	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Remove

▲ Exit Help For This Page < Previous Save **View Map** Next >



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Field Data Detail

Field Data Detail
Help For This Page
< Previous
↑ Back to List
Next >

Remove Field
+ Add Field

						RD Woodland Creation Schemes		
Sheet Reference	Field Number	Field Name	Field Size	Follow Up		GWCP	GCM	GCP
✓	[REDACTED]	[REDACTED]	1.65	<input type="checkbox"/>	Claim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You do not need to provide a Sketch Map for this Field.

BPS		RI Schemes - OCS	
Maximum Eligible Area Help	Claimed Area	Maximum Eligible Area Help	Claim
1.65	1.65	1.65	<input type="checkbox"/>

Crop	Area	Claim BPS	Tenure Help	Feature Change Date Help	Secondary Crop Help	Planting Month Help	+ Add Crop
GR2	1.65	<input checked="" type="checkbox"/>	O				Remove

Tenure

If you are the owner, it will be assumed you will hold full management control on the land parcel.

Tenure Type	Start Date	End Date	Part of Field	Tenure Area	Recurring Tenancy	Management Control
O - Owned						

▲ Exit
< Previous
Save
View Field
Next >

Some of the following may not appear if they are not relevant to your application.

Help for this Page

This button will open a new Internet Browser window providing help for this page only.

Back to List

This button shown in the below screenshot will return you to the 'Field Data List' section.

Field Data Detail
Help For This Page
< Previous

↑ Back to List

Next >

Remove Field

This button shown in the first screenshot below should be used to remove this parcel from your declaration. A Field Parcel which has been removed can be re-instated by using the 'Restore Field' button shown in the second screenshot below.

Help For This Page
< Previous
↑ Back to List
Next >

Remove Field
+ Add Field

Help For This Page
< Previous
↑ Back to List
Next >

Restore Field
+ Add Field

Sheet Reference / Field Number

These are non-amendable for pre-populated field parcels.

Add Field

If you are splitting, merging or adding new fields you must use the '+Add Field' button. In the pop-up window shown in the below screenshot, enter the Sheet Reference and Field Number and click 'OK'. You will then be able to enter the new field's details. The original pre-populated field parcel(s) must then be removed or amended as appropriate. You must submit a Manage My Land submission for land transfers, if you have not already done so.

When you add a field, you should click 'Save' before moving on to the next field.



The screenshot shows a pop-up window titled "Add Field". It contains two input fields: "Sheet Reference *" and "Field Number *". At the bottom right, there are two buttons: "Cancel" and "OK".

Field Name

This will be pre-populated if you included a Field Name on your SAF in 2023. You may add or amend as required.

Field Size

This is non-amendable. It shows the total Field Size as held by the Welsh Government as at February 2024. If the size has changed you must complete a Manage My Land submission if you have not already done so.

Follow Up

This box should be ticked if you wish to return to this field at a later date.

RD Woodland Creation Schemes – Claim boxes

A tick must be entered in the box for each field that is included in each contract to claim payment.

BPS (BPS information will only display if you have claimed BPS in the 'Claims and Entitlements' section.)

Maximum Eligible Area

This is the Maximum Eligible Area for BPS, after deducting ineligible areas for BPS from the total field size as at February 2024 as shown in the below screenshot.

Claimed Area

This is the total BPS Claimed Area for the field. It automatically populates as you complete the BPS claim box(es) in the individual fields.

BPS	
Maximum Eligible Area Help	Claimed Area
2.12	2.12

RT Schemes – OCS (OCS information will only display if you have claimed OCS in the 'Claims and Entitlements' section.)

Maximum Eligible Area

This is the Maximum Eligible Area for OCS, after deducting ineligible areas for OCS from the total field size as at February 2024 as shown in the below screenshot.

Claim

This box must be ticked if you wish to include this field in support of payment for Organic Conversion Scheme.

RI Schemes - OCS	
Maximum Eligible Area Help	Claim
1.99	<input type="checkbox"/>

Naturally Kept Land (i.e. sand dunes or saltmarshes)

This will only display if you have any area of any sand dunes or saltmarshes we have mapped for the field as a Naturally Kept Area as shown in the below screenshot.

If more than half of your agricultural land is classed as being naturally kept this may affect your Active Farmer status for payment of BPS, Organic Conversion and / or Organic Support. (See the '2024 Single Application Rules Booklet' for more details.)

BPS		
Maximum Eligible Area Help	Claimed Area	Naturally Kept Land
70.01	0.00	5.45

Crop

These include crop and non-crop land use codes. See the '2024 Single Application Rules Booklet' for a complete list of crop codes.

Crop codes will be pre-populated where possible. You must amend or add any crops if not pre-populated, or if different from those pre-populated, using the drop down list.

Growing for the Environment: Crops planted for the Growing for the Environment Scheme should be included in the Field Data Detail Section using the relevant crop code of the crop planted as listed in the ANNEX 2: LAND / AREA DECLARATION AND USE CODES.

Please Note: for the Mixed leys option you should use the crop code of the predominant crop within the seed mixture.

Crop codes for landscape features and ineligible areas

It is important you assess these areas on your holding as explained at Annex 1 of the '2024 *Single Application Rules Booklet*' and declare the appropriate crop codes. Failure to do so may result in an over-declaration of eligible areas for 2024, which may lead to reductions and penalties.

Where we have identified there is an ineligible area on your holding, as a part of validation in 2023, we have pre-populated this on your SAF.

Codes for grass

For areas that have been grass for 5 years or more use GR2. For areas that have been grass for less than 5 years use GR1. Grass may only be reclassified from GR2 to GR1 if the land has been subject to crop rotation within the last 5 years. Where an area that has been grass for more than 5 years has been resown with grass in the last 12 months the code GR8 should be used.

Area

This is pre-populated where possible. You must add or amend any areas if not pre-populated, or if different from those pre-populated.

It is important when completing your SAF that you carefully check all crop / land use codes and areas to ensure your application reflects the actual situation on your holding.

If the pre-populated area is incorrect or missing, enter the area for each land parcel in hectares to 2 decimal places.

Claim BPS

The Claim BPS box appears if the crop declared is eligible for BPS and you have said you want to claim BPS in the 'Claims and Entitlements' section. You must tick this box if you wish to claim for Basic Payment Scheme / BPS Young Farmer Payment for this land.

Tenure

This is pre-populated where possible. You must add or amend any tenures if not pre-populated, or if different from those pre-populated.

The Tenure codes are:

- A** Full Agricultural Tenancy
- B** Farm Business Tenancy
- C** Unwritten Tenancy
- D** Grazing Licence
- O** Owned

Land you rent out which is not at your disposal must not be declared on your SAF.

- If you still own the land and do not rent it out on 15/05/2024, so it is at your disposal, you should amend the tenure to **O**.
- If you rent the land out on a short term grazing licence covering 15/05/2024, but it remains at your disposal, you should amend the tenure to **O**.

If you have the land on a short term grazing licence on the 15/05/2024 and the land is not at your disposal i.e. you do not have Management Control of the land, this must not be entered on your SAF as it does not form part of your holding.

Feature Change Date

If you add, or make changes to, Permanent Features you will also need to enter a 'Feature Change Date'.

Secondary Crop

You should enter a crop / land use code here if you are claiming:

- BPS and will be planting a different crop in the field after 15 May
- Growing for the Environment and will be planting a different crop in the field after 15 May
- Organic Conversion Scheme and will be planting a different crop in the field after 15 May
- Organic Support and will be planting a different crop in the field after 15 May.

Planting Month

If you declare a Secondary Crop you must also select the appropriate Planting Month from the drop down list.

Add Crop

This button should be used if you need to add an additional row of crop data to this field parcel.

Remove (or Restore)

This button should be used to remove this crop from your declaration. If you need to remove the whole field parcel from your declaration you should use the Remove Field button instead. A pre-populated crop entry which has been removed can be restored by using the 'Restore' button.

Tenure

You **must** check the pre-populated tenure details, including rental dates where applicable for your land parcels and amend where necessary. Please note, BPS eligibility remains unchanged, therefore, to claim BPS you must retain management control of all land parcels claimed on the 15th May.

If you are the owner, it will be assumed you will hold full management control on the land parcel. There is no requirements for you to complete any of the fields displayed in the below screenshot unless the Tenure Type is incorrect.

Tenure

If you are the owner, it will be assumed you will hold full management control on the land parcel.

Tenure Type	Start Date	End Date	Part of Field	Tenure Area	Recurring Tenancy	Management Control
O - Owned						

If Tenure Type is not 'owned' please select the dropdown option on the Tenure Type column as shown in the below screenshot and select the appropriate Tenure Type you have on the land parcel.

Tenure

If you are the owner, it will be assumed you will hold full management control on the land parcel.

Tenure Type	Start Date	End Date	Part of Field	Tenure Area	Recurring Tenancy	Management Control
O - Owned						

- A - Full Agricultural Tenancy
- B - Farm Business Tenancy
- C - Unwritten Tenancy
- D - Grazing Licence
- O - Owned

Once you have selected the appropriate Tenure Type you have on the land parcel, you will need to confirm the rental start and end dates, recurring tenancy and the management control status as shown on the below screenshot.

Tenure

If you are the owner, it will be assumed you will hold full management control on the land parcel.

Tenure Type	Start Date	End Date	Part of Field	Tenure Area	Recurring Tenancy	Management Control
C - Unwritten Tenancy	dd/mm/yyyy	dd/mm/yyyy				

If you are amending an 'owned' tenure type to a rental tenure type, please submit an online message via your RPW Online account confirming the parcel owner details i.e. name, address and CRN if known.

If you are amending a 'rental' tenure type to an 'owned' tenure type, please submit an online message via your RPW Online account confirming the end date for the rental tenancy and the date the parcel was purchased by you.

You can manually type the Start Date and the End Date, or you can select the date from the calendar.

If you have a Recurring Tenancy on the land parcel, select 'Yes' on the dropdown option. If you do not have a Recurring Tenancy on the land parcel, select 'No' on the dropdown option.

If you have Management Control on the land parcel, select 'Yes' on the dropdown option. If you do not have Management Control on the land parcel, select 'No' on the dropdown option.

If you have a Full Agricultural Tenancy on the land parcel, you will have exclusive rights to the parcel and will have full management control on the land parcel. Therefore, the management control for this Tenure Type must always be 'Yes' as shown in the below screenshot.

Tenure

If you are the owner, it will be assumed you will hold full management control on the land parcel.

Tenure Type	Start Date	End Date	Part of Field	Tenure Area	Recurring Tenancy	Management Control
A - Full Agricultural Tenancy	01/04/2018	31/03/2025			No	Yes

If you do not have management control on the land parcel, the Tenure Type can't be for a Full Agricultural Tenancy. Therefore, you will need to select the appropriate Tenure Type you hold on the land parcel.

If you have a Farm Business Tenancy on the land parcel, you will have exclusive rights to the parcel and will have full management control on the land parcel. Therefore, the management control for this Tenure Type must always be 'Yes' as shown in the below screenshot.

Tenure

If you are the owner, it will be assumed you will hold full management control on the land parcel.

Tenure Type	Start Date	End Date	Part of Field	Tenure Area	Recurring Tenancy	Management Control
B - Farm Business Tenancy	01/04/2018	01/01/2099			No	Yes

If you do not have management control on the land parcel, the Tenure Type can't be for a Farm Business Tenancy. Therefore, you will need to select the appropriate Tenure Type you hold on the land parcel.

If the End Date for your tenure has been pre-populated as 01/01/2099, this means we do not hold the End Date for your tenancy agreement. If you have a known End Date for your tenancy agreement, you will need enter the known End Date for your tenancy agreement.

If you hold a lifetime tenancy on the land parcel with no End Date on your tenancy agreement, the arbitrary date of 01/01/2099 can be used as the End Date.

The Part of Field and Tenure Area will only be pre-populated if you are only renting in part of the parcel.

If you have a rental tenure and all fields have not been set as shown in the below screenshot. You must enter data in all fields available for edit.

Tenure

If you are the owner, it will be assumed you will hold full management control on the land parcel.

Tenure Type	Start Date	End Date	Part of Field	Tenure Area	Recurring Tenancy	Management Control
C - Unwritten Tenancy	01/03/2024	30/09/2024			Yes	

If the pre-populated Tenure Type is incorrect and it's a Grazing Licence you hold on the land parcel, you should amend the Tenure Type by selecting the Grazing Licence on the drop down option.

Tenure

If you are the owner, it will be assumed you will hold full management control on the land parcel.

Tenure Type	Start Date	End Date	Part of Field	Tenure Area	Recurring Tenancy	Management Control
C - Unwritten Tenancy	01/03/2024	30/09/2024			Yes	

- A - Full Agricultural Tenancy
- B - Farm Business Tenancy
- C - Unwritten Tenancy
- D - Grazing Licence
- O - Owned

If you have a Grazing Licence, you will not have exclusive rights to the land parcel. Therefore, the management control for this Tenure Type must always be 'No' as shown in the below screenshot.

Tenure

If you are the owner, it will be assumed you will hold full management control on the land parcel.

Tenure Type	Start Date	End Date	Part of Field	Tenure Area	Recurring Tenancy	Management Control
D - Grazing Licence	01/03/2024	30/09/2024			Yes	No

If you are adding a new land parcel(s) to your application, no tenure details will be shown for the new parcel. An information message will appear on the screen to prompt you to submit a Manage My Land submission using your RPW Online account, if you have not already done so as shown in the below screenshot.

Remove Field + Add Field

Sheet Reference	Field Number	Field Name	Field Size	Follow Up
i [Redacted]	[Redacted]	<input type="text"/>	9.76	<input type="checkbox"/>

You do not need to provide a Sketch Map for this Field.

BPS	
Maximum Eligible Area Help	Claimed Area
9.67	9.67

- We have no tenure details for you on this parcel. If details are correct, please complete a Manage My Land submission, using your RPW Online account, if you have not already done so.

Crop	Area	Claim BPS	Tenure Help	Feature Change Date Help	Secondary Crop Help	Planting Month Help	
<input type="text" value="ZZ11"/>	<input type="text" value="0.08"/>		<input type="radio"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>	Remove
<input type="text" value="ZZ31"/>	<input type="text" value="0.01"/>		<input type="radio"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>	Remove
<input type="text" value="GR2"/>	<input type="text" value="9.67"/>	<input checked="" type="checkbox"/>	<input type="radio"/>		<input type="text"/>	<input type="text"/>	Remove

Submitting a Sketch Map

If you add or amend crop codes and / or areas in the Field Data details you may be prompted to submit a sketch map as shown in the below screenshot.

Open Sketch Map

Please provide a Sketch Map for this Field.

Under some circumstances, land parcels that have been subject to a 2023 Land Inspection may ask for a sketch map to be completed. If the land declaration matches the 2023 Land Inspection and no changes have been made to the parcel since the inspection was carried out, you can enter a tick in the 'Change due to inspection' box on the land parcel in the Field Data section as shown in the below screenshot.

Open Sketch Map

Please provide a Sketch Map for this Field or tick the box below if all the changes are covered by an inspection.

Change due to Inspection Help

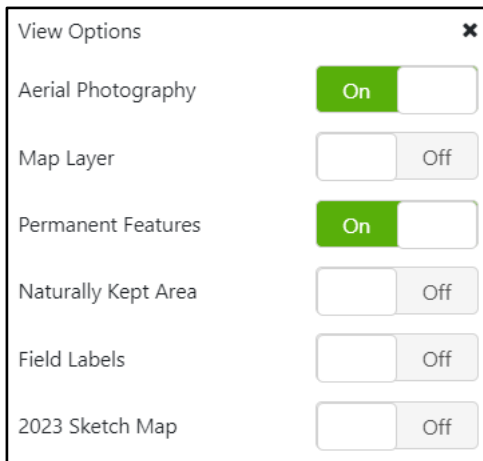
By ticking this box, you will not be required to submit a sketch map for the parcel as shown in the below screenshot. We will use the 2023 Inspection details. If anything has changed on the parcel since the inspection was carried out i.e. any changes made to permanent features, etc. then you will need to provide a sketch map and the 'Change due to inspection' box should not be ticked.



If there have been any boundary changes since the inspection was carried out, a Manage My Land submission will need to be completed. This can be done by using your RPW Online account, if you have not already done so.

To submit a sketch map, click the Open Sketch Map button. The map for the field in question will appear with area and crop code details displayed.

Once in the map you can use 'View Options' to turn layers, e.g. Aerial Photography, on and off on the map as shown on the below screenshot.



You can use the Sketch Map to:

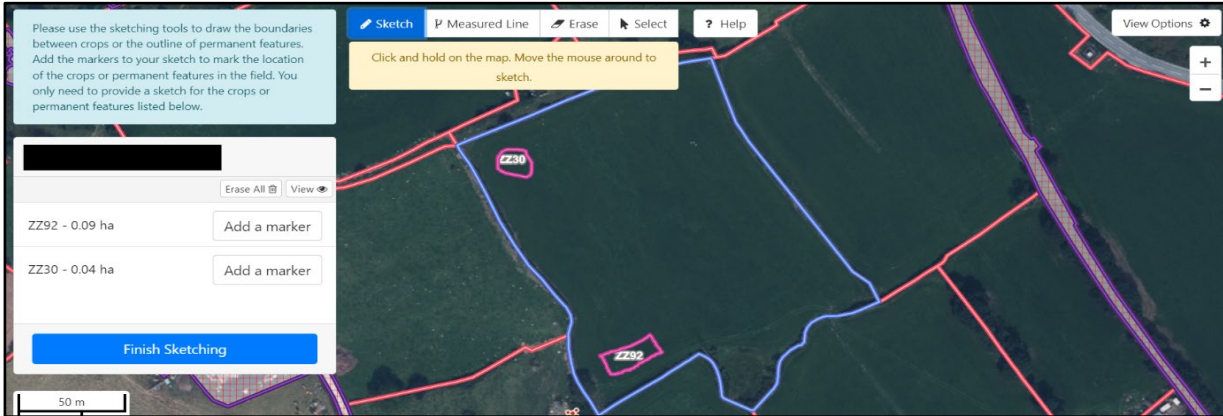
- sketch the position of a Permanent Feature
- place lines to show boundaries between crops
- use 'Add a marker' to show in which part of the field each crop is situated.

To do this click on either 'Sketch' or 'Measured Line' and then draw the shape of the Permanent Feature or draw lines where the boundary between different crops is.

Sketch

The Sketch option is a free-hand drawing tool shown in the below screenshot. To use this move the cursor to the point you wish to start drawing, click the left-hand button of your mouse and keep this pressed while you move the mouse to draw your required shape or line. Repeat this for each shape or line you wish to draw.

(These instructions may vary depending on your device set-up, e.g. touch-screen or left-handed mouse set-up.)



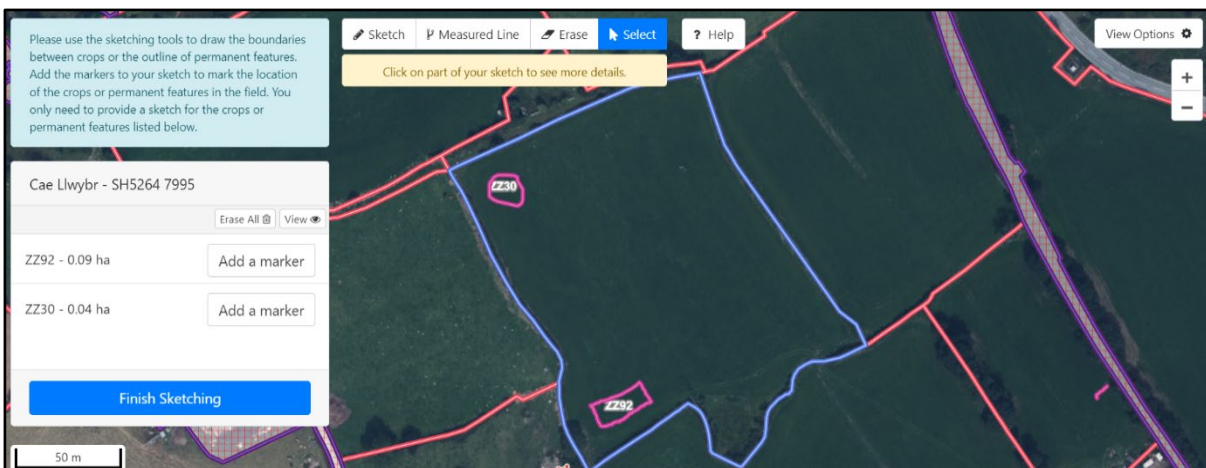
Measured Line

The Measured Line option is a point-to-point drawing tool shown in the below screenshot. To use this, move the cursor to the point you wish to start drawing, click and release the left-hand button of your mouse and draw your first line. If you wish to extend this line at a different angle, click and release the left-hand button again.

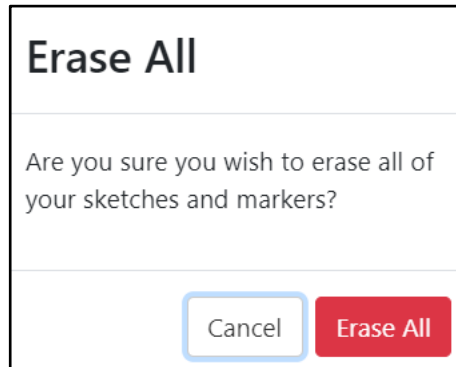
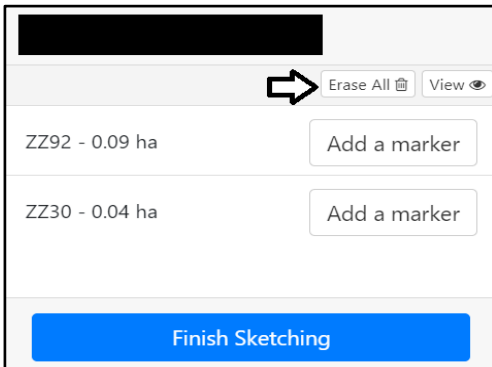
If you are drawing a linear object, when you have finished double-click the left-hand button to finish drawing. The tool will display the total length of the object you have drawn.

If you are drawing a shape, when you have finished single-click the left-hand button to complete your shape and finish drawing. The tool will display the total area of the object you have drawn.

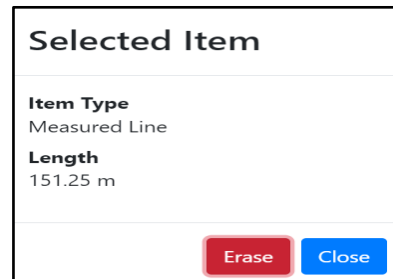
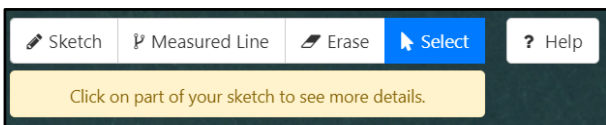
(These instructions may vary depending on your device set-up, e.g. touch-screen or left-handed mouse set-up.)



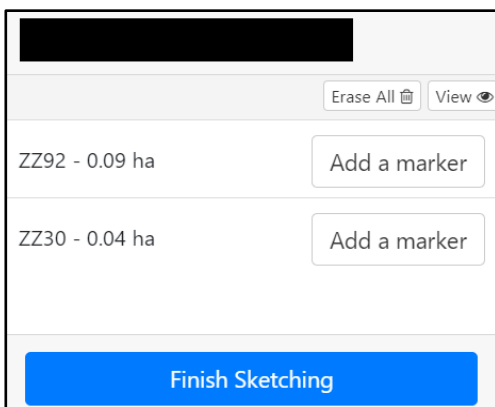
Use 'Erase' to delete any lines / shapes / markers drawn by mistake. To do this click on 'Erase' then click on the lines / shape / marker on the map. If you wish to delete everything you have drawn in this field and start again, select 'Erase All' as shown in the below screenshots.



If you have drawn objects using the Measured Line tool, you can use the 'Select' button to view the length or area of that object. This will also give you the option to delete the object if you wish as shown in the below screenshots.



To exit the Field Sketch Map screen, click the Finish Sketching button shown in the below screenshot.



Sketch maps do not have to be accurate but the areas you declare in the 'Field Data' section must be accurate.

If you need a sketch map but have not submitted one a red cross will show in the Map column of the 'Field Data List' as shown in the below screenshot.

	Sheet Ref.	Field No.	Field Name	Field Size	Max. Eligible	Claimed	GWCP	GCM	GCP	OCS	Sketch Map Help	Follow Up	
Open	x			0.75	0.73	0.70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x		Remove
Open	x			1.07	1.07	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑		Remove
Open	x			0.79	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Remove

Once you have submitted the sketch map it will change to a green tick as shown in the below screenshot.

	Sheet Ref.	Field No.	Field Name	Field Size	Max. Eligible	Claimed	GWCP	GCM	GCP	OCS	Sketch Map Help	Follow Up	
Open	!			0.75	0.73	0.70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓		Remove
Open	x			1.07	1.07	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑		Remove
Open	x			0.79	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Remove

If you have ticked the 'Change due to Inspection' a green hyphen will show in the Map column of the 'Field Data List' as shown in the below screenshot.

	Sheet Ref.	Field No.	Field Size	Max. Eligible	Claimed	GWCP	GCM	GCP	OCS	Sketch Map Help	Follow Up	
Open	!			1.10	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-		Remove
Open	x			0.28	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑		Remove
Open	x			0.37	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Remove

Changes to land that require new field numbers

Applications for new field numbers must be made on a 'Manage My Land' submission on RPW Online.

Fields which fall into one of the categories listed below may need new field numbers:

- fields not previously registered for IACS purposes
- fields which have been permanently split
- fields which have been permanently amalgamated
- fields which have new boundaries.

'Manage My Land' will provide you with the field numbers for these changes, which you should also use when completing this year's SAF. This means you will need to add the new field number/s in the Field Data section of your SAF and remove any fields that no longer exist.

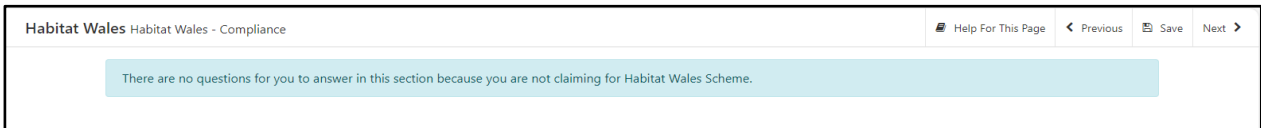
Please check you have not claimed under both the old and new field details as this could incur financial penalties. Remember to add the new field numbers in the Field Data section on the SAF and also click 'Remove' for all the old field entries.

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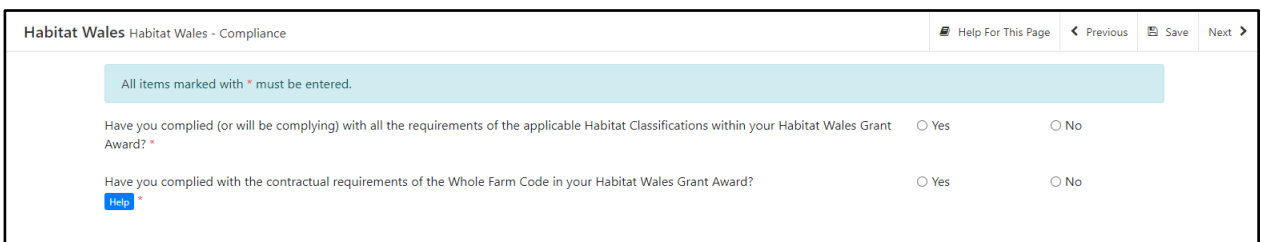
Habitat Wales

Habitat Wales - Compliance

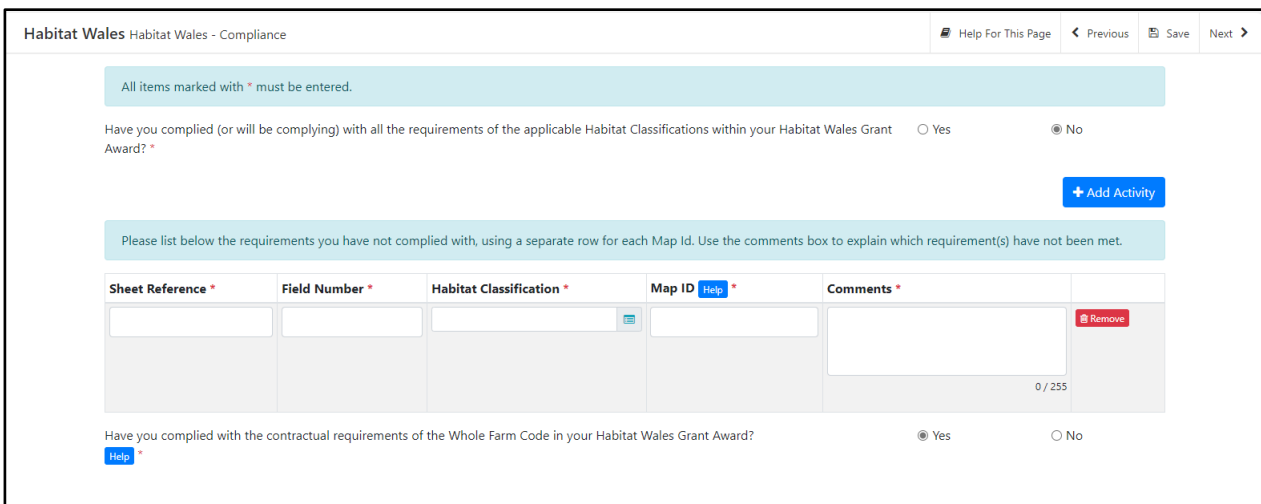
If you are not claiming for Habitat Wales Scheme there will be no questions in this section for you to answer as shown on the below screenshot.



If you have a Habitat Wales Scheme grant award and are claiming payment you will need to answer questions relating to the grand award as shown on the below screenshot.



If you answer 'No' to either question additional boxes will appear where you can confirm why you have not complied with any field based activities within the grant award as shown in the below screenshot,



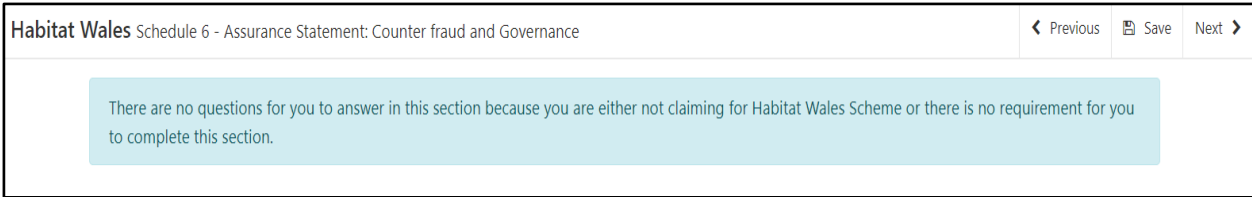
or why you have not complied with any other contractual requirements as shown on the below screenshot.



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Schedule 6 – Assurance Statement: Counter fraud and Governance

If you have indicated you wish to claim for Habitat Wales Scheme on the Claims and Entitlements' section and the legal status for your business is sole trader, there will be no questions in this section for you to answer as shown on the below screenshot.



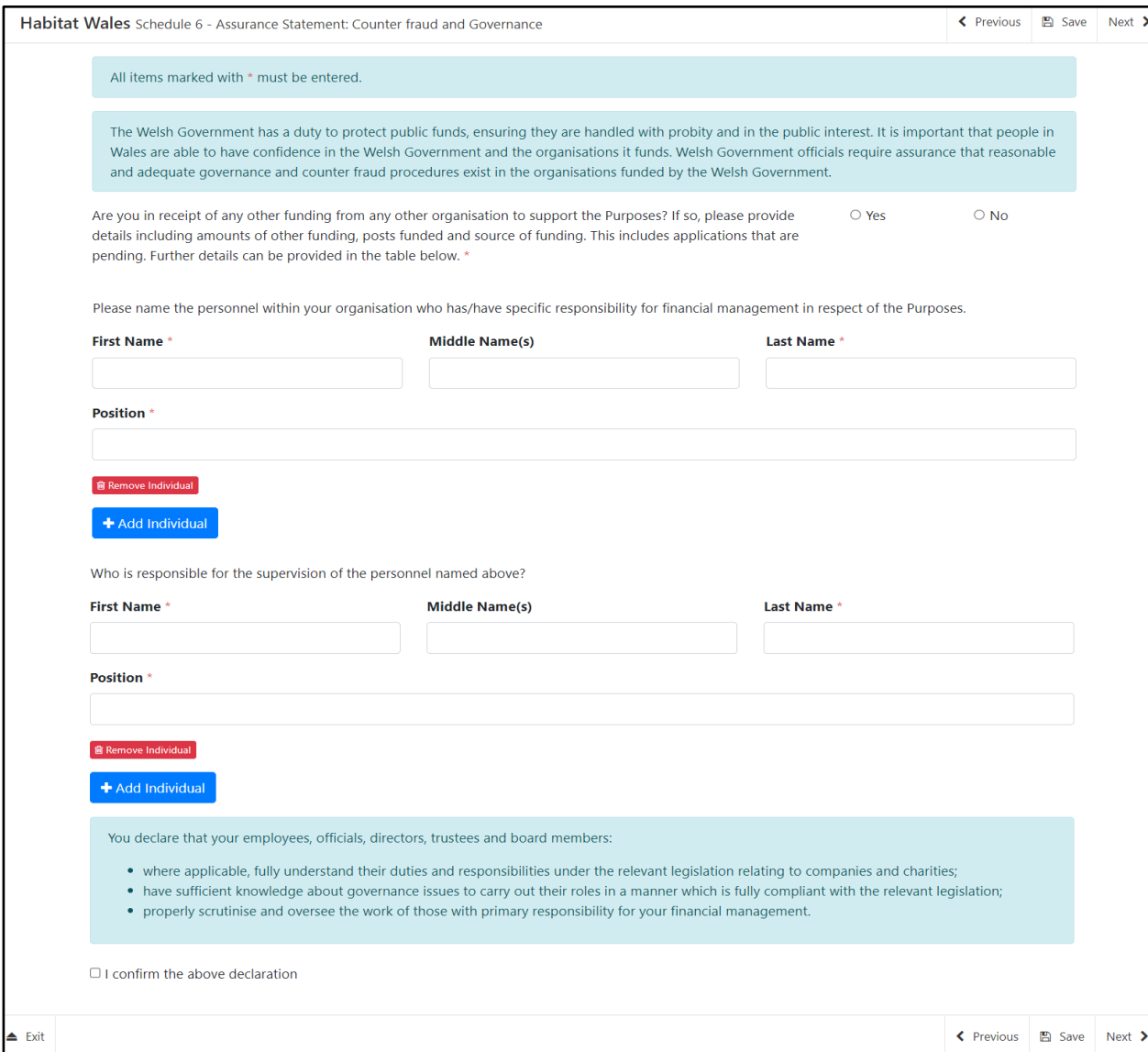
Habitat Wales Schedule 6 - Assurance Statement: Counter fraud and Governance

< Previous Save Next >

There are no questions for you to answer in this section because you are either not claiming for Habitat Wales Scheme or there is no requirement for you to complete this section.

If you have indicated you wish to claim for Habitat Wales Scheme on the Claims and Entitlements' section and the legal status for your is anything other than sole trader. You will be required to complete the Habitat Wales Schedule 6 - Assurance Statement: Counter fraud and Governance on the SAF application to give assurance that reasonable and adequate governance and counter fraud procedures exists in the businesses funded.

The following screen will be displayed, and all questions must be answered.



Habitat Wales Schedule 6 - Assurance Statement: Counter fraud and Governance

< Previous Save Next >

All items marked with * must be entered.

The Welsh Government has a duty to protect public funds, ensuring they are handled with probity and in the public interest. It is important that people in Wales are able to have confidence in the Welsh Government and the organisations it funds. Welsh Government officials require assurance that reasonable and adequate governance and counter fraud procedures exist in the organisations funded by the Welsh Government.

Are you in receipt of any other funding from any other organisation to support the Purposes? If so, please provide details including amounts of other funding, posts funded and source of funding. This includes applications that are pending. Further details can be provided in the table below. * Yes No

Please name the personnel within your organisation who has/have specific responsibility for financial management in respect of the Purposes.

First Name * **Middle Name(s)** **Last Name ***

Position *

Who is responsible for the supervision of the personnel named above?

First Name * **Middle Name(s)** **Last Name ***

Position *

You declare that your employees, officials, directors, trustees and board members:

- where applicable, fully understand their duties and responsibilities under the relevant legislation relating to companies and charities;
- have sufficient knowledge about governance issues to carry out their roles in a manner which is fully compliant with the relevant legislation;
- properly scrutinise and oversee the work of those with primary responsibility for your financial management.

I confirm the above declaration

▲ Exit < Previous Save Next >

If there is more than one personnel within your organisation who has/have specific responsibility for financial management in respect of the purposes of protecting habitat land or more than one individual responsible for the supervision of the personnel named, you can add additional individuals by selecting the 'Add Individual' button. Once the blank row has been created, you can enter the additional individual details in.

The 'Remove Individual' button should only be used if you wish to remove the row.

If you answer 'Yes' to question 'Are you in receipt of any other funding from any other organisation to support the Purposes?', you **must** provide details of any other funding from any other organisation you are in receipt of to support the purposes of protecting habitat land including amounts of other funding, posts funded and source of funding in the table shown in the below screenshot. This includes applications that are pending.

Please provide details of any other funding, both capital and revenue, (including other Welsh Government funding streams) from any organisation to support the Purposes as detailed in Schedule 1 of your Habitat Wales Scheme Grant Award. You must include details of capital items, posts funded, amounts of other funding and source of funding. This includes applications that are pending.*

[+ Add Funding](#)

Type of Funding and Purpose	Amount of funding received (including pending applications) £	% of post cost/capital item	Source of funding	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove

I confirm the above declaration

If you are in receipt of any other funding from more than one organisation/source, you can add a new row by selecting the '+Add funding'. Once the blank row has been created, you can enter the funding details.

The 'Remove' button should only be used if you wish to remove the row.

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Summary

The 'Summary' screens shown below do not form part of your application. They are for your use only, as a prompt to help you identify any errors or omissions you may have made on your application. They show a summary of your 2024 SAF and, if you submitted one, a summary of your 2023 SAF for comparison. 2023 details will not display for any schemes that were not fully processed at the time we extracted the data.

Schemes

Summary Schemes

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[Save](#)
[Next >](#)

Important: Please review this Summary. Please scroll down, if applicable.

The following summarises your SAF 2024 application as completed by you. It also summarises your SAF 2023 to enable you to compare both years to help you identify possible discrepancies. The 2023 information is based on applications which have completed validation only. Therefore information will not appear where a SAF 2023 or individual scheme application was either not submitted or is still undergoing validation.

This Summary is for information purposes only, does not confirm any information in your application is correct, and does not form part of your SAF 2024 application.

Where schemes were not claimable on the SAF 2023, "N/A" will be displayed.

All areas are expressed in Hectares, and are for Welsh land only. No area is shown for BPS 2024 Common Land because the allocation of forage area to common land rights may vary from year to year.

Please ensure the area claimed for your Rural Development Woodland Creation Schemes matches the area on your contract.

Schemes	2024 (Declared)	2023 (Determined)
Total SAF Land Declaration		
Total Land Area		
Total Number of Field Parcels		
BPS		
Land Area		
Common Land		
Number of Field Parcels		
Number of Entitlements		
BPS Young Farmer Payment	Not Claimed	Not Claimed
Habitat Wales Scheme (HWS)	Claimed	N/A
Organic Conversion (OCS)	Claimed	Not Claimed
Number of Field Parcels		
Organic Support (OS)	Claimed	N/A
Woodland Creation Maintenance (WCM)	Claimed	Not Claimed
Woodland Creation Premium (WCP)	Claimed	Not Claimed
Glastir Woodland Creation Premium - contracts signed before 1 October 2015 (GWCP)	Claimed	Not Claimed
Number of Field Parcels		
Glastir Woodland Creation Maintenance - contracts signed after 1 October 2015 (GCM)	Claimed	Not Claimed
Number of Field Parcels		
Glastir Woodland Creation Premium - contracts signed after 1 October 2015 (GCP)	Claimed	Not Claimed
Number of Field Parcels		

▲ Exit

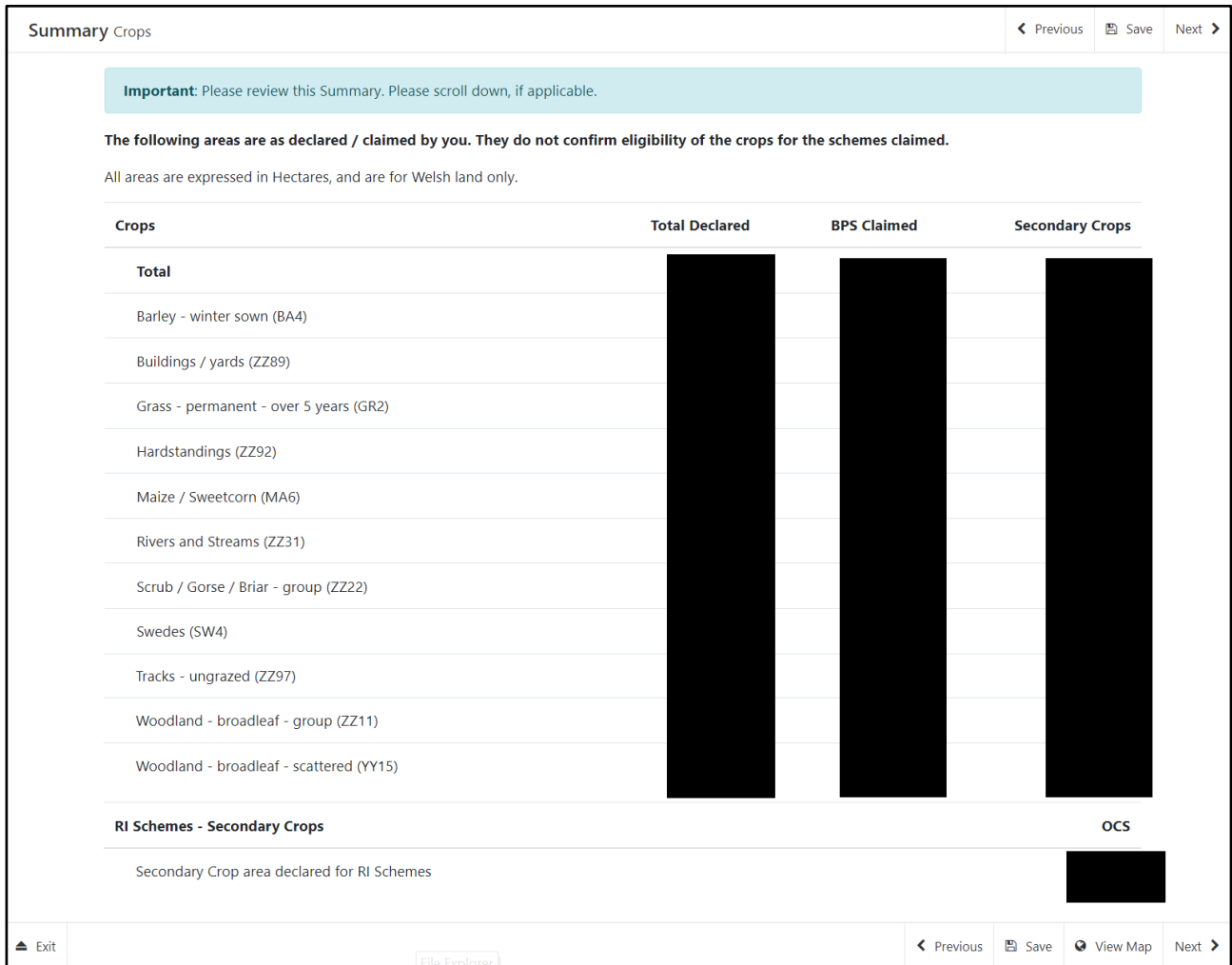
[← Previous](#)
[Save](#)
[View Map](#)
[Next >](#)

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Crops

The below screenshot shows the total area of each crop declared and the total area claimed for BPS. It does not show totals for contracts as these are not claimed against individual crops on the SAF.

If you have declared secondary crops for Organic Support, the areas declared will not be displayed in the RI Schemes - Secondary Crops.



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Submission

Errors and Information

This section lists any 'Errors' or 'Information Messages' contained in your SAF as shown on the below screenshots.

You **must** correct any errors before you can submit the SAF. Information Messages are to prompt you on any action you may need to take, but do not prevent you from submitting your SAF.

Errors or Information Messages specific to a section can be viewed by clicking the section name on the left hand side. Non-section specific Errors or Information Messages display on this section.

Submission Errors and Information

< Previous Save Next >

You must correct all errors listed in the Errors and Information section before you can submit your SAF 2024.

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 SAF.

Section Name	Errors	Information
Claims and Entitlements	None	
Stocking Levels		None
Common Land Rights	None	
Field Data	None	
Habitat Wales		None

Additional Messages

- You still have Field Parcels with the 'Follow Up' marker set. Please go to the Field Data section to check these.

Exit < Previous Save View Map Next >

Once you have corrected any Errors your SAF is ready for submission.

Submission Errors and Information

< Previous Save Next >

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 SAF.

Section Name	Errors	Information
Claims and Entitlements	None	
Common Land Rights	None	
Field Data	None	

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Supporting Documents

The 'Supporting Documents' section lists the documents classed as Supporting Documents. **You must check this list carefully and thoroughly to ensure you submit all Supporting Documents relevant to your application. These are subject to Late Submission Penalties, and therefore if not submitted by the deadlines may incur penalties or result in rejection of your claim(s).** (See the '2024 Single Application Rules Booklet' for more information.)

Tick the box(es) relevant to your application at the bottom of the section as shown on the below screenshots.

Submission Supporting Documents < Previous Save Next >

All supporting documentation for BPS must be submitted by 31 December 2024 in order to support your application. No payment (including BPS Advance Payment) will be made until evidence has been received. If no evidence is submitted by 31 December 2024 your claim will be rejected.

All supporting documentation for Organic Conversion Scheme must be submitted by 31 December 2024 in order to support your application. No payment will be made until evidence has been received. If no evidence is submitted by 31 December 2024 your claim will be rejected.

If you need to submit any documents by mail (e.g. original documents) you will also need to ensure these are received by the Welsh Government by these dates. The types of documentary evidence that would be acceptable are listed below (these are only examples).

Active Farmer

Farmer confirming Agricultural Activities

- Fencing receipts
- Hedging receipts
- Arable crop / grass seed receipts
- Fertiliser receipts
- Pesticide receipts
- Silage, haylage or hay sales invoices

BPS - Trees that are protected by a Tree Preservation Order (TP8)

- A copy of the Tree Preservation Order for the trees being claimed for BPS.
- A letter from the Local Planning Authority stating that the trees being claimed for BPS are covered by a Tree Preservation Order.

BPS - Young Farmer (Payment and National Reserve Entitlements)

Photographic evidence confirming your date of birth (if not already supplied):

- Passport
- Driving licence
- Gun licence certificate

For a partnership / legal person, you will need to also provide:

- Partnership agreement showing the partners and percentage shares / votes held and, where it exists, any variation of previous partnership document showing the changes to the original agreement
- Legally binding agreement showing business shareholdings
- Partnership accounts if they demonstrate shares ownership
- Bank accounts / accountants letter to confirm share of profits
- Annual accounts naming the applicants and number of shares/votes held
- Any other documentary evidence you feel is appropriate

National Reserve Entitlements - New Entrant

- Accountant or Solicitor Certificate to confirm Young Farmer or New Entrant status

Or

- Confirmation of the date that the holding was registered
- Registration with BCMS / AMLS
- Animal records books
- Pesticide records
- Other appropriate documentary evidence to prove eligibility

Organic Conversion

- A copy of the latest OCB Certificate and Land Schedule

Tick the appropriate box(es) below

I am submitting supporting documents online.

I am submitting supporting documents by mail.

There are no supporting documents relevant to my application / I have already submitted all relevant supporting documents.

Exit < Previous Save View Map Next >

The additional wording shown on the below screenshot will appear if you need to verify that your business is carrying out agricultural production and/or maintaining the land in a condition suitable for grazing or cultivation.

Active Farmer

- **Please note:** You must provide supporting documents to evidence your declaration that you are carrying out an agricultural activity. Evidence must be for 2024 and may include the following:

The business is carrying out agricultural production.

(This includes harvesting, milking, breeding animals, and keeping animals for farming purposes.)

- Flock or herd records
- Arable crop / grass seed receipts
- Milk quota records
- Milk recording records
- Sales receipts
- Veterinary evidence
- Agronomist reports

The business is maintaining the land declared on your SAF in a condition suitable for grazing or cultivation.

- Copies of invoices used for the control of non-native invasive weeds and scrub e.g. pesticides.
- Copies of farm records that show work to control non-native invasive weeds and scrub, e.g. topping, harrowing, rolling, cutting, use of pesticides.
- Copies of contracts or farm records for maintenance work on stock proof boundaries, e.g. fencing, hedge cutting / planting.

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Declarations and Undertakings

You must read the Declarations and Undertakings to ensure you comply with these. Scroll down the page to read all of the Declarations and Undertakings. Once you are happy you have read, understood, and complied with these, tick the box at the bottom as shown on the below screenshot to proceed.

Submission Declarations and Undertakings ← Previous Save Next

Please tick the box to accept the declarations and undertakings.

I confirm that, for the purpose of claiming the Basic Payment Scheme, I am a farmer within the meaning of Article 4(1)(a) of Regulation EU 1307/2013, as set out in the SAF Rules Booklet. I am aware of the conditions relating to my Single Application and I have complied with them.

I have read, understood and complied with all of the relevant guidance notes on the schemes in particular the 2024 Single Application Rules Booklet and any scheme rules for the schemes for which I am claiming payment.

Basic Payment Scheme - Claim Year 2024

I confirm that I have complied with the requirements contained in the relevant legislation, including:

- Regulation EU 1307/2013 including Delegated Regulation EU 639/2014 and Implementing Regulation EU 641/2014; and
- Regulation EU 1306/2013, including Delegated Regulations 640/2014 & 907/2014 and Implementing Regulations EU 809/2014 and 908/2014, as retained by the Direct Payments to Farmers (Legislative Continuity) Act 2020, and amended by the Rules for Direct Payments to Farmers (Amendment) Regulations 2020, The Financing, Management and Monitoring of Direct Payments (Amendment) Regulations 2020, and The Direct Payments to Farmers and Rural Affairs (Miscellaneous Amendments etc.) (Wales) (EU Exit) Regulations 2020.

Rural Development Woodland Creation Schemes and Rural Investment Schemes – Claim year 2024

I confirm that I have complied with the requirements contained in the relevant Retained EU Law (now known as 'Assimilated Law'), and domestic law including:

- Council Regulation 1305/2013, Delegated Regulation 807/2014 and Implementing Regulation 808/2014;
- Council Regulation 1303/2013;
- Council Regulation 1306/2013, Delegated Regulation 640/2014 and Implementing Regulation 809/2014;
- the Rural Development Programmes (Wales) Regulations 2014/3222 (W.327);
- the Common Agricultural Policy (Integrated Administration and Control System and Enforcement and Cross Compliance) (Wales) Regulations 2014/3223 (W.328) as amended from time to time, including by the Agricultural Support (Miscellaneous Amendments) (Wales) (EU Exit) Regulations 2021/400 (W.129)

I confirm that I am aware of and have complied with all the requirements of the Rural Development Woodland Creation Scheme and Rural Investment Scheme contracts for which I am a beneficiary.

General

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 undertake to keep for a period of 10 years 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 application 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 application. I will repay on demand any overpayments to me as a result of a miscalculation by the Welsh Government or otherwise.

I understand that the relevant legislation (including controls) may change from time to time. I accept that the Welsh Government may need to update rules and conditions and I agree to abide by any changes following notification by the Welsh Government.

I am aware of the circumstances in which the Welsh Government may use and / or share the information provided on the SAF and any other document used in connection with application for aid under the Direct Payment schemes, Rural Development Woodland Creation Schemes and Rural Investment Schemes. This extends to the use of information which is created or obtained in connection with such applications (including details of payments made to me / my business). I agree to any necessary disclosures or exchanges of information.

I understand that the publication and disclosure of information by the Welsh Government will be in accordance with its obligations and duties under the Freedom of Information Act 2000, the Data Protection Act 2018, the Environmental Information Regulations 2004, Council Regulation 1306/2013, Commission Regulation 908/2014 and the General Data Protection Regulation 679/2016. I understand other information provided may also be disclosed where permitted by law.

I have disclosed details of all other management agreements or grants that I receive, or intend to apply for, that may have a potential for double funding.

I have given details that are true, accurate and complete to the best of my knowledge and belief on this application and any supporting documentation. I have checked and confirm that all of the pre-populated details are correct.

I understand that the Welsh Government publishes 'Error' and 'Information' messages in the sections of the application and in the summary only as an aid for completion and submission of the application. I understand that these messages do not check that I have claimed all intended fields or that any elements of the claim are accurate. It is my responsibility to confirm that my intended claim has been made accurately.

I will advise the Welsh Government of any material changes to the information provided in this application or supporting documentation.

Any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information given in this application is liable to prosecution. A false, inaccurate or incomplete statement or failure to notify the Welsh Government of any material changes to the information given in this application may result in loss of entitlement and / or recovery of any payments made.

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

Exit ← Previous Save View Map Next

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Submit

Your SAF is now ready for submission. If you are ready to submit it click the 'Submit' button as shown on the below screenshot. Once you have done so your SAF will be submitted to the Welsh Government.

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 you are submitting original documents.

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

Remember – all SAFs must be submitted by 15 May 2024, or by 10 June 2024 with penalties. SAFs cannot be submitted or accepted after this date.

Supporting Documents

All Supporting Documents for **BPS** must be received by 31 December 2024. No payment (including BPS Advance Payment) will be made until evidence you are carrying out an agricultural activity in 2024 has been received. If no evidence is submitted by 31 December 2024 your claim will be rejected.

All supporting documents which are required for **Rural Investment Scheme – Organic Conversion Scheme and Organic Support**, including to demonstrate you are carrying out Agricultural Activity, are subject to the 31 December 2024 deadline. If supporting documents are not received by this date your claim will be rejected.

Submission Submit ← Previous Save Next →

You are now ready to submit your SAF 2024.

All supporting documentation for BPS must be submitted by 31 December 2024 in order to support your application. No payment (including BPS Advance Payment) will be made until evidence has been received. If no evidence is submitted by 31 December 2024 your claim will be rejected.

All supporting documentation for Organic Conversion Scheme must be submitted by 31 December 2024 in order to support your application. No payment will be made until evidence has been received. If no evidence is submitted by 31 December 2024 your claim will be rejected.

You can submit your documentary evidence either through RPW Online messaging or by post.

Click the button below to submit your SAF 2024.

[Submit](#)

A Message containing a copy of your submitted SAF 2024 will be available in your online Messages page within one working day.

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Contact Details

Farmer Enquiries – Customer Contact Centre

Your 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.

You can use the 'Messages' page on your RPW Online account to send an enquiry to the Customer Contact Centre. Alternatively, you can use the following contact details:

Tel: 0300 062 5004

PO Box address: Rural Payments Wales, PO Box 251, Caernarfon, LL55 9DA

The Customer Contact Centre opening times will be extended during the SAF application window as follows:

- 1 March to 26 April 2024 (excluding Bank Holidays):
Monday to Friday: 09:00am to 4:00pm
- 29 April to 15 May 2024 (excluding Bank Holidays):
Monday to Thursday: 09:00am to 5:00pm
Friday: 09:00 to 4:00pm

Regional and Area Offices

Our Regional Offices are open on an appointment basis only.

Caernarfon Divisional Office Welsh Government Victoria Dock Caernarfon Gwynedd LL55 1TH	Llandrindod Wells Divisional Office Welsh Government County Hall Spa Road East Llandrindod Wells LD1 5LG
Carmarthen Divisional Office Government Buildings Picton Terrace Carmarthen SA31 3BT	Aberystwyth Regional Office Welsh Government Rhodfa Padarn Llanbadarn Fawr Aberystwyth SY23 3UR

Access to RPW 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. Welsh Government officials 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 website](#). 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.

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 at: [Welsh Government website](#).

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