



Llywodraeth Cymru  
Welsh Government

[www.cymru.gov.uk](http://www.cymru.gov.uk)

## How to use Manage My Land



Produced by the Welsh Government

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ISBN 978-1-80633-963-1 January 2026

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## Introduction

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

You are advised to read this guide in conjunction with any relevant sections of the current Sustainable Farming Scheme – Universal Layer: Guidance and the Single Application Rules Booklet before completing your submission.

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

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

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

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

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## **When do I need to use Manage My Land?**

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

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

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

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

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

## **Single Application Form (SAF) - Land Parcel Changes**

If you intend to claim the Sustainable Farming Scheme – Universal Layer and need to make any change to land parcels such as amending boundaries, splitting / merging parcels or adding, removing or amending permanent features, you will need to submit a Manage My Land using your RPW Online account before you make any amendments on the land parcel on your Single Application Form (SAF). The information from the Manage My Land once submitted will automatically update the SAF application.

Any changes you make to the parcel on your Single Application Form (SAF) before completing your Manage My Land will be lost and you will need to update this information again on your SAF application.

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## **BPS Transfer and Lease of Entitlements**

BPS entitlements can continue to be transferred or leased provided the number of entitlements transferred or leased occurs with the equivalent (or more) area of eligible land. Transfer or lease of BPS entitlements without land will no longer be permitted.

Leases of entitlements must have a matching lease end date for both entitlements and accompanying land. If the lease of land ends early, the entitlements will return to the lessor. Where the lessor is claiming SFS, those entitlements will be surrendered.

Transfer and lease of BPS entitlements with land can continue for the duration of the transition period, whilst BPS is available up to 2028 scheme year.

### **Who should complete the submission?**

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

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

### **What is an Action?**

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

- Land Transfers and Tenancies

Transfer Land In

Transfer Land Out

End Tenancy

- Register Land

- Boundary Maintenance

Add a Boundary (Split a Land Parcel)

Remove a Boundary (Merge Land Parcels)

Move a Boundary

- Maintain Permanent Features.

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

### **Who has management control of the land?**

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

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

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

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## Rural Payments Wales Online – Login

Manage My Land can be accessed via your RPW online Account by using the Government Gateway or GOV.UK One Login.



**RPW** Taliadau Gwledig Cymru  
**Ar-Lein** Rural Payments Wales  
Online

[Cymraeg](#)

### We are changing the way you sign in to RPW Online

RPW Online sign in details are changing to use GOV.UK One Login. From January 2026, you will no longer be able to sign in to RPW Online through Government Gateway.

You will need to continue to use Government Gateway if:

- you have not accessed your account (CRN) using GOV.UK One Login before and do not have an email invitation to migrate to GOV.UK One Login
- you have an invitation to migrate your account (CRN) to GOV.UK One Login but do not wish to migrate today
- you are a Government Gateway Administrator and wish to migrate your CRN to GOV.UK One Login today

You will need to use GOV.UK One Login if:

- you have an invitation to join a business online
- you have accessed the CRN you are logging into with GOV.UK One Login before
- you haven't used RPW Online before

**Select a way to sign in**

Sign in using Government Gateway  
 Sign in or register using GOV.UK One Login

**Continue**

### What Is GOV.UK One Login?

GOV.UK One Login will be the new way for you to sign in to all central government services. It will allow you to easily access all the services you use with GOV.UK One Login in one place, using the same email address and password.

### What changes will happen to RPW Online?

You will be able to use your GOV.UK One Login account to access all of the businesses you can act on behalf of. After registering or joining a business online you will be able to select the business you want to use when signing in.

### How do I start using GOV.UK One Login with RPW Online?

First you should register for an account with GOV.UK One Login. You will need to provide the email address you used to create your GOV.UK One Login account to the Government Gateway group administrator for your RPW Online account.

The group administrator is the person who adds and manages members of a team on Government Gateway. This may be the main contact for the business or the person who manages your RPW Online account. If you are the only person with access to your Government Gateway ID, you are likely to be the administrator.

The group administrator can invite themselves to the RPW Online account and then use GOV.UK One Login to sign in. They can then invite others to use the account as well as using their GOV.UK One Login email address.

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

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

(Agents or Farming Unions acting on customer's behalf will see this once they have selected the customer from their customer selection screen.)



Welcome [REDACTED]

Cymraeg | Sign out

Home CRN Details ▾ Land ▾ Correspondence 1 ▾ Forms Contracts and Small Grants ▾ Woodland Plans

Please remember to sign out of your account when you have finished by clicking 'Sign out' at the top right of the page. If you use a shared device, failing to sign out correctly could put your account and information at risk.

When completing applications ensure you do not use your browser's back button.

## Messages between You and RPW

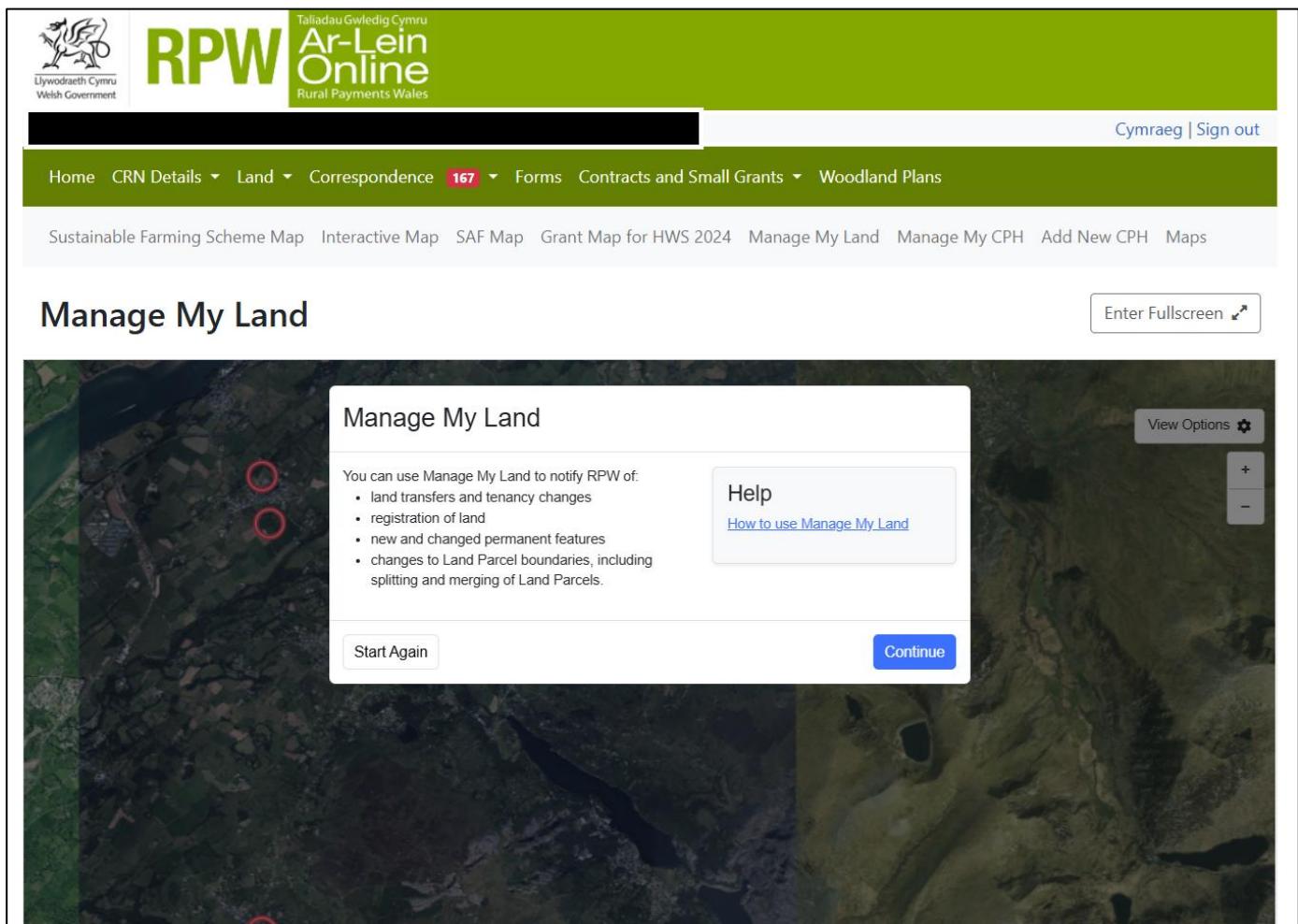
[REDACTED]  
View all messages

Start a Form  
[REDACTED]

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## Manage My Land

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



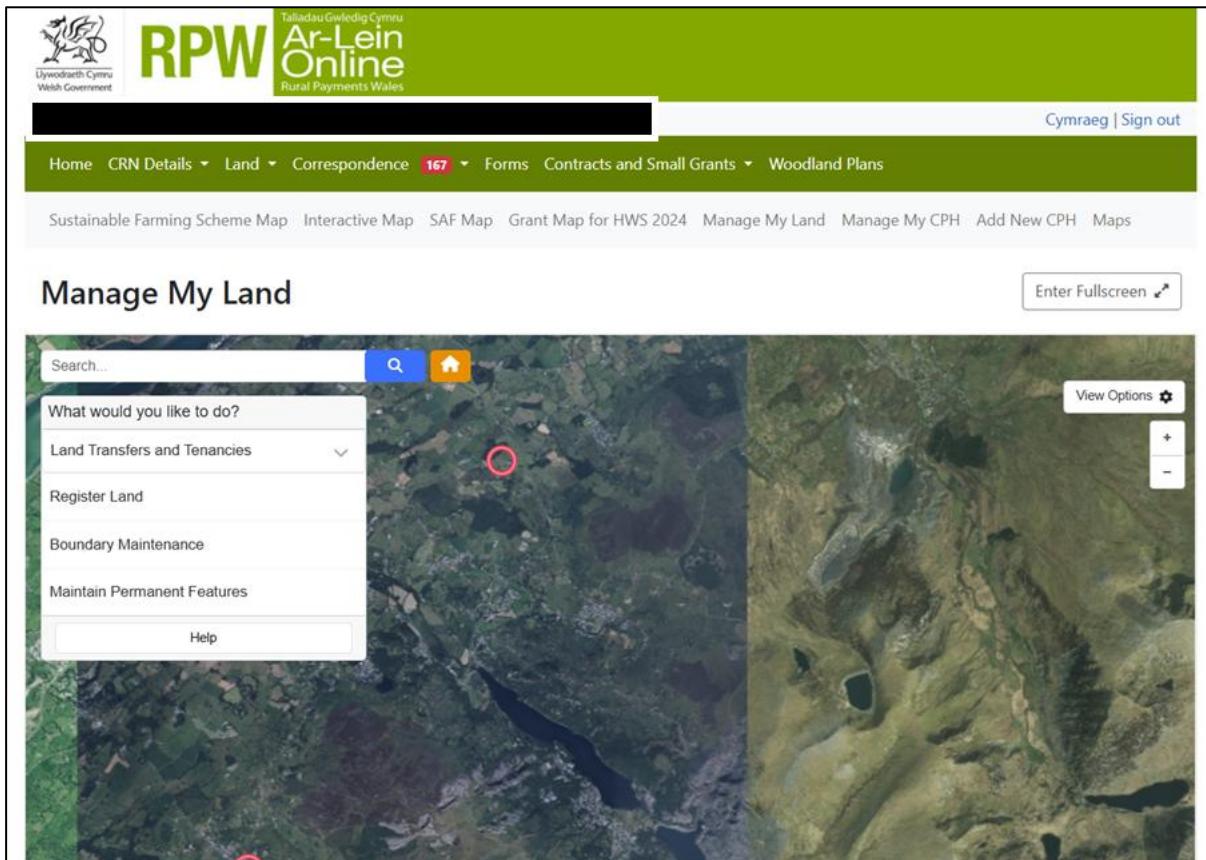
Click the 'Continue' button to proceed.

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## What would you like to do?

Select the Action you wish to inform us about.

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



RPW Ar-Lein Online

Home CRN Details Land Correspondence 167 Forms Contracts and Small Grants Woodland Plans

Sustainable Farming Scheme Map Interactive Map SAF Map Grant Map for HWS 2024 Manage My Land Manage My CPH Add New CPH Maps

Manage My Land

Search... View Options

What would you like to do?

- Land Transfers and Tenancies
- Register Land
- Boundary Maintenance
- Maintain Permanent Features

Help

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## Land Transfers and Tenancies

### Transfer Land In

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



What would you like to do?

Land Transfers and Tenancies

Transfer Land In

Transfer Land Out

End Tenancy

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

| Other Party Details  | Transfer In Details               |
|--|-----------------------------------|
| <p>Enter all known details.<br/>All items marked with * must be entered.</p> |                                   |
| CRN (If known)   | <input type="text"/>              |
| Trading Title*   |                                   |
| Postcode   | <input type="text"/> Find Address |
| Correspondence Address*  |                                   |
| Contact Number   |                                   |
| <input type="button" value="Back"/> <input type="button" value="Continue"/>  |                                   |

| Other Party Details  | Transfer In Details  |
|--|--|
| <p>Enter all known details.<br/>All items marked with * must be entered.</p> |  |
| CRN (If known)   | <input type="text"/>   |
| Trading Title*   |  |
| Postcode   | <input type="text"/> Find Address  |
| Correspondence Address*  |  |
| Contact Number   |  |
| Purchase/Rental  | <input checked="" type="radio"/> Purchase (Includes Deed of Gift or Inheritance)<br><input type="radio"/> Rental |
| Date of Purchase *   | <input type="text"/> dd/mm/yyyy  |
| Tenancy Type*  | <input type="text"/> Please Select   |
| Rental Start Date*   | <input type="text"/> dd/mm/yyyy  |
| Rental End Date*   | <input type="text"/> dd/mm/yyyy  |
| Recurring Tenancy*   | <input type="text"/> Please Select   |
| Management Control*  | <input type="text"/> Please Select   |
| <input type="button" value="Back"/> <input type="button" value="Continue"/>  |  |

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

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

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

**Rental End Date** - For indefinite or long-term rentals with no known end date, enter the Rental End Date as 01/01/2099.

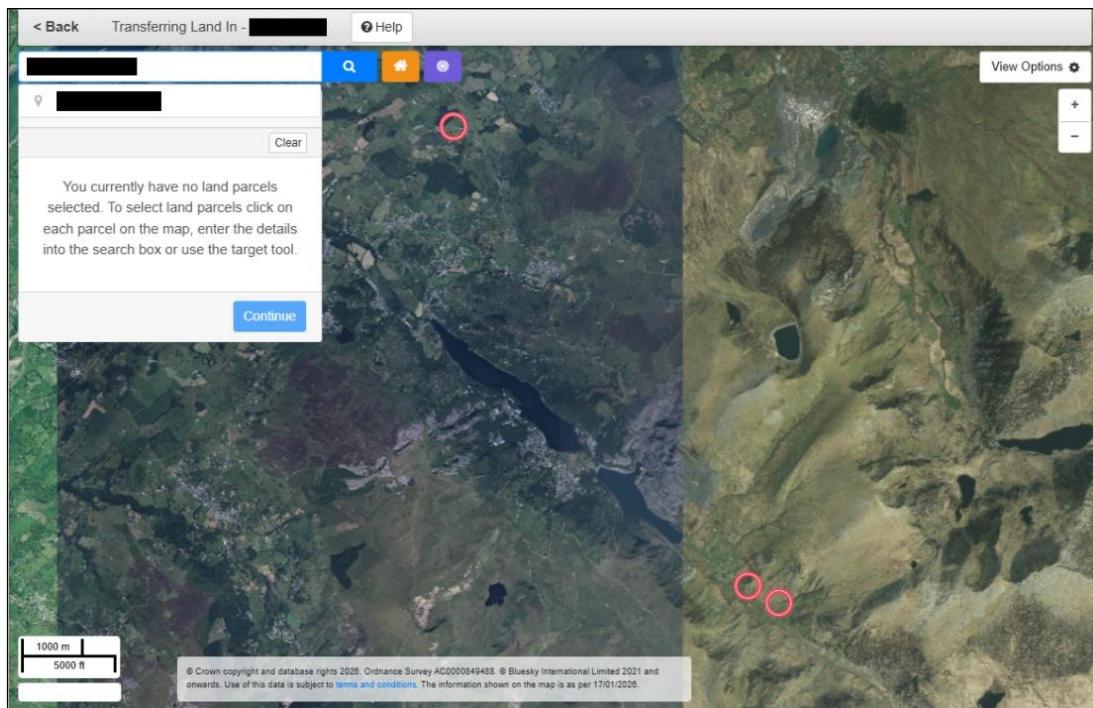
**Recurring Tenancy** - Only select 'Yes' if the rental period is for less than 12 months, and exactly the same dates apply for future years.

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

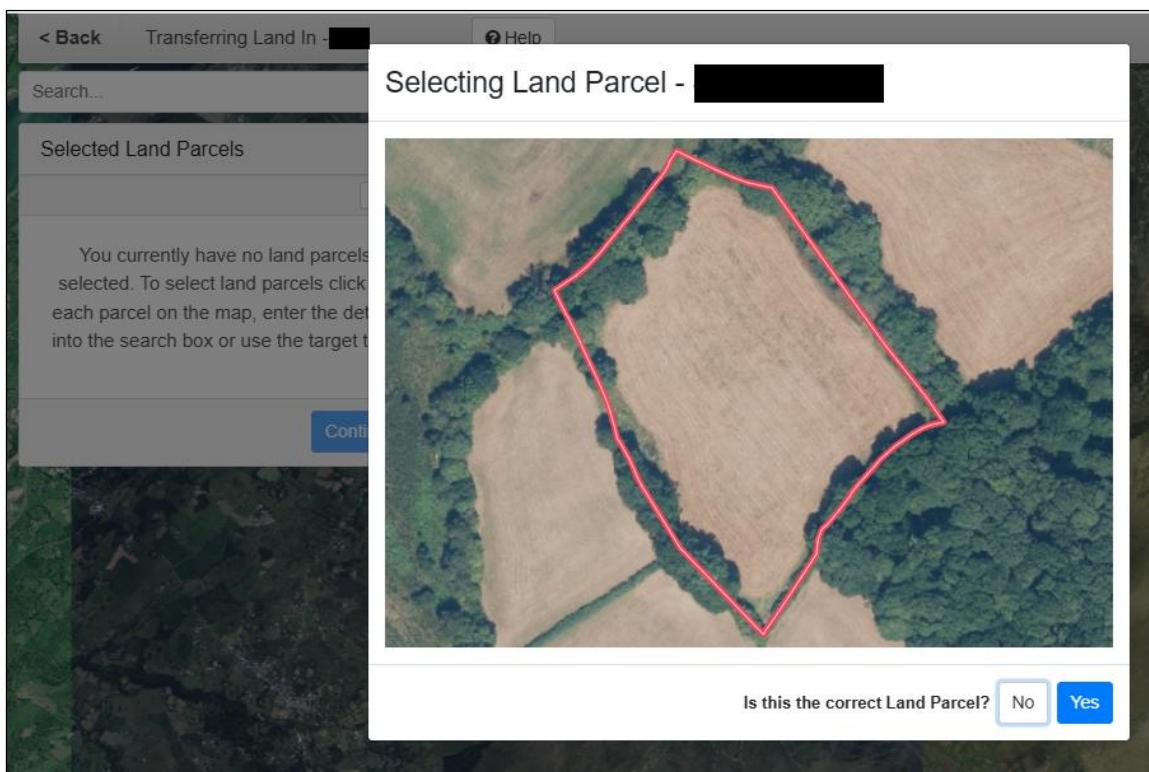
Once you have entered all details, click 'Continue'.

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

You must then enter the land parcel details for each land parcel being transferred in, in the search field. If the land parcel is already registered with RPW, the parcel will appear underneath the search field, you will need to select the land parcel.



Once the parcel has been selected, a new window will open on screen displaying the land parcel. You will need to confirm if it's the correct land parcel you are transferring in.



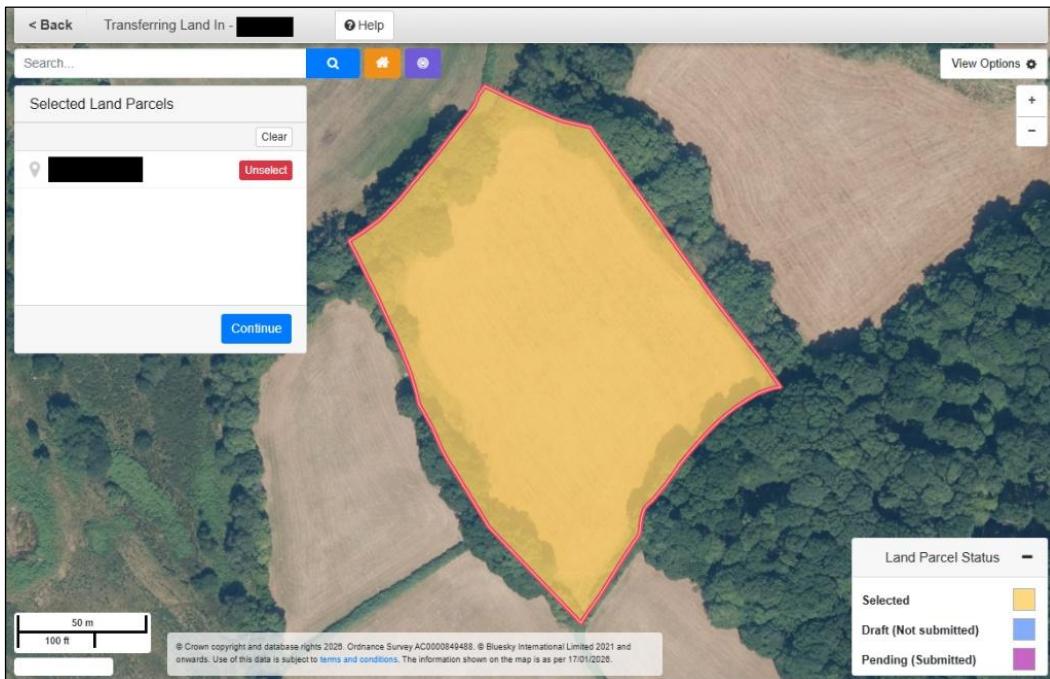
Once you've confirmed it's the correct land parcel, the parcel will be added to the 'Selected Land Parcels' list as shown in the below screenshot. The parcel selected will be displayed on the map in yellow.

If you have selected an incorrect parcel, you can remove the selected parcel by either clicking the 'Unselect' button located next the parcel details to remove the selected land

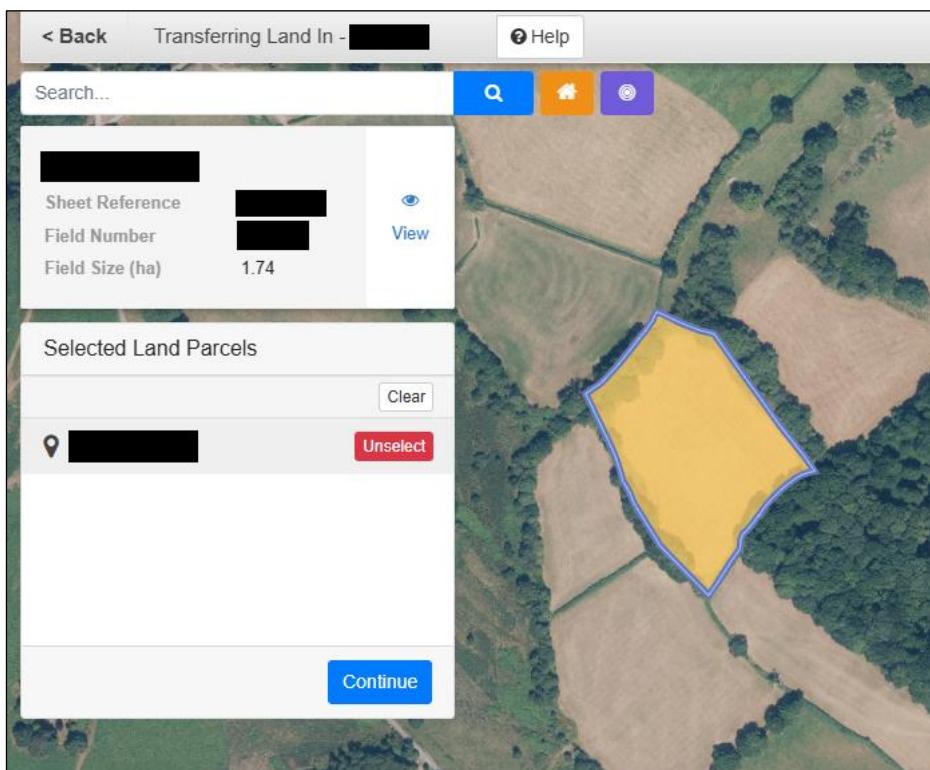
parcel from the Transfer Action or select the 'Clear' button which will clear everything on the application.

You can select multiple land parcels if they are being acquired from the same 'Other Party'.

The Land Parcel Status Key will be displayed at the bottom right hand side of the map.



The total Field Size for the selected land parcel(s) will display when you click on parcel when it is listed in the 'Selected Land Parcels' box.



For rentals, you must confirm if you are renting the whole land parcel or not. If you are not, you must confirm the Rental Area.

Rental Area - [REDACTED]

All items marked with \* must be entered.

Renting Whole Land Parcel?\* Yes

Back Continue

Rental Area - [REDACTED]

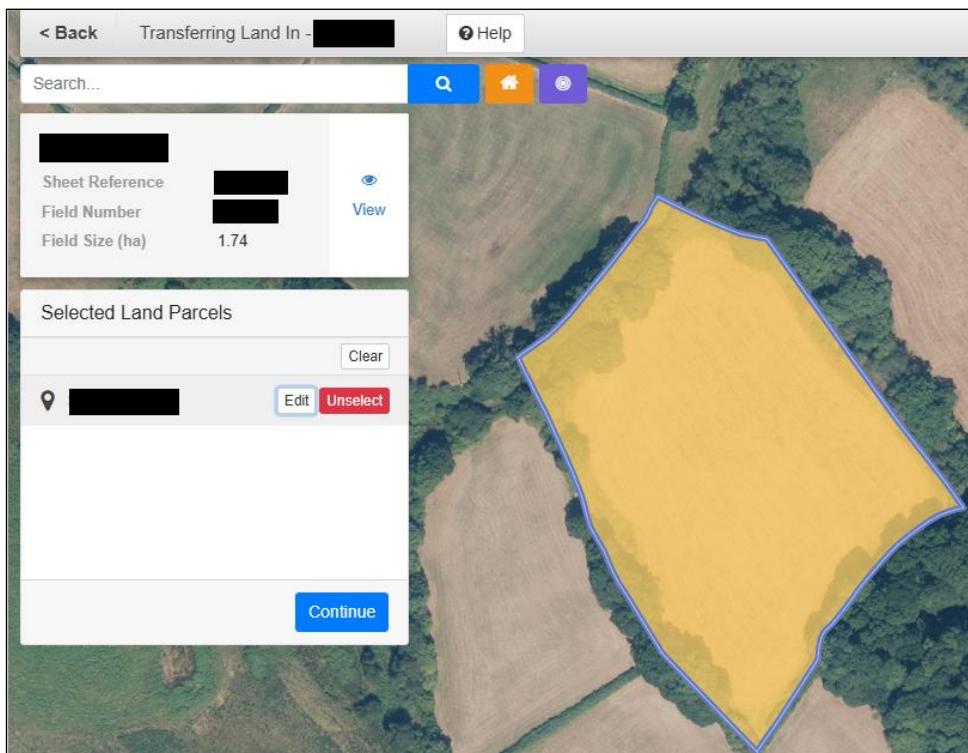
All items marked with \* must be entered.

Renting Whole Land Parcel?\* No

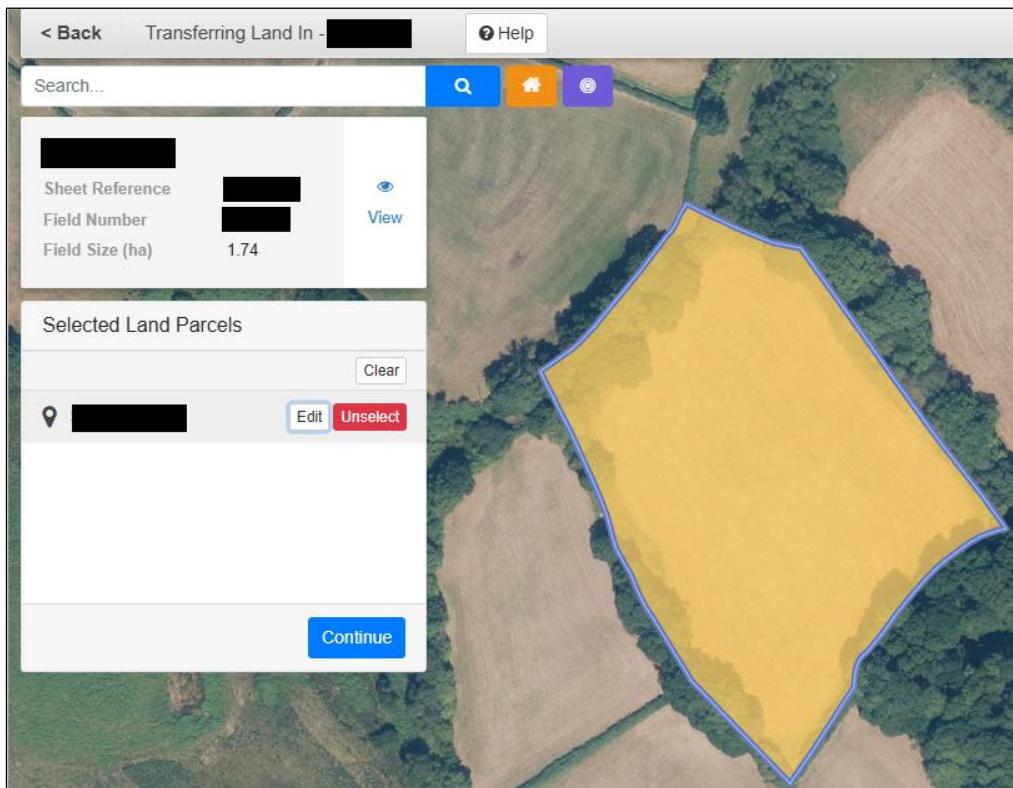
Please enter the rental area\* [REDACTED] ha

Back Continue

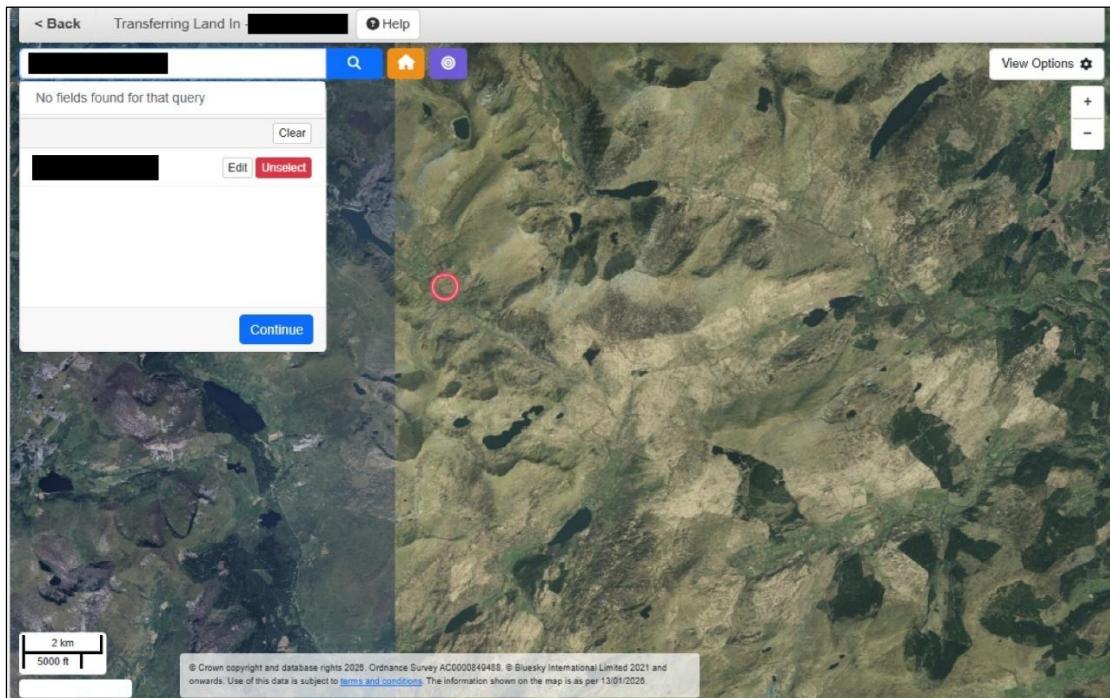
If you have entered the wrong details for the Rental Area, you can click on Edit in the Selected Land Parcels box to make required amendments.



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



If the land parcel does not exist in our database, the following text will be displayed in the search field “No fields found for that query” as displayed in the below screenshot.



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

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

### Example:

Action 1: Buying 3 land parcels from Jones Bros on 10/01/2025

Action 2: Buying 2 land parcels from Jones Bros on 20/01/2025

Action 3: Buying 2 land parcels from Smith & Son on 20/01/2025

Action 4: Renting In 1 land parcel from Smith & Son 10/01/2025 – 20/06/2032

Action 5: Renting In 4 land parcels from Smith & Son 18/01/2025 – 20/06/2032.

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

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

| Land Parcel(s) Transferred In |                 |              |
|-------------------------------|-----------------|--------------|
| CRN                           | Sheet Reference | Field Number |
| Trading Title                 | [REDACTED]      | [REDACTED]   |
| Correspondence Addr...        | [REDACTED]      | [REDACTED]   |
| Postcode                      | [REDACTED]      | [REDACTED]   |
| Contact Number                | [REDACTED]      | [REDACTED]   |
| Date of Purchase              | [REDACTED]      | [REDACTED]   |

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

## Summary

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

| Transfers (Sales/Purchases) | Type     | Other Party | Transfer Date | Sheet Reference | Field Number |
|-----------------------------|----------|-------------|---------------|-----------------|--------------|
|                             | Purchase | [REDACTED]  | [REDACTED]    | [REDACTED]      | [REDACTED]   |
|                             |          |             |               | [REDACTED]      | [REDACTED]   |

[View / Change](#)

[Add New Action](#) [Declare and Submit](#)

The Summary screen lists all the Actions added for this submission. A red cross indicates you have not viewed a tab, or that it contains errors. All errors must be resolved before submission. A green tick indicates the tab has been viewed and does not contain any errors we know of.

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

### Land Parcel(s) Transferred In

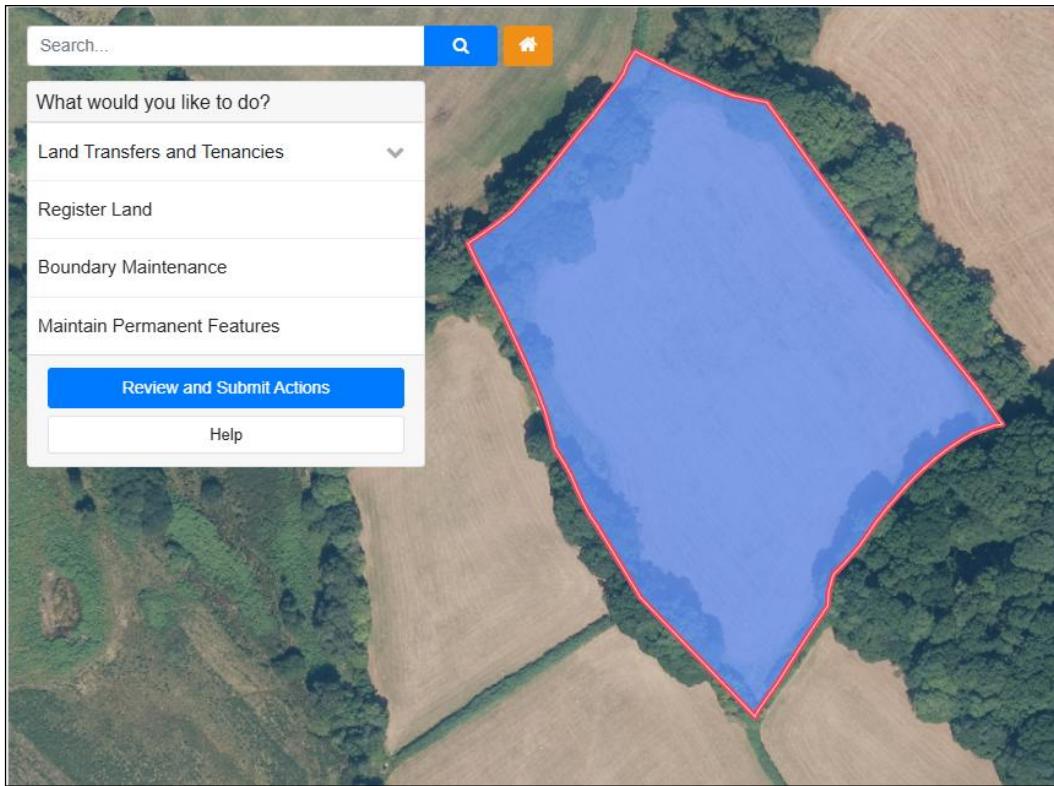
|  |            |                 |              |
|--|------------|-----------------|--------------|
| CRN<br>Trading Title<br>Correspondence Address | [REDACTED] | Sheet Reference | Field Number |
| Postcode<br>Contact Number<br>Date of Purchase | [REDACTED] | [REDACTED]      | [REDACTED]   |

[Back](#) [Remove Action](#) [Make a Change](#)

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

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

Once you have added all the Actions you are informing us of click 'Declare and Submit'.



## Transfer Land Out

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

What would you like to do?

Land Transfers and Tenancies

Transfer Land In

Transfer Land Out

End Tenancy

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

| Other Party Details   | Transfer Out Details   |
|---|--|
| Enter all known details.<br>All items marked with * must be entered.        |  |
| CRN (If known)  | <input type="text"/>   |
| Trading Title*  | <input type="text"/>   |
| Correspondence Address*   | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/> |
| Postcode  | <input type="text"/>   |
| Contact Number  | <input type="text"/>   |
| <input type="button" value="Back"/> <input type="button" value="Continue"/> |  |

| Other Party Details   | Transfer Out Details   |
|---|--|
| Enter all known details.<br>All items marked with * must be entered.        |  |
| CRN (If known)  | <input type="text"/>   |
| Trading Title*  | <input type="text"/>   |
| Correspondence Address*   | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/> |
| Postcode  | <input type="text"/>   |
| Contact Number  | <input type="text"/>   |
| Sale/Rental   | <input checked="" type="radio"/> Sale (Includes Deed of Gift or Inheritance)<br><input type="radio"/> Rental         |
| Date of Sale*   | <input type="text"/> dd/mm/yyyy <input type="button" value="Calendar"/>  |
| Tenancy Type*   | <input type="text" value="Please Select"/>   |
| Rental Start Date*  | <input type="text"/> dd/mm/yyyy <input type="button" value="Calendar"/>  |
| Rental End Date*  | <input type="text"/> dd/mm/yyyy <input type="button" value="Calendar"/>  |
| Recurring Tenancy*  | <input type="text" value="Please Select"/>   |
| Management Control*   | <input type="text" value="Please Select"/>   |
| <input type="button" value="Back"/> <input type="button" value="Continue"/> |  |

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

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

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

**Rental End Date** For indefinite or long term rentals with no known end date, enter the Rental End Date as 01/01/2099.

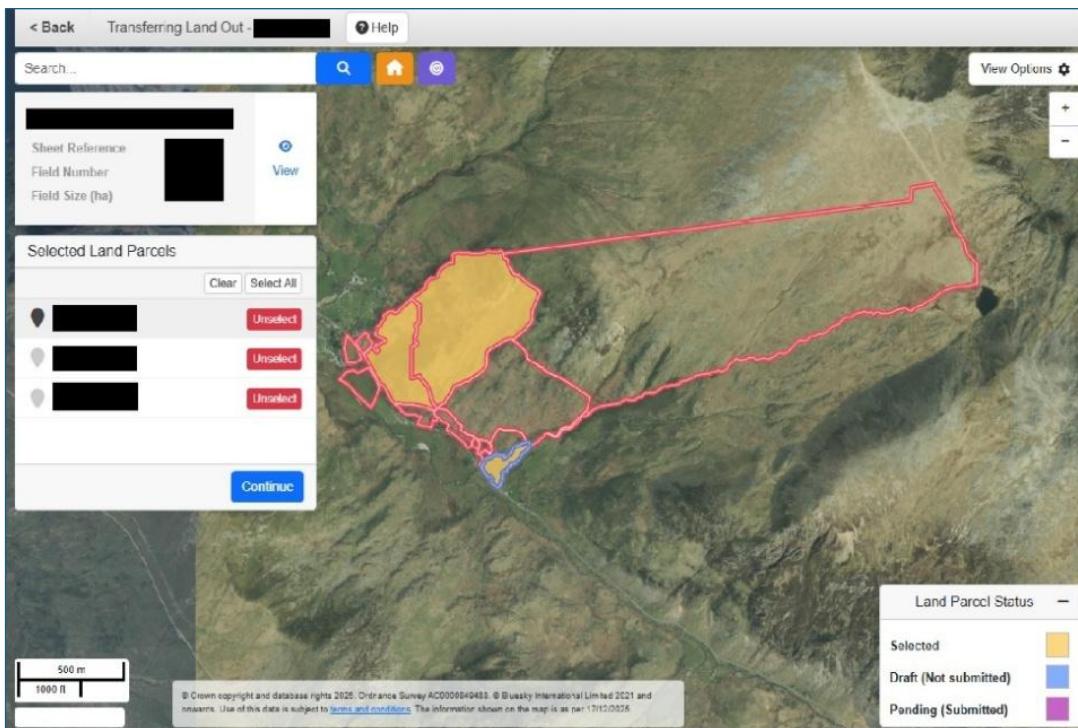
**Recurring Tenancy** Only select 'Yes' if the rental period is for less than 12 months, and exactly the same dates apply for future years.

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

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

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

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



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

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

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

Example:

Action 1: Selling 3 land parcels to Jones Bros on 10/01/2025

Action 2: Selling 2 land parcels to Jones Bros on 20/01/2025

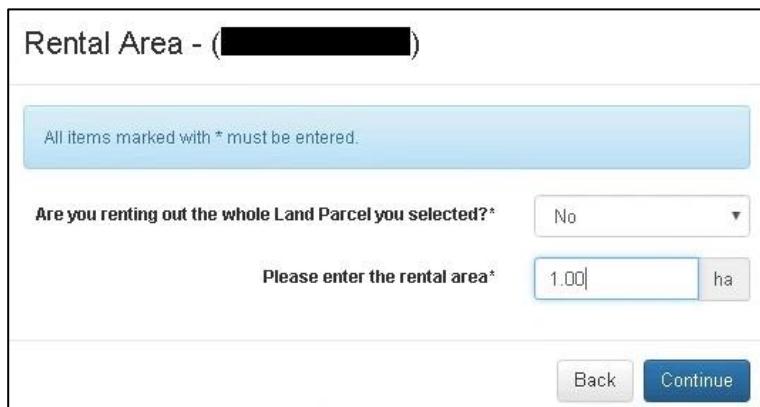
Action 3: Selling 2 land parcels to Smith & Son on 20/01/2025

Action 4: Renting Out 1 land parcel to Smith & Son 10/01/2025 – 20/06/2032

Action 5: Renting Out 4 land parcels to Smith & Son 18/01/2025 – 20/06/2032.

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

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



Rental Area - (REDACTED)

All items marked with \* must be entered.

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

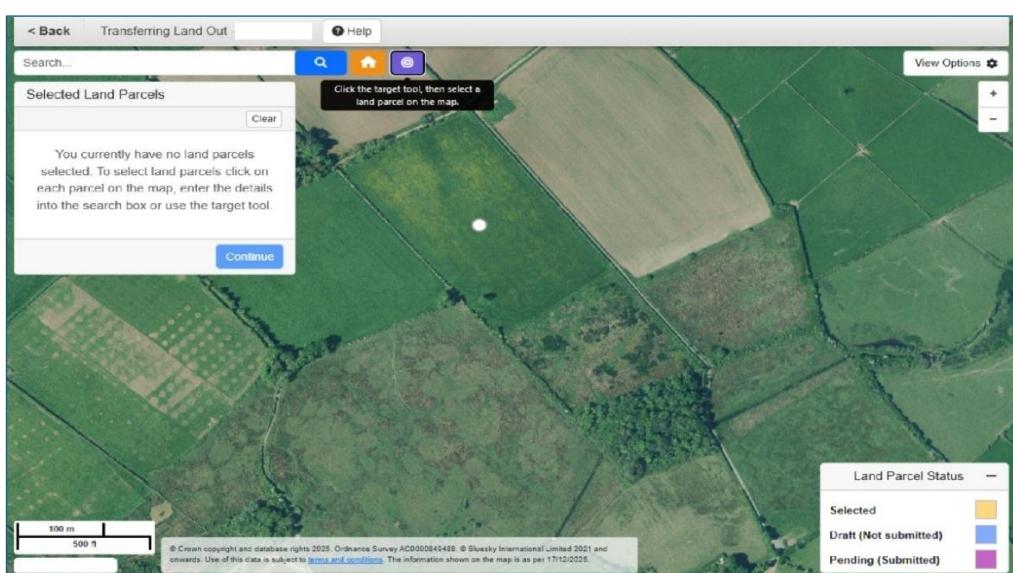
Please enter the rental area\*  ha

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

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



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



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

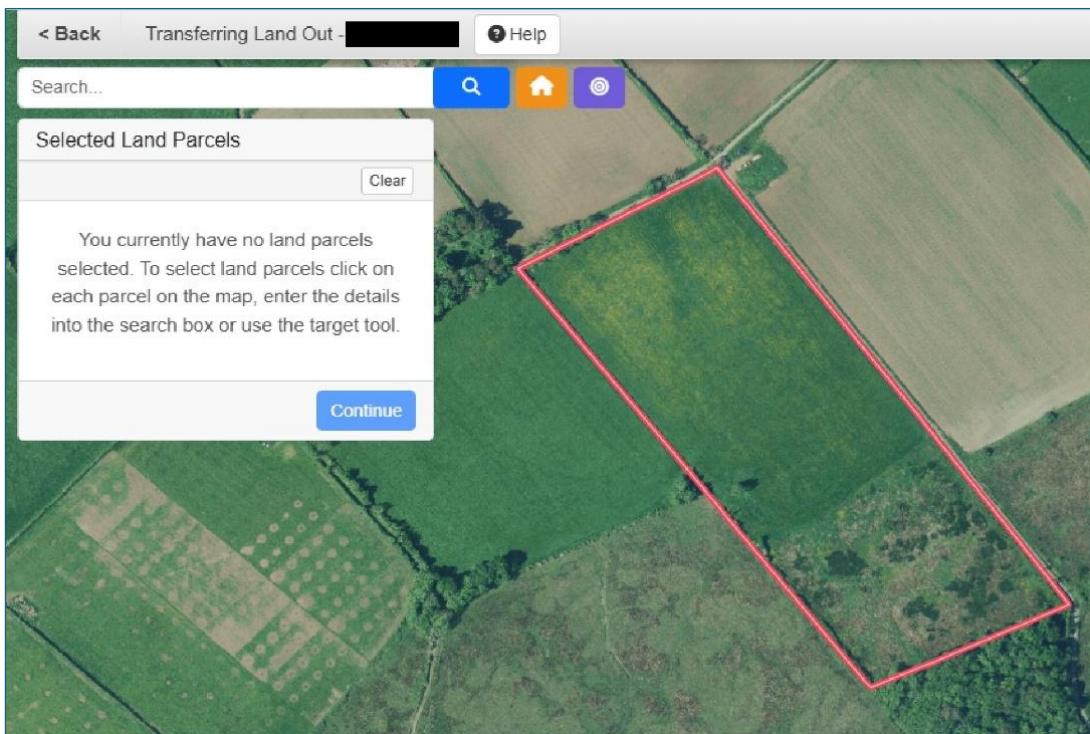
Right to Transfer Land - ( [REDACTED] )

We do not have a record of you owning or having this Land Parcel at your disposal.  
If this is incorrect, please provide details including the tenure type, purchase or rental date(s), who you purchased or rent the land from and tick the box below. (If you wish to submit supporting documentation, you should do so via your Messages screen after submitting your Manage My Land changes.)

I confirm I have the Right to Transfer

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

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



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

Selected Land Parcels

Clear Select All

Unselect

Unselect

Unselect

Unselect

Continue

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

Land Parcel(s) Transferred Out

| CRN                    | Sheet Reference | Field Number |
|------------------------|-----------------|--------------|
| Trading Title          |                 |              |
| Correspondence Address |                 |              |
| Postcode               |                 |              |
| Contact Number         |                 |              |
| Date of Sale           |                 |              |

Back Continue

The Summary screen lists all the Actions added for this submission. A red cross indicates you have not viewed a tab, or that it contains errors. All errors must be resolved before submission. A green tick indicates the tab has been viewed and does not contain any errors we know of.

## Summary

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

| Transfers (Sales/Purchases) <input checked="" type="checkbox"/> | Type | Other Party | Transfer Date | Sheet Reference | Field Number                             |
|---|------|-------------|---------------|-----------------|--|
|   | Sale | [REDACTED]  | 17/12/2025    | [REDACTED]      | [REDACTED] <a href="#">View / Change</a> |
|   | Sale | [REDACTED]  | 01/12/2025    | [REDACTED]      | [REDACTED] <a href="#">View / Change</a> |
|   |      |             |               | [REDACTED]      | [REDACTED]                               |
|   |      |             |               | [REDACTED]      | [REDACTED]                               |

[Add New Action](#) [Declare and Submit](#)

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

### Land Parcel(s) Transferred Out

|  |                 |              |
|--|-----------------|--------------|
| CRN<br>Trading Title<br>Correspondence Address<br><br>Postcode<br>Contact Number<br>Date of Sale | Sheet Reference | Field Number |
| [REDACTED]   | [REDACTED]      | [REDACTED]   |

[Back](#) [Remove Action](#) [Make a Change](#)

If you have further Actions to add click 'Add New Action' on the Summary screen.

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



Once you have added all the Actions you are informing us of click 'Declare and Submit'.

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## End Tenancy

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

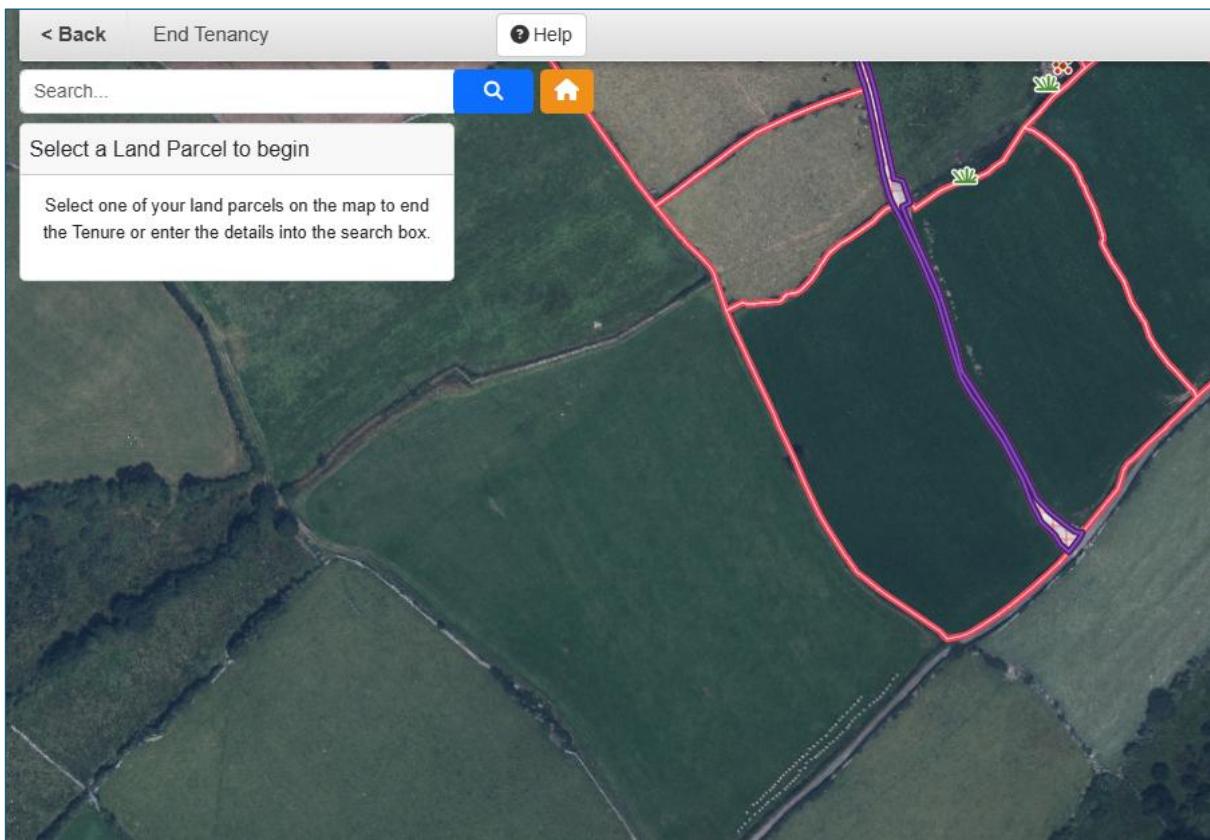
(Please note – if you are extending a tenancy rather than ending it sooner, you must wait until the original tenancy has ended and then inform us of the extended tenancy using Transfer Land In.)

What would you like to do?

Land Transfers and Tenancies ^

- Transfer Land In
- Transfer Land Out
- End Tenancy

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



The current tenancy details we hold will be shown.

End Tenancy - [REDACTED]

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

| Type       | Tenancy Type              | Rental Start Date | Rental End Date | Rental Area (ha) |
|------------|---------------------------|-------------------|-----------------|------------------|
| Renting In | Full Agricultural Tenancy | 01/04/2023        | 31/03/2028      | 1.31             |

Back Continue

Enter the new Rental End Date and click Continue.

End Tenancy - [REDACTED]

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

| Type       | Tenancy Type              | Rental Start Date | Rental End Date | Rental Area (ha) |
|------------|---------------------------|-------------------|-----------------|------------------|
| Renting In | Full Agricultural Tenancy | 01/04/2023        | 20/12/2025      | 1.31             |

Back Continue

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

End Tenancy Summary - [REDACTED]

|                   |                           |
|-------------------|---------------------------|
| Type              | Renting In                |
| Tenancy Type      | Full Agricultural Tenancy |
| Rental Start Date | 01/04/2023                |
| Rental End Date   | 20/12/2025                |
| Rental Area       | 1.31                      |
| Recurring Tenancy | No                        |

Back Continue

The Summary screen will now show the revised rental details.

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

Summary

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

| Transfers (Rental) | Type | Other Party | Start Date | End Date   | Sheet Reference | Field Number | Area (if not whole parcel) |
|--------------------|------|-------------|------------|------------|-----------------|--------------|----------------------------|
| End Rental In      |      |             | 01/04/2023 | 20/12/2025 |                 |              | 1.31                       |

[View / Change](#)

[Add New Action](#) [Declare and Submit](#)

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

End Tenancy Summary - [REDACTED]

|                   |                           |
|-------------------|---------------------------|
| Type              | Renting In                |
| Tenancy Type      | Full Agricultural Tenancy |
| Rental Start Date | 01/04/2023                |
| Rental End Date   | 20/12/2025                |
| Rental Area       | 1.31                      |
| Recurring Tenancy | No                        |

[Back](#) [Remove Action](#) [Make a Change](#)

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

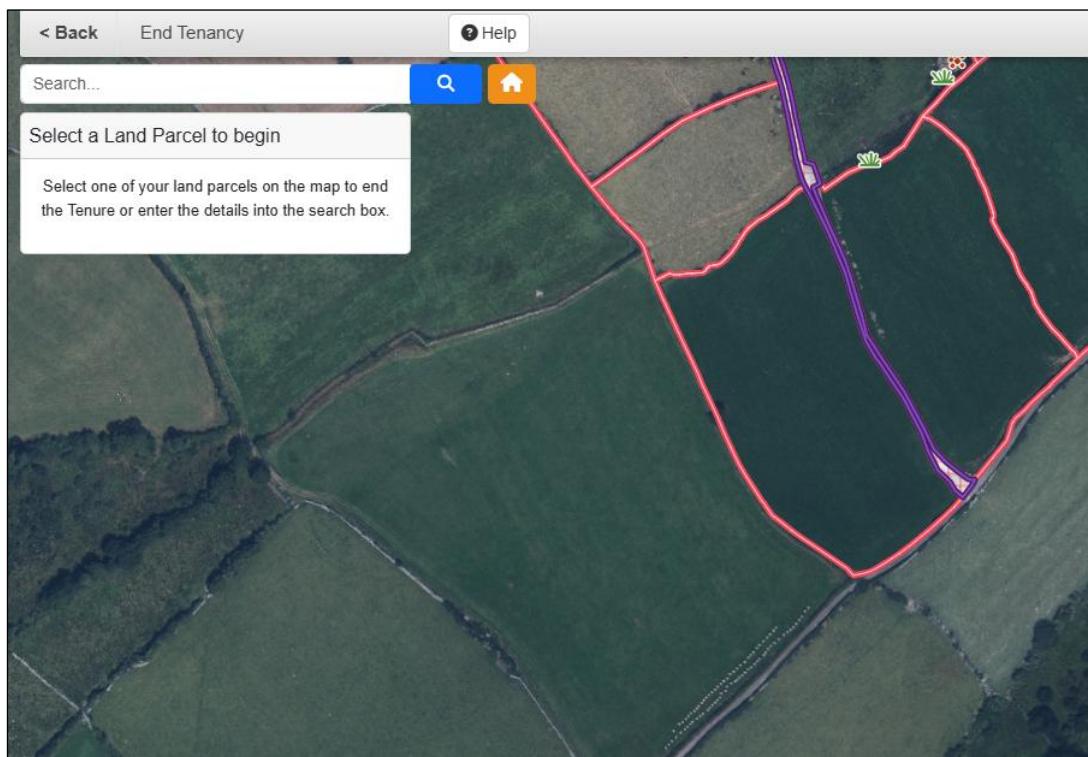
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## Ending or changing a Recurring Tenancy

For recurring tenancies, you can:

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

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



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

## End Tenancy - [REDACTED]

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

| Type       | Tenancy Type      | Rental Start Date | Rental End Date | Rental Area (ha)   | Recurring Tenancy                   |
|------------|-------------------|-------------------|-----------------|--|-------------------------------------|
| Renting In | Unwritten Tenancy | 01/11/2025        | 30/10/2026      |  0.88 | <input checked="" type="checkbox"/> |

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

You can now:

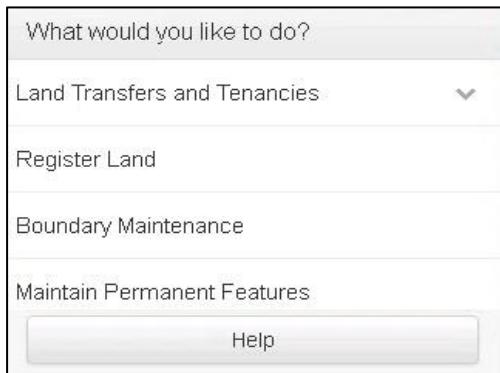
- remove the Recurring Tenancy tick if the rental dates are still the same, but this is the last year of this tenancy
- set the Rental End Date to an earlier date if the tenancy dates have changed, but the new dates will still recur annually
- set the Rental End Date to an earlier date and remove the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

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

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## Register Land

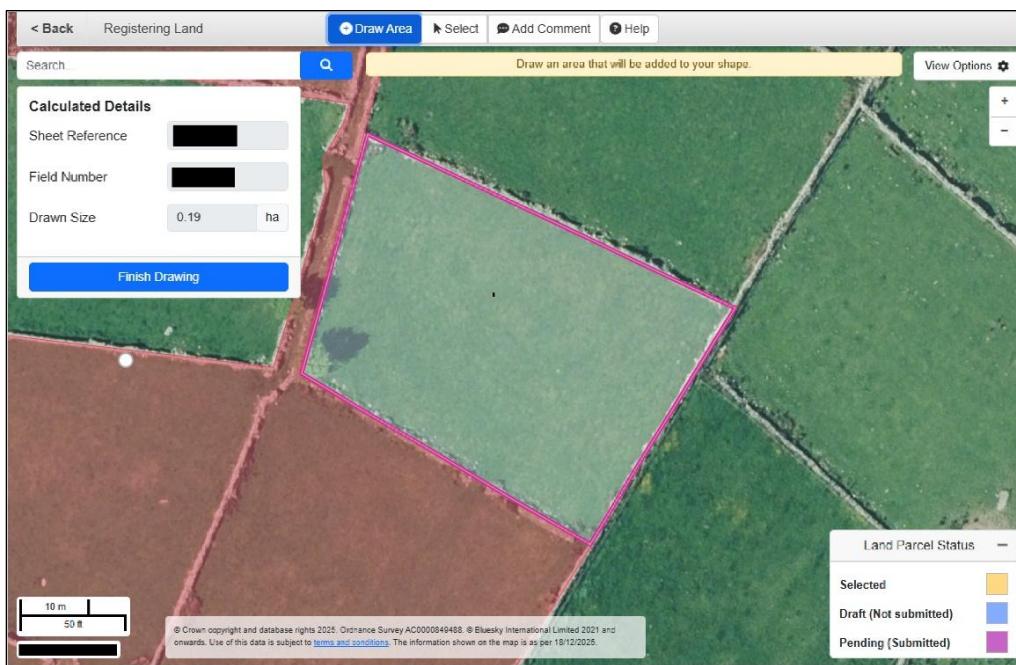
In the **What would you like to do?** list select 'Register Land'.



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



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



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

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

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

Land Parcel Details

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

|  |                                       |  |  |
|--|---------------------------------------|--|--|
| Sheet Reference                                    | <input type="text" value="redacted"/> | Do you have Management Control of this Land Parcel?* | <input type="text" value="Please Select"/> |
| Field Number                                       | <input type="text" value="redacted"/> | What is your tenure on the land?*                    | <input type="text" value="Please Select"/> |
| Drawn size   | 0.34 ha                               |  |  |
| Declared Size*                                     | <input type="text"/>                  |  |  |
| Additional Information<br>(maximum 255 characters) |                                       |  |  |
| 0 / 255  |                                       |  |  |
| <a href="#">Back to Drawing</a>                    |                                       | <a href="#">Continue</a>                             |  |

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

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

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

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

| Summary of Your Registered Land Parcel              |   |
|---|---|
| Please review the information below.                |   |
| Sheet Reference                                     | [REDACTED]  |
| Field Number  | [REDACTED]  |
| Drawn size  | 0.34 ha   |
| Declared Size                                       | 0.35 ha   |
| Do you have Management Control of this Land Parcel? | Yes   |
| What is your tenure on the land?                    | A - Full Agricultural Tenancy   |
| Does this tenure recur annually?                    | No  |
| Permanent Features?                                 | No <input type="button" value="Add Permanent Features"/>                                  |
| Additional Information                              |   |
| <input type="button" value="Back"/>                 | <input type="button" value="Register More Land"/> <input type="button" value="Continue"/> |

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

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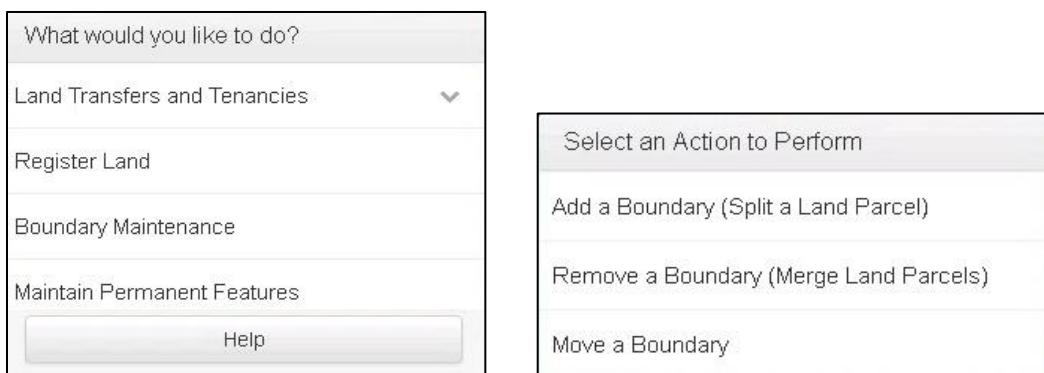
## Boundary Maintenance

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

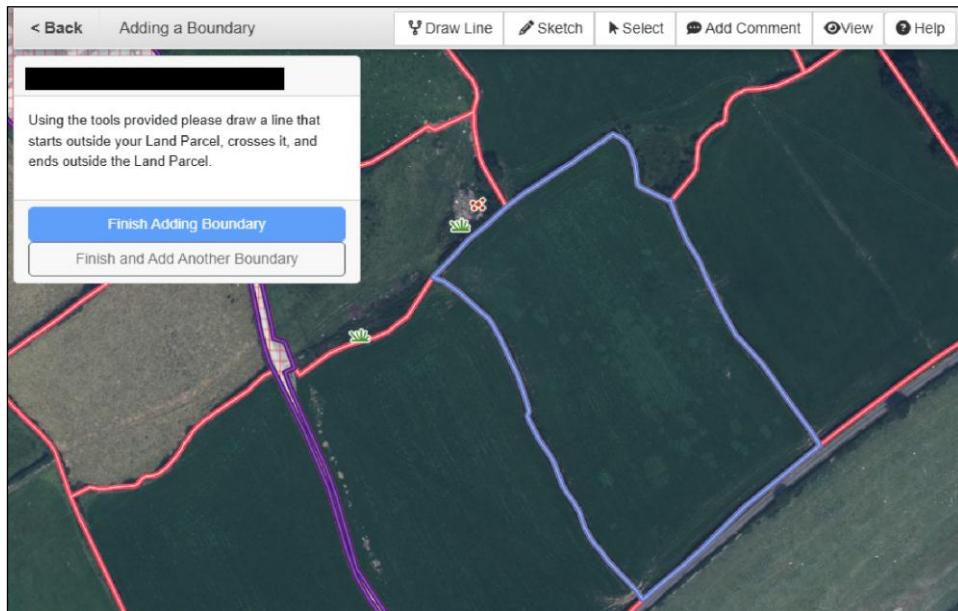
You must complete a separate Manage My Land Submission for boundary changes that took place on different dates.

### Add a Boundary (Split a Land Parcel)

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

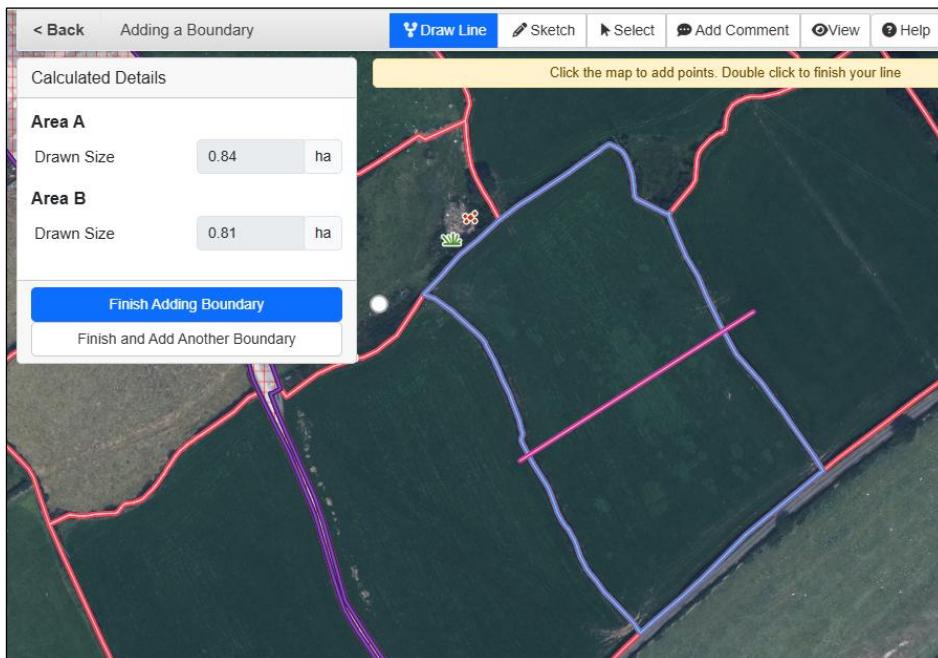


You must then select the land parcel either by entering the Sheet Reference or Field Number in the 'Search...' box, searching for the land parcel on your map and clicking within the land parcel to select it, or using the Target Tool.



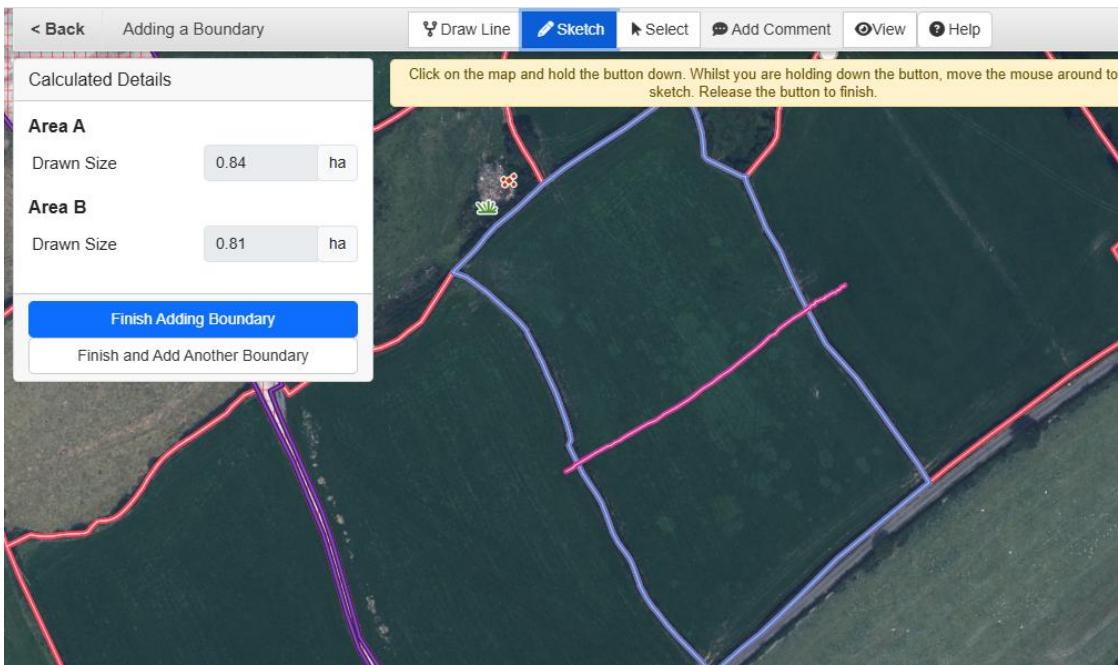
## Draw Line

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



## Sketch Tool

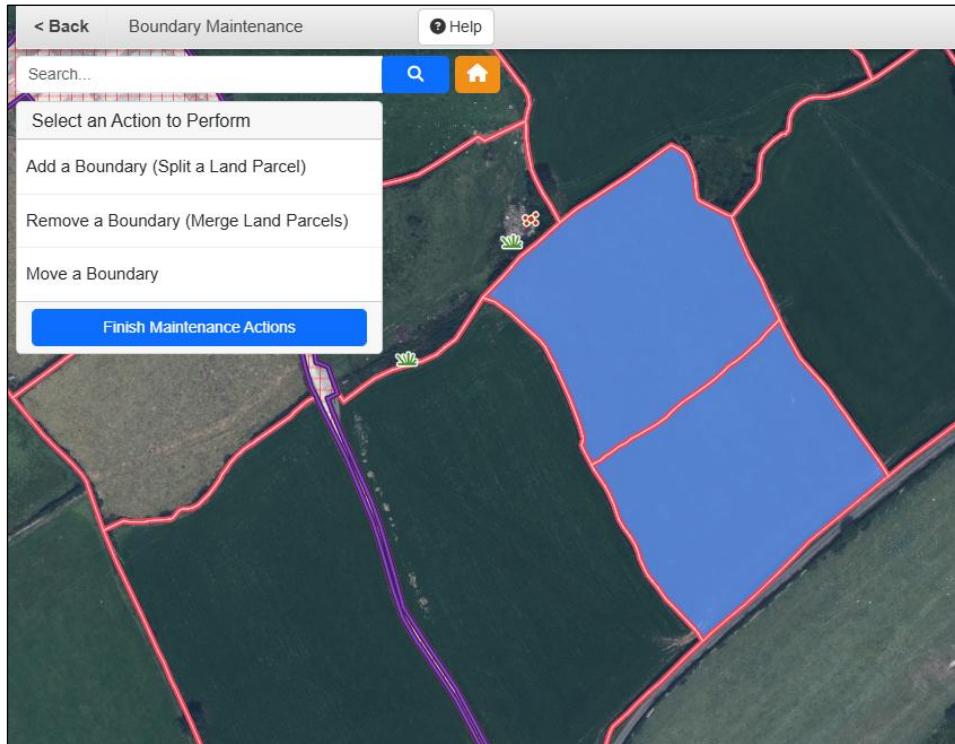
Alternatively, you can use the Sketch Tool to show the new boundary. To do so, select Sketch in the menu at the top of the map. Then move your cursor to a point from which you wish to start drawing, outside the land parcel. Click the left-hand button and keep this pressed while you move the mouse to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



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

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

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



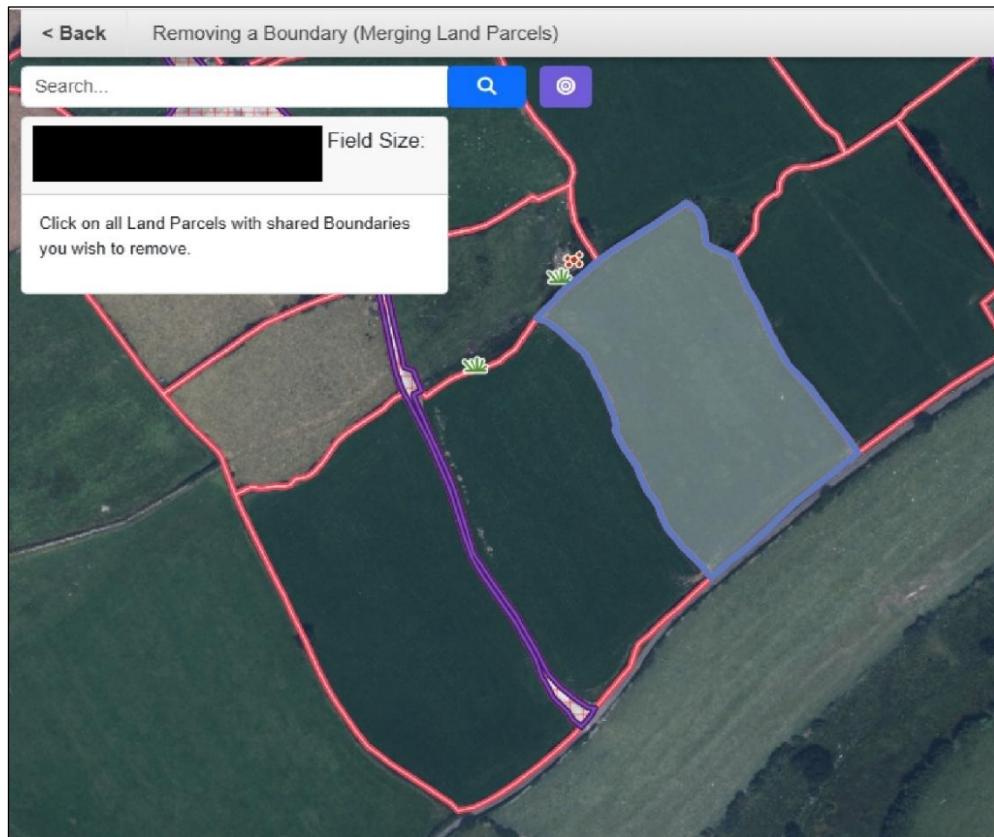
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## Remove a Boundary (Merge Land Parcels)

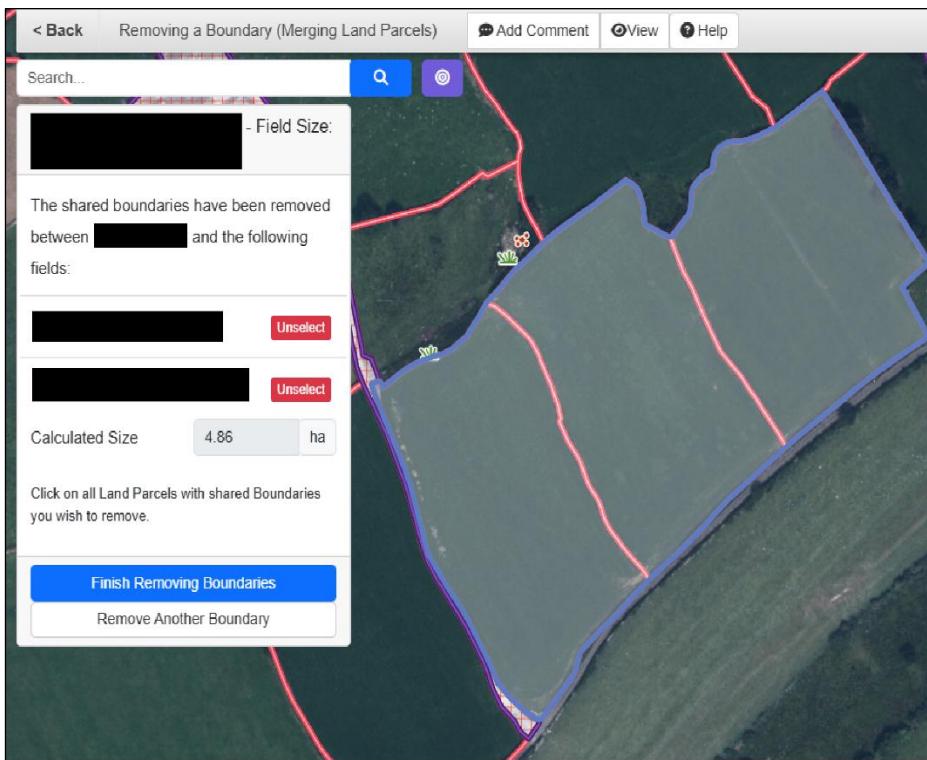
In the **What would you like to do?** list select Boundary Maintenance and choose Remove a Boundary (Merge Land Parcels) from the drop down list.



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

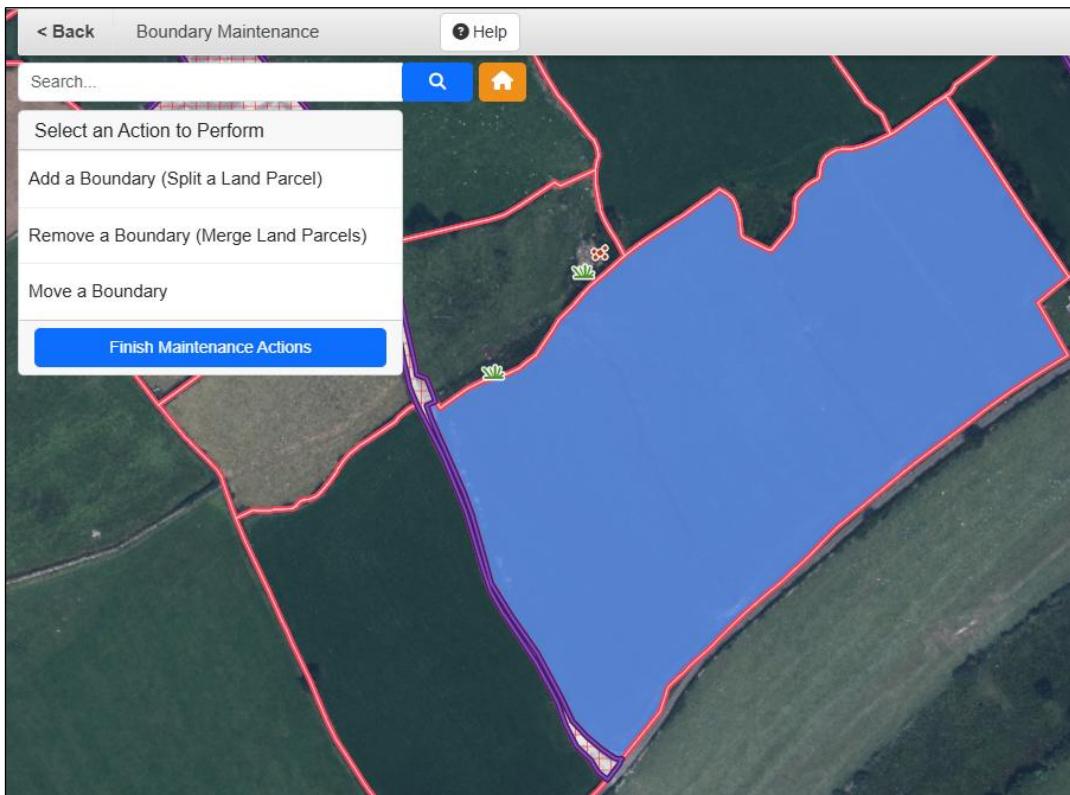


You must then select the land parcel(s) with the shared boundary/boundaries you wish to remove. As you add land parcels the map will display as follows, and the land parcel numbers will display in the window at the top left of the screen with a Calculated Size of the newly merged land parcel.



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

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



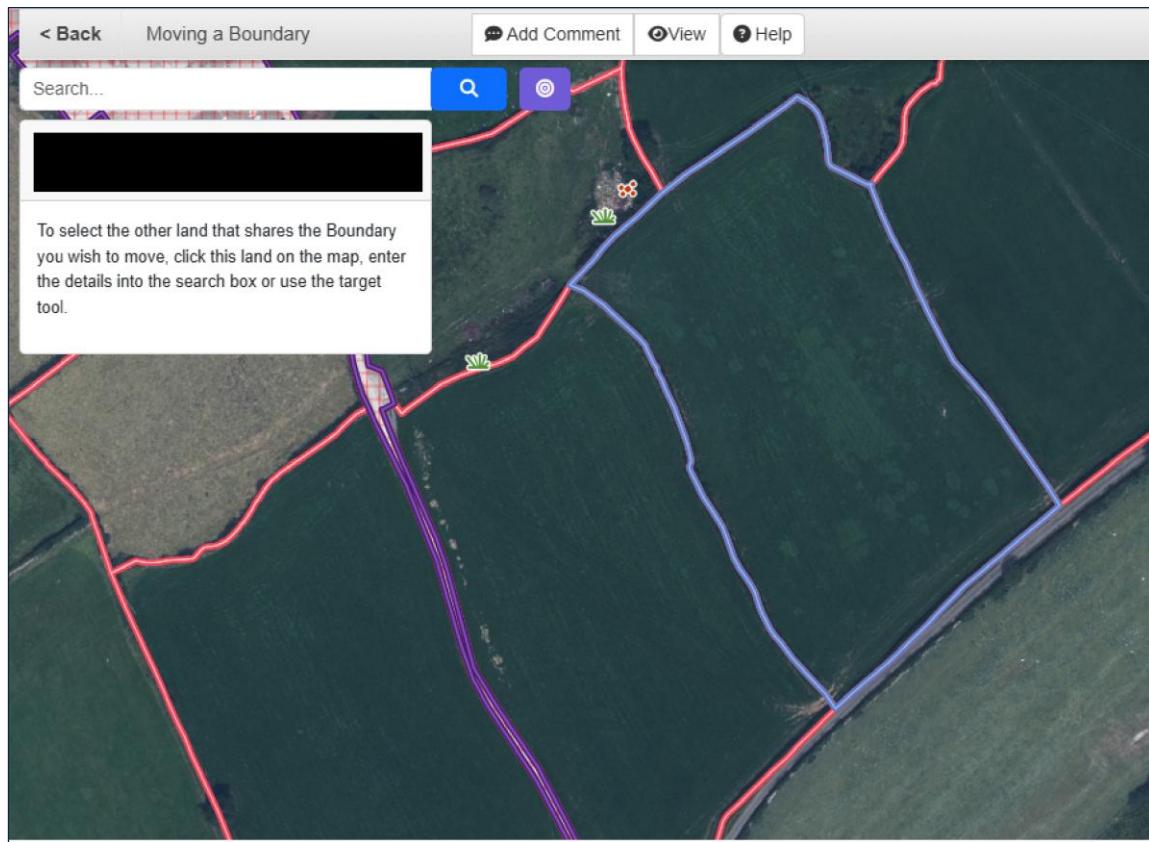
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## Move a Boundary

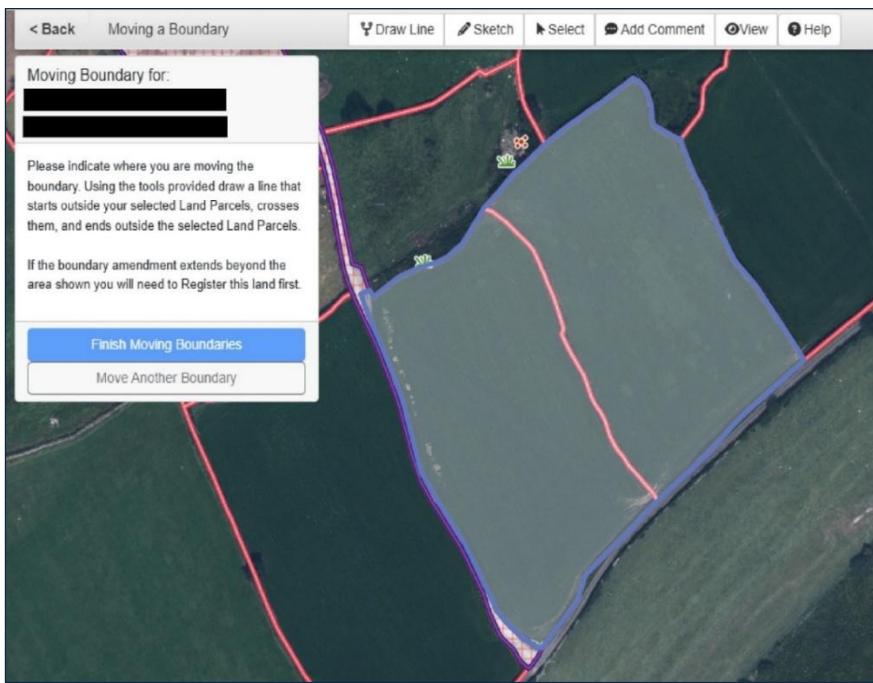
In the **What would you like to do?** list select Boundary Maintenance and choose Move a Boundary from the drop down list.



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

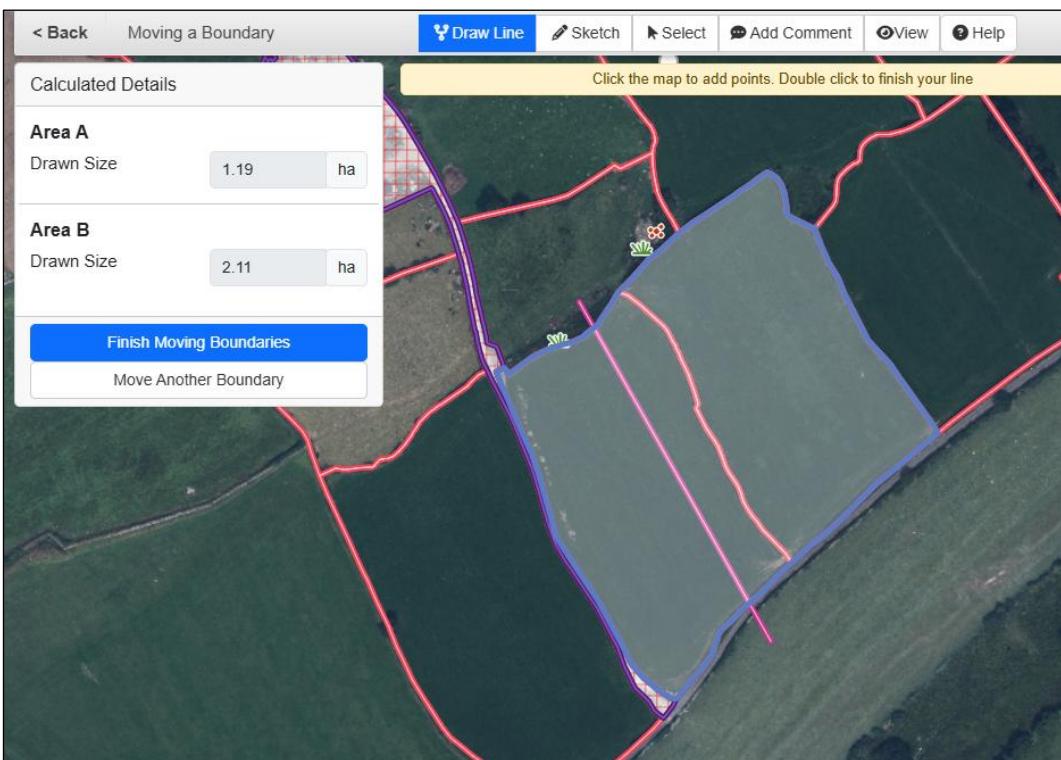


You must then select the land parcel with the shared boundary you wish to move. The map will display as follows, and the land parcel numbers will display in the window at the top left of the screen.



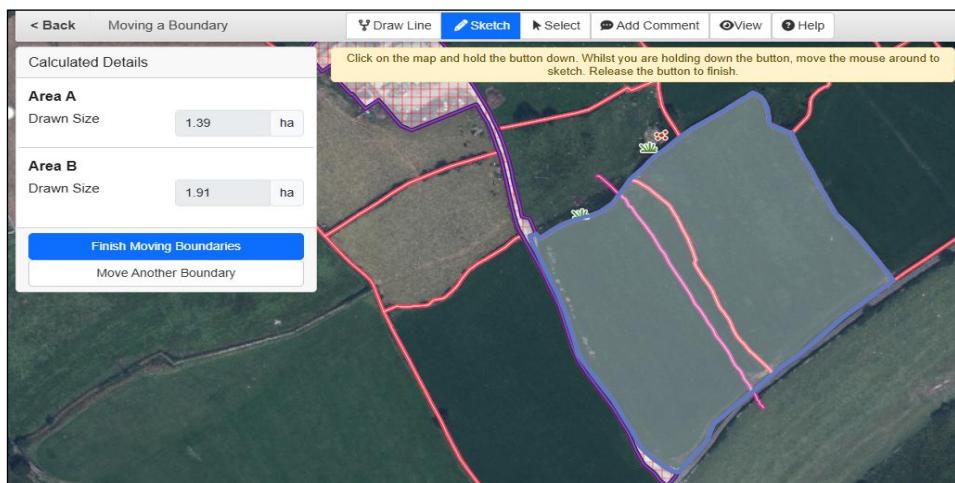
## Draw Line

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



## Sketch Tool

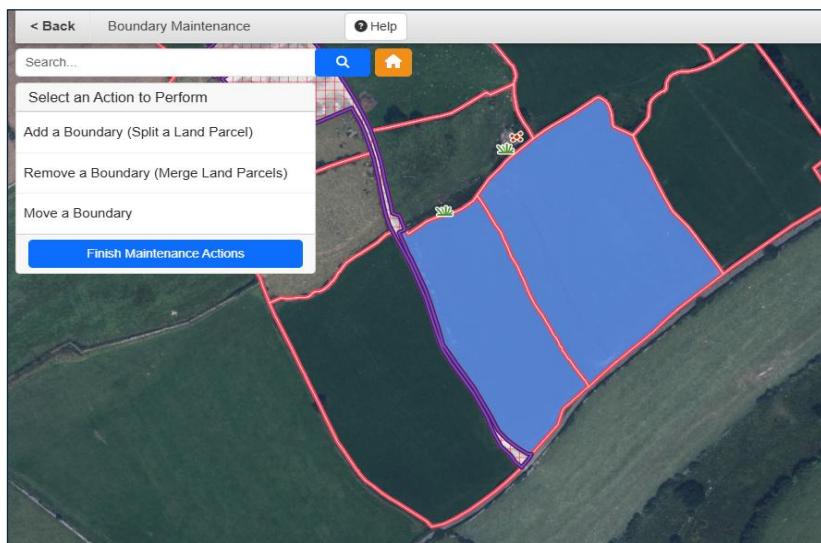
Alternatively, you can use the Sketch Tool to show the new boundary. To do so, select Sketch in the menu at the top of the map. Then move your cursor to a point from which you wish to start drawing, outside the land parcel. Click the left-hand button and keep this pressed while you move the mouse to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



The land parcels will now be shown on the map as 2 new areas, and the Drawn Size for each will be calculated and display in the window at the top left of the screen.

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

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

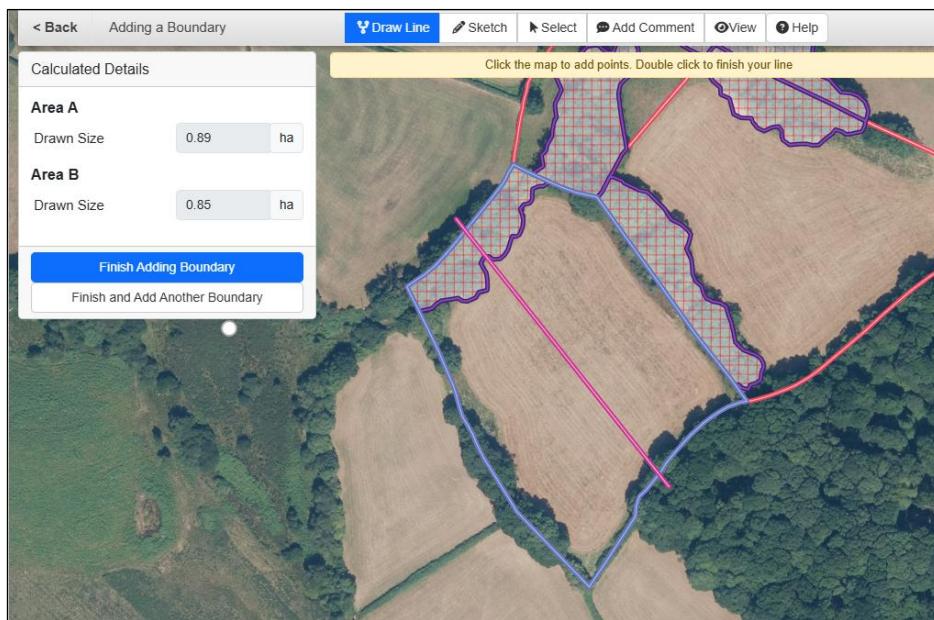


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## Maintaining permanent features following a boundary change

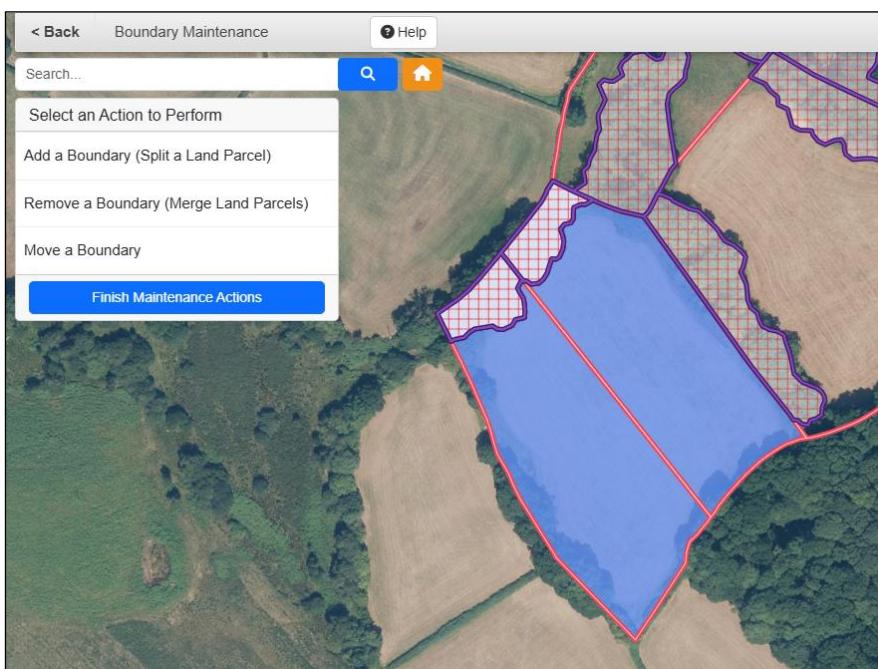
If you perform a boundary change which splits a mapped permanent feature, you must review the permanent features in each land parcel, as follows.

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



After splitting the land parcel (as explained in this guide), click on 'Finish Adding Boundary' or 'Finish and Add Another Boundary' (or the equivalent if moving a boundary).

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



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

Boundary Maintenance Summary

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

Date of Change \*

Additional Information (maximum 255 characters)  
  
0 / 255

Original Land Parcels that have been maintained.

| Sheet Reference | Field Number | Total Field Size (ha) | Permanent Feature Size (ha) | Has Right To Change? |
|-----------------|--------------|-----------------------|-----------------------------|----------------------|
| ████████        | ████         | 1.74                  | 0.16                        |                      |

The results of your maintenance.

| Sheet Reference | Field Number | Drawn Size (ha) | Declared Size (ha) | View                                |
|-----------------|--------------|-----------------|--------------------|-------------------------------------|
| ████████        | ████         | ████            | 0.89               | <input type="button" value="View"/> |
| ████████        | ████         | ████            | 0.85               | <input type="button" value="View"/> |

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

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

Viewing Land Parcel - ██████████

Sheet Reference ██████████  
Field Number ██████████  
Field Size 0.89 ha  
Declared Size 0.89 ha

Change Permanent Features

| Feature Type                        | Calculated Size (ha) | Declared Size (ha) |
|-------------------------------------|----------------------|--------------------|
| ZZ11 - Woodland - broadleaf - group | 0.08                 | 0.08               |



You may then click Continue to proceed to the Summary screens.

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

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

Summary

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

| Boundary Maintenance                             | Date of Change | View / Change   |                                   |                                   |
|--|----------------|-----------------|-----------------------------------|-----------------------------------|
| Permanent Features                               |                |                 |                                   |                                   |
| Original Land Parcels that have been maintained. |                |                 |                                   |                                   |
| Sheet Reference                                  | Field Number   | Field Size (ha) | Total Permanent Feature Size (ha) |                                   |
|  |                | 1.74            | 0.16                              |                                   |
| The results of your maintenance.                 |                |                 |                                   |                                   |
| Sheet Reference                                  | Field Number   | Drawn Size (ha) | Declared Size (ha)                | Total Permanent Feature Size (ha) |
|  |                | 0.89            | 0.89                              | 0.08                              |
|  |                | 0.85            | 0.85                              | 0.09                              |
|  |                |                 | Review                            | Review                            |
|  |                |                 | Add New Action                    | Declare and Submit                |

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

Boundary Maintenance Summary

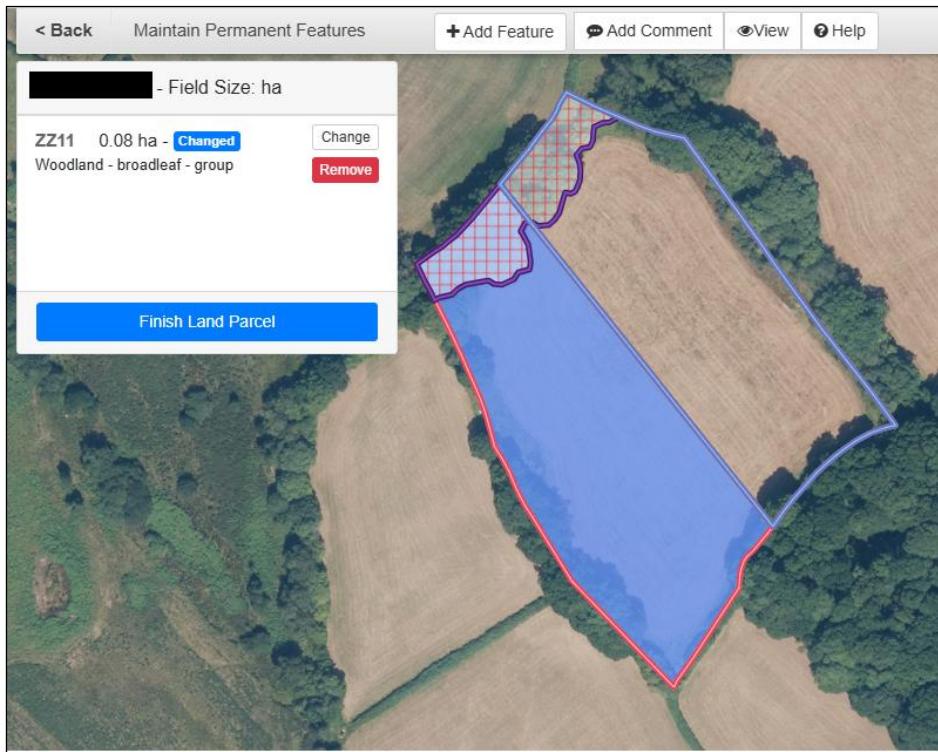
All items marked with \* must be entered. Ensure the details below, including the size and location of Permanent Features, are correct.

| Date of Change *                                 | Additional Information (maximum 255 characters) |                                   |                      |                  |               |                 |                    |               |
|--|---|-----------------------------------|----------------------|------------------|---------------|-----------------|--------------------|---------------|
|  | 0 / 255   |                                   |                      |                  |               |                 |                    |               |
| Original Land Parcels that have been maintained. |   |                                   |                      |                  |               |                 |                    |               |
| The results of your maintenance.                 |   |                                   |                      |                  |               |                 |                    |               |
| Sheet Reference                                  | Field Number                                    | Total Permanent Feature Size (ha) | Has Right To Change? | Sheet Reference  | Field Number  | Drawn Size (ha) | Declared Size (ha) | View / Change |
|  |   | 1.74                              | 0.16                 |                  |               | 0.89            | 0.89               |               |
|  |   |                                   |                      |                  |               | 0.85            | 0.85               |               |
|  |   |                                   |                      | Amend Boundaries | Remove Action | Continue        |                    |               |

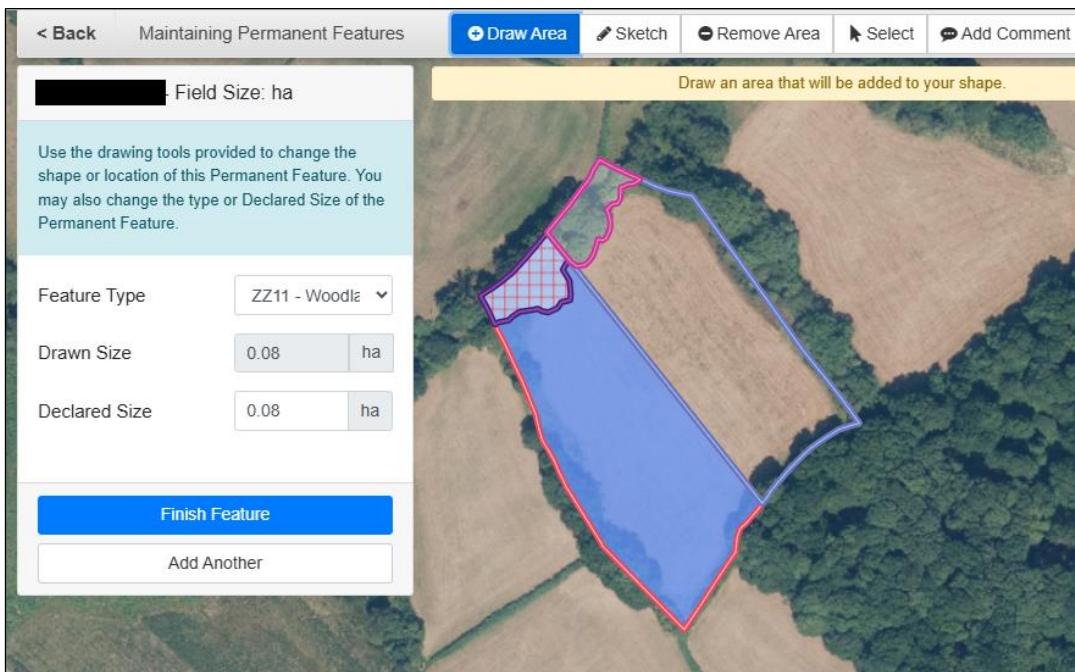
If you have clicked View / Change, the screen below will display. Click Change Permanent Features if these need to be amended, or click Back to return to the Boundary Maintenance Summary.



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



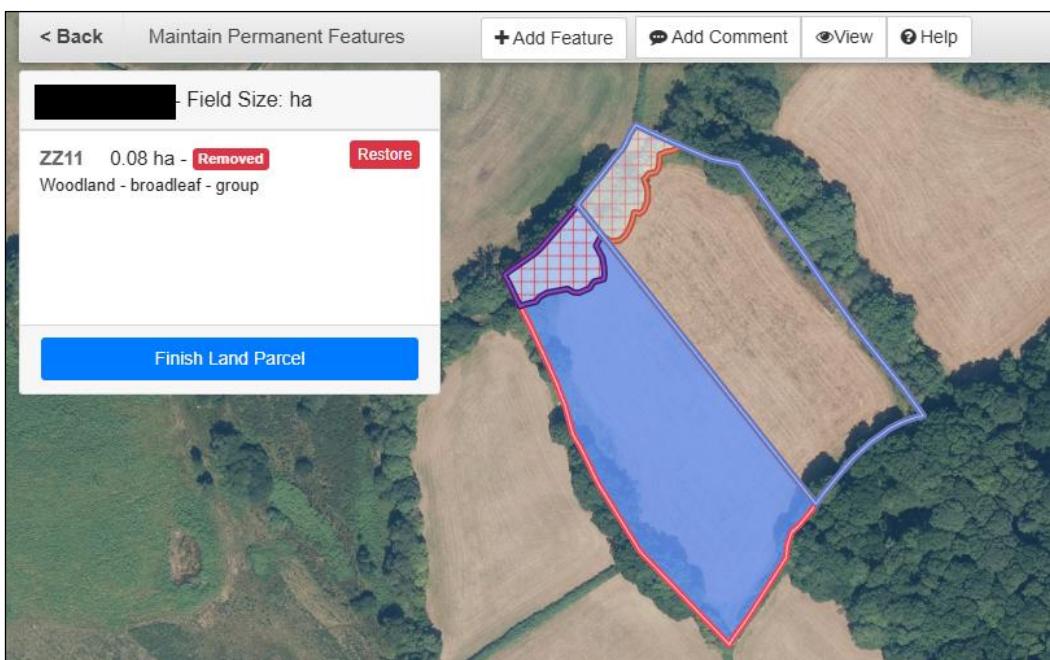
If you have clicked Change, the above screen will display, and you are able to make any amendments required, i.e. re-draw the permanent feature, amend the Declared Size, add any additional permanent features, etc and click Finish Feature once you have made any amendments.



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



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



Click Finish Land Parcel once all changes are complete.

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

Summary of your Permanent Features

|   |   |                   |                   |
|---|---|-------------------|-------------------|
| Sheet Reference<br>Field Number<br>Date of Change<br>Additional Information | Feature Type<br>ZZ11 - Woodland - broadleaf - group | Area (ha)<br>0.08 | Action<br>Changed |
|---|---|-------------------|-------------------|

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

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

Summary

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

|  |  |                               |                                   |
|--|--|-------------------------------|-----------------------------------|
| Boundary Maintenance <input checked="" type="checkbox"/> | Date of Change <input type="text"/>              | <a href="#">View / Change</a> |                                   |
| Permanent Features <input type="checkbox"/>              | Original Land Parcels that have been maintained. |                               |                                   |
| Sheet Reference  | Field Number                                     | Field Size (ha)               | Total Permanent Feature Size (ha) |
| <input type="text"/>                                     | <input type="text"/>                             | 1.74                          | 0.16                              |

The results of your maintenance.

| Sheet Reference      | Field Number         | Drawn Size (ha) | Declared Size (ha) | Total Permanent Feature Size (ha) |                        |
|----------------------|----------------------|-----------------|--------------------|-----------------------------------|------------------------|
| <input type="text"/> | <input type="text"/> | 0.89            | 0.89               | 0.09                              | <a href="#">Review</a> |
| <input type="text"/> | <input type="text"/> | 0.85            | 0.85               | 0.08                              | <a href="#">Review</a> |

[Add New Action](#) [Declare and Submit](#)

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

## Summary

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

Boundary Maintenance 

Permanent Features 

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

| Sheet Reference | Field Number | Date of Change | Feature Type | Declared Size (ha) | Action                                |
|-----------------|--------------|----------------|--------------|--------------------|---------------------------------------|
| ██████████      | ██████████   | ██████████     | ZZ11         | 0.09               | Changed <a href="#">View / Change</a> |
| ██████████      | ██████████   | ██████████     | ZZ11         | 0.08               | Changed <a href="#">View / Change</a> |

[Add New Action](#)

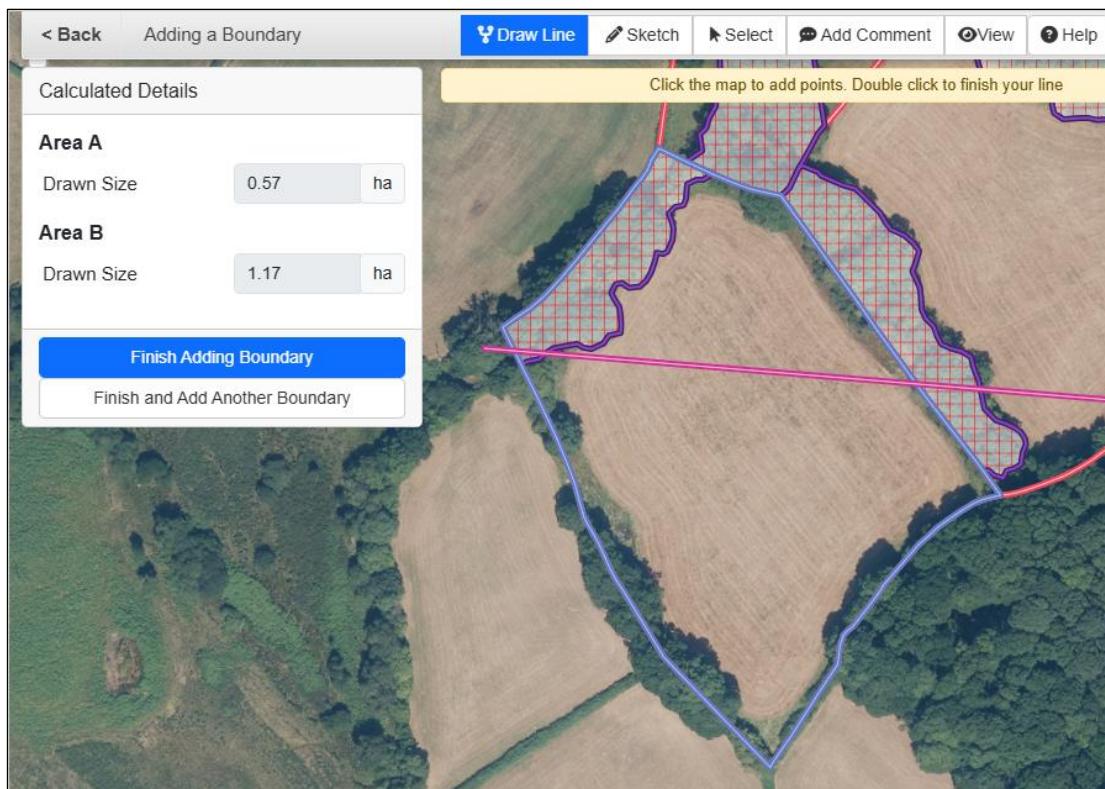
[Declare and Submit](#)

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## Permanent features of 0.00ha following Boundary Maintenance

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

The new boundary shown below has split the permanent feature.



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

The screenshot shows the 'Boundary Maintenance Summary' form. It displays a table of land parcels maintained, with columns for Sheet Reference, Field Number, Total Field Size (ha), Permanent Feature Size (ha), and Has Right To Change?. The table shows two entries:

| Sheet Reference | Field Number | Total Field Size (ha) | Permanent Feature Size (ha) | Has Right To Change? |
|-----------------|--------------|-----------------------|-----------------------------|----------------------|
| ██████████      | ██████████   | 1.74                  | 0.16                        |                      |
| ██████████      | ██████████   | 1.74                  | 1.17                        |                      |

The 'Additional Information' field is empty. Buttons for 'Back' and 'Continue' are at the bottom.

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

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

Viewing Land Parcel - [REDACTED]

|                 |               |         |
|-----------------|---------------|---------|
| Sheet Reference | Field Number  | 1.20 ha |
| Field Size      | Declared Size | 1.17 ha |

| Feature Type                        | Calculated Size (ha) | Declared Size (ha) |
|-------------------------------------|----------------------|--------------------|
| ZZ11 - Woodland - broadleaf - group | 0.00                 | 0.00               |



Back

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

Summary

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

Please correct the errors before continuing

|                      |                           |               |
|----------------------|---------------------------|---------------|
| Boundary Maintenance | Date of Change [REDACTED] | View / Change |
| Permanent Features   |                           |               |

Original Land Parcels that have been maintained.

| Sheet Reference | Field Number | Field Size (ha) | Total Permanent Feature Size (ha) |
|-----------------|--------------|-----------------|-----------------------------------|
| [REDACTED]      | [REDACTED]   | 1.74            | 0.16                              |

The results of your maintenance.

| Sheet Reference | Field Number | Drawn Size (ha) | Declared Size (ha) | Total Permanent Feature Size (ha) |
|-----------------|--------------|-----------------|--------------------|-----------------------------------|
| [REDACTED]      | [REDACTED]   | 0.57            | 0.57               | 0.16                              |
| [REDACTED]      | [REDACTED]   | 1.17            | 1.17               |                                   |

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

Add New Action    **Declare and Submit**

## Summary

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

Please correct the errors before continuing

Boundary Maintenance 

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

Permanent Features 

| Sheet Reference | Field Number | Date of Change | Feature Type | Declared Size (ha) | Action  |
|-----------------|--------------|----------------|--------------|--------------------|---|
| [REDACTED]      | [REDACTED]   | [REDACTED]     | ZZ11         | 0.16               | Changed  |
| [REDACTED]      | [REDACTED]   | [REDACTED]     | ZZ11         | 0.00               | Changed  |

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





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

## Summary of your Permanent Features

This action has errors that need to be corrected.

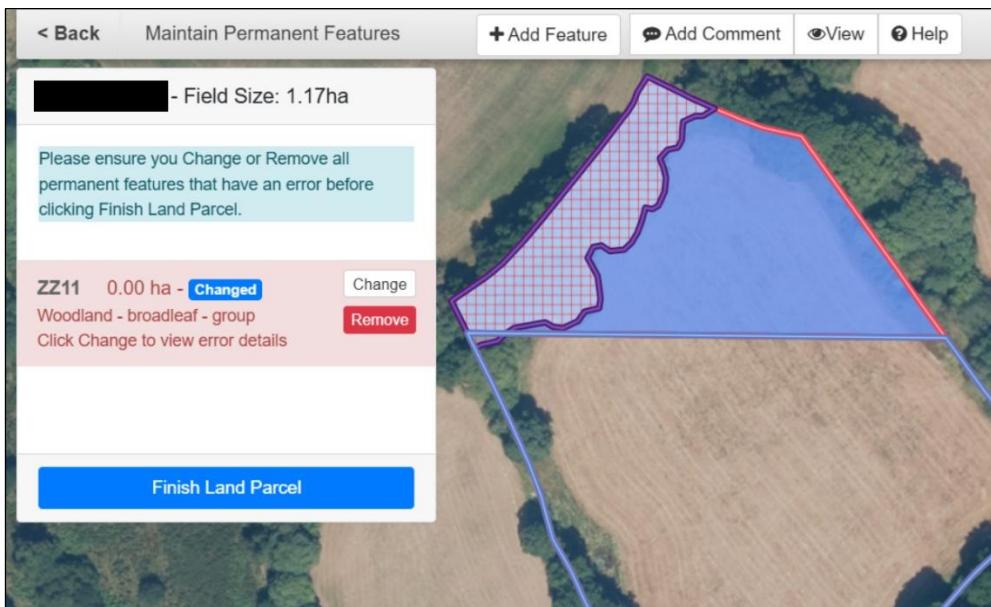
|                        |            |
|------------------------|------------|
| Sheet Reference        | [REDACTED] |
| Field Number           | [REDACTED] |
| Date of Change         | [REDACTED] |
| Additional Information | [REDACTED] |

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





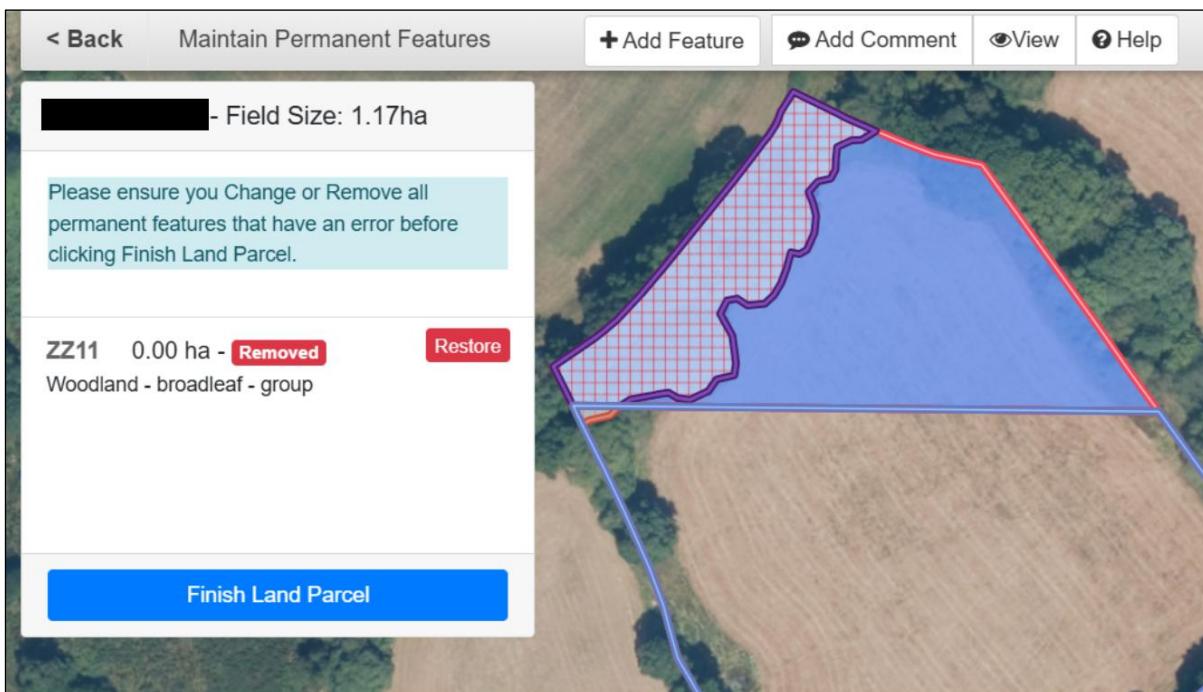
In the Summary of your Permanent Features click Make a Change.



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

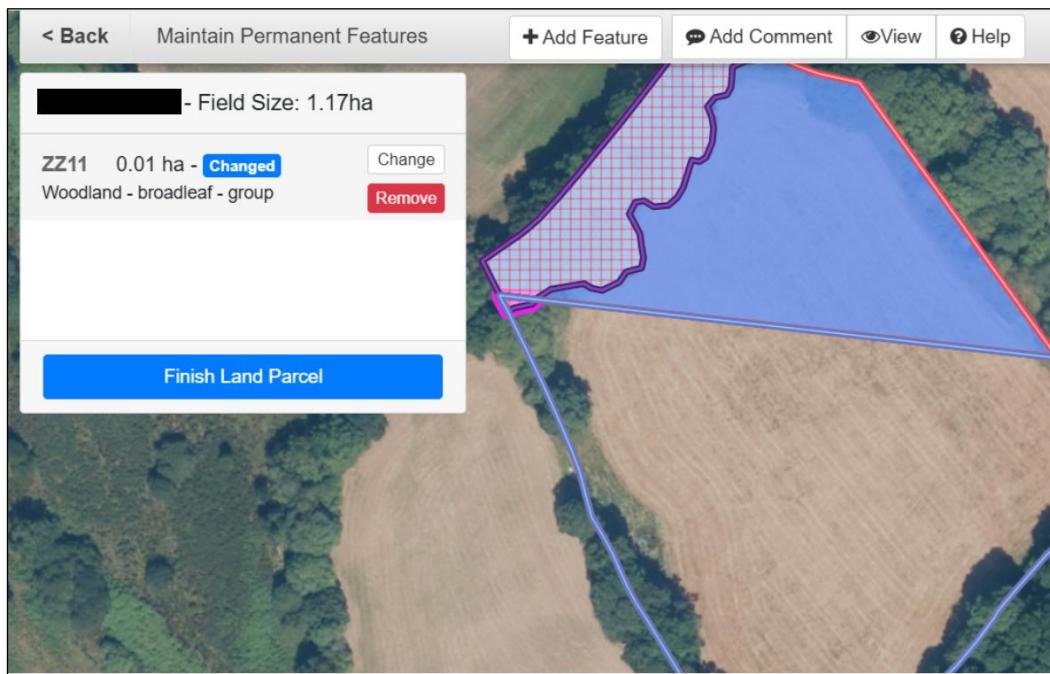


If you have clicked to Remove the permanent feature, the above screen will display. If you wish to proceed with removing the permanent feature, click Yes.

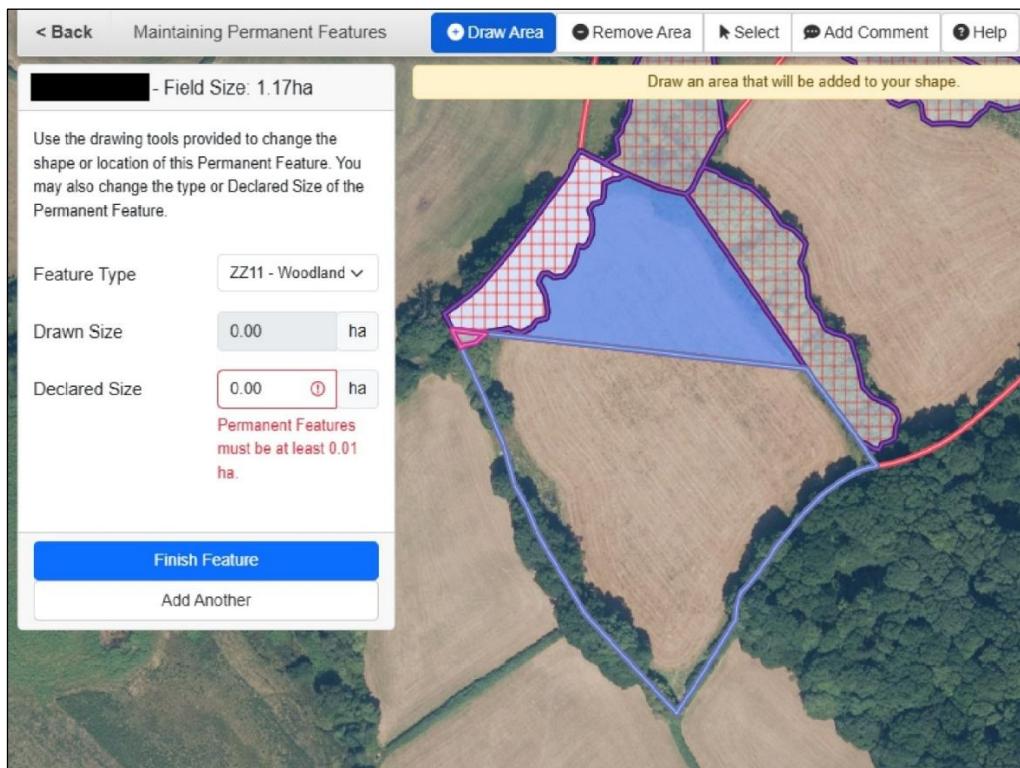


The removed permanent feature will now display as above. You are able to click Restore if you have removed this permanent feature in error.

Click Finish Land Parcel once all changes are complete.

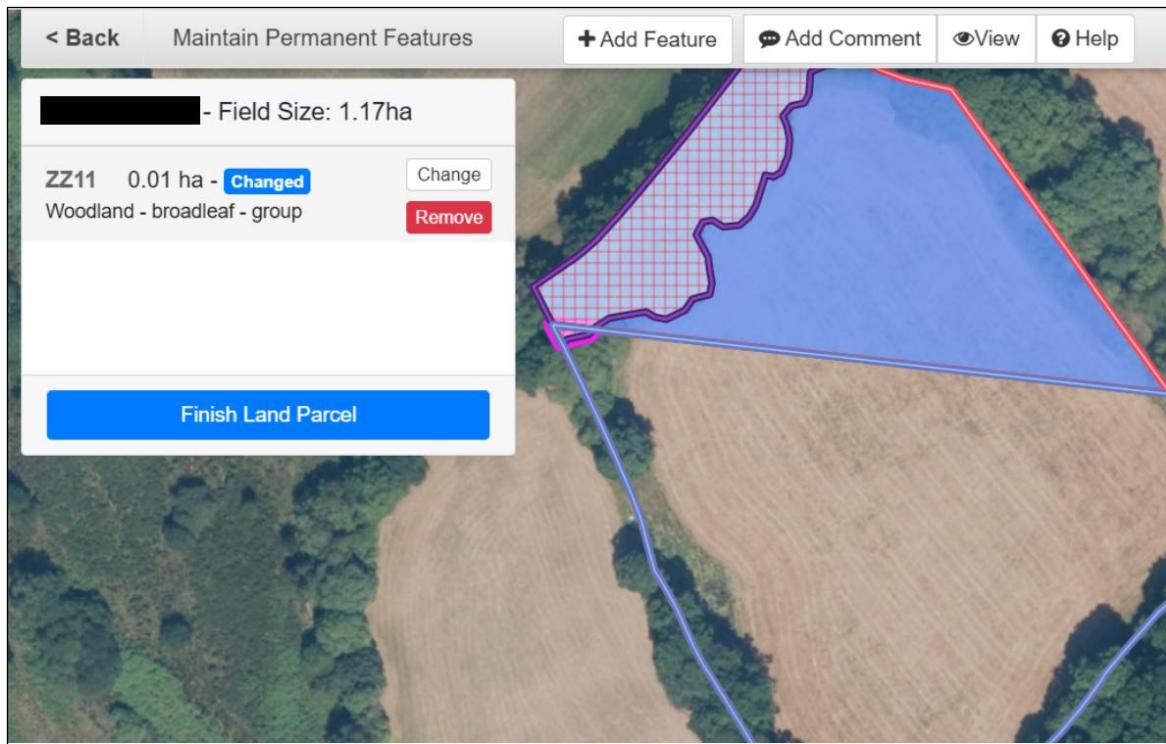


Otherwise, if the permanent feature is 0.005ha or larger click Change. (Permanent features of 0.005ha should be rounded up to 0.01ha.)



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

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



Click Finish Land Parcel once all changes are complete.

| Summary of your Permanent Features  |                                     |           |         |
|---|-------------------------------------|-----------|---------|
| Sheet Reference<br>Field Number<br>Date of Change<br>Additional Information | Feature Type                        | Area (ha) | Action  |
|   | ZZ11 - Woodland - broadleaf - group | 0.01      | Changed |

Back Continue

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

## Summary

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

Boundary Maintenance 

Permanent Features 

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

| Sheet Reference | Field Number | Date of Change | Feature Type | Declared Size (ha) | Action |
|-----------------|--------------|----------------|--------------|--------------------|--------|
|-----------------|--------------|----------------|--------------|--------------------|--------|

|            |            |            |      |      |   |
|------------|------------|------------|------|------|---|
| [REDACTED] | [REDACTED] | 04/01/2026 | ZZ11 | 0.16 | Changed  |
| [REDACTED] | [REDACTED] | 04/01/2026 | ZZ11 | 0.01 | Changed  |

[Add New Action](#)

[Declare and Submit](#)

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

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

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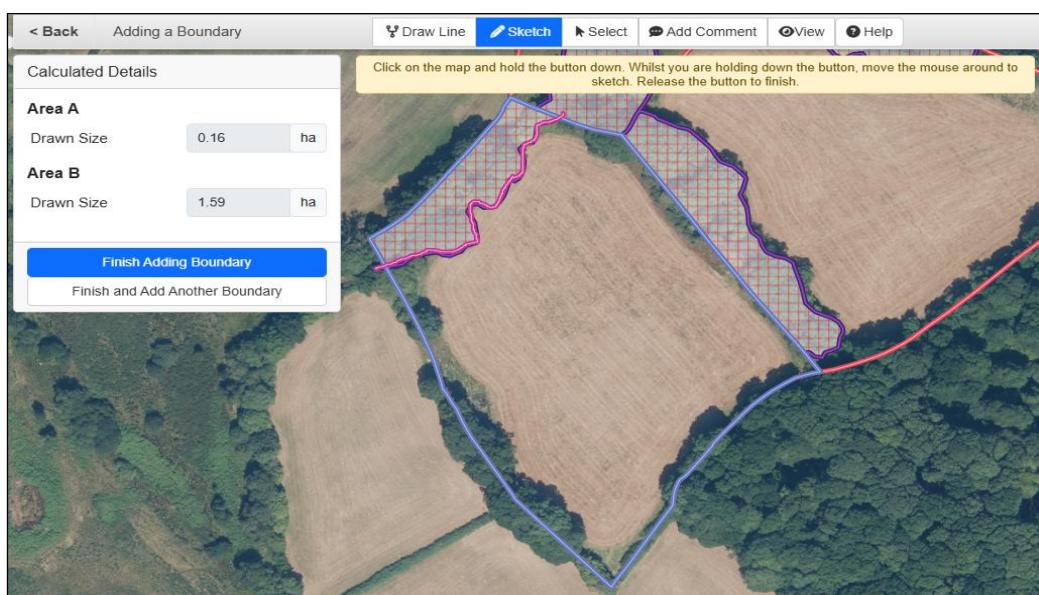
## Clearing multiple errors

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

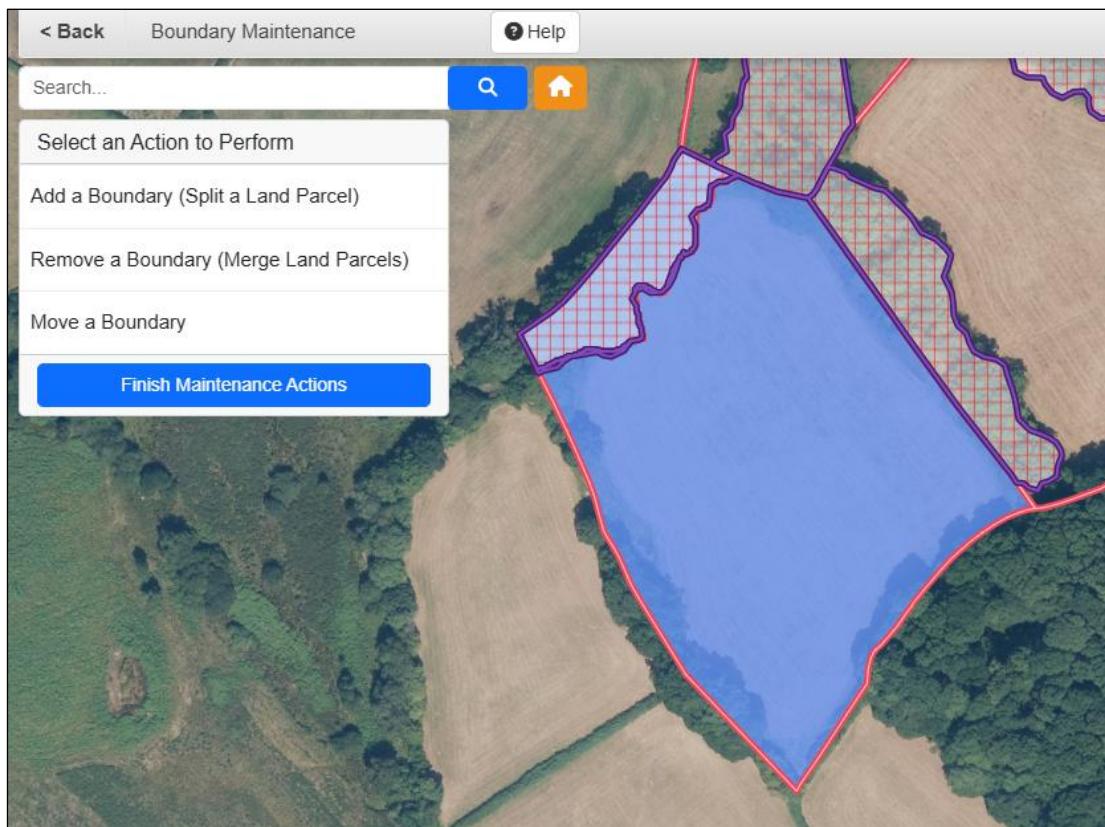
In the below example, this land parcel has been selected to be split into two land parcels along the tree line.



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



The split parcels will now be highlighted in blue as shown below. Click on Finish Maintenance Actions.



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

Boundary Maintenance Summary

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

|                  |                                       |  |  |
|------------------|---------------------------------------|--|--|
| Date of Change * | <input type="text" value="████████"/> | <input type="button" value="Additional Information (maximum 255 characters)"/> | <div style="border: 1px solid #ccc; padding: 5px; height: 100px; width: 100px; margin-top: 10px;"> </div> <span style="float: right;">0 / 255</span> |
|------------------|---------------------------------------|--|--|

| Original Land Parcels that have been maintained. |              |                 | The results of your maintenance.  |                      |                 |              |                                     |                    |
|--|--------------|-----------------|-----------------------------------|----------------------|-----------------|--------------|-------------------------------------|--------------------|
| Sheet Reference                                  | Field Number | Field Size (ha) | Total Permanent Feature Size (ha) | Has Right To Change? | Sheet Reference | Field Number | Drawn Size (ha)                     | Declared Size (ha) |
| ████████   | ████████     | 1.74            | 0.16                              | ████████             | ████████        | 0.16         | <input type="button" value="View"/> |                    |
| ████████   | ████████     | 1.59            | 1.59                              | ████████             | ████████        | 1.59         | <input type="button" value="View"/> |                    |

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

## Summary

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

Please correct the errors before continuing

Boundary Maintenance 

Permanent Features 

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

| Sheet Reference | Field Number | Date of Change | Feature Type | Declared Size (ha) | Action  |
|-----------------|--------------|----------------|--------------|--------------------|---|
| [REDACTED]      | [REDACTED]   | [REDACTED]     | ZZ11         | 0.16               | Changed  |
| [REDACTED]      | [REDACTED]   | [REDACTED]     | ZZ11         | 0.00               | Changed  |
|                 |              |                | ZZ11         | 0.00               | Changed   |
|                 |              |                | ZZ11         | 0.00               | Changed   |
|                 |              |                | ZZ11         | 0.00               | Changed   |

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

[Add New Action](#)

[Declare and Submit](#)

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

## Summary of your Permanent Features

This action has errors that need to be corrected.

Sheet Reference

Field Number

Date of Change

Additional Information

Feature Type

Area (ha)

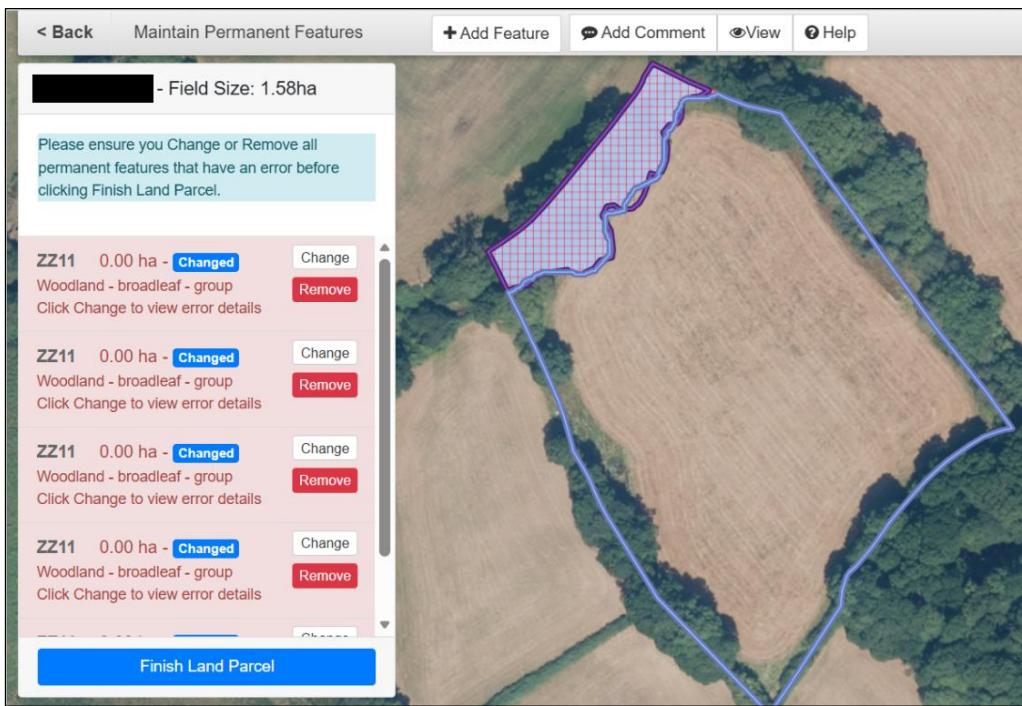
Action

|                                     |      |         |
|-------------------------------------|------|---------|
| ZZ11 - Woodland - broadleaf - group | 0.00 | Changed |
| ZZ11 - Woodland - broadleaf - group | 0.00 | Changed |
| ZZ11 - Woodland - broadleaf - group | 0.00 | Changed |
| ZZ11 - Woodland - broadleaf - group | 0.00 | Changed |

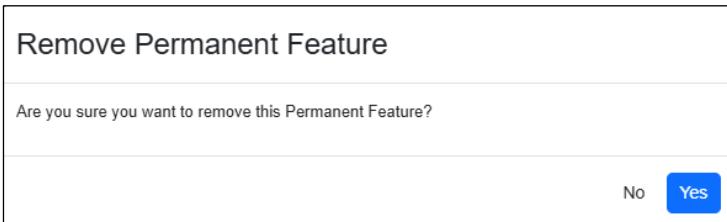
[Back](#)

[Make a Change](#)

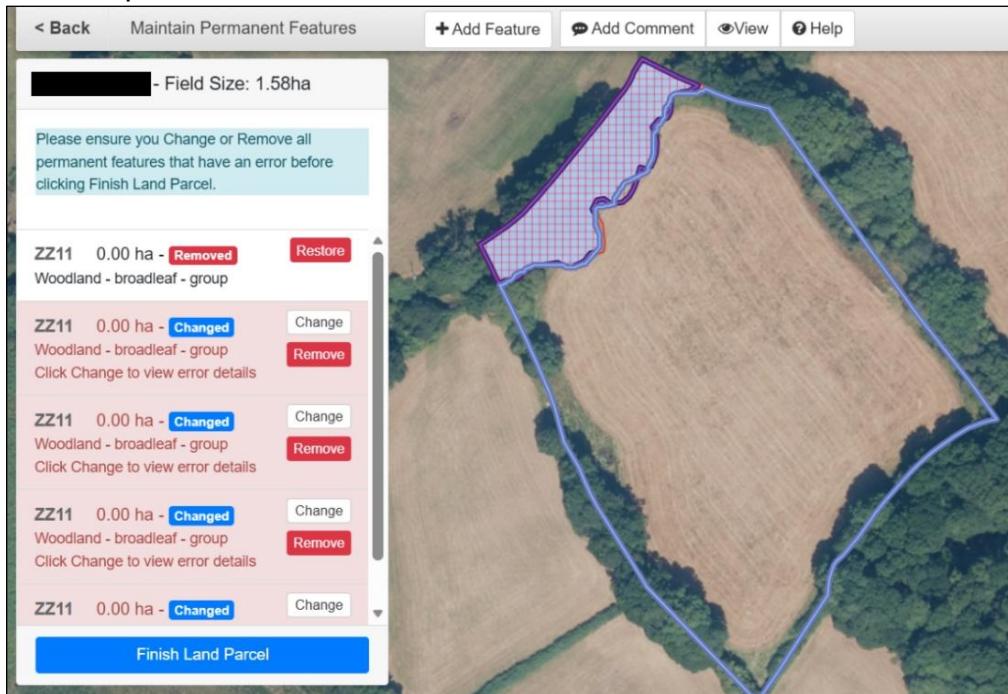
The permanent features with errors will now display as below. You will need to Remove or Change all permanent features with an error. In this example, all the 0.00ha permanent feature areas need to be removed, because they do not exist in this land parcel. Click Remove on the first permanent feature.



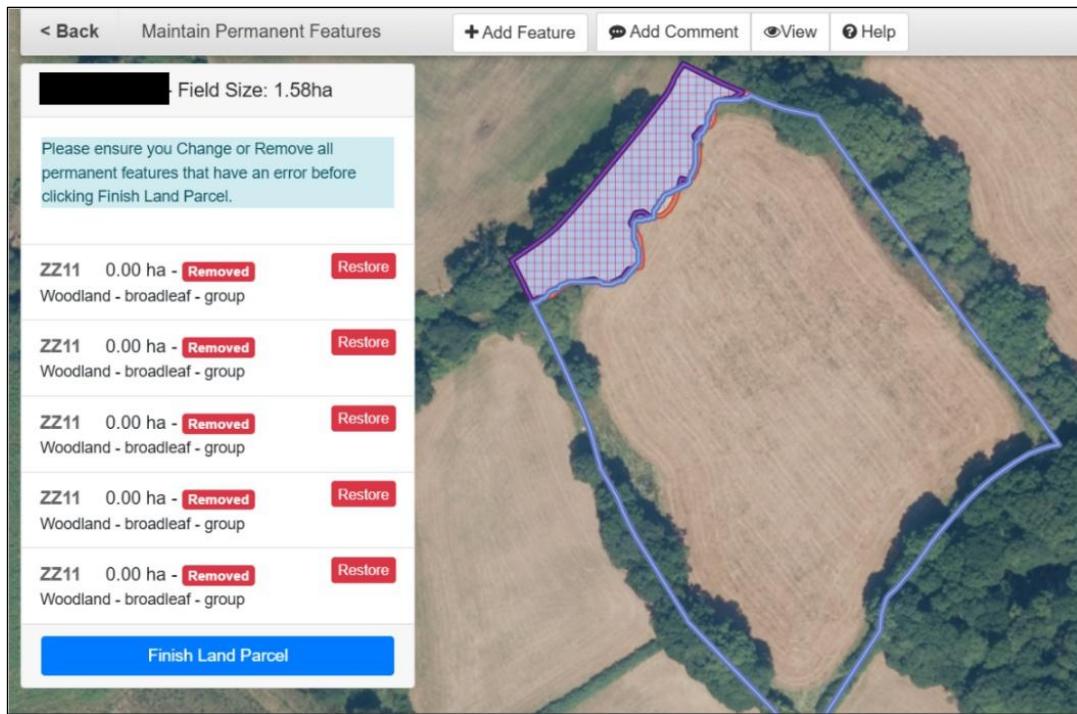
The below message will display. Click Yes.



The first permanent feature is now removed.



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



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

| Summary of your Permanent Features  |                                     |           |         |
|---|-------------------------------------|-----------|---------|
| Sheet Reference<br>Field Number<br>Date of Change<br>Additional Information | Feature Type                        | Area (ha) | Action  |
|   | ZZ11 - Woodland - broadleaf - group | 0.00      | Removed |
|   | ZZ11 - Woodland - broadleaf - group | 0.00      | Removed |
|   | ZZ11 - Woodland - broadleaf - group | 0.00      | Removed |
|   | ZZ11 - Woodland - broadleaf - group | 0.00      | Removed |

Back Continue

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

## Summary

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

Boundary Maintenance 

Permanent Features 

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

| Sheet Reference | Field Number | Date of Change | Feature Type                  | Declared Size (ha) | Action |  |
|-----------------|--------------|----------------|-------------------------------|--------------------|--------|--|
| ZZ11            | 0.16         | Changed        | <a href="#">View / Change</a> |                    |        |  |
| ZZ11            | 0.00         | Removed        | <a href="#">View / Change</a> |                    |        |  |
| ZZ11            | 0.00         | Removed        |                               |                    |        |  |
| ZZ11            | 0.00         | Removed        |                               |                    |        |  |
| ZZ11            | 0.00         | Removed        |                               |                    |        |  |

[Add New Action](#)

[Declare and Submit](#)

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## Registered Land Parcels not recorded as part of your holding

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

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

Target Tool: 

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

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

Boundary Maintenance Summary

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

Date of Change \*  Additional Information (maximum 255 characters)

Confirmation of Right to Change

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

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

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

| Original Land Parcels that have been maintained. |              |                                   | The results of your maintenance. |              |   |
|--|--------------|-----------------------------------|----------------------------------|--------------|---|
| Sheet Reference                                  | Field Number | Total Permanent Feature Size (ha) | Sheet Reference                  | Field Number | Drawn Size (ha) Declared Size (ha)            |
|  |              | 1.61                              |                                  |              | 7.51 7.51 <input type="button" value="View"/> |
|  |              | 0.40                              |                                  |              |   |
|  |              | 5.49                              |                                  |              |   |
|  |              | 0.01                              |                                  |              |   |

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

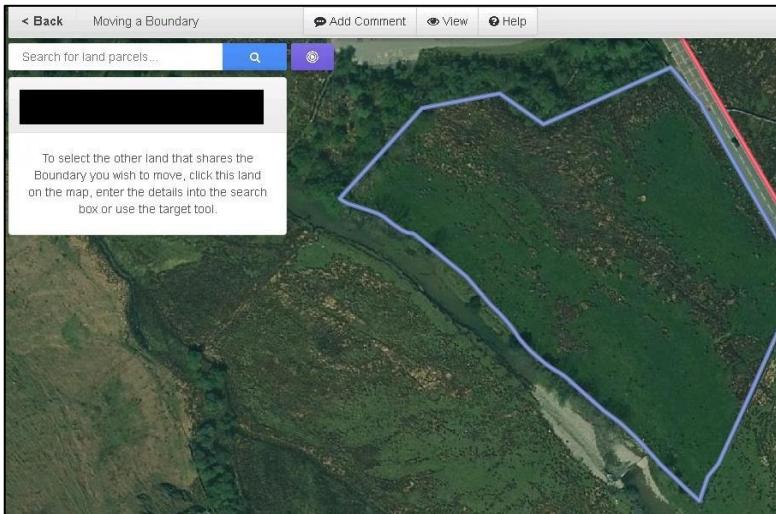
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## Correcting Land Parcel boundaries involving unregistered land

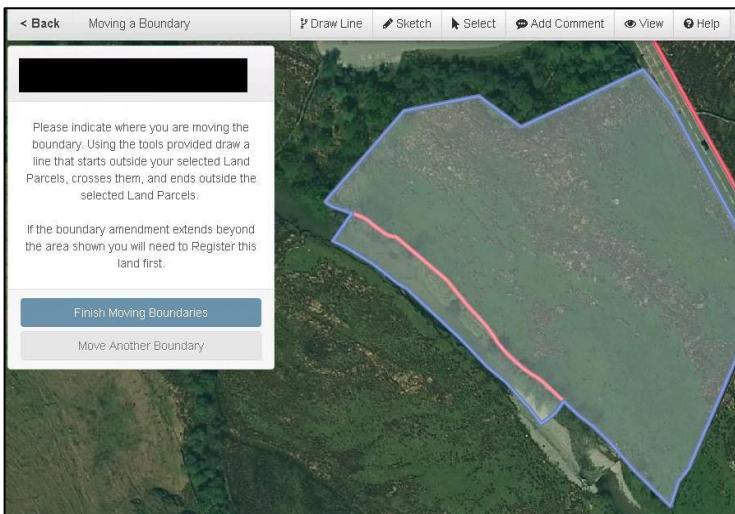
If you identify that one or more of your land parcel boundaries bordering unregistered land are not mapped correctly, you can inform us of this using the Target Tool.

Target Tool: 

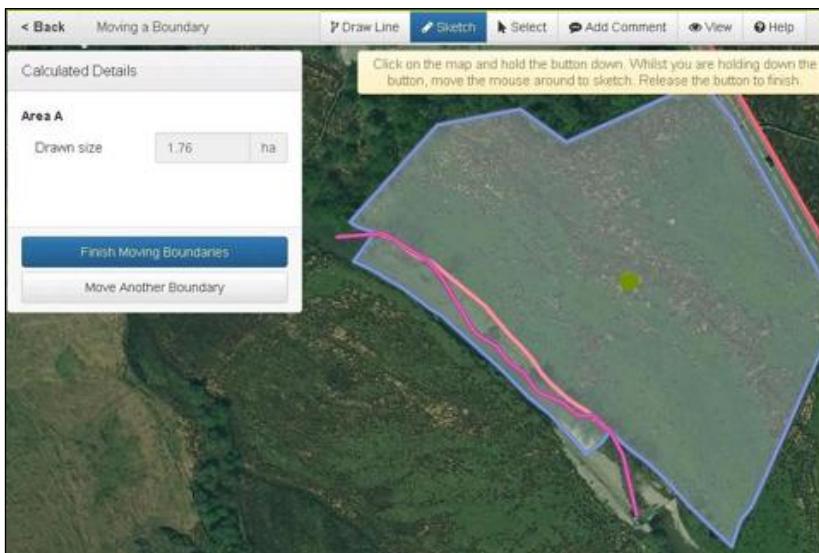
Using the Move a Boundary option, select the land parcel with an incorrect boundary.



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

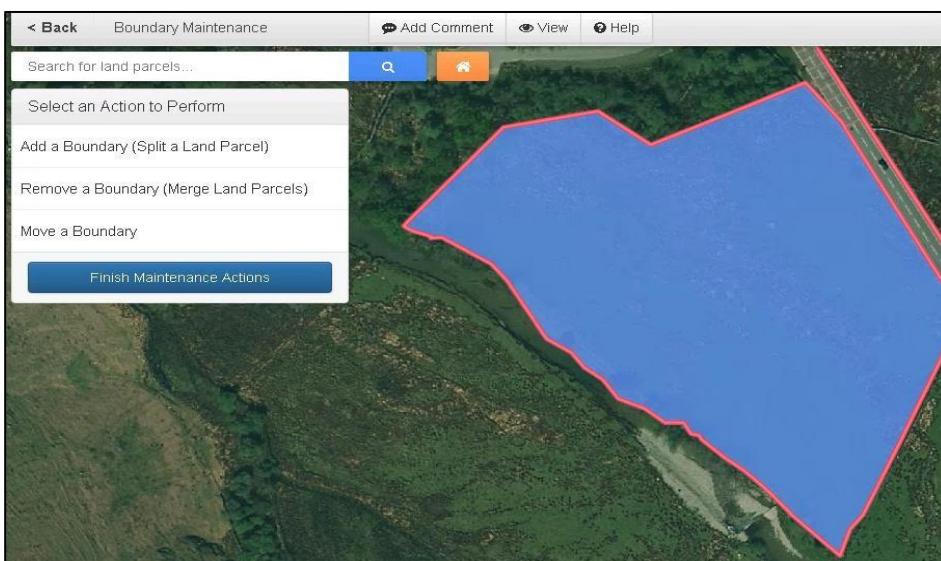


Using the Draw Line or Sketch Tool explained in this guide you may now draw the correct boundary. Your drawing must start and end outside the mapped land parcel and highlighted area as shown in the following screen, and if this is the only boundary to be changed click Finish Moving Boundaries to complete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



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

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



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

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## Boundary Maintenance Summary

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

Boundary Maintenance Summary

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

Date of Change \*

Additional Information (maximum 255 characters)  
  
0 / 255

| Original Land Parcels that have been maintained. |              |                 |                                   | The results of your maintenance. |                 |              |                 |
|--|--------------|-----------------|-----------------------------------|----------------------------------|-----------------|--------------|-----------------|
| Sheet Reference                                  | Field Number | Field Size (ha) | Total Permanent Feature Size (ha) | Has Right To Change?             | Sheet Reference | Field Number | Drawn Size (ha) |
| ██████████                                       | ██████████   | 1.74            | 0.16                              |                                  | ██████████      | ██████████   | 0.91            |
| ██████████                                       | ██████████   | 1.65            |                                   |                                  | ██████████      | ██████████   | 0.83            |
| ██████████                                       | ██████████   | 1.65            |                                   |                                  | ██████████      | ██████████   | 3.30            |
| ██████████                                       | ██████████   | 1.95            |                                   |                                  | ██████████      | ██████████   | 2.77            |
| ██████████                                       | ██████████   | 3.43            |                                   |                                  | ██████████      | ██████████   | 2.61            |

Back

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

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



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

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

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

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

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

**Confirmation of Right to Change**

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

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

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

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

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

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## Add / Maintain Permanent Features

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

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

Summary of Your Registered Land Parcel

Please review the information below.

|   |   |
|---|---|
| Sheet Reference                                     | [REDACTED]  |
| Field Number  | [REDACTED]  |
| Drawn size  | 0.31 ha   |
| Declared Size                                       | 0.30 ha   |
| Do you have Management Control of this Land Parcel? | Yes   |
| What is your tenure on the land?                    | A - Full Agricultural Tenancy   |
| Does this tenure recur annually?                    | No  |
| Permanent Features?                                 | No <input type="button" value="Add Permanent Features"/>                                  |
| Additional Information                              |   |
| <input type="button" value="Back"/>                 | <input type="button" value="Register More Land"/> <input type="button" value="Continue"/> |

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

What would you like to do?

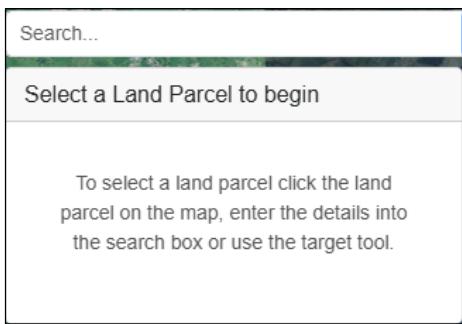
Land Transfers and Tenancies

Register Land

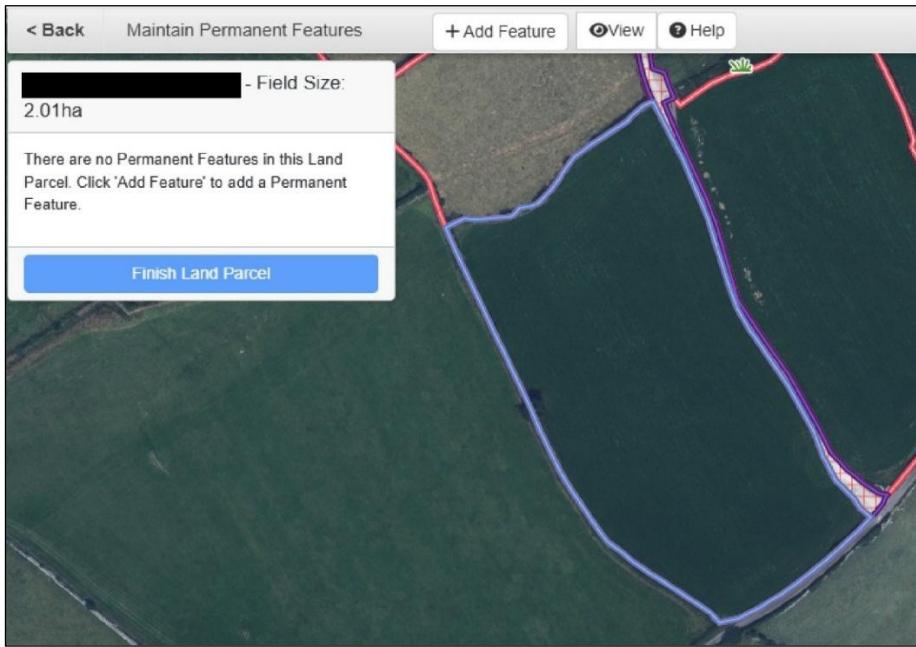
Boundary Maintenance

Maintain Permanent Features

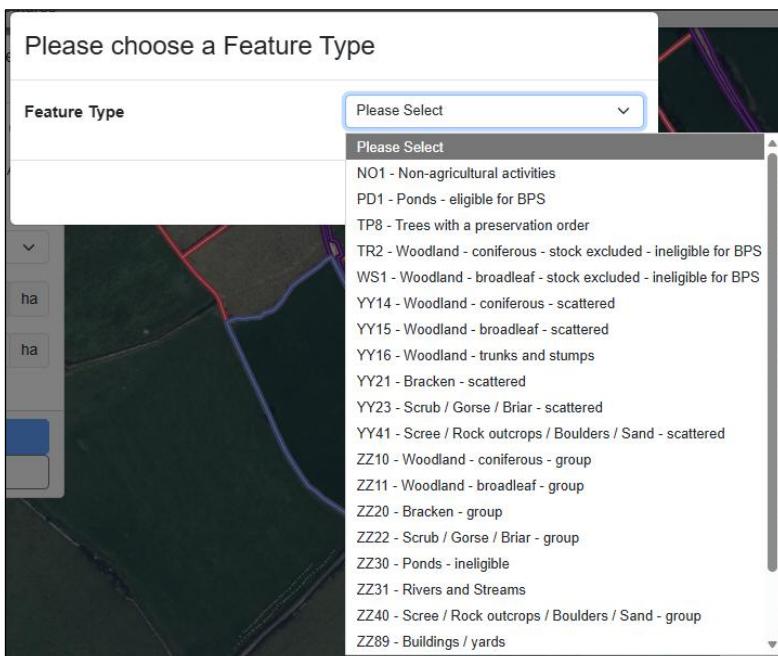
You must then select the land parcel either by entering the Sheet Reference or Field Number in the 'Search...' box below or by searching for the land parcel on your map and clicking within the land parcel to select it.



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



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



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

Please choose a Feature Type

|                               |                          |
|-------------------------------|--------------------------|
| Feature Type                  | ZZ89 - Buildings / yards |
| <b>Continue</b> <b>Cancel</b> |                          |

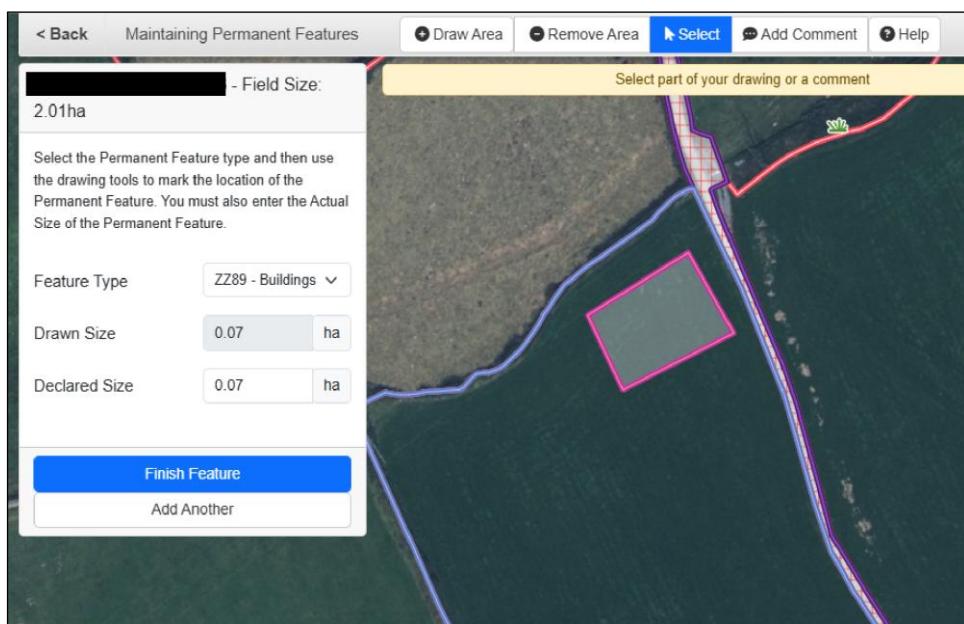
## Draw Area

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

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

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

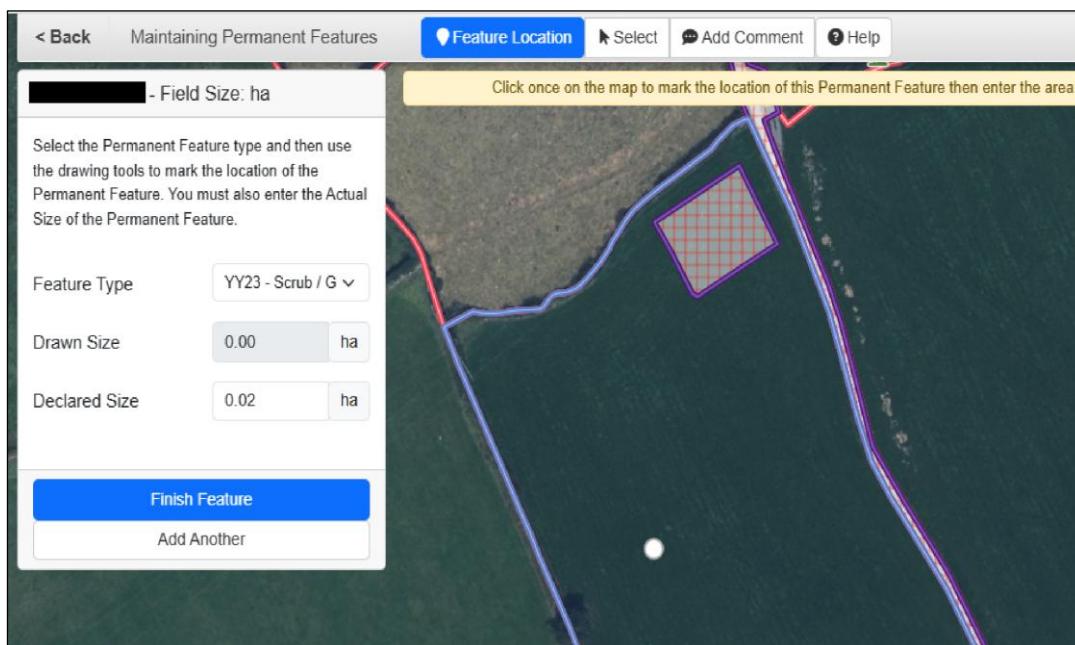
- draw these individually and declare the Declared Size as a total or
- draw the extent of the features, declare the Declared Size and include a comment confirming they are individual small features.



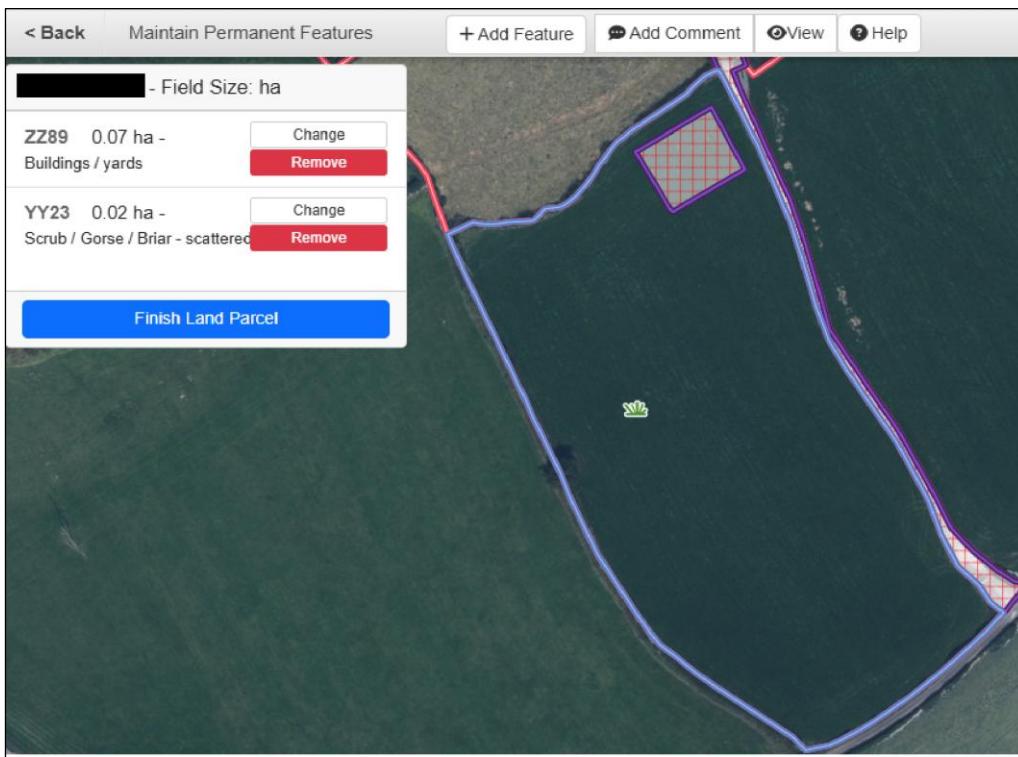
If you are adding any of the following permanent features, you will not need to draw a shape for these:

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

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



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



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

Permanent Features - Additional Details

|   |   |
|---|---|
| Date of Change *  | <input type="text" value="dd/mm/yyyy"/> |
| Additional Information<br>(maximum 255 characters)                          | <input type="text" value="0 / 255"/>    |
| <input type="button" value="Back"/> <input type="button" value="Continue"/> |   |

A Summary of your Permanent Features will display.

Summary of your Permanent Features

| Sheet Reference<br>Field Number<br>Date of Change<br>Additional Information | Feature Type                             | Area (ha) | Action |
|---|--|-----------|--------|
|   | ZZ89 - Buildings / yards                 | 0.07      | New    |
|   | YY23 - Scrub / Gorse / Briar - scattered | 0.02      | New    |

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

## Summary

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

Summary

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

Please correct the errors before continuing

| Transfers (Sales/Purchases) | Type     | Other Party | Transfer Date | Sheet Reference | Field Number                  |
|-----------------------------|----------|-------------|---------------|-----------------|-------------------------------|
| Transfers (Rental)          | Purchase |             |               |                 | <a href="#">View / Change</a> |
| Boundary Maintenance        |          |             |               |                 |                               |
| Permanent Features          |          |             |               |                 |                               |

[Add New Action](#) [Declare and Submit](#)

A red cross indicates you have not viewed a tab, or that it contains errors. All errors must be resolved before submission. A green tick indicates the tab has been viewed and does not contain any errors we know of.

You can View / Change any Actions if necessary.

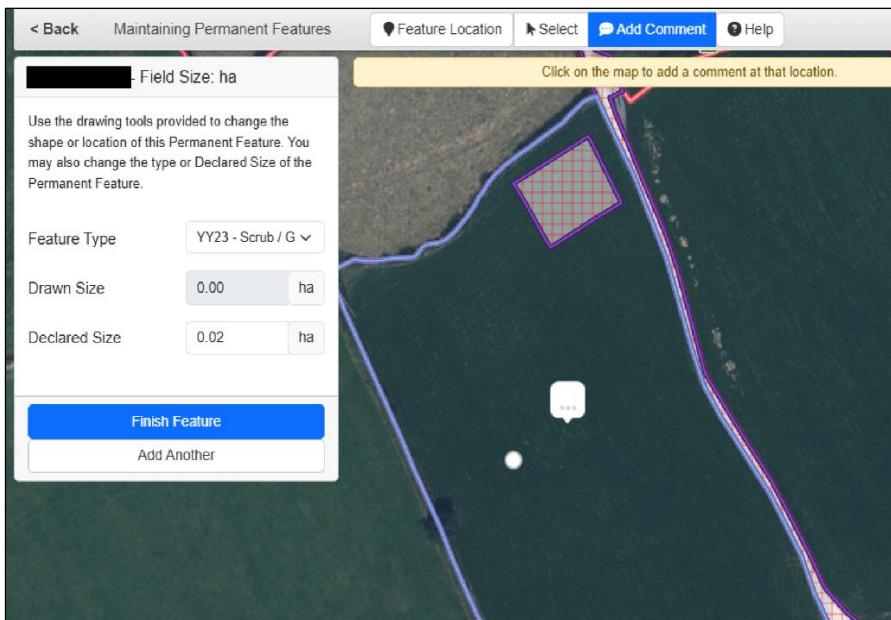
If you have further Actions to add click 'Add New Action'.

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

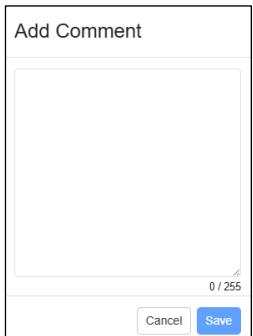
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## Comments

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



An Add Comment box will then appear for your use.



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

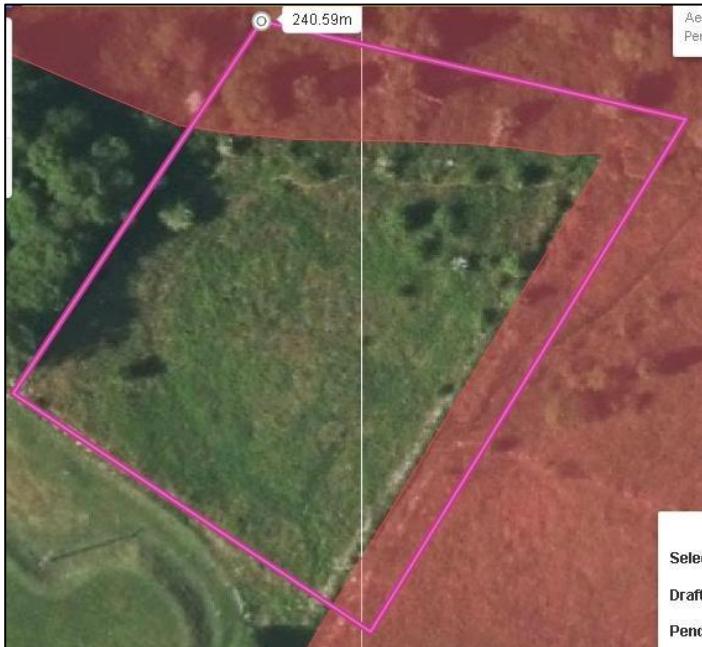


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## Additional Drawing Tools

### Clipping to registered land border

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



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## Adding additional shapes

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

Register land example:



Adding a permanent feature example:



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## Remove Area

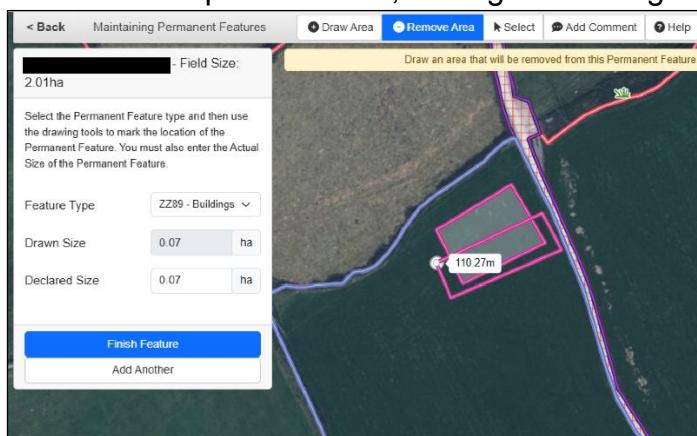
You can remove part or the whole of a permanent feature you have drawn prior to submission.

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

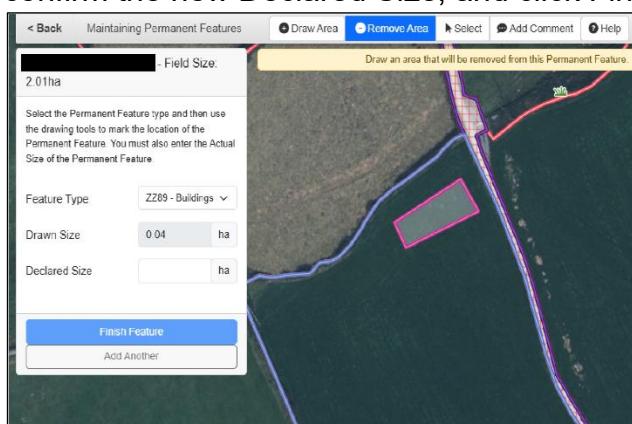
### Remove part of a permanent feature

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

Choose Remove Area from the menu bar at the top of the map and draw a shape to identify the area you wish to remove. To do this, move the cursor to the point you wish to start drawing, click and release the left-hand button of your mouse and start to move the cursor to form your shape. Click the left-hand button to change direction until you have drawn the shape to remove, ending with a single click at the starting point of your drawing.



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



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

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## Advanced Change Permanent Feature Tool

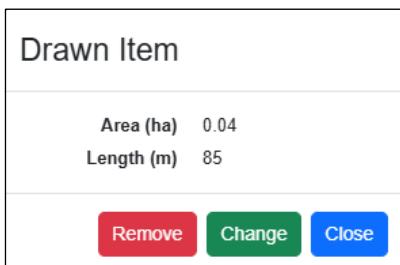
You can change the shape of a permanent feature you have drawn using an advanced Change Permanent Feature Tool. To do so access the permanent feature by selecting Change, View / Change or Make a Change from the screen you are on.

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

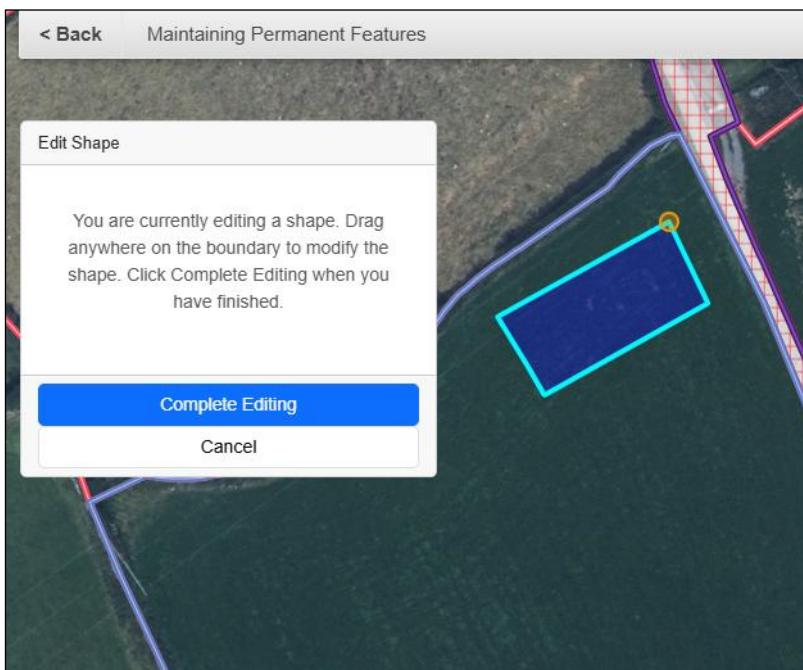
- Select Change for the permanent feature from the window at the top left of the screen
- Choose Select from the menu at the top of the map
- Click the permanent feature on the map
- Choose the Change button in the Drawn Item window

or

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



The permanent feature will now display as below.



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



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



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

|   |                  |
|---|------------------|
| - Field Size: ha  |                  |
| Use the drawing tools provided to change the shape or location of this Permanent Feature. You may also change the type or Declared Size of the Permanent Feature. |                  |
| Feature Type  | ZZ89 - Buildings |
| Drawn Size  | 0.09 ha          |
| Declared Size   | 0.09 ha          |
| <b>Finish Feature</b>   |                  |
| Add Another   |                  |

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## Declarations and Undertakings

Declaration and Undertakings

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

I have read and understood all the relevant guidance notes.

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

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

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

I have read and agree to the above Declaration and Undertakings

[Cancel](#) [Continue](#)

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

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## Submit

Submission Submit

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

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

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

**Submit**

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

**Manage My Land Submission Confirmation**

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

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

If you are registering new land parcels you must submit either, for owned land parcels the Title Deeds or Official Copy of Register of Title which must include the associated map, or if you are a tenant or grazier a tenancy agreement signed by both parties or a letter from the owner confirming they have authorised the use of the specific land parcel(s). The evidence provided must include the date(s) of purchase or rental.

If changes are required to your CPH details, click the 'Manage My CPH' button.

**Manage My CPH**

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

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

**Exit** **Print this Screen** **Submit Documentation**

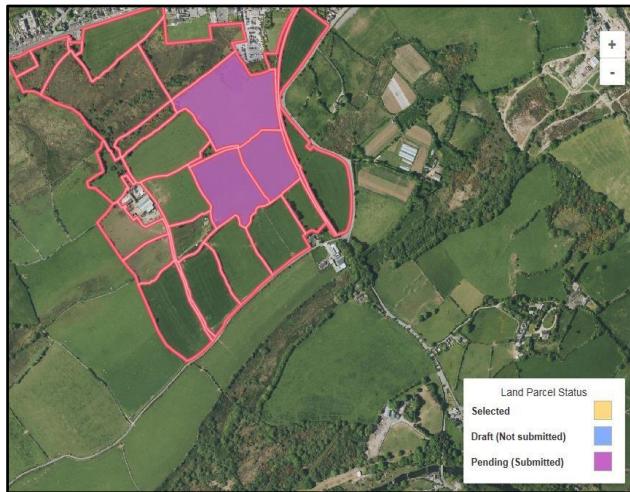
You will then be able to submit any supporting documents your application requires, either via your RPW Online Messages, or via mail or in person if original documents are required.

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

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

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## Post Submission



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

## Unsubmitted Actions

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

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

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## Contact Details

### Customer 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 1081, Cardiff, CF11 1SU

## Regional Office Details

### **Our Regional Offices are open on an appointment basis only.**

|                              |                                     |
|------------------------------|-------------------------------------|
| Caernarfon Divisional Office | Llandrindod Wells Divisional Office |
| Victoria Dock                | County Hall                         |
| Caernarfon                   | Spa Road East                       |
| LL55 1TH                     | Llandrindod Wells                   |
|                              | LD1 5LG                             |

Carmarthen Divisional Office  
Government Buildings  
Picton Terrace  
Carmarthen  
SA31 3BT

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

If you have any special needs which you feel are not met by our facilities contact the Customer Contact Centre on 0300 062 5004. 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's website at [www.gov.wales/farming](http://www.gov.wales/farming)

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

## RPW Online

Access the RPW Online service via the [Welsh Government website](http://Welsh Government website). Alternatively, to request access to RPW Online or, if you have any queries on using the online system, please call the Customer Contact Centre on 0300 062 5004.

## **Gwlad**

The Gwlad e-newsletter is the Welsh Government's e-newsletter for farm and forestry businesses and all those involved with agriculture and rural Wales. It contains news stories, guidance and information in an accessible, easy-to-read format. To keep informed and up to date with all the latest agriculture news and developments in future we would encourage you to sign up to receive the Gwlad e-newsletter. You can do this at [Subscribe to farming and forestry news \(GWLAD\)](#).

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