



Llywodraeth Cymru  
Welsh Government

# Single Application Form (SAF) 2026: rules booklet for woodland and organic schemes when claiming Sustainable Farming Scheme – Universal Layer

## Sustainable Farming Scheme (SFS) - Optional Layer

- Organic Farming - Support (OFS)
- Organic Conversion Scheme (OCS)

## Woodland Schemes

- Woodland Creation Maintenance (WCM)
- Woodland Creation Premium (WCP)
- Glastir Woodland Creation Premium (GWCP)
- Glastir Woodland Creation Maintenance (GCM)
- Glastir Woodland Creation Premium (GCP)



### Important Notice:

It is essential that you read and understand this booklet if you intend to apply for any of these schemes in 2026.

February 2026

## **Disclaimer**

This booklet explains the rules of the Single Application and Integrated Administration and Control System (IACS) for 2026 as well as SFS – Optional Layer schemes: Organic Conversion Scheme (OCS), Organic Farming – Support (OFS), Woodland Schemes: Woodland Creation Maintenance (WCM) and Woodland Creation Premium (WCP), Glastir Woodland Creation Premium (GWCP), Glastir Woodland Creation Maintenance (GCM) and Glastir Woodland Creation Premium (GCP).

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

As the rules change from time to time the Welsh Government cannot guarantee that this booklet provides a definitive statement of the law nor can the booklet substitute for specific advice on individual legal problems.

Produced by the Welsh Government.

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## MAIN CHANGES

### Sustainable Farming Scheme

You should use this booklet to claim for SFS – Optional Layer and Woodland Schemes if you are claiming Sustainable Farming Scheme – Universal Layer.

If you are not claiming Sustainable Farming Scheme – Universal Layer you should refer to the [Single Application Form \(SAF\) 2026: rules booklet for Basic Payment Scheme, Woodland and Organic Schemes](#).

For full details of Sustainable Farming Scheme – Universal Layer please refer to [Sustainable Farming Scheme – Universal Layer guidance](#).

### Main Changes

#### SFS - Optional Layer and Woodland Schemes

The following land based Schemes may be claimed on the 2026 SAF:

- **Organic Farming - Support** - Provides a payment per hectare for eligible land to existing organic producers who maintain full organic certification during 2026. If you wish to claim an Organic Farming - Support payment, you must claim payment on the SAF. You must also submit the necessary supporting documents by 31 December 2026. See Section B for further guidance.
- **Organic Conversion Scheme** – If you hold an Organic Conversion grant award commencing 1 January 2026, you must claim payment on the SAF. If the Organic Conversion Scheme contract commenced prior to 1 January 2026, you must confirm you are meeting the scheme requirements on the SAF. You must also submit the necessary supporting documents by 31 December 2026. See Section B for further guidance.
- **Woodland Creation Maintenance and Woodland Creation Premium** – Annual area payments are available following the completion of new woodland planting under the Woodland Creation Grant or Small Grants – Woodland Creation Scheme.

The first year's Woodland Creation Maintenance and Woodland Creation Premium cannot be claimed until after the Woodland Creation Grant or Small Grants – Woodland Creation planting/fencing has been completed and claimed in the previous calendar year.

**If you completed and claimed for new planting/fencing works after 31 December 2025 the first year's Woodland Creation Maintenance and Woodland Creation Premium payments cannot be claimed until 2027.**

See Section B for further guidance.

## MAIN CHANGES

### Cross Compliance

There have been changes to the Cross Compliance Factsheets and Verifiable Standards for 2026.

Full details and updated documents can be found on the [Welsh Government website](#).

As you are completing the Single Application Form for Sustainable Farming Scheme – Universal Layer you will be asked to answer questions under the heading Regulatory Baseline, the questions are in line with those required for Cross Compliance and therefore the answers will be used to cover both sets of requirements.

### New Crop Codes

The following crop codes are new for 2026. You will need to consider these crop codes when completing your SAF 2026 application and amend where necessary.

**MA7 - Mazie under sown**

**PD2 - Ponds – eligible for SFS up to 1ha or less**

**ML1 - Mixed Leys (also referred to as multi-species or herbal leys)**

**UM1 - Unsprayed Spring Sown Cereal and Protein Crop Mix**

**WB1 - Wildlife Cover Crop**

## SECTION A: KEY MESSAGES

### Section: A Key Messages

#### A1 Definition of a Farmer

**A1.1** To claim **Organic Conversion Scheme** and/or **Organic Farming - Support**, you must be carrying out the primary production of agricultural products.

**A1.2** A **farmer** is a natural or Legal Person or a group of natural or Legal Persons, regardless of the legal status granted to such persons or groups by national law, whose holding is situated within the UK and who exercises an **agricultural activity**.

**A1.3** A **Holding** means all the units used for agricultural activities, managed by a farmer (at the Farmer's disposal or under the Farmer's management control) and situated within the UK.

**A1.4** **Agricultural Activity** means:

- the production, rearing or growing of agricultural products including harvesting, milking, breeding animals and keeping animals for farming purposes.
- maintaining an agricultural area in a state which makes it suitable for grazing or cultivation without preparatory action going beyond usual agricultural methods and machineries. In Wales, this means the control of invasive non-native species of weeds and scrub.
- carrying out a minimum activity on agricultural areas naturally kept in a state suitable for grazing or cultivation. In Wales, agricultural areas naturally kept in a state suitable for grazing or cultivation are defined as areas of saltmarsh and sand dunes. The minimum activity required is that the area is grazed to a minimum average annual stocking density of 0.01 to 0.05 livestock units per hectare, or the control of invasive non-native species of weeds and scrub.

**A1.5** **The primary production of agricultural products** includes the following farming sectors; arable, beef, dairy, goats, horticulture, pigs, poultry, sheep, apiculture.

**A1.6** If you do not declare livestock and you do not declare arable crops or permanent crops on your SAF you must submit supporting documentation (e.g. animal movement records, invoices for hedge cutting, hedge laying or maintenance, or silage contracts) by 31 December 2026 to prove you meet the requirements above and are carrying out an agricultural activity in 2026.

**A1.7** No payment for Organic Farming - Support or Organic Conversion Scheme will be made until evidence you are carrying out an agricultural activity in 2026 has been received. If no evidence is submitted by 31 December 2026 your claim/s will be rejected, and your Organic Conversion Scheme contract may be withdrawn and previous payments recovered.

## SECTION A: KEY MESSAGES

### A2 Field Maintenance and Land Transfers

**A2.1** You must inform the Welsh Government of changes to land parcels and any land transfers within 30 days of the change(s) taking place. Please complete a '**Manage My Land**' submission, using your RPW Online account, to notify us of any changes to ownership or tenures of land. '**Manage My Land**' must also be used to register new land, notify us of changes to permanent features and inform us of field boundary changes.

**A2.2** You will also need to supply proof of ownership or right of occupation when registering or transferring in new land.

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

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

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

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

**A2.3** Buildings and yard areas may only be split if an obstructing boundary is in place and both areas have a separate access route. If there is no obstructing boundary and separate access route you must not split the existing land parcel.

### A3 Single Application Form (SAF)

**A3.1** You should read this 'Single Application Form (SAF) 2026: rules booklet for Woodland and Organic Schemes when claiming Sustainable Farming Scheme and the '*2026 Single Application Form (SAF) Online How to Complete Guide for Sustainable Farming Scheme (SFS) – Universal Layer, Woodland Schemes and Organic*' before completing your SAF 2026. This booklet supersedes any previous information published.

**A3.2** The SAF 2026 is an online application available through your RPW Online account. You can access your RPW Online account via the login link at [the Welsh Government website](#). If you are not yet registered with RPW Online or need support to complete your application online, please contact the Customer Contact Centre (further details at Annex 6 of this booklet).

**A3.3** You must complete the SAF 2026 using RPW Online to claim payment under the schemes listed below:

- Organic Conversion (OCS) - grant award starting from 1 January 2026
- Organic Farming - Support (OFS)

## SECTION A: KEY MESSAGES

- Woodland Creation Premium (WCP)
- Woodland Creation Maintenance (WCM)
- Glastir Woodland Creation Premium (GWCP)
- Glastir Woodland Creation Maintenance (GCM)
- Glastir Woodland Creation Premium (GCP).

**A3.4** You must also complete the SAF 2026 to confirm you are complying with the contractual requirements of the scheme listed below:

- Organic Conversion Scheme (OCS).

**A3.5** The deadline for submitting your SAF 2026 is midnight, Friday 15 May 2026.

### **A4 Deadline for submission of Scheme Specific Supporting Documents**

**A4.1** The deadline for claimants, contract and/or grand award holders to provide Supporting Documents, if required, is 31 December 2026 for Scheme specific evidence.

### **A5 Over-declared penalties**

**A5.1** If you claim land not under your management control, or land which is not eligible for payment, you may receive an over-declared penalty. Section F explains how over-declared penalties will be calculated.

### **A6 Declare only land under your management control on the SAF**

**A6.1** You must declare only the land you have under your management control including the 15 May 2026. You should not declare land you own but have rented out, unless you are retaining management control. It is important that you check your pre-populated SAF field data very carefully as changes may need to be made.

**A6.2** You should not declare land you are occupying, where your tenancy has expired, or your notice to quit means your tenancy will expire before 15 May 2026. If you do claim land you are not legally entitled to occupy, your 2026 claims may be subject to penalty.

**A6.3** You are responsible for ensuring the land remains compliant with the scheme requirements for the calendar year.

**A6.4** You should retain evidence that you have land for the full calendar year. If we request this evidence and you are unable to provide satisfactory evidence, your claim/s will be rejected, and no payments made. You must also be able to allow RPW inspectors access to all your claimed land. If inspectors cannot access claimed land, penalties may be applied to your claim, and consideration will also be given to claiming back payments made to you in previous years.

## SECTION A: KEY MESSAGES

### **A7 Artificiality**

**A7.1** If we discover you have artificially created the circumstances to gain advantage from any of the rules relating to the payment of schemes claimed on the SAF, we will investigate and may withhold payments or reject all your claims and recover monies paid.

### **A8 SFS – Optional Layer and Woodland scheme Payments**

**A8.1** Subject to full validation of an eligible claim, including receipt of all necessary supporting documents we intend to make SFS – Optional Layer and Woodland scheme payments from 29 January 2027.

### **A9 Unacceptable Behaviour**

**A9.1** Welsh Government officials, individuals or organisations carrying out duties on behalf of the Welsh Government (e.g. Natural Resources Wales (NRW), Animal and Plant Health Agency (APHA), British Cattle Movement Service (BCMS), Food Standards Agency (FSA), EID Cymru, Local Authorities), should not be subjected to aggressive, abusive or offensive behaviour or unreasonable demands and persistence from applicants/claimants or their representatives. This also applies to members of the Independent Appeals Panel.

A [Managing Unacceptable Behaviour of Welsh Government Customers](#) document is available on the Welsh Government website which explains what we consider unacceptable behaviour.

**Unacceptable behaviour may lead to the withdrawal of payments and/or the rejection of claims.**

### **A10 Obstruction of an Inspection**

**A10.1** It is a legal requirement that you allow an inspection to be carried out to verify scheme eligibility and requirements, including Cross Compliance and/or Regulatory Baseline rules have been met.

**If you or your representative prevents an inspection from being carried out, your applications or claims will be rejected.**

### **A11 Deduction for Trees and Woodland**

**A11.1** SFS Data Confirmation 2025 identified areas of 0.01ha or above where a deduction for trees / woodland had not been notified as a permanent feature. You are advised to check all trees / woodland of 0.01ha or above on your holding have been declared and if not make the necessary adjustments on your SAF 2026 declaration.

## SECTION B: SFS – OPTIONAL LAYER AND WOODLAND SCHEMES

### Section B: SFS – Optional Layer and Woodland Schemes

#### B1 Introduction

**B1.1** Under domestic Rural Development legislation a set of Schemes have been developed to support the transition to the Sustainable Farming Scheme. These schemes are financed by the Welsh Government. Further information in relation to all schemes is available on the [Welsh Government website](#).

#### B2 SFS – Optional Layer and Woodland Schemes claimed on the SAF

**B2.1** The following schemes must be claimed on the SAF:

- **Organic Conversion Scheme (OCS)** – an area-based support scheme for existing agriculture producers to convert from conventional to organic production. This is a 5 year contract with funding available to be claimed in the first 2 years.
- **Organic Farming - Support (OFS)** – Provides a payment per hectare for eligible land to existing organic producers who maintain full organic certification during 2026.
- **Woodland Creation Maintenance (WCM)** – a 12-year scheme intended to maintain new planting completed under the **Woodland Creation Grant** or **Small Grants – Woodland Creation**.
- **Woodland Creation Premium (WCP)** – a 12-year scheme intended to compensate for the loss of income for woodland established under the **Woodland Creation Grant** or **Small Grants – Woodland Creation**.

**B2.2** If you hold a 5-year **Organic Conversion Scheme (OCS)** contract and are currently in years 3 to 5, you must use the SAF to confirm you continue to meet your contractual requirements. If you hold an OCS contract, you may claim the Organic Farming - Support payment on land which has become fully certified as Organic.

#### B3 Organic Conversion Scheme

##### Receiving conversion payments in the first 2 years of your Grant Award

**B3.1** Payments for the Organic Conversion Scheme will be calculated based on the land areas claimed for payment on the SAF, entered into the Grant Award as detailed in the Schedules 1 and 1a of your Grant Award Letter, that is valid on 15 May 2026 and any notifications made in respect of that land. If you claim land that is not eligible for payment, you may receive an over-declared penalty. **Section F** explains how over-declared penalties will be calculated.

**B3.2** Any deductions to payments and the order in which they will be applied are set out in **Section F** of this booklet. The net value of actual payments will be set out in

## **SECTION B: SFS – OPTIONAL LAYER AND WOODLAND SCHEMES**

the payment letter sent to you at the time payments are made. The letter will provide details of all reductions that have been applied.

**B3.3** To be eligible for Organic Conversion Scheme payment you must also:

- Ensure you meet the definition of a farmer and carry out an agricultural activity on your holding each year you are claiming payment.
- Have all land under Grant Award continuously certified with a recognised Organic Control Body (OCB) for the duration of the Grant Award. The land must not have entered into conversion prior to the start of the Grant Award.
- For Organic Conversion Scheme 2026 horticulture claims under payment rate 1, horticultural crops must be grown and sold at a commercial scale (evidence will be required). The scale of production should be near to commercial organic production volumes. In circumstances where commercial sales cannot be evidenced, for example, because the crop is not ready for harvest, e.g., a newly established vineyard or orchard, we may pay a claim where evidence can be submitted, e.g. invoices for the plants and/or geo-tagged photos of the crop in the ground, to demonstrate your enterprise will operate at a commercial scale.
- Maintain milk production for the duration of the grant award and submit evidence with your claim if you have a dairy enterprise and you are claiming Payment Rate 4 Permanent and Temporary Grassland with a Dairy Enterprise.
- You must submit the following documentation by 31 December 2026:
  - Evidence of Agricultural Activity, if required
  - A copy of the latest OCB Certificate and Land Schedule
  - Organic Control Body Application
  - Organic Conversion Plan
  - Horticulture Claimants – Cropping Records, receipts and invoices
  - Dairy claimants – Either a letter of intent, from a milk purchaser/processor stating, in principle, they will purchase the organic milk following conversion OR those processing milk on the holding, confirmation and an explanation of how you intend to change your processing methods and products in response to the availability of organic milk
- If you do not claim on a parcel of land under grant award on your SAF, that field will be removed from the Organic Conversion Scheme grant award and no payment will be made. Previous payments may also be recovered.
- Complete the Schedule 6 Assurance Statement where required as part of the Single Application Form (SAF) 2026.

## SECTION B: SFS – OPTIONAL LAYER AND WOODLAND SCHEMES

### Years 3 to 5 of Organic Conversion Scheme (OCS) contract

**B3.4** This is a 5 year contract where funding was available to be claimed in the first 2 years i.e. in 2023 and 2024. You must comply with the contractual requirements for the remaining 3 years of your contract.

**B3.5** You must declare all land which forms part of your Organic Conversion Scheme contract on the SAF.

**B3.6** You must submit the following supporting documents by 31 December 2026:

- A copy of the most recent OCB Certificate and Land schedule
- Evidence of agricultural activity (if applicable, see section A1).

**B3.7** Failure to confirm on the SAF you are complying with your contractual requirements in 2026, or failure to submit scheme specific supporting documents by 31 December 2026 may result in the cancellation of your contract and / or the recovery of payments already made.

If your organic land is fully certified as organic from 1 January 2026, you may wish to claim for the Organic Support / Organic Farming - Support payment on the SAF.

### B4 Organic Farming - Support

**B4.1** Organic Farming - Support payments are available on whole field parcels declared on your SAF, certified as fully organic with a recognised Organic Control Body (OCB) from 1 January 2026 to 31 December 2026. Your payment will be based on the land you have declared and is included in your latest OCB Land Schedule.

**B4.2** The payment rates will be based on the land use declared on your SAF 2026. The payment rates available for Organic Farming - Support are as follows:

Payment rate	Description	Payment
1	Horticulture	£375 / ha
2	Enclosed land with rotational crops/ temporary grassland	£76 / ha
3	Enclosed land with permanent crops / grassland	£60 / ha
4	Enclosed land with permanent and temporary grassland with a dairy enterprise.	£155 / ha

## SECTION B: SFS – OPTIONAL LAYER AND WOODLAND SCHEMES

Payment rate	Description	Payment
5	Land above the upper limit of enclosure and other specified land	£10 / ha

### Payment rate definitions

#### Payment rate 1: horticulture

Land used for horticultural production in 2026.

Horticultural crops must be grown and sold at a commercial scale (evidence will be required). The scale of production should be near to commercial organic production volumes. In circumstances where commercial sales cannot be evidenced, for example, because the crop is not ready for harvest, e.g., a newly established vineyard or orchard, we may pay a claim where evidence can be submitted, e.g. invoices for the plants and/or geo-tagged photos of the crop in the ground, to demonstrate your enterprise will operate at a commercial scale.

Horticultural crops must be grown across the whole claimed area.

Livestock fodder crops or cover crops are not eligible.

(Only land where the horticultural crop is grown is eligible, other land within the rotation would be eligible under payment rate 2).

#### Payment rate 2: Enclosed land with rotational crops/ temporary grassland

Land within a rotation, such as arable land, grassland within an arable rotation, temporary grassland.

#### Payment rate 3: Enclosed land with permanent crops / grassland

Land not within a crop rotation / permanent crops.

Permanent grassland: GR2 and GR8.

Horticulture classed as permanent crops, e.g. orchards.

#### Payment rate 4: Enclosed land with permanent and temporary grassland with a dairy enterprise.

Land can be grassland within a crop rotation, permanent grassland or temporary grassland.

- permanent grassland: GR2 and GR8
- temporary grassland: GR1

## SECTION B: SFS – OPTIONAL LAYER AND WOODLAND SCHEMES

The maximum area supported under payment rate 4 will be calculated based on the number of organic dairy animals on the holding using a maximum stocking density of 1.3 LU / Ha. For example, a farm with 100 dairy LUs will be eligible for payment rate 3 on 76.9 ha (100 / 1.3), provided 76.9ha of eligible land is available. Where sufficient eligible land is not available, the payment will be capped to the area of eligible available land.

Animals declared on your SAF will be checked against EIDCymru and BCMS records.

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### Livestock units will be based on:

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Livestock	Livestock Units (LU)
Dairy cows (over 24 months)	1 LU
Dairy cow youngstock (6-24 months)	0.6 LU
Dairy goats (6 months or more)	0.16 LU
Dairy goats youngstock (less than 6 months)	0.04 LU
Dairy sheep (6 months or more)	0.11LU
Dairy sheep youngstock (less than 6 months)	0.04 LU

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Any land in excess of the maximum available to a dairy enterprise will be paid at payment rate 3 or 5.

### Payment rate 5: Land above the upper limit of enclosure and other specified land

Land above the upper limit of enclosure is defined as land above the agricultural enclosure and is characterised by its open nature and has received limited agricultural improvement. ([As identified on DataMapWales](#))

Other specified land includes:

- common land which is used for grazing and where you are the sole registered grazier (Sole Grazed Common Land)
- field parcels with 50% or more of the total field size made up of grazed blanket bog, coastal heath, lowland heath and saltmarsh

## SECTION B: SFS – OPTIONAL LAYER AND WOODLAND SCHEMES

- predominantly extensive upland livestock systems with low stocking densities.

We will identify unenclosed upland and other specified land field parcels eligible for Payment Rate 5.

**B4.3** The minimum claim size is 0.10 hectares.

**B4.4** There is no upper limit to the area of land that can be claimed for Organic Farming - Support. The maximum payment will be tapered according to the following:

Area	Payment
0 - 200 ha of eligible land	100% of the payment rate.
200 – 400 ha of eligible land	50% of payment rate
400 ha +	10% of payment rate

In reaching any payment threshold, the highest paying rate will be considered first, with tapering beginning on the lowest payment rate.

**B4.5** Where permanent ineligible features are introduced or identified on land included on an Organic schedule (e.g. woodland or buildings) this area will be ineligible for payment (see Annex 2).

**B4.6** To be eligible for Organic Farming - Support you must:

- Claim payment on the SAF and submit it by 15 May 2026 (or 9 June 2026 subject to late submission penalties).
- Ensure you meet the definition of a farmer carrying out agricultural activity and are carrying out the primary production of agricultural products (see section A1).
- Not be an equine customer (including grazing horses), a forestry customer (including woodland only owners) or a group of farmers (including producer organisations).
- Have 3 hectares of eligible agricultural land, or if you do not have 3 hectares of eligible agricultural land you are able to demonstrate you undertake over 550 standard labour hours annually.
- Maintain full management control of the land for the period 1 January 2026 – 31 December 2026. The criteria for management control can usually be met by the following:
  - an Owner Occupier of the land

## SECTION B: SFS – OPTIONAL LAYER AND WOODLAND SCHEMES

- a Tenant with a tenancy agreement under the Agricultural Tenancies Act 1995 Farm Business Tenancy or the Agricultural Holdings Act 1986
- a tenant with an unwritten tenancy with the same level of control as the above
- a Licensor.

**B4.7** The following land is not eligible to receive the Organic Farming - Support payment:

- Land that is not fully certified organic from 1 January 2026 – 31 December 2026
- Land in organic conversion
- Part land parcels
- Common land, where there are multiple registered graziers on the common
- Land used for non-agricultural activities.

**B4.8** You must claim the Organic Farming - Support payment in the claims section of the SAF. You must declare all of your agricultural land in the Field Data Section of your SAF, If you wish to claim this payment, **you will need to add a claim tick in the Organic Farming - Support claim box on the Field Data Section on all eligible parcels you wish to claim payment on.**

**B4.9** Regulations governing the scheme require that all data is cross checked against the Welsh Government's Land Parcel Identification System (LPIS) and the information declared on all SAFs. Cross checks will be undertaken to ensure payments are made on the correct land area, there is no double funding and the land use classifications do not contradict the land use required as part of your claim. Failure to provide sufficiently detailed information relating to individual parcels on your SAF may lead to a delay in payment being released while the claim is checked and may result in payments being reduced or penalties being applied (see Section F).

**B4.10** If the pre-populated crop/land use code on your SAF does not match the crop/land use code on the ground you may need to amend the pre-populated crop/land use code, so it accurately reflects the land use as of 15 May.

**B4.11** You must submit the following supporting documents by 31 December 2026:

- A copy of the most recent OCB Certificate and Land Schedule.
- For horticultural enterprises claiming payment rate 1, evidence of commercial sales of non-fodder organic horticultural produce from the holding. For example, sales receipts for vegetables. In circumstances where commercial sales cannot be evidenced, for example, because the crop is not ready for harvest, e.g., a newly established vineyard or orchard, we may pay a claim where evidence can be submitted, e.g. invoices for the plants and/or geo-

## SECTION B: SFS – OPTIONAL LAYER AND WOODLAND SCHEMES

tagged photos of the crop in the ground, to demonstrate your enterprise will operate at a commercial scale.

- For diary enterprises claiming for payment rate 3, evidence milk is sold from the holding for the duration of the 2026 calendar year. For example, copy of a milk contract covering the 2026 calendar year. For those processing milk on the holding, you must provide confirmation and a written explanation evidencing how you sell your processed dairy products.
- Evidence of agricultural activity and primary production (if applicable, see section A1).

Failure to submit any required documentation by 31 December 2026 may result in the rejection of your Organic Farming - Support claim.

The Evidence of carrying out 550 standard labour hours annually if applicable must be submitted by 15 May 2026 to support your application for SFS – Universal Layer.

- You will need to submit either:

An Accountants letter to confirm the business has completed more than 550 hours in the previous calendar year

**Or**

Supporting evidence other than a letter from an accredited accountant will only be accepted as proof if it provides an equivalent level of assurance. This means that it should be verified by an independent, accredited source, such as a solicitor, with sufficient understanding of the business to confirm the claim of 550 hours work being undertaken

**B4.12** Any deductions to payments and the order in which they will be applied are set out in Section F of this booklet. The net value of actual payments will be set out in the payment letter sent to you at the time payments are made. The letter will provide details of all reductions that have been applied.

**B4.13** Subject to full validation of your claim and submission of all necessary supporting documentation, payments will commence from 29 January 2027.

### **B5 Woodland Creation Maintenance and Woodland Creation Premium**

**B5.1** Woodland Creation Maintenance and Woodland Creation Premium are annual area payments available following completion of new woodland planting under the Woodland Creation Grant or Small Grants – Woodland Creation scheme.

**B5.2** The annual maintenance is provided to maintain new planting and the annual premium payments provided as an income-forgone payment as a result of completing new planting. Both payments are available for 12 years.

## **SECTION B: SFS – OPTIONAL LAYER AND WOODLAND SCHEMES**

**B5.3** The first year's Woodland Creation Maintenance and Woodland Creation Premium cannot be claimed under the Woodland Creation Grant or Small Grants – Woodland Creation until planting/fencing has been completed and claimed in the previous calendar year.

**B5.4** If you completed and claimed for new planting/fencing works after 31 December 2025 the first year's Woodland Creation Maintenance and Woodland Creation Premium payment cannot be claimed until 2027.

**B5.5** To be eligible to receive payment for Woodland Creation Maintenance and Woodland Creation Premium you must;

- submit a SAF declaring all your land
- claim payment on the SAF and submit it by 15 May 2026 (or 9 June 2026 subject to late submission penalties) in order to be paid against your Contract and/or Grant Award
- have full management responsibility and control over the land claimed
- comply fully with the requirements of your Woodland Creation Grant or Small Grants – Woodland Creation Contract and/or Grant Award.

**B5.6** You must declare all of your agricultural land in the Field Data section of your SAF. You must claim the Woodland Creation Maintenance and Woodland Creation Premium payments in the claims section of the SAF. You will also need to indicate the fields you wish to use to support payment for each scheme you are claiming. This must be done in the Field Data page of the SAF (see section J4).

**B5.7** We will pre-populate a claim and parcel level tick if our records indicate that you have an eligible contract and/or grant award under Woodland Creation Grant and/or Small Grants - Woodland Creation. You must check this and amend where necessary.

**B5.8** If the legal status of your business is anything other than sole trader, you will be required to complete the Schedule 6: Assurance Statement Counter Fraud and Governance on the SAF application to give assurance that reasonable and adequate governance and counter fraud procedures exist in the businesses funded.

**B5.9** Regulations governing the schemes require that all data is cross checked against the Welsh Government's Land Parcel Identification System (LPIS) and the information declared on all SAFs. Cross checks will be undertaken to ensure payments are made on the correct land area, there is no double funding and the land use classifications do not contradict the land use required as part of your Contract. Failure to provide sufficiently detailed information relating to individual parcels on your SAF may lead to a delay in payment being released while the claim is checked and may result in payments being reduced (see Section F) or penalties being applied.

**B5.10** You must ensure you use the correct land use codes which are listed in Annex 2 of this booklet. Failure to declare land use codes compatible with your contract may result in a payment reduction and/or penalties applied to your claim.

## **SECTION B: SFS – OPTIONAL LAYER AND WOODLAND SCHEMES**

**B5.11** Payments will be calculated based on the land areas claimed for payment on the SAF, entered into the Contract and/or Grant Award as detailed in the Schedule which is valid on 15 May 2026 and any notifications made in respect of that land. If you claim land that is not eligible for payment you may receive an over-declared penalty, Section F explains how over-declared penalties will be calculated.

**B5.12** Subject to full validation of your claim payments will commence from 29 January 2027

### **B6 Notification of circumstances affecting your commitments**

**B6.1** You must notify the Welsh Government within 30 calendar days of any land changes, any circumstances affecting your commitment under the scheme and any changes to your commitments included in your Contract and/or Grant Award. Failure to do this may result in a reduction or exclusion from payment. Failure to adhere to the time period will result in a scheme breach penalty. Notification of land changes must be made using 'Manage my Land' on your RPW Online account.

## SECTION C: WOODLAND SCHEMES

### Section C: Woodland Schemes

#### C1 Introduction

**C1.1** The EU Welsh Government Rural Communities – Rural Development Programme for Wales 2014-2020 closed on 31 December 2023.

**C1.2** If you hold a **Glastir Woodland Creation** contract, depending on when the woodland was created you are required to maintain that woodland for 12 or 15 years.

Whilst the EU RDP 2014-2020 has closed, your Glastir Woodland Creation contract continues to operate in 2026 under Assimilated Law and is funded wholly by the Welsh Government.

#### C2 Woodland Schemes claimed on the SAF

**C2.1** Glastir Woodland Creation provided funding to establish woodland throughout Wales. Depending when new woodland was created, annual area payments can be claimed under:

- **Glastir Woodland Creation Premium (GWCP)** – a 15 year scheme intended to compensate for the loss of income for woodlands established since 2010
- **Glastir Woodland Creation Premium (GCP)** – a 12 year scheme intended to compensate for the loss of income for woodlands established since 2015
- **Glastir Woodland Creation Maintenance (GCM)** – a 12 year scheme intended to maintain new planting for woodlands established since 2015.

#### C3 Notification of circumstances affecting your commitments under Woodland Schemes

**C3.1** You must notify the Welsh Government within 30 calendar days of any land changes and any circumstances affecting your commitment under the scheme, and any changes to your commitments included in your Contract. Failure to do this may result in a reduction or exclusion of aid. Failure to adhere to the time period will result in a scheme breach penalty. Notification must be made using 'Manage My Land' on your RPW Online account.

#### C4 Requirements for claiming annual area payment on the SAF

**C4.1** You should submit a SAF annually to claim schemes listed at paragraph C2.

**C4.2** You must declare all of your agricultural land in the Field Data section of your SAF. You must register new land by using 'Manage My Land' on your RPW Online account.

**C4.3** Assimilated Law requires that all data is cross checked against the Welsh Government's Land Parcel Identification System (LPIS) and the information declared on all SAFs. Cross checks will be undertaken to ensure payments are made on the

## SECTION C: WOODLAND SCHEMES

correct land area, there is no double funding, and the land use classifications do not contradict the land use required as part of your Contract. Failure to provide sufficiently detailed information relating to individual parcels on your SAF may lead to a delay in payment being released while the claim is checked and may result in payments being reduced (see Section F) or penalties being applied.

**C4.4** If you hold a Woodland scheme contract you must ensure you use the correct land use codes which are listed in Annex 2 of this booklet. Failure to declare land use codes compatible with management options may result in a payment reduction and/or penalties applied to your claim.

### **C5 Payment**

**C5.1** You must claim your annual management payment for the schemes listed at paragraph C2.1 of this booklet in the Claims section and the Field Data section of your SAF and submit it by 15 May, or 9 June subject to late submission penalties, in order to be paid against your Woodland Contract. You are required to declare all of the land forming your agricultural holding and the relevant crop/land use codes for checking against your Contract.

**C5.2** To be eligible for your annual payment you must:

- submit a SAF annually declaring all your land (including common land grazing rights)
- claim payment on the SAF and submit it by 15 May 2026 (or 9 June 2026 subject to late submission penalties) in order to be paid against your Contract
- have full management responsibility and control over the land claimed
- comply fully with the requirements of your Woodland contract.

**C5.3** Payments will be calculated based on the land areas claimed for payment on the SAF, entered into the Contract as detailed in the Contract Schedule which is valid on 15 May 2026 and any notifications made in respect of that land. If you claim land that is not eligible for payment you may receive an over-declared penalty, Section F explains how over-declared penalties will be calculated.

**C5.4** Following the validation and verification of your claim Woodland scheme annual management payments will commence from 29 January 2027.

**C5.5** Any deductions to payments, and the order in which they will be applied, are set out in Section F of this booklet. The net value of actual payments will be set out in the payment letter sent to you at the time they are made. The letter will provide details of all reductions that have been applied.

## **SECTION C: WOODLAND SCHEMES**

### **C6 Schemes not claimed on the SAF**

**C6.1** Schemes not claimed on the SAF are:

- Farm Woodland Scheme and Farm Woodland Premium Schemes.

**C6.2** Your Contract will set out how you should claim your payment for these schemes using RPW Online.

## SECTION D: CROSS COMPLIANCE

### Section D: Cross Compliance

#### D1 Introduction

**D1.1** Cross Compliance is a regulatory requirement that must be followed in order to receive payment for SFS - Optional layer and Woodland Schemes claimed on the SAF.

**D1.2** You are responsible for ensuring you understand and meet the Cross Compliance requirements and standards, which are based on existing Assimilated Law and domestic legislation.

**D1.3** There are two elements to Cross Compliance:

- Statutory Management Requirements (SMRs), and
- Standards for keeping land in 'Good Agricultural and Environmental Condition' (GAEC).

**D1.4** These include detailed obligations under existing legislation farmers should be doing anyway, covering:

- environment, climate change and GAEC
- public health, animal health and plant health
- animal welfare.

#### D2 Cross Compliance application

**D2.1** Cross Compliance applies for the full calendar year to all agricultural areas on your holding and also to any non-agricultural areas supported under SFS - Optional layer and Woodland Schemes. For example, If a shed on a holding is not up to standard, resulting in animal welfare issues, a Cross Compliance breach would be applied even though the area of the shed itself does not contribute to your payments.

**D2.2** If you rent land in or out during the year, you will need to carefully consider the terms of the contractual agreement between yourself and the transferee/transferor. You should make sure your interests are protected in the event of a Cross Compliance breach that is directly attributable to either the farmer from whom or to whom the land was transferred.

**D2.3** For SFS - Optional layer and Woodland Schemes payment reductions and exclusions will continue to be applied to the farmer claiming payment. If you let or sell your land to other farmers who do not claim payment for part of the year, any breaches caused by them on that land will impact on your payment as it is your responsibility to meet the Cross Compliance standards.

**D2.4** In the case of non-compliance of the cattle and/or sheep/goats Identification and Registration Regulations, it is normally the keeper of the animals who would be liable for penalties arising from associated breaches. However, if you allow such

## SECTION D: CROSS COMPLIANCE

livestock to graze your land you should ensure the keeper has properly registered them, including the need to inform BCMS for cattle, EID Cymru for sheep or the AML2 service for pigs, of the movement of animals onto and off your land. If you, or someone acting on your behalf or under your control, do not meet any of the Cross Compliance rules, we may reduce your payments for applications submitted in the calendar year the non-compliance was found.

**D2.5** If there is a breach of Cross Compliance anywhere on common land, the farmer or farmers responsible for the breach may have their payments reduced in whole or in part.

### **D3 Penalties as a result of a breach of Cross Compliance**

**D3.1** Refer to Section F in this booklet for further information of the calculation and application of Cross Compliance penalties. In addition, breaches of the SMRs may result in prosecution by the relevant specialist enforcement body.

### **D4 Cross Compliance information**

**D4.1** The Cross Compliance Farmers Factsheets provide farmers with the detailed Cross Compliance requirements. The Factsheets also include information in respect of what to expect at inspection, good practice guidance to help farmers carry out their farming practices in a compliant manner and useful contacts.

**D4.2** '[When the inspector calls](#)' guidance provides information in respect of what to expect at inspection and good practice guidance to help farmers carry out their farming practices in a compliant manner.

**D4.3** The Cross Compliance Farmers Factsheets, Cross Compliance Verifiable Standards and the Cross Compliance Payment Reduction Matrix can be found on the Welsh Government's website. For any additional queries you should contact the Customer Contact Centre.

**D4.4** You are responsible for ensuring you understand and meet the Cross Compliance requirements and standards.

**D4.5** The Gwlad e-newsletter will regularly highlight key messages, amendments and updates.

## SECTION D: CROSS COMPLIANCE

### D5 Table showing SMRs and GAECs

<b>Statutory Management Requirements (SMR)</b>	<b>Good Agricultural and Environmental Condition (GAEC)</b>
SMR 1: Water Protection	GAEC 1: Water – Establishment of Buffer Strips
SMR 2: Wild Birds	GAEC 2: Water – Use of Water for Irrigation
SMR 3: Conservation of Fauna and Flora (Biodiversity)	GAEC 3: Water – Groundwater
SMR 4: Food and Feed Law	GAEC 4: Soil and Carbon Stock – Minimum soil cover
SMR 5: Restrictions on the Use of Substances having Hormonal or Thyrostatic Action and Beta-Agonists in Farm Animals	GAEC 5: Soil and carbon stock – Minimum land management site specific conditions to limit erosion
SMR 6: Pig Identification and Registration	GAEC 6: Soil and Organic Matter – Maintenance
SMR 7: Cattle Identification and Registration	GAEC 7: Maintenance of Landscape Features
SMR 8: Sheep and Goat Identification	
SMR 9: Prevention, Control and Eradication of Transmissible Spongiform Encephalopathies (TSE)	
SMR 10: Restrictions on the Use of Plant Protection Products	
SMR 11: Welfare Standards for the Protection of Calves	
SMR 12: Welfare Standards for the Protection of Pigs	
SMR 13: Welfare Standards for the Protection of Animals Kept for Farming Purposes	

## **SECTION E: BUSINESS STRUCTURE CHANGES AND LAND CHANGES**

### **Section E: Business Structure Changes and Land Changes**

#### **E1 Business details**

**E1.1** To register your business details for the first time, you need to complete the [online registration form](#). Please refer to the [how to register guidance](#) for further details. The vast majority of changes to business details can be done online. However, Welsh Government may require further details on any major changes. Please contact the Customer Contact Centre for further information.

**E1.2** If you are involved in a number of farming businesses you should not assume the businesses, even if they are separate legal entities, such as a Limited Company or a partnership, will be treated as separate for the purposes of applying for agricultural funding. This is to ensure farmers are not artificially creating circumstances to receive payment.

**E1.3** Separate applications may be submitted for different businesses in which you are involved, but only if they are managed as separate businesses according to certain criteria. The Welsh Government will take into account:

- the legal status of the businesses
- the names and responsibilities of those involved (including percentage shareholdings if appropriate)
- how far operations are run separately on a practical day-to-day basis
- whether there are separate farm plans and accounts
- independence of decision-making between the separate farms, and
- where the overall economic control and benefit rests.

**E1.4** These factors are not necessarily conclusive by themselves and you may be asked to provide additional information such as partnership agreements, Certificate of Incorporation, Articles of Association and/or accounts. It is ultimately your responsibility to demonstrate to the Welsh Government's satisfaction the businesses are separate.

**E1.5** Farming businesses that merge or split will need to be assessed on a case by case basis as to their particular circumstances in relation to the agricultural funding applied for.

**E1.6** Written details of any mergers/splits must be submitted, using your RPW Online account or by sending them to the Customer Contact Centre, to be assessed.

#### **E2 Updating your records**

**E2.1** You are reminded to notify the Welsh Government of any changes to your business details. The Welsh Government need changes, such as a partner joining or leaving the business, i.e. a change to the business structure, notified in writing and signed by all partners. Amendments to incorrect details pre-populated on forms or

## **SECTION E: BUSINESS STRUCTURE CHANGES AND LAND CHANGES**

printed on correspondence, e.g. incorrect phone number or misspelling of names or addresses, can be notified in writing to the Customer Contact Centre or by using your RPW Online account, but need not be signed by all partners. It is your responsibility to ensure the records held for your farming business are kept up to date and accurate. This includes your language preference (Welsh or English) for correspondence.

### **E3 Use of National Insurance Numbers (NINos)**

**E3.1** We require National Insurance (NI) numbers for all members of a farming business to enable validation of potential dual claims to ensure they are treated appropriately.

**E3.2** New claimants can add their NI number during the online registration process. If you are not sure how to find your NI number you should contact: [National Insurance website](#) or call:

National Insurance Registrations Helpline  
Telephone: 0300 200 3500  
Textphone: 0300 200 3519

### **E4 Payments**

**E4.1** All scheme payments must be made by BACS. If you change your bank details you must inform the Welsh Government so payments can be made direct into your new bank/building society account and you should do so without delay to avoid payment delays.

### **E5 Land changes**

**E5.1** You must inform the Welsh Government of changes to land parcels and any land transfers within 30 days of the change(s) taking place. Where the 30 day deadline is not met, you must notify the Welsh Government of changes to your land at the earliest possible opportunity.

**E5.2** Please complete a 'Manage My Land' submission, using your RPW Online account, to:

- register land parcels
- add, delete or change permanent features
- notify us of land transfers (i.e. purchases / sales / rentals)
- change rental end dates
- notify us of boundary changes (merges / splits / moving boundaries).

Full guidance on how to use 'Manage My Land' is available on the [Welsh Government website](#).

## **SECTION E: BUSINESS STRUCTURE CHANGES AND LAND CHANGES**

**E5.3** Farmers with SFS - Optional layer and/or Woodland Schemes, a contract and/or Grant Award are all reminded a scheme breach penalty will be applied where the 30 day deadline is not adhered to.

### **E6 Changes to land that require new field numbers**

**E6.1** Applications for new field numbers must be made on a 'Manage My Land' submission on RPW Online.

**E6.2** Fields which fall into one of the categories listed below may need new field numbers:

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

**E6.3** Applications for new field numbers must be made via 'Manage my Land' on RPW Online before completing the Field Data Section of the SAF. The information contained in the 'Manage my Land' will automatically prepopulate the Field Data Section of the SAF. If the SAF has been started prior to you submitting the 'Manage My Land' you will receive a prompt in the SAF to allow the change submitted on the 'Manage my Land' to be automatically applied to the Field Data section of the SAF.

**E6.4** You do not need to notify the Welsh Government where a field has been divided on a temporary basis either between two or more crops or two or more applicants. These should be shown on your SAF using separate lines for each area of the field if they are still under your management control on 15 May.

**E6.5** Buildings and yard areas may only be split if an obstructing boundary is in place and both areas have a separate access route. If there is no obstructing boundary and separate access route you must not split the existing land parcel.

### **E7 Unregistered land**

**E7.1** If you intend to declare unregistered land on your SAF, you must submit a 'Manage My Land' submission within 30 days of acquiring the land.

**E7.2** You will also need to supply proof of ownership or right of occupation when registering new land. If you own the land you are registering you must submit the following;

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

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

## **SECTION E: BUSINESS STRUCTURE CHANGES AND LAND CHANGES**

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

**E7.3 Please note** you do not need to register land that has already been registered with the Welsh Government. 'Manage My Land' will show whether or not the land has already been registered.

### **E8 Transfer of land**

**E8.1** If you are selling, buying or renting out/renting in land that will be under your management control on 15 May, you must notify RPW within 30 days of the transfer taking place. You must do so on a 'Manage My Land' submission on RPW Online.

You will also need to supply proof of ownership or right of occupation when registering or transferring in new land. If you own the land you are registering you must submit the following;

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

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

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

### **E9 Location of land**

**E9.1** The Welsh Government is required to allocate CPH Numbers which identify the location of all blocks of land.

### **E10 Mapping updates of the agricultural land in Wales**

**E10.1** RPW is continuously updating its mapping database using the latest MasterMap information provided by Ordnance Survey.

**E10.2** This may have resulted in changes to the land parcels on your holding, such as alterations to field boundaries and/or areas of permanent features, such as buildings, roads, rivers and ponds. We will inform you of any changes that impact on your claim as part of the SAF validation process.

**E10.3 It is very important you check the Field Data section of your SAF 2026 to ensure it is fully completed.** You should also check to ensure any changes resulting from a land inspection undertaken during 2025 (details are contained within the IACS 7A), or changes as a result of an appeal, have been made to your SAF.

## SECTION F: REDUCTION, EXCLUSION AND CORRECTION OF ERRORS

### Section F: Reduction, Exclusion and Correction of Errors

#### F1 Introduction

**F1.1** If your SAF and/or supporting documentation is received late or is found to be inaccurate, or where you do not meet the requirements of the schemes, reductions and exclusions will be applied according to scheme regulations.

#### F2 Late applications for payment

**F2.1** The SAF can be accepted up to 25 calendar days after the closing date of 15 May 2026 i.e. by midnight on the 9 June 2026. The regulations require that SAF's received by the Welsh Government more than 25 calendar days late (i.e. after 9 June 2026) cannot be accepted. This rejection will apply to all schemes claimed on the SAF.

**F2.2** Except in cases of Force Majeure or Exceptional Circumstances, if you submit your SAF after the 15 May 2026 deadline, this will result in your scheme payments being reduced by 1% per working day for each day late during the 25 calendar day period up to and including 9 June 2026.

#### F3 Late supporting documentation (Scheme Specific)

**F3.1** All scheme specific supporting documentary evidence for Organic Conversion Scheme and Organic Farming - Support, **must** be received by 31 December 2026. Any documentation received after this date will not be considered and scheme payments may be affected.

#### F4 Failure to declare all the agricultural land / areas on the holding

**F4.1** Failure to declare all the agricultural land/areas over which you have management control on your SAF (including all owned and rented in land) and not just on which you are claiming, SFS - Optional layer and/or Woodland Scheme payments e.g. woodland/forestry, tracks, yards, hardstanding's, etc.), may result in your payments being reduced.

**F4.2** Where there is a difference between the area declared on the SAF and the total agricultural land/areas on the holding that should have been declared, reductions in payments of the schemes will apply as follows:

Difference	Reduction
up to 3%	no reduction in payment
more than 3% and up to 20%	1% reduction in payment
more than 20% and up to 50%	2% reduction
more than 50%	3% reduction

#### F5 Discrepancies in respect of areas declared for SFS - Optional layer and Woodland Schemes

**F5.1** Where the actual area of a crop group on the ground is determined to be

## **SECTION F: REDUCTION, EXCLUSION AND CORRECTION OF ERRORS**

greater than that declared on the SAF, the area declared on the SAF will be used for calculating payments.

**F5.2** The crop groups are:

- areas established in respect of land receiving the same rate of aid, for all SFS – Optional layer schemes
- areas established in respect of land receiving the same rate of aid for Woodland Schemes

**F5.3** Areas declared on the SAF 2026 against which you have claimed, Organic Conversion Scheme, Organic Farming - Support, Woodland Creation Maintenance, Woodland Creation Premium and Woodland Schemes, will be used to calculate your payments for these schemes. For Organic Conversion Scheme and/or Organic Farming -Support, your claim will be validated against the parcels of land included in your OCB Certificate and Land Schedule.

**F5.4** Where the determined area for a crop group is less than that declared on the SAF, payment will be calculated on the basis of the lesser area. However, where the difference in the area declared for all crop groups is determined to be less than 0.10 hectares payment will be based on the area declared.

### **F6 SFS - Optional layer and Woodland Schemes**

**F6.1** Where the difference between the eligible area declared and area determined for a crop group is more than either 3% or 2 hectares of the determined area, the area eligible for payment will be reduced by 1.5 times the difference found.

**F6.2** The penalty will not exceed 100% of the amounts based on the area declared.

#### **Examples:**

- Woodland Creation Maintenance eligible area is declared as 100 hectares but is determined to be 98.5 hectares. No reduction will apply since the difference is not more than 3% or 2 hectares, but payment will be based on 98.5 hectares
- Woodland Creation Maintenance eligible area is declared as 100 hectares but is determined to be 90 hectares. Since the difference is 10 hectares, the payment will be made on 75 hectares, which is 90 hectares minus 15 hectares (10 hectares x 1.5).

**F6.3** However, where the difference between the area declared and area determined for a crop group is more than either 3% or 2 hectares, but no more than 10% of the determined area, the penalty applied will be calculated (as described above) and will be reduced by 50%.

#### **Examples:**

- Woodland Creation Maintenance eligible area is declared as 100 hectares but is determined to be 88 hectares. As the over-declared area is more than 10%, the over declared cannot be halved. The payment will be made on 70 hectares,

## SECTION F: REDUCTION, EXCLUSION AND CORRECTION OF ERRORS

which is 88 hectares minus 18 hectares (12 hectares x 1.5)

- Woodland Creation Maintenance eligible area is declared as 200 hectares but is determined to be 190 hectares. The penalty is calculated as 10 hectares x 1.5 = 15 hectares. As the over declared area is less than 10%, the penalty of 15 hectares will be halved. The payment will be made on 190 hectares – 7.5 hectares = 182.5 hectares.

### **F7 SFS - Optional layer and Woodland Schemes: Breaches of scheme criteria**

**F7.1** Assimilated Law and domestic regulations state penalties should be applied if you breach the eligibility criteria for the schemes. Breaches may be identified from administrative checks or on-the-spot inspections, and you will be notified in writing if breaches are found.

**F7.2** Any reductions or exclusions will be based on the severity, extent, duration and recurrence of the breach. The reductions and exclusions will be applied to previous years' payments under certain circumstances. In significantly serious circumstances this could mean the Contract and/or Grant Award is/are terminated and may result in you being barred from entering another SFS - Optional Layer Scheme for up to two years.

**F7.3** The Welsh Government assesses breaches against verifiable standards relating to the scheme eligibility criteria. A matrix is used to determine the level of penalty to be applied. You can view the verifiable standards and the penalty matrices on the [Welsh Government website](#).

**F7.4** Where false claims are made, or the farmer fails to provide the necessary information, this will result in the exclusion of payments in the year of the finding and any amounts already paid in that year will be recovered. In addition, you may be excluded from receiving support under SFS - optional layer Schemes in both the year of the finding and in the following calendar year.

### **F8 Reductions relating to Cross Compliance requirements**

**F8.1** Regulations state penalties should be applied if the standards and requirements for Cross Compliance are breached. Breaches may be identified from administrative checks or on-the-spot inspections, and you will be notified in writing if breaches are found.

**F8.2** If you fail to meet the SMRs or GAEC requirements, whether negligently or intentionally, you could lose some or all of your, land based SFS - Optional layer and/or Woodland Schemes payments. In determining these reductions and exclusions, account will be taken of the extent, severity, duration and reoccurrence of the non-compliance and to whom the non-compliance is directly attributable.

**F8.3** In the case of non-compliance of the cattle and/or sheep/goats Identification and Registration Regulations, it is normally the keeper of the animals who would be liable for penalties arising from associated breaches. However, if you allow such livestock to graze your land you should ensure the keeper has properly registered them, including the need to inform BCMS, EID Cymru or the AML2 service of the movement

## **SECTION F: REDUCTION, EXCLUSION AND CORRECTION OF ERRORS**

of animals onto and off your land.

**F8.4** If you are claiming payments under any schemes subject to Cross Compliance in 2026, you are responsible for meeting the full Cross Compliance requirements for the full calendar year. In circumstances where land is transferred between farmers, reductions and exclusions will continue to be applied to the farmer claiming payment. If you let or sell your land to other farmers for part of the year who do not claim payment, any breaches caused by them on that land will impact on your payment claims as it is your responsibility to meet the Cross Compliance standards for the calendar year. In addition, breaches of the SMRs may result in prosecution by the relevant specialist enforcement body.

**F8.5** You should note the Cross Compliance requirements apply for the full calendar year.

**F8.6** If you transfer land in or out during the year you will need to consider carefully the terms of any Contractual agreement between yourselves and the transferee/transferor. You should make sure your interests are protected in the event of a Cross Compliance breach that is directly attributable to either the farmer from whom or to whom the land was transferred.

**F8.7** You should be informed of any determined non-compliance within three months of the date of the inspection. For overdue TB tests this will be within three months of the Animal and Plant Health Agency notifying Welsh Government a TB test has gone overdue, not the date the TB test was due.

### **F9 Intent**

#### **Negligence**

**F9.1** If you fail to comply with Cross Compliance requirements through negligence, you will have the total amount of direct payments you receive reduced in respect of the calendar year in which the non-compliance is found. The reduction will generally be 3% of the total payment due, but this could be reduced to 0% or increased to 5% depending on the nature of the breach.

**F9.2** If you fail to comply with more than one requirement within the same Cross Compliance area (e.g. within public, animal and plant health), you will have the failures treated as one non-compliance.

**F9.3** There are three areas of Cross Compliance:

- Environment, climate change and good Agricultural condition of the land (SMR 1-3 and GAEC 1-7)
- Public health, animal health and plant health (SMR 4-10)
- Animal welfare (SMR 11-13).

**F9.4** If you fail to comply with the requirements or standards in different areas of Cross Compliance you will have reductions applied separately to each non-compliance. The percentage reductions will be added together but the maximum

## **SECTION F: REDUCTION, EXCLUSION AND CORRECTION OF ERRORS**

reduction will be 5% of the overall payment where breaches have not reoccurred or been applied as intentional breaches. A table of the Cross Compliance Factsheets can be found at Section D of this booklet.

**F9.5** Where a non-compliance of the same requirement or standard reoccurs within a three-year period, the reduction calculated for the repeated non-compliance will be increased by a multiplier of 3, provided you were informed of the earlier non-compliance, and you had the opportunity to remedy the breach. If there are further reoccurrences of the non-compliance, the reduction fixed as a result of the previous non-compliance will continue to be multiplied by 3 up to a maximum of 15% at which point the negligent penalty will be capped.

**F9.6** Once a negligent breach penalty has reached the capped threshold of 15%, if you again fail to comply with the same standard or requirement within a three-year period, you will be treated as having intentionally failed to comply. The percentage reduction to be applied will be calculated by taking the previous negligent penalty before being capped to 15% and multiplying by 3. The rules for intentional non-compliance will now be applied for any further repeated breaches of the same standard. Intentional breaches attract a significantly higher penalty.

### **Intentional non-compliance**

**F9.7** If you intentionally fail to comply, you will generally have your overall payments reduced by 20% but this could be reduced to 15% or increased to 100% depending on the importance of the breach measured by extent, severity, permanence and reoccurrence.

**F9.8** Where an intentional non-compliance relates to a particular scheme, you will be excluded from that scheme for the current calendar year.

### **F10 Penalty assessment**

**F10.1** The Welsh Government assesses Cross Compliance breaches against verifiable standards. A matrix is used to determine the level of penalty to be applied. You can view both the verifiable standards and the penalty matrix on the Welsh Government website.

### **F11 Accumulation of reductions**

**F11.1** For SFS - Optional layer and Woodland Schemes, reductions to payments will be made in the following order and each successive reduction will be based on the amount resulting from the previous reduction:

- over-declared
- breach of scheme eligibility criteria
- late submission
- non declaration of area
- Cross Compliance.

## **SECTION F: REDUCTION, EXCLUSION AND CORRECTION OF ERRORS**

### **F12 Circumstances under which reductions and exclusions may not apply**

**F12.1** The Welsh Government may accept a farmer was prevented from fulfilling certain obligations due to a course of events amounting to either Force Majeure or Exceptional Circumstances. If so, the farmer will retain their right to aid in respect of the area at the time when the case of Force Majeure or the Exceptional Circumstance occurred, and penalties and recoveries may not be applied. Force Majeure is defined as unusual circumstances, outside a farmer's control, the consequences of which, in spite of all due care, could not be avoided except at the cost of excessive sacrifice on their part. Examples of Force Majeure and Exceptional Circumstances which may be recognised include:

- the death of the farmer/land manager
- long term professional incapacity of the farmer/land manager
- a severe natural disaster gravely affecting the holding
- the accidental destruction of livestock buildings on the holding
- an epizootic or a plant disease affecting part or all of the farmer/land manager's livestock or crops respectively
- expropriation of all or a large part of the holding, if that expropriation could not have been anticipated on the day of lodging the application.

**F12.2** Application for Force Majeure or Exceptional Circumstance must be made in writing to the Welsh Government within 15 working days of you, or someone entitled on your behalf, being in a position to do so. Each notification will be carefully considered on a case-by-case basis. For the Welsh Government to consider whether the event in question can be accepted as Force Majeure or Exceptional Circumstances, conclusive proof must be provided that the event has occurred. You should therefore ensure your application contains all relevant evidence to support your case, which you should submit using your RPW Online account or by sending it to the Customer Contact Centre.

**F12.3** For SFS - Optional layer and Woodland Schemes Force Majeure and Exceptional Circumstances may be available in respect of:

- late submission of application
- the right to aid in respect of eligible areas declared on the SAF but no longer available to you because of the Force Majeure/Exceptional Circumstances event
- inability to comply with Cross Compliance
- the requirement for the partial or full reimbursement of aid paid
- administrative penalties.

## **SECTION F: REDUCTION, EXCLUSION AND CORRECTION OF ERRORS**

### **F13 Obvious error**

**F13.1** The Welsh Government operates this provision as set out in article 4 of Commission Implementing Regulation 809/2014 (as retained and amended in domestic law) and may only recognise errors that can be straightforwardly identified at a clerical check of the information given in the aid applications, applications for support, payment claims or supporting documentation.

**F13.2** As a general rule, an obvious error has to be detected from information given in the SAF submitted, i.e. where an administrative check on the coherence of the documents and the information submitted to support the claims (especially the application form, supporting documents, declarations, etc.) reveal such errors.

### **F14 Amendments and additions**

**F14.1** Provided your SAF is submitted by midnight on 15 May 2026, you can make amendments to your SAF without penalty up to and including 1 June 2026 to:

- add agricultural parcels of land that were under your management control on the 15 May 2026
- change the use of land parcels, and/or
- change the schemes claimed on individual parcels of land.

**F14.2** Amendments received after 1 June 2026 will receive a late submission penalty of 1% per working day in respect of the parcels of land subject to the amendment. No amendments will be accepted after 9 June 2026.

**F14.3** However, if you have already been notified of an error in your SAF, or if you have been notified of an inspection which subsequently reveals errors, you cannot rectify the error or amend details of the parcels of land concerned.

### **F15 Notified error**

**F15.1** You may notify the Welsh Government in writing at any time that part of your SAF is incorrect or has become incorrect since it was lodged. The information you give will be used to amend your application without applying reduction to payments; although this provision is not available to increase a claim. You may not however correct such errors if you have been notified by the Welsh Government of the error in your SAF, or notified of an inspection which subsequently reveals an irregularity.

**F15.2** If you discover an error or omission in respect of information entered on the Cattle Tracing System for your cattle, you should notify BCMS of the error immediately. You may avoid Cross Compliance penalties if the central livestock movement databases are corrected before any Cross Compliance inspection begins or you meet the requirements for notified error.

## **SECTION F: REDUCTION, EXCLUSION AND CORRECTION OF ERRORS**

### **F16 Withdrawal**

**F16.1** You can withdraw all or part of your SAF at any time without penalty, except where you have been notified of errors, or have been notified of an inspection.

**F16.2** Your application to withdraw must be made either via your RPW Online account or in writing to the Customer Contact Centre. If you withdraw your SAF, you have the opportunity to submit another application within the submission period. Any payments made in relation to the withdrawal will be recovered, with interest.

## SECTION G: INSPECTIONS

### Section G: Inspections

#### G1 Inspections

**G1.1** A percentage of farmers must be inspected each year to ensure the scheme rules are being met. This includes SFS Optional Layer and Woodland Schemes and Cross Compliance, in addition to other inspections carried out by other Government Departments or Farm Assurance Schemes.

**G1.2** Where it is discovered there has been a breach of the rules, financial penalties may be applied to SFS - Optional layer and Woodland Schemes land based scheme payments you receive.

#### G2 What are they?

**G2.1** RPW must carry out on the spot controls (OTSC) inspections each year to confirm regulatory requirements and scheme conditions are being met. These inspections are carried out by Rural Inspectorate for Wales (RIW) and other Competent Control Authorities (CCA).

**G2.2** The legislation sets out the minimum number of inspections to be carried out each year, and they are selected by an automated combined risk and random assessment process.

**G2.3** The minimum percentage of inspections to be carried out is:

- SFS - Optional layer and Woodland Schemes– 5% of all beneficiaries
- Woodland Schemes – 5% of all beneficiaries
- Cattle Identification – 3% of keepers/beneficiaries
- Sheep and Goat Identification – 3% of keepers/beneficiaries
- Cross Compliance – 1% of all beneficiaries.

**G2.4** These minimum percentages may need to be increased in the current year or following calendar year if the level of errors found during inspections exceeds levels permitted in the regulations. Additional inspections may also be undertaken as a result of a referral from a member of the public or other organisations.

**G2.5** Notice of an inspection is strictly limited, with precise timings provided in regulations. Broadly, inspections are to be unannounced, although in exceptional cases it is acceptable to allow up to 48 hours' notice. Generally, one inspector will carry out the inspection, but colleagues or auditors (or both) may accompany them occasionally.

**G2.6** Satellite imagery may also be used to assess land eligibility, and where discrepancies are identified an on-farm inspection may also be undertaken.

## SECTION G: INSPECTIONS

### G3 Why do we need to visit you?

**G3.1** We need to visit you to check:

- details of declarations and claims for payment
- Scheme requirements
- the identification, registration and movement of animals
- Cross Compliance requirements.

### G4 What will we do?

**G4.1** Inspecting officers will inspect your farm(s) and check, where appropriate, land, crops, livestock on farm records and reported movements to BCMS for cattle or EID Cymru for sheep.

**G4.2** After arriving at your farm or when making the appointment, the inspecting officer will explain:

- the purpose of the visit
- the reason for the inspection
- what they will need from you
- how the inspection will be carried out
- how long the inspection may take (although this may depend on the findings of the inspection).

### G5 How can you be ready for an inspection?

**G5.1** You can be ready for an inspection by:

- ensuring you have responded to all Welsh Government correspondence to resolve any queries with your applications
- informing Welsh Government of any changes to your applications, e.g. land use changes, in a timely manner
- keeping up-to-date, complete and accurate records.

**G5.2** A pre-inspection check list has been provided at page 44 of this booklet to help you prepare for an inspection.

**G5.3** Further information is also available in the 'When the inspector calls. A helpful guide for farmers' booklet available at: [Farm Inspections](#) or from the Customer Contact Centre.

## SECTION G: INSPECTIONS

### G6 Land Based Schemes

#### What schemes are covered by land inspections?

**G6.1** Schemes covered by land inspections are:

- SFS - Optional layer
- Woodland Schemes.

#### What the inspector does

**G6.2** The inspector will check the claimed areas do not include land that is not eligible for the scheme and scheme requirements are being complied with. This may involve measuring fields, including the areas of grass or arable crops and excluding ineligible areas such as roads, hardstanding's, areas with more than 100 trees per hectare or buildings etc.

**G6.3** The inspector will need to check evidence that supports your land claims, e.g. rental agreements for seasonal grazing. They may also have to undertake additional checks to evidence you meet the definition of a farmer and are carrying out agricultural activity (where applicable). This could include a check of receipts and invoices.

**G6.4** For SFS - Optional layer and Woodland Schemes the inspector will check you are complying with all scheme requirements.

**G6.5** Some land inspections are carried out by us using Remote Sensing satellite imagery. These images, together with aerial photographs, allow us to assess the amount of eligible land, without sending out an inspector. If there are no queries, you will not hear from us. If there are queries, we might send out an inspector or we might send you a letter explaining the query and asking you to let us know if we are right.

#### What do we look for?

**G6.6** The inspector will check:

- the boundaries of all fields are accurate
- all ineligible features such as buildings, roads, tracks, bracken, scrub, etc. have been declared
- all groups of trees and ineligible woodland has been removed from the forage area of the field
- information, such as rental agreements, show you are the rightful user of the land
- information, such as rental agreements, receipts, invoices show you have Management Control of the land

## SECTION G: INSPECTIONS

- you have complied with all SFS - Optional layer and Woodland Scheme Contract requirements.

### G7 Cross Compliance Inspections

**G7.1** Cross Compliance is a set of requirements which all claimants must comply with to retain their full entitlement to payments. Failure to comply with these requirements (a breach) will lead to a penalty being applied to payments under all your claims.

**G7.2** These responsibilities are as follows:

Competent Control Authority	Area of Responsibility
Welsh Government	SMRs 2, 3, 4, 6, 7, 8, 9, 10 GAECs 1, 2, 4, 5, 6 and 7
Welsh Government (Accompanied by Natural Resources Wales)	SMR 1 and GAEC 3
Animal and Plant Health Agency	SMRs 11, 12, 13
Veterinary Medicines Directorate (Inspections performed by the Animal and Plant Health Agency)	SMR 5

**G7.3** A Cross Compliance inspection may be carried out by one or more inspectors, and you may be inspected more than once during the year. This could be because the relevant Competent Control Authority (CCA) was unable to check all the requirements for which it has responsibility at a single inspection or because your business has been selected for inspection by more than one CCA.

**G7.4** Each CCA selects and carries out inspections separately, and the Welsh Government will inspect cattle and sheep separately from the main Cross Compliance inspections. However, wherever possible, we will try and co-ordinate and combine inspections.

#### What you need to do prior to the visit

**G7.5** The pre-inspection checklist at page 44 of this booklet will help you.

#### What we will check

**G7.6** The inspecting officer will confirm SMRs and GAECs are being met through:

- visually assessing the land
- physically checking animals
- examining records.

## SECTION G: INSPECTIONS

**G7.7** We also check Cattle Tuberculosis (TB) tests under SMR 4 (Food and Feed Law) have been completed from the Animal and Plant Health Agency (APHA) database directly.

### **G8 Record keeping**

**G8.1** You must keep, for up to 10 years, all of the records and information you need to evidence you have provided complete and accurate information on your SAF, and other applications, and have complied with your undertakings.

**G8.2** There are also specific livestock record requirements to be observed. These records must meet the current regulative requirements in terms of animal registration, identification, movement and numbers. Standard record books for cattle, sheep and goats are available from the Customer Contact Centre and Farm Liaison Service.

**G8.3** If you would like the Welsh Government to look at your records to give you guidance as to whether they meet the necessary standard, you should contact the Customer Contact Centre to make an appointment for you to meet the Farm Liaison Service. The FLS is not able to check the accuracy of the records but can give guidance on whether the format meets the required regulations. Remember, this service cannot rectify errors already discovered at inspection, or if an inspection has already been announced.

### **G9 What happens after an Inspection?**

**G9.1** At the end of the physical inspection the inspector will complete an inspection summary form which summarises the main findings of the inspection and provide details if a breach is found. **Please note** administrative checks following the inspection may also identify additional breaches.

**G9.2** You will be asked to sign the form to acknowledge the inspection has taken place and you understand the main findings.

**G9.3** The top copy will be left with you and the bottom copy will be retained by the inspector. Sometimes there may be other forms left with you, which set out in detail additional findings.

**G9.4** If we have completed a cattle inspection and found an error, we will leave you another form with a list of the tag numbers on which we have found an error. We will take away any spare passports found and give you a receipt for these.

**G9.5** If we have completed a livestock inspection and found a high number of ear tag errors or are unable to reconcile all the animals on the farm, we may place the farm under a movement restriction order.

**G9.6** If you do not understand anything on these forms, ask the inspector to explain.

**G9.7** For all inspections, further administrative checks may need to be made after the inspection before the details can be finalised.

## **SECTION G: INSPECTIONS**

**G9.8** When all checks have been completed the inspection details are entered into our computer database to allow validation of your claim. An 'inspection findings letter' will be sent to you explaining the effects of any breach found at inspection.

**G9.9** Beneficiaries and animal keepers who are compliant will not receive a letter.

### **G10 Most common errors – which lead to financial penalties**

**G10.1** The most common errors include:

For all inspections:

- failure to maintain adequate, complete and up to date records.

For Livestock:

- failure to maintain proper animal ear tag identification.

For Cattle:

- failure to report movement of cattle to BCMS within 3 calendar days
- failure to report deaths of cattle to BCMS within 7 calendar days

For SFS - Optional Layer and Woodland Schemes:

- stock exclusion requirements not being met
- failure to declare land changes and changes to ineligible features.

### **G11 Obstruction of an inspection**

**G11.1** It is a legal requirement that you allow an inspection to be carried out to verify scheme eligibility and requirements, including Cross Compliance rules have been met.

If you or your representative prevents an inspection from being carried out, your applications or claims will be rejected.

## SECTION G: INSPECTIONS

### G12 Farmers pre-inspection check list

Below is a list of the main checks to help you prepare for an inspection and to remind you of some of the requirements which should be checked regularly. This is not a comprehensive list, and you are advised to use this table in conjunction with the full set of scheme rules and requirements.

<b>All Inspections:</b>
Make sure all your records, registers and diaries are up to date. <b>Example:</b> check records required for: Cross Compliance (e.g. cattle register including dates of birth, movements and deaths are recorded, uses of medicine and Plant Protection Products are recorded).
<b>Land Inspection:</b>
Check all land available to you has been correctly declared, including any changes since submitting the SAF.
Ensure all field boundaries are correct and all ineligible features have been deducted.
<b>SFS - Optional layer and Woodland Schemes Inspections:</b>
Check your Contract and/or Grant Award to ensure all requirements have been followed.
<b>Livestock Inspections:</b>
Ensure all your records are complete and up to date, with details of all births, movements and deaths.
Check your animals have not lost their tags; if tags are missing order replacements and re-tag as soon as possible.
Check you have passports for all cattle on your holding. Return any passports which you no longer have the animals for to BCMS.
Check all cattle, which have been sold or have died, have been reported to BCMS.
If you have off lying land or stock away from home, check with your local Animal Health office if you need to keep separate records and report movements.
Have handling facilities available for livestock during the inspection e.g. a crush for cattle.

## SECTION G: INSPECTIONS

### **Cross Compliance Inspections:**

Check the Cross Compliance Factsheets on the Welsh Government website to ensure you are meeting SMR and GAEC requirements.

### **When the Inspection is Complete:**

Ask to sign the Inspection Summary form and any continuation forms to acknowledge the inspection has taken place and you understand the main findings.

Ensure any requirements listed on the Inspection Summary form are undertaken within the stated time scale.

For cattle inspections:

You will be left a list of the tag numbers where we have found an error. We will take away any passports you do not have animals for and give you a receipt for these.

## SECTION H: APPEALS AND COMPLAINTS PROCEDURE

### Section H: Appeals and Complaints Procedure

#### H1 Appeals procedure

**H1.1** The 'Independent Appeals Process for Rural Grants and Payments' allows you to request a review if you feel the Welsh Government has not reached a correct decision according to the rules of a scheme. The process will review decisions concerning:

- Farm Woodland Scheme, Farm Woodland Premium Scheme
- Organic Farming - Support (OFS)
- Organic Conversion Scheme (OCS)
- Woodland Creation Maintenance (WCM)
- Woodland Creation Premium (WCP)
- Glastir Woodland Creation Premium (GWCP)
- Glastir Woodland Creation Maintenance (GCM)
- Glastir Woodland Creation Premium (GCP)

**H1.2** The appeals process consists of two stages:

- Stage 1: review by RPW
- Stage 2: review by an Independent Appeals Panel (if you are dissatisfied with the Stage 1 response).

**H1.3** The Independent Panel make recommendations to the Welsh Ministers, who take the final decision which concludes the process.

**H1.4** There is no charge for Stage 1 of the process but there is a charge at Stage 2. For Stage 2 appeals received on or after 1 January 2026, a charge of £220 for a written hearing or £290 for an oral hearing will be applicable. The charge has risen to match today's cost of Independent Appeals Panel fees (no other cost will be included). These charges are repaid in full if the Stage 2 appeal is successful.

**H1.5** Appeals, including supporting evidence, must be received within 60 days of the date of the letter outlining the decision you wish to appeal against.

**H1.6** We welcome receiving correspondence in Welsh and will respond to any correspondence in Welsh if that is your preferred language. This will not lead to delay.

**H1.7** Appellants or their representatives must not make direct contact with members of the Independent Appeals Panel. We may consider this to be Unacceptable Behaviour in accordance with the [Managing Unacceptable Behaviour of Welsh](#)

## SECTION H: APPEALS AND COMPLAINTS PROCEDURE

[Government Customers](#) guidance. **Unacceptable behaviour may lead to the withdrawal of payments and/or the rejection of claims or appeals** (see section A9.1).

**H1.8** Further details of the appeals process and how to submit an appeal using the online appeal form, can be obtained from the Customer Contact Centre or our website at: [Rural Grants and Payments appeals: Guidance](#).

### **H2 Complaints procedure**

**H2.1** Complaints will be dealt with under the Welsh Government's procedure on Complaints. Further advice on how to make a complaint can be obtained from the Complaints Advice Team:

Complaints Advice Team  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ

Tel: 03000 251378  
E-mail: [complaints@gov.wales](mailto:complaints@gov.wales)  
Website: [Complaints about Welsh Government](#)

**H2.2** You may also choose to contact the Public Services Ombudsman for Wales:

1 Ffordd yr Hen Gae,  
Pencoed,  
CF35 5LJ  
Tel: 0300 790 0203  
Website: [Ombudsman](#)

## SECTION I: DATA DISCLOSURE

### Section I: Data Disclosure

#### I1 General Data Protection Regulation: Privacy Notice

**I1.1** This notice informs you about the Welsh Government's use of the information provided on the Single Application Form (SAF) or any other document used in connection with your application for aid under SFS - Optional layer and Woodland schemes. It also explains the Welsh Government's processing and use of your personal data and your rights under the General Data Protection Regulation.

The data controller for the information submitted as part of SAF 2026 is the **Welsh Government, Cathays Park, Cardiff, CF10 3NQ.**

The data protection officer for the same information is the **Data Protection Officer, Welsh Government, Cathays Park, Cardiff, CF10 3NQ.**

**Email:** DataProtectionOfficer@gov.wales

**I1.2** The information will be processed and managed by the Welsh Government in accordance with its obligations and duties under the following European Regulations (as retained by the Direct Payments to Farmers (Legislative Continuity) Act 2020 (c.2) and Regulations (UK) 2020/90 & 2020/91)

- Council Regulations No 1305/2013
- Council Regulation No 1306/2013
- Council Regulation No 1307/2013
- Commission Regulation No 640/2014
- Commission Regulation No 807/2014
- Commission Regulation No 808/2014
- Commission Regulation No 809/2014
- Commission Regulation No 907/2014
- Commission Regulation No 908/2014
- General Data Protection Regulation No 679/2016.

The information will primarily be used for the purposes of processing and determining applications on the SAF. However, the Welsh Government may also make use of the information supplied for other purposes, which will include those connected with its functions and duties under the Direct payment, SFS - Optional layer and Woodland Schemes and with its statutory environmental obligations.

## **SECTION I: DATA DISCLOSURE**

**I1.3** The lawful basis for the processing is that it is necessary for the performance of a task carried out in the exercise of official authority vested in the Welsh Government.

**I1.4** The Welsh Government collects personal data to identify your location and your farm business(es).

**I1.5** The data is processed through an automated process of business rules that use the Customer Reference Number (CRN) as a primary key for the majority of reports.

**I1.6** Your information will be stored for 10 years following the year of payment.

### **I2 Reasons for sharing personal data**

**I2.1** Eligibility will be dependent, among other things, on meeting the requirements of Cross Compliance. The agencies currently involved in enforcing these requirements and with whom the Welsh Government may share information are:

- Natural Resources Wales
- Animal and Plant Health Agency
- Veterinary Medicine Directorate
- Welsh Local Authorities
- Food Standards Agency Wales
- DEFRA
- Other UK Government Agriculture Offices.

The information may be used for the following:

- Cross Compliance and cross checking between Governmental organisations to prevent breaches.
- the production and publication of maps showing the areas of land that have received agricultural funding.
- compilation of reports of aggregated data and/or summary statistics to be made publicly available
- informing decisions relating to policy changes and funding including research studies conducted on behalf of the Welsh Government.

## SECTION I: DATA DISCLOSURE

- identification of landowners/users in events of emergencies, e.g. disease control and breach control
- protecting applicant's interest in land conservation and issues that may arise due to funding queries
- allowing partner organisations to fulfil their legal duties
- disclosure to regulatory authorities, such as HM Revenue and Customs, Local Authorities and the Police
- publication of certain information and responding to requests for information. For more about this see paragraphs I3.2 – I3.3 in this booklet.

### **I3 The Publication and Disclosure of Information**

**I3.1** The information will be managed and used by the Welsh Government in accordance with its obligations and duties under the:

- Freedom of Information Act 2000
- The Data Protection Act 2018
- Environmental Information Regulations 2004
- Commission Regulation No 908/2014
- The European Union (Withdrawal) Act 2018.

**I3.2** Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information.

**I3.3** The Welsh Government is required to publish details of the amounts paid to rural support beneficiaries. Data will be published for all beneficiaries and will include the name and locality of the farmer/land manager and details of the amounts and schemes for which subsidy has been paid. However, for those receiving less than the equivalent of £1,250 in subsidies the name will be withheld. The data will be published annually on 31 May and remain available for two years from the date it is published.

### **I4 Rights under the General Data Protection Regulation (GDPR)**

**I4.1** The GDPR gives individuals rights in respect of the personal data held on them. These rights include:

- the right to be informed (this notice)

## SECTION I: DATA DISCLOSURE

- the right to ask for and receive copies of the personal data the Welsh Government holds about them, although the Welsh Government can sometimes withhold some data or not provide copies
- the right, in some circumstances, to prevent or restrict the Welsh Government processing personal data
- the right, in some circumstances, to have wrong data rectified
- the right, in some circumstances, to have data erased (to be forgotten).

If you wish to exercise any of your rights under the GDPR, you should contact the Welsh Government at the address provided at the beginning of this notice.

**14.2** Individuals also have the right to ask the Information Commissioner, who enforces and oversees the GDPR, to assess whether or not the processing of their personal data is likely to comply with the GDPR. The Information Commissioner can be contacted at:

Information Commissioner's Office – Wales  
2nd Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2HH

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## SECTION J: SINGLE APPLICATION FORM

### Section J: Single Application Form

#### J1 Guidance and help for completing your SAF

**J1.1** The '2026 Single Application Form (SAF) Online How to Complete Guide for Sustainable Farming Scheme (SFS) - Universal Layer, Woodland Schemes and Organic' is available on the [Welsh Government website](#). This guide provides detailed instructions for completing each section of the SAF.

**J1.2** The SAF also includes specific guidance within the application itself:

- If there is guidance available for the page you are currently completing a 'Help for this Page' button will be visible on the top right of the page. This button will open guidance which will provide a further explanation for each question or item on the page.
- Some questions on the SAF will also include specific help on how to provide an answer. If specific help for the question is available a Help button will appear.

**J1.3** If you have any problems completing your SAF please contact the Customer Contact Centre for further guidance (see Annex 6 for contact details). RPW staff are available to provide help and explain how the application should be completed.

**J1.4 Our Regional Offices are open to the public strictly by appointment only.** If you need additional support, particularly if you are completing the SAF for the first time the Customer Contact Centre can provide telephone support. The Customer Contact Centre may also be able to make a 'Digital Assistance' appointment for you to attend a Regional Office where a member of staff can guide you through the process.

Please make arrangements to complete your online SAF as soon as possible using the available guidance and help outlined above.

**J1.5 Please note** RPW staff will provide help and support but cannot be held responsible for what you do or do not claim – this is your responsibility.

#### J2 Deadline for submitting the SAF

**J2.1** The Welsh Government must receive your completed SAF no later than midnight on Friday, 15 May 2026. Applications received from 16 May 2026 up to and including 9 June 2026 will incur financial penalties. Applications and claims received after 9 June 2026 cannot be accepted.

A SAF submission reminder broadcast message will be issued week commencing 20 April, week commencing 4 May 2026 and week commencing 1 June 2026 to those customers who are yet to submit their application.

**J2.2** All scheme specific supporting documents for (Organic Farming - Support and Organic Conversion Scheme must be received by 31 December 2026. If supporting documents are not received by this date your claim will be rejected.

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**J2.3** If you do not submit your supporting documentation this could result in some or all of your payments being reduced, or your applications and claims being rejected. Please see J8 for a full list of supporting documents.

**J2.4** Refer to Section F in this booklet for details regarding penalties and reductions for late submission of the SAF and supporting documentation.

### **J3 Who can submit your SAF?**

**J3.1** The SAF must be submitted by someone who has been authorised by the business to submit applications on the business's behalf.

**J3.2** If you wish for an agent or third party to submit the application on behalf of the business, and they are not already authorised to do so, follow the instructions on the RPW Online webpages, or contact the Customer Contact Centre to request a 'Rural Payments Wales (RPW) Online Authorisation for Agent / Woodland Agent / Farming Union and Farming Association' form.

### **J4 Claiming payment for schemes on the SAF**

**J4.1** You will need to ensure you have claimed for all of the schemes you intend to on the SAF. The 'Claims' page will be the first page presented to you when you begin to complete your SAF, and this is where you must indicate your wish to claim payment under SFS - Optional layer and Woodland Schemes.

**J4.2** You will also need to indicate the fields you wish to use to support payment for each scheme you are claiming. This must be done in the Field Data page of the SAF.

**J4.3** Organic Farming - Support payments will be calculated on eligible areas within field parcels declared on your SAF, certified as fully organic with a recognised Organic Control Body (OCB) from 1 January 2026 to 31 December 2026. Your payment will be based on the land included in your latest OCB Land Schedule. The minimum claim size is 0.10 hectares.

**J4.4** To help make the SAF easier to complete, wherever possible, your SAF will be pre-populated with scheme claim ticks in the 'Claims' page and in the 'Field Data' page. The 'Claims' page will be pre-populated with scheme claim ticks where our records show you hold a contract and/or grant award for the following schemes: Organic Conversion Scheme, Woodland Schemes.

**J4.5** The 'Field Data' page will be pre-populated where our records show you hold a contract and/or grant award for the following schemes: Organic Conversion Scheme and Woodland Schemes.,

**J4.6** It is important you check the pre-populated information on your SAF and make any changes you need to ensure you have claimed for all of the schemes and areas you wish to.

**J4.7** If you do not indicate the schemes you are claiming together with the fields and common land rights you are using for payment, this may result in a reduction in payment, penalties or even prevent you from receiving payment altogether.

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**J4.8** You can use the Summary page on the SAF to check your application includes all schemes you wish to claim. This can be accessed at any time whilst you are completing your SAF.

### **J5 Declaring land on the SAF**

**J5.1** You must declare on the SAF all the agricultural land that is under your management control including the 15 May 2026 and include all land that is in a SFS – Optional Layer or Woodland Scheme.

**J5.2** You should not include land you own but have rented out, as this is not under your management control and should only be declared by the farmer renting it in.

**J5.3** You will be able to declare the fields that are under your management control in the 'Field Data' page on your SAF. On this page you will be asked to declare all of the land types and features in each field. Please refer to Annex 2 of this booklet for a full list of the crop codes that are available to do this.

**J5.4** You must accurately declare all ineligible and permanent features on the holding and temporary ineligible features. Annex 2 of this booklet provides further guidance for declaring permanent features.

**J5.5** You must also take into account any eligible land temporarily taken out of production (e.g. pipelines for utility companies).

**J5.6** To help make the SAF quicker to complete, your SAF will be pre-populated with the fields our records show are under your management control including the 15 May 2026. It is important you check to ensure all of the land you need to declare has been included on your SAF. You will need to add any fields that are under your management control but have not been pre-populated, including any land transfers or short term rentals for 2026. You will need to delete fields that are no longer under your management control.

**J5.7** Wherever possible the SAF will also be pre-populated with crop codes and areas based on your declaration in 2025. You must check any pre-populated crop codes and areas, and amend them where necessary to reflect the situation on the ground as at 15 May 2026. If the 'Crop' or 'Area' boxes in the Field Data page of your SAF have not been pre-populated for any fields you will need to ensure you complete these boxes. You must ensure your land declaration accurately reflects the position as at 15 May 2026.

### **J6 Declaring Common Land on the SAF**

**J6.1** If you have applied for and been given a field reference number for sole grazed common this will be pre-populated in the Field Data page of your SAF. You must not declare sole grazed commons in the Common Land section.

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### J7 Pre-populated information on the SAF

**J7.1** The SAF 2026 will be pre-populated with as much information as possible based on the information held by RPW and your declaration in 2025, as follows:

SAF Section	Populated Information
Claims	Claim ticks for Organic Conversion Scheme and Woodland Schemes where our records show you hold a Contract and/or Grant Award.  <b>Please note:</b> Claim ticks will not be pre-populated for Organic Farming - Support. If you <b>wish</b> to claim payment, you <b>must tick the Organic Farming - Support tick in the Claims Section.</b>
Field Data	Claim ticks for Organic Conversion Scheme and Woodland Schemes where our records show you hold a Contract and/or Grant Award.  <b>Please Note:</b> Claim ticks will not be pre-populated for Organic Farming - Support. If you wish to claim this payment, <b>you will need to add a claim tick in the Organic Farming - Support (OFS) claim box on the Field Data Section on all eligible parcels you wish to claim payment on.</b>

**J7.2** Ensure you check the pre-populated information on your SAF carefully and make any changes necessary to make your declaration accurate and complete for 2026. It is your responsibility to ensure the information you provide, including pre-populated information, is correct.

### J8 Supporting Documents

**J8.1** The supporting documents which are required for – Organic Farming - Support and Organic Conversion Scheme are subject to the 31 December 2026 deadline.

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<b>Organic Conversion Scheme</b>	
<p>Evidence if you are in the First 2 years of your Organic Conversion Grant Award.</p>	<ul style="list-style-type: none"> <li>• Evidence of Agricultural Activity, if required</li> <li>• A copy of the latest Organic Control Body (OCB) Certificate and Land Schedule</li> <li>• Organic Control Body Application</li> <li>• Organic Conversion Plan</li> <li>• Horticulture Claimants – Cropping Records, receipts and invoices</li> <li>• Dairy claimants – Either a letter of intent, from a milk purchaser/processor stating, in principle, they will purchase the organic milk following conversion OR those processing milk on the holding, confirmation and an explanation of how you intend to change your processing methods and products in response to the availability of organic milk.</li> </ul>
<p>Evidence if you are in years 3 to 5 of your Organic Conversion Scheme Contract.</p>	<ul style="list-style-type: none"> <li>• Evidence of Agricultural Activity, if required</li> <li>• A copy of the latest Organic Control Body (OCB) Certificate and Land Schedule.</li> </ul>

<b>Organic Farming - Support</b>	
<p>Evidence , if you are claiming Organic Farming - Support.</p>	<ul style="list-style-type: none"> <li>• A copy of the latest OCB certificate and Land Schedule</li> <li>• If you are claiming for Horticulture, evidence of selling non-fodder organic horticultural crops at a commercial scale. In circumstances where commercial sales cannot be evidenced, for example, because the crop is not ready for harvest, e.g., a newly established vineyard or orchard, we may pay a claim where evidence can be submitted, e.g. invoices for the plants and/or geo-tagged photos of the crop in the ground, to demonstrate your enterprise will operate at a commercial scale.</li> <li>• If you are claiming for dairy, evidence of selling organic milk or products derived from milk</li> <li>• If you have less than 3ha of eligible agricultural land registered with RPW in Wales, you must submit evidence to demonstrate over 550 standard labour hours.</li> </ul>

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	<ul style="list-style-type: none"><li>• Accountants letter to confirm the business has completed more than 550 hours in the previous calendar year</li></ul> <p><b>Or</b></p> <ul style="list-style-type: none"><li>• Supporting evidence other than a letter from an accredited accountant will only be accepted as proof if it provides an equivalent level of assurance. This means that it should be verified by an independent, accredited source, such as a solicitor, with sufficient understanding of the business to confirm the claim of 550 hours work being undertaken.</li></ul>
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**J8.2** If you are submitting supporting documentation by post, rather than via RPW Online, please ensure you post these in good time with sufficient postage. **Please note** the Welsh Government will not be able to accept correspondence with insufficient postage, which might mean your supporting documentation will not be accepted or receipted.

**J8.3** Recorded or tracked delivery is advisable, but it should be noted recorded delivery is not a guarantee your correspondence will be received by the Welsh Government by the deadlines mentioned above. No matter what postage arrangements are used, or reasons for delays (i.e. insufficient postage), late submission penalties or rejection and subsequent loss of payments may occur.

### J9 Submitting your SAF

**J9.1** The Summary provided with the SAF is located towards the end of the application. This provides an overview of your declaration and can be used to check you have claimed for all of the schemes and included all of the land you need to.

**J9.2** The Submission section of the SAF is the final part of the application. This includes the 'Errors and Information' page which will show or link to all of the information and error messages that are currently showing in your application. You will need to correct any errors before you can submit your SAF. If there are any information messages you should review these and consider whether you need to amend your declaration accordingly.

**J9.3** Before submitting your SAF you will be asked to tick a box to confirm you have read and agree with the 'Declarations & Undertakings'. By ticking this box on the SAF you are declaring you are fully abiding with:

- the SAF schemes rules
- the 'Declaration and Undertakings' contained in the SAF
- the 'Single Application Form (SAF) 2026: rules booklet for Woodland and Organic Schemes when claiming Sustainable Farming Scheme

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- the latest 'Cross Compliance Farmers Factsheets'.

**J9.4** By agreeing to the 'Declarations and Undertakings' you are accepting it is your responsibility to ensure the information you are declaring on your SAF is correct.

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

**J9.5** When you submit your SAF you will receive an instant online receipt which you can print for your records. If you do not receive an online receipt, please let us know by sending us an online message from your RPW Online account or contacting the Customer Contact Centre.

**J9.6** Within one working day of submitting your SAF, you should receive a copy of your completed application in the 'Messages' section of your RPW Online account. In addition to the copy of your completed form, the message will include a copy of any sketch maps you have provided and a copy of the Summary section. If you do not receive this message, please let us know by sending us an online message from your RPW Online account or by contacting the Customer Contact Centre.

**J9.7** You are advised to use the copy of your SAF provided in the 'Messages' section of your RPW Online account to double check your application includes all of the schemes and land you wish to claim. Any missing data or correction of errors must be notified to the Customer Contact Centre no later than 9 June 2026 to be accepted. Requests to amend your claim that are received from 3 June 2026 up to and including 9 June 2026 will attract a late claim penalty.

### **J10 Responding to queries**

**J10.1** Please respond to any queries raised by the Welsh Government regarding your SAF at the earliest opportunity. Failure to do so could result in delayed payments, payment reductions and exclusions.

**J10.2** We welcome receiving correspondence in Welsh and will respond to any correspondence in Welsh if that is your preferred language. This will not lead to a delay in processing your SAF for payment.

## **ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES**

### **Annex 1: Declaring and Deducting Ineligible Features**

#### **AN1.1 Introduction**

**AN1.1.1** Ineligible features are non-grazeable or non cropable areas within a field parcel. They include man-made constructions such as buildings, hardstandings, ungrazeable tracks, water features and natural features such as, rocks, scree, (bare areas) scrub, bracken and groups of trees.

**AN1.1.2** Non-agricultural areas such as gardens, solar panels, caravan parks and riding arenas should also be declared on the SAF with the appropriate crop code (NO1) as these are ineligible.

**AN1.1.3** These ineligible features must be declared on the SAF against the relevant code and the ineligible area deducted from the total area of the field parcel. A full list of ineligible features are available at Annex 2 of this booklet.

#### **AN1.2 Important information on deductions of trees/woodland**

**AN1.2.1** The rules now apply a more prescriptive regime for field parcels with trees and ineligible scattered features.

**AN1.2.2** Where there is a group of trees the whole area occupied by them is to be deducted from the eligible area of the parcel (not just a deduction for the trunks). The impact is a possible reduction of your eligible area.

**AN1.2.3** Where a parcel has scattered trees with a density of more than 100 trees per hectare (of the maximum eligible area), the whole parcel will not be eligible for BPS.

**AN1.2.4** Where a parcel has scattered trees with a density of 100 trees or fewer per hectare of the maximum eligible area you will need to make a deduction for the tree trunks and exposed roots to establish a final grazeable area within the parcel.

#### **AN1.3 What is the Maximum Eligible Area?**

**AN1.3.1** The Maximum Eligible Area of the field parcel is the potential eligible area left after all deductions for ineligible features have been made from the whole field size.

**AN1.3.2** To calculate the Maximum Eligible Area of your field parcel, and calculate the scattered tree density, you should deduct all ineligible features from the whole field parcel area in the following order:

- 1 identify and deduct ineligible areas for man-made features, including man-made ponds
- 2 identify and deduct ineligible areas for water features; rivers (100 m<sup>2</sup> and over), streams (100 m<sup>2</sup> and over), and natural ponds (over 0.10 hectares)
- 3 identify and deduct ineligible areas for groups of natural bare areas, such as rocks/scree 100 m<sup>2</sup> and over

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- 4 identify and deduct ineligible areas for groups of scrub/bracken 100 m<sup>2</sup> and over
- 5 identify and deduct ineligible areas for groups of trees 100 m<sup>2</sup> and over
- 6 assess scattered natural features less than 100 m<sup>2</sup>:
  - a. natural bare areas (rocks/scree)
  - b. scrub/bracken.

### AN1.4 Calculating 100 trees per hectare (100 trees/hectare)

**AN1.4.1** Once the Maximum Eligible Area has been calculated, the 100 trees per hectare is assessed against the Maximum Eligible Area, including scattered groups of less than 100 m<sup>2</sup>.

- If the density is over 100 trees/hectare the whole field parcel is ineligible for BPS. See example (a) at AN1.4.2 below.
- If the density is equal to or less than 100 trees/hectare, the field is eligible for BPS, but a deduction must be made for the area covered by trees. See example (b) at AN1.4.2 below.

#### Example:

A field parcel has a total whole field size of 5.50 hectares.

The total of all ineligible man made features, water features and natural features where the area is over 100 m<sup>2</sup> (identified in steps 1 - 5 at AN1.3.2 above) is 1.25 hectares.

A further assessment of scattered rocks and bracken is completed (steps 6a - 6b at AN1.3.2 above) and an ineligible area of 0.25 hectares is identified. The Maximum Eligible Area is therefore:

Field Parcel Size	= 5.50 hectares
Less Total Ineligible Areas	= 1.25 hectares (sum of steps 1 - 5 above)
Less scattered feature assessment	= 0.25 hectares (sum of step 6 a - b above)
Maximum Eligible Area	= 4.00 hectares

#### AN1.4.2 100 trees/hectare examples:

- (a) The Maximum Eligible Area of 4.00 hectares has been calculated and this area has more than 400 scattered trees covering this area. **The whole land parcel is ineligible..**
- (b) The Maximum Eligible Area of 4.00 hectares has been calculated and this area has only 50 scattered trees covering this area. The land parcel is eligible for BPS, **but an assessment should be completed for the area of scattered trees and this area should be deducted from the Maximum Eligible Area calculated for the field:**

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Maximum Eligible Area	= 4.00 hectares
Less Assessment	= 0.25 hectares (for scattered trees)
Parcel Eligible Area	= 3.75 hectares

### AN1.5 How do I identify and calculate the Ineligible Features?

**AN1.5.1** You need to identify and declare all the ineligible features for each field parcel you declare on your SAF in hectares.

**AN1.5.2** To calculate the area of a feature in hectares you should measure the length and width in metres, multiply them together and divide by 10,000 m<sup>2</sup> (the area of 1 hectare). For example, a building measuring 10 m x 10 m = 100 m<sup>2</sup>. Dividing by 10,000 m<sup>2</sup> = 0.01 hectares.

**AN1.5.3** Areas can only be declared to 2 decimal places and therefore all calculations should be rounded up or down to the nearest number, e.g. 0.005 hectares should be rounded up to 0.01 hectares, whilst 0.014 hectares should be rounded down to 0.01 hectares.

### AN1.6 SAF 2026 Interactive Maps

**AN1.6.1** On RPW Online you can use the interactive mapping tool and aerial photography to help you identify and calculate the ineligible features within your field.

**AN1.6.2** The following guidance explains how to identify, calculate and declare each type of ineligible feature within each land parcel.

#### Man made features

### AN1.7 What is a man made feature?

**AN1.7.1** A man made feature is a 'structure that has been constructed rather than occurring naturally', such as buildings, hardstandings, ungrazed tracks, roads and ponds. A full list of man made features is available at Annex 2 of this booklet.

### AN1.7.2 How do you calculate the area of man made and non agriculture features?

- Identify the man made feature within the field parcel and
- measure the features length and width.

**Example:** a building of 20 m by 10 m equals 200 m<sup>2</sup> and should be declared as 0.02 hectares, a track of 100 m by 3 m is 300 m<sup>2</sup> and should be declared as 0.03 hectares.

- If there are more than one of the same type of feature in the field you must add together the area of each separate feature.

**Example:** a field contains two buildings, one measured as 0.01 hectares and one measured as 0.02 hectares. The total area for buildings should therefore be added

## **ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES**

together and a total area of 0.03 hectares (0.01 hectares + 0.02 hectares) is calculated for buildings.

- If the total area calculated for the individual feature(s) is 0.01 hectares or greater, select the appropriate code at Annex 2 of this booklet and declare the area calculated for the feature against the field parcel
- these areas should be declared and deducted from the total field size as shown at AN1.3.2 above.

### **What if the area of the individual man-made feature is less than 0.01 ha?**

**AN1.7.3** If the area of an individual man-made feature is calculated to be less than 0.01 hectares and there are no other man-made features in the field parcel, that feature is deemed insignificant and does not need to be declared.

**AN1.7.4** However, if there are many of the same features in the field, e.g. pig sheds, a whole parcel assessment should be carried out and the area of all these individual features should be added together. Details of how to complete the assessment are shown at AN1.12 in this booklet.

**AN1.7.5** If there is more than one type of ineligible feature in the field parcel, and when these areas are added together they come to 0.01 hectares or more, the total area for all these features should be declared on the SAF set against the main feature.

**Example:** a field parcel contains a building with an area of 0.004 hectares, a hardstanding with an area of 0.004 hectares and a track of 0.003 hectares. A total declared area of 0.01 hectares (0.004 hectares + 0.004 hectares + 0.003 hectares = 0.011 hectares) should be declared against code ZZ89.

### **Water features**

#### **AN1.8 What is a water feature?**

**AN1.8.1** Water features are naturally occurring streams, rivers and ponds (0.01 hectares or greater). A full list of water features is available at Annex 2 in this booklet.

#### **AN1.8.2 How do you calculate the area of water features?**

- Identify the water features within the field parcel; i.e. all river and streams and ponds (0.01 hectares or greater)
- measure the features length and width.

**Example:** a river of 55 metres long by an average of 6 metres wide equals 330 m<sup>2</sup> and should be declared as 0.03 hectares for rivers and streams.

- If there are more than one of these features in the field you must add together the area of each separate feature.

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**Example:** a field contains two rivers, one measured as 0.01 hectares and one measured as 0.02 hectares. The total area for rivers and streams should therefore be added together and a total area of 0.03 hectares (0.01 hectares + 0.02 hectares) is calculated for rivers and ponds.

- If the total area calculated for the individual feature(s) is 0.01 hectares or greater, select the appropriate code at Annex 2 of this booklet (ZZ30 for ponds, ZZ31 for rivers/streams) and declare the area calculated for the feature against the field parcel
- these areas should be declared and deducted from the total field size as shown at AN1.3.2 above).

### What if the area of the individual water features is less than 0.01ha?

**AN1.8.3** If the area of an individual water feature is calculated to be less than 0.01 hectares and there are no other water features in the field parcel, that feature is deemed insignificant and does not need to be declared.

**AN1.8.4** However, if there are many of the same water features in the field, e.g. a number of streams and a river, a whole parcel assessment should be carried out and the area of all these individual features should be added together. Details of how to complete an assessment are shown at AN1.12 in this booklet.

### Natural Bare Area

#### AN1.9 What is a Natural Bare Area?

**AN1.9.1** Natural bare areas are features equal to or over 100 m<sup>2</sup> that include scree, boulders, rocky outcrops and sand, that provide no area available for grazing.

**AN1.9.2** A description of the different densities for scree, boulders and rocks is available at paragraph AN1.14 of this booklet.

#### AN1.9.3 How do you calculate the area of ineligible natural bare area?

- Identify ineligible bare areas within the field parcel that equal or are greater than 100 m<sup>2</sup>
- measure the area of the separate features
- if there is more than one of these features in the field you must add together the area of each separate feature that is equal to or over 100 m<sup>2</sup>.

**Example:** a field contains two large areas of scree and boulders, the area of scree measured as 0.92 hectares and the area of boulders measured as 0.47 hectares. The total area for scree and boulders should therefore be added together and a total area of 1.39 hectares (0.92 hectares + 0.47 hectares) is calculated for Scree/Rock Outcrops/Boulders/Sand.

- Select the appropriate code at Annex 2 of this booklet and declare the area calculated for the feature(s) against the field parcel

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- these areas should be declared and deducted from the total field size as shown at AN1.3.2 above.

### What if the areas of the individual groups are less than 100 m<sup>2</sup>?

**AN1.9.4** If the area of an individual group is calculated to be less than 0.01 hectares and there are no other natural bare areas in the field parcel, that feature is deemed insignificant and does not need to be declared.

**AN1.9.5** However, if there are many bare areas in the field, e.g. a number of separate groups scattered across the field or features that are not wholly ineligible (see the ineligible features density descriptions in the table at AN1.14 in this booklet) an assessment for natural bare areas should be completed at field level.

**AN1.9.6** Details of how to complete an assessment are shown at AN1.14 in this booklet.

### Groups of scrub and bracken

#### AN1.10 What is scrub and bracken?

**AN1.10.1** Scrub is clumps of bushes, each dense enough to either exclude stock or provide no grazing (e.g. Gorse, Bushes, Hawthorn and Briar), and bracken is a tall fern with coarse lobed fronds which grows thickly in open areas of countryside, especially on hills, and in woods.

- Group of Scrub – Dense area equal to or over 100 m<sup>2</sup> that is totally impenetrable to stock with no evidence of paths within.
- Group of Bracken – Dense area equal to or over 100 m<sup>2</sup> that is totally impenetrable to stock with no evidence of paths within. Also, where there is deep litter grading into organic build up rather than soil beneath, confirming accumulation over many years.

**AN1.10.2** A description of the different densities for scrub and bracken are available in the table at AN1.14 in this booklet.

#### AN1.10.3 How do you calculate the area of an ineligible group of scrub and bracken?

- Identify the wholly ineligible features within the field parcel that equal or are greater than 100 m<sup>2</sup>
- measure the area of the separate features
- if there are more than one of these features in the field you must add together the area of each separate feature that is equal to or over 100 m<sup>2</sup>.

**Example:** a field contains two large areas of scrub, one measured as 0.25 hectares and one measured as 0.56 hectares. The total area for scrub should therefore be

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added together and a total area of 0.81 hectares (0.25 hectares + 0.56 hectares) is calculated for scrub.

- Select the appropriate code at Annex 2 of this booklet and declare the area calculated for the feature(s) against the field parcel.

**AN1.10.4** A separate declaration is required for groups of scrub and groups of bracken and these areas should be deducted from the total field size (as shown at AN1.3.2 above).

### **What if the areas of the individual groups are less than 100 m<sup>2</sup>?**

**AN1.10.5** If the area of an individual group is calculated to be less than 0.01 hectares and there are no other features in the field parcel, that feature is deemed insignificant and does not need to be declared.

**AN1.10.6** However, if there are many of the same features in the field, e.g. a number of separate groups scattered across the field or features that are not wholly ineligible (see the ineligible features density descriptions in the table at AN1.14 in this booklet) an assessment for scrub and bracken should be completed at field level.

**AN1.10.7** Details of how to complete an assessment are shown at AN1.12 in this booklet.

### **Groups of trees**

#### **AN1.11 What is a group of trees?**

**AN1.11.1** A group of trees is defined as three or more trees (which do not belong to a traditional boundary) growing very close together creating a canopy of branches that form an area of cover above the ground equal to or over 100 m<sup>2</sup> (10 m x 10 m).

**AN1.11.2** The area covered by the canopy and not the tree trunks and stumps should be used when working out the ineligible area for a group of trees. For example, a group of 5 trees in the middle of a field, with a canopy measuring approximately 25 m x 25 m will have an ineligible area of 625 m<sup>2</sup>, which is 0.06 hectares.

**AN1.11.3** A tree is defined as a woody perennial plant, typically having a single stem or trunk capable of growing to a considerable height (normally over 1.3 m above ground level) and bearing lateral branches at some distance from the ground. Some trees may have more than one single stem/trunk growing out of a base, but these will still be considered as one tree.

**AN1.11.4** A single line of two or more trees occurring within hedges or another traditional boundary, that is considered as a landscape feature under GAEC, is eligible and does not require a deduction to be made.

**AN1.11.5** You must distinguish between coniferous and broadleaf trees. A full list of codes for ineligible trees is available at Annex 2 of this booklet.

## **ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES**

**AN1.11.6** Orchards and short rotation coppice are eligible and should not be used in calculating ineligible groups of trees. The areas covered by these trees should be measured and declared on the SAF using the appropriate crop code from Annex 2 in this booklet.

### **AN1.11.7 How do you calculate the area of ineligible groups of trees?**

- Identify the groups and type of trees within the field parcel that equal or are greater than 100 m<sup>2</sup>
- measure the area of the separate groups and type of trees
- if there are more than one of these groups in the field you must add together the area of each group of trees that is equal to or over 100 m<sup>2</sup>.

**Example:** a field contains three groups of broadleaf trees, one measured as 0.30 hectares, one measured as 0.25 hectares and one measured as 0.56 hectares. The total area for group of broadleaf trees should therefore be added together and a total area of 1.11 hectares (0.30 hectares + 0.25 hectares + 0.56 hectares) is calculated for groups of broadleaf trees.

- Select the appropriate code at Annex 2 in this booklet and declare the area calculated for the types of tree against the field parcel
- a separate declaration is required for each type of group of trees and these areas should be deducted from the total field size as shown at AN1.3.2 above.

### **What if the canopy covers the whole land parcel?**

**AN1.11.8** If the tree canopy covers the entire area of the land parcel, you should declare the whole field parcel as either ungrazed Coniferous or ungrazed Broadleaf.

**AN1.11.9** In this situation, you should still declare and deduct any ineligible areas for man-made features, water features and natural bare areas, but there is no need to calculate the tree density for 100 trees/hectare.

### **What if the areas of the individual group of trees are less than 100 m<sup>2</sup> or there are only single trees in the field?**

**AN1.11.10** If the area of an individual group of trees is calculated to be less than 100 m<sup>2</sup> (0.01 hectares) or there are only scattered individual trees across the land parcel a tree density assessment must be made to assess the 100 trees/hectare density for the land parcel.

**AN1.11.11** Details of how to assess and calculate the 100 trees/hectare is shown at AN1.13 in this booklet.

### **Assessment for ineligible areas excluding those less than 100 m<sup>2</sup>**

## **ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES**

### **AN1.12 What is an assessment?**

**AN1.12.1** An assessment is an estimation of ineligible areas for scattered features (natural bare areas, scrub and bracken) across the whole land parcel that should be declared on the SAF and deducted from the overall eligible area of your land parcel.

**AN1.12.2** An assessment is required:

- where the density of the features allows for some grazing and therefore are not wholly ineligible  
  
and/or
- where the individual area(s) of wholly ineligible features are less than 100 m<sup>2</sup>.

**AN1.12.3** The assessment is calculated by multiplying the area of the scattered feature by an appropriate percentage reduction for the ineligible features based on the ineligible features density descriptions at the table at AN1.14 in this booklet.

**Example:** an area of 5 hectares is identified with scattered bracken that has an ineligible density of 30%. The assessment calculation is therefore 5 hectares x 30% = 1.50 hectares of ineligible area for scattered bracken.

### **How do you identify an area of scattered features for assessment?**

**AN1.12.4** An assessment should be carried out at a land parcel level, if the scattered features cover the whole parcel e.g. bracken, or on a more specific area of the parcel if the scattered feature is localised to a specific area of the parcel e.g. scree/boulders.

**AN1.12.5** You can use the description of the different densities for natural bare areas, scrub and bracken at AN1.14 in this booklet to identify the description that best fits the scattered features remaining in the land parcel.

**AN1.12.6** If there is only one type of scattered feature remaining in the land parcel e.g. bracken, and the feature has a consistent density and covers the whole parcel, a whole parcel assessment can be carried out on that scattered feature.

**AN1.12.7** However, if there are more than one type of scattered feature remaining in the land parcel e.g. bracken and scree, and these features have different densities or do not cover the whole land parcel, an assessment should be carried out on the specific areas of the scattered features within the land parcel.

### **How do you determine the density and appropriate percentage reduction for the ineligible feature?**

**AN1.12.8** From the description of the different densities for natural bare areas, scrub and bracken in the table at AN1.14 in this booklet you should select a description that best fits the scattered features. Each description has a representative range for the density percentage expected for those features. These percentages are not definitive and should be used as a guide when determining the density percentage

## ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES

you use to calculate the final ineligible area of the scattered features for each land parcel. You should be cautious and if in doubt declare a lower eligible area.

### Assessment at a parcel level

**AN1.12.9** If the land parcel has only one type of scattered feature e.g. bracken, of similar density scattered across the whole land parcel, you can complete an assessment at the whole parcel level.

- The area for assessment is the whole parcel size less any deductions already made for man-made features, water features, groups of ineligible features of 100 m<sup>2</sup> or over from the total land parcel area
- the percentage reduction for assessment is chosen from the ranges provided at AN1.14 in this booklet
- multiply the area for assessment by the chosen percentage reduction to calculate the ineligible area of the scattered feature
- this area should then be declared and deducted from the total field size (as shown at AN1.3.2 above).

**Example:** a parcel has a total area of 10.20 hectares:

- you calculate and deduct an area of 0.70 hectares of man-made features, water features, groups of ineligible features of 100 m<sup>2</sup> or over, leaving an area of 9.50 hectares for assessment
- you estimate a percentage reduction of 5% based on the density description in the table at AN1.14 in this booklet 'Larger proportion of denser areas of bracken, but still allowing free access to stock. Limited amounts of litter but with grass growing through' Range 3 – 9%
- your assessment for scattered bracken is calculated as 0.48 hectares (9.50 hectares x 5% ineligible)
- this area of 0.48 hectares is declared against the land parcel on the SAF using code YY21
- the Maximum Eligible Area for the field is now 9.02 hectares (9.50 hectares – 0.48 hectares for scattered bracken) against which the 100 trees/hectare density rule can be applied.

### Assessment on a specific area within a parcel

**AN1.12.10** If the land parcel has one feature of different densities in different parts of the field or more than one type of scattered feature e.g. bracken and scree, an assessment can be carried out on the separate and specific areas of the scattered features provided the total ineligible areas for each area are added together to give a single ineligible area for identified scattered feature on the SAF.

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- Measure the area identified for assessment
- choose the appropriate percentage reduction for an assessment of the feature from the ranges provided at AN1.14 in this booklet
- multiply the area for assessment by the chosen percentage reduction to calculate the ineligible area of the scattered feature within that specific area
- add up all the ineligible areas from the separate assessment for each type of feature
- select the appropriate code at Annex 2 in this booklet and declare the area calculated for the feature(s) against the field parcel
- separate scattered feature declarations are required for natural bare areas (scree/boulders/rocks/sand), scrub and bracken and these areas should be deducted from the total field size as shown at AN1.3.2 above.

**Example:** a parcel has a total area of 10.20 hectares:

- you identify separate areas of scattered bracken measuring 5.00 hectares, and two separate areas of scattered scree, measuring 2.30 hectares and 1.50 hectares
- you estimate a percentage reduction for each of the separate areas:
  - a. 5% for bracken based on the density description in the table at AN1.14 in this booklet 'Larger proportion of denser areas of bracken, but still allowing free access to stock. Limited amounts of litter but with grass growing through' Range 3 – 9%
  - b. 15% for the larger area of scree based on the density description in the table at AN1.14 in this booklet 'Scattered rock and boulders forming small areas where limited grazing is available Range 15 – 19%
  - c. 40% for one area of scree based on the density description in the table at AN1.14 in this booklet 'Bare rock and boulders forming larger areas of limited grazing Range 20 – 50%
- your assessment for scattered features is calculated as follows:
  - d. ineligible scattered bracken is calculated as 0.25 hectares (5.00 hectares x 5% ineligible)
  - e. ineligible scattered scree/rocks is calculated as 0.35 hectares (2.30 hectares x 15% ineligible)
  - f. ineligible scattered scree/rocks is calculated as 0.60 hectares (1.50 hectares x 40% ineligible)
- at a parcel level, the assessment for scattered bracken is 0.25 hectares and for scree/rocks is 0.95 hectares (0.35 hectares + 0.60 hectares)

## **ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES**

- these areas of 0.25 hectares and 0.95 hectares are declared against the land parcel on the SAF using codes YY21 and YY41 respectively.

The Maximum Eligible Area for the field is now 9.00 hectares (10.20 hectares – 1.20 hectares for scattered bracken and scree) against which the 100 trees/hectare density rule can be applied.

### **AN1.13 Tree density (100 trees per hectare)**

**AN1.13.1** From 2015 a parcel with scattered trees with a density of more than 100 trees per hectare of the maximum eligible area calculated is ineligible for BPS.

**AN1.13.2** Where there is a density of 100 trees or fewer per hectare of the maximum eligible area calculated from the whole parcel, you will need to calculate and make a deduction for the trees to establish a final grazeable area within the parcel.

**AN1.13.3** A tree is defined as a woody perennial plant, typically having a single stem or trunk capable of growing to a considerable height (normally over 1.3m above ground level) and bearing lateral branches at some distance from the ground. Some trees may have more than one single stem/trunk growing out of a base, but these will still be considered as one tree.

**AN1.13.4** A single line of two or more trees within a hedge or another traditional boundary, that is considered as a landscape feature under GAEC, is eligible and does not require a deduction to be made.

#### **What are defined as scattered trees?**

**AN1.13.5** For the purposes of calculating the 100 trees/hectare density, scattered trees are defined as:

- individual trees where the canopy is not interconnecting with other trees
- a single line of two or more trees growing very close together creating a canopy within a field parcel but not part of a traditional boundary
- groups of trees with an ineligible area of less than 100 m<sup>2</sup>.

#### **How do I calculate the 100 trees/hectare density?**

**AN1.13.6** The 100 trees/hectare density can also be considered as 100 trees over an area of 10,000 m<sup>2</sup>. This means a single tree has an average area of 100 m<sup>2</sup> or covers an average area of 10 m x 10 m. Therefore, a covering of scattered trees less than 10 metres apart from each other in any direction would also be considered to be exceeding the 100 trees/hectare density threshold. It is expected that in most cases, trees less than 10 metres apart would be regarded as a group of trees and deducted as appropriate. See AN1.11 above.

**AN1.13.7** For the SAF declaration, the tree density can be calculated by multiplying the Maximum Eligible Area by 100 to give a total number of trees for the land parcel. If the density is equal to or over this number the field parcel is ineligible for SFS –

## ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES

Optional layer and should be declared using the appropriate crop code (YY15 or YY14).

**Example:** a Maximum Eligible Area for the field is calculated as 9.50 hectares (whole parcel size 10.20 hectares, less 0.70 hectares for wholly ineligible features. The maximum tree density for that area is 950 trees (9.50 hectare x 100 trees/hectare). A total of 950 trees are estimated/counted on the Maximum Eligible Area for the parcel and therefore is ineligible..

- The calculated maximum eligible area should be declared on the SAF against the appropriate crop code – YY14 for coniferous tree cover or YY15 for broadleaf tree cover.

### What if the tree density is less than 100 trees/hectare?

**AN1.13.8** If the tree density is less than 100 trees per hectare, the calculated maximum eligible area of the field is eligible, but a deduction must be made for the area covered by tree trunks and stumps.

**AN1.13.9** Again this assessment can either be against the total calculated maximum eligible area or on specific area(s) within the maximum eligible area if there is a clearly defined area of scattered trees, and completed as follows:

- Confirm the area of trees for assessment (maximum eligible area or clearly defined area)
- confirm the percentage reduction for technical assessment from the table at AN1.14 in this booklet
- multiply the area for assessment by the chosen percentage reduction to calculate the ineligible area of the tree trunks and stumps
- this area should then be declared using code YY16 Trunks & Stumps (Density <100 trees/Ha) and deducted from the total field size as shown at AN1.3.2 above.

### AN1.14 Ineligible features density descriptions percentage levels

**AN1.14.1** The density assessment covers four types of features that must be declared on the SAF:

Crop Description	Crop Code
Trunks & Stumps (Density <100 trees/Ha)	YY16
Bracken	YY21
Scrub including gorse bushes and briar	YY23
Scree/rock outcrops/boulders/sand	YY41

**AN1.14.2** The following table should be used to determine the density and appropriate percentage reduction for the ineligible feature listed.

## ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES

- Each feature is split into categories with a percentage area deduction range set for each category. You should select a category with the description that best fits the scattered features
- each description has a representative range for the density percentage expected for those features
- these percentages are not definitive and should be used as a guide when determining the final density percentage you use to calculate the ineligible area of the scattered features
- these are the descriptions that will be used by the Rural Inspectorate Wales and for remote sensing inspections.

### AN1.14.3 Ineligible features density table

<b>Ineligible Features Density Table</b>				
<b>Density Level</b>	<b>Scree/Rock Outcrops/ Boulders/ Sand (YY41)</b>	<b>Scrub including gorse bushes and briar (YY23)</b>	<b>Bracken (YY21)</b>	<b>Trunks &amp; Stumps (Density &lt;100 trees/Ha) (YY16)</b>
<b>Level 1 Description</b>	Scattered bare rock within a grazed parcel.	Presence of many single bushes (e.g. Gorse, Hawthorn) where grazing is available.	Some evidence of bracken may be visible on the aerial image.	Individual scattered trees where the combined area of all the trunks and stumps would not total 100 m <sup>2</sup> (0.01 Ha).
<b>Level 1 Ineligible % range</b>	<b>1 – 4%</b>	<b>1 – 4%</b>	<b>1 – 2%</b>	<b>0%</b>

## ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES

<b>Ineligible features density table</b>				
<b>Density Level</b>	<b>Scree/Rock Outcrops/ Boulders/ Sand (YY41)</b>	<b>Scrub including gorse bushes and briar (YY23)</b>	<b>Bracken (YY21)</b>	<b>Trunks &amp; Stumps (Density &lt;100 trees/Ha) (YY16)</b>
<b>Level 2 Description</b>	Scattered rock and boulders forming small areas where limited grazing is available.	Presence of many scattered bushes and limited areas where these form clumps. Grazing available beneath and between.	Larger proportion of denser areas of bracken, but still allowing free access to stock. Limited amounts of litter but with grass growing through.	Numerous scattered trees with grazing beneath and between. Open woodland (e.g. oak, larch) where the canopy offers no shading or accumulation of leaf-litter to restrict grazing beneath.
<b>Level 2 Ineligible % range</b>	<b>5 – 19%</b>	<b>5 – 9%</b>	<b>3 – 9%</b>	<b>1 – 9%</b>
<b>Level 3 Description</b>	Bare rock and boulders forming larger areas of limited grazing.	Predominantly grazeable but many clumps of bushes, each dense enough to either exclude stock or provide no grazing.	Generally, dense bracken but still allowing access to stock. Litter of decaying bracken covers the site but has not built up to any depth. Grass growing through the litter.	N/A
<b>Level 3 Ineligible % range</b>	<b>20 – 49%</b>	<b>10 – 39%</b>	<b>10 – 39%</b>	<b>N/A</b>

## ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES

<b>Ineligible features density table</b>				
<b>Density Level</b>	<b>Scree/Rock Outcrops/ Boulders/ Sand (YY41)</b>	<b>Scrub including gorse bushes and briar (YY23)</b>	<b>Bracken (YY21)</b>	<b>Trunks &amp; Stumps (Density &lt;100 trees/Ha) (YY16)</b>
<b>Level 4 Description</b>	More than half the area offers no grazing due to bare rock, quarry spoil, etc.	Dense areas of scrub with some limited grazing beneath and only accessible to stock by definite paths. Presence of bramble. Dingles dropping steeply to stream, low light penetration, offering limited grazing and stock access restricted to definite paths.	Tall, dense bracken restricting stock movements to paths only. Deep accumulation of litter.	N/A
<b>Level 4 Ineligible % range</b>	<b>50 – 99%</b>	<b>40 – 99%</b>	<b>40 – 99%</b>	<b>N/A</b>

## ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES

Ineligible features density table				
Density Level	Scree/Rock Outcrops/ Boulders/ Sand (YY41)	Scrub including gorse bushes and briar (YY23)	Bracken (YY21)	Trunks & Stumps (Density <100 trees/Ha) (YY16)
<b>Level 5 Description</b>	Areas of rock, shingle, quarry or mining spoil where no grazing is available.	Dense area of scrub or gorse totally impenetrable to stock. No evidence of paths within.	Dense impenetrable bracken. Livestock keep clear throughout much of the year. Deep litter grading into organic build up on the ground rather than soil beneath, confirming accumulation over many years.	Group(s) of three or more trees (which do not belong to a traditional boundary) growing very close together creating a canopy of branches that form an area of cover above the ground).
<b>Level 5 Ineligible % range</b>	<b>100% ineligible</b>  Areas over 100 m <sup>2</sup> should be declared as 100% ineligible and deducted from the land parcel area.	<b>100% ineligible</b>  Areas over 100 m <sup>2</sup> should be declared as an ineligible group and deducted from the land parcel area.	<b>100% ineligible</b>  Areas over 100 m <sup>2</sup> should be declared as an ineligible group and deducted from the land parcel area.	<b>100% ineligible</b>  Areas over 100 m <sup>2</sup> should be declared as an ineligible group and deducted from the land parcel area.

## ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES

The table below identifies all of the crop codes for land/areas/features, which may be present in a field. You must consider these codes and enter them within the Field Data section of your SAF to declare the areas and features in the field parcels that are under your management control. You must also review any pre-populated codes and change these where necessary.

**Important:** Different land/areas/features in a field parcel must be declared on separate lines on your SAF against the field reference, as appropriate.

**Example:** a total field size of 5.00 hectares, which has 4.95 hectares of permanent grass (GR2), 0.02 hectares of hardstanding (ZZ92) and an ungrazed track (ZZ97) covering 0.03 hectares must have each area declared against the field on separate lines.

The table below also sets out whether each crop code is eligible for payment under SFS – Optional Layer or Woodland Schemes.

**The rules for declaring landscape features and ineligible areas on your holding are explained at Annex 1 of this booklet. It is important you assess and declare these areas on your holding. Failure to do so may result in an over-declaration of eligible areas, which may lead to reductions and penalties.**

### Crop codes for Woodland

Groups of trees and areas of scattered trees with a density greater than 100 trees per hectare are considered ineligible.

Annex 1 of this booklet provides guidance on how to assess these areas so you can declare them on your SAF, using the following crop codes:

ZZ10 – Woodland – coniferous – group

ZZ11 – Woodland – broadleaf – group

YY14 – Woodland – coniferous – scattered with a density greater than 100 trees / hectare

YY15 – Woodland – broadleaf – scattered with a density greater than 100 trees / hectare

**Areas of scattered woodland with a density less than 100 trees/hectare are eligible.** For these areas, you should use the appropriate crop code for the land type on the ground, e.g. GR2 (Grass – permanent – over 5 years). You should also declare YY16 (Trees – individual trunks and stumps) where the total area taken up by trunks and stumps in the field parcel amounts to more than 50 m<sup>2</sup>.

## **ANNEX 1: DECLARING AND DEDUCTING INELIGIBLE FEATURES**

### **Non-agricultural Activities**

Code NO1 must be used when these activities are taking place on the land.

### **Use of crop/land use codes for grass**

For areas that have been grass for 5 years or more these are considered permanent grassland so use GR2.

For areas that have been grass for less than 5 years, following an arable crop, use GR1. Grass may be reclassified from GR2 to GR1 only if the land has been subject to arable crop rotation within the last 5 years.

Where an area of permanent grassland has been grass for 5 years or more and re-sown with grass in the last 12 months then the code GR8 should be used

## ANNEX 2: LAND / AREA DECLARATION AND USE CODES

### Annex 2: Land / Area Declaration and Use Codes

Table 1: Crop Codes to declare in the Field Data section

Annex 2: Table 1: Crop/Land Description	Crop Code	Land Cover Classification	OFS/OCS Eligible	OFS Payment Rate 1 Eligible	OCS Payment Rate 1 Eligible
Apples	AP4	Permanent Crop	Yes	Yes	Yes
Arable crop – mixed	MC3	Arable	Yes	No	No
Artichokes	AR2	Permanent Crop	Yes	Yes	Yes
Asparagus	AS1	Permanent Crop	Yes	Yes	Yes
Aubergine	AU1	Arable	Yes	Yes	Yes
Bamboo	BA2	Permanent Crop	Yes	No	No
Barley – spring sown	BA5	Arable	Yes	No	No
Barley – winter sown	BA4	Arable	Yes	No	No
Basil	BA6	Arable	Yes	Yes	Yes
Beans – field – spring sown	BN4	Arable	Yes	No	No
Beans – field – winter sown	BN5	Arable	Yes	No	No
Beans – green	BN2	Arable	Yes	Yes	Yes
Beans – mung	BE11	Arable	Yes	Yes	Yes
Beans – soya	BN3	Arable	Yes	No	No
Beets/Mangolds	BT1	Arable	Yes	No	No
Bilberries/Cranberries	BS2	Permanent Crop	Yes	Yes	Yes
Blackberries/Loganberries/ Raspberries	BS1	Permanent Crop	Yes	Yes	Yes
Black Medicks	ME6	Arable	Yes	Yes	Yes
Borage	BO1	Arable	Yes	Yes	Yes

## ANNEX 2: LAND / AREA DECLARATION AND USE CODES

Annex 2: Table 1: Crop/Land Description	Crop Code	Land Cover Classification	OFS/OCS Eligible	OFS Payment Rate 1 Eligible	OCS Payment Rate 1 Eligible
Buckwheat	BU1	Arable	Yes	No	No
Cabbages and other brassicas – spring sown	CA21	Arable	Yes	Yes	Yes
Cabbages and other brassicas – winter sown	CA22	Arable	Yes	Yes	Yes
Camelina	CA18	Arable	Yes	No	No
Canary seed / Reed Canary Grass	CY1	Arable	Yes	No	No
Carrots	CA20	Arable	Yes	Yes	Yes
Celeriac	CE2	Arable	Yes	Yes	Yes
Chicory	CH5	Arable	Yes	No	No
Chilli	CI1	Arable	Yes	Yes	Yes
Chilli - Tree	CT1	Arable	Yes	Yes	Yes
Clover	CL4	Arable	Yes	No	No
Clover – sweet	CL3	Arable	Yes	No	No
Comfrey	CO5	Arable	Yes	Yes	Yes
Coppice – short rotation	CO4	Permanent Crop	Yes	No	No
Crambe	CR2	Arable	Yes	No	No
Cress – salad	CR4	Arable	Yes	Yes	Yes
Cress – water	CR5	Arable	Yes	Yes	Yes
Cucumbers	CU1	Arable	Yes	Yes	Yes
Daffodils	DA1	Arable	Yes	Yes	Yes
Dill	DL1	Arable	Yes	Yes	Yes
Edible thistle	TH1	Permanent Crop	Yes	Yes	Yes
Evening Primrose	EV1	Arable	Yes	Yes	Yes

## ANNEX 2: LAND / AREA DECLARATION AND USE CODES

<b>Annex 2: Table 1: Crop/Land Description</b>	<b>Crop Code</b>	<b>Land Cover Classification</b>	<b>OFS/OCS Eligible</b>	<b>OFS Payment Rate 1 Eligible</b>	<b>OCS Payment Rate 1 Eligible</b>
Fallow – natural regeneration	FA3	Arable	Yes	No	No
Fallow – grass sown	FA4	Arable	Yes	No	No
Fallow – sown wildlife cover	FA5	Arable	Yes	No	No
Fennel	FE2	Arable	Yes	Yes	Yes
Fenugreek	FE1	Arable	Yes	Yes	Yes
Field corners or woodland edge - stock excluded – not eligible for BPS	GC3	Other	No	No	No
Field Margins	FM1	Other	Yes	No	No
Forage Rape	RA9	Arable	Yes	No	No
Gooseberries/Redcurrants/Blackcurrants/Whitecurrants	BS3	Permanent Crop	Yes	Yes	Yes
Grapes	GR7	Permanent Crop	Yes	Yes	Yes
Grass - stock excluded - not eligible for BPS	GR9	Other	No	No	No
Grass – permanent – over 5 years	GR2	Permanent Grass	Yes	No	No
Grass – permanent – resown in last 12 months	GR8	Permanent Grass	Yes	No	No
Grass – temporary – under 5 years	GR1	Arable	Yes	No	No
Heather	HE9	Permanent Grass	Yes	No	No
Heathlands - stock excluded - not eligible for BPS	HE6	Other	No	No	No
Heathlands – grazed	HE7	Permanent Grass	Yes	No	No
Hemp	HE2	Arable	Yes	No	No

## ANNEX 2: LAND / AREA DECLARATION AND USE CODES

Annex 2: Table 1: Crop/Land Description	Crop Code	Land Cover Classification	OFS/OCS Eligible	OFS Payment Rate 1 Eligible	OCS Payment Rate 1 Eligible
Herbage seed	HE8	Arable	Yes	No	No
Hops	HO1	Permanent Crop	Yes	Yes	Yes
Horseradish	RA4	Arable	Yes	Yes	Yes
Lavender	LA1	Arable	Yes	Yes	Yes
Lentils	LE1	Arable	Yes	Yes	Yes
Lettuce	LE3	Arable	Yes	Yes	Yes
Linseed/Linola – spring sown	LI4	Arable	Yes	No	No
Linseed/Linola – winter sown	LI5	Arable	Yes	No	No
Lucerne	LU2	Arable	Yes	No	No
Lupins – sweet	LU1	Arable	Yes	No	No
Maize/Sweetcorn	MA6	Arable	Yes	No	No
Maize under sown	MA7	Arable	Yes	No	No
Marrows/Pumpkins/Squash/ Courgette	MA5	Arable	Yes	Yes	Yes
Melons	ME3	Arable	Yes	Yes	Yes
Melons – Water	ME5	Arable	Yes	Yes	Yes
Millet	MI1	Arable	Yes	No	No
Miscanthus	MI5	Permanent Crop	Yes	No	No
Mixed Leys (also referred to as multi-species or herbal leys)	ML1	Arable	Yes	No	No
Mixed production horticulture	MP1	Arable	Yes	Yes	Yes
Mushrooms	MU2	Arable	Yes	Yes	Yes
Mustard	MU3	Arable	Yes	Yes	Yes
Mustard – brown	MU5	Arable	Yes	Yes	Yes

## ANNEX 2: LAND / AREA DECLARATION AND USE CODES

Annex 2: Table 1: Crop/Land Description	Crop Code	Land Cover Classification	OFS/OCS Eligible	OFS Payment Rate 1 Eligible	OCS Payment Rate 1 Eligible
Nitrogen fixing crops – mixed	MN1	Arable	Yes	No	No
Nursery – trees – ornamentals	NU11	Permanent Crop	Yes	Yes	Yes
Nuts – chestnuts	NU2	Permanent Crop	Yes	Yes	Yes
Nuts – hazel/cob	NU5	Permanent Crop	Yes	Yes	Yes
Nuts – pistachios	PI1	Permanent Crop	Yes	Yes	Yes
Nuts – walnuts	NU4	Permanent Crop	Yes	Yes	Yes
Oats – spring sown	OA5	Arable	Yes	No	No
Oats – winter sown	OA4	Arable	Yes	No	No
Oilseed rape – spring sown	RA8	Arable	Yes	No	No
Oilseed rape – winter sown	RA7	Arable	Yes	No	No
Onions/Leeks/Shallots/Garlic	ON2	Arable	Yes	Yes	Yes
Orchard – mixed	OR3	Permanent Crop	Yes	Yes	Yes
Oregano	OR2	Arable	Yes	Yes	Yes
Osiers	OS1	Permanent Crop	Yes	No	No
Parsley	PA1	Arable	Yes	Yes	Yes
Parsnips	PA2	Arable	Yes	Yes	Yes
Pears	PE10	Permanent Crop	Yes	Yes	Yes
Peas – chickpeas	PE3	Arable	Yes	Yes	Yes
Peas (vining and other) – spring sown	PS2	Arable	Yes	No	No
Peas (vining and other) – winter sown	PS3	Arable	Yes	No	No
Pepper	PP1	Arable	Yes	Yes	Yes

## ANNEX 2: LAND / AREA DECLARATION AND USE CODES

Annex 2: Table 1: Crop/Land Description	Crop Code	Land Cover Classification	OFS/OCS Eligible	OFS Payment Rate 1 Eligible	OCS Payment Rate 1 Eligible
Plantains	PL3	Arable	Yes	Yes	Yes
Plums/Greengages/Cherries/ Almonds	PL2	Permanent Crop	Yes	Yes	Yes
Pond buffer zone – stock excluded - not eligible for BPS	GC2	Other	No	No	No
Ponds – eligible for BPS	PD1	Other	No	No	No
Ponds – eligible for SFS up to 1ha or less	PD2	Other	No	No	No
Potato – sweet	PO2	Arable	Yes	Yes	Yes
Potatoes	PO1	Arable	Yes	Yes	Yes
Radishes	RA2	Arable	Yes	Yes	Yes
Reed beds/swamps - stock excluded - not eligible for BPS	RE3	Other	No	No	No
Reeds	RE1	Other	No	No	No
Rhubarb	RH1	Permanent Crop	Yes	Yes	Yes
Rocket	RO2	Arable	Yes	Yes	Yes
Roses	RO1	Permanent Crop	Yes	Yes	Yes
Rushes	RU1	Other	No	No	No
Rye – (including Meslin) – spring sown	RY4	Arable	Yes	No	No
Rye – (including Meslin) – winter sown	RY5	Arable	Yes	No	No
Saffron	SA1	Arable	Yes	Yes	Yes

## ANNEX 2: LAND / AREA DECLARATION AND USE CODES

Annex 2: Table 1: Crop/Land Description	Crop Code	Land Cover Classification	OFS/OCS Eligible	OFS Payment Rate 1 Eligible	OCS Payment Rate 1 Eligible
Sage	SA9	Arable	Yes	Yes	Yes
Sain Foin	SF1	Arable	Yes	No	No
Salsify	SA3	Arable	Yes	Yes	Yes
Saltmarshes – grazed	SM2	Permanent Grass	Yes	No	No
Saltmarshes - stock excluded – not eligible for BPS	SM1	Other	No	No	No
Sand Dunes	SD1	Permanent Grass	Yes	No	No
Scorzonera	SC1	Arable	Yes	Yes	Yes
Scrub/gorse/briar - stock excluded - not eligible for BPS	GS1	Other	No	No	No
Scrub/gorse/briar – stock excluded – not eligible for BPS	GS2	Other	No	No	No
Siam Pumpkin	SP7	Arable	Yes	Yes	Yes
Sorghum	SO3	Arable	Yes	No	No
Spelt Wheat – spring sown	SP8	Arable	Yes	No	No
Spelt Wheat – winter sown	SP9	Arable	Yes	No	No
Spinach	SP3	Arable	Yes	Yes	Yes
Squash – Banana	SQ1	Arable	Yes	Yes	Yes
Squash - Butternut	SQ2	Arable	Yes	Yes	Yes
Squash – Japanese Pie	SQ3	Arable	Yes	Yes	Yes
Strawberries	ST1	Permanent Crop	Yes	Yes	Yes
Streamside corridor – stock excluded – not BPS eligible	SC2	Other	No	No	No

## ANNEX 2: LAND / AREA DECLARATION AND USE CODES

Annex 2: Table 1: Crop/Land Description	Crop Code	Land Cover Classification	OFS/OCS Eligible	OFS Payment Rate 1 Eligible	OCS Payment Rate 1 Eligible
Sunflower seed	SU2	Arable	Yes	No	No
Swedes	SW4	Arable	Yes	Yes	Yes
Temporary unusable area	TT99	Other	No	No	No
Tobacco	TO1	Arable	Yes	Yes	Yes
Tomatoes	TO2	Arable	Yes	Yes	Yes
Tracks – grazed	GT1	Permanent Grass	Yes	No	No
Trees with a tree preservation order	TP8	Other	Yes	No	No
Trefoils	TR5	Arable	Yes	No	No
Trefoils – Common Birdsfoot	TR9	Arable	Yes	No	No
Triticale – spring sown	TC4	Arable	Yes	No	No
Triticale – winter sown	TC3	Arable	Yes	No	No
Tulips	TU4	Arable	Yes	Yes	Yes
Turnips/Typhon/Colza	TU5	Arable	Yes	Yes	Yes
Vetches	VE3	Arable	Yes	No	No
Unsprayed Spring Sown Cereal and Protein Crop Mix	UM1	Arable	Yes	No	No
Wildlife Cover Crop	WB1	Arable	Yes	No	No
Wheat – spring sown	WT2	Arable	Yes	No	No
Wheat – winter sown	WT1	Arable	Yes	No	No
Woad	WO1	Permanent Crop	Yes	No	No
Yam	YA1	Arable	Yes	Yes	Yes

## ANNEX 2: LAND / AREA DECLARATION AND USE CODES

**Annex 2: Table 2:**

Permanent features ineligible for SFS – Optional Layer Organic Schemes

<b>Annex 2: Table 2: Crop/Land Description</b>	<b>Crop Code</b>	<b>Land Cover Classification</b>	<b>OFS/OCS Eligible</b>
Woodland – coniferous – group	ZZ10	Other	No
Woodland – broadleaf – group	ZZ11	Other	No
Woodland – coniferous – scattered	YY14	Other	No
Woodland – broadleaf – scattered	YY15	Other	No
Woodland – trunks and stumps	YY16	Other	No
Woodland – coniferous – stock excluded – ineligible for BPS	TR2	Other	No
Woodland – broadleaf – stock excluded – ineligible for BPS	WS1	Other	No
Woodland – broadleaf – stock excluded – eligible for BPS	BW1	Other	No
Woodland – coniferous – stock excluded – eligible for BPS	CW1	Other	No
Bracken – group	ZZ20	Other	No
Bracken – scattered	YY21	Other	No
Scrub/gorse/briar – group	ZZ22	Other	No
Scrub/gorse/briar – scattered	YY23	Other	No
Ponds – ineligible	ZZ30	Other	No
Ponds – eligible for SFS up to 1ha or less	PD2	Other	No
Rivers and streams	ZZ31	Other	No
Scree/rock outcrops/boulders/sand – group	ZZ40	Other	No
Scree/rock outcrops/boulders/sand – scattered	YY41	Other	No
Buildings/yards	ZZ89	Other	No
Hardstandings	ZZ92	Other	No
Roads	ZZ94	Other	No

**ANNEX 2: LAND / AREA DECLARATION AND USE CODES**

<b>Annex 2: Table 2: Crop/Land Description</b>	<b>Crop Code</b>	<b>Land Cover Classification</b>	<b>OFS/OCS Eligible</b>
Tracks – ungrazed	ZZ97	Other	No
Non-agricultural activities	NO1	Other	No

## ANNEX 3: KEY DATES

### Annex 3: Key Dates

Date	Event
1 January 2026	Start of scheme year.
1 January 2026	Cross Compliance requirements begin for 2026.
2 March 2026	SAF 2026 available.
20 April 2026	A SAF submission reminder Broadcast Message will be issued week commencing 20 April 2026.
4 May 2026	A SAF submission reminder Broadcast Message will be issued week commencing 4 May 2026.
15 May 2026	Closing date for receipt of SAF 2026 without penalty.
15 May 2026	Deadline for submission of evidence to support 550 hours.
1 June 2026	Final day to make amendments to the land declared on the SAF 2026 (without penalty), submitted by 15 May 2026.
1 June 2026	A SAF submission reminder Broadcast Message will be issued week commencing 1 June 2026.
9 June 2026	Final day for receipt of SAF 2026 (subject to late penalties). All SAFs received after 9 June will be rejected.
31 December 2026	Deadline for submission of Organic Farming - Support Supporting Documents. Deadline for submission of Organic Conversion Scheme Supporting Documents.
29 January 2027	SFS – Optional Layer and Woodland Scheme's payments will commence.

## ANNEX 4: GLOSSARY OF TERMS

### Annex 4: Glossary of Terms

Acronyms and Terms	Explanation
Agricultural activity	<ul style="list-style-type: none"> <li>• The production, rearing or growing of agricultural products including harvesting, milking, breeding animals and keeping animals for farming purposes</li> <li>• maintaining an agricultural area in a state which makes it suitable for grazing or cultivation without preparatory action going beyond usual agricultural methods and machineries. In Wales, this means the control of non-native invasive weeds and scrub</li> <li>• carrying out a minimum activity on agricultural areas naturally kept in a state suitable for grazing or cultivation. In Wales, agricultural areas naturally kept in a state suitable for grazing or cultivation are defined as areas of saltmarsh and sand dunes. The minimum activity required is that the area is grazed to a minimum average annual stocking density of 0.01 to 0.05 livestock units per hectare, or the control of non-native invasive weeds and scrub.</li> </ul>
Agricultural area	Any area taken up by arable land, permanent grassland and permanent pasture, or permanent crops.
Arable land	Land cultivated for crop production or areas available for crop production but lying fallow including areas set aside.
Area determined	<ul style="list-style-type: none"> <li>• For area related schemes, the area for which all eligibility criteria or other obligations relating to the conditions for the granting of the aid have been met, or</li> <li>• for area-related support measure, the area of plots or parcels as identified by means of administrative or on-the-spot checks.</li> </ul>
Artificiality	Farmers who artificially create the circumstances to gain advantage from any of the rules relating to the payment of schemes, by declaring/not declaring land under their management control will be investigated and payments may be withheld, or all claims rejected and monies paid recovered.
BACS	Bankers Automated Clearing System.
Beneficiary	A farmer as defined above and in relation to Active Farmer, subject to Cross Compliance receiving direct payments or farmer/land manager receiving rural development support.

## ANNEX 4: GLOSSARY OF TERMS

Acronyms and Terms	Explanation
CPH	County Parish Holding number, identifies the location of the land. Farmers may have more than one CPH, but all CPH numbers will be linked to one Customer Reference Number.
CRN	Customer Reference Number. A unique business identifier in the format A0098765.
Cross Compliance	The Statutory Management Requirements and the Good Agricultural and Environmental Conditions.
ESPG	Areas designated as Environmentally Sensitive Permanent Grassland and protected under GAEC 7 of Cross Compliance. These areas are: <ul style="list-style-type: none"> <li>• Special Areas of Conservation (SAC)</li> <li>• Special Protection Areas (SPA)</li> <li>• and areas falling within a biological 'Site of Special Scientific Interest' (SSSI) (excluding those designated for geological/earth science features).</li> </ul>
Farmer	A natural or Legal Person, or a group of natural or Legal Persons who exercises an agricultural activity. See Section A1.
GAEC	Good Agricultural and Environmental Condition.
Gwlad e-newsletter	Newsletter published online by the Welsh Government.
Herbaceous forage	Any herbaceous plant traditionally found in natural pastures or normally included in mixtures of seeds for pastures or meadows. These mixtures can include Lucerne, Sainfoin, forage vetches and clovers.
Holding	All the units used for agricultural activities, managed by a farmer (includes owned and rented land).
IACS	Integrated Administration and Control System. This is the base control for SFS – Universal Layer and land based SFS - Optional Layer and Woodland Schemes.
Keeper	As defined in the BCMS Cattle Handbook and the Sheep and Goat Handbook.
Lease	Rental agreement or similar temporary transaction.
LUs	Livestock Units.
NRW	Natural Resources Wales.

## ANNEX 4: GLOSSARY OF TERMS

Acronyms and Terms	Explanation
Nurseries	<p>The following areas of young ligneous (woody) plants grown in the open air, for subsequent transplantation:</p> <ul style="list-style-type: none"> <li>• vine and root stock nurseries</li> <li>• fruit and nut trees and berry nurseries</li> <li>• ornamental nurseries</li> <li>• commercial nurseries of forest trees excluding those for the holding's own requirements grown within woodland</li> <li>• nurseries of trees and bushes for planting in gardens, parks, at the roadside and on embankments (e.g. hedgerow plants, rose trees and other ornamental bushes, ornamental conifers), including in all cases their stocks and young seedlings.</li> </ul>
Permanent crops	Non-rotational crops other than permanent grassland that occupy the land for five years or longer and yield repeated harvests including nurseries, and short rotation coppice.
Permanent grassland	Land used to grow grasses or other herbaceous forage naturally (self-seeded) or through cultivation (sown) and that has not been included in the crop rotation of the holding for five years or longer.
Primary Production of Agricultural Products	<p>The production, rearing or growing of agricultural products including harvesting, milking, breeding animals and keeping animals for farming purposes. This includes the following farming sectors:</p> <p>Arable, Beef, Dairy, Goats, Horticulture (including hydroponics and aquaponics), Pigs, Poultry, Sheep, Apiculture.</p>
RPW Online	The Welsh Government's online system. Farmers and their Agents/Farming Unions can enrol on this system in order to submit applications, view correspondence, payments, maps etc. and to liaise with RPW.
SAF	Single Application Form.
Sale	The sale or any other definitive transfer or ownership of land; it does not include the sale of land where land is transferred to public authorities or for use in the public interest and where the transfer is carried out for non-agricultural purposes.

## ANNEX 4: GLOSSARY OF TERMS

<b>Acronyms and Terms</b>	<b>Explanation</b>
Short rotational coppice	Areas planted with tree species that consist of woody, perennial crops, the rootstock or stools of which remain in the ground after harvesting, with new shoots emerging in the following season and with a maximum harvest cycle of 20 years.
SMR	Statutory Management Requirement.
Transfer	The lease or sale or actual inheritance or anticipated inheritance of land or any other definitive transfer thereof

## ANNEX 5: LIST OF REFERENCE DOCUMENTS

### Annex 5: List of References Documents

Below is a list of documents that are available to farmers in Wales. In addition, guidance on a wide variety of issues concerning the schemes covered by the Single Application Form have been published in the Gwlad e-newsletter and is available on the [Welsh Government's website](#).

Document	What it Covers
Cross Compliance: Farmers Factsheets	Detailed information to help farmers meet the Statutory Management Requirements (SMRs) and the standards to keep land in Good Agricultural and Environmental Condition (GAEC) plus contacts for further information.
SAF Guidance	'2026 Single Application Form (SAF) Online How to Complete Guide for Sustainable Farming Scheme (SFS) - Universal Layer, Woodland Schemes and Organic'  'Single Application Form (SAF) 2026: rules booklet for woodland and organic schemes when claiming Sustainable Farming Scheme – Universal Layer'
SFS - Universal Layer Guidance	Follow these rules and guidance for the Sustainable Farming Scheme - Universal Layer: Guidance 2026.

## ANNEX 6: CONTACTS

### Annex 6: Contacts

The [Welsh Government's website](#) and the Gwlad e-newsletter contain information on the schemes covered by the SAF.

#### RPW Online

Access the RPW Online service via the [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.

#### Farmer Enquiries – Customer Contact Centre

Your first point of contact for all telephone enquiries and email correspondence should be the Customer Contact Centre where staff are on hand to provide information and answer queries.

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

Tel: 0300 062 5004

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

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

- 2 March to 15 May 2026 (excluding Bank Holidays):  
Monday to Friday: 9:00am to 4:00pm

#### Regional and Area Offices

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

Caernarfon Divisional Office  
Welsh Government  
Victoria Dock  
Caernarfon  
Gwynedd  
LL55 1TH

Carmarthen Divisional Office  
Government Buildings  
Picton Terrace  
Carmarthen SA31 3BT

Llandrindod Wells Divisional Office  
Welsh Government  
County Hall  
Spa Road East  
Llandrindod Wells LD1 5LG

## ANNEX 6: CONTACTS

### Access to RPW Offices for people with disabilities or additional needs

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

### Welsh Government Website

For all of the latest Agricultural and Rural Affairs information, visit the [Welsh Government website](#). By visiting the website, you can also sign up to receive the Rural Affairs e-newsletter which delivers the latest news directly to your e-mail inbox.

### Gwlad

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