

## Request for AMENDMENT to 2017 BASIC PAYMENT SCHEME AND OTHER AREA-BASED SCHEMES APPLICATION

ALL AMENDMENT FORMS WILL BE ACKNOWLEDGED IN WRITING BY THE DEPARTMENT AND, THEREFORE, NO AMENDMENTS WILL BE VALID WITHOUT A WRITTEN ACKNOWLEDGEMENT. A SIMILAR PROCEDURE WILL ALSO APPLY IN THE CASE OF OTHER LATE NOTIFICATIONS OF WITHDRAWAL OF LAND.

Name: \_\_\_\_\_

Herd Number : \_\_\_\_\_

Address: \_\_\_\_\_

Tel Number : \_\_\_\_\_

\_\_\_\_\_

Mob Number : \_\_\_\_\_

\_\_\_\_\_

I wish to correct the following obvious / innocent error on my 2017 BPS application form (see overleaf for definition of obvious / innocent error).

**Details:** \_\_\_\_\_

I wish to amend/add the following land parcel details submitted on my 2017 BPS application form:

Delete a Parcel/Plot: Tick Column 1 and insert full details in all other Columns of the parcel/plot you wish to delete.

Change Land Use: Tick Column 2 and insert full details in all other Columns of the parcel/plot you wish to amend.

Add a Parcel/Plot: Tick Column 3 and insert full details in all other Columns for the additional parcel/plot.

1.	2.	3.	4. Townland	5. Land Parcel Number	6. Commonage Fraction	7. Digitised Area	8. Claimed Area	9. ORL	10. Parcel use in 2017	11. ANC Parcel
D E L E T E	C H A N G E	A D D	Write the official Townland name as shown on an Ordnance Survey or LPIS map.  A map must be submitted for any new plot of land.	A map must be enclosed for any new plot of land or amended parcel or where a change to a Maximum Eligible Area is requested.	State the share you are claiming as a fraction of the total Commonage.	This is the area of each parcel before the deduction of any ineligible area such as roadways, dense scrub etc.	This is the area of the parcel that you are declaring for payment.	State if the parcel is.  Owned = O Leased-in = L Rented-in = R	Please see the List of Parcel Uses in the 2017 Terms & Conditions. Only a Parcel Use stated on that list should be entered here.	Please indicate if the parcel is NOT available for a full 12 months.

**Areas of Natural Constraints Scheme**

Please tick here if you omitted to do so on your original application to confirm you wish to apply for payment under the Areas of Natural Constraints Scheme.

**Young Farmers Scheme**

Please tick here if you omitted to do so on your original application to confirm you wish to apply for continued participation in the Young Farmers Scheme.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ /2017

In the case of joint applicants, all parties must sign this form.

Signature of Joint Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ /2017

Where you have signed on behalf of a Company, please state status e.g. Manager, Secretary etc: \_\_\_\_\_

The completed application form should reach the BPS Co-Ordination Unit, Department of Agriculture, Food and the Marine, Government Buildings, Old Abbeyleix Road, Portlaoise, Co. Laois only, on or before **31 May 2017**. Any necessary supporting documentation, including maps identifying any new or amended land parcels must be submitted with the application, or submitted under separate cover if the Amendment application is made online. Late Amendments received after the 31 May 2017 deadline, where the Amendment involves the addition of agricultural parcels or amended claimed areas, will be accepted up to 9 June 2017. Amendments received in this late period (1 June to 9 June) will however be subject to a 1% penalty per working day. This penalty will be applied to the additional parcel(s) declared on the Amendment form.

## MAKING AMENDMENTS TO YOUR 2017 BASIC PAYMENT SCHEME (BPS) APPLICATION

### **IMPORTANT**

ALL BPS AMENDMENT FORMS MUST BE SUBMITTED DIRECTLY BY POST OR DELIVERED BY HAND TO THE BPS CO-ORDINATION UNIT, DEPARTMENT OF AGRICULTURE, FOOD AND THE MARINE, GOVERNMENT BUILDINGS, OLD ABBEYLEIX ROAD, PORTLAOISE, CO. LAOIS ONLY.

ALL AMENDMENT FORMS WILL BE ACKNOWLEDGED IN WRITING BY THE DEPARTMENT AND THEREFORE, NO AMENDMENTS WILL BE VALID WITHOUT A WRITTEN ACKNOWLEDGEMENT. A SIMILAR PROCEDURE WILL ALSO APPLY IN THE CASE OF OTHER LATE NOTIFICATIONS OF WITHDRAWAL OF LAND.

IN 2017 THE ONLY ACCEPTABLE PROOF OF POSTAGE FOR A BPS/AMEND/2017 FORM IS,

- EXPRESS POST RECEIPT, OR
- REGISTERED POST RECEIPT.

(CERTIFICATE OF POSTING IS NOT ACCEPTABLE AS PROOF OF POSTAGE)

### **Amendments involving the addition of land parcels/plots or changing a claimed area already declared on a 2017 Basic Payment Scheme and other Area-Based Schemes application.**

While certain amendments will be allowed after 31 May 2017 (see below), please note that if you need to amend an incorrectly claimed area or need to add parcels/plots to your 2017 application, this official Amendment form, BPS/Amend/2017, must be received in Co-Ordination Unit by the 31 May 2017 deadline. Late BPS/Amend/2017 forms with additional parcels/plots or amended claimed areas received after 31 May 2017 and up to and including 9 June 2017 will be accepted with a penalty. Payment on the parcel(s) concerned will be reduced by 1% for each working day in this 1 to 9 June period that the amendment is late.

### **The BPS Amend 2017 form may be used to correct an obvious/innocent error.**

An obvious/innocent error would be a minor clerical error e.g. missing information in the parcel details on the back page of the BPS application form. You may for example have forgotten to enter Owned, Rented or Leased for a parcel or failed to write in a parcel use etc.

Please note that the declaration of an incorrect area of land in respect of any parcel/plot that is not corrected by way of the submission of a valid BPS/Amend/2017 form on or before 31 May 2017, or with penalty up to 9 June 2017, does not constitute an obvious/innocent error. The Department will consider each request to correct an obvious/innocent error on its individual merits.

### **The BPS Amend 2017 form may be used to withdraw a parcel/plot.**

This form may also be used to withdraw a parcel/plot that you declared on your 2017 BPS application or to change the use of a parcel/plot, for example from one arable crop to another arable crop.

### **Amendments after 31 May 2017.**

You may withdraw land, reduce the claimed area of a parcel or change use from eligible to ineligible, (for example, the transfer of a house site), from your application without penalty, at any time after the 31 May 2017 closing date for Amendments provided

- the Department has not notified you about any issues concerning your Basic Payment Scheme application.
- you have not been notified of an on-the-spot inspection.
- you have not been either fully or partially paid under the Basic Payment Scheme.

If you have been notified of an on-the-spot inspection or an inspection reveals an irregularity, an amendment cannot be accepted to that part of your application that is affected by the irregularity found.

For payment purposes, land parcels/plots of eligible land cannot be added, or claimed areas increased after 31 May 2017, with the exception of late Amendment Forms which will be accepted up to and including 9 June 2017, with a penalty as set out above. You are however, permitted to correct obvious/innocent errors (please see above) at any time after the 31 May 2017 closing date for Amendments. You may also change a declared parcel use, provided that the original was eligible for payment. You are not entitled to increase the area you declared for payment or to alter the crop use from an ineligible to an eligible crop.

**AMENDMENT FORMS SHOULD BE COMPLETED FULLY AND ACCURATELY AS THEY WILL BECOME PART OF YOUR 2017 BPS APPLICATION.**