



Business name:

SBI:

BP5 check list

Notes:

1. Information about the Basic Payment Scheme, how to apply and deadlines is available at www.gov.uk/rpa/bps.
2. This checklist is for your own use. Do not send it to RPA.
3. If you need help to fill in your form, call the Rural Payments helpline on 03000 200 301.

Registration Have you registered on the Rural Payments online service at www.gov.uk/ruralpayments?	<input type="checkbox"/>
Check your details on Rural Payments Personal details checked Business details checked Bank account details checked Permissions – have you given correct permissions to others to act for you? (if you want them to)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Have you received a BP5 application form? (if not, call us) Make sure you fill in the form in CAPITAL LETTERS Application form and land mapping Have you included information at Part A? If it's pre-populated, is it correct? Are your payment details correct at Part B? Land changes – have you checked your maps? Do they match the information at Part C? Have you received a copy of your maps? (if not, call us) Land parcels – are all agricultural land parcels (and non-agricultural that are in RDPE schemes) shown at Part C, and common land rights information at Part E? Ecological Focus Areas – are EFAs identified at Part D, if needed? Have you completed an RLE 1 form, if necessary?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Eligibility Active farmer: - Do you qualify automatically? Have you completed this section as required? - Readmission criteria – do you need a completed Accountant's Certificate? Young farmer: if you've applied at Part G, have you an Accountant or Solicitor form to confirm young farmer status? New farmer: if needed, have you an Accountant or Solicitor form to confirm new farmer status? New farmer / Young farmer: if you qualify and wish to, have you applied to National Reserve at Part G?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Entitlements Are Entitlements correct at Part I? If you want to transfer entitlements, complete and return an RLE1 form	<input type="checkbox"/> <input type="checkbox"/>
Final claim submission Form checked and signed at Part M Supporting documents sent with BP5, if required, and shown at Part L, marked up with SBI and claimant name? BP5 submitted Receipt received and kept safe	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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