

Farm Secretarial Services

Newsletter Issue 1

April 2008

Tips to help you get your SPS application correct

With less than a month remaining to get your 2008 SPS application in to the RPA, we thought we would compile a list of tips to hopefully make the process easier for you.

First of all, its very important that you check that your SBI number and business name are still correct (shown in Part A). If these details are incorrect, do not write your changes on the form. Instead, contact the RPA for a new form, or call in to your local RPA drop in centre to pick up a blank form.

Need help
completing your
SPS Application?

Call us today to
arrange a visit.
0845 833 4661

The old 10 month rule has been scrapped. However, as the rule change was only agreed at a very late date, the 10 month section is still shown on the form at section B2. If this information is pre-populated, you can ignore this section, otherwise you should enter 30 April 2008 for start date A and B.

The field data sheets have been pre-populated with field names for the first time, which will hopefully make the process slightly easier! If the pre-populated information anywhere in this section is correct then it should not be re-written. If any changes are required then you should write the amendments in the boxes below.

When adding new parcels of land, make sure you use the full field ID, OS Map reference and NG field number, and complete the total field size.

Column C7 is pre-populated with your crop code for that parcel of land in 2007. If this has changed, write the correct code in the bow below. Previous set-aside land has been pre-populated with crop code OT2.

You should make sure that all fields are marked A in column C10.

Sketch maps will not be required this year for any split land, unless you are claiming:

- Protein crop premium
- Area payment for nuts
- Energy crop premium

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Green & Kelly
Farm Secretarial Services

15 Cheviot Drive
Thornbury
Bristol. BS35 2YA
Tel / Fax 0845 833 4661
Email: info@farmsecretary.co.uk
Web: www.farmsecretary.co.uk

The cross compliance section (part D) is pre-populated with information from last year. If any changes are required then please refer to your Cross Compliance Handbook.

After reading through the declarations and checking the form over - don't forget to sign it!
Make sure your form is with the RPA by 15th May at the latest.

Do's & Dont's

- Ensure all field data is submitted using only original RPA Field Data Sheets. Continuation sheets can be obtained from the RPA.
- Only write inside the pre-printed boxes on the SP5 form. Writing anywhere else may not be picked up by the scanners at the RPA offices.
- Make sure the form is completed in black ink and all writing is in block capitals.
- Ensure you make a copy of your application for your own records before submitting it to the RPA. Only submit original applications, no photocopies.
- Do not re-write any pre-populated answers if the answer printed in green is correct.
- The checklist in section H is very useful for showing up errors before submitting your application - make sure you use it!
- Leave the application form intact. Do not strike through, or remove, any empty pages.
- Folding your application could lead to errors in scanning, ensure you submit your application unfolded.
- Make sure your application form is received by the RPA by the 15th May deadline, and make sure you request a receipt.
- **MAKE SURE YOU SIGN THE FORM - THIS IS STILL THE MOST COMMON ERROR!**

Useful contacts

RPA Customer Service Centre

Tel: 0845 603 7777

Email: csc@rpa.gsi.gov.uk

Website: www.rpa.gov.uk

The Bristol RPA Drop in centre will be open at the from 3rd March to 9th June 8.30 am to 5.00 pm Monday to Friday. They will be closed on bank holidays and weekends except 10-11 May and 7 - 8 June.

Submit your SP5 online

The RPA are, for the first time, accepting electronic returns of the SP5 form when you use the FarmPlan SPS planner software. Details are available from www.farmplan.co.uk.

Need Help?

If you require assistance completing your SPS application, please contact us as soon as possible to arrange an appointment.