



**THE NATIONAL
FOREST**

CHANGING LANDSCAPES SCHEME (CLS)

Customer and Land Registration

All land entered into the CLS must be registered on the Rural Land Register (RLR) prior to entering the scheme. Registration of land is required to enable 'cross checks' to be made to ensure that no parcel of land receives double funding. In England, it is the Rural Payments Agency (RPA) that maintains the RLR. All land on the RLR must be linked to an occupier (owner or tenant) via a unique beneficiary number.

There is also a requirement for each of the 'beneficiaries' to have a unique reference number. In England, the RPA maintain the customer register and the unique reference number is known as the Single Business Identifier (SBI). As well as identifying the owners/occupiers of land the identification of unique beneficiaries is needed to aid the co-ordination of inspections, implementation of cross compliance rules and declaration of total funding received by each beneficiary.

Applicants, who do not already have a SBI, must register themselves as a customer with the RPA. Additionally, any land that they wish to enter into a land management scheme must be registered on the RLR.

How SBI & RLR Information is Used

Any personal information collected as part of the SBI and RLR registration process is only distributed and used within Defra organisations, notably for:

- NFC, RPA, Natural England and Forestry Commission payments
- Checking no double funding is possible
- Co-ordinating inspections (including Animal Health)
- Reporting on payments and compliance

Appendix 1 provides further information on Defra Data Protection Act commitments.

Claims

CLS agreement holders are also required to give their SBI when submitting claims for any outstanding grant payments.

How to Register

First, you will need to register yourself or your business with RPA in order to obtain an SBI. You can then register your land. If you do not have an SBI you will not be able to register your land.

Customer Registration

You can obtain customer registration details from the RPA by phoning 0845 603 7777 and following the directions or by writing to Rural Payments Agency, PO Box 1058, Newcastle upon Tyne, NE99 4YQ. Alternatively go to the link below for a copy of the registration form CReg 01 and the accompanying guidance note.

<http://www.rpa.gov.uk/rpa/index.nsf/UIMenu/8EC10551F5DD0CBB8025701B0048120D?opendocument>

Under 'business activity' in section 4A you should enter code F38. Sections not relevant to your business should be crossed through. For customer registration, the original forms should be sent back to the RPA's Newcastle office and they will notify you of your SBI. They will also issue you with a County Parish Holding number (CPH) which must be used in all future correspondence.

If you have not previously had an SBI but some or all of your land is already registered, you will need to link this land to your new SBI by completing an RLE1 form. This is described under 'Land Registration' below.

If you are an agent acting for a client it is important that the customer registration details relate to the landowner/occupier. Each of your clients will need their own unique SBI.

Land Registration

All the land you wish to put under a CLS must be registered on the RLR before you make an application.

For land registration you will need to complete a RLE1 form. These can be obtained through the same means as a customer registration, or alternatively use the following link and go to the web page for registering land.

<http://www.rpa.gov.uk/rpa/index.nsf/UIMenu/57EB5CADAD0BFAD580256F72003D47AE?OpenDocument>

Farmland will generally already be registered on the RLR, as will some woods on farms. However, this may not be the case if you have not previously sought funding through any of the agri-environment schemes, or if you only own woodland.

Turnaround Times and Updates

Registration for SBIs and land on the RLR is normally completed within 28 days. You are encouraged to apply sooner rather than later to ensure registration and subsequent grant applications are processed without any necessary delays.

The customer and land registers must be kept up to date at all times. You must notify RPA of any changes in circumstances.

Further Guidance

Any queries relating to customer or land registration should be referred to the RPA's Customer Service Centre on 0845 603 7777.

For further information on Single Payment Scheme, go to the RPA's SPS website or RPA's Customer Service Centre.

Appendix 1 - Defra Data Protection Act Statement

Defra is the data controller in respect of any personal data that you provide to RPA. Your personal data will be protected in line with the Defra Protection Act 1998. We will use the data:

- to support the application to which it relates;
- in the case of the Cattle Tracing System (CTS) to register cattle and their movements and to confirm the existence of a full animal history;
- for the administration of the Common Agricultural Policy (CAP), and other schemes administered by RPA and to keep you informed of developments within schemes;
- in relation to the production and safety of food.
- in relation to the management of land and other environmental controls;
- in relation to animal health and welfare; and
- in relation to occupational health and welfare.

When it is necessary to do so, we may pass data to other organisations. For example:

- to HM Revenue & Customs for import or export purposes;
- to local authorities for milk, health or cross-compliance purposes; or
- to the Environmental Agency, Natural England and the Forestry Commission for the administration of the CAP.

We may also use the data we collect to produce statistics for the agricultural census. However, these statistics will not identify individuals.

RPA may be required to release information (including personal data and commercial information) under the Environmental Information Regulations 2004 and the Freedom of Information Act 2000. We are committed to continuing our existing policy of releasing information on subsidies paid to individuals and businesses under CAP schemes.

You should also note that European regulations on the financing of the CAP have changed. We are required to publish the name, town, first part of the postcode and amounts of direct payments paid to all CAP beneficiaries. This information is required to be published for payments made from January 2007 for European Agricultural Fund for Rural Development (EAFRD) and October 2007 for European Agricultural Guarantee Fund (EAGF) schemes.

Defra or its agents, including RPA, may use your name, address and other details to contact you in connection with occasional customer research aimed at improving the services that we provide to you.

To obtain a copy of your personal data as held by RPA, go to www.rpa.gov.uk and click on 'Access to information' then 'Personal Data'. RPA's public service guarantee on data handling, which sets out your rights in respect of the handling of your personal data, is also available online, or call the RPA Customer Services Centre.

If you believe that any of the information Defra holds concerning you is incorrect or out of date, please provide us with the accurate information in writing together with supporting evidence (if appropriate). Send the information to:

Access to Information Helpdesk
Rural Payments Agency
P O Box 69
Reading
Berkshire RG1 3YD