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Introduction

1. As part of its on-going modernisation of CAP scheme administration the Rural Payments Agency (RPA) is building a Rural Land Register (RLR), which will hold digital maps of all IACS land parcels in England.

2. To ensure that the data captured is accurate, RPA is sending maps to each IACS applicant for agreement. This booklet explains what you must do upon receipt of the maps.

3. There are a number of reasons for this work, the first being that the technology is now available to capture and store field data in a geographic format. This means that we will soon have the ability to use digital maps in the application process, which will simplify and improve it. It will also mean that our processes are quicker and more efficient. Finally, the European Commission requires us to make use of mapping technology by 2005.

4. The maps are being produced from the IACS data that we already hold, and together with aerial photography overlaid onto large scale digital mapping supplied by the Ordnance Survey (OS), enables us to establish the precise boundaries and areas of fields.

Supplied maps

5. You will receive one or more maps (an example map is shown on pages 6 and 7) which will cover each IACS application. Boundaries for each field within your application are highlighted on the maps in red. Field information is, where possible, printed within the field or adjacent to it, and also within the map table on the right hand side of the map.

6. A complete set of maps will be sent for you to retain once they have been agreed and signed by you.

What you must do

7. Please check the maps carefully to ensure that all permanent field boundaries are correctly marked for all fields currently claimed on your holding. If not, mark the map with the necessary corrections and return the complete set of maps to us within 28 days of having received them.

Marking up corrections

8. If the field boundary is shown incorrectly mark a cross (X) against the field entry in the Incorrect Boundary column on the map table and draw the correct boundary on the map. Please cross out boundary lines that are incorrect as the marking of a new boundary line may otherwise imply that the field should be split. Examples of marking up corrections are shown on pages 4 and 5.

9. Please mark boundary corrections with a fine coloured pen so that the amendment is clearly shown.

10. Also mark any additional areas that have been fenced off but which are not shown on the map, and if possible provide some metre measurements for each area.

11. Please do not draw lines where fields have been divided on a temporary basis, either between two or more crops or two or more applicants.

12. Where the change to a permanent boundary is complex, it would be helpful if additional information, such as copies of site plans or compulsory purchase orders, was supplied. We will not be able to return any of the documentation submitted in support of a change, and so you are advised to retain the original copies.

13. If a field is shown which you are not currently claiming, simply cross through the field on the map and draw a line through the entry on the map table to show that the field is to be deleted from your holding.
14. If you are farming a field which is not shown please mark the field boundary on the map and fill in the relevant details on the map table.

15. If we have been unable to locate a field or determine its boundary, or if it appears that a field amalgamation has taken place, then a problem code will have been entered into the New Digital Field Size column on the map table. The code NF (Not Found) means that the field cannot be located and you should either mark it on the map or provide sufficient information to enable it to be located. The code BU (Boundary Unclear) means the field boundary is unclear and should also be marked by you on the map. A code of PA (Possible Amalgamation) means a possible amalgamation of fields has been identified. You should mark the correct boundary for these fields.

16. If you have had a field professionally measured by an appropriately qualified surveyor, please mark this on the map and provide a copy of the surveyor’s report.

17. When you are content that the boundaries of all fields are shown correctly on each map please sign and date the maps in the box provided. There is no need to sign a map which you have marked with corrections.

**Returning the maps**

18. When you have dealt with each map, and either signed it or marked in corrections, return the complete set in the freepost envelope provided, and include any additional supporting information. **Please do not send your IACS application/scheme application, or other forms, for example an IACS22, with the maps.**

19. Once we receive your maps we will amend those sheets marked with your corrections and send back revised versions for you to check.

**Important notes**

20. Only draw in new boundary lines that correspond to permanent field boundaries. For example, fixed fences, walls, hedges or ditches.

21. When adding or subtracting land to existing fields please remember that this must only be done in accordance with IACS rules.

22. Land that is eligible for Arable Area Payments (AAPS) cannot be amalgamated with ineligible land.

23. If woodland is registered under the Farm Woodland Premium Scheme/Woodland Grant Scheme it should be marked as a separate field with its NG field number included.

24. Do not include land that you have rented out.

25. Common land will not be captured and therefore should not be marked on any of the maps.

26. If you wish to amend a shared boundary please speak with the other land occupier to ensure that the information provided is consistent.

27. The field number shown on your IACS claim and on the maps will continue to be a four figure number derived from the National Grid and based on the centre point of the field. Ordnance Survey map sheet or field numbers may have changed if previous numbers used were incorrect.

28. The gross area of each field is shown on the map in hectares to two decimal places. No deductions have been made for features within the field that cannot be cropped or grazed. Only obvious areas of hard standing and building developments around the edge of fields have been excluded as shown by the red boundary line.
Examples of farmer corrections are shown as green lines and text in these examples.

**Amending an incorrect field boundary**
Cross through the incorrect boundary line and draw in the new boundary using a fine colour pen, indicating that this is the correct permanent field boundary.

If the addition of a new permanent field boundary creates a separate field, this will be treated as a sub division with each part being issued with a new field number and area. Please indicate if the land is no longer farmed, as in this case no new field number is required.

Please remember to put a cross in the Incorrect Boundary column on the Map Table in order to show that the boundary of this field required amendment. See the example Map Table Plot ID 1.
*(See also paragraphs 8–12, 20–21, 26 and 39.)*

**Permanently amalgamating fields**
Cross through the incorrect boundary line and draw in the new boundary using a fine colour pen, indicating that this is the correct permanent field boundary.

Please remember to put a cross in the Incorrect Boundary column on the map table. See example map table Plot ID 2 & 3.

Fields with different AAPS eligibility status cannot be amalgamated.

Do not amalgamate a field with land where you are not the IACS applicant.

Do not amalgamate fields with woodland.

Fields can only be amalgamated where the permanent boundary separating the fields has been removed.
*(See also paragraphs 15 and 22.)*

**Permanently sub dividing fields**
Draw in the new boundary and indicate that it is the new permanent boundary. If the sub divided fields have previously been assigned numbers through receipt of an IACS22a then please write in their OS sheet and NG field numbers on the map and the Map Table. See example map table Plot ID 4, 6 & 7.

Fields should only be subdivided where a permanent field boundary exists within the perimeter of the field boundaries shown on the map or where the field has been the subject of an IACS21 eligibility switch. Please indicate if this is the case.

Please do not mark in boundaries where the field has been divided on some temporary basis either between two or more crops or two or more applicants.

If the field being sub divided is eligible for AAPS please provide information to enable the eligible area to be correctly allocated to the new fields.
Examples of farmer corrections are shown as green lines and text in these examples.

Deleting a field
When deleting a field, simply cross through the field and the field details in the Map Table. See example map table Plot ID 5.

(See also paragraph 13.)

Example Map Table

Adding a field
Draw in the new boundary using a fine colour pen and mark in the correct OS sheet and NG field number.

Remember to add the field details to the Map Table. These can be found on your IACS Field Data Printout or a previous IACS 22A. See example map table Plot ID 8.

(See also paragraphs 14 and 51.)
Field Boundaries
The red lines indicate the boundary of each field.

Field Details
OS Sheet Number
NG Field Number
New Digital Field Size (ha)

COLUMN Map Sheet
Original OS Sheet Number taken from your Field Data Printout, unless amended when it will be shown in red.
### COLUMN Field Numbers
NG Field Number taken from your Field Data Printout, unless amended when it will be shown in red.

<table>
<thead>
<tr>
<th>Plot ID</th>
<th>Map Sheet</th>
<th>NG Field</th>
<th>Original Field Size (ha)</th>
<th>New Digital Field Size (ha)</th>
<th>Incorrect Boundary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>XX3120</td>
<td>8217</td>
<td>6.22</td>
<td>6.22</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>XX3129</td>
<td>9297</td>
<td>3.19</td>
<td>3.19</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>XX3130</td>
<td>9245</td>
<td>0.66</td>
<td>0.69</td>
<td></td>
</tr>
<tr>
<td></td>
<td>XX3129</td>
<td>9984</td>
<td>0.65</td>
<td>0.62</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>XX3230</td>
<td>0634</td>
<td>3.42</td>
<td>3.42</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>XX3229</td>
<td>1313</td>
<td>6.05</td>
<td>6.05</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>XX3219</td>
<td>6496</td>
<td>3.62</td>
<td>BU</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>XX3229</td>
<td>0374</td>
<td>3.47</td>
<td>NF</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>XX3230</td>
<td>3421</td>
<td>3.89</td>
<td>PA</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>XX3230</td>
<td>3703</td>
<td>3.70</td>
<td>PA</td>
<td></td>
</tr>
</tbody>
</table>

### COLUMN Original Field Size (ha)
Information taken from your Field Data Printout.

### COLUMN New Digital Field Size (ha)
Area measured from digital data capture. Any difference in area from the original field size is shown in red.

### COLUMN Incorrect Boundary
Please enter an ‘x’ in this column if the boundary of this field is incorrect. Then, in thin coloured pen mark the correct boundary on the map.

- ‘BU’ refers to ‘Boundary Unclear’, requiring you to mark in the correct boundary of this field on the map, in thin coloured pen.

- ‘NF’ refers to field ‘Not Found’, requiring you to clearly identify the field boundary on the map in thin coloured pen.

- ‘PA’ refers to a ‘Possible Amalgamation’ of fields. Please mark in the boundaries of the current fields.

If no changes or amendments are required, please remember to print your name, sign and date each map.
What happens next?

29. Once agreed you must use the new field data contained on the maps to complete your next IACS application. You should also use the maps if you need to inform us of boundary changes etc. Any permanent changes will be recorded in the Rural Land Register and we will issue you with an updated map to reflect the changes.

This exercise only applies to IACS registered fields.

Map use

30. The final set of maps may be used for any purpose in your dealings with RPA or Defra. Please note that Ordnance Survey copyright rules prevent map usage/copying for other purposes.

Changes to eligible areas

31. As a result of improved measurement techniques and accuracy a number of your fields may either increase or decrease in size. Fields that are ineligible for Arable Area Payments will remain ineligible irrespective of the change in field size. Fields that are eligible, however, will be affected to the extent that a change in field size will have a corresponding affect on the eligible area of that field. Changes in the eligible area of a field will be calculated in the following way on a Field Data Sheet sent to you with your final set of maps.

\[
\text{New Eligible Area} = \text{New Field Size} - (\text{Original field size} - \text{Original eligible area})
\]

Three examples of this are given below.

Where there is no change in field size:

<table>
<thead>
<tr>
<th>Original field size (ha)</th>
<th>Original eligible area (ha)</th>
<th>New field size (ha)</th>
<th>New eligible area (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>9</td>
<td>10</td>
<td>9</td>
</tr>
</tbody>
</table>

The new eligible area is calculated as:

\[
= \text{New field size} - (\text{Original field size} - \text{Original eligible area})
= 10 - (10 - 9)
= 10 - (1)
= 9 \text{ ha}
\]

Where there is an increase in field size:

<table>
<thead>
<tr>
<th>Original field size (ha)</th>
<th>Original eligible area (ha)</th>
<th>New field size (ha)</th>
<th>New eligible area (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>9</td>
<td>10.5</td>
<td>9.5</td>
</tr>
</tbody>
</table>

The new eligible area is calculated as:

\[
= \text{New field size} - (\text{Original field size} - \text{Original eligible area})
= 10.5 - (10 - 9)
= 10.5 - (1)
= 9.5 \text{ ha}
\]

Where there is a decrease in field size:

<table>
<thead>
<tr>
<th>Original field size (ha)</th>
<th>Original eligible area (ha)</th>
<th>New field size (ha)</th>
<th>New eligible area (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>9</td>
<td>9.5</td>
<td>8.5</td>
</tr>
</tbody>
</table>

The new eligible area is calculated as:

\[
= \text{New field size} - (\text{Original field size} - \text{Original eligible area})
= 9.5 - (10 - 9)
= 9.5 - (1)
= 8.5 \text{ ha}
\]
Please note

32. The new eligible areas of your fields are calculated by deducting the areas that you have declared on your Field Data Printout as being ineligible within a particular field. Any additional ineligible areas that have not been accounted for will need to be deducted from the new eligible area prior to your next claim.

Getting help

33. The maps are being processed at RPA offices in Exeter and Northallerton, and all queries relating to this exercise are being handled at these sites. Contact information for the office handling your maps is shown on the accompanying covering letter and on page 13 of this booklet. Please e-mail, phone, fax, or write to the office that is handling your maps if you have a problem or query and need assistance. If your query cannot be easily resolved it may be possible to arrange an appointment with an advisor. Please do not contact any other RPA office.

Further information

34. The latest information on the Rural Land Register data capture exercise is available on the RPA web site at www.rpa.gov.uk, or you can call one of the RLR Service Management Teams during normal office hours (08:30 to 17:00) on the telephone numbers printed on page 13.
Questions and answers

35. **How long have I got?**
The complete set of maps should be returned within 28 days of receipt. Sign those that you are content with and mark up corrections on the others.

36. **What if I don’t return the maps?**
Failure to sign and return the maps may result in payment delays.

37. **What if I am late with my return?**
Please contact one of the RLR Service Management Teams (see page 13 for contact details) if you have any difficulty in meeting the 28 day deadline.

38. **Will I be penalised?**
As long as the original field sizes you supplied were based on Ordnance Survey maps or were measured and certified by a suitably qualified surveyor penalties should not be applied. If we discover cases of irregularities they will be pursued, but the objective is to modernise and simplify processes for the future, not to look at the past.

39. **I disagree with your findings.**
If there is an inaccuracy on the map please mark in the necessary amendments. We appreciate that any adjustments to eligible hectarage can be contentious. The revised eligible hectarage should reflect the area you registered in 1993 (or since), the new total field size, and any appropriate deductions.

40. **Is there an appeals process?**
You should contact the relevant RLR Service Management Team with full details of the areas in dispute, setting out the reasons. If this does not resolve the matter you have the right to appeal. Please refer to the ‘IACS Appeal Procedure In England’ booklet which gives clear guidelines as to how this can be done. The booklet is available online at www.rpa.gov.uk under the IACS section of the RPA Schemes menu. Alternatively, please contact Customer Relations at the address on page 13.

41. **Is this a one-off exercise or will you be doing it again?**
This is a one-off. RPA will be ensuring that the information is kept fully up to date. If your field boundaries change you should continue to inform us, marking the changes on the final map that we supply you with and enclose this with the corresponding IACS 22 application.

42. **Why is this being done?**
There are a number of reasons for this exercise. The first is that the technology is now available for us to capture and store field data in a geographic format. This means that we will soon have the ability to use digital maps as part of the application process. This will simplify the claim process and help ensure that simple mistakes are not made. It will also mean that our processes are quicker and more efficient. The European Commission also requires us to make use of mapping technology. We are implementing the technology to meet that requirement, but also to deliver benefits to you, and to RPA.

43. **What are the benefits of this exercise to me?**
It helps ensure your claim is accurate, will allow the application process to be simplified and makes the update of boundaries easier. You will also receive accurate digital maps showing the boundaries of each of your fields.

44. **Can I review and approve the map online?**
No. During the digital mapping exercise it will not be possible for us to have maps online, but it is our long-term vision that the maps and IACS applications will be accessible online.

45. **Why have my field areas changed?**
In 1993, when IACS started, the age of the maps that the field areas were based on varied enormously. Some had the latest version of the Ordnance Survey paper maps, others had older maps. Inevitably, therefore, some field sizes will be different from what was originally registered. However, as measurement techniques and accuracy have improved, we can now access the latest Ordnance Survey mapping, thereby ensuring that all field sizes are recorded as accurately and consistently as possible.
46. **Do the new measurements take slopes into account?**
No. The only instance when contours are taken into account is if they are included in a land survey undertaken by a qualified surveyor commissioned by you and submitted to RPA.

47. **Will the new maps affect my payments?**
Yes, if a field size changes. However, our analysis shows that the overall impact is likely to be very small for most farmers. The essential principle is that payments will be made on the basis of accurate field areas.

48. **Some of the changes are very small. Why have you bothered?**
We have given this careful consideration. Our conclusion was that the fairest and most simple approach was to use the latest Ordnance Survey data and thus ensure that field sizes are accurate. To adjust a field size by 0.01 hectares may seem unnecessary but not to do so would create difficulties in the future for field inspections, satellite checks or when field boundaries change.

49. **Some of my fields are missing. What do I do?**
The maps should contain all of the fields in England from your IACS application. Fields outside of England are not being captured as part of this work. If fields are missing you should mark them on the map provided. If the maps do not cover the field or fields in question then please supply the Ordnance Survey sheet and National Grid field numbers, or preferably a map with field boundaries clearly marked, and showing the Ordnance Survey sheet number and grid reference needed to identify the field(s).

50. **What about fields I share?**
Where more than one person lists the same field on an IACS application, normally only in the case of shared grazing, each applicant should check the boundaries and mark corrections as necessary. You should liaise with the other applicant to ensure that the information submitted is consistent.

51. **Where are my other fields/commons?**
You are required to enter all fields that you farm on your IACS application. If any are missing you should draw them in or if required contact the RLR Service Management Team for further maps.

This exercise is not capturing commons, so you should not draw commons on the maps.

52. **Do I need to complete IACS 22s, 24s for corrections?**
IACS 22 related changes should be marked on the maps. Previously ineligible land would still require an IACS 24 to be submitted.

53. **I can’t make out where the boundaries are.**
Please contact the RLR Service Management Team if you are having difficulty with a boundary.

54. **Can I write on the maps?**
Yes. Please write and draw on the maps as required. We will respond to the changes marked by you so please take the time to ensure that the information is shown as clearly as possible, particularly where boundary changes are concerned.

55. **Will the new areas apply retrospectively?**
No.

56. **When should I use the new areas?**
Your current IACS application will not be changed to reflect these figures but once you have agreed them you should use them on all future applications and correspondence. Your next field data printout will contain the agreed figures, if the new areas were agreed before print production was started.

57. **Why are the areas on the maps different from figures provided on other Defra maps?**
Firstly the Rural Land Register (RLR) maps are capturing the total field size. Secondly, the maps are being produced from the latest Ordnance Survey digital mapping data which enables more accurate area measurements to be made than before. If you have an ERDP agreement, it may be affected as a result. The RLR map is the definitive map and should be used for future dealings with RPA/Defra.

58. **Are the maps free?**
Yes. Once the maps have been agreed along with any corrections a final copy will be sent for you to keep. Any subsequent changes will result in a new map(s) being produced and sent to you.
59. *How do I include previously unregistered AAPS land?*
   In this case please submit an IACS 24 and IACS 22 in the usual manner.

60. *The boundary of a field is incorrect and the correct boundary is not shown on the map.*
   Although the latest Ordnance Survey mapping is being used it is not possible for it to be totally up to date with all changes on the ground as they are made. Changes such as new roads or housing may be missing. In this case you should mark the correct boundary on the map as clearly as possible, and where practicable provide some measurements to assist with establishing the position of the boundary.

61. *Can a Land Agent sign the maps on my behalf?*
   You may appoint an agent to check and sign the maps on your behalf providing a letter of authorisation is returned with the maps.
Contact information for queries and map returns

**RLR Service Management Team**
Rural Payments Agency  
Clyst House  
Winslade Park  
Clyst St Mary  
Exeter EX5 1DY

Tel: 01392 447 400  
Fax: 01392 266 000  
E-mail: exeter.smt@rpa.gsi.gov.uk

**Covering:**  
Bedfordshire  
Berkshire  
Buckinghamshire  
Cambridgeshire  
Cheshire  
City and County of Bristol  
Cornwall  
Devon  
Dorset  
Essex  
Gloucestershire  
Greater Manchester  
Hertfordshire  
Isles of Scilly  
Merseyside  
Norfolk  
North Somerset  
Oxfordshire  
Shropshire  
Somerset  
Staffordshire  
Suffolk  
Wiltshire

**Customer Relations Unit**
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PO Box 69  
Reading RG1 3YD

Fax: 0118 939 3817  
E-mail: customerrelations@rpa.gsi.gov.uk

**RLR Service Management Team**
Rural Payments Agency  
Alverton Court  
Crosby Road  
Northallerton  
North Yorkshire DL6 1AD

Tel: 01609 773751  
Fax: 01609 780179  
E-mail: northallerton.smt@rpa.gsi.gov.uk

**Covering:**  
Cumbria  
Derbyshire  
Durham  
East Sussex  
East Yorkshire (including Humberside and North Lincolnshire)  
Greater London  
Hampshire  
Herefordshire  
Kent  
Lancashire  
Leicestershire  
Lincolnshire  
Middlesex  
North Yorkshire (including Cleveland)  
Northamptonshire  
Northumberland  
Nottinghamshire  
Rutland  
South Yorkshire  
Surrey  
The Isle of Wight  
Tyne and Wear  
Warwickshire  
West Midlands  
West Sussex  
West Yorkshire  
Worcestershire