

# Geographical Information System - Report of Change to Farm Map Details

Please read the notes on page 4 carefully before completing this form.

## Section 1 - Details of Person Reporting The Farm Map Change

1.1	Client Id	<input type="text"/>	1.2 Business Id (if held)	<input type="text"/>
1.3	Client Name	<input type="text"/>		
1.4	Client Address	<input type="text"/>		
		<input type="text"/>		
		<input type="text"/>		
	Postcode	<input type="text"/>		
1.5	Phone Number(s)	<input type="text"/>	<input type="text"/>	
1.6	Do you own the land that has changed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.7	If no, please tell us who owns the land. If yes, go to Section 2.			
1.8	Client Id of owner	<input type="text"/>	1.9 Business Id (if known)	<input type="text"/>
1.10	Name of owner	<input type="text"/>		
1.11	Address of owner	<input type="text"/>		
		<input type="text"/>		
		<input type="text"/>		
		<input type="text"/>		



Department of  
**Agriculture and  
Rural Development**

[www.dardni.gov.uk](http://www.dardni.gov.uk)

AN ROINN  
**Talmhaíochta agus  
Forbartha Tuaithe**

MÁNNYSTRIE O  
**Fairms an  
Kintra Fordèrin**

### For Official Use Only:

Date stamp

CIS Receipt Number \_\_\_\_\_ Initial \_\_\_\_\_  
**Filed under Farm Survey Number**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Initial \_\_\_\_\_

## Section 2 – Details of Changes to Farm Map

2.1 You must attach the most recent farm map and make changes to that map.

### Permanent boundary changes and land no longer in agricultural use

2.2 You must clearly show the location and outline of the changes on the **most recent farm map and return the map together with this form**. Dimensions of areas should be clearly marked on the relevant point on the map, for example, 30m x 50m. Our GIS farm map system will calculate new field areas based on the dimensions and information you give us and will also be used to verify the effective date of change.

Farm Survey Number	Field Number	Field Area on current farm map	Revised Field Area (Estimate) <sup>1</sup>	Date of Change	Reason for Change or Additional Information. NB Please note date of change for buildings, dwellings, sites, lanes, roads or slurry tanks
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

If you have more changes, please continue on a separate page using the above format.

2.3 If you have removed field boundary/boundaries was it/were they removed on or after 1 January 2005? Yes  No

### Land purchased, inherited or sold

If you have purchased or inherited land, you need to tell us the name of the previous owner. You must attach a solicitor's letter confirming the Farm Survey Number and field number(s) purchased or inherited.

If you have sold or disposed of land, you need to tell us the name of the new owner.

2.4 Details of land purchased, inherited or sold.

Farm Survey Number	Field Number	Date of change	Purchased or Inherited Land Client Id and Name of previous owner	Sold or Disposed Land Client Id and Name of new owner
/ /				
/ /				
/ /				

If you have more changes, please continue on a separate page using the above format.

<sup>1</sup> GIS will determine the exact area based on the information you give us and will be used to verify the effective date of change.

**Section 3 – Additional Information**

\_\_\_\_\_  
\_\_\_\_\_

**Section 4 – Declaration**

I declare that the information I have given is true, accurate and complete to the best of my knowledge.

**Landowner must sign in all cases. Tenant must sign if he/she is reporting the change.**

**Landowner Signature** \_\_\_\_\_

Name (Block Letters) \_\_\_\_\_

Date \_\_\_\_\_

**Tenant Signature** \_\_\_\_\_

Name (Block Letters) \_\_\_\_\_

Date \_\_\_\_\_

Receipt of the completed form and map changes by the Department does not convey acceptance of legal ownership.

**For Official Use Only**

**CSIB Admin Action**

- I have edited GIS as noted above.
- I have noted GIS Remarks box:    Notified by owner  Notified by tenant
- I have issued an updated Business owned farm map to the landowner, Business Id \_\_\_\_\_.
- I have issued an updated Client owned farm map to the landowner, Client Id \_\_\_\_\_ as the owner does not have a Business Id.
- I have noted page 1 with the Farm Survey Number under which this GIS 2 is to be filed.
- Letter received from \_\_\_\_\_ confirming changes.
- Query referred to Inspector on \_\_\_\_\_.

Signature \_\_\_\_\_ GAS User Code \_\_\_\_\_ Date \_\_\_\_\_

**Inspector Action**

- Follow up inspection by \_\_\_\_\_ on \_\_\_\_\_.
- Uploaded by \_\_\_\_\_ on \_\_\_\_\_.

## Notes for completion

- Use this form to tell us about changes to land you own, lease in or take in conacre.
- **You need the most recent farm map of the land that has changed.** If you own the land and you need a copy of the farm map you should contact your local office. See below for details. If you lease or take the land in conacre you should ask the landowner for the most recent farm map.
- Clearly show the changes on the farm map and complete details at Section 2 as outlined below.
- **Permanent boundary changes**, for example, fields that have been split/divided or joined/amalgamated. Complete 2.2 for this type of change.
- If you have removed a field boundary you also need to complete question 2.3 to let us know if the boundary was removed since 1 January 2005.
- **Land no longer in agricultural use**, for example, buildings, dwellings, sites, lanes, roads, slurry tanks etc. Complete 2.2 for this type of change. **NB** You must also tell us the date the change took place where land is no longer in agricultural use.
- Land purchased, inherited or sold. Complete 2.4 for this type of change.
- If you have purchased or inherited land you must also send us a solicitor's letter confirming the Farm Survey Number and field number(s) purchased or inherited.
- If you tell us about changes to land you lease in or take in conacre you should ask the landowner to sign this form at Section 4. **We cannot accept changes if the form is not signed by the landowner.**
- You should send the completed form and your marked farm map to your local DARD office.
- If you have already submitted a Single Application Form (IACS), you may also need to correct your application to take account of the map changes you have reported on this form. You should notify any changes to your Single Application to Single Farm Payment Branch using form SAF 3. If you do not inform Single Farm Payment Branch you may be penalised.