

**Department of Agriculture & Rural Development
Single Farm Payment (SFP) Scheme**

Application to Transfer Single Farm Payment Entitlements TE1

IMPORTANT NOTES

The deadline for receipt of this Application Form in respect of the 2006 scheme year is **2 April 2006 EXCEPT** for applications to switch Horticultural Authorisations as detailed below.

This application has several Parts. Parts 1 - 3 allow for the all the available methods of transfer to be notified to us.

Part 1 - Transfer of Entitlements by sale or lease;

Part 2 - Transfer of Entitlements by actual inheritance;

Part 3 - Transfer of Entitlements by anticipated inheritance with land;

Part 4 - Horticultural Authorisation Switch (**To be notified to us by 15 May 2006**)

Part 5 - Data Disclosure

PLEASE NOTE THAT:

- You need **only complete the Part (or Parts) of this application form which are relevant to you.**
- Both the Transferor and the Transferee should **sign and date the declarations** at the relevant Parts of the form and read Part 5 Data Disclosure.
- Failure to submit the necessary documentary evidence in support of an application to transfer entitlements by actual or anticipated inheritance may result in your application being rejected.
- If you wish to transfer entitlements to more than one person then you will need to complete a separate form in respect of each person to whom you are transferring entitlements.
- The Transferee needs to be registered and approved with us as a farm business before a transfer application can be processed.
- Any change of ownership in land should also be notified to your local DARD Office (see Annex A) to enable farm maps to be revised.

Before completing this form you should read the enclosed Guidance Booklet on Trading of Entitlements. However, if you need help with any of the questions please contact the SFP Section at number shown below.

Please use **CAPITAL** letters and black ink. Please do not use correction fluid. If you make a mistake, please initial and date the change(s).

Please post or deliver your completed form to us at the address shown overleaf.

**Department of Agriculture & Rural Development
Single Farm Payment Section
Orchard House
40 Foyle Street
Derry/Londonderry
BT48 6AT
Telephone: (028) 7131 9900.**

The Department will acknowledge receipt of your application form. If you have not received an acknowledgement letter within 10 days from the date of posting, please contact the Single Farm Payment Section in Orchard House on **(028) 7131 9900 immediately**.

The Department will not be responsible for forms which are delayed or lost in the postal system. A late application cannot be accepted where the original application was lost or delayed in the post. Therefore it is important that you act to ensure that your application form has been received by the deadline above.

You are advised to keep a copy of this form.

Completion

PART 1: TRANSFER OF ENTITLEMENTS BY SALE OR LEASE:

Section 1: Transferor Details

To be completed by the farm business transferring the entitlements

Title:	First Name:
Surname:	
Address:	
	Post Code:
Telephone Number:	Mobile Number:
E-mail Address:	
Business Name:	
Business Reference:	

Section 2: Transferee Details

To be completed by the farm business receiving the entitlements

Title:	First Name:
Surname:	
Address:	
	Post Code:
Telephone Number:	Mobile Number:
E-Mail Address:	
Business Name:	
Business Reference:	

Section 3: Which Entitlements do you wish to transfer?

Your Entitlement Statement should be used to identify those entitlements you wish to transfer. Please enter the relevant information in Table 1 below.

You should indicate at column F (Method of Transfer) whether this is by:

- (A) Sale With Land
- (B) Lease with land
- (C) Sale Without Land

Table 1

A	B	C	D	E	F
Entitlement Id Number	Type	Horticultural Authorisations	Unit Value in Euros	Number of Entitlements to be Transferred	Method of Transfer

Continue on a separate page if necessary

Please complete according to the method(s) of transfer you have listed in Table 1.

Method of Transfer: (A) Sale With Land

Effective date of transfer of entitlements **and** land

Effective date of transfer of land if different from above

Note:

The effective date of transfer of entitlements must be at least six weeks after we receive this form. If an earlier or no date is specified we will default to a date precisely six weeks after receipt of this form.

If you are transferring entitlements by sale with land, you must also complete Table 2(a).

Note that the fields listed below must be eligible for SFP and the total eligible area must equal or exceed the number of entitlements you wish to transfer with land.

Table 2(a) By Sale with Land

Farm Survey Number	Field Number	Area in hectares	Farm Survey Number	Field Number	Area in hectares

Continue on a separate page if necessary.

Method of Transfer: (B) Lease With Land

Start date of lease of entitlements and land

End date of lease of entitlements and land

Note:

The period for which the land is leased must match the period for which the entitlements are leased. The start date of lease of entitlements must be at least six weeks after we receive this form. If an earlier (or no) date is specified we will default to a date precisely six weeks after receipt of this form.

If you are transferring entitlements by lease with land, you must also complete Table 2(b). Note that the fields listed below must be eligible for SFP and the total eligible area must equal or exceed the number of entitlements you wish to transfer with land.

Table 2(b) By Lease with Land

Farm Survey Number	Field Number	Area in hectares	Farm Survey Number	Field Number	Area in hectares

Continue on a separate page if necessary.

Note:

The land included in Table 2(b) will be considered at the disposal of farm business to whom it is leased during the period you have specified above. This is important in relation to the 10-month rule. (See Section 4 of the enclosed Guidance Booklet on Trading of Entitlements for further details).

Method of Transfer: (C) Sale Without Land

Effective date of transfer of entitlements:

Note :

The effective date of transfer of entitlements must be at least six weeks after we receive this form. If an earlier (or no) date is specified we will default to a date precisely six weeks after receipt of this form

You can only transfer entitlements by sale without land if you have:

- already claimed (activated) payment against 80% of your entitlements in 2005; or
- voluntarily given up to the National Reserve all the entitlements you have not used in 2005.

If you wish to sell entitlements without land and have not claimed 80% of your entitlements in 2005 please complete the Table 2(c). All entitlements which you have not used in 2005 should be listed in this Table and surrendered to the National Reserve. You should use your Entitlement Statement to identify those entitlements you wish to surrender.

Table 2(c) Sale Without Land

A	B	C	D	E
Entitlement Id Number	Type	Horticultural Authorisations	Unit Value in Euros	Number of Entitlements to be Surrendered to the National Reserve

Continue on a separate page if necessary

Note:

You can only surrender entitlements to the National Reserve if you wish to sell entitlements without land and are required to do so because you have not used 80% of your entitlements in 2005.

Section 4: Declarations and Undertaking

In this section both the **Transferor** and the **Transferee** are asked to confirm by signing the relevant Section pertaining to them below that they understand, and will comply with their obligations in relation to the information provided Part 1 of this form.

(A) Declaration to be completed by the Transferor

I declare that:

- I wish to transfer entitlements by way of sale/lease as detailed at Part 1, Section 3;
- I am aware that if an error is found at a later date and I have transferred my entitlements to another farmer and have not retained sufficient entitlements of my own and therefore the Department is not able to correct the error directly with me, these entitlements, which I have transferred, will have to be recovered or their value reduced;
- Where I am transferring entitlements by sale without land and have not already claimed payment against at least 80% of my entitlements in a calendar year, I have voluntarily given up to the National Reserve all of the entitlements I have not used in the first year of the Single Farm Payment Scheme as detailed in Table 2(c) above;
- I am aware of the conditions pertaining to the Single Farm Payment Scheme and have complied with them;
- I have read and understood all of the relevant guidance notes;
- I am a farmer within the meaning of Article 2(a) of Council Regulation (EC) No. 1782/2003, as set out in the IACS/Single Application Applicants Guide.

I undertake

- To provide any additional information relating to this application that DARD may reasonably require;
- To advise DARD of any material change to the information given on this form;
- To comply with the current versions of Council Regulation (EC) No. 1782/2003, with the Commission Regulations implementing that Regulation, including EC) 796/2004 and EC 795/2004, and any other applicable legislation.

***Transferor Signature:**

Date:

Name (BLOCK LETTERS):

Status:

*If your farm business has multiple partners only one signatory, acting on behalf of the farm business, is required.

(B) Declaration to be completed by the Transferee

I declare that:

- I wish to receive entitlements by way of purchase/lease/ (please delete as appropriate) as detailed at Part 1 Section 3;
- I am aware that if, at a later date, it is found that I have received by transfer incorrectly allocated entitlements, or that the entitlements received have been recalculated to take account of changes, they will be recovered or their value amended;
- I am aware of the conditions pertaining to the Single Farm Payment Scheme and have complied with them;
- I have read and understood all of the relevant guidance notes;
- I am a farmer within the meaning of Article 2(a) of Council Regulation (EC) No. 1782/2003, as set out in the IACS / Single Application Applicants Guide and am registered and approved by DARD as a farm business.

I undertake:

- To provide any additional information relating to this application that DARD may reasonably require;
- To advise DARD of any material change to the information given on this form;
- To comply with the current versions of Council Regulation (EC) No. 1782/2003, with the Commission Regulations implementing that Regulation, including EC) 796/2004 and EC 795/2004, and any other applicable legislation.

Transferee Signature:

Date:

Name (BLOCK LETTERS):

Status:

Note:

Both the Transferor and the Transferee should read Part 5 of this form which deals with Data Disclosure.

PART 2: TRANSFER OF ENTITLEMENTS BY ACTUAL INHERITANCE
(Following the death of the holder of the entitlements)

Note:

In the case of Split Inheritance a separate application form will need to be completed in respect of entitlements transferred to each beneficiary.

Section 1: Transferor Details

To be completed in respect of the farm business transferring the entitlements

Title:	First Name:
Surname:	
Address:	
	Post Code:
Telephone Number:	Mobile Number:
E-mail Address:	
Business Name:	
Business Reference:	

Section 2: Transferee Details

To be completed by the farm business receiving the entitlements

Title:	First Name:
Surname:	
Address:	
	Post Code:
Telephone Number:	Mobile Number:
E-Mail Address:	
Business Name:	
Business Reference:	

Section 3: Which Entitlements do you wish to transfer?

The transferring farm business should have received an Entitlement Statement. This should be used to identify those entitlements you wish to transfer. Please enter the relevant information in Table 3 below.

Table 3

A	B	C	D	E
Entitlement Id Number	Type	Horticultural Authorisations	Unit Value in Euros	Number of Entitlements to be Transferred By Actual Inheritance

Continue on a separate page if necessary

Section 4: Effective Date of Transfer

Note:

The effective date of transfer of entitlements must be at least 6 weeks after we receive this form. If an earlier (or no) date is specified we will default to a date precisely 6 weeks after receipt of this form.

Effective date of transfer of entitlements

Section 5: Supporting Documents

To be submitted by the Transferee in support of an application in the case of transfer of entitlements through inheritance. Please submit original documents. We will return these to you immediately.

Please indicate which of the following documents you have attached to support the transfer application:

Grant of Probate (with a copy of the Will)

Letters of Administration, and/or

Deed of Transfer

Other (please specify)

Section 6: Declarations and Undertaking

In this section the **Transferee** is asked to confirm by signing the section below that they understand and will comply with their obligations in relation to the information provided at Part 2 of this form and provide any supporting documents.

Declaration to be completed by the Transferee

I declare that:

- I wish to receive entitlements by way of actual inheritance as detailed at Part 2, Section 3;
- I am aware that if, at a later date, it is found that I have received by actual inheritance incorrectly allocated entitlements, or that the entitlements received have been recalculated to take account of changes, they will be recovered or their value amended;
- I have enclosed all the relevant documents relating to this application;
- I am aware of the conditions pertaining to the Single Farm Payment Scheme and have complied with them;
- I have read and understood all of the relevant guidance notes;
- I am a farmer within the meaning of Article 2(a) of Council Regulation (EC) No. 1782/2003, as set out in the IACS / Single Application Applicants Guide and am registered and approved by DARD as a farm business.

I undertake:

- To provide any additional information relating to this application that DARD may reasonably require;
- To advise DARD of any material change to the information given on this form;
- To comply with the current versions of Council Regulation (EC) No. 1782/2003, with the Commission Regulations implementing that Regulation, including EC) 796/2004 and EC 795/2004, and any other applicable legislation.

Transferee Signature:

Date:

Name (BLOCK LETTERS):

Status:

Note:

You should read Part 5 of this form which deals with Data Disclosure.

Sample Only
Not for
Completion

PART 3: TRANSFER OF ENTITLEMENTS BY ANTICIPATED INHERITANCE WITH LAND
(Following the retirement of the holder of the entitlements)

Note:

In the case of Split Anticipated Inheritance a separate application form will need to be completed in respect of entitlements transferred to each beneficiary

Section 1: Transferor Details

Details of the farm business of the transferor (i.e. the retired farmer)

Title:	First Name:
Surname:	
Address:	
	Post Code:
Telephone Number:	Mobile Number:
E-Mail Address:	
Business Name:	
Business Reference:	

Section 2: Transferee Details

To be completed by the farm business receiving the entitlements

Title:	First Name:
Surname:	
Address:	
	Post Code:
Telephone Number:	Mobile Number:
E-Mail Address:	
Business Name:	
Business Reference:	

Section 3: Which Entitlements do you wish to transfer?

The farm business wishing to transfer entitlements should have received an Entitlement Statement. This should now be used to identify those entitlements you wish to transfer. Please enter the relevant information in Table 4 below.

Note:

It is not possible to transfer entitlements by anticipated inheritance **without land**.

Table 4

A	B	C	D	E
Entitlement Id Number	Type	Horticultural Authorisations	Unit Value in Euros	Number of Entitlements to be Transferred by Anticipated Inheritance With Land

Continue on a separate page if necessary

Section 4: Effective Date of Transfer

Note:

The effective date of transfer of entitlements must be at least 6 weeks after we receive this form. If an earlier or no date is specified we will default to a date precisely 6 weeks after receipt of this form.

(A) Anticipated **Inheritance With Land:**

Effective date of transfer of entitlements and land:

Effective date of transfer of land if different from above:

You must also complete Table 4(a). Note that the fields listed below must be eligible for SFP, transferred by anticipated inheritance as evidenced by a land deed and the total eligible area must equal or exceed the number of entitlements you wish to transfer by anticipated inheritance with land.

Table 4(a)

Farm Survey Number	Field Number	Area in hectares	Farm Survey Number	Field Number	Area in hectares

Continue on a separate page if necessary

Section 5: Supporting Documents

You need to submit evidence of the legal transfer of the holding (for example, amended land deed) in support of your application to transfer of entitlements through anticipated inheritance. Please submit original documents.

We will return these to you immediately. Please indicate which of the following documents you have attached to support the transfer application:

Deed of Transfer

Other (please specify)

Section 6: Declarations and Undertaking

In this section both the **Transferor** and the **Transferee** are asked to confirm by signing the relevant section pertaining to them below that they understand, and will comply with their obligations in relation to the information provided at Part 3 of this form.

(A) Declaration to be completed by the Transferor

I declare that:

- I wish to transfer entitlements by way of anticipated inheritance as detailed at Part 3 Section 3;
- I am aware that if an error is found at a later date and I have transferred my entitlements to another farmer and have not retained sufficient entitlements of my own and therefore the Department is not able to correct the error directly with me, these entitlements transferred will have to be recovered or their value amended;
- I am aware of the conditions pertaining to the Single Farm Payment Scheme and have complied with them;
- I have read and understood all of the relevant guidance notes;
- I am a farmer within the meaning of Article 2(a) of Council Regulation (EC) No. 1782/2003, as set out in the IACS / Single Application Applicants Guide.

I undertake

- To provide any additional information relating to this application that DARD may reasonably require;
- To advise DARD of any material change to the information given on this form;
- To comply with the current versions of Council Regulation (EC) No. 1782/2003, with the Commission Regulations implementing that Regulation, including EC) 796/2004 and EC 795/2004, and any other applicable legislation.

*Transferor Signature:

Date:

Name (BLOCK LETTERS):

Status:

*If your farm business has multiple partners only one signatory, acting on behalf of the farm business, is required.

(B) Declaration to be completed by the Transferee

I declare that:

- I wish to receive entitlements by way of anticipated inheritance as detailed at Part 3, Section 3;

- I am aware that if, at a later date, it is found that I have received anticipated inheritance incorrectly allocated entitlements, or that the entitlements received have been recalculated to take account of changes, they will be recovered or their value amended;
- I am aware of the conditions pertaining to the Single Farm Payment Scheme and have complied with them;
- I have read and understood all of the relevant guidance notes;
- I am a farmer within the meaning of Article 2(a) of Council Regulation (EC) No. 1782/2003, as set out in the in the IACS / Single Application Applicants Guide and am registered and approved by DARD as a farm business.

I undertake:

- To provide any additional information relating to this application that DARD may reasonably require;
- To advise DARD of any material change to the information given on this form;
- To comply with the current versions of Council Regulation (EC) No. 1782/2003, with the Commission Regulations implementing that Regulation, including EC) 796/2004 and EC 795/2004, and any other applicable legislation.

Transferee Signature:

Date:

Name (BLOCK LETTERS):

Status:

Note:

Both the Transferor and the Transferee should read Part 5 of this form which deals with Data Disclosure.

I declare that:

- I wish the Horticultural Authorisations attached to Set-aside Entitlements detailed in Part 4 of this form and which have been transferred to me to be switched to Standard Entitlements;
- I am aware of the conditions pertaining to the Single Farm Payment Scheme and have complied with them;
- I have read and understood all of the relevant guidance notes;
- I am a farmer within the meaning of Article 2(a) of Council Regulation (EC) No. 1782/2003, as set out in the 2005 Applicants Guide and am registered with DARD as a farm business.

I undertake:

- To provide any additional information relating to this application that DARD may reasonably require;
- To advise DARD of any material change to the information given on this form;
- To comply with the current versions of Council Regulation (EC) No. 1782/2003, with the Commission Regulations implementing that Regulation, including EC) 796/2004 and EC 795/2004, and any other applicable legislation.

***Signature:**

Date:

Name (BLOCK LETTERS):

Status:

*If your farm business has multiple partners only one signatory, acting on behalf of the farm business, is required

You should also read Part 5 on Data Disclosure.

PART 5: DATA DISCLOSURE

The Department takes data protection and freedom of information issues seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the requirements of the Data Protection Act 1998. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department may also use it for other legitimate purposes in line with the Data Protection Act 1998 and Freedom of Information legislation. These include:

- Administration of the Common Agricultural Policy and other aid schemes;
- The production and safety of food;
- Management of land and other environmental controls;
- Animal health and welfare;
- Occupational health and welfare;
- Compilation of statistics;
- Disclosure to other organisations when required to do so; and
- Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest.