

Guidance for Initial IACS Registration of Forestry Land

Introduction

The Integrated Administration and Control System (IACS) is the system of control developed to administer EU grants and combat fraud under the Common Agricultural Policy arable and livestock schemes. All landowners that receive support under the Common Agricultural Policy need to be IACS registered. IACS comprises of a Business Reference Number (BRN) which refers to the applicant and a Field Identification System (FIS) which refers to the land.

This guidance explains how to register existing woodland.

All forms and guidance are available from any SEERAD office, and most can be downloaded from SEERAD's [website](#).

How to Register Land

You need to complete SEERAD's Land and Business Change Form (LBCF 2006). This should be submitted to your local SEERAD office together with a map of a suitable scale with the woodland boundary clearly marked. All land in your ownership must be registered at the same time if you are planning to claim Single farm payment or agricultural subsidies on any area.

What Map is required

In most cases an OS map of 1:10000 scale is required, although this depends on the size of the woodland/s. The woodland boundary must be clearly marked and each woodland on the map needs to be cross-referenced to the details in question 7 of the LBCF. Guidance on the map requirements is included in Annex 3 of the IACS Explanatory Booklet (IACS(1)2006), which can also be obtained from any SEERAD office.

How to complete the forms

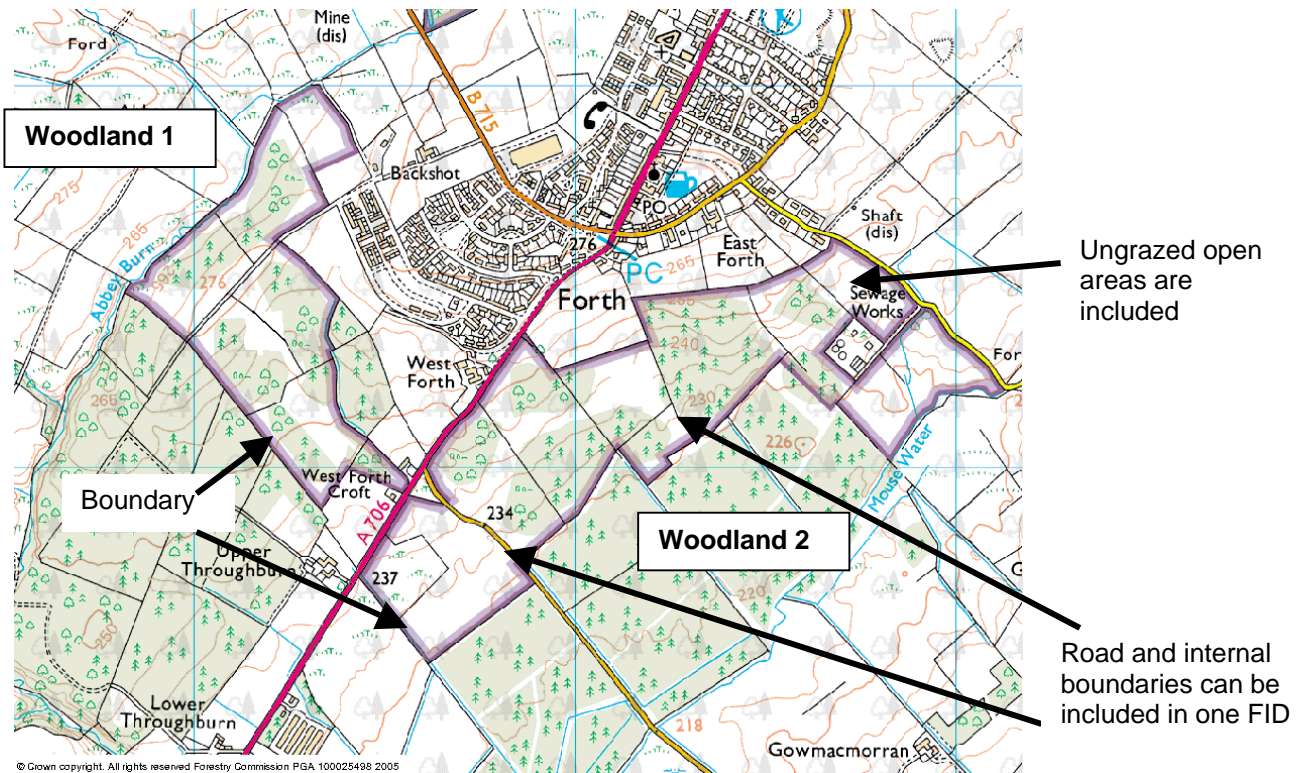
The LBCF contains comprehensive guidance to aid completion. Although designed primarily for changes to existing registered businesses and land these forms are also used to register new businesses and new land.

Contact and correspondence details (LBCF Section I)

This should be the contact that SEERAD can discuss the registration with e.g. someone who can provide clarity on mapping issues. Where an agent acts on behalf of an owner the agent's details can be entered here. However where an agent is acting for, and signing on behalf of, an owner, an Agent Mandate Form (AA-1) must also be completed. This form can be obtained from any SEERAD office.

Identification of Individual woodlands (LBCF Section II and Map)

Individual woodlands require separate IACS Field Identifiers (FIDs). These are allocated by SEERAD. An individual woodland is one that is separated from other woodlands by a permanent boundary e.g. a fence, wall, road and a different land use. Old dykes and fences within a woodland are not considered a permanent boundary. Open areas within the woodland can be included as part of that woodland, however if the intention is to graze this then it should be identified separately. Any roads, lochs etc within the woodland boundary can be included within it for IACS registration but will not receive any grants or subsidies.



Business Details (LBCF Section III)

If the business already has land registered under IACS then these details should be used and the newly registered land will be added to that business. Where IACS registration is being carried out for the first time then the details of the business will need to be given.

SEERAD have criteria to assess the separateness of businesses that qualify as separate. They consider four aspects of the way the business is run – legal status, economic structure/organisation, commercial management and operational management. No single aspect is paramount and it is the balance of factors which counts, with each case judged on its own merits.

Any subsidy/grant payments made to the business are paid to a single BACS details held against that business. Payments for different grants are identified on the remittance advice.

Land in England and Wales

Where a business is already IACS registered in England or Wales then the woodland (even if it is located in Scotland) must be included under that business. Any woodland in Scotland must be added using SEERAD's Land and Business Change Form. Your English/Welsh Business Details should be entered at Section III of the form.

Glossary

Business Reference Number (BRN)	This is the unique number given to each individual business by SEERAD.
Field Identification System (FIS)	This is a register of unique field Identifiers and areas, held up SEERAD to identify individual fields/land areas under IACS. These are used to identify which grants and subsidies have been claimed against each field/land area.
Field Identifier (FID)	This is a 14 digit identifier given to each field/parcel/woodland registered under IACS.
Single Farm Payment (SFP)	Each farm (IACS registered holding) has an annual entitlement of a Single Farm Payment based on previous agricultural subsidies. This is paid for cross-compliance with good agricultural and environmental conditions (GAEC) and good animal husbandry. Forest land is not eligible for the Single Farm Payment.
Tier 2	A choice of easily accessible grants available through the Land Management Contract Menu Scheme and geared at delivering widespread benefits leading to economic, social and environmental improvement