

1) Obtain a Single Business Identifier (SBI)

The first thing you need to do is register as a customer with the Rural Payments Agency (RPA).

You can register in two ways:

- a) Over the phone by calling RPA on 0845 603 7777 and following the instructions.
- b) Completing a paper registration form called a CREG 01. To obtain a CReg 01:
 - o Phone the RPA on 0845 603 7777.
 - o Visit the RPA website at, www.rpa.gov.uk and using the Customer Registration link at the right hand side of the screen. By then selecting [forms and guidance](#) you will be taken to a page where you can download a copy of the CReg01 form and the accompanying guidance.
 - o E-mail RPA's customer service centre: csc@rpa.gsi.gov.uk.
 - o Write to: Rural Payments Agency, PO Box 1058, Newcastle-upon-Tyne, NE99 4YQ.

When completing the CReg 01 you should enter code **F38** under the 'business activity' in section 4A of the form. If you are registering with RPA for the sole purpose of applying for a Forestry Commission grant there is no need to provide RPA with your Bank Details. The Forestry Commission will collect your payment details later.

2) Confirmation of your customer registration

The RPA will confirm your registration as a customer by letter. The letter will provide two useful reference numbers which you should keep safe:

- Your Single Business Identifier (SBI).
- Your County Parish Holding Number (CPH).

You are now registered as a customer with the RPA and can register your land.

3) Registering your land on the Rural Land Register (RLR)

To register your land you need to complete an RLE1 form. You can obtain a copy of this form by phoning the RPA on 0845 603 7777. You will need to provide your SBI when you call.

The RPA will send an RLE1 form to you in the post. You should read the guidance carefully before completing the form. **Once you have completed the RLE1 form you must label it as a 'Forestry Commission Application' on the top of the front page.** This will ensure RPA prioritise your application.

4) Acknowledging receipt of your RLE1

The RPA will send you a postcard acknowledging receipt of your RLE1. Keep this for your records as we will require the reference numbers if we need to track the progress of your land registration. Please note that your land is **not yet registered** on the RLR.

5) Confirmation that your land is registered on the RLR

Once your land has been registered the RPA will send you:

- A map(s) showing your RLR land parcels.
- A summary sheet showing your RLR land parcels' Ordnance Survey sheet and parcel references and their digitally measured area.

You can now proceed with your application to the Forestry Commission.