Agricultural Development Scheme Guidance Notes for Section 1 – ADS Claim Form 2024

The Agricultural Development Scheme (ADS) Claim Form is included in the enclosed ADS Booklet and these Guidance Notes will assist you to complete the Claim Form. For further information, please read the relevant legislation and the ADS Farmers' Handbook, particularly Chapter 2. The 2024 Claim Forms will be processed by the Department of Environment, Food and Agriculture. Please find the ADS Farmers' Handbook here: www.gov.im/ads/farmershandbook

OVERVIEW

The Claim Form requires details of all the fields that you intend to claim on for this Scheme year, including field number, name (if relevant), total acreage, eligible acreages and crop codes. Please note that the area you declare for each field as eligible land will be used to calculate your overall eligible acreage for the 2024 Scheme. This overall figure will then be used to calculate your 2024 payment. The July payment for new applicants may be delayed until confirmation of eligibility is received to the satisfaction of the Department; this may be through an inspection or other means.

FIELD LIST

The form you receive this year will be blank, next year's form will be prepopulated with the field information you provide now. Please complete all relevant columns for the fields you have under your control as of 4th May 2024.

PART A

You will need to provide the six digit field numbers you have under your control.

PART B

If applicable, provide a **field name** for your fields, this is for your reference in subsequent years.

PART C

This is the total acres of the field area.

PART D

You will need to provide the amount of **eligible acres** within each field shape. Please refer to Chapter 4 of the Farmers' Handbook to find out what land is regarded as eligible for a payment from the ADS.

PART F

Please provide the **Eligible (Main) Land Use Code** which refers to the majority of the field. Please refer to the eligible Land Use table below for information.

PART F

If your fields have any ineligible land, please provide the relevant **Ineligible Land Use Code**. Please refer to the Ineligible Land Use table below for information.

PART G

Please provide any relevant further information about the field here e.g. mapping change required.

Eligible Land Use				
Code	Crop	Code	Crop	
GR	Grass	FC	Forage Crops	
RG	Rough Grazing	PV	Potatoes & Veg	
CE	Ce reals	OR	Or chard	
PR	Protein & Others			

OCCUPIED FIELD LIST						
Please provide all the fields that you occupy in 2024						
Field Number	Field Name	Total Acres	Eligible Acres	Eligible (Main) Land Use Code	Ineligible Land Use Code	Other Comments
123456	Example Field	5.45	3.00	GR	GO	
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Ineligible Land Use		
Code	Land Use	
TW	Trees and Woodland	
BG	Buildings, Roads & Tracks	
GO	G orse, Scrub & Bracken	
LR	Lakes, Reservoirs, Ponds & Dubs	
NA	Non Agricultural*	

^{*}e.g. recreational use, such as golf course

GOVERNMENT MAPPING SYSTEM

www.gov.im/maps

If you **DO NOT KNOW THE FIELD NUMBER**, follow these steps:

- Scroll down the page to find 'Island Environment', click on this option and a new tab will open on the web browser showing a map of the island.
- On the left of your screen there will be a box entitled; 'Layer List'. Click on the button at the top right of the white part of 'Layer List' (it should look like three horizontal lines with a tick in the middle). This will display some options. Click on, 'Turn all layers off'.
- Find 'Field Gazatteer' on the 'Layer List' and click on the check box so that it turns blue with a white tick in the centre.
- You are now able to use the map to locate fields by using either of the following methods:
 - Enter a postcode, address, or any nearby address into the map's search bar (top left) and you will be taken to that location. You can now use your mouse to move around the map and find the exact field you are looking for.
 - Use your mouse and the map navigation tools such as the zoom in/out buttons to locate your field manually.
- Once you have found the field, click on it to find the field number, total acreage and category (AML/BML).

If you **KNOW THE FIELD NUMBER** and would like to find out the total acreages, enter the number in the map's search bar and you will be taken to the field's location.

There is also a measurement function on the mapping system, this allows you to measure areas that are not eligible within the field shape which allows you to provide an accurate eligible acreage on your claim form. You will find further information on how to use this on our website: www.gov.im/ads/mapping

YOUNG FARMER SUPPLEMENTARY PAYMENT

Young farmers may be entitled to a supplementary payment of 25% of the appropriate full flat rate payment for a maximum of 195 acres or £4,000, whichever is the lowest. For the full terms and conditions regarding the Young Farmer Supplementary Payment please refer to our website: www.gov.im/ads

KEYS DATES AND INFORMATION TO REMEMBER

4 th May 2024	The information you enter must have been relevant to your holding on this date.	
11 th May 2024	Please return your booklets by this date. Forms received after this date will be liable to a late submission penalty in accordance with the rates detailed in the Farmers' Handbook and on the Department's website. This is a Saturday, therefore, DEFA Offices (address below) will be closed but there is a post box outside where you will be able to leave your completed booklet outside of office hours. We would encourage you to submit your booklets by 5pm on Friday 10 th May to receive a receipt.	

Please return your Claim Form to the offices of the Department of Environment, Food and Agriculture at the following address:

Agricultural Development Scheme, Agriculture and Lands Directorate, Department of Environment, Food and Agriculture, Thie Slieau Whallian, Foxdale Road, St. John's, Isle of Man, IM4 3AS

Do not post, or hand your Claim Form to any other place or person other than as specified above.

ADDITIONAL INFORMATION

- **Acknowledgements** If your Claim Form has not been received by 11th May 2024 you will be notified by email or phone. Forms received after 11th May will be subject to penalties as detailed in the 'Agricultural Development Scheme 2019'. Please note that forms received after 8th June 2024 will not be eligible for payment.
- Lost Claim Forms All claims received by the Department will be date stamped with the date they were received at the above address, so please make sure you allow sufficient time to meet the deadline of 11th May 2024. If your Claim Form has not been received in time and you are able to provide satisfactory proof of postage issued by IoM Post Office which falls within the appropriate period (a 'Recorded Delivery' receipt) you will be given a further 10 days in which to submit your Claim Form. Claim Forms received within this additional 10 day period will be treated as having been received on the date of the Recorded Delivery receipt. Penalties for late submission will only arise if the date of receipted posting is after 10th May 2024 or the Claim Form is not received within the 10-day grace period.
- **False Information** The Department will take action against anyone claiming support payments where false or misleading information has been provided in support of a claim.
- **Authorised Signatory** Please ensure that a person authorised to sign on behalf of the business signs and dates the form.
- **Sharing Data** DEFA will share land occupancy information with the Department of Infrastructure and Manx Utilities when required with regards to access, fencing, flooding, public rights of way, drainage etc.
- If you wish to inform us of any changes or amendments after you have sent in your booklet, the forms listed below can be downloaded from www.gov.im/ads/forms or by contacting agriculture.policy@gov.im or 695742.

Field Mapping Form	If you have any unmapped areas which are at your disposal, or fields have changed shape (due to building etc.) and a new boundary has been established, please use a Field Mapping Form to inform us about them. We are asking for an estimate only, so no penalties will apply if the unmapped area is subsequently found to differ from your declaration.
Claim Amendment Form	Please use a Claim Amendment Form to advise the Department if you find that the information submitted on your ADS Claim Form relating to land at your disposal (both eligible and ineligible) is incorrect. It is your responsibility to notify the Department of this mistake. • To increase your claim payment, this form would have to be received at this office by 11 th May 2024. • Late submission penalties will apply to forms received at this office by 8 th June 2024. Please note that these penalties will only apply to the additional land claimed on your 'Claim Amendment Form', not your whole claim. • After 8 th June 2024, this form cannot be used to increase your claim payment but can be used to notify the Department of any changes made to your field allocation.