

## Agricultural Development Scheme

### APPLICATIONS TO THE AGRICULTURAL DEVELOPMENT SCHEME

The Agricultural Development Scheme is a voluntary Scheme that you must apply to each Scheme year in order to be eligible to receive a payment from it. Penalties will apply on late Claim Forms up to a maximum of 28 days. Forms received after the end of the additional 28 day period will not be eligible for any payments under the Agricultural Development Scheme for that Scheme year.

#### Who can apply to the Agricultural Development Scheme (ADS)?

Claim Forms may be submitted by:

- a) an individual; or
- b) an individual on behalf of a partnership or body corporate.

Claim Forms may be rejected if the Department believes there is insufficient evidence of separate business interests between applicants, and may request additional details and information to be supplied when considering Claim Forms.



Where an application to the Scheme is made by your agent or an employee of your company, you must have notified the Department in advance of their authority to act on your behalf. Please download a 'Business Registration' form (which includes the 'Authority to Act') from the ADS website: <https://www.gov.im/categories/business-and-industries/agriculture/agricultural-development-scheme/>

#### Eligibility criteria for payments from the Agricultural Development Scheme

To be eligible for a payment from this Scheme, you must meet the following criteria:

- a) meet the eligibility criteria of the "Definition of Active Farmer" (Government Circular Number 15/08, which you can find on the ADS web site);
- b) have at your disposal on 4<sup>th</sup> May in each Scheme year, the eligible land which is the subject to the claim;
- c) all land in the Isle of Man at your disposal must meet the conditions set down in Government Circular Number 62/08 (Cross Compliance Standards) throughout the Scheme year;
- d) you must make a valid application to the Scheme, using the Claim Form sent to you and you must meet the relevant deadlines in submitting the form;
- e) have a minimum area of 12.5 eligible acres;
- f) the Department is satisfied on reasonable grounds that the land which is the subject of the claim is not materially altered from that indicated in the aerial survey;
- g) any land which has been the subject of an application in any Scheme year must be maintained in that condition for any future applications unless:



- i. a works approval from the Department or planning permission had been granted or
  - ii. works have been undertaken which to the satisfaction of the Department ameliorate any unauthorised alterations which have taken place.
- h) applications to the ADS will only be successful if they result in a gross payment of £250 or more.

## Making a Claim

You will be sent an ADS Claim Form in April each year, a payment from the ADS is dependent upon you applying for it – **it will not be paid automatically**. The form will be sent out by the Isle of Man Post Office (IoMPO) in an envelope marked **"Agricultural Development Scheme - Important Documents"** so that you can easily identify it.

## NEW APPLICANTS

### Field Details

New applicants to the ADS will receive a blank Claim Form. You will need to provide the following information with regards to the fields at your disposal:

**Table 2.1 – New ADS Applicants Field Details**

<b>Field Number</b>	If you do not know the field number please refer to <a href="http://www.gov.im/maps">www.gov.im/maps</a> - using the 'Local Information' and then 'Field Boundaries' options on the left hand side; this will enable you to access the field numbers.
<b>Field Name</b>	This is for your reference in subsequent years.
<b>Total Acres</b>	This is the total acreage of this field.
<b>Eligible Acres</b>	<p>The area you declare for each field as eligible land will be used to calculate your overall eligible acreage for the scheme year. This overall figure will then be used to calculate your scheme year payment. The figure calculated by the Department will then be informed to you in the payment advice letter sent with the first interim payment in July. Note that a false declaration may be regarded as a criminal offence so please take care to fill in this part of the form accurately.</p> <p>Please refer to Chapter 4 of the Handbook before completing this column.</p>
<b>Land Use Codes</b>	<p>The declaration of correct crop codes is important with regard to the cross compliance standards required for different types of land use. Please be aware that penalties may be applied for incorrect declaration of crop codes because this could affect the Cross Compliance requirements of a particular area of land. The crop code must record the use of the land as at 4<sup>th</sup> May, or the intended use of the land if it is yet to be sown/planted.</p> <p>Please refer to Chapter 4 of this Handbook to find out what land is regarded as eligible for a payment from the ADS.</p>



**Eligible (Main) Land Use Code**

Please select the crop code which refers to the majority of the field:

Code	Crop
GR	Grass
RG	Rough Grazing
CE	Cereals
PR	Protein & Others
FC	Forage Crops
PV	Potatoes & Veg
OR	Orchard

**Ineligible Land Use**

If you have any ineligible land, please record the type:

Code	Land Use
TW	Trees and Woodland
BG	Buildings, Roads & Tracks
GO	Gorse, Scrub & Bracken
LR	Lakes, Reservoirs, Ponds and Dubs
NA	Non Agricultural*

\*e.g. recreational use, such as golf course

**EXISTING APPLICANTS****Field Details**

If you successfully applied to the ADS in the previous year, the Claim Form will provide you with details of all the fields that you claimed for during that year. The details will include field number, name (if relevant), total acreage, eligible acreage, crop code and whether the field is above or below the mountain line.

**Same Details as Previous Year**

If all the details of a field are the same as the previous year, put an "X" in the "Yes" box adjacent to that field number in the "Same as *previous year*" column. Do not complete any further information relating to this field, simply move on to the next field on the form.

**If Details Have Changed**

If there have been changes made to any of your fields, put an "X" in the "No" box adjacent to that field number in the "Same as *previous year*" column, then please follow the directions overleaf in Table 2.2 depending on what has been changed.



**Table 2.2 – Existing ADS Applicants Field Details**

<b>Land Use Code</b>	<p>The declaration of correct crop codes is important with regard to the cross compliance standards required for different types of land use. Please be aware that penalties may be applied for incorrect declaration of crop codes because this could affect the Cross Compliance requirements of a particular area of land. The crop code must record the use of the land as at 4<sup>th</sup> May, or the intended use of the land if it is yet to be sown/planted.</p> <p>Please refer to Chapter 4 of this Handbook to find out what land is regarded as eligible for a payment from the ADS.</p> <p>If the <b>eligible land use</b> has changed (e.g. change of crop) put an "X" in the box under the correct crop code in the "<b>Main Eligible Land Use</b>" columns.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #008000; color: white;">Code</th> <th style="background-color: #008000; color: white;">Crop</th> <th style="background-color: #008000; color: white;">(pre - 2012 equivalent):</th> </tr> </thead> <tbody> <tr> <td style="background-color: #008000; color: white;">GR</td> <td style="background-color: #008000; color: white;">Grass</td> <td style="background-color: #008000; color: white;">PG, TG</td> </tr> <tr> <td style="background-color: #008000; color: white;">RG</td> <td style="background-color: #008000; color: white;">Rough Grazing</td> <td style="background-color: #008000; color: white;">RG</td> </tr> <tr> <td style="background-color: #008000; color: white;">CE</td> <td style="background-color: #008000; color: white;">Cereals</td> <td style="background-color: #008000; color: white;">CF, OA, SB, SW, TC, WB, WW</td> </tr> <tr> <td style="background-color: #008000; color: white;">PR</td> <td style="background-color: #008000; color: white;">Protein &amp; Others</td> <td style="background-color: #008000; color: white;">LU, OAC, OHC, OSR, PBC, PBF</td> </tr> <tr> <td style="background-color: #008000; color: white;">FC</td> <td style="background-color: #008000; color: white;">Forage Crops</td> <td style="background-color: #008000; color: white;">FB, KA, MZ, OFC, RA, ST</td> </tr> <tr> <td style="background-color: #008000; color: white;">PV</td> <td style="background-color: #008000; color: white;">Potatoes &amp; Veg</td> <td style="background-color: #008000; color: white;">OV, PE, PM</td> </tr> <tr> <td style="background-color: #008000; color: white;">OR</td> <td style="background-color: #008000; color: white;">Orchard</td> <td style="background-color: #008000; color: white;"></td> </tr> </tbody> </table> <p>If the <b>ineligible land use</b> has changed, please put an "X" under the appropriate code in the "<b>Ineligible Land Use</b>" columns if this applies.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #008000; color: white;">Code</th> <th style="background-color: #008000; color: white;">Land Use</th> </tr> </thead> <tbody> <tr> <td style="background-color: #008000; color: white;">TW</td> <td style="background-color: #008000; color: white;">Trees and Woodland</td> </tr> <tr> <td style="background-color: #008000; color: white;">BG</td> <td style="background-color: #008000; color: white;">Buildings, Roads &amp; Tracks</td> </tr> <tr> <td style="background-color: #008000; color: white;">GO</td> <td style="background-color: #008000; color: white;">Gorse, Scrub &amp; Bracken</td> </tr> <tr> <td style="background-color: #008000; color: white;">LR</td> <td style="background-color: #008000; color: white;">Lakes, Reservoirs, Ponds and Dubs</td> </tr> <tr> <td style="background-color: #008000; color: white;">NA</td> <td style="background-color: #008000; color: white;">Non Agricultural*</td> </tr> </tbody> </table> <p style="text-align: center; font-size: small;">*e.g. recreational use, such as golf course</p> <p><b>Do not put an "X" in more than one code</b>, please select the one which refers to the majority of the field.</p>	Code	Crop	(pre - 2012 equivalent):	GR	Grass	PG, TG	RG	Rough Grazing	RG	CE	Cereals	CF, OA, SB, SW, TC, WB, WW	PR	Protein & Others	LU, OAC, OHC, OSR, PBC, PBF	FC	Forage Crops	FB, KA, MZ, OFC, RA, ST	PV	Potatoes & Veg	OV, PE, PM	OR	Orchard		Code	Land Use	TW	Trees and Woodland	BG	Buildings, Roads & Tracks	GO	Gorse, Scrub & Bracken	LR	Lakes, Reservoirs, Ponds and Dubs	NA	Non Agricultural*
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<b>Eligible Acreage</b>	<p>The area you declare for each field as eligible land will be used to calculate your overall eligible acreage for the scheme year. This overall figure will then be used to calculate your scheme year payment. The figure calculated by the Department will then be informed to you in the payment advice letter sent with the first interim payment in July. Note that a false declaration may be regarded as a criminal offence so please take care to fill in this part of the form accurately.</p> <p>If the eligible acreage of the field has changed since the previous Scheme year, please write the new eligible acreage in the column "<b>Eligible Acres</b>".</p>																																				
<b>Field Shape</b>	<p>If the <b>field shape has changed</b> e.g. due to buildings, extension of farmyard, corner sold etc. put an "X" in the "Field Shape Changed?" column. Please estimate the new eligible acreage for the according field.</p>																																				



	A <b>Field Mapping form</b> will be sent to you later in the year for completion.
<b>Given Up Fields</b>	If you no longer farm any (one or more) of the fields, it is essential that you clearly mark these by putting an "X" in the " <b>Given Up</b> " box for the appropriate field, please do not complete any further information in relation to these fields.  Do not leave these rows blank, as the forms will be deemed incomplete and will be returned to you for completion and you may incur late submission deductions through the re-submission process.
<b>New Fields</b>	If you have taken on new fields since during the previous Scheme year, please use the blank " <b>Newly Occupied Field List</b> ". If you require more than one, please download from the ADS website or contact the Department on 685844.

### Applicants declaring the same fields

Under the terms of the Scheme we are unable to make any payment on fields claimed by more than one applicant.

Where more than one applicant has claimed for the same field the Department will not make any payments to either of the applicants until the matter has been resolved to the satisfaction of the Department. Ideally, this would be the submission of a Claim Amendment Form from one of the applicants asking the Department to remove the field from their Claim Form.

In these cases, the Department will contact both parties to inform them of the anomaly, who has also claimed the field(s) and request that they seek a mutually agreed resolution. Where no suitable agreement can be reached to the satisfaction of the Department, these fields will be excluded for payment purposes and both applicants may have penalties applied to their payment.

For the purposes of ADS payments, **a field cannot be split between claimants**, therefore if field use is shared, the two parties need to agree which applicant is claiming for the field and therefore take responsibility for meeting cross compliance requirements for the whole year.

### Submitting your Claim Form

It is essential that you complete all the relevant boxes, sign and date the Claim Form, otherwise it will be returned to you as incomplete. This may delay your payment and may lead to a loss of payment.

It is your responsibility to ensure that the Department receives your completed Claim Form before 11<sup>th</sup> May. We recommend the completion and submission of your form to the Department at your earliest opportunity. This can be achieved by normal post or by recorded delivery.

Completed Claim Forms must be delivered to the Department at the address given overleaf and in the Guidance Notes.



For the 2020 Scheme year, due to Covid-19 pandemic, please post your Claim Form to the Department at the following address:

**Agricultural Development Scheme  
Agriculture Directorate  
Department of Environment, Food and Agriculture  
c/o Shenn Valley  
Smeale  
Isle of Man  
IM7 3EB**

A pre-addressed envelope will be supplied with your Claim Form for this purpose.

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

### **Acknowledgements**

A list of received Claim Forms (by Agriculture Business number) will be available on the website: <https://www.gov.im/categories/business-and-industries/agriculture/agricultural-development-scheme/>

This list, however, only confirms that your Claim Form has been received; it does not mean it has been checked and approved by the Department.

If you have sent in your Claim Form and your Agriculture Business (AB) number is not listed on the website within 15 days, it is **your** responsibility to check whether the Department has received the Claim Form in order to avoid potential disputes over receipt. If you are submitting your Claim Form near to the published deadline date, it is advisable to take all reasonable provisions to ensure your Claim Form is received.

If your Claim Form has not been received by 11<sup>th</sup> May you will be notified by email in the following week. Forms received after 11<sup>th</sup> May will be subject to penalties as detailed in Table 2.3 and forms received after the 8<sup>th</sup> June will not be eligible for payment.

### **Late Submission of Claim Forms**

The application period is the 1<sup>st</sup> May – 11<sup>th</sup> May, Claim Forms received after this period will be subject to penalties as detailed in Table 2.3 (overleaf). Claim forms received after the 8<sup>th</sup> June will not be eligible for payment in that scheme year.



**Table 2.3: Penalty Rates for Late Submission**

Day	Date Received	Penalty
	11 <sup>th</sup> May	0%
1	12 <sup>th</sup> May	1%
2	13 <sup>th</sup> May	2%
3	14 <sup>th</sup> May	3%
4	15 <sup>th</sup> May	4%
5	16 <sup>th</sup> May	5%
6	17 <sup>th</sup> May	6%
7	18 <sup>th</sup> May	7%
8	19 <sup>th</sup> May	8%
9	20 <sup>th</sup> May	9%
10	21 <sup>st</sup> May	10%
11	22 <sup>nd</sup> May	11%
12	23 <sup>rd</sup> May	12%
13	24 <sup>th</sup> May	13%
14	25 <sup>th</sup> May	14%
15	26 <sup>th</sup> May	15%
16	27 <sup>th</sup> May	16%
17	28 <sup>th</sup> May	17%
18	29 <sup>th</sup> May	18%
19	30 <sup>th</sup> May	19%
20	31 <sup>st</sup> May	20%
21	1 <sup>st</sup> Jun	21%
22	2 <sup>nd</sup> Jun	22%
23	3 <sup>rd</sup> Jun	23%
24	4 <sup>th</sup> Jun	24%
25	5 <sup>th</sup> Jun	25%
26	6 <sup>th</sup> Jun	26%
27	7 <sup>th</sup> Jun	27%
28	8 <sup>th</sup> Jun	28%
	9 <sup>th</sup> Jun onwards	100%

Penalties will be calculated according to the date the Department receives the Claim Form, this date is stamped on the front of the form. Receipt is not available on a Saturday, Sunday or a Bank Holiday, these will be classed as having been received on the **next** working day.

### Lost Claim Forms

If your Claim Form has not been received in time and you are able to provide satisfactory proof of receipt by Isle of Man Post Office within the appropriate period (a 'Recorded Delivery' receipt) you will be given a further 10 working days in which to submit a Claim Form. There will be no penalty for this additional 10 day period.

Claim Forms received within this additional 10 day period will be treated as having been received on the day after the date of the Recorded Delivery receipt. Penalties for late submission will only arise if the date of receipted posting is after the 10<sup>th</sup> May or the Claim Form is not received within the 10 day grace period.



## Incomplete Forms

Incomplete forms will be returned to the applicant for amendments and will need to be re-submitted. Applicants will have 10 working days in which to re-submit their completed Claim Form. If the form is not received within this timescale, it will be treated as not having been received at all. The applicant may then incur penalties in line with the penalty table, if it is not then returned, correctly completed by the end of the Scheme application period. If you do not understand why your form has been treated as incomplete, please contact the Department at the earliest opportunity in order to resolve the issue and avoid potential penalties being applied to your payment. Examples of incomplete forms include the following:

- No signature or date on main Claim Form
- No (or invalid) crop codes on any individual fields
- Illegible writing on the form
- No clear eligible acreage for one or more fields

## Resolving Mistakes - Claim Amendment Form

Please use this form to advise the Department if you find that the information submitted on your Claim Form to the ADS relating to land at your disposal (both eligible and ineligible) is incorrect.

It is your responsibility to notify the Department of this mistake, please do not wait for a possible inspection before pointing out an error. To avoid any possible misunderstanding, you will need to complete an ADS 'Claim Amendment Form' which can be obtained by contacting the Department or downloaded from the ADS website:

<https://www.gov.im/categories/business-and-industries/agriculture/agricultural-development-scheme/forms/>

Submission of this form will ensure that all changes to your claim are authorised and recorded correctly, thus avoiding difficulties with subsequent Claim Forms or cross compliance inspections.

This form may be used at any time of year, with the following important notes:

- To increase your claim without incurring a late submission penalty, this form would have to be received at this office by the close of the application period (11<sup>th</sup> May).
- Late submission penalties (see Table 2.3, page 7) will apply to forms received after 11<sup>th</sup> May and up to 8<sup>th</sup> June. These penalties will apply to the additional land claimed on your 'Claim Amendment Form', not your whole claim.
- This form cannot be used to increase a claim after the 8<sup>th</sup> June.

## Cross Compliance

In order to qualify for payment, Cross Compliance must be maintained for the **whole** Scheme year. Should you give up land part way through the year and wish to retain the payment on those acres; you are responsible for maintaining the Cross Compliance on the land given until the end of that Scheme year.





You should contact the Department if you are considering giving up land part way through the Scheme year; if you do not wish to be responsible for meeting cross compliance on that land you should complete a claim amendment form to relinquish your claim on the land.

Please note that penalties will be applied to Claim Forms that include fields that are subsequently discovered to not have been at your disposal on the 4<sup>th</sup> May.

### Exceptional Circumstances

Where extraordinary circumstances prevent an applicant from submitting their Claim Form on time, the Department should be advised of the situation **in advance** of the deadline date (11<sup>th</sup> May) so a solution can be agreed. Deferments will only be considered in exceptional circumstances beyond the control of the applicant. An example of this might include a long stay in hospital.

For the Scheme year 2020, this may include self-isolating due to the Covid-19 pandemic. If this is the case, we advise you (or a person as part of your contingency plan) to inform the Department of the situation at the **earliest** opportunity. We will assess each case individually.

