

Lines to Take for Dormant Business

Background

DAERA has carried out an exercise to identify Category 1 businesses with an ABS (Active Business Status) which have not been active for the last 2 scheme years or the last 5 scheme years and are now considered to be dormant. This means that the business has had no activity with DAERA in the last 2 or 5 scheme years.

The businesses identified will have their CIS status changed from ABS to DBT (Dormant Business 2 Year) or DBF (Dormant Business 5 Year) depending on the length of time the business has been inactive. The OK to Pay status will be changed from 'Y' to 'N' and the bank account details suspended so no payment will be allowed to issue. We will only write to the businesses that have been identified as DBF. See *Annex A*.

What is a dormant business?

There are 2 categories of dormant business.

DBT – Dormant Business (2 Year Rule)

In the previous 2 scheme years, have not:

- claimed for any area-based schemes **and**
- held payment entitlements **and**
- had an active herd or flock.

DBF – Dormant Business (5 Year Rule)

In the previous 5 scheme years have not:

- claimed for any area-based schemes **and**
- held payment entitlements **and**
- had an active herd or flock.

If a DBF business contacts DAERA following receipt of the letter

Q. I have received a letter stating the farm business has been dormant for 5 years. I think this is incorrect what should I do?

A. Staff receiving the call should explain to the customer that this dormant status is in relation to their activity with DAERA. If the customer is engaging in farming related activity but not interacting with DAERA in relation to keeping animals or claiming subsidies, DAERA will not be issuing or maintaining a Business ID for this business. If the customer maintains that the dormant status is incorrect due to interaction with DAERA, record the customer's

details and any reasons provided by the customer and send this via email to the DAERA Area Based Schemes Development Branch inbox - ABSDevelopmentBranch@daera-ni.gov.uk

Q. I have received a letter stating the farm business has been dormant for 5 years. I am not disputing this, but would like to enquire what effect this will have on me submitting planning applications, claiming rates relief, paying inheritance tax etc?

A. DAERA have changed the status of businesses that have been inactive for 5 or more years from Active (ABS) to Dormant five years (DBF). Any queries in relation to tax, rates, planning etc should be raised by the farm business with the other various authorities. However, quoting a farm business ID without any evidence of agricultural activity will not assist your case and therefore the fact that DAERA has now closed the business ID will not have any impact. These farm businesses have had no interaction with DAERA for 5 years or more and are therefore considered dormant and subsequently closed. If the business is considering keeping animals or claiming for an area-based scheme in the 2023 scheme year or thereafter which will require agricultural activity, Form FB1 will need to be completed to apply for a new business ID.

Q. I need my business ID for Inheritance Tax, Planning Permission, VAT or claiming rates relief.

A. DAERA does not issue business IDs for this purpose. Business IDs are issued for necessary interactions with the Department **and not for confirming eligibility for other agencies**. It will be your responsibility to provide the necessary evidence to satisfy the relevant authorities in relation to your farming activity. The fact that DAERA has closed a business ID due to no interaction for at least 5 years **does not prevent you from claiming relief for tax, vat or planning**. Quoting a DAERA business ID where there is no agricultural activity for over 5 years does not constitute an operational farm business irrespective of whether or not DAERA has marked the business ID as closed.

Q. I produce grass silage/grow arable crops and therefore am entitled to a Farm Business ID

Farm Business IDs are only required to enable interaction with the Department. This is necessary if the business is keeping livestock and/or claiming payments administered by the Department. Business IDs are not required to grow crops or to produce grass silage where no payments are being claimed and therefore are not issued in these circumstances. Not having a Business ID does not necessarily mean you are not farming.

Q. Why can you not leave my business ID as it previously was?

A. We have to prevent business IDs which have been dormant for a long time from being used to claim area-based schemes or keeping livestock which would circumvent the controls we have in place for the process of allocating new Business IDs to ensure that they are genuine and separate. Long dormant business IDs seeking to acquire animals or adding a young farmer to apply for the young farmers payment would give rise to concern.

Q. What is the justification for undertaking this exercise?

A. This exercise has been carried out in order to prevent business IDs which have been dormant for a long time from being used to claim area-based schemes or keeping livestock which would circumvent the controls DAERA has in place to ensure business IDs belong to genuine and separate farm businesses. Long dormant business IDs seeking to acquire animals or adding a young farmer to apply for the Young Farmers' Payment scheme would give rise to concern.

Q. Why was 5 years of no activity decided as the time period for closing business IDs?

A. In relation to the Basic Payment Scheme (Regional Reserve), a new entrant is defined as someone who in the five years preceding the start of agricultural activity did not have any agricultural activity in their own name and at their own risk. Therefore it is logical, where a business had no agricultural activity or no interaction with the Department for 5 years, it should be permanently closed, and anyone in that business wishing to commence farming would be regarded as a new entrant (unless in the 5 year period they belonged to another business) and required to apply for a new business ID.

Q. What is the legal basis for this exercise?

A. Business IDs are managed administratively by the Department and therefore the rules applied are done so administratively rather than being contained in legislation.

Q. I want to see a copy of this policy change.

A. Details can be found on the document '*Guide to DAERA Identification numbers for business customers, herds and flocks 2023*' which can be accessed at [Guides and Q&As to Area-based Schemes 2023](#) | Department of Agriculture, Environment and Rural Affairs (daera-ni.gov.uk)

Q. I have provided evidence that the farm business has had activity in the last 5 years, how will I be notified if this is accepted or not?

A. Once all information has been provided and processed, DAERA will notify you in writing of the outcome and if you need to do anything further. If the farm business has been active in the last 5 years but not in the last 2, the status will be changed to DBT, OK to Pay will remain as N and the bank account will remain suspended. An inspection will be required for this status to be changed to ABS.

Q. I have received a letter stating the farm business has been dormant for 5 years. I am not disputing this, but I now wish to claim subsidy. What do I need to do? Will I keep the same Business ID?

A. No, this Business ID for this Farm Business will remain dormant. If the business is commencing farming activity ie will be keeping animals or claiming for an area-based scheme which will require agricultural activity, form FB1 will need to be completed to apply for a new business ID.

Q. Has there been consultation on this issue?

A. No. However, reference to this change in policy has previously been published in the Department's Basic Payment Scheme Guides from 2017 onwards.

Agents

Q. I am an Agent with a Business ID (beginning with an 8) acting on behalf of a number of farm businesses; but I also have a Farm Business ID (beginning with a 6) which has become dormant. I need my Agent Business ID to act on behalf of my clients. What do I do?

A. There will be no impact. The change of status to your Farm Business ID will not prevent you from carrying out Agent activities under your Agent Business ID as normal.

Herds and Flocks

Q. I have just applied to have my herd/flock number reactivated but have received a letter stating that my business is closed due to being inactive for at least 5 years? What do I do?

A. All animal movements must be notified to Veterinary Service Animal Health Group (VSAHG). Checks will be carried out by VSAHG before your herd or flock can be reactivated. However, your business status will remain DBF and you will have to apply for a new business ID.

Further Information

Link to Business Change Forms

[Business Changes | Department of Agriculture, Environment and Rural Affairs](#)

Link to ABS 2025 Information

[Area-based Schemes 2025 | Department of Agriculture, Environment and Rural Affairs](#)

Link to DB Business Rules

Record Number: AE1/23/180494



t0RSCHSP.tr5

- ASDB will carry out an exercise in June to identify if any of these businesses have submitted a SA. Appropriate action will then be taken by ASPB.

- Any request for the DBT & DBF statuses to be changed back to ABS should be sent to the DAERA Area Based Schemes Development Branch inbox – ABSDevelopmentBranch@daera-ni.gov.uk

These requests should include the customers Business ID, Name, contact information and details of any information the customer provided relating to their Farming activity which should be considered.

Annex A – DBF: Notification of application of DBF status

Food and Farming Group
Area-based Schemes Division



Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

Address line 1
Address line 2
Address line 3
Address line 4
Address line 5

Insert date on this line

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

DAERA has carried out an exercise to identify category 1 businesses which have not been active for at least five years and are now considered to be dormant. This means that for at least five years a business has not:

- claimed for any area-based schemes and
- held basic payment scheme (BPS) entitlements and
- had an active herd or flock.

OUR RECORDS SHOW THAT YOUR BUSINESS HAS A CATEGORY 1 BUSINESS ID AND HAS BEEN DORMANT FOR AT LEAST FIVE YEARS.

ACT NOW

If you feel that this decision is incorrect due to your farm business (i) claiming area-based schemes, or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last five years, please contact us at:



Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.



If you, or any member of your business, wish to commence agricultural activity in the future, you will need to apply for a new farm business ID using the relevant form.

The Farm Business application forms and further information can be found at:

<https://www.daera-ni.gov.uk/publications/guide-daera-identification-numbers-business-customers-herd-and-flock-keepers>

<https://www.daera-ni.gov.uk/publications/fb1-form-0>

<https://www.daera-ni.gov.uk/publications/fb3-form-0>

Legislative provisions for area-based schemes define a new entrant to agriculture as someone who had no agricultural activity in their own name or at their own risk in the previous five years.

Yours faithfully



Area-based Schemes Division

Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.



From: [REDACTED]
To: [REDACTED]
Subject: Call script NiD for Dormants
Date: 21 February 2023 11:19:00
Attachments: [Call script NiD for Dormants.DOCX](#)

[REDACTED]

Please see attached call script for NI Direct.

Thanks

[REDACTED]

NI Direct Call Script for Dormant Businesses

Background

Area-based Schemes have identified businesses that have been Dormant for at least the previous 5 years. These businesses have had a Dormant Business Five year (DBF) status applied to their business. DAERA have issued a letter to the affected businesses and instructed any business that does not agree with this dto contact the Department.

The 16000 letters will issue from Wednesday 1st March

Contact Details

Dormant Business Queries: **ABS Payments Hunt group Ext:** [REDACTED]

Business Changes Hunt Group Ext: [REDACTED]

Key Words

Dormant Business

Change in Business Status

Business closed

Farm Business Identifier dormant

Farm Business ID dormant

Farm Business inactive

Inactive 5 years

Note of meeting to discuss business changes for Businesses with Dormant status

Date: 09/03/2023

A Member of a multi-member business submits a FB1 to leave a DBF business to join another business.

This should be accepted, it is the business that is closed, not the individual. If business is DBF, the same process should be followed as for a merger. Remove the individual from the business and add to the new business. County office complete this at present. Business to remain as DBF if there are any members remaining in business. If there are no people remaining in the business, this business should be closed as per normal procedures.

AP1: Get confirmation that the same customer ID can be used.

Member of a single member DBF business applies for a new FB1.

Follow normal procedures to close the business. The same customer reference should be used for the individual.

If removing someone from business does the status need to temporarily be changed from DBF to allow this be processed? Concerns that not all staff have the access permissions to change the status and to clear any PartyHub exceptions.

AP2: Check if the DBF status needs to be removed to action the request.

AP3: Check with [REDACTED] can a batch upload for permissions be used to grant all BC staff authorisation for DBT/ DBF status.

Death reported for a member of a multi-member business that is DBF. Concerns we may not get death certificate with date of death if the business has already been marked as DBF.

The individual should be marked as deceased, and the business to remain as DBF. No death certificate needed/no probate due to dormant status. Note to be placed on CIS of how the death was notified.

Death reported for member of a single-member business that is DBF. Concerns we may not get death certificate with date of death if the business has already been marked as DBF.

Status should reflect current position of the business. If we receive notification of death, the business should be marked as trader deceased. Agreement to use date of letter notifying of status change as date of death and add a note on CIS.

DBF was issued but business had entitlements that were leased out until 2021. In 2021, business selected to sell the entitlements in error, instead of leasing. Customer does not want business marked as dormant.

If business had entitlements in 2021, they should not be classed as DBF. BC to send BID to ASDB to have DBF status reviewed.

DBF letter was sent to an incorrect address. Customer called to advise they had received the letter but wished to update their address on our records.

There should not be any further correspondence sent to the customer as they are DBF. The new address should be put in notepad on CIS and if the customer wishes to have their address updated, they need to put this in writing. Cannot send a BC1 as the business is dormant. (Not sure why a DBF business would want us to update their address if they are not interacting with the Department.)

DBF letters have been issued but have not been saved to CM. Staff need to be able to see the letters that have been issued and feel they need to be saved to CM.

BSB issued letters they have not been saved to CM

AP4: Need to verify if letters will/should be saved to CM. - **DONE**

SG- Letters were done as a mail merge and due to the amount of letters (16k) these will not be uploaded to CM. Every business got the same standard letter. The mail merge data will be saved to CM for Audit purposes.

A lot of queries are coming through the mailbox. When an email is received, the normal process is that emails would be forwarded to the relevant team. For queries where there is no evidence to dispute the dormant status, but they still wish to dispute it, who deals with this? These are being saved on CM, but no team has been set up to deal with these queries and to issue responses.

AP5: Who issues response to email queries where no evidence has been provided.

■ – Email queries should be sent to either ASPB/BC/Entitlements/CSB to issue letter for supporting evidence as per the BRs.

If customer states on their email that they were part of Forestry scheme or a horticultural producer these queries should be sent to the Development Branch mail box for consideration, the request for evidence is not required for these.

Queries being received on the phone, where people are irate. They do not have the evidence to confirm their business is not dormant, but still wish to appeal and are requesting to speak with ■/someone higher. Who are calls referred to?

Action point: To be agreed. - **Done**

At present, 11 cases are being held by BC, as businesses are DBF or DBT. Has the ministerial sub come back on if these BC requests can be processed or are these to be rejected? If these are to be rejected, as all the letters have not been issued regarding DBF status, is there a rejection response that has been drafted?

Perm Sec has noted the paper. All DBT changes should be dealt with as normal. If the business has a DBF status, these changes should be rejected. Agreement to hold any DBF cases until all the letters are issued so businesses are made aware of the status before a rejection to BC request is sent. Remainder of letters to issue on Monday 13/3/23

Queries where landowners are leasing out land but have been marked as dormant.

Landowners cannot claim BPS if land has been leased out. If they intend to begin farming again and submit claims for any grants or subsidy they need to complete an FB1. Businesses with DBF status will remain closed.

Query from Plant Health Inspections for businesses who print potato seed labels. Some concerns that the dormant exercise removed permission.

Business ID might be required for this. Some other areas may use business IDs for other reasons and will need to be looked at. These will be dealt with as they are received.

Action Points

	Detail	Owner	Status
AP1	Confirmation that the same customer ID can be used when leaving Dormant Business & joining/creating new business.	[REDACTED]	Ongoing
AP2	Check if the DBF status needs to be removed to action the request.	[REDACTED]	Ongoing
AP3	Check with [REDACTED] can a batch upload for permissions be used to grant all BC staff authorization for DBT/ DBF status	[REDACTED]	Complete
AP4	Need to verify if DBF letters will/should be saved to CM	[REDACTED]	Complete
AP5	Who deals with queries disputing dormant status, but they are not providing evidence?	[REDACTED]	Ongoing
AP6	Customers looking to appeal/speak to someone higher – how are these to be dealt with?	[REDACTED]	Complete

09/05/2023 BC1 request received from customer in DBF a business

- Existing customer currently a member of a DBF business requests a move to a new business. Should the old customer ID be used?
- There are currently 15 Business Change applications on hold pending advice
- [REDACTED] advised there have been a number of duplicate customer records created prior to this meeting. All agree this should be avoided until a better solution can be found.
- Testing required to check if any issues on PH when moving applicant to new business.
 - o Is the matching done correctly with Party Hub?
 - o What does the customer see when they log into DOL's – Concern that they may only see DBF business credentials, these customers may need "rematched" to new BID
 - o Updating the record on PH may solve the need to re-register account
- Operational Policy to check if Staff instructions/ Business rules require updating for handling Dormant Businesses Business Changes to include Customer moving from Dormant Business
- [REDACTED] stated his team have already moved a number of customers from Dormant Businesses to new businesses. He will provide list of customer info.
- Left date in DB needed to allow app reference to move (date to be input 31/12/2022) [REDACTED] advised he will update any customers that have already been moved.
- When Business member moved status changes to NAP, these need changed back to DBF when change complete. There is an exercise to be carried out in June/July to establish the number of DBF/DBT statuses in order to ascertain the impact of the exercise. [REDACTED] will provide list of CSB staff requiring role manager addition to apply DBF status.
- Currently Herds linked to Dormant Businesses are linked through CIS/ PH and APHIS and the capability to relink when new BID is created with existing customer record. CSB unsure how the transfer to NIPHAIS will affect this process.
 - o APHIS transfer to NIPHAIS to happen in 6 weeks.
 - o Testing will be required by VSAHG staff to determine impact of transferring archived Herds with links to Dormant Businesses from APHIS to NIPHAIS
- AGN Staff instructions and dormant business rules will need updated. [REDACTED] to consult with [REDACTED] on the impacts for VSAHG.

	Action Required	Owner	Status
AP1	[REDACTED] to contact DSD to request testing when DBF business members are moved to a new business.	[REDACTED]	
AP2	[REDACTED] to provide details of duplicate customers created	[REDACTED]	
AP3	Ops Policy to check Business rules/ Staff instructions for dealing with Dormant Business Changes	[REDACTED]	
AP4	[REDACTED] to provide list of customers already moved from DB and amend moved date.	[REDACTED]	
AP5	[REDACTED] to provide list of staff to enable application of DBF status	[REDACTED]	

AP6	██████ to consult with ██████ on impacts of Dormant Business Customer/ Archived herds links to NIPHAIS	██████	

From: [REDACTED]
To: [REDACTED]
Subject: FW: Content Manager DAERA Document : [REDACTED] : Guide to DAERA Identification numbers for business customers, herds and flocks 2023-1st review 1/11/22
Date: 08 November 2022 09:49:24
Attachments: [Guide to DAERA Identification numbers for business customers, herds and flocks 2023-1st review 1 11 22.DOCX](#)
[t0RZFQIP.tr5](#)
[image001.png](#)

[REDACTED]

This is one of the documents which will need to be revised to include the dormant cases scenarios.

I would suggest that there is narrative added to the key messages at the start of the document, at the Business ID section and the flow charts should be revised.

Just track any changes you feel are relevant and we can discuss.

Thanks.

Can you save this email to the Dormant ID container in CM pls?

[REDACTED]

[REDACTED] | Department of Agriculture, Environment and Rural Affairs | Area-based Schemes
Operational Policy Branch | Jubilee House | 111 Ballykelly Road | Drummond | Ballykelly BT49 9HP

[REDACTED]
[REDACTED]



From: [REDACTED]
Sent: 07 November 2022 17:12
To: [REDACTED]
Subject: Content Manager DAERA Document : [REDACTED] : Guide to DAERA Identification numbers for business customers, herds and flocks 2023-1st review 1/11/22

[REDACTED] as discussed for QA.

[REDACTED]

-----< Content Manager Record Information >-----

[REDACTED]

Record Number: [REDACTED]

Title: Guide to DAERA Identification numbers for business customers, herds and flocks 2023-1st review 1/11/22

Business Rules

Dormant Businesses

Contents

1. Purpose of the Business Rules	1
2. Background Information.....	1
3. Actions to Take – DBT	2
4. Actions to Take – DBF	5
5. Future Actions	7
Annex 1 – DBF: Notification of application of DBF status	8
Annex 2 – DBT: Notification of evidence required to amend DBT status	10
Annex 3 – DBT: Notification of acceptance/rejection of evidence to amend DBT status	12
Annex 4 – DAERA Direct Office Contact Details	14
Annex 5 – Flow Chart for Dormant Businesses DBT	15
Annex 6 – DBF: Notification of acceptance/rejection of evidence to amend DBF status	17
Annex 7 – DBF: Letter to issue – cannot retain Business ID	19
Annex 8 – Flow Chart for Dormant Businesses DBF	20

1. Purpose of the Business Rules

1.1 The purpose of these Business Rules (BRs) is to:

- set out how dormant businesses are identified,
- provide clarification on the trading status for dormant businesses on Customer Information System (CIS), and
- set out the actions to be taken in the event that DAERA staff are contacted by any of the businesses concerned.

1.2 These BRs should be used in conjunction with existing procedures. Any notification received from these businesses in relation to animal movements must be advised by DAERA Direct Offices (DDOs) to Veterinary Service Animal Health Group (VSAHG) in line with current procedure.

2. Background Information

2.1 DAERA has carried out an exercise to identify Category 1 businesses which have not been active for at least **two scheme years** and at least **five scheme years** and are now considered to be dormant.

DBT – Dormant Business (Two Year Rule)

have not:

- claimed for any area-based schemes **and**
- held Basic Payment Scheme (BPS) entitlements **and**
- had an active herd or flock

in the previous two scheme years.

Trading Status : Dormant Business (Two Year Rule)	DBT - Dormant Business (Two Year Rule) ▼
Trading : N	Select a New Trading Status...
OK To Pay : N	ABS - ACTIVE BUSINESS
Category : Category one business ▼	BCD - BUSINESS CLOSED DUE TO DEATH
	BCI - BUSINESS CLOSED FOR INHERITENCE REASONS
	BCM - BUSINESS CLOSED DUE TO MERGER
	BCN - BUSINESS CLOSED NO CURRENT MEMBERS
	BCQ - BUSINESS CLOSED. QUERY OVER BUSINESS
	BCR - BUSINESS CLOSED DUE TO RETIREMENT
	BCS - BUSINESS CLOSED DUE TO SCISSION
	BCT - BUSINESS CLOSED. TAKEN OVER
	DBF - Dormant Business (Five Year Rule)
	DBT - Dormant Business (Two Year Rule)
	DEC - MEMBER(S) DECEASED.ACTION REQ
	DMM - DECEASED MULTI MEMBER
	DTC - REPORTED DEATH TO BE CONFIRMED
	NAP - NON APPROVED BUSINESS
	TBC - TEMPORARY BUSINESS CLOSED
	TBO - Temporary Business Open
	TBS - TEMPORARY BUSINESS

Please ensure approp

Name Details

Title : CAPT

Forename : PARTYATESTTHIRTY

Surname : PARTYATESTTHIRTY

Initials : PP

Business Name : CAPT PARTYATESTTHIRTY PARTYATE!

OR

DBF – Dormant Business (Five Year Rule)

have not:

- claimed for any area-based schemes **and**
- held BPS entitlements **and**
- had an active herd or flock

in the previous five scheme years.

Trading Status : **Dormant Business (Five Year Rule)**

Trading : **N**

OK To Pay : **N**

Category : **Category one business**

Please ensure appro

Name Details

Title : **CAPT**

Forename : **PARTYATESTTHIRTY**

Surname : **PARTYATESTTHIRTY**

Initials : **PP**

Business Name : **CAPT PARTYATESTTHIRTY PARTYATE:**

DBF - Dormant Business (Five Year Rule)

Select a New Trading Status...

ABS - ACTIVE BUSINESS

BCD - BUSINESS CLOSED DUE TO DEATH

BCI - BUSINESS CLOSED FOR INHERITENCE REASONS

BCM - BUSINESS CLOSED DUE TO MERGER

BCN - BUSINESS CLOSED NO CURRENT MEMBERS

BCQ - BUSINESS CLOSED. QUERY OVER BUSINESS

BCR - BUSINESS CLOSED DUE TO RETIREMENT

BCS - BUSINESS CLOSED DUE TO SCISSION

BCT - BUSINESS CLOSED. TAKEN OVER

DBF - Dormant Business (Five Year Rule)

DBT - Dormant Business (Two Year Rule)

DEC - MEMBER(S) DECEASED.ACTION REQ

DMM - DECEASED MULTI MEMBER

DTC - REPORTED DEATH TO BE CONFIRMED

NAP - NON APPROVED BUSINESS

TBC - TEMPORARY BUSINESS CLOSED

TBO - Temporary Business Open

TBS - TEMPORARY BUSINESS

2.2 The appropriate flag has been applied on CIS to businesses identified in both groups. **However, DAERA has only written to those businesses in the DBF group** to inform them of the change to their business status (**Annex 1 refers**).

2.3 If a business which currently has a DBT status does not recommence farming, the status will be amended at the appropriate time in line with the five year rule. The business will be advised of this by letter.

2.4 Should a DBF business contact DAERA following receipt of the letter.

Action - [REDACTED] Lines to take for Dormant Business

3. Actions to Take – DBT

3.1 Should a business in the DBT group contact DAERA with an instruction or change, staff must inform them of the change in their trading status.

Action - Issue letter Annex 2.

3.2 A dormant status can only be changed to active when the business can provide evidence of:

- claiming for any area-based schemes **or**
- holding BPS entitlements **or**
- having an active herd or flock.

in the two scheme years prior to the flag being applied. Otherwise, checks will have to be carried out by VSAHG and/or Countryside Management Inspection Branch (CMIB).

Example

Business inherits entitlements but is not actively farming. Business transfers out entitlements on a five year lease.

Action –

Check with the Entitlements Team, and if verified, remove the DBT status, enter ABS status and notify the business (**Annex 3**).

Example

Paper TE1 submitted. Farmer A wishes to transfer entitlements to Farmer B who has a trading status of DBT.

Action -

Issue letter **Annex 2**. If checks satisfactory, business status changed to ABS. If no evidence is presented to dispute status, a TAV check is required. If checks unsatisfactory, appropriate action to be taken as outlined in the TAV. Transfer cannot proceed.

In general, where a business cannot provide required evidence, staff in the relevant DDO (**Annex 4**) will:

- refer the case to CMIB for a Technical Assessment Visit for Separateness - TAV 3.

[See Staff Instruction XXXXXXXXXX Processing of an FB1] **NB** - this is currently in draft format but link will be updated when finalised.

and/or

- refer the case to VSAHG. The procedure to follow is set out at the link below:

[NIFAIS AGN Application - Staff Instructions](#)

3.3 Once the outcome of these checks has been established, CSB will advise the business area concerned.

- 3.4 If the TAV/VSAHG checks show that all is in order, CSB will amend the status from DBT to ABS. Issue letter **Annex 3**. If there are issues with the TAV/VSAHG checks, then the flag will remain until required action such as merger is complete.

See flow chart at **Annex 5** which sets out the varying processes to be followed.

Example

BC1 submitted. DBT Business wishes to add members:

Action -

Issue letter **Annex 2**. If business unable to provide evidence to allow Trading Status to be amended, issue letter **Annex 3**. The Business ID will remain dormant although change can proceed.

Example

BC4 submitted. A business decides to split. Business is DBT and provides no evidence to dispute status.

Action -

Issue letter **Annex 2**. The original Business ID will remain dormant. Normal procedures apply.

Example

Keeper wishes to reactivate an archived flock. Business status is DBT and business has no evidence to dispute status.

Action –

Issue letter **Annex 2**. Keeper will have to complete a reactivation form and a VSAHG inspection will be required. If checks satisfactory, business status amended to ABS. If checks unsatisfactory, business remains DBT. Letter **Annex 3** issued.

Example

MC2 submitted. Business is DBT.

Action -

Issue letter **Annex 2**. VSAHG checks required. Business will have to apply to reactivate herd. **However, movement must still be notified to VSAHG**. If checks satisfactory, business status amended. If checks unsatisfactory, business remains DBT. Issue letter **Annex 3**.

- 3.5 If the trading status is DBT, the 'OK To Pay' and 'Trading' values on CIS will be 'N'. It will still be possible for these businesses to submit a single application, but CIS will not permit businesses with dormant statuses to trade or be paid.

Action –

Area-based Schemes Delivery Support Branch (ASDSB) will initiate a BI exercise during June 2023 to identify any of these businesses which have submitted a Single Application (SA).

3.6 The flow chart at **Annex 5** sets out the varying processes to be followed.

4. Actions to Take – DBF

4.1 A business submits one of the documents below [*but not limited to*]:

- TE1 - Transfer of Entitlements;
- Reactivation of herd or flock;
- MC2 - Notification of Cattle Movement;
- Animal Group Number Applications;
- BC1 - Business Change Application;
- BC3 - Business Merger Application;
- BC4 - Business Scission Application;
- SAF3 - Amendment to Single Application;
- Letters (testing etc)

Action

The business area, i.e Area-based Schemes Payment Branch (ASPB), Customer Service Branch (CSB), etc – receiving the document **must** check the trading status on CIS. If the trading status is DBF issue template letter (**Annex 1**).

4.2 Where evidence as requested is provided, namely:

- claiming for any area-based schemes **or**
- holding BPS entitlements **or**
- having an active herd or flock

in the five scheme years prior to the flag being applied.

Example

Evidence is provided to show that the business is in receipt of payment for an ongoing forestry scheme

Action –

Amend the trading status to active (ABS) and write to the business (**Annex 6**).

4.3 Where evidence is provided, but shows that they have not been active for more than two years but less than five –

Example

Evidence is provided to show that claims were submitted for a forestry scheme in 2019. This means that the business has shown activity three years ago - more than two but less than five scheme years.

Action –

The trading status is amended to DBT. The DBT process should be followed (**Annex 5**). DBT status remains until evidence is provided to change the position, write to the business. (**Annex 2**).

- 4.4 Where no evidence is provided/evidence doesn't meet the criteria –

Example

The business submits invoices/receipts for sale of silage.

Action –

The evidence submitted does not meet the criteria. The trading status remains at DBF. Write to the business to advise them of the outcome and that they may apply for a new business ID using the appropriate form (**Annex 6**).

- 4.5 If the trading status is DBF, the 'OK To Pay' and 'Trading' values on CIS will be 'N'. It will still be possible for these businesses to submit a single application, but CIS will not permit businesses with dormant statuses to trade or be paid.

Action –

Area-based Schemes Development Branch (ASDB) will initiate a BI exercise during June 2023 to identify any of these businesses who have submitted a SA. Evidence will be required to remove the status (**Annex 1**). If evidence is not presented, the business will be advised to apply for a new business ID (**Annex 6**) and a temporary business ID allocated.

- 4.6 A business may agree that they are not active, do not have evidence to prove they are active and do not wish to apply for a new business ID. However, they wish to retain their business ID for purposes such as planning permission, VAT or claiming rates relief.

Action –

Issue letter at **Annex 7**. Status will remain DBF.

- 4.7 A business may make contact stating that they are not currently claiming for any area-based schemes nor hold BPS entitlements nor have an active herd or flock, but they believe that they should not be considered dormant e.g. due to an ongoing forestry scheme or horticultural production.

Action:

These should be sent to ASDB for consideration. If the checks establish that the business is in a horticulture or forestry scheme, the business status should be updated on CIS; otherwise issue template letter (**Annex 1**).

- 4.8 A business may make contact stating that a member of a business is deceased

Action:

Details should be recorded by staff on CM and forwarded to the Business Change team at ASPBBusinesschanges@daera-ni.gov.uk. External customers should email areabasedschemes@daera-ni.gov.uk. As the business is dormant, a death certificate will not be requested.

- 4.9 The flow chart at **Annex 8** sets out the varying processes to be followed.

5. Future Actions

- 5.1 ASDSB will carry out an exercise annually in June to identify if any of these cases have submitted a SA. Appropriate action will then be taken by ASPB.
- 5.2 DSD will apply the relevant flags each year in January. ASPB/ASDSB will issue letters to all DBF businesses identified.

Area-based Schemes Operational Policy Branch (ASOPB)
February 2023

Annex 1 – DBF: Notification of application of DBF status

Food and Farming Group
Area-based Schemes Division



Address line 1
Address line 2
Address line 3
Address line 4
Address line 5

Insert date on this line

Business ID

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

DAERA has carried out an exercise to identify category 1 businesses which have not been active for at least five years and are now considered to be dormant. This means that for at least five years a business has not:

- claimed for any area-based schemes and
- held basic payment scheme (BPS) entitlements and
- had an active herd or flock.

OUR RECORDS SHOW THAT YOUR BUSINESS HAS A CATEGORY 1 BUSINESS ID AND HAS BEEN DORMANT FOR AT LEAST FIVE YEARS.

ACT NOW

If you feel that this decision is incorrect due to your farm business (i) claiming area-based schemes, or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last five years, please contact us at:



Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

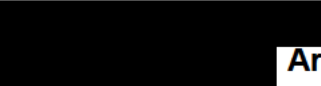


If you, or any member of your business, wish to commence agricultural activity in the future, you will need to apply for a new farm business ID using the relevant form.

Full details can be found at: www.daera-ni.gov.uk/publications/guides-and-qas-area-based-schemes-2023

Legislative provisions for area-based schemes define a new entrant to agriculture as someone who had no agricultural activity in their own name or at their own risk in the previous five years.

Yours faithfully

 Area-based Schemes Division

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.



Annex 2 – DBT: Notification of evidence required to amend DBT status

Food and Farming Group
Area-based Schemes Division



Address line 1

Address line 2

Address line 3

Address line 4

Address line 5

Insert date on this line

Business ID:

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

DAERA has carried out an exercise to identify category 1 businesses which have not been active for at least two years and are now considered to be dormant. This means that for at least two years a business has not:

- claimed for any area-based schemes and
- held basic payment scheme (BPS) entitlements and
- had an active herd or flock.

OUR RECORDS SHOW THAT YOUR BUSINESS HAS A CATEGORY 1 BUSINESS ID AND HAS BEEN DORMANT FOR AT LEAST TWO YEARS.

NOTE: If you do not recommence farming, your business will be closed when there has been no activity for a period of 5 years. You will be advised of this by letter.

ACT NOW

If you feel that this decision is incorrect due to your farm business (i) claiming area-based schemes, or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last two years, please contact us at:

Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.





Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

Yours faithfully

(Name)

(Division)

Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can
contact the Department via the Next Generation Text
Relay Service by dialling 18001 + telephone number.



Annex 3 – DBT: Notification of acceptance/rejection of evidence to amend DBT status

Food and Farming Group
Area-based Schemes Division



Address line 1
Address line 2
Address line 3
Address line 4
Address line 5

Insert date on this line

Business ID:

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

Our records indicate that your business had a Category 1 Business ID which has been dormant for at least two years. You contacted us to notify us of *[insert reason]*. As your business had been flagged as dormant, checks needed to be carried out.

You were asked to provide evidence to support this and **have / have not****[delete as appropriate]* been able to provide evidence of (i) claiming area-based schemes or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last two years.

OUR RECORDS HAVE / HAVE NOT* *[delete as appropriate]* BEEN AMENDED, BASED ON THE EVIDENCE PROVIDED.

[Delete as appropriate]

- Your business trading status has not been amended and remains DBT.

NOTE: If you do not recommence farming, your business will be closed when there has been no activity for a period of 5 years. You will be advised of this by letter.

- Your business trading status been amended to ABS (Active Business)

If you feel that this decision is incorrect, please contact us at:

Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.





Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

Yours faithfully

(Name)

(Division)

Sustainability at the heart of a living, working, active landscape valued by everyone.

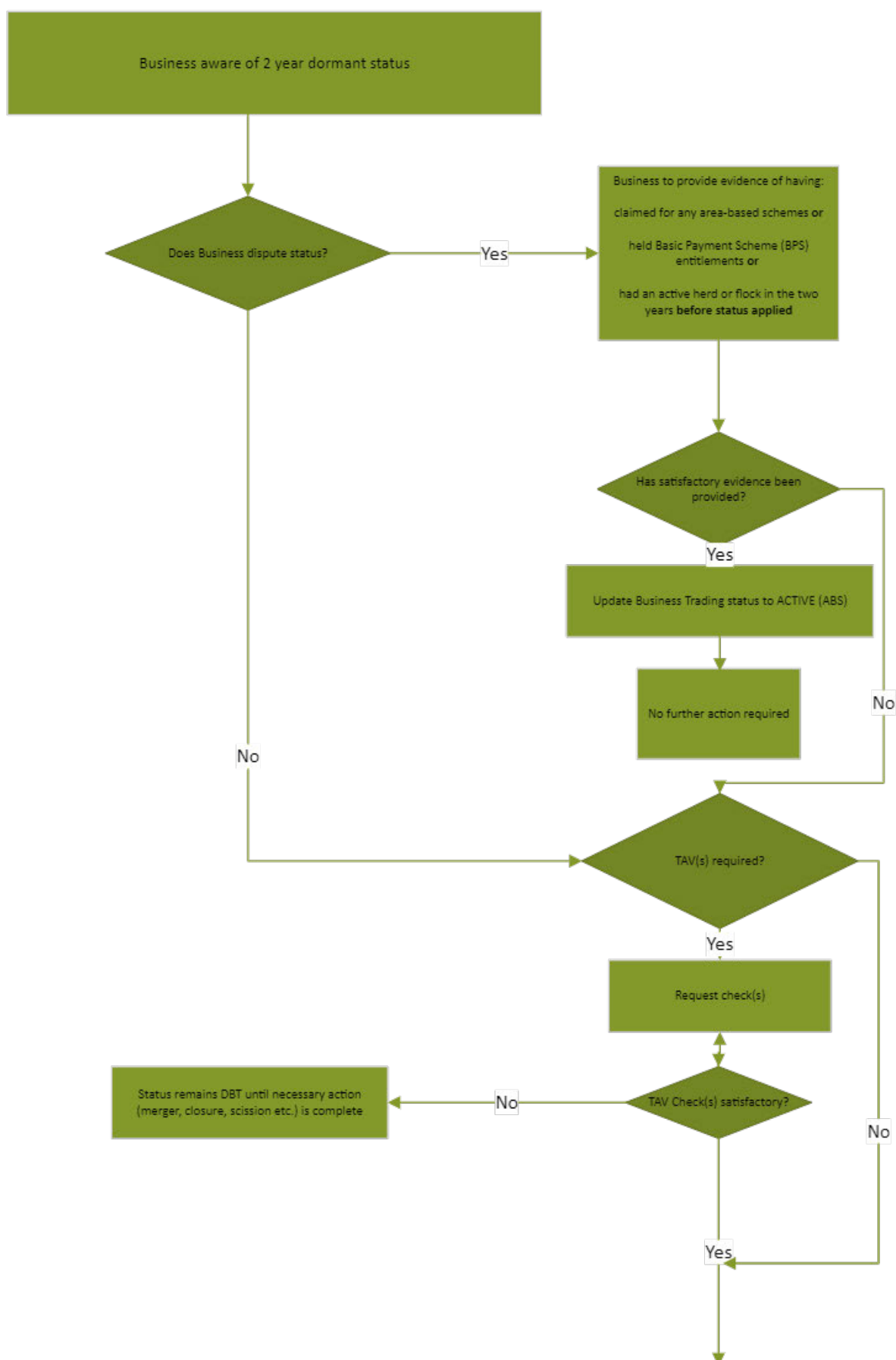
If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.



Annex 4 – DAERA Direct Office Contact Details

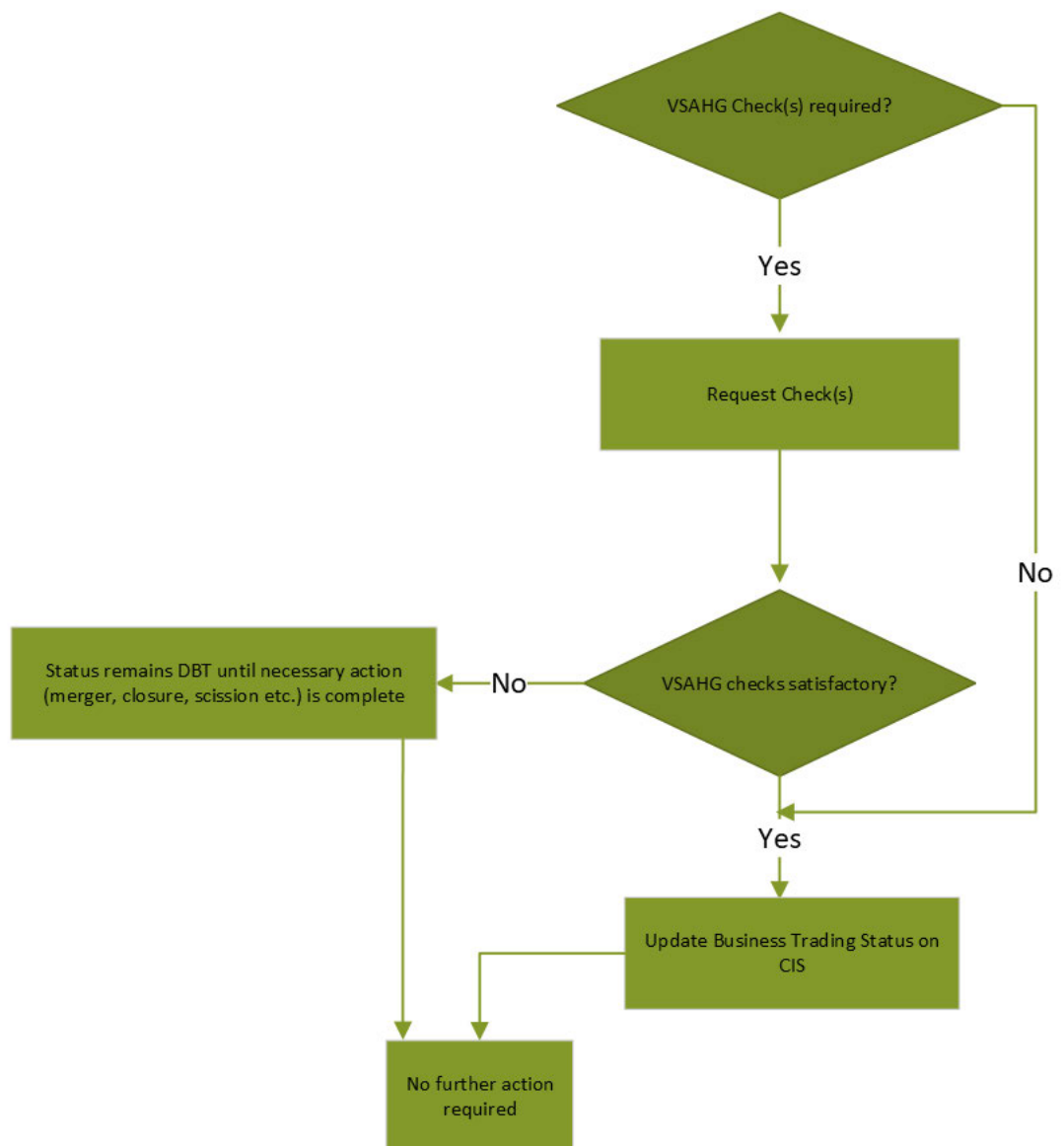
Armagh A:tek Building Edenaveys Industrial Estate Newry Road Edenaveys ARMAGH BT60 1NF Email: daeradirect.armagh@daera-ni.gov.uk	Magherafelt Units 36 - 38 Meadowlane Shopping Centre Moneymore Road Townparks of Magherafelt Magherafelt BT45 6PR Email: daeradirect.magherafelt@daera-ni.gov.uk
Ballymena Academy House 121a Broughshane Street Town Parks BALLYMENA BT43 6HY Email: daeradirect.ballymena@daera-ni.gov.uk	Mallusk Castleton House 15 Trench Road Grange of Mallusk Mallusk Newtownabbey BT36 4TY Email: daeradirect.mallusk@daera-ni.gov.uk
Coleraine Crown Buildings Artillery Road Millburn Coleraine BT52 2AJ Email: daeradirect.coleraine@daera-ni.gov.uk	Newry Glenree House Unit 2, Springhill Road Carnbane Industrial Estate Carnbane Newry BT35 6EF Email: daeradirect.newry@daera-ni.gov.uk
Downpatrick Rathkeltair House Market Street Demesne of Down Acre Downpatrick BT30 6LZ Email: daeradirect.downpatrick@daera-ni.gov.uk	Newtownards Sketrick House 16 Jubilee Road Corporation South Newtownards BT23 4YH Email: daeradirect.newtownards@daera-ni.gov.uk
Dungannon Crown Buildings Thomas Street Drumcoo Dungannon BT70 1HR Email: daeradirect.dungannon@daera-ni.gov.uk	Omagh Sperrin House Sedan Avenue Lisnamallard Omagh BT79 7AQ Email: daeradirect.omagh@daera-ni.gov.uk
Enniskillen Inishkeen House Killyhevlin Industrial Estate Killyhevlin Enniskillen BT74 4EJ Email: daeradirect.enniskillen@daera-ni.gov.uk	Strabane Government Offices 18 Urney Road Strabane BT82 9BX Email: daeradirect.strabane@daera-ni.gov.uk

Annex 5 – Flow Chart for Dormant Businesses DBT



Annex

5 – Flow Chart for Dormant Businesses DBT cont'd



Annex 6 – DBF: Notification of acceptance/rejection of evidence to amend DBF status

Food and Farming Group
Area-based Schemes Division



Address line 1
Address line 2
Address line 3
Address line 4
Address line 5

Insert date on this line

Business ID:

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

Our records indicate that your business has a category 1 business ID and has been dormant for at least five years.

You contacted us as you felt that the decision was incorrect and were asked to provide evidence to support this.

You **have / have not*** *[delete as appropriate]* been able to provide evidence of (i) claiming area-based schemes or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last five years.

OUR RECORDS HAVE / HAVE NOT* *[delete as appropriate]* BEEN AMENDED BASED ON THE EVIDENCE PROVIDED.

[Delete as appropriate]

- Your business trading status has not been amended and remains DBF. You may apply for a new Farm Business Identification Number. Full details can be found at: <https://www.daera-ni.gov.uk/publications/guides-and-qas-area-based-schemes-2023>
- Your business trading status been amended to ABS (Active Business)
- Your business trading status been amended to DBT (Dormant Business Two Years) - this means that your business has been dormant for at least two years, but less than five years. Please contact us at the number / email below to discuss this change.



Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

Yours faithfully

(Name)
(Division)

Annex 7 – DBF: Letter to issue – cannot retain Business ID

Food and Farming Group
Area-based Schemes Division



Address line 1

Address line 2

Address line 3

Address line 4

Address line 5

Insert date on this line

Business ID:

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

Our records indicate that your business has a category 1 business ID and has been dormant for at least five years.

You contacted us as you wished to retain your farm business ID for purposes other than for necessary interactions with the Department, which are keeping livestock and claiming area-based schemes, and which require agricultural activity.

It will be your responsibility to provide the necessary evidence to satisfy the relevant authorities in relation to the issues you have raised. The fact that DAERA has closed a business ID due to no interaction for at least five years does not alter this. Quoting a DAERA business ID where there is no agricultural activity for over five years is unlikely to be accepted as evidence of an operational farm business, irrespective of whether or not DAERA has marked the business ID as closed.

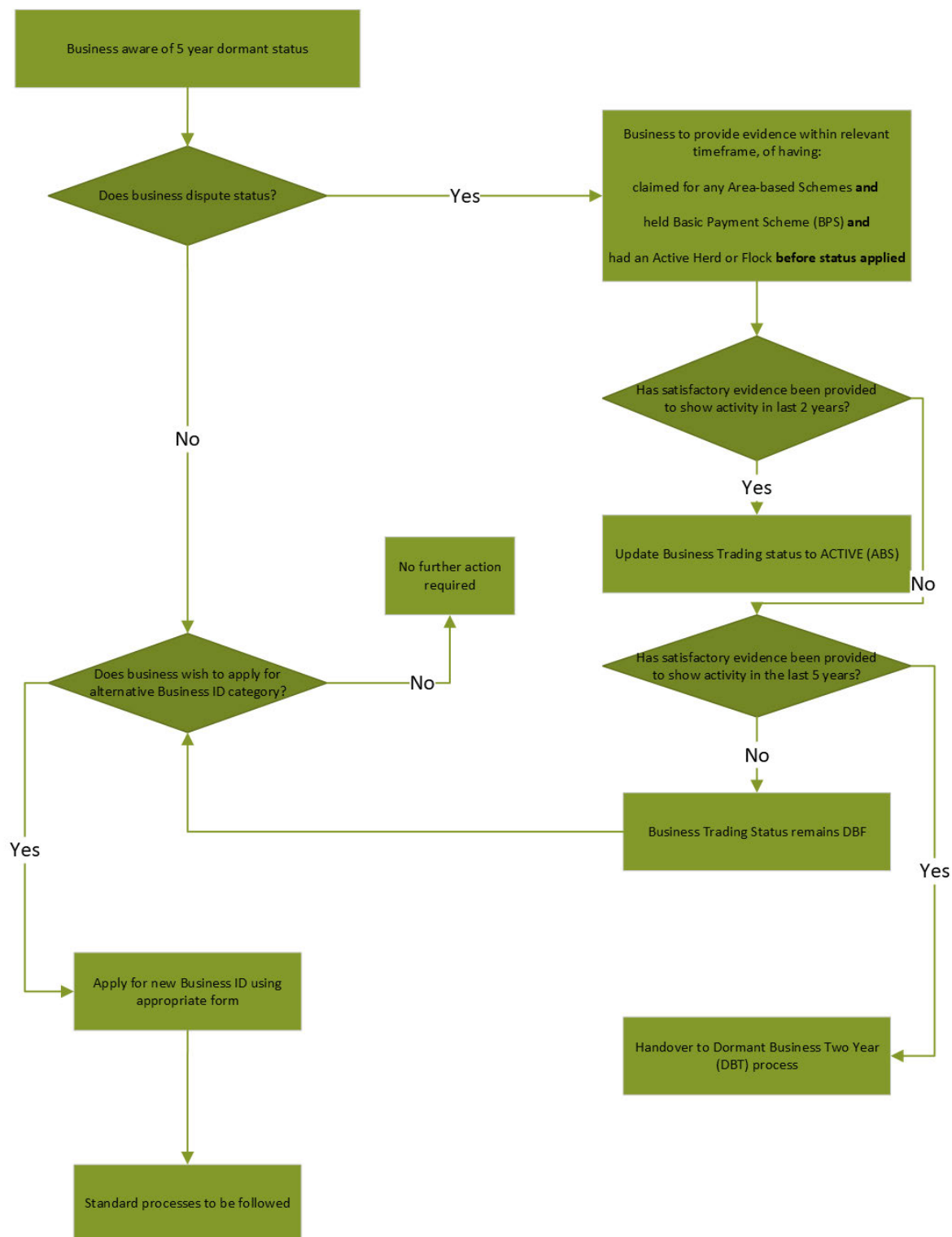
Yours faithfully

(Name)

(Division)

Annex 8 – Flow Chart for Dormant Businesses DBF

N.B. there could be handover to DBT (Annex 5)



Business Rules

Dormant Businesses

Contents

1. Purpose of the Business Rules	1
2. Background Information.....	1
3. Actions to Take – DBT	2
4. Actions to Take – DBF	5
5. Future Actions	7
Annex 1 – DBF: Notification of application of DBF status	8
Annex 2 – DBT: Notification of evidence required to amend DBT status	10
Annex 3 – DBT: Notification of acceptance/rejection of evidence to amend DBT status	12
Annex 4 – DAERA Direct Office Contact Details	14
Annex 5 – Flow Chart for Dormant Businesses DBT	15
Annex 6 – DBF: Notification of acceptance/rejection of evidence to amend DBF status	17
Annex 7 – DBF: Letter to issue – cannot retain Business ID	19
Annex 8 – Flow Chart for Dormant Businesses DBF	21

1. Purpose of the Business Rules

1.1 The purpose of these Business Rules (BRs) is to:

- set out how dormant businesses are identified,
- provide clarification on the trading status for dormant businesses on Customer Information System (CIS), and
- set out the actions to be taken in the event that DAERA staff are contacted by any of the businesses concerned.

1.2 These BRs should be used in conjunction with existing procedures. Any notification received from these businesses in relation to animal movements must be advised by DAERA Direct Offices (DDOs) to Veterinary Service Animal Health Group (VSAHG) in line with current procedure.

2. Background Information

2.1 DAERA has carried out an exercise to identify Category 1 businesses which have not been active for at least **two scheme years** and at least **five scheme years** and are now considered to be dormant.

DBT – Dormant Business (Two Year Rule)

have not:

- claimed for any area-based schemes **and**
- held Basic Payment Scheme (BPS) entitlements **and**
- had an active herd or flock

in the previous two scheme years.

Trading Status : Dormant Business (Two Year Rule)	DBT - Dormant Business (Two Year Rule) ▼
Trading : N	Select a New Trading Status...
OK To Pay : N	ABS - ACTIVE BUSINESS
Category : Category one business ▼	BCD - BUSINESS CLOSED DUE TO DEATH
	BCI - BUSINESS CLOSED FOR INHERITENCE REASONS
	BCM - BUSINESS CLOSED DUE TO MERGER
	BCN - BUSINESS CLOSED NO CURRENT MEMBERS
	BCQ - BUSINESS CLOSED. QUERY OVER BUSINESS
	BCR - BUSINESS CLOSED DUE TO RETIREMENT
	BCS - BUSINESS CLOSED DUE TO SCISSION
	BCT - BUSINESS CLOSED. TAKEN OVER
	DBF - Dormant Business (Five Year Rule)
	DBT - Dormant Business (Two Year Rule)
	DEC - MEMBER(S) DECEASED.ACTION REQ
	DMM - DECEASED MULTI MEMBER
	DTC - REPORTED DEATH TO BE CONFIRMED
	NAP - NON APPROVED BUSINESS
	TBC - TEMPORARY BUSINESS CLOSED
	TBO - Temporary Business Open
	TBS - TEMPORARY BUSINESS

Please ensure appropriate

Name Details

Title : CAPT

Forename : PARTYATESTTHIRTY

Surname : PARTYATESTTHIRTY

Initials : PP

Business Name : CAPT PARTYATESTTHIRTY PARTYATESTTHIRTY

OR

DBF – Dormant Business (Five Year Rule)

have not:

- claimed for any area-based schemes **and**
- held BPS entitlements **and**
- had an active herd or flock

in the previous five scheme years.

Trading Status : **Dormant Business (Five Year Rule)**

Trading : **N**

OK To Pay : **N**

Category : **Category one business**

Please ensure appro

Name Details

Title : **CAPT**

Forename : **PARTYATESTTHIRTY**

Surname : **PARTYATESTTHIRTY**

Initials : **PP**

Business Name : **CAPT PARTYATESTTHIRTY PARTYATE:**

DBF - Dormant Business (Five Year Rule)

Select a New Trading Status...

ABS - ACTIVE BUSINESS

BCD - BUSINESS CLOSED DUE TO DEATH

BCI - BUSINESS CLOSED FOR INHERITENCE REASONS

BCM - BUSINESS CLOSED DUE TO MERGER

BCN - BUSINESS CLOSED NO CURRENT MEMBERS

BCQ - BUSINESS CLOSED. QUERY OVER BUSINESS

BCR - BUSINESS CLOSED DUE TO RETIREMENT

BCS - BUSINESS CLOSED DUE TO SCISSION

BCT - BUSINESS CLOSED. TAKEN OVER

DBF - Dormant Business (Five Year Rule)

DBT - Dormant Business (Two Year Rule)

DEC - MEMBER(S) DECEASED.ACTION REQ

DMM - DECEASED MULTI MEMBER

DTC - REPORTED DEATH TO BE CONFIRMED

NAP - NON APPROVED BUSINESS

TBC - TEMPORARY BUSINESS CLOSED

TBO - Temporary Business Open

TBS - TEMPORARY BUSINESS

2.2 The appropriate flag has been applied on CIS to businesses identified in both groups. **However, DAERA has only written to those businesses in the DBF group** to inform them of the change to their business status (**Annex 1 refers**).

2.3 If a business which currently has a DBT status does not recommence farming, the status will be amended at the appropriate time in line with the five year rule. The business will be advised of this by letter.

2.4 Should a DBF business contact DAERA following receipt of the letter.

Action - [REDACTED] Lines to take for Dormant Business

3. Actions to Take – DBT

3.1 Should a business in the DBT group contact DAERA with an instruction or change, staff must inform them of the change in their trading status.

Action - Issue letter Annex 2.

3.2 A dormant status can only be changed to active when the business can provide evidence of:

- claiming for any area-based schemes **or**
- holding BPS entitlements **or**
- having an active herd or flock.

in the two scheme years prior to the flag being applied. Otherwise, checks will have to be carried out by VSAHG and/or Countryside Management Inspection Branch (CMIB).

Example

Business inherits entitlements but is not actively farming. Business transfers out entitlements on a five year lease.

Action –

Check with the Entitlements Team, and if verified, remove the DBT status, enter ABS status and notify the business (**Annex 3**).

Example

Paper TE1 submitted. Farmer A wishes to transfer entitlements to Farmer B who has a trading status of DBT.

Action -

Issue letter **Annex 2**. If checks satisfactory, business status changed to ABS. If no evidence is presented to dispute status, a TAV check is required. If checks unsatisfactory, appropriate action to be taken as outlined in the TAV. Transfer cannot proceed.

In general, where a business cannot provide required evidence, staff in the relevant DDO (**Annex 4**) will:

- refer the case to CMIB for a Technical Assessment Visit for Separateness - TAV 3.

[See Staff Instruction AE1/23/1872353 Processing of an FB1] **NB** - this is currently in draft format but link will be updated when finalised.

and/or

- refer the case to VSAHG. The procedure to follow is set out at the link below:

[h](#) 

- 3.3 Once the outcome of these checks has been established, CSB will advise the business area concerned.
- 3.4 If the TAV/VSAHG checks show that all is in order, CSB will amend the status from DBT to ABS. Issue letter **Annex 3**. If there are issues with the TAV/VSAHG checks, then the flag will remain until required action such as merger is complete.

See flow chart at **Annex 5** which sets out the varying processes to be followed.

Example

BC1 submitted. DBT Business wishes to add members:

Action -

Issue letter **Annex 2**. If business unable to provide evidence to allow Trading Status to be amended, issue letter **Annex 3**. The Business ID will remain dormant although change can proceed.

Example

BC4 submitted. A business decides to split. Business is DBT and provides no evidence to dispute status.

Action -

Issue letter **Annex 2**. The original Business ID will remain dormant. Normal procedures apply.

Example

Keeper wishes to reactivate an archived flock. Business status is DBT and business has no evidence to dispute status.

Action –

Issue letter **Annex 2**. Keeper will have to complete a reactivation form and a VSAHG inspection will be required. If checks satisfactory, business status amended to ABS. If checks unsatisfactory, business remains DBT. Letter **Annex 3** issued.

Example

MC2 submitted. Business is DBT.

Action -

Issue letter **Annex 2**. VSAHG checks required. Business will have to apply to reactivate herd. **However, movement must still be notified to VSAHG**. If checks satisfactory, business status amended. If checks unsatisfactory, business remains DBT. Issue letter **Annex 3**.

- 3.5 If the trading status is DBT, the 'OK To Pay' and 'Trading' values on CIS will be 'N'. It will still be possible for these businesses to submit a single application, but CIS will not permit businesses with dormant statuses to trade or be paid.

Action –

Area-based Schemes Delivery Support Branch (ASDSB) will initiate a BI exercise during June to identify any of these businesses which have submitted a Single Application (SA).

- 3.6 The flow chart at **Annex 5** sets out the varying processes to be followed.

4. Actions to Take – DBF

- 4.1 A business submits one of the documents below [*but not limited to*]:

- TE1 - Transfer of Entitlements;
- Reactivation of herd or flock;
- MC2 - Notification of Cattle Movement;
- Animal Group Number Applications;
- BC1 - Business Change Application;
- BC3 - Business Merger Application;
- BC4 - Business Scission Application;
- SAF3 - Amendment to Single Application;
- Letters (testing etc)

Action

The business area, i.e Area-based Schemes Payment Branch (ASPB), Customer Service Branch (CSB), etc – receiving the document **must** check the trading status on CIS. If the trading status is DBF issue template letter (**Annex 1**).

- 4.2 Where evidence as requested is provided, namely:

- claiming for any area-based schemes **or**
- holding BPS entitlements **or**
- having an active herd or flock

in the five scheme years prior to the flag being applied.

Example

Evidence is provided to show that the business is in receipt of payment for an ongoing forestry scheme

Action –

Amend the trading status to active (ABS) and write to the business (**Annex 6**).

- 4.3 Where evidence is provided, but shows that they have not been active for more than two years but less than five –

Example

In 2022, evidence is provided to show that claims were submitted for a forestry scheme in 2019. This means that the business has shown activity three years ago - more than two but less than five scheme years.

Action –

The trading status is amended to DBT. The DBT process should be followed (**Annex 5**). DBT status remains until evidence is provided to change the position, write to the business. (**Annex 2**).

- 4.4 Where no evidence is provided/evidence doesn't meet the criteria –

Example

The business submits invoices/receipts for sale of silage.

Action –

The evidence submitted does not meet the criteria. The trading status remains at DBF. Write to the business to advise them of the outcome and that they may apply for a new business ID using the appropriate form (**Annex 6**).

- 4.5 If the trading status is DBF, the 'OK To Pay' and 'Trading' values on CIS will be 'N'. It will still be possible for these businesses to submit a single application, but CIS will not permit businesses with dormant statuses to trade or be paid.

Action –

Area-based Schemes Development Branch (ASDB) will initiate a BI exercise during June to identify any of these businesses who have submitted a SA. Evidence will be required to remove the status (**Annex 1**). If evidence is not presented, the business will be advised to apply for a new business ID (**Annex 6**) and a temporary business ID allocated.

- 4.6 A business may agree that they are not active, do not have evidence to prove they are active and do not wish to apply for a new business ID. However, they wish to retain their business ID for purposes such as planning permission, VAT or claiming rates relief.

Action –

Issue letter at **Annex 7**. Status will remain DBF.

- 4.7 A business may make contact stating that they are not currently claiming for any area-based schemes nor hold BPS entitlements nor have an active herd or flock, but they believe that they should not be considered dormant e.g. due to an ongoing forestry scheme or horticultural production.

Action:

These should be sent to ASDB for consideration. If the checks establish that the business is in a horticulture or forestry scheme, the business status should be updated on CIS; otherwise issue template letter (**Annex 1**).

- 4.8 A business may make contact stating that a member of a business is deceased

Action:

Details should be recorded by staff on CM and forwarded to the Business Change team at ASPBBusinesschanges@daera-ni.gov.uk. External customers should email areabasedschemes@daera-ni.gov.uk. As the business is dormant, a death certificate will not be requested.

- 4.9 The flow chart at **Annex 8** sets out the varying processes to be followed.

5. Future Actions

- 5.1 ASDSB will carry out an exercise annually in June to identify if any of these cases have submitted a SA. Appropriate action will then be taken by ASPB.
- 5.2 DSD will apply the relevant flags each year in January. ASPB/ASDSB will issue letters to all DBF businesses identified.

Area-based Schemes Operational Policy Branch (ASOPB)
February 2024

Annex 1 – DBF: Notification of application of DBF status

Food, Farming and Rural Affairs Group
Area-based Schemes Division



Department of
**Agriculture, Environment
and Rural Affairs**

An Roinn

**Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe**

Department of

**Fairmin, Environment
an' Kintra Matthers**

www.daera-ni.gov.uk

Address line 1

Address line 2

Address line 3

Address line 4

Address line 5

Insert date on this line

Business ID

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

DAERA has carried out an exercise to identify category 1 businesses which have not been active for at least five years and are now considered to be dormant. This means that for at least five years a business has not:

- claimed for any area-based schemes and
- held basic payment scheme (BPS) entitlements and
- had an active herd or flock.

OUR RECORDS SHOW THAT YOUR BUSINESS HAS A CATEGORY 1 BUSINESS ID AND HAS BEEN DORMANT FOR AT LEAST FIVE YEARS.

ACT NOW

If you feel that this decision is incorrect due to your farm business (i) claiming area-based schemes, or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last five years, please contact us at:

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can
contact the Department via the Next Generation Text
Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard





Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

If you, or any member of your business, wish to commence agricultural activity in the future, you will need to apply for a new farm business ID using the relevant form.

Full details can be found at:

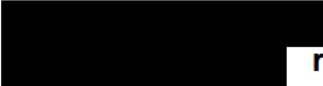
[Guide to Identification numbers for Business customers, herds and flocks | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

[FB1 Form | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

[FB3 Form | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

Legislative provisions for area-based schemes define a new entrant to agriculture as someone who had no agricultural activity in their own name or at their own risk in the previous five years.

Yours faithfully

 **Area-based Schemes Division**

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 2 – DBT: Notification of evidence required to amend DBT status

Food, Farming and Rural Affairs Group
Area-based Schemes Division



Department of
**Agriculture, Environment
and Rural Affairs**

An Roinn

**Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe**

Department o'

**Fairmin, Environment
an' Kintra Matthers**

www.daera-ni.gov.uk

Address line 1

Address line 2

Address line 3

Address line 4

Address line 5

Insert date on this line

Business ID:

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

DAERA has carried out an exercise to identify category 1 businesses which have not been active for at least two years and are now considered to be dormant. This means that for at least two years a business has not:

- claimed for any area-based schemes and
- held basic payment scheme (BPS) entitlements and
- had an active herd or flock.

OUR RECORDS SHOW THAT YOUR BUSINESS HAS A CATEGORY 1 BUSINESS ID AND HAS BEEN DORMANT FOR AT LEAST TWO YEARS.

NOTE: If you do not recommence farming, your business will be closed when there has been no activity for a period of 5 years. You will be advised of this by letter.

ACT NOW

Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



If you feel that this decision is incorrect due to your farm business (i) claiming area-based schemes, or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last two years, please contact us at:



Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

Yours faithfully

(Name)

(Division)

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 3 – DBT: Notification of acceptance/rejection of evidence to amend DBT status

Food, Farming and Rural Affairs Group
Area-based Schemes Division



Address line 1
Address line 2
Address line 3
Address line 4
Address line 5

Insert date on this line

Business ID:

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

Our records indicate that your business had a Category 1 Business ID which has been dormant for at least two years. You contacted us to notify us of *[insert reason]*. As your business had been flagged as dormant, checks needed to be carried out.

You were asked to provide evidence to support this and **have / have not****[delete as appropriate]* been able to provide evidence of (i) claiming area-based schemes or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last two years.

OUR RECORDS HAVE / HAVE NOT* *[delete as appropriate]* BEEN AMENDED, BASED ON THE EVIDENCE PROVIDED.

[Delete as appropriate]

- Your business trading status has not been amended and remains DBT.

NOTE: If you do not recommence farming, your business will be closed when there has been no activity for a period of 5 years. You will be advised of this by letter.

Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



- Your business trading status been amended to ABS (Active Business)

If you feel that this decision is incorrect, please contact us at:



Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

Yours faithfully

(Name)

(Division)

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 4 – DAERA Direct Office Contact Details

Armagh A:tek Building Edenaveys Industrial Estate Newry Road Edenaveys ARMAGH BT60 1NF Email: daeradirect.armagh@daera-ni.gov.uk	Magherafelt Units 36 - 38 Meadowlane Shopping Centre Moneymore Road Townparks of Magherafelt Magherafelt BT45 6PR Email: daeradirect.magherafelt@daera-ni.gov.uk
Ballymena Academy House 121a Broughshane Street Town Parks BALLYMENA BT43 6HY Email: daeradirect.ballymena@daera-ni.gov.uk	Mallusk Castleton House 15 Trench Road Grange of Mallusk Mallusk Newtownabbey BT36 4TY Email: daeradirect.mallusk@daera-ni.gov.uk
Coleraine Crown Buildings Artillery Road Millburn Coleraine BT52 2AJ Email: daeradirect.coleraine@daera-ni.gov.uk	Newry Glenree House Unit 2, Springhill Road Carnbane Industrial Estate Carnbane Newry BT35 6EF Email: daeradirect.newry@daera-ni.gov.uk
Downpatrick Rathkeltair House Market Street Demesne of Down Acre Downpatrick BT30 6LZ Email: daeradirect.downpatrick@daera-ni.gov.uk	Newtownards Sketrick House 16 Jubilee Road Corporation South Newtownards BT23 4YH Email: daeradirect.newtownards@daera-ni.gov.uk
Dungannon Crown Buildings Thomas Street Drumcoo Dungannon BT70 1HR Email: daeradirect.dungannon@daera-ni.gov.uk	Omagh Sperrin House Sedan Avenue Lisnamallard Omagh BT79 7AQ Email: daeradirect.omagh@daera-ni.gov.uk
Enniskillen Inishkeen House Killyhevlin Industrial Estate Killyhevlin Enniskillen BT74 4EJ Email: daeradirect.enniskillen@daera-ni.gov.uk	Strabane Government Offices 18 Urney Road Strabane BT82 9BX Email: daeradirect.strabane@daera-ni.gov.uk

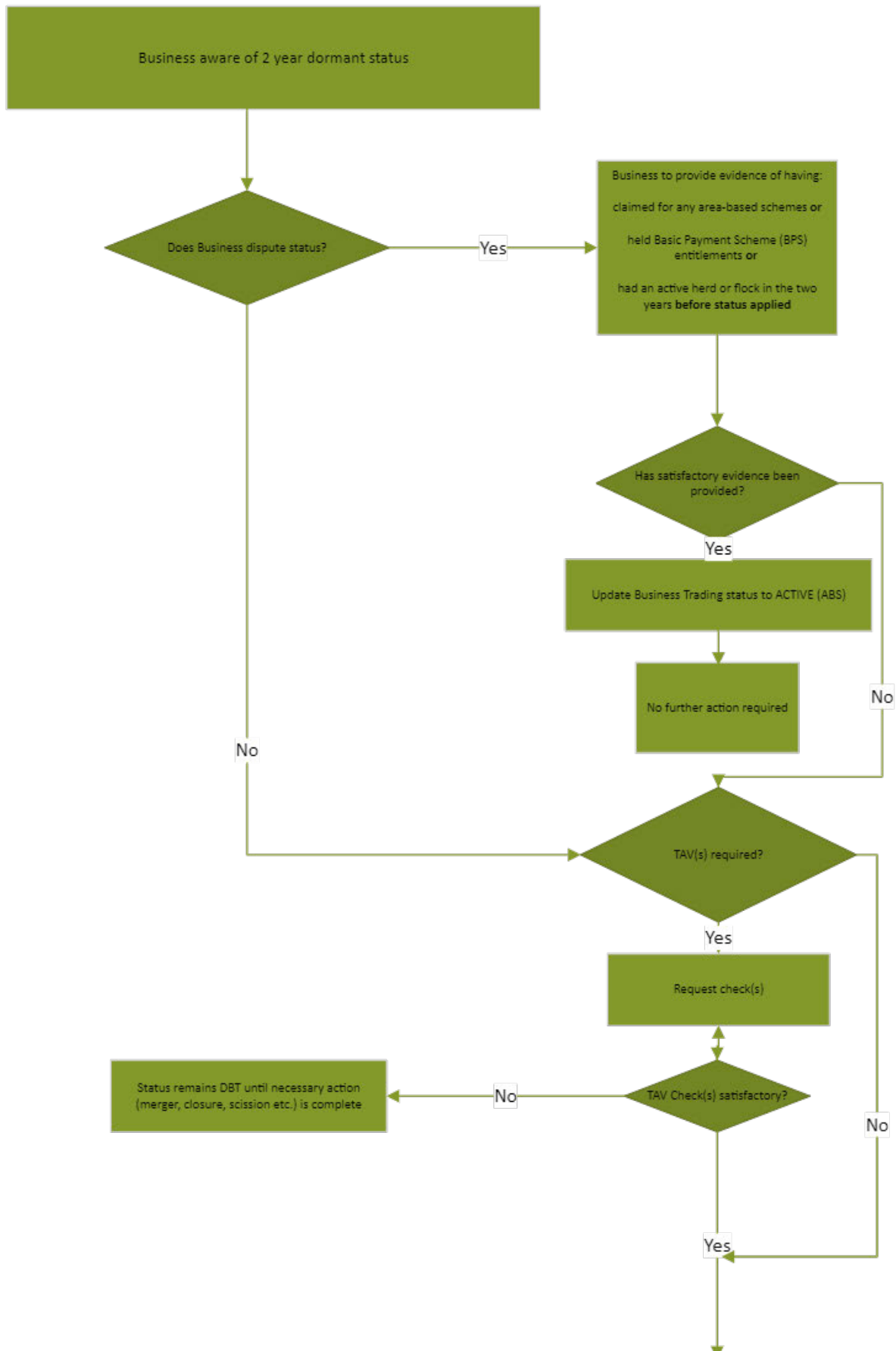
Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 5 – Flow Chart for Dormant Businesses DBT



Sustainability at the heart of a living, working, active landscape valued by everyone.

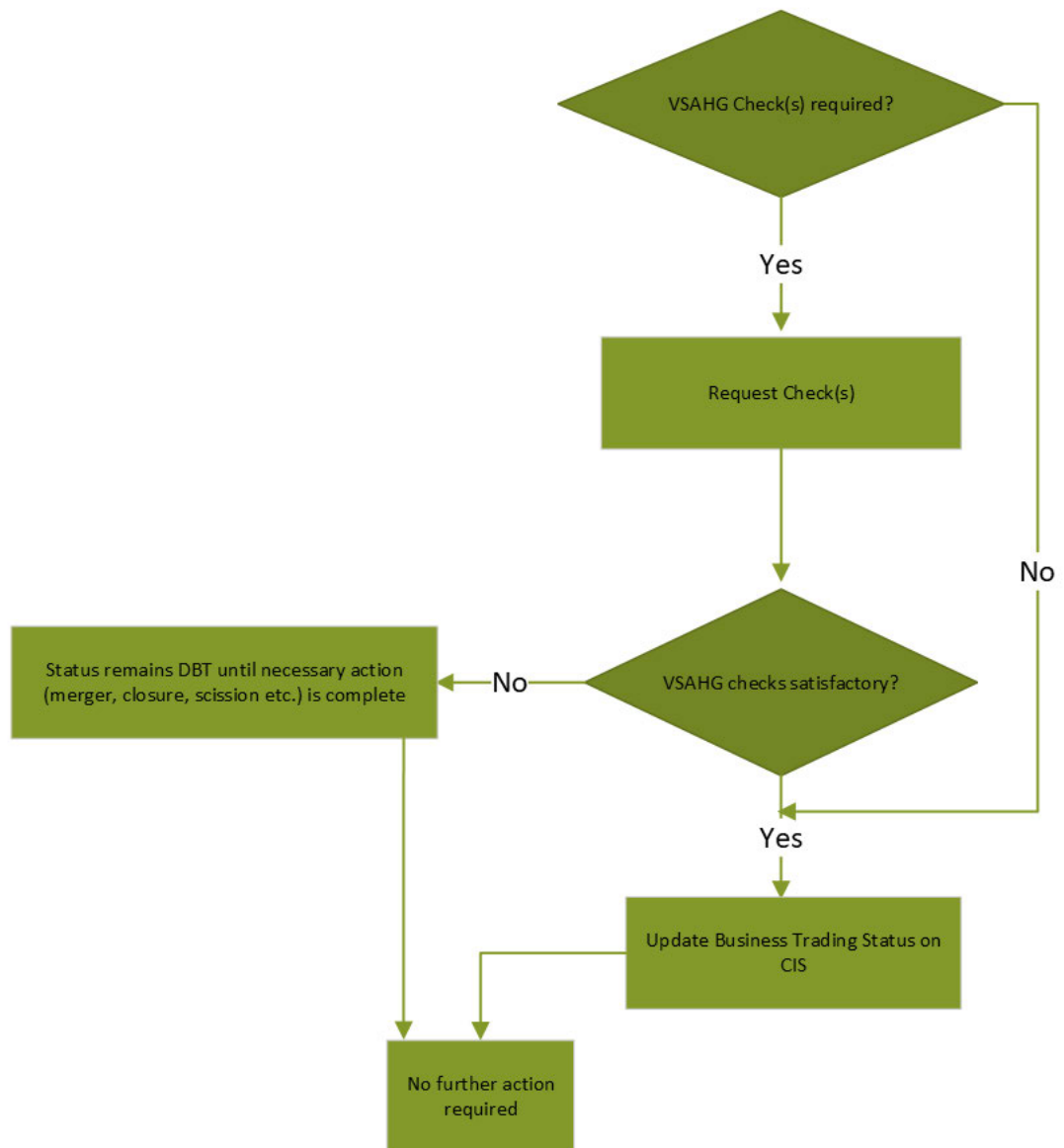
If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard

Annex



5 – Flow Chart for Dormant Businesses DBT cont'd



***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 6 – DBF: Notification of acceptance/rejection of evidence to amend DBF status

Food, Farming and Rural Affairs Group
Area-based Schemes Division



Address line 1
Address line 2
Address line 3
Address line 4
Address line 5

Insert date on this line

Business ID:

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

Our records indicate that your business has a category 1 business ID and has been dormant for at least five years.

You contacted us as you felt that the decision was incorrect and were asked to provide evidence to support this.

You **have / have not*** *[delete as appropriate]* been able to provide evidence of (i) claiming area-based schemes or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last five years.

OUR RECORDS HAVE / HAVE NOT* *[delete as appropriate]* BEEN AMENDED BASED ON THE EVIDENCE PROVIDED.

[Delete as appropriate]

- Your business trading status has not been amended and remains DBF. You may apply for a new Farm Business Identification Number. Full details can be found at: [Sustainability at the heart of a living, working, active landscape valued by everyone.](#)

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



[Guide to Identification numbers for Business customers, herds and flocks | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

[FB1 Form | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

[FB3 Form | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

- Your business trading status been amended to ABS (Active Business)
- Your business trading status been amended to DBT (Dormant Business Two Years) - this means that your business has been dormant for at least two years, but less than five years. Please contact us at the number / email below to discuss this change.



Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

Yours faithfully

(Name)
(Division)

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 7 – DBF: Letter to issue – cannot retain Business ID

Food, Farming and Rural Affairs Group
Area-based Schemes Division



Address line 1
Address line 2
Address line 3
Address line 4
Address line 5

Insert date on this line

Business ID:

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

Our records indicate that your business has a category 1 business ID and has been dormant for at least five years.

You contacted us as you wished to retain your farm business ID for purposes other than for necessary interactions with the Department, which are keeping livestock and claiming area-based schemes, and which require agricultural activity.

It will be your responsibility to provide the necessary evidence to satisfy the relevant authorities in relation to the issues you have raised. The fact that DAERA has closed a business ID due to no interaction for at least five years does not alter this. Quoting a DAERA business ID where there is no agricultural activity for over five years is unlikely to be accepted as evidence of an operational farm business, irrespective of whether or not DAERA has marked the business ID as closed.

Yours faithfully

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*
(Name)

If you are deaf or have a hearing difficulty you can
contact the Department via the Next Generation Text
Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



(Division)

Sustainability at the heart of a living, working, active landscape valued by everyone.

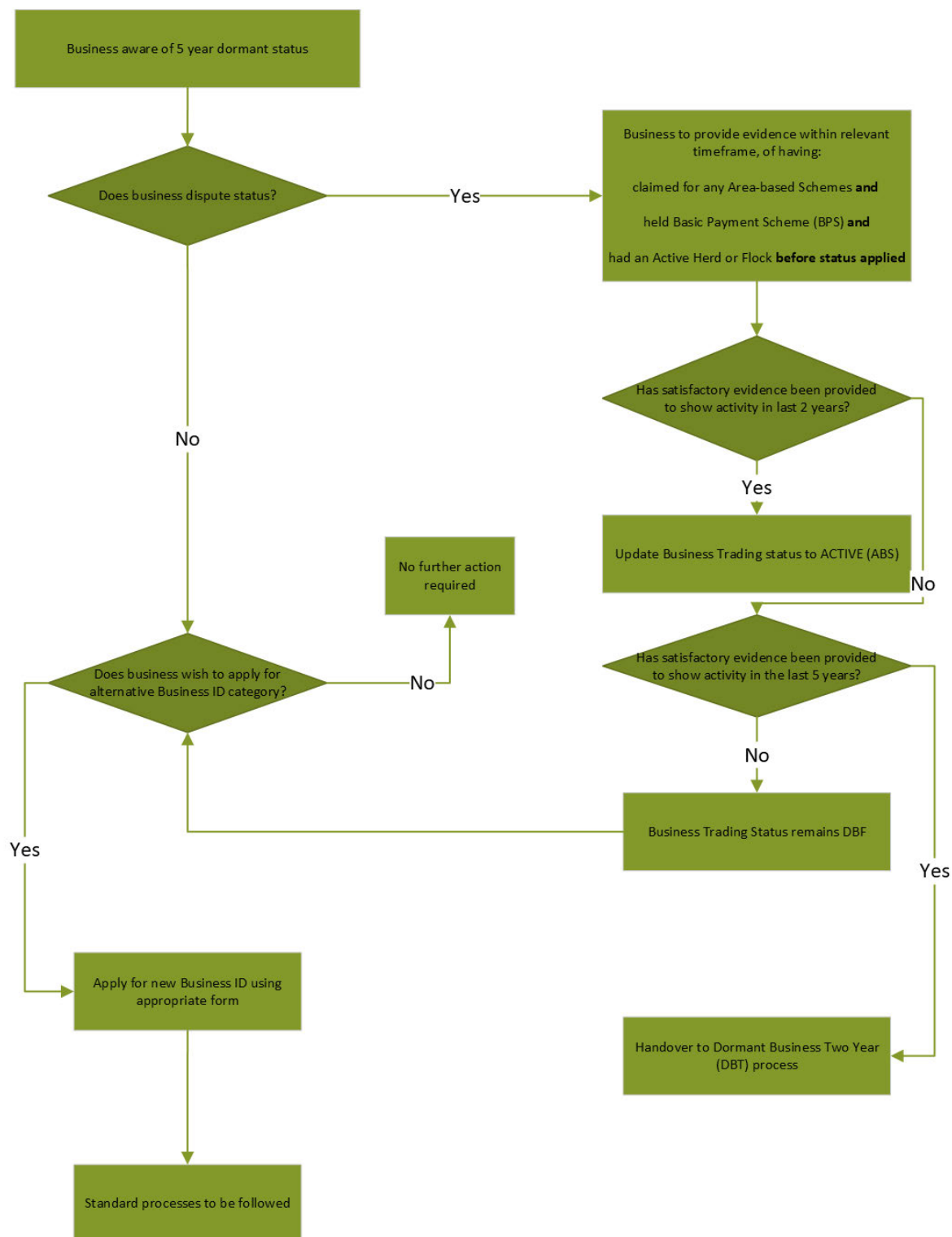
If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 8 – Flow Chart for Dormant Businesses DBF

N.B. there could be handover to DBT (Annex 5)



Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE
We invest in people Standard



Business Rules

Dormant Businesses

Contents

1. Purpose of the Business Rules	1
2. Background Information.....	1
3. Actions to Take – DBT	2
4. Actions to Take – DBF	5
5. Future Actions	7
Annex 1 – DBF: Notification of application of DBF status	8
Annex 2 – DBT: Notification of evidence required to amend DBT status	10
Annex 3 – DBT: Notification of acceptance/rejection of evidence to amend DBT status	12
Annex 4 – DAERA Direct Office Contact Details	14
Annex 5 – Flow Chart for Dormant Businesses DBT	15
Annex 6 – DBF: Notification of acceptance/rejection of evidence to amend DBF status	17
Annex 7 – DBF: Letter to issue – cannot retain Business ID	19
Annex 8 – Flow Chart for Dormant Businesses DBF	21

1. Purpose of the Business Rules

1.1 The purpose of these Business Rules (BRs) is to:

- set out how dormant businesses are identified,
- provide clarification on the trading status for dormant businesses on Customer Information System (CIS), and
- set out the actions to be taken in the event that DAERA staff are contacted by any of the businesses concerned.

1.2 These BRs should be used in conjunction with existing procedures. Any notification received from these businesses in relation to animal movements must be advised by DAERA Direct Offices (DDOs) to Veterinary Service Animal Health Group (VSAHG) in line with current procedure.

2. Background Information

2.1 DAERA has carried out an exercise to identify Category 1 businesses which have not been active for at least **two scheme years** and at least **five scheme years** and are now considered to be dormant.

DBT – Dormant Business (Two Year Rule)

have not:

- claimed for any area-based schemes **and**
- held Basic Payment Scheme (BPS) entitlements **and**
- had an active herd or flock

in the previous two scheme years.

Trading Status : Dormant Business (Two Year Rule)	DBT - Dormant Business (Two Year Rule) ▼
Trading : N	Select a New Trading Status...
OK To Pay : N	ABS - ACTIVE BUSINESS
Category : Category one business ▼	BCD - BUSINESS CLOSED DUE TO DEATH
	BCI - BUSINESS CLOSED FOR INHERITENCE REASONS
	BCM - BUSINESS CLOSED DUE TO MERGER
	BCN - BUSINESS CLOSED NO CURRENT MEMBERS
	BCQ - BUSINESS CLOSED. QUERY OVER BUSINESS
	BCR - BUSINESS CLOSED DUE TO RETIREMENT
	BCS - BUSINESS CLOSED DUE TO SCISSION
	BCT - BUSINESS CLOSED. TAKEN OVER
	DBF - Dormant Business (Five Year Rule)
	DBT - Dormant Business (Two Year Rule)
	DEC - MEMBER(S) DECEASED.ACTION REQ
	DMM - DECEASED MULTI MEMBER
	DTC - REPORTED DEATH TO BE CONFIRMED
	NAP - NON APPROVED BUSINESS
	TBC - TEMPORARY BUSINESS CLOSED
	TBO - Temporary Business Open
	TBS - TEMPORARY BUSINESS

Please ensure appropriate

Name Details

Title : CAPT

Forename : PARTYATESTTHIRTY

Surname : PARTYATESTTHIRTY

Initials : PP

Business Name : CAPT PARTYATESTTHIRTY PARTYATESTTHIRTY

OR

DBF – Dormant Business (Five Year Rule)

have not:

- claimed for any area-based schemes **and**
- held BPS entitlements **and**
- had an active herd or flock

in the previous five scheme years.

Trading Status : **Dormant Business (Five Year Rule)**

Trading : **N**

OK To Pay : **N**

Category : **Category one business**

Please ensure appro

Name Details

Title : **CAPT**

Forename : **PARTYATESTTHIRTY**

Surname : **PARTYATESTTHIRTY**

Initials : **PP**

Business Name : **CAPT PARTYATESTTHIRTY PARTYATE:**

Select a New Trading Status...

- ABS - ACTIVE BUSINESS
- BCD - BUSINESS CLOSED DUE TO DEATH
- BCI - BUSINESS CLOSED FOR INHERITENCE REASONS
- BCM - BUSINESS CLOSED DUE TO MERGER
- BCN - BUSINESS CLOSED NO CURRENT MEMBERS
- BCQ - BUSINESS CLOSED. QUERY OVER BUSINESS
- BCR - BUSINESS CLOSED DUE TO RETIREMENT
- BCS - BUSINESS CLOSED DUE TO SCISSION
- BCT - BUSINESS CLOSED. TAKEN OVER
- DBF - Dormant Business (Five Year Rule)**
- DBT - Dormant Business (Two Year Rule)
- DEC - MEMBER(S) DECEASED.ACTION REQ
- DMM - DECEASED MULTI MEMBER
- DTC - REPORTED DEATH TO BE CONFIRMED
- NAP - NON APPROVED BUSINESS
- TBC - TEMPORARY BUSINESS CLOSED
- TBO - Temporary Business Open
- TBS - TEMPORARY BUSINESS

2.2 The appropriate flag has been applied on CIS to businesses identified in both groups. **However, DAERA has only written to those businesses in the DBF group** to inform them of the change to their business status (**Annex 1 refers**).

2.3 If a business which currently has a DBT status does not recommence farming, the status will be amended at the appropriate time in line with the five year rule. The business will be advised of this by letter.

2.4 Should a DBF business contact DAERA following receipt of the letter.

Action - AE1/24/363859 Lines to take for Dormant Business

3. Actions to Take – DBT

3.1 Should a business in the DBT group contact DAERA with an instruction or change, staff must inform them of the change in their trading status.

Action - Issue letter Annex 2.

3.2 A dormant status can only be changed to active when the business can provide evidence of:

- claiming for any area-based schemes **or**
- holding BPS entitlements **or**
- having an active herd or flock.

in the two scheme years prior to the flag being applied. Otherwise, checks will have to be carried out by VSAHG and/or Countryside Management Inspection Branch (CMIB).

Example

Business inherits entitlements but is not actively farming. Business transfers out entitlements on a five year lease.

Action –

Check with the Entitlements Team, and if verified, remove the DBT status, enter ABS status and notify the business (**Annex 3**).

Example

Paper TE1 submitted. Farmer A wishes to transfer entitlements to Farmer B who has a trading status of DBT.

Action -

Issue letter **Annex 2**. If checks satisfactory, business status changed to ABS. If no evidence is presented to dispute status, a TAV check is required. If checks unsatisfactory, appropriate action to be taken as outlined in the TAV. Transfer cannot proceed.

In general, where a business cannot provide required evidence, staff in the relevant DDO (**Annex 4**) will:

- refer the case to CMIB for a Technical Assessment Visit for Separateness - TAV 3.

[See Staff Instruction AE1/23/1872353 Processing of an FB1] **NB** - this is currently in draft format but link will be updated when finalised.

and/or

- refer the case to VSAHG. The procedure to follow is set out at the link below:

[h](#) 

- 3.3 Once the outcome of these checks has been established, CSB will advise the business area concerned.
- 3.4 If the TAV/VSAHG checks show that all is in order, CSB will amend the status from DBT to ABS. Issue letter **Annex 3**. If there are issues with the TAV/VSAHG checks, then the flag will remain until required action such as merger is complete.

See flow chart at **Annex 5** which sets out the varying processes to be followed.

Example

BC1 submitted. DBT Business wishes to add members:

Action -

Issue letter **Annex 2**. If business unable to provide evidence to allow Trading Status to be amended, issue letter **Annex 3**. The Business ID will remain dormant although change can proceed.

Example

BC4 submitted. A business decides to split. Business is DBT and provides no evidence to dispute status.

Action -

Issue letter **Annex 2**. The original Business ID will remain dormant. Normal procedures apply.

Example

Keeper wishes to reactivate an archived flock. Business status is DBT and business has no evidence to dispute status.

Action –

Issue letter **Annex 2**. Keeper will have to complete a reactivation form and a VSAHG inspection will be required. If checks satisfactory, business status amended to ABS. If checks unsatisfactory, business remains DBT. Letter **Annex 3** issued.

Example

MC2 submitted. Business is DBT.

Action -

Issue letter **Annex 2**. VSAHG checks required. Business will have to apply to reactivate herd. **However, movement must still be notified to VSAHG**. If checks satisfactory, business status amended. If checks unsatisfactory, business remains DBT. Issue letter **Annex 3**.

- 3.5 If the trading status is DBT, the 'OK To Pay' and 'Trading' values on CIS will be 'N'. It will still be possible for these businesses to submit a single application, but CIS will not permit businesses with dormant statuses to trade or be paid.

Action –

Area-based Schemes Delivery Support Branch (ASDSB) will initiate a BI exercise during June to identify any of these businesses which have submitted a Single Application (SA).

- 3.6 The flow chart at **Annex 5** sets out the varying processes to be followed.

4. Actions to Take – DBF

- 4.1 A business submits one of the documents below [*but not limited to*]:

- TE1 - Transfer of Entitlements;
- Reactivation of herd or flock;
- MC2 - Notification of Cattle Movement;
- Animal Group Number Applications;
- BC1 - Business Change Application;
- BC3 - Business Merger Application;
- BC4 - Business Scission Application;
- SAF3 - Amendment to Single Application;
- Letters (testing etc)

Action

The business area, i.e Area-based Schemes Payment Branch (ASPB), Customer Service Branch (CSB), etc – receiving the document **must** check the trading status on CIS. If the trading status is DBF issue template letter (**Annex 1**).

- 4.2 Where evidence as requested is provided, namely:

- claiming for any area-based schemes **or**
- holding BPS entitlements **or**
- having an active herd or flock

in the five scheme years prior to the flag being applied.

Example

Evidence is provided to show that the business is in receipt of payment for an ongoing forestry scheme

Action –

Amend the trading status to active (ABS) and write to the business (**Annex 6**).

- 4.3 Where evidence is provided, but shows that they have not been active for more than two years but less than five –

Example

In 2022, evidence is provided to show that claims were submitted for a forestry scheme in 2019. This means that the business has shown activity three years ago - more than two but less than five scheme years.

Action –

The trading status is amended to DBT. The DBT process should be followed (**Annex 5**). DBT status remains until evidence is provided to change the position, write to the business. (**Annex 2**).

- 4.4 Where no evidence is provided/evidence doesn't meet the criteria –

Example

The business submits invoices/receipts for sale of silage.

Action –

The evidence submitted does not meet the criteria. The trading status remains at DBF. Write to the business to advise them of the outcome and that they may apply for a new business ID using the appropriate form (**Annex 6**).

- 4.5 If the trading status is DBF, the 'OK To Pay' and 'Trading' values on CIS will be 'N'. It will still be possible for these businesses to submit a single application, but CIS will not permit businesses with dormant statuses to trade or be paid.

Action –

Area-based Schemes Development Branch (ASDB) will initiate a BI exercise during June to identify any of these businesses who have submitted a SA. Evidence will be required to remove the status (**Annex 1**). If evidence is not presented, the business will be advised to apply for a new business ID (**Annex 6**) and a temporary business ID allocated.

- 4.6 A business may agree that they are not active, do not have evidence to prove they are active and do not wish to apply for a new business ID. However, they wish to retain their business ID for purposes such as planning permission, VAT or claiming rates relief.

Action –

Issue letter at **Annex 7**. Status will remain DBF.

- 4.7 A business may make contact stating that they are not currently claiming for any area-based schemes nor hold BPS entitlements nor have an active herd or flock, but they believe that they should not be considered dormant e.g. due to an ongoing forestry scheme or horticultural production.

Action:

These should be sent to ASDB for consideration. If the checks establish that the business is in a horticulture or forestry scheme, the business status should be updated on CIS; otherwise issue template letter (**Annex 1**).

- 4.8 A business may make contact stating that a member of a business is deceased

Action:

Details should be recorded by staff on CM and forwarded to the Business Change team at ASPBBusinesschanges@daera-ni.gov.uk. External customers should email areabasedschemes@daera-ni.gov.uk. As the business is dormant, a death certificate will not be requested.

- 4.9 The flow chart at **Annex 8** sets out the varying processes to be followed.

5. Future Actions

- 5.1 ASDSB will carry out an exercise annually in June to identify if any of these cases have submitted a SA. Appropriate action will then be taken by ASPB.
- 5.2 DSD will apply the relevant flags each year in January. ASPB/ASDSB will issue letters to all DBF businesses identified.

Area-based Schemes Operational Policy Branch (ASOPB)
February 2024

Annex 1 – DBF: Notification of application of DBF status

Food, Farming and Rural Affairs Group
Area-based Schemes Division



Department of
**Agriculture, Environment
and Rural Affairs**

An Roinn

**Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe**

Department of

**Fairmin, Environment
an' Kintra Matthers**

www.daera-ni.gov.uk

Address line 1

Address line 2

Address line 3

Address line 4

Address line 5

Insert date on this line

Business ID

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

DAERA has carried out an exercise to identify category 1 businesses which have not been active for at least five years and are now considered to be dormant. This means that for at least five years a business has not:

- claimed for any area-based schemes and
- held basic payment scheme (BPS) entitlements and
- had an active herd or flock.

OUR RECORDS SHOW THAT YOUR BUSINESS HAS A CATEGORY 1 BUSINESS ID AND HAS BEEN DORMANT FOR AT LEAST FIVE YEARS.

ACT NOW

If you feel that this decision is incorrect due to your farm business (i) claiming area-based schemes, or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last five years, please contact us at:

Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can
contact the Department via the Next Generation Text
Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard





Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

If you, or any member of your business, wish to commence agricultural activity in the future, you will need to apply for a new farm business ID using the relevant form.

Full details can be found at:

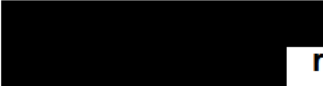
[Guide to Identification numbers for Business customers, herds and flocks | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

[FB1 Form | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

[FB3 Form | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

Legislative provisions for area-based schemes define a new entrant to agriculture as someone who had no agricultural activity in their own name or at their own risk in the previous five years.

Yours faithfully

 **Area-based Schemes Division**

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 2 – DBT: Notification of evidence required to amend DBT status

Food, Farming and Rural Affairs Group
Area-based Schemes Division



Department of
**Agriculture, Environment
and Rural Affairs**

An Roinn

**Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe**

Department o'

**Fairmin, Environment
an' Kintra Matthers**

www.daera-ni.gov.uk

Address line 1
Address line 2
Address line 3
Address line 4
Address line 5

Insert date on this line

Business ID:

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

DAERA has carried out an exercise to identify category 1 businesses which have not been active for at least two years and are now considered to be dormant. This means that for at least two years a business has not:

- claimed for any area-based schemes and
- held basic payment scheme (BPS) entitlements and
- had an active herd or flock.

OUR RECORDS SHOW THAT YOUR BUSINESS HAS A CATEGORY 1 BUSINESS ID AND HAS BEEN DORMANT FOR AT LEAST TWO YEARS.

NOTE: If you do not recommence farming, your business will be closed when there has been no activity for a period of 5 years. You will be advised of this by letter.

ACT NOW

Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



If you feel that this decision is incorrect due to your farm business (i) claiming area-based schemes, or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last two years, please contact us at:



Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

Yours faithfully

(Name)

(Division)

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 3 – DBT: Notification of acceptance/rejection of evidence to amend DBT status

Food, Farming and Rural Affairs Group
Area-based Schemes Division



Address line 1
Address line 2
Address line 3
Address line 4
Address line 5

Insert date on this line

Business ID:

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

Our records indicate that your business had a Category 1 Business ID which has been dormant for at least two years. You contacted us to notify us of *[insert reason]*. As your business had been flagged as dormant, checks needed to be carried out.

You were asked to provide evidence to support this and **have / have not****[delete as appropriate]* been able to provide evidence of (i) claiming area-based schemes or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last two years.

OUR RECORDS HAVE / HAVE NOT* *[delete as appropriate]* BEEN AMENDED, BASED ON THE EVIDENCE PROVIDED.

[Delete as appropriate]

- Your business trading status has not been amended and remains DBT.

NOTE: If you do not recommence farming, your business will be closed when there has been no activity for a period of 5 years. You will be advised of this by letter.

Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



- Your business trading status been amended to ABS (Active Business)

If you feel that this decision is incorrect, please contact us at:



Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

Yours faithfully

(Name)

(Division)

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 4 – DAERA Direct Office Contact Details

Armagh A:tek Building Edenaveys Industrial Estate Newry Road Edenaveys ARMAGH BT60 1NF Email: daeradirect.armagh@daera-ni.gov.uk	Magherafelt Units 36 - 38 Meadowlane Shopping Centre Moneymore Road Townparks of Magherafelt Magherafelt BT45 6PR Email: daeradirect.magherafelt@daera-ni.gov.uk
Ballymena Academy House 121a Broughshane Street Town Parks BALLYMENA BT43 6HY Email: daeradirect.ballymena@daera-ni.gov.uk	Mallusk Castleton House 15 Trench Road Grange of Mallusk Mallusk Newtownabbey BT36 4TY Email: daeradirect.mallusk@daera-ni.gov.uk
Coleraine Crown Buildings Artillery Road Millburn Coleraine BT52 2AJ Email: daeradirect.coleraine@daera-ni.gov.uk	Newry Glenree House Unit 2, Springhill Road Carnbane Industrial Estate Carnbane Newry BT35 6EF Email: daeradirect.newry@daera-ni.gov.uk
Downpatrick Rathkeltair House Market Street Demesne of Down Acre Downpatrick BT30 6LZ Email: daeradirect.downpatrick@daera-ni.gov.uk	Newtownards Sketrick House 16 Jubilee Road Corporation South Newtownards BT23 4YH Email: daeradirect.newtownards@daera-ni.gov.uk
Dungannon Crown Buildings Thomas Street Drumcoo Dungannon BT70 1HR Email: daeradirect.dungannon@daera-ni.gov.uk	Omagh Sperrin House Sedan Avenue Lisnamallard Omagh BT79 7AQ Email: daeradirect.omagh@daera-ni.gov.uk
Enniskillen Inishkeen House Killyhevlin Industrial Estate Killyhevlin Enniskillen BT74 4EJ Email: daeradirect.enniskillen@daera-ni.gov.uk	Strabane Government Offices 18 Urney Road Strabane BT82 9BX Email: daeradirect.strabane@daera-ni.gov.uk

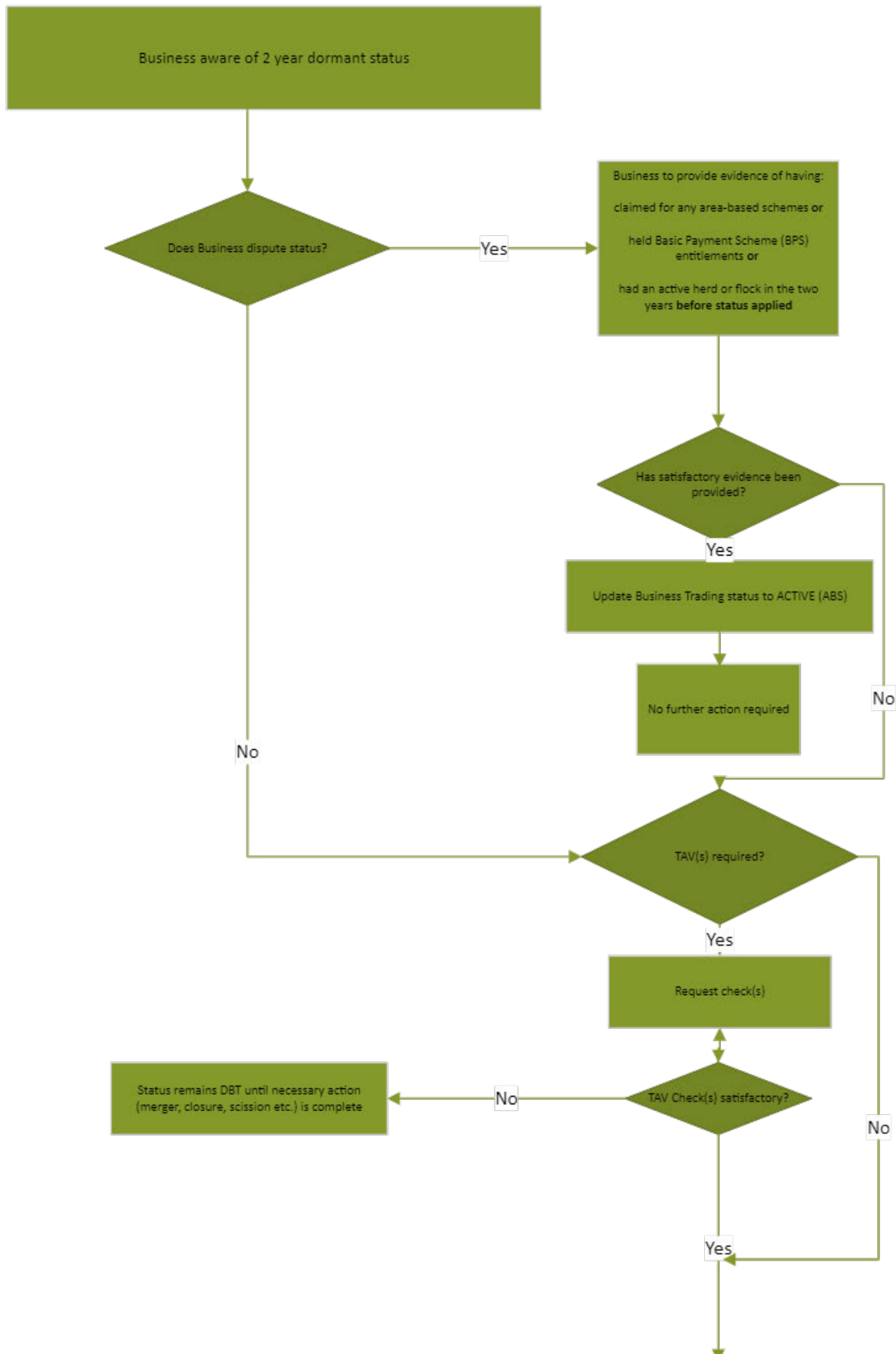
Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 5 – Flow Chart for Dormant Businesses DBT



Annex

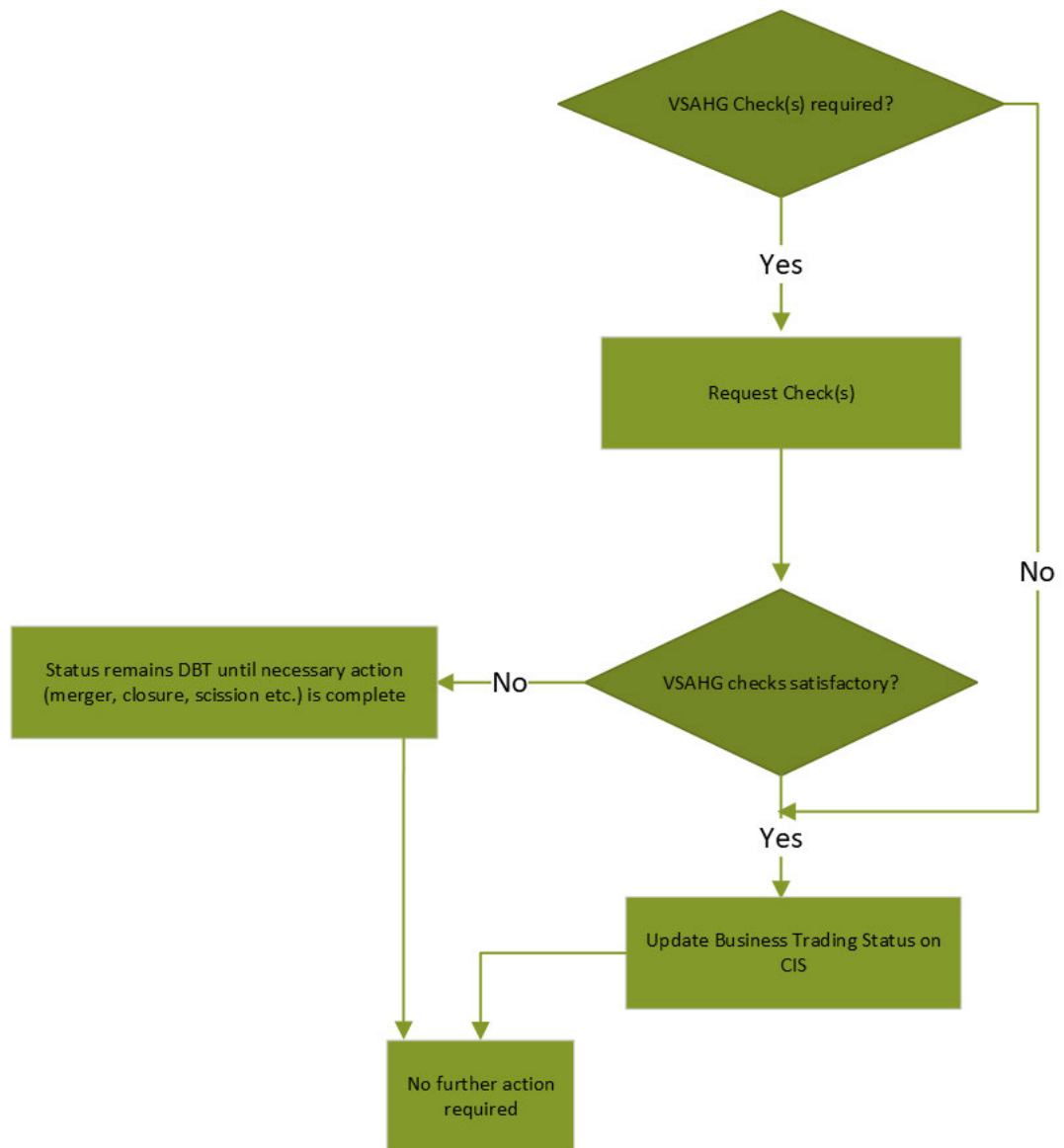
Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



5 – Flow Chart for Dormant Businesses DBT cont'd



***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 6 – DBF: Notification of acceptance/rejection of evidence to amend DBF status

Food, Farming and Rural Affairs Group
Area-based Schemes Division



Address line 1
Address line 2
Address line 3
Address line 4
Address line 5

Insert date on this line

Business ID:

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

Our records indicate that your business has a category 1 business ID and has been dormant for at least five years.

You contacted us as you felt that the decision was incorrect and were asked to provide evidence to support this.

You **have / have not*** *[delete as appropriate]* been able to provide evidence of (i) claiming area-based schemes or (ii) holding BPS entitlements or (iii) having an active herd or flock in the last five years.

OUR RECORDS HAVE / HAVE NOT* *[delete as appropriate]* BEEN AMENDED BASED ON THE EVIDENCE PROVIDED.

[Delete as appropriate]

- Your business trading status has not been amended and remains DBF. You may apply for a new Farm Business Identification Number. Full details can be found at: [Sustainability at the heart of a living, working, active landscape valued by everyone.](#)

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



[Guide to Identification numbers for Business customers, herds and flocks | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

[FB1 Form | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

[FB3 Form | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

- Your business trading status been amended to ABS (Active Business)
- Your business trading status been amended to DBT (Dormant Business Two Years) - this means that your business has been dormant for at least two years, but less than five years. Please contact us at the number / email below to discuss this change.



Telephone: 0300 200 7848



Email: areabasedschemes@daera-ni.gov.uk

Yours faithfully

(Name)
(Division)

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 7 – DBF: Letter to issue – cannot retain Business ID

Food, Farming and Rural Affairs Group
Area-based Schemes Division



Department of
**Agriculture, Environment
and Rural Affairs**

An Roinn

**Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe**

Department o'

**Fairmin, Environment
an' Kintra Matthers**

www.daera-ni.gov.uk

Address line 1

Address line 2

Address line 3

Address line 4

Address line 5

Insert date on this line

Business ID:

Dear Farm Business

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

Our records indicate that your business has a category 1 business ID and has been dormant for at least five years.

You contacted us as you wished to retain your farm business ID for purposes other than for necessary interactions with the Department, which are keeping livestock and claiming area-based schemes, and which require agricultural activity.

It will be your responsibility to provide the necessary evidence to satisfy the relevant authorities in relation to the issues you have raised. The fact that DAERA has closed a business ID due to no interaction for at least five years does not alter this. Quoting a DAERA business ID where there is no agricultural activity for over five years is unlikely to be accepted as evidence of an operational farm business, irrespective of whether or not DAERA has marked the business ID as closed.

Yours faithfully

***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

(Name)

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



(Division)

Sustainability at the heart of a living, working, active landscape valued by everyone.

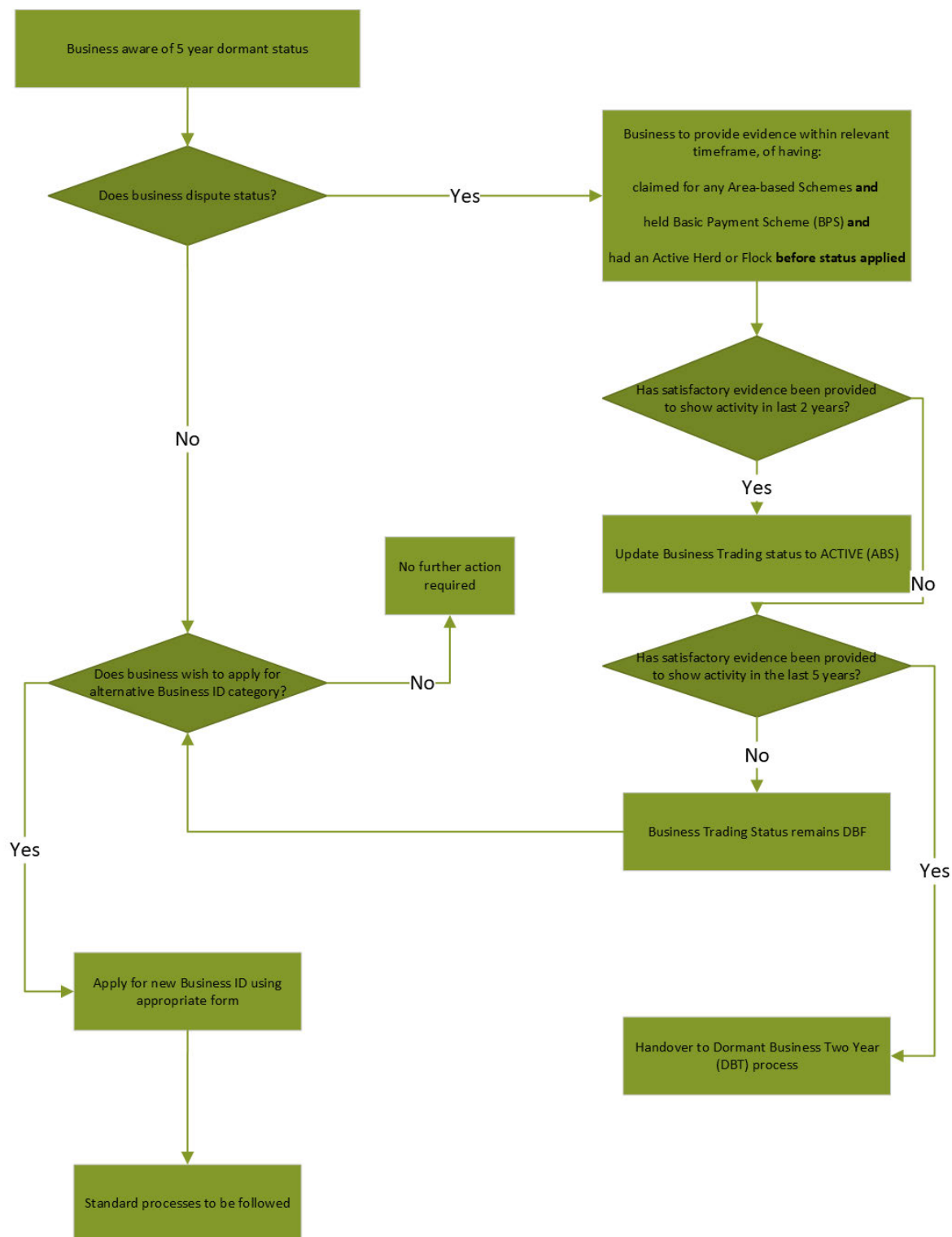
If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



Annex 8 – Flow Chart for Dormant Businesses DBF

N.B. there could be handover to DBT (Annex 5)



Sustainability at the heart of a living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE
We invest in people Standard



Agricultural & Environmental Schemes



Department of
**Agriculture, Environment
and Rural Affairs**

An Roinn

**Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe**

Depairtment o'

**Fairmin, Environment
an' Kintra Matthers**

www.daera-ni.gov.uk

Address line 1 (confirm window position)

Address line 2

Address line 3

Address line 4

Address line 5

XX February 2026

Business ID:

Dear Farm Business,

IMPORTANT INFORMATION ABOUT YOUR FARM BUSINESS

DAERA has carried out an exercise to identify category 1 businesses which have not been active for at least five years and are now considered to be dormant. This means that for at least five years a business has not:

- claimed for any area-based or payment schemes and
- held payment entitlements and
- had an active herd or flock.

OUR RECORDS SHOW THAT YOUR BUSINESS HAS A CATEGORY 1 BUSINESS ID AND HAS BEEN DORMANT FOR AT LEAST FIVE YEARS.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



ACT NOW

If you feel that this decision is incorrect due to your farm business (i) claiming area-based or payment schemes, or (ii) holding payment entitlements or (iii) having an active herd or flock in the last five years, please contact us at:



Telephone: 0300 200 7848



Email: agriculturalandenvironmentalschemes@daera-ni.gov.uk

If you, or any member of your business, wish to commence agricultural activity in the future, you will need to apply for a new farm business ID using the relevant form.

Full details can be found at: [Guide to DAERA Identification Numbers for Business Customers, Animal Group Number \(AGN\) Keepers | Department of Agriculture, Environment and Rural Affairs](#)

Legislative provisions for area-based schemes define a new entrant to agriculture as someone who had no agricultural activity in their own name or at their own risk in the previous five years.

Yours faithfully

[Redacted Signature]

[Redacted Name]

Agricultural & Environmental Schemes

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

INVESTORS IN PEOPLE®
We invest in people Standard



[REDACTED]

From: [REDACTED]
Sent: 16 March 2023 12:04
To: [REDACTED]
Cc: [REDACTED]
Subject: For Information: DAERA Business IDs - Dormant exercise

Hi [REDACTED] and [REDACTED]

I work in DAERA and am writing to make you aware of an exercise that DAERA has completed to identify Business ID for Farms that no longer actively interact with DAERA and have now been marked as Dormant on our systems. Letters have issued to over 16,000 farms to notify them of this.

This exercise identified category 1 businesses which have not been active for at least five years and are now considered to be dormant. This means that for at least five years a business has not:

- claimed for any area-based schemes and
- held basic payment scheme (BPS) entitlements and
- had an active herd or flock.

If any member of the business wishes to commence agricultural activity in the future, they will need to apply for a new farm business ID using the relevant form.

You may wish to share this information with colleagues who consider agriculture use of land in planning applications.

Regards

[REDACTED]

[REDACTED] Area-based Schemes Development Branch | Department of Agriculture, Environment and Rural Affairs | Orchard House |
40 Foyle Street | Londonderry BT48 6AT | [REDACTED]



Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

***Sustainability at the heart of a
living, working, active landscape
valued by everyone.***

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: For Information: DAERA Business IDs - Dormant exercise
Date: 20 March 2023 13:46:00
Attachments: [image001.png](#)

Hi [REDACTED]

I work in DAERA and am writing to make you aware of an exercise that DAERA has completed to identify Business ID for Farms that no longer actively interact with DAERA and have now been marked as Dormant on our systems. Letters have issued to over 16,000 farms to notify them of this.

This exercise identified category 1 businesses which have not been active for at least five years and are now considered to be dormant. This means that for at least five years a business has not:

- claimed for any area-based schemes and
- held basic payment scheme (BPS) entitlements and
- had an active herd or flock.

If any member of the business wishes to commence agricultural activity in the future, they will need to apply for a new farm business ID using the relevant form.

You may wish to share this information with colleagues who consider rates relief based on agricultural activity.

Regards

[REDACTED]

[REDACTED] **Area-based Schemes Development Branch** | Department of Agriculture, Environment and Rural Affairs | Orchard House | 40 Foyle Street | Londonderry BT48 6AT [REDACTED]
[REDACTED]



[REDACTED]

From: [REDACTED]
Sent: 28 January 2019 11:45
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: P1C and DAERA Consultation Response form - amended version ~ December 2018

Great, thanks [REDACTED] – and I take it you will begin to use it now then in responding to planning authorities.

If you do have any information that I refer to below in terms of evidence around the out-workings of this policy over the last 10 years that would also be very helpful. The meeting from 13 December was postponed and will now take place next Friday (8th February).

Many thanks,
[REDACTED]

From: [REDACTED]
Sent: 25 January 2019 16:35
To: [REDACTED]
Cc: [REDACTED]
[REDACTED]
Subject: RE: P1C and DAERA Consultation Response form - amended version ~ December 2018

Yes [REDACTED] and content with this consultation document.

Regards
[REDACTED]

From: [REDACTED]
Sent: 11 January 2019 10:02
To: [REDACTED]
Cc: [REDACTED]
[REDACTED]
Subject: FW: P1C and DAERA Consultation Response form - amended version ~ December 2018

Hi [REDACTED]

Hope you had a good Christmas break.

Just checking if you had a chance to consider below.

Many thanks,
[REDACTED]

From: [REDACTED]

Sent: 04 December 2018 14:30

To: [REDACTED]

Cc: [REDACTED]
[REDACTED]

Subject: P1C and DAERA Consultation Response form - amended version ~ December 2018

Hi [REDACTED]

As discussed, and following the useful meeting in Craigavon, please see attached an updated response form and slight amends to the P1C form. Happy to take your thoughts/ and if [REDACTED] and [REDACTED] want to begin using the amended response form?

As you know, we are now 10 years past the 25 November 2008 and therefore there may soon be a second wave of applications for a dwelling on a farm. We are just trying to take stock of how the policy has been operating/ working and what it has achieved. As an important consultee in this regard it would be very useful if you had any views to contribute. In particular, it would be really useful if you had any data in relation to the number of applications that DAERA had been consulted on in this regard – and possibly the percentage of follow up consultations if available.

We are having a meeting on Thursday 13th Dec PM and so if possible, have any input available it would be great if you could forward before then.

Happy to discuss further.

Kind regards,
[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 21 March 2023 10:20
To: [REDACTED]
Subject: RE: For Information: DAERA Business IDs - Dormant exercise
Attachments: Revised P1C form for CTY10 Dwellings on Farms applications~ December 18.DOCX; P1C DAERA Consultation Response - amended version ~ December 2018.DOCX; [REDACTED]
[REDACTED] RE P1C and DAERA Consultation Response form - amended version ~ December 2018 ~ 28.01.19.MSG

Good morning [REDACTED]

Following on from our telephone conversation yesterday, please find attached the current P1C application form and DAERA consultation response form, as agreed with [REDACTED] back in January 2019 (see attached email for info).

If you need anything further do not hesitate to get in touch.

Best regards,
[REDACTED]

From: [REDACTED]
Sent: 20 March 2023 10:19
To: [REDACTED]
Subject: RE: For Information: DAERA Business IDs - Dormant exercise

Morning [REDACTED]
Please find attached copy of the letter that issued.

Regards
[REDACTED]

From: [REDACTED]
Sent: 16 March 2023 16:58
To: [REDACTED]
Subject: RE: For Information: DAERA Business IDs - Dormant exercise

Hello [REDACTED]

Thank you for your email to [REDACTED] and [REDACTED]
I have been asked to look into this matter with regards to possible implications for regional planning policy and draft a response.
Would it be possible to get a copy of the letter which issued to farm businesses, just for information?

Best regards,
[REDACTED]

[REDACTED]
Regional Planning Policy & Casework | Department for Infrastructure
Room 1-01 | Clarence Court | 12-18 Adelaide Street | Belfast BT2 8GB
[REDACTED] [REDACTED]

Every day connecting people safely, supporting opportunities and creating sustainable living places



From: [REDACTED]
Date: Thursday, 16 Mar 2023, 12:03 pm
To: [REDACTED]
Cc: [REDACTED]
Subject: For Information: DAERA Business IDs - Dormant exercise

Hi [REDACTED] and [REDACTED]

I work in DAERA and am writing to make you aware of an exercise that DAERA has completed to identify Business ID for Farms that no longer actively interact with DAERA and have now been marked as Dormant on our systems. Letters have issued to over 16,000 farms to notify them of this.

This exercise identified category 1 businesses which have not been active for at least five years and are now considered to be dormant. This means that for at least five years a business has not:

- claimed for any area-based schemes and
- held basic payment scheme (BPS) entitlements and
- had an active herd or flock.

If any member of the business wishes to commence agricultural activity in the future, they will need to apply for a new farm business ID using the relevant form.

You may wish to share this information with colleagues who consider agriculture use of land in planning applications.

Regards

[REDACTED]

[REDACTED] **Area-based Schemes Development Branch** | Department of Agriculture, Environment and Rural Affairs | Orchard House |
40 Foyle Street | Londonderry BT48 6AT | [REDACTED]



Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

Sustainability at the heart of a
*living, working, active landscape
valued by everyone.*



Academy House
121A Broughshane Street
BALLYMENA
Co. Antrim, BT43 6HY
Telephone: 028 2566 2800

Consultee Response

- | | | |
|----|---|---|
| 1. | Planning Application Reference Number | <div>LAXX/2018/1234/O</div> |
| 2. | Has the farm business Id identified on Form P1C been in existence for more than 6 years? | <div>Yes ☐ No ☐</div> |
| 3. | What date was the farm business Id allocated? | <div>XX/XX/2018</div> |
| 4. | What category is the farm business Id? | <div>XX</div> |
| 5. | Has the farm business claimed payments through the Basic Payment Scheme or Agri Environment scheme in each of the last 6 years? | <div>Yes ☐ No ☐</div> |
| 6. | If 'No' to the above, which years (if any) out of the last 6, have claims been made? | <div>XX</div> |
| 7. | Is the application site on land for which payments are currently being claimed by the farm business? | <div>Yes ☐ No ☐</div> |

Comments

Checked by

Date

XX/XX/2018

If you have a hearing difficulty you can contact the
Department via the textphone on 028 9052 4420



Form P1C

Official Use

Application No.: _____
Date Received: _____
DAERA ID No.: _____
DAERA Confirmed (date): _____

PLANNING APPLICATION FOR A DWELLING ON A FARM

Please note that when you submit a planning application the information, including plans, maps and drawings, will appear on the Planning Register which is publicly available and, along with other associated documentation (with the exception of personal telephone numbers, email addresses or sensitive personal data), will also be published on the internet on the Public Access site (www.planningni.gov.uk/public-access-info). The Department for Infrastructure and the 11 Councils will process your information in line with the General Data Protection Regulations (GDPR) requirements. A copy of the full Privacy Statement is available at www.infrastructure-ni.gov.uk/dfi-privacy. To request a hard copy, please contact the relevant Data Protection Officer as listed in the statement.

In addition to the information provided on the P1 planning application form, the following information should be submitted when applying for planning permission for a dwelling on a farm under Policy CTY 10 of Planning Policy Statement (PPS) 21: Sustainable Development in the Countryside.

For the purposes of this policy, 'active farming' under CTY 10 of PPS 21 refers to the production, rearing or growing of agricultural products including harvesting, milking, breeding animals and keeping animals for farming purposes, or maintaining the land in good agricultural and environmental condition. This is in line with EU and DAERA legislation.

It is important that you provide sufficient information with your application to allow us to determine it as soon as possible

Applicants should note that there is no requirement under Policy CTY 10 to be a full time farmer or to prove the economic viability of a farm.

What must be demonstrated in terms of the above definition is that the farm business is currently active and has been established for at least 6 years.

An applicant may apply for a house on an active farm even though they are not the owner of the land. **However, they must provide the relevant details of the farm business on this form which should be signed by the owner(s) of the business to confirm the details are correct.**

It must also be noted that planning permission relates to the land and development cannot be carried out without permission from the actual landowner.

Please read policy CTY 10 – Dwellings on Farms fully before completing this form

Please

- **fully complete and send 3 copies of the form.**
- **send 3 copies of 1/2500 location plan showing clearly the site outlined in red**
- **send 3 copies of up-to-date business owned maps to the scale of 1/10,000 showing clearly:**
 - All land owned
 - All land taken in lease/conacre
 - Position of the established group of buildings on the farm;
 - Position of any other farm buildings

(The information provided below will be verified by the Department of Agriculture, Environment and Rural Affairs [DAERA])

Q1.

(a) Name and address of applicant		
(b) Name and address(es) of the owner(s) of the active farm business		
(c) When was this farm business established?		
(d) Do you have a DAERA (formerly DARD) Farm Business Identification Number?	YES	NO
(d) (i) If YES, please enter your DAERA Farm Business Identification Number (this number should begin with a “6”)		
(d) (ii) Enter date of allocation		
(e) Do you submit a claim through the Basic Payment Scheme or Agri Environment scheme to DAERA (formerly DARD)?	YES	NO

THIS SECTION SHOULD BE COMPLETED IN ALL CASES

- Q2. In order to establish the length of time the farm business has been active it will be necessary to provide any other DAERA (formerly DARD) Applicant Reference Numbers and any other evidence in support of your application.**

- Q3. Is there any other relevant information of an active farm business that you wish to submit? If so, please attach or detail below or mark “NOT APPLICABLE”**

Q4. In terms of an active equine business is there any relevant information that you wish to submit? If so, please attach or detail below or mark “NOT APPLICABLE”

Q5. Please provide details of any dwellings or development opportunities sold off from the farm holding within the last 10 years.

Q6. Where the proposal is for an alternative site (in relation to CTY 10 criterion (c)) please provide:

- (1) information to demonstrate that no other site is available; and**
- (2) either (a) demonstrable health and safety reasons or (b) verifiable plans to expand the farm business at the existing building group(s).**

I / we hereby confirm that the information provided in this form is accurate

Signature(s) of applicant: _____

Name (Block Capitals): _____

Date: _____

If the owner of the farm business is different from the applicant please complete the following section:

Signature(s) of Owner: _____

Name (Block Capitals): _____

Date: _____

[REDACTED]

From: [REDACTED]
Sent: 21 March 2023 08:50
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: For Information: DAERA Business IDs - Dormant exercise

Thank you for this important update [REDACTED]. I will pass this on to the relevant valuation teams.

[REDACTED]

[REDACTED]
Director of Rating Policy
Land & Property Services
Department of Finance
Lanyon Plaza
7 Lanyon Place
Belfast, BT1 3LP

Tel: [REDACTED]
Mob: [REDACTED]

Web: www.finance-ni.gov.uk/lps

[LPS Privacy Notice \(finance-ni.gov.uk\)](#)

From: [REDACTED]
Sent: 20 March 2023 13:47
To: [REDACTED]
Cc: [REDACTED]
Subject: For Information: DAERA Business IDs - Dormant exercise

Hi [REDACTED]

I work in DAERA and am writing to make you aware of an exercise that DAERA has completed to identify Business ID for Farms that no longer actively interact with DAERA and have now been marked as Dormant on our systems. Letters have issued to over 16,000 farms to notify them of this.

This exercise identified category 1 businesses which have not been active for at least five years and are now considered to be dormant. This means that for at least five years a business has not:

- claimed for any area-based schemes and
- held basic payment scheme (BPS) entitlements and
- had an active herd or flock.

If any member of the business wishes to commence agricultural activity in the future, they will need to apply for a new farm business ID using the relevant form.

You may wish to share this information with colleagues who consider rates relief based on agricultural activity.

Regards

[Redacted]

[Redacted] **Area-based Schemes Development Branch** | Department of Agriculture, Environment and Rural Affairs | Orchard House |
40 Foyle Street | Londonderry BT48 6AT | [Redacted]



Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

***Sustainability at the heart of a
living, working, active landscape
valued by everyone.***

Project Name: Business Improvement Project

SRO: [REDACTED]

Project Manager: [REDACTED]

Workstream Lead: [REDACTED]

Date of Update: 26/03/24

Time

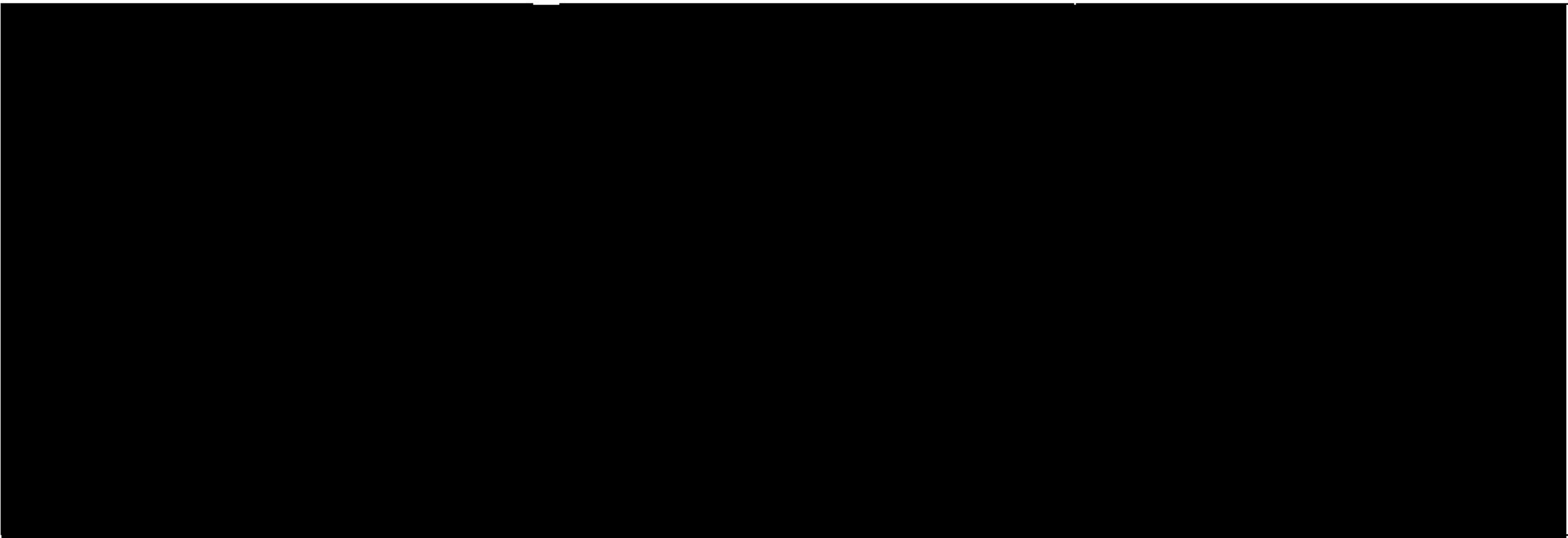
Cost

Risk

Quality

Digital Communications Workstream

Business Case Cover: SM/BIP



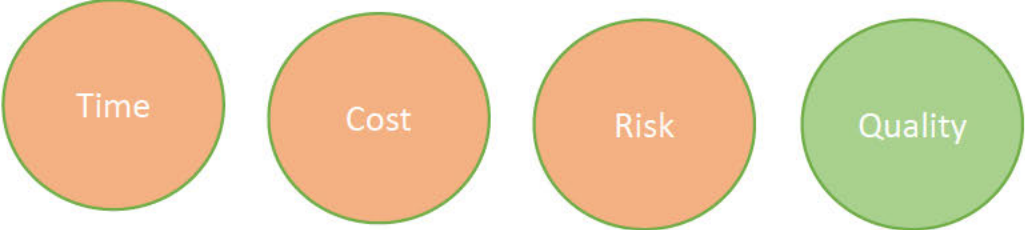
Project Name: Business Improvement Project

SRO: [REDACTED]

Project Manager: [REDACTED]

Workstream Lead: [REDACTED]

Date of Update: 26/03/24



Farm Business Management Workstream Business Case Cover: BIP (tbc)		
[REDACTED]		
<u>Objective 4:</u> To digitise the process to create and close a Farm Business (FB1/FB3) and integrate to the new DAERA Customer Portal for customers and staff;		
[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]
<u>Dormant Exercise 2024</u> Dormant Business Data assessed and letter issued to 470 affected business ID's on 6 th March 2024	<u>Dormant Exercise 2024</u> Deal with queries and complaints from effected customers	

Project Name: Business Improvement Project

SRO: [REDACTED]

Project Manager: [REDACTED]

Workstream Lead: [REDACTED]

Update Prepared 26/03/24

Time

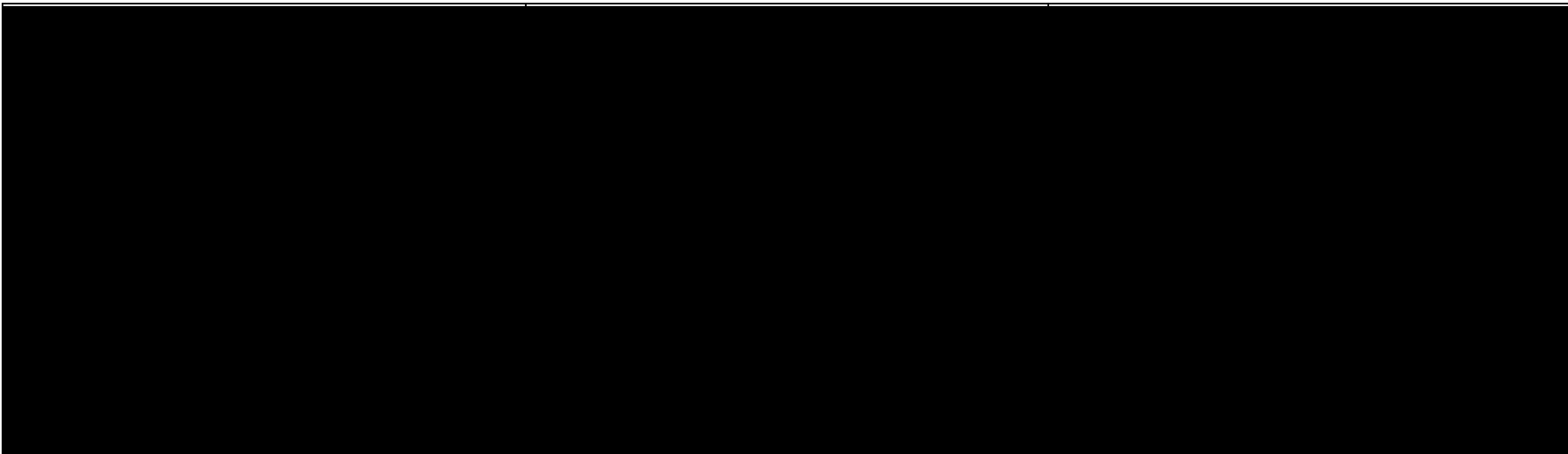
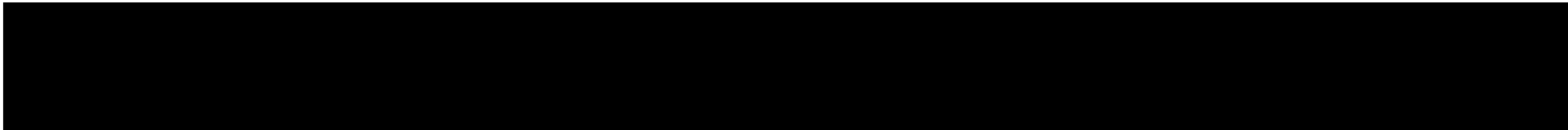
Cost

Risk

Quality

Authorised Person Workstream

Business Case Cover: SVC/BIP (tbc)



Project Name: Business Improvement Project
SRO: [REDACTED]
Project Manager: [REDACTED]
Workstream Lead: [REDACTED]
Date of Update: 20/5/2025

Project Name: Business Improvement Project
SRO: [REDACTED]
Project Manager: [REDACTED]
Workstream Lead: [REDACTED]
Date of Update: 20/5/2025

Project Name: Business Improvement Project
SRO: [REDACTED]
Project Manager: [REDACTED]
Workstream Lead: [REDACTED]
Date of Update: 20/5/2025

Project Name: Business Improvement Project
SRO: [REDACTED]
Project Manager: [REDACTED]
Workstream Lead: [REDACTED]
Date of Update: 20/5/2025

Project Name: Business Improvement Project
SRO: [REDACTED]
Project Manager: [REDACTED]
Workstream Lead: [REDACTED]
Date of Update: 20/5/2025



Time



Cost



Risk



Quality

Digital Communications Workstream Business Case Cover: SVC/CRASD

[REDACTED]

[REDACTED]

Digital Communications Workstream Business Case Cover: SVC/CRASD

[REDACTED]

[REDACTED]

[illegible][illegible][illegible]

Project Name: Business Improvement Project

SRO: [REDACTED]

Project Manager: [REDACTED]

Workstream Lead: [REDACTED]

Date of Update: 20/5/2025



Farm Business Management Workstream Business Case Cover: BIP		
[REDACTED] Objective 4: To digitise the process to create and close a Farm Business (FB1/FB3) and integrate to the new DAERA Customer Portal for customers and staff; [REDACTED]		
[REDACTED] Dormant Exercise • 204 businesses made 5year Dormant. • Letters issued • 205 businesses made 2 year Dormant – no letter required [REDACTED]	[REDACTED] Dormant Exercise • Deal with queries that arise following the letters being issued • Meeting with BI/DSD teams to agree requirements for a Dormant dashboard [REDACTED]	[REDACTED] • [REDACTED] • [REDACTED] [REDACTED]

Update Prepared 20/5/2025

Quality

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

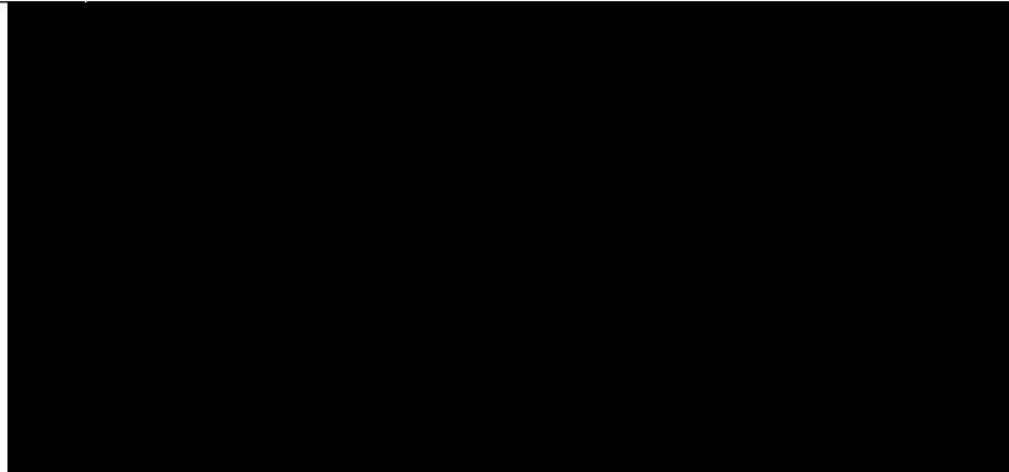
Business Improvement Project
Minutes of Project Board Meeting
Friday 21st April at 12.00 noon
MS Teams

Attendance:

[REDACTED]

Apologies: **None**

1. Welcome and Introduction [REDACTED] (Chair) – Welcomed attendees.	ACTION POINTS Ref
2. Minutes & Action Points [REDACTED] – Minutes from Project Board Meeting 17 January 2023 were issued prior to today's meeting and agreed. [REDACTED] – Action Point 4 remains open to be reviewed as part of the risk register.	
[REDACTED]	



Farm Business Management Workstream

■ – Reported that the Dormant exercise is now complete having identified and flagged 16,000 Dormant Businesses for 2 years and 5 years. Letters issued to Dormant 5 year cases and front line teams and development branch were involved in fielding queries. A positive impact has been the reduction in outstanding exceptions for the from CIS to Party Hub interface by 1000.

■ – Formally thanked all teams involved in this significant exercise.

■ – Confirmed engagement is ongoing with DSD regarding Farm Business management prerequisites and the impacts of CIS interfaces and interactions.

■ – Added workshops will be scheduled with key Stakeholders and Business areas in the near future.

■ – Plans continued engagement with relevant Business areas to finalise bulk upload of requirements for Pet Herds and plan any integrations that need to be mapped out.

■ – Discussed risks and issues regarding the need for a technical solution to replace CIS.

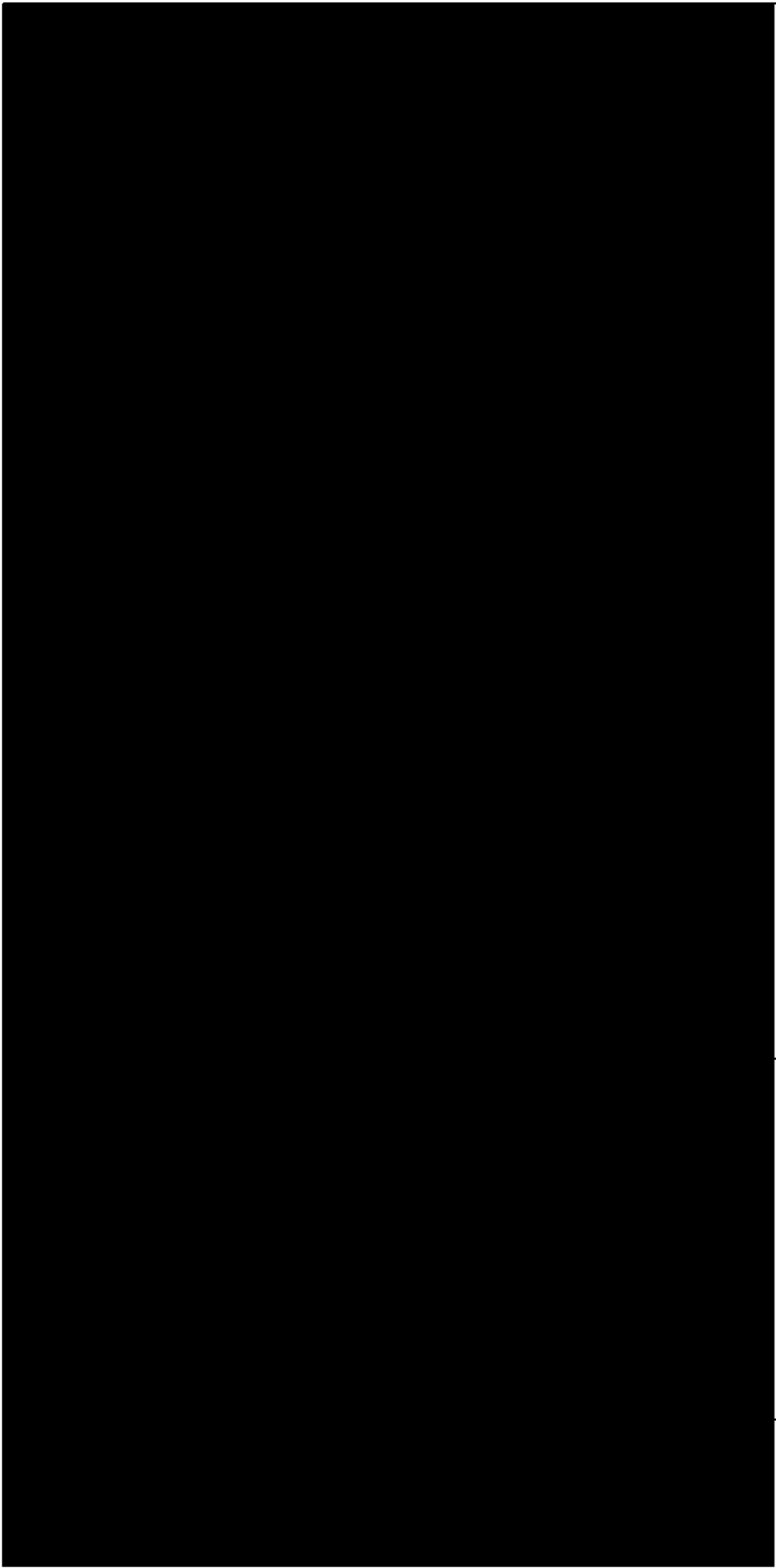
■ – Highlighted the interdependencies between SVC and BIP for the ability to plan and prioritise the DAERA customer portal.

■ – Welcomed ongoing discussions with Portfolio branch regarding Business case position.

■ – Commended all those involved in the Dormant cases work and noted progress on Farm Business side.



AP1



AP2

		AP3
		AP4

Action points carried forward from 17/1/23:

Number	AP	Assigned to	Updated	Date action required/due
1				

Action points 21/4/23:

Number	AP	Assigned to	Updated	Date action required/due
1				
2				
3				
