

## Department of Agriculture, Environment and Rural Affairs (DAERA)

### BUSINESS CHANGE NOTIFICATION

## Basic Payment Scheme (BPS) 2017

Form BC1 should be used to notify us of straightforward changes to your farm business that does not require a transfer of entitlements.

Complete the BC1 in CAPITAL LETTERS and use black ink. Do not use correction fluid. If you make a mistake, initial and date the change(s).

**Before completing the BC1 you are advised to read the 'Guide to Business Changes', particularly where**

- You have nominated an authorised person to act on your behalf.
- An EJO or Bankruptcy Order exists against you. If the order restricts the transfer of assets, including payment entitlements, the business change may be rejected.
- There are outstanding debts/penalties exist against the original business.

It is envisaged that this form will cover the majority, but not all, of the situations likely to occur in Northern Ireland. If you feel that this form does not adequately cover your situation you should contact us on 0300 200 7848 and ask for Business Changes Section in Area-Based Schemes Payment Branch and seek further advice.

**Form BC1 should be used to notify the Department of changes to the farm business, i.e.**

- Contact details of a farm business.
- Legal status of a farm business, for example, from a sole trader to a partnership or from a partnership to a limited company.
- Trading title of a farm business.
- Membership of a farm business (someone joining or leaving the business).
- Contact details for each member of the farm business.

## Form BC1 Business change notification 2017 Basic Payment Scheme

If you are adding members to the farm business these individuals must in person provide to a DAERA Local Office an acceptable form of photographic proof of identity before the change can take effect. The photographic identity will not be retained or copied.

We will accept:

- A UK, Irish or EEA driving license (photographic part)
- A UK, Irish or EU passport
- An Electoral Identity card
- A Translink Senior SmartPass
- A Translink 60+ SmartPass
- A Translink War Disabled SmartPass
- A Translink Blind Person's SmartPass

In cases where a business change notification (BC1) relates to a change in the business (this could be a member leaving or joining) and this is a partnership or multi member business under the same business ID, the entitlements remain unaffected by the business change.

If the farm business is changing its structure, either by merging with another business or splitting into two or more farm businesses then a BC1 is not required. Instead, you need to complete

- **BC3** application for business merger.
- **BC4** application for business scission (split).

You are advised to read the 'Guide to Business Changes' which can be downloaded from the DAERA website at:

<https://www.daera-ni.gov.uk/publications/business-changes-guidance-booklet-2017>

Where a business change results in the setting up of a new farm business, you must submit a **FB1 form** to apply for a new business ID. Form FB1 must be submitted on or before 15 May 2017 if any transfer associated with the business change is to take effect for the 2017 BPS Scheme year.

You will have to be fully separate and independent from any other farm businesses you have an interest in, and you must be able to demonstrate your business meets certain criteria concerning the legal status, economic structure, commercial structure and operational management of the business.

**Form BC1 Business change notification  
2017 Basic Payment Scheme**

Completed BC1 forms should be returned to:

**Department of Agriculture, Environment and Rural Affairs  
Area-Based Schemes Payment Branch  
Business Changes Section  
Orchard House  
40 Foyle Street  
Derry/Londonderry  
BT48 6AT**

The Department will aim to acknowledge receipt of your BC1 within 15 days. We are not responsible for forms which are delayed or lost in the post. If you have not received an acknowledgement letter within 15 days from the date of posting, you should telephone us on 0300 200 7848 and ask for the Business Change section without delay.

**THE BC1 APPLICATION FORM**

This application has eight Parts. You must complete Parts 1 - 3 and thereafter the relevant Parts of the application relevant to the business change.

- Part 1** – Business details
- Part 2** – Change to business details.
- Part 3** – Change to business membership.
- Part 4** – Change of address for existing members only.
- Part 5** – Reason for the business change
- Part 6** – Links with other businesses
- Part 7** – Change to bank account details
- Part 8** – Declarations and warnings

**FOR OFFICE USE ONLY (Member(s) joining)**

**Business ID:**

<b>Title</b>	<b>Forename(s) and Surnames</b>	<b>Type of photographic ID presented</b>	<b>Last two digits of serial number of ID</b>	<b>DARD staff initials &amp; date</b>

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**Part 1 EXISTING BUSINESS DETAILS**

**Before completing this part of the form you should refer to the existing business details if issued with this form.**

**Business ID**

This should be the existing Category 1 Business ID number

**Details**

Business address
Post code
Phone Number
Mobile Number
E-mail
Status of the business (for example, sole proprietor, partnership, company, trust)

**Part 2 CHANGE TO BUSINESS DETAILS**

Give the business details **after** the change

**New Trading Name of the Business**

**Name of the person(s) to whom payment will be made, if this is different from the Business Trading Name.**

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**Details**

Business address
Post code
Phone Number
Mobile Number
E-mail
Status of the business (for example, sole proprietor, partnership, company, trust)

Does your business have a Herd(s)/Flock Yes  No

If yes give Herd/Flock number(s) \_\_\_\_\_

**New Business Status**

Please tick which applies.

Sole trader  Partnership  Limited Company  Trust   
Charity

Other (please specify) \_\_\_\_\_

**Part 3 CHANGE TO BUSINESS MEMBERSHIP**

Please note:

If a sole trader is leaving or retiring from a business and a new member is joining the business, **there must be an overlap of dates**, in which both members are in a partnership.

In addition, **there must be a continuity of farming activities**. We may seek evidence that the change to the business is not being made to create an artificial situation in an attempt to obtain an allocation of entitlements from the Regional Reserve or obtain benefit from the Young Farmers' payment.

Enter membership change(s) in the following table. Each member joining the business must provide an acceptable form of photographic proof of identity.

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Applicant Reference Number	Forename(s) including title e.g. Mr, Mrs, Miss, Dr, etc (for all new members please give address)	Left or Joined (enter either Left or Joined)	Date Of Change
	Forename(s):		
	Surname:		
	Date of Birth ---- -/ ---- - /---- -		
	Address:		
	Telephone:		
	Forename(s):		
	Surname:		
	Date of Birth ---- -/ ---- -/---- -		
	Address:		
	Telephone:		

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Applicant Reference Number	Forename(s) including title e.g. Mr, Mrs, Miss Dr, etc (for all new members please give address)	Left or Joined (enter either Left or Joined)	Date of change
	Forename:		
	Surname:		
	Date of Birth: ---- -/---- -/----		
	Address:		
	Telephone:		
	Forename:		
	Surname:		
	Date of Birth ---- -/---- -/----		
	Address:		
	Telephone:		
	Forename:		
	Surname:		
	Date of Birth ---- -/---- -/----		
	Address:		
	Telephone:		

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**Part 4 CHANGE OF ADDRESS ONLY FOR EXISTING MEMBERS**

Enter the details of change of contact details of any members of the business.

Applicant Reference Number	Forename(s), Surname, Contact Address and Telephone Number	
	Forename(s):	
	Surname:	
	Date of Birth ---- - - - / - - - - - - / - - - - - -	
	Address:	
	Telephone:	
	Forename(s):	
	Surname:	
	Date of Birth ---- - - - / - - - - - - / - - - - - -	
	Address:	
	Telephone:	
	Forename(s):	
	Surname:	
	Date of Birth ---- - - - / - - - - - - / - - - - - -	
	Address:	
	Telephone:	



**Form BC1 Business change notification  
2017 Basic Payment Scheme**

Applicant Reference Number	Forename(s), Surname, Contact Address and Telephone Number	
	Forename(s):	
	Surname:	
	Date of Birth	
	---- -/ ---- - /---- -	
	Address:	
	Telephone:	
	Forename(s):	
	Surname:	
	Date of Birth	
	---- -/ ---- - /---- -	
	Address:	
	Telephone:	

**Form BC1 Business change notification  
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**Part 5 REASON FOR THE BUSINESS CHANGE**

**State the reason for the change to your business details.**

Reason(s) for change: (if change is due to a death of member please enclose death certificate)

In some cases it may be necessary to provide appropriate evidence to support your notification that the change to the business has actually taken place.

**List any evidence you are enclosing with this application.**

**For Limited Companies please provide copy of certificate from Companies House. (List directors at part 3)**

If you do not provide any evidence, we may ask you to do so if we think this is necessary.

Evidence

**Form BC1 Business change notification  
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**Part 6 LINKS WITH OTHER BUSINESSES**

1. Does any member own other land which forms all or part of another farm business?

Yes

No

2. Does any member in your business have any current interest in any other agricultural business (es)

Yes

No

If you have answered **Yes** to either Question 1 or Question 2, please provide details of the business in which you or any of your partners have an interest.

**Details of other businesses in which you have an interest**

Business ID Number	
Business Trading Name	
The person(s) to whom payment is made, if different from Business Trading Name.	
Business Address	
	Postcode

**Part 7 BACS BANK ACCOUNT DETAILS**

Do you need to change the Bank Account that your subsidies are paid into?

Yes  No

If you have ticked yes, the current Bank Account details will be suspended and we will issue a BACS 21 form to you requesting new Bank Account details when the change(s) to the business have been approved.

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**Part 8 DECLARATION AND WARNING**

**DECLARATION**

1. I/We declare that the information given by me/us in this application is true and complete to the best of my/our knowledge and belief.
2. I/We have enclosed all relevant documents relating to this application.
3. I/We have ticked the relevant box re BACS (Bank Account) at part 7.

**Signed**

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**Print Name**

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**Status of person signing:** \_\_\_\_\_  
(e.g.: Sole proprietor, partner, director, trustee, agent)

**Date:** \_\_\_\_\_

**Signed**

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**Print Name**

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**Status of person signing:** \_\_\_\_\_  
(e.g.: Sole proprietor, partner, director, trustee, agent)

**Date:** \_\_\_\_\_

**Form BC1 Business change notification  
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**Signed**

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**Print Name**

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**Status of person signing:** \_\_\_\_\_  
(e.g.: Sole proprietor, partner, director, trustee, agent)

**Date:** \_\_\_\_\_

**If the applicant is unable to sign the form personally the signatory must have Power of Attorney. Evidence of Power of Attorney must be submitted with this form.**

**WARNING**

**Applications for the allocation of payment entitlements under the Basic Payment Scheme will be considered in the context of the provisions of Article 60 of Regulation (EC) 1306/2013 which states:**

*'no advantage provided for under sectoral agricultural legislation shall be granted in favour of a natural or legal person in respect of whom it is established that the conditions required for obtaining such advantages were created artificially, contrary to the objectives of that legislation.'*

In other words, if there is a suspicion that a farmer or a farm business has artificially created the conditions for obtaining payments contrary to the objectives of the Basic Payment Scheme, Greening Payment, Young Farmers Scheme or any other payment scheme then such a claim will be thoroughly investigated.

**If a false statement is knowingly or recklessly made to obtain payment under the Basic Payment Scheme, Greening Payment, Young Farmers' payment or any other payment scheme, the farm business is liable to prosecution. Furthermore a false statement will lead to the loss of the whole claim and recovery of any payment made.**