

Application for DAERA Business Identifier

**You are advised to keep
a copy of this form**

Official Use Only

IMPORTANT NOTES

You should only complete this form if you require a DAERA Business Identifier in order to claim CAP Subsidies. The Department uses the DAERA Business Identifier to manage its obligations in respect of European CAP rules.

If your form is incomplete we will return it to you and this may delay the processing of your application.

We will complete a number of checks in respect of your application. If you are associated with another business you will have to demonstrate that you are separate from that business before we will award you a DAERA Business Identifier.

If you are applying for a DAERA Business Identifier using only conacre land we will not award you a DAERA Business Identifier. If you lease land your lease must be for a minimum of 5 years. If you intend to keep livestock you must contact your local veterinary office for advice on receiving a herd/flock number.

The completed form and all relevant documentation should be returned to your local DAERA Office (addresses of local DAERA offices can be found at the back of this form).

We will issue an acknowledgement within 10 working days of receipt of applications received by post. Where applications are delivered personally to a local DAERA office, an acknowledgement will be issued immediately on request or by post the following day. If you have not received an acknowledgement within 15 working days of posting your form, you should contact your local DAERA office immediately.

If you live in Northern Ireland we will require you to provide valid photographic identification. Please arrange to call at your local DAERA office with your photo ID.

We will assess your application against the four main criteria below to determine if your business is separate from other businesses registered with us.

Legal Status

If a business is to qualify as a separate and distinct entity, it must have a separate legal status. Satisfying this requirement is not in itself sufficient to establish separateness, as the other three criteria also need to be considered.

Economic Structure/Organisation

This relates to the economic control and functioning of the business. Relevant to this is the shareholding or partnership interest or voting rights of the directors, shareholders, partners or individuals (or legal persons) of all those involved in the business; those who benefit from the profits or suffer the losses relating to the businesses; and those who have ultimate responsibility for making the longer term policy decisions that will affect the profitability of the business. How the business is financed (including the nature of any loans and guarantees) and land tenure arrangements may also be considered, including any reliance on, or linkages to, other businesses.

Commercial Arrangements

This relates to commercial structure and concerns the commercial independence of a business. Information which is relevant may include whether the person with day-to-day responsibility for managing the business has discretion to buy and sell, whether there are separate financial accounts and tax status, whether all transactions are carried out at commercial rates, whether there are separate bank accounts and whether the financial transactions through these accounts and all taxation returns are appropriate to the size and nature of the business and clearly linked to its operations.

Operational Arrangements

This relates to the separateness of cropping, stocking, feed, fertiliser, stock housing, machinery, labour, land for grazing, livestock records, farm plans, registration, herd marks, etc. of a business. In particular, any herds/flocks must operate completely independently of any herds/flocks belonging to another business. The scale, nature and frequency of transfers of animals between businesses may be taken into account in making this assessment.

Please provide the business name and contact details for your business. We will contact you using the details you supply in this section. All CAP payments will be made in the business name you supply here.

| | |
|--|---|
| Business Name: | |
| <small>(Trading Name, Main stake holder's name, Charity name, Church Organisation name)</small> | |
| Head of Holding: | |
| Status of Business: Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Charity <input type="checkbox"/> Other <input type="checkbox"/> | |
| Address: | |
| <small>(This is the address to which all correspondence is to be sent)</small> | |
| | |
| | Post Code: |
| Telephone Number: | Mobile Number: |
| <small>(Including STD Code)</small> | |
| E-Mail Address: | |
| Inland Revenue Self Assessment Reference Number | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

Note: You must send with this form confirmation from the Inland Revenue that your business is an agricultural business for tax purposes. If you are unable to provide confirmation from the Inland Revenue at this time you must provide a letter from an independent qualified accountant confirming that the UTR applied for relates to an agricultural business. This must be followed up with confirmation from Inland Revenue as soon as it becomes available. For those who wish to apply for Forest Service schemes only, an Inland Revenue Number and declaration is only required if you declare yourself as an agricultural business. If not then this is not required.

Section 2 – REASON FOR REQUESTING A DAERA BUSINESS IDENTIFIER

1. Please indicate which of the following applies to you.

| | | |
|--|--|---|
| New Farm Business | <input type="checkbox"/> | If you are setting up a separate and independent farm business |
| Inheritance of Farm Business | <input type="checkbox"/> | If you inherited the total value or part of the value of entitlements |
| Splitting a Farm Business | <input type="checkbox"/> | You should ensure that the previous business has also completed form BC4 and submit with this form. |
| Merger of two or more Farm Businesses | | You do not need to complete this form. A BC3 should be completed. |
| Applying for either a Forestry Scheme only; or Rural Development Programme agricultural activity related grant | <input type="checkbox"/> <input type="checkbox"/> | If you are applying for a grant under the Rural Development Programme which is not in respect of an agricultural activity you should request form RD1 to apply for a DAERA Business Identifier. |

2. Please indicate your reason(s) for applying for DAERA Business Identifier – tick all that apply.

- Basic Payment Scheme or ANC Scheme Agri- Environment Scheme
 ANC Scheme To obtain a herd number
 Forest Service Scheme To obtain a flock number
 Other – please state _____

Section 3 – PERSONAL DETAILS OF ALL PROPOSED BUSINESS MEMBERS

List the details of each member of the business. You must include details of each family member whom you wish to register as a member of the business.

If the business is a limited company list the directors as the members you must provide a copy of the Memorandum of Association with this form.

If the business is a partnership you must provide a copy of the partnership agreement with this form.

We will not normally allocate a DAERA business Identifier to anyone under the age of 18. If the business is to include persons under the age of 18 years of age, at least one member of the business must 18 years of age or over.

You should list the **Head of Holding** as Member 1.

The Head of Holding is defined as the person exercising effective and long-term control over the business in terms of decisions related to management, benefits and financial risks

MEMBER 1**HEAD OF HOLDING**

| | |
|--|--|
| Title | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____ |
| Forename(s) in full | |
| Surname | |
| Postal address (If different from section 1) | |
| | |
| | Post Code |
| Telephone Number: (Including STD Code) | |
| Mobile Number: | |
| Date of Birth If under 18 a parent or guardian must complete section 5 | <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| National Insurance Number | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Status in the business (For example owner, partner, director, trustee) | |

MEMBER 2

| | |
|--|--|
| Title | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____ |
| Forename(s) in full | |
| Surname | |
| Postal address (If different from section 1) | |
| | |
| | |
| | Post Code |
| Telephone Number: (Including STD Code) | |
| Mobile Number: | |
| Date of Birth | <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| National Insurance Number | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Status in the business (For example owner, partner, director, trustee) | |

MEMBER 3

| | |
|--|--|
| Title | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____ |
| Forename(s) in full | |
| Surname | |
| Postal address (If different from section 1) | |
| | |
| | |
| | Post Code |
| Telephone Number: (Including STD Code) | |
| Mobile Number: | |
| Date of Birth | <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| National Insurance Number | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Status in the business (For example owner, partner, director, trustee) | |

If there are more than 3 members, use a continuation sheet to list details about the other members.

Section 4 – BUSINESS DETAILS

3. Have you ever been rejected for a DAERA Business Identifier? Yes No

If yes, why was your application rejected?

3a. Have you or any proposed member of this business previously been members of another farm business either here or in England, Scotland or Wales? Yes No

If yes, please detail these businesses and reasons why you (or the proposed member) left or closed these businesses?

Land Details

4. Do you own, lease or take land in conacre? Yes No

You should read the notes below before going to the next question.
If yes, go to question 6. If no, go to question 7.

PURCHASED LAND

If you have **purchased land** you should let us see the title deeds from land registry or send us a letter from your solicitor with the following details:

- Name(s) of owner(s)
- Farm Survey Number and field number(s) purchased
- Date purchase completed

LEASED LAND

If you **leased land** you must provide a copy of your lease agreement with this form. . The lease must be drawn up by a solicitor, be legally binding, be for a minimum of 5 years and contain the following details:

- Name(s) of person(s) involved
- Period of the lease (start date of the lease and end date of the lease)
- Agreed price (annual rent amount and terms of payment)
- Terms of lease (responsibilities of both landlord and tenant)
- Farm Survey Number and field number(s) being leased
- The lease must be signed by the landowner and the tenant(s) and witnessed
- The lease must have the date of signature for all persons signing

Note: Your landlord will not be able to claim Basic Payment Scheme using the land leased to you. If your lease is not for a minimum period of 5 years we may reject your application for a business number.

CONACRE LAND

If you have **taken land in conacre** you must provide details of the landowner and the agreement reached. **Please note we will not award a DAERA Business Identifier if your business has taken conacre land only.**

Where a written agreement exists you must send a copy of the agreement with this form. The agreement should contain the following details:

- Name(s) of person(s) involved
- Period of the conacre agreement (start date and end date of the agreement)
- Farm Survey Number and field number(s) being taken in conacre
- The agreement must be signed by both parties (the landowner and the tenant)
- The agreement must have the date of signature for all persons signing

5. Please give details below of the land your business owns, leases or takes in conacre.

| Farm Survey Number | Field Number(s) | Land Status O = Owned C = Conacre L = Leased | Farm Survey Number | Field Number(s) | Land Status O = Owned C = Conacre L = Leased | |
|---------------------------|------------------------|---|---------------------------|------------------------|---|----|
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| | | | | | | |
| | | Total area owned | | | | ha |
| | | Total area leased | | | | ha |
| | | Total area in conacre | | | | ha |

Stock Details

6. Does your business own/plan to own animals? Yes No

If yes, please give details. Tick all boxes that apply.

| Type of Animal | Does the business own/plan to own? | Number of stock owned/plan to own |
|----------------------------|------------------------------------|-----------------------------------|
| Cattle | <input type="checkbox"/> | |
| Sheep | <input type="checkbox"/> | |
| Pigs | <input type="checkbox"/> | |
| Poultry | <input type="checkbox"/> | |
| Other – please state _____ | <input type="checkbox"/> | |

Accounts

Commission Delegated Regulation 907/2014 requires DAERA to issue all subsidy payments by BACS to a UK bank account from October 2008. From this date BACS will be the only method of payment. Therefore, if you do not provide these details we will be unable to make payments to your business

An Advice Note giving details of the payment made and the account credited will be issued in respect of all BACS transactions.

We will request your bank account details if we award you a DAERA Business Identifier. All businesses should have a separate bank account. If you provide a bank account which has been declared by another business we may remove your DAERA Business Identifier as we would consider that your business is not sufficiently separate to meet the European Rules for CAP subsidies.

- 7 Does your business have a bank account? Yes No
8. Will the proposed new business maintain financial accounts? Yes No

Note: Where you have produced accounts you should submit the latest copy of these with this form. A chartered accountant should audit your accounts and we may request to see your accounts at any time.

Other DAERA Business Interests

If you have previously been involved in another DAERA business, use the facilities of another business, live at the same address as a member of another business or are closely related to a member of another business, you need to declare an interest in that business and provide evidence that your business meets the criteria to be regarded as a separate business. If you do not declare an interest and our checks subsequently reveal that you do have an interest, then your application for a business ID may be rejected.

9. Have you an interest in any other “DAERA related” businesses? Yes No

If no, go to question 14.
If yes, please give details.

| | DAERA Business Identifier | Herd/Flock Number | What is your position in this business (e.g. sole trader, limited or ordinary partnership, limited company director, trust manager etc)? | Who has day-to-day management? Please give names. |
|----------|----------------------------------|--------------------------|---|--|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

10. Do the businesses listed above have separate financial accounts from the business listed at Section 1? Yes No

If No please provide details of how the accounts are completed and which companies are included in the financial statements of the accounts.

11. Are there any financial transactions between the above businesses and the business detailed at Section 1 Yes No

If Yes, please provide details of the transactions.

Note: Financial transactions would include for example commercial transactions (buying and selling of goods), investments or loans, transferring funds.

12. Do any of the above businesses listed at question 11 share machinery, farmyard, farm buildings, Livestock Facilities, farm supplies (feed, fertiliser or agrochemicals), labour or land with the your business detailed at section 1?

Yes No

If yes, please give the DAERA Business Identifiers with whom you share the following.

| Category | DAERA Business Identifier | DAERA Business Identifier | DAERA Business Identifier |
|----------------------|---------------------------|---------------------------|---------------------------|
| Machinery | | | |
| Farmyard | | | |
| Farm Buildings | | | |
| Livestock Facilities | | | |
| Farm Supplies | | | |
| Labour | | | |
| Land | | | |

13. Do any of the above businesses share land, lease land or take land in conacre from the business detailed at Section 1?

Yes No

If yes, please give Business IDs and nature of the arrangement and provide all relevant documentation for example copy of a legally binding lease.

Description as to how your business meets the requirements to be regarded as a separate business.

14. Please describe below how the new business meets the criteria to be regarded as separate from an existing business. You should submit any supporting information with this form and continue on an additional page if necessary. It is in your interests to provide as much detail as possible as the onus is on you to show that you meet the criteria. Otherwise your application may be rejected.

Section 5 – SUPPORTING DOCUMENTS

Please tick if you have included any of the following documents with your application.

- Memorandum of Association
- Partnership Agreement
- Letter from Inland Revenue with details of your Unique Tax Reference Number
- Accountant's letter to confirm that the Unique Tax Reference applied for is for an agricultural business
- Confirmation of land ownership
- Lease Agreement for land you have leased for your business
- Conacre Agreement for land you have taken for your business
- Bank statement/Letter from bank
- Lease Agreement for land leased to other business(es)
- Conacre Agreement for land taken in conacre by other business(es)
- Account information relating to other businesses in which you have an interest
- Details of financial transactions between businesses you have an interest in
- Other – please specify _____

Section 6 – DECLARATION

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 and I/we have enclosed all relevant documents relating to this application.

I/We declare that I/we have not created this business to benefit from subsidies contrary to objectives of any subsidy scheme.

I/we accept that the Department of Agriculture, Environment and Rural Affairs will take action against me/us for false declarations and/or not notifying the Department of any material changes to the information given.

I/We as legal guardian accept responsibility for all members of this business who are under the age of 18 years and will accept responsibility for adhering to the scheme rules of all subsidy schemes to which this business applies.

Member 1

Signature

Date

Name

BLOCK LETTERS

Status*

Member 2

Signature

Date

Name

BLOCK LETTERS

Status*

Member 3

Signature

Date

Name

BLOCK LETTERS

Status*

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.

*** Owner, Partner, Director, Legal Guardian of the Minor listed as a member of the business.**

Data Protection and Freedom of Information

The Department takes data protection and freedom of information issues seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way, which complies with the requirements of the Data Protection Act 1998. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department may also use it for other legitimate purposes in line with the Data Protection Act 1998 and Freedom of Information legislation. These include:

- Administration of the Common Agricultural Policy and other aid schemes;
- The production and safety of food;
- Management of land and other environmental controls;
- Animal health and welfare;
- Occupational health and welfare;
- Compilation of statistics;
- Disclosure to other organisations when required to do so; and
- Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest.

Important

If it is found that your business has been artificially created to benefit from subsidies contrary to objectives of any subsidy scheme now or in the future, we reserve the right to revoke any business number allocated.

Any person who makes a false declaration or fails to notify us of a material change to the information given in this form is liable to prosecution. A false, inaccurate or incomplete statement or failure to notify us of any material change to the information given in this form may result in loss of entitlement and / or recovery of any payments made.

LOCAL DAERA OFFICES

Armagh

A:tek Building
Edenaveys Industrial Estate
Newry Road
Edenaveys
Co. Armagh
BT60 1NF

Coleraine

Crown Buildings
Artillery Road
Millburn
Coleraine
Co. Derry/Londonderry
BT52 2AJ

Dungannon

Crown Buildings
Thomas Street
Drumcoo
Dungannon
Co. Tyrone
BT70 1HR

Magherafelt

Units 36-38
Meadowlane Shopping Centre
Moneymore Road
Town Parks of Magherafelt
Magherafelt
Co. Derry/Londonderry
BT45 5PR

Newtownards

Sketerick House
Jubilee Road
Corporation South
Newtownards
Co. Down
BT23 4YH

Omagh

Sperrin House
Sedan Avenue
Lisnamallard
Omagh
Co. Tyrone
BT79 7AQ

Ballymena

Academy House
121A Broughshane Street
Town Parks
Ballymena
Co. Antrim
BT43 6HY

Downpatrick

Rathkeltair House
Market Street
Demesne of Down Acre
Downpatrick
Co. Down
BT30 6LZ

Enniskillen

Inishkeen House
Killyhevlin
Enniskillen
Co. Fermanagh
BT74 4EJ

Mallusk

Castleton House
15 Trench Road
Grange of Mallusk
Mallusk
Newtownabbey
Co. Antrim
BT36 4TY

Newry

Glenree House
Unit 2
Springhill Road
Carnbane Industrial Estate
Carnbane
Newry
Co. Down
BT35 6EF

Strabane

Government offices
18 Urney Road
Magirr
Strabane
BT82 9BX

DAERA Telephone Number: 0300 200 7848

APPROVAL FOR DAERA TO USE CONTACT DETAILS TO ISSUE GENERAL LITERATURE

As part of our continued drive to improve customer service we propose to use the contact information you have supplied on this form to tell you of latest developments / issues across a range of Agriculture and Rural Development services.

One example of how we will use this information is to issue a monthly DAERA e-newsletter. Typically this contains information on the following areas:

- Current DAERA Schemes
- Implications of legislation i.e. Nitrates Directive
- Environmental Issues
- Veterinary / Animal Health Advice
- Renewable Energy
- Information Technology (ICT)
- DAERA events
- Technical Information, for example
 - New Innovations
 - Estimated Breeding Values (EBVs)
 - Marketing Information
 - Silage Analysis/Costs

We will **automatically** include you to receive such general information via these contact details and if you agree, no further action is required by yourself.

However, should you **not wish** to receive such information then please tick the box below?

| | |
|---|-----------------|
| | Please tick box |
| I do not agree that my contact details may be used for the issue of general DAERA information. | |

If at any time in the future you wish to be removed from our circulation list then please contact your local DAERA office who will arrange this.