

Direct Payment Schemes – 2022 Q&A

Business Changes

Is there a deadline for submitting a Business Change form?

Form BC1 can be submitted at any time. If, however, you are leaving one business to set up a new farm business on your own, Forms BC1 and FB1 (new farm business ID) must be submitted by **16 May 2022**.

Forms BC3 (merger) and BC4 (scission) should be submitted to the Department of Agriculture, Environment and Rural Affairs (DAERA) by **16 May, if the change is to take effect for this scheme year**.

In certain circumstances, DAERA will accept Form BC3 after 16 May (e.g. where DAERA finds that businesses are not separate).

How should I submit my Business Change form?

1. Email

You or your agent can email your electronic BC1 form; BC3 form or BC4 form <https://www.daera-ni.gov.uk/publications/2022-guide-business-change> to areabasedschemes@daera-ni.gov.uk **no later than 16 May**.

2. Post

You or your agent can post your BC1, BC3 or BC4 form to:
Area-based Schemes Payment Branch, 40 Foyle Street,
Derry/Londonderry BT48 6AT no later than 16 May.

3. Single Application (SA) Advisory Service

If you do not have access to email or an agent, contact our Advisory Service on 0300 200 7848.

How will I provide my evidence and supporting documentation in relation to my business change (Form BC1 / BC3 / BC4) application?

Business change forms must be signed by ALL members of multi-member businesses. Evidence and supporting documentation should be submitted along with the relevant form by 16 May.

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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 we need to verify identification, an appointment will be made by your local DAERA Direct Office.

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