



## ORGANIC AID SCHEME

### APPLICATION FORM FOR ORGANIC AID SCHEME (MAINTENANCE) PAYMENTS Scheme Year 2006

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AREA OFFICE STAMP

Date of Receipt: .....

File Ref: .....

Main Farm Code Number: .....

BRN: .....

# NOTES ON COMPLETION

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This application form has 9 sections:

- Section 1** seeks information about the applicant and the agricultural business.
- Section 2** seeks information about participation in other Schemes.
- Section 3** seeks information required to claim Organic Aid Scheme (Maintenance) Payments.
- Section 4** seeks the additional information needed to allow for the calculation of the ranking score for this application.
- Section 5** seeks additional information in connection with your marketing strategy and your environmental plan.
- Section 6** seeks information on the overall stocking density on permanent grassland.
- Section 7** seeks information on the Environmental Inventory for maintenance payments.
- Section 8** land ownership and control.
- Section 9** declaration for signature by applicant.

- Before completing this form you should read the Scheme's Explanatory Booklet (OAS1).
- If you are **acquiring land that is to come under your management** and is currently in the Organic Aid Scheme, you should instead complete a Successors Application Form (OAS6).
- If you have any problems with the completion of this form, please contact your local SEERAD Area Office. The addresses and telephone numbers are given in the Explanatory Booklet (OAS1).
- When you have completed this form, you should return it together with your current certificate of organic registration with an approved Private Inspection Body to your local SEERAD Area Office, these must be submitted by 30 April 2006.
- You must also **enclose two maps**. One detailing the land to be included for maintenance payments **and** a descriptive map detailing the habitats and features covered by the Environmental Inventory on your holding **which are required to be maintained**.
- Please write clearly in **BLACK INK** and **BLOCK LETTERS**.

# IMPORTANT NOTICE

## START DATE

- If land in this application is currently in an OAS agreement, the start date for this maintenance application will be the day after your current agreement ends or 1 September 2006, whichever is the later.
- If the land in this application is not currently, or has never been in an OAS agreement, the application start date must be entered as **1 September 2006**.
- You must have at least one parcel of land in the application eligible for payment in Year 1. To be eligible the parcel must have achieved full organic status and not be receiving payment under a previous OAS Agreement.

Please declare your start date below.

Start Date:

## MEMBERSHIP OF AN APPROVED PRIVATE INSPECTION BODY

Is the land in this application organically certified with an approved Private Inspection Body?

YES

NO

If YES, what is the Private Inspection Body name

**IF THE LAND IN THIS APPLICATION IS NOT ORGANICALLY CERTIFIED WITH AN APPROVED PRIVATE INSPECTION BODY IT IS INELIGIBLE FOR THE ORGANIC AID SCHEME (MAINTENANCE).**

**MEMBERSHIP OF AN APPROVED PRIVATE INSPECTION BODY MUST BE CONTINUOUS AND CURRENT FOR THE DURATION OF YOUR OAS MAINTENANCE AGREEMENT.**

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Start Date Approved

Yes No

# SECTION 1 – DETAILS OF APPLICANT(S) AND AGRICULTURAL BUSINESS

(Questions 1.11 to 1.16 apply only to Common Grazings Committees)

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1.1 Main Farm Code

1.2 Business Name of Applicant

1.3 Business Address

Post Code

Tel No:

Contact Name (if different from above)

1.4 Name of farm(s), croft(s) or common grazings to which application relates

1.5 Farm Code of farm(s) croft(s) or common grazings to which application relates

1.6 If you are a tenant have you notified your landlord of your intention to join using Form OAS 5? (see guidance) Yes  No  N/A

1.7 Status of applicant (eg owner/occupier, tenant; or other please specify)

1.8 Area of Organic Production Unit covered by this application

1.9 Is the business registered for VAT? Yes  No

1.10 Main Enterprise of farm(s), crofts(s) or common grazing (e.g. cereals, sheep beef or dairy).

## Common Grazings Committees Only:

1.11 Has the Committee notified all relevant crofters of the intention to join the scheme? Yes  No

1.12 Have you supplied written evidence? Yes  No

1.13 Have any of the relevant shareholders objected to participation in the scheme? Yes  No

1.14 Have you supplied written evidence? Yes  No

1.15 Have any representations been made to the Crofters Commission in relation to this application? Yes  No

1.16 Have you provided written evidence that the Commission has given its approval? Yes  No

**Written evidence supporting your response to 1.11 and 1.13 must accompany this application. If you have answered YES to question 1.15 written evidence that the Commission has given its approval to the proposals must also accompany this application.**

## SECTION 2 – PARTICIPATION IN OTHER SCHEMES

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2.1 Is the IACS Business involved in one or more of the following Schemes\*?

Environmentally Sensitive Area

Yes

No

Habitats Scheme

Yes

No

Countryside Premium Scheme

Yes

No

Farm Woodland Premium Scheme (or FWS)

Yes

No

SFGS: Farmland Premium

Yes

No

Rural Stewardship Scheme

Yes

No

Any other environmental scheme?  
(e.g. SNH, Local Authority, Forestry Commission)

Yes

No

Name of Scheme (if other)

2.2 Do you have, or are you negotiating, a conservation or management agreement with Scottish Natural Heritage

Yes

No

2.3 Have you supplied details of the conservation or management agreement with SNH?

Yes

No

N/A

2.4 Does any of the land to be entered into the OAS contain a Scheduled Ancient Monument or is any land part of an SSSI or Natura 2000 designation?

Yes

No

2.5 Have you supplied written consent as required?

Yes

No

N/A

If you have answered YES to Questions 2.2 and/or 2.4 and you are proposing new works or management on these sites, you must obtain prior written consent from SNH or Historic Scotland respectively. A copy of the consent MUST accompany this application.

**\*If you are involved in one or more of the schemes above please see paragraph 25 of the OAS Explanatory Booklet (OAS 1) for further guidance.**



# SECTION 4 – Information to allow calculation of the ranking score and the selection of applications

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## ORGANIC AID SCHEME (MAINTENANCE): SELECTION OF APPLICATIONS – RANKING SCORE SHEET

For each question, a points score is indicated in brackets. Once the threshold ranking score is announced by Scottish Ministers, you will be able to judge whether or not your application is likely to be accepted into the Scheme. It may be necessary for Scottish Ministers to re-assess the ranking score following inspection by SEERAD inspectors, or that of your Private Inspection Body.

Please enter the appropriate number of points against each question in the points column

### LAND TYPE/USAGE

		POINTS
4.1	What percentage of the total land on the unit covered by the application was under an arable crop, seed or ware potatoes, harvested in the season prior to submission of application?	
	a) Over 25%	YES (10)/NO (0) <input type="text"/>
	b) between 24.99% and 5%	YES (7)/NO (0) <input type="text"/>
	c) between 4.99% and 1%	YES (5)/NO (0) <input type="text"/>
	d) less than 1%	YES (0) <input type="text"/>
4.2	What percentage of the total land on the unit covered by the application is in a horticultural crop grown for human consumption and harvested in the season prior to submission of application?	
	a) 50% or more?	YES(15)/NO(0) <input type="text"/>
	b) between 49.99% and 10%	YES(10)/NO(0) <input type="text"/>
	c) between 9.99% and 0.5%	YES(5)/NO(0) <input type="text"/>
	d) less than 0.5%	YES(0) <input type="text"/>

### LIVESTOCK

4.3	Are you finishing organic livestock on your unit?	
	a) at least 50% of your home bred organic livestock	YES(10)/NO(0) <input type="text"/>
	b) organic livestock from another organic producer	YES(10)/NO(0) <input type="text"/>

Points c/f

Points b/f

**MARKETING**

4.4 Are you developing/do you have a marketing strategy for your organic produce by implementing the Marketing Activity Sequence (“Guide to the Marketing of Organic Food”)?

YES(15)/NO(0)

If YES, please enter your details at Section 5A:

4.5 What percentage of the total sales value of your produce has been sold organically in the last financial year?

70% or more	YES (20)/NO (0)	<input type="text"/>
50% to 69.99%	YES (15)/NO (0)	<input type="text"/>
30% to 49.99%	YES (10)/NO (0)	<input type="text"/>
10% to 29.99%	YES (5)/NO (0)	<input type="text"/>
0% to 9.99%	YES (0)	<input type="text"/>

4.6 In relation to improving the marketing of your organic produce, have you established any capital works on your farm or links with other businesses (eg. facilities for storage, grading, packing, processing)?

YES (10)/NO (0)

If YES, please provide details below:

**ENVIRONMENT**

4.7 Has an environmental/conservation plan covering the whole of your unit, been prepared and implemented?

YES(20)/NO(0)

If YES, please enter your details at Section 5B:

4.8 a) Do you have a Waste Management Plan for your holding which has been prepared to a professional standard?

YES(10)/NO(0)

b) If you are not implementing a Waste Management Plan are you operating your unit in accordance with the 4 Point Plan?

YES(5)/NO(0)

4.9 Do you currently practise Nutrient Budgeting on your unit?

YES(5)/NO(0)

Points c/f

Points b/f

**GENERAL**

4.10 Have you, or any of your staff, attended seminars or other organised training in organic farming systems?

YES(10)/NO(0)

If YES, please provide details below (event/course name, organiser & date):

**SCORE SUMMARY**

Application ranking score total:

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Applicants Total Ranking Score

Approved Ranking Score

Signature:

Date:

## SECTION 5A – STRATEGIC MARKETING PLAN

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This section should be completed in conjunction with question 4.4 and is mandatory in order to attain the 15 ranking points on offer at this question. Please read “A guide to marketing of Organic Food” by SAC for further information. Your marketing plan is a statement of your intention to achieve a specific result and how you intend to do this.

### 5.1 Marketing Objectives

Please state in the box below what you are trying to achieve by producing your product organically.

### 5.2 Marketing Strategy

Please state in the box below your strategy in marketing your product.

### 5.3 Target Market

Define and describe your target organic market. List the specific market outlets/processors which you are supplying and those that you have identified for further market opportunities.

### 5.4 Other markets/products being considered

Please detail any other markets you have identified for your product.

## SECTION 5B – ENVIRONMENTAL PLAN

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**This section should be completed in conjunction with question 4.7 and is mandatory in order to attain the 20 ranking points on offer at this question.**

**It is not a condition of this scheme to have your environmental plan prepared professionally. All applications will be assessed on their own merit.**

5.5 List the improvements to habitats and the environment which you have made on your unit over the last five years.

5.6 List the improvements to habitats and the environment which you plan to make on your unit over the next five years.

5.7 What advice have you had in the past about the conservation potential of the land in question?

5.8 Do you intend to take any further advice? If so, from whom?

5.9 In your own words, tell us what your environmental ambitions are for the land in the application. Has this changed since entering the land into organic conversion?

## SECTION 6 – MANAGEMENT OF PERMANENT GRASSLAND

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- 6.1 Area (in hectares) of permanent grassland on the farm/croft.
- 6.2 Average annual number of livestock units maintained on the farm/croft at present.
- 6.3 Average annual number of livestock units apportioned to the permanent grassland at present.
- 6.4 Overall annual stocking density on permanent grassland (divide 6.3 by 6.1) above.

### NOTES ON CALCULATION OF STOCKING DENSITY

The number of livestock units should be calculated using the following table:

<b>Class of Stock</b>	<b>Livestock Units (per head)</b>
Ewes** (including suckling lambs)	0.15
Other Sheep	0.15
Goats	0.15
Cows (including suckling calves)	1.00
Other Cattle (6-24 months)	0.60
Other Cattle (24 months and over)	1.00
<b>FARMED DEER</b>	
Adult Stags (27 months and over)	0.40
Hinds, including suckling calves (27 months and over)	0.30
Juveniles (6 to 27 months)	0.20
Aplacas	0.30

\*\* Female sheep at least one year old

All livestock in the above categories and maintained on the area in question, including heifers and other stock, should be included in the calculation. The stocking density is arrived at by dividing the total number of livestock units by the area (in hectares).

## SECTION 7 – ENVIRONMENTAL INVENTORY

Please read the following section carefully.

The Environmental Inventory must be enclosed with your OAS (Maintenance) application.

The Environmental Inventory is, in effect, an inventory of all the wildlife habitats and features on your unit and an assessment of their current conservation interest. Please see Appendix 5 of the Explanatory Booklet (OAS1) for more information on how to complete this section.

- 7.1 You must **enclose** a descriptive map detailing the habitats and features on your holding. This forms a list of the habitats and features on your holding. The habitats and features to be detailed on the descriptive map are:
- i) moorland;
  - ii) unimproved grassland, species rich grassland, coastal and lowland heath;
  - iii) wetland and lowland raised bog;
  - iv) watercourses;
  - v) native or semi natural woodlands;
  - vi) hedgerows;
  - vii) drystone dykes;
  - viii) Historic Archaeological Sites.

All of the habitats and features listed above which occur on your holding should be clearly identified on the Descriptive map which must accompany the completed inventory.

**In addition to adhering to the standards of Good Farming Practice (See Appendix 3 of the Explanatory Booklet (OAS1)) you must adhere to the conditions as described below which will be applied to your holding and the habitats and features on your holding should you be approved to receive maintenance payments:**

- 7.2 Avoid carrying out field operations, such as harrowing and rolling, on species rich grassland or rough grazings during the nesting season.
- 7.3 Avoid cultivating within one metre of any boundary feature, such as fences, hedges and walls.
- 7.4 On rough grazings, unimproved grassland, reverted improved grassland, machair and dune grassland, wetlands, water margins, and native amenity or semi natural woodlands, you must avoid damaging the conservation interest by not undertaking new drainage works, ploughing, clearing, levelling, reseeding or cultivating and ensure that livestock are managed to avoid poaching.
- 7.5 You must ensure that any injurious weeds to which the Weeds Act 1959 applies are controlled to prevent their spread and avoid the risk of damage to the conservation interest of any habitat or feature on the unit.
- 7.6 You must ensure that any muirburn shall be carried out in accordance with the guidance approved by Scottish Ministers. A copy of the guidance is available from your local SEERAD Area Office.
- 5.7 You must avoid damaging or destroying any features or areas of historic or archaeological interest and follow Scottish Minister's guidance of such features or areas.

## SECTION 8 – LAND OWNERSHIP AND CONTROL

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To be completed for all applications, where the tenancy agreement or management contract has less than 5 years to run. Questions 2 and 3 of Section 8 of the application form should be completed by the person who will take over your responsibilities if you stop having control over the land. These options cannot be taken on seasonal let land, or lets of 364 days or less.

- 1.** Are you the owner, tenant, or contractual licensee with management control of all the land covered by this application and can you guarantee that you have legal possession over the land for the entire length of the agreement? Yes  No

If **Yes** go to section 9.

If **No** you must make a joint application with the person or persons who will take over your responsibilities if you cease to have control over part/all of the land. These people will need to complete question 2. Please note that the entire area of the holding must be covered by such an undertaking. You must also complete section 9.

- 2.** Enter landlord/principal tenants details:

Main Farm Code

			/				
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Business Name

(enter name of company or partnership if appropriate)

Correspondence Address

Postcode

- 3.** Declarations and undertakings to be completed by the landlord/principal tenants

**\*I/We declare that:**

- \*I/We have read and understood the Organic Aid Scheme (OAS) explanatory booklet (OAS1) and the information provided by the applicant named in page 4 of this form.
- I am/we are the outright owner (or for crofting land the principal tenant) of all/part of the land in this application.
- In the event that the applicant named in page 4 ceases to have management control over the relevant land (the land over which I/we will undertake management control), I/we will have control over the relevant land for the remainder of the 5 year agreement.

**I/we undertake:**

- In the event that the applicant named in page 4 ceases to have control over the relevant land (the land over which I/we will undertake management control) in the application at any time before the completion of the full term of any agreement resulting from this application (N.B. this will be a minimum of 5 years, but can be up to 9 years if phased in land is included), I/we will from the date of such cessation ensure that the obligations detailed in the OAS explanatory booklet are properly fulfilled until the expiry date of that agreement.
- I/We will complete and send to SEERAD a successor application form within 3 months of the cessation of the tenancy/licence.

Signature	Name (BLOCK LETTERS)	Status*																		
Please enter your Agent Identification Number (if submitted by an agent)		Date																		
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D	D	/	M	M	/	Y	Y	Y	Y											

If this form is to be submitted by an agent, the agent must obtain the applicant's authority before the form is submitted. A form (AA1) is available for this purpose and can be obtained from any SEERAD Area Office.

\* If the claimant is a limited company (or other corporate body) the claim must be signed by a director, the company secretary or another duly authorised officer. Enter the position held here. The signatory should sign in his or her own name and not the name of the business, or a partnership name.

## SECTION 9 – DECLARATION

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**If there is anything about this Scheme which you do not understand, please contact your local SEERAD Area Office before signing this declaration.**

\*I/We declare that (*\*please delete as appropriate*)

- \*I/We have read and understood the contents of the Scheme’s Explanatory Booklet (OAS1) and the questions contained in this application form.
- \*I/We agree to abide by the rules of the Scheme as set out in the Explanatory Booklet for the duration of \*my/our time in the Scheme.
- \*I/We agree to abide by the Standards of Good Farming Practice and the conditions that apply to habitats and features described in the Environmental Inventory, as set out in the Scheme’s Explanatory Booklet for the duration of \*my/our time in the Scheme.
- \*I/We understand that if this application is approved, \*I/We \*am/are required to allow officials, authorised by Scottish Ministers access to \*my/our land.
- \*I/We enclose a current certificate of organic registration.
- \*I/We have enclosed a map detailing the area of land to be included for OAS (Maintenance) and a descriptive map detailing the habitats and features covered on \*my/our holding.
- \*I/We understand that from the date of entry into the Scheme and until final payment is received, we must remain at all times a member of an approved Private Inspection Body and comply with Compendium of UK Organic Standards.
- The data \*I/we have provided in the application form is subject to the provisions of the Freedom of Information Act (Scotland) 2002 and the Data Protection Act 1998. Please refer to “Release of Subsidy and Recipient Information” paragraphs in the Explanatory Booklet (OAS1) for information on the purposes for which we will use the data.
- The answers given in this form are correct and \*I/we accept full responsibility for them.
- \*I/We wish to enter the Organic Aid Scheme with effect from 1 September 2006 or day after conversion agreement end date whichever is the later.
- Organic Standards may change.

*If an agent (including a farm manager or land agent) has completed the whole or any part of this form please submit evidence, along with the form, to confirm authorisation to do so (i.e. appointment letter, extract from Board meeting etc), Where such evidence is not available the participant must be the signatory.*

Signature

Date

BLOCK CAPITALS

Status

### **WARNING – PLEASE READ CAREFULLY**

If your application is accepted you will enter a binding contract with Scottish Ministers. Any false or misleading statement that you make, or any steps that you take which prejudice the agreement at any stage, may result in the termination of the contract or the withholding or recovery of payments made to you. In addition, you may be liable to a penalty of up to 10% of the total reimbursable aid you were due to receive and may also be excluded from any other schemes under the agri-environment programme and be barred from submitting any new application within the following 2 years. If you obtain, or try to obtain payments or other advantages dishonestly, you may also be prosecuted.