

31 March 2008

Dear Applicant,

Land Managers Options (LMO) 2008

1. Please find enclosed the LMO Notes for Guidance LMO(1). You should have received a guidance leaflet and application form in your IACS pack which refer to this booklet.

All future amendments to this guidance and future guidance will be published on the Scottish Government Website at <http://www.scotland.gov.uk/Topics/Rural/SRDP/Land-Managers-Options>

What you must do if you wish to apply for LMO or have LMCMS continuing commitments.

2. You **must** submit a completed LMO application form to your SGRPID Area Office by **15 May 2008** if you wish to claim new LMO options or if you have continuing LMCMS commitments. Please note that you must also complete and submit a Single Application Form (IACS (2)). Applicants from outwith Scotland should note that applications are based on the land you have in Scotland only and you should submit your LMO application to our Galashiels Area Office:

SGRPID
Cotsgreen Road
Tweedbank
Galashiels
TD1 3SG

Phone: 01896 892400
Fax: 01896 892424

sgrpид.galashiels@scotland.gsi.gov.uk

Disclosure of Information

3. The Scottish Government is bound by the terms of the Data Protection Act 1998, the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. It is the policy of the Scottish Government to release information about the amounts of subsidy and the recipients of SAF schemes including the Single Farm Payments Scheme and the schemes under the Scotland Rural Development Programme. We will process personal data we receive in line with the Data Protection Act 1998. For the Land Managers Options, this means that we will release information on the number of options for which you have applied for aid and the amount of subsidy received. The information will also include your name and the geographic location.



Resolving Queries

4. If you need agricultural or environmental advice, you can contact a professional adviser. If you have a question about the information in this pack, or need to clarify the scheme rules, please contact your SGRPID Area Office (see the address list in Annex B of the LMO(1) Booklet). If you have any mapping questions, please contact our Field Identification System Helpline on **0131-244-1938**. Lines are open from 9.00am to 5.00pm Monday to Thursday, and 9.00am to 4.30pm on Fridays; an answer service is available outside these hours.

You may wish to deliver your LMO application form and any other necessary documents by hand or use recorded delivery post.

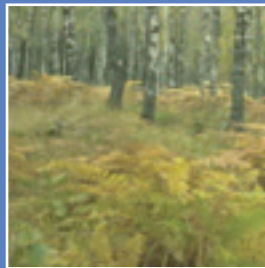
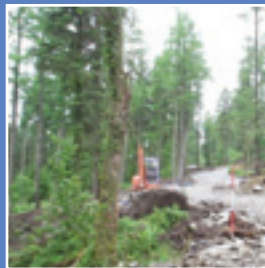
Yours sincerely



WN Denholm



Notes for Guidance



Notes for Guidance

LMO1



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Land Managers Options Guidance 2008

NOTES FOR GUIDANCE

- These notes cover the Land Managers Option (LMO). Please read them carefully so you understand the scheme requirements.
- Contact your SGRPID Area Office if you need more information. Our staff can only give you general guidance, not specific business advice. If in doubt, ask a professional adviser for help.
- Further guidance and updates will be found on the Scottish Government website <http://www.scotland.gov.uk/topics/rural/srdp/land-managers-options>
For example details of penalties and publicity requirements.
- We have written this booklet carefully and relying on the information we have received. It is not a complete statement of the law. For this, refer to the relevant EU and Scottish laws.

List of acronyms used in this booklet

BAP	Biodiversity Action Plan
BRN	Business Reference Number
CCAGS	Crofting Counties Agricultural Grants Scheme
COSHH	Control of Substances Hazardous to Health Regulations
CPH	County Parish Holding Number
CPS	Countryside Premium Scheme
ECS	Energy Crops Scheme
ESA	Environmentally Sensitive Areas
FCS	Forestry Commission Scotland
FID	Field identifier
GAEC	Good Agricultural and Environmental Condition
GFP	Good farming practice
HGV	Heavy goods vehicle
IACS	Integrated Administration and Control System
Lantra	The sectors skill council for environmental and land-based sector
LFASS	Less Favoured Area Support Scheme
LMCMS	Land Management Contract Menu Scheme
LMO	Land Managers Options
NFUS	National Farmers Union Scotland
NVZ	Nitrate vulnerable zone
OAS	Organic Aid Scheme
PCP	Protein crop premium
RDC	Rural Development Contracts
RSS	Rural Stewardship Scheme
SAF	IACS Single Application Form
SGRPID	Scottish Government Rural Payments and Inspection Directorate
SEPA	Scottish Environment Protection Agency
SFGS	Scottish Forestry Grant Scheme
SFPS	Single Farm Payment Scheme
SMC	Scheduled Monument Consent
SMR	Statutory Management Requirements
SNH	Scottish Natural Heritage
SRDP	Scotland Rural Development Programme
SSSI	Site of Special Scientific Interest
VAT	Value Added Tax
WGS	Woodland Grant Scheme

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SECTION I – Rural Development Contracts (Land Managers Options) (LMOs)

I Introduction

Rural Development Contracts Land Managers Options (LMO) are being introduced under the 2007-13 Scotland Rural Development Programme (SRDP). The aims of the SRDP are to increase competitiveness in agriculture and forestry, improve the environment and the countryside and enhance the quality of life in rural areas. LMO provide support for the provision of economic, social and environmental improvements across Scotland.

Land Managers Options are similar to the Land Management Contract Menu Scheme (LMCMS) introduced in 2005. If you have continuing commitments under LMCMS you must continue to follow the relevant guidance issued in 2005 and 2006. You must also continue to comply with Good Farming Practice. The LMCMS was a pilot scheme. Based on its successful uptake, LMO have been included in the new SRDP. It will continue to be a non-competitive scheme.

All future amendments to this guidance will be published on the Scottish Government Website.
<http://www.scotland.gov.uk/Topics/Rural/SRDP/Land-Managers-Options>

Who can apply

Any land managers with land in Scotland can apply. You must

- be registered with the Integrated Administration and Control System (IACS)
- have a business reference number (BRN). If you do not already have a BRN you can apply for one through your Scottish Government Rural Payments and Inspections Directorate (SGRPID) Area Office.

For the land based options you must own or hold the land under a secure tenancy agreement or contractual licence for at least 5 continuous years or, if the tenancy or contractual licence has less than 5 years to run, the landlord must complete and sign the declaration in the LMO (2) application form. Land based options cannot be undertaken on seasonal let land i.e. 364 days or less.

You do not have to take part in the Single Farm Payment Scheme (SFPS) or any other IACS scheme (for example Energy Crops Scheme) to apply for LMO funds.

Only land in Scotland is eligible.

Check list – key dates

15 May	This is the last date for submission of applications and the first date of your commitment. No approvals are issued under the LMO.
15 May	This is the date by which moorland grazing plans must be in place.
1 June – 31 August inclusive	This is the minimum period for summer grazing cattle.
31 August	In year one of your Improving Access agreement, this is the date your map must be submitted to your SGRPID Area Office and to the Local Access Officer.
1 August – 31 March inclusive	Cutting period for the Improvement of Rush Pasture
1 December – 1 March inclusive	Period for cutting back and trimming hedges

Following Year

15 May	Confirmation of 5 year continuing commitments by submitting an LMO application.
16 May	Payments can start from this date.
31 August	This is the last date for submission for LMO claims.

When and how do I apply

The scheme year for Land Managers Options runs from 15 May – 14 May of the following year.

To apply you must

- fill in a LMO application form LMO (2)
- fill in an IACS Single Application Form (SAF)
- submit both these forms to your SGRPID Area Office by 15 May

Your application form is a contract to undertake the options that you selected. You will receive an acknowledgement letter but there is no approvals process so no approval letter will be issued. We do **not** accept late Land Managers Options applications therefore applications received after the 15 May will be rejected.

Section 1-2 Gives guidance on how to fill in your LMO application form. For guidance on completing the IACS Single Application Form (SAF) see the IACS Notes for Guidance (IACSI and 1a). You can get extra copies of the application form from SGRPID Area Offices or the Scottish Government website (<http://www.scotland.gov.uk/Topics/Rural/SRD/PL/Land-Managers-Options>)

- You can complete your application electronically through Rural Payments online. www.ruralpaymentsonline.com
- You must submit a SAF as confirmation of the land you are applying for to enable us to confirm your allowance.
- Your maximum allowance is based on the land in Scotland declared on your SAF.
- We may pass information to other parts of the Scottish Government so they can monitor and evaluate the Scheme.
- Your application is your contract to undertake the options that you apply for. We will not send you an approval letter. It is your responsibility to meet the obligations on your application.
- An IACS business can submit only one application each year.

Calculating your allowance

You have a maximum yearly allowance based on the land in Scotland which is an integral part of your business and declared in your Single Application Form (SAF). This is the total area of land declared on your SAF Field Data Sheets and your share of any common grazing land (which will initially be based on your previous years allocation unless you tell us otherwise).

The allowance limits the funding available under LMCMS and LMO.

We will check these areas and adjust your allowance where necessary when the area is finalised.

You can work out your own maximum allowance using the following rates.

- £75 a hectare for your first 10 hectares;
- £30 a hectare for your next 90 hectares;
- £1 a hectare for your next 900 hectares;
- 10p a hectare for any hectares over 1000.

You can choose LMO options up to the amount of your allowance less the funding you have committed under LMCMS. If you choose an option that runs for five years the cost of that option will be offset against your allowance for the duration of your LMCMS/LMO contract.

If the amount claimed in your LMO application exceeds your allowance there will be a facility to limit the payment to the maximum allowance but you will be expected to undertake all the options that you have selected. If it is found you have falsely declared land to increase your maximum allowance penalties will apply.

Common Grazings

Individuals cannot undertake agri-environment, woodland and access options on the common grazings. However, your share of the common grazing will be included in the calculation of your allowance.

Common grazing committees can apply for any options under LMO and their allowance will be based on the area of the common grazing. The same option cannot be funded under both an individual crofter and the common grazings clerk's application.

Withdrawal from Five Year commitments

If you withdraw from a Land Managers Option which has a five year commitment, you should write to your SGRPID Area Office explaining why. Unless there is a valid reason for the withdrawal e.g. force majeure, you may need to repay any LMO payments already received plus interest. Depending on the circumstances, we may also apply a financial penalty.

Change of Occupier

If you sell or lease land which relates to an existing commitment:

- the new occupier may agree to take on these existing obligations
- you must submit a successor's form to SGRPID Area Office within 3 months of the sale or lease of that land.

If not, you may be liable to repay all or part of the payments received plus interest and, depending on the circumstances, we may also apply a penalty.

Land ownership and control

- 1) If you are a landlord, you can only apply for funding for activities on land that you let out on a seasonal basis. You will be responsible for making sure the requirements are met on the land.
- 2) If you are a tenant or contractual licensee, you must discuss your proposed application with your landlord to make sure it does not break the conditions of your tenancy or licence.
- 3) If you have a tenancy or a licence with less than five years to run, you will have to make a joint application with your landlord or the land owner if you wish to undertake agri-environment, forestry or access options. The landowner must fill in and sign the declaration in the LMO application form to confirm that they will make sure your commitments under any five year options would continue to be met if you stopped having control over the land during the five years of your commitment. The landlord or new tenant must enter into a 'successor's agreement' within three months of the tenancy or licence ending by submitting a completed successor's form. Otherwise you will have to repay the scheme payments already paid, with interest. Depending on the circumstances, you may have to pay a penalty.
- 4) You cannot apply for options on seasonal held land, including arable, if your lease is for a period of less than a full year. This means that the seasonal held land can be part of your allowance calculation but it is not an eligible area for LMO activity by you.

Conservation or management agreement

If you want to take up an option on land which may impact upon a nationally or internationally protected area, you must confirm that all appropriate consents have been obtained before you apply to us. These documents must be made available during an inspection. You must also continue to meet the conditions set out in any management agreement that you may have with Scottish Natural Heritage.

Scheduled Monuments

Scheduled monuments are protected by law. You should already be aware of any scheduled monuments on your land, but if you are in doubt, consult Pastmap (www.pastmap.org) or contact Historic Scotland for advice:

Historic Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH
Phone: 0131 668 8770
E-mail: hs.inspectorate@scotland.gsi.gov.uk

You **must** obtain scheduled monument consent (SMC) from Historic Scotland before carrying out any work that might cause ground disturbance on a scheduled monument. Not all options under LMOs are suitable on scheduled monuments, so it is important that you contact Historic Scotland for advice **before** making your Land Managers Options application. You should do this as soon as possible, as Historic Scotland staff may not be able to deal with consultations at short notice.

SMC applications are normally dealt with within nine weeks. If you do require SMC, you may therefore need to submit your Land Managers Options application before SMC has been granted. However, you should not start any option affecting land containing a scheduled monument until you have received your SMC in writing, or a letter from Historic Scotland confirming that you do not need SMC. Keep any written correspondence or consent you receive, as we will need to see this during an inspection. Do **not** send it to us with your application.

Also, if you are carrying out agri-environment options you must avoid damaging or destroying any historic or archaeological features or areas on the land and follow Scottish Ministers' guidance for the protection of such features or areas.

Minimum Level of Grazing

To avoid under-utilisation stock must be present at the application stage of the agreement and graze the grassland at a minimum stocking density of at least 0.04 livestock units/hectare of grassland. This minimum stocking density must be maintained and the stock must utilise the grassland available to the business for the duration of the agreement. This grassland will include all the forage included in the SAF each year.

The defined livestock density shall be based on the livestock figures and forage area declared on your SAF using the figures below:

Table of conversion of animals to livestock units

Livestock type	Livestock Unit value per head (LU)
Bulls, cows and other bovine over 24 months	1.0
Equine animals over 6 months	1.0
Bovine animals from 6 months to 24 months	0.6
Bovine animals below 6 months	0.4
Sheep	0.15
Goats	0.15
Breeding sows > 50Kg	0.5
Other pigs	0.3
Laying hens	0.014
Other poultry	0.003

Compatibilities

Tables will be available on the SRDP website showing where you cannot receive payment for the LMO option if you are already managing the area of land under another Agri-environment or Forestry scheme.

<http://sh45inta/Topics/Rural/SRDP/RuralPriorities/HowItWorks/SchemeRules/OptionCompatibilities>

2 Completing your Land Managers Options application form including confirming your LMCMS commitments

Front page – Business details

Fill in details as shown on your SAF form.

Question 1 – LMCMS continuing land based commitments

We have listed your current commitments for LMCMS land based options. Check that the commitments listed are correct and amend if necessary.

Question 2 – Animal Health and Welfare Actions

If you undertook the LMCMS Animal Health and Welfare Management Programme commitment in 2005 or 2006, you can select which of the voluntary actions you are undertaking this year.

Question 3 – Vet practice details

If you are participating in the Animal Health and Welfare option under LMCMS and you wish us to contact your vet practice to notify them on your behalf, please enter the name and address of the practice.

Question 4 – Calculating your yearly allowance

You have a maximum yearly allowance (the most you can claim in that year) based on the total area of land as declared in your SAF including your allocation of common grazings. Enter the total area of land declared on your SAF Field data sheets. If you have common grazing, use the previous year's allocation unless you know it has changed.

Question 5 – Calculating the allowance available for LMO options.

Use the figure for the total land from question 4 to work out your total allowance. Deduct the amount used for previous LMCMS commitments (this figure will be pre printed) then deduct the value of any LMCMS Animal Health and Welfare options you have entered in question 2. This gives the allowance available for to you to undertake LMO options.

We will check these calculations and adjust your allowance where necessary. If the amount claimed in your LMO application exceeds your allowance we will restrict payment to your allowance.

Question 6 Choosing your Land Managers Options

Complete your choice of options using the codes and payment rates detailed in the table below. We will accept this choice of options as a contract to carry out these commitments in full. If you do not meet all the requirements of your selected options, that will be treated as a breach and financial penalties may apply.

Code	Option	sub-option	Payment Rate
	Axis 1		
LMOTRA	Skills development (Training)		75% up to £500
LMOBSA	Business audit		50% up to £150
LMONUMA	Nutrient management plan	Professional	40% up to £300
LMONUMB		Beneficiary	£150
LMOELP	Modernisation through electronic data management – Agriculture	A Electronic recording for Livestock production	40% up to £1000
LMOEPF		B Precision farming equipment	40% up to £1000
LMOSSR	Management of genetically appropriate tree stocks for seed production	Registration	50%
LMOSSM		Management	50% up to £300/ha
LMOEFP	Modernisation through electronic data management – Forestry	Forestry planning equipment	40% up to £1000
LMOFSM	Access creation for sustainable forest management		50%
LMOQAS	Membership of food quality assurance schemes		50% up to £150
	Axis 2		
LMOWBS	Wild bird seed mix/unharvested crop		£391.26/ha
LMOIRP	Improvement of rush pasture		£100/ha
LMOSCG	Summer cattle grazing		£1.30/ha
LMOMMG	Management of moorland grazing		£1.30/ha
LMOHEDA	Management of linear features	Hedges – Landscapes	£0.10/m
LMOHEDB		Hedges – Biodiversity	£0.10/m
LMODYK		Dykes	£0.10/m ²
LMOGMB	Management of grass margins and beetlebanks in arable fields		£473.76/ha
LMOBCN	Biodiversity cropping on in-bye	Normal	£70.94/ha
LMOBCT		Traditional harvesting supplement	£400.00/ha
LMOCHN	Management of conservation headlands	Normal	£70/ha
LMOCHP		Premium	£135.14/ha
LMOCHS		Supplement	£21/ha
LMORWS	Retention of winter stubbles		£96/ha
LMOSCWA	Small scale woodland creation	Agricultural land	£2500/ha
LMOSCWN		Non Agricultural land	£2500/ha
LMOSWN	Management of small woodlands	Normal	£28/ha
LMOSWS		Stock exclusion	£41/ha
	Axis 3		
LMOIAM	Improving access	Enhancement	75%
LMOIAW		Boardwalk	75% up to £150
LMOIAB		Bridges	75% up to £150
LMOIAC		Culverts	75% up to £150
LMOMAH	Management of archaeological or historic sites		100%
LMOVRB	Management and repair of Rural vernacular buildings		75%

Question 7 Membership of Food Quality Assurance Scheme Details

If you apply for this option fill in the details of your membership of any eligible Food Quality Assurance Scheme. Costs entered should be exclusive of VAT unless you are not VAT registered. The total amount entered must match your entry for this option in section 4.

Question 8 – Management of linear features – Shared Boundary Agreement

These forms are available from your SGRPID Area Office. A Shared Boundary Agreement must be completed where you have applied for management of a linear feature and you share responsibility for the maintenance with your neighbour.

Section 7 Land ownership and control

Make sure this section is filled in if you do not have five year control of land and are undertaking options with five year commitments. This will make sure that someone is responsible for meeting the requirements of the options for the full five years.

Section 8 Declarations and Undertakings

This should be signed by you (the person making the application) or your authorised agent. Please read this section carefully before signing it.

The following is a completed example of calculating your allowance and selecting your options. We will not pay more than the level of your allowance.

A worked example

1. Your LMCMS continuing land based commitments are listed below. Please check these are correct.

OPTION	Continuing Commitments Area/Length
Buffer Areas	0.5ha
Management of linear features – dykes	1000m²
Management of Moorland Grazing	200ha
Wild Bird Seed mixture	0.5ha
Summer Cattle Grazing	200ha
Improving access – maintenance	100m
Farm Woodland Management – Other woodland	2ha

2. You can select which of the voluntary Animal Health and Welfare Actions you are undertaking this year by completing the table below. This table will only contain information if you undertook the Animal Health and Welfare Management Programme option in previous years.

Option	Code (B)	Payment Rate (C)	Amount applied for in 2007
a. AHW programme(compulsory)	AHWA	£220	£220.00
b. Performance monitoring/ benchmarking	AHWB	£320	£320.00
c. Bio-security – plan	AHWC	£30	£*****
d. Bio-security – fencing	AHWD	£0.10/m	£25.00
e. Disease sampling	AHWE	£155	£
f. Forage analysis	AHWF	£110	£110.00

3. If you are participating in the Animal Health and Welfare Option under LMCMS and you wish us to contact your vet practice to notify them on your behalf that you are participating in the Animal Health and Welfare Management programme please complete the following details.

Veterinary practice details

Name
Address

Areas of land from your 2007 SAF Area of common grazing allocation for 2007 Enter the total Area of land declared on your 2008 SAF field data sheets. As the 2008 area for your common grazing will not be available in May either enter the figure from 2007 or an estimate if you have increased/decreased your common grazings allocation. This figure is the same as the total area for your max allowance

4. Calculate your area:	Last years area (for information only) figures as at XX/XX/XXXX	2008
Total area of land declared on your SAF	1100 Ha	<input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> Ha
+		
Any common grazing allocation	200 Ha	<input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> Ha
=		
Total land on which to base your allowance	1300 Ha	<input type="text" value="1"/> <input type="text" value="3"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> Ha

5. Calculate your allowance:	Hectares	Rate	Allowance 2008
First 10 hectares at £75 per hectare	<input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> Ha	x <input type="text" value="£75"/> =	£ <input type="text" value="7"/> <input type="text" value="5"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
Next 90 hectares at £30 per hectare	<input type="text" value="9"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> Ha	x <input type="text" value="£30"/> =	£ <input type="text" value="2"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
Next 900 hectares at £1 per hectare	<input type="text" value="9"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> Ha	x <input type="text" value="£1"/> =	£ <input type="text" value="9"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
Over 1000 hectares at £0.10 per hectare	<input type="text" value="3"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> Ha	x <input type="text" value="£0.10"/> =	£ <input type="text" value="3"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
This total is your maximum allowance available for 2008	<input type="text" value="1300.00"/> Ha	=	£ <input type="text" value="4"/> <input type="text" value="3"/> <input type="text" value="8"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
- Amount used for LMCMS commitments	=		£ <input type="text" value="1"/> <input type="text" value="3"/> <input type="text" value="1"/> <input type="text" value="9"/> <input type="text" value="0"/> <input type="text" value="5"/> <input type="text" value="0"/>
- Amount for 2008 AHW voluntary actions	=		£ <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="5"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
= Amount available for 2008 LMO	=		£ <input type="text" value="2"/> <input type="text" value="6"/> <input type="text" value="0"/> <input type="text" value="5"/> <input type="text" value="5"/> <input type="text" value="0"/>

The amount of aid sought from LMO 2008 cannot be higher than this amount available.

This is the total of the previous commitments as detailed on the previous page.

This is the total value of AHW voluntary actions from the previous page.

This is the amount available for one off LMO options and any additional 5 year commitments you may wish to undertake.

Transfer your amount available for LMO (from previous page) £

2	6	0	5	.	5	0
---	---	---	---	---	---	---

6. Enter choice of options under the Land Managers Options

The details, codes and payment rates can be found in the Land Managers Options Notes for Guidance.

Option Code	OPTION	Amount/Area/Length £/Ha/m/m ²	Value of Commitment (£)
<i>LMOTRA</i>	<i>Training</i>	<i>£200.00</i>	<i>£200.00</i>
<i>LMOHED</i>	<i>Management of linear feature – hedges</i>	<i>400m</i>	<i>£40.00</i>
<i>LMOQAS</i>	<i>Membership of Quality Assurance Scheme</i>	<i>£130.00</i>	<i>£130.00</i>
<i>LMOELP</i>	<i>Electronic data management – Livestock</i>	<i>£500.00</i>	<i>£500.00</i>
<i>LMOSWN</i>	<i>Woodland management</i>	<i>2ha</i>	<i>£56.00</i>
<i>LMOSWS</i>	<i>Woodland management – stock exclusion</i>	<i>2ha</i>	<i>£82.00</i>
<i>LMOCHN</i>	<i>Conservation headlands – normal</i>	<i>1ha</i>	<i>£70</i>
<i>LMOCHS</i>	<i>Conservation headlands – supplement</i>	<i>1ha</i>	<i>£21</i>

Total £

1	0	9	9	.	0	0
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Codes available at Section 1-2 Question 6.

To calculate your Value of Commitment, refer to the rate of support section under each option. This section will show you the unit and the relevant value to calculate your commitment.

This total should not exceed the available allowance at the top of the page.

Food quality assurance schemes you are a member of

Cost excluding VAT*

50% of membership cost up to £150

6 Complete if you have applied for LMO Membership of Food Quality Assurance Scheme

Assurance/Organic Scheme (A)	Membership number	Membership Cost (£) (C)	Amount applied for – 50% of Membership Cost up to a maximum of £150 (£) (D)											
<i>Freedom Foods</i>	<i>12345</i>	£ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">6</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">.</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td></tr></table>	1	6	0	.	0	0	£ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">8</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">.</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td></tr></table>	8	0	.	0	0
1	6	0	.	0	0									
8	0	.	0	0										
<i>LEAF Marque</i>	<i>98745</i>	£ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">.</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td></tr></table>	1	0	0	.	0	0	£ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">5</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">.</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td></tr></table>	5	0	.	0	0
1	0	0	.	0	0									
5	0	.	0	0										
		£	£											
		£	£											
		£	£											
		£	£											
		£	£											
		£	£											
Total to be transferred to Section 4			£ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">3</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">.</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td></tr></table>	1	3	0	.	0	0					
1	3	0	.	0	0									

You must also apply for membership of food quality assurance schemes in Section 4 of the application using this total.

Shared Boundary agreement

These forms are available from your SGRPID Area Office

Shared Boundary Agreement																																		
I, A Farmer										(name of neighbour)																								
Understand that, B Forrester										(name of applicant)																								
of Main Farm Code										1	2	3	4	5	6	7	proposes to manage the following																	
Type of boundary feature	Amount m or sqm										Field Identifier (e.g. NY/12345/12345)																							
LMO Hedge				2	2	0	.	0	0	sqm	N	Y	/	1	2	3	4	5	/	6	7	8	9	0	0									
							.			sqm			/						/															
							.			sqm			/						/															
							.			sqm			/						/															
I confirm we have a management agreement to maintain the boundary in the proportion of																																		
Can this be 60/40?										50/50										(e.g. 50/50 neighbour/applicant).														
I will manage the boundary feature in accordance with the requirements for the management of linear features option Notes for Guidance (LMOI).																																		
I understand that										B Forrester										(name of applicant)														
participation in Land Managers Options will be for a minimum period of 5 years and I will comply with this undertaking during that time.																																		
Signed (Neighbour)										Date																								
A Farmer										1	1	1	0	4	1	2	0	0	8															

Single Application Form Field Data sheets

The land based options for both LMCMS and LMO must be declared on the Single Application Form (SAF) field data sheet (FDS) under columns M and N as demonstrated in the following example.

LINE NUMBER	BASIC INFORMATION				LAND MANAGEMENT CONTRACT MENU SCHEME and LAND MANAGERS OPTIONS		LINE NUMBER	
	For Farmer's own use	Farm Code Number (e.g. 123/4567)	Field Identifier (e.g. AB/12345/12345)	Total Field Area (ha to 2 dec. places)	Use of Land (use Annex 2 code list)	Area (ha to 2 dec. places or Sq. metres/ metres)		
	A	B	C	D	M	N		
1	East field	444/0782	NT/45210/65180	10.00	BUF	0.50	1	Enter the code for the feature as shown in Section 4 of the LMO application form
2	Hillydike	444/0023	NF/28836/88234	23.20	DYK	600.00	2	Area (ha) of buffer zone in field
3	Jennys field	444/0023	NF/15263/45296	5.26	DYK	400.00	3	Length (m) of dykes in field
4	Dean fields	444/0023	NF/12345/12345	1.00	LMOCHN	1.00	4	Conservation Headlands (ha) in field
5	Dean fields	444/0023	NF/12345/12345	1.00	LMOCHS	1.00	5	
6	Fishers path	444/0782	NT/91011/12131	234.50	IAP	100.00	6	Length (m) of paths
7	Southholm	444/0782	NT/23465/89101	2.00	FWMB	2.00	7	Farm Woodland Management in field
8	Northfield	444/0782	NT/24356/89106		LMOHED	180.00	8	Hedgerows (m) in field
9	Deanwood	444/0782	NT/24910/9006	2.00	LMOSWN	2.00	9	Management of small woodlands (ha) in field and Stock Exclusion
10	Deanwood	444/0782	NT/24910/9006	2.00	LMOSWS	2.00	10	
11	Hill	444/0782	NT/91011/12131	200.00	SCG	200.00	11	Summer cattle grazing (ha) in field
12		444/0782	NT/12345/12131	10.00	WBS	0.5	12	Management of moorland grazing (ha) in field

Completion of your SAF in relation to your LMO application

Your allowance is based on all the land in Scotland declared on your SAF. We will take the area you declared for SFP, common grazing allocation and other land declared after validation to calculate your final allowance.

Common grazing committees are asked to declare the area of the common grazings they manage under the other land columns (K & L).

Landlords and crofters who do not declare their land for SFP and let it out can declare that land in the other land column as land let out and it will be included in your allowance calculation.

3 Claims and Payment process

Claims

If you only apply for funding under the land based options, you will not need to complete a claim form at the end of the Scheme year and payments will be made automatically either as claimed or as determined after processing and inspection.

For other options, you must submit a claim form. We will send you a claim form toward the end of the Scheme year. You must fill this in and submit it together with any supporting documents we may have asked you for, make sure it reaches your SGRPID Area Office as soon as you have completed the options applied for but by 31 August at the latest. We **cannot** pay claims received after that date.

Supporting Information for Claim

If you chose any of the following options you must send us supporting information to show us that you have met the necessary requirements.

Skills development (Training)
 Business audit
 Nutrient Management Plan
 Modernisation through electronic data management – Agriculture
 Management of tree stocks for seed production
 Modernisation through electronic data management – Forestry
 Access creation for sustainable forest management
 Membership of food quality assurance Schemes
 Enhancing access
 Management of sites of archaeological or historic interest
 Management of vernacular rural buildings

For options where payment is based on actual costs, you must submit the **original** invoices and evidence to prove that you have incurred the expenditure (we will return the originals to you). We can only accept correctly receipted invoices.

Your invoice **must** show:

- Your supplier or contractor's name and address; and your business name and address as the customer;
- Details of goods and services purchased and supplied. Show separate costings for each approved option, and VAT details where appropriate. The date when the supplier or contractor delivered the goods and/or services to you;
- The total amount of the invoice;
- The amount paid by you in figures or words. If this differs from the total invoice amount, it must **provide** information to explain the difference (such as the amount of any discount, or credit or hire purchase charges);
- The signature and stamp of the supplier or contractor receiving payment (or their employee).

If you have settled an invoice for over £500 by cash, you must keep additional evidence of payment for your records. This might be a separately numbered receipt from the supplier's accounts or an accountant's statement.

If your invoices are paid by electronic banking we require a printed copy of the bank statements showing the defrayed expenditure and also copies of the electronic transaction between businesses e.g. 'Royline' prints.

Payments

Payment under the Land Managers Options will be made in arrears, after you have completed the relevant undertakings. One payment will be made per application after the end of the LMO year, providing any claim forms have been returned to us with all supporting documentation as required to allow final processing.

Payment method

Claims will be paid using the Bankers Automated Clearing System (BACS). If you have not previously supplied this information you should obtain and complete a BACS (I) form and return it to your SGRPID Area Office as quickly as possible. This also applies if you need to change any of the details we hold.

Breaching the scheme rules and conditions

If you find that you can no longer meet the conditions of the contract, write to your SGRPID Area Office within 10 days of being in a position to do so, explaining why and providing any relevant evidence.

You may have to pay back some or all of the payments we have made to you, plus interest. You may also have to pay a penalty. We would not seek recovery where you can provide evidence that the reason for the failure meets the strict conditions of force majeure or exceptional circumstances.

Force Majeure

The categories of force majeure or exceptional circumstances include:

- The death of a beneficiary
- The long term professional incapacity of a beneficiary
- Expropriation of a large part of the holding if that could not have been anticipated on the day on which the commitment was given
- A severe natural disaster seriously affecting land on the holding
- The accidental destruction of livestock buildings on the holding
- An epizootic disease affecting all or part of the farmer's livestock.

Record keeping

You must keep all records that relate to the scheme, including receipts and invoices, for at least 4 years after you receive payment for the scheme year in which the costs were incurred. If you are undertaking a 5 year option, you must keep the documentation for the 5 years that the option is in effect plus 4 years after you receive the final payment.

Cross compliance

A condition of receiving payments for the Business audits under Axis 1 and Land Managers Options which come under Axis 2 (except Woodland creation on non-agricultural land) is that you will have to comply with cross compliance.

Cross compliance is made up of Statutory Management Requirements and Good Agricultural and Environmental Condition:

- Statutory Management Requirements (SMRs) are based on legislative requirements relating to the environment, public, animal and plant health and animal welfare. The SMRs are already legally binding on all land managers throughout Scotland.
- Good Agricultural and Environmental Condition (GAEC) measures are based on a framework to address soil erosion, soil organic matter, soil structure and the minimum level of maintenance. The GAEC measures have been developed to reflect the wide variability of soils and habitats found throughout Scotland.

Full information about cross compliance, including detailed guidance on the Statutory Management Requirements and Good Agricultural and Environmental Condition, can be found on the cross compliance pages of the Scottish Government website at –

www.scotland.gov.uk/Topics/Agriculture/grants/Schemes/compliance

Minimum Requirements for fertiliser and plant protection product use

A condition of receiving payments for the Land Managers Options which come under Axis 2 (except those relating to Woodlands) is that you will have to comply with the minimum requirements for fertiliser and plant protection product use.

The minimum requirements are:

Fertiliser use – beneficiary must comply with the standards set out in the section ‘Nitrogen and Phosphorus’ of the Prevention of Environmental Pollution from Agricultural Activity (PEPFAA) Code of Good Practice.

Plant protection product use – beneficiary must comply with the Control of Pesticides Regulations 1986 and amended in 1997. The Code of Practice for using plant protection products in Scotland sets out the minimum requirements for pesticide stores and the spraying of plant protection products.

www.scotland.gov.uk/Publications/2005/03/20613/51366 – PEPFAA code

www.scotland.gov.uk/Publications/2006/12/19110050/0 – Control of Pesticides

Minimum requirement for protection of historic or archaeological features

If you are carrying out any agri-environment options, you may be penalised if inspections show that you have knowingly damaged or destroyed features of historic or archaeological interest on any part of your land. The damage or destruction of any historic or archaeological features or areas must be avoided and guidance approved by the Scottish Ministers must be followed for the protection of such features or areas.

The following points summarise the relevant guidance:

- Maintain existing grass or heather cover. When re-seeding, avoid ploughing or other soil disturbance.
- Maintain grazing, but avoid erosion. Feeding sites must not be located on ancient monument areas.
- Do not plant trees or encourage regeneration within 20 metres of an ancient monument and avoid panbusting and subsoiling. Where an ancient monument is isolated within an arable field, do not plough it. Leave an unploughed buffer zone of 5 metres around it.
- Do not carry out new drainage on or near an ancient monument. Take great care to avoid new disturbance when maintaining existing drains.
- Where rabbit control is carried out, avoid ground disturbance.
- Do not permit peat cutting, quarrying, dumping or storing of any material to occur on the site of an ancient monument.
- Do not erect fences or other structures or create access tracks within 10 metres of an ancient monument. Avoid the use of wheeled or tracked vehicles on or near ancient monuments.
- Do not allow the use of metal detectors on ancient monuments or remove any archaeological finds. Report any finds or new features to Historic Scotland, the Local Authority archaeologist or the local museum.

In order to avoid damaging or destroying historic or archaeological features, it is important that you are aware of the location, nature and extent of any such features recorded on your land. It is advisable to mark these clearly and accurately on any farm plans, particularly on any information that you provide to a contractor or other third party working on the land. This is particularly important if you are planning a change in land use.

There are a number of sources that can help you to identify historic or archaeological features on your land:

- Your local authority archaeological officer may be able to provide advice on the management and protection of unscheduled archaeological sites. However, not all local authority areas offer advisory services in relation to LMOs. Check the SRDP website or consult your SGRPID Area Office for more information about the availability of advisory services in your area.
- If you had an archaeological audit of your land for a previous agri-environment scheme, you can refer to this.
- You can consult PASTMAP (<http://www.pastmap.org>). PASTMAP is a free online resource. It will provide the location and full extent of a scheduled monument and Inventory garden and designed landscape, and a central point for a listed building and its curtilage. It will also provide an approximate or central point for recorded unscheduled sites. The written descriptions of unscheduled sites in the National Monuments Record and Scottish Sites and Monuments Record data will help you to define on the ground the minimum extent of visible remains.

Sources of further information, if needed

www.historic-scotland.gov.uk/gardenssearch is a source of additional information about Inventory gardens and designed landscapes. Paper copies of the Inventory can be obtained from Historic Scotland (contact 0131 668 8940).

Local Authorities are your initial contact point for advice on listed buildings, including Listed Building Consent.

Historic Scotland can provide advice on scheduled monuments, including Scheduled Monument Consent (SMC), and Inventory gardens and designed landscapes. Historic Scotland can be contacted at:

Historic Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH

Tel: 0131 668 8770 (scheduled monuments), 0131 668 8940 (Inventory sites) and 0131 668 8981/8717 (listed buildings)

e-mail: hs.inspectorate@scotland.gsi.gov.uk

web: www.historic-scotland.gov.uk

Scheme breaches

If you are inspected, an Inspection Form should be completed by the inspecting officer. Information on the management requirements for each management option/specifications for capital items appears in this guidance. Where a breach of any option is discovered at inspection, breach procedures will be invoked. Breaches include non-compliance with scheme rules and conditions, requests to withdraw from schemes and wrongful claims.

Penalties

We are awaiting approval of the legislation. Please see the website for the final detailed version of penalties. www.scotland.gov.uk/Topics/Rural/SRDP/Land-Managers-Options

The options can be separated into 2 distinct groups, with each group having different rules for carrying out the administrative and on the spot checks, and actions to be taken as a result of non-compliance with the conditions for granting support. The two groups are:

- Group 1: Rural development support for certain measures under Axis 2
- Group 2: Rural development support under Axis 1 and Axis 3 and remaining measures under Axis 2.

This table shows which penalty group each option is in and the requirements which must be met if you undertake these options. Agri-environment options are identified as in addition to cross compliance, you must comply with the minimum requirements for fertiliser and plant protection product use and the minimum requirement for protection of historic or archaeological features if you undertake these options.

Axis	Number	Option	sub-option	Cross compliance	Agri-environment options	Penalty group
1	1	Skills development (Training)				2
1	2	Business audit		✓		2
1	3	Nutrient management plan	Prepared by Professional			2
1			Prepared by Beneficiary			2
1	4	Modernisation through electronic data management – agriculture	A Electronic recording for Livestock production			2
1			B Precision farming equipment			2
1	5	Management of genetically appropriate tree stocks for seed production	Preparation for registration			2
1			management			2
1	6	Modernisation through electronic data management – forestry	Forestry planning equipment			2
1	7	Access creation for sustainable forest management				2
1	8	Membership of quality assurance schemes				2
2	9	Wild bird seed mix/ unharvested crop		✓	✓	1
2	10	Improvement of rush pasture		✓	✓	1
2	11	Summer cattle grazing		✓	✓	1
2	12	Management of moorland grazing		✓	✓	1
2	13	Management of linear features	Hedges – Landscape	✓	✓	1
2			Hedges – Biodiversity	✓	✓	1
2			dykes	✓	✓	1
2	14	Management of grass margins and beetlebanks in arable fields		✓	✓	1
2	15	Biodiversity cropping on in-bye	Normal	✓	✓	1
2			Traditional stooks	✓	✓	1
2	16	Management of conservation headlands	Normal	✓	✓	1
2			Premium	✓	✓	1
2			Supplement	✓	✓	1
2	17	Retention of winter stubbles		✓	✓	1
2	18	Small scale woodland creation	Agricultural land	✓		1
2			Non agricultural land			1
2	19	Management of small woodlands	normal	✓		1
2			stock exclusion	✓		1
3	20	Enhancing access				2
3	21	Management of Archaeological or Historic sites				2
3	22	Management and repair of vernacular rural buildings				2

Relationship with cross compliance

Options in Group 1 are subject to cross-compliance with the exception of Small scale woodland creation on non-agricultural land. Options in Group 2 are **not** subject to cross compliance with the exception of Business Audits.

If you do not comply with cross compliance, you may lose all or part of your payment. We may issue a warning letter for a negligent breach that has a small effect and that you can put right, but we can remove all subsidy for an intentional breach that has a permanent effect both on and off the farm. A detailed explanation of compliance inspections can be found at Cross Compliance notes for guidance details are available from your Area Office or our website www.scotland.gov.uk/)

If you do not comply with the conditions for support under Land Managers Options the following rules for application of penalties will apply.

Penalties for overclaims under group 1

Area related breaches will have penalties applied according to the rules in Commission regulation 796/2004. These are similar to IACS penalties already applied to SAF schemes.

Breaches of Scheme rules

We will determine the reduction in payment to be applied, on the basis of the **extent, severity, permanence and repetition** of the breach that has occurred.

Minimum requirement for fertiliser and plant protection and protection of historic or archaeological features

If you are carrying out any agri-environment options, the same penalties as for Scheme breaches will apply.

Repayment

If you are paid money that you are not entitled to you will have to repay the full amount. If you have been overpaid because you have breached the scheme conditions, we will charge interest. This interest will be calculated from the date that you were notified of the overpayment until you repay the full amount, including the interest.

Release of Subsidy and Recipient Information

The Scottish Government is bound by the terms of the Data Protection Act 1998, the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.

It is the policy of the Scottish Government to release information about the amounts of subsidy and the recipients of SAF schemes including the Single Farm Payments Scheme and the schemes under the Scotland Rural Development Programme. We will process personal data we receive in line with the Data Protection Act 1998

For the Land Managers Options, this means that we will release information on the number of options for which you have applied for aid and the amount of subsidy received. The information will also include your name and the geographic location.

We will protect other personal data we receive in line with the Data Protection Act 1998. We will use the data provided in the CAP subsidy application primarily for the purpose of processing the applications. However, personal data may also be used subject to the safeguards of the 1998 Act for purposes connected with:

- Administration of the Common Agricultural Policy;
- SRDP and other aid schemes;
- The production and safety of food;
- Management of land and other environmental controls;
- Provision of services to businesses;
- Animal health and welfare; and
- Occupational health and welfare.

Data may be passed (when necessary for these purposes) to other bodies. For example to the Scottish Environment Protection Agency (SEPA) for environment and water monitoring purposes, or to local authorities for milk or health purposes. Data may also be used for statistical purposes, not identifying individuals, which may reduce the need for some statistical data collection. It may also be used when necessary to comply with the Freedom of Information Act or the Environmental Information Regulations noted previously.

Equality

The 2007-13 Scotland Rural Development Programme will comply with and, where appropriate, contribute to Community policy on equal opportunities for men and women and non-discrimination on grounds of gender, race or ethnicity, religion or belief, age, sexual orientation or disability, in accordance with Article 8 of Council Regulation (EC) 1698/2005 and the Scotland Act 1998. The Scottish Government is committed to promoting equality of opportunity in all aspects of life.

Appeals and complaints

If you feel that we have made an incorrect decision in relation to your payment you may appeal under the EU Agriculture Subsidy appeals procedure.

If you wish to complain about our standard of service, procedures or processes you may do so using our complaints procedure.

The IACS explanatory guidance booklet provides more details about both these procedures.

<http://www.scotland.gov.uk/topics/agriculture/grants/a-z/intro>

Leal base

To undertake options under the Land Managers Options you must comply with the following regulations:

EC Regulation 1698/2005 (on support for rural development from the European Agriculture Guidance and Development Fund);

EC Regulation 1974/2006 (laying down detailed rules for the application of EC Regulation 1698/2005);

EC Regulation 1975/2006 (laying down the detailed rules for the implementation of EC Regulation 1698/2005 as regards control procedures and cross compliance);

EC Regulation 1782/2003 (common rules for support under the Common Agricultural Policy);

EC Regulation 795/2004 (rules implementing the single payment scheme); and EC Regulation 796/2004 (rules for the implementation of cross-compliance, modulation and IACS).

Inspections

What are the Regulatory Requirements?

Under Article 12 of the EC Implementing Regulation 1975/2006 there is a requirement that at least 5% of beneficiaries who have management commitments under the Scottish Rural Development Regulation (SRDP) must be selected for an inspection each year. In addition, 5% of the value of capital expenditure must also be inspected.

The inspection system is designed to reduce the number of visits to any individual beneficiary. An inspection will involve verification of the undertakings of the beneficiary on the day of the inspection.

Cross Compliance checks will be carried out on 1% of all beneficiaries of agri-environment, animal welfare, first afforestation on agricultural land and forest-environment payments. The selection sample will be based on a cross compliance risk analysis.

In addition checks will be carried out on 1% of all beneficiaries of agri-environment payments to ensure they are complying with minimum requirements for fertiliser and plant protection product use plus the general environmental condition to protect the historic landscape.

How are Inspections Selected?

A percentage (approximately 1.25%) of beneficiaries are selected at random for an inspection in each year. The remainder (at least 5%) are selected by applying risk analysis criteria annually to applications. The risk analysis criteria for management options are as follows:

- Amount of Aid Involved.
- Findings from Previous Year
- Previous breaches in other RDR schemes are considered.
- Total Managed Area in Agreement.
- Changes from Previous Year.
- Numbers of Options on Application.
- A check will be performed on the total number of distinct operations.
- Other risk factors on a regional basis.

The risk analysis criteria for capital items will also select an appropriate mix of type and size of operations.

Manual/Targeted inspection selection

In addition to the above 5%, inspections can also be selected manually when breaches have been identified from processing of the application or by officials in the course of other inspections.

Potential breaches of LMO might be notified to the Scottish Government Rural Payments and Inspections Directorate (SGRPID) and other competent authorities. If the notification is in writing from an identifiable source it must be investigated and will be selected for a manual inspection. This is in line with procedures followed for other schemes, in particular Single Application Form (SAF) related schemes.

Notice of Inspection

It is a requirement of the EC legislation that inspections should normally be unannounced. If announced visits are carried out, notice should be limited to the minimum period necessary and only in very limited circumstances should the notice exceed 48 hours. Full reasons for any notice given must be recorded on the inspection report, by the inspector.

It is regarded as good practice to record the date and time that initial contact is made with the beneficiary. Notice periods as required by the Legislation:

0 – 3 hours notice – recorded as unannounced

3 – 24 hours notice

24 – 48 hours notice

over 48 hours

Note – notice given should reflect time lapsed between notification and start of inspection including weekends and public holidays etc.

Timing of inspections

Inspections should be carried out at a time of year which will cover the most representative commitments and obligations of the measures to be checked. For example, Summer Grazing of Cattle where participants are required to graze cattle on the hill from 1st June for at least 3 months may determine the timing of the single 'overarching' inspection.

Who should complete an Inspection?

There should be a clear separation of duties between the person who captured any application relating to the inspection and the officer who later carries out the inspection. This is to satisfy auditors that there could be no collusion between beneficiary and official. Principal Agricultural Officers (PAOs) will decide on a local basis which grade of officer and individual should undertake the inspections.

Pre-inspection office procedures

Prior to inspection, Inspecting Officers will confirm that all data capture, validation and administrative checks have been completed and any difficulties identified will be resolved at inspection.

Prior to leaving the office the inspectors should ensure they have the following:

- The inspection pack – pre printed inspection report form.
- Set of flash cards. These are an aide memoir of the requirements for each measure.
- Cross Compliance Inspection Questionnaire for completion and recording of any obvious breaches of the Statutory Management Requirements (SMRs) or Good Agricultural and Environmental Conditions (GAEC) which are noted during the inspection.
- Pesticide Proforma – application of Plant Protection Products.
- A copy of the Land Managers Options (LMO) technical guidance. Inspectors should be familiar with the contents of this guidance, as it is central to the inspection procedure.
- Officers may wish to take a digital camera for recording images of good practice and any breaches.

On-farm inspection procedures

These on the spot inspections should be unannounced and cover all the agricultural parcels and obligations covered by the beneficiary's agreements and claims.

These general procedures should be followed for all inspections carried out by SGRPID staff.

- Explanation/Introduction – The inspecting officer will provide the scheme(s) participant (if available) with a clear explanation of why he/she is there, the format of the inspection, the undertakings to be checked and what supporting documentation will be required.
- Length of time of the inspection – The inspecting officer will give an indication of how long the inspection will take, although this will to some degree be dependent on his/her findings.
- Biosecurity and Health and Safety aspects – inspectors should ensure that all disinfection, biosecurity (check for isolation areas) and Health and Safety procedures are properly observed throughout the farm visit.
- Managed areas will be inspected to ensure the requirements are being met for each of the options. For example grazing dates, correct areas sown/managed.
- Capital works – The inspector will ensure the work has been completed to any specified standards, the item appears to be technically sound, the claimed costs are justified and the item is being used for the purpose for which it was funded. For example – Nutrient Management Plan – the inspector will look at the Plan to ensure it has been prepared to an acceptable standard or completed by a competent advisor. Invoices will be checked at the submission of the claim.

On completion of the inspection the beneficiary will be given a summary of the main inspection findings and any potential implications for payments. He/she will also be given the opportunity to provide written comments and to sign the inspection report form.

If a problem is identified, it may not always be possible on the day of the inspection to work out the precise implications of all findings. In such cases, the beneficiary will be sent a detailed explanation in writing as soon as possible – outlining Scheme breach procedures and remedial actions to be undertaken.

Area Re-measurements

If a managed area is re-measured using precision equipment, for example, Global Positioning System (GPS), and/or during Field Identification System (FIS) mapping, and is found to be greater or less than the area declared in the LMO application, the declared area will be corrected through the inspection program to the found area of the site. This will allow future management payments to be calculated using the correct area. Provided precision re-mapping is the reason for the change in area and we are satisfied that there has been no attempt to defraud, no retrospective action will be taken. Any management option width, area and/or financial limits must still be applied.

Photographic Records

Photographs should be used to provide a visual indication of the landscape appearance and, where relevant, the vegetation and condition of sites subject to management under the Land Managers Options.

Landscape photographs will be long distance shots or panoramas of the whole unit and should if possible include some identifying feature. More detailed records will be close-up photographs which, if possible, should be tied in to specific reference points to make subsequent photographs of the same spot or area possible.

Photos of value will either be:

- Stored electronically and a reference put on file or
- Mounted on cards, inserted into transparent envelopes and retained in the file.

SECTION 2 – List of Options

Axis I

Improving the competitiveness of the agricultural and forestry sector

Option I – Skills development (Training)

What this is about

The aim of this option is to improve the skills within agriculture and forestry, promote a greater range of activities and encourage the development of financially viable, competitive and environmentally sustainable land based businesses.

What this will achieve

This option will support training that improves business competitiveness, facilitates restructuring and diversification and enhances land management skills to deliver environmental and other benefits.

What you must do

The training course you undertake must relate to one of the following aspects:

- Business skills
- Marketing
- Managing people
- Opportunities to expand into other activities (for example training for an HGV licence to move into road haulage)
- Technical skills

We will **not support** the following training activities:

- courses that form part of normal programmes or systems of agricultural or forestry education at secondary or higher levels
- training course required for or leading to a certificate, licence, diploma or other qualification that are required by law to carry out your basic work activities (such as crop spraying courses, tractor driving courses, chainsaw courses for forestry workers).
- Courses where you can get financial support from another public source, including EU funding

The training can be delivered in various ways:

- short training courses delivered away from the workplace at a local agricultural or other college, or at a hired venue
- training delivered in the workplace
- on-line training courses

Who can apply

Land managers (including farmers, crofters and foresters).

How to apply

Complete Section 4 of the LMO application form using the code LMOTRA. The amount applied for should be an estimate of 75% of the cost of training but the claim will be limited to the amount on the application.

Eligibility criteria

Land managers (including farmers, crofters and foresters) or an employee, including an immediate family member who is actively involved in the business. People receiving training must be 16 years of age or older.

A training provider recognised by Lantra – the Sector Skills Council for environmental and land based industries – must deliver the training. Agricultural and other colleges offer a wide selection of eligible training courses, as do other training providers. Information about relevant courses should be obtained directly from the training providers in the first instance.

What costs could be supported

We will pay 75% for the actual cost of one or more training course (net of VAT, unless the business is NOT registered for VAT) up to a maximum of £500 (or lower if your available allowance is less) per scheme year.

Inspections/Verification

You must obtain and retain for inspection receipts showing the course provider, type of course and the cost.

Evidence

We will send you a claim form which you must submit along with the supporting documentation by 31 August of the year following application. The evidence you provide must include a detailed invoice from your training provider which shows the cost of the courses. The name of the training provider and title of the course should be shown on the invoice as we will check this to make sure the course is eligible.



Skills Development – Examples of Suitable Training Courses

Business Skills	<ul style="list-style-type: none"> Effective business development Ethics in business Financial management Business planning Negotiation skills Information Communications Technology (from basic to advanced, e.g. record keeping and management systems) Set business objectives Assess business performance Improve business performance Manage cash flows Maintain accounts Maintain profitability Record keeping Rural resource management Business benchmarking
Marketing	<ul style="list-style-type: none"> Introduction to marketing Branding your business Understand your market place Marketing and promotion Develop a marketing plan Website development Customer care
People Management	<ul style="list-style-type: none"> Creating and managing teams Motivating staff Instructional techniques Performance management Target settings Staff recruitment and development Employment law Personal development Personal effectiveness Confidence building Leadership skills
Diversification Opportunities	<ul style="list-style-type: none"> Managing diversity Managing the consequences of change Farm diversification Land, countryside and environmental management Rural enterprise Business development Market research Project management
Technical Skills	<ul style="list-style-type: none"> Chainsaw (for non-forestry workers) Supply chain management On-farm food production and processing Technical training needed for diversification Animal health and welfare Hygiene Conservation/environmental management Traditional management techniques (e.g. dry stone walling, hedge laying, coppicing) Organic farming techniques Looking at new ways of working

USE OF FARM AND FORESTRY ADVISORY SERVICES

Option 2 – Business audit

What this is about

This option recognises that planning is an essential part of successful business management. It encourages you to proactively plan and develop your business by taking the time to undertake an environmental and/or financial audit or health check of your current business arrangements.

What this will achieve

The audit will provide you with a clear picture of your business, which in turn will enable you to plan more effectively for the future.

What you must do

This funding is available to all land managers who complete an eligible audit. To be eligible, an audit must be a comprehensive examination of the environmental and/or financial management of your business. Examples of eligible audits will include:

Examples of eligible audits

A. Linking Environment And Farming audit – The LEAF Audit is now available online at www.leafaudit.org. It includes all aspects of Integrated Farm Management.

The Audit is divided into eight sections:

- Organisation and Planning
- Soil Management and Fertility
- Crop Protection Pollution Control and Management
- Animal Husbandry
- Energy Efficiency
- Landscape and Nature Conservation
- Community Relations

Each section can be completed separately or as a whole.

B. Small Business Advice Service – The Small Business Advice Service (sbas) provides a number of downloadable business planning documents – spreadsheets and forms (templates), that can be used to guide you through the business planning process. These plans have been developed by Enterprise Agencies to help their clients develop initial business plans – they are easy to use, practical and well proven.

There are two different user guides addressing:

- [New businesses](http://www.smallbusinessadvice.org.uk/busplan/startup5plan.asp) (<http://www.smallbusinessadvice.org.uk/busplan/startup5plan.asp>)
- [Existing businesses](http://www.smallbusinessadvice.org.uk/busplan/myob.asp) (<http://www.smallbusinessadvice.org.uk/busplan/myob.asp>)

C. SEPA – The Four Point Plan contains simple guidance on how to reduce dirty water around the farm, improve nutrient use, carry out a land risk assessment for slurry and manure and manage your water margins. The pack has been developed with guidance from working farmers, information from the Scottish Government Code of Good Practice for the Prevention of Environmental Pollution From Agricultural Activity (the PEPFAA Code) and current scientific research to benefit your business, minimise the risk of pollution and improve environmental standards.

The first three sections of The Four Point Plan include calculations that can be applied to your farm. These “*Working it out*” sections will help you to;

- estimate the amount of dirty water and rainwater produced around the steading and its contribution to storage
- know the nutrient value of slurry and manure produced by housed livestock
- draw up a risk assessment for spreading manure and slurry on your land

You can use this information to review current practices, identify any financial savings and reduce pollution risk from your farm.

Who can apply

This funding is available to all land managers who complete an eligible audit.

How to apply

Complete Section 4 of the LMO application form using the code LMOBSA. The amount applied for should be an estimate of 50% up to a maximum of £150 of the cost but the claim will be limited to the amount on the application.

Eligibility criteria

Support will be available to land managers who provide evidence that an environmental audit or a business audit of their land based business has been undertaken.

If you undertake your own audit you must provide details of the name and number of audits you have completed and the time taken to complete them. If you employ an advisor to conduct the audit you must provide receipted invoices. We will also pay membership costs for LEAF or similar.

Applicants will have to provide evidence that the audit has been completed and give details of the audit undertaken. A paper copy of the audit must be available for inspection.

If you receive funding under this option your business must meet the requirements of cross compliance and Good Agricultural and Environmental Condition (GAEC) and Occupational Safety Standards.

What costs could be supported

The payment covers the cost of a fee for an audit, cost of an advisor to complete an audit, membership of LEAF or similar and/or your time to complete each audit based on a labour rate of £7.82 hour.

Rate of support

We shall pay 50% of cost up to a total of £150

Inspections/Verification

To be eligible for payment you must provide details of the name and number of audits you have completed and the time taken to complete them. If it is an online audit you must provide details of the website.

Hard copies of the audits must be retained for 5 years and made available to inspecting officers.

Evidence

We will send you a claim form which you must submit along with the supporting documentation by 31 August of the year following application. The evidence you provide must include a detailed invoice or timesheets.

Option 3 – Nutrient Management Plan

What this is about

The aim of the measure is to improve nutrient planning and nutrient management and in this way to reduce diffuse pollution from farm land.

What this will achieve

This option will encourage the best use of nutrients from inorganic and organic fertiliser (including slurry and farmyard manure) by matching applications to crop requirements. It should thus reduce the losses of nutrients to the environment.



What you must do

Implement nutrient planning and management on all the arable land and improved grassland of the farm. Produce a nutrient management plan which must cover the following points:

- Carry out soil testing in selected fields on a 3 to 5 year cycle to determine soil pH, nutrient status (eg phosphates (P) and potash (K)) and trace elements (eg magnesium);
- Calculate nutrient requirements of both arable and grass crops eg. nitrogen (N), P, K, and trace elements. This should take account of the soil analysis results, the nutrients available from previous inputs and the cropping history;
- For N, follow the Scottish Agricultural College (SAC) recommendations in the Technical Note T516 “Nitrogen recommendations for Cereals, Oilseed Rape and Potatoes”.
- For P and K, follow SAC Technical Note T308 “Removal by crops and P, K balance sheets”;
- Keep records of the quantities and date of application of mineral fertiliser (eg 20:10:10), farmyard manure and slurry applied to the field. This should take account of the levels of N, P and K contained in organic manures. Tables of typical values for total N, P and K (and potentially available P and K) in manure and slurry are available in the 4 Point Plan and the PEPFAA Code;
- Operate buffer areas if there is a watercourse (this includes ditches), spring or borehole in or beside any of the fields. (This may not require any action if the area is already part of a buffer area because of an agri-environment scheme or set-aside.) If you are eligible for the measure, you may apply for the Creation and management of water margins and enhanced riparian buffer areas options under RDC Rural Priorities.

You will also need to:

- Keep records of no-spread zones on arable land or improved grassland. For further guidance, you may wish to consult the 4-Point Plan (Ref: www.sac.ac.uk/4pp);
- Apply fertiliser at times which will promote maximum nutrient uptake by the crops.

The production of a simple Risk Assessment for Manure and Slurry (RAMS) is an easy way to plan applications of manure and slurry whilst following good agricultural practice and reducing pollution risk. The 4 Point Plan provides guidance on the preparation of a RAMS.

Who can apply

Land managers in Scotland farming land outwith a Nitrate Vulnerable Zone (NVZ).

Plans should normally cover a 3-5 year period. The commitment period will be for the growing season; a new plan may be applied for each year.

How to apply

Complete Section 4 of the LMO application form using one of the following codes. The code required if a professional advisor is to prepare the plan is LMONUMA. The amount applied for should be an estimate of 40% of the cost but the claim will be limited to the amount on the application. If you prepared your own plan then enter LMONUMB. The amount applied for should be the fixed sum of £150.

Eligibility criteria

The plan must cover all arable land and improved grassland outwith the NVZ for the business. If the farm land is in an NVZ manure and fertiliser plans are already required and therefore plans covering land within an NVZ are not eligible under this option. Where part of a farm is in an NVZ and part is outside, an application may be made.

What costs could be supported

The cost of producing a nutrient management plan.

Rate of support

If the nutrient management plan was prepared by a professional adviser, 40% of the cost will be payable up to a maximum of £300 per business.

If the applicant prepares the plan rather than employing a professional adviser, a fixed sum of £150 per business will be payable.

Inspections/Verification

At inspection the inspector will expect to see

- Nutrient management plan
- Soil test results
- Your cropping records
- Records showing dates applied, amounts and types of organic and inorganic fertiliser applied to your fields
- Calculations of current crop nutrient requirements
- A map showing no-spread zones

The plan should cover all the arable land or improved grassland on the farm.

The plan should identify individual fields and involve an assessment of the fertiliser needs for the crops in those fields.

Evidence

We will send you a claim form which you must submit along with the supporting documentation by 31 August in the year following application. The evidence you provide must include a detailed invoice if the plan is prepared by a professional adviser.

List of links to relevant technical guidance

Scottish Agricultural College (SAC) recommendations in the Technical Note T516 “Nitrogen recommendations for Cereals, Oilseed Rape and Potatoes”. This also contains details on the availability of nitrogen from the application of livestock manure.

SAC Technical Note T308 “Removal by crops and P, K balance sheets” for P and K.

The 4-Point Plan (Ref: www.sac.ac.uk/4pp) can be found on the SAC farm business web page (<http://www.sac.ac.uk/consultancy/fbs/publications/fourpointplan/>).

Option 4 – Modernisation through electronic data management for Agriculture

What this is about

This option is being introduced to help land managers to increase their use of new technologies by supporting the initial set up costs which are often a barrier to uptake.

What this will achieve

This option will improve the competitiveness of agricultural holdings through the use of new technology, including electronic hardware and software. It should improve business efficiency and the overall economic performance of agricultural businesses.

What you must do

Support is available for the purchase of electronic equipment for two different options

Option (a) – Electronic recording equipment for livestock production

- electronic ear tag readers from which information can be gathered and downloaded for management purposes.
- electronic weigh cells and electronic recording equipment from which information can be gathered and downloaded for management purposes.
- compatible software which can utilise the downloaded data from the purchased electronic ear tag readers, electronic weigh cells and electronic recording equipment or from any other source.

Option (b) – Precision farming equipment

- precision farming equipment (e.g. GPS site mapping equipment) from which information can be gathered and downloaded for management purposes.
- precision farming equipment which controls inputs (e.g. fertilisers) based on site specific data from GPS site mapping equipment or equivalent.
- compatible software which can utilise the downloaded data from eligible precision farming equipment.
- GPS site mapping equipment

Who can apply

All agricultural businesses.

How to apply

Complete Section 4 of the LMO application form using one of the following codes. The code required for option (a) is LMOELP and for option (b) enter LMOEPF. The amount applied for should be an estimate of 40% of the cost but the claim will be limited to the amount on the application.

Eligibility criteria

The purchased items must be;

- New (second hand equipment or software is not eligible)
- Paid for within the scheme year
- Maintained in working condition and retained for 5 years from date of purchase

What costs could be supported

We will provide support for the purchase of the equipment listed above.

The purchase of Personal Computers or laptops is not eligible for support under this option.

Rate of support

We will pay for 40% of the actual cost for each of the options (a) and (b) up to a maximum of £1000 per option a year.

We will also support individuals for up to 40% of their share of the actual cost of equipment and software for each option, up to £1000 a year, where the eligible purchase has been made in collaboration with one or more individual businesses.

Assistance under each of the options can only be claimed once in any 5 years.

The collaborative element is not separate from the rest of the option, e.g. If a land manager purchases weigh cells on his own and an electronic ear tag reader with his neighbour he can claim for both items at the same time as long as the claimed amount does not exceed £1000. He has to provide evidence each purchased item is eligible.

Inspection/Verification

The items purchased must be retained in working order for 5 years unless you can provide evidence that:

- i. force majeure applies; or
- ii. the items have been replaced with an eligible item of equivalent or higher specification which is in working order.

You must obtain and retain receipted invoices showing the supplier, description of the item, the cost of the item and payment for the item. If all or some of the equipment has been purchased in collaboration with other individuals and businesses, you must provide evidence of the supplier, a description of the item, the cost of the item and payment of your share of the cost.

The equipment must be available for inspection even if it has been purchased in collaboration with other individuals or businesses. Where applicants have purchased equipment together we will only be inspecting the selected individual's documentation and the equipment.

Evidence

We will send you a claim form which you must submit along with the supporting documentation by 31 August in the year following application. A detailed invoice for your purchase (or your share of the purchase) must be submitted in support of your claim for payment.



Photograph courtesy of Farmers Weekly

Option 5 – Management of tree stands for seed production

What this is about

The quality of timber produced is a key element in the competitiveness and economic viability of the forest industry. The use of genetically appropriate nursery stock is an important way of enhancing timber quality.

This grant will support seed stand registration and seed stand improvement, which will help to stimulate supply of both genetically selected and locally native seed origins.

What this will achieve

The use of genetically appropriate planting stock will:

- improve the yield of good quality timber;
- encourage the use of locally sourced seed and conserve local genetic resources;
- improve ability to adapt to climate change in Scotland's woodlands;
- provide economic opportunities, especially in remote rural areas around the production of local tree stocks.

What you must do

Register local seed stands and carry out appropriate improvements to seed stands.

You must prepare a plan for the improvement of registered seed stands to show how the proposed work will promote seed production and facilitate seed collection.

The proposed costs must reflect the specifications required to meet the appropriate management objectives (eg: the different specifications for removing dangerous large trees and for removing small single trees should be reflected in the rates, and overall proposed costs, for the 2 activities)

Who can apply

All land managers of forested land.

How to apply

Complete Section 4 of the LMO application form using one of the following codes. The code required for Registration is LMOSSR and for Management enter LMOSSM. The amount applied for should be an estimate of 50% of the cost but the claim will be limited to the amount on the application.



Eligibility Criteria

Stands proposed for registration must be of quality timber and/or native woodland, comprising locally native species.

Stands must be 1 hectare or greater.

Seed stand improvement work must only be undertaken in registered seed stands.

Any tree removal must conform with Forestry Commission's tree felling requirements as per the Forestry Act 1967.

What costs could be supported

Support will be provided for:

- preparatory work and documentation gathering towards the registration of seed stands for quality timber production and/or locally native sources for native woodland planting.
- removal of trees of poor form, where suitable.
- tree crown release for seed production.
- brashing and clearance of access routes for seed collection.

Rate of support

The payment rate for all the above options will be at 50% of the actual costs, based on receipted invoices and registration documentation. Seed stand improvement costs is limited to a maximum of £300/ha.

Each hectare can only be claimed once every 3 years.

Inspections/Verification

We will inspect registration documents and visit seed stands to ensure that the work in the seed stand improvement plan has been carried out effectively. The customer must be able to produce documentation to prove that the stands have been registered with the Forestry Commission under the Forest Reproductive Material (Great Britain) Regulations 2002.

Evidence

We will send you a claim form which you must submit along with the supporting documentation by 31 August in the year following application. The evidence you provide must include detailed invoices.

List of links to relevant technical guidance

Forest Reproductive Material: Regulations controlling seed, cuttings and planting stock for forestry in Great Britain.

<http://www.forestry.gov.uk/forestry/INFD-66SG3X>

Seed Sources for Planting Native Trees and Shrubs in Scotland, FCS Guidance Note 2006.

Forestry Commission Tree Felling – Getting Permission <http://www.forestry.gov.uk/forestry/infd-5zgksj>

Option 6 – Modernisation through electronic data management for Forestry

What this is about

This option is being introduced to help land managers to increase their use of new technologies by supporting the initial set up costs which are often a barrier to uptake.

What this will achieve

This option will improve the competitiveness of forestry holdings through the use of new technology, including electronic hardware and software. It should improve business efficiency and the overall economic performance of forestry businesses.

What you must do

Support is available for the purchase of the following types of electronic forestry planning equipment:

- GPS site mapping hardware and software;
- electronic callipers for the purposes of timber volume measurement;
- compatible software which can utilise the downloaded data from (a) and/or (b) or any other source;
- GIS software for the purposes of the production and management of long-term forest plans; and
- “Ruggedised” notebook PCs designed for electronic data capture in “outdoor/all weather” working conditions.

Who can apply

All land managers of forestry businesses.

How to apply

Complete Section 4 of the LMO application form using the code LMOEFP. The amount applied for should be an estimate of 40% of the cost but the claim will be limited to the amount on the application.

Eligibility criteria

The purchased items must be;

- New (second hand equipment or software is not eligible)
- Paid for within the scheme year
- Maintained in working condition and retained for 5 years from date of purchase

What costs could be supported

We will provide support for the purchase of electronic forestry planning equipment listed above.

Rate of support

We will pay for 40% of the actual cost of the option up to a maximum of £1000 per option a year.

We will also support individuals for up to 40% of their share of the actual cost of equipment and software for each option, up to £1000 a year, where the eligible purchase has been made in collaboration with one or more individual businesses.

Assistance under each the option can only be claimed once in any 5 years.

The collaborative element is not separate from the rest of the option, e.g. If a land manager purchases a “Ruggedised” notebook PC on his own and electronic callipers with his neighbour he can claim for both items at the same time as long as the claimed amount does not exceed £1000. He has to provide evidence each purchased item is eligible.

Inspection/Verification

The items purchased must be retained in working order for 5 years unless you can provide evidence that:

- i. force majeure applies; or
- ii. the items have been replaced with an eligible item of equivalent or higher specification which is in working order.

You must obtain and retain receipted invoices showing the supplier, description of the item, the cost of the item and payment for the item. If all or some of the equipment has been purchased in collaboration with other individuals and businesses, you must provide evidence of the supplier, a description of the item, the cost of the item and payment of your share of the cost.

Both the equipment and the receipted invoice must be available for inspection even if it has been purchased in collaboration with other individuals or businesses. Where applicants have purchased equipment together we will only be inspecting the selected individual's documentation and the equipment.

Evidence

We will send you a claim form which you must submit along with the supporting documentation by 31 August in the year following application. The receipted invoice for your purchase (or your share of the purchase) must be submitted in support of your claim for payment.



Option 7 – Access Creation for Sustainable Forest Management

What this is about

This grant supports the creation of new access routes or the improvement of existing access routes into woodlands which are not currently served by a suitable and adequate access route thereby preventing the harvesting and extraction of timber. The grant also supports the development of an internal access infrastructure. This also includes processing areas and loading bays. Adequate access to woodlands is an essential requirement to ensure sustainable forest management.

What this will achieve

Improved access is to encourage thinning and other silvicultural operations in woodlands. This offers significant biodiversity benefits, enhanced public access and increases the economic potential of the standing crop due to improved timber quality.

What you must do

Construct access routes leading to or within woodlands that will benefit from silvicultural thinning in order to extract timber.

- The roads must be built to a standard capable of enabling the access and movement of forestry equipment and taking timber haulage vehicles.
- You will maintain the roads as part of the forest road network and fully restore the area after harvesting activity.
- Road building activity must conform to the requirements of the UK Forestry Standard.
- The construction of access routes must be appropriate and in proportion to the ground condition, the size of woodland and the volume of harvesting timber. This may mean that in small woodlands where timber volumes are small or where access is particularly difficult a forwarder/trailer route together with a loading bay would be more appropriate.



Who can apply

All land managers of existing woodlands.

How to apply

Complete Section 4 of the LMO application form using the code LMOSFM. The amount applied for should be an estimate of 50% of the cost but the claim will be limited to this amount.

Eligibility criteria

All applications must be for woodlands greater than 1 hectare where the objective is to carry out thinning, small scale clear felling, continuous cover forestry & selective felling.

Road building activity should conform to the requirements of the UK Forestry Standard.

What costs could be supported

Support will be provided for:

- Construction of external and/or internal access routes (metre)
- Construction of lay-bys, turning areas, loading bays and/or bell mouth junctions (m²)
- Gates, security barriers/obstacles, cattle grids (each)

Rate of support

The payment rate for all the above options will be at 50% of the actual costs based on receipted invoices. The proposed costs must reflect the specifications required to meet the appropriate management objectives (for example the different specifications for an external access route for road worthy vehicles and for an internal access machine track should be reflected in the rates, and overall proposed costs, for the 2 activities)

Inspections/Verification

Inspector will ensure that completed work meets UK Forestry Standard.

Evidence

We will send you a claim form which you must submit along with the supporting documentation by 31 August in the year following application. The evidence you provide must include detailed invoices.

List of links to relevant technical guidance

The UK Forestry Standard – [www.forestry.gov.uk/pdf/fcfc001.pdf/\\$FILE/fcfc001.pdf](http://www.forestry.gov.uk/pdf/fcfc001.pdf/$FILE/fcfc001.pdf)

The Forestry Civil Engineering Business Unit of the Forestry Commission has a specification for Forest Roads (see <http://www.forestry.gov.uk/forestry/infd-57cfyj>)

Option 8 – Membership of food quality assurance schemes

What this is about

This option recognises the growing demand for quality produce both in Scotland and internationally. The quality of our produce is a key element in ensuring Scotland has a sustainable and competitive agricultural sector.

What this will achieve

Membership of food quality assurance schemes, certified to EN45011 level, not only improves the quality of our produce but also provides reassurance to consumers that their food is being produced to a high standard.

What you must do

Recognise the importance of high-quality production and become a member of a quality assurance or organic certification scheme.

Who can apply

All land managers are eligible to apply for this option.

How to apply

Complete Section 4 of the LMO application form using the code LMOQAS entering the total applied for under this option. Complete Section 5 giving the details of the individual food quality assurance and organic schemes you wish to apply for.

Eligibility criteria

Support will be available to farmers and crofters who are members of one, or more of the following food quality assurance schemes, providing the schemes have been certified to EN45011 level. If a scheme is not certified by 1 February 2008 its members will be ineligible to receive payment through this option.

The following food quality assurance schemes are eligible for support:

- Lion Eggs
- Linking Environment and Farming (LEAF) marque
- Freedom Foods
- Scottish Quality Wild Venison Assurance Scheme

The following organic certification schemes are eligible for support:

- Scottish Organic Producers Certification Scheme
- Soil Association Assurance Scheme
- Organic Food Federation
- Organic Farmers and Growers – Organic Assurance Scheme
- Biodynamic Agricultural Association

If you are participating in the Organic Aid Scheme or are receiving funding through the organic conversion and maintenance measure in Rural Development Contracts – Rural Priorities or join this during the same year, you cannot claim funding for membership of any of the organic schemes listed above.

What costs could be supported

The payment will be paid annually as a one off payment. The claim, which should be supported by a receipted invoice should be sent to your local Area Office.

Also note if you have applied to have a proportion of your membership of LEAF paid as a result of the Business Audit option, then you will only be eligible to receive the certification costs for the LEAF marque under this option.

Rate of support

We will pay 50% of the joining fee or ongoing membership subscriptions of a food quality assurance scheme up to a maximum of £150 (**except VAT unless you are not registered for VAT**). Importantly, you can join more than one quality assurance scheme per year. We will pay up to £150 for each scheme you are a member of.

Evidence

You must be able to provide evidence of payment of the cost of membership incurred during the scheme year for which you are applying for support. This has to be provided for each scheme you claim payment for.

We will send you a claim form which you must submit along with the supporting documentation showing that you are a member of an eligible scheme. You must do this by 31 August 2009. The evidence you provide must include your membership number, your name and address and the fee you have paid. We will check this against the information held by the relevant organisations.

Inspection/verification

Food quality assurance schemes are verified through regular independent inspections to ensure that farmers and growers are meeting their standards of production. Therefore, you will be expected to keep all relevant paperwork pertaining to the scheme(s) which should be available for inspection at any time.



Axis 2 Improving the environment and the countryside

Inspections and verification of agri-environmental land based options

Following submission of the of Land Managers Options (LMO) application:

- The application will be data captured to allow a computer based validation of the options and areas managed. This will involve cross checking against the Single Application Form, Legacy agri environment and forestry schemes and Field Identification System for any eligibility or double funding issues.
- At inspection, the inspector will verify the areas under management are the same as the claimed areas. In cases where there is dispute the area may be measured using precision equipment.
- The inspector will check the requirements of the option are being met (as detailed under 'What you must do') by a visual assessment on the day of inspection. For example:

Option – Summer grazing of Cattle.

Requirement – You must put cattle onto hill grazings on or before 1 June, and keep them there for at least three months.

If the holding is inspected in June, July or August, the inspector will expect to find cattle on the hill grazings. If the inspection takes place outwith these months the inspector will check for evidence that cattle have been grazing the hill.

- The inspector may ask to see records to ensure the requirements of an option are being met, for example pesticide records.
- Inspectors may also ask to see copies of any permissions granted, for example permissions from Scottish Natural Heritage or Historic Scotland and evidence you have checked for any historic or archaeological features or areas on the land.
- Minimum requirements for fertiliser use – the inspector will check that fertilisers have not been applied
 - Where they are likely to enter a watercourse
 - When the land is waterlogged, the soil is frozen, or is covered in snow
 - To steeply sloping fields
 - Any middens are located at least 10m from a watercourse or field drain and at least 50m away from any spring, well or borehole.
 - Minimum requirements for plant protection products – the inspector will check that the beneficiaries:
 - Pesticide record book is completed and up to date
 - Has a licence to use the products (or employs a contractor with a licence)
 - Meets the training obligations and requirements on safe storage
 - Meets the rules on spraying close to water and other sensitive sites.

Option 9 – Wild Bird Seed Mix/Unharvested Crop

What this is about

This option provides support for the practice of leaving areas of crop unharvested, or cut and left in stooks, over the winter after spring sowing a mixture of seed bearing crops.

What this will achieve

Unharvested crops provide cover and feeding areas for birds. Biodiversity Action Plan (BAP) species that may benefit include Grey Partridge, Skylark, Capercaillie, Black Grouse, Tree Sparrow and Corn Bunting.

What you must do

Either:

1 spring sow a mixture of annual crops, including at least one cereal, which will provide seed for the targeted species and do not plough down until after 15 March the following year;

Or

2 spring sow a mixture of at least two crops, one of which must seed in the first year and one in the second e.g. kale. Plough in after 15 March following last seeding year;

For both options:

- pesticides may be applied where necessary to aid establishment of the crop; otherwise, no application of pesticides is permitted.
- plots must be no more than 2 hectares in size.

In Corn Bunting areas (East Scotland, Uists and Borders) either one-year cereal-based mixes should be established or, where two-year mixes are sown, at least two plots must be established in alternate years.

To provide a safe retreat, plots should be located next to a hedge, isolated bush/tree or overhead wires but not dense woodland.

Who can apply

All land managers are eligible to apply for this option.

How to apply

Complete Section 4 of the LMO application form and columns M and N in your SAF Field Data Sheet using the code LMOWBS.

Eligibility criteria

Plots must be located on arable or improved grassland.

Land receiving payments for similar management under other agri-environment schemes is not eligible under this option.

This option cannot be adopted on an area of land set-aside under the Single Farm Payment Scheme (SFPS).

This option cannot be adopted on an area of land which is in conversion under an Organic Aid Scheme (OAS) (conversion) agreement or being maintained under an OAS (maintenance) agreement or if you are applying for support under RDC -RP conversion to a maintenance of organic farming.

Rate of support

This is a 5 year commitment. We will pay you £391.26 per hectare per year. We will pay at the end of each year.

Inspections/Verification

The inspector will check the requirements of the option are being met (as detailed above under 'What you must do') by a visual assessment on the day of inspection.

You must comply with the requirements of cross compliance and the minimum requirements for fertiliser and plant protection products and you must avoid damaging or destroying any historic or archaeological features or areas (detailed in previous section).



Option 10 – Improvement of Rush Pasture for Wildlife

What this is about

The aim of this option is to create and maintain a mosaic of rush and open pasture.

What this will achieve

This will encourage greater plant diversity and improved habitats for birds, insects and other wildlife. This will benefit Biodiversity Action Plan (BAP) species such as Reed Bunting, and other species such as Curlew and Lapwing.

What you must do

Requirements



- Manage areas of dense rushes (i.e. where over 50% of the vegetation is rushes) by cutting and/or grazing each year;
 - Between 1 August and 31 March inclusive, you must achieve an open mix of rushes and grass pasture, by cutting between a third and two thirds of your rushes in a random pattern, and/or by grazing to remove and thin between a third and two thirds of your rushes.
 - Cut close to the ground and certainly under half-stem height. Cutting higher than this will have no effect on reducing tussock mass or vigour. After cutting you may graze or heavy roll the area;
- Avoid poaching or creating wheel ruts as this can damage the soil structure and the sward and encourage the establishment of invasive weeds.

Who can apply

All land managers are eligible to apply for this option.

How to apply

Complete Section 4 of the LMO application form and columns M and N in your SAF Field Data Sheet using the code LMOIRP.

Eligibility criteria

Areas of 'rush pasture' i.e. permanent pasture on poorly drained in-bye land that is periodically saturated with water and where large areas are dominated by soft rush and/or compact rush. Pastures with a significant presence of sharp flowered rush are excluded. Sharp flowered rush is often an indicator of more species rich wetlands.

Land receiving payments for similar management under other agri-environment schemes is not eligible under this option.

Rate of support

This is a 5 year commitment. We will pay you £100 per hectare per year. We will pay at the end of each year.

Inspections/Verification

The inspector will check the requirements of the option are being met (as detailed above under 'what you must do') by a visual assessment on the day of inspection.

You must comply with the requirements of cross compliance and the minimum requirements for fertiliser and plant protection products and you must avoid damaging or destroying any historic or archaeological features or areas (detailed in previous section).

Option 11 – Summer Cattle Grazing

What this is about

This option will encourage land managers to put cattle out on hill grazings to graze the coarser moorland grasses that sheep and deer tend to avoid.

What this will achieve

This option will improve the quality of the vegetation for wildlife. By introducing cattle during the summer to graze the coarser moorland grasses, heather and more indigestible vegetation, fine-leaved grasses and flowering plants will be encouraged to grow. This creates a more diverse habitat for plants and insects, and these in turn support moorland birds and other wildlife.

What you must do

Requirements

- You must turn cattle out onto unenclosed or hill land (i.e. rough grazings) on or before 1 June, and keep them there for at least three months.
- You must graze cattle at a level of at least one bovine per 25 hectares. To count, these cattle must be at least six months old at the start of the grazing period and you must either own or formally lease them.
- Make sure that grazing is evenly distributed and that there are enough sheltered areas where the ground is firm and free draining.
- This option can cover all or part of the hill grazings on your holding.

The ideal grazing regime on this land should include both sheep and cattle. To avoid over-grazing, you may need to reduce the number of sheep in proportion to the number of cattle introduced. Pay special attention to avoiding over-grazing, trampling or supplementary feeding on any areas of wetter ground or woodlands.

Who can apply

All land managers are eligible to apply for this option.

How to apply

Complete Section 4 of the LMO application form and columns M and N in your SAF Field Data Sheet using the code LMOSCG.

Eligibility criteria

Land receiving payments for similar management under other agri-environment schemes is not eligible under this option.

Rate of support

This is a 5 year commitment. We will pay you £1.30 per hectare per year. We will pay at the end of each year.

Inspections/Verification

The inspector will check the requirements of the option are being met (as detailed above under 'what you must do') by a visual assessment on the day of inspection.

You must comply with the requirements of cross compliance and the minimum requirements for fertiliser and plant protection products and you must avoid damaging or destroying any historic or archaeological features or areas (detailed in previous section).



Photograph courtesy of Quality Meat Scotland

Option 12 – Management of Moorland Grazing

What this is about

The aim of this option is to support changes in grazing management to benefit a wide range of habitats on moorland.

What this will achieve

This will encourage a wide range of habitats both for birds and animals to feed and breed, and for a wide range of insects and plants.

What you must do

Requirements

- You must prepare a moorland grazing plan and carry it out. The plan must be in place by the start of the scheme year, and should take account of the combined impacts of livestock and other grazing animals present on the land.
- The plan should describe the current condition and management of the moorland. It should propose changes in shepherding, managing livestock and feeding practices that will benefit the environment and wildlife.
- You must use the moorland for agricultural livestock production.

Who can apply

All land managers are eligible to apply for this option.

How to apply

Complete Section 4 of the LMO application form and columns M and N in your SAF Field Data Sheet using the code LMOMMG.

Eligibility criteria

‘Moorland’ means land with predominantly semi-natural upland vegetation or rock outcrops and semi-natural upland vegetation, which is primarily used for rough grazing.

Land receiving payments for similar management under other agri-environment schemes is not eligible under this option.

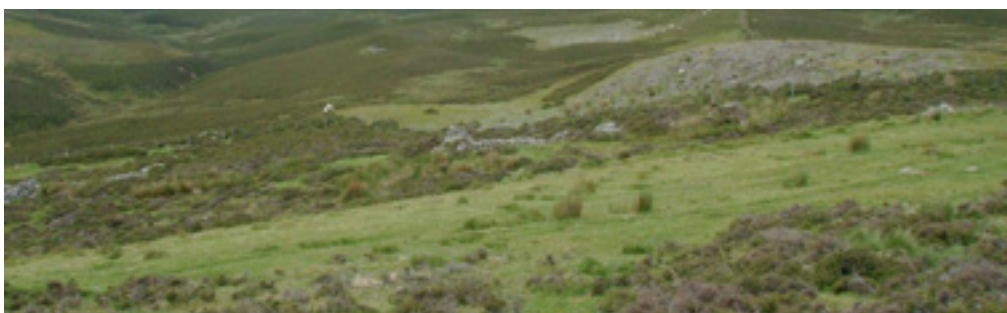
Rate of support

This is a 5 year commitment. We will pay you £1.30 per hectare per year. We will pay at the end of each year.

Inspections/Verification

The inspector will check the requirements of the option are being met (as detailed above under ‘What you must do’) by a visual assessment on the day of inspection.

You must comply with the requirements of cross compliance and the minimum requirements for fertiliser and plant protection products and you must avoid damaging or destroying any historic or archaeological features or areas (detailed in previous section).



Option 13 – Management of Linear Features

- Hedgerows and hedgerow trees
- Dykes



What this is about

This option will enhance the landscape and biodiversity through the good management of farm hedgerows, hedgerow trees and dykes.

What this will achieve

The better management of hedgerows, hedgerow trees and dykes by sensitive cutting and reinstatement will provide shelter and food for insects, birds and small mammals.

The Biodiversity Action Plan (BAP) species that may benefit include Song Thrush, Bullfinch, Linnet, Reed Bunting, Tree Sparrow, Brown Hare, Common Pipistrelle Bat and Soprano Pipistrelle Bat, and the lichens such as the Orange-Fruited Elm-Lichen.

What you must do

Requirements

Hedgerows and hedgerow trees

- Management of the hedge will include periodic cutting, planting, gapping or coppicing.
- When managing for **landscape benefits**, you may cut the hedges on both sides no more than once every two years. You should only cut one half of the length of the hedgerows managed in any one year.
- When managing for **biodiversity benefits**, cut your hedge on both sides no more than once every three years. You should only cut one third of the hedgerows managed in any one year.
- Manage your hedges over several years so they form an A-frame shape and are at least 1.5 metres tall and at least 2 metres wide at the base.
- Only cut back, trim or lop your hedgerow trees between 1 December and 1 March.
- We encourage you to lay your hedges.
- Where possible, encourage hedgerow trees to develop at intervals along your hedge, by marking and not cutting them.
- You must fill gaps in your hedge by planting a mixture of trees and shrubs. You must only use native-species trees and shrubs (a list is available from SNH), although you may plant beech and sycamore where these are appropriate and traditionally used in your local hedges. You should use plants from your local area wherever possible.
- Prepare a sketch map which clearly shows the location of the hedge you propose to manage and keep this map for inspection purposes.

Dykes

- Only dyking which has suffered minor damage or deterioration (i.e. from fallen coping stones to totally collapsed sections of wall less than 2 metres in length) is eligible under this option.
- You should carry out repairs and maintain your drystone dykes using traditional local material and to the standard and style that is normally found there.
- Prepare a sketch map which clearly shows the location of the dyke you propose to manage and keep this map for inspection purposes.

Who can apply

All land managers are eligible to apply for this option.

How to apply

Complete Section 4 of the LMO application form and columns M and N of your SAF Field Data Sheet using one of the following codes. The code required for Hedgerows with landscape benefits is LMOHEDA and for Hedgerows with biodiversity benefits enter LMOHEDB. The code required for Dykes is LMODYK.

Eligibility criteria

Hedgerows and hedgerow trees: To meet EU requirements you will not be able to maintain more than 50 metres of hedgerow per hectare of the land that you farm.

Dykes: To meet EU requirements, you will not be able to maintain more than 50 square metres of dyke under this option for every hectare of land that you farm.

Hedges or dykes receiving payments for similar management under other agri-environment schemes is not eligible under this option.

Where a boundary linear feature is involved, the payment will be in proportion to your level of responsibility; that is, if you and your neighbour are equally responsible for maintaining a dyke, you will be entitled to payment on half of the area of dyke. In such instances, a Shared Boundary Agreement must be completed and submitted with your application. These forms will be available from your SGRPID Area Office. If the requirements are not met because your neighbour does not follow the option requirements, you will be in breach.

Rate of support

This is a 5 year commitment. We will pay at the end of each year.

Hedgerows for landscape: 10 pence per metre per year

Hedgerows for biodiversity: 10 pence per metre per year

Dyking: 10 pence per square metre per year.

Inspections and verification

The inspector will check the requirements of the option are being met (as detailed above under 'What you must do') by a visual assessment on the day of inspection.

You must comply with the requirements of cross compliance and the minimum requirements for fertiliser and plant protection products and you must avoid damaging or destroying any historic or archaeological features or areas (detailed in previous section).

List of links to relevant technical guidance

- a list of native hedgerow species is available from Scottish Natural Heritage (SNH) – <http://www.snh.org.uk/ww0/landmanagers/land-rural01.asp>

Option 14 – Management of Grass Margins and Beetlebanks in Arable Fields

What this is about

This option will encourage the creation of grass strips in or around arable fields to benefit biodiversity and water quality.

What this will achieve

This management option aims to create a grass strip along the boundary of, or across an arable field. Grass strips can serve a dual purpose – supporting wildlife and reducing soil erosion.

Insects over-winter in the grass strips. Beneficial insects can include crop pollinators, and insects to control crop pests. Temporary grass margins can also support rare arable plants and provide food and cover for birds and small mammals.

Cross-field strips on sloping fields will help to reduce the risk of erosion and soil and nutrient run-off. Slower surface-water flow rates can also help to reduce flooding downstream. BAP species that may benefit include Grey Partridge, Linnet, Bullfinch, Spotted Flycatcher, Corn Bunting, Purple Rampion-Fumitory and Cornflower.

What you must do

Requirements

- Use a diffuse pollution audit to identify suitable locations for grass strips intended to prevent or minimise soil erosion or nutrient losses to nearby watercourses and lochs.
- Use an environmental audit to identify suitable locations for beetle banks.
- Manage a strip between 1.5m and 6m in width in an arable field.
- Where you intend to benefit Hen Harriers, Corn Buntings, Barn Owl or Kestrel, we recommend the strip is at least 6m wide.
- When you do not plan to sow the entire field to an arable crop, the minimum width of the arable area adjacent to the grass strip must be 30m.
- Establish the strips by sowing a suitable mix of grass seed, including at least one species of nectar-feeding plant such as red clover, into a sterile seedbed.
- Do not apply fertiliser, slurry or farmyard manure to the strips.
- Scrub control is not allowed except with the prior written agreement of Scottish Ministers.
- Pesticides must not be applied to the site.
- Spot treatment of scheduled weeds (Common Ragwort, Spear Thistle, Creeping or Field Thistle, Curled Dock or Broad Leaved Dock) or non-native invasive species (Giant Hogweed, Himalayan Balsam, Rhododendron Ponticum and Japanese Knotweed) is permitted without prior written approval.
- You will not be eligible for any additional payment to control scrub or weeds.



- Create a sterile strip up to 0.5m in width along the inner edge of the grass margin and maintain it by rotation and by applying herbicide. Such a strip will provide young birds with an area on which to dry out and it will also act as a buffer to prevent the spread of weeds from the grass margin into the crop.
- You can graze or top the grass margin or beetlebank after harvest, provided the average height of vegetation in the strip is not taken below 100 mm.
- Any area adjacent to the grass margins or beetlebanks must remain in an arable crop, such as cereals, linseeds, oilseed, root crops, fruit crops or protein crops, including vining peas, for the duration of the agreement, to obtain full conservation benefit from this option. In a mixed arable situation where an area will be put into grass or other non-eligible crop after 3 years, you can transfer the beetlebank/margin to another eligible field for the remaining 2 years of the agreement. In this situation, a beetlebank/grass margin may only be transferred once during the 5-year agreement. On organic farms, where the normal rotation is a 2 year cycle, you can transfer the beetlebank/margin twice during the agreement period to ensure that the area is in an eligible crop.

Who can apply

All land managers are eligible to apply for this option.

How to apply

Complete Section 4 of the LMO application form and columns M and N of your SAF Field Data Sheet using code LMOGMB.

Eligibility criteria

Land receiving payments for similar management under other agri-environment schemes is not eligible under this option.

Rate of support

This is a 5 year commitment. We will pay £473.76 per hectare per year. We will pay at the end of each year.

Inspections/Verification

The inspector will check the requirements of the option are being met (as detailed above under 'What you must do') by a visual assessment on the day of inspection.

You must comply with the requirements of cross compliance and the minimum requirements for fertiliser and plant protection products and you must avoid damaging or destroying any historic or archaeological features or areas (detailed in previous section).

Option 15 – Biodiversity Cropping on In-Bye

What this is about

This option aims to increase the conservation value of arable land and increase numbers of associated bird species.

What this will achieve

This option will increase the conservation value of arable land by encouraging traditional crop rotations to provide cover and feeding areas for birds. Spring cropping and low input management will support wildflowers and provide invertebrate food for birds. The structure of a spring crop is also favourable to ground nesting birds.

BAP species that may benefit include Brown Hare, Skylark, Common Linnet, Corn Bunting, Tree Sparrow and Cornflower.



Photograph courtesy of Eric Bignal

What you must do

Requirements

- Sow plots of spring cereals, fodder root crops or fodder rape each up to 2 hectares; their total area should not exceed 4 hectares over the whole unit;
- Only undertake cultivations and spread fertiliser between 1 March and 15 May inclusive. Exceptionally, for fodder rape or root crops, cultivations may be carried out after 15 May. Any nests that you locate must be marked and avoided.
- Do not apply herbicides and insecticides without prior written agreement of Scottish Ministers. Normally, this consent will only be given to allow spot-treatment or the weed wiping of scheduled weeds (Common Ragwort, Spear Thistle, Creeping or Field Thistle, Curled Dock or Broad Leaved Dock) or invasive non-native species (e.g. Himalayan Balsam, Rhododendron Ponticum and Japanese Knotweed).
- After cropping, you must not plough or cultivate the area before 1 March of the following year.
- You can include any cropping rotation and crops that are, or have been, 'traditional' to the area. For example, it is now common practice to grow daffodils in the south of the Grampian area and therefore daffodil production may legitimately be considered 'traditional' to that area.

Arable silage is **not** an eligible crop for this option for the following reasons:

- It is unsuitable for some bird species because its stems are closer together and it is a denser crop;
- Birds will be deprived of cover much earlier in the year; and
- It does not provide autumn 'stubbles' or a residual crop to act as a source of food in the autumn and winter.

A supplement will be paid where a cereal crop is harvested by a binder and the stooks gathered into stacks.

You can change the location of the plots but the amount applied for must be maintained for 5 years.

Who can apply

All land managers are eligible to apply for this option.

How to apply

Complete Section 4 of the LMO application form and columns M and N of your Field Data Sheet using the following codes. The code required for the normal rate is LMOBCN and if you apply for the traditional cereal harvesting supplement the code LMOBCT must also be entered.

Eligibility criteria

This option is available on in-by-land throughout Scotland. This option cannot be adopted on an area of land which is in conversion under an Organic Aid Scheme (conversion) agreement or if you are applying for support under RDC -RP conversion to of organic farming.

Land receiving payments for similar management under other agri-environment schemes is not eligible under this option. The 4 ha limit applies across all the Agri-environment Schemes including LMCMS.

Rate of support

This is a 5 year commitment. We will pay at the end of each year.

Payment rate £70.94 per hectare per year.

Supplement rate where cereal crop is harvested by binder and stooks gathered into stacks £400 per hectare per year.

Inspections/Verification

The inspector will check the requirements of the option are being met (as detailed above under 'What you must do') by a visual assessment on the day of inspection.

You must comply with the requirements of cross compliance and the minimum requirements for fertiliser and plant protection products and you must avoid damaging or destroying any historic or archaeological features or areas (detailed in previous section).

Option 16 – Management of Conservation Headlands

What this is about

This option provides support for leaving headlands free of broadleaf herbicides and insecticides.

What this will achieve

This will allow the natural development of a variety of plants within the headland, providing a feeding ground and habitat for insects, birds and small mammals. Some BAP species that may benefit: Grey Partridge, Linnet, Bullfinch, Corn Bunting.

What you must do

Requirements for all payments

- You must not apply broadleaf herbicides and insecticides to the headland without the prior written agreement of Scottish Ministers. If you are seeking such agreement, you should include a letter from The Game Conservancy Trust, or other recognised conservation organisation with appropriate expertise, supporting the proposals. Circumstances under which consent may be given include where a serious infestation is putting at risk the establishment of the headland. You do not need to obtain approval to apply fungicides.
- You can move the conservation headland to a different field or fields during your contract; however, you must include the same number of hectares each year.
- Where this option is being carried out in a field which is in a Nitrate Vulnerable Zone, the margin/buffer must start after the 2m margin/buffer on which no fertiliser may be applied in accordance with the Nitrates Action Programme.

Additional requirement for the premium rate payment

- do not apply nitrogenous fertiliser to the headland.

Additional requirements for the payment supplement

- if you retain stubbles from harvest of the Conservation Headlands until at least the end of February. This will provide cover and feeding for birds over winter.
- The controlled grazing post-harvest will increase the available food supply to over-wintering birds because ground disturbance uncovers more seeds. Fallen grain and dunging supporting increased numbers of invertebrates. The grazing regime adopted for areas being managed under this option must be such that the aims of this option, providing cover and feeding areas for birds, is not frustrated.



Photograph courtesy of The Game Conservancy Trust

Who can apply

All land managers are eligible to apply for this option.

How to apply

Complete Section 4 of the LMO application form and columns M and N of your SAF Field Data Sheet using one of the following codes. The code required for the normal rate is LMOCHN. The code for the premium rate is LMOCHP. For the winter stubble supplement you must enter LMOCHS in addition to either LMOCHN or LMOCHP.

Eligibility criteria

This option is available on headlands with a minimum width of 6 metres in arable fields on which cereal, linseed, oilseed or protein crops are being grown.

This option cannot be adopted on an area of land which is in conversion under an Organic Aid Scheme (conversion) agreement or if you are applying for support under RDC -RP conversion to organic farming.

Conservation headlands can adjoin both autumn and spring sown crops. However, they should not adjoin cereals to be harvested for arable silage before the grain is ripe.

Land receiving payments for similar management under other agri-environment schemes is not eligible under this option.

Rate of support

This is a 5 year commitment. We will pay at the end of each year.

Payment rate: £70 per hectare per year.

Premium payment rate: for no application of nitrogenous fertiliser to the headland: £135.14 per hectare per year.

Payment supplement: for retaining conservation headland stubbles over winter: £21 per hectare per year.

Inspections/Verification

The inspector will check the requirements of the option are being met (as detailed above under 'What you must do') by a visual assessment on the day of inspection.

You must comply with the requirements of cross compliance and the minimum requirements for fertiliser and plant protection products and you must avoid damaging or destroying any historic or archaeological features or areas (as detailed previously).

Option 17 – Retention of Winter Stubbles

What this is about

This option provides support for retaining stubbles over the winter to provide cover and food for birds.

What this will achieve

Winter stubbles will provide cover, and food in the form of spilt grain and seeds, for birds which will increase the number of birds that survive the winter.

Biodiversity Action Plan (BAP) species that may benefit include: Song Thrush, Tree Sparrow, Reed Bunting, Grey Partridge, Linnet and Corn Bunting.

What you must do

Requirements

- Retain stubbles from your harvest of spring or winter cereals, protein or oilseed crops to provide cover and food for birds until the end of the following February. Once you have harvested you must not plough or cultivate the area before 1 March in the following year.
- You must not apply herbicides and insecticides without the prior written agreement of Scottish Ministers from when the crop emerges until up to and including the last day of February each year. Normally, this consent will only be given to allow spot-treatment or the weed wiping of scheduled weeds (Common Ragwort, Spear Thistle, Creeping or Field Thistle, Curled Dock or Broad Leaved Dock) or invasive non-native species (e.g. Himalayan Balsam, Rhododendron Ponticum and Japanese Knotweed).
- Arable silage is not an eligible crop for this option because it does not provide autumn 'stubbles' and any remaining crop as a source of food for the birds over autumn and winter.
- You can change the location of your winter stubble but you must include the same number of hectares each year.
- The controlled grazing post-harvest will increase the available food supply to over-wintering birds because ground disturbance uncovers more seeds. Fallen grain and dunging supporting increased numbers of invertebrates. The grazing regime adopted for areas being managed under this option must be such that the aims of this option, providing cover and feeding areas for birds, is not frustrated.

Who can apply

All land managers are eligible to apply for this option.

How to apply

Complete Section 4 of the LMO application form and columns M and N of your SAF Field Data Sheet using code LMORWS.



Eligibility criteria

Land receiving payments for similar management under other agri-environment schemes is not eligible under this option.

The option is available on arable land.

This option cannot be adopted on an area of land which is in conversion under an Organic Aid Scheme (conversion) agreement or if you are applying for support under RDC -RP conversion to of organic farming.

Rate of support

This is a 5 year commitment. We will pay £96 per hectare per year. We will pay at the end of each year.

Inspections/Verification

The inspector will check the requirements of the option are being met (as detailed above under 'What you must do') by a visual assessment on the day of inspection.

You must comply with the requirements of cross compliance and the minimum requirements for fertiliser and plant protection products and you must avoid damaging or destroying any historic or archaeological features or areas (detailed in previous section).

Option 18 – Small-scale woodland creation

What this is about

The planting of small woodlands, particularly in farming and crofting landscapes, provides a wide range of environmental and amenity benefits, as well as supporting farm diversification.

This option supports the creation of new woods, planted with native species, up to 1 hectare in size.

What this will achieve

Small-scale planting in the farming and crofting landscape can deliver a range of outcomes including:

- Contributing to carbon sequestration
- Diversifying and enhancing the natural landscape
- Enhancing species habitats and woodland habitat networks
- Enhancing the built landscape
- Improving water quality
- Contributing to animal health and welfare
- Improving derelict, underused and neglected land.

What you must do

Plant and establish up to 2 hectares of new woodland in any year.

- You must plant the new woodland using native species only.
- The planted woodland must be in the size range of 0.1 – 1.0 hectare.
- The design of the woods should follow the guidance in ‘Creation of Small Woodlands on Farms’ published by the Forestry Commission in 2006 and other detailed published guidance on best practice.
- You must establish conifers at a density of 2,500 trees/ha and broadleaves at a density of 1,100 trees/ha and these should be maintained as such for 10 years.
- You must protect the planted trees from damage from livestock, rabbits and deer.
- The planting and maintenance must follow sound silvicultural practice and you must resolve any site problems that impact on tree establishment.
- Any required consultation with neighbours and interested bodies must be carried out prior to planting.
- An appropriate scale map showing the boundary of the woodland that has been created must be kept. You must be able to produce this for inspection.



Who can apply

Land managers of agricultural and/or non-agricultural land.

How to apply

Complete Section 4 of the LMO application form and columns M and N of your SAF Field Data Sheet using one of the following codes:

LMOSCWA for agricultural land.

LMOSCWN for non-agricultural land.

Eligibility criteria

You must not plant any woodland or carry out any ground preparation on areas identified for archaeological conservation. Any planting must be at least 20 metres beyond the outermost recognised feature of these sites.

You must have prior written consent from Scottish Natural Heritage for any planting in or affecting a Natura site or any Site of Special Scientific Interest (SSSI).

You should seek prior advice from the Forestry Commission on any planting proposed on land that is subject to the following designations, in order to receive a determination on Environmental Impact Assessment:

- Natura site or any Site of Special Scientific Interest
- National Park
- National Scenic Areas

What costs could be supported

We will make a single payment per hectare as a contribution to the total cost of ground preparation, initial planting, tree protection and woodland maintenance such that the woodland becomes satisfactorily established.

Rate of support

There will be a one off payment of £2,500/hectare for planting on both agricultural or non-agricultural land.

Inspections/Verification

The planting will be inspected, to ensure that it meets with the requirements listed in “what you must do” and the eligibility criteria.

A map, of an appropriate scale, showing the boundary of the woodland that has been created should be available to aid inspection.

On agricultural land you must comply with the requirements of cross compliance.

List of links to relevant technical guidance

The UK Forestry Standard – [www.forestry.gov.uk/pdf/fcfc001.pdf/\\$FILE/fcfc001.pdf](http://www.forestry.gov.uk/pdf/fcfc001.pdf/$FILE/fcfc001.pdf)

The creation of small woodlands on farms – <http://www.forestry.gov.uk/forestry/infd-6pwmv7>

Environmental Impact Assessment (EIA) – <http://www.forestry.gov.uk/forestry/infd-5zgwkl>

Option 19 – Management of small woodlands

What this is about

Small woodlands make an important contribution to the character, biodiversity and amenity of the landscape. However, these woodlands are often under-managed and their condition can deteriorate over time because they are under-valued and/or the financial cost of management acts as a deterrent.

This option provides support for the sustainable management of small woodlands.

What this will achieve

Bringing small woodlands, particularly on farms, into active management will increase their value as part of the land holding business and the associated landscape. It will also deliver environmental outcomes including:

- Mitigation of climate change
- Improved soil, water and air quality
- Enhanced landscapes
- Protected and enhanced biodiversity

What you must do

You must carry out an assessment on the condition of all of your woodland and, as a result, identify and record, in the form of a plan, work that is required during the 5 years of the agreement. There is no standard template for the assessment or the content of a plan but the following is suggested:

- Identifying and mapping the woodland types
- Identifying and mapping any management constraints and opportunities
- Assessing and describing the existing and intended woodland structure
- Assessing and describing the existing and intended woodland protection
- Assessing and describing the existing and intended species composition
- Assessing existing threats/damage and intended improvements
- Assessing and describing the existing and intended public access
- Identifying and mapping the proposed work programme

You can undertake the work requirements, identified as a result of your assessment of the condition of the woodland, over the 5 years of the agreement.

You must adequately protect all your woodland from damage by domestic and wild animals. This also applies to natural regeneration of native species within the woodland.

You must remove all domestic livestock from native woodlands if you are applying for the payment supplement.

You must not allow the presence of non-native vegetation, in the canopy or shrub layers of native woodland, to threaten the condition of your native woodland.

You must not allow any work, carried out in and around your woodland, to have a significant adverse impact on habitats and species of national or regional importance or on features of cultural importance such as known archaeological sites.

Your management and the undertaking of work, such as felling, must be carried out such that the overall character of the landscape is maintained.

Your management of public access through your woodland must be in line with the Scottish Outdoor Access Code.

Where it is within your control, you must keep your woodland free of inappropriate materials and waste.

All the management of your woodland must comply with the **UK Forestry Standard**.



Who can apply

Land managers of a holding with at least 1 hectare and no more than 30 hectares of woodland.

How to apply

Complete Section 4 of the LMO application form and columns M and N of your SAF Field Data Sheet using one of the following codes. The code required for managing the woodland is LMOSWN and for the stock exclusion supplement you must also enter the code LMOSWS.

Eligibility criteria

Your total woodland area must be at least 1 hectare and no more than 30 hectares. Individual areas of woodland must be no less than 0.1 hectare.

You must not include in this Option, any woodland which is currently in receipt of grant aid for its maintenance under another grant scheme e.g. WGS, SFGS, RSS, RDC -RP. This also applies to woodland planted under LMO Option 18.

What costs could be supported

We will provide support for undertaking the work that has been identified and recorded in your plan for the 5 years of the agreement.

We will provide additional support for the removal of domestic livestock from areas of native woodland.

Rate of support

The payment rate for managing the woodland, in accordance with a plan, is £28/hectare/year.

The payment supplement for the removal of domestic livestock from native woodland is £41/hectare/year.

Inspections and verification

We will inspect the management of the woodland against the required work identified in your plan and that the requirements listed in “what you must do” are being met.

Where applicable, we will inspect to confirm that domestic livestock has been removed from native woodland.

On agricultural land you must comply with the requirements of cross compliance.

List of links to relevant technical guidance

UK Forestry Standard – [www.forestry.gov.uk/pdf/fcfc001.pdf/\\$FILE/fcfc001.pdf](http://www.forestry.gov.uk/pdf/fcfc001.pdf/$FILE/fcfc001.pdf)

Axis 3

The quality of life in rural areas and diversification of the rural economy

Option 20 – Improving access

What is this about

Most people prefer to use clear, identified paths for enjoying access in the outdoors. This option aims to help upgrade and enhance paths/routes that were previously footpaths only to make them accessible to a fuller range of users, including members of the public, cyclists, horse riders and persons with disabilities. This option will provide enhanced paths and signs, to encourage responsible public outdoor access for the full range of users, and to integrate access with good land management. This will have wider benefits for health improvement and increased physical activity. By providing marked paths, you can encourage local people and visitors to exercise their access rights on paths which are best suited for the purpose.

Support will be available for the priorities of enhancing and marking paths and routes which link to local networks, give access to attractive places, or meet a local need. This option can include access to inland water, such as lochs and rivers. These access facilities and improvements will provide a sustainable resource for nearby communities, visitors, and enterprises, and give broad social and economic benefits, along with better opportunities for local outdoor access and recreation.



What will this achieve

This option will encourage land managers to

- enhance and mark access paths/routes for all types of users to help them exercise their rights under the Land Reform (Scotland) Act 2003,
- encourage the use of routes that provide public benefits and integrate responsible access with land management activities.

What you must do

Support will be given for enhancing and marking existing paths/routes which meet the priorities of:

- linking to local networks,
- giving access to points of attraction, or
- meeting local needs of the full range of users, including access to core paths.

The full range of users includes members of the public, cyclists, horse riders and persons with disabilities.

Paths must be continuous across your land, and must be suitable for appropriate use all year round. Routes to inland water are also eligible. The path/route and the associated eligible capital items must meet all of the technical specifications contained at the end of this option. This includes being well-drained, fit for the intended purpose, free from obstructions, signposted and waymarked, and regularly inspected.

Separate copies of the map must be submitted to your local SGRPID Area Office and to your local access officer by 31 August in year one of your agreement. This is to inform the local authority or national park authority, and to help ensure that the proposal meets at least one of the criteria set out above. It may also be used as the basis for public information on access opportunities.

Who can apply

The measure is available to all rural land managers.

When you are planning your path application, you must inform your local authority (or national park authority in a national park) access officer, to help ensure that it meets at least one of the priorities and the technical specifications below. Every effort must be made to link your path into other local path networks, and local access officers can provide useful advice on existing and proposed local path networks.

How to apply

Complete Section 4 of the LMO application form using one of the following codes. The code for Enhancement is LMOIAM. The total applied for should be an estimate of 75% of the cost but the claim will be limited to the amount on the application.

If you are applying for a capital item then use the following codes. The code required for a Boardwalk is LMOIAW, for a bridge LMOIAB and if it is a Culvert enter LMOIAC. The amount applied for should be an estimate of 75% of the cost and we will pay up to a maximum of £150 for each item.

Eligibility criteria

You cannot apply to enhance a path that is already being enhanced, managed or maintained by another organisation or individual. Applicants must confirm that no other funding mechanism or organisation is enhancing, managing or maintaining any of the paths or facilities/capital items claimed for under this application. This is in addition to the declaration that you are not claiming payments under any other scheme.

All tarmac/bitumen surfaced motor-vehicle tracks are ineligible.

The path must meet at least one of the improving access priorities and all of the technical specifications.

Improving access priorities

1. Linking to local networks

The path must link with other routes within and at the boundaries of your land and form part of a wider network. If your path starts at or crosses a public road, consider road safety and talk to your local authority roads department before submitting your application.

2. Give access to points of attraction

The path must provide reasonably direct access across your land, providing access to a feature(s) of interest such as a viewpoint, loch, cultural or historical feature.

3. Meet a local need

If the path does not connect to a wider network and does not give access to points of attraction, you must demonstrate that it serves some other clear purpose or meets a local need.

The bridge capital item available under this measure is only eligible where the bridge is of a type which is not designed for motorised vehicle use. The bridge will be for members of the public exercising their rights under Part 1 of the Land Reform (Scotland) Act 2003 to link two paths or routes together and cannot be used for vehicle infra-structure purposes.

Path development and improvement related items under this option cannot be supported for the same access provision purpose being undertaken in other options in the Scotland Rural Development Programme. These include:

- Provision or improvements of roads bridges culverts, gates; or formation or improvement of access track to land improvement areas as part of the Crofting Counties Agricultural Grants Scheme.
- Provision and upgrading of infrastructure related to access to farm and forest land, energy supplies and water management and Access creation for sustainable forest management.
- Livestock tracks, gates and river crossings.
- Sustainable management of forests and woodlands.
- Woods in and around towns challenge fund.
- Support for diversification outwith agriculture.
- Support for the development and creation of micro-enterprises.
- Provision, development or upgrading of small scale tourist facilities by land managers.
- Information and awareness raising.

- Area access management and monitoring, and creation and upgrading of paths and routes.
- Forests for people challenge fund.
- Provisions of leisure, recreation, sporting, catering and other rural community services and facilities.

What costs could be supported

This is a five year management agreement and we will pay 75% of actual costs supported by invoices. We will pay for items referred to in the technical specification which deliver enhanced path works you have undertaken to improve access as including removing overgrown plants and grass, controlling weed encroachment, installing filter drains, providing gates, signposts and waymarkers.

You can also claim for the one-off costs of installing certain capital items. The rate of support is 75% of costs for installing boardwalks, bridges, and culverts (up to a maximum of £150 for each item). All capital items must be completed before the applicant can claim for the path enhancement works

The capital items purchased under this option must be retained in good condition for 5 years unless you can provide evidence that:

- i. force majeure applies; or
- ii. the items have been replaced with an eligible item of equivalent or higher specification.

Inspections/verifications

For verification purposes the applicant must keep the receipts for all costs incurred. The applicant must identify the route on a 1:10,000 map showing the location of the path to be managed and the location and type of capital items for which the applicant is claiming funding. The map, receipts and any written confirmation must be retained for inspection purposes.

The inspector will check that the enhancement work and items are the same as specified in the approval, meet at least one of the improving access priorities, meet the technical specifications, are in working order; are being used for the specified purpose, that the claimed costs are justified. They will also check that the location of the path/route being enhanced and any associated capital items match their location on the map.

Evidence

We will send you a claim form which you must submit along with the supporting documentation by 31 August of the year following application. The evidence you provide must include detailed invoices and any other documentation in support of your claim for payment.

List of links to relevant technical guidance

The following sources may contain further information about path enhancement, management and technical information on capital items.

Information on how to provide enhanced access for people with disabilities is available in “BT Countryside for All” www.fieldfare.org.uk.

Information on path management is available on “Lowland Path Construction Guide” www.pathsforall.org.uk or about “Upland Path Management” from SNH.

Information on item designs and structures – Countryside Access Design Guide
<http://www.snh.org.uk/publications/on-line/accessguide>

Information on signposts and bridges – “Signpost Guidance” and “Path Bridges” www.pathsforall.org.uk

To find your local access officer go to www.outdooraccess-scotland.com and click on the map for Access Contact which is on the home page. You can also find out more about the Scottish Outdoor Access Code on the website.

Technical specifications.

1. Well-drained

- The path must stay firm and dry in all weather conditions. After heavy rain, water should drain away quickly without damaging the path. Good drainage is key to achieving this.
- Excavate intercepting ditches to a minimum depth of 250mm with stable slopes and establish suitable outfalls. Install filter drains of a minimum depth of 400mm and width of 300mm, backfill with coarse stone material and establish suitable outfall.
- Clear out potholes of loose and soft material and backfill with compacted weather resistant material, the finished levels must prevent collection of surface water.
- Clear out surface cross drains, clear and fill potholes and re-pack any stone pitching that has worked loose or is being undermined.
- Keep ditches, cross drains, culverts and the entrances to culverts clear of silt, debris and vegetation twice a year, usually in March and November. At the same time check that headwalls are firm and secure.

2. Fit for purpose

- The path's surface must be one of the types listed below and be suitable for the type and amount of use it has to support. No one path surface fits all purposes – the main point to remember is that the path must be suitable for its intended use. Keep the space around the route clear of obstructions for 3.5m above the path and across a width of at least 2m.
- You must enhance your path to provide improved access provision. This can include improving drainage, clearing vegetation, filling potholes and hollows, patching etc.
- Mowing/strimming, should ensure between 1m and 3m width of mown/ strimmed grass provides enhanced path provision throughout the growing season. The path must be kept free of overgrown plants, trees or grass.
- The path surface must be one of three surface types
 - Natural path surface e.g. turf. Regular mowing will increase the density of grass, improving strength and durability.
 - Unbound surface. Use the binding properties of the path base stone to provide a smooth surface. Spreading quarry dust onto the aggregate base will increase the binding properties of the base stone and give a smooth surface suitable for many users. Unbound surfaces are susceptible to damage from water flowing over the surface, so that careful drainage is essential.
 - Sealed surface, where user numbers are higher. These surfaces use a binder, usually bitumen, to 'stick' aggregate together. They can be either a mixture of aggregate and bitumen (e.g. tarmac or bitmac) or else a layer of bitumen with chips spread onto them and rolled in (surface dressing).
- Unstable or uneven areas should be treated by filling in any potholes as above, removing loose material or debris, grading, or adding new surface material where required for a sound surface. Larger rocks may be utilised to highlight the edges or turning points of paths.

3. Free of obstructions

- Your route may cross boundaries such as fences, walls, hedges, watercourses or rock outcrops. If this is the case where required you must include gates, steps, bridges or culverts in order to enable the route to cross over.
- Access provision should always take account of the needs of people with disabilities.
- Always use gates rather than stiles, as these are more accessible. Gates must be fit for purpose. The inclusion of stiles is only acceptable where a gate or gap is not possible. The two basic types of gate in general use are the bridle (or wicket) gate and the kissing gate. Preferably use the bridle/wicket gate, as it can be used by most user types and can be constructed so that it is 'self-closing'. Wheelchair users, cyclists and horse riders cannot use kissing gates and these should only be used when bridle/wicket gates are not practicable.

- A standard timber or steel bridle/wicket gate must have a gap width of at least 1.5m (or where space is physically restricted a minimum width of 1.2m) and be fitted with self closing hinges. Choose the latch to reflect the type of user and to be safe and easy to use; the use of wire, rope, baler twine etc. to secure the gate is not acceptable.
- Bridle/wicket gates must be two-way opening, and self closing. Latches must be standard bolts or latches, preferably operable from horseback. The use of wire, twine or rope for latches is not allowed.
- All gates for non-vehicular access and gate posts must be either timber or of galvanised steel. If you are using timber gates and posts should be of CCP pressure-treated softwood or untreated hardwood.
- If a kissing gate is to be used, it must be of the largest possible size and be the least restrictive design. Latches should be unlockable to allow gate to open out of cage for maximum accessibility.
- The standard minimum width of a kissing gate is 1.5m with a minimum width of 1.2m where space is physically restricted. The cage width/diameter must be appropriate to gate width and use.
- Hang/clash posts must be firmly dug or driven into ground and concreted if required.
- All types of standard gate frames are also acceptable and must be fit for purpose.
- Where fences are cut to allow gate installation, restrain with timber or steel strainer posts.
- If drystone walls are to be cut, new end faces of stonework must be straight and even and tight to new gate posts. Timber or steel post and rail fencing must be used to tie new gates into the existing fence /wall lines as appropriate.
- Surfaces up to and through gates must be firm, level and well drained. New surfacing is not always required but the surface through the gate must be appropriate to the standard of path it is located on. If new surfacing is required, it must be 100 – 150mm depth (as required) of graded granular fill (eg. Type 1, Scalpings, road planings, sand & gravel) blinded with dust to provide a smooth, even surface. You must provide suitable falls to ensure surface water drains away.
- Where possible – for instance if there is no requirement for livestock control – use a gap as the boundary crossing. Any constructed gaps in boundaries must be a minimum of 1.5m.
- Stiles can only be installed as a **last resort** where it is not possible to provide access through a gap or gate. Stiles are impassable to wheelchairs and pushchair users and can be an insurmountable barrier to the disabled, elderly and less agile people. Stiles are also more likely than gates to cause a trip or a fall.
- Accordingly, the applicant must obtain the written agreement of the local access officer to the installation of any stiles prior to applying for the improving access option. Stiles can only be provided if there is no other alternative where a gate or gap is agreed to be impracticable.
- If the local access officer agrees to the requirement for a stile to be built it must be built to the following specification:
 - The height rise between the ground and the first step and between steps must be the same with each height rise being no more than 300mm;
 - Steps must be at least 200mm wide and 900mm long;
 - There must be no sharp edges on steps, fence rails or uprights;
 - Hand posts must be fitted; and
 - A dog gate must be fitted with a minimum gap size of 375mm high and 300mm wide.
- Where watercourses are to be crossed, bridge capital items can be supported.
- Eligible bridges include small timber bridge with a span of less than 10m. The deck must be at least 1.2m wide. Depending on the location and the hazard to be crossed if handrails are required they must be at a height of not less than 0.9m. One handrail can be used where you expect low use and/or low risk or two handrails where you expect heavier use and/or greater risk.

- The requirement for a board-walk is dictated by the ground conditions; for example a board-walk may be used on wetlands, marshes and other situations where the decking needs to be raised well above ground level. The decision on the appropriate width of a board-walk will be determined by the expected level and types of use and the width of the approach paths.
- The minimum clear width of board-walks over 5m in length must be 1.2m. A width of 1.7m must be used to accommodate two-way traffic and to provide passing places on a 1.2m wide board-walk.

4. Signposted and waymarked

- All paths must be clearly signposted at entrance points with a fingerpost showing the word 'Path', pointing the way, and if appropriate specifying a destination and the distance to that destination or a significant point.
- If the starting point of the path is not at the public road, the path must be signposted from that public road with a threshold signpost. If the path for which you are applying is a continuation of a path on a neighbouring holding, you may need to liaise with your neighbour about signposting it from the public road. Way-markers must be at places along the path that helps users to keep to the route.
- Direction signs and fingerposts must be constructed of timber, metal or recycled plastic. The posts must be 2.1m high and stable, ideally use timber posts 100mm square. Text, in a plain font of a minimum text height of 30mm must appear on both sides of the blade.
- Waymarkers, if timber, must be at least 75 mm square, treated and routed and they can be set in concrete if required.
- Where there is a recognised local format for signs or waymarkers this can be used with the agreement of your local access officer.

5. Regularly inspected

- A well-planned and well-designed route needs less work. You must check your path at least four times a year and remove overgrown plants and grass when required. You must reduce the amount of weed on paths by regularly mowing verges, and drain persistent wet ground by installing filter drains or small ditches. You must strim or mow natural path surfaces and verges at least twice a year in May and August.
- You must cut back trees and vegetation during the autumn and late spring to maintain a clear path width and height corridor.
- You must control weed encroachment into the route corridor through cutting or selective application of herbicide in April and August.

Option 21 – Active management to improve the condition of sites of archaeological or historic interest



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What this is about

This option enables you to improve the condition of archaeological and historic sites through careful non-invasive management.

Archaeological and historic sites provide a tangible link with our past. They contain information that can tell us about how our ancestors lived, managed the land, worshipped, died, and how they shaped the landscape that we live in today. They are the only source of evidence for much of Scotland's past.

Archaeological and historic sites are vulnerable to damage or destruction from a number of natural and human actions. Once destroyed, an archaeological site cannot be replaced.

What this will achieve

This option will improve the condition of archaeological or historic sites. This will ensure that the sites are better preserved for current and future generations to understand and enjoy.

What you must do

Under this option, you will undertake to manage one or more archaeological sites. Management works carried out under this option must not involve ground disturbance or the introduction of capital items such as fences or gates, as these activities can damage or destroy important buried remains. If you need to introduce capital items such as fences or gates, you will need to apply to undertake these management works as part of a Rural Priorities option.

There are a number of ways in which you can identify archaeological sites on your land. Your local authority archaeologist may be able to advise, although not all local authority areas offer services in relation to LMOs. Check the SRDP website or consult your SGRPID Area Office for more information about the availability of advisory services in your area. If you had an archaeological audit of your land for a previous agri-environment scheme, you can refer to this. Alternatively, you can consult PASTMAP (<http://www.pastmap.org>). PASTMAP is provided free of charge, but you will need to complete a short registration process.

If the site you are managing is a scheduled monument, you may require schedule monument consent. It is important that you contact Historic Scotland for advice before making your Land Managers Options application. You should do this as early as possible, as Historic Scotland staff may not be able to deal with your consultation at short notice.

In order to bring a site into optimum condition, one or more of the following actions will usually be required:

- **Bracken control:** This should be controlled by hand spraying, hand cutting or crushing from year 1 over a minimum 3 year period. The site should be monitored for the remainder of the contract, with re-growth controlled as required.

- **Gorse, rhododendron, scrub or other woody plants:** You should control gorse, scrub and other woody plants by cutting off carefully at ground level, taking care not to disturb the ground surface. Cut stumps should be spot treated with an appropriate herbicide. The cut vegetation should be removed from the site, and you should monitor the site through the 5 years of the contract, controlling re-growth as required. If the trunk diameter of the vegetation you want to control exceeds 10cm and the site is a scheduled monument, you must contact Historic Scotland well in advance of starting any work, as consent will be required.
- **Grazing control:** You may need to establish or alter a grazing regime. Under this option, you can receive payment for increasing or introducing grazing to an archaeological site to help control scrub in addition to manual vegetation control. Alternatively, you can receive payment for reducing grazing levels on archaeological sites where stock erosion or ground poaching is a problem. In either case, grazing levels should ensure that existing grass or heather cover is retained but scrub, woody plants and self-seeding trees do not become established. If grazing ceases, manual vegetation control will need to be introduced to keep scrub, woody plants and self-seeded trees under control. Capital works, such as the erection of temporary or permanent fences, are not eligible for payment under this option. If you think that you will need to introduce or move fence lines in order to alter the grazing regime, you will need to apply to undertake these works as part of a Rural Priorities option.
- **Cultivation buffer zones:** If the site you wish to manage is an isolated unploughed area in a ploughed field, you should extend an unploughed buffer zone to at least 10m beyond the outermost visible feature of the site. You must monitor this unploughed buffer zone for the duration of the contract, controlling scrub regeneration and bracken as required.
- **Cropmark sites:** For land containing archaeological sites visible only as cropmarks, you should sow the site to grass, including a minimum 10m buffer area around the known extent of the site. When establishing the sward, the ploughing depth must not exceed 10 cm. If the site is not grazed, you should monitor for the duration of the contract, and control any regenerating scrub or trees as required.

Who can apply

All land managers can apply for this option.

How to apply

Complete Section 4 of the LMO application form use code LMOMAH. The amount applied for should be an estimate of 100% of the cost but the claim will be limited to the amount on the application.

Eligibility criteria

The land being managed must contain a site or sites of archaeological or historic interest that is either visible above ground or visible as cropmarks. Management of artefact findspots or battle sites is not eligible for funding under this option unless other archaeological remains survive at that location.

What costs could be supported

You will be reimbursed 100% of the costs you incur in undertaking site management. This will be paid annually and retrospectively. In support of payment claims, you should submit a record of labour hours and additional costs that you have spent on materials and machinery use during the year (in the form of receipts where possible). If you undertake the work yourself, the hourly skilled labour rate will apply. If you employ a contractor to undertake the work on your behalf, receipted invoices must be provided in support of your payment claims.

Rate of support

You will be reimbursed 100% of the cost of site management under this option.

Inspections/verification

You must keep a photographic record of the condition of each site you will manage under this option. At a minimum, you should take photos before the management commences and again during years 1, 3 and 5 of your contract. These photos must be retained for inspection purposes. From the photos the inspector will check there has been no degradation of the site.

The inspector will ensure there is no encroachment of vegetation on the site and if applicable grazing is controlled and buffer zones have been established.

Evidence

We will send you a claim form which you must submit along with the supporting documentation by 31 August in the year following application. A detailed invoice of any receipts or other documents must be submitted in support of your claim for payment.

List of links to relevant technical guidance

The following online sources may contain further information about archaeological or historic sites on your land:

<http://www.pastmap.org> – PASTMAP is a free online resource that allows you to access information about scheduled and unscheduled archaeological sites, listed buildings, and Inventory gardens and designed landscapes.

<http://www.rcahms.gov.uk> – The Royal Commission on the Ancient and Historical Monuments of Scotland is responsible for recording, interpreting and collecting information about the built environment. Their website includes links to a number of searchable databases.

<http://www.historic-scotland.gov.uk> – Historic Scotland safeguards the nation's historic environment and promotes its understanding and enjoyment on behalf of Scottish Ministers. Their website includes further information about scheduled monuments and their management.

<http://www.algao.org.uk> – The Association of Local Government Archaeological Officers. The ALGAO: Scotland part of the website contains links to a number of member's regional websites that may contain further information on archaeological and historic sites in your area.

<http://www.scottisharchaeology.org.uk> – The Council for Scottish Archaeology is a voluntary membership organisation that works to secure the archaeological heritage of Scotland for its people through education, promotion and support. Their website contains further guidance for rural land managers on the identification and management of archaeological sites.

Option 22 – Active management to improve the condition of vernacular rural buildings

What this is about

Vernacular rural buildings, such as byres, mills and kilns, are an integral part of Scotland's cultural heritage and contribute to landscape and local character in rural areas. They were usually built using local materials and techniques, and pre-date the advent of mass-production techniques and the use of new building materials such as concrete. Changes in farming practices since the mid-20th century have rendered many vernacular rural buildings unsuitable for the purposes that they were originally constructed.



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This option will enable you to undertake sympathetic management of vernacular rural buildings that are structurally sound but in need of small-scale repairs. This management will make sure that the buildings stay wind and watertight and viable for use now and in the future. Their management should be carried out using materials and methods that are sympathetic to the building techniques used in their construction. Support under this option is limited to pre-1940 buildings, to ensure that priority is directed to those structures that are most at risk of becoming redundant and falling into advanced disrepair. It is also restricted to buildings that are not used for permanent, temporary or seasonal human habitation either now or within the period of your contract.

What this will achieve

This will assist you in looking after this valuable part of Scotland's rural heritage. It should also:

- Increase the working life-span of your vernacular buildings
- Promote sustainability by ensuring that your vernacular buildings remain viable for use in future when they might otherwise have fallen into disrepair
- Contribute to the enhancement and retention of local skills in traditional building techniques
- Help to maintain local distinctiveness of buildings and landscape, retaining the character of your area.

What you must do

The guidance below sets out some of the management work that you can carry out to your buildings to help ensure their long-term future. The most important course of action is to carry out regular inspections and minor repairs which should avoid the need for substantial and expensive repairs at a later stage. Generally, repairs should be carried out on a like-for-like basis.

If your building is Listed, you should check with the local authority whether Listed Building Consent will be required for the works that you propose. Consent is usually required for alterations to listed buildings only, rather than for minor repairs. If you do find that Listed Building Consent is required for the works that you propose, you will need to apply to undertake the work through the Rural Priorities options rather than through the Land Managers Options.

Before you commence any work, you should check the building for the presence of protected species of animals, birds and plants. Consult Scottish Natural Heritage if you are in any doubt about whether your proposed work will affect a protected species.

A wide range of guidance on the care of historic buildings is available from Historic Scotland at <http://www.historic-scotland.gov.uk/conservation>. In particular, the Historic Scotland publication "Rural Buildings of the Lothians: Conservation and Conversion – Guide for Practitioners 1" is an illustrated guide providing relevant information on the design, construction and repair of traditional rural buildings. Although primarily about buildings in the Lothians, the guide contains generic guidance that is relevant to a much wider area.

Parts of your building that may need repair:**Roofs**

Ongoing maintenance is the most important aspect of looking after old buildings, and this is particularly true at roof level. A bad roof will be most likely to lead to a quickly deteriorating building. This option allows for the regular inspection and repair of roofs to ensure that they are waterproof. The best time of year to inspect a roof is autumn, before the winter sets in.

- Slipped or broken tiles or slates should be re-fixed or replaced. You should use matching slates or tiles if you are replacing them. You can find more information on the maintenance and repair of slate roofs at: <http://www.historic-scotland.gov.uk/informscottishslate>
- Check the condition of cast iron roof cladding and keep the material painted to minimise corrosion. Historic Scotland has issued some guidance on corrugated iron, available at: <http://www.historic-scotland.gov.uk/conservationpublicationscatalogue.pdf>
- Check mortar fillets at the skewers to ensure that there are no cracks letting rain in. Repair where necessary, using the right mortar. This work should normally be carried out using lime mortar.
- Check lead or zinc flashings and ridges and repair or replace where necessary.
- Check other roof elements such as ridge ventilators and repair where necessary.
- Repair thatched roofs. Thatching is an ongoing task and repairs should be carried out on a yearly basis. Check that there are no weak spots, check for rat or bird infestation and remove. Check that weighting ropes and nets are in good order and are evenly distributed. Historic Scotland has produced some guidance on thatching called 'Thatch and Thatching Techniques', their Technical Advice Note (TAN) 4.
- Keep chimney flues clear of any debris to ensure free air circulation. Re-point or re-harl where necessary using an appropriate mortar.

Rainwater Goods

Checks should be carried out on a regular basis as gutters can quickly become full of leaves etc, one of the primary causes of water ingress in traditional buildings.

- Ensure that the rainwater goods are kept free of debris
- Metal rainwater goods (other than lead) should be painted regularly to prolong their lifespan
- Ensure that there are no leaks and repair as necessary with the right traditional materials. Further information on the maintenance of rainwater goods is available at: <http://www.historic-scotland.gov.uk/informrainandiron.pdf>

Windows, Louvres, Skylights and Doors

Traditional windows are an important part of the character of simple traditional buildings. Regular maintenance and upkeep of windows will ensure their long-term survival and their ability to keep buildings weatherproof.

- Replace broken window panes and re-putty panes where necessary
- Repaint windows and doors regularly
- Replace rotten timber sections where necessary
- Ensure that ironmongery is working and that windows open and close fully

Walls, including boundary walls

Rural vernacular buildings are often built of rubble and this is usually a soft sandstone or hard whinstone. Rubble sandstone was traditionally covered in a breathable lime harl (render) to act as a weather shield. Sometimes this has been replaced at a later date with a hard, impervious cement render and this can lead to damp problems.

In general

- Re-pointing of walls should be carried out where necessary. Only loose mortar should be raked out of the joints. New lime mortar should be applied in the same way as the original.

- Where a hard cement mortar has been used as a later repair, this should be removed if it is causing problems with dampness. Replace with an appropriate breathable lime mix.
- Advice on re-pointing rubble walls is available at <http://www.historic-scotland.gov.uk/informrubble.pdf>
- Advice on the decay and repair of sandstone is available at <http://www.historic-scotland.gov.uk/sandstoneinform.pdf>
- Advice on the risks of cleaning sandstone is available at http://www.historic-scotland.gov.uk/masonry_inform.pdf

Interiors

The interior of a building can be just as interesting as the outside and may contain features that indicate the original use of the building, like cattle troughs and stall dividers. It may contain domestic fittings such as timber-framed partitions, wooden panelled doors or tongue-and-groove panelling. Original flooring such as flagstones, quarry tiles or timber floorboards add character too. Features that may no longer be in use, such as meat hooks or threshing equipment are part of a building's history and character and are worth looking after.

- Ensure the building is kept watertight so that internal fabric does not begin to rot or decay
- Keep buildings well ventilated, allowing any trapped moisture to escape
- When repainting, remove excessive layers of paint and re-paint using the right kind of paint for the job. Treat unpainted wood with oil, wax or varnish.
- Advice on internal finishes is available at <http://www.historic-scotland.gov.uk/interiorpaint.pdf>

Cobbles and flagstones

These hardwearing surfaces are difficult to replace nowadays and are a valuable and practical resource. Granite setts, clay tiles, bricks, stone flags or cobbles have all been used and the materials sourced locally. Often the surface of a courtyard may have become uneven due to heavy wear and tear.

- Ensure the ground is level, with drainage routes clear of weeds and debris
- Replace missing stones, bricks or tiles with matching ones. These can be sourced from salvage yards if there are none spare locally.

Ironwork

Decorative cast or wrought ironwork may be found in the way of railings, gates, roof structures and supporting columns in barns or byres. There may also be other features present such as boot scrapers, finials and weathervanes, vents or agricultural fittings. The main problem is usually rust caused by exposure to the weather.

- Check paintwork every year. Blistering paint suggests rusting underneath.
- Ensure ironwork is kept rust-free. Use a wire brush to remove loose flakes before repainting
- Paint ironwork
- Keep ironwork dry where possible. For example, remove weeds as these can hold moisture
- Advice on how to manage iron gates and railings is available at <http://www.historic-scotland.gov.uk/informgatesandrailings.pdf>

Who can apply

All land managers who own or manage an eligible vernacular rural building can apply for this option.

How to apply

Complete Section 4 of the LMO application form use code LMOVRB. The amount applied for should be an estimate of 75% of the cost but the claim will be limited to the amount on the application.

Eligibility criteria

Vernacular rural buildings eligible for management are defined here as the range of traditional (pre-1940) rural buildings, such as simple farm buildings, mills, kilns, doocots, smiddies, workshops, and other rural industrial buildings, estate buildings, walls, bridges, and designed landscape built features, that contribute to local rural character and distinctiveness.

This option cannot be used to manage any buildings that are used for human habitation or occupation, either permanent, temporary or seasonal, during the period of the agreement.

You cannot receive payment under this option for the management of any buildings that you are already managing under other Land Managers' Options or Rural Priorities options.

This option excludes works for which planning permission or building warrant is required or, in the case of listed buildings, which would normally require listed building consent. If any of these consents is required, you must apply to undertake the work as part of a Rural Priorities option.

This option cannot be used to carry out any work to a scheduled monument.

What costs could be supported

You will be reimbursed 75% of the cost of management works under this option as a contribution to the total cost of works. This will be paid annually and retrospectively. In support of payment claims, you should submit a record of labour hours and additional costs that you have spent on materials and machinery use during the year (in the form of receipts where possible). If you undertake the work yourself, the hourly skilled labour rate will apply. If you employ a contractor to undertake the work on your behalf, receipted invoices must be provided in support of your payment claims.

Rate of support

75% of actual costs.

Inspections/verification

You must keep a photographic record of the condition of each site you will manage under this option. At a minimum, you should take photos before the management commences and again during years 1, 3 and 5 of your contract. These photos must be retained for inspection purposes. The inspector will check the work carried out is the same as specified in the approval, is in working order, is being used for the specified purpose and that the claimed costs are justified.

Evidence

We will send you a claim form which you must submit along with the supporting documentation by 31 August in the year following application. A detailed invoice of any receipts or other documents must be submitted in support of your claim for payment.

List of links to relevant technical guidance

<http://www.historic-scotland.gov.uk> – The Historic Scotland website includes a wide range of guidance on the care of historic buildings.

<http://www.scotlime.org> – The Scottish Lime Centre specialises in advice and training in the use of lime-based materials for the conservation and repair of Scotland's traditional buildings.

<http://www.ihbc.org.uk> – The Institute of Historic Building Conservation is the principal body in the United Kingdom representing professionals and specialists involved in the conservation and preservation of the historic environment.

Useful contacts

Historic Scotland's Technical Conservation, Research and Education Group Publications Department:
Tel: 0131 668 8638. Web: <http://www.historic-scotland.gov.uk/conservation>

Historic Scotland's Conservation Bureau and Technical Enquiry Service
Tel: 0131 668 8668. Email: hs.conservation.bureau@scotland.gsi.gov.uk

ANNEX A – List of contact details for other Agencies

Historic Scotland

Longmore House
Salisbury Place
Edinburgh
EH9 1SH
Tel: 0131 668 8777
E-mail: hs.inspectorate@scotland.gsi.gov.uk
Website: www.historic-scotland.gov.uk

Lantra

Newlands
Scone
Perth PH2 6NL
Tel: 01738 553311
Fax: 01738 553322
Website: www.lantra.co.uk/scotland

Paths for All Partnership

Inglewood House
Tullibody Road
ALLOA FK10 2HU
Tel: 01259 218888
Fax: 01259 218488
E-mail: info@pathsforall.org.uk

Royal Commission on the Ancient and Historical Monuments of Scotland

John Sinclair House
16 Bernard Terrace
Edinburgh EH8 9NX
Tel: 0131 622 1456
Fax: 0131 622 1477
Website: www.rcahms.gov.uk

Scottish Natural Heritage Main Area Offices

North Areas – Northern Isles

Ground Floor
Stewart Building
Alexandra Wharf
Lerwick
Shetland
ZE1 0LL
Tel: 01595 693345

North Areas – Western Isles

32 Francis Street
Stornoway
Isle of Lewis
HS1 2ND
Tel: 01851 705258

North Areas – North Highland

Main Street
Golspie
Sutherland
KW10 6TG
Tel: 01408 633602

North Areas – West Highland

The Governor's House
The Parade
Fort William
Inverness-shire
PH33 6BA
Tel: 01397 704716

North Areas – East Highland

Fodderty Way
Dingwall Business Park
Dingwall
IV15 9XB
Tel: 01349 865333

East Areas – Grampian

16/17 Rubislaw Terrace
Aberdeen
AB1 1XE
Tel: 01224 642863

East Areas – Tayside & Clackmannanshire

Battleby
Redgorton
Perth
PH1 3EW
Tel: 01738 444177

East Areas – Forth & Borders

Laundry House
Dalkeith Country Park
Dalkeith
Midlothian
EH22 2NA
Tel: 0131 654 2466

Scottish Natural Heritage Main Area Offices (continued)

West Areas – Argyll & Stirling

The Beta Centre
Innovation Park
University of Stirling
Stirling FK9 4NF
Tel: 01786 450362

West Areas – Dumfries & Galloway

Carmont House
The Crichton
Bankend Road
Dumfries DG1 4ZF
Tel: 01387 247010

West Areas – Strathclyde & Ayrshire

Caspian House
Mariner Court
Clydebank Business Park
Clydebank G81 2NR
Tel: 0141 9514488

Forestry Commission Scotland Conservancies

Highland Conservancy

'Woodlands'
Fodderty Way
Dingwall
IV15 9XB
Tel: 01349 862144
Fax: 01349 866624
E-mail: highland.cons@forestry.gsi.gov.uk

Perth & Argyll Conservancy

Algo Business Centre
Glenearn Road
Perth
PH2 0NJ
Tel: 01738 442830
Fax: 01738 441787
E-mail: panda.cons@forestry.gsi.gov.uk

Grampian Conservancy

Ordiquhill, Portsoy Road
Huntly
AB54 4SJ
Tel: 01466 794542
Fax: 01466 794986
E-mail: grampian.cons@forestry.gsi.gov.uk

South Scotland Conservancy

11 Church Crescent
Dumfries
DG1 1DF
Tel: 01387 256111
Fax: 01387 257888
E-mail: southscotland.cons@forestry.gsi.gov.uk

Central Scotland Conservancy

1 North Avenue
Clydebank Business Park
Clydebank
G81 2DR
Tel: 0141 941 2611
Fax: 0141 941 2125
E-mail: centralscotland.cons@forestry.gsi.gov.uk

South Scotland Conservancy Area Office

North Wheatlands Mill
Wheatlands Road
Galashiels
TD1 2HQ
Tel: 01896 750222
Fax: 01896 751286
E-mail: southscotland.cons@forestry.gsi.gov.uk

Scottish Environment Protection Agency (SEPA)**SEPA Corporate Office**

Erskine Court
 Castle Business Park
 STIRLING
 FK9 4TR
 Tel: 01786 457700
 Fax: 01786 446885

Aberdeen Office

Greyhope House
 Greyhope Road
 Torry
 ABERDEEN
 AB11 9RD
 Tel: 01224 248338
 Fax: 01224 248591

Arbroath Office

62 High Street
 ARBROATH
 DD11 1AW
 Tel: 01241 874370
 Fax: 01241 430695

Ayr Office

31 Miller Road
 AYR
 KA7 2AX
 Tel: 01292 294000
 Fax: 01292 611130

Dingwall Office

Graesser House
 Fodderty Way
 Dingwall Business Park
 DINGWALL
 IV15 9XB
 Tel: 01349 862021
 Fax: 01349 863987

Dumfries Office

Rivers House
 Irongray Road
 DUMFRIES
 DG2 0JE
 Tel: 01387 720502
 Fax: 01387 721154

East Kilbride Office

5 Redwood Crescent
 Peel Park
 EAST KILBRIDE
 G74 5PP
 Tel: 01355 574200
 Fax: 01355 574688

Edinburgh Office

Clearwater House
 Heriot Watt Research Park
 Avenue North
 Riccarton
 EDINBURGH EH14 4AP
 Tel: 0131 449 7296
 Fax: 0131 449 7277

Elgin Office

28 Perimeter Road
 Pinefield
 ELGIN IV30 6AF
 Tel: 01343 547663
 Fax: 01343 540884

Fort William Office

Carr's Corner Industrial Estate
 Lochybridge
 FORT WILLIAM PH33 6TL
 Tel: 01397 704426
 Fax: 01397 705404

Fraserburgh Office

Shaw House
 Mid Street
 FRASERBURGH AB43 9JN
 Tel: 01346 510502
 Fax: 01346 515444

Galashiels Office

Burnbrae
 Mossilee Road
 GALASHIELS
 TDI INF
 Tel: 01896 754797
 Fax: 01896 754412

Glasgow Office

Law House
 Todd Campus
 West of Scotland Science Park
 Maryhill Road
 GLASGOW
 G20 0XA
 Tel: 0141 945 6350
 Fax: 0141 948 0006

Glenrothes Office

Pentland Court
 The Saltire Centre
 GLENROTHES
 KY6 2DA
 Tel: 01592 776910
 Fax: 01592 775923

Scottish Environment Protection Agency (SEPA) (continued)

Lochgilphead Office

2 Smithy Lane
LOCHGILPHEAD
PA31 8TA
Tel: 01546 602876
Fax: 01546 602337

Newton Stewart Office

Penkiln Bridge Court
Minnigaff
NEWTON STEWART
DG8 6AA
Tel: 01671 402618
Fax: 01671 404121

Orkney Office

Norlantic House
Scotts Road
Hatston
Kirkwall
Orkney
KW15 IRE
Tel: 01856 871080
Fax: 01856 871090

Perth Offices

7 Whitefriars Crescent
Perth
PH2 0PA
Tel: 01738 627989
Fax: 01738 630997

and

Strathearn House
Broxden Business Park
Lambrkine Drive
Perth
PH1 1RX
Tel: 01738 627989
Fax: 01738 630997

Shetland Office

The Esplanade
LERWICK
Shetland
ZE1 0LL
Tel: 01595 696926
Fax: 01595 696946

Stirling Office

Bremner House
The Castle Business Park
STIRLING
FK9 4TF
Tel: 01786 452595
Fax: 01786 461425

Thurso Office

Thurso Business Park
THURSO
Caithness
KW14 7XW
Tel: 01847 894422
Fax: 01847 893365

Western Isles Office

2 James Square
James Street
STORNOWAY
Isle of Lewis
HS1 2QN
Tel: 01851 706477
Fax: 01851 703510

List of contact details for Access officers**Aberdeen City Council**

Planner (Access Strategy)
 City Development Services
 St Nicholas House
 Broad Street
 Aberdeen AB10 1BW
 Website: www.aberdeencity.gov.uk
 Tel: 01224 523316
 Fax: 01224 636181

Aberdeenshire Council

Access Officer
 Planning & Environmental Services
 Gordon House
 Blackhall Road
 Inverurie AB51 3WA
 Website: www.aberdeenshire.gov.uk
 Tel: 01467 620981
 Fax: 01467 628469

Angus Council

Countryside Access Officer
 Planning and Transport
 St James House
 St James Road
 Forfar DD8 2ZP
 Website: www.angus.gov.uk
 Tel: 01307 473589
 Fax: 01307 461895

Argyll & Bute Council

Access Officer
 Headquarters
 Kilmory
 Lochgilphead PA31 8RT
 Website: www.argyll-bute.gov.uk
 Tel: 01546 604228
 Fax: 01546 604119

The Cairngorms National Park

Senior Access Officer
 Cairngorms National Park
 14 The Square, Granton on Spey
 Morayshire PH26 3HG
 Website: www.cairngorms.co.uk
 Tel: 01479873535 or direct dial 01479870533
 Fax: 01479 873527

Clackmannanshire Council

Access Officer
 Partnership Unit
 Limetree House
 Castle Street
 Alloa FK10 1EX
 Website: www.clacksweb.org.uk/
 Tel: 01259 452658
 Fax:

Dumfries & Galloway Council (East)

Access Officer
 Planning and Environment
 Dumfries & Galloway Council
 Rae Street
 Dumfries DG1 1LW
 Website: www.dumgal.gov.uk
 Tel: 01387 260342
 Fax: 01387 260149

Dumfries & Galloway Council (West)

Access Officer
 Planning and Environment
 Dumfries & Galloway Council
 Daar Road
 Kirkcudbright DG6 4JG
 Website: www.dumgal.gov.uk
 Tel: 01557 332500
 Fax: 01557 332536

East Ayrshire Council

Coalfield Access Project Manager
 Neighbourhood Services
 Dean Castle Country Park
 Dean Road
 Kilmarnock KA3 1XB
 Website: www.east-ayrshire.gov.uk
 Tel: 01563 554751
 Fax:

East Lothian Council

Outdoor Access Officer
 Council Buildings
 Landscape and Countryside Division
 Community Services, Block C
 Haddington EH41 3HA
 Website: www.eastlothian.gov.uk
 Tel: 01620 827419
 Fax: 01620 827456

The City of Edinburgh Council

Access Officer
 23 Waterloo Place
 Edinburgh
 EH1 3JB
 Website: www.edinburgh.gov.uk/internet
 Tel: 0131 529 7883
 Fax:

East Dunbartonshire Council

Access Officer
 Tom Johnston House
 Civic Way
 Kirkintilloch
 G66 4TJ
 Website: www.eastdunbarton.gov.uk
 Tel: 0141 578 8520
 Fax: 0141 578 8575

List of contact details for Access officers (continued)

East Lothian (West)

Outdoor Access Officer
John Muir House
Haddington EH41 3HA
Website: www.eastlothian.gov.uk
Tel: 01620 827671
Fax:

Falkirk Council

Access Officer
Abbotsford House
David's Loan
Bainsford
Falkirk FK2 7YZ
Website: www.falkirk.gov.uk
Tel: 01324504928
Fax:

Fife Council

Access Officer
211 Tantallon Avenue
Pitteuchar
Fife KY7 4QA
Website: www.fifedirect.org.uk
Tel: 01592 412037
Fax:

Glasgow City Council

Access Officer
Development & Regeneration Services
229 George Street
Glasgow
G1 1QU
Website: www.glasgow.gov.uk
Tel: 0141 287 9965
Fax:

Highland Council

Access Officer
Planning and Development Service
Glen Urquhart Road
Inverness IV3 5NX
Website: www.highland.gov.uk
Tel: 01463 702282
Fax: 01463 702298

Highland Council (Caithness)

Access Officer
Planning & Development, 34a High Street
Wick KW1 4BS
Website: Highland Council
Tel: 01955 605858
Fax: 01955 602444

Highland Council (Inverness)

Access Officer
Headquarters
Glen Urquhart Road
Inverness IV3 5NX
Website: Highland Council
Tel: 01463 702186
Fax: 01463 702298

Highland Council (Lochaber)

Access Officer
Fulton House
Gordon Square
Fort William PH33 6XY
Website: Highland Council
Tel: 01397 707050
Fax: 01397 707022

Highland Council (Ross & Cromarty)

Access Officer
Council Offices
High Street
Dingwall
IV15 9QN
Website: www.highland.gov.uk
Tel: 01349 868431
Fax: 01349 868431

Highland Council (Skye & Lochalsh)

Access Officer
Old Corry Industrial Estate
Broadford
Isle of Skye IV49 9AB
Website: Highland Council
Tel: 01471 820392
Fax: 01471 822905

Highland Council (Sutherland)

Access Officer
Service Point, New Buildings
Main Street
Lairg IV27 4DB
Website: Highland Council
Tel: 01549 402729
Fax: 01549 402729

Inverclyde Council

Access Officer
Dept of Planning, Cathcart House
6 Cathcart Square
Greenock PA15 1LS
Website: www.inverclyde.gov.uk
Tel: 01475 712417
Fax: 01475 712468

List of contact details for Access officers (continued)**Loch Lomond and the Trossachs National Park Authority**

Senior Access Officer
 Loch Lomond & the Trossachs National Park
 The Old Station
 Balloch Road
 Balloch
 Dunbartonshire G83 8BF
 Email: info@lochlomond-trossachs
 Website: www.lochlomond-trossachs.org
 Tel: 01389 722600
 Fax: 01389 722633

Midlothian Council

Access and Woodlands Officer
 Land, Commercial Services
 Dundas Buildings
 62A Polton Street
 Bonnyrigg EH19 3YD
 Website: www.midlothian.gov.uk
 Tel: 0131 561 5303
 Fax: 0131 654 2797

Moray Council

Access Officer
 Springfield House
 Edgar Road
 Elgin IV30 6FF
 Website: www.moray.gov.uk
 Tel: 01343 557 049
 Fax: 01343 557002

North Ayrshire Council (Cumbraes & the North Coast, the Garnock Valley, Ardrossan, Saltcoats & Stevenston)

Access Officer
 Development & Promotion
 Perceton House
 Irvine KA11 2DE
 Website: www.north-ayrshire.gov.uk
 Tel: 01294 225198
 Fax: 01294 225184

North Ayrshire Council (Isle of Arran, Irvine & Kilwinning)

Access Officer
 Development & Promotion
 Perceton House
 Irvine KA11 2DE
 Website: www.north-ayrshire.gov.uk
 Tel: 01294 225199
 Fax: 01294 225184

North Lanarkshire Council

Access Officers
 Conservation & Greening Section
 Palacerigg House
 Palacerigg Country Park
 Cumbernauld G67 3HU
 Website: www.northlan.gov.uk
 Tel: 01236 737545

Orkney Islands Council

Access Officer
 Dept of Development and Protective Services
 Forward Planning
 School Place
 Kirkwall KW15 1NY
 Website: www.orkney.gov.uk
 Tel: 01856 873535

Perth and Kinross Council

Access Officer
 Planning & Transportation
 Pullar House
 35 Kinnoull Street
 Perth PH1 5GD
 Website: www.pkc.gov.uk/livinglearn/planning/accessforum.htm
 Tel: 01738 475347
 Fax: 01738 475310

Renfrewshire Council

Access Officer
 Council Headquarters
 South Building
 Cotton Street
 Paisley PA1 1LL
 Website: www.renfrewshire.gov.uk
 Tel: 0141 842 5258
 Fax: 0141 848 5833

East Renfrewshire Council

Access Officer
 Environment Department
 Council Headquarters
 Eastwood Park
 Rouken Glen Road
 Giffnock G46 6UG
 Website: www.eastrenfrewshire.gov.uk
 Tel: 0141 577 3882
 Fax: 0141 577 3885

List of contact details for Access officers (continued)

Scottish Borders Council

Senior Access Officer
Planning and Economic Development
Council Headquarters
Newton St Boswells
Melrose TD6 0SA
Website: www.scotborders.gov.uk
Tel: 01835 825060
Fax: 01835 825158

Shetland Island Council

Service Manager – Development Plans
– Planning Implementation Officer
Planning, Infrastructure Services Department
Grantfield
Lerwick ZE1 0NT
Website: www.shetland.gov.uk
Tel: 01595 744838
Fax: 01595 695887

South Lanarkshire Council

Access Development Officer
Chaletherault Country Park
Fernigair
Lanarkshire ML3 7UE
Website: www.southlanarkshire.gov.uk
Tel: 01698 543421

South Ayrshire Council

Access Manager
Planning and Building Standards,
3rd Floor Burns House
Burns Statue Square
Ayr KA7 1UT
Website: www.south-ayrshire.gov.uk
Tel: 01292 616649 (Direct Dial)
Fax: 01292 616161

Stirling Council

Access Officer
Countryside Service
Environmental Services
Viewforth
Stirling FK8 2ET
Website: www.stirling.gov.uk/countryside
Tel: 01786 442937
Fax: 01786 443003

West Dunbartonshire Council

Access Officer
Department of Economic,
Planning & Environmental Services
Council Offices
Garshake Road
Dumbarton G82 3PU
Website: www.west-dunbarton.gov.uk
Tel: 01389 737376
Fax: 01389 737512

Western Isles – Comhairle nan Eilean Siar

Countryside Access Manager
Council Office
Balivanich
Isle of Benbecula HS7 5LA
Website: Comhairle nan Eilean Siar
Tel: 01870 602425
Fax: 01870 602 332

List of contact details for Local Authority Archaeological Officers (note that not all local authority areas offer archaeology services in relation to Rural Development Contracts. Check the SRDP website or consult your SGRPID Area Office for more information about this).

Aberdeen City

Aberdeen City Council,
Neighbourhood Services,
Central Whitespace,
60 Frederick Street,
Aberdeen
AB24 5HY
Tel: 01224 523658
Fax: 01224 523666
E-mail: judiths@aberdeencity.gov.uk
Website: www.aberdeencity.gov.uk

Aberdeenshire, Angus and Moray

Archaeology Service,
Planning and Environmental Services,
Aberdeenshire Council,
Woodhill House,
Westburn Road,
Aberdeen.
AB16 5GB.
Tel: 01224 664723
E-mail: archaeology@aberdeenshire.gov.uk
Website: www.aberdeenshire.gov.uk/archaeology

Dumfries and Galloway

Dumfries and Galloway Council,
Archaeologist,
Planning and Environment,
Newall Terrace,
Dumfries
DG1 1LW
Tel: 01387 260154
Fax: 01387 260149
E-mail: janeb@dumgal.gov.uk
Website: www.dumgal.gov.uk/dumgal/MiniWeb.

East Lothian & Midlothian

East Lothian Council,
Heritage Officer,
Culture,
Community Learning & Development,
Education and Community Services Department,
John Muir House,
Haddington,
East Lothian EH41 3HA
Tel: 01620 827158
Fax: 01620 827456
E-mail: bsimpson1@eastlothian.gov.uk
Website: www.eastlothian.gov.uk/content/0,1094,3617,00.html

City of Edinburgh

Curator of Archaeology,
CECAS,
Museum of Edinburgh,
142 Canongate,
Edinburgh
EH8 8DD
Tel: 0131 558 1040
Fax 0131 558 1090
e-mail: john.lawson@cecas.freemove.co.uk
website: www.edinburgh.gov.uk

Falkirk

Falkirk Council,
Archaeologist,
Callendar House,
Callendar Park,
Falkirk, FK1 1YR
Tel: 01324 503783
Fax: 01324 503771
E-mail geoff.bailey@falkirk.gov.uk
Website: www.falkirk.gov.uk/cultural/museums/arch.htm

Fife

Archaeologist,
Planning Service,
Fife Council,
Fife House,
North Street,
Glenrothes,
Fife KY7 5LT
Tel: 01592416153
Fax: 01592416300
E-mail: douglas.speirs@fife.gov.uk
Website: www.fife.gov.uk/atoz/index.cfm?fuseaction=service.display&objectid=99FD88CB-5BB8-46E0-BBD01451F1DF4AD4

Highland

The Highland Council,
Archaeology Manager,
Environment Dept,
Glenurquhart Road,
Inverness
IV3 5NX
Tel: 01463 702280
E-mail: Dorothy.Maxwell@highland.gov.uk
Website: www.highland.gov.uk/archaeology

List of contact details for Local Authority Archaeological Officers (continued)

Orkney

Orkney Archaeological Trust,
c/o Orkney College,
Weyland,
Kirkwall, KW15 1LX
Tel: 01856 569341
E-mail: Julie.Gibson@orkney.uhi.ac.uk
Website: www.orkneydigs.org.uk

Perth and Kinross

Perth and Kinross Heritage Trust,
The Lodge,
4 York Place,
Perth, PH2 8EP.
Tel: 01738 477080 /477081
E-mail: DLStrachan@pkc.gov.uk
Website: www.pkht.org.uk

Scottish Borders

Scottish Borders Council,
Archaeology Officer,
Economic Development and Regeneration,
Council Headquarters,
Newtown St Boswells TD6 0SA
Tel: 01835 826622
Fax: 01835 825158
E-mail: RMcDonald@scotborders.gov.uk
Website: www.scotborders.gov.uk/life/environment/archaeology

Shetland

Shetland Amenity Trust,
Garthspool,
Lerwick,
Shetland, ZE1 0NY
Tel: 01595 694688
E-mail: val@shetlandamenity.org
Website: www.shetland-heritage.co.uk/amenitytrust

Stirling & Clackmannan

Stirling Council,
Archaeologist,
Environmental Services,
Viewforth,
Stirling
FK8 2ET.
Tel: 01786 442752
e-mail: mainl@stirling.gov.uk
website: www.stirling.gov.uk/index/services/planning/archaeology

West of Scotland (see WoSAS website for Local Authority areas covered)

West of Scotland Archaeology Service,
Charing Cross Complex,
20 India Street,
Glasgow
G2 4PF
Tel: 0141 287 8332-3/ 0141 287 8334
Fax: 0141 287 9529
E-mail: enquiries@wosas.glasgow.gov.uk
Website: www.wosas.org.uk

Western Isles

Arc-eolaiche nan Eilean Siar,
Achmore Old School,
Achmore,
Isle of Lewis
HS2 9DU
Tel: 01851 860783
Fax: 01851 643490
E-mail: Mary-macleod@cne-siar.gov.uk
Website: www.cne-siar.gov.uk/archaeology/

ANNEX B – List of SGRPID Area Offices and telephone numbers

The code number of your holding should be quoted in any correspondence with the Directorate regarding your LMO application.

Ayr

SGRPID

Russell House Phone: 01292 610188
King Street Fax: 01292 611483
Ayr KA8 0BE
sgrp.id.ayr@scotland.gsi.gov.uk

Kirkwall

SGRPID

Government Buildings Phone: 01856 875444
Tankerness Lane Fax: 01856 873309
Kirkwall KW15 1AG
sgrp.id.kirkwall@scotland.gsi.gov.uk

Benbecula

SGRPID

Balivanich Phone: 01870 602346
Isle of Benbecula Fax: 01870 602077
HS7 5LA
sgrp.id.benbecula@scotland.gsi.gov.uk

Lairg

SGRPID

Ord Croft Phone: 01549 402167
Lairg Fax: 01549 402117
IV27 4AZ
sgrp.id.lairg@scotland.gsi.gov.uk

Dumfries

SGRPID

Government Buildings Phone: 01387 274400
161 Brooms Road Fax: 01387 274440
Dumfries DG1 3ES
sgrp.id.dumfries@scotland.gsi.gov.uk

Lerwick

SGRPID

Charlotte House Phone: 01595 695054
Commercial Road Fax: 01595 694254
Lerwick ZE1 OHZ
sgrp.id.lerwick@scotland.gsi.gov.uk

Elgin

SGRPID

32 Reidhaven Street Phone: 01343 569500
Elgin Fax: 01343 569501
IV30 1QN
sgrp.id.elgin@scotland.gsi.gov.uk

Oban

SGRPID

Cameron House Phone: 01631 563071
Albany Street Fax: 01631 566756
Oban PA34 4AE
sgrp.id.oban@scotland.gsi.gov.uk

Galashiels

SGRPID

Cotsgreen Road Phone: 01896 892400
Tweedbank Fax: 01896 892424
Galashiels TD1 3SG
sgrp.id.galashiels@scotland.gsi.gov.uk

Perth

SGRPID

Strathearn House
Broxden Business Park Phone: 01738 602000
Lamberkine Drive Fax: 01738 602001
Perth PH1 1RX
sgrp.id.perth@scotland.gsi.gov.uk

Hamilton

SGRPID

Cadzow Court Phone: 01698 462400
3 Wellhall Road Fax: 01698 462401
Hamilton ML3 9BG
sgrp.id.hamilton@scotland.gsi.gov.uk

Portree

SGRPID

Estate Office Phone: 01478 612516
Portree Fax: 01478 613128
IV51 9DH
sgrp.id.portree@scotland.gsi.gov.uk

Inverness

SGRPID

28 Longman Road Phone: 01463 234141
Inverness Fax: 01463 714697
IV1 1SF
sgrp.id.inverness@scotland.gsi.gov.uk

Stornoway

SGRPID

10 Keith Street Phone: 01851 702392
Stornoway Fax: 01851 705793
HS1 2QG
sgrp.id.stornoway@scotland.gsi.gov.uk

Inverurie (Thainstone)

SGRPID

Thainstone Court Phone: 01467 626222

Inverurie Fax: 01467 626217

AB51 5YA

sgrpид.inverurie@scotland.gsi.gov.uk

Thurso

SGRPID

Strathbeg House Phone: 01847 893104

Clarence Street Fax: 01847 895983

Thurso KW14 7JS

sgrpид.thurso@scotland.gsi.gov.uk

SGRPID Headquarters

Pentland house

47 Robb's Loan Phone: 0131 244 6426

Edinburgh Fax: 0131 244 6277

EH14 1TY

lmсms@scotland.gsi.gov.uk



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Government

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