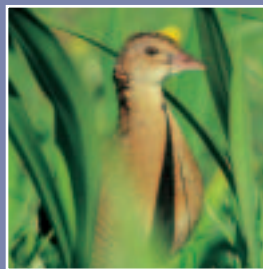




Land Management Contract Menu Scheme 2005



Notes for Guidance



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NOTES FOR GUIDANCE

- These notes cover the Land Management Contract (LMC) Menu Scheme. Please read them carefully so you understand the scheme requirements.
- Contact your SEERAD 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.

List of acronyms used in this booklet

AHWMP	Animal Health and Welfare Management Programme
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
FWP	Farm Woodland Plan
GAEC	Good Agricultural and Environmental Condition
GAH	Good Animal Husbandry
GEC	General Environmental Conditions
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
LMC	Land Management Contract
NFUS	National Farmers Union Scotland
NVZ	Nitrate vulnerable zone
OAS	Organic Aid Scheme
PCP	Protein crop premium
RSS	Rural Stewardship Scheme
SAF	IACS Single Application Form
SCF	Scottish Crofting Foundation
SEERAD	Scottish Executive Environment & Rural Affairs Department
SEPA	Scottish Environment Protection Agency
SFGS	Scottish Forestry Grant Scheme
SFPS	Single Farm Payment Scheme
SNH	Scottish Natural Heritage
SSFWM	Standard for Sustainable Farm Woodland Management
SSSI	Site of Special Scientific Interest
VAT	Value Added Tax
WGS	Woodland Grant Scheme

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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. Please note, however, that at the time of writing, this guidance is still subject to approval by the Scottish Parliament.

SECTION I – The Menu Scheme

Introduction

Common Agricultural Policy (CAP) Reform gives us the opportunity to introduce land management contracts (LMCs) in Scotland. Introducing LMCs will help to encourage sustainable land management in Scotland. LMCs are an important way of delivering the objectives set out in 'A Forward Strategy for Scottish Agriculture'. The LMC concept has been developed with stakeholders and has widespread support across the range of interests. It is a whole farm system of support, which makes payments for the delivery of environmental, social and economic benefits. This focus on delivering public goods for public funding has increased in importance following CAP Reform. The LMC concept has three tiers.

Tier 1 – The Single Farm Payment and cross compliance

Securing a basic level of environmental protection, food safety and animal welfare.

Tier 2 – LMC Menu Scheme

Delivering widespread benefits leading to economic, social and environmental improvement.

Tier 3 – development for 2007

Will deliver tailored benefits leading to economic, social and environmental enhancement.

We are introducing the Menu Scheme for the first time in 2005, alongside the new Single Farm Payment Scheme. The menu is designed to provide a range of measures suited to the range of land management activities and land types throughout Scotland.

There are many options to choose from. Farmers and crofters can use the menu to choose which activities they want to carry out. The activities chosen will depend on what suits the farmer's or crofter's circumstances, their plans for future business development, and what measures they are eligible for under the scheme. Some measures such as training and farm visits, are one-offs. Others, such as the agri-environment measures and the animal health and welfare programme, run for five years.

Who can apply?

All land managers in Scotland can apply, but must be registered with the Integrated Administration and Control System (IACS) and have a business reference number (BRN). If you do not already have a BRN we will give you one.

You do not have to take part in the SFPS or any other IACS scheme (for example Energy Crops Scheme). You can take part if you are already in an agri-environment scheme, such as the Rural Stewardship Scheme (RSS) or Organic Aid Scheme (OAS). However, you may not apply for some of the options on land managed under an existing scheme. Only land in Scotland is eligible.

When and how do I apply?

Applications

To apply in 2005, fill in an LMC Menu Scheme application form (LMCMS 2) and an IACS Single Application Form (SAF). Return them both by 16 May 2005. You are responsible for delivering your forms to your SEERAD Area Office by 16 May 2005. The Menu Scheme does **not** accept late applications.

Section 3 of this booklet gives full guidance on filling in the menu scheme application form. The IACS explanatory booklet gives guidance on filling in the IACS single application form. You can get extra copies of the application forms from SEERAD Area Offices or the SEERAD website (www.scotland.gov.uk/menuscheme).

- You must fill in a SAF for us to work out your allowance.
- If you are a 'cross-border' applicant with land in Scotland and elsewhere in the UK, your maximum allowance under the menu scheme is based on the Scottish land declared on the IACS.
- We may pass information to SEERAD agents so they can monitor and evaluate the menu scheme.

Calculating your allowance

You have a maximum yearly allowance based on the total area of land you declared in your 2005 single application form. This is the total of boxes X and Y on your field data sheets and your estimated share of any common grazing land (which should be worked out by multiplying the area of common grazing land by your share of it as declared in section 6 of the single application form).

We will check these areas and adjust your allowance where necessary.

You can work out your own maximum allowance. It is:

- £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.

Once you have worked out your allowance you can choose options on the menu up to that amount. We will only pay you for options you choose in the 2005 scheme year.

You will be able to work out your maximum allowance in 2006 based on the land you declare in your 2006 single application form. If you choose an option that runs for 5 years, we will take the cost of that option from your allowance for the year you chose the option and the next four years after that.

Financial limits

There are restrictions under EU regulations on the maximum annual funding available. The ceiling on your total claims across the Agri-environment options under the LMC Menu Scheme, with the RSS, CPS, OAS, ESA and the Habitats Scheme is €900 (around £630) per hectare for specialised perennial crops, €600 (around £420) per hectare for annual crops and €450 (around £315) per hectare per annum for other land uses.

This means you cannot receive a combined sum (for all the above schemes) greater than the above figures for each type of land use. For example 10 fields totalling 100 ha of cereals could have £42,000 funding per annum for agri-environment measures or 5 fields totalling 100 ha grassland would have a ceiling of £31,500 per annum.

If you already have commitments to this level you will only be eligible for payments under the Menu Scheme for options 1-5 and 15-17. You will not get further funding for agri-environment (options 6-14).

If the amount claimed in your Menu Scheme application exceeds the funding available to you because you have exceeded your allowance or breached the maximum funding ceiling for all agri-environment measures, there will be a facility to amend your application to reduce the funding sought. If it is found you have falsely declared land to increase your maximum allowance penalties may apply.

Common Grazings

Agri-environment, woodland and access options cannot be undertaken on the common grazings. However, as outlined above your share of the common grazing will be used in calculating your allowance.

SECTION 2 – The Menu of Options

This section describes the options available. We describe each option in detail, indicating any conditions for being eligible, and any evidence you need to provide.

Option 1 - Animal health and welfare management programme

The aim of this option is to promote animal health and welfare standards and contribute to farm business profitability and product quality. We will provide grant support towards the cost of implementing an Animal Health and Welfare Management Programme which will reflect your own particular farm management structure.

This is a five year commitment. In each year you can claim the standard cost, as shown below, of implementing agreed actions to raise animal health and welfare standards.

What activities are supported?

Those individual businesses with a minimum of four livestock units (as entered on the Single Application Form (IACS)) will be eligible to apply to carry out all the options. Information on livestock units is available in annex B1. Pigs and poultry are currently excluded from participation of the scheme.

You will have discussions with your vet, drawing on the suggested template set out in annex B2, and develop an animal health and welfare management programme for your use in actively managing animal health and welfare issues. From this assessment you will agree, with your vet, an action programme with specific actions that you must undertake. You will take many of these actions yourself. However, for some of the tasks involved you will require to buy in specific services. As part of this assessment you will be required to sign a declaration confirming that you will keep at least four livestock units at all times for the next five years. The programme's production needs to be completed by 1 December with the actions within the programme completed by the end of the LMC scheme year.

If you choose this option, you must take the actions explained at 1 below. Actions 2 to 4 are voluntary and you can get funding for each year you take the actions. Action 5 is also voluntary and you can only take it once in the five years the option runs for.

1 Animal Health and Welfare Programme

Payment rate: standard cost £220

As part of your assessment there are two compulsory actions. You must agree to implement each of these actions, which must be reviewed with your vet on an annual basis.

- **Implement a proactive scheme for treating diseases, including guidance on following a vet's advice and treatment.** Your scheme will detail the agreed first and second lines of treatment, individual dosage instructions and the withdrawal periods for each treatment.
- **Implement a scheme for using vaccines and preventative medicines.** You will detail the vaccines or preventative medicines you will use, and individual dosage instructions and withdrawal periods for each vaccine or preventative medicine.

The additional actions 2 to 4 are voluntary and will attract funding on an annual basis. Action 5 can at present only be implemented once within the five years of the plan. They will help to meet some of the actions which will be identified in the basic plan. Not all of these will be applicable to your farm business and will be selected as a consequence of your animal health and welfare assessment.

2 Undertake additional inspection and monitoring to collate performance indicators, analyse all significant animal health and welfare related observations arising from inspections and implement an action plan to measure performance.

Payment rate: standard cost £320

You will record performance indicators and disease symptoms which are pre-determined objective measures. You and your vet will make comparisons between your enterprise and others in the same veterinary practice area, county or across Scotland. For example, this will allow you to compare the incidence of lameness, relative to similar farm types.

For 2005/2006 you will only be required to collect information on performance indicators and disease syndromes. However, in future years your vet will need to enter this information into a central database. We are currently working with stakeholders to develop and pilot this.

The indicators will cover a broad range of production measures and disease syndromes. Analysis of these will feed back into your Animal Health and Welfare Management programme and will help you to make decisions relating to farm management. The applicability of the indicators will vary between sectors and include, for example:

Cattle

Production measures

Total number of cattle in the herd
Number of cows and heifers mated
Number of assisted calvings including caesareans
Number of calves/young stock sold or retained

Disease syndromes

Number of cases of lameness which required treatment
Number of cases of pneumonia (other than lungworm) which required treatment and which died
Number of cases of suspected or confirmed lungworm
Number of cases of mastitis which required treatment and which were culled or died

Sheep

Production measures
Number of ewes mated
Number of lambs weaned
Number of barren ewes
Number of abortions

Disease syndromes

Number of cases of pneumonia which required treatment
Number of cases of skin infestation requiring treatment

More detailed guidance on the indicators will be provided as part of the production of your animal health and welfare programme which is to be completed by 1 December.

You will discuss with your vet the analysis of the data collected and how it could play a part in preventing the herd or flock from achieving its potential and agree an action plan to address the problems identified.

3 Produce an action plan to ensure the safe integration of new stock on farm and minimise the risk of spreading disease by maintaining fences around isolation areas to enhance biosecurity levels and to prevent diseases from entering the herd/flock.

**Payment rate: standard cost £30 payable once in the five year period
standard cost £0.10 per running metre (up to a maximum of 3000 metres)**

You will write, and then follow, an action plan which identifies the field identification number (FID) of the area of fencing that you are going to maintain. The area may consist of boundary and internal fencing and must be currently used and remain in use as an isolation facility.

Maintaining the fencing you will:

- inspect the fencing;
- tighten slack wiring;
- reattach loose wiring;
- replace damaged fence posts and/or sections.

- 4 On the advice of the veterinary surgeon to undertake sampling to identify diseases/ conditions such as twin lamb disease or copper deficiency, which may be present on farm having a negative impact on animal health and welfare and take informed control measures to address conditions.**

Payment rate: standard cost £155

You will arrange for sampling, for example blood testing, to be undertaken by your vet, to establish the disease status of your herd and/or flock. You will pay separately for the laboratory analysis of the samples. You will discuss the analysis with your vet and undertake agreed control measures in line with your overall animal health and welfare assessment.

It is likely that the sampling will be carried out by your vet at the same time as statutory testing. The veterinary time for this measure must be identified separately from veterinary statutory testing time.

- 5 Analyse forages and obtain professional nutritional advice and implement advice from report.**

Payment rate: standard cost £110

Forage is defined as bulk feeding stuff, such as silage or hay. Forage samples will be sent for laboratory analysis and you will discuss results with a professional nutritionist, implementing advice from the report. At present you may only claim support for this measure once within the five year period.

How do I get started?

Check with your area office that your vet is suitably accredited, or look at the SEERAD website (www.scotland.gov.uk/menuscheme). Let your vet know that you intend to use grants to support an animal health and welfare management programme and arrange a suitable time to discuss this. Your vet will visit you to carry out an assessment, gather information (see annex B2) and discuss possible actions. The information that is discussed will remain between you and your vet. The information will not be passed to SEERAD although we will need to see a copy of the assessment and programme if we inspect your farm. (See section 4).

Evidence

You must send us a completed claim form showing the actions that you have taken. You must do this by 31 March 2006. With your claim you must send a signed declaration from your vet confirming that you have considered recommendations from any specialist reports you received. Specific details of your actions will already have been set out as part of your animal health and welfare programme.

Option 2 - Membership of quality assurance and organic schemes

We aim to encourage farmers to recognise the importance of high-quality production through being members of a quality assurance or organic scheme.

We will provide a yearly incentive payment if you take part in a quality assurance or organic scheme. We will refund 50% of your joining fees and ongoing membership costs (except VAT unless you are not registered for VAT). We will pay up to £150 for each scheme you are a member of.

All schemes must be certified to EN45011 standard. If a scheme is not certified to this standard by 1 February 2006 its members will be ineligible to receive payment through this measure.

Eligibility

You must be a member of a quality assurance or organic scheme on 16 May 2005 and 16 January 2006 to be eligible. You can be an existing member and you can join more than one quality assurance scheme (for example, for cereals and cattle).

The following quality assurance schemes are eligible:

- Specially Selected Scotch Farm Assurance Scheme – Cattle and Sheep
- Specially Selected Scotch Farm Assurance Scheme – Pigs
- Scottish Quality Cereals Farm Assurance Scheme

- National Dairy Farm Assurance Scheme
- Assured Chicken Production
- Assured Produce Scheme
- Scottish Quality Wild Venison Assurance Scheme
- Farm Assured British Beef and Lamb Scheme
- Lion Quality for Eggs
- Freedom Foods
- Genesis Quality Assurance Scheme
- LEAF Marque

The following organic schemes are eligible:

- Scottish Organic Producers Certification Scheme
- Soil Association Certification Scheme Ltd
- Organic Farmers and Growers Ltd – Organic Assurance Scheme
- Bio-dynamic Agricultural Association

If you are a member of the Organic Aid Scheme (OAS) or join this during the same year, you **cannot** claim funding for membership of any of the organic schemes listed above.

Evidence

To claim you must send us your claim form and evidence that you are a member of an eligible scheme. You must do this by 31 March 2006. 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 quality assurance or organic scheme.

Option 3 - Training

The aim of this option is to increase and improve the skills present within agriculture and forestry, promoting a greater range of activities and improving competitiveness in the rural economy. We will contribute towards the cost of training which improves occupational skills and knowledge.

Each year we will pay:

- 75% of the cost of one or more training courses (not including VAT unless you are not registered for VAT);
or
- £500;

whichever is less.

We need receipts showing the type of course and the cost of it.

To take up this option, fill in the total amount you expect to claim in section 3 of the LMC menu scheme application form. Remember it is only 75% of the actual cost or £500, whichever is less.

Eligibility

You can be either the business owner or an employee (including an immediate family member who is actively involved in the business).

The training course must relate to one of the following aspects (see annex C for examples of types of training courses):

- Business skills
- Marketing
- Managing people

- Opportunities for expanding into other activities
- Technical skills

You cannot apply for the following training activities;

- Full-time or part-time education in secondary schools, further education colleges and higher education establishments;
- Courses where you can get financial support from another public source, including EU funding;
- Training courses that trainees need to take by law to carry out their basic work activities (such as crop spraying courses, tractor driving courses, chainsaw courses for forestry workers). However, you can apply for training needed by law to allow you to expand into a different agricultural or forestry business (for example, training towards getting an HGV licence to move into road haulage);
- Training courses which you do not have to pay for.

A training provider recognised by Lantra must deliver the training. Agricultural and other colleges offer a wide selection of eligible training courses, as do other training providers. You can get information about relevant courses from the providers themselves. Or you can ask Lantra – the Sector Skills Council for land-based industries – for information about courses and providers in your area. You can phone Lantra on 01738 553311.

The training can be delivered in various ways, such as:

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

Evidence

You can claim payment after you have completed and paid for all of the eligible training. You must get and send us 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. You must finish the training, pay for it and send us your claim before 31 March 2006.

Option 4 - Farm and woodland visits

The aim of this option is to increase public awareness of land management and to provide educational experiences for children and young people. We expect this to lead to people having a better understanding of the contribution land managers make to their local community and the local environment, and helping to maintain rural areas. We will pay you and your employees for hosting visits to your farm or woodland for educational purposes.

We will pay £100 for every visit to your farm/woodland.

Eligibility

The visit may be from the following:

Children

Schools, scouts, guides, brownies, cubs, boys brigade, girls brigade (not from nurseries¹ or playgroups because of the risk of serious illness to pre-school children).

Young people

Colleges (including agricultural colleges), university groups, youth clubs.

¹Health and Safety Executive guidance AIS 23 indicates that *E. coli* O157 can cause severe illness in young children. Pre-school groups should not therefore be hosted under this scheme.

Adults

Community councils
Local rural partnerships
Local community planning partnerships
Community education groups
Adult education centres
Outdoor bound centres
Wildlife and conservation groups
History or archaeological societies
International agricultural societies

As the purpose of this option is to increase awareness in the general public, visits from groups that are already associated with land management are not eligible.

If you are not sure whether a particular group's visit is eligible, ask your area office before arranging the visit.

You must provide evidence that you are insured to receive visitors onto your farm (that is, you have public liability insurance) and that you have met all relevant health and safety regulations. You should prepare a risk assessment and a farm information pack for farm visits (see guidance at annexes D and E). Keep a copy of these for us to inspect.

You or the farm or woodland manager must accompany the group throughout the visit, which must last for an hour or more. The group must consist of at least five people.

Applying for payment

Fill in the value of all visits to your land (up to a maximum of 10 visits **and** off-farm talks (see option 5) in any one year) in section 3 of your application form (LMCMS 2).

The payment covers preparing a risk assessment (expected to cost approx. £50), producing an information pack (providing educational information about the farm and any woodland and how you manage it), an hour of your or the land manager's time, any extra insurance costs that arise and expenses for things like signs and equipment needed for health and safety reasons.

Evidence

To claim a payment, send us evidence that the visit has happened and that the group was eligible. Send us a signed form from the group involved which shows the size of the group and the length of the visit (see the template at annex F). You must send this to us by 31 March 2006.

Further guidance

We recommend that you check that there is likely to be a demand for visits on your farm. You can do this by getting support from your local Royal Highland Educational Trust group (addresses and contacts at annex L), your local authority, a community council or another local community group.

You should send groups information about their visits before their visit, and give leaflets to potential and actual visitors. These leaflets could give information on the environmental, historic and cultural features of your land.

Option 5 - Off-farm talks

The aim of this option is to increase public awareness of land management and to provide educational experiences for children and young people. We expect this to help everyone play a part in improving the social environment in rural areas by giving communities a better understanding of the contribution land managers make to their local area.

We will pay you and your employees to provide talks for educational purposes away from your farm. We will pay £50 for each talk. This payment covers travel costs, producing an information pack, buying stationery and the cost of giving presentations. You should keep a copy of your presentation material for us to inspect.

Eligibility

Eligible and ineligible groups are the same as for option 4. You should prepare a farm information pack (see the guidance at annex E). Your talk should last at least 30 minutes and may be to any size of audience. Talks should be open to the general public, except for talks in schools and colleges.

Applying for payment

Fill in the value of off-farm talks you want to apply for (up to a maximum of 10 farm visits (see option 4) **and** off-farm talks in any one year in section 3 of your application form (LMCMS2).

Evidence

To claim payment, you must send us evidence that the talk has taken place and that the group was eligible. Send us a signed form from the group involved showing the size of the group and the length of the talk (see the template at annex F). You must send this to us by 31 March 2006.

Further guidance

We recommend that you check that there is likely to be a demand for talks beforehand. You can do this by getting support from your local Royal Highland Educational Trust group (addresses and contacts at annex L), your local authority, a community council or other local community group.

You should send groups information about your talk before it takes place, and give leaflets to potential audiences. These leaflets could give information on the environmental, historic and cultural features of your land.

Option 6 - Buffer areas

By contributing towards the cost of creating buffer areas, we aim to establish a network of wildlife corridors, reduce the risk of pollutants entering wetland areas and watercourses and protect and enhance the habitats and features, for example archaeological sites, prominent in-field and ancient trees, with which they are associated.

This is a 5 year commitment. We will pay you £200 per hectare of land managed under this measure. We will pay at the end of each year.

Requirements

- establish a 3 to 6 metre wide buffer area in arable fields or on improved grassland along watercourses or around springs, boreholes, areas of wetland, species rich grassland, woodland or archaeological sites;
- you must **not** cultivate this land, **or** apply fertiliser or manure;
- you must **not** apply pesticides without the prior written agreement of your local SEERAD office. Normally, such consent will only be given to allow spot-treatment or the weed wiping of scheduled weeds (creeping, spear or field thistle, curled or broadleaved dock, and common ragwort) or invasive alien species (e.g. Himalayan balsam, rhododendron and Japanese knotweed);
- you may cut in the managed area;
- you may graze animals as long as this does not cause environmental damage;
- you may control scrub where necessary to meet Good Agricultural Environmental Conditions (GAEC);
- you must **not** use the area for supplementary feeding of stock;
- you must **not** use the area for storage of materials or machinery.

In addition, if you are proposing to establish a buffer area around prominent, individual in-field and ancient trees on the landscape:

- that buffer area must extend to at least cover the area under the canopy of the tree;
- leave fallen timber in the buffer area;
- if the tree falls, replace it to keep the landscape the same – but remember to leave the fallen tree behind.

You must prepare a sketch map which clearly shows the buffer areas you plan to manage. Keep this map safe as you must be able to show it to us at inspections. Do not send it to us with your application form.

If you are carrying out the nutrient management option (option 14) in fields with a watercourse, spring or borehole, you must also create a buffer area alongside the watercourse and around any spring or borehole.

Water margins which are receiving management payments under RSS, CPS, ESA or Habitats Scheme are not eligible under this option. This option cannot be adopted on an area of land set-aside under the SFPS.

Option 7 - Management of linear features

- **Hedgerows**
- **Ditches**
- **Dykes**

Our aim is to improve the landscape by creating and improving habitats for breeding birds, plants and other wildlife. We will support the cost of managing farm hedgerows, hedgerow trees, ditches and dykes by sensitive cutting, clearing and reinstatement as appropriate.

Where a boundary linear feature is involved, the Menu Scheme 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, section 5 of the application form (a neighbour's agreement) must be completed. If the requirements are not met because your neighbour does not follow the option requirements, you will be in breach.

This is a five-year commitment. We will make any payment due at the end of each year. We will pay £0.10 per metre for hedgerows and hedgerow trees, £1.00 per metre for ditches and £0.10 per square metre for dykes.

Hedgerows and hedgerow trees:

Requirements

- cut both sides of hedges no more than once every three years, and cut only one third of the hedgerow in any one year;
- manage hedges over several years so they are at least 1.5 metres tall and at least 2 metres wide at the base, in an A-frame shape;
- only cut back, trim or lop hedgerow trees between 1 December and 1 March;
- laying hedges is encouraged;
- where possible, encourage hedgerow trees to develop at intervals in the hedge, by marking and not cutting them;
- plant appropriate native-species trees and shrubs to fill gaps in hedges.

To meet EU requirements there is a limit of 50 metres of hedgerow maintained per hectare of land farmed by you.

Ditches:

Efficient drainage is essential to productive farming. Natural watercourses do not need regular management, whereas artificial ditches usually require regular intervention to enable them to function efficiently and to maintain their wildlife interest. Provided care is taken in the way in which maintenance is carried out, periodic cutting or clearing of such artificial ditches is no bad thing. Problems arise when work is carried out without paying due regard to the implications for the river system or the many plants and animals which it supports, and when natural burns are subjected to unsympathetic often unnecessary management.

The canalisation or culverting of watercourses will be regulated by SEPA under the Water Environment and Water Services (Controlled Activities) (Scotland) Regulations, due to come into force in April 2006.

Requirements

- clear ditches no more than every third year with only one third cleared in any one year;
- only clear ditches and cut bankside vegetation between 1 September and 31 January;
- only cut vegetation, clear and re-profile on one side of a ditch on any occasion;
- where possible, give banks shallow sloping sides (ideally 10° or less), to encourage plant diversity and benefit waders and other bird species;
- spread spoil across the field and level it. Do not mound it on the bank.

To meet EU requirements, no more than 5 metres of ditches may be maintained under this option for every hectare of land you farm.

Dykes

Requirement

- Repair and reinstate deteriorated and damaged drystone walls. 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.

To work out the area of the dyke, multiply its length by its average height in metres.

To meet EU requirements, no more than 50 square metres of dyke may be maintained under this option for every hectare of land you farm.

You must prepare a sketch map which clearly shows the location of the linear features you propose to manage. Keep this map as you must be able to produce it for inspection. Please do not send it to us with your application form.

Hedges or dykes which are receiving funding under RSS, CPS, ESA Scheme Tier 2 or Organic Aid Scheme are not eligible under this option.

For this option please enter the length or area of the feature to be managed against the relevant 'field identifier' (FID) under columns E and F of section 4. Remember to claim only for your share of any features you share responsibility for.

Option 8 - Management of moorland grazing

The aim of this option is to encourage a wide range of habitats within moorland (including feeding and breeding sites for birds and animals), as well as a wide range of insects and plants. We will contribute to the cost of changing management practices for this.

This is a five year commitment. We will pay you £1 per hectare. We will pay at the end of each year.

Requirements

- prepare and carry out a grazing plan for the moorland. The plan will report on the current condition and management of the moorland and will highlight the changes you propose in shepherding, managing livestock and feeding practices in order to benefit the environment and wildlife;
- use the moorland for agriculture livestock production;
- agree to:
 - maintain the current overall area of permanent pasture on your farm;
 - maintain the stocking density on the permanent pasture on your farm below an agreed maximum;
 - do not overgraze or underuse any of that permanent pasture.
- fill in section 6 – management of permanent pasture declaration – of the application form.

In the requirements above, 'Moorland' means land with predominantly semi-natural upland vegetation or comprising predominantly rock outcrops and semi-natural upland vegetation, which is primarily used for rough grazing.

Option 9 - Management of rush pasture

The aim of this option is to maintain a mosaic of rush and open pasture which will encourage a greater diversity and number of bird species. We will contribute to the cost of creating and maintaining mixtures of rushes and grassland at variable densities, and for opening up areas of dense rushes to provide a mixed rush and grassland habitat.

This is a five year commitment. We will pay £125 per hectare of land. We will pay at the end of each year.

Requirements

- manage areas of dense rushes (over 50%) by cutting each year and/or grazing;
- between August and March **either** cut up to two-thirds of rushes in random patterns to leave an open, variable mix of rushes and grass pasture; or graze cattle to remove and thin rushes by up to two-thirds;
- if cutting, cut close to the ground. If rushes are cut at half the stem height (e.g. topped), this will have no effect on reducing tussock mass or vigour;
- after cutting you can graze, or heavy roll the area.

Avoid heavy poaching because it damages soil structure and the sward and creates conditions for seedlings to grow.

In the requirements above, 'Rush pasture' means permanent pasture on poorly drained in-bye land that is periodically saturated with water where extensive areas are dominated by soft rush and/or compact rush.

Option 10 - Biodiversity cropping on in-bye

The aim of this option is to increase the conservation value of arable land in Less-Favoured Areas (LFAs) and to increase numbers of declining species of bird. We will pay you to carry out traditional crop rotations so as to provide cover and feeding areas for birds.

This is a five year commitment. We will pay you £40 per hectare of land or £150 per hectare if a cereal crop is harvested by binder and the stooks gathered into stacks. We will pay you at the end of each year.

Requirements

You may only apply for arable land in the LFA. 'In-bye' land means the part of a farm or croft other than hill and rough grazings. The bulk of this is to be used for arable and grassland production.

- sow plots of spring cereals, fodder root crops or fodder rape each up to 2 hectares and all plots totalling no more than 4 hectares over the whole unit;
- herbicides and insecticides must not be applied without the prior written agreement of the local SEERAD office. Normally, such consent will only be given to allow spot-treatment or the weed wiping of scheduled weeds (creeping, spear or field thistle, curled or broadleaved dock, and common ragwort) or invasive alien species (e.g. Himalayan balsam, rhododendron and Japanese knotweed);
- after cropping, you must not plough or cultivate the area before 28 February of the following year.

Arable silage is not an eligible crop for this option for the reasons set out below:

- such a crop tends to be thicker and therefore unsuitable for some bird species;
- birds will be deprived of cover very much earlier in the year;
- autumn 'stubbles' and residual crop will not be there as a source of food for the birds over the autumn/winter period.

You may change the location of cropped areas managed under this option from year to year.

This option cannot be adopted on an area of land which is in conversion under an Organic Aid Scheme (conversion) agreement.

Option 11 - Retention of winter stubbles

The aim of this option is to increase the number of birds that survive the winter and also to reduce erosive action and sediment loss from soils to watercourses over the winter months. We will contribute to the cost of providing feeding and breeding areas for seed-eating birds over winter.

This option runs for five years. We will pay £40 for every hectare at the end of each year.

Requirements

- retain stubbles from the harvest of spring sown cereals, protein or oilseed crops until the end of the following February, therefore you must not plough or cultivate the area before 28 February;

- herbicides must not be applied without the prior written agreement of the local SEERAD office. Normally, such consent will only be given to allow spot-treatment or the weed wiping of scheduled weeds (creeping spear or field thistle, curled or broadleaved dock, and common ragwort) or invasive alien species (e.g. Himalayan balsam, rhododendron and Japanese knotweed).

Arable silage is not an eligible crop for this option because autumn 'stubbles' and any remaining crop will not be there as a source of food for the birds over autumn and winter.

Each year you can change the location of areas you manage under this option.

This option cannot be adopted on an area of land which is in conversion under an Organic Aid Scheme (conversion) agreement.

Option 12 - Wild bird seed mixture

The aim of this option is to create patches or plots of bird seed and bird cover, through sowing mixtures of seed-bearing crops, to benefit birds and invertebrates. It will also increase the number of areas of suitable feeding for birds and have a positive impact for biodiversity. We will contribute to the cost of creating patches or plots of bird seed and bird cover, through sowing mixtures of seed-bearing crops. This type of crop will feed seed-eating birds when little food source remains.

This option applies for five years. We will pay £329 a hectare. We will pay at the end of each year.

Requirements

- sow a mixture of at least three seed-bearing crops (for example a cereal, kale and quinoa). A 'mixture' means either a seed mixture or alternate rows of the different crops;
- sow in strips at least 6 metres wide at the edges of fields or in blocks. There should be no more than 0.5 hectare sown on every 20 hectares;
- re-sow at least every other year so as to maintain seed production;
- only apply fertiliser or manure if this is necessary for establishment of the mixture;
- only apply herbicides to spot-treat or weed-wipe for the control of injurious weeds (creeping, spear or field thistle, curled or broadleaved dock, and common ragwort) or invasive alien species (e.g. Himalayan balsam, rhododendron and Japanese knotweed);
But you may use Glyphosate before spring re-sowing to help re-establishment;
- do not apply any other pesticides;
- do not use the area for access, turning or storage, or grazing.

Seed-bearing crops are best sited close to hedgerows or other areas of cover.

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.

Option 13 - Summer cattle grazing

This option aims to give farmers support towards the cost of maintaining or restoring a balance between heather (or other dwarf shrubs) and the coarser moorland grasses which tend to become dominant under heavy sheep grazing and to improve the diversity of grassland communities.

Requirements

To be eligible for support, the following requirements must be met:

- turn cattle out onto unenclosed or hill land on or before 1 June, and keep them there for at least three months. For the purposes of the menu scheme, 'unenclosed' or 'hill land' is taken to be rough grazings;
- at least 1 bovine per 25 hectares should be turned out. Qualifying cattle must be at least six months of age at the start of this grazing period and can be either owned by or formally leased to you;
- make sure that grazing is evenly distributed and that there are enough sheltered areas where the ground is firm and free-draining;
- this option could cover all or part of the unenclosed ground of the holding;

- agree to retain the current overall area of permanent pasture on your farm, follow stocking limits on all the permanent grassland on your farm/croft and not over-graze or under-utilise any of that grassland;
- fill in section 6 of the application form – management of permanent pasture declaration.

The ideal grazing regime on this land should include both sheep and cattle. You may need to reduce the number of sheep in proportion to the number of cattle introduced to avoid damaging the land.

You will break good farming practice rules if you overgraze this land or any other rough or unimproved areas on your land. If you claim SFPS you should pay special attention to GAEC requirements for any areas of wetter ground or woodland, specifically those relating to overgrazing, trampling and supplementary feeding.

If you meet the requirements of this option, we will pay £1 for every hectare of land the cattle graze on for at least three months. We will make payments over five years, at the end of each year.

Option 14 - Nutrient management

This option aims to decrease diffuse pollution on in-bye improved land. We encourage farmers and crofters to match inorganic and organic fertiliser (including slurry) applications to crop requirements.

This is a five year commitment. We will pay £2 a hectare at the end of each year.

Requirements

- carry out soil testing in the selected field on a 3 to 5 year cycle to determine its soil pH, nutrient status (i.e. phosphates(P) and potash(K)) and trace element levels (e.g. magnesium);
- keep records of the quantities of mineral fertiliser, farmyard manure and slurry applied to the field and when you applied it, taking account of the levels of nitrogen (N), P and K contained in organic manures;
- keep a record of inputs, together with the cropping history and soil analysis results, these to be used to calculate nutrient requirements (i.e. N, P, K, lime and trace elements). For N, follow the Scottish Agricultural College (SAC) recommendations in the Technical Note 'Nitrogen recommendations for Cereals, Oilseed Rape and Potatoes';
- keep records of no-spread zones. For further guidance, you may wish to consult the 4-Point Plan (Ref: www.sac.ac.uk/4pp);
- apply fertiliser at a time which will promote maximum nutrient uptake by the crop.

If there is a watercourse, spring or borehole in the field on which you are implementing nutrient management you must also adopt the buffer area measure (option 6) around the watercourse, spring or borehole. 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.

Option 15 - Improving access

The aim of this option is to provide access routes (paths) under part I of the Land Reform (Scotland) Act 2003. From early 2005, the public will have a right to walk, cycle and ride over most land in Scotland as long as they do so responsibly. We will contribute to the costs of you identifying and maintaining continuous paths across your land. These routes should be suitable all year round for walkers and, if the surfaces are appropriate, for cyclists and horse riders.

Everyone has the right to be on most land and water for recreation, education and travel as long as they act responsibly. However, most people will prefer to use clear, identified paths. Marking and maintaining paths across farms will encourage local people and visitors to enjoy the countryside. By providing marked paths you can encourage the public away from any areas of your farm where they may harm farming activities.

This option runs for five years. We will pay £2.75 for every metre of path. We may check the length of the path. All paths must have a sign at the start of the identified route or at an appropriate entrance point which meets the standard set out in annex G.

We will also contribute to the one-off costs of certain items described in annex G. We will pay 75% of costs for signposts, waymarkers, gates, stiles, bridges, and culverts (up to a maximum of £150 for each item). We will pay for these after you send us a receipt. We must receive receipts no later than 31 March 2006.

On the Menu Scheme application form, fill in the length of the path you will maintain across your land. Also fill in the number and value of items you intend to claim refunds for. Fill in columns E and F in section 4.

If the path goes through or alongside any of your land that is not registered with IACS you will need to fill in a land and business change form so we can find the path. The land and business change form is issued as part of the IACS pack.

Requirements

The path must meet at least one of the following design specifications and all the technical specifications.

Design specifications

The path should link to local networks, give access to points of attraction or serve another clear purpose.

1. Link to local networks

The path should link with other routes at the boundaries of your land and form part of a wider network. If your path crosses a public road, consider road safety and perhaps talk to the local roads authority.

2. Give access to points of attraction

The path should provide reasonably direct access across your land but give access to features of interest such as viewpoints and lochs. Also consider areas of cultural interest.

3. Other clear purpose

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

(You should contact local and national park authorities access officers when you are planning your path to make sure it will meet at least one of the design specifications set out above. Every effort should be made to integrate your paths into other local path networks. Local access officers and local access forums should be able to provide advice on existing and proposed local path networks.).

Technical specifications

The path must be well-drained, fit for its intended purpose, free from obstructions, signposted and regularly maintained.

1 Well-drained

The path should stay firm and dry in all weather conditions. After heavy rain, water should drain away quickly without damaging the path. To achieve this, good drainage is the key.

2 Fit for purpose

The path's surface should be suitable for the use it has to support. Surfaces can range from trodden grass to asphalt. Not one path surface fits all purposes – the main point to remember is that the path must be suitable for its intended use.

3 Free of obstructions

Boundaries take many forms such as fences, walls, hedges, watercourses, shorelines, woodland, or rock outcrops. The route will usually cross boundaries.

You may need to include gates, stiles, steps, bridges or culverts which keep the route out of water, divert it around difficult ground and clear a path through vegetation.

Use gates rather than stiles, as more people can use them. There are two basic types of gate in general use – the wicket gate and the kissing gate. Many types of user can use the wicket gate, but cyclists are restricted from using (and horse riders cannot use) the kissing gate. Information on gate design is given in 'Countryside Access Design Guide' available from SNH. Information on access for people with disabilities is given in 'BT Countryside for All' which is available from the Fieldfare Trust (www.fieldfare.org.uk).

4 Signposted and waymarked

Paths should be clearly signposted at entrance points. There should be markers along the way to keep people right and show distances to significant points.

Information on signposts is given in ‘Signpost Guidance’ which is available from the ‘Paths for All Partnership’ (Contact details in annex L).

5 Regularly maintained

A well-planned and well-designed route needs less maintenance. You will need to manage vegetation at certain times of the year. You can reduce the amount of weed on paths by regularly mowing verges. You can drain persistent wet ground by installing filter drains or small ditches.

Information on maintenance is given in the ‘Lowland Path Construction Guide’ available from the ‘Paths for All Partnership’ – (www.pathsforall.org.uk) and ‘Upland Path Management’ available from SNH.

You must prepare a sketched map which clearly shows the location of the path you propose to manage and the location and type of items (gates and so on) you want refunds for. Keep this map safe as you must be able to show it to us. Do not send it to us with your application form.

Option 16 - Farm woodland planning (FWP)

The option aims for an integrated approach to the planning of woodland management on farms and to identify opportunities for the expansion of woodland. We will contribute to the production of a Farm Woodland Plan (FWP). Your plan will help you identify opportunities for applying to the Scottish Forestry Grant Scheme (SFGS) and will help you join that scheme.

We will normally pay for 1 to 30 hectares per holding. But if your native woodland or IACS registered forage open woodland is more than 30 hectares, we will pay for all of this. The one hectare may be made up of several areas of at least 0.1 hectares.

We will pay £10 for each hectare. If the total area of woodland you have is 15 hectares or less and you are entering it all into Farm Woodland Management (Option 17) we will pay you a minimum total grant of £150.

We will pay you at the end of the year (from April 2006), after we have received and approved your plan.

On the Menu Scheme application form, fill in the area of woodland that your plan will cover. Also fill in the location and size of each parcel you intend to claim for by completing the Field Data Sheet section of the application.

If the woodland is not on IACS registered land you will need to fill in a land and business change form to allow us to allocate a field identifier to these parcels of land. The land and business change form is issued as part of the IACS pack.

Requirements

- Your plan must assess the condition of **all** existing woodlands on your holding that are owned or form part of a tenancy agreement. It will identify work needed to manage them to the standard for Sustainable Farm Woodland Management (annex H). It will identify those individual or groups of woods suitable for entry into Farm Woodland Management (Option 17). You need to have a Farm Woodland Plan (FWP) to be able to take up Option 17;
- Your plan will help you to identify opportunities for applying to the Scottish Forestry Grant Scheme (SFGS) and will assist with entry to this;
- Your plan must use the Farm Woodland Plan Template (annex I). The template is a Word document and you can download it from our website (www.scotland.gov.uk/menuscheme). You may need to use more than one template if your woodland is varied in type and structure or because only selected woods are to be entered into option 17. If you do this, each template should refer to identifiable individual or groups of woods annotated on an accompanying map;
- Your plan should include a copy of a 1:10,000 map, showing the location of your holding and all woodland within it. Annotate the map with specific information on the woodland and specific work identified in the farm woodland plan (annex I).

You are allowed three months to prepare the plan. This means that you will need to send the plan to SEERAD by 15 August 2005. We will let you know whether or not the plan meets the requirements of the option within two months.

Inspections

When we receive a filled-in farm woodland plan, we will send a copy to Forestry Commission Scotland (FCS) for their comments. If FCS need to visit the woodlands in order to assess your plan, an officer will contact you to arrange the visit.

Non-compliance

A plan will be deemed as non-compliant if it is found to be:

- unrepresentative of the woodland;
- inappropriate to the woodland condition;
- an inaccurate account of the work requirements of managing to the standard for Sustainable Farm Woodland Management (annex H).

Option 17 - Farm woodland management (FWM)

The option aims to see all eligible woods under active management to increase their value as part of the farm business and the farmed landscape.

This option runs for five years. We will pay at the end of each year (from April 2006) as long as your Farm Woodland Plan (option 16) is approved. You must send us your plan by 15 August 2005. We will let you know if it has been approved within two months of receiving it.

We will normally pay from 1 hectare up to 30 hectares per holding at £30 per hectare. However, if your native woodland or IACS registered forage open woodland is more than 30 hectares, we will pay for all of this at £30 per hectare. If you have only one hectare, the one hectare may be made up of several areas of at least 0.1 hectares.

On the Menu Scheme application form, fill in the area of woodland that your plan will cover. Also fill in the location and size of each parcel you intend to claim for by filling in section 4 of the application form.

If the woodland is not on IACS registered land you will need to complete a land and business change form to allow us to allocate a field identifier to these parcels of land. The land and business change form is issued as part of the IACS pack.

Requirements

You must:

- have an approved Farm Woodland Plan (option 16) or be applying for one. This plan must identify the individual or group of woods to be entered into this option;
- keep woodland entered into this option in line with the standard for Sustainable Farm Woodland Management (see annex H);
- make sure any work you have done is consistent with your farm woodland plan;
- woodland must be owned or form part of a tenancy agreement.

You may not use this option for individual woods currently in the Woodland Grant Scheme (WGS), Scottish Forestry Grant Scheme (SFGS) or Rural Stewardship Scheme (RSS).

General Scheme requirements

The following table summarises the requirements of each option and the standards you have to meet.

Table of requirements

Options	Period the option covers	GFP	GEC	GAH
Animal health and welfare management	Five years	√		√
Membership of quality assurance schemes	One year	√		√
Training	One-off events			
Farm and woodland visits	One-off events			
Off-Farm talks	One-off events			
Buffer areas	Five years	√	√	
Management of linear features	Five years	√	√	
Management of moorland grazing	Five years	√	√	
Management of rush pasture	Five years	√	√	
Biodiversity cropping on in-bye	Five years	√	√	
Retention of winter stubbles	Five years	√	√	
Wild bird seed mixture	Five years	√	√	
Summer cattle grazing	Five years	√	√	
Nutrient management	Five years	√	√	
Improving access	Five years			
Farm woodland planning	Once every five years			
Farm woodland management	Five years			

The requirements of some options have to be met within a year, others you have to be committed to for five years.

Land ownership and control

- 1) If you are a landlord, you can only apply for land that you let out on a seasonal basis. If you let out any of the land included in an option on a seasonal basis, you will be responsible for making sure the requirements are met on that land.
- 2) If you are a tenant or contractual licensee, you must discuss the 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 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 section 7 of the Menu Scheme 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 agreement.
- 4) You cannot apply for options on grazing land if your lease for the grazing or mowing is for a period of 364 days or less. This means that your seasonal grazing can be part of your holding calculation but it is not an eligible area for Menu Scheme options.

You have to meet standards for good farming practice including good animal husbandry and general environmental conditions. These standards apply over the whole area of your holding and are set out in annex J.

Conservation or management agreement

If you want to take up an option on land in a 'site of special scientific interest' or Natura site, you have to meet the conditions set out in your management agreement and get any permission you need for specific activities **before** you apply to us.

As this is the first year of the Menu Scheme, you may have, or be negotiating, a conservation or management agreement with Scottish Natural Heritage (SNH) for part of the area of land that you want to include under one of the Menu Scheme options. If so, we will accept your application if you have applied to SNH. You should contact SNH (contact details in annex L) as soon as possible so they can respond within a four-month period. In all these cases you **must not** proceed with any options without the permission you need. You must let us know, in writing, if you do not get any permission you need.

Scheduled monuments are protected by law. If you plan to carry out any works on a scheduled monument, you **must** obtain scheduled monument consent (SMC) in advance. Contact Historic Scotland for advice **before** making your Menu Scheme application. You can get advice and SMC from:

Historic Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH
Phone: 0131 668 8777
E-mail hs-farming@scotland.gsi.gov.uk

Or, you can speak to your local monument warden who may have visited you recently.

You should apply for SMC as early as possible and by 16 May at the latest. SMC applications will be dealt with as quickly as possible, normally within nine weeks. You should have either a letter from Historic Scotland granting SMC, or written advice from them saying that you do not need SMC, before starting any option affecting land containing a scheduled monument.

Keep any written permission you receive as we will need to see these during an inspection. Do **not** send them to us with your application.

SECTION 3 – Filling in the application form

1 Business details

Fill in details as shown on your IACS form.

2 Working out your allowance

You have a maximum yearly allowance (the most you can claim in that year) based on the total area of land used for agriculture, as declared in your 2005 IACS single application form (SAF). This is the total of boxes X and Y on your field data sheets and your estimated share of common grazings which should be calculated by multiplying the area of the common grazing by your share of the common as declared in section 6 of the SAF. We will check these areas and adjust your allowance where necessary.

3 Choosing your options

Your choice of options 6-15 will be accepted as an agreement to carry out these commitments in full. Failure to meet all the requirements of these options will be treated as a breach.

Annex A shows a completed example of calculating your allowance and selecting your options.

4 Entering location and area details

This information is only required for land based options (6-17).

See example at annex A.

Column A: farmer's own use

This column is for your personal use and you do not have to use it. You may note down any field name you know the field by. This information will not be included in next year's paper forms.

Column B: farm code

Every field must have the correct farm code. Please enter the relevant code.

Column C: field identifier

Your IACS(3) Field Data Sheets show a unique 14-digit reference for each field you declared. Please use these same field identifiers to give us the location of the features you are managing under options 6 to 17. If you do not know this, contact the current/previous owner/tenant, to check if unique field identifiers have been allocated. Otherwise, use the map sheet reference, followed by a forward slash (/) and the four digit OS number printed on the 1:2500 series OS map (e.g. NJ/3760/2701), or else use your farm code number/sequential field number (e.g. 123/4567/1) and raise a LBCF. **You are advised to send in your LBCF along with your SAF by 16 May 2005.** You must also supply a map showing the fields. **We cannot pay you until these fields have been given unique identifiers and been checked against the field register.** We will update your claim with any identifier information that becomes available. Please use the **same** identifier on the Menu Scheme application as used on the LBCF and SAF.

Column D: land use

Enter the land use code from the SAF for the parcel which relates to this measure.

Column E: Menu Scheme code

Enter the code from the second column of the table in section 3 of the application form.

Column F: area/length

Enter the appropriate area or length of the feature being managed under the option code in this column. Give the area in hectares to two decimal places, and give the length in whole metres.

5 Management of Permanent pasture

If you choose the LMCMS options 8 and 13 (Management of moorland grazing and Summer Cattle Grazing), you must maintain the overall area of permanent pasture on your farm or croft. You must also keep an agreed number of animals on that pasture to make sure environmental damage is not caused by overgrazing or underuse of any of that pasture.

You must fill in the table in section 6 of the menu scheme application form to work out the number of animals you must have grazing on the permanent pasture on your farm or croft in any year.

Calculation of Stocking Density	
Class of Stock	Livestock Units (per head)
Ewes* (including suckling lambs)	0.15
Other sheep	0.15
Goats	0.15
Cows (including suckling calves)	1.0
Other cattle (6 – 24 months)	0.6
Other cattle (24 months and over)	1.0
Horses or ponies (6 months and over)	1.0
Farmed Deer	
Adult stags (27 months and over)	0.4
Hinds, including suckling calves (27 months and over)	0.3
Juveniles (6 to 27 months)	0.2
Alpacas	0.3

* female sheep at least one year old

When working out the annual number of animals maintained on an area each year you should take account of the length of time the animals are kept on the area (for example, 10 cows maintained on an area for three months is equal to $10 \times 3/12 = 2.5$).

6 Neighbours' agreement for management of linear features

To be completed if you are carrying out the linear features option 7 if the feature to be maintained forms part of a shared boundary.

7 Land ownership and control

Fill in this section if you choose any of options 6 to 17.

This will make sure that someone is responsible for meeting the requirements of the options for the full five years.

You must answer questions 1 and 2. If appropriate, the rest of the section should be filled in by the person who will take over your responsibilities if you stop having control over the land.

8 Declarations and undertakings

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

SECTION 4 – Other information

Supporting information

Options 1, 2, 3, 4, 5, 15 (access capital items), 16 and 17

For these options you need to send us supporting information to show that you have met the relevant requirements. We will send you a single claim form in January 2006. Fill this in and deliver it to your area office between 1 February 2006 and 31 March 2006 along with the supporting information. We cannot accept claims after that date.

We need the **original** invoices and evidence that you have made the expenditure. We will return these to you and you must keep them until 2012. We can only accept correctly receipted invoices.

Your invoice **must** show:

- your supplier or contractor's name and address. 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 send us additional evidence of payment. This might be a separately numbered receipt from the supplier's accounts or an accountant's statement.

Options 6–14 and 15 (access – path maintenance only)

These options do not require any supporting evidence. The area claimed on your application form section 4 column F will be multiplied by the option rates to give a payment.

Payments

Payment under the Menu Scheme will be made in arrears, after the relevant undertakings have been completed by you. One payment will be made per application from April 2006 providing the claim forms have been returned with all supporting documentation to allow final processing.

Payment method

The Menu Scheme claims will be paid using the Bankers Automated Clearing System (BACS). We will already have your bank details if you have previously received a payment for any other IACS scheme or agri-environment scheme (e.g. RSS or CPS).

If you have not previously supplied this information you should obtain and complete a BACS (1) form and return it to your local SEERAD area office as quickly as possible. This also applies if you need to change the details we hold.

Inspections

We may inspect your land to verify the on-farm position. If so, we will require access to all relevant documents. Failure to permit an inspection could result in the loss of payment under the Menu Scheme and you might also risk prosecution.

It is a condition of the scheme that you must allow SEERAD and European Commission staff, or representatives, access to land, animals and records at any reasonable time for the purposes of establishing compliance with the terms of the scheme. If you refuse to co-operate, or if you obstruct an inspecting officer or fail to give reasonable assistance, we will not pay you and you may be prosecuted.

Inspection information

Summary of inspections evidence

Options	Map	Invoices	Plan	Field inspection	Other
Animal health and welfare management			√	Fences	Performance indicators Biosecurity plan Lab analysis for blood samples etc Forage analysis and nutritional advice
Membership of quality assurance schemes		√			Membership certificate
Training		√			Certificate of completion (if available)
Farm and woodland visits					Risk assessment Farm information pack
Off-Farm talks					Farm information pack
Buffer areas	√			√	
Management of linear features	√			√	
Management of moorland grazing			√	√	
Management of rush pasture				√	
Biodiversity cropping on in-bye				√	
Retention of winter stubbles				√	
Wild bird seed mixture				√	
Summer cattle grazing				√	
Nutrient management				√	Soil analysis field records
Improving access	√	√		√	
Farm woodland planning	part of the plan		√	√	
Farm woodland management	part of the plan		√	√	

Options 1–15

Inspection will involve the examination of documentary evidence relating to these prescriptions, assessment of the management practices and the measurement of the areas or lengths claimed.

Option 15–Access

We will inspect the route covered by this option. We will check that the route shown on the map offers unrestricted access. We will also check that you have installed any capital items claimed. In both cases we will check that you have met the requirements set down in Annex G.

If these checks reveal a breach, we will allow you one year to comply. If you do not take the necessary action within this time, we will not pay you.

Option 16–Farm Woodland Plan

When we receive your plan, we will send a copy to Forestry Commission Scotland (FCS) for comment. They may need to visit the woodlands and would contact you to arrange this. If they find that your plan is not representative or is not fit for purpose, we will not pay you.

Option 17–Farm Woodland Management

We may inspect the land covered by this option. We will check that the condition and management of the woodland meets the standard for Sustainable Farm Woodland Management (Annex H) and that you have done the necessary work as indicated in the approved plan.

Withdrawal from the scheme

If you withdraw from a Menu Scheme option which has a 5 year commitment, we will take appropriate measures (except where ‘force majeure’ applies – see the next page). If you want to withdraw from any five-year option you should write to your SEERAD area office explaining why. You will normally need to repay any menu-scheme payments you have already received, plus interest. You may also have to pay a penalty.

Selling or leasing all or part of your holding

If the new occupier of the land does not take on the Menu Scheme obligations you have committed to, you will normally need to repay all or part of the menu-scheme payments you have already received, plus interest.

Change of occupiers under a joint application

If a tenant or licensee stops having control over the land during the five years of an option, the landlord or new tenant must enter into a ‘successor’s agreement’ within three months of the tenancy or licence ending. If the successor’s agreement is not completed within three months the original tenant or licensee would have to repay the scheme payments already paid, with interest. Depending on the circumstances, the tenant or licensee may have to pay a penalty.

You must let your SEERAD area office know about any changes affecting the legal occupiers of the land the scheme applies to.

Breaking the scheme rules and conditions

If you find that you can no longer meet the conditions of the Scheme, write to your area office 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. At times we may not expect you to pay us anything. This is where you can provide evidence that the reason for the failure meets the strict conditions of ‘force majeure’ (see below).

‘Force Majeure’

The term ‘force majeure’ means circumstances beyond anyone’s control which affect your ability to keep to the scheme rules and conditions. ‘Force majeure’ includes:

- the death of the farmer;
- the farmer being unable to work over the long-term because of ill health;
- a large part of the land being taken for public use (if this could not have been known about on the day the option was chosen); and
- a severe natural disaster seriously affecting the agricultural land on the holding.

We will consider each case on its merits. But for a situation to be considered as ‘force majeure’ you must write to your area office within 10 days of being able to do so.

Penalties

Scheme breaches and penalties

A breach is where you have failed to meet the rules of the scheme. Our response to a breach will depend on its seriousness. We will issue a warning letter for very minor breaches, but we will recover payments and charge penalties for the most serious cases.

Seriousness of the breach

We will take several factors into account when assessing the seriousness of a breach. SEERAD can impose one or more of the following sanctions:

- the withholding of payments due to you;
- recovery of payments already made plus interest;
- termination of your undertaking;
- the addition of a penalty;
- a exclusion from some other Rural Development Scheme for up to 2 years.

Good Farming Practice (GFP), Good Animal Husbandry (GAH) and General Environmental Condition (GEC) Penalties

You must meet the requirements set out at Annex J. If you do not, you may lose all or part of your scheme payment. We may issue a warning letter for a negligent breach that has a small effect and you can put right, but remove all subsidy for an intentional breach that has a permanent effect both on and off the farm. Full details will be available shortly from your area office or our website (www.scotland.gov.uk/menuscheme).

Repayment

If we discover you have been paid money under LMCMS 2005 to which you are not entitled, you will have to repay the amount in full. If the over-payment occurs through a breach of the scheme conditions, SEERAD will charge interest from the date of notification of the overpayment until full recovery, including interest, has been achieved.

Release of subsidy and recipient information

The Scottish Executive 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 Executive to release information about the amounts of subsidy and the new recipients for the new Single Farm Payments Scheme and the new schemes under the Rural Development Regulation. We will process personal data we receive in line with the Data Protection Act 1998, but claimants should be aware that the particular information mentioned above will generally be disclosed.

We will also 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 Customs and Excise for import or export 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 on page 29.

Appeals and complaints

If you feel that we have made an incorrect decision on your subsidy claim, 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.

Legal base

We are introducing the Land Management Contract Menu Scheme in 2005 under EC Regulation 1257/1999 as amended by Regulation 1783/2003.

ANNEX A

A worked example

Your IACS business consists of 2 farms. One is an upland beef and sheep unit (1000 ha), the other is an arable unit (200 ha) growing 160 ha cereals. The arable farm is in a NVZ and the upland unit is in the RSS. Your allowance for the Menu Scheme are given from total boxes X and Y on your Field Data Sheet. This gives a total area eligible for the Menu Scheme of 1200ha.

Calculating Your Allowance	Hectares	Rate	Allowance
First 10 hectares at £75 per hectare	10 ha	x £75	= £750
Next 90 hectares at £30 per hectare	90 ha	x £30	= £2700
Next 900 hectares at £1 per hectare	900 ha	x £1	= £900
Over 1000 hectares at £0.10 per hectare	200 ha	x £0.10	= £20
A: Maximum allowance available			= £4370

Your maximum annual allowance for the Menu Scheme application is £4370.

You select the following options:

- 1 Animal health and welfare management programme – Elements 1-3 = £730
- 2 Membership of SSSFAS for cattle and sheep – 60 cows and 600 sheep
110 LU £135 + VAT @ 50% = £67.50
Membership of Scottish Quality Cereals (160 ha)
£205 +VAT @ 50% = £102.50
- 3 Training such as Introduction to computerised farm records £125 (including VAT). You claim cost excluding VAT 106.38 @ 75% = £79.79
- 5 Off-farm talks - local school x 2 = £100
- 6 Buffer areas – along the water margin and around the edge of woodland
5m x 400m = 2000 m² = 0.2 ha @ £200/ha = £40
- 7 Hedges – Around the arable fields 1000m @ £0.10/m = £100
Dykes between hill and in-bye on the upland unit
1000m x 1.25m @ 0.10/m² = £125
- 11 Retention of winter stubble only on the spring sown cereal
14 ha @ £40.00/ha = £560
- 12 Wild bird mix – 3 plots x 0.5 ha = 1.5 ha @ £329/ha = £493.50
- 13 Summer grazing cattle Suckler herd turned out in May
200 ha @ £1/ha = £200
- 15 Improving access – e.g. Anglers path down to the river to avoid crop damage
300m @ £2.75/m = £825
Signage £114 @ 75% = £85
- 16 Woodland plan for 2 ha under RSS management, 2 ha open grazed woodland 3 ha of Shelter belts and 5 ha conifer plantation 12 ha but the minimum grant of £150 applies (all eligible woodland submitted into option 17)
- 17 Woodland Management 10 ha @ £30 = £300

Measure		Code	Payment Rate	Claim (£s or area)	Your Total (£) Farmers Use	
1.	Animal health and welfare management programme	AHW	up to £1135	£730	£730	
2.	Membership of quality assurance schemes	QAS	Up to £150 per scheme	£170	£170	
3.	Training	TRA	Up to £500	£80	£80	
4.	Farm and woodland Visit	FVT	£100/farm visit	£	£	
5.	Off-farm talk	OFT	£50/off farm-talk	£100	£100	
6.	Buffer areas	BUF	£200/ha	0.2 ha	£40	
7.	Management of linear features	HED	£0.10/m hedgerows	1000 m	£100	
		DIT	£1/m ditches	m	£	
		DYK	£0.10/sqm dykes	1250 sqm	£125	
8.	Management of moorland grazing	MMG	£1/ha	ha	£	
9.	Management of rush pasture	MRP	£125/ha	ha	£	
10.	Biodiversity cropping on in-bye	BCN	£40/ha normal	ha	£	
		BCP	£150/ha premium	ha	£	
11.	Retention of winter stubbles	RWS	£40/ha	14.00 ha	£560	
12.	Wild bird seed mixture	WBS	£329/ha	1.50 ha	£493.50	
13.	Summer cattle grazing	SCG	£1/ha	200 ha	£200	
14.	Nutrient management	NUM	£2/ha	ha	£	
15.	Improving access	Maintenance	IAP	£2.75/sqm of path	300 m	£825
		Stile	IACS	Up to £150/capital item	£	£
		Signposts	IACP	Up to £150/capital item	£85	£85
		Bridge	IACB	Up to £150/capital item	£	£
		Gates	IACG	Up to £150/capital item	£	£
		Waymarkers	IACW	Up to £150/capital item	£	£
		Culvert	IACC	Up to £150/capital item	£	£
16.	Woodland Plan	WPN	£10/ha of woodland	12.00 ha	£150	
17.	Farm Woodland	FWM	£30/ha of woodland	10.00 ha	£300	
				B: Total Funding Sought	£3958.50	

Example of section 4 of the application form.

A	B	C	D	E	F
For Farmers own use	Farm code number	Field identifier	SAF land use	LMCMS Land use (use code listed in section 3)	Area/length ha (to 2 dec. places) metres or sq. metres
East field	444/0782	NT/45210/65180	PGRS	BUF	0.10 ha
Northfield	444/0023	NF/28836/88234	TGRS	BUF	0.10 ha
Hill	444/0023	NF/12345/12345	RGR	SCG	200.00 ha
Hillydyke	444/0023	NF/12345/12345		DYK	1250 m ²
Southholm	444/0782	NT/91011/12131		RWS	15.00 ha
Dean fields	444/0782	NT/23465/89101	WBS	WBS	0.40 ha
Dean fields	444/0782	NT/24356/89106	WBS	WBS	0.30 ha
Dean fields	444/0782	NT/24910/9006	WBS	WBS	0.30 ha
Dean fields	444/0782	NT/25001/90201	WBS	WBS	0.50 ha
Fishers path	444/0782	NT/91011/12131		IAP	300 m
Parcel 1 RSS	444/0782	NT/99066/13002	WDG	WPN	2.00 ha
Parcel 2	444/0782	* Parcel 2	OTH	WPN	2.00 ha
Shelter belt	444/0782	Parcel 3	OTH	WPN	3.00 ha
Conifers	444/0782	Parcel 4	OTH	WPN	5.00 ha
	444/0782	Parcel 2	OTH	FWM	2.00 ha
	444/0782	Parcel 3	OTH	FWM	3.00 ha
	444/0782	Parcel 4	OTH	FWM	5.00 ha

* Complete a land and business change form to get field identifiers for the parcels which are not digitised.

ANNEX B I

Information on livestock units

Class of Stock	Livestock Units (per head)
Ewes* (including suckling lambs)	0.15
Other sheep	0.15
Goats	0.15
Cows (including suckling calves)	1.0
Other cattle (6 – 24 months)	0.6
Other cattle (24 months and over)	1.0
Farmed Deer	
Adult stags (27 months and over)	0.4
Hinds, including suckling calves (27 months and over)	0.3
Juveniles (6 to 27 months)	0.2
Alpacas	0.3

ANNEX B2

1. Farm details

2. Farm enterprises

2.1 Livestock enterprises:

2.2 Stock numbers:

2.3 Membership of disease eradication or control scheme:

3. Veterinary practice details

4. Management of risks to animal health and welfare

Highlighting measures of a general nature intended to reduce the risk of introducing disease or causing poor welfare

4.1 Feeding:

4.2 Grazing management:

4.3 Replacement policy:

4.4 Breeding policy:

4.5 Environmental risks:

4.6 Other topics:

5. Animal health and welfare review

Review of the conditions present or suspected on farm causing disease or impacting on performance

5.1 Diseases present on farm:

5.2 Disease screening or routine testing:

5.3 Performance indicators:

6. Potential future disease problems

Information about conditions which the veterinary surgeon knows are a real threat to the enterprise.

7. Agreed action programme/Decision not to take action

An agreed list of points requiring action by the farmer with target dates and reassessment date.

Compulsory :

7.1 Animal Health and Welfare Plan

Payment rate: standard cost £220.00.

Implement a proactive scheme for the use of treatments, including guidance on the use of veterinary advice and treatment.

Implement a proactive scheme for the use of vaccines and routine medications.

Optional:

7.2 Undertake additional inspection and monitoring to collate performance indicators and analyse all significant animal health and welfare related observations arising from inspections and implement an action plan to measure performance.

Payment rate: standard cost £320.00.

7.3 Produce an action plan to ensure the safe integration of new stock on farm and minimise the risk of spreading disease by maintaining fences around isolation areas to enhance biosecurity levels and to prevent diseases from entering the herd/flock.

Payment rate: standard cost £30.00
 standard cost £0.10 per running metre (max 3000 metres).

7.4 On the advice of the veterinary surgeon to undertake sampling to identify diseases / conditions such as twin lamb disease or copper deficiency, which may be present on farm having a negative impact on animal health and welfare and take informed control measures to address conditions.

Payment rate: standard cost £155.00.

7.5 Analyse forages and obtain professional nutritional advice and implement advice from report.

Payment rate: standard cost £110.00.

8 Date future action programme agreed:

9 Agreed date for review:

Agreed Treatment Programme

Disease condition	Treatment	Dosage instructions	Withdrawal period	Comment
	First line:			
	Second line:			
	First line:			
	Second line:			

Agreed Vaccine and Prophylactic Medicine Programme

Vaccines or prophylactic treatments	Dosage instructions	Withdrawal period	Comment

ANNEX C

List of suitable types of training courses

Skill Area	Types of training course
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, eg 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

Skill Area	Types of training course (Cont'd)
Diversification Opportunities	Managing diversity Managing the consequences of change Farm diversification Land, countryside and environmental management Rural enterprise Business development Market research Project management
Technical Skills	Chainsaw (for non-forestry workers) Forklift ATV's 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 (eg dry stone walling, hedge laying, coppicing) Organic farming techniques Looking at new ways of working

ANNEX D

Farm and woodland visits – Risk Assessment template

Land managers have a duty under health and safety law (COSHH) to assess the risks to visitors to their farm/woodland and to take appropriate action to prevent or adequately control that exposure. We expect you to be COSHH compliant. Your Risk Assessment template for farm/woodland visits should give an assessment of **additional** risks associated with hosting visits and how you will manage those risks.

1. Assessment

1. Identify the risks likely to arise from visits of the general public in each of the areas highlighted below.
2. What additional risks arise from visits of particular groups (such as children, disabled).
3. What additional risks arise due to the size of group or purpose of the visit.
4. Identify 'hot spots' where particular risks may be higher.
5. Identify no-go areas (land and buildings) where the risk of access is too great to manage.

2. Management:

- *E. coli* O157 control: Indicate how you will follow the risk management practice in HSE Agriculture Information Sheet no. 23 (revised) Avoiding Ill Health at Open Farms – Advice to Farmers. Provide evidence on how you will control each main aspect in this advice: farm/woodland layout and routes, animal contact, eating areas, washing facilities, information and signs, training and supervision, livestock management, manure and compost heaps;
- appropriate clothing: Advise your visitors to wear appropriate clothing for the conditions on the farm and weather conditions;
- toilet facilities;
- farm/woodland machinery and equipment;
- farm/woodland condition – waste, water, broken steps, dykes, etc.
- control of dogs and farm animals;
- required level of supervision;
- hazardous materials – chemicals, fertiliser, electrical appliances, etc.

ANNEX E

Farm and woodland information pack

The list of items below should be included in the Pack. This list is not exhaustive and applicants are encouraged to consider what other information would be useful for visits and talks to the general public.

- Farm/woodland name and address and other contact details (phone, e-mail and/or website address)
- Location plan and directions to farm/woodland
- Availability for visits or talks (e.g. weekdays only April-October)
- Access for restricted mobility
- Health and Safety issues
- Parking availability
- Farm/woodland description: provide information on size, history, landscape and climate, and any notable features or designations
- Public facilities (e.g. toilets, shelter, picnic areas);
- Activities available: (nature trail, pond-dipping, meet the animals, etc.);
- Habitats/species available for study;
- Farm/woodland management: stocking, cropping, environmental conservation and enhancement, diversification;
- Optional information sections: a day in the life of the farmer, the farming year, growing crops information, keeping animals information, caring for the countryside.

ANNEX F

Farm visit/talk confirmation Template

The information that this form should contain is shown below. The form should be signed by the organiser of the visit/talk and dated. School parties can use the RHET evaluation form.

Farm name:

Farm address:

Name of group:

Date of visit/talk:

How many people were in the group?

How long did the visit/talk last?

What was the purpose of your visit/my talk?

How did you find out about the farm?

Please comment on your visit

Specification for Improving Access

Technical specifications (path maintenance and capital items)

Well Drained

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 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.

Excavate intercepting ditches to a minimum depth of 300mm with stable slopes and establish suitable outfall.

Install filter drains up to 500mm wide to a minimum depth of 600mm, backfill with coarse stone material and establish suitable outfall.

Fit for purpose

All paths must be accessible to public on a continuous basis. Keep the space around the route clear of obstructions for 2.1 metres above the path and across a width of 1.2 metres.

The path surface must be one of three surfaces listed below:

- 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 dust – a quarry product usually less than 3 to 6mm in size – onto the aggregate base will increase the binding properties of the base stone and give a smooth surface suitable for many users. However, unbound surfaces are susceptible to damage from water flowing over the surface, so that careful drainage is essential.
- Sealed surface. 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).

Remove large stones or debris, regrade and add new surface material so as to stabilise uneven areas. Fill in any potholes.

Free of obstructions

Gates

A standard timber wicket gate shall have a gap width of 1.1m and be fitted with self closing hinges. A gate with a gap of 1.525m will accommodate horse riders. Choose the latch to reflect the type of user and to be safe and easy to use.

Crossing watercourses

A small timber bridge has a span of less than 10m and the deck should be 1.2m wide. Depending on the location and the hazard crossed you may need handrails. One can be used (850mm high) where you expect low use. Use two handrails (1m high) where you expect regular use.

Cross small watercourses using a short section of culvert. The diameter of the pipe should accommodate the worst drainage conditions, diameters less than 600mm can be easily blocked. The crossing shall comprise stable material over the culvert which is wide enough to accommodate the path and verges on either side. The material shall be retained using a stable slope (requiring a longer culvert) or headwalls. Note that the new 'Bridges Guide' will be available from 'Paths for All Partnership' in summer 2005.

Stiles

Stiles are impassable to wheelchairs and pushchair users and can be an insurmountable barrier to the disabled, elderly and less agile people. It is therefore suggested that a stile should only be installed as a **last resort** when it is not possible to provide access by means of a gap or a gate.

If stiles have to be built they should be built to the following rules:

- the height rise between the ground and the first step and between steps should be the same;
- steps should be at least 200mm wide and 900mm long;
- there should be no sharp edges on steps, fence rails or uprights.

Signposted and waymarked

Paths should be clearly signposted at entrance points. There should be interim waymarkers to keep people right and distances stated to significant points.

Directions signs shall be constructed of timber, metal or recycled plastic. The posts shall be 2.1m high and stable in strong winds, timber posts are normally 100mm square. The blade of the sign shall be about 500mm long and 150mm deep and fixed 100mm from the top of the post. Text, in a plain font, shall appear on both sides of the blade and have a height not less than 30mm.

Waymarkers shall not be smaller than 100mm square and be made of weatherproof material. If used on their own posts, the posts shall be 800mm high.

Regularly maintained

Strim or mow natural path surfaces and verges in May and August.

Cut back vegetation and trees during the autumn and winter to maintain a clear path corridor.

Control weed encroachment into the route corridor through selective application of herbicide in April and August.

Standard for Sustainable Farm Woodland Management

Farm woodlands make an important contribution to the character of the landscape, biodiversity and amenity. They also provide an opportunity to diversify economic benefit to farm businesses. These woods have often been under-managed. We recognise that an appropriate level of management is required to sustain the benefits of such woods, and endorse this in the 'Scottish Forestry Strategy' and in 'A Forward Strategy for Scottish Agriculture'.

The UK Forestry Standard sets a benchmark for sustainable management, which applies to all woods and forests. The standard for Sustainable Farm Woodland Management (SFWM) helps farm woodlands meet the UK Forestry Standard requirements. It also helps those interested in independent woodland certification under the UK Woodland Assurance Scheme to gain benefits such as the sale of certified timber.

Our scheme requirements of the standard for Sustainable Farm Woodland Management are:

- your management is in line with the objectives and work set out in the Farm Woodland Plan (FWP). This includes regular checks, reviews and remedial action;
- you have adequate protection measures in place so that domestic stock and wild animals do not significantly damage the trees within woods, including damage to the ongoing development of natural regeneration in native woodland. An exception is where managed grazing is both necessary and approved to achieve specific biodiversity objectives identified in the FWP;
- you must not allow any non-native vegetation, within the canopy or shrub layers of native woodland, to pose a significant threat to the condition of the native woodland;
- your operations in and around woods do not have a significant adverse impact on identified habitats and species of national or regional importance and on identified features of cultural importance;
- your management of woods, which are identified as important for the character of the landscape, maintains the landscape significance of the woods;
- you manage public access through woods in line with the Scottish Outdoor Access Code;
- occupiers keep woods free of inappropriate materials and waste, which is within their control and, that would adversely impact on the natural environment or the sense of place.

ANNEX I

Farm Woodland Plan (FWP) Template

Part I. Basic information

(N.B. Complete Part I of the template once for all the woodlands on the farm. Complete Part 2 onwards separately for each individual or aggregated group of woodlands as appropriate – see guidance notes.)

- a. Name of Farm Holding:
- b. Total Woodland Area (hectares):
- c. Native Woodland Area (hectares):
- d. Non-Native Woodland Area (hectares):
- e. IACS Registered Forage Open Woodland Area (hectares):
- f. Woodland Type and Age Structure:

Type of Woodland	Young areas of woodland yet to close canopy (%)	Young areas of woodland at thicket stage (%)	Middle aged areas of woodland at pole stage (%)	Mature areas of woodland (%)	Over mature areas of woodland with dying trees (%)	All areas of woodland (%)
Native woodland						100
Non-native broadleaf						100
Non-native conifer						100
Non-native mixed						100

- g. Is the woodland to be separated into appropriate individual or groups of woods for the purpose of this plan? Yes / No

If yes, list below the name or identity given to each individual or group of woods and their areas:

Name or identity of individual or group of woods	Area (ha)

Part 2. Assessment of woodland condition

(Complete Part 2 onwards separately for each individual or aggregated group of woodlands as appropriate – see guidance notes. If completing for all woodland as a single group, do not complete Part 2 a, b, and c.)

- a. Name or other identity given to the individual or group of woods:
(These woods must be appropriately annotated on the FWP map)
- b. Total woodland area in individual or group of woods (hectares):

c. Woodland type and age structure of individual or group of woods:

Type of Woodland	Young areas of woodland yet to close canopy (%)	Young areas of woodland at thicket stage (%)	Middle aged areas of woodland at pole stage (%)	Mature areas of woodland (%)	Over mature areas of woodland with dying trees (%)	All areas of woodland (%)
						100

d. Is the perimeter of the woodland protected by a fence or dyke? Yes / No

– Comment on the need or otherwise for perimeter protection, its type, its condition and any proposed actions:

e. Are any of the trees within the woodland damaged? Yes / No

– If yes, comment on the likely cause, the extent of damage and any proposed actions:

f. For native woodland, is there any non-native vegetation in the canopy or shrub layers? Yes / No

– If yes, identify the level of presence below:

In canopy layer(s)		In shrub layer	
Rare		Rare	
Occasional		Occasional	
Frequent		Frequent	
Abundant		Abundant	

– Comment on the identity and threat posed by the presence of non-native species and any proposed actions:

g. Are there any habitats or species of national or regional importance or features of cultural importance, in or adjacent to the woodland? Yes / No

– If yes, list these below and mark their location on the FWP map:

Habitats of national or regional importance	Species of national or regional importance	Cultural features of importance

h. Is the woodland important for the existing character of the landscape? Yes / No

– If yes, identify and comment on the key landscape issues and any proposed actions:

i. Are there any public access routes through the woodland? Yes / No

– If yes, mark these on the FWP map. Comment on any potential impact of access on woodland management. Comment on any potential management actions in the woodland that may impact on access by the public:

j. Are there any inappropriate materials or waste within your control in the woodland? Yes / No

– If yes, comment on its identity and any proposed action:

Part 3. Objectives of management for the existing woodland

- a. What are your management objectives, in addition to meeting the standard for Sustainable Farm Woodland Management (Annex H)?

Tick one or more of the following:

- To maintain/improve timber quality
- To maintain/develop the biodiversity value of the woodland
- To maintain/improve the condition of native woodland
- To maintain/increase the diversity of the farmed landscape
- To maintain/improve associated riparian habitats
- To maintain/improve shelter for crops or livestock
- To maintain/increase value of woodland for sporting use
- To maintain/provide recreational opportunities
- To maintain/create employment and related business opportunities
- Other (please specify)

- b. Is the woodland grazed by domestic stock? Yes / No

- If yes, is grazing necessary in order to achieve specific biodiversity objectives and/or tree regeneration objectives? Yes / No
- If yes, comment on the specific biodiversity objectives and how grazing is to be controlled and managed in order to meet the objectives but also ensure that adequate trees can be recruited to sustain the woodland.

- c. Is the development of natural regeneration necessary to meet the standard for SFWM or the objectives of management? Yes / No

- If no, proceed to section e
- If yes, is the presence of natural regeneration adequate to meet the standard for SFWM or the additional objectives of management? Yes / No
- If no, proceed to section d
- If yes, is browsing damage preventing tree establishment by natural regeneration? Yes / No

Comment on the implications of the browsing damage to natural regeneration and list any proposed actions:

- d. If the presence of natural regeneration is necessary but inadequate to meet the objectives of management, comment on the likely cause(s) and list any proposed actions:
- e. Is abundant natural regeneration posing a threat to the biodiversity value of the woodland? Yes / No
- If yes, comment on the nature of the threat and any proposed actions:

Part 4. Opportunities for the establishment of new woodlands

- a. Is the establishment of new woodland during the period of the plan being considered? Yes / No

If yes, mark the proposed location on the FWP map and state your outline proposals below (e.g. new planting of 2 ha of mixed conifer and broadleaves proposed in field XX in 2007).

The Scottish Forestry Grants Scheme (SFGS) provides support for the establishment of new woodlands with the following objectives:

- To establish well-designed productive forest
- To expand the area of native woodland
- To improve a riparian habitat
- To improve the quality and setting of urban or post-industrial areas
- To improve the diversity of the farmed or crofted landscape

Forestry Commission Scotland Conservancy staff can advise on SFGS eligibility for new woodland establishment (see Annex L for contact details).

Part 5. Specific work proposals during 5 years of the plan period

- a. Are you entering the woodland into the Menu Scheme for Farm Woodland Management (Option 17)?
Yes / No
- b. Have you identified work necessary to keep the woodland to the standard for Sustainable Farm Woodland Management (SFWM) and to meet the management objectives? Yes / No

If yes, summarise below the proposed work and the year(s) in which the work will be carried out under the Menu Scheme for Farm Woodland Management (Option 17).

Summary of work to be undertaken	Year(s)

- c. Have you identified work necessary to bring the woodlands up to SFWM standard and meet the management objectives, but will require SFGS funding to do this? Yes / No

If yes, summarise below the proposed work and the year(s) in which the work is most likely to be carried out, assuming an application for funding is made and approved.

Summary of work to be undertaken	Year(s)

Forestry Commission Scotland Conservancy staff can advise on the eligibility of woodlands for additional grants under SFGS for woodland management (see Annex L for contact details).

ANNEX J

Section I The Standard of Good Farming Practice (GFP) including Good Animal Husbandry (GAH)

Commission Regulation (EC) No. 817/2004 Article 20 states that where you enter into an agri-environmental or animal welfare commitment for part of your holding, you must meet the standard of good farming practice for all of the holding.

Under this scheme, you must keep to the Standard of Good Farming Practice and any future revisions to it. See the list of verifiable standards of Good Farming Practice and the complementary environmental regulations at the end of this section.

If SEPA or any other enforcement agency investigate you for a breach of any environmental regulation, we may have to delay your payment until we know the investigation outcome.

The **verifiable standards of Good Farming Practice** are ones complementary to existing legislative requirements which our staff can verify to EU audit standards during our existing checks on agri-environment and Menu Scheme participants.

The standard of GFP

1.1 On rough grazings, unimproved grassland, reverted improved grassland, machair and dune grassland, wetlands and native, amenity or semi-natural woodlands, ensure that you manage livestock to avoid either overgrazing or undergrazing.

High concentrations of stock often cause poaching with obvious damage to the vegetation. Frequently this results from supplementary feeding practices. If you use feed blocks, preferably rotate your feeding sites. If you feed hay, the risk of site rotation spreading introduced grass seeds over larger areas, to the detriment of the natural herbage means that sacrificial areas may be more desirable.

Overgrazing means 'grazing land with livestock in such numbers as adversely to affect the growth, quality or species composition of vegetation (other than vegetation normally grazed to destruction) on that land to a significant degree'. You have to manage your stock so that you prevent damage to sensitive habitats important for biodiversity. Examples are juniper and montane scrub, herb-rich swards, already eroded areas and wetland habitats as well as other natural and semi-natural habitats. We will investigate cases of suspected overgrazing. Where we identify overgrazing, we will specify a management regime to be observed on that site – this will include a maximum (and where appropriate a minimum) stocking rate. If you do not keep to the stocking limit after that you will be in breach.

Unsuitable supplementary feeding

Unsuitable supplementary feeding means providing supplementary feed (other than to maintain livestock during abnormal weather conditions) in such a manner that results in damage to vegetation through excessive trampling or poaching of the land by animals or excessive rutting by vehicles. If you claim that weather conditions were abnormal, you will have to show that your usual feeding practice was not adequate to maintain your animals during the abnormal conditions. We will investigate cases of suspected unsuitable supplementary feeding and if you do not follow advice given you will be in breach.

Undergrazing or under-utilisation means 'grazing at a level where there is evidence of the annual growth not being fully utilised, or scrub or coarse vegetation is becoming evident, and such changes are detrimental to the environmental interest of the site'.

1.2 Drystone or flagstone dykes or walls, hedges and hedgerow trees on your land are important elements of a traditional landscape. They provide valuable habitats for a diverse range of plants and animals. You cannot remove or clear such features unless you have our written agreement in advance (or that of another appropriate Government Agency).

We will check this by looking for any recent damage during inspections.

1.3 If you trim hedgerows on your land between 1 March and 31 July, you may damage the conservation interest of this habitat. You cannot hedge trim during this period.

We will check this by looking for any recent damage during inspections.

1.4 You must tell Scottish Natural Heritage of any intended operations likely to damage any Site of Special Scientific Interest on your land.

Under the scheme, you cannot proceed with any such operations without having obtained prior approval from Scottish Natural Heritage. We will check that any damaging operations you appear to have done had approval from SNH in advance.

1.5 If you construct a new silage or slurry storage facility on your land, you must tell the Scottish Environment Protection Agency before you start to use it.

We will check that you have made this notification for any new stores.

1.6 You must get authorisation from the Scottish Environment Protection Agency before disposing of sheep dip on your land.

We will check that you got this authorisation or why no authorisation is needed.

1.7 In most cases, you must get a Felling Licence or approval under a Forestry Commission endorsed Grant Scheme before felling trees.

Before felling trees check with the Forestry Commission to see if you need a felling licence. If you get a felling licence, we may ask to see it during an inspection.

Good Animal Husbandry

1.8 Animal owners and keepers must ensure good welfare of their animals:

- you must not cause animals any unnecessary pain or suffering;
- you must inspect animals at regular intervals;
- if you keep animals in buildings, they must have access to a well maintained drying area;
- you must construct animal buildings so that they are not harmful to animals;
- where necessary, you must provide artificial light and must not keep animals without an appropriate period of rest from artificial light;
- you must feed animals a diet of sufficient quality and quantity to keep them in good health and to satisfy their nutritional needs;
- you must allow all your animals to have access to feed at appropriate intervals (at least once a day) and a suitable water supply or to be able to satisfy their fluid intake by other means;
- you must not restrict movement of animals in such a way as to cause them unnecessary suffering or injury.

1.9 Competence of animal keepers:

- animal keepers must have access to the appropriate Statutory Welfare Codes and be knowledgeable about the provisions within the codes.

1.10 Care of ill or injured animals:

- you must care for ill or injured animals appropriately without delay and, where necessary, seek veterinary advice quickly;
- you must keep records of your animals' medicinal treatment and of the number of deaths.

Please Note: We keep these guidelines under review and can amend the underlying legislation. If you are in any doubt about how any of the guidelines apply to you, contact your area office to check the current guidelines.

Section 2 Environmental Legislation

MINIMUM ENVIRONMENTAL STANDARDS (SCOTLAND)

Relevant Legislation	Subject	Enforcement Agency
The Control of Pollution Act 1974 Protection Agency	Pollution of water	Scottish Environment
The Control of Pollution (Silage, Slurry and Agricultural Fuel Oil) (Scotland) Regulations 2003	Storage and handling of these substances	Scottish Environment Protection Agency
Groundwater Regulations 1998	Disposal or tipping	Scottish Environment Protection Agency
Clean Air Act 1993	Emitting dark smoke	Local Authority
Hill Farming Act 1946	Muirburn	Scottish Executive and Local Authority
The Action Programme for Nitrate Vulnerable Zones (Scotland) Regulations 2003	Measures to reduce nitrate leaching	Scottish Executive
Part III of the Food and Environment Protection Act 1985 and the Control of Pesticides Regulations 1986	Misuse of pesticides	Health and Safety Executive and Scottish Executive
Plant Protection Products Regulations 1995	Misuse of pesticides	Health and Safety Executive and Scottish Executive
Wildlife and Countryside Act 1981	Damage to Sites of Special Scientific Interest; wildlife offences	Scottish Natural Heritage
The Conservation (Natural Habitats etc) Regulations 1994	Additional protection for SSSIs which are within Special Protected Areas (SPAs) and Special Areas of Conservation(SACs)	Scottish Natural Heritage
Ancient Monuments and Archaeological Areas Act 1979 Ancient Monuments (Class Consents) (Scotland) Order 1996	Damaging ancient monuments	Historic Scotland
Forestry Act 1967	Felling of trees	Forestry Commission
The Water (Prevention of Pollution) (Code of Practice) (Scotland) Order 2005	Code of good practice (PEPFAA)	Scottish Executive
The Welfare of Farmed Animals (Scotland) Regulations 2000.	Standards for the welfare of farmed animals	Local Authority
The Welfare of Farmed Animals (Scotland) Amendment Regulations 2002	Special conditions for laying hens	Local Authority
The Welfare of Farmed Animals (Scotland) Amendment Regulations 2003	Special conditions for pigs	Local Authority

Section 3 General Environmental Conditions

If you do not meet all the general environmental conditions, you will have breached the Scheme rules and we may have to withhold or reduce your payments, or recover payments we made. We may also charge interest and, depending on the nature of the breach of the conditions apply a financial penalty. (See Part 1, Section 8 on breaches of Scheme rules.)

3.1 On rough grazings, unimproved grassland, reverted improved grassland, machair and dune grassland, wetlands, water margins, and native, amenity or semi-natural woodlands, you should avoid damaging the conservation interest by not undertaking new drainage works, ploughing, clearing, levelling, re-seeding or cultivating and ensure that livestock are managed to avoid poaching.

Ploughing, cultivating and re-seeding results in the natural vegetation being destroyed and replaced with sown grasses. New drainage works, and modification of existing drains, cause lowering of the water table leading to the loss of wetland plant communities and their associated fauna. In nearly all areas of deep peat, you should not carry out re-cutting moorland grips as we consider it damaging.

3.2 Do not apply pesticides, lime or fertiliser (including farmyard manure and slurry) to rough grazings, unimproved pasture, reverted improved grassland, machair and dune grassland, wetlands, water margins, native, amenity or semi-natural woodlands and scrub.

This restriction protects the flora in areas where increased fertility would be detrimental to keeping the existing diversity of species threatened by the use of herbicides. Loss of diversity in the flora would also lead to less associated fauna and this could also be threatened by pesticides.

But you may apply herbicides to control bracken, spear thistle, creeping or field thistle, curled dock, broadleaved dock, or ragwort. If you get written approval from us first, you may use them for the control of other plants.

You must apply any herbicides by either weed wiper, spot treatment, hand spraying, or tractor mounted sprayers. If you get written approval from us first, you may use other methods.

For bracken, you may only apply chemical control by means of Asulam or other chemicals which we have given written approval.

In exceptional circumstances, where no damage to the conservation interest will result, you may apply lime or fertiliser including farmyard manure and slurry to any of the habitats mentioned above. But you must first get written approval from us.

3.3 You must ensure that any injurious weeds to which the Weeds Act 1959 applies are controlled to prevent their spread and avoid the risk of damage to the conservation interest of any habitat or feature on the unit.

We consider Injurious weeds to be a potentially serious threat to agricultural production. If they spread into areas of conservation interest, they may reduce the diversity of species and deteriorate the landscape. The Weeds Act applies to the following injurious weeds: Spear thistle (*Cirsium vulgare*), Creeping or Field thistle (*Cirsium arvense*), Curled dock (*Rumex crispus*), Broad-leaved dock (*Rumex obtusifolius*) and Ragwort (*Senecio jacobaea*). The Act empowers us to serve notice requiring you to take action to prevent such weeds from spreading.

3.4 You must ensure that any muirburn shall be carried out in accordance with the guidance approved by Scottish Ministers. A copy of the guidance is available from your area office.

When the Moorland Management Plan includes an annual programme of muirburning, you must complete the work to a satisfactory standard.

3.5 You must avoid damaging or destroying any features or areas of historic or archaeological interest and follow Scottish Ministers' guidance for the protection of such features or areas.

The following summarises the relevant guidance:

- maintain existing grass or heather cover. When re-seeding avoid ploughing or other soil disturbance;
- maintain grazing, but avoid erosion. Do not feed animals on ancient monuments;
- 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;
- if you carry out rabbit control, avoid ground disturbance;
- do not permit peat cutting, quarrying, dumping or storing of any material 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.

3.6 You should follow the guidance approved by Scottish Ministers for the avoidance of pollution.

The Code of Good Practice for the Prevention of Environmental Pollution from Agricultural Activity (PEPFAA Code) is a practical Guide on avoiding pollution. It covers the main agricultural activities giving rise to pollution and describes some of the management practices that avoid, or minimise, the risk of pollution while allowing economic agricultural practice. You can get copies of the PEPFAA Code from your area office or our website www.scotland.gov.uk/menuscheme.

ANNEX K

List of SEERAD Area Offices and telephone numbers

The code number of your holding should be quoted in any correspondence with the Department regarding your Menu Scheme application.

Ayr

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

Kirkwall

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

Benbecula

SEERAD
Balivanich Phone: 01870 602346
Isle of Benbecula Fax No: 01870 602077
HS7 5LA
seerad.benbecula@scotland.gsi.gov.uk

Lairg

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

Dumfries

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

Lerwick

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

Elgin

SEERAD
32 Reidhaven Street Phone: 01343 547514
Elgin Fax: 01343 552312
IV30 1QN
seerad.elgin@scotland.gsi.gov.uk

Oban

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

Galashiels

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

Perth

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

Hamilton

SEERAD
Cadzow Court Phone: 01698 281166
3 Wellhall Road Fax: 01698 285277
Hamilton ML3 9BG
seerad.hamilton@scotland.gsi.gov.uk

Portree

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

Inverness

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

Stornoway

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

Inverurie (Thainstone)

SEERAD

Thainstone Court

Phone: 01467 626222

Inverurie

Fax: 01467 626217

AB51 5YA

seerad.inverurie@scotland.gsi.gov.uk

Thurso

SEERAD

Strathbeg House

Phone: 01847 893104

Clarence Street

Fax:: 01847 895983

Thurso KW14 7JS

seerad.thurso@scotland.gsi.gov.uk

SEERAD Headquarters

Pentland house

47 Robb's Loan

Phone: 0131 244 6426

Edinburgh

Fax: 0131 244 4427

EH14 1TY

lmcms@scotland.gsi.gov.uk

ANNEX L

List of contact details for other Agencies

Historic Scotland

Longmore House
Salisbury Place
Edinburgh
EH9 1SH
Tel 0131 668 8777
e-mail hs-farming@scotland.gsi.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

National Monuments Record of Scotland

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

Royal Highland Education Trust

Royal Highland Centre
Ingliston
Edinburgh
EH28 8NF
Tel: 0131 335 6227
Fax: 0131 333 5236
Email: rhetinfo@rhass.org.uk

Scottish Natural Heritage main area offices

North Areas – Northern Isles

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

East Areas – Grampian

16/17 Rubislaw Terrace
Aberdeen
ABI 1XE
Tel: 01224 642863e rural East Areas – Grampian
16/17 Rubislaw Terrace
Aberdeen ABI 1XE
Tel: 01224 642863

East Areas – Tayside & Clackmannanshire

Battleby
Redgorton
Perth PHI 3EW
Tel: 01738 444177

East Areas – Forth & Borders

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

West Areas – Argyll & Stirling

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

Scottish Natural Heritage main area offices (Cont'd)

North Areas – East Highland

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

East Areas – Grampian

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

West Areas - Strathclyde & Ayrshire

Caspian House
Mariner Court
Clydebank Business Park
Clydebank
G81 2NR
Tel: 0141 951 4488

West Areas – Dumfries & Galloway

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

Forestry Commission Scotland conservancies:

Highland Conservancy

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

Grampian Conservancy

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

Perth & Argyll Conservancy

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

South Scotland Conservancy

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

South Scotland Conservancy Area Office

North Wheatlands Mill
Wheatlands Road
Galashiels
TD1 2HQ
Tel: 01896 750222
Fax: 01896 751286
Email: 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
TD1 1NF
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

Scottish Environment Protection Agency (SEPA) (cont'd)

Glenrothes Office

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

Lochgilthead 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 Office

7 Whitefriars Crescent
Perth
PH2 0PA
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

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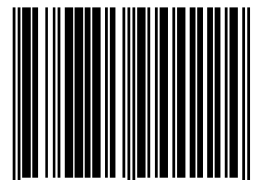
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