

1. Map Reminder Letter (for issue where a required map has not been submitted)

Rural Development Contracts - Rural Priorities

«Telephone No»
«Fax No»
«Email Address»



«Name»
«Organisation»
«Address1»
«Address2»
«Address3»
«Address4»
«Address5»
«Postcode»

Date: «Date»

Dear Participant,

**Scotland Rural Development Programme (SRDP) 2007-2013
Rural Development Contract – Rural Priorities (RDC-RP)
Case Ref No:**

I refer to your Statement of Intent (Sol) submitted on [date]. You have selected the following option(s) that require an accompanying map to be submitted indicating where the proposed management/works would be carried out.

List the options they have selected that require a map and identify the ones that are missing a map

Option you have applied for which requires a map	Map received (yes/no)

Unfortunately, as you have not submitted the required map(s) we are unable to proceed any further with your Sol.

Accordingly, please submit the missing map(s) to this office by..... (14 days from the date of this letter). If we do not receive it/them by this date your Sol will be rejected.

Yours sincerely

«Name»
«Job Title»

1.b Map Reminder Letter (for issue where a required map has not been submitted for Submitted Proposal with Sol Bypass)

Rural Development Contracts - Rural Priorities

«Organisation»

«Address1»

«Address2»

«Address3»

«Address4»

«postcode»



[Applicant's first name] [second name]

[business name]

«Address1»

«Address2»

«Address3»

«Address4»

«postcode»

Case Ref No:

Case Title:

Date:

Dear

**Scotland Rural Development Programme (SRDP) 2007-2013
Rural Development Contract – Rural Priorities (RDC-RP)**

I refer to your Proposal submitted with Statement of Intent (Sol) Bypass on [date]. You have selected the following option(s) that require an accompanying map to be submitted indicating where the proposed management/works would be carried out.

List the options they have selected that require a map and identify the ones that are missing a map

Option you have applied for which requires a map	Map received (yes/no)

Unfortunately, as you have not submitted the required map(s) we are unable to proceed any further with your Proposal.

Yours sincerely

(Name)
(Job Title)

2. Sol Reject Letter (due to non-submission of relevant maps)

Rural Development Contracts - Rural Priorities

«Organisation»

«Address1»

«Address2»

«Address3»

«Address4»

«postcode»



[Applicant's first name] [second name]

[business name]

«Address1»

«Address2»

«Address3»

«Address4»

«postcode»

Case Ref No:

Case Title:

Date:

Dear

Scotland Rural Development Programme (SRDP) 2007-2013 Rural Development Contract – Rural Priorities (RDC-RP)

I am writing to inform you that, unfortunately, as you have not submitted the required map(s) we are unable to proceed any further with your Statement of Intent (Sol)

You may recommence your application with a new Sol at any time.

Yours sincerely

(Name)


(Job Title)

3. Copy of Receipt Book (for documentation which is handed-in)

RECEIPTING SUPPORTING DOCUMENTS, DELIVERED BY HAND, FOR RDC-RP CASE WORK

All supporting documents for Case work which is delivered by an applicant, or their representative (personal callers), should be receipted using pre-printed duplicate receipt books. In the short term we will use up existing supplies of receipt books provided by RPID. In the longer term we will produce receipt books which are re-designed to suit all SRDP delivery mechanisms as well as conveying the current Scottish Government corporate identity. These receipts do not replace the acknowledgement letter detailed at Annex 3 of the SOI Workflow and Filing Procedure guidance

The red text illustrates how you should complete the existing receipt book in the short term for RDC-RP supporting documents.

 **Scottish Executive
Environment and Rural Affairs Department**

Producer name **Enter Business Name**.....
.....
.....

Office date stamp including organisation and office location

Handed in by **Name of person in Block Capitals and Initialled by person handing in the document**

Enter **BRN** here

Received by ...**Name of person in Block Capitals and initialled by member of staff receiving the documents** MAIN FARM CODE No

We acknowledge receipt of your *~~claim~~/documents for

..... **Enter RDC-RP unique case id e.g RPAC/BRN/Case id**

.....**and Number and type of document (e.g 1. Map, 2 Letter)**

While staff are pleased to offer guidance, we cannot accept responsibility for any errors or omissions made by you in completing those documents.

Full and detailed checks of the information you have provided can only be carried out after submission and the issue of this acknowledgement does not imply that the documents are correctly completed.

* We will check and process your claim as soon as possible. Part of that process will produce a further acknowledgement that should be retained by you for future reference. If you do not receive this by post within the next 3 weeks, please notify this office.

* delete as necessary

White copy of Receipt -
Yellow Copy of Receipt -

Give to person delivering supporting documents
Retain for filing in RDC-RP Case master file

4. Standard Acknowledgement Letter

Rural Development Contracts - Rural Priorities

«Organisation»

«Address1»

«Address2»

«Address3»

«Address4»

«postcode»



[Applicant's first name] [second name]

[business name]

«Address1»

«Address2»

«Address3»

«Address4»

«postcode»

Case Ref No:

Case Title:

Date:

Dear

Scotland Rural Development Programme (SRDP) 2007-2013 Rural Development Contract – Rural Priorities (RDC-RP)

I am writing to confirm safe receipt at the [office] of [maps] to support your
*Statement of Intent/*Proposal, received on(Date). **delete as
applicable*

This letter simply acknowledges the receipt of your correspondence.

Should you have any further queries regarding this matter please do not hesitate to contact us.

Yours sincerely

(Name)

(Job Title)

5. Fly Sheet (to be completed by Pre approval Co-ordinating Office)

Rural Development Contract – Rural Priorities

Allocation of new *Statement of Intent/*Submitted Proposal with Sol Bypass to Case Officer

File Reference: [RPAC/BRN/Unique Case Number]

Customer / Business Name: [exactly as registered in IACS]

Allocated Case Officer: [first name + surname]

Office Base: [Employing Organisation, Town]

Notes – On receipt of this sheet, and the attached *Statement of Intent/*Submitted Proposal details, the Case officer is responsible for;

- 1) Contacting the applicant by using the Case Officer introductory letter providing Case Officer's contact details.
- 2) Ensuring that the physical master file for the Case is opened and kept up to date according to agreed document management protocol for the administration of RDC-RP case work.
- 3) Ensuring any supporting documentation which must be shared with other staff or organisations is named and stored according to agreed document management protocol for the administration of RDC-RP case work.

**delete as applicable*

6. Covering Letter from Pre Approval Co-ordinating Office

Rural Development Contracts - Rural Priorities

«Organisation»
«Address1»
«Address2»
«Address3»
«Address4»
«postcode»



<Name>
<Address>
<Address>
<Address>
<Address>
<Address>

Case Ref:
Case Title:
Date:

Dear

Rural Development Contract – Rural Priorities Allocation of new *Statement of Intent/*Submitted Proposal to Case Officer

Please find enclosed, documentation in respect of the above which has been allocated to you.

Can you please acknowledge receipt by email to:

I look forward to hearing from you.

Yours sincerely

(Name)
(Job Title)
Encs.

**delete as applicable*

7. Case Officer Introductory Letter

Rural Development Contracts - Rural Priorities

«Organisation»

«Address1»

«Address2»

«Address3»

«Address4»

«postcode»



[Applicant's first name] [second name]

[business name]

«Address1»

«Address2»

«Address3»

«Address4»

«postcode»

Date:

Dear

Rural Development Contract – Rural Priorities

Case Title:

Thank you for your interest in Rural Development Contracts – Rural Priorities, and for submitting your *Statement of Intent (Sol)/*Proposal

I am the Case Officer who is dealing with your *Sol/*Proposal. Please direct all future communications to me using the following contact information and, when writing or emailing, always quoting the following Case reference.

Your Case Reference: (RPAC/BRN/unique_case_id_number)

Case Officer:

Office phone:

Mobile:

Email:

*I have now started the assessment of your Sol and I may need to contact you to discuss your case details. I will provide you with feedback on the assessment of your Sol which you will be able to view online, no later than(25 working days from date of allocation to Case Officer).

If you are already in receipt of any form of support/funding for any area of land that makes up this application (other than SFP or LFASS) please contact me.

* I have now started the assessment of your Proposal which you have elected to bypass the Statement of Intent stage. I will need to contact you to discuss your case details before you commit your Proposal.

If you are already in receipt of any form of support/funding for any area of land that makes up this application (other than SFP or LFASS) please contact me

Please do not hesitate to get in touch if you have any questions about your case.

Yours sincerely

(Name)
(Job Title)

* *delete as applicable*