

Agriculture, Food and Rural Communities Directorate
Rural Payments and Inspections Division

Comrie Development Trust
32-34 Drumnond Street
Comrie
Perthshire
PH6 2LJ



DELIVERING
A GAMES LEGACY FOR SCOTLAND
Date: 20th April 2015
Ref: 651/0010

Dear Sir,

A field or number of fields on your holding was selected for a Parcel Review Visit which has been carried out by a RPID inspector on 16th April 2015 as notified and explained in previously sent Review Notification Letter.

This Review has been carried out in order to confirm the Parcel boundary and identify any areas of ineligibility within the fields.

The Review findings should be used as a reference for future SAF applications.

If you have any questions or concerns about our findings, please refer to previous letter and attached QA but if necessary contact me at your local office quoting your Main Location Code number and BRN. We will endeavour to provide a fuller explanation, which hopefully will resolve your concerns.

Yours faithfully,
James McConnell



For
Douglas Petrie
PAO
Area Office

		/	6	5	1	/	0	0	1	0
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1	6	2	4	7	5
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Rest of fields have been removed from the map as they are now used for recreational use.

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Rural Payments and Inspections

Registering a Business Form

Guidance Notes



You can use this form to:

- register a Business so you can apply for funding, register a new location or keep livestock
- re-register an existing Business
- make changes to any of the information you have given us
- split and merge businesses – you should complete a separate form for each new business or for the updated and closed business

Please ensure that you complete all the relevant parts of the form to confirm all of your details and information.

You will need to re-register your business with us. If you have not done this, you need to do it now. If you do not, this may lead to delays processing your applications and delay any payments that become due. Even if you have previously registered with us you need to re-register with our new system. However, you only need to do this once.

You can choose to register your business or maintain your information online via Rural Payments and Services at www.ruralpayments.org.

If you are applying for funding, the Responsible Person has to be a Business Member. You will need to tell us your preferred communication address.

The new online service provides:

- easy to follow scheme guidance and information
- jargon-free language and no unexplained acronyms
- better help and search tools
- the ability to make changes quickly and easily
- up-to-date map information
- notifications of updates to your account
- secure information and communications
- access to all your information online

How to fill in this form

Please do:

- use **black** ink and CAPITAL letters to fill in the boxes
- put a cross (X) in the right boxes
- leave boxes blank if they do not apply to you

Please do not:

- use correcting fluid – if you make a mistake, please cross it out and write underneath
- send us an incomplete form – if you do, we will send it back to you and this will delay your registration

Comrie Trust is needing to update its information.

It is necessary to register and fill this form in.

I will call. Jim McConnell

You can register online at www.ruralpayments.org

SLAPID

Information you will need to complete this form

If you are applying for funding:

- your full name, date of birth and National Insurance number
- the full name, date of birth and National Insurance number for any other Business Members
- if your Business is Cross Border, you will also need your Single Business Identifier (England), Business Identifier (Northern Ireland) or Customer Reference Number (Wales) (if known)
- the Charity Number, if your Business is a registered charity
- the Companies House registration number, if your Business is registered with Companies House

If you are registering a location:

- details of the Main Location Code, including the name and grid reference information
- the date you started occupying the location
- the County Parish Holding (CPH) number of the location (if known)
- the name of the previous occupier (if known)
- the area of the location – total owned and/or rented

If you are keeping livestock:

- the type of livestock

If you are going to appoint an Agent:

- you will also need to complete a PF05 form (Business Mandate form)

If you need help completing this form, please go to www.ruralpayments.org or call your local area office.

You can find contact information and a list of all the phone numbers at www.ruralpayments.org

‘Business’ means a person or group of one or more persons which operates together for a particular purpose, and needs to be registered on our system in order to interact with RPID.

‘Responsible Person’ means the person who acts as the principal person of responsibility, and key contact for the Business. There will be only one Responsible Person listed for any given Business, and that person must be a member of the Business.

‘Business Representative’ means individual/s who may have close links with the Business and who is mandated to represent the Business in their dealings with RPID.

‘Advisory Firm’ means an organisation which may be mandated to represent the Business in its dealings with RPID.

If you are completing this form to apply for funding, you should also complete a Bank Account form (Sterling – PF03 or Euros – PF04).

If you are completing this form to update your land/location details, you should also complete a Land Maintenance form (PF06).

If you are completing this form to assign an Advisory Firm or Business Representative, you should also complete a Business Mandate form (PF05).

If there are more than four Business Members you should also complete an Additional Business Members form (PF02).

Business Types

Sole Trader: A business with one owner

Partnership with separate legal personality: A business with a formal partnership agreement under Scots Law (the owners are legal persons)

Partnership without separate legal personality: A business with a formal partnership agreement not under Scots Law (the owners are not legal persons)

Limited Liability Partnership: A partnership registered with Companies House as a limited liability partnership

Registered Company: A company which is registered with Companies House whether with liability of its members unlimited or limited whether by shares or by guarantee

Scottish Charitable Incorporated Organisation: A charitable organisation operating on a business basis and which is registered as a Scottish Charitable Incorporated Organisation with the Office of the Scottish Charities Regulator

Trusts: A business that is the subject of a trust and is being managed by a Trustee on behalf of the beneficiaries of the trust

Other: Any other kind of business

Rural Payments and Inspections Registering a Business Form



For official use only

Date Stamp

Business Reference Number

If you already have a Main Location Code and/or Business Reference Number please provide these details in the boxes below.

Main Location Code

 / /

Business Reference Number:

About the registration

Please tell us why you are registering a Business by crossing all the boxes that apply.

If you are intending to apply for funding, now or in the future

☐

You will also need to complete a BACS form.

Registering a location

☐

You are registering land for the first time or taking occupancy of an existing location on a permanent basis.

Keeping livestock

☐

You are keeping livestock for the first time.

To maintain information you have already submitted

☐

If you are completing this form to register a location or to keep livestock and you later decide to apply for funding, we will need more information at that time.

If there are more than four Business Members, please put a cross in the box and complete the *Additional Business Members form (PF02)* and send it with this form.

☐

If you are keeping or planning to keep livestock:

On a permanently occupied holding, including house and garden

☐

On an employer's holding

☐

On seasonally rented land, less than 365 days

☐

Part 1 – About the Business

We use the term Business to describe all our customers. Please put your business name or the name you are known by, even if you do not consider yourself a business.

1.1 – Name, address and contact information

Business name

If you are applying for funding, you need to give us more information about the Business.

Business start date

Is the Business registered for VAT purposes?

Yes ☐ No ☐

Please cross ONE of the boxes below to tell us the business type:

- | | | |
|--|--|--|
| Sole Trader ☐ | Partnership ☐ | Other groups without separate legal personality ☐ |
| Partnership with separate legal personality ☐ | Corporation ☐ | Groups/associations of legal persons ☐ |
| Registered Company ☐ | Scottish Charitable Incorporated Organisation ☐ | Trusts ☐ |
| If other, please give more details | | Other ☐ |

If the Business is a registered charity, what is the Charity Number?

If the Business is registered with Companies House, what is the Companies House registration number?

If in the UK:
Postcode/zipcode

If not in the UK:
Country

Telephone number (including STD code)

Mobile number

Business address

Email address

Fax number

Which RPID area office will be your primary office?

Does the Business also operate in England, Northern Ireland or Wales? Yes ☐

No ☐

If yes, please also complete Part 1.2 below.

If no, go to Part 2.

1.2 – Cross Border information

If the Business also operates in England, Northern Ireland or Wales, you need to tell us the Cross Border information for the Business.

Please cross the boxes of the countries the Business also operates in and fill in the reference number (if known).

England	☐	Single Business Identifier	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Northern Ireland	☐	Business Identifier	☐ ☐ ☐ ☐ ☐ ☐
Wales	☐	Customer Reference Number	☐ - ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Please indicate which country is your paying country.

Scotland	☐	England	☐	Northern Ireland	☐	Wales	☐
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Part 2 – About you

You are the Responsible Person. You are the main point of contact for the Business.

2.1 – Name, address and contact information

Mr	Mrs	Ms	Miss	Other
☐	☐	☐	☐	

First name

Middle name(s)

Last name

Is your address/contact information the same as the Business address? Yes ☐ No ☐

If in the UK:
Postcode/zipcode

If not in the UK:
Country

Address

Telephone number (including STD code)

Mobile number

Email address

Fax number

2.2 – More information about you

If you are applying for funding, you need to give us more information.

Relationship to Business

Partner ☐ Director ☐ Trustee ☐ Executor ☐

Sole Trader ☐ Chairman ☐ Other ☐

If other, please give more details

Gender

Male ☐ Female ☐ Prefer not to say ☐

Date of birth

You must be 16 years or over.

National Insurance Number

- -

Tell us why you do not have a National Insurance number.

Do you have a financial interest in any other rural business in the UK that is claiming funding?

Yes ☐ No ☐

Business name

Relationship with this business

Country and Reference number of this business

Does the Business submit a separate Single Application Form (SAF)?

Yes ☐ No ☐

Business name

Relationship with this business

Country and Reference number of this business

Does the Business submit a separate Single Application Form (SAF)?

Yes ☐ No ☐

If you have additional financial interests in any other rural business in the UK, please complete the continuation page at the back for this form.

Part 3 – Communication

Tell us which details to use when we need to contact you.

If your preferred address is your Business address please cross this box

☐

If your preferred address is the address of the Responsible Person please cross this box

☐

If other, please complete the information below.

If in the UK:

Postcode/zipcode

If not in the UK:

Country

Telephone number (including STD code)

Mobile number

Email address

Fax number

Address

Part 4 – About the other Business Members

A Business Member is a person who has a financial interest in the Business.

Other than you, the Responsible Person, does the Business have any other Business Members?

Yes ☐ No ☐

If yes, please complete Part 4.1 below for each additional Business Member. If you have more than three additional Business Members, please include an Additional Business Members form (PF02).

If no, go to Part 5.

4.1 – About the Business Member

Mr Mrs Ms Miss Other

First name

Middle name(s)

Last name

Relationship to Business

Partner	Director	Trustee	Executor
☐	☐	☐	☐

Sole Trader Chairman Other

☐ ☐ ☐

If other, please give more details

Circumstance	U.S. respondents (%)	U.S. military personnel (%)
To protect oneself or others from harm	85	85
To protect property	75	75
To protect the environment	65	65
To protect the community	55	55
To protect the country	45	45

Gender

Male ☐ Female ☐ Prefer not to say ☐

Date of birth

National Insurance Number

____ - ____ - ____

Please tell us why the Business Member does not have a National Insurance number.

1. <i>What is the purpose of this study?</i> 2. <i>What are the research questions or hypotheses?</i> 3. <i>What is the significance of this study?</i> 4. <i>What are the limitations of this study?</i> 5. <i>What are the conclusions of this study?</i>	6. <i>What are the implications of this study for practice?</i> 7. <i>What are the implications of this study for policy?</i> 8. <i>What are the implications of this study for theory?</i> 9. <i>What are the implications of this study for future research?</i> 10. <i>What are the implications of this study for the field?</i>
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Does the Business Member have a financial interest in another rural business in the UK that is claiming funding?

Yes ☐ No ☐

Business name

Relationship with this business

[illegible]

Country and Reference number of this business

10

Does the Business submit a separate Single Application Form (SAF)?

Yes ☐ No ☐

If this Business Member has a financial interest in another rural business, please complete the continuation page at the back of this form.

4.2 – About the Business Member

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

First name

Middle name(s)

Last name

Relationship to Business

Partner ☐ Director ☐ Trustee ☐ Executor ☐

Sole Trader ☐ Chairman ☐ Other ☐

If other, please give more details

Gender

Male ☐ Female ☐ Prefer not to say ☐

Date of birth

National Insurance Number

- -

Please tell us why the Business Member does not have a National Insurance number.

Does the Business Member have a financial interest in another rural business in the UK that is claiming funding?

Yes ☐ No ☐

Business name

Relationship with this business

Country and Reference number of this business

Does the Business submit a separate Single Application Form (SAF)?

Yes ☐ No ☐

If this Business Member has a financial interest in another rural business, please complete the continuation page at the back of this form.

4.3 – About the Business Member

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

First name

Middle name(s)

Last name

Relationship to Business

Partner ☐ Director ☐ Trustee ☐ Executor ☐

Sole Trader ☐ Chairman ☐ Other ☐

Gender

Male ☐ Female ☐ Prefer not to say ☐

Date of birth

National Insurance Number

- -

Please tell us why the Business Member does not have a National Insurance number.

Does the Business Member have a financial interest in another rural business in the UK that is claiming funding?

Yes ☐ No ☐

Business name

Relationship with this business

Country and Reference number of this business

Does the Business submit a separate Single Application Form (SAF)?

Yes ☐ No ☐

If this Business Member has a financial interest in another rural business, please complete the continuation page at the back of this form.

Please put a cross here if you have included an Additional Business Members form (PF02)

☐

Part 5 – About the livestock

Livestock details must be declared during registration if you keep or intend to keep animals. These details are passed to the Animal and Plant Health Agency (APHA) and they will be in touch with you soon after registration. If you are keeping livestock for the first time you need to tell us what types of livestock that is, by crossing the boxes that apply below.

Types of livestock

Alpacas	☐	Llamas	☐
Bees	☐	Pigs	☐
Cattle	☐	Poultry	☐
Deer	☐	Sheep	☐
Goats	☐	Other	☐
Horses	☐		

If other, please give more details

Part 6 – About the location

If you are registering land for the first time or if you are taking occupancy of an existing location, you need to tell us about the location.

Do you have a Location Code?

Yes ☐ No ☐

If yes, what is the Main Location Code number of this land?

/ /

Location name

Previous occupier (if known)

Occupancy start date

Is the contact address of the location the same as the Business address?

Yes ☐ No ☐

If no, complete the address below

Contact details for the location

If in the UK:

If not in the UK:

Postcode/zipcode

Country

Address

Contact name

Telephone number (including STD code)

Mobile number

Email address

Fax number

Location type

Please cross all that apply, or will apply, to your location.

General

Agricultural holding		Forestry holding	
Domestic holding (less than 0.50 ha)		Non-livestock occupier	
Croft		Beekeeper	
Estate		Cross Border	

Rural business activity

RDP activity		Food processor	
Non-land based RDP activity		Nursery	
LEADER activity		Recreational location	
Biomass plant		Wind turbine site	

Livestock related

Livestock keeper – major (more than 10 animals)		Pig unit	
Livestock keeper – minor (less than 10 animals)		Sheep stock club	
Sheep keeper		Abattoir	
Cattle keeper – beef		Assembly centre	
Cattle keeper – dairy		Livestock market	
Farmed deer keeper		Showground	
Poultry unit		Wildlife park / zoo / hunt kennels	

If you are registering land for the first time

Unit name	Grid reference	Indicate which unit will be your Main Unit
		☐
		☐
		☐
		☐

Check your grid reference number at www.gridreferencefinder.com

Location area details

One hectare equals 2.471 acres

Total area of the location (owned) in hectares	Total area of the location (rented) in hectares	Total area of the location in hectares

If you need to register or maintain land parcels against this location you will also need to complete a *Land Maintenance form* (PF06).

Part 7 – About the Feed Business activities

If you carry out (or intend to carry out) any of the activities shown below you are required to be registered with the Food Standards Agency Scotland. Please tick all relevant boxes and you will be registered.

Regulation (EU) 183/2005 requires feed businesses to register with the authorities. We aim to reduce the burden of registration by making use of existing registration processes but Regulation 183/2005 also needs us to collect information about activities. Please choose all the categories that most apply to your business. This information will be passed to Food Standards Agency Scotland.

Type of food production and use

Growing crops for feeding or selling

☐

Industrial activities

☐

Mixing feed with additives and pre-mixtures

☐

Mixing feed with compound feeding stuffs (includes manufactured “minerals”)

☐

Not mixing feed (includes top-dressing “minerals”)

☐

Production – for own use

☐

Storage of feed and feed products (not for your own use)

☐

Transport of feed and feed products (if you operate as a haulier)

☐

Other

☐

If other, please give more details

You may wish to use the space below to provide some more detail on why you are submitting this form. This should be **additional** information to that provided elsewhere in the relevant questions.

Part 8 – Declaration and undertaking

The data you have provided in this form are subject to the provisions of the Freedom of Information (Scotland) Act 2002 (FOISA), the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004 (EIR). It is Scottish Ministers' policy to share relevant data, including historical, that is held on your business with other organisations for legitimate purposes and when required to do so and to share relevant data under FOISA and EIR when it is in the public interest.

If you are going to appoint an Advisory Firm or Business Representative to act on behalf of the Business, please complete the *Business Mandate form (PF05)* and send it to us with this form.

The Responsible Person for the Business should complete the declaration below

Signature	
Name (Block capitals)	

Date

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If you are the Advisory Firm acting on behalf of the Business you should complete the declaration below.

Please provide your Advisory Firm ID

--	--	--	--	--	--

Signature	
Name (Block capitals)	

Date

--	--	--	--	--	--	--	--

NOTES:

Please send your completed Registering a Business form, with any relevant documentation, to your local Area Office. You can find a list of all the addresses at www.ruralpayments.org

☐ I, as the Responsible Person, agree to the Terms and Conditions on behalf of the Business.

☐ I, as the Responsible Person, confirm that I am duly authorised to act on behalf of the Business.

If the Responsible Person or Business Member has a financial interest in another UK rural business that is claiming funding, please continue to list those businesses here.

Business Member name

Business name

Relationship to business

Reference number of this business

Does the Business submit a separate Single Application Form (SAF)? Yes ☐ No ☐

Business Member name

Business name

Relationship to business

Reference number of this business

Does the Business submit a separate Single Application Form (SAF)? Yes ☐ No ☐

Business Member name

Business name

Relationship to business

Reference number of this business

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Business Member name

Business name

Relationship to business

Reference number of this business

Does the Business submit a separate Single Application Form (SAF)? Yes ☐ No ☐

If the Responsible Person or Business Member has a financial interest in another UK rural business that is claiming funding, please continue to list those businesses here.

Business Member name

Business name

Relationship to business

Reference number of this business

Does the Business submit a separate Single Application Form (SAF)? Yes ☐ No ☐

Business Member name

Business name

Relationship to business

Reference number of this business

Does the Business submit a separate Single Application Form (SAF)? Yes ☐ No ☐

Business Member name

Business name

Relationship to business

Reference number of this business

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Business name

Relationship to business

Reference number of this business

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Business Member name

Business name

Relationship to business

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Business Member name

Business name

Relationship to business

Reference number of this business

Does the Business submit a separate Single Application Form (SAF)? Yes ☐ No ☐