

Circular 22/2016

5 December 2016

To: GLAS Advisors

Re: **1. Closing Date for Submission of GLAS 3 Applications**
2. Submission of Low-emission Slurry Spreading (LESS) Forms
3. Submission of Interim 2016 Commonage Management Plans

Dear Advisor

1. The closing date for the submission of GLAS 3 applications is 17.30pm on **Thursday 15th December 2016**. **There will not be an extension to this deadline. Please do not leave it until the last minute to submit your application - if it has been prepared, saved and validated and you are satisfied that you have chosen the correct actions, submit it now.** It is in your and your clients interest not to leave the submission until the last minute, as you run the risk of slow internet connection in your area, with the result that all your applications may not be submitted by the deadline.

Remember unless you click the submit button, the application is not submitted.

Once an application is submitted, it will not be possible to make changes and Department staff will not have access to retrieve, amend or delete submitted applications.

2. Under Circular 15/2016, advisors were informed that the Annual Declaration and Claim form for the LESS action for GLAS 1 and GLAS 2 applicants were to be returned to the Department not later than 15th November 2016. There are a number of forms still outstanding at this stage. Failure to return correctly completed forms will result in 2016 payments not being made.
3. Under Circular 16/2016, advisors were informed that a 2016 Interim Commonage Management Plan form for each of the commonages assigned to them, had to be signed by each of the GLAS 1 and GLAS 2 approved participants who are shareholders on each of these commonages and the forms had to be returned to the GLAS section by 31st October 2016. There are a number of forms still outstanding at this stage. Failure to return correctly completed forms will result in 2016 payments not being made.

GLAS
Agriculture Structures & Market Supports Division
Dept. Agriculture, Food & the Marine
Johnstown Castle Estate
Wexford
Tel: 0761 064451
glas@agriculture.gov.ie

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