



Circular 07/2016

13th April, 2016

To: GLAS Advisors

Re: Amending a GLAS Area-based Action in BPS

Dear Advisor,

Please see attached Annex providing detailed instructions on amending GLAS area-based actions when preparing BPS applications.

Sincerely,

GLAS
Agriculture Structures & Market Supports Division
glas@agriculture.gov.ie

Annex 1 – Procedure to Amend GLAS Area-based Actions when Completing BPS Applications

Amendments to existing GLAS area-based action(s) that require parcels to be re-digitised **must take place in the Land Details tab of the BPS system**. All amendments may have an impact on the processing of 2016 GLAS payment and result in the applications concerned falling outside the commitments set out in the Farmer's Charter of Rights.

Note: A number of GLAS actions require a minimum area to be delivered in order for that action and/or the total contract to be eligible. Where reductions are made to an area-based action it is important that the minimum areas remain in place.

The reduction of areas that have mandatory GLAS Priority Environmental Assets and Actions (PEAs) associated with them is not permitted, unless the land in question is no longer in the possession of the GLAS applicant.

There are 4 possible scenarios.

1. Splitting/ reducing a GLAS area-based action.
2. Splitting /reducing a GLAS area-based action that also contains a GLAS linear action.
3. Splitting /reducing a GLAS area-based action that also contains a GLAS numerical action.
4. Splitting/ reducing a GLAS area-based action that contains both a GLAS linear action and a GLAS numerical action.

Scenario 1 – Splitting/reducing a GLAS area-based action

The following is the procedure to be followed:

1. Delete the existing parcel in the BPS Land Details tab. A warning will appear.
2. Split the parcel by creating new plots using the "Add plot" function to accurately draw the new plots. The new boundaries must have a physical boundary on the ground, which can consist of a post and wire fence.
3. For the new GLAS Plots created, enter the appropriate GLAS parcel use on the system for the GLAS area-based actions (e.g. Low-input Permanent Pasture).
4. Save the information
5. Proceed to the Greening tab and then the GLAS tab.
6. In the GLAS tab, under the Area-based actions Tab, the deleted parcel will also appear. A warning note will be displayed.
7. Tick the "Yes" box to accept the warning and use the note facility to provide describe what the participant is doing. This text must include;
 - a. The new plot number(s), and
 - b. The correct crop type(s) for the GLAS area-based action.

Note: It is important that the user maps the area as accurately as possible. The resulting area digitised by DAFM will be taken as the farmer's claim for the GLAS area-based action. The text will be viewed by the digitising team for guidance when they are digitising the parcel. Digitising will not take place without this text.

8. Save the information.

Scenario 2 - Splitting/reducing a GLAS area-based action that also contains a GLAS linear action

1. Follow procedure set out at Scenario 1 above.
2. When area amendments are completed, click on the GLAS linear actions tab.
3. Where a linear action was selected on the same parcel as a GLAS area-based action and the area-based action has now been split or reduced, the parcel will appear as deleted. A warning will appear.
4. Tick the “Yes” box to accept the warning and use the note facility to insert the following text: **“Map with new linear claimed units will be submitted to GLAS section”.**
5. It may arise after a parcel is amended that a GLAS linear action is now divided over the split parcels. In these cases follow procedure at 4 above.
Note: The BPS application form cannot be used to amend details of a GLAS linear action. All amendments to linear actions must be notified to GLAS Section, Agriculture Structures & Market Supports Division, Department of Agriculture, Food & the Marine, Johnstown Castle, Wexford, Y35 PN52.
6. Save the information.

Scenario 3 - Splitting/reducing a GLAS area-based action that also contains a GLAS numerical action

1. Follow the procedure set out at Scenario 1 above.
2. When area amendments are completed, click on the numerical actions tab.
3. Where a numerical action was selected on the same parcel as a GLAS area-based action and the area-based action has now been split or reduced, then the parcel will appear as deleted. A warning will appear.
4. Tick the “Yes” box to accept the warning and use the note facility to insert the following text: **“Map with new numerical claimed units will be submitted to GLAS section”.**
5. It may arise after a parcel is amended that a GLAS numerical action is now divided over the split parcels. In these cases follow procedure at 4 above.
Note: The BPS application form cannot be used to amend details on a numerical action. All amendments to numerical actions must be notified to GLAS Section, Agriculture Structures & Market Supports Division, Department of Agriculture, Food & the Marine, Johnstown Castle, Wexford, Y35 PN52.
6. Save the information.

Scenario 4 - Splitting/reducing a GLAS area-based action that contains both GLAS linear and numerical action(s)

1. Follow the procedure set out at Scenario 1 above.
2. When area amendments are completed, click on the linear actions tab and follow procedure set out at Scenario 2 points 3 – 5.
3. Then follow procedure set out at Scenario 3 points 3- 5.
4. Save the information.