

Circular 28/2015

4<sup>th</sup> June, 2015

To: GLAS Commonage Advisors

Re:

Dear Commonage Advisor,

We are currently processing GLAS Commonage Authorisation forms, (Comm Auth1), and we are finding a number of errors on forms received to date. This delays the process of appointing an advisor to a commonage, while the forms are returned for correction/completion. In an effort to minimise the delay for you and your clients, please ensure the form is correctly completed.

The following are the most common reasons for querying forms received;

- Joint herd owners – must be signed by all herd owners;
- Client not found on the commonage container (found here <http://www.agriculture.gov.ie/farmerschemespayments/glas/commonagedataforglas/> 2<sup>nd</sup> June 2015);
- Commonage identifier numbers incorrect or townland name does not correspond;
- LPIS numbers used in place of commonage identifiers;
- Other data incorrect or illegible.

A separate form must be completed for each commonage identifier.

It is also essential that all shareholders on the commonage are contacted. If it is not possible or you have not contacted all the shareholders, please indicate in writing your reasons for not doing so. This should be attached to the form.

The “Appointments Pending – Commonage Advisors” and “Approved Commonage Advisors” spreadsheets will continue to be updated on a regular basis, these may be found here <http://www.agriculture.gov.ie/farmerschemespayments/glas/>. Circulars on commonages may be found here <http://www.agriculture.gov.ie/farmerschemespayments/glas/circulars/> and the GLAS Commonage Authorisation Form here <http://www.agriculture.gov.ie/agfoodinformationpages/agfoodagentforms/>.

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