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A Guide to Completing

Preliminary Checks

for the

Basic Payment Scheme

For Agricultural Agents/Advisors

What are Preliminary Checks

Preliminary checks are 'pre-checks' for online BPS applications. The preliminary check system notifies applicants of any **non-compliance** in the areas of overclaims, dual claims and overlaps.

Where a preliminary check identifies such an issue, applicants are given the opportunity to amend their claim. Applicants may wish to retain their original claim, or to amend their claim in light of the preliminary check.

For example, where a preliminary check highlights a dual-claim the response can confirm that the applicant asserts the right to claim the dual-claimed parcel; or withdraw the relevant parcel without penalty where the land may have been inadvertently claimed.

When do Preliminary Checks Commence

Preliminary Checks open in early June of each year, all response must be made online via AgFood. You can only respond to a preliminary check once and this response must be submitted on or before midnight on 21 June 2022.

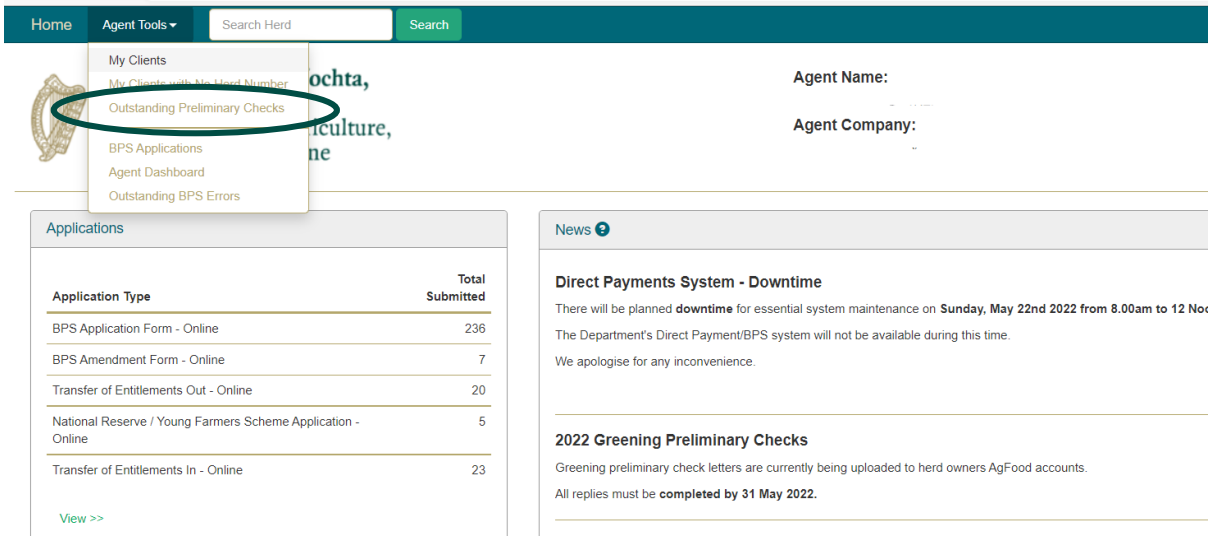
How will I know if I have a Preliminary Check?

SMS notifications will issue where you have opted in to receive them. If you have an authorised agricultural agent/advisor, they will receive email notification on your behalf.

Preliminary Check Response Guide for Agricultural Agents/Advisors

Viewing Clients with Preliminary Checks

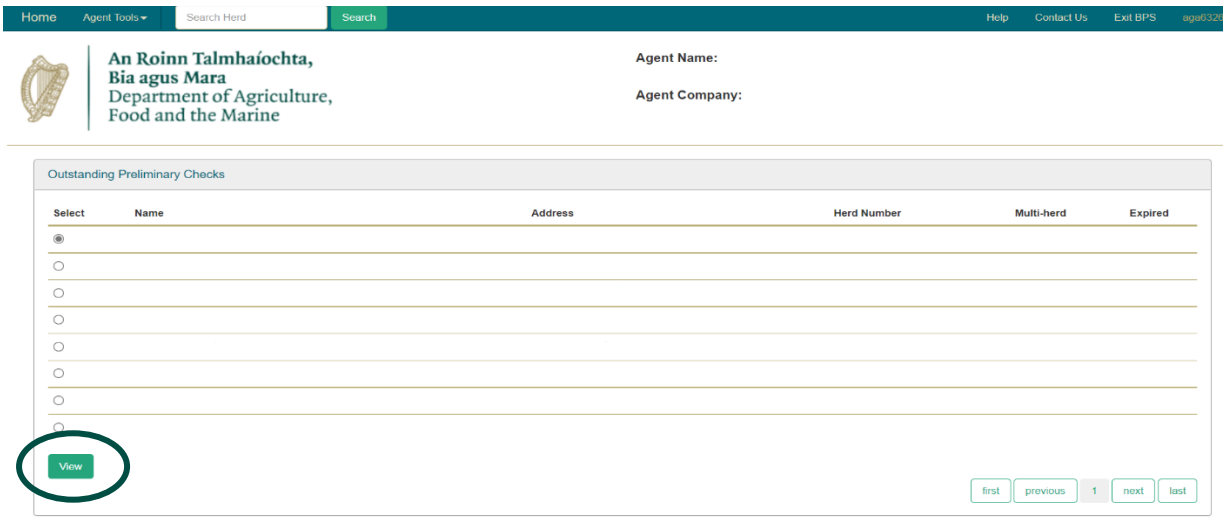
From your Agent homepage, select the '**Outstanding Preliminary Checks'** option under the 'Agent Tools' tab at the top of your menu bar as shown in the image below.



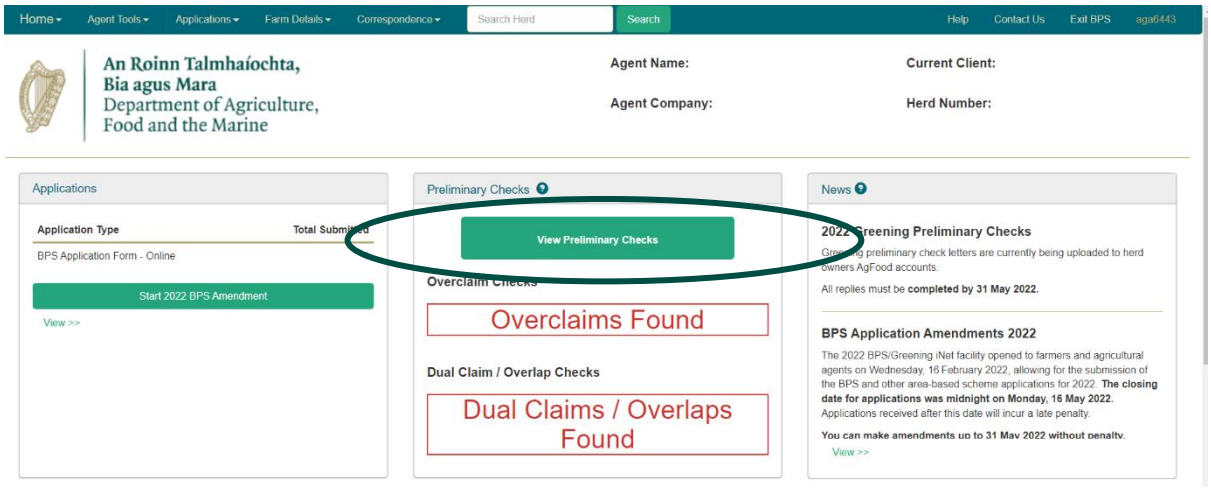
A list of all Clients who have outstanding Preliminary Checks will be displayed as shown in the image below. Select the relevant client from the list using the radio button, **then press View.**

Please note the following for each client with outstanding Preliminary Checks:

- **You can only respond to the preliminary check once**
- No amendments can be made to the preliminary check once you have submitted it
- All responses must be submitted **on or before midnight on June 21st, 2022**



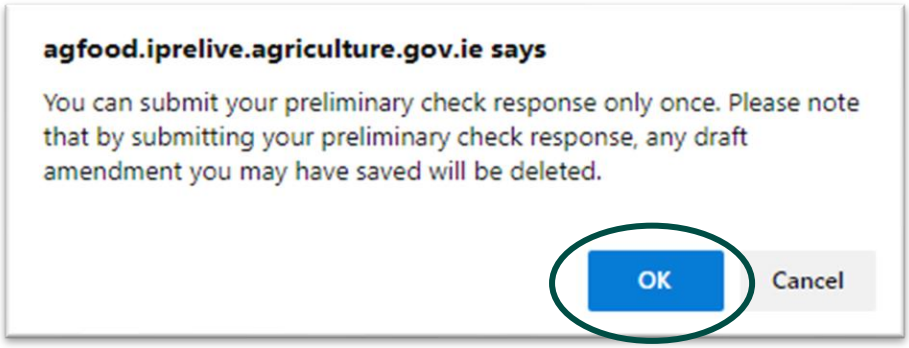
For the selected client **with Preliminary Check errors**, the following screen will appear – click on the 'View Preliminary Checks' button.



When you click on 'View Preliminary Checks' **a popup warning message appears advising that:**

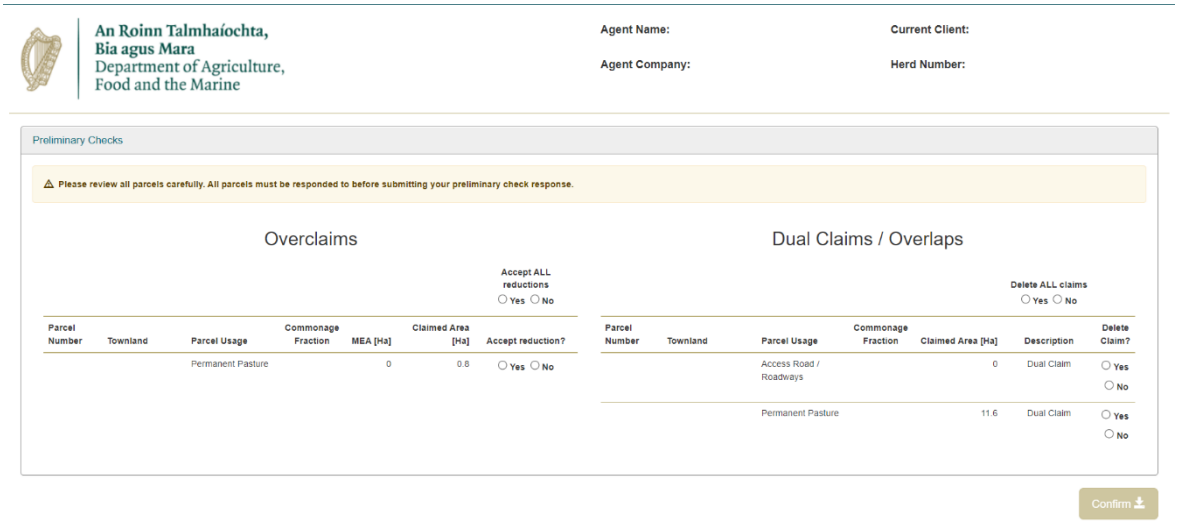
1. **you can only respond to the preliminary check once**, and
2. that no amendments can be made to the preliminary check once you have submitted.

Click 'OK' to continue.



Clicking OK will then display the response page for your selected Client, as shown in the image below.

- Overclaims will appear on the left where applicable.
- Dual Claims and Overlaps will appear on the right where applicable.

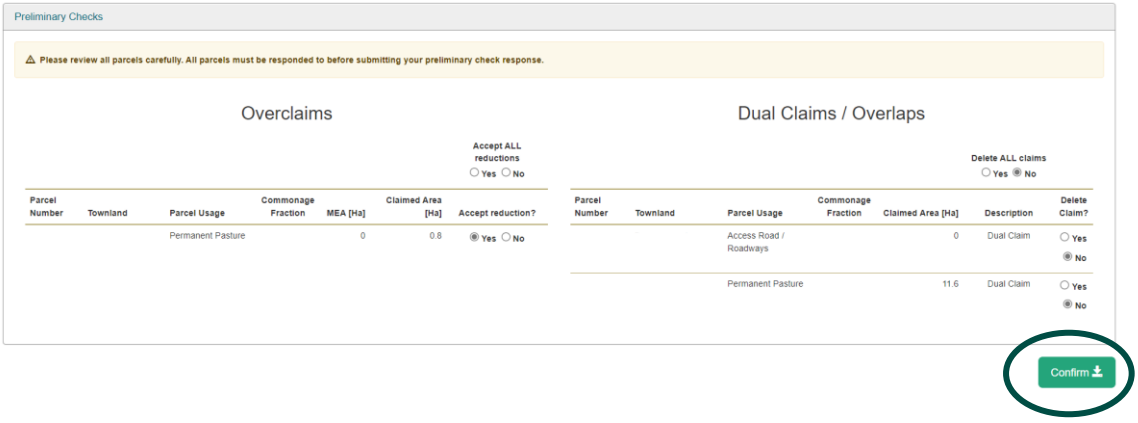


The next button will remain inactive until you respond to all parcels that have Preliminary Check errors. Below are the possible errors and response options outlined:

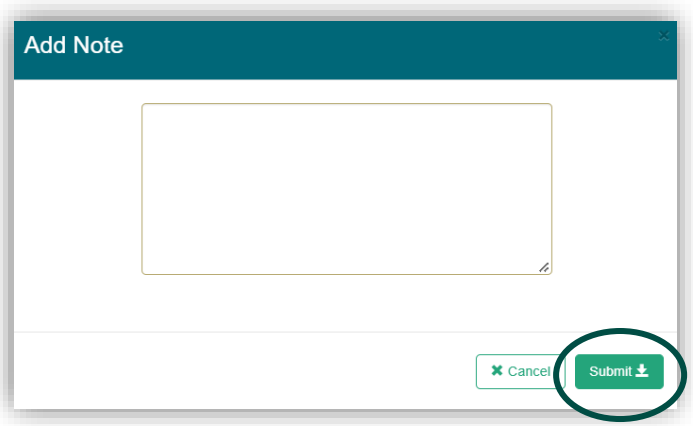
- For **Overclaims on whole parcels**,
    - Clicking 'Yes' will change your claim to the Maximum Eligible Area (MEA) figure.
    - Clicking 'No' will leave your claimed area as per your application.
- For **Overclaims on subdivided parcels**,
    - Clicking 'Yes' will allow you to edit the claimed area for all relevant parts, please enter the reduced claimed area's ensuring not to exceed the MEA.
    - Clicking 'No' will leave your claimed area as per your application and you cannot edit the area.
- For **Dual Claims,**
    - Clicking 'Yes' will remove the parcel in question from your BPS application.
    - Clicking 'No' will retain parcel in question on your BPS application.
- For **Overlaps,**
    - Clicking 'Yes' will remove the parcel area in question from your BPS application.
    - Clicking 'No' will retain the parcel area in question on your BPS application.

Submitting your Clients Preliminary Checks Response

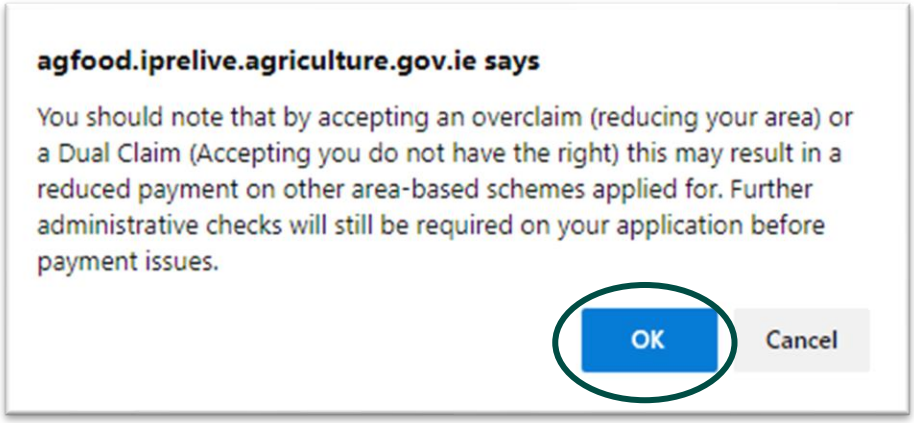
Once you have responded to each parcel for your client, the Confirm button will become active, press Confirm to continue.



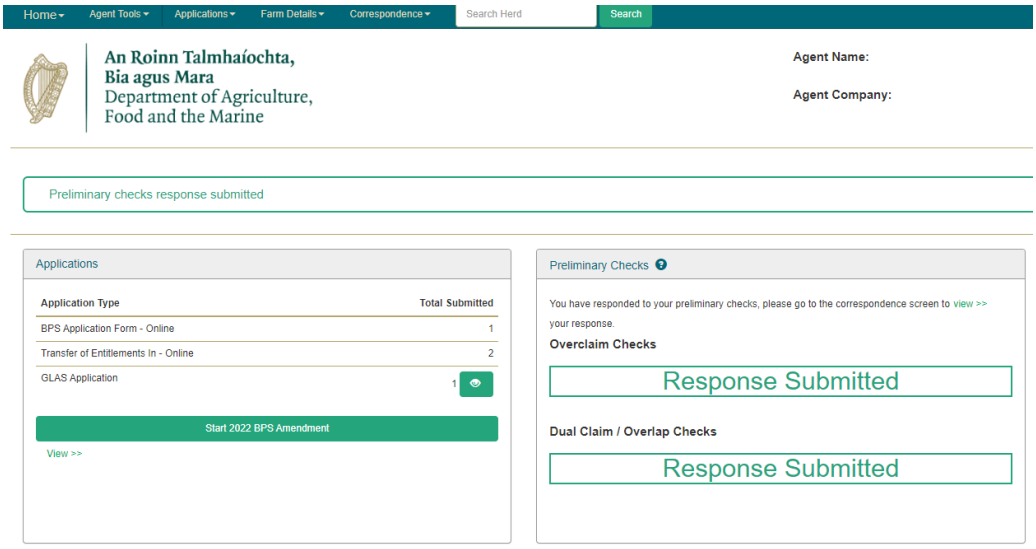
After you press Confirm, a popup box will appear to allow you enter a note for any information you wish to add. The note is not mandatory. Click 'Submit' to continue.



A final warning message will appear informing you that the accepting any parcel errors may affect other area-based schemes e.g., ANC, GLAS etc. Click 'OK' to continue

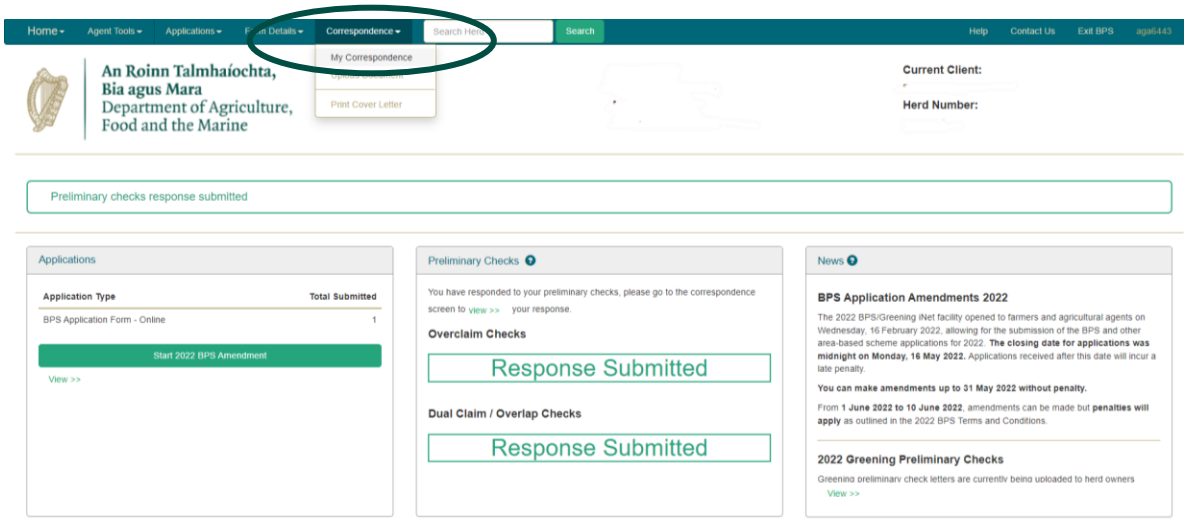


Your client's response is now submitted, and the homepage will be updated to show the below.

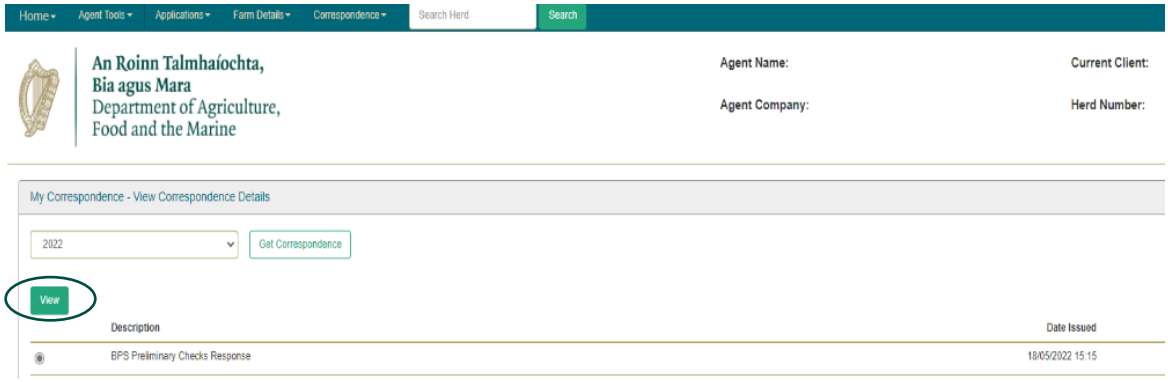


Viewing your Clients Preliminary Checks Response PDF

A copy of your Client's response can be found in the 'Correspondence' section for your client.



Select the document BPS Preliminary Checks Response and click 'View'. A copy of the response PDF will then display for your client.



Who to Contact

Below is a list of useful contacts if you need further assistance or advice on your BPS or other area-based scheme application.

Area/Division	Contact Number	Contact Email
Direct Payments Helpdesk	057 86 74422	directpaymentscorrespondence@agriculture.gov.ie
AgFood Account Queries	049 43 68288	agfood@agriculture.gov.ie
Transfer of Entitlements	057 86 74422	transferofentitlements@agriculture.gov.ie
Usage of Entitlements	057 86 74422	usageofentitlements@agriculture.gov.ie
Inheritance	057 86 89995	Inheritance@agriculture.gov.ie
National Reserve/Young Farmers	057 86 74422	nationalreserveyfs@agriculture.gov.ie
ANC	057 86 74422	anc@agriculture.gov.ie
GLAS	053 91 63400	glas@agriculture.gov.ie
Organics	053 91 63400	organic@agriculture.gov.ie
SIM	057 86 74422	SIM@agriculture.gov.ie
Hemp	057 86 74422	bpscoordination@agriculture.gov.ie
Farm Partnerships	01 607 2857	farmpartnerships@agriculture.gov.ie
No Herd Number Applications	057 86 74422	bpsref@agriculture.gov.ie
GeoTag	057 86 74422	geotag@agriculture.gov.ie
BPS Online Facility Assistance	057 86 74422	bpsonline@agriculture.gov.ie

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