An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

A Guide to Completing

Preliminary Checks

for the

Basic Payment Scheme

For Farmers

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.

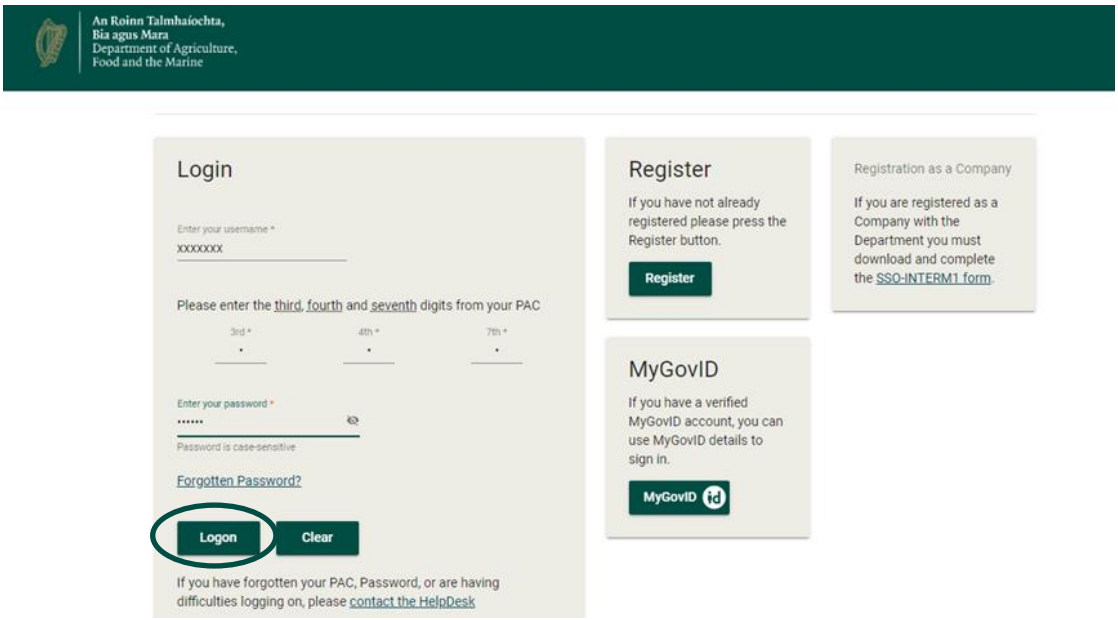
How will I know if I have a Preliminary Check?

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.

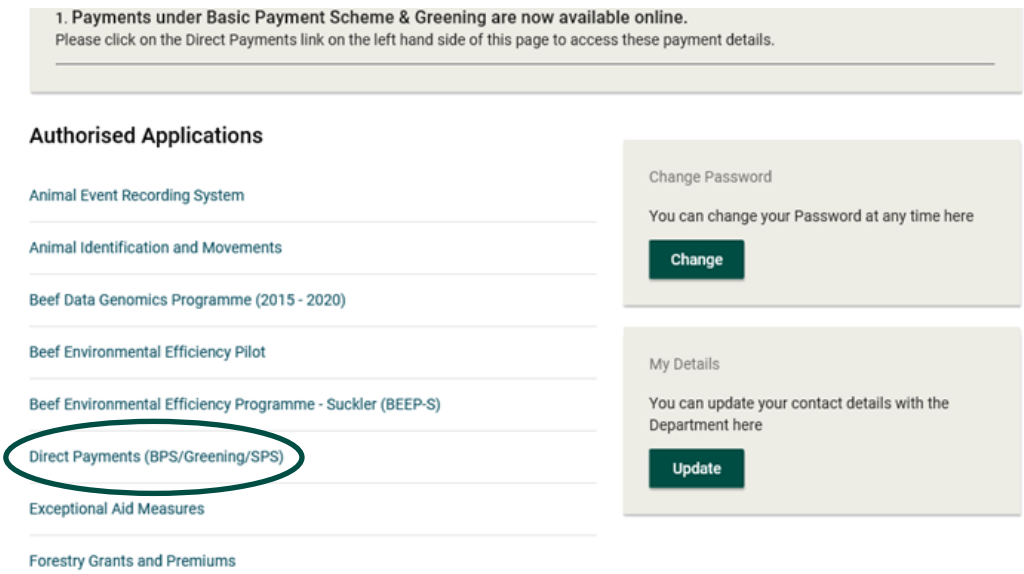
Preliminary Check Response Guide for Farmers

Viewing your Preliminary Checks

Log on to www.agfood.ie and enter your login details (Username, PAC, and Password)

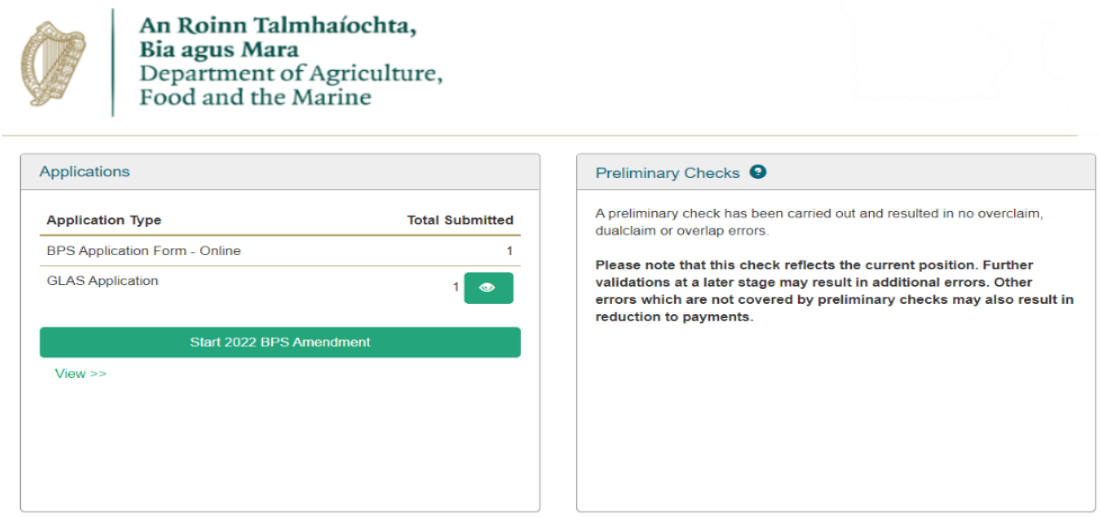


Once logged in, click on **the** Direct Payments (BPS/Greening/SPS) **link** to enter the BPS Portal

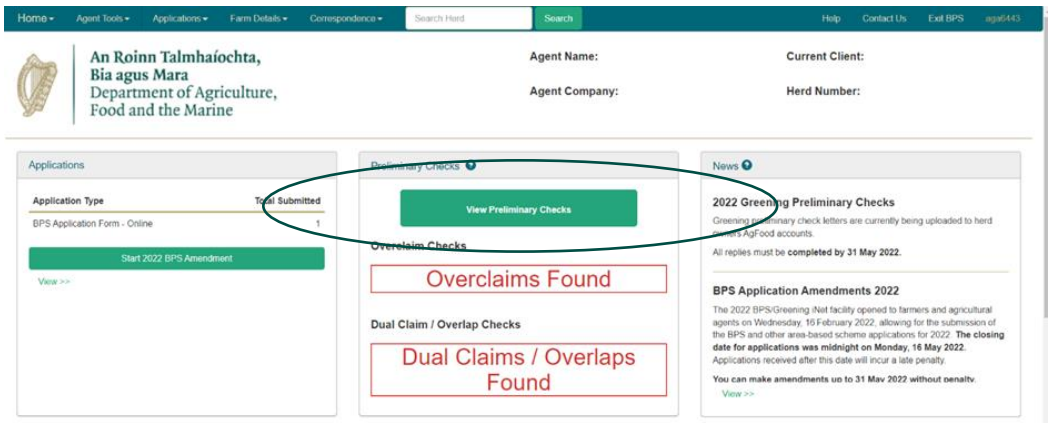


Your Preliminary Checks Status is shown in the **middle** of the BPS home screen

If you have **no Preliminary Check errors** the following screen will be displayed, and no further action is required.



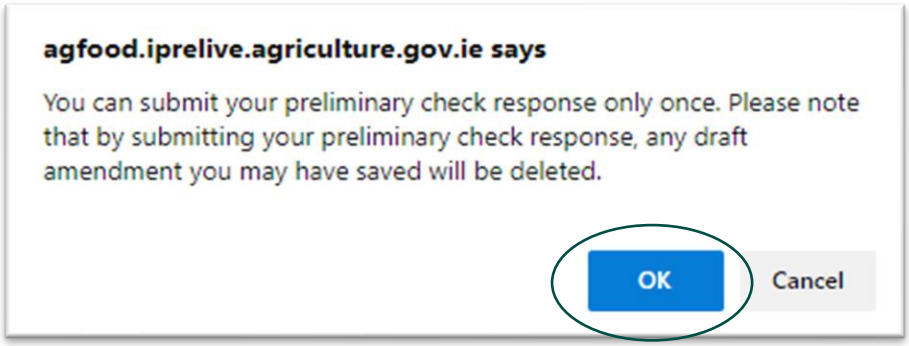
If you **have Preliminary Check errors**, the following screen will appear, and action is required – click on the 'View Preliminary Check' button.



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

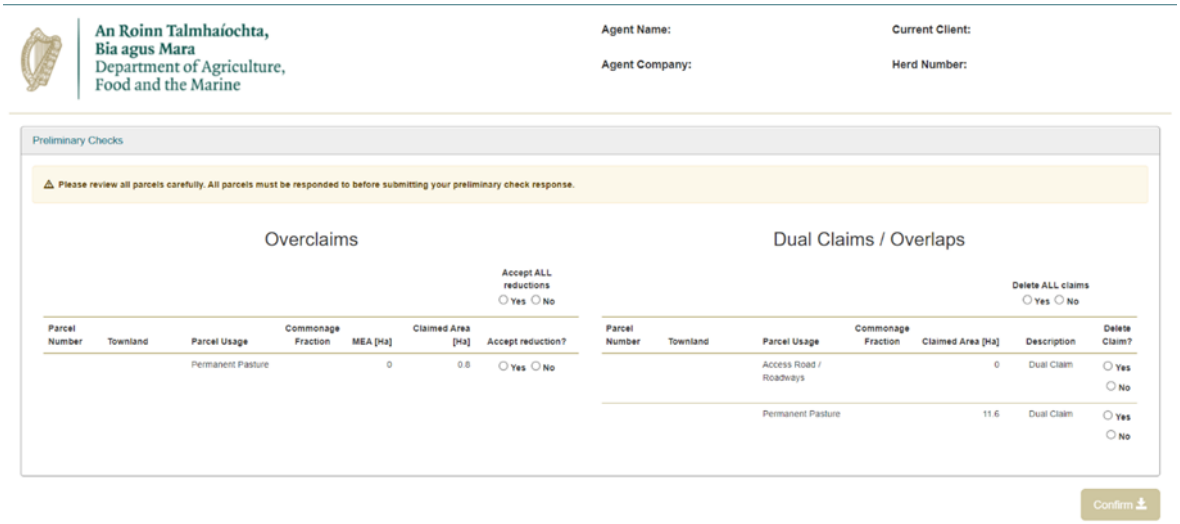
1. **you can only respond to the preliminary check once**, and
2. that no amendments can be made to the preliminary check once you have submitted.

Click 'OK' to continue.



Clicking OK will then display the response page, as shown in the screen below.

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



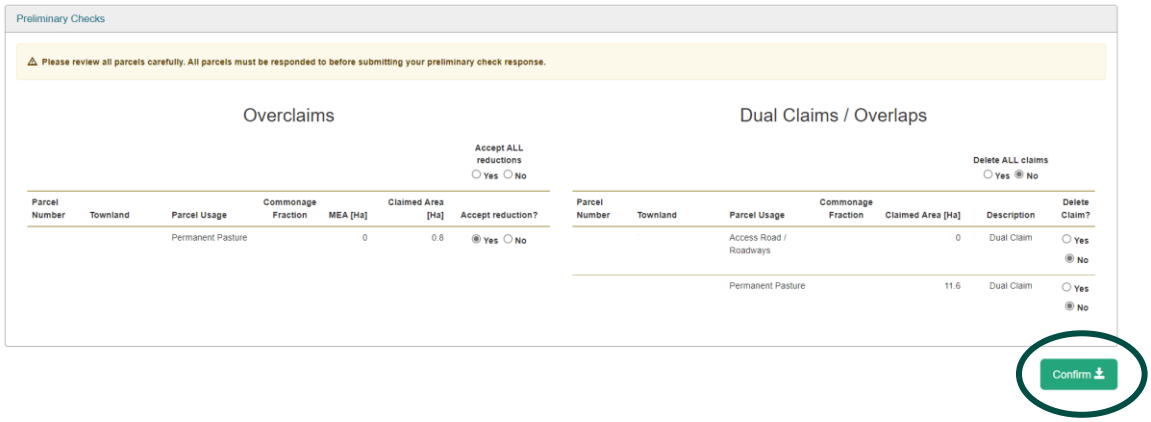
Responding to your Preliminary Checks

- 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.

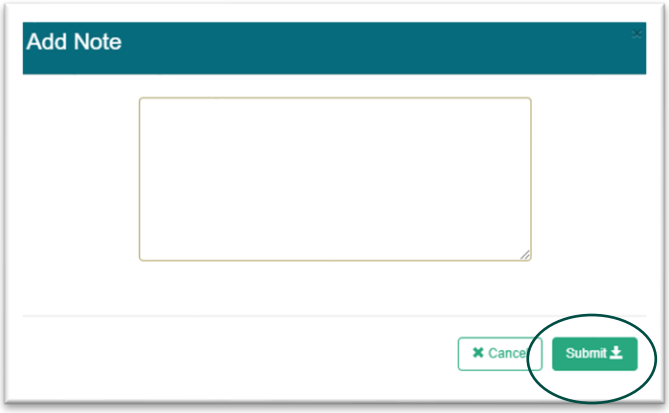
- For **Overlaps,**
    - Clicking ‘Yes’ will remove the parcel area in question from your BPS application
    - Clicking ‘No’ will retain the parcel area in question on your BPS application.

Submitting your Preliminary Checks Response

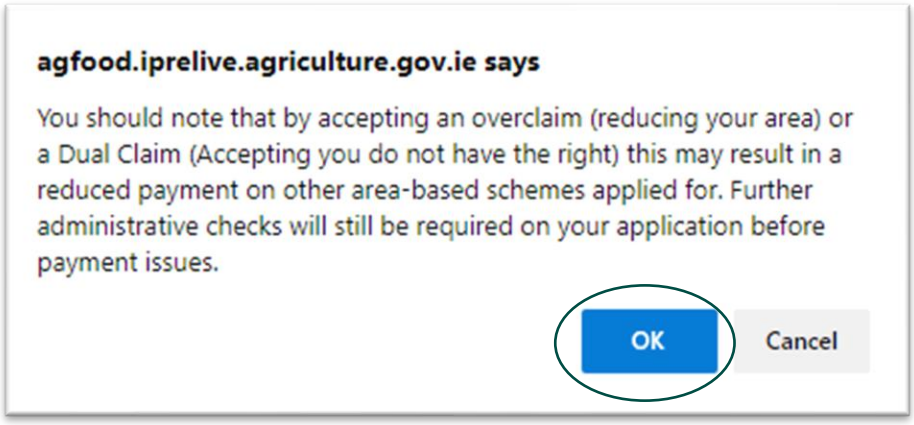
Once you have responded to each parcel, the Confirm button will become active, press Confirm to continue.



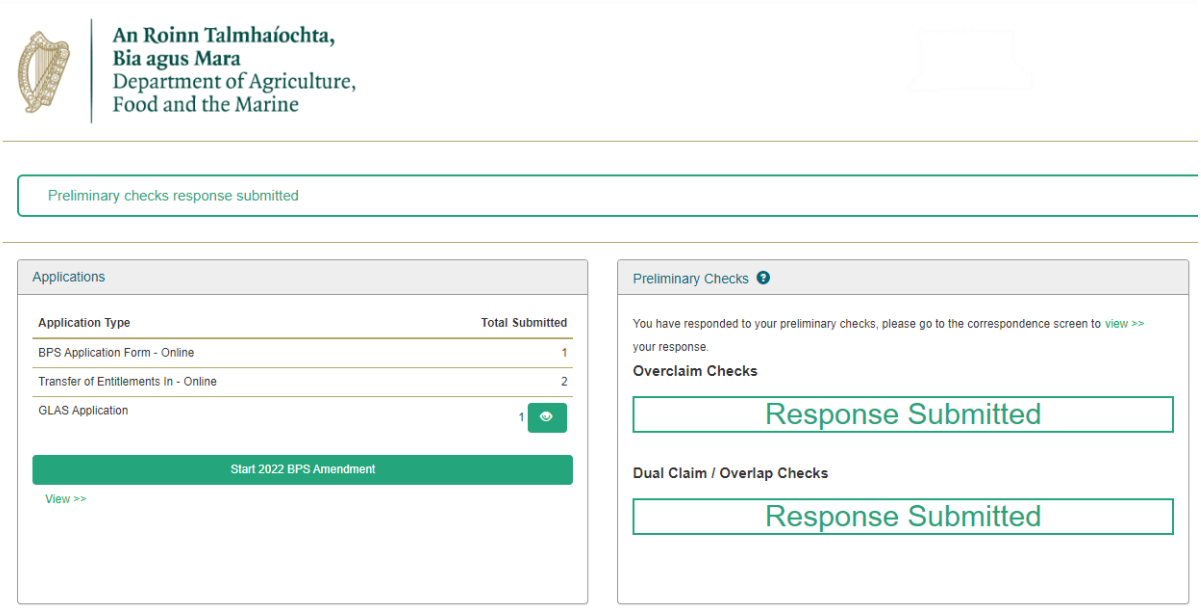
After you press Confirm, a popup box will appear to allow you enter a note for any information you wish to add. The note is not mandatory. Click ‘Submit’ to continue.



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

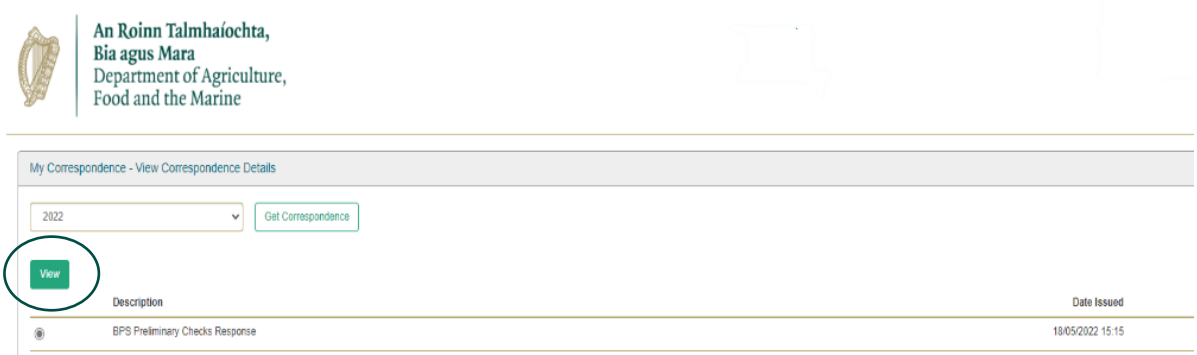


Your response is now submitted, and the homepage will be updated as shown in the image below.



Viewing your Preliminary Checks Response

A copy of your response PDF can be found in the 'My Correspondence' tab. Select the relevant document and click 'View'.



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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