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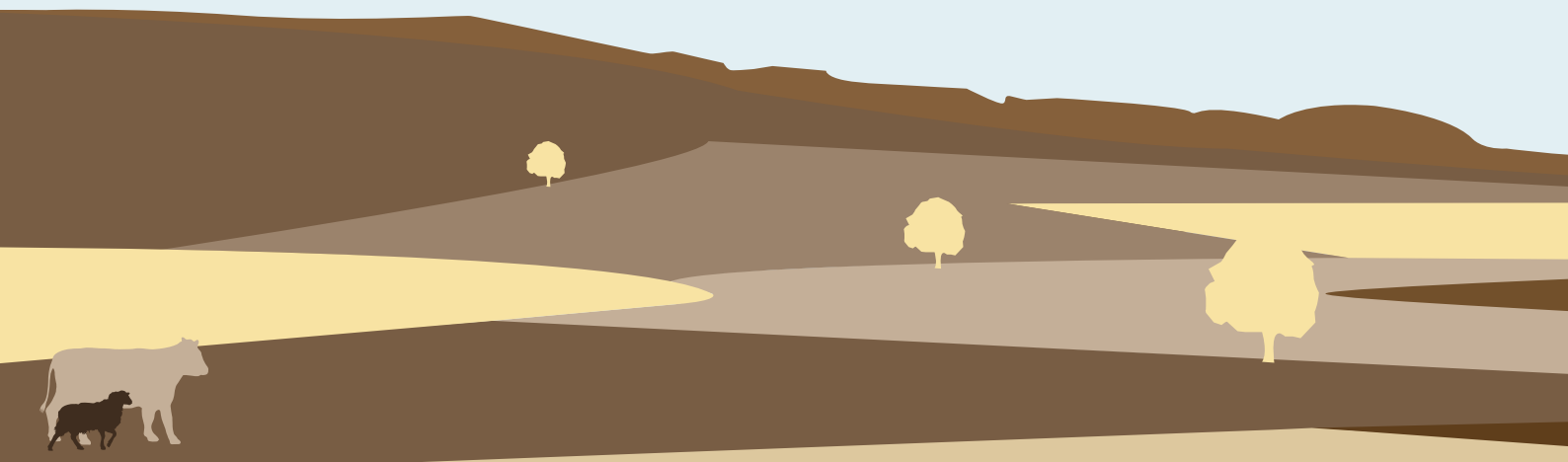
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Glastir

The new Sustainable Land Management Scheme for Wales

Glastir Entry Booklet 1: General Guidance 2015



Glastir – Introduction

Glastir is a 5-year whole farm sustainable land management scheme available to farmers and land managers across Wales. The objectives of Glastir are:

- Managing soils to help conserve our carbon stocks and reduce soil erosion.
- Improving water quality and reducing surface run-off.
- Managing water to help reduce flood risks.
- Conserving and enhancing wildlife and biodiversity.
- Managing and protecting landscapes and the historic environment.
- Creating new opportunities to improve access and understanding of the countryside.

Glastir consists of five components:

- 1. Glastir Entry** - a whole farm land management scheme open to applications from farmers and land managers throughout Wales. It is designed to support the delivery of environmental benefits that meet today's challenges and priorities. Successful applicants make a commitment to deliver environmental goods for five years under a legally binding contract.
- 2. Glastir Advanced** - a part farm scheme intended to deliver significant improvements to the environmental status of a range of habitats, species, soils and water that might also require changes to current agricultural practices. In order to achieve these specific improvements and outcomes, financial support from the Welsh Government will be targeted at locations where action will lead to the required result.
- 3. Glastir Commons** - designed to provide support for the delivery of environmental benefits on common land.
- 4. Glastir Woodlands** - designed to support farmers and land managers who wish to create new woodland and / or manage existing woodlands. This element is designed to provide beneficial outcomes for a range of woodland types, species, soils and water.
- 5. Glastir Efficiency Grants** – is a capital grant scheme aimed at improving resource and business efficiency, and reducing the carbon equivalent emissions of agricultural and horticultural holdings. Grants are available to assist investment in new technology and equipment to promote efficient use of energy, water and manure and slurry.

The Glastir Scheme forms part of the Wales Rural Development Plan 2007 – 2013.

The scheme is governed by The Rural Development Programmes (Wales) Regulations 2006 ((Statutory Instrument) 2006 No. 3343 (W.304)), Council Regulation (EC) No. 1698/2005 and Commission Regulations (EC) No. 1974/2006 and (EC) No. 65/2011 (all as amended from time to time). Copies of these Regulations are on the Welsh Government (WG) website at www.wales.gov.uk or copies can be requested from Welsh Government Divisional Offices.

Glastir Contracts signed in 2015 will be subject to new regulations introduced under the Common Agricultural Policy Reform. The Welsh Government cannot guarantee that the Glastir rules (which derive from European legislation) contained in this booklet will not alter as a result of European legislative changes following the Common Agricultural Policy Reform. The Welsh Government will publicise the changes in Gwlad (www.gwladonline.org) and where necessary contact farmers.

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KEY MESSAGES

- Support will be available to offer guidance on the Glastir Entry application process. For further information please contact your Divisional Office.
- Remember to complete all questions before you submit your application
- Remember to add all management options you have selected in the relevant section of the application form and annotate the map accordingly
- You should look to exceed your required threshold score by around 10% in case management options selected are ineligible.
- Ensure you can meet the eligibility criteria of your chosen management options, and that you can adhere to the management requirements for the lifetime of the contract.
- You will be required to submit a Single Application Form annually for the lifetime of the contract.
- Management options that require Capital Works must be completed within the first 2 years on the contract.
- Ensure you submit all supporting documentation with your application.

Responding to queries

Please respond to any queries raised by the Welsh Government regarding your Glastir Application at the earliest opportunity. Failure to do so could prevent the offer of a Glastir Contract to you.

PART ONE: GLASTIR ENTRY

This is the first booklet of the Glastir Entry Guidance and provides the general guidance of the scheme and the application process. The second booklet is titled *Glastir Entry Booklet 2: Technical Guidance*, and provides technical information, detailed requirements of the Whole Farm Code and each of the Management Options.

Please note that the Forestry Commission Wales, Environment Agency Wales and the Countryside Council for Wales have been merged into a single organisation and now known as “Natural Resources Wales”.

SECTION A: INTRODUCTION

Glastir Entry comprises of 3 main components:

<p>Cross Compliance</p>	<p>A set of compulsory requirements which applies to all your agricultural land:</p> <ul style="list-style-type: none"> • keep land in Good Agricultural and Environmental Condition (GAEC) by meeting a range of standards that relate to the protection of soil, habitats and landscape features; and • meet a range of Statutory Management Requirements (SMRs) covering the environment, public and plant health, animal health and welfare, and livestock identification and tracing. <p>Further details are available in Part 1 of the <i>Glastir Entry Booklet 2: Technical Guidance</i> or from Divisional Offices.</p>
<p>The Whole Farm Code (WFC)</p>	<p>A set of compulsory requirements which applies to all the land entered into the contract.</p> <p>Further details are available in Part 2 of the <i>Glastir Entry Booklet 2: Technical Guidance</i>.</p>
<p>Management Options</p>	<p>A set of land management requirements designed to meet the objectives of the scheme. Farmers can either select individual options from the full list or choose from a package of options which deliver the greatest environmental benefit within a particular region.</p> <p>Certain options are unavailable where land falls within defined <i>Protected Zones</i> within Wales.</p> <p>Further details of the Management Options, Regional Packages and Protected Zones are available in Part 3 of the <i>Glastir Entry Booklet 2: Technical Guidance</i>.</p>

You will be required to fulfil the conditions of the contract for the full 5 year period. These conditions will be set out within your contract

Points threshold and scoring

To gain entry into Glastir Entry, your application must meet or exceed the points threshold related to the area of eligible land on the farm being entered into the scheme. You can choose between applying for the Standard Entry Level Threshold or the Reduced Entry Level Threshold. Each Management Option selected will attract a number of points which will contribute to meeting the Entry threshold.

Standard Entry Level Threshold

This is determined by multiplying the number of eligible hectares by 34. For example, a 35 hectare farm will be allocated a points threshold of 1190 (35ha x 34 = 1190).

Reduced Entry Level Threshold

This is determined by multiplying the number of eligible hectares by 17. For example, a 40 hectare farm will be allocated a points threshold of 680 (40ha x 17 = 680).

If you apply for the Reduced Entry Level Threshold you cannot be considered for Glastir Advanced.

An electronic scorecard to help you calculate your points is available on the Welsh Government's website www.wales.gov.uk. A paper version is available in Annex 4 of this booklet. Details of the number of point awarded per option are also listed in the Management Option Summary Table located in the introduction to the *Glastir Entry Booklet 2: Technical Guidance*.

Dairy Producers

If you are a dairy farmer and you have a milk contract with a milk buyer or milk company which will last for the term of your Glastir Contract, the points for certain Management Options will be increased by 10%. This is referred to as the 10% dairy uplift. You may change your dairy contract to a different company during the term of the contract as long as there is no break between the contracts.

You cannot choose a Regional Package in addition to the dairy uplift.

Regional Package

If you select a Regional Package, an additional 10% will be added to the points for the options selected.

Further details are available in Part 3, Section 4 of Glastir Entry Booklet 2: Technical Guidance.

Claiming payment and payment rates

The payment rate for Glastir Entry is £34 per hectare if you have opted for the Standard Entry Level Threshold or £17 per hectare if you have opted for the Reduced Entry Level Threshold. Payment will be made on eligible land under contract, not just the area of land covered by Management Options.

There is also a payment per hectare under the Whole Farm Code:

Whole Farm Code Payment	
Eligible Area	£ per hectare
up to 20.00 ha	£15.00
20.01 up to 50.00 ha	£8.00
50.01 up to 100.00 ha	£2.75
Over 100ha	No additional payment

In order to be eligible for payment a Single Application Form (SAF) must be submitted annually. You must ensure you receive a SAF application in order to submit your SAF by 15 May each year. You will be required to declare all of the land forming part of your holding on the SAF and not just land in your Glastir Contract. Your Glastir Entry payments will be calculated based on the eligible payable area under contract upon successful validation of the SAF and Glastir Contract each year.

SECTION B: ELIGIBILITY FOR GLASTIR ENTRY

If you are interested in applying to join Glastir Entry you must meet all of the following eligibility criteria:

- be registered as a customer with the Welsh Government and have been issued with a Customer Reference Number (CRN).
- have registered all of your land with the Welsh Government's Land Parcel Identification System (LPIS).
- have a minimum of 3 hectares of eligible land.
- have full management control over all of your eligible land from 1 January 2015 and for the full term of the contract (5 years). If you are a tenant and are unlikely to have management control for the full 5 year period, you may still be able to include the land under a landlord indemnity arrangement. Further details on management control and landlord indemnities are available in Part 1, Section D of this booklet.
- meet the selected points Entry Level threshold.
- not cause any environmental damage of a type that would contravene the objectives of the scheme prior to your Contract start date.
- return the signed application form fully completed together with an annotated map showing where you intend to place each management option and all necessary supporting documentation.

SECTION C: LAND ELIGIBILITY

Eligible Land

As Glastir Entry is a whole farm scheme, you must enter all of the eligible land over which you have management control for the term of the contract. Further details are available in Part 1, Section D of this booklet.

Eligible land is defined as:

- Agricultural land located in Wales.
- Common land where you have sole registered grazing rights or are the sole active grazer and claimant, which has been registered as a parcel within the Welsh Government's LPIS.
- Certain areas of non agricultural land may also be included for example, woodland (see box below for definitions of woodland).

DEFINITIONS	
Agricultural land	any area taken up by arable land, permanent pasture or permanent crops
Woodland	individual areas of woodland over 0.5 hectares mapped under the Forestry Commission's National Forest Inventory as indicated on your Glastir Entry application map
Assumed Woodland	individual areas of new woodland planting that have been funded under woodland grant schemes, that are not yet visible on aerial photography, which are over 0.5 hectares and are mapped under the Forestry Commission's National Forest Inventory as indicated on your Glastir Entry application map

Shared Grazing

Land used by more than one farmer for grazing, which is not a registered common and does not have the same characteristics as common land (for example it is improved land) can be entered into a separate Glastir Contract if all the graziers with rights in relation to that land form a legal grazing association. This land must have been registered with the Welsh Government and recorded in the LPIS. The grazing association must also be registered as a customer with the Welsh Government and must submit a separate Glastir Entry application for this land. To obtain an application form, the Grazing Association should contact their Divisional Office.

Land which is used by more than one farmer for grazing which has the characteristics of common land (e.g. unenclosed upland, rough grazing etc) can only be included in Glastir Commons. Further details are available in Part 3 of this booklet.

Woodland and Natural Resources Wales Management Agreements

All woodland areas mapped under the National Forest Inventory (NFI), and land managed under a Natural Resources Wales (NRW) Management Agreement (including Section 15 and Section 16 agreements) are shown on your Glastir Entry application map and can be

included within your Glastir Contract. You may however opt to exclude all such areas from your contract.

If you choose to include woodland within your contract, it will be eligible for payment. You are prohibited from placing Management Options within the woodland with the exception of Option 40, *maintenance of an existing fence on stock excluded woodland* and Option 8, *continued management of an existing streamside corridor* where the fence is a maximum of 10 metres wide each side of a watercourse.

If you choose to include land covered by a NRW Management Agreement in your Glastir Contract it will be eligible for payment, but Management Options cannot be placed on this land (See paragraph titled *Land Included in NRW Management Agreement* below for further details).

Excluding either NFI woodland or land under a NRW Management Agreement from your contract will reduce both your overall point threshold and your payment. If you opt to exclude woodland from your Glastir Contract you must exclude all of the woodland as mapped under the NFI and shown on your Glastir application map.

If you disagree with the NFI woodland classifications that affect your land you should contact your Divisional Office.

Ineligible Land

The following categories of land are not considered eligible for Glastir Entry:

- Land where you have less than 5 years management control, unless you are a tenant and your landlord has provided an indemnity. Further details are available in Part 1, Section D of this booklet
- Developed land, yards and hard standings, permanent caravan sites, golf courses, areas used for permanent storage etc
- Registered common land with multiple graziers. Further details of Glastir Commons are available in Part 3 of this booklet
- Land used by more than one grazier which is not registered common land, except where the land does not have the same characteristics as common land and all graziers have formed a legal grazing association. (See paragraph titled *Shared Grazing* above for further details)
- Land being used by another farmer to claim European Common Agricultural Policy (CAP) payments (Dual Use of Land)
- Parcels outside Wales.

A list of permanent ineligible features (e.g. yards and hard standing) can be found in Annex 2 of this booklet.

Dual Use of Land

The practice of dual use of land (i.e. the same parcel of land being used by two different farmers to claim under different European Union CAP aid schemes e.g. the Single Payment Scheme and Glastir Entry) is not permitted under Glastir Entry. This is because two different farmers/land managers cannot have the necessary management control on

the same land at the same time. If you are a landlord or tenant who wishes to enter Glastir Entry, you are advised to carefully consider your business and tenancy arrangements accordingly to ensure you can meet the eligibility criteria set out above.

Further information regarding dual use can be found on the Welsh Government's website <http://wales.gov.uk/topics/environmentcountryside/farmingandcountryside/farming/dualuseoflandqa/?lang=en>

Information regarding management control can be found in Section D: Management Control of this booklet.

Important Note

Please ensure that you are not in breach of the dual use of land rules if you intend to enter Glastir Entry.

Therefore please ensure that land entered into your Glastir Entry application will not be used by another farmer or land manager to claim European Union CAP aid schemes (for example Single Payment Scheme and Glastir Entry).

Land in other schemes

As Glastir Entry is a whole farm scheme, eligible land currently in other schemes **must** be included in your contract. Details of the relationship between Glastir Entry and land entered into other schemes, and exceptions to this rule, are set out below:

Single Payment Scheme (SPS)

Land on which you claim SPS in 2015 is eligible for entry under the Glastir Entry. Land under Glastir Entry Management Options which do not meet the requirements of SPS (e.g. streamside corridors) may still be eligible for SPS payments if you used the land to generate a payment for SPS in 2008. The area of existing ponds and ponds created under Glastir which are over 50 square meters will not be eligible for Single Payment Scheme (SPS). Further details are available in the latest Single Application Rules Booklet.

Tir Cynnal

Land which was previously in a Tir Cynnal agreement is eligible for entry into your Glastir Contract.

Tir Gofal - including Transitional Arrangements

Land which was previously in a Tir Gofal agreement is eligible for entry into your Glastir Contract.

Capital works completed under a Tir Gofal contract which has expired prior to the start of the Glastir Contract can only be used for ‘continued’ Management Options and not for ‘creation’ Management Options under Glastir Entry. For example where a streamside corridor has been created under Tir Gofal, Glastir Entry Option 8 ‘*Continued management of an existing streamside corridor*’ may be selected, but options to create a streamside corridor in the same location cannot (i.e. Options 7A, 7B, 9A & 9B).

Organic Farming

Information regarding new organic support will be published on the Welsh Government website and also in Gwlad. However, Management Options 30 & 31 (see Booklet 2) are not eligible to be selected if you intend to enter the Welsh Government’s Organic successor scheme. All future dates will be publicised in GWLAD and [made available on](#) the Welsh Government website (www.wales.gov.uk)

Environmentally Sensitive Areas (ESA)

Land which was previously in an active ESA contract is eligible for entry into your Glastir Contract.

Capital works completed under an ESA which has expired prior to the start of the Glastir Contract can only be used for ‘continued’ Management Options and not for ‘creation’ Management Options under Glastir Entry. For example where a streamside corridor has been created under an ESA agreement, Glastir Entry Option 8 ‘*Continued management of an existing streamside corridor*’ may be selected, but options to create a streamside corridor in the same location cannot (i.e. Options 7A, 7B, 9A & 9B).

Woodland Schemes

Woodland under a Farm Woodland Premium Scheme, Farm Woodland Scheme , Woodland Grants Scheme, Improved Land Premium, Better Woodlands for Wales, Glastir Woodland Management, Glastir Woodland Creation and Glastir Woodland Creation Premium can count towards your eligible land. However, Glastir Entry options cannot be placed on that woodland. You may however opt to exclude all NFI woodland (as outlined above).

Other Glastir Components

Further information on other components of Glastir can be found at:

- Part 3: Glastir Commons
- Part 4: Glastir Efficiency Grant
- Part 5: Glastir Advanced
- Part 6: Glastir Woodlands

Land Included in a Natural Resources Wales Management Agreement

Land entered into a Section 15 (S15) or Section 16 (S16) Management Agreement with the Natural Resources Wales (NRW) can either be included or excluded from your Glastir Contract.

If you include this land it will contribute to the overall area of your farm and will be used to calculate your points entry level threshold. It will not be possible to undertake Management Options on land under a S15 or S16 Management Agreement.

If you choose to exclude the area under your NRW Management Agreement from your Glastir Contract you must ensure that the NRW Management Agreement is in place on 1 January 2015. If your NRW Management Agreement expires before 1 January 2015 and you intend to renew the agreement with NRW, the new agreement must be in place by 1 January 2015.

If you opt to exclude NRW Management Agreement land from your Glastir Contract it may still be eligible for Glastir Advanced.

Scheduled Ancient Monument (SAM) Management Agreements

Scheduled Ancient Monuments and other land covered by a CADW management agreement can count towards the area used to calculate your Glastir Entry points entry level threshold and associated payment. It will not be possible to undertake options on land under a SAM Management Agreement.

Scheduled Ancient Monuments which are not in a management agreement with CADW are likely to be eligible for entry into Glastir Entry unless this area is deemed an ineligible feature as outlined in Annex 2 of this booklet.

Funding from other Sources

If you are receiving payment from any other source for works required under a Glastir Entry Management Option this would be considered as double funding. Please therefore ensure that you do not select Management Options which are already funded under another agreement or from another source. Please note that it is your responsibility to ensure you do not select Management Options which overlap with any other agreement and that there is no conflict of management requirements between schemes.

If it is later established that you are receiving funding from another source for Management Options under Glastir Entry, this could result in financial penalties and possible termination of your contract.

Designated Areas

Site of Special Scientific Interest (SSSI), National Nature Reserves (NNR), Special Protection Areas (SPA) and Special Areas of Conservation (SAC)

Land designated as a SSSI (including SPAs and SACs) or a NNR is considered eligible for Glastir Entry. The requirements of your Glastir contract must not conflict with the management requirements of land under such designations.

Natural Resource Wales (NRW) are the relevant authority for the management of SSSIs and NNRs. It is a legal requirement to obtain **written consent** from NRW where Management Options are located on that land.

For further details see Part 3, Section 6 and Annex 1 of the *Glastir Entry Booklet 2: Technical Guidance*.

Registered Parks and Gardens, Scheduled Ancient Monuments (SAM) and other Historic Environment Features

The requirements of your Glastir Contract must not conflict with the management requirements on land designated as a Scheduled Ancient Monuments or result in damage to Registered Parks and Gardens, Scheduled Ancient Monuments or other Historic Environment Features.

CADW are the relevant authority for the management of SAMs and Registered Parks and Gardens. Written consent may be required from CADW where you intend to undertake options on that land. For further details see Part 3, Section 6 and Annex 2 of the *Glastir Entry Booklet 2: Technical Guidance*.

If you intend to undertake options involving ground disturbance on a Historic Environment Feature you will be required to obtain consent from your local Welsh Archaeological Trust. For further details see Part 3, Section 6 and Annex 1 of the *Glastir Entry Booklet 2: Technical Guidance*.

Land Used for Sporting Activities

If you use your land for sporting activities which will result in a breach of your agreement (e.g. damage to habitat land) this area will need to be excluded from your Glastir Contract.

It is acceptable to carry out low impact country pursuits such as shooting, fishing, motor trails and horse riding providing there is no resultant damage to existing habitats. When considering such pursuits it is advisable to follow the appropriate Code of Good Practice, where in force, such as the Code of Practice for the Organisation and Management of Sporting Off Road Motorcycle Events (www.mscode.co.uk).

Land permanently used for sporting activities (e.g. Golf Courses) is not eligible for Glastir Entry.

SECTION D: MANAGEMENT CONTROL

It is a condition of the scheme that you have management responsibility and control over the land for the full 5 year period of the contract to enable you to fulfil the obligations of the scheme.

If it is determined that you do not have the required management control, the land will be withdrawn from the contract and all payments made in relation to the land will be recovered and financial penalties may be applied.

Management control can usually be met by:

- An owner occupier.
- A tenant with a tenancy under the Agricultural Tenancies Act 1995 (Farm Business Tenancy (FBT)) or the Agricultural Holdings Act (AHA)1986.
- A licensor.

In some circumstances landlords may also qualify as having management control where the tenancy agreement contains suitable clauses to ensure delivery of the Glastir contract obligations. Please note that the practice of dual use of land (i.e. the same parcel of land being used by two different farmers to claim under different European Union CAP aid schemes) is not permitted under Glastir Entry.

It is your responsibility to ensure that the commitment you have made under your contract can be delivered for the full 5 year period. If you fail to fulfil this commitment it is likely that you will be required to repay all previous payments.

Owner Occupier

If you are the owner occupier of the land it is likely that you will have management control of the land.

If your land is occupied by a grazier on a grazing licence refer to the paragraphs titled Grazing Licences.

Tenancies under The Agricultural Tenancies Act 1995 (FBT) or The Agricultural Holdings Act 1986

If you are a tenant with a Farm Business Tenancy (FBT) regulated by the 1995 Agricultural Tenancies Act or a tenancy under the Agricultural Holdings Act (AHA) 1986 it is likely that you will have the required management control enabling you to fulfil all of the obligations of the contract.

Some tenancy agreements may prohibit a tenant from entering agri-environment schemes or may contain other provisions that make it impossible or unfeasible for tenants to enter Glastir Entry without gaining their landlord consent. You must ensure that entering Glastir Entry does not breach the conditions of your tenancy agreement.

Tenancies with less than 5 years remaining or containing a Break Clause

If your tenancy contains a break clause or is due to end before the end of the 5 year period of the Glastir Contract (even if an extension or renewal is expected) then the land can only be entered into a Glastir Contract if the landlord agrees to take over the commitment when the tenancy ends. This is known as a landlord indemnity.

Landlord Indemnity

A landlord indemnity is an agreement between you and your landlord in which your landlord, or a person nominated by them (e.g. incoming tenant) agrees to take over the Glastir Contract for the rented land at the end of your tenancy.

Please submit a copy of your landlord indemnity with your Glastir Entry application.

An example of a landlord indemnity form has been included in Annex 1 for guidance purposes only. Once signed, the indemnity is legally binding and as such both parties are advised to seek independent legal advice before entering into such an agreement.

If your landlord agrees to an indemnity, your Glastir Entry commitment relating to that tenanted land will be transferred to them when the tenancy comes to an end. Once the commitment has been transferred, your landlord must ensure that the requirements of the scheme continue to be met until the end of the 5 year period.

It is your responsibility to ensure that your landlord signs and accepts the transferred Glastir Entry commitment when the tenancy of that land ends. If your landlord does not take over the commitment relating to that tenanted land we will be required to seek recovery of the payments you have received on that land. Please note that a landlord indemnity will not be accepted on land that fails to meet the minimum eligibility criteria for the scheme (e.g. minimum of three hectares) and therefore such land will be excluded from the Glastir Contract.

If you have a tenancy agreement with a term which will cover the 5 years of your Glastir Contract but your landlord decides to take the land back from you prior to the end of your Glastir Contract, we are required to recover payments made to you, unless your landlord or the new tenant agrees to continue with the Glastir Entry commitment. It is therefore important that only land which you can confirm will be under your full management control for the term of the Glastir Contract, or land for which you have secured a landlord indemnity, should be entered into the scheme.

Considerations for Landlords and Tenants

Where the tenant wishes to enter into a Glastir Contract but the tenancy agreement has a term of less than 5 years remaining they should consider either:

- Obtaining a landlord indemnity; or
- Seeking an extension to the term of the tenancy that will cover the full 5 year period of the Glastir Contract.

Where a landlord does not wish to provide an indemnity and will not grant a longer term

tenancy to cover the full 5 year period of the Glastir Contract, this land will be ineligible and cannot be included in the tenant's contract.

Where a landlord has agreed to provide an indemnity, once the land returns to their control they (or a person nominated by them) become responsible for the full commitment including any penalties or recovery of payments made as a result of a scheme breach or over-declaration penalty. This includes any breaches detected after they take over the contract even where the breaches were caused by the tenant.

The landlord indemnity is an agreement between the tenant and the landlord. In circumstances where there is an agreed landlord indemnity and the landlord does not take over the Glastir Contract, payments will be recovered from the tenant.

Other 'Rights' on Land

You should discuss your proposed application with any other parties with sporting or other rights over the land where these may affect the obligations of the contract. In such circumstances it is your responsibility to ensure you have management control and are able to fulfil all the obligations within the contract.

Grazing Licences

Licensor (person granting the grazing licence)

If you are a licensor you will have sufficient management control enabling you to enter the land into a Glastir Contract. Where such land is entered into your contract, it is your responsibility to ensure the licensee (grazier) does not contravene any of your obligations under the contract as you must maintain full management control of that land.

Licensee (the grazier)

If you have the right to access land for grazing purposes under a grazing licence, you will not be eligible to bring that land into a Glastir Contract since you do not have the necessary management control.

Further Advice

The guidance contained in this section provides an overview of management control and only considers Glastir Entry issues. It does not take into account other matters that may affect individual decisions. If you have any concerns or questions regarding your individual circumstances and management control you are advised to seek professional assistance. Further information regarding land occupation is available in the *Land Occupation Considerations Tenancies and Grazing Arrangements Booklet* produced by the Glastir Land Occupation Group supported by the Welsh Government which can be found on the Welsh Government's website

<http://wales.gov.uk/docs/drah/publications/100811glastirlandoccupationconsiderationsen.pdf>

DUAL USE OF LAND

If you are a landlord or tenant who wishes to enter Glastir Entry, you are advised to carefully consider your business and tenancy arrangements accordingly to ensure there is no dual use of land. Further details are available in Part 1, Section C of this booklet: Land Eligibility.

Further information regarding dual use can be found on the Welsh Government's website <http://wales.gov.uk/topics/environmentcountryside/farmingandcountryside/farming/dualuseoflandqa/?lang=en>

SECTION E: MAKING AN APPLICATION

This Section explains the application process.

Please note that if you require more than one application pack it is recommended that you allow up to 28 days for the pack to be received from the date you request the application pack. If you have not received your application pack within this timescale, then please contact your Divisional Office.

Your Application form will be generated based on the latest validated parcel details we hold within our Land Parcel Identification System for your business. This is to enable the accurate printing of your associated Glastir Application map(s).

Assistance in completing your Application Form

Support will be available to offer guidance on the Glastir Entry application process. For further information please contact your Divisional Office.

Choosing Your Options

You will need to give careful consideration to the Management Options you intend to select and include in your contract. The *Glastir Entry Booklet 2 – Technical Guidance* contains the complete list of Glastir Entry Management Options, the Whole Farm Code and the Regional Packages. It describes the management to be carried out for each Option and the standards that must be met. You should read the guidelines for each Management Option carefully before you choose your Options. Recognition of habitat land is essential for choosing appropriate Management Options.

If you choose to undertake arable option which may be rotated around the farm, you will be requested to provide the details of all the fields you intend to use for these options.

Your enclosed application form shows your whole farm point thresholds for Standard Entry Level and Reduced Entry Level based on the land you have registered with the Welsh Government.

You are advised to exceed your points threshold by at least 10% in your application to avoid the possibility of having insufficient points as a result of areas selected for management options being ineligible.

Application Map

A Glastir Entry application map will be issued at the same time as your application pack. The map displays certain land characteristics and information appropriate to the Glastir Entry. It will identify land within an SSSI, woodland as defined for Glastir Entry, all land containing Scheduled Ancient Monuments, Historic Environment Features and watercourses.

You will need to draw the exact location, including the area or length of your Management Options on your Glastir Entry map.

It is important that you return your annotated map with your application form and follow the Guidance for Annotating Glastir Entry Application Map.

Application Form

The enclosed application form has been printed with all eligible parcels associated with your business which we hold within our LPIS. The total area of these parcels has been used to calculate your points thresholds and have been printed on your application form. You will need to amend your application form if any land parcels listed are no longer eligible (e.g. you no longer have management control of the land for the full term of the contract or if the land has been sold). The removal of land from your application will alter the eligible land area so you will need to re-calculate your points thresholds accordingly. If you acquired new land which meets the eligibility criteria, please add those field parcels into your application form. Please check this carefully and amend as appropriate.

How to Apply

Prior to making an application for Glastir Entry there are important steps and considerations you should undertake, and timescales you should be aware of. You may find the following list of steps and considerations helpful for completing your application.

Step 1: Read Guidance

On receipt of your application pack (including your Glastir Entry maps) you are advised to read all the guidance carefully.

Step 2: Check that your maps and the printed details on your application form are correct

Check that all of the land you wish to bring into the Glastir Entry is shown on your maps and application form. Check that all the land printed at Section 5 of your application and identified on your maps is eligible for the scheme (See Part 1, Section B of this booklet). If any eligible parcels have not been included, please enter them in the blank lines at Section 5 of the application form.

If you add or delete any parcels, exclude woodland or NRW Management Agreement land from your application, you will need to re-calculate your selected Entry Level Points Threshold

Step 3: Select your options

Using your Glastir Entry map, 2013 and/or 2014 SAF maps and your knowledge of the farm you should select your preferred options and where you wish to place them.

You are advised to confirm that the options selected and the chosen locations are appropriate by walking your farm. For example check that hedgerows selected for Option 6, *Double Fencing Gappy Hedgerows* are at least 20 metres in length between field corners, where a minimum of 25% of the length has no hedgerow plants. You will also need to confirm whether the land is improved or habitat to ensure options are placed in the appropriate location.

As well as considering the location of options, you will need to know the area or length of selected options to calculate your points. You must measure each area or length chosen for an option to ensure measurements are correctly declared.

The accuracy of your measurements is important as it will impact on your eligibility for the scheme.

The Management Options Summary Table in the *Glastir Entry Booklet 2: Technical Guidance* states the units in which each option should be measured. Some of the information required for area measurements will be available from the data on your 2013 SAF. Your Glastir Entry maps can be used to assist in measuring option lengths. Where new areas are being declared you will need to visit and measure the sites.

It is important to note that where crop options are to be rotated, you should ensure that sufficient eligible areas are available to continue the option in future years.

Step 4: Obtain all necessary consent

Some of the Management Options will require consent from other organisations (e.g. Natural Resources Wales (NRW)). If consent is not granted you will be required to relocate the option or select an alternative option. For further details see Part 3, Section 6 and Annex 1 of the *Glastir Entry Booklet 2: Technical Guidance*.

Step 5: Check that you have met or exceeded your points entry level threshold on your Glastir Entry eligible land.

Once you have chosen your options, check you have met or exceeded your points entry level threshold by using the electronic scorecard (the scorecard and accompanying guidance can be found at:

<http://wales.gov.uk/topics/environmentcountryside/farmingandcountryside/farming/schemes/glastir/121016awe/?lang=en>

If you are manually calculating the score, please refer to Annex 4 of this Booklet for further guidance.

You are advised to exceed your points threshold by at least 10% to ensure you have sufficient points following validation of your application form.

Step 6: Mark options on your Map

Mark each of your chosen options on to your map clearly and as accurately as possible. You must submit your Glastir Entry map along with your application form so that we can map the location of each of your chosen options onto our computer systems. For further information on marking the location of options on your map please refer to 'Guidance for Annotating Glastir Entry Application Map'.

Step 7: Complete your Glastir Entry Application Form

Full instructions on how to complete your application form, including how to add your chosen

options, can be found in Annex 3 of this booklet.

Step 8: Check Application Form

Check that you have completed **all** appropriate Sections of the application form. Make sure the form has been signed by an authorised person. If your form is not signed, it cannot be accepted.

Step 9: Submit your application to the Welsh Government

Applications received by 30 September 2014 will be processed in time for a contract start date of 1 January 2015.

A summary of your application form will be sent to you. If there are any errors on the summary sheet you should inform your Divisional Office so that your application can be corrected.

If you wish to make any changes to your application you should submit the details in writing to your Divisional Office at the earliest opportunity. Requesting changes to your application will increase the time needed to process your application and may delay the start of your Glastir Contract.

Step 10: Glastir Entry mapping and validation

The options selected in your application will be validated and mapped. If your application does not score enough points you will need to select additional options to meet the required entry level threshold.

Where necessary, you may be invited to a mapping appointment during 2014, to address any issues identified during validation. If applicable, you will be sent a letter advising you of the date of your mapping appointment. This letter will include a checklist of the documents you will be required to bring with you and will request confirmation of your attendance.

Step 11: Contract Offer

Once your Glastir Entry application has been fully validated and your points Entry Level threshold has been met you will be offered a contract. The contract offer should be signed and returned to the Welsh Government within 21 days of receipt.

If changes are needed prior to the start date of your contract (1 January 2015), please inform your Divisional Office in writing. You may be required to attend a further mapping appointment. Please be aware that requests to adjust your contract may result in your contract start date being postponed for 12 months.

SECTION F: AMENDMENTS TO A CONTRACT

Transferring or Selling Land under a Glastir Contract

When you sign your Glastir Contract you are making a commitment for 5 years. If you subsequently make a business decision to sell land whilst your contract is live, repayment of money and/or financial penalties are likely if the new occupier does not take over the Glastir commitment on the land.

You are advised to contact the Welsh Government regarding any proposed transfer or sale at the first opportunity. However, you must notify the Welsh Government of any transfer or sale of land using the field maintenance (FM) notification process within 30 days of the transfer. Failure to notify the Welsh Government that the land has been transferred or sold within the 30 days of the transfer will be considered as a scheme breach and penalties are likely to be applied.

Please inform the prospective occupier about the Glastir commitment before you transfer or sell any land under contract. If the new occupier does not take over the commitment on that land you will be required to repay all payments made in relation to that land.

Where options require the installation of capital works such as fencing, tree planting or earth bank creation etc they will need to be completed prior to the transfer or sale of land where a new occupier is taking over the commitment.

Following the transfer or sale of land, any land remaining under your contract will be rescored and allocated a new points threshold. If your new score falls below the new points threshold additional options must be undertaken. If you choose not to continue with your Glastir contract or the remaining land does not meet the minimum eligibility criteria, you will be required to repay all payments made in relation to that land.

Where the new occupier has an existing Glastir contract and chooses to take on the commitment from you, the new occupier's contract will be rescored and allocated a new points threshold to take account of the land purchased. If the new score falls below the new points threshold additional options must be undertaken. However all options on the land under the new occupier's original contract must be retained. In certain circumstances, it may be possible to amend the options on the purchased land.

Where the new occupier does not hold an existing Glastir contract and chooses to take on the commitment from you, the new occupier may either continue with the commitment on the purchased land for the remainder of the contract period or enter into a new 5 year contract covering all of their land. In both cases the contract will be rescored and allocated a new points threshold to take account of the land changes. In certain circumstances, it may be possible to amend the options on the purchased land.

In the event that you transfer or sell any land under contract and the Welsh Government considers that the environmental objectives of the Glastir Contract have been undermined as a consequence, this may result in termination and all payments made recovered with interest.

Acquiring Additional Land during the Contract Period

If you acquire land after your contract start date which was not previously under a Glastir contract, this land cannot be added to your Glastir Contract. The Whole Farm Code will not apply to the new land. Please note that Cross Compliance will also apply to any new land taken on.

Land Change Notification Requirements

You are required to inform your Divisional Office of changes to land parcels (fields) within 30 days of the change.

These changes include:

- Fields not previously registered for IACS purposes (i.e. have not previously been included on the Single Application Form (SAF))
- Fields which have been permanently divided
- Fields which have been permanently amalgamated
- Fields which have new boundaries
- Fields which have changes to their permanent features.

To notify the Welsh Government of these changes you will need to obtain a *Field Maintenance (FM) Application Form* from your Divisional Office and submit it within 30 days of the change.

In addition to the changes listed above you will also be required to inform your Divisional Office within the 30 day deadline of any changes to land occupation including changes of ownership and any tenancy agreements. Please note that failure to notify the Welsh Government within this timescale is likely to result in a penalty.

Legislation Changes (Including Changes in Interpretation)

European Regulations may change from time to time. You must abide by any changes imposed following notification. Where the contract is significantly amended and you are unable to comply with the amendment you may terminate the contract without recovery of payments, subject to approval from the Welsh Government.

Changes to Scheme Rules

We may need to make changes to your contract. For example, we may need to update the management conditions to take account of the latest scientific advice, amend scheme rules to take account of any changes within the Wales Rural Development Plan or revise payment rates. We will publicise the changes in Gwlad, on the Welsh Government website (www.wales.gov.uk) and where necessary write to you.

Changes to Management Conditions

We may give written authority for you to temporarily vary the options and/or scheme requirements. It is important you seek prior approval from us if you wish to temporarily vary your contract. To do so you should contact your Divisional Office. We will specify time limits for any such variations. If you fail to comply with the time limits or do not obtain written permission for the temporary variation, you may be subject to a penalty. We may proceed with the recovery of payments and possible termination of your contract.

PART 2: Scheme Breaches, Penalties & Inspections

SECTION A: PENALTIES

Penalties are applied where land has been under or over declared, a breach of the scheme rules has taken place or cross compliance requirements have not been met.

Under Declaration

Failure to declare all the agricultural land and areas on your holding on the Single Application Form (including all owned and rented in land and not just that on which you are entering into Glastir e.g. woodland/forestry, tracks, yards, hardstandings, etc), may result in your Rural Development and Single Payment Scheme payments being reduced.

Where there is a difference between the area declared and the total area on the holding that should have been declared, reductions in payments of the schemes will apply as follows:

Difference

up to 3%
more than 3% and up to 20%
more than 20% and up to 50%
more than 50%

Reduction

no reduction in payment
1% reduction in payment
2% reduction
3% reduction

Over Declaration

Where the area of a crop group is determined to be greater than that declared, the area declared will be used for calculating payments. Reductions in payments as a result of over-declaration generally apply to the scheme in which they are found. Where the over-declaration results in a penalty being carried forward to the following year it can be recovered from any due payment e.g. Rural Development and Single Payment Scheme.

Crop groups are defined as areas of land receiving the same rate of aid

If the difference between the area declared and area determined for a crop group is more than either 3% or 2 hectares, but not more than 20% of the determined area, the area eligible for payment will be reduced by twice the difference found.

Example:

A crop group area is declared as 20 hectares but determined to be 17 hectares. Since the difference is 3 hectares or 17.65%, the payment will be made on 11 hectares which is 17 hectares minus 6 hectares (3 hectares x 2).

If the difference is more than 20% of the determined area no payment will be made for the crop group concerned.

Example:

A crop group area is declared as 28 hectares but is determined to be 22 hectares. The difference of 6 hectares equates to 27.27% of 22 hectares. No payment will be made for that crop group.

Where the area declared is more than 50% of the determined area for a crop group, in addition to receiving no payment for the crop group concerned, the claim in the next calendar year will be reduced by an amount that is equal to the amount which corresponds to the difference between the area declared and the area determined.

If the full amount cannot be taken from the payments in the next calendar year, the remainder will be deducted from payments made in the following two years, as necessary. Reductions required in the three years following the over-declaration can be taken from Single Payment Scheme payments and any Rural Development payment.

Intentional Over-Declaration

Land intentionally over-declared will result in no payment for that year if the difference in the area declared and the area determined within a crop group is more than 0.5% of the area determined or more than 1 hectare.

If the difference is over 20% of the area determined within a crop group, no payment will be made in that year and additionally, payments in the next calendar year will be reduced by an amount that corresponds to the difference between the area declared and area determined.

If the full amount cannot be taken from the payments in the next calendar year, the remainder will be deducted from payments made in the following two years, as necessary. Reductions required in the three years following the over-declaration can be taken from Single Payment Scheme payments and any Rural Development payment.

A false declaration made intentionally or recklessly may also lead to criminal prosecution, the maximum sentence being an unlimited fine or two years imprisonment.

Breaches of Contract

Penalties will be applied to your Glastir Entry payment if you breach your contract.

Breaches may be identified from administrative checks or inspections and you will be notified in writing if breaches are found. Where breaches are discovered, appropriate levels of reductions and/or exclusions will be determined according to whether your actions were intentional or negligent and the level of severity, extent and permanence of the breach and will be applied to previous year's payments.

Where the Welsh Government considers a breach to be so serious that it cannot be rectified, this may result in the termination of your Contract. In serious circumstances this may also result in you being prohibited from entering another agri-environment scheme, for up to 2 years.

The Welsh Government assesses breaches against verifiable standards relating to the scheme eligibility criteria. A matrix is used to determine the level of penalty to be applied. You can view both the verifiable standards and the penalty matrix on the Welsh Government's website (www.wales.gov.uk), or at your Divisional Office.

Cross Compliance

You will need to be able to demonstrate that you are keeping your land in Good Agricultural and Environmental Condition (GAEC) and that you are complying with a number of specified legal requirements, known as Statutory Management Requirements (SMRs). SMRs relate to the environment, public, animal and plant health and animal welfare.

The GAECs and SMRs are described in European Commission regulations as Cross Compliance and they apply to all the agricultural area on the holding (owned and rented in land) not just land being used to claim payment under Glastir Entry. Non agricultural land is also subject to Cross Compliance.

You will be responsible for meeting the full Cross Compliance requirements for the full calendar year throughout the term of your Contract. If you fail to meet the SMR or GAEC requirements, whether negligently or intentionally, you could lose some or all of your Glastir payment, other Rural Development area-based scheme payments (entered into commitment from 1 January 2007) and your Single Payment Scheme payment for one or more years. In determining these reductions and exclusions, account will be taken of the extent, severity, permanence and repetition of the non-compliance and to whom the non-compliance is directly attributable. In addition, breaches of the SMRs may result in prosecution by the relevant specialist enforcement body.

If you let your land to other farmers who do not claim payment, any breaches caused by them on that land will impact on your payment claims as it is your responsibility to meet the Cross Compliance standards.

If you transfer land in or out during the year, you will need to consider carefully the terms of any contractual agreement between you and the transferee/transferor. You should make sure that your interests are protected in the event of a Cross Compliance breach that is directly attributable to either the farmer from whom or to whom the land was transferred.

Further details of Cross Compliance are contained in the "Farmers Guide to Cross Compliance" (as amended) which can be viewed on the Welsh Government's website www.wales.gov.uk

INSPECTIONS

The Welsh Government must enforce the Glastir scheme rules which includes making sure that farmers are meeting Cross Compliance requirements. In Wales, inspections will include on farm inspections and the use of Global Positioning Systems, aerial photography and satellite imagery.

The Welsh Government has overall responsibility for ensuring inspections are carried out and will work in partnership with the various specialist enforcement bodies, such as the Natural Resources Wales, on Cross Compliance inspections. Authorised staff from these bodies may accompany Welsh Government staff on inspections.

On Farm Inspections

Inspecting officers may need to count and verify the number of animals on your farm and check the land details and accuracy of any relevant documentation and record keeping. When it is necessary to inspect animals, the whole flock or herd may need to be checked. You will be expected to gather your animals in a convenient place, and ensure that sufficient labour and adequate safe handling facilities are available.

Inspections will be spread over the year and will cover all the commitments and obligations which can be checked at the time of the visit. The Welsh Government and the specialist control bodies will try to ensure that visits cause you the minimum of disruption but some checks require inspections to be unannounced, which means it may not be possible to give you notice of a visit. Inspections may occur more than once during a calendar year.

If you refuse to allow an inspection, or obstruct an inspector or fail to give reasonable assistance, you will lose your payment and may be prosecuted.

Record Keeping

You must keep, for up to 6 years after the final scheme payment, all of the records and information you need to evidence that you have provided complete and accurate information, and have complied with your undertakings. This includes copies of original documents where the Contract Land has been sold or transferred or otherwise disposed of. There are also specific livestock record requirements and management activity records to be retained for the Whole farm Code and certain Management Options. Templates for a Stocking Diary and Activity Diary can be found in Annex 2 of Glastir All-Wales Element Booklet 2: Technical Guidance, and on the Welsh Government's website www.wales.gov.uk.

Force Majeure And Exceptional Circumstances

The Welsh Government may accept that a farmer was prevented from fulfilling certain obligations due to a course of events amounting to either force majeure or exceptional circumstances. If so, penalties may not be applied. Force majeure is defined as unusual circumstances, outside a farmer's control, the consequences of which, in spite of all due care could not be avoided except at the cost of excessive sacrifice on their part. Circumstances which may constitute force majeure and exceptional circumstances include the following:

- Death of the farmer/beneficiary
- Long term professional incapacity of the farmer/beneficiary
- A severe natural disaster gravely affecting the holding's land
- The accidental destruction of livestock buildings on the holding
- An epizootic disease affecting part or all of the farmer's livestock
- Expropriation of a large part of the holding if that could not have been anticipated on the day on which the commitment was given.

Applications for force majeure or exceptional circumstance must be made in writing to the Welsh Government within 10 working days of you or someone entitled on your behalf being in a position to do so. Each notification will be carefully considered on a case-by-case basis. For the Welsh Government to consider whether the event in question can be accepted as force majeure or exceptional circumstances, conclusive proof must be provided that the event has occurred. You should therefore ensure that your application contains all relevant evidence to support your case, which you should send to your Divisional Office.

For Rural Development schemes force majeure and exceptional circumstances are available in respect of:

- Late submission of application
- The right to aid in respect of eligible areas declared on the SAF but no longer available to you because of the force majeure/exceptional circumstances event
- The requirement for the partial or full reimbursement of aid paid

Part 3: Glastir Commons

INTRODUCTION

Common land in Wales plays an important role as an agricultural, environmental, recreational and cultural resource. Common land forms an important element of the farming tradition, particularly as a grazing resource, which plays a key role in the management of habitats and the Welsh landscape.

Eligible land for inclusion under this element is:

- Agricultural land located in Wales which is land legally registered as common land under the Commons Registration Act 1965 and used by multiple graziers
- Unenclosed land used by multiple graziers concurrently which has the characteristics of common land and not registered under the Commons Registration Act 1965 and which has been determined as eligible land following technical assessment by the Welsh Government.

In general, only land, as defined above, can only be entered into Glastir Commons. This contract will be separate to a Glastir Contract that may be held by you for your home farm land.

In order to apply for Glastir Commons, graziers must form a grazing association (this must be of legal status prior to signing the contract) comprising of a minimum of 80% of active graziers on the land entered into the Contract.

The scheme consists of three main elements: Cross Compliance, The Glastir Common Land Code and Common Land Management Options. The applicant can select one of two Management Options a) management of stocking levels or b) closed winter period for grazing.

Registration and Expression of Interest

In order to register for the Glastir Commons you must:

- Register the Grazing Association as a customer with the Welsh Government before you have expressed an interest using a “*Customer Details (Wales) (CDW)*” form available from Divisional Offices, to obtain a Customer Reference Number
- Express your interest in the Glastir Commons using the “*Glastir Commons Expression of Interest Form*”, which is available from Divisional Offices
- Ensure that all the common land is registered with the Welsh Government

Key Dates

Opening of Grazing Association Expression of Interest Window with the Welsh Government	1 March 2014
Deadline for Grazing Association Expression of Interest with the Welsh Government	30 April 2014
Opening of 2014 Glastir Commons Application window	15 July 2014
Deadline for submission of Glastir Commons Application Form	31 August 2014

Payment Rates

There will be a flat rate payment of £34 per hectare. In addition, payments of £6 per hectare will be made up to a maximum of 500 hectares to cover transaction costs. Full details will be set out in the Glastir Commons application pack.

Further information regarding Glastir Commons is detailed within the Glastir Commons booklet available on the Welsh Government website (www.wales.gov.uk) and from Divisional Offices.

Commons Development Officers

Commons Development Officers located across Wales can provide advice and guidance on entry into Glastir Commons. Contact details are available from Divisional Offices.

PART 4: GLASTIR EFFICIENCY GRANTS

Introduction

Glastir Efficiency Grants is a capital grant available to farmers who have a current Glastir Contract. It is aimed at improving resource and business efficiency, and reducing the carbon equivalent emissions of agricultural and horticultural holdings. Grants will be available to assist investment in new technology and equipment to promote the efficient use of energy, water and manure/slurry. The primary benefit of the grant assisted investment must be for the farm business only – domestic or diversification proposals cannot be supported.

The following themes will be considered eligible:

- **Energy efficiency** – a list of approved capital items which have a demonstrated energy efficiency saving – including variable speed drives, plate heat exchangers, ventilation/temperature controls, energy efficient lighting systems;
- **Water efficiency** – including rainwater harvesting equipment and water recycling systems e.g. fixed pumps, UV filtration systems, pipe work and storage tanks;
- **Manure and slurry efficiency** – includes capital items aimed at expanding storage capacity on-farm to enable better timing of applications to meet crop growth requirements, leading to savings in inorganic fertiliser. Applications for new or extended slurry storage would need to meet a 5 month storage capacity requirement on-farm.

Grant Rate

Farmers must have a signed Glastir Contract in order to be eligible. Farmers with contracts that relate **solely** to Glastir Commons will not be eligible to apply for Glastir Efficiency Grants.

Support is paid at a rate of up to 40% against eligible expenditure (50% for young farmers); applications for grant should be for a minimum of £2,000 (i.e. 40% of a £5,000 capital investment) up to a maximum grant of £50,000 per Glastir Contract.

Expression Of Interest (EOI)

Farmers interested in Glastir Efficiency Grants are required to complete the EOI for Glastir Efficiency Grants on the Glastir Entry 2015 Application form (See Annex 3 – How to Complete Guide for the Glastir Entry Application Form and Expression of Interest for Efficiency Grants). Those who have previously expressed an interest will be automatically included in the selection process. The selection process will be run annually subject to budgets available each year.

Data collected from the EOI will be used to rank the farm business according to the Glastir Efficiency Grants theme(s) the farmer has indicated an interest in. Those farmers that meet the selection criteria and rank the highest for their chosen theme(s) will then be selected.

Owing to the potential demand for Glastir Efficiency Grants, the **selection process** will be operated to identify those farm businesses which could offer the most impact as a result of the investment. Selection will lead to an **invitation** to apply for Glastir Efficiency Grants.

Further information regarding Glastir Efficiency Grants is detailed in the Glastir Efficiency Grants Explanatory Booklet and How to Complete Guide available on the Welsh Government website (www.wales.gov.uk) and from Divisional Offices.

PART 5: GLASTIR ADVANCED

Glastir Advanced is intended to deliver significant improvements to the environmental status of a range of habitats, species, soils and water that might also require changes to current agricultural practices. In order to achieve these specific improvements and outcomes, financial support from the Welsh Government will be targeted at locations where action will lead to the required result.

You must have signed a Glastir Contract prior to entry into Glastir Advanced.

If you have entered Glastir Entry using the Reduced Level threshold, you will not be considered for Glastir Advanced.

Expressions Of Interest

If you have not previously made an expression of interest in Glastir Advanced, you should contact your Divisional Office to register your interest.

Selection Process

A set of target maps have been developed for all of the objectives to be addressed by Glastir Advanced. Your farm will be assessed for its ability to deliver against the objectives identified on the target maps and will be allocated a score based upon the range and scale of delivery that can be achieved. The scores will be adjusted to take account of farm size, so that larger farms are not advantaged over smaller farms.

All those that expressed an interest will be contacted by the Welsh Government in the Autumn of 2014 with the outcome of their assessment.

If your farm exceeds a defined threshold score you will receive a visit from a Contract Manager. The range of actions that will form the basis of the contract will be determined by which target areas the farm falls into. For example; if a farm falls into a target water catchment and a lesser horseshoe bat area, the objectives of the contract on that farm will be water management and bat management. Options available for the contract manager to consider will be drawn from the water Management Options and the lesser horseshoe bat options.

If you are unsuccessful in the first round of assessment you will remain in the selection process and may be successful in the future. The basis of the target scoring process may change in future years to reflect changing policy priorities. This means that a low score in year one does not necessarily mean that you will be unsuccessful in future years.

The full list of Management Options and Capital Works are available on the Welsh Government website (www.wales.gov.uk).

Glastir Advanced On Common Land

Grazing Associations who have successfully entered Glastir Commons will also be assessed for selection in Glastir Advanced, and will be subsequently notified of the selection result.

PART 6: GLASTIR WOODLANDS

Introduction

There are two schemes available through Glastir Woodlands which provides support for the management of existing woodlands and the creation of new woodland.

Glastir Woodland Management (GWM):

Applications to GWM can be made by farmers and land managers with woodlands in Wales that exceed 0.5 hectares in a single block. The next application period for GWM will start be in early 2014. Grants are available to help deliver targeted management to achieve positive outcomes, including the following:

- Thinning – to improve ground flora development and natural regeneration of tree species from seed by allowing more light to enter the woodland, as well as the creation of deadwood;
- Restocking – where this ensures greater tree species diversity, aids Planted Ancient Woodland Sites (PAWS) restoration and leads to improvements in water quality and quantity;
- Infrastructure – to bring previously inaccessible woodlands into management;
- Boundary work - to make woodlands stock proof or achieve better stock management where grazing is beneficial;
- Protected and priority species to aid breeding success and survival;
- Vegetation management – to control invasive exotic and native plants that can overwhelm and threaten woodland, as well as to improve ride and glade management;
- Public access – various grants to improve woodland access and provide information and respite to visitors.

For full details regarding GWM and how to apply can, please visit

<http://wales.gov.uk/topics/environmentcountryside/farmingandcountryside/farming/schemes/glastir/glastirwoodland/?jsessionid=AB7F14D34BB700570BA41ED5F9205A6E?lang=en>

Glastir Woodland Creation (GWC):

The Glastir Woodland Creation (GWC) includes a range of grants for the establishment of new native and mixed woodlands that are created over agricultural and non-agricultural land. Grant aid is also available for fencing to ensure that the new planting remains stock proof.

Strategic woodland creation maps have been drawn up to indicate where woodland creation can take place. These maps can be accessed at www.forestry.gov.uk/wales

Further details regarding how to apply for GWC 2014 will be available on the Welsh Government website.

Glastir Woodland Creation Premium (GWCP):

To be eligible for GWCP, land must be planted with woodland under the Glastir Woodland Creation Scheme. The area under contract must be maintained as woodland and not used for agricultural purposes (e.g. grazed or cropped) for the duration of the GWCP contract.

Glastir Woodland Creation Premium (GWCP) is an income foregone payment, which is £300/ha/year for 15 years for farmers and £66/ha/year for 15 years for non-farmers.

PART 7: GENERAL

Appeals Procedure

The appeals process in Wales allows you access to an independent appeals procedure if you feel that the Welsh Government did not reach the correct decision according to the rules for Glastir.

The appeals process consists of two stages:

- Stage 1: review by the head of the Divisional Office;
- Stage 2: review by an Independent Appeals Panel (if you are dissatisfied with the Stage 1 response). The Independent Panel make recommendations to the Deputy Minister for Agriculture, Food, Fisheries and European Programmes who then takes the final decision.

The appeals process is concluded after the Minister's decision has been issued. There is no charge for Stage 1 of the process but there is a charge at Stage 2 - £50 for a written hearing or £100 for an oral hearing. These charges are repaid in full if the Stage 2 appeal is either partially or fully successful.

You must appeal to your Divisional Office within 60 days of receiving a decision, which may affect your payments.

Further details of the appeals process can be obtained from your Divisional Office.

Complaints Procedure

Complaints will be dealt with under the Welsh Government's Code of Practice on Complaints. Further advice on how to make a complaint can be obtained from your Divisional Office.

In addition you can write to any Member of the National Assembly for Wales about your complaint and you may also choose to contact:

Public Services Ombudsman for Wales
1 Ffordd y Hen Gae
Pencoed
CF35 5LJ

Data Protection Act 1998: Privacy Notice

This notice informs you about the Welsh Government's use of the information provided on the Glastir Entry Application Form or any other document used in connection with your application for entry into the Glastir schemes, or which is created or obtained in connection with your application. The Welsh Government's use of the information will include sharing some information with other agencies and public bodies, and making some information available to the public.

The information will be processed and managed by the Welsh Government in accordance with its obligations and duties under the following European Regulations:

- Council Regulation (EC) No 1290/2005
- Council Regulation (EC) No 73/2009
- Commission Regulation (EC) No 1120/2009
- Commission Regulation (EC) No 1122/2009
- Council Regulations (EC) No 1698/2005
- Commission Regulation (EC) No 1974/2006
- Commission Regulation (EC) No 65/2011

The information will primarily be used for the purpose of processing and determining your application for Glastir Entry. However, the Welsh Government (or its agents) may also make use of the information supplied for other purposes, which will include those connected with its functions and duties under the Common Agricultural Policy of the European Community and with its statutory environmental obligations.

EU legislation states that eligibility will be dependent, among other things, on meeting the requirements of Cross Compliance. Cross Compliance means that all farming activities must comply with rules provided for in 18 existing EC Directives (set out in Annex II of European Council Regulation (EC) No 73/2009). The agencies currently involved in enforcing these directives and with whom the Welsh Government may share information are:

- Natural Resources Wales
- Animal Health and Veterinary Laboratories Agency
- Veterinary Medicine Directorate
- 22 Welsh Local Authorities
- Food Standards Agency Wales
- DEFRA
- Other UK Government Agriculture Offices

Articles 8 (a) and (e) of European Commission Regulation (EC) No 1122/2009, expressly provide for the establishment of a system of effective control on Cross Compliance, which involves the sharing of necessary information between the paying agencies and the competent control authorities.

Reasons for Sharing Personal Data

In particular, the information may be used for the following:

- Cross Compliance and cross checking between partner organisations to prevent breaches of the Agri-environment schemes each administer;
- Administering applications;
- The production and publication of maps showing the areas of land that have been brought into the agreements;
- Compilation of reports of aggregated data to be made publicly available, via the Welsh Government Internet pages;
- Preparation of summary statistical analyses;
- Informing decisions relating to policy changes and funding;
- Identification of landowners/users in events of emergencies, e.g. disease control and breach control;
- Protecting applicant's interest in land conservation and issues that may arise due to funding queries;
- Allowing partner organisations to fulfil their legal duties;
- Disclosure to regulatory authorities, such as HM Revenue and Customs and the police, where it is in the public interest to do so;
- Publication of certain information and responding to requests for information. For more about this please see paragraph below, The Publication and Disclosure of Information.

The Publication and Disclosure of Information

The information will be managed and used by the Welsh Government in accordance with its obligations and duties under the:

- Welsh Government's Code of Practice on Access to Information
- Freedom of Information Act 2000
- Data Protection Act 1998
- Environmental Information Regulations 2004, and
- Commission Regulation (EC) No 259/2008

Therefore, your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information. Its response to such requests will be in accordance with the Welsh Government's Code of Practice on Access to Information.

The Code is published on the Internet at:

www.wales.gov.uk/publications

www.cymru.gov.uk/cyhoeddiadau

Commission Regulation (EC) 259/2008 requires the Welsh Government to publish details of legal persons in receipt of Common Agriculture Policy (CAP) subsidy payments each year on a single UK website.

In accordance with the regulation CAP payment information relating to 'natural' persons (e.g. sole traders and partnerships/other groups without separate legal personality) will not be published.

Information must be published on the Internet and covers legal persons in receipt of payment in England, Northern Ireland, Scotland and Wales. A list will be published on 30 April each year and will cover payments made in the preceding European financial year (October 16 to October 15). Lists must remain on the Internet for at least two years.

They will be available on the website/page at:

<http://cap-payments.defra.gov.uk/>

The published information must include the following for legal persons (the Welsh Government may publish or disclose other information where permitted by law):

- The trading title under which the recipient made their claim
- Their local town and the first part on their postcode (e.g. CF10)
- The amount of money they have received in the period from the European Agricultural Guarantee Fund and the European Agricultural Fund for Rural Development

Rights under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of the personal data held on them. Whilst not intending to be exhaustive, examples of these rights include:

- The right for any personal data held about them to be processed fairly and lawfully;
- The right to ask for and receive copies of the personal data that the Welsh Government holds about them, although the Welsh Government can sometimes withhold some data or not provide copies;
- The right, in some circumstances, to prevent the Welsh Government processing personal data if doing so will cause damage or distress;
- The right, in some circumstances, to have wrong data put right.

Individuals also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of their personal data is likely to comply with the provisions of the Act.

The information will not go outside of the European Union area, unless there is due concern to do so (e.g. in the case of a disease outbreak). If it does, the Welsh Government will make sure that the information continues to be processed in accordance with the rules of the Data Protection Act 1998.

Seeking Further Information

For further information about the information collected and its use, if you have any concerns about the accuracy of your personal data, or if you wish to exercise any of your rights under the Data Protection Act 1998, you should contact your Divisional Office.

Annex 1: Example Deed of Indemnity

Where a Deed of Undertaking and Indemnity between Tenant and Landlord is Required

Tenants who wish to apply for Glastir Entry are usually required to have and demonstrate management control over part/all of the land included within their application for the entire term of the proposed Glastir contract being applied for.

If you will not have management control over part/all of the land included within your application for the entire term of the contract, you must submit a Deed of Undertaking and Indemnity signed by yourself and your Landlord(s) as part of your application. Below is an EXAMPLE of a Deed.

Important: If you need to submit a Deed of Undertaking and Indemnity, please read the Glastir Entry Booklet 1 – General Guidance (and also Booklet 2 -Technical Guidance and the Glastir Land Occupation Consideration Guidance) before doing so.

You are required to submit the Deed with your Glastir Entry application. You are advised to keep a copy of your Indemnity form for your own records.

EXAMPLE DEED OF UNDERTAKING AND INDEMNITY

This deed is made on the _____ day of _____ between

(1) (full name) of (correspondence address) (the “Landlord”)

Customer Reference Number (CRN), where applicable: _____

(2) (full name) of (postal address) (the “Tenant”) and

Customer Reference Number (CRN): _____

WHEREAS

(1) The Landlord is the holder of the freehold or superior interest of the land or lands known as _____ (address or description of tenanted property) (the “Property”) more particularly listed in Table 1 of this document.

(2) The Landlord (has entered a Tenancy dated _____ / intends to enter a Tenancy) – delete as appropriate (the “Tenancy”) in relation to the Property with the Tenant

(3) The Tenant intends to enter into a contract (the ‘Contract’) with the Welsh Government under the Glastir Scheme run by the Welsh Government (“Glastir”) in relation to land at the Property which is subject to the Tenancy (the “Contract Land”).

NOW THIS DEED WITNESSES AS FOLLOWS

(1) The Landlord has read and understood the Glastir Entry Guidance Booklets, including the Technical Guidance relevant to the scheme for which the Tenant is applying.

(2) In the event that the Tenant ceases to have control over the Contract Land or any part thereof, the Landlord will thereafter have control over the Contract Land or such part thereof which has ceased to be controlled by the Tenant for the remainder of the Contract.

(3) The Landlord undertakes with the Tenant, for so long as he/she (the Landlord) holds the freehold interest in the Contract Land, to procure that on the expiry or termination of the Tenancy or any part of it and the control of it passing back to the Landlord, the Contract Land will be maintained in accordance with the Glastir Entry and will ensure that all the obligations under the Contract over the Contract land will be properly fulfilled until the expiry date of the Contract made by the Tenant with the Welsh Government under the Glastir Scheme.

(4) The Landlord shall indemnify the Tenant against any losses, costs, charges or expenses the Tenant may suffer, in particular in respect of any sums repayable to Welsh Government in consequence of the breach of any such Contract arising from the expiry or termination of the Tenancy or any part of it and the control of it passing back to the Landlord.

IN WITNESS OF WHICH each party to this deed has executed this deed in the presence of an attesting witness and has delivered it on the day and year stated.

Signed as a deed by the
above-named (landlord) _____ (signature of landlord)

in the presence of _____ (signature of witness)

(address of witness) _____ (name of witness)

Day: Year:

Signed as a deed by the
above-named (tenant) _____ (signature of tenant)

in the presence of _____ (signature of witness)

(address of witness) _____ (name of witness)

Day: Year:

Annex 2: Ineligible features table

The table below shows the ineligible features which are not payable for Glastir Entry but will be included in your contract.

NO1	NON-AGRICULTURAL ACTIVITIES
ZZ89	BUILDINGS / YARDS
ZZ92	HARDSTANDINGS
ZZ93	PONDS
ZZ94	ROADS
ZZ95	SCREE / ROCK OUTCROPS / BOULDERS
ZZ97	TRACKS (Ungrazed)

Annex 3: How to Complete Guide for the Glastir Entry Application Form and Expression of Interest for Glastir Efficiency Grants

How to Complete your Form

The Welsh Government's computer system for processing applications requires that all forms be electronically captured (scanned). This means that the application form must be carefully completed.

- 1) Please use Black ink only. Use BLOCK CAPITAL letters
- 2) Place a cross **X** within each relevant box when answering a **yes** or **no** question.
Do not use a tick
- 3) Do not use correction fluid, tear out pages or insert photocopied pages
- 4) Write inside the grey entry boxes and leave one space between names and/ or words as appropriate

H U W J O N E S

Section 1 - Business Details

This Section has been pre-printed with the details that we currently hold about your business at the time of printing. If any of these details are incorrect you should contact your Divisional Office.

Section 2 - Glastir Business Information

Area of farm used for threshold (Ha)

This is the total area of all field parcels listed in Section 5. If you choose options 45, 46A, 46B, or 46C and they are located on areas currently classed as Permanent Features (see Annex 2) you will need to increase your Entry Level threshold to take account of this extra area.

Area of woodland (Ha)

This is the total combined area of all woodland areas over 0.5 hectares, as shown on the National Forest Inventory (NFI).

NRW Management Agreement area (Ha)

This is the total area of land under Section 15 and Section 16 Management Agreements held with Natural Resources Wales (NRW) (formerly Countryside Council for Wales (CCW)). These areas are shown on your application map.

Combined woodland and NRW Management Agreement area (Ha)

This is the combined area of NFI woodland and land under a NRW Management Agreement minus any overlap between the two.

Whole Farm Points Thresholds

The points thresholds have been calculated by multiplying the figure shown in ‘*Area of Farm used for Threshold*’ by 34 points per hectare for Standard Entry or 17 points per hectare for Reduced Entry.

Your Regional Package code(s)

This is based on your main farm postcode. If your postcode straddles a Regional Package boundary you will have a choice of Regional Package codes to choose from. Where your main farm postcode is in England, you have been allocated a Regional Package that is based on the location of your Welsh land.

Q1. Mobile Phone Number

- Optional: If there is no printed number, or if the printed number is incorrect, enter your mobile phone number.

SECTION 3 - GLASTIR ENTRY APPLICATION

Q2. Reduced Entry Level Threshold

- If you answer **No** to this question you will automatically be included in the Standard Entry Level Threshold.
- If you answer **Yes** to this question please note that you will not be eligible for Glastir Advanced, but you will still be eligible to apply for Glastir Efficiency Grant.

Q3. Woodland exclusion

- If you answer **Yes**, you will exclude all woodland included in the National Forest Inventory (NFI) from your contract and this will reduce your Entry Level Threshold.
- Payments will not be made on this land if the woodland has been removed.

Q4. NRW Management Agreement land

- If you answer **Yes**, you will exclude all land under a Management Agreement with the Natural Resources Wales (NRW) from your contract.
- Payments will not be made on this land if it is removed.

Q5. Placing options within a SSSI, NNR, SAC or SPA

- This question only applies if you have land in a Site of Special Scientific Interest (SSSI), Special Area of Conservation (SAC), Special Protection Area (SPA) or National Nature Reserve (NNR).
- Answer **Yes** if you wish to place options on any of the above designated land

Q6. Milk Contracts

- If you will have a milk contract with a milk buyer or milk company on 1 January 2015 for the full period of the Glastir Contract and wish to receive the 10% Dairy uplift, you should answer **Yes**.
- You may change your dairy contract to a different company during the term of the contract as long as there is no break between the contracts.
- If you would prefer to opt for a Regional Package, answer **No** to this question and **Yes** to Q7a as you cannot opt for the dairy uplift and a Regional Package.

Important: A copy of your milk contract needs to be submitted with your application if this option is undertaken.

Q7a. Regional Package

- If you answer **Yes** and opt for the Regional Package you will have a list of options to select from and will receive 10% more points per option. You will need to obtain at least 75% of your points from the options available under the Regional Package.
- Your Regional Package code(s) are displayed in Section 2.
- See Part 3, Section 4 in Glastir Entry Booklet 2: Technical Guidance about Regional Packages.

Q7b.

- If you have opted for a Regional Package in Q7a and have more than one Regional Package code, you must enter your chosen Regional Package Code.

SECTION 4 - GLASTIR ENTRY NON-PARCEL BASED OPTIONS

Q8a. Option 14 - 100% Slurry Injection Option

- If you answer **Yes**, you must have a slurry storage capacity of at least 100m³ (equivalent to a 100,000 litres) to be eligible for this option.

Q8b. Option 14b - 75% Slurry Injection Option

- If you answer **Yes**, you must have a slurry storage capacity of at least 100m³ (equivalent to a 100,000 litres) to be eligible for this option.

Q8c.

- If you have answered **Yes** to either 8a or 8b you must enter your current slurry storage capacity here.

Important note for calculating slurry storage capacity:

- i) Calculation for a store that is square or rectangular:
Length (m) x width (m) x depth (m) = volume in cubic metres (m³).
- ii) Calculation for a circular above ground store:
 $3.142 \times [\text{radius (m)} \times \text{radius (m)}] \times \text{height (m)} = \text{volume in cubic metres (m}^3\text{)}.$

Appropriate allowance should be made for the freeboard requirement of 750mm for earth-bank lagoons and 300mm for concrete lagoons or above ground steel tanks. The freeboard volume should not count towards the available storage.

Q9. Option 37 - UK Native Breeds at Risk Option

- If you answer **Yes**, you will need to stock land with registered pedigree animals contained in the authorised list of UK Native Breeds at Risk and/or their genetically traceable offspring, to be eligible for this option. See Glastir Entry Booklet 2: Technical Guidance for details.
- If this option is selected, enter the number of animals you will have on 1 January 2014 in the appropriate categories.

Important: A copy of your animal registration documents will need to be submitted with your application if this option is undertaken.

Q10. Option 38 – New Bird/Bat Boxes Option

- If you answer **Yes**, you must enter the number of bird and/or bat boxes you plan to install.
- The total combined number of new bird and bat boxes allowed is 20.

SECTION 5 - GLASTIR ENTRY PARCELS

This section has been printed with the latest validated parcel details we hold within our Land Parcel Identification System for your business

Deleting fields

- To delete fields enter an **X** in the Delete column. You must delete any fields that you will not have management control over for the duration of your contract.

Threshold Area Column

- The area of the field minus any known permanent features which are ineligible for Glastir.

Notes Column

- The Notes column displays information about that particular field. See the table below for a full list of the printed notes.

Note	Description	Explanation	
1	Parcel which has not been registered with the Welsh Government's Land Parcel Identification System (LPIS)	Not Applicable	
2	Parcel claimed by another farmer on a separate 2013 SAF	This is to alert you that someone else has claimed the land on a 2013 SAF for another scheme (i.e. Dual use of land). Dual use is not permitted under Glastir. Refer to "Dual Use of Land" at Section C of this booklet.	
P1	Protected Zone 1	Red squirrel	Certain options are prohibited on parcels showing these Notes because they are located in a Protected Zone. Refer to the Protected Zones Section in the Glastir Entry Booklet 2: Technical Guidance for more information.
P2	Protected Zone 2	Water vole	
P3	Protected Zone 3	Rare arable plants	
P4	Protected Zone 4	Club-tailed dragonfly	

P5	Protected Zone 5	Chough	
P6	Protected Zone 6	Not Applicable	
P7	Protected Zone 7	Fritillary Butterfly	

Tenure Column

- This column has been printed with the tenure codes we currently hold following previous SAF declarations, or subsequently amended via the Field Maintenance (FM) process. The codes are listed below:

A - Full Agricultural Tenancy (as regulated by the 1986 Agricultural Holdings Act)
 B - Farm Business Tenancy (as regulated by the 1995 Agricultural Tenancies Act)
 C - Unwritten Tenancy
 O – Owned
 F – Owned but rented out (these fields can still be included as long as you have retained management control)

- If the tenure has changed you need to contact your Divisional Office.

Landlord Indemnity Column

- You will only need a landlord indemnity for any field parcel with the tenure code A, B or C if the duration of the tenancy agreement is likely to be less than the 5 year term of the contract.
- If your landlord has agreed to indemnify the land, enter **X** in the column for that land to be included within your contract.
- You will need to bring your landlord indemnity with you when you attend your mapping appointment or send it in by post if you are not required to attend a mapping appointment.

Adding New Land

- Additional eligible fields should be added in the blank rows at the end of Section 5 even if you are not placing options in the field.
- If you are intending to place options on this land, you are advised to contact your Divisional Office to obtain the Glastir details relating to this land.
- If you are including additional unregistered parcels on your application form, you must complete and submit a “*Field Maintenance Application Form*” which can be obtained from your Divisional Office.

SECTION 6 - STOCKING DETAILS FOR OPTIONS 41A AND 41B

This Section only contains information on the maximum stocking rates per hectare for those fields included in your application that are eligible for entry into options 41A and 41B.

The maximum stocking rates per hectare are shown for each quarter of the year. It is important to note that the stocking rates are shown per hectare, NOT per field.

If there are no pre-printed fields in Section 6 you should progress straight to Sections 7A and 7B.

SECTIONS 7A AND 7B - GLASTIR ENTRY OPTIONS

Please read this whole section carefully before completing Sections 7A and 7B on the form.

You should use this section to enter all fields in which you wish to undertake Management Options (other than options 14, 14B, 37 and 38 included at Section 4).

Columns 3 and 4 must be completed to include any fields in which you wish to place Management Options.

Section 7A, columns 5 to 8 on the left hand page, should be used to enter any selected options that are measured in **hectares**.

Section 7B, columns 10 – 17 on the right hand page, should be used to enter any selected options that are measured in **metres, squared metres, or units**.

STEP 1 – Choose your fields

- Enter the Sheet Reference and Field Numbers in columns 3 and 4 for each field in which you wish to enter Management Options. The fields eligible for use here are those listed at Section 5.
- If you need to include additional fields, they must also be included in the blank rows provided at Section 5.

STEP 2 – Choose your HECTARE based options

- Enter the Option Number in column 5 (using CAPITAL LETTERS where necessary).
- Enter the corresponding area to two decimal places in column 6.
- If you wish to place a second hectare based option in the same parcel use columns 7 and 8.
- The combined areas in columns 6 and 8 should not exceed the total Threshold Area for a particular field (as displayed in Section 5).
- If you wish to enter more than 2 options measured in **hectares** you should enter the same field number on a second blank line and complete relevant columns.

STEP 3 – Choose your options measured in METRES, SQUARED METRES or UNITS

See Summary Tables on Page 2 of Glastir Entry Booklet 2: Technical Guidance for details on which options are measured in particular units.

- Enter the option number in column 10 (using CAPITAL LETTERS where necessary)
- Enter the corresponding quantity in column 11.
- If entering options in Section 7B in fields already entered in Section 7A use the corresponding line number as printed in Columns 2 and 9.
- If you wish to enter additional options measured in **metres, squared metres or units** in the same field use columns 12 & 13; 14 & 15; and / or 16 & 17.
- If you wish to enter more than 4 options measured in **metres, squared metres or units** you should enter the same field number on a second blank line and complete relevant columns.

STEP 4 – Deleting errors

- If you have made an error enter an **X** in column 1 to delete that row.

SECTION 8 - EXPRESSION OF INTEREST FOR GLASTIR EFFICIENCY GRANTS

Important Note: Glastir Efficiency Grants will only be available if the main holding is located in Wales and capital investment is in Wales.

All Questions must be answered. Where there is a **Yes** or **No** box, enter an **X** in the applicable box.

Q.11 - I am interested in applying for Glastir Efficiency Grants

- If **No**, progress straight to Section 9.
- If **Yes**, questions 12, 13 and 14 must be answered.

Q.12 - Choosing your themes

- Answer **Yes** to any of the Glastir Efficiency Grants themes you are interested in.
- If you answer **Yes**, to slurry / manure efficiency theme you must enter your current slurry storage capacity, and indicate how many animals are contributing to your slurry based system.

Important note for calculating slurry storage capacity;

- i) Calculation for a store that is square or rectangular:
Length (m) x width (m) x depth (m) = volume in cubic metres (m³).
- ii) Calculation for a circular above ground store:
 $3.142 \times [\text{radius (m)} \times \text{radius (m)}] \times \text{height (m)} = \text{volume in cubic metres (m}^3\text{)}.$

Appropriate allowance should be made for the freeboard requirement of 750mm for earth-bank lagoons and 300mm for concrete lagoons or above ground steel tanks. The freeboard volume should not count towards the available storage.

Measurements of an earth-bank lagoon should take into account that the sides slope inwards.

Important Note for Nitrate Vulnerable Zones (NVZs) - The manure/slurry efficiency theme of Glastir Efficiency Grants will not be available to farmers in NVZs within Wales. However farmers within NVZs can be considered for the other Glastir Efficiency Grants themes – Energy and Water Efficiency.

QUESTIONS 13 AND 14 MUST BE COMPLETED AS THEY WILL BE USED TO INFORM THE SELECTION PROCESS

Q.13

- You should enter data relating to your farm at the time of completing the form.
- Ensure entries are correct. Cross checks will be made and false information could result in refusal of an application or repayment of grant.

Cross – border farms

- Livestock entered here should be those housed in Wales only.

Column: Slurry Based Systems

- Enter the number of animals on a slurry based system in this column. Slurry based systems include slats and scraping slurry regularly from livestock housing (including a scraped slurry feed area adjoining a straw bedded area).
- The definition of slurry is liquid or semi-liquid matter composed of :
 - a) excreta produced by livestock whilst in a yard or building (including that held in wood chip corrals) or
 - b) a mixture wholly or mainly consisting of livestock excreta, livestock bedding, rainwater and washings from a building or yard used by livestock - of a consistency that allows it to be pumped or discharged by gravity at any stage in the handling process¹.

Cattle

- Enter the number of animals housed on-farm in a typical 12 month period.
- Enter the number of days these animals are housed in a 12 month period.
- Breeding bulls are not required.
- Bull-beef systems should be included in the categories for steers/heifers.

Pigs

- Enter the number of housed pig places only (exclude outdoor pigs).
- Enter the number of days these pigs are housed in a 12 month period.
- Pig places should include places which are being used in a typical 12 month period.

Column: Non-Slurry based Systems

- Enter the number of animals on a non-slurry based system in this column.

Q.14

Poultry

- For both layers and broilers, enter the number of bird places.
- Bird places should include places which are being used in a typical 12 month period.
- Enter bird places on a free range or non-free range system where applicable.

¹The Water Resources (Control of Pollution) (Silage, Slurry and Agricultural Fuel Oil) Regulations 2010.

Breeding Ewes

- Enter the number of breeding ewes and replacements in an average year.

Arable Area and Field Horticulture Area

- Enter the average area in a typical year which is cultivated for the production of crops for **sale off-farm**.
- Enter the area in hectares.

SECTION 9 - DECLARATIONS AND UNDERTAKINGS.

You must read the declarations and undertakings contained in the application form carefully before signing it.

False Declaration

Any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information given in the application form is liable to prosecution. A false, inaccurate or incomplete statement or failure to notify the Welsh Government of any material changes to the information given in this form may result in rejection of this application and/or recovery of any payment made.

The application form must be signed by a person who has been authorised by the Business to submit applications on the Business' behalf. The authorisation must have been made on the "Customer Details CD(W)" form.

Important

Applications which have not been signed by an authorised person will be rejected.

First Name

Enter your full name. Do not enter initials.

Middle Name(s)

Enter your full name. Do not enter initials. If you have more than one, enter the second on a different line.

Last Name

Enter your surname.

Date of Birth

This should be completed if you are under 18.

Role

Enter the appropriate Role Code (see list below).

Role Codes

01 = Sole Trader

02 = Partner

03 = Third Party/Agent

04 = Guardian

05 = Employee

06 = Business Administrator

07 = Personal Administrator

08 = Director

09 = Manager

10 = Company Secretary

11 = Executor

12 = Receiver

13 = Secretary

14 = Spouse

15 = Unspecified

Date

Enter the date of making the declaration.

Signature

Enter your signature here.

CHECKLIST

Before you submit your application form, ensure:

- you have read the Glastir Entry Booklet 1: General Guidance and Glastir Entry Booklet 2: Technical Guidance before completing your application form.
- you have completed **sections 2, 3, 4, 5, 7A, 7B, 8 and 9**.
- you have checked and where necessary amended the pre-printed details.
- you have entered **all eligible land which you are intending to bring into Glastir Entry**, including land which is yet to be registered.
- you have submitted a “*Field Maintenance Application Form*” and supporting maps to register new land and/or to change parcel boundaries.
- you have met or exceeded your final points threshold.
- the application form has been signed by an authorised person.
- you have annotated and enclosed your application map showing the management options you wish to include.

You can return your form in person to a Divisional Office or by post using the enclosed pre-addressed envelope. **Remember to affix sufficient postage.** You are strongly advised to use Recorded Delivery, and retain the slip issued by the Post Office. (Recorded Delivery does not guarantee delivery by a specific date).

We recommend you make a photocopy of your completed application for future reference. This cannot be done for you in the Divisional Office.

When the application form has been scanned on to our system you will receive an acknowledgement letter summarizing your application as captured by our scanning process. Please read this summary carefully, checking against your own copy of the application form, and inform your Divisional Office immediately, in writing, if any of the information shown is incorrect.

Annex 4: Glastir Entry Manual Scorecard and Guidance

Glastir Entry - Manual calculation of points threshold Guidance

This template has been designed to show how you can manually calculate your points threshold and the number of points each option attracts.

Step 1

Enter your **Total Farm Size (Ha)** and the area you intend to bring into Glastir in **Area entered into Glastir** (this area must include all of your eligible land). Multiply the area you will bring into Glastir by 17 (Reduced Entry Level) or 34 (Standard Entry Level) to calculate the **Entry Threshold** that you must reach.

Total farm size (Ha):	150
Area entered into Glastir (Ha):	140
Entry threshold (Ha x 17) or (Ha x 34)	4760

Step 2

Next you will need to calculate the point limit for each option. Take the percentage figure shown in the **Option Limits** column, divide by 100 and multiply this by your **Entry Threshold** figure. Enter this figure under **Point Limits**. Repeat this for each option that you wish to include. See the example below for option 1 (option limit 75%) for a farm with an entry threshold of 4760.

$$75 \div 100 = 0.75$$

$$0.75 \times 4760 = 3570$$

Total farm size (Ha):	150
Area entered into Glastir (Ha):	140
Entry threshold (Ha x 17) or (Ha x 34)	4760

	OPTIONS	POINTS PER UNIT	UNIT	OPTION LIMITS	POINTS LIMIT	OPTION AREA / QTY	POINTS
1	Create a 3 metre corridor to include tree and shrub planting on improved land	2.11	Metre	75%	3570		

The **Point Limit** is the limit on the points you can achieve from each option. You can exceed this limit but any additional area/quantity you undertake which is over the limit will not attract additional points or payment.

Step 3

Enter the amount of each option you will undertake in the **Options Area / QTY** column. For Option 37 livestock units must be entered. The manual stocking diary guidance demonstrates how livestock units can be calculated. Multiply the **Points Per Unit** by **Option Area / QTY**. This will give you the points you will achieve for each option which you should enter in the **Points** column.

For example (see illustration below):

Option 1: 2.11 points per unit x 300 Quantity = 633 Points

Total farm size (Ha):	150
Area entered into Glastir (Ha):	140
Entry threshold (Ha x 17) or (Ha x 34)	4760

	OPTIONS	POINTS PER UNIT	UNIT	OPTION LIMITS	POINTS LIMIT	OPTION AREA / QTY	POINTS
1	Create a 3 metre corridor to include tree and shrub planting on improved land	2.11	Metre	75%	3570	300	633
2	Create a 3 metre corridor to include earth bank and tree and shrub planting on improved land	3.87	Metre	75%	3570	250	967.5

IMPORTANT NOTE: If you wish to exceed the points limit you must enter the point limit in the point column as you cannot obtain more points than the point limit for any option.

Step 4

To calculate your **Points Total** add up all of the points you have calculated for each option and enter the total in this box to ensure you have met your points threshold.

Total farm size (Ha):	150
Area entered into Glastir (Ha):	140
Entry threshold (Ha x 17) or (Ha x 34)	4760

	OPTIONS	POINTS PER UNIT	UNIT	OPTION LIMITS	POINTS LIMIT	OPTION AREA / QTY	POINTS
1	Create a 3 metre corridor to include tree and shrub planting on improved land	2.11	Metre	75%	3570	300	633
2	Create a 3 metre corridor to include earth bank and tree and shrub planting on improved land	3.87	Metre	75%	3570	250	967.5
5	Enhanced hedgerow management (on both sides)	0.25	Metre	40%	1904	350	87.5
19B	Management of lowland marshy grassland with mixed grazing	109	Ha	80%	3808	20	2180
37	UK native breeds at risk	49	LUs	40%	1904	35	1715
POINTS TOTAL							5583

You are advised to exceed your points threshold by 10% to allow for any miscalculations of area. If you fail to meet the points threshold your application cannot be progressed to produce a contract.

GLASTIR ENTRY SCORE CARD							
Total farm size (Ha):							
Area entered into Glastir (Ha):							
Entry threshold (Ha x 17) or (Ha x 34)							
OPTION	POINTS PER UNIT	UNIT	OPTION LIMITS	POINTS LIMIT	OPTION AREA / QTY	POINTS	
						POINTS TOTAL	

Annex 5: Contact Details

Welsh Government's website: www.wales.gov.uk/environmentandcountryside and bi-monthly Gwlad magazine www.gwladonline.org contain key information.

Your first point of contact should be the offices in Carmarthen, Llandrindod Wells, and Caernarfon which are open to telephone callers between 08:30 and 17:00 and to visitors between 09:00 and 16:30 Monday to Friday. Area offices are open less frequently so farmers are advised to check our website for opening hours or telephone the area office to make an appointment. Contact details are as follows:

DIVISIONAL OFFICES

Caernarfon Divisional Office

Government Buildings
Penrallt
Caernarfon
LL55 1EP
Tel: 01286 674144
Fax: 01286 677749
E-mail: agriculture.caernarfon@wales.gsi.gov.uk

Carmarthen Divisional Office

Government Buildings
Picton Terrace
Carmarthen
SA31 3BT
Tel: 01267 225300
Fax: 01267 235964
E-mail: agriculture.carmarthen@wales.gsi.gov.uk

Llandrindod Wells Divisional Office

Government Buildings
Spa Road East
Llandrindod Wells
LD1 5HA
Tel: 01597 823777
Fax: 01597 828304
E-mail: agriculture.llandrindod@wales.gsi.gov.uk

AREA OFFICES

Rural Payments Division

Welsh Government
Brunel House
2 Fitzalan Road
Cardiff CF24 0UY
Tel: 02920 475237
Fax: 02920 475225

Aberystwyth Area Office

Welsh Government
Rhodfa Padarn
Llanbadarn Fawr
Aberystwyth
Ceredigion
SY23 3UR
Tel: 0300 062 2022

Other useful contacts

Natural Resources Wales

Natural Resources Wales
Tŷ Cambria
29 Newport Road
Cardiff
CF24 0TP

General enquiries: 0300 065 3000 (Mon-Fri, 8am - 6pm)
Incident hotline: 0800 807060 (Freephone, 24 hour service) - You should use the incident hotline to report an incident such as pollution

General Enquiries: enquiries@naturalresourceswales.gov.uk

Cadw

Welsh Government
Plas Carew
Unit 5/7 Cefn Coed
Parc Nantgarw
Cardiff
CF15 7QQ
Tel: 01443 33 6000
Fax: 01443 33 6001
E-mail: Cadw@Wales.gsi.gov.uk

Clwyd-Powys Archaeological Trust

41 Broad Street
Welshpool
Powys
SY21 7RR
Tel: 01938 553670
Fax: 01938 552179
E-mail: trust@cpat.org.uk
www.cpat.org.uk

Glamorgan-Gwent Archaeological Trust

Heathfield House
Heathfield
Swansea
SA1 6EL
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Fax: 01792 474469
E-mail: enquiries@ggat.org.uk
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Dyfed Archaeological Trust

The Shire Hall
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Dyfed
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Gwynedd Archaeological Trust

Craig Beuno
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Fax: 01248 370925
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www.heneb.co.uk