

Briefing 1: Getting a Business Reference Number

The **Scotland Rural Development Programme (SRDP)** is open to rural community groups as well as land managers. This briefing is about **Rural Priorities** and is aimed at community groups who are not carrying out land management activities, to help them take the first step and apply for a **Business Reference Number (BRN)** which will allow them to access the online application system. To apply for a BRN, you need a **Land & Business Change Form**, available online¹ or by contacting the local office of SGRPID - the Scottish Government Rural Payments & Inspections Directorate² - who can also provide further advice. You need to print out the form, fill it in by hand, sign and return to your nearest office, which you will find an address for overleaf. Because the form was designed to register changes to land holdings, you may find it isn't very user-friendly. Don't worry, though – if you follow this guidance, you should find your way through it.

On the Front Page

Tick **I am registering my business for the first time**

(For this purpose, "business" includes community groups!)

If you lease or own land or buildings that may be the subject of a Rural Priorities application,

Tick **I am registering a location for the first time**

You will then need to fill in **Sections A, B and F**. If you're registering a location, you'll also need to fill in **Section C**.

In Section A

1. Just registering a business:

Tick **No**

Registering business and land:

Tick **Yes**

2. Just registering a business:

Tick **Registering for SRDP purposes**

Registering business and land:

Tick **Registering for SRDP purposes**

AND **Registering land for the first time**

3. Tick **RDP Activity**

4. Leave blank

5. Enter the name of your group or organisation. The contact name should be whoever will be dealing with the applications. In **Status**, Tick **Other** and enter the person's status eg **Secretary**

6. Leave blank.

In Section B

7. Give the date your organisation was established.

8. Leave blank

9. Leave blank

10. List your committee members, directors or trustees.

11. Leave blank.

12. Leave blank.

13. You need to find out if any of your committee, directors or trustees already has a BRN. If so, it must be entered here, to check for conflicts of interest.

In Section C

Remember, you only fill in this section if you lease or own land or buildings that may be the subject of a Rural Priorities application. Otherwise go to **Section E**.

14. Leave blank.

15. Leave blank.

16. Leave blank.

17. Leave blank.

18. In **Land Taken On**, put an accurate estimate of the total area of land being registered. If you have a split between owned and rented, fill in the relevant boxes.

19. Tick **Rural Development Programme 2007-2013**

20. Tick "No"

21. Put in the total area as in question 18. You will also need to submit a copy of an up-to-date OS map at a scale of at least 1:10,000. This should include the number you assign the area(s) in Question

22, the boundary of the land in BLUE, and the estimated area in hectares (not acres). You may find maps showing your boundaries in your title deeds, lease or other legal documents. Large scale mapping covering the whole of Scotland is available from Ordnance Survey Mapping and Data centres in various hard-copy and digital formats called OS Landplan and OS Siteplan.

22. This looks more complicated than it is – don't panic.

Land Parcel Identifier: number each separate area 1, 2, 3 etc

Change Type: NEWF

Date of change: today's date

Other Location Code: Leave blank

Area (ha): Total area in hectares

Usage of Land: SRDP purposes

Description of Change

Required: Registration of land for the first time

In Section E

26. Give brief details about your organisation and any planned applications to Rural Priorities.

In Section F

27. Leave blank.

28. Tick **No**

29. No ticks needed. Do fill in **Signature, Name, Status and Date**.

30. Leave blank.

That's it! Now turn over to see where you have to send the form.

¹ www.scotland.gov.uk/Resource/Doc/915/0058864.pdf

² www.scotland.gov.uk/Topics/Rural/SRDP/RuralPriorities/RPContactUs

What to do when you've completed your form

Your completed **Land & Business Change Form** should be sent or delivered to your nearest office of the **Scottish Government Rural Payments and Inspections Directorate**. They can also provide further advice and assistance.

Crofting Counties (Highlands & Islands)

SGRPID Office, Commercial Road, Lerwick, Shetland ZE1 0HF	01595 695054
SGRPID Office, Tankerness Lane, Kirkwall, Orkney KW15 1AQ	01856 875444
SGRPID Office, Clarence Street, Thurso, Caithness KW14 7JS	01847 893104
SGRPID Office, Ord Croft, Lairg, Sutherland IV27 4AZ	01549 402167
SGRPID Office, 10 Keith Street, Stornoway HS1 2OG	01851 702392
SGRPID Office, Balivanich, Benbecula HS7 5LA	01870 602346
SGRPID Office, Estates Office, Portree, Skye IV51 9DH	01478 612516
SGRPID Office, 28 Longman Road, Inverness IV1 1SF	01463 234141
SGRPID Office, Albany Street, Oban PA34 4AE	01631 563071

Lowland and Upland Scotland

SGRPID Office, 32 Reidhaven Street, Elgin, Moray IV30 1QN	01343 569500
SGRPID Office, Thainstone Court, Inverurie, Grampian AB51 5YA	01467 626222
SGRPID Office, King Street, Ayr KA8 0BE	01292 291300
SGRPID Office, Lamberkine Drive, Perth PH1 1RX	01738 602000
SGRPID Office, 3 Wellhall Road, Hamilton ML3 9BG	01698 462400
SGRPID Office, Cotgreen Road, Galashiels TD1 3SG	01896 892400
SGRPID Office, 161 Brooms Road, Dumfries DG1 3ES	01387 274400

What to do when you get your Business Reference Number

Once you get your Business Reference Number from SGRPID, there is one final step before you are ready to submit a Statement of Intent (SOI) for your project. You must register and enrol on the Scottish Government's secure Rural Payments Online system.

To access this, use Internet Explorer (unfortunately any other web browser may not work properly) to navigate to www.scotland.gov.uk/Topics/Rural/SRDP/RuralPriorities and click the link for **Rural Payments Online**.

Following the instructions on screen, call the Helpdesk on 0845 601 7597 and explain that you have a new BRN and you wish to register and enrol. Give the information required, including your **Business Reference Number**, and in return you should be provided with a Logon Number that allows you to to **Register and Enrol** on the Government Gateway. Follow the onscreen links to complete the process.

Once you have done that, you are ready to submit your Statement of Intent. Good luck!

