



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

# **A Guide to Completing your Basic Income Support for Sustainability (BISS) and related area-based schemes Application Online**



## Contents

How to Register for AgFood Online Services .....	3
How to Log in to AgFood Online Services .....	4
Farmer Dashboard – Starting your BISS Application .....	5
Active Farmer .....	8
Scheme Selection .....	12
Land Details - Side Drawer .....	18
Agricultural Activity .....	22
Land Details - Warning Messages .....	25
Red warnings .....	25
Yellow warnings .....	28
How to Add a Parcel .....	33
Option 1 .....	33
Option 2 .....	34
How to Delete a Parcel .....	37
How to Add a Plot .....	38
How to Delete a Plot .....	40
Subdividing a Parcel .....	41
Request Change to Eligible Hectare (EH) .....	44
Drawing an Exclusion .....	45
Drawing a Plot – LPIS Mapping .....	47
GAEC 8/Eco Space for Nature (SfN) Map Edits .....	49
Islands .....	52
GAEC 7 .....	54
GAEC 8 .....	59
Eco-Scheme .....	62
SIM Scheme Applications .....	66
Multi Species Sward Measure .....	69
Red Clover Silage Measure .....	71
Organics Applications .....	73
ACRES Applications .....	76
ACRES Dashboard .....	79
Review and Submit .....	84
Submitting your application .....	86
Contact Us .....	87



## How to Register for AgFood Online Services

First time users please go to [www.agfood.ie](http://www.agfood.ie) and click on the **Register** button to create an account.

**Note:** You will need your PPS number to Register.

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

### Login

Enter your username \*

Please enter the fourth, fifth and seventh digits from your PAC

4th \*      5th \*      7th \*

Enter your password \*

Password is case-sensitive

[Forgotten Password?](#)

**Ligon** **Clear**

If you have forgotten your PAC, Password, or are having difficulties logging on, please [contact the HelpDesk](#)

### Register

If you have not already registered please press the Register button.

**Register**

### Registration as a Company

If you are registered as a Company with the Department you must download and complete the [SSO-INTERM1 form](#).

### MyGovID

If you have a verified MyGovID account, you can use MyGovID details to sign in.

**MyGovID**

- Once you click the **Register** button you will need to complete some personal details. The next step is to create a **Username**.
- You must then create a **Password**, this must contain between 6 and 12 letters, a number, and a symbol.
- Retype your chosen password in the “**Confirm Password**” field.
- Answer the 2 security questions and retain your answers.
- Click on the **Submit Registration** Button.
- Your **PAC** (Personal Access Code) will issue to you in the post once Registration has been submitted.
- Please **retain your Username, PAC, and Password** as these will be **required each time you log on**.



## How to Log in to AgFood Online Services

Once you receive your **PAC**, (Personal Access Code) in the Post, you will be able to Login to the AgFood Online system at [www.agfood.ie](http://www.agfood.ie)

To log in, please follow the steps below:

1. Enter your Username.
2. Enter the 3 requested digits from the 7 digits of your PAC (Personal Access Code).
3. Enter your password.
4. Once you have entered your details as outlined above the **'Logon'** button will become active. Click the **'Logon'** button.

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

### Login

Enter your username \*

XXXXXXXX

Please enter the third, fourth and seventh digits from your PAC

3rd \* 4th \* 7th \*

Enter your password \*

\*\*\*\*\*

Password is case-sensitive

[Forgotten Password?](#)

**Logon** **Clear**

If you have forgotten your PAC, Password, or are having difficulties logging on, please [contact the HelpDesk](#)

### Register

If you have not already registered please press the Register button.

**Register**

### MyGovID

If you have a verified MyGovID account, you can use MyGovID details to sign in.

**MyGovID**

### Registration as a Company

If you are registered as a Company with the Department you must download and complete the [SSO-INTERM1 form](#).

Once you have logged in, on the next Screen your **'Authorised Applications'** will be presented. You are invited to select from a range of Department Schemes and Services. Click on **'Basic Income Support for Sustainability'**, as shown in the image below.

### Authorised Applications

AgSchemes - Expression of Interest

AgSchemes - Nitrates Derogation

Agri-Environment Training Scheme

Animal Event Recording System

**Basic Income Support for Sustainability**

Beef Sector Efficiency Programmes (BEEP-S & Dairy Beef)

### Ag Schemes Customer Helpdesk

Click here to access the Ag Schemes Customer Helpdesk

**Access**

### Change Password

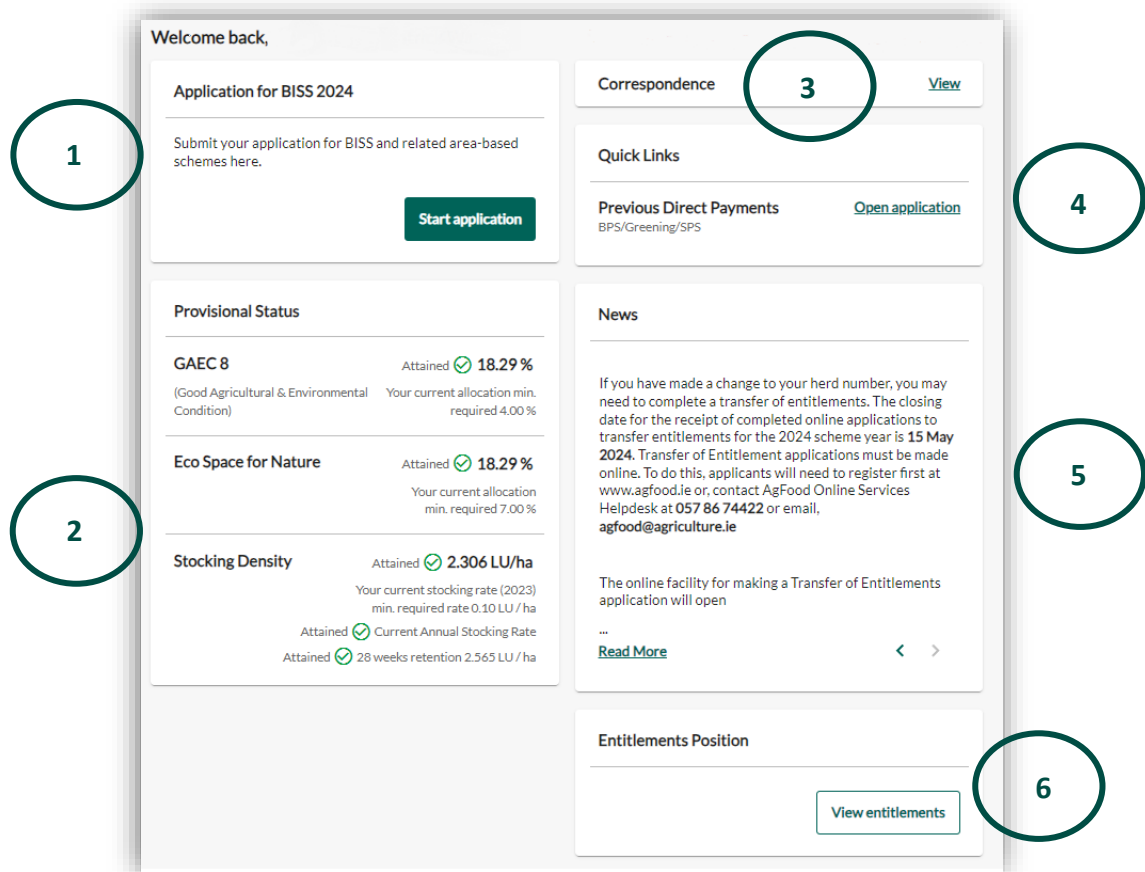
You can change your Password at any time here

**Change**

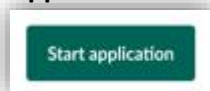


## Farmer Dashboard – Starting your BISS Application

You are now in your Basic Income Support for Sustainability (BISS) 'Farmer Dashboard'. On this Screen, you will see your name and herd number on the top right-hand corner of the page and there are also 5 boxes, as outlined below.



1. **Application for BISS** – This is where you will start your BISS application. By selecting 'Start Application' this will bring you to your 'Active Farmer' Screen.



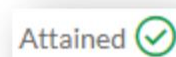
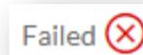
- a. If you have already started your BISS application but have not submitted your application, you will have buttons to 'Continue Application' or 'Delete Draft'.



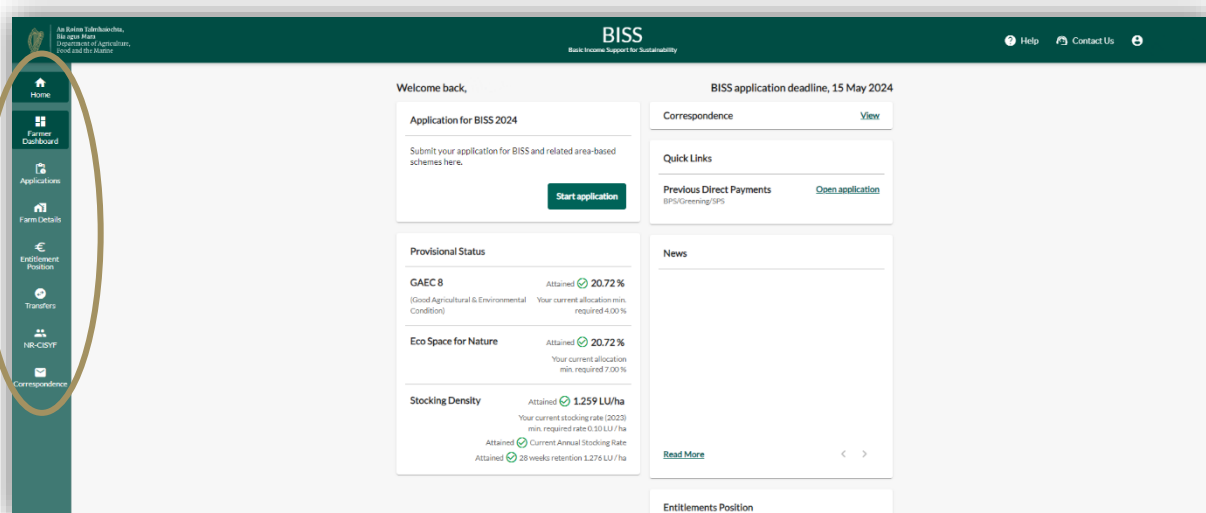
- i. Selecting 'Continue Application' will bring you back to where you saved your BISS Application and allows you to continue with your application.
- ii. Selecting 'Delete Draft' deletes your draft application in full and allows you to start your application from the beginning.



2. **Provisional Status** – This displays your Good Agricultural & Environmental Condition (GAEC 8 standards), Eco Space for Nature allocation, and Stocking Density rate. This will alert you to the status of whether you are or are not currently meeting these conditions/requirements. You will also see your current status in relation to these areas.
  - a. Should you see the image on the right for GAEC 8, Eco Space for Nature or Stocking Density this means that you do not meet the current allocation requirements.
  - b. Should you see the image on the right for GAEC 8, Eco Space for Nature or Stocking Density this means that you do meet the current allocation requirements.
  - c. Please note that the following requirements must be met to attain the status for GAEC 8, Eco Space for Nature and Stocking Density:
    - i. *GAEC 8 – Minimum requirement of 4%.*
    - ii. *Eco Space for Nature – Minimum requirement of 7%.*
    - iii. *Stocking Density – Minimum requirement rate of 0.10 LU/ha **and** attain a 28-week retention of 0.10 LU/ha.*
3. **Correspondence** – You can view your 2024 BISS Correspondence and upload any relevant documents in the **‘Correspondence’** tab.
4. **Quick Links** – You can select the **‘Open application’** link, and the old BPS system will open in a new tab, where you can view previous years BPS Correspondence in relation to your herd number.
5. **News** – This is an active news reel to keep you up to date on all the latest Scheme news. Click on the **‘Read More’** button to view all current news.
6. **Entitlements** – Selecting the view entitlements button will allow you to view your current entitlements position held by DAFM.



On your Basic Income Support for Sustainability (BISS) **‘Farmer Dashboard’** there are six quick links on the left-hand side pane of this page, as shown in the image below.



1. **Home/Farmer Dashboard** - This is the page you see as soon as you log in to your BISS application. By selecting **‘Home’**, at any time, this will automatically bring you to your **‘Farmer Dashboard’**.



2. **Farm Details** - By selecting '**Farm Details**' this will populate a page that will summarise your personal details. Your name, address, email, contact number, herd number are accessible here. You are also provided with an email address, should you wish to change your personal details, or your preloaded details are incorrect.
3. **Applications** – Here you can view a summary of your previous years BISS applications land declaration.
4. **Entitlement Position** – Selecting the view entitlements button will allow you to view your current entitlements position held by DAFM.
5. **Transfers** – Selecting this quick link will bring you to the Transfers screen should you wish to trade BISS entitlements.
6. **NR CISYF** – Selecting this quick link will bring you to the application portal for Young Farmers.
7. **Correspondence** - You can view your BISS Correspondence and upload any relevant documents in the '**Correspondence**' tab.

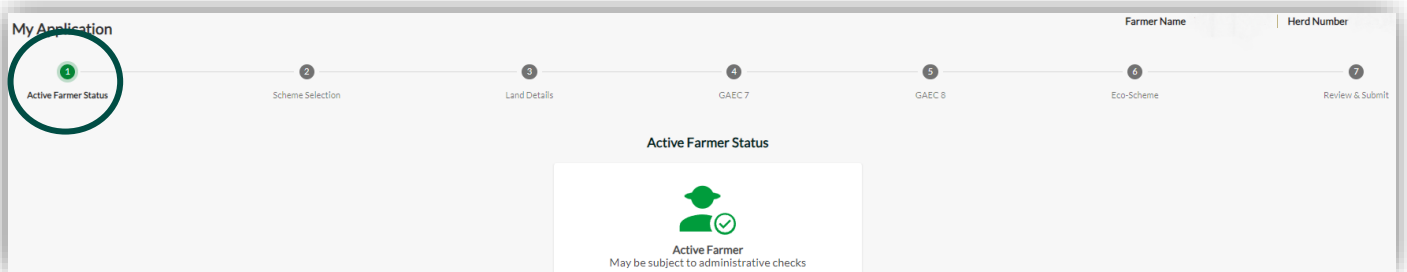
Once you have selected '**Start Application**' your BISS application will load on Screen, and you will be brought to the first step in your application, the '**Active Farmer**' Screen, as seen in the image below.

The screenshot displays the 'My Application' progress bar with seven steps: 1. Active Farmer Status, 2. Scheme Selection, 3. Land Details, 4. GAEC 7, 5. GAEC 8, 6. Eco-Scheme, and 7. Review & Submit. Step 1 is highlighted with a green circle. The main content area shows 'Active Farmer Status' with a green icon of a person and a checkmark, and the text 'Active Farmer May be subject to administrative checks'.



## Active Farmer

You are now in your '**Active Farmer**' Screen. This is the first step in your BISS application as shown in the image below.



### Understanding your Active Farmer Status

When you navigate to this Screen, your current Active Farmer status will be presented to you. The Active Farmer status will be either Green or Amber as shown in the images to the right.

- Green indicates that you have satisfied the Active Farmer requirements based on information held by DAFM.
- Amber indicates that you are currently Not Active based on information held by DAFM and will need to indicate how you intend to meet the Active Farmer requirements.

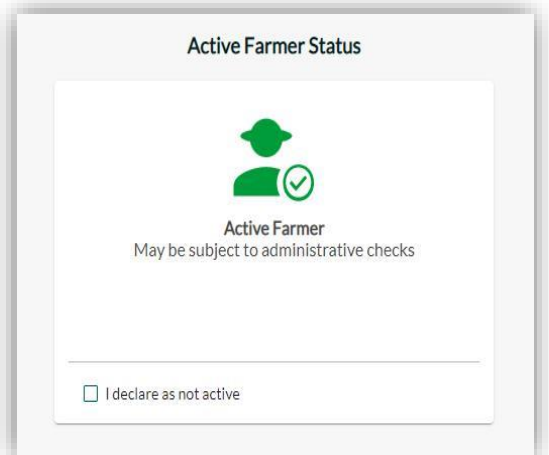


### How is my Active Farmer Status defined?

#### Stocking Level

The Active Farmer requirement can be satisfied by your **stocking level**:



- Meeting a minimum stocking level of 0.1 livestock units per hectare (equivalent to at least 1 ewe per hectare) based on livestock held by you during 2023 and attain a 28-week retention of 0.10 LU/ha.
- Calculated by DAFM in the same way as the livestock calculations carried out by ANC using updated livestock coefficients.
- If DAFM have a recorded stocking rate for your herd that meets the requirements, you will see the Green Active Farmer Screen as shown in the image on the right.
- No further action is required, and you can proceed to the next step in your BISS application.

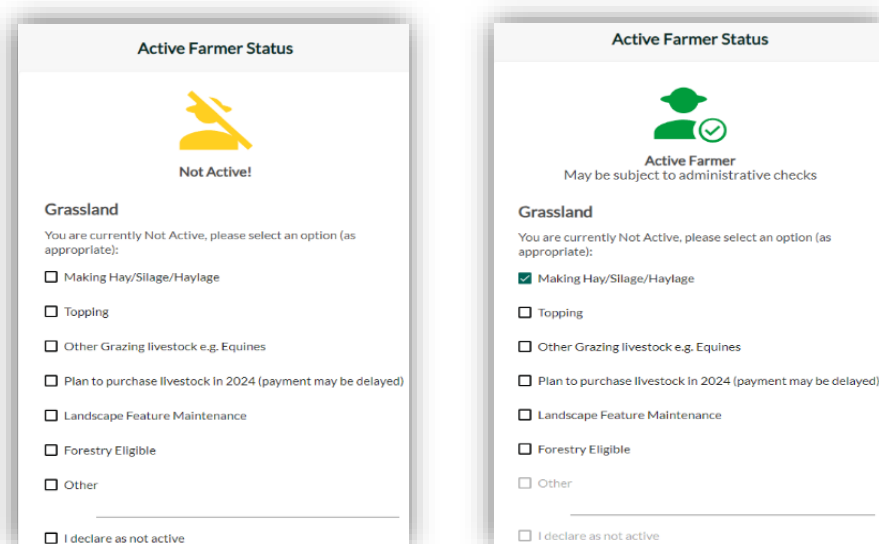




## Grassland Farmers

The Active Farmer requirement can be satisfied by indicating your **Grassland** farming activities.



- If you do not meet the Active Farmer based on stocking requirements and you are a Grassland farmer, you can indicate using a number of options how you intend to actively farm in 2024.
- Grassland farmers will have the  status when they navigate to the Active Farmer Screen.
- You will be presented with the Screen, as shown in the image below, and to proceed you must indicate what farming activity you are undertaking. You can select one or all farming activities that apply to you.
- After selecting your farming activity, the Active Farmer Status will change to  and based on your selected farming activity you will be presented with the Screen shown in the image below.



The image displays two side-by-side screenshots of the 'Active Farmer Status' screen. Both screens have a title bar 'Active Farmer Status' and a section titled 'Grassland'. Below the title, both screens state 'You are currently Not Active, please select an option (as appropriate):'. The left screen shows a yellow lightning bolt icon and the text 'Not Active!'. The right screen shows a green person icon with a checkmark and the text 'Active Farmer May be subject to administrative checks'. Both screens list the same options: 'Making Hay/Silage/Haylage', 'Topping', 'Other Grazing livestock e.g. Equines', 'Plan to purchase livestock in 2024 (payment may be delayed)', 'Landscape Feature Maintenance', 'Forestry Eligible', 'Other', and 'I declare as not active'. In the right screenshot, 'Making Hay/Silage/Haylage' is selected with a green checkmark.


## Tillage Farmers

The Active Farmer requirement can be satisfied by indicating your **Tillage** farming activities.

- If you do not meet the Active Farmer based on stocking requirements and you are a Tillage farmer, you can indicate using a number of options how you intend to actively farm in 2024.
- Tillage farmers will have the  status when they navigate to the 'Active Farmer' Screen.
- You will be presented with the Screen, as shown in the image above, and to proceed you must indicate what farming activity you are undertaking. You can select one or all farming activities that apply to you.
- After selecting your farming activity, the Active Farmer Status will change to  and based on your selected farming activity you will be presented with the Screen shown in the image on the right.



**Active Farmer Status**



**Not Active!**

**Tillage**  
You are currently Not Active, please select an option (as appropriate):

☐ Share Farming


☐ Receipts for seeds, fertiliser, pesticides etc.

☐ Landscape Feature Maintenance

☐ Other

☐ I declare as not active

**Active Farmer Status**



**Active Farmer**  
May be subject to administrative checks

**Tillage**  
You are currently Not Active, please select an option (as appropriate):

☐ Share Farming

☒ Receipts for seeds, fertiliser, pesticides etc.

☐ Landscape Feature Maintenance

☐ Other


☐ I declare as not active

## New Farmers/Herd Owners

For **New Herd owners** the Active Farmer requirement can be satisfied by indicating your **Grassland** or **Tillage** farming activities/practice.

- DAFM may not hold information for your herd if it is your first time to apply. Therefore, you will need to inform DAFM how you intend to meet the Active Farmer Requirements.
- New Herd owners will have the 🍴 status when you navigate to the '**Active Farmer**' Screen.
- You will be presented with the Active Farmer Status, as shown in the image on the right, and to proceed you must indicate what farming practice you are undertaking. You can select one or all farming activities that apply to you.
- Please follow the steps for either Grassland or Tillage as outlined above.

**Active Farmer Status**



**Not Active!**

The farming practice I intend to undertake is:

☐ Grassland

☐ Tillage


☐ I declare as not active

## Declaring as Not Active

If you declare as '**Not Active**' and you wish to submit a BISS and other area-based Scheme applications, you will not receive any aid.

- To declare as '**Not Active**' you must select "**I declare as not active**", as shown in the image on the right.
- By declaring as '**Not Active**' you will not be allowed to apply for any Schemes, and you will be presented with a message, as shown in the image on the right on the '**Scheme Selection**' page.

**Active Farmer Status**



**Not Active!**

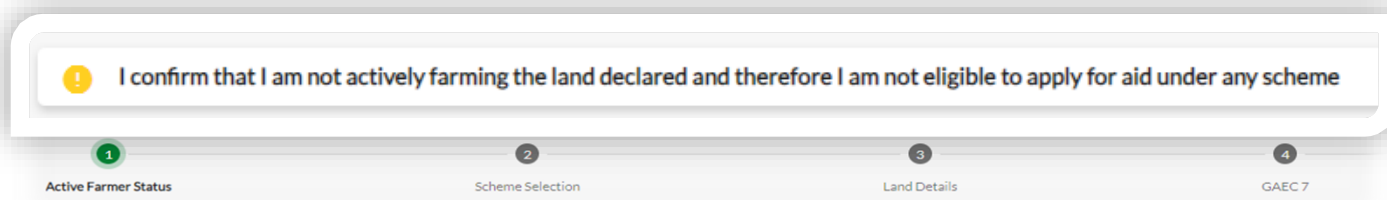
☒ I declare as not active

I confirm that I am not actively farming the land declared and therefore I am not eligible to apply for aid under any scheme

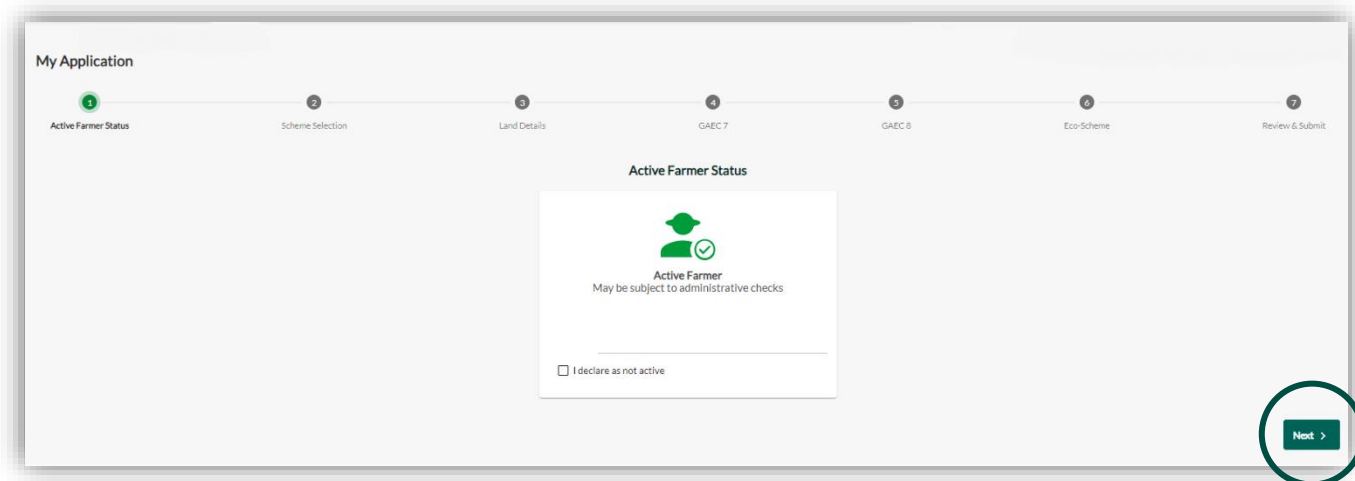
**Scheme Selection**  
Scheme selections are only available to active farmers



- If you declare as **'Not Active'** you confirm that you are not actively farming the land declared and therefore, not eligible to apply for aid under any Scheme. You will see a warning to this effect above the stepper throughout the application process, as shown in the image below.



After selecting your **'Active Farmer Status'**, you will need to click **'Next'** to continue with your application, and proceed to the **'Scheme Selection'** Screen, as shown in the image below.





## Scheme Selection

You have just clicked 'Next' on the 'Active Farmer' Screen and the 'Scheme Selection' Screen has been populated, as shown below.

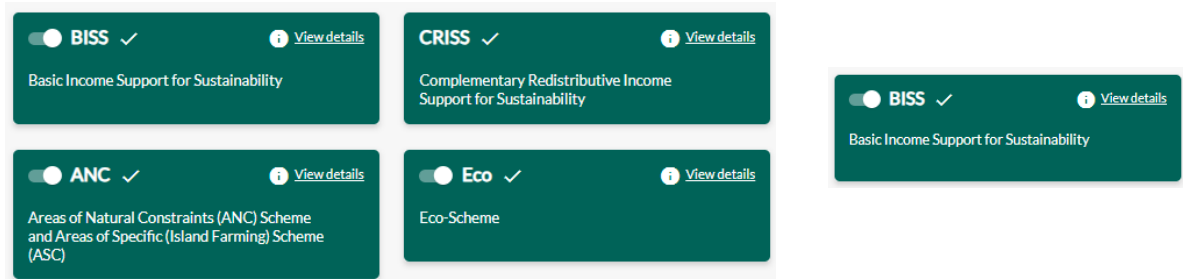
There are 11 Schemes in total including BISS, CRISS and related area-based Schemes:

1. **BISS** (Basic Income Support for Sustainability).
2. **CRISS** (Complementary Redistributive Income Support for Sustainability). You can only apply for CRISS if you have applied for BISS.
3. **ANC** (Areas of Natural Constraints Scheme and Areas of Specific (Island Farming) Scheme (ASC)).
4. **Eco** (Eco Scheme) - The toggle for Eco will be set to on for all users.
5. **Organics** (Organic Farming Scheme).
6. **SIM** (Straw Incorporation Measure Scheme).
7. **Protein Aid Scheme**.
8. **ACRES** (Agri-Climate Rural Environment Scheme) – This option is only visible to herds that are pre-determined ACRES.
9. **CISYF** (Complementary Income Support for Young Farmers). - This option is only visible to herds that are pre-approved CISYF.
10. **MSSM** (Multi Species Sward Measure)
11. **RCSM** (Red Clover Silage Measure)

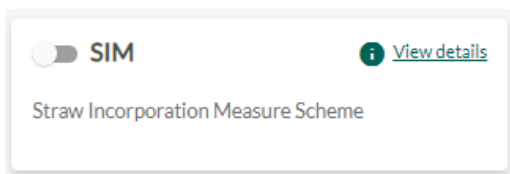


## Applying for Scheme(s)

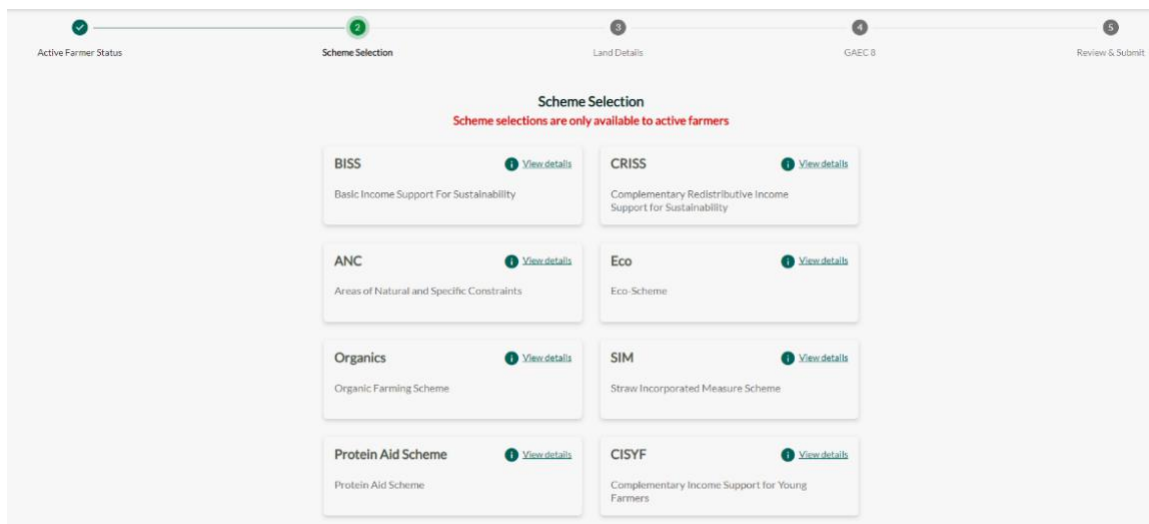
1. Schemes that are highlighted with a green background are Schemes that you are currently applying for. Selected Scheme(s) are shown by a highlighted toggle and tick, as shown below.



Schemes that are presented with a white background are Schemes **you are not** currently applying for, but you have the option to apply for these Schemes.



Please note that if you declare as a **‘Not Active’**, Schemes will not be available for selection, as shown in the image below.



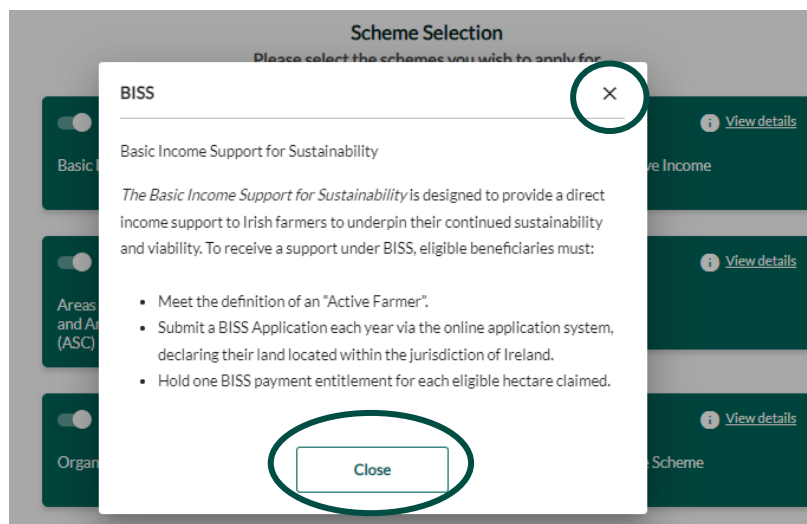
2. Should you wish to apply to any other Scheme(s) click the toggle to turn on and select the chosen Scheme(s). Again, as outlined above, the chosen Scheme(s) will be highlighted with a green background to reflect this.



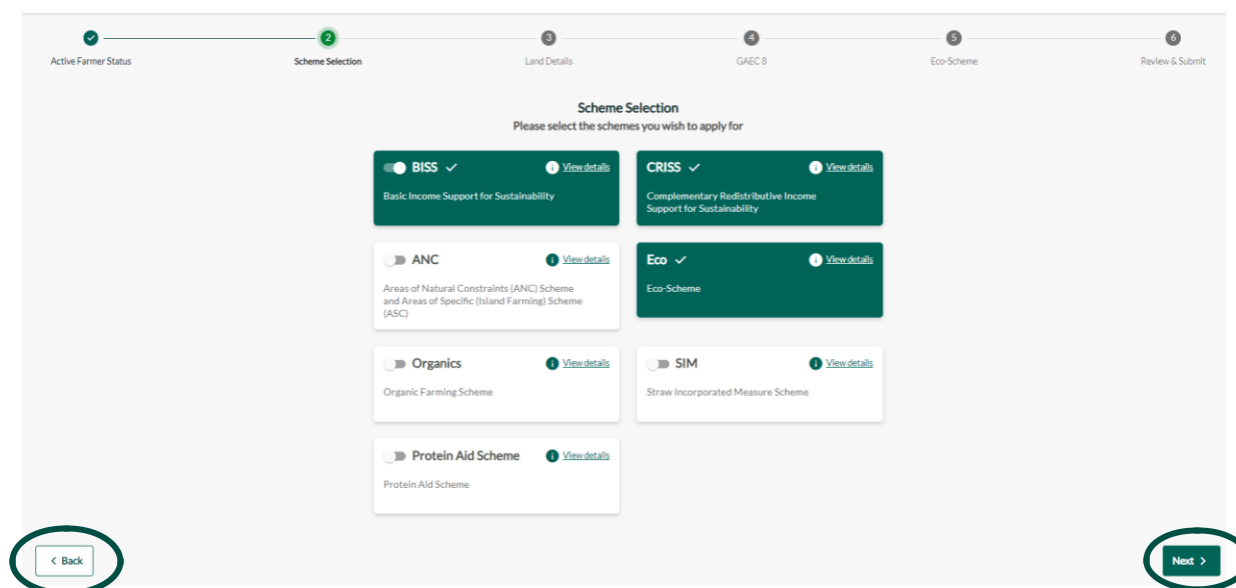
3. If you require more information on a Scheme(s) please select the icon, as shown below, that is presented alongside the Scheme name. This will populate a full description of that Scheme to include the definition and the criteria required to be met by you.



To return to the 'Scheme Selection' page click 'close' or the 'X' on the populated box.



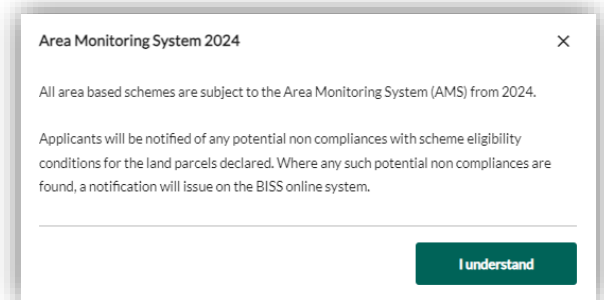
4. If you wish to return to the 'Active Farmer' Screen, select the 'Back' button as highlighted below. If you wish to continue with your BISS application select the 'Next' button to continue to the 'Land Details' Screen, as shown in the image below.





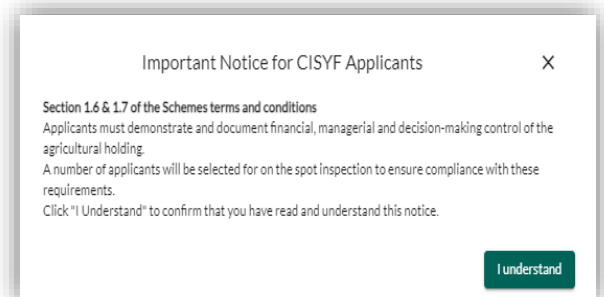
## Area Monitoring Checks Notification

Please note that after selecting the **'Next'** button on Scheme Selection, the pop up, as shown in the image on the right, will show advising that these Schemes are subject to the Area Monitoring System. You must click **'I understand'** to proceed with your BISS application.



## CISYF Notification

Please note if you toggle on to apply for CISYF the pop up as shown in the image on the right will show outlining Section 1.6 and 1.7 of the CISYF Scheme Terms and Conditions. You must click **'I understand'** to proceed with your BISS application.





## Land Details

You have just clicked 'Next' on the 'Scheme Selection' Screen and the 'Land Details' Screen has populated, as shown in the image below. Please ensure that all your lands parcels are displayed and are correct.

Land Details

Complete the land details for each parcel/plot if indicated below

+ Add parcel + Add plot Quick Filter View All

Townland	Parcel No./Plot Ref	Ref Area Ha	Eligible Ha	Claimed Area	Ownership Status	Parcel Use	ANC	Actions
Annagh Island	H153020001*	7.92	7.92	7.92	Owned	Permanent Pasture	✓	
Athlone Upper	M229010006	0.86	0.86	0.86	Owned	Permanent Pasture	✓	
Athlone Upper	M2290100029	1.36	1.36	1.36	Owned	Permanent Pasture	✓	
Athlone Upper	M2290100030	0.41	0.41	0.41	Owned	Permanent Pasture	✓	
Athlone Upper	M2290100037	1.51	1.51	1.51	Owned	Permanent Pasture	✓	
Athlone Upper	M2290100046*	0.00	0.00	0.00	Owned	Building	✓	
Athlone Upper	M2290100052	3.25	3.36	3.36	Owned	Permanent Pasture	✓	
Athlone Upper	M2290100109	3.57	3.63	3.63	Owned	Permanent Pasture	✓	
Athlone Upper	M2290100126*	9.45	9.85	9.85	Owned	Permanent Pasture	✓	
Athlone Upper	M2290100159*	13.33	13.50	13.50	Owned	Permanent Pasture	✓	

Items per page: 10 1 - 10 of 16

This Screen is pre-populated with your land parcel information based on your previous year application. The following columns will be displayed above your list(s) of parcels, and some are editable (as outlined below) should you need to make amendments.

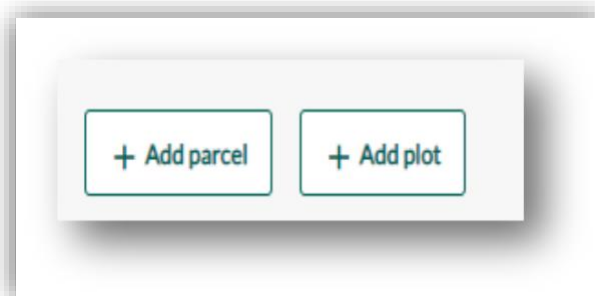
1. **Townland** – The name of the Townland where the parcel is located. This information is non-editable.
2. **Parcel No./Plot Ref.** – A unique Land Parcel Identification System (LPIS) number identifying that parcel. This information is non-editable.
3. **Commonage Fraction** – The fraction of the Commonage you are claiming. This information is editable, and this column is only visible where there are commonage parcels declared.
4. **Eligible Ha** – This column displays the Eligible Hectare Area that is determined by DAFM. This information is not editable but a change to the EH can be requested along with the reason as to why you are requesting a change.
5. **Claimed Area** – The area you wish to claim for payment under BISS. If the claimed area is incorrect, you may amend it on this Screen.
6. **Ownership Status** – Refers to whether the parcel is owned, rented, or leased in. If the Ownership Status is incorrect, you may amend it on this Screen.
7. **Parcel Use** – Refers to the use/crop of the parcel. If the Parcel Use is incorrect, you may amend it on this Screen.
8. **Agricultural Activity** – Refers to the Agricultural Activity (E.g., making hay/silage) of a parcel. This information is editable, if necessary. ***This column is only visible where Agricultural Activity response is required on a parcel.***
9. **Organic Status** – The status of your Organic parcels i.e., Conventional, Organic In-Conversion, or Organic Converted. ***This column is only visible where there are Organic parcels, and the information is editable.***

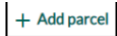



10. **ANC** – A tick will display along the row(s) for parcels that are designated under the ANC Scheme. ***This column is only visible where there are ANC designated parcels.***
11. **ACRES** - A tick will display along the row(s) for parcels where you have applied for ACRES Actions. ***This column is only visible for ACRES applicants.***
12. **Actions** – Refers to buttons that you can click to delete a parcel/plot, subdivide a parcel, or open the map.

## Land Details Actions

Above the columns displayed, as referred to above, the following buttons are displayed, as shown in the image to the right:

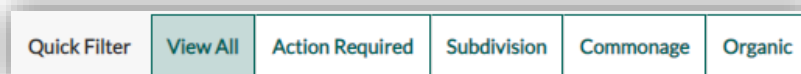


1. **Add Parcel** - Click the  button to add a land parcel you wish to include in your BISS application. Further information on how to add a parcel can be found [here](#).
2. **Add Plot** – Click the  button, to add a new plot that you wish to include in your BISS application. Further information on how to add a plot can be found [here](#).

## Land Details Filters

To the right-hand side of the ‘**Land Details**’ Screen there are **five quick filter options** you can use to filter your land parcels, as shown in the image on the right, and are displayed depending on the certain conditions of your

land parcels i.e., Commonage and Organics filters will only be displayed where there are Commonage or Organic parcels.



**View all** – Click this button to have all your land parcels displayed.

**Action required** – Click this button to view your land parcels that require to be amended in line with the warning displayed for that parcel.

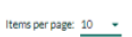
**Commonage** – Click this button to filter your land parcels by Commonage parcels only.

**Organic** – Click this button to filter your land parcels by Organic parcels only.

**Subdivision** – Click this button to filter your land parcels by subdivided parcels only.

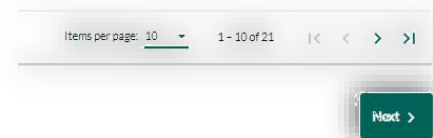
## Land Details Navigation

To the right-hand side of the Screen, below your list of parcels, there are navigation buttons that allow you to view the number of parcels you wish or move forward and back through your lists of parcels.

Click the  drop-down menu to view the number of parcels you wish i.e., 10, 20, 50, or 100 parcels per page.

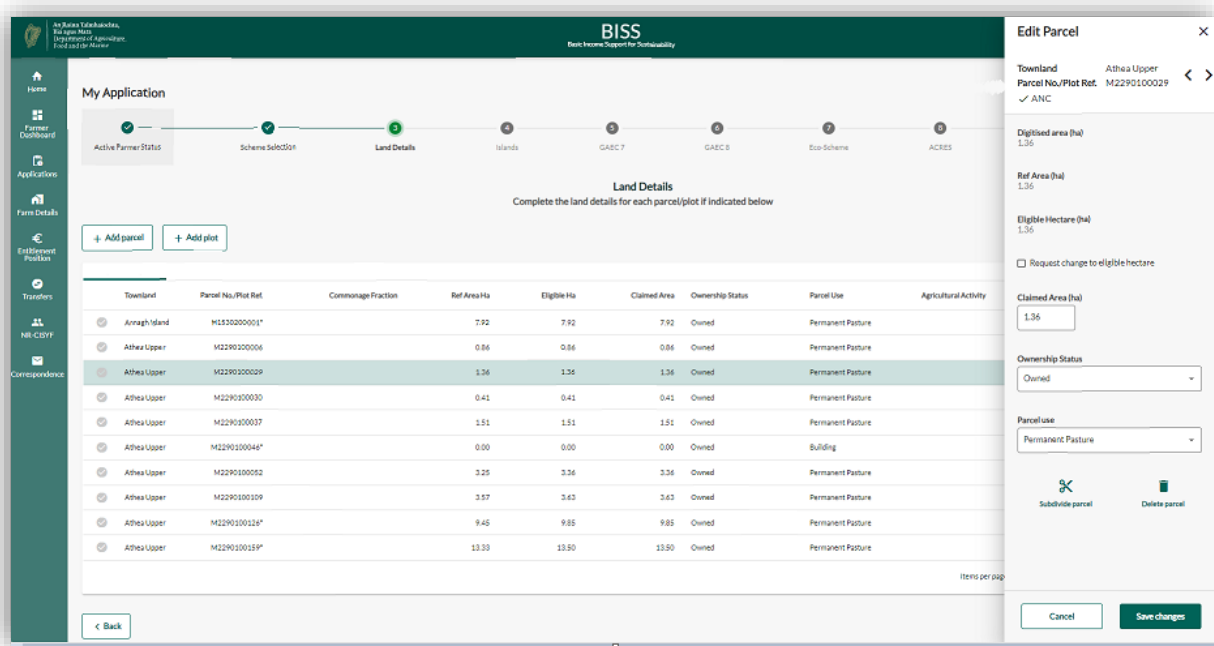


Use the navigation arrows, as shown in the image on the right, to tab forward and back through your list of parcels.



## Land Details - Side Drawer

Should you require to make edits to a parcel, click on the parcel row you wish to make edits to. This allows you to edit the parcel using the Side Drawer. Once you click on the parcel row of the parcel you wish to make edits to, the Side Drawer will open on the right-hand side of the page, as shown in the image below.

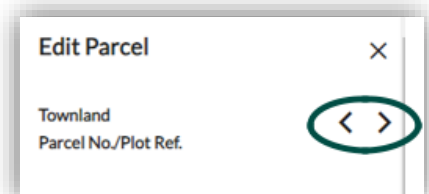



## Side Drawer Navigation

By clicking the navigating arrows at the top of the Side Drawer, as shown in the image below, this allows you to navigate through your land parcels and the Side Drawer remains open.

The parcel that is currently open in the Side Drawer will display in a shaded colour on the land details table.

Clicking the forward arrow will display your next land parcel in the row. Clicking the back arrow will display your previous land parcel in the row.



To close out of the Side Drawer, click the  button located in the corner of the Side Drawer.



## Editing a Parcel

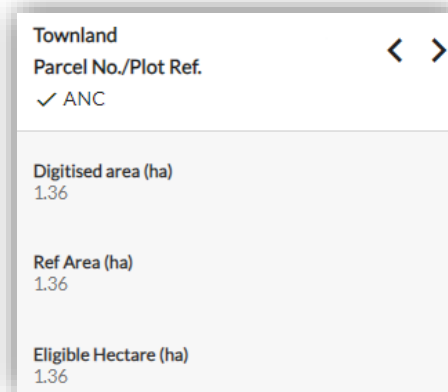
The Side Drawer contains editable and non-editable information relating to your parcels.

### Non-editable Fields

The Townland of the parcel and the Parcel Number/Plot Reference is displayed at the top of the Side Drawer.

The Digitised Area, Reference Area, and the Eligible Hectare of the parcel is displayed as shown in the image on the right.

This information is non-editable.

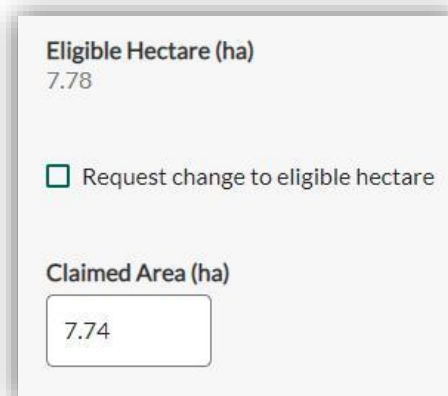


This screenshot shows the top section of the Side Drawer, which contains non-editable information. It includes the Townland, Parcel No./Plot Ref. (with a checkmark and ANC), Digitised area (ha) 1.36, Ref Area (ha) 1.36, and Eligible Hectare (ha) 1.36. Navigation arrows are visible at the top right.

### Editable Fields

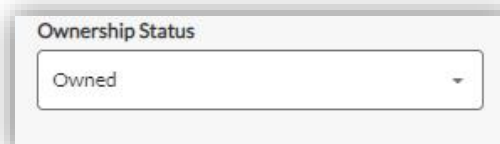
To request a change to the 'Eligible Hectare', click the check box as shown in the image to the right. Further information on **Requesting a change to the Eligible Hectare** can be found [here](#).

The 'Claimed Area' is displayed in the Side Drawer, and if this is incorrect, you may amend it here by typing in the area you wish to claim for payment under BISS.



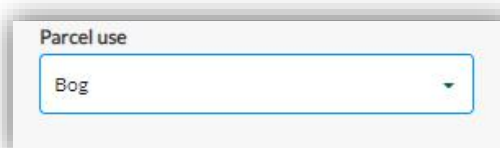
This screenshot shows the Editable Fields section of the Side Drawer. It includes the Eligible Hectare (ha) 7.78, a checkbox for 'Request change to eligible hectare', and the Claimed Area (ha) 7.74, which is displayed in a text input field.

To declare the 'Ownership Status' of a parcel, click the drop-down menu to select the parcel as Owned, Rented, or Leased In.



This screenshot shows the Ownership Status field, which is a drop-down menu currently displaying 'Owned'.

To change the 'Parcel Use', click the drop-down menu to select the use of the parcel.



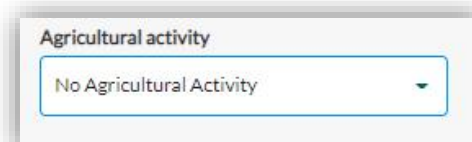
This screenshot shows the Parcel use field, which is a drop-down menu currently displaying 'Bog'.

To change the 'Organic Status', where applicable, click the drop-down menu to select Conventional, Organic In-Conversion, or Organic Converted. This option is only visible where there is an Organic parcel(s).




This screenshot shows the Organic Status field, which is a drop-down menu currently displaying 'Conventional'.

To declare the 'Agricultural Activity', if required, click the drop-down menu to select the relevant Agricultural Activity. This option is only visible where the Agricultural Activity is required to be declared.




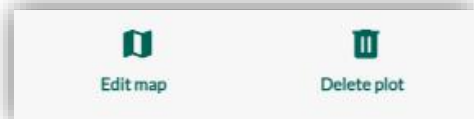
This screenshot shows the Agricultural activity field, which is a drop-down menu currently displaying 'No Agricultural Activity'.



To **subdivide** a parcel, click on the  icon as shown in the image on the right. Further information on subdividing a parcel can be found [here](#).



To **delete** a parcel, click on the  icon as shown in the image on the right. Further information on deleting a parcel can be found [here](#).



To **delete** a plot, click on the  icon as shown in the image on the right. Further information on deleting a plot can be found [here](#).

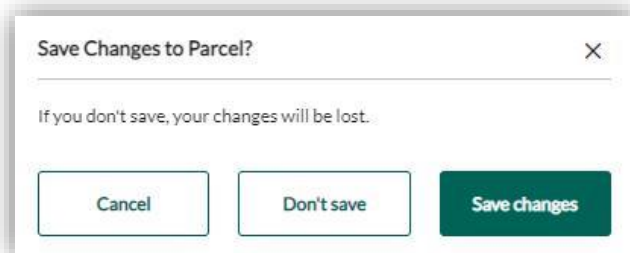
## Save Changes

If you are editing a parcel in the Side Drawer and you wish to save your changes, at the bottom of the Side Drawer click '**Save Changes**', as shown in the image on the right. If you do not wish to continue with the changes you have made to your parcel, click '**Cancel**', as






shown in the image on the right to save all the changes you have made click '**Save Changes**', as shown in the image on the right.

If you click '**Cancel**' a pop-up will appear on Screen, as shown in the image on the right. To cancel and return to the Side Drawer click '**Cancel**'. If you do not wish to continue with your changes and wish to return to the '**Land Details**' Screen, click '**Don't Save**', as shown in the image on the right.



The pop-up shown in the image on the right will also be displayed if you make changes in the Side Drawer and

click the  icon at the top of the Side Drawer, **OR**, if you make changes in the Side Drawer and click the   icons at the top of the Side Drawer.

If you wish to return to the '**Scheme Selection**' Screen, click on the '**Back**' button as highlighted below. However, if you wish to continue with your BISS application click on the '**Next**' button to continue to the '**GAEC 8**' Screen.



My Application

Farmer Name

Herd Number

1

Active Farmer Status

2

Scheme Selection

3

Land Details

4

Islands

5

GABC 7

6

GABC 8

7

ACRES

8

SIM

9

Review & Submit

Land Details

Complete the land details for each parcel/plot if indicated below

+ Add parcel

+ Add plot

Quick Filter

View All

Townland	Parcel No./Plot Ref.	Ref Area Ha	Eligible Ha	Claimed Area	Ownership Status	Parcel Use	Agricultural Activity	ANC	ACRES	Actions
<input checked="" type="checkbox"/> Cloghercor	E2090400001	0.00	0.00	0.00	Owned	Forestry Ineligible		✓		
<input checked="" type="checkbox"/> Cloghercor	E2090400005	0.00	0.00	0.00	Owned	Forestry Ineligible		✓		
<input checked="" type="checkbox"/> Cloghercor	E2090400022	0.00	0.00	0.00	Owned	Forestry Ineligible		✓		
<input checked="" type="checkbox"/> Derk Beg	E2110400001	0.31	0.31	0.31	Owned	Permanent Pasture	Cutting Hay/Slage/H...	✓		
<input checked="" type="checkbox"/> Inishane	E2071200001	7.64	7.67	7.67	Owned	Wheat - Spring		✓		
<input checked="" type="checkbox"/> Mullaghmeen	X1951000001	0.00	0.00	0.00	Owned	Woodland		✓		
<input checked="" type="checkbox"/> Mulnamán Beg	E2112500001	19.33	19.33	19.30	Owned	Low Input Grassland	Grazing Livestock	✓	✓	
<input checked="" type="checkbox"/> Mulnamán Beg	E2112500032	8.53	8.53	8.53	Owned	Extensively Grazed P...	Cutting Hay/Slage/H...	✓	✓	

Items per page: 10

1 - 8 of 8

< > |

< Back

Next >

**\*\*PLEASE NOTE** if you have Island parcels included on your BISS application, your next Screen on the stepper will be the ‘Islands’ Screen.




## Agricultural Activity

You may be asked what '**Agricultural Activity**' you are carrying out on certain land parcels, and you will need to complete this on your '**Land Details**' page of your BISS application.

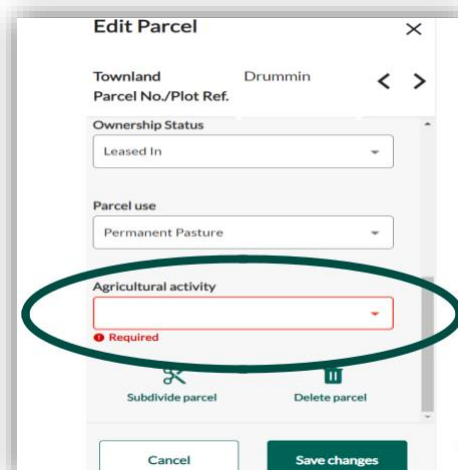
The Agricultural Activity will need to be completed for:

- Commonage parcels.
- Grassland parcels on highly stocked herds (Stocking Density is greater than three Livestock Units (LU/ha. > 3).
- Grasslands parcels on Tillage herds with no livestock.

### How will I know which parcels I need to declare Agriculture Activity for?

If one of your parcels is subject to '**Agricultural Activity**' checks, you will see a red warning  on the parcel row. The red warning indicates that the parcel has missing mandatory information, i.e., indication of an Agricultural Activity for the parcel is required.

To complete the 'Agricultural Activity' for any parcel of land, click on the parcel row and the Side Drawer will open. The Agricultural Activity dropdown menu will display with a red border, indicating that you need to complete this, as shown in the image on the right.

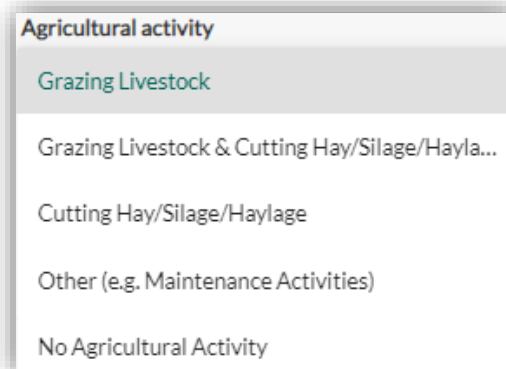


The screenshot shows the 'Edit Parcel' side drawer. At the top, it displays 'Townland Drummin' and 'Parcel No./Plot Ref.' with navigation arrows. Below this are two dropdown menus: 'Ownership Status' (set to 'Leased In') and 'Parcel use' (set to 'Permanent Pasture'). The 'Agricultural activity' dropdown menu is highlighted with a red border and a red warning icon, indicating it is required. Below the dropdowns are two buttons: 'Subdivide parcel' and 'Delete parcel'. At the bottom are 'Cancel' and 'Save changes' buttons.

### How do I select an Agricultural Activity for my parcel?

Once you have clicked on the parcel row, and the Side Drawer is open to make any edits, you navigate to the '**Agricultural Activity**' dropdown. The dropdown will have **five options** for you to select from, as show in the image on the right.

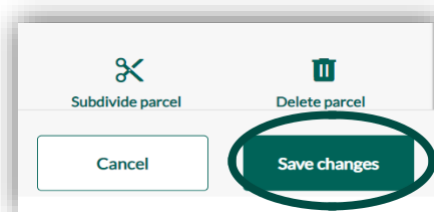
1. Grazing Livestock.
2. Grazing Livestock & Cutting Hay/Silage/Haylage.
3. Cutting Hay/Silage/Haylage.
4. Other (e.g., Maintenance Activities.)
5. No Agricultural Activity.



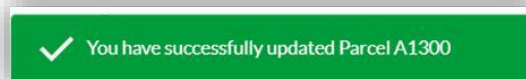
The screenshot shows the 'Agricultural activity' dropdown menu. The title 'Agricultural activity' is at the top. Below it are five options: 'Grazing Livestock', 'Grazing Livestock & Cutting Hay/Silage/Hayla...', 'Cutting Hay/Silage/Haylage', 'Other (e.g. Maintenance Activities)', and 'No Agricultural Activity'.



From the five options, as shown above, select the **'Agricultural Activity'** that is relevant to the parcel you are reviewing, make any other relevant changes to the parcel as required, and click **'Save'** at the bottom of the Side Drawer, as shown in the image on the right.



After saving your changes, you will see a green pop-up at the top of the Side Drawer, as shown in the image on the right, to confirm that you have saved the changes to your parcel, the red warning icon will be cleared from that parcel row.



### Selecting 'No Agricultural Activity'

If you select **'No Agricultural Activity'**, as shown in the image on the right, and the parcel of land has a Claimed Area greater than 0.00, this will result in the parcel being flagged as Overclaim.



### Adding new lands subject to Agricultural Activity checks

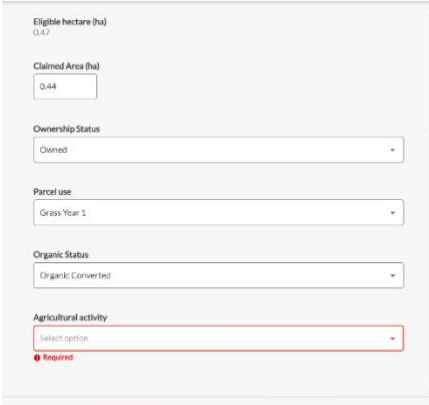
You may wish to add new land to your application, using the **'Add Plot'** or **'Add Parcel'** facility on **'Land Details'**. Please note any new lands added to your BISS application may be subject to Agricultural Activity checks.

If you add new land by using the **'Add Plot'** facility, and the land is subject to Agricultural Activity Checks e.g., a commonage plot, the Agricultural Activity dropdown will be displayed on the **'Add Plot'** modal, as shown in the image on the right, and must be completed before you can add the new plot to your BISS application.

A screenshot of a modal window titled 'Add Plot' with a close button (X) in the top right corner. The form contains the following fields: 'Claimed Area (ha)' with a text input containing '2.5'; 'Select Plot Use' with a dropdown menu showing 'Broccoli - Spring'; 'Agricultural Activity' with a dropdown menu showing 'Agricultural activity' and a red error message below it: 'Please select an Agricultural Activity.'; and 'Select appropriate' with two checkboxes: 'Commonage Plot' (checked) and 'Island Plot' (unchecked). At the bottom are 'Cancel' and 'Next' buttons.



If you add new land by using the **'Add Parcel'** facility, and the land is subject to Agricultural Activity Checks e.g., a commonage parcel, the Agricultural Activity dropdown will be displayed on the **'Add Parcel'** modal, as shown in the image on the right, and must be completed before you can add the new parcel to your BISS application.



The image shows a modal window titled "Add Parcel" with a close button (X) in the top right corner. The form contains the following fields:

- Eligible hectare (ha)**: A text input field with the value "0.17".
- Claimed Area (ha)**: A text input field with the value "0.44".
- Ownership Status**: A dropdown menu with "Owned" selected.
- Parcel use**: A dropdown menu with "Gross Year 1" selected.
- Organic Status**: A dropdown menu with "Organic Converted" selected.
- Agricultural activity**: A dropdown menu with "Select option" selected. This field is highlighted with a red border and has a red "Required" label below it.


At the bottom of the modal, there are two buttons: "Cancel" and "Add".



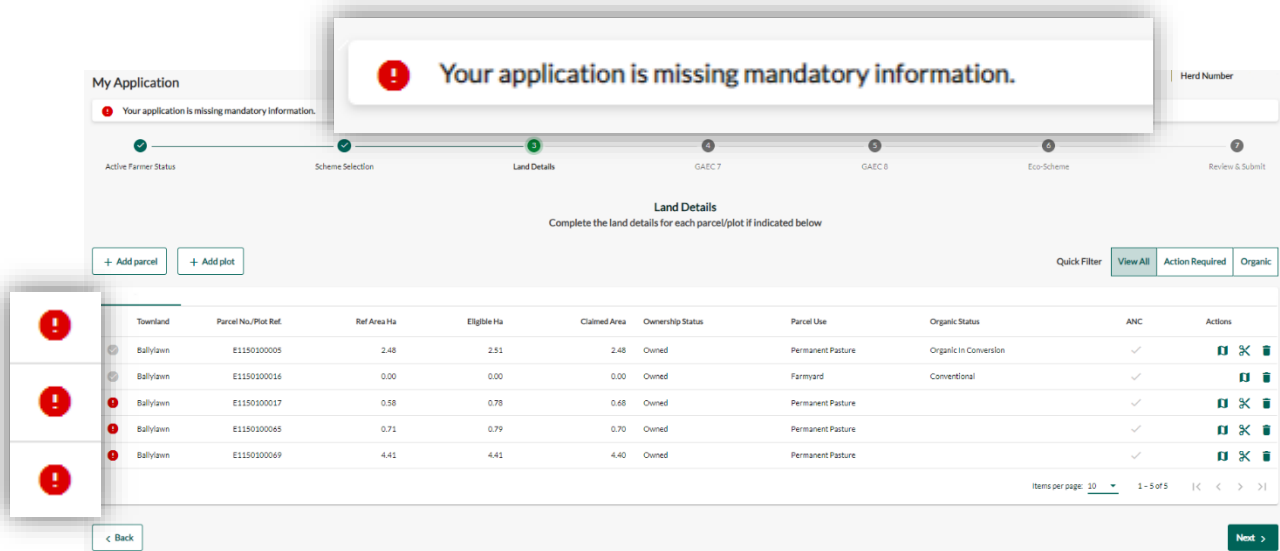
## Land Details - Warning Messages

### Overview
















One of the benefits of applying Online is that the system will warn you if you are **missing any mandatory information** in relation to your land parcels, or if there are **any information warnings** **such** as an overclaim, on your land parcels. This will assist you in reducing the risks of penalties. Land Details warnings will either be Red or Yellow.

**Red warnings** – Where a land parcel has a red warning on ‘**Land Details**’, you will be unable to proceed until the errors have been resolved. Parcels with a red warning will be displayed with the red information icon  on the parcel row, and a banner warning at the top of the screen that reads:

‘**Your application is missing mandatory information**’, as shown in the image below.



The screenshot shows the 'Land Details' page in the application. A red warning banner at the top reads: "Your application is missing mandatory information." Below the banner is a progress bar with steps: Active Farmer Status, Scheme Selection, Land Details (current), GAEC 7, GAEC 8, Eco-Scheme, and Review & Submit. The 'Land Details' section has a heading "Complete the land details for each parcel/plot if indicated below" and buttons for "+ Add parcel" and "+ Add plot". A table lists land parcels with columns: Townland, Parcel No./Plot Ref., Ref Area Ha, Eligible Ha, Claimed Area, Ownership Status, Parcel Use, Organic Status, ANC, and Actions. The table contains 5 rows of data. The first two rows have green warning icons, and the last three rows have red warning icons. A side drawer on the left shows a list of red warning icons. At the bottom, there are "Back" and "Next" buttons.

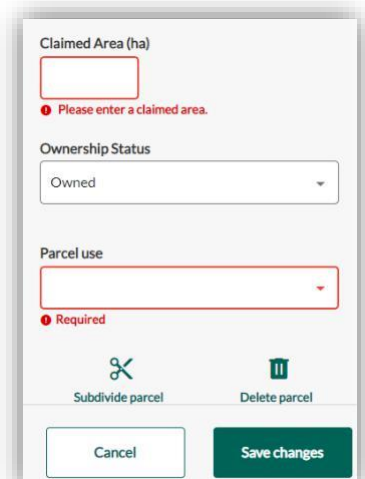
Townland	Parcel No./Plot Ref.	Ref Area Ha	Eligible Ha	Claimed Area	Ownership Status	Parcel Use	Organic Status	ANC	Actions
Ballylawn	E1150100005	2.48	2.51	2.48	Owned	Permanent Pasture	Organic In Conversion	✓	  
Ballylawn	E1150100016	0.00	0.00	0.00	Owned	Farmyard	Conventional	✓	  
Ballylawn	E1150100017	0.58	0.78	0.68	Owned	Permanent Pasture		✓	  
Ballylawn	E1150100065	0.71	0.79	0.70	Owned	Permanent Pasture		✓	  
Ballylawn	E1150100069	4.41	4.41	4.40	Owned	Permanent Pasture		✓	  

### Claimed area

If the **Claimed Area** of any parcel on ‘**Land Details**’ is left blank, a RED warning message icon will display on the parcel row. You must enter the Claimed Area by clicking on the parcel to open the Side Drawer, enter the mandatory missing information and save your changes.

### Parcel use

If the **parcel use** of any parcel on ‘**Land Details**’ is left blank, a RED warning icon will display on the parcel row. You must enter the Parcel Use by clicking on the parcel to open the Side Drawer, enter the mandatory missing information and save your changes.

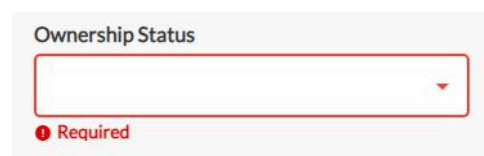


The screenshot shows the Side Drawer form for editing a parcel. It has fields for "Claimed Area (ha)" (with a red warning icon and message "Please enter a claimed area."), "Ownership Status" (a dropdown menu with "Owned" selected), and "Parcel use" (a dropdown menu with a red warning icon and message "Required"). At the bottom, there are buttons for "Subdivide parcel", "Delete parcel", "Cancel", and "Save changes".



## Ownership Status

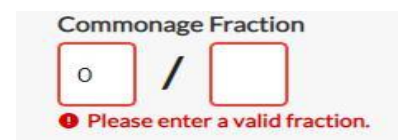
If the **Ownership Status** of any parcel on 'Land Details' is left blank, a RED warning icon will display on the parcel row. You must enter the Ownership Status by clicking on the parcel to open the Side Drawer, enter the mandatory missing information and save your changes.



A screenshot of a web form titled 'Ownership Status'. It features a single-line text input field with a red border and a small downward arrow on the right side. Below the input field, there is a red warning icon (a circle with an exclamation mark) followed by the text 'Required'.

## Commonage Fraction

If the **Commonage Fraction** is blank or if there is an invalid fraction on any commonage parcel on 'Land Details', a RED warning icon will display on the parcel row. You must enter the valid Commonage Fraction by clicking on the parcel to open the Side Drawer, enter the mandatory missing information, and save your changes.



A screenshot of a web form titled 'Commonage Fraction'. It shows two input boxes separated by a forward slash (/). The first box contains the digit '0'. Below the input fields, there is a red warning icon (a circle with an exclamation mark) followed by the text 'Please enter a valid fraction.'

## Agricultural Activity

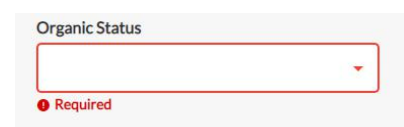
If the **Agricultural Activity** status of any parcel on 'Land Details' is left blank, a RED warning icon will display on the parcel row. You must enter the Agricultural Activity by clicking on the parcel to open the Side Drawer, enter the mandatory missing information and save your changes.



A screenshot of a web form titled 'Agricultural activity'. It features a single-line text input field with a red border and a small downward arrow on the right side. Below the input field, there is a red warning icon (a circle with an exclamation mark) followed by the text 'Required'.

## Organic Status

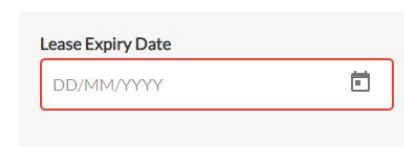
If you are in the Organics Farming Scheme and the **Organic Status** of any organic parcel on 'Land Details' is left blank, a RED warning icon will display on the parcel row. You must enter the Organic Status by clicking on the parcel to open the Side Drawer, enter the mandatory missing information and save your changes.



A screenshot of a web form titled 'Organic Status'. It features a single-line text input field with a red border and a small downward arrow on the right side. Below the input field, there is a red warning icon (a circle with an exclamation mark) followed by the text 'Required'.

## Organics – Leased In

If you are in the Organics Farming Scheme and the 'Ownership Status' of any organic parcel on 'Land Details' is 'Leased In' and the date is left blank, a RED warning icon will display on the parcel row. You must enter the lease expiry date by clicking on the parcel to open the Side Drawer, enter the mandatory missing information and save your changes. The date entered must be in the format DD/MM/YYYY.



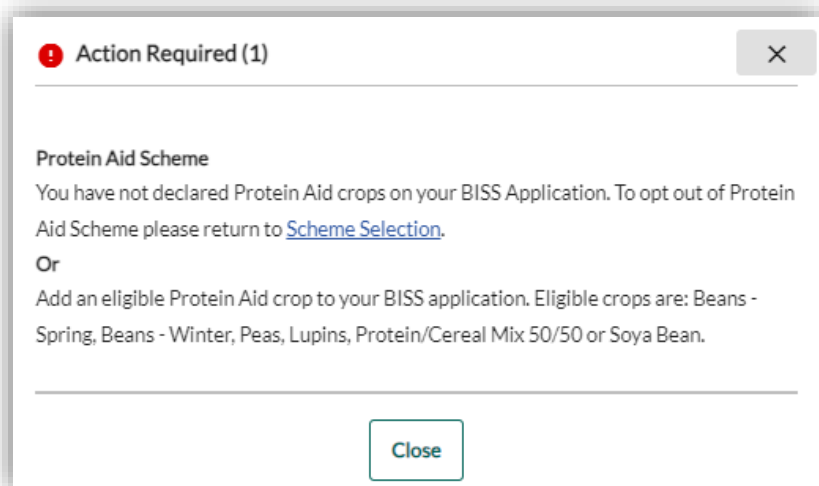
A screenshot of a web form titled 'Lease Expiry Date'. It features a single-line text input field with a red border. Inside the field, the text 'DD/MM/YYYY' is displayed. To the right of the input field, there is a small calendar icon. Below the input field, there is a red warning icon (a circle with an exclamation mark) followed by the text 'Required'.



## Protein Crops

If you have opted to apply on the **'Scheme Selection'** page for the **'Protein Aid'** Scheme but you have declared no protein crops on your BISS application, a warning popup message will display on the Screen as shown in the image below if you try to navigate past Land Details.

If you wish to rectify this warning, please go to the **'Scheme Selection'** Screen to opt out of the **'Protein Aid'** Scheme or add an eligible crop to your application on Land Details.

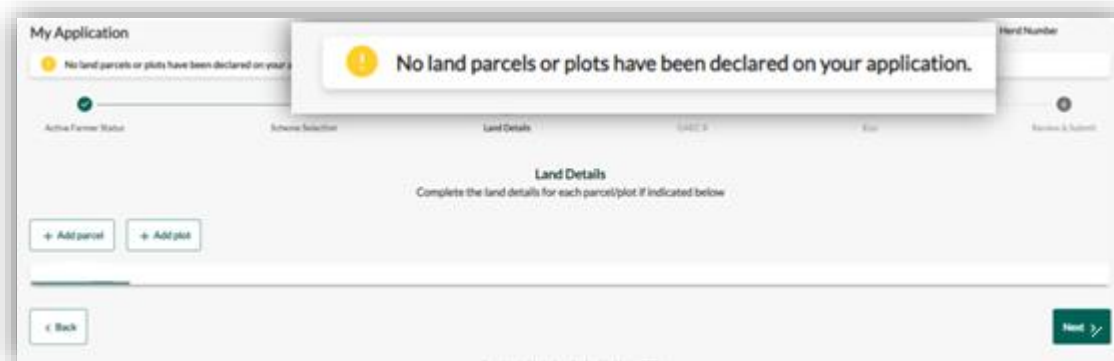




**Yellow warnings** – Where a land parcel has a yellow warning on ‘**Land Details**’, you will be able to proceed with your application without amending the errors notified to you. Each yellow warning will have a specific parcel row warning message and a notification at the top of the Screen.

## No Land Declared

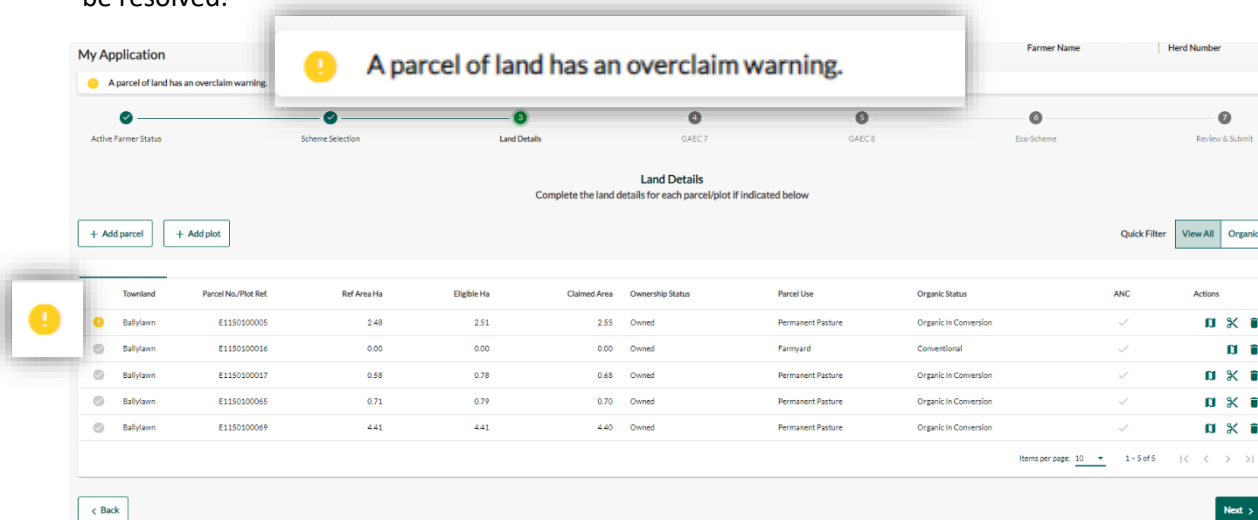
If you have no land declared on your ‘**Land Details**’ a warning message will display at the top of the Screen notifying you that “**No land parcels or plots have been declared on your application**”. You can proceed with your application without amendments.



## Overclaims

If you have a Claimed Area, or enter a Claimed Area when editing a parcel, that is greater than the Eligible Hectare (EH), a yellow warning message will display for this parcel as shown in the image below notifying you that “**A parcel of land has an overclaim warning**”.

You can proceed with your application, or, if you wish to amend the Claimed Area to rectify the warning you can do so by clicking on the parcel to open the Side Drawer, amending the Claimed Area and save your changes. If the Claimed Area is now equal to or less than the EH the warning will be resolved.





## Commonage Parcel Overclaims

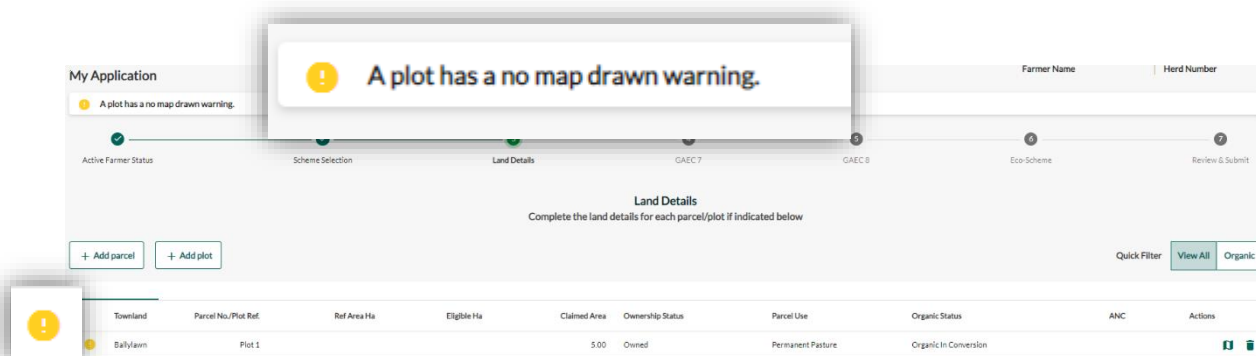
If you have a commonage parcel and the Claimed Area is greater than the Eligible Hectare (EH) multiplied by the Commonage Fraction, a yellow warning message will display for this parcel as shown in the image above, notifying you that **“A parcel has an overclaim warning”**.

You can proceed with your application, or, if you wish to amend the Claimed Area to rectify the notification you can do so by clicking on the parcel to open the side the Side Drawer, amending the Claimed Area and save your changes. If the Claimed Area is now equal to or less than the EH the warning will be resolved.

## Plot Map Edits

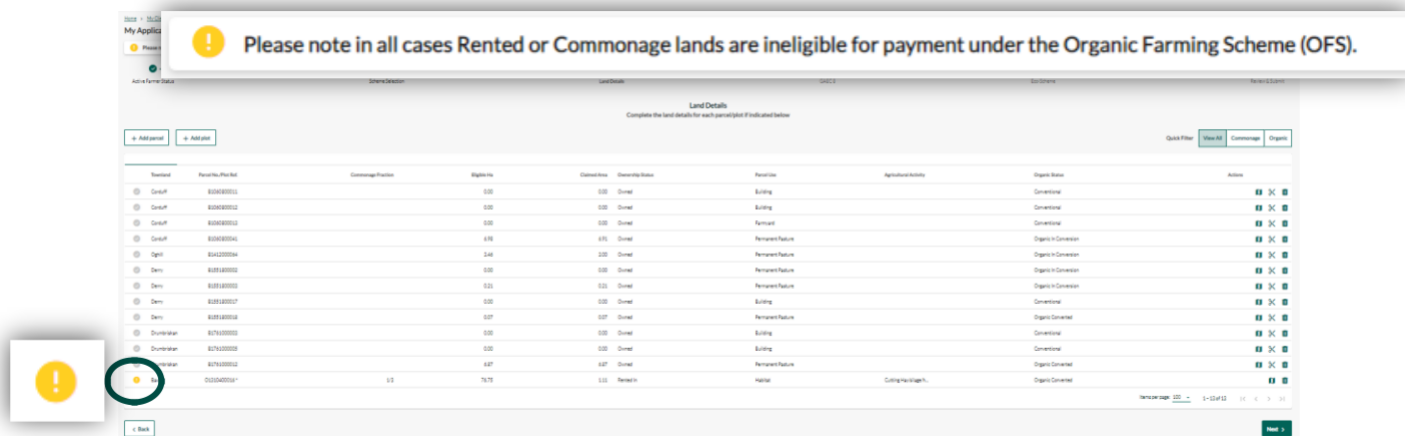
If you have added a plot to your **‘Land Details’** using the **‘Add Plot’** facility and you selected to draw the map using the **‘Edit Map’** facility and your changes are not saved on the map, a yellow warning message will display for this parcel as shown in the image below, notifying you that **“A plot has a no map drawn warning”**.

If you wish to amend this warning, click the relevant parcel to open the Side Drawer and click **‘Edit Map’** to draw the plot and save your changes. You can proceed with your application without amendments. For further information on drawing a plot please refer to the [mapping section](#) of this User Guide.



## Organic Lands – Commonage and Rented In

If you are in the Organic Farming Scheme and have declared parcels that are commonage or with the ‘Rented In’ ownership status a yellow warning message will display for these parcels as shown in the image below notifying you to **“Please note in all cases Rented or Commonage lands are ineligible for payment under the Organic Farming Scheme (OFS)”**. You can proceed with your application without amendments.





## Slope warnings

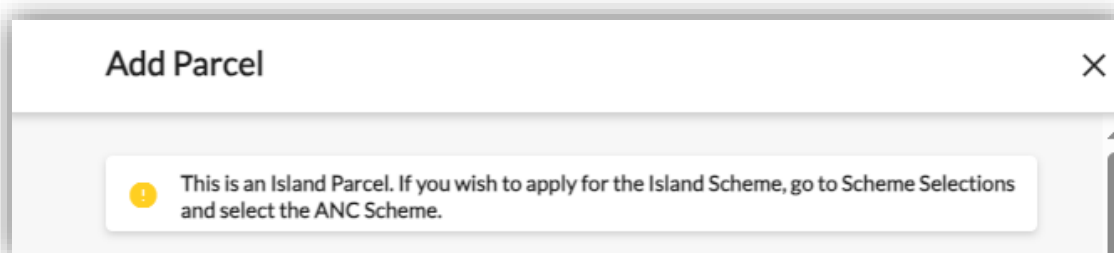
If a parcel of land has a **slope/incline**, the system will notify you with a yellow warning as shown in the image below, this is to bring to your attention the slope/incline is there for spreading of fertilisers for example. You will be allowed to proceed with your application where a yellow warning applies to a parcel with a slope/incline.



## Island Parcels

If you try to add an Island parcel using the **'Add Parcel'** facility, and you have not applied for the ANC Scheme on the ['Scheme Selection'](#) page,

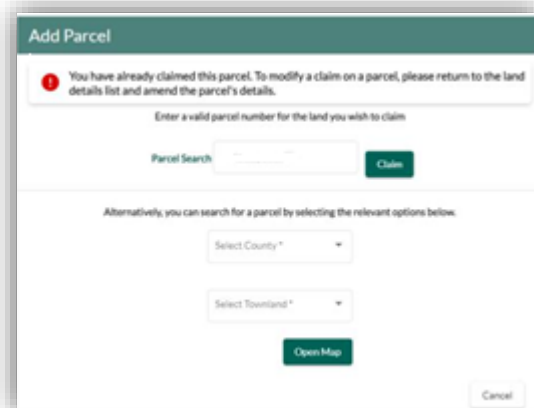
On the **'Add Parcel'** modal a yellow warning message will display, after you have added your parcel via [option one](#) or [option two](#), at the top of the screen, as shown in the image below, notifying you that **"This is an Island Parcel. If you wish to be considered for the Islands Scheme payment, you must return to the Schemes Selection page and select the Areas of National Constraint Scheme"**. You will need to return to the **'Scheme Selection'** page of your application and select the ANC Scheme.



## Add Parcel Warnings

### Parcels already claimed

If you are adding a parcel you wish to claim on your BISS Application using the **'Add Parcel'** facility and you enter a parcel number of land which you have already declared on your Application, a warning message will display on Screen, as shown in the image on the right.

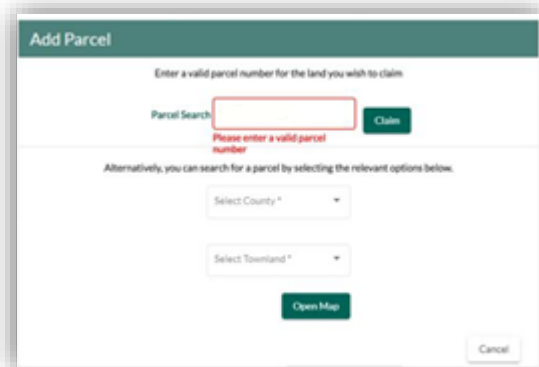




## Invalid parcel number

If you are adding a parcel you wish to claim on your BISS Application using the **'Add Parcel'** facility and you enter a parcel number of land which is an invalid parcel number, a warning message will display on Screen, as shown in the image on the right.

**Tip:** All parcels start with a letter.




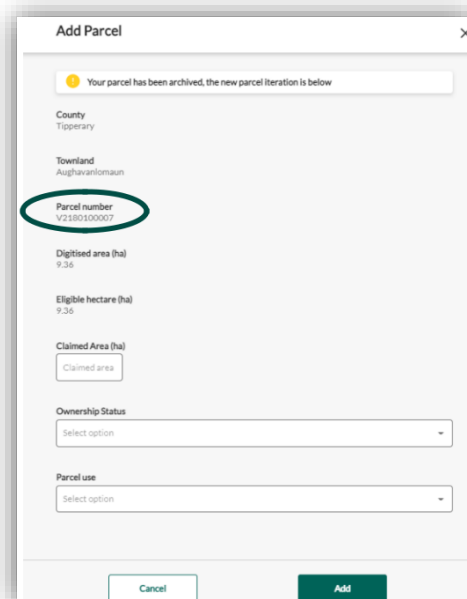
The screenshot shows the 'Add Parcel' form. At the top, it says 'Enter a valid parcel number for the land you wish to claim.' Below this is a 'Parcel Search' field with a red border and a red error message: 'Please enter a valid parcel number.' To the right of the field is a green 'Claim' button. Below the error message, it says 'Alternatively, you can search for a parcel by selecting the relevant options below.' There are two dropdown menus: 'Select County \*' and 'Select Townland \*'. At the bottom right is a green 'Open Map' button and a 'Cancel' button.

## Archived parcel number

If you are adding a parcel you wish to claim on your BISS application using the **'Add Parcel'** facility and you enter a parcel number of land which has been archived a warning message will display on Screen, as shown in the image on the right. The new parcel number, if available, will be populated for you and you can continue with adding the parcel to your application.

If you enter a parcel number of land which has been archived and the new parcel iteration is not available, a red warning message will display on Screen, as shown in the image below.

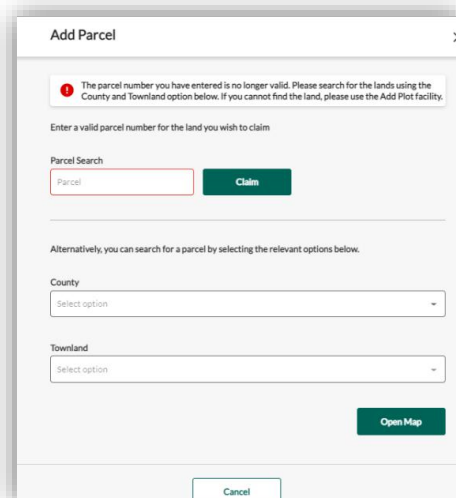
 The parcel number you have entered is no longer valid. Please search for the lands using the County and Townland option below. If you cannot find the land, please use the Add Plot facility.



The screenshot shows the 'Add Parcel' form. At the top, it says 'Your parcel has been archived, the new parcel iteration is below'. Below this is a 'County' dropdown menu with 'Tipperary' selected. Below that is a 'Townland' dropdown menu with 'Aughavannonaun' selected. The 'Parcel number' field is circled in green and contains the text 'V2180100007'. Below this are fields for 'Digitised area (ha)' (9.36), 'Eligible hectare (ha)' (9.36), and 'Claimed Area (ha)' (Claimed area). There are two dropdown menus for 'Ownership Status' and 'Parcel use', both with 'Select option' selected. At the bottom are 'Cancel' and 'Add' buttons.

## Split/Merged parcel number

If you are adding a parcel you wish to claim on your BISS application using the **'Add Parcel'** facility and you enter a parcel number of land which has been split into more than one parcel, or merged, a warning message will display on Screen, as shown in the image on the right.



The screenshot shows the 'Add Parcel' form. At the top, it says 'The parcel number you have entered is no longer valid. Please search for the lands using the County and Townland option below. If you cannot find the land, please use the Add Plot facility.' Below this is a 'Parcel Search' field with a red border and a red error message: 'The parcel number you have entered is no longer valid. Please search for the lands using the County and Townland option below. If you cannot find the land, please use the Add Plot facility.' To the right of the field is a green 'Claim' button. Below the error message, it says 'Enter a valid parcel number for the land you wish to claim.' There are two dropdown menus: 'County' and 'Townland', both with 'Select option' selected. At the bottom right is a green 'Open Map' button and a 'Cancel' button.



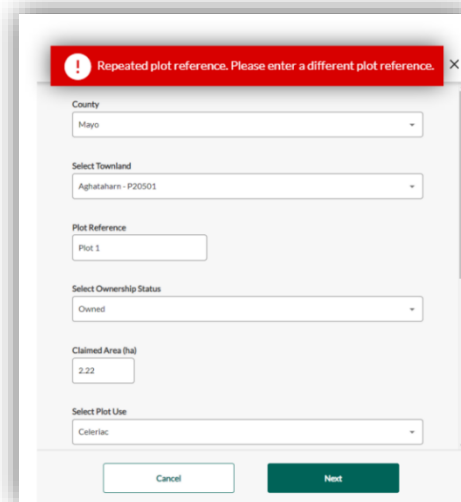
## Add Plot Warnings

### Plot Reference

If you are adding plots to your BISS application using the ‘Add Plot’ facility, each Plot Reference must be different, you cannot use the same Plot Reference more than once.

If you try to add a plot with a Plot Reference you have already used, e.g. ‘Plot 1’ a warning message will display on the Add Plot Modal, advising that the plot you are trying to add to your BISS Application is a **“Repeated plot reference.**

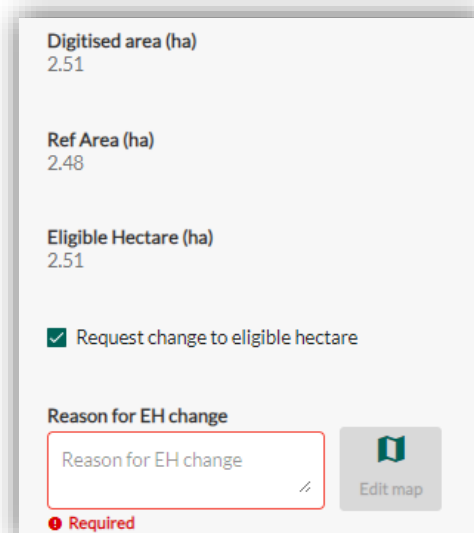
**Please enter a different plot reference”**. You will not be allowed to proceed until you change the Plot Reference e.g., Plot 2 etc.



### Request Change to Eligible Hectare (EH)

If you wish to change the EH of a parcel and you have ticked the box in the Side Drawer for **“Request change to eligible hectare”** a warning icon is displayed at the top of the Side Drawer notifying you that your **“Application is missing mandatory information”**.

The same icon will appear, as shown in the image below, beside the text box where you are required to enter your reason(s) as to why you are requesting a change. As soon as you enter a note, the red warning will clear, and you can proceed with your application. Further information on **‘Request Change to Eligible Hectare’** can be found [here](#).

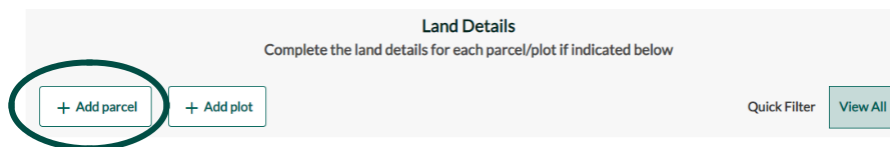




## How to Add a Parcel

You may need to use this option to add any land to your BISS Application that was not previously claimed or is omitted from your BISS Application.

To add a parcel, click on the **'Add parcel'** button on the **'Land Details'** Screen, as shown in the image below.



There are **two options available** to you once you press the **'Add Parcel'** button, outlined below.

**Option 1** - If you know the parcel number of the parcel you can input it into the **'Parcel Search'** box and click on **'Claim'**, as shown in the image on the right.

**NB:** All parcels start with a letter, when using the parcel search option.

A screenshot of the 'Add Parcel' modal. It has a title bar with 'Add Parcel' and a close button. The main content area says 'Enter a valid parcel number for the land you wish to claim'. Below this is a 'Parcel Search' section with a text input field labeled 'Parcel' and a green 'Claim' button circled in green. Below that, it says 'Alternatively, you can search for a parcel by selecting the relevant options below.' There are two dropdown menus: 'County' (with 'Select option' text) and 'Townland' (with 'Select option' text). At the bottom right is an 'Open Map' button, and at the bottom center is a 'Cancel' button.

This will return the parcel information to you, and you will have to **input** the **Claimed Area**, the **Ownership Status** and **Parcel Use** as appropriate, as shown in the image to the right.

### Note:

- If the parcel you have entered is in Organics, you will also be required to enter the Organic Status.
- If the parcel you have entered is a commonage parcel you will also be required to enter the Commonage Fraction.

Once you have entered the required information, the **'Add'** button will become active. Click on the **'Add'** button to successfully add the parcel to your BISS application, as shown in the image on the right.

A screenshot of the 'Add Parcel' modal. It shows the following fields: 'Townland' (Rossplee), 'Parcel number' (Y1101200053), 'Ref area (ha)' (0.01), 'Digitised area (ha)' (2.54), 'Eligible hectare (ha)' (2.54), 'Claimed Area (ha)' (with a text input field labeled 'Claimed area'), 'Ownership Status' (dropdown menu with 'Select option'), and 'Parcel use' (dropdown menu with 'Select option'). At the bottom, there are 'Cancel' and 'Add' buttons. The 'Add' button is circled in green.

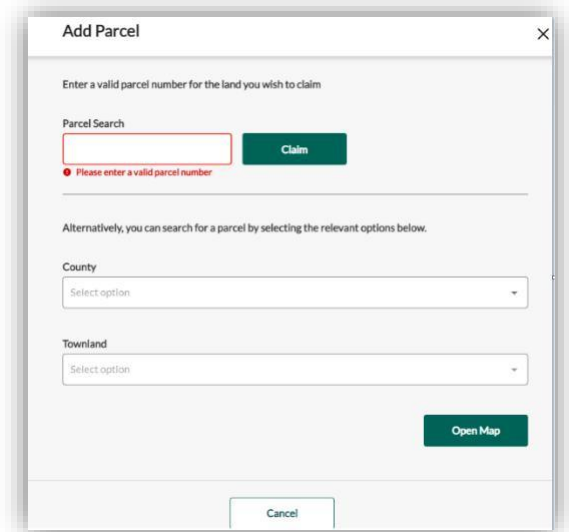


A green popup message will appear at the top of the Screen notifying you that you have successfully added the parcel.

The parcel will be added to your parcel list, it will appear in alphabetical order of the townlands on your Land Details page.

### Invalid Parcel Numbers

If you are using Option 1 above and enter an **invalid parcel number** into the parcel search, the system will inform you, as shown in the image to the right, and you must use Option 2, outlined below to add this land to your BISS application.



The screenshot shows the 'Add Parcel' form with a red border around the 'Parcel Search' input field. A red error message reads: 'Please enter a valid parcel number'. The 'Claim' button is disabled. Below the search field, there are two dropdown menus for 'County' and 'Townland', both with 'Select option' as the placeholder text. At the bottom right is an 'Open Map' button, and at the bottom center is a 'Cancel' button.

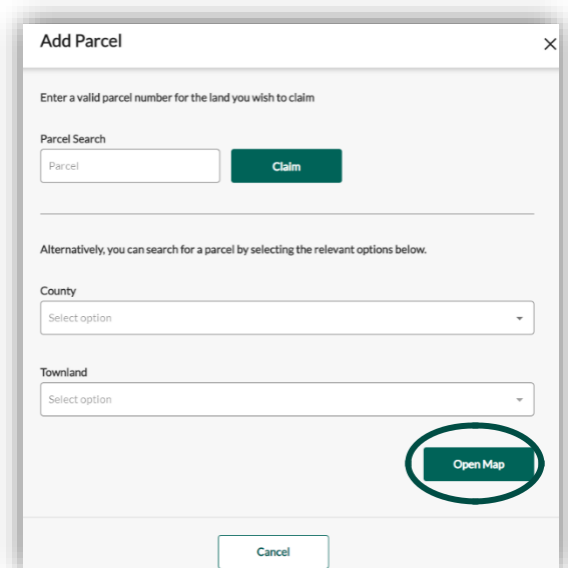
**Option 2** – If you do not know the parcel number you can search for a parcel using Option 2.

Select a **County** from the dropdown menu.

Select a **Townland** from the dropdown menu.

Click on the '**Open Map**' button.

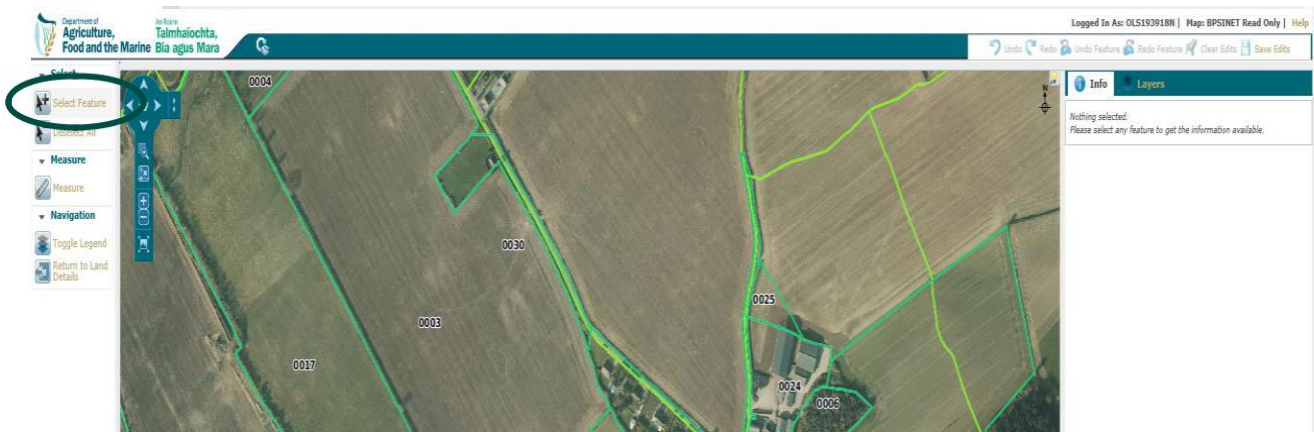
The mapping system will then open and display the lands in the County and Townland you have selected



This screenshot is identical to the one above, but the 'Open Map' button at the bottom right is circled in green to indicate it should be clicked.

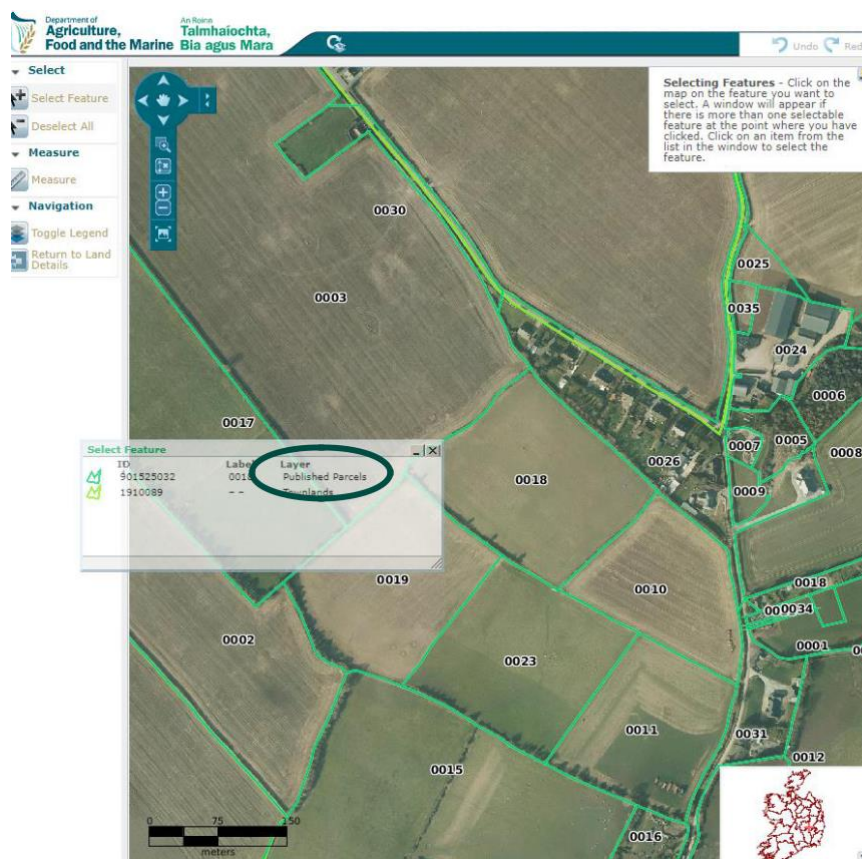


Once you are presented with the map you can select a parcel from the chosen Townland by clicking on the 'Select Feature' button on the left-hand side of the page as shown in the image below.



## Selecting the Parcel

A pop-up box will appear on the map, click the first entry '**Published Parcels**' as shown in the image below to select this parcel.

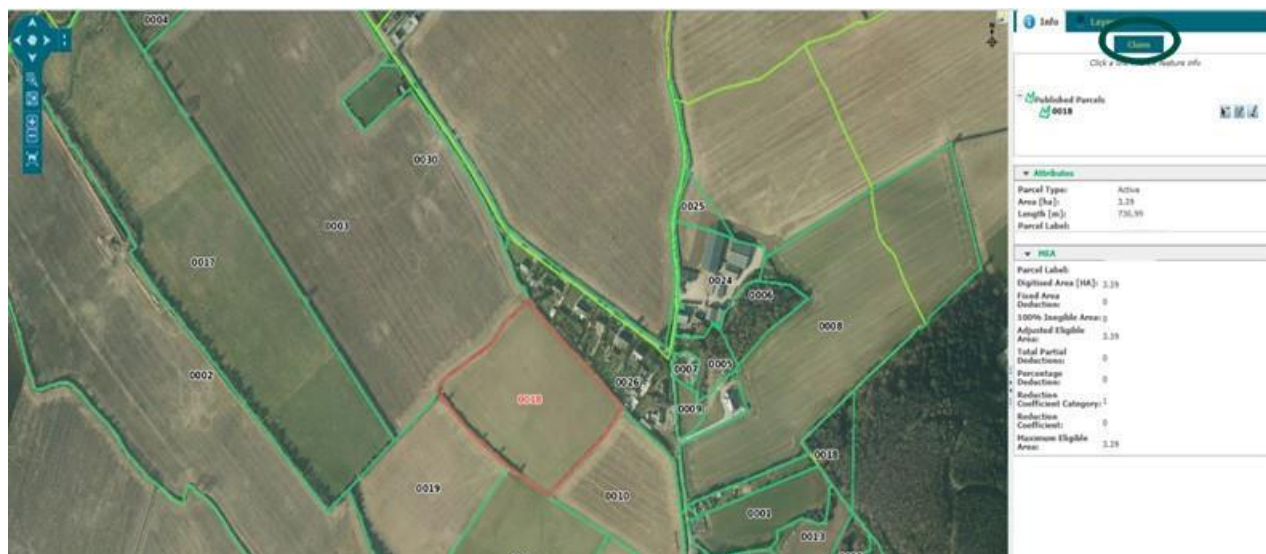


The boundary and parcel number will highlight in red to indicate it has been selected.



## Adding the selected parcel to your application

The details of the parcel will be presented to you on the right-hand side of the Screen. If you wish to claim this parcel you can do so by clicking on the **Claim** button as shown in the image below.



Clicking on the **Claim** button will return the parcel information to you in a popup as shown in the image below.

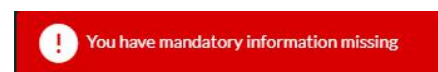
You must enter the information on the popup for the

- **Claimed Area**
- **Ownership Status**
- **Parcel Use**
- Once you have completed these details, the system will allow you to select the 'Add' button. Click 'Add', you will be returned to the 'Land Details' Screen and the new parcel will be shown.

### Note:

- If the parcel you have entered is in Organics, you will also be required to enter the Organic Status.
- If the parcel you have entered is a commonage parcel you will also be required to enter the Commonage Fraction.
- If the parcel is subject to Agricultural Activity, you will also be required to enter the Agricultural Activity for the parcel. Further information on Agricultural Activity can be found [here](#)

Note: If you try to click the 'Add' button without completing the **Claimed Area**, **Ownership Status** and **Parcel Use** a pop up will show stating that mandatory information is missing and needs to be completed before the parcel can be added.

The image shows a 'Add Parcel' popup form. It contains the following fields: Townland (Aghalough), Parcel number (E1980200004), Ref area (ha) (10), Digitised area (ha) (10.29), Eligible hectare (ha) (10.29), Claimed Area (ha) (Claimed area), Ownership Status (Select option), and Parcel use (Select option). There are red error messages below the 'Claimed Area', 'Ownership Status', and 'Parcel use' fields: 'Please enter a claimed area.', 'Required', and 'Required' respectively. At the bottom are 'Cancel' and 'Add' buttons.



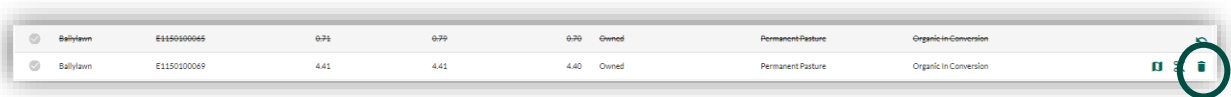
## How to Delete a Parcel



You may need to use this option to remove any land from your BISS Application that is no longer farmed by you.


Click on the **'Delete Parcel'**  icon on the **'Land Details'** Screen.

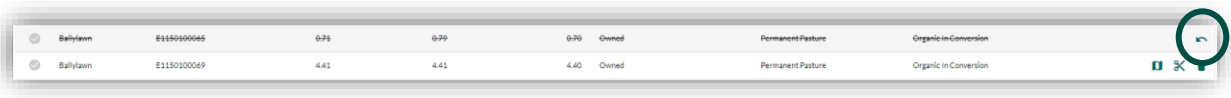
You can find this icon on the parcel row, under the **'Actions'** column on **'Land Details'**.



By clicking this delete icon it will turn the line grey and put a line through all the details for that parcel, as shown in the image below. Parcels on the **'Land Details'** Screen that are deleted and shown in grey with a line through them will not be submitted as part of your BISS application.



<input checked="" type="checkbox"/>	Ballylawn	E1150100065	0.75	0.79	0.70	Owned	Permanent Pasture	Organic in Conversion	
<input checked="" type="checkbox"/>	Ballylawn	E1150100069	4.41	4.41	4.40	Owned	Permanent Pasture	Organic in Conversion	

If you wish to reinstate a parcel you deleted in error, you may do so by clicking on the **'Undo'**  icon on that parcel row, as shown in the image below.



<input checked="" type="checkbox"/>	Ballylawn	E1150100065	0.75	0.79	0.70	Owned	Permanent Pasture	Organic in Conversion	
<input checked="" type="checkbox"/>	Ballylawn	E1150100069	4.41	4.41	4.40	Owned	Permanent Pasture	Organic in Conversion	

By clicking on the undo icon this parcel will be included in your BISS application, as shown in the image below.

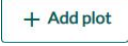


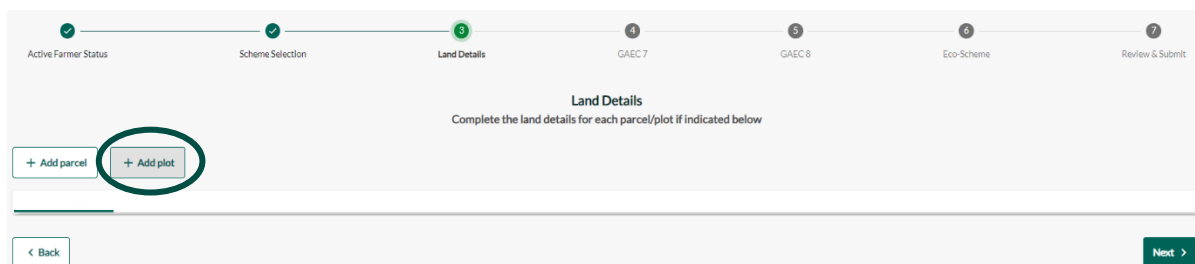
<input type="checkbox"/>	Ballylawn	E1150100065	0.71	0.79	0.70	Owned	Permanent Pasture	Organic in Conversion	
<input checked="" type="checkbox"/>	Ballylawn	E1150100069	4.41	4.41	4.40	Owned	Permanent Pasture	Organic in Conversion	



## How to Add a Plot

You may need to use this option to add any land to your BISS application that cannot be done through the 'Add Parcel' facility. You might use this if you are renting part, but not all of a land parcel for example.

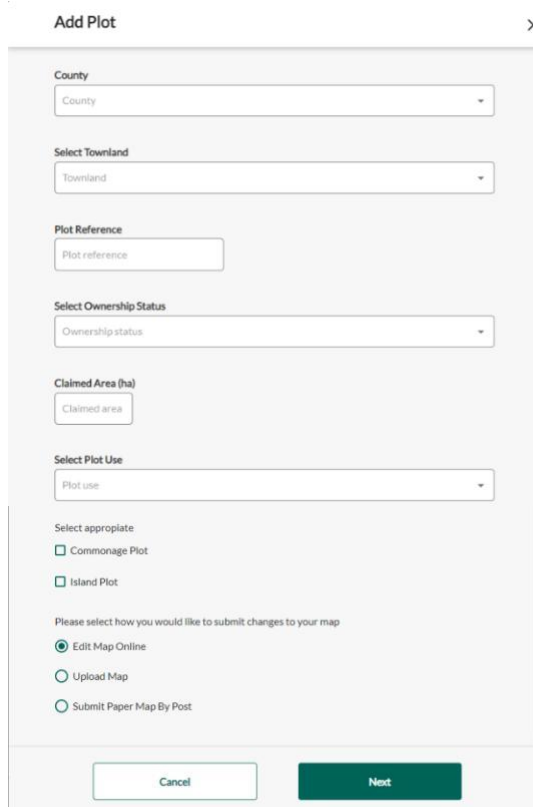
If you wish to add a new Plot, you can do so by clicking on the  button, as shown in the image below.



The screenshot shows the BISS application progress bar with seven steps: 1. Active Farmer Status, 2. Scheme Selection, 3. Land Details, 4. GAEC 7, 5. GAEC 8, 6. Eco-Scheme, and 7. Review & Submit. The 'Land Details' step is currently active. Below the progress bar, the 'Land Details' section is titled 'Complete the land details for each parcel/plot if indicated below'. There are two buttons: '+ Add parcel' and '+ Add plot'. The '+ Add plot' button is circled in green. At the bottom left is a '< Back' button, and at the bottom right is a 'Next >' button.

This will present you with the pop-up box displayed in the image on the right below. You must enter the required information on this popup:

1. Select the **County** where the Plot is located.
2. Select the **Townland** within that County where the Plot is located.
3. Enter the **Plot Reference** e.g., Plot 1 or Plot 2.
4. Select the **Ownership Status** for the Plot – Owned, Rented In or Leased In.
5. Enter the **Claimed Area** in hectares for the Plot.
6. Select the **Plot Use** i.e. – the crop sown in the Plot.
7. If the Plot is part of a **Commonage**, please tick the Commonage Plot box, this will prompt you to enter the Commonage share fractions.
8. If the Plot is part of the **Islands Scheme**, please tick the Island Plot box. Please note you will only have this option if you have applied for ANC on 'Scheme Selection'.



The 'Add Plot' pop-up form contains the following fields and options:

- County:** A dropdown menu with 'County' selected.
- Select Townland:** A dropdown menu with 'Townland' selected.
- Plot Reference:** A text input field with 'Plot reference' as a placeholder.
- Select Ownership Status:** A dropdown menu with 'Ownership status' selected.
- Claimed Area (ha):** A text input field with 'Claimed area' as a placeholder.
- Select Plot Use:** A dropdown menu with 'Plot use' selected.
- Select appropriate:** Two checkboxes: 'Commonage Plot' and 'Island Plot'.
- Please select how you would like to submit changes to your map:** Three radio buttons: 'Edit Map Online' (selected), 'Upload Map', and 'Submit Paper Map By Post'.
- Buttons:** 'Cancel' and 'Next' buttons at the bottom.

*\*\*Please note if the plot you wish to add to your BISS Application is subject to 'Agricultural Activity' checks you must also enter the [Agricultural Activity](#) of the plot.*



**When items 1 to 8 above have been entered** in the Add Plot Modal, you must then select how you wish to submit the mapping of the Plot with your application. You have three options:

### 1. Edit Map Online

If you select this option, and click **'Next'** on the popup, the online mapping system will open, and you must draw a map of the plot on the system. Please refer to the section [Drawing a Plot](#) for further information.

### 2. Upload Map

If you select this option, and click **'Next'** on the popup, the information for the Plot will be added to your **'Land Details'** Screen, and you will see the message below to upload your required maps in the Review tab before submitting your BISS application.

☒ Upload Map

☐ Submit Paper Map By Post

Please ensure to upload your required maps in the Review tab before submitting your application.

### 3. Submit Paper Map by Post

If you select this option, you will see the message below instructing you to post the required maps and any supporting documentation to the Department of Agriculture. Once you click **'Next'** on the popup, the information for the Plot will be added to your **'Land Details'** Screen.

☒ Submit Paper Map By Post

After submitting this form, please post required maps and documentation to support your claims on Plots.

If you chose **Options 2 or 3 above**, you click Next, and the new Plot will be added to your Land Details. Plots will appear at the top of your list of lands on page one.



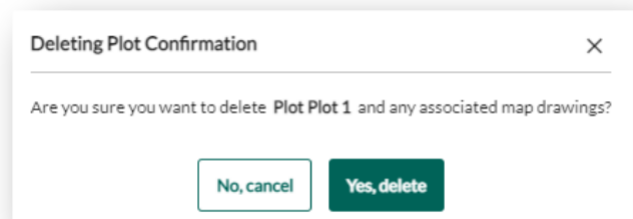
## How to Delete a Plot

You may need to use this option to remove any plot of land added by you to your BISS application.

Click on the 'Delete Plot'  icon.

You can find this icon on the parcel row, under the 'Actions' column on 'Land Details'. Alternatively, if you are in the Side Drawer, click on the  button.

By clicking this delete icon, a confirmation popup message will display on the Screen as shown in the image to the right.



If you wish to continue with deleting a plot, click 'Yes, delete', or if you wish to retain the added plot click 'No, cancel'.


If you click 'Yes, delete', this plot will be permanently removed from your BISS application, and a confirmation pop up will also show onscreen to confirm your plot has been deleted. If you have deleted this plot in error and wish to add a plot again, click the 'Add Plot' button.

If you click 'No, cancel' the plot will not be deleted and will be included in your BISS application.

Further information on adding a plot can be found [here](#).




## Subdividing a Parcel

To subdivide a parcel, click the  icon, as shown in the image below also, on the end of the parcel row.

	Aghmacart	K1350200049	5.92	5.92	5.77	Owned	Permanent Pasture			
	Aghmacart	K1350200072	0.00	0.00	0.00	Owned	Permanent Pasture			
	Srah	K3481400010	14.17	14.17	14.17	Leased In	Permanent Pasture			

This will bring you to the map for that parcel.

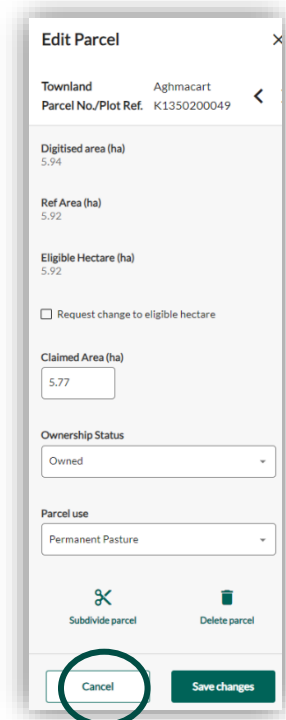
Alternatively, if you are in the Side Drawer, scroll down and click the  icon as shown in the image on the right, to subdivide the chosen parcel.

This will bring you to the map for that parcel.

### Subdivision Restrictions – New for 2024

The subdivisions feature should not be used to split parcels into eligible and ineligible areas.

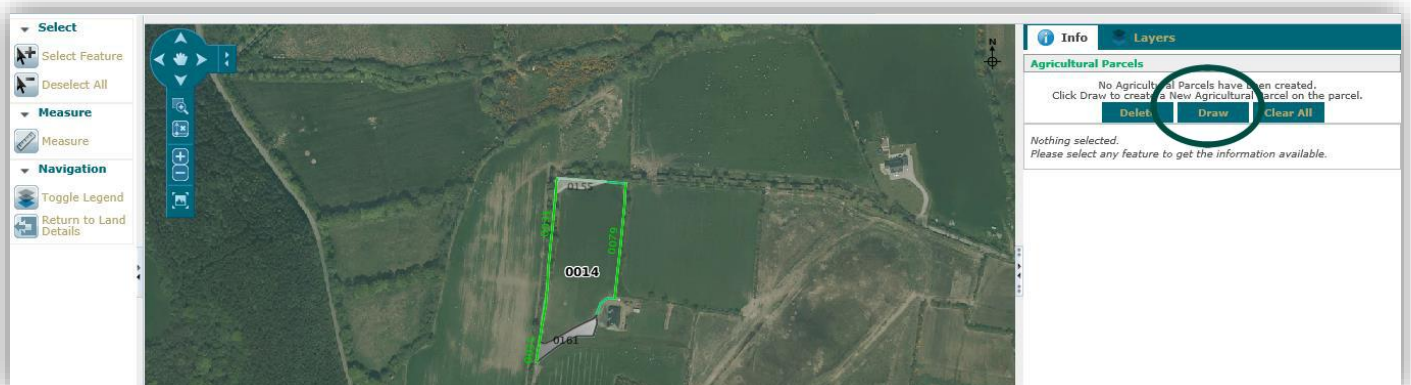
1. It is not possible to complete a subdivision on a parcel that has a parcel use of Farmyard or Building.
2. Any parcel that is subdivide can only have an eligible crop type. On returning from the map, any ineligible crop types will not be available for selection from the Parcel Use dropdown.



The 'Edit Parcel' form displays the following information:

- Townland: Aghmacart
- Parcel No./Plot Ref.: K1350200049
- Digitised area (ha): 5.94
- Ref Area (ha): 5.92
- Eligible Hectare (ha): 5.92
- ☐ Request change to eligible hectare
- Claimed Area (ha): 5.77
- Ownership Status: Owned
- Parcel use: Permanent Pasture
- Buttons: Subdivide parcel, Delete parcel, Cancel, Save changes

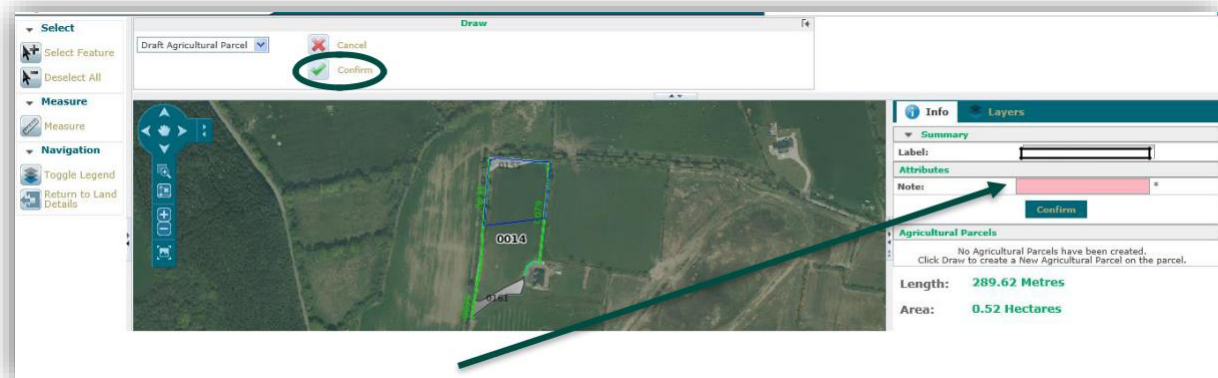
Click on the 'Draw' button on the right-hand side of the map.



You are now ready to draw the subdividing lines on the parcel.

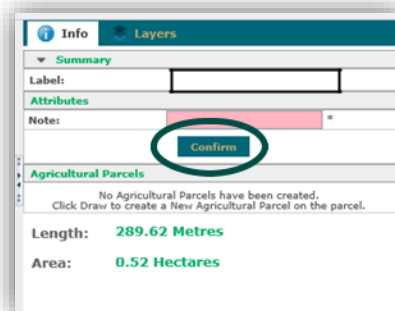


Firstly, click outside the parcel boundary and drag your mouse across the parcel to click outside the boundary on the other side of the parcel, thus dividing the parcel. You will need to draw 4 points on the map, all outside the boundary. Once you have completed the 4 points and you click on the **'Confirm'** button at the top of the map and the lines will snap back to the boundaries.

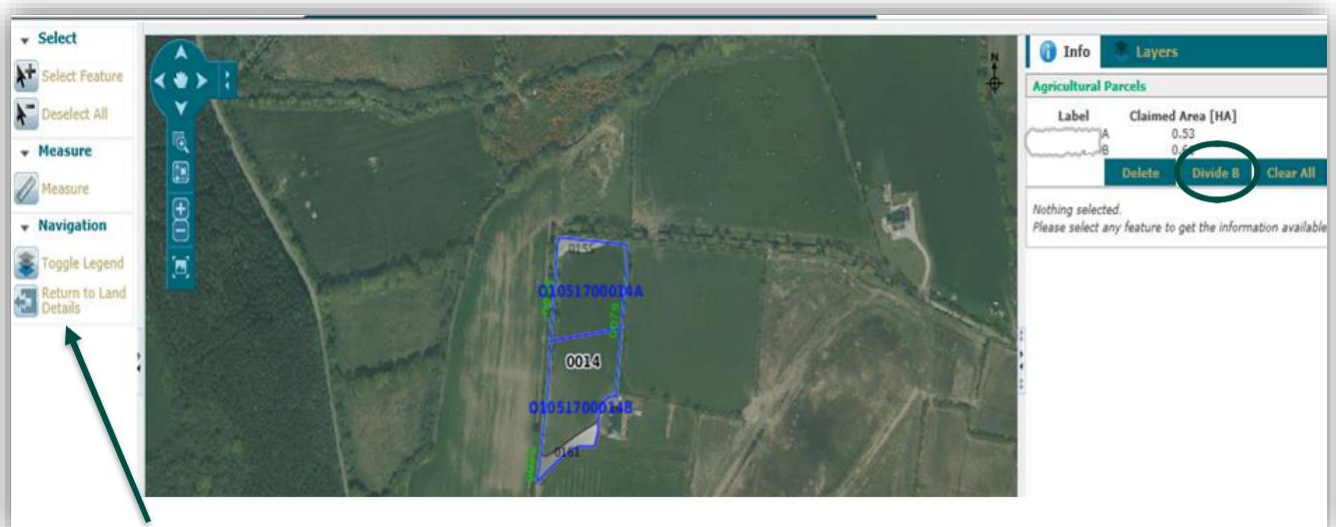


You will be required to add a **Note** for part "A" of the subdivision, for example your note may be the crop type for this part of the parcel. Once you have input the note, click on the **'Confirm'** button.

You will then be required to input a **Note** for part "B" of the subdivision and any subsequent parts if applicable. Input the note and click on the **'Confirm'** button.



When you click **'Confirm'**, the mapping updates to show all subdivisions. In the image below, the parcel has now been divided into A & B. If you wish to divide the parcel further, click on the **'Divide B'** button. If you wish to delete the drawings click on the **'Clear All'** button.



Click on **'Return to Land Details'** to exit the map.



When you return to the **'Land Details'** Screen, the Side Drawer will appear on the right-hand side of the Screen to allow you to edit the subdivided parcel.

You are required to enter the Parcel Use for part "A" and part "B" of the subdivision and any subsequent parts if applicable. Click the drop-down menu on the Parcel Use and scroll down to select the relevant crop type.

Click **'Save Changes'** and Click on the **'X'** located at the top of the side drawer.

To enter the Parcel Use for part "B" of the subdivision click on the parcel row to open the Side Drawer and enter the parcel use. Again, click **'Save Changes'** and Click on the **'X'** located at the top of the Side Drawer.

Repeat these steps for any other subsequent parcels if applicable.

On **'Land Details'** you will see the original parcel line greyed out with a line drawn through the details and the new subdivisions will be populated on the parcel row, as shown in the image below.

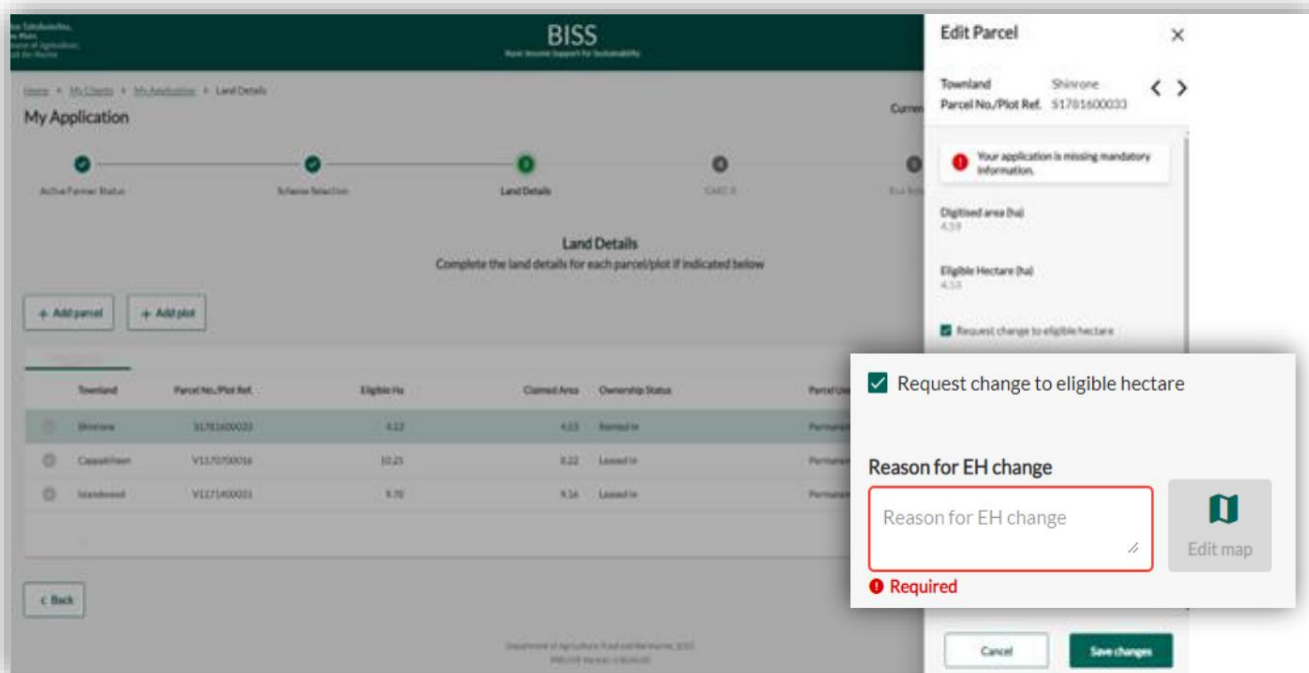
Townland	Parcel No./Plot Ref.	Eligible Ha	Claimed Area	Ownership Status	Parcel Use	Actions
Shirrone	S1781600033	4.53	4.53	Rented In	Permanent Pasture	
Shirrone	S1781600033A	4.53	1.11	Rented In	Permanent Pasture	
Shirrone	S1781600033B	4.53	1.75	Rented In	Permanent Pasture	
Islandwood	V1171400031	9.78	9.16	Leased In	Permanent Pasture	



## Request Change to Eligible Hectare (EH)

The **Eligible Hectare (EH)** is determined by DAFM. It is not possible to amend the EH, but you may request a change to this area if, for example, you have taken out a site for a house and want to decrease your eligible area.

To request a review of this area, tick the '**Request Change to EH**' box which is located on the Side Drawer of each parcel on the '**Land Details**' Screen, as shown in the image below.



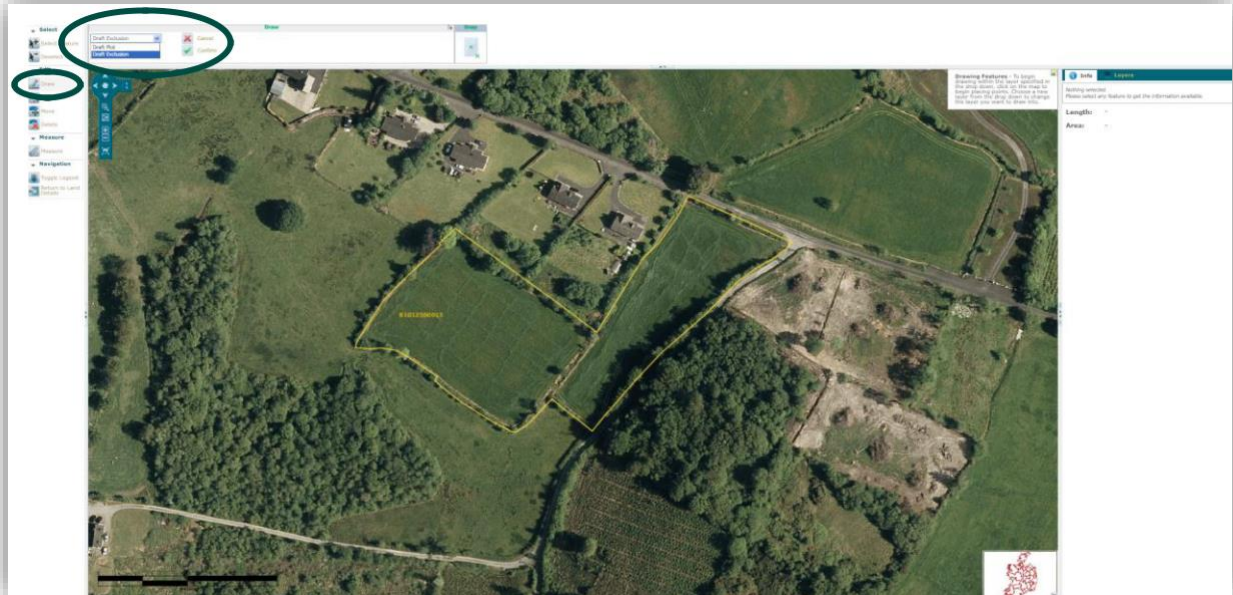
When you tick the Request Change to EH box, the system will provide you with a dialogue box where you can explain the reason for requesting the change to EH. You may for example add a note to say, "House Site Exclusion".

If the exclusion requires you to identify the area on the map of the parcel, click on the green '**Edit Map**' button. The map of the parcel will open, and you can draw the area to be excluded, or an existing excluded area to be reviewed if it has been cleared. Please refer to the [mapping section](#) of this User Guide for further information on drawing an Exclusion.





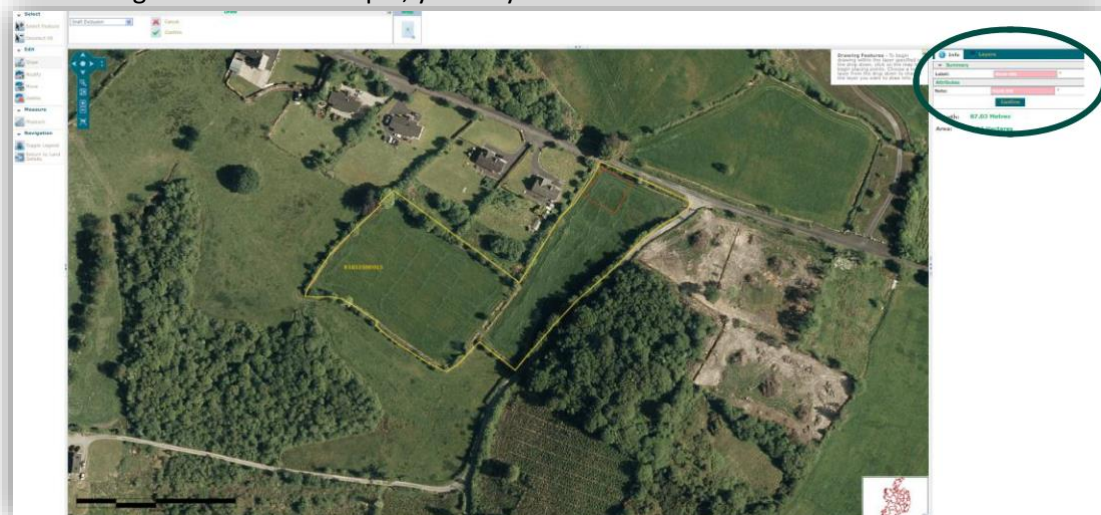
## Drawing an Exclusion

Click on **'Draw'** on the left panel. Then Select **'Draft Exclusion'** from the dropdown menu at the top of the Screen, as shown in the image below, to begin drawing your Exclusion.



You can then begin to draw the area of the Exclusion.

1. Click on the starting point and start to draw out your Plot. A **red line** will follow your mouse movements of the Exclusion area as you draw.
2. As you click on points around the boundary of the Exclusion, you will see the measurements on the right-hand side of the Screen in Length and Area.
3. Once you are satisfied with the Plot that you have drawn on the map, click on the  **Confirm** button at the top of the Screen.
4. If you make an error, you can re-draw your Exclusion by clicking on the  **Cancel** button at the top of the Screen and starting again from step 1 above.
5. You must then enter a label and note on the right-hand side for the exclusion drawn, as shown in the image below. For example, you may enter the label and note 'House Site'.





6. Click **'Confirm'** and the label will appear on the map, as shown in the image below.

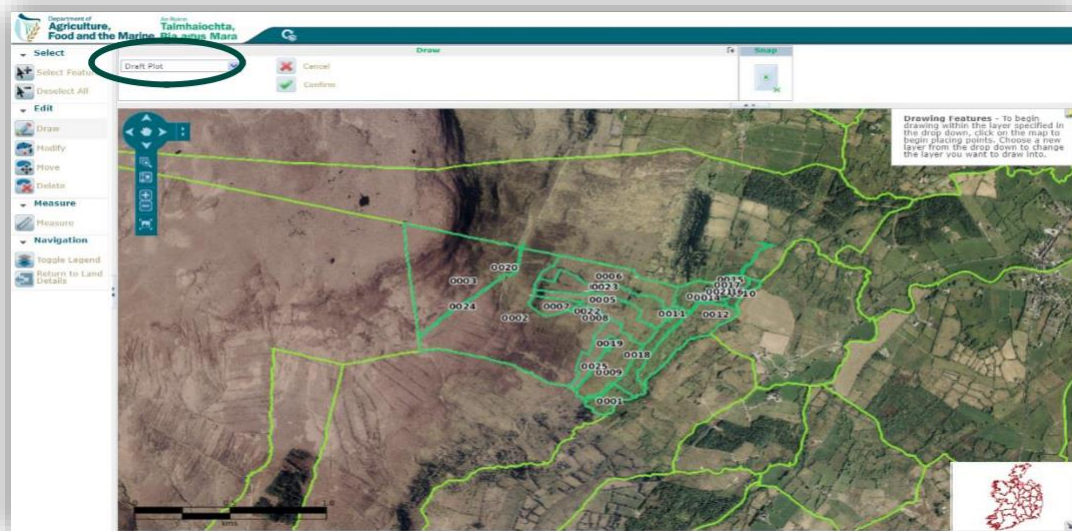




7. You can then select the **'Return to Land Details'** button on the right, as circled in the image above, to return to your application.
8. **If you have drawn an exclusion area, you will have noted the area in hectares, and you should reduce your Claimed Area on the parcel by this amount to avoid an Overclaim when the request to review the EH is completed by DAFM.**
9. You can amend the Claimed Area in the Side Drawer and click **'Save Changes'** to confirm your changes.

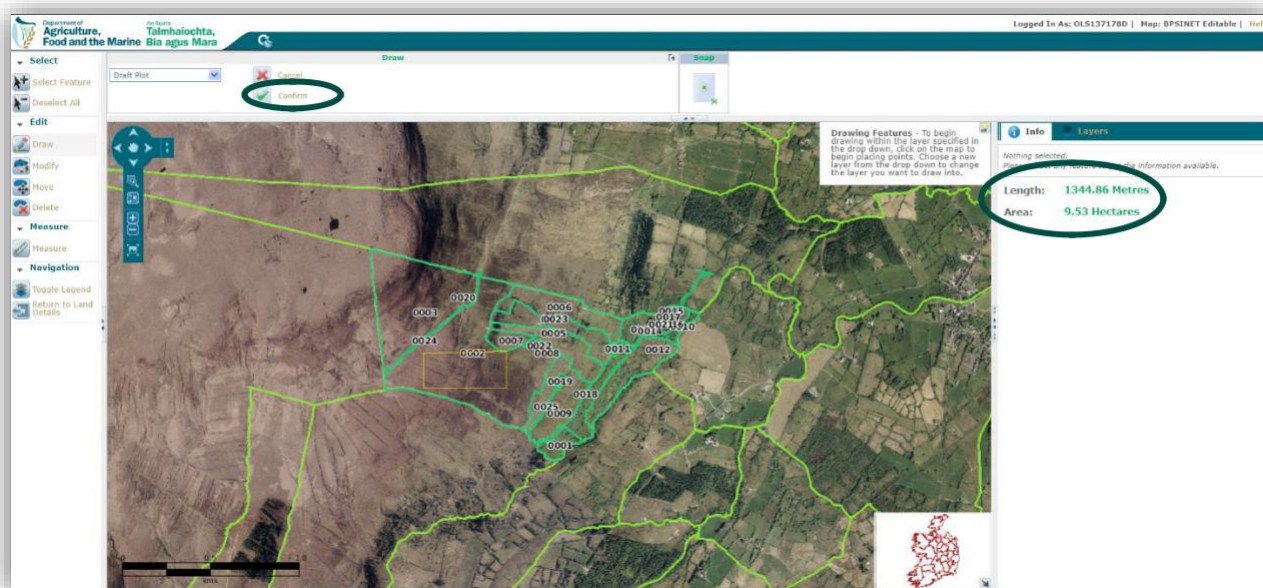


## Drawing a Plot – LPIS Mapping

Click on 'Draw' from the left panel. Then select 'Draft Plot' from the dropdown menu at the top of the Screen to begin drawing your Plot.

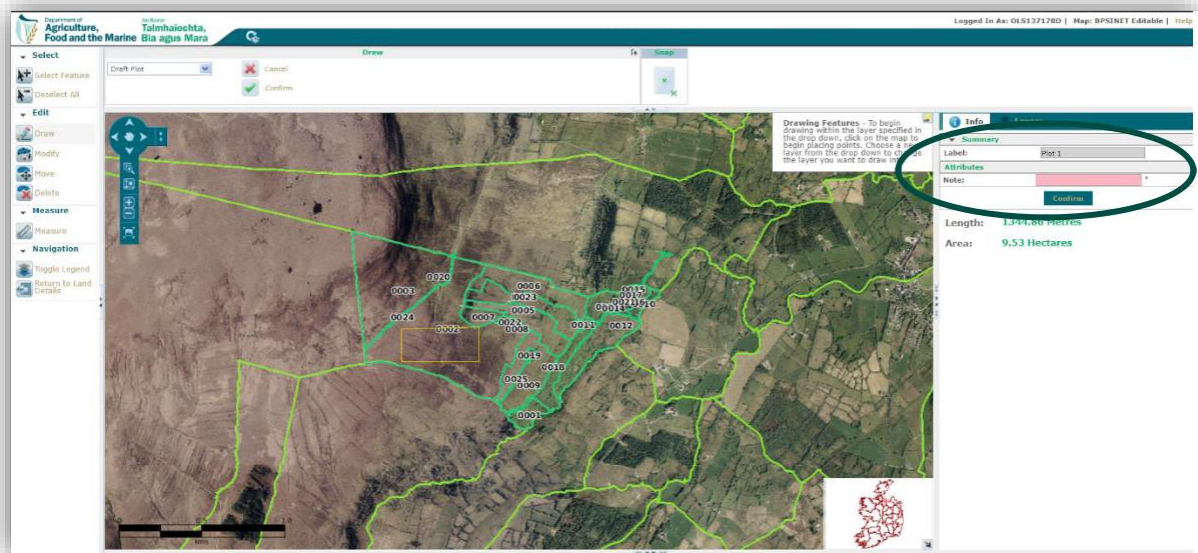


1. Click on the starting point and start to draw out your Plot. A **yellow line** will follow your mouse movements of the Plot area as you draw.
2. As you click on points around the boundary of the plot, you will see the measurements on the right-hand side of the Screen in Length and Area.
3. Once you are satisfied with the Plot that you have drawn on the map, click on the  **Confirm** button at the top of the Screen.
4. If you make an error, you can re-draw your Plot by clicking on the  **Cancel** button at the top of the Screen and starting again from step 1 above.

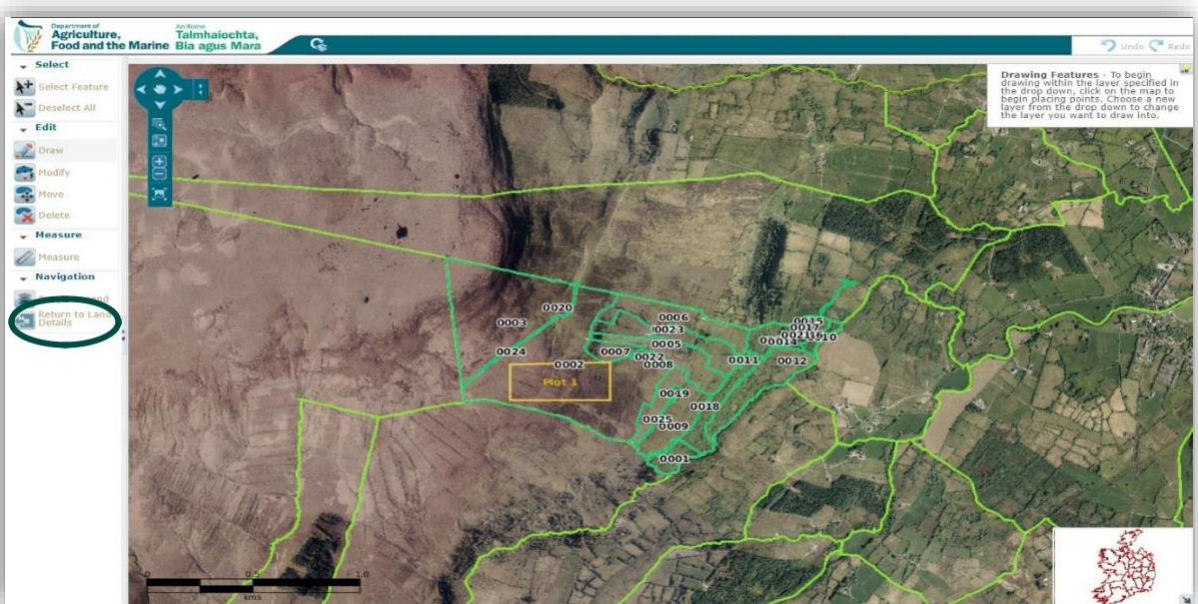


Once you click on the 'Confirm' button, the right-hand panel will display the unique Plot label you entered e.g., Plot 1 as shown in the image below.





- You must then enter a note for the Plot in the area highlighted in pink above, this would usually be used to give any additional information on the plot, e.g., recently bought land.
- If you are happy with your drawing, you can click on the **Confirm** button on the right-hand side panel as shown above.
- The drawn area will appear in **Yellow** with your Plot Reference as show in the image below. Click the **'Return To Land Details'** button on the left panel as shown in the image below, to exit the map.



Your Plot will be displayed at the top of the **'Land Details'** Screen.

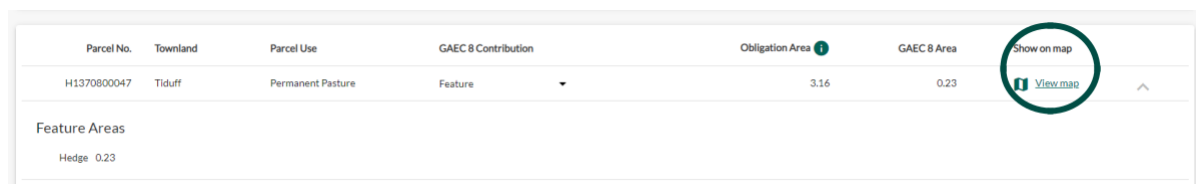
Townland	Parcel No./Plot Ref.	Ref Area Ha	Eligible Ha	Claimed Area	Ownership Status	Parcel Use	Actions
✓ Aghalenty	Plot 1			2.00	Owned	Permanent Pasture	




## GAEC 8/Eco Space for Nature (SfN) Map Edits

Map edits for **GAEC 8** and **Eco Space for Nature** Features are completed on the relevant tab of your BISS application.

- On the GAEC 8 screen, you can select the **'View Map'** button on each parcel row to enter the map.
- On the Eco Screen, under AP1 select the dropdown arrow to display your list of lands, and select the **'View Map'** button, as shown in the image below.



Parcel No.	Townland	Parcel Use	GAEC 8 Contribution	Obligation Area	GAEC 8 Area	Show on map
H1370800047	Tiduff	Permanent Pasture	Feature	3.16	0.23	

Feature Areas

Hedge 0.23

Once you select 'View Map' you will be brought to the mapping system for that parcel.

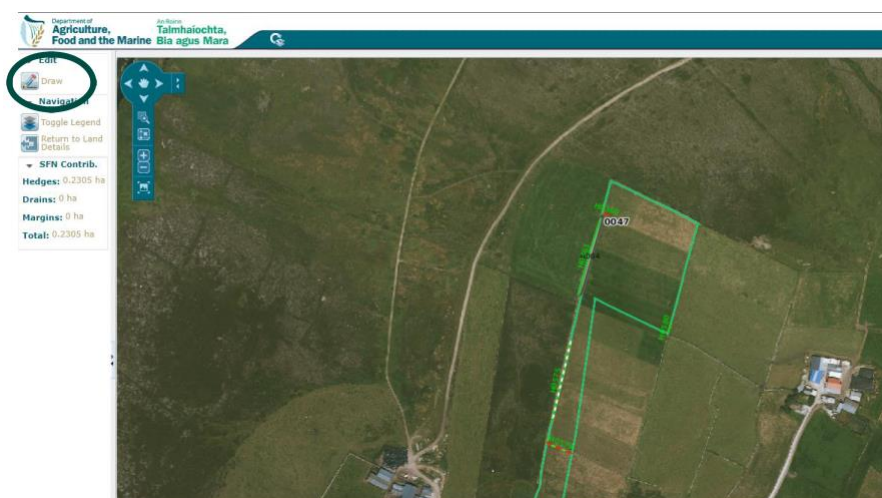
To view the map on the full screen you can close the **'Results'** panel by clicking on the 'arrow' at the bottom of the map above the SfN Factor, as shown in the image below.



Label	Type	Length [m]	SfN Factor	SfN Area [ha]
H0360	Hedge/Stonewall 101	10.65	10	0.0107
H0361	Hedge/Stonewall 5	111.17	5	0.0556

## Adding GAEC 8/SfN Map Edits

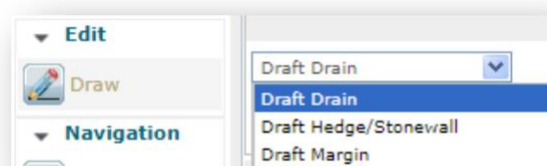
The steps below outline how to add any features on maps for GAEC 8/SfN





1. Select on '**Draw**' from the left panel as shown in the image above.


2. Then select the feature you wish to draw from the dropdown menu at the top of the Screen, as shown in the image on the right.



3. The feature you chose will show as a different colour as you draw on the map, outlined below:

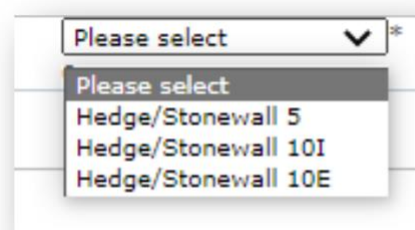
- a A **green line** will follow your mouse movements for a draft **Hedge/Stonewall**
- b A **blue line** will follow your mouse movements for a draft **drain**.
- c An **orange line** will follow your movements for a draft **margin**.

4. Once you make your selection, the cross will appear as your cursor, and you can begin to draw. Click once at your starting point and move your mouse in the direction of the feature location, the measurement will display as you move the mouse. Click each time you need to change direction, or to finish your drawing.

5. Once you are satisfied with the hedge/stonewall that you have drawn on the map, click on the  **Confirm** button at the top of the Screen.

6. If you make an error, you can click on  **Cancel** button at the top of the Screen and start again from step 1.

7. **NB:** If the feature you have drawn is a Hedge/Stonewall you will need to select the type from the dropdown in the '**Info**' section on the right-hand side of the screen, as shown in the image on the right and click '**Confirm**'. There is no requirement to select the type for Drain or Margin features. The table below explains the options and when they should be selected.




Option	Select If
Hedge/Stonewall 5	You have access to one side of the hedge/stonewall you drew
Hedge/Stonewall 10I	The hedge/stonewall is internal and you have access to both sides
Hedge/Stonewall 10E	The hedge/stonewall is external i.e. along a road, and you have access to both sides



## Deleting GAEC 8/Eco SfN Map Edits

If there is a mapped GAEC 8 or Eco Space for Nature Feature on one of your parcels, that is no longer there, you can delete it from your parcel in the GAEC 8 or Eco SfN screens.

- On the GAEC 8 screen, you can select the **'View Map'** button on each parcel row to enter the map.
- On the Eco Screen, under AP1 select the dropdown arrow to display your list of lands, and select the **'View Map'** button, as shown in the image below.

Parcel No.	Townland	Parcel Use	GAEC 8 Contribution	Obligation Area	GAEC 8 Area	Show on map
H1370800047	Tiduff	Permanent Pasture	Feature	3.16	0.23	
Feature Areas						
Hedge 0.23						

Once you select 'View Map' you will be brought to the mapping system for that parcel.



SfN Results	Type	Length [m]	SfN Factor	SfN Area [ha]	Select
H0182	Hedge/Stonewall 5	50.2	5	0.0254	Select Feature
H0330	Hedge/Stonewall 5	10.59	5	0.0053	Select Feature
H0350	Hedge/Stonewall 101	38.61	10	0.0386	Select Feature
H0349	Hedge/Stonewall 5	145.37	5	0.0727	Select Feature
H0348	Hedge/Stonewall 5	34.83	5	0.0174	Select Feature

At the bottom of the screen, in the SfN Results table, you will see all the mapped features for that parcel. On the right-hand side, as shown in the image above, select the button 'Select Feature' on the row of the feature you want to delete.

The  **Delete** button will then appear.

Press the delete button and a popup appears to confirm you want to delete the feature as shown in the image on the right.

**agfood.iprelive.agriculture.gov.ie says**

Are you sure you want to delete the selected features ?

**OK** **Cancel**

Select Ok to delete. The deleted feature will result in a decrease in your GAEC 8 and/or Eco SfN percentages.



## Islands

The **'Islands'** Screen will be shown after the **'Land Details'** Screen. This is only available for herds who have applied for the ANC scheme and have with ANC Island parcels.

This Screen is pre-populated with your Island parcel information declared on Land Details. The following columns will be displayed above your list(s) of parcels and is non-editable.

Townland	Parcel Number/ Plot Reference	Is this Parcel Located on an Off Shore Island	Does Island have a Permanent Access Route i.e Bridge or Causeway	Parcel Use
		<input checked="" type="radio"/> Yes to all <input type="radio"/> No to all	<input type="radio"/> Yes to all <input checked="" type="radio"/> No to all	

1. **Townland** – The name of the Townland where the parcel is located.
2. **Parcel No./Plot Ref.** – A unique Land Parcel Identification System (LPIS) number identifying that parcel.
3. **Claimed Area** – The area claimed on the parcel for the scheme year.
4. **Parcel/Plot Use** - Refers to the use/crop of the parcel. If the Parcel Use is incorrect, you may amend it on this Screen.
5. **Is this Parcel Located on an Offshore Island** – Question must be answered for each Island parcel to proceed, and you are required to declare Yes or No.
6. **Does Island have Permanent Access Route i.e., Bridge or Causeway** – Question must be answered for each Island parcel to proceed, and you are required to declare Yes or No.

**Please note that both questions must be answered.**

for all Island Parcels, to continue with your BISS Application, and you may select the same answer for all parcels (if applicable) by clicking **'Yes to all'** or **'No to all'**, as shown in the image on the right.

Alternatively, you can click on the individual **'Yes'** **'No'** buttons for each Island parcel.



Once answered you can proceed to the next page of your BISS Application by clicking ‘Next’, as shown in the image below.

**Islands**  
Islands payment is part of the ANC Scheme

1 Please select the appropriate response for each plot/parcel

U1022080

Townland	Parcel No./Plot Ref.	Claimed Area (ha)	Parcel/Plot Use	Is this parcel/plot on an offshore island?	Does this island have a permanent access route, i.e. bridge or causeway?
				<input checked="" type="radio"/> Yes to all <input type="radio"/> No to all	<input type="radio"/> Yes to all <input checked="" type="radio"/> No to all
Conor's Island	U1020600003	29.52	Permanent Pasture	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Conor's Island	U1020600002	11.91	Permanent Pasture	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

< Back

Next >



## GAEC 7

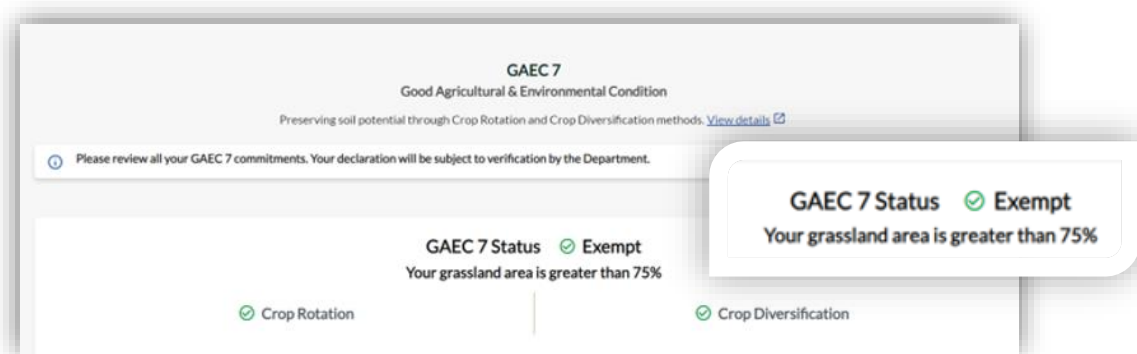
Once you have clicked **'Next'** on the **'Land Details'** Screen your **'GAEC 7'** Screen is displayed.

Depending on the type and size of your arable holding, you may be required to implement the practice of crop rotation and/or crop diversification under GAEC 7.

Based on the data available, the **'GAEC 7'** screen will inform you if you have met your GAEC 7 obligation and display your GAEC 7 Status of **Exempt**, **Compliant** or **Not Compliant**. Please note all declarations are subject to verification by the Department.

### GAEC 7 - Exemptions

A green tick displays beside the GAEC 7 status when an applicant is deemed exempt as shown in the image below.



There are four exemptions to GAEC 7 and they are are:

- Your arable area is less than 10ha.
- Your arable area is certified organic.
- Greater than 75% of your arable area is in grassland/protein production.
- Your grassland area is greater than 75%.

If one of the above applies to your holding, you will see the Exempt message on screen for GAEC 7 and no further action is required.

### Crop Rotation only exemptions

When the arable area is equal to or greater than 10 ha but less than 50 ha, where at least 50% of arable area is sown in Barley (Spring or Winter), you are exempt from Crop Rotation only. Please note you may still need to comply with Crop Diversification requirements. If you are exempt for Crop Rotation, please note the following:

- The Crop Rotation summary panel will be presented with a green tick.
- The reason **"Your arable area is greater than 50% Barley"** will display below the crop rotation summary.




## GAEC 7 - Compliant

If you are compliant with crop rotation and/or crop diversification no actions are required. The screen will display as shown in the image below and you can proceed with your application.

The screenshot shows the GAEC 7 status screen with a green checkmark icon and the text "GAEC 7 Status Compliant". Below this, the "Crop Rotation" section shows "Your arable area is greater than 50% Barley" with a green checkmark. The "Crop Diversification" section shows "Compliant" with a green checkmark. A table titled "Crop Diversification" is displayed, showing the following data:

	Total eligible (Ha)	Total Agricultural Area (%)
Total Agricultural Area	21.28	100.00%
Total Grassland Area	0.04	0.20%
Total Tillage Area	21.22	99.79%
Barley - Winter	10.63	50.00%
Other - Spring	10.59	49.79%

## GAEC 7 - Not Compliant

If you are not compliant with crop rotation and/or crop diversification requirements, further actions will be required. The screen will display as shown in the image below with a  icon.

On the Crop Diversification tab, the red icon will appear beside the crops that are causing the non-compliance, for review.

The screenshot shows the GAEC 7 status screen with a red X icon and the text "GAEC 7 Status Not Compliant". Below this, the "Crop Rotation" section shows "Your arable area is greater than 50% Barley" with a green checkmark. The "Crop Diversification" section shows "Not Compliant" with a red X icon. A table titled "Crop Diversification" is displayed, showing the following data:

	Total eligible (Ha)	Total Agricultural Area (%)
Total Agricultural Area	21.28	100.00%
Total Grassland Area	0.04	0.20%
Total Tillage Area	20.63	96.90%
Barley - Winter	10.63	50.00%
Other - Spring	10.00	46.90%

The GAEC 7 non-compliances are:

- Minimum of two crops required and you have declared less than two.
- Minimum of three crops required and you have declared less than three.
- Primary crop area exceeds 75%.
- Two primary crops area exceeds 95%.



## Crop Diversification percentages

The crop diversification panel will display the total agricultural area, the total grassland area, and the total tillage area on your holding.

Crop Diversification		
	Total eligible (Ha)	Total Agricultural Area (%)
Total Agricultural Area	91.10	100.00%
Total Grassland Area	25.23	27.69%
Total Tillage Area	65.87	72.31%

The total grassland and total tillage area are also displayed as a percentage of your total agricultural area.

Below this is a breakdown of the arable crops of the holding and the percentage of these crops relate to the total arable area declared on your application.

Barley - Spring	40.00	60.73%
Wheat - Spring	24.33	36.94%
Oats - Winter	1.54	2.34%

If you are not compliant and try to proceed with your application by clicking **'Next'**, the pop up, as shown in the image below, will be displayed.

GAEC 7 Not Compliant

X

Your application is currently not compliant with the GAEC 7 obligation which may result in a penalty.

To be compliant, you must amend your land details or select to add a catch crop.

Do you wish to continue?

Back

Continue

This message outlines your options, you can proceed without making any changes, however you will not be compliant with GAEC 7.



## GAEC 7 - Achieving compliance

To become compliant with GAEC 7 you have two options:

1. Using the crop rotation tab on GAEC 7, declare at least 50% of the arable area in catch crops.
2. Return to land details and amend your crop declarations.

### Crop Rotation and Catch Crops

If you choose to achieve compliance by declaring catch crops, you can use the catch crop tick box, as shown in the image below, to select the parcel(s) for catch crops, the selection must be greater than or equal to 50% of your arable area.

**Please note** that you cannot select catch crops for GAEC 7 and ACRES on the same lands.

GAEC 7  
Good Agricultural & Environmental Condition  
Preserving soil potential through Crop Rotation and Crop Diversification methods. [View details](#)

Please review all your GAEC 7 commitments. Your declaration will be subject to verification by the Department.

GAEC 7 Status **Not Compliant**

**Crop Rotation**  
Your arable area is greater than 50% Barley

**Crop Diversification**  
Minimum of two crops required

**Crop rotation and catch crops**

Catch crops must be sown by the 15 September annually and must remain in place until at least the 1 December annually. Please select the Catch Crop below.

Title/Ref	Parcel No./Ref	Ref Area/Ha	Eligible/Ha	Claimed Area	Parcel Use 2023	Parcel Use 2024	Catch crop
SPH	K242400022	14.17	14.17	14.17	Permanent Pasture	Barley - Winter	<input type="checkbox"/>

Items per page: 10 1-11

[Continue](#)

**Crop Diversification**

[Back](#) [Next](#)

**NB:** Catch crops must be sown by the 15 September annually and must remain in place until at least the 1 December annually.

### Crop Rotation

The reference year for crop rotation is 2023, meaning all herds will be compliant for Crop Rotation in 2024 by default as the non-compliance is only triggered when there has been no crop rotation in the parcel over a four-year cycle.

To assist you with your rotation requirements, **we will display the crop use for the previous year where it is available, as shown in the image below.** However, where a parcel was subdivided or redigitised in the previous year the parcel use will display as blank as shown in the second parcel in the image below.



GAEC 7

Good Agricultural & Environmental Condition

Preserving soil potential through Crop Rotation and Crop Diversification methods.[View details](#)

Please review all your GAEC 7 commitments. Your declaration will be subject to verification by the Department.

GAEC 7 Status

Compliant

Crop Rotation

Compliant

Crop Diversification

Compliant

Crop rotation and catch crops

Catch crops must be sown by the 15 September annually and must remain in place until at least the 1 December annually. Please select the Catch Crop below.

Townland	Parcel No./Plot Ref.	Ref Area Ha	Eligible Ha	Claimed Area	Parcel Use 2023	Parcel Use 2024	Catch crop	Actions
Rathmore West	I1771900024	13.89	13.89	13.89	Wheat - Winter	Wheat - Winter	<input type="checkbox"/>	
Rathmore West	I1771900025	5.40	5.40	5.37		Barley - Spring	<input type="checkbox"/>	

Parcel Use 2023	Parcel Use 2024
Wheat - Winter	Wheat - Winter
	Barley - Spring



## GAEC 8

Once you have clicked 'Next' on the 'GAEC 7' Screen your 'GAEC 8' Screen is displayed.

On navigation to this Screen all the data presented **will give indicative estimates on GAEC 8 land parcels only and is calculated based on your 2024 land details declarations. You can make changes to your Parcels, but they may have an impact on your GAEC 8 contributions.**

The screenshot displays the GAEC 8 (Good Agricultural Environmental Conditions 8) screen. At the top, a progress bar shows six steps: Active Farmer Status, Scheme Selection, Land Details, GAEC 8 (highlighted with a green circle), Eco-Scheme, and Review & Submit. Below the progress bar, the title 'GAEC8 (Good Agricultural Environmental Conditions 8)' is centered. The main content area is divided into two columns. The left column, titled 'Current Eligibility', shows 'Conditionality (Requirement 4.00%)' with a green checkmark icon and the word 'Eligible'. The right column shows 'Current GAEC 8 contribution' as '30.01%'. Below these, two boxes show '24.56 ha Total Obligation Area' and '7.37 ha Total GAEC 8 Area'. A table follows with columns: Parcel No., Townland, Parcel Use, GAEC 8 Contribution, Obligation Area, GAEC 8 Area, and Show on map. The table lists three parcels: S1781600033 (Shinrone, Permanent Pasture, Feature, 4.53, 0.88), V1170700016 (Cappakilleen, Permanent Pasture, Feature, 10.25, 3.72), and V1171400031 (Islandwood, Permanent Pasture, Feature, 9.78, 2.77). Each row has a 'View map' link and a dropdown arrow. At the bottom right of the table, it says 'Items per page: 10' and '1 - 3 of 3'. Navigation buttons '< Back' and 'Next >' are at the bottom.

Parcel No.	Townland	Parcel Use	GAEC 8 Contribution	Obligation Area	GAEC 8 Area	Show on map
S1781600033	Shinrone	Permanent Pasture	Feature	4.53	0.88	<a href="#">View map</a>
V1170700016	Cappakilleen	Permanent Pasture	Feature	10.25	3.72	<a href="#">View map</a>
V1171400031	Islandwood	Permanent Pasture	Feature	9.78	2.77	<a href="#">View map</a>

## GAEC 8 Status

Based on the data available, the 'GAEC 8' Screen will inform you if you have met your requirements of 4% for Conditionality. **Eligible** signifies you meet the requirement; **Ineligible** signifies you do not meet the requirements.

This image compares two states of the 'Current Eligibility' section. On the left, under 'Current Eligibility', 'Conditionality (Requirement 4.00%)' is shown with a green checkmark icon and the word 'Eligible'. On the right, under 'Current Eligibility', 'Conditionality (Requirement 4.00%)' is shown with a red 'X' icon and the words 'Not Eligible'.

## GAEC 8 Review – New for 2024

If you are failing the 4% requirements, but some or all of your lands may be exempt from GAEC 8 requirements, **you can select for your lands to be reviewed by the Department.**

On the GAEC 8 screen where your current contribution is below 4%, you will see a tick box available for selection, as shown in the image below. Please select this check box if you wish for your land to be reviewed under the exempt categories.



GAEC 8  
(Good Agricultural Environmental Conditions 8)

Please review all your GAEC 8 commitments. Your declaration will be subject to verification by the Department.

☐ I wish to have my land reviewed as I may have lands that are exempt from GAEC8. BISS and other area based scheme payments will only issue after the review is complete.

Conditionality (Requirement 4.00%)	Not attained	contribution 3.87%
Total Obligation Area 9.57 ha	Total GAEC 8 Area 0.37 ha	

☐ I wish to have my land reviewed as I may have lands that are exempt from GAEC8. BISS and other area based scheme payments will only issue after the review is complete.

## GAEC 8 Data

The GAEC 8 table gives an overview of each GAEC 8 parcel and its contributions. The information presented will depend on the data available. The following information is displayed on the column headings, as shown in the image below.

Parcel No.	Townland	Parcel Use	GAEC 8 Contribution	Obligation Area	GAEC 8 Area	Show on map
H1180100003	Ballaghadigue	Farmyard	Feature	0.00	0.00	Edit map
H1180100008	Ballaghadigue	Permanent Pasture	Feature	21.11	2.56	Edit map

- Parcel number** – The parcel number for the relevant lands.
- Townland** - Where the parcel is located.  
**Parcel Use** - Crop declared on your 2023 Land Details.
- GAEC 8 Contribution** - The GAEC 8 contribution **defaults to the most beneficial calculation** for each parcel, you can populate any of the alternative options (Crop, Feature, Not Claimed) by clicking on the icon on the parcel row below the GAEC 8 contribution heading, this will allow you to see the impact on your current contribution/requirement percentages that any change will make.
- Obligation Area** – This is the eligible area for the parcel where the parcel is currently eligible for payment, except in the case of commonages and temporary sub-divisions where the claimed area will apply. Where parcels have an MEA of 0 are not eligible for payment, but contain qualifying features, the obligation area will be the area of the crop/features present.
- GAEC 8 Area** – This is the eligible area of the crop/features selected.
- View Map** – This will allow you to view or edit the map of the parcel e.g., add hedgerows etc.
- Dropdown Arrow** - At the end of your parcel row, on the right-hand side you will see this arrow icon When it is clicked a drop down will display Feature Areas in each of your land parcels.

Crop

**Feature**

Not Claimed

### Feature Areas

Trees 0.40

Hedge 0.55



## GAEC 8 Information

The below information outlines what your data on the 'GAEC 8' Screen represents from left to right:

- **Current Eligibility - Conditionality** - *The required Conditionality Percentage is a minimum of 4% under BISS Terms and Conditions.*
- **Current GAEC 8 contribution** – *This is your current GAEC 8 contribution total, calculated as:*

$$\frac{\text{Total GAEC 8 Area}}{\text{Total Obligation Area}} = \text{GAEC 8 Contribution}$$

- **Total Obligation Area (Ha)** – *This is the sum of the obligation area from each qualifying parcel on the holding listed.*
- **Total GAEC 8 Area** – *This is the sum area of all GAEC 8 contributions selected. The lands in this calculation will exclude the following land types.*
  - Commonage
  - GAEC 2 Wetlands and Peatlands
  - GAEC 9 Environmentally Sensitive Permanent Grasslands
  - Forestry



## Eco-Scheme

Once you have clicked 'Next' on the 'GAEC 8' Screen your 'Eco-Scheme' Screen is displayed as shown on the stepper in the image below.

The screenshot shows the 'My Application' screen with a progress bar at the top. The steps are: Active Farmer Status, Scheme Selection, Land Details, GAEC 7, GAEC 8, Eco-Scheme (highlighted with a green circle), ACRES, and Review & Submit. Below the progress bar, the title 'Eco-Scheme' is displayed with a subtitle: '\*Enhanced options of AP1, AP2 or AP4 qualify as 2 Agricultural Practices.' An information note states: '2 Agricultural Practices (AP) must be selected in order to proceed. Please note: Applicants will have to meet obligations on all Eligible Hectare areas, including lands not yet digitised.' Below this, a list of 'Options Available' is shown with toggle buttons for each: AP1 - Space for Nature \*, AP2 - Extensive Livestock Production \*, AP3 - Limiting Chemical Nitrogen Usage, AP4 - Planting of Native Trees and/or Hedgerows \*, AP5 - Use of a GPS Controlled Fertiliser Spreader/Sprayer, AP6 - Soil Sampling and Appropriate Liming, AP7 - Planting of a Break Crop, and AP8 - Sowing a Multi-Species Sward. At the bottom right, it says '0 Selected'. A 'Next >' button is circled in green at the bottom right corner.

## Applying for Eco-Scheme

When you navigate to the Eco-Scheme Screen, you will see an information note informing you that you **must apply for 2 Agricultural Practices** to proceed with your application.

This is a close-up of the information note from the previous screenshot. It features an information icon (i) and the text: '2 Agricultural Practices (AP) must be selected in order to proceed. Please note: Applicants will have to meet obligations on all Eligible Hectare areas, including lands not yet digitised.'

## Eco-Scheme Agricultural Practices (APs)

There are eight **Agricultural Practices (APs)** under the Eco-Scheme.

- **APs you are eligible to apply for** will be indicated on the dashboard with the toggle button.
- **APs that you are not eligible to apply for** will be indicated on the dashboard with no toggle button available.



## Eco-Scheme - Agricultural Practice 1

If you are eligible for **Eco AP1 Space for Nature – Enhanced** (i.e. your Space for Nature contribution is over 10%), AP1 will automatically be dropped down for selection, as shown in the image below.

Eco-Scheme  
\*Enhanced options of AP1, AP2 or AP4 qualify as 2 Agricultural Practices.

2 Agricultural Practices (AP) must be selected in order to proceed.  
Please note: Applicants will have to meet obligations on all Eligible Hectare areas, including lands not yet digitised.

Options Available

AP1 - Space for Nature \*

Current Eligibility

Space for Nature (Standard) (Requirement 7.00%) ☒ Eligible

Space for Nature (Enhanced) (Requirement 10.00%) ☒ Eligible

Space for Nature Contribution

Existing 23.78%

Updated 20.78%

Total Obligation Area 44.17 ha

Total Space for Nature Area 9.18 ha

Please select how you wish to be assessed for Space for Nature.  
Space for Nature options

☐ Standard

☒ Enhanced

Townland	Parcel ref./ Plot ref.	Parcel Use	Space for Nature Contribution	Obligation Area ha	Space for Nature Area	Action
Fernyle More	C1071000014	Permanent Pasture	Feature	31.44	0.04	<a href="#">View map</a>
Fernyle Beg	C1081200020	Permanent Pasture	Feature	5.69	0.05	<a href="#">View map</a>
Fernyle Beg	C1081200027	Permanent Pasture	Feature	7.04	1.09	<a href="#">View map</a>

Items per page: 10 1 - 3 of 3

The area calculation will be based on all land parcels.

Save & Select

If you wish to apply for Eco AP1 Enhanced, click the Save & Select button.

## Selecting APs

Using the dropdown arrow on each AP row, you will be able to review the relevant data and **select and save** your information for that AP, an example for AP2 is shown in the image below.

Eco-Scheme  
\*Enhanced options of AP1, AP2 or AP4 qualify as 2 Agricultural Practices.

2 Agricultural Practices (AP) must be selected in order to proceed.  
Please note: Applicants will have to meet obligations on all Eligible Hectare areas, including lands not yet digitised.

Options Available

AP1 - Space for Nature \*

AP2 - Extensive Livestock Production \*

Current Eligibility

Stocking Rate (Required 0.10 - 1.40 LU/ha) ☒ Attained

Enhanced Stocking Rate (Required 0.10 - 1.20 LU/ha) ☒ Attained

Last year's Stocking Rate 0.14 LU/ha  
Livestock units per eligible hectare

Eligibility is based on 2023 data. You must maintain the required stocking rate for 2024.

Please confirm the stocking rate option you wish to be assessed on

☐ Standard (0.10 - 1.40 LU/ha)

☐ Enhanced (0.10 - 1.20 LU/ha)

☐ I wish to apply under 2024 stocking rate

Save & Select



Once you have selected and saved your AP, the indicators for the selected AP will then turn green, to indicate your intent to apply, as shown in the image on the right.

2 Agricultural Practices (AP) must be selected in order to proceed.  
Please note: Applicants will have to meet obligations on all Eligible Hectare areas, including lands not yet digitised.

Options Available

☐ AP1 - Space for Nature \*

☒ AP2 - Extensive Livestock Production \*

☐ AP3 - Limiting Chemical Nitrogen Usage

☐ AP4 - Planting of Native Trees and/or Hedgerows \*

☐ AP5 - Use of a GPS Controlled Fertiliser Spreader/Sprayer

☐ AP6 - Soil Sampling and Appropriate Liming

☐ AP7 - Planting of a Break Crop

☐ AP8 - Sowing a Multi-Species Sward

All selected practices will be subject to validation checks by the Department.

As you make your AP selections, **the number selected will be confirmed at the bottom of the screen.** Please note – In some cases, you may only need to select one AP to meet the two AP requirement.

Enhance AP Selection

AP 1, 2 and 4 have an ‘Enhanced’ option. If you are eligible for the enhanced option, there is no requirement to select any other AP, as shown in the image below for AP1 ‘Enhanced’.

2 Agricultural Practices (AP) must be selected in order to proceed.  
Please note: Applicants will have to meet obligations on all Eligible Hectare areas, including lands not yet digitised.

Options Available

☒ AP1 - Space for Nature \*

☐ AP2 - Extensive Livestock Production \*

☐ AP3 - Limiting Chemical Nitrogen Usage

☐ AP4 - Planting of Native Trees and/or Hedgerows \*

☐ AP5 - Use of a GPS Controlled Fertiliser Spreader/Sprayer

☐ AP6 - Soil Sampling and Appropriate Liming

☐ AP7 - Planting of a Break Crop

☐ AP8 - Sowing a Multi-Species Sward

All selected practices will be subject to validation checks by the Department.

2 Selected



### **Eco-Scheme Opt-out option.**

If you do not wish to apply for the Eco-Scheme, you can select the toggle On Scheme Selection to off, as with all other schemes. Eco will not appear on your application stepper then.

### **Eco-Scheme – Additional Information**

Eco-Scheme participants must submit an Online Application for the Basic Income Support for Sustainability (BISS) Scheme each year on or before the BISS closing date.

Further Eco-Scheme information for understanding each Agricultural Practice requirements and eligibility, circulars and Terms and Conditions are available on the Departments website at this link:

<https://www.gov.ie/en/publication/dba65-biss-and-other-area-related-schemes/>

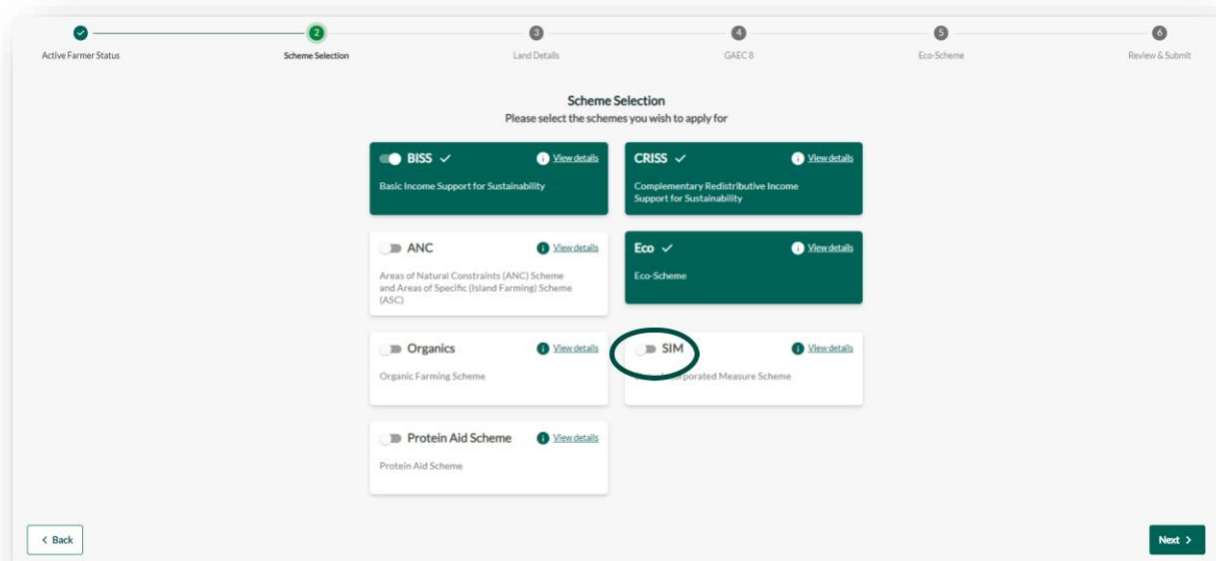


## SIM Scheme Applications

The **Straw Incorporation Measure (SIM)** is a payment for chopping straw and incorporating it into the soil. Applications for SIM are made through the BISS Application facility.

### Scheme Selection – SIM Scheme

You must **toggle on the SIM scheme on ‘Scheme Selection’** and declare **at least 5 hectares** of any or all of SIM eligible crops on your **‘Land Details’** Screen, this will add the SIM application screen to your BISS application.




The screenshot shows the 'Scheme Selection' screen with a progress bar at the top indicating steps 1 through 6. The current step is 2, 'Scheme Selection'. The screen displays a list of schemes with checkboxes and 'View details' links. The SIM scheme is highlighted with a red circle. The SIM scheme is described as 'Straw Incorporation Measure Scheme'.

Scheme	Status	View details
BISS	✓	<a href="#">View details</a>
CRISS	✓	<a href="#">View details</a>
ANC	✓	<a href="#">View details</a>
Eco	✓	<a href="#">View details</a>
Organics	✓	<a href="#">View details</a>
Protein Aid Scheme	✓	<a href="#">View details</a>
<b>SIM</b>	<input checked="" type="checkbox"/>	<a href="#">View details</a>

If you have not opted into the SIM Scheme on the **‘Scheme Selection’** Screen, the SIM tab will not become active for you and you will not be able to apply, **please ensure that you toggle on SIM if you wish to apply for this scheme.**

Once you have opted into the SIM scheme, the SIM application will show in your stepper, as shown in the image below.



The screenshot shows the stepper bar with steps 1 through 8. The current step is 7, 'SIM', which is highlighted with a red circle. The SIM step is described as 'SIM'.

Step	Label
1	Active Farmer Status
2	Scheme Selection
3	Land Details
4	GAEC 7
5	GAEC 8
6	ACRES
<b>7</b>	<b>SIM</b>
8	Review & Submit

### Land Details – SIM Scheme

On Land Details, select the parcels you wish to plant SIM crops in, and declare SIM crops as the parcel use for each. You must declare at least 5Ha of SIM crops, for any of the SIM lands to appear on the SIM Scheme application screen.

Eligible SIM crops are:

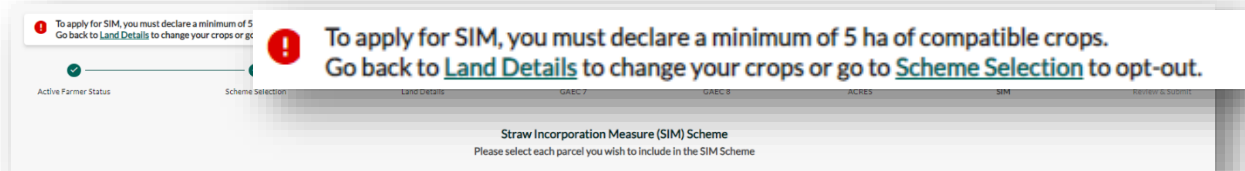
Wheat, Oats, Barley, Rye and Oilseed Rape.



## SIM Scheme Screen

After Land Details, navigate through any other tabs applicable to your application including GAEC 8. You will then reach the SIM Screen.

On first navigation, you will see the below warning message. You must select your parcels for the SIM Scheme.



## Selecting Parcels for SIM

Tick the box beside each parcel, as shown in the image below, that you wish to include in the SIM Scheme – you must select a minimum of 5 hectares. You will not be able to continue with your application until you select a parcel/combination of parcels that exceed 5 hectares.

The screenshot shows the 'Straw Incorporation Measure (SIM) Scheme' screen. A progress bar at the top shows steps: Active Farmer Status, Scheme Selection, Land Details, GAEC 8, Eco, ACRES, SIM (highlighted), and Review & Submit. The main heading is 'Straw Incorporation Measure (SIM) Scheme' with the instruction 'Please select each parcel you wish to include in the SIM Scheme'. Below the heading, a warning message states: 'To qualify for this scheme you need to select a minimum requirement of 5 ha up to a max payable area of 40 ha'. A table lists parcels with columns: Townland, Parcel No./Plot Ref., Parcel Use, Eligible Hectare (EH), Claimed Area (ha), and Select For SIM. The table has one row for 'Pollagh' with Parcel No./Plot Ref. 'G31221161', Parcel Use 'Barley - Winter', Eligible Hectare (EH) '8.49', and Claimed Area (ha) '6.79'. The 'Select For SIM' column has a checkbox labeled 'Select'. A dropdown menu is open next to the checkbox, showing 'Select For SIM' and a checked 'Select' option. At the bottom, there is a '< Back' button and a 'Next >' button.

Townland	Parcel No./Plot Ref.	Parcel Use	Eligible Hectare (EH)	Claimed Area (ha)	Select For SIM
Pollagh	G31221161	Barley - Winter	8.49	6.79	<input type="checkbox"/> Select
Total claimed area for SIM				0.00	

When you have selected all the parcels you wish to include in your SIM Application, the total area selected will display at the bottom of the claimed area column, the total here must exceed 5 hectares.

Once more than 5 hectares has been selected, the 'Next' button will become active, click on 'Next' to continue with your BISS Application, as shown in the image below.

The screenshot shows the 'Straw Incorporation Measure (SIM) Scheme' screen. A progress bar at the top shows steps: Active Farmer Status, Scheme Selection, Land Details, GAEC 8, Eco, ACRES, SIM (highlighted), and Review & Submit. The main heading is 'Straw Incorporation Measure (SIM) Scheme' with the instruction 'Please select each parcel you wish to include in the SIM Scheme'. Below the heading, a warning message states: 'To qualify for this scheme you need to select a minimum requirement of 5 ha up to a max payable area of 40 ha'. A table lists parcels with columns: Townland, Parcel No./Plot Ref., Parcel Use, Eligible Hectare (EH), Claimed Area (ha), and Select For SIM. The table has one row for 'Pollagh' with Parcel No./Plot Ref. 'G31221161', Parcel Use 'Barley - Winter', Eligible Hectare (EH) '8.49', and Claimed Area (ha) '6.79'. The 'Select For SIM' column has a checked checkbox labeled 'Select'. At the bottom, there is a '< Back' button and a 'Next >' button.

Townland	Parcel No./Plot Ref.	Parcel Use	Eligible Hectare (EH)	Claimed Area (ha)	Select For SIM
Pollagh	G31221161	Barley - Winter	8.49	6.79	<input checked="" type="checkbox"/> Select
Total claimed area for SIM				6.79	



If you wish to opt out of the SIM Scheme, return to the [‘Scheme Selection’](#) Screen and click the toggle beside **‘SIM’ to opt out. You can declare SIM crops without applying for the SIM Scheme.**

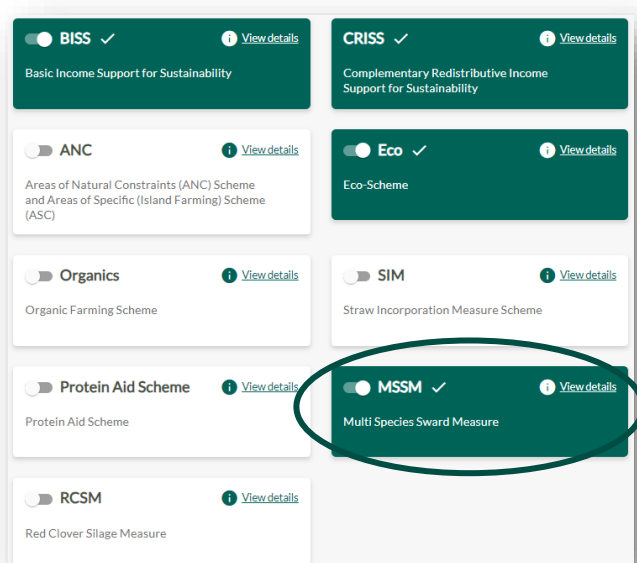


## Multi Species Sward Measure

The Multi Species Sward Measure (MSSM) is an incentive to encourage farmers sow multi-species swards. Applications for MSSM are made through the BISS Application facility.

### Scheme Selection – MSSM Scheme

You must **toggle on the MSSM scheme on 'Scheme Selection'** and declare at **least 1 hectare** of either **Permanent Pasture (MSS measure)** or **Grass Year 1 (MSS measure)** on your 'Land Details' Screen.



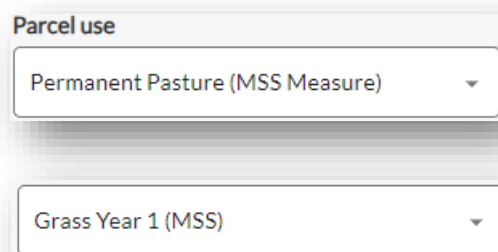
### Land Details – MSSM Scheme

On Land Details, select the parcels you wish to sow Multi Species Sward in, and declare a MSSM crop as the parcel use for each. You must declare at least 1Ha of a MSSM crop, to be eligible under the scheme.

Eligible MSSM crops are:

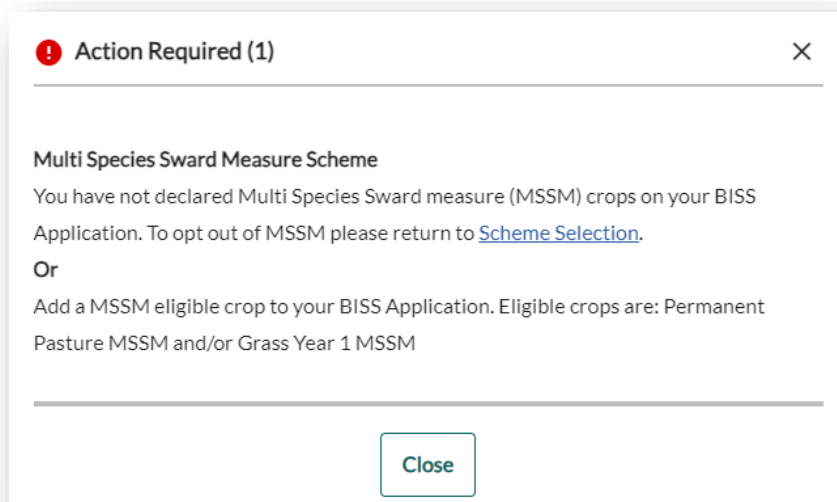
**Permanent Pasture (MSS measure)** - for reseeding permanent pasture with multi-species sward mixture.

**Grass Year 1 (MSS measure)** - for multi-species sward mixture following an arable crop.



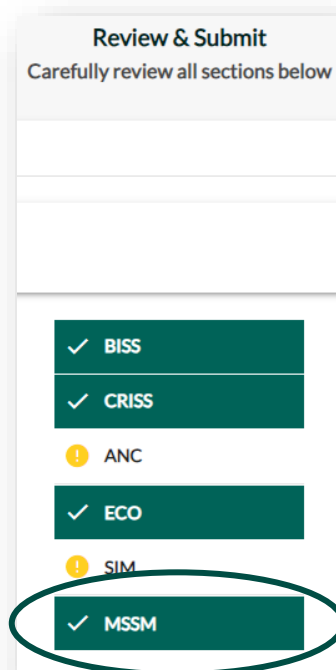
If you have opted to apply on the **'Scheme Selection'** page for the **'MSSM'** Scheme but you have declared no MSSM crops on your BISS application, a warning popup message will display on the Screen as shown in the image below if you try to navigate past Land Details.





If you wish to rectify this warning, please go to the **'Scheme Selection'** Screen to opt out of the **'MSSM'** Scheme or add an eligible crop to your application on Land Details.

If you have applied for the MSSM scheme and declared at least one hectare of MSSM crops in Land Details, the scheme should appear on the **Scheme Selection** table in **Review and Submit**.



### Additional Details

Following the submission of your application and the closing of the 2024 BISS scheme, MSSM applications will receive notification through the BISS online system to upload on to the BISS system copies of receipts and seed labels and if requested Geo-tagged photos of the established crop.

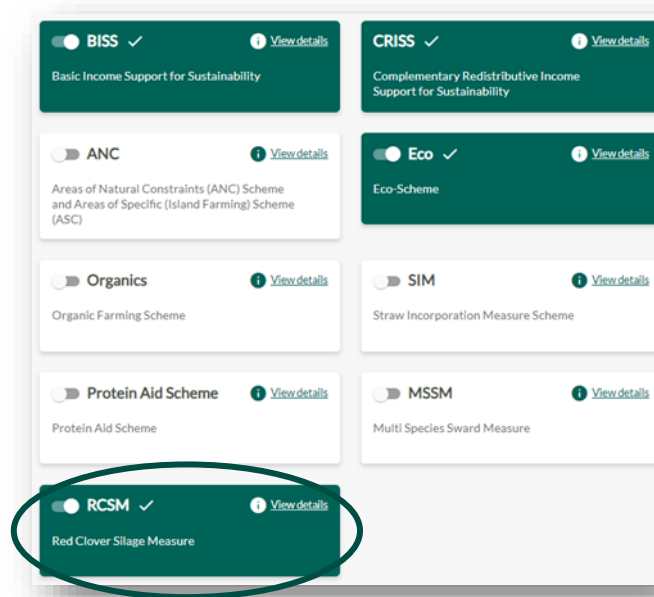


## Red Clover Silage Measure

The Red Clover Silage Measure (RCSM) is an incentive to encourage farmers sow red clover silage swards. Applications for RCSM are made through the BISS Application facility.

### Scheme Selection – RCSM Scheme

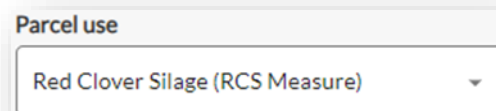
You must **toggle on the RCSM scheme on ‘Scheme Selection’** and declare at **least 1 hectare** of either **Red Clover Silage (RCS Measure)** on your ‘Land Details’ Screen.



### Land Details – RCSM Scheme

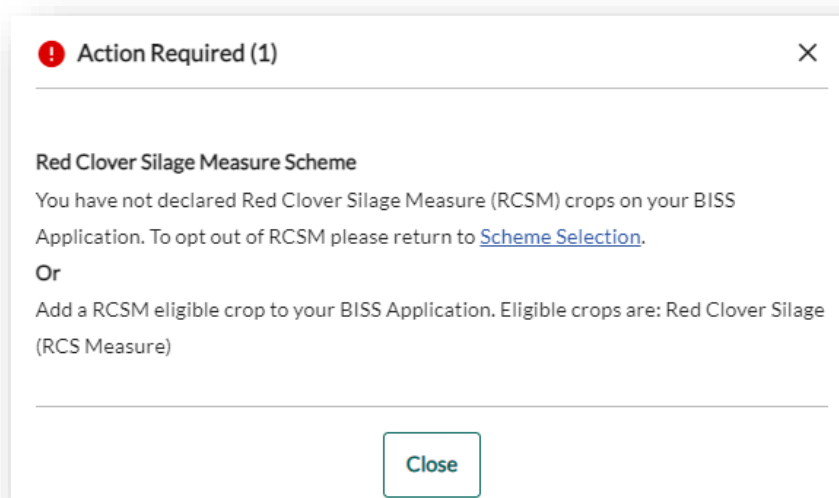
On Land Details, select the parcels you wish to sow Red Clover Silage Sward in, and declare a RCSM crop as the parcel use for each. You must declare at least 1Ha of RCSM, to be eligible under the scheme.

### Red Clover Silage (MSS measure)



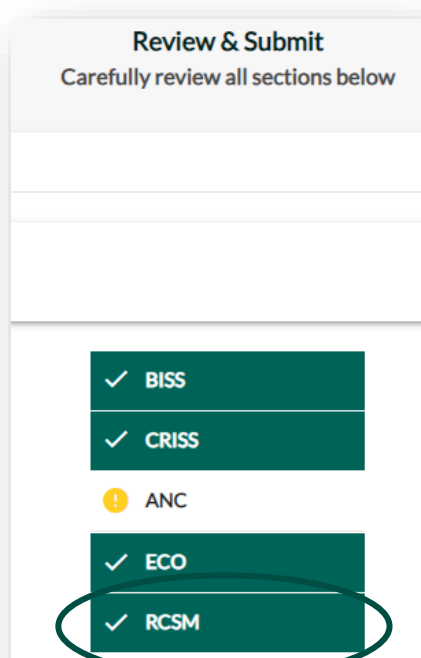


If you have opted to apply on the **'Scheme Selection'** page for the **'RCSM'** Scheme but you have declared no RCSM crops on your BISS application, a warning popup message will display on the Screen as shown in the image below if you try to navigate past Land Details.



If you wish to rectify this warning, please go to the **'Scheme Selection'** Screen to opt out of the **'RCSM'** Scheme or add an eligible crop to your application on Land Details.

If you have applied for the RCSM scheme and declared at least one hectare of RCSM crops in Land Details, the scheme should appear on the **Scheme Selection** table in **Review and Submit**.



### Additional Details

Following the submission of your application and the closing of the 2024 BISS scheme, RCSM applications will receive notification through the BISS online system to upload on to the BISS system copies of receipts and seed labels and if requested Geo-tagged photos of the established crop.



## Organics Applications

Organic Farming Scheme (OFS) participants must submit an Online Application for the Basic Income Support for Sustainability (BISS) Scheme each year on or before the BISS closing date. Participants must also be registered with the Organic Unit of the Department of Agriculture, Food and the Marine. If you are a new entrant to Organic Farming in 2023, you must also submit a **separate** Online Organic Farming Scheme application.

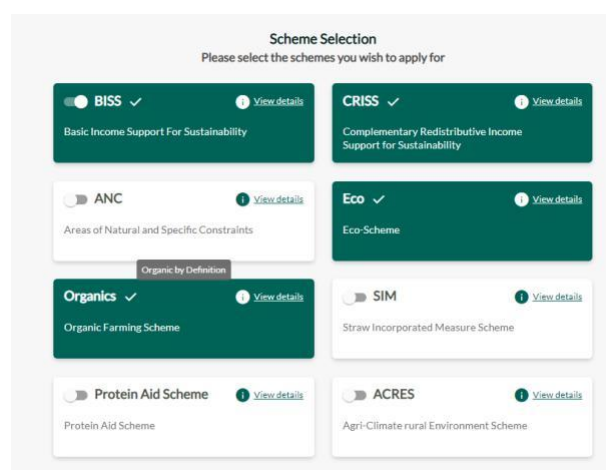
**Organics information, circulars and Terms and Conditions are available on the Departments website at this link:**

<https://www.gov.ie/en/service/d46aec-organic-farming-scheme/>

## Scheme Selection – Organics

### Pre-Determined Organics Applications on BISS

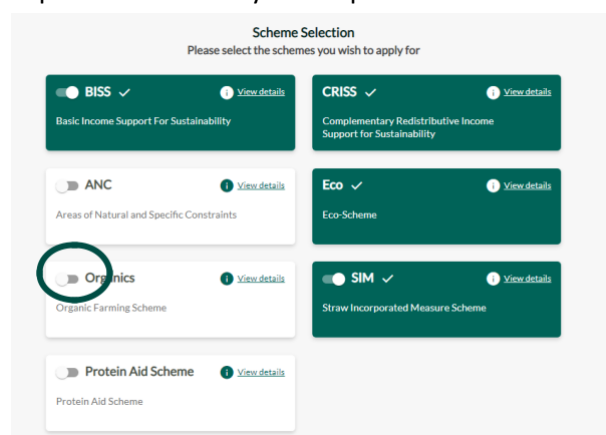
If you are a pre-determined participant in the **Organic Farming Scheme** on the ‘**Scheme Selection**’ page, you will be opted into the Organic Scheme by default, as shown in the image on the right.



### New Organics Applications on BISS

If you wish to apply for the Organic Farming Scheme and are not pre-determined by the Department of Agriculture, Food and the Marine, or are submitting a BISS application under a temporary reference number application, you can still apply for Organics through BISS.

On the ‘**Scheme Selection**’ Screen, you will see the Organics tile, and you can use the toggle button, as shown in the image to the right, to indicate you wish to apply for Organics. Once selected, the Organics tile will be highlighted with a green background to reflect that you wish to apply for the Scheme.





## Land Details – Organics

On navigation to the 'Land Details' Screen of your BISS Application, you will see your Land Parcels. There will be a column titled **Organic Status**, where you must select the Organic status of each parcel, as shown in the image below.

In some cases, the Organic Status of parcels will be pre-populated for you. In other cases, you may see a red warning notifying you that **"your application is missing mandatory information"**, and each parcel row will have a red warning icon as shown in the image below.

The screenshot shows the 'Land Details' screen with a warning banner at the top: "Your application is missing mandatory information." Below the banner, there's a progress bar with steps: Active Farmer Status, Scheme Selection, Land Details (current), GAEC's, Eco, and Review & Submit. The main heading is 'Land Details' with a subtext 'Complete the land details for each parcel/plot if indicated below'. There are buttons for '+ Add parcel' and '+ Add plot'. A 'Quick Filter' section has buttons for 'View All', 'Action Required', and 'Organic'. A table lists land parcels with columns: Townland, Parcel No./Plot Ref., Eligible Ha, Claimed Area, Ownership Status, Parcel Use, Organic Status, and Actions. The first row has a red warning icon in the Actions column. A red circle highlights the warning icon in the Actions column of the first row.

Townland	Parcel No./Plot Ref.	Eligible Ha	Claimed Area	Ownership Status	Parcel Use	Organic Status	Actions
Altinure	B1730400001	0.44	0.44	Owned			[Warning Icon] [Edit] [Delete]
Altinure	B1730400007	1.09	1.09	Owned	Traditional Hay/Mead...	Organic Converted	[Edit] [Delete]

### Organic Status

You must declare the **Organic Status** of every parcel in your application by selecting 'Conventional', 'Organic-In Conversion' or 'Organic Converted' by clicking on the parcel row to open the Side Drawer and selecting the Organic Status from the drop-down menu under '**Organic Status**', and save your changes, as shown in the image to the right. Once you select your Organic Status, for each parcel with a warning, the red icon warning will disappear.

The screenshot shows the 'Edit Parcel' side drawer. It contains fields for Townland (Foygh), Parcel No./Plot Ref. (ANC), Eligible Hectare (ha) (2.11), Claimed Area (ha) (2.11), Ownership Status (Owned), and Parcel use (Broccoli - Spring). The 'Organic Status' dropdown menu is open, showing options: Conventional, Organic In Conversion, and Organic Converted. There are buttons for 'Cancel' and 'Save changes' at the bottom.

### Organics – Leased In

If a parcel of land has an Ownership Status of '**Leased In**', and you have not entered the lease expiry date, a warning message will display, at the top of the Screen, notifying you that your **"Application is missing mandatory information"**. A red warning icon will also display on the parcel row. You must enter the lease expiry date by clicking on the parcel to open the Side Drawer, enter the mandatory missing information and save your changes. The date entered must be in the **format DD/MM/YYYY**.

The screenshot shows the 'Lease Expiry Date' side drawer. It has a text input field for the date in DD/MM/YYYY format. Below the input field are buttons for 'Edit map' and 'Delete plot'. At the bottom are buttons for 'Cancel' and 'Save changes'.



## Organics – Commonage and Rented In

If you have commonage parcels with an Organic Status or rented in parcels with an Organic Status a warning message will display, at the top of the Screen as shown in the image below, notifying you to

**“Please note in all cases Rented or Commonage lands are ineligible for payment under the Organic Farming Scheme (OFS)”**. You can proceed with your application without amendments.

**My Application**

Please note in all cases Rented or Commonage lands are ineligible for payment under the Organic Farming Scheme (OFS).

Active Farmer Status Scheme Selection **Land Details** GAEC B Eco-Scheme Review & Submit

**Land Details**  
Complete the land details for each parcel/plot if indicated below

+ Add parcel + Add plot Quick Filter View All Organic

Townland	Parcel No./Plot Ref.	Eligible Ha	Claimed Area	Ownership Status	Parcel Use	Organic Status	Actions
Attyslany North	C11301043*	0.00	0.00	Owned	Building	Conventional	[Icons]
Attyslany North	C11301059*	0.00	0.00	Owned	Farmyard	Conventional	[Icons]
Attyslany North	C11301063	0.00	0.00	Rented In	Bog	Conventional	[Icons]
Attyslany North	C11301092*	1.94	0.00	Rented In	Permanent Pasture	Organic Converted	[Icons]

When all of your parcels are updated on the **‘Land Details’** Screen, click **‘Next’** to continue with your BISS Application, as shown in the image below.

**My Application**

Client Name: [ ] Herd Number: [ ]

Active Farmer Status Scheme Selection **Land Details** GAEC B Eco Review & Submit

**Land Details**  
Complete the land details for each parcel/plot if indicated below

+ Add parcel + Add plot Quick Filter View All

Townland	Parcel No./Plot Ref.	Eligible Ha	Claimed Area	Ownership Status	Parcel Use	Organic Status	Actions
Knockaghy	[ ]	3.97	3.96	Leased In	Alfalfa	Conventional	[Icons]
Baventaiffe	[ ]	4.86	4.86	Owned	Grass Year 1 (Max Ec...	Conventional	[Icons]
Baventaiffe	[ ]	2.64	2.00	Owned	Permanent Pasture	Conventional	[Icons]
Paddock	[ ]	5.91	5.90	Owned	Permanent Pasture	Conventional	[Icons]

Items per page: 10 1-4 of 4 [ ] [ ] [ ] [ ]

< Back Next >

Department of Agriculture, Food and the Marine, 2022  
DEV Version: 7.00.01.38



## ACRES Applications

ACRES information, circulars and Terms and Conditions are available on the Departments website at this link:

<https://www.gov.ie/en/service/f5a48-agri-climate-rural-environment-scheme-acres/>

Your 2023 ACRES payment will be based on the information submitted within the ACRES section on your 2023 BISS Application. The BISS application will include details of ACRES Approved actions from your FSP.

**Note: ACRES CP applicants who have not declared any commonage and have not applied for any general actions may not see any details under the ACRES tab.** Details of ACRES contract CP forage parcels will appear under the ACRES tab in your BISS 2024 application.

### Scheme Selection - ACRES

If you are a pre-determined ACRES applicant, ACRES will be green on your 'Scheme Selection' Screen on your BISS application, and the ACRES tab will appear in your application stepper, as show in the image below.

**Scheme Selection**  
Please select the schemes you wish to apply for

Scheme	Status	View details
BISS	✓	View details
CRIS	✓	View details
ANC	+	View details
Eco	✓	View details
Organics	+	View details
SIM	+	View details
Protein Aid Scheme	+	View details
ACRES	✓	View details

### Land Details - ACRES

On 'Land Details', parcels that are part of your ACRES application will be identifiable under the ACRES column, with a tick as shown in the image below. Please note, lands with no mapped actions may be part of your ACRES plan but will not have the ACRES tick e.g., commonage parcels.

**Land Details**  
Complete the land details for each parcel/plot if indicated below

+ Add parcel + Add plot

Quick Filter View All

Townland	Parcel No./Plot Ref.	Eligible Ha	Claimed Area	Ownership Status	Parcel Use	ACRES	Actions
Johnstown Glebe	K1481000046	7.89	7.75	Owned	Permanent Pasture		📄 🔍 🗑️
Johnstown Glebe	K1481000050	4.03	3.92	Owned	Low Input Grassland	✓	📄 🔍 🗑️
Knockheel	K1481100011	6.71	6.69	Owned	Extensively Grazed P.	✓	📄 🔍 🗑️



## ACRES Warnings – Land Details

For any parcels with the ACRES tick, the system will present you with a warning if you make changes to those parcels, the warning will be triggered as a result of any of the following parcel changes.

1. Changing a crop on a parcel with an ACRES Area Action
2. Changing a crop on a parcel with the specific ACRES Action of Geese and Swans
3. Subdividing any ACRES parcels
4. Deleting any ACRES parcels

If you complete any of the above actions, a warning message will display notifying you that **“Land parcel(s) have ACRES warnings. Changes you made could affect your ACRES payment”**. A warning icon, as shown in the image below, will also be displayed next to the relevant parcel row.

The screenshot shows the 'Land Details' page in a web application. At the top, a progress bar indicates the current step is 'Land Details' (step 3 of 7). A yellow warning icon and message are displayed: 'Land parcel(s) have ACRES warnings. Changes you made could affect your ACRES payment.' Below the progress bar, the page title is 'Land Details' with the instruction 'Complete the land details for each parcel/plot if indicated below'. There are buttons for '+ Add parcel' and '+ Add plot'. A table lists parcels with columns: Townland, Parcel No./Plot Ref., Eligible Ha, Claimed Area, Ownership Status, Parcel Use, ACRES, and Actions. The first row is highlighted with a yellow circle around the 'Johnstown Glebe' townland and a yellow warning icon in the 'ACRES' column.

Townland	Parcel No./Plot Ref.	Eligible Ha	Claimed Area	Ownership Status	Parcel Use	ACRES	Actions
Johnstown Glebe	K1481000046	7.89	7.75	Owned	Permanent Pasture		
Johnstown Glebe	K1481000050	4.03	3.92	Owned	Loganberries	✓	
Knockheel	K1481100011	6.71	6.69	Owned	Extensively Grazed P...	✓	

For each parcel that is in ACRES with a yellow warning, opening the side drawer will give a more detailed warning message relevant to the parcel.

### 1. Changing a crop on a parcel with an ACRES Area Action

if you are amending the parcel use associated with a parcel that has an ACRES area action, the warning message as shown in the image on the right will show in the side drawer for the relevant parcel.

Selected parcel use is not compatible with your ACRES action. This may affect your ACRES payment

### 2. Changing a crop on a parcel with the specific ACRES Action of Geese and Swans

if you are amending the parcel use associated with a parcel that has the ACRES area action of Geese and Swans, the warning message as shown in the image on the right will show in the side drawer for the relevant parcel.

You are making a change to a parcel that has an ACRES action, please ensure you have selected a compatible crop



## 2. Subdividing an ACRES parcel

If you are subdividing a parcel associated with your ACRES plan, this may affect the status of your ACRES payment. Once you have subdivided the parcel the following warning message, as shown in the image on the right, is displayed in the side drawer.



You have subdivided a parcel with ACRES actions this may affect your ACRES payment

**ACRES warnings are yellow warnings** – Where there is a yellow warning on your BISS application, you will be able to proceed with your application without amending the errors notified to you, however, changes you make may affect your ACRES payment.



## ACRES Dashboard

After Land Details, navigate through any other tabs applicable to your application including GAEC 8 and Eco. You will then reach the ACRES Screen.

### ACRES Tranche 1 Herds – New for 2024

Any herds from ACRES Tranche 1 will see the ACRES Rescore question on their 2024 BISS Application, as shown in the image below. All Tranche 1 herds must select an answer, Yes or No, to the rescore question or they will not be able to proceed with their application.

The screenshot shows a progress bar at the top with steps: Active Farmer Status, Scheme Selection, Land Details, GAEC 8, Eco-Scheme, ACRES (highlighted), and Review & Submit. The main content area contains a question: "Rescore all parcels in ACRES this year ?" with two radio button options: "Yes, rescore" and "No, don't rescore". Below the options, a note states: "ACRES scorecards must be submitted by the 31st of August".

Please note the following key points in relation to ACRES:

- ACRES Tranche 2 herds will not see the Rescore question.
- ACRES CP herds from 2023, who did not see the ACRES screen will now see them in 2024 to allow them to answer the rescore question.

## ACRES Dashboard

On first navigation, if you made no changes to any of your ACRES parcels on Land Details, you will see no yellow warning message, as shown in the image below.

The screenshot shows the ACRES Dashboard with a progress bar at the top: Active Farmer Status, Scheme Selection, Land Details, GAEC 8, Eco-Scheme, ACRES (highlighted), and Review & Submit. The main content area is titled "ACRES" and includes the text: "Your ACRES payment will be based on the information submitted under each of the actions below". Below this, there are four expandable sections: "Area Actions", "Linear Actions", "Numerical Actions", and "Rotational Actions", each with a green checkmark icon. At the bottom, there is a message box with an information icon and the text: "Your ACRES Approval Summary will be available to view shortly. Check back later". Navigation buttons for "< Back" and "Next >" are located at the bottom of the page.

If you made any changes to ACRES parcels on Land Details, as outlined on the previous page, you will see a yellow warning, as shown in the image below.



Land parcel(s) have ACRES warnings. Changes you made could affect your ACRES payment

Active Farmer Status Scheme Selection Land Details GAEC 8 Eco-Scheme **ACRES** SIM Review & Submit

**ACRES**  
Your ACRES payment will be based on the information submitted under each of the actions below

Please review all your ACRES actions

- Area Actions
- Linear Actions
- Whole Farm Actions
- Commonage Actions

Your ACRES Approval Summary will be available to view shortly. Check back later

Back Next

Within the ACRES screen, there are separate tabs for each of the ACRES Action types applicable to your application. **Please note:**

- All tabs are read only apart from Rotational Actions.
- You will only see tabs for ACRES Actions you have included as part of your ACRES Plan i.e., if you have no Linear Actions for example, you will not see the Linear Actions tab.

**NB:** You must **review all your ACRES Actions** in each section relevant to your ACRES plan. If any data is missing, please use the note functionality on Review & Submit screen to notify DAFM.



## Area Actions

Any parcels that form part of your ACRES Applications with Area Actions will be presented here. You will see the following information for each parcel in a read only table:

- *Townland* – The name of the Townland where the parcel is located.
- *Parcel No.* – Land Parcel Identification System (LPIS) number identifying that parcel.
- *Digitised Area* – The total area within the parcel as determined by DAFM.
- *Eligible Ha (EH)* – The Eligible Hectare of the parcel as determined by DAFM.
- *Claimed Area* – The area you wish to claim for payment under BISS (from your Land Details).
- *Payable Area* – The lower of Eligible Hectare or Claimed Area (from your Land Details)
- *Current approved base unit* – **new for 2024** and will display the base unit paid for ACRES Tranche 1 herds
- *Parcel Use* – Parcel use you selected on Land Details for the parcel.
- *ACRES Actions* – ACRES Area action applied for on the parcel.

## Linear Actions

Any parcels that form part of your ACRES Applications with Linear Actions will be presented here. You will see the following information for each parcel in a read only table:

- *Townland* – The name of the Townland where the parcel is located.
- *Parcel No.* – Land Parcel Identification System (LPIS) number identifying that parcel.
- *Parcel Use* – Parcel use you selected on Land Details for the parcel.
- *ACRES Actions* – ACRES Linear action applied for on the parcel.
- *ACRES Units* – The units in meters of the Linear Action

## Numerical Actions

Any parcels that form part of your ACRES Applications with Numerical Actions will be presented here. You will see the following information for each parcel in a read only table:

- *Townland* – The name of the Townland where the parcel is located.
- *Parcel No.* – Land Parcel Identification System (LPIS) number identifying that parcel.
- *Parcel Use* – Parcel use you selected on Land Details for the parcel.
- *ACRES Actions* – ACRES Numerical action applied for on the parcel.
- *ACRES Units* – The number of units of the Numerical Action.

## ACRES Yellow Warnings

If you made any changes to ACRES parcels on Land Details, as outlined on page 66, a yellow warning will appear under any or all the Area, Linear or Numerical ACRES action tabs, depending on what actions are associated with the parcel changes were made to. The relevant section will have the yellow warning icon beside it, as shown in the image below. You will then see two options when you open the tab, as shown in the image below.

1. Option 1 – Accept the warning and proceed with your application.
2. Option 2 – Return to Land Details, and undo the changes to the affected parcels, which will remove the yellow warning from ACRES.



**ACRES**

Your ACRES payment will be based on the information submitted under each of the actions below

i Please review all your ACRES actions

✓ Area Actions ▼

! Linear Actions ▲

Your land parcel(s) have issues detailed below; in order to proceed please choose an option:

☐ Amend land details

☐ Accept warnings

Townland	Parcel No. Parcel Use	ACRES Action	ACRES Units
<span style="color: orange;">!</span> Knockcloghagad	A1120000064 Permanent Pasture	Riparian Buffer Strip - Grassland 1.5m	238.70m <a href="#">Re add</a> <span style="color: blue;">↺</span>

✓ Numerical Actions ▼

✓ Rotational Actions ▼

In the image above, you can see the two options available to you, where a yellow warning is associated with any of your ACRES lands. **You must make a selection, or you will not be able to proceed with your application.**

Yellow warnings are only applicable to Area, Linear and Numerical ACRES Actions, you will not see the yellow warning on any of the other sections, which are explained below.

### Whole Farm Actions

Any Whole Farm Actions that form part of your ACRES Applications will be listed here.

### Commonage Actions

Any Commonage parcels that form part of your ACRES Applications will be listed here. You will see the following information for each parcel in a read only table:

- *Townland* – The name of the Townland where the parcel is located.
- *Parcel No.* –Land Parcel Identification System (LPIS) number identifying that parcel.
- *Claimed Area* – The area you wish to claim for payment under BISS (from your Land Details).



## Rotational Actions

If you have applied for the ACRES Rotational Action, the tab will be presented to you with one or all of the Rotational Actions from your ACRES plan. Under each section that is applicable to your application e.g., *Over Winter Stubble* you will see a table with the following headings as shown in the image below.

- Townland – Read Only
- Parcel Number – Read Only
- Eligible Hectare – Read Only
- Parcel Use – Read Only
- Select for Over Winter Stubble – **Editable Checkbox**
- Over Winter Stubble Area – **Editable numeric value input field.**

The screenshot shows the 'Rotational Actions' section with two tabs: 'Catch Crops' and 'Minimum Tillage'. The 'Catch Crops' tab is active, displaying a table with the following data:

Townland	Parcel No.	Eligible hectare (ha)	Parcel Use	Select for Catch Crop	Catch Crop area (ha)
Knockclonagad	A1120800054	1.54	Barley - Spring	<input type="checkbox"/> Select	
Knockclonagad	A1120800055	3.21	Barley - Spring	<input type="checkbox"/> Select	
Knockclonagad	A1120800063	2.78	Barley - Spring	<input type="checkbox"/> Select	
Knockclonagad	A1120800056	2.55	Beans - Spring	<input type="checkbox"/> Select	
Knockclonagad	A1120800058	2.29	Beans - Spring	<input type="checkbox"/> Select	
Knockclonagad	A1120800062	1.97	Beans - Spring	<input type="checkbox"/> Select	

At the bottom of the table, there is a summary row: 'Total Declared Catch Crop Area (Commitment in Farm Sustainability Plan 11.57 ha)' with a value of '0.00' circled in red.

## How to Select your lands for each Rotational Action

- On each of the four Rotational Action sections, you must select the parcels **using the Checkbox**, that you wish to claim for that Rotational Action,
- Once you select the Checkbox for any parcel, you must enter the area you wish to claim on that parcel for the relevant Rotational Action.
- The area **cannot exceed the Eligible Hectare** of the Parcel.
- The system will inform you of your commitment area for the relevant rotational action, as shown in the image above.
- You should select parcels with an area that is equal to your commitment area. You will see your total area at the bottom of the screen, circled in the image above.
- If you declare less than your commitment area for any or all Rotational Actions, you will see a yellow warning message as shown in the image on the right, you can select **Save Changes** if you are happy to proceed, or **Cancel**, to return to the Rotational Action Screen to declare a high commitment area

The dialog box is titled 'Save changes to Rotational Actions' and contains the following text:

If you don't save your changes will be lost

You have entered less than your ACRES plan commitment. This may affect your ACRES payment

At the bottom, there are three buttons: 'Cancel', 'Don't save', and 'Save changes'.



## Review and Submit

You are now on the last step of your BISS Application, '**Review and Submit**'. On this Screen you will see six sections, as shown in the image below.

Below is an outline of what each section represents:

1. **Scheme Selection** – In this section, you will see a summary of all the Schemes you have intended to apply for, if there are any outstanding issue with a Scheme, they will be flagged here.

2. **Applicant Details** – This displays your personal information. If any information is incorrect, you can have it changed by emailing [OSCustomerChanges@agriculture.gov.ie](mailto:OSCustomerChanges@agriculture.gov.ie)
3. **Areas And Entitlements** – In this section you will see your total declared areas for the relevant Schemes you have applied for and the total number of current entitlements.
4. **Plots** – If you added any new plots to your Application, they will be displayed in this section. You will be notified if you opted to submit paper maps by post, or to upload them through the AgFood portal Correspondence section. *\* This section will only display if you added new Plots.*
5. **Upload Documentation** – This section will link you to Correspondence and allows you to upload any supporting documentation to your application. All documents must be in PDF format.
6. **Notes** – In this section, you can add additional notes to your Application, and select the relevant area the notes are in reference to by selecting from the list provided. E.g., you may wish to add a note in relation to map Edits or your ACRES information.

You must review all sections that appear for you, using the '**Next**' button to navigate between each section, as shown in the image below.



As you click **'Next'** on each section, the previous section will display with a green confirmation tick, as shown in the image below.

Review & Submit  
Carefully review all sections below

- ✓ Scheme Selection
- ✓ Applicant Details

Next

When you have navigated through all the sections and each section has the Green Tick, you will be presented with the Terms and Conditions and Submit button, as shown in the image below.

Review & Submit  
Carefully review all sections below

- ✓ Scheme Selection
- ✓ Applicant Details
- ✓ Areas and Entitlements
- ✓ Upload Documentation
- ✓ Add Application Notes

☐ I have read and accept the [BISS Terms & Conditions.](#)

< Back Submit

## Accepting the Terms and Conditions

You must tick to confirm you have read the Terms and Conditions, which are available to view by clicking on the hyperlink on Screen.

If you attempt to submit your application before ticking the checkbox for the Terms and Conditions, you will see a warning message in the top right of your Screen, as shown in the image on the right.






## Submitting your application

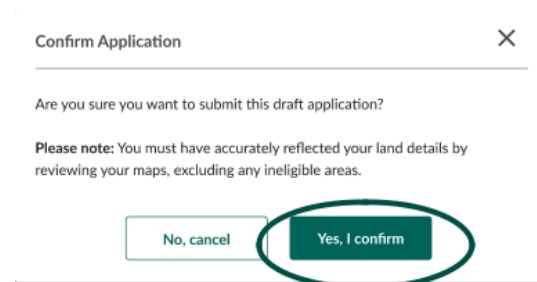
Once you have ticked the checkbox for the Terms and Conditions, and are satisfied with your application, you can click the **'Submit'** button. Once you click the **'Submit'** button, you will see a popup, as shown in the image on the right. If you are happy to submit, click **'Yes, I confirm'**.

You have now successfully submitted your BISS Application, and will be brought to the confirmation page, as shown in the image on the right.

From this Screen you have three options

1. **Upload Documentation** – if you wish to add additional documents to support your application.
2. **Application Summary** – View a summary PDF of the Application you submitted.
3. **Farmer Dashboard** – Return to your home Screen by clicking on the **'Farmer.**

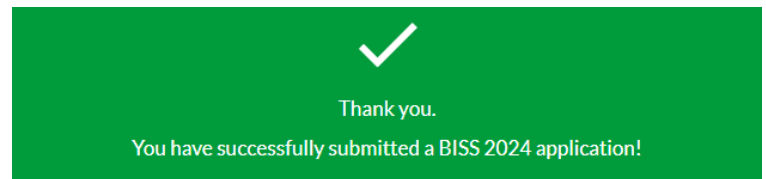
**Dashboard'**  on the left of the Screen.



Confirm Application ✕

Are you sure you want to submit this draft application?

**Please note:** You must have accurately reflected your land details by reviewing your maps, excluding any ineligible areas.




Any map edits or supporting documentation for this application will be available in the [Correspondence](#) section.

If you have further maps or supporting documentation, you can add them here.

 Upload Documentation

Download, view or print your BISS Application Summary

 Application Summary



## Contact Us

Scheme	Telephone No	Email Address
Direct Payments Help Desk (BISS, CRISS)	057-8674422	<a href="mailto:DirectPaymentsCorrespondence@agriculture.gov.ie">DirectPaymentsCorrespondence@agriculture.gov.ie</a>
BISS Online Facility Assistance		<a href="mailto:BISSOnline@agriculture.gov.ie">BISSOnline@agriculture.gov.ie</a>
Eco-Scheme		<a href="mailto:ecoscheme@agriculture.gov.ie">ecoscheme@agriculture.gov.ie</a>
Transfer of Entitlements		<a href="mailto:transferofentitlements@agriculture.gov.ie">transferofentitlements@agriculture.gov.ie</a>
Usage of Entitlements		<a href="mailto:usageofentitlements@agriculture.gov.ie">usageofentitlements@agriculture.gov.ie</a>
National Reserve/Complimentary Income Support for Young Farmers (CIS-YF)		<a href="mailto:nationalreserveyfs@agriculture.gov.ie">nationalreserveyfs@agriculture.gov.ie</a>
Protein Aid Scheme		<a href="mailto:protein@agriculture.gov.ie">protein@agriculture.gov.ie</a>
Straw Incorporation Measure		<a href="mailto:sim@agriculture.gov.ie">sim@agriculture.gov.ie</a>
Areas of Natural Constraints (ANC)		<a href="mailto:anc@agriculture.gov.ie">anc@agriculture.gov.ie</a>
Sheep Improvement Scheme		<a href="mailto:sheepscheme@agriculture.gov.ie">sheepscheme@agriculture.gov.ie</a>
Suckler Carbon Efficiency Programme		<a href="mailto:SCEP@agriculture.gov.ie">SCEP@agriculture.gov.ie</a>
Beef Welfare Scheme		<a href="mailto:BWS@agriculture.gov.ie">BWS@agriculture.gov.ie</a>
Dairy Beef Scheme		<a href="mailto:dairybeef@agriculture.gov.ie">dairybeef@agriculture.gov.ie</a>
Beef Data and Genomics Programme		<a href="mailto:beefschemas@agriculture.gov.ie">beefschemas@agriculture.gov.ie</a>
Tillage Incentive Scheme		<a href="mailto:tis@agriculture.gov.ie">tis@agriculture.gov.ie</a>
Fodder Support Scheme		<a href="mailto:FSS@agriculture.gov.ie">FSS@agriculture.gov.ie</a>
Area Monitoring System		<a href="mailto:ams@agriculture.gov.ie">ams@agriculture.gov.ie</a>
Multi Species Sward Measure		<a href="mailto:MSSM@agriculture.gov.ie">MSSM@agriculture.gov.ie</a>
Red Clover Silage Measure		<a href="mailto:RCSM@agriculture.gov.ie">RCSM@agriculture.gov.ie</a>
Inheritance Enquiry Unit	057- 8689995	<a href="mailto:inheritance@agriculture.gov.ie">inheritance@agriculture.gov.ie</a>
Agricultural Appeals Office	057-8667167	<a href="mailto:appeals@agriappeals.gov.ie">appeals@agriappeals.gov.ie</a>
Farm Partnership Unit	01-6072857	<a href="mailto:farmpartnerships@agriculture.gov.ie">farmpartnerships@agriculture.gov.ie</a>
Financial Self-Services Helpline	049-4368271	<a href="mailto:paymentssection@agriculture.gov.ie">paymentssection@agriculture.gov.ie</a>
Agfood Helpline	049-4368288	<a href="mailto:agfood@agriculture.gov.ie">agfood@agriculture.gov.ie</a>
Agri-Climate Rural Environment Scheme (ACRES)	053-9163425	<a href="mailto:ACRES@agriculture.gov.ie">ACRES@agriculture.gov.ie</a>
Targeted Agriculture Modernisation Schemes		<a href="mailto:tamsdocs@agriculture.gov.ie">tamsdocs@agriculture.gov.ie</a>
Organic Farming Scheme		<a href="mailto:organic@agriculture.gov.ie">organic@agriculture.gov.ie</a>





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