Beyond the Farm Gate

Rural Development Funding and the Scottish Voluntary Sector
April 2008

SRDP Briefing 1: Getting a Business Reference Number

This is the first of a series of briefings from SCVO about the **Scotland Rural Development Programme (SRDP)** which is funding £1.6 billion worth of measures to benefit rural Scotland over the next six years. There are two main funding opportunities for rural community groups – **Rural Priorities** and **LEADER**. This briefing is about **Rural Priorities** and is aimed at community groups and voluntary organisations who are not carrying out land management activities. It is intended to help you take the first step, which is to apply for a **Business Reference Number (BRN).** To apply for a BRN, you need a **Land and Business Change Form**, available from the [SRDP website](#)* or by contacting the [local office](#)° of the Scottish Government Rural Payments and Inspections Directorate (SGRPID), SNH or Forestry Commission, who can also provide further advice. Because the form was designed for farms to register changes to their holdings, you may find it isn't very user-friendly. Don't worry, though – if you follow this guidance, you should find your way through it.

On the Front Page

Tick **I am registering my business for the first time** ☑ (For this purpose, "business" includes community groups!)

If you lease or own land or buildings that may be the subject of a Rural Priorities application, Tick **I am registering a location for the first time** ☑

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

In Section A

1. Just registering a business:
　　Tick **No** ☑

　　Registering business and land:
　　Tick **Yes** ☑

2. Just registering a business:
　　Tick **Registering for SRDP purposes** ☑

　　Registering business and land:
　　Tick **Registering for SRDP purposes** ☑
　　AND **Registering land for the first time** ☑

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

In Section B

7. Give the date your organisation was established.
8. Leave blank
9. Leave blank
10. List your committee members, directors or trustees.
11. Leave blank.
12. Leave blank.
13. You need to find out if any of your committee, directors or trustees already has a BRN. If so, it must be entered here, to check for conflicts of interest.

In Section C

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

14. Leave blank.
15. Leave blank.
16. Leave blank.
17. Leave blank.
18. In **Land Taken On**, put an accurate estimate of the total area of land being registered. If you have a split between owned and rented, fill in the relevant boxes.
19. Tick **Rural Development Programme 2007-2013** ☑
20. Tick "No" ☑
21. Put in the total area as in question 18. You will also need to submit a copy of an up-to-date OS map at a scale of at least 1:10,000. This should include the number

you assign the area(s) in Question 22, the boundary of the land in BLUE, and the estimated area in hectares (not acres). Large scale mapping is available from Ordnance Survey in various formats.

22. This looks more complicated than it is – don't panic.
　Land Parcel Identifier: number each separate area 1, 2, 3 etc
　Change Type: NEWF
　Date of change: today's date
　Other Location Code: Leave blank
　Area (ha): Total area in hectares
　Usage of Land: SRDP purposes
　Description of Change Required: Registration of land for the first time

In Section E

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

In Section F

27. Leave blank.
28. Tick **No** ☑
29. No ticks needed. Do fill in **Signature, Name, Status** and **Date.**
30. Leave blank.

Let us know how you get on, and help us to improve these briefings. Email rural@scvo.org.uk or call Sandra Hogg on 01463 251729.

*www.scotland.gov.uk/Resource/Doc/915/0058864.pdf
°www.scotland.gov.uk/Topics/Rural/SRDP/RuralPriorities/RPContactUs