Bilag 3. Screening af markblokke

Screeningsinstruks

(Screening instruction)

Master version - English

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Version	*Date*	*Edited by*	*Edited by/comments from*

[Screeningsinstruksen er skrevet til den manuelle screening. Hvis leverandøren tilbyder maskinel screening, er det dog stadig kriterierne i denne instruks der er gældende for, hvad der skal markeres som fejl og ok]

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1 Introduction

1.1 General introduction

This instruction includes examples, to ease the understanding of the assessment made during the screening process. In cases where a part of the text gives reason for questions, the whole section, including examples, should be read, as this may provide clarification. A description is given below each example.

It is expected, especially during the training phase, that new examples will be found, that need to be incorporated into the instruction. This will enable the instructions to work as reference throughout the contract period. Later clarifications and adjustments after the training phase should therefore also be incorporated in the master version.

In spite of the extensive screening instruction, the operators, after gaining some routine, are expected to work almost without the instruction, only referring to this in cases of doubt, or if new staff needs to be trained.

In case of doubt the operator should consult other operators and /or the project manager for clarification.

As a consequence of continuous adjustments in the instructions by Landbrugsstyrelsen (LBST), there may be changes to this instruction.

1.2 Introduction to the concept Single Application

The Single Application is an application form for agricultural aid that the applicants submit when applying for aid. This is submitted once a year, and contains information about the applicants' total holding and therefore includes all areas both were aid is applied for and no aid is applied for.

The orange, dotted lines in the examples in this instruction represents the fields (not shown in all cases). If the numbers in the orange brackets () are different it means that it is two different applicants. The number before the brackets is the field number.

1.2.1 Basic Payment Scheme

The Basic Payment Scheme is aid given to European farmers with the aim to help the production of agricultural products that are in demand.

The primary use of the areas for which the Basic Payment Scheme is applied has to be agriculture, i.e. areas which are used for agricultural purposes. This also includes uncultivated areas that are maintained to a certain standard i.e. grass is being cut, no/few trees etc.

1.2.2 Other support schemes

Apart from the Basic Payment Scheme, there are a number of other aid schemes that are relevant to the design of the reference parcel layer, such as environmental and organic farming support schemes. However, the operator should not consider these in the screening, and they are therefore also not specified further in this instruction. However, they might be introduced at a later stage in the screening process, according to the description of changes in the instruction after the pilot and training phase in *Bilag 1, Kravspecifikationen.*

Whenever this instruction refers to eligible and ineligible areas, it involves only the Basic Payment Scheme. The other support schemes are not taken into account.

2 Introduction to reference parcels and associated layers

A reference parcel consists of the actual reference parcel and in some cases different separate landscape feature layers. Reference parcels are also called RPs in this instruction.

Currently each reference parcel potentially consists of:

- The actual reference parcel polygons
- GAEC landscape features
    - GAEC ponds
    - GAEC ancient monuments
- Non-GAEC landscape features

The landscape features (LF) display eligibility related to the Basic Payment Scheme, other schemes or are areas which are not claimed for Basic Payment Scheme. These are described in section 2.3 Landscape features. In the rest of the instruction when mentioning the reference parcel it is implicitly understood that this includes the associated landscape feature layers.

2.1 Definition of a reference parcel

A reference parcel is a geographically continuous unit, consisting of one or more fields, and areas without fields. There can also be more than one applicant within one reference parcel.

Reference parcels has stable, physical outer boundaries, for example roads, hedges, dikes, lakes or water courses. Furthermore, permanent cultivation boundaries are in some cases used as a reference parcel boundary e.g. between different farmers.

The reference parcels must be revised continuously in order to ensure its quality. They are edited based on orthophotos, information from the farmers, information from inspectors as well as various other external data sources.

The reference parcel layer should contain all the areas that are eligible for aid under the Basic Payment Scheme as well as areas that are eligible for aid under all other schemes.

In this manual, the actual reference parcel (polygon) is in most cases displayed in yellow, but could be displayed in other colours as well.

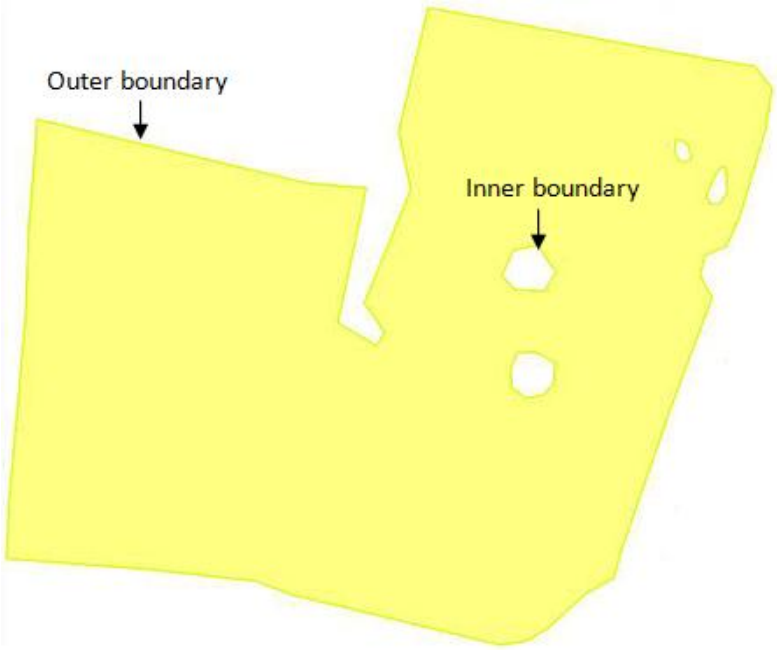
2.2 Reference parcel boundaries

A reference parcel always consists of a polygon with outer boundaries and possibly also doughnut holes where ineligible areas have been cut out either directly from the reference parcel or as a separate landscape feature. Areas within these doughnut holes should always be regarded as lying outside of the reference parcel boundary.

During screening, the current reference parcel boundaries should be considered, including the doughnut holes.

When referring to the outer boundaries of the reference parcel, it is only the outer polygon and not the doughnut holes inside the reference parcel. The boundaries at the doughnut holes are referred to as inner boundaries.

When just referring to the general reference parcel boundaries, both the inner and outer boundaries are included.



Example 1: Reference parcel polygon, where ineligible areas are cut out as doughnut holes inside the polygon. The white areas are defined as being outside of the reference parcel boundaries. The yellow area constitutes the reference parcel.

One reference parcel can hold more than one type of landscape feature polygon and several landscape features of the same type. These features are not mapped out of the actual reference parcel as they are eligible under other schemes. This means that instead of a doughnut hole or a different outer boundary for the reference parcel there can be a landscape feature.

The rules for landscape features are described in section 2.3 Landscape features.

2.2.1 Permanent boundaries

The reference parcel boundary should follow permanent boundaries in the landscape. This includes hedges, roads, embankments, permanent cultivation boundary between farmers or between certain crop groups.

The rules on when a reference parcel should be marked as erroneous due to a boundary error is described in section:

- 2.3 Landscape features
- 5.1.1 Types of errors found in the reference parcel
- 6.1 Which crop groups should be in which RP types?
- 6.2 Areas which should always be in a separate reference parcel

2.2.2 Difference between cultivable limit and cultivation boundary

It is important to understand the difference between cultivable limit and cultivation boundary. In some cases these may coincide but not always.

The *cultivation boundary* is the boundary up to which the farmer grows his crops.

The *cultivable limit* delimits the area the farmer could use. That means areas that can quickly be reworked into arable soil. This does not include slopes, dikes or areas with trees, bushes etc.

In some cases the reference parcel boundary will follow the cultivable limit instead of the cultivation boundary. This is okay as long as the area can easily be cultivated e.g. with bare stripes or areas without trees/bushes e.g. grass which has not been applied for (no fields).

Green areas between a road and the actual cultivated areas should as a general rule not be in the reference parcel (see more in section 9.1.2 Road verges and uncultivated areas by roads).

Example 2: Difference between cultivation boundary and the cultivable limit. Correct reference parcel boundary, as it includes the cultivable area (bare stripes which are eligible) and not only the de-facto cultivated area. Mark as OK.

2.3 Landscape features

Overall there are two different types of landscape features (LF):

1. Non-GAEC landscape features
2. GAEC landscape features

All landscape feature polygons should generally be handled as reference parcel boundaries. This means that the landscape feature polygon is seen as a doughnut hole of the reference parcel and thereby as an ineligible area. In addition specific rules for landscape features are specified below.

All types of landscape features can be both totally within the reference parcel, partly inside, or partly outside the reference parcel. This means that for landscape features which overlap with the edge of a reference parcel only the part of the landscape feature, which is inside the actual reference parcel is relevant for the screening.

2.3.1 Non-GAEC landscape features

Not applied currently and therefore no rules are specified.

2.3.2 GAEC landscape features

The GAEC landscape features (LF) are features which are protected under specific EU-legeslation. In Denmark GAEC landscape features constist of GAEC ponds and GAEC ancient monuments which are all between 100 - 2.000 m^2. See rules in section 8.3 Eligibility related to GAEC landscape features.

2.4 Reference parcel attributes

The reference parcels have attributes which to some extent shows whether the area is eligible or not. This is described in the table below.

Attribute on RP	English	Description / possible values
MB_TYPE	RP type	OMD, MIX, PAF, VKS, PGR, ING & LDP
GEOMETRISK	Gross area (brutto)	Geometric area of the reference parcel. All doughnut holes are excluded from this area, but not landscape features.
NETTOAREAL	Net area	Eligible area under Basic Payment Scheme, thereby also excluding non-GAEC landscape features. A net area different from the gross area, but not 0, means that there is a non-GAEC landscape feature in the reference parcel
PRORATA_KA	Pro rata %	Only on RPs of the type PGR. Should always be = 100 The percentage only refers to areas which are NOT covered by non-GAEC landscape features. Up to 10 % ineligible areas of certain types allowed. See more in section 8.1.1.2 500 m^2 / 10 % rule
PRORATA_OP	Pro rata measurement	Not used currently

The overview in the table below is the overall rules for which areas are in the different reference parcels. This is not a specific instruction, but should only be seen to help the understanding of the different types of reference parcels.

RP type	Short description
OMD	Arable land, fallow land, rass in rotation & Agro-Environmental Scheme
MIX	Combination of areas. Reference parcels is split and given correct MB_TYPE if there are boundaries between areas.
PAF	Permanent crops
VKS	Greenhouses
PGR	Permanent grass
ING	Ineligible areas
LDP	Afforested areas with commitments

In addition to eligibility described in the RP attributes, eligibility is also defined by landscape features as described in section 2.3 Landscape features.

2.5 Errors in the data sent to the contractor

Unless anything else is specified the contractor should contact LBST before starting the screening, if the following is included in the data sent to the contractor:

- RPs with the MB_TYPE = ING, LDP or MIX
- RPs with net area = 0 (se table above).
- RPs with net area > 0 but <> the gross area. A difference in net and gross area of < 100 m^2 should just be attributed to a calculation and rounding error, as long as the contractor does not recievw non-GAEC landscape features
- RPs with pro rata % 0, 60 or 80
- If there are more than 1.000 fields without crop code and therefore without crop group.

3 Introduction to fields

A field is a continuous area, where one crop is being cultivated. For each continuous area with the same crop the applicant has to digitise one field on the map.

Like the reference parcels the fields are delivered to the contractor as polygons, and can also contain doughnut holes.

The applicant's own sketch of the fields is important for the layout of the reference parcels, and should therefore be checked in all cases of doubt according to this instruction, LBST assumes that all applicants know where their fields are situated; however, they do not necessarily make a precise sketch thereof.

The fields are used where it is necessary to assess whether:

- a reference parcel has to be marked to be merged or split
- there are ineligible areas inside the reference parcel
- the area is eligible for support in connection with the specific crop groups
- areas below 0.30 hectares (3.000 m²) can be merged with another of the applicant's fields. See section 7.1 Areas less than 0.30 hectares.

For rules about parts or entire reference parcels without fields see section 7.2 No fields in all or part of the reference parcel.

3.1 Information related to the fields

Each field has relevant information for the screening including applicant ID (farmer) and crop code. For the full list of attributes we refer to *Bilag 4, Snitfladebeskrivelse* and the crop code list.

This information is, amongst other, used to find out what crop groups are on the fields and to find out whether or not the reference parcel should be marked to be split or merged with another reference parcel on this basis. Further on, it is used to assess whether fields below 0.30 hectares may be within the same reference parcel as other fields.

3.2 Use of fields to help determine eligibility

For each field it is marked whether or not Basic Payment support is applied for. This information is used amongst other when the eligibility of the areas is assessed. In this document "support is applied for" and "support is not applied for" is used to speficy whether the farmer wants agricultural support for a field or not. This relates to Basic Payment. Even though the farmer does not want agricultural support, he still has to draw fields for all his agricultural areas and therefore this distinction is made.

When an area is assessed, it is necessary to consider the use of the area, according to the most recent and possibly also earlier orthophotos, as well as compare this with the information of whether support is applied for or not.

For areas where there are doubts to which extent the area is eligible (on the newest and possibly also on older orthophotos) the field-dataset should be used as a support in the decision-making. If there is a field, but no support is applied for and the eligibility is questionable the reference parcel should be marked as erroneous. If there is no field, see the rules in section 7.2 No fields in all or part of the reference parcel.

If a field in the reference parcel does not look eligible on the most recent and previous orthophotos, but support is applied for and there is no landscape feature, the reference parcel should be marked as

erroneous. In such cases more orthophotos should be consulted in order to assess the eligibility, as the areas may look very different on different orthophotos.

It can NOT be concluded that an area is eligible, only because support is applied for for that particular area. Just as it cannot be concluded that an area is ineligible, only because there is no field or no support is applied for. This is always an assessment based on the orthophoto and possibly other information.

If there is no field in all or part of the reference parcel see section 7.2 No fields in all or part of the reference parcel.

3.3 Crops and crop groups

The fields are submitted with a crop code. For use in this project, the crops are grouped into the crop groups below. The link between the crop code and the crop group is shown in a separate table that is made available to the contractor. The crop table is revised twice a year in conjunction with delivery of a new set of fields. The possible annual changes might also affect the list of crop groups and the link between crop codes and crop groups.

It is expected that the contractor in the internal system, amongst others, marks all fields with crop group and applicant ID (farmer), so that the operators of the contractor can utilize this information in the assessment of the eligibility, merging and splitting of reference parcels etc.. For specification of delivery of data, *see Bilag 4, Snitfladebeskrivelse*.

Certain reference parcels will not be sent for screening, meaning that some crop codes are unlikely to occur.

Crop groups:

1. Arable land including fallow land
4. Grass in rotation
5. Permanent grassland
10. Permanent crops – short rotational coppice
11. Permanent crops – fruit trees and bushes
12. Permanent crops – other eligible permanent crops
15. Greenhouses, and nursery environments
50. Agro-Environmental Scheme, arable land (often looks like grass)
70. Other crops
99. Ineligible

Field, but no crop code and therefore no crop group - These fields are to be treated as the crop group they look like. This means they have to be treated as crop group 70 (See section 2.5 Errors in the data sent to the contractor, if there are many fields with no crop code)

Some crop groups must not lie within the same reference parcel. This specific rules are described in the different subsections in section:

- 7.1 Areas less than 0.30 hectares
- 6.1 Which crop groups should be in which RP types?
- 6.2 Areas which should always be in a separate reference parcel

4 Use of images

4.1 Zoom level during screening

For the screening process the operators are to use a minimum zoom level of 1: 2500.

The minimum zoom level is to be used on the entire reference parcel. Furthermore, the operator should zoom in in case of doubt e.g. if it is difficult to see if the boundary is correctly placed (e.g. by grass areas and where the boundary is close to trees).

Also see the rules described in section 7.2.2 No fields in part of the reference parcel.

In some situations it can be necessary to zoom in on areas within the reference parcel in order to assess different the areas.

The operator should NOT zoom in at the reference parcel boundary when:

- the ineligible line elements underneath the reference parcel boundary (which represents approximately 2 meters at a zoom level of 1:2.500) is only slightly seen as a "shadow".

4.1.1 Main rule about ineligible features when zooming in

If the operator has clearly evaluated an area inside the RP to be eligible in 1: 2.500, it will also be characterized as eligible, if seen more clearly if zooming in. This is not the case, if there is doubt about an areas e.g. if the operator sees that the RP is planted with new trees or there is water, ditches, or artificial sealed surfaces > 100 m^2 which could not be seen in the zoom level 1:2.500.

Is the operator in doubt about an area and therefore zooms in to evaluate the area, the evaluation has to be made according to the rules about the particular area e.g. measuring the area or width.

4.2 Orthophoto

The screening should always be undertaken based on the newest orthophoto. The other orthophotos at disposal are used in case of doubt and where certain areas are difficult to assess in the most recent orthophoto. E.g. assessment of whether an area with grass is eligible or not or whether water on the field is permanent or temporary.

4.2.1 Elevation angle and shades

The screening operator must always consider the elevation angle for the different orthophotos in use. This is in particular important when assessing boundaries situated near high trees or buildings. In most cases it would help consulting one or more previous orthophotos. But as a general rule the most recent orthophoto should be used in most cases.

For the evaluation and measurement of elements that are not visible in the newest summer orthophoto, the operator must consult the spring photo plus the latest 2 summer orthophotos. In periods where an orthophoto is only available in a version where it is not yet geometrically correct, this should not be used to measure distances from the boundary. Of these photos, the photo with the most correct view of the element e.g. hedge is used.

Example 3: Orthophoto from three years. Example where the angle of capture can make assessment of correct boundary difficult on the middle orthophoto, but easy to see that the boundary is correct on the other two orthophotos. Mark as OK.

4.2.2 Shadows on the orthophoto

At the zoom level the screening is carried out, it might be difficult to assess whether an area is eligible or not, as object shadows may confuse. It is important to distinguish between what is a shadow and what is an actual hedge. In these cases, it will be necessary to zoom in closer, or change to another orthophoto in order to determine whether it is shadows or an ineligible area.

Example 4: Orthophoto with large shadows covering the areas inside the reference parcel south of the hedge. OK

4.3 Measuring

4.3.1 Main rule about measuring

When measuring e.g. the width of a hedge, the operator should only measure on the newest orthophoto. Only in the case where it is not possible to measure on the newest orthophoto e.g. where there are large tree crowns all along the hedge or the elevation angle makes it difficult to estimate where the boundary should have been, you should also measure on another orthophoto.

All measurements are done from current RP-boundary to the "should-be"-boundary.

4.3.2 Measuring hedges, trees, and bushes

When measuring the width of the hedge you should measure from the RP boundary and to the area where the RP boundary should have been. This means that if the trees have large tree canopies and the area underneath is cultivated, not all the tree crown should be included when measuring. On the other hand, if there are bushes underneath the trees or if the hedge is standing on an embankment, the boundary should have been placed by the edge of the bush or follow the embankment. This should be taken into account when measuring.

If there is a high probability that the area beneath the trees is cultivated (not visible on the photo due to the extent of the tree crown), the boundary of the reference parcel should be on top of the tree canopies. By small trees the boundary might be slightly underneath the tree crown; whereas for larger trees, the boundary can be situated further towards the tree stem, depending on the assessment of the actual cultivable limit. See more in section 9.1.15 Hedges.

In many cases it is possible to find a spot without trees, and use this as reference to where the correct boundary is for the surrounding area.

Wheel tracks can also be used to determine how close to trees (or under the trees) the farmer cultivates, and thereby also assess whether the reference parcel boundaries close to hedges are correct. If the wheel tracks are straight, the boundary below the trees are also straight, whereas if the tracks are curved, so is the boundary hidden below the trees. In case of doubt whether the reference parcel boundary is correct these tracks can be used as guidelines.

Example 5: Wheel track from spraying. The tracks are straight, and therefore the boundary along the hedge is also assumed to be straight.

5 Screening workflow

5.1 Overall workflow of the operator

When the operator starts screening a reference parcel it has to be screened for correctness according to the given instructions.

As soon as an error is found in a reference parcel, based on the given rules, the operator shall mark the reference parcel as erroneous, update the attribute data, and proceed to the next reference parcel.
If no errors are found when the whole reference parcel has been checked, then it should be marked as OK and the attribute data updated. *See Bilag 4, Snitfladebskrivelse.*

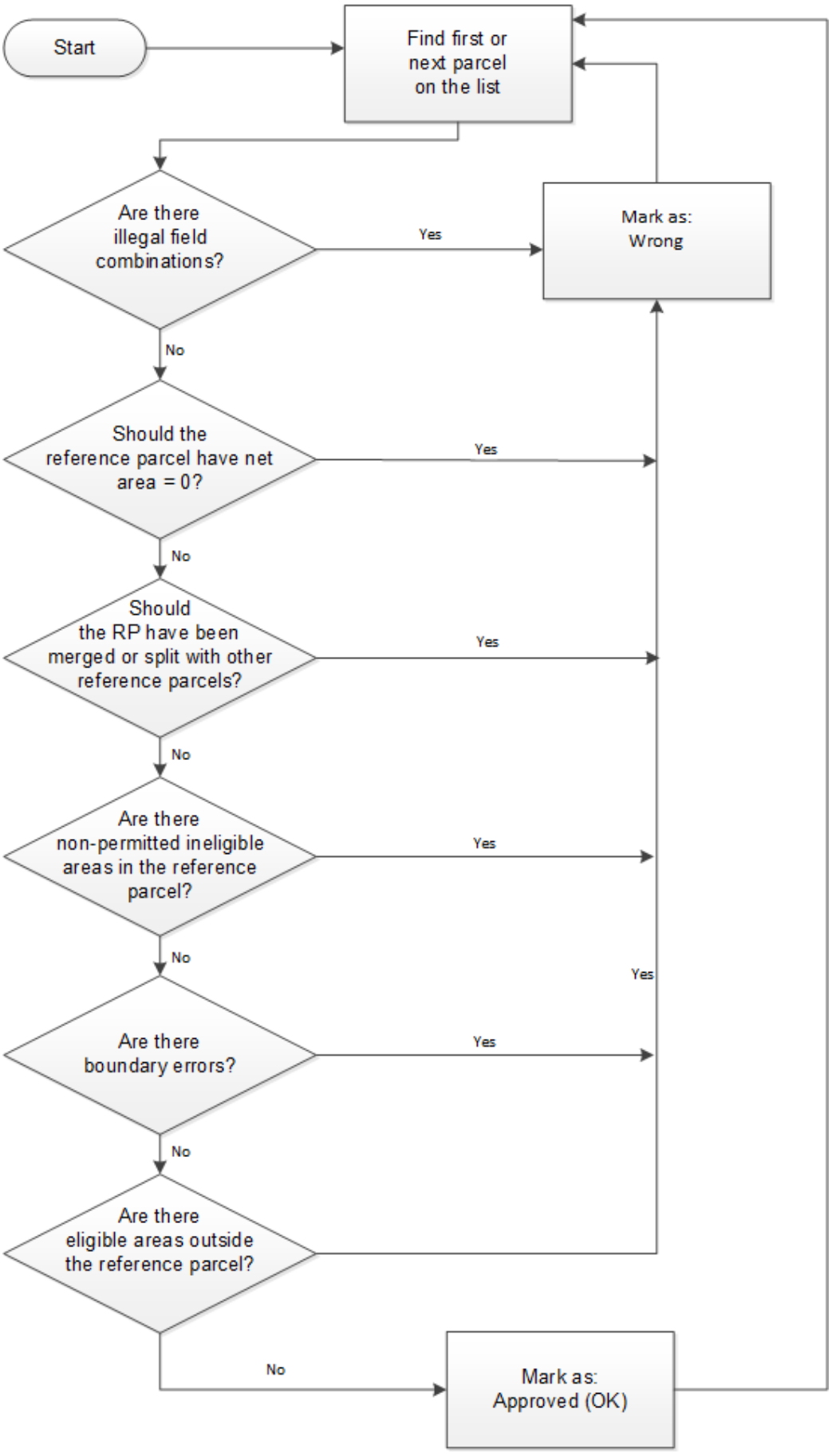
In case of uncertainties, the operator should ask other operators; consult the screening instructions, as well as the project manager in order to resolve the uncertainty.

In some cases it may also be necessary to update the screening instructions. The contactor should discuss the needed changes with Landbrugsstyrelsen. If agreed the contractor have to update the screening instuctions and afterwards the changes must be approved by Landbrugsstyrelsen.

The screening by the operator should be done at the zoom level described in section 4.1 Zoom level during screening and according to the process described in the workflow figure below.

The workflow below should be seen in connection with the 100 m^2, the 500 m^2 / 10 % rule and the rest of the rules in the instruction.

When the operator is fully trained and has achieved a good routine, then the sequence in the workflow may be changed, when a reference parcel is screened, if this is considered to be more efficient. But the operator has to ensure that all points are completed before the reference parcel is marked as OK.



Example 6: Flowchart for the screening process

5.1.1 Types of errors found in the reference parcel

Below are the types of errors which could be found in the reference parcels.

a. Boundaries seen in 1: 2.500 clearly does not follow some permanent boundaries in the landscape e.g. either a hedge, cultivation boundary etc.

b. Hedges

   i. inside the RP > 100 m^2 – both at the outer and inner boundary – where none of the hedge is mapped out.

   ii. where part (but not all) of the hedge is mapped out – both at the outer and inner boundary – and the ineligible part inside the RP is 2.5 meters wide or more and 50 meters or longer. Be aware that if a group of trees situated at the boundary has a non-linear shape the 100 m² rule is used instead of this rule.

c. Streams, ditches etc.

   i. at the outer boundary where the stream, ditch etc. is wider than 2.5 meters and 50 meters or longer and none or part of the stream, ditch etc. is mapped out

   ii. not running along the outer boundary where the stream, ditch etc. is wider than 1.5 meters and 100 m^2 or larger and none of the stream, ditch etc. is mapped out.

   iii. not running along the outer boundary where the stream, ditch etc. is less than 1.5 meters wide and none of the stream, ditch etc. is mapped out **AND**

      1. where the ditch goes through the entire RP (see specific rules on splitting RPs)

      2. there are single bushes and trees alongside the stream, ditch etc. which together covers more than 1/3 (length) of the stream, ditch etc.

      3. there is a hedge > 100 m^2 alongside the stream, ditch etc.

      4. where part (but not all) of the ditch etc. is mapped out and the ineligible part inside the RP is 2.5 meters wide or more and 50 meters or longer

d. Dikes and embankments (elevated or not)

   i. Where the dike or embankment goes through the entire reference parcel (no matter the width and number of trees).
   ii. along boundaries ≥ 2.5 meters wide and ≥ 50 m long.
   iii. < 2.5 meters wide (no minimum width) and < 250 meters long with at least 5 trees/bushes on the entire embankment/dike.
   < 2.5 meters wide (no minimum width) and > 250 meters long with at least 10 trees/bushes on the entire embankment/dike.
   This rule applies both to dikes and embankments inside the reference parcel and for dikes and embankments along the boundary of the reference parcel. Also this applies to linear areas close to roads e.g. linear road verges close to the outer boundary of a reference parcel, which should be delimited at the cultivation boundary.
   iv. Non-linear embankments at road verges > 200 m²

e. Clustered-, scattered trees, and bushes

   i. > 100 scattered trees/bushes within one hectare also if there is an undergrowth of grass. This rule is applicable relative to size, hence, e.g. more than 20 trees in an area of 0.2 hectare (2.000 m²) makes the area ineligible. Less than 10 trees in an area of less than 0.2 hectare would not be considered ineligible.
   Single trees are not ineligible unless there are more than 100 per hectare.

   ii. Clusters of trees meaning minimum of 4 trees within an area of 100 m². The crown of the trees must touch each other for the trees to be classified as a cluster.

Ad. b – e: Be aware that even though a hedge, ditch, embankment or trees are ineligible, it can still fall under the 500 m^2 rule for reference parcels of the type PGR (Permanent grassland) described in section 8.1.1.2 500 m^2 / 10 % rule and therefore correctly be part of the reference parcel. You should also notice that these feature could be registerered as GAEC landscape features.

f. All other ineligible areas as described in this instruction > 100 m^2/500 m^2 inside the RP which are clearly seen at the zoom level 1:2.500.

g. Eligible areas outside the reference parcel

   i. > 200 m^2 which looks like waving corn or another actual cultivated crops e.g. fruit trees (not grass in rotation, permanent grassland, and ineligible forest etc.). This is the cumulative rate of areas > 100 m^2, meaning that if there are two areas of 150 m^2, the RP should still be marked with an error (Crop group 1, 10, 11, 12, 15, and possibly 50).

   ii. > 500 m^2 which does NOT look like waving corn or another actual cultivated crops e.g. grass in rotation, permanent grassland etc. This is the cumulative rate of areas > 250 m^2, meaning that if there are two areas of 250 m^2, the RP should still be marked with an error (not eligible fruit trees).

h. <u>Mark to be split:</u>

Same applicant on both sides of a possible boundary

   i. There is a physical boundary e.g. an embankment (no matter the width and number of trees), a hedge, a ditch, or an uncultivated strip and an open passage (measured on the part which is cultivated together) of less than 3.5 meters between two fields and it is clearly not cultivated together.
   ii. There is a combination of crop groups within the reference parcel which is not allowed according to 7.1 Areas less than 0.30 hectares, 6.1 Which crop groups should be in which RP types? or 6.2 Areas which should always be in a separate reference parcel.

Boundaries between 1) two or more applicants or 2) boundaries between one or more applicants and areas with no field/farmer, if the area with no field is > 0.05 hectare and well-defined (not long, thin strips)

   i. There is a physical boundary such as a hedge, road, ditch etc. going through the reference parcel AND an opening of more than 20 meters at either end or in the middle.
   ii. There is an embankment (no matter the width and number of trees), a smaller uncultivated area or strip between the fields (only needs to be present on the newest orthophoto) AND an opening of more than 20 meters at either end or in the middle.

iii. The cultivation boundary (no real uncultivated area between fields) is at the same place on the two newest orthophotos or if it is only indicated in one of the years and the applicants farm along the applicant boundaries. If there are a set of wheel tracks between the fields at either end of the field this should still be marked to be split.
iv. There is a combination of crop groups within the reference parcel which is not allowed according to 7.1 Areas less than 0.30 hectares, 6.1 Which crop groups should be in which RP types? or 6.2 Areas which should always be in a separate reference parcel.

i. <u>Mark to be merged:</u>
If there on the newest orthophoto is an opening of at least 20 meters for cultivated areas and 50 meters for areas which look like grass and the areas are clearly cultivated together. This means that it should look like it is the same crop (no clear cultivation boundary). A single wheel track between the fields is not enough.

j. Errors related to landscape features

6 Rules about reference parcels

6.1 Which crop groups should be in which RP types?

The table below specifies which crop groups can be in the specific reference parcel type. If the combination of crop group and reference parcel type is not allowed according to the tabel the reference parcel should be marked with an error.

Crop group 70 and 99 are not included in the table as fields with:

- crop group 70 has to be handled according to what it looks like. Crop group 70 therefore always fall under one of the crop groups already described in the table, if it looks eligible.
    - Does the area with crop group 70 e.g. look like permanent pature, then it should be handled as crop group 5.
- crop group 99 are ineligible and should be marked with an error if they are not in a reference parcel with a net area of zero.

Small parts of fields which overlap from a neighboring reference parcel are not considered to be in the reference parcel that is screened and should therefore not be marked as an error.

Table 1: Link between crop groups and RP type

		Crop group							
		1	**4**	**5**	**10**	**11**	**12**	**15**	**50**
RP type	**OMD**	Yes	Yes	No	No	Yes, if < 0,30 and no greenhouse	Yes, if < 0,30 and no greenhouse	Yes, if no greenhouse	Yes
	PGR	No	No	Yes	No	No	No	No	No
	PAF	No	No	No	Yes	Yes, if no greenhouse	Yes, if no greenhouse	Yes, if no greenhouse	No
	VKS	Yes, if greenhouse	No	No	No	Yes, if greenhouse	Yes, if greenhouse	Yes, if greenhouse	No

6.2 Areas which should always be in a separate reference parcel

These areas should always be in separate reference parcels. If this is not the case the reference parcels should be marked with an error:

- Crop group 5
- Crop group 10
- Crop group 11 if > 0,30 ha
- Crop group 12 if > 0,30 ha
- Greenhouses (several greenhouses can be in the same reference parcel – see rules in section 8.2.6.1 Greenhouses)

Small parts of fields which overlap from a neighbouring reference parcel are not considered to be in the reference parcel that is screened and should therefore not be marked as an error.

6.3 Errors related to permanent boundaries

As a main rule, the reference parcel boundary should follow permanent boundaries in the landscape. The boundaries of the reference parcels follow:

- Ineligible elements which split the reference parcel: Larger fences, hedges, and embankments

- Different farmers on both sides of a permanent cultivation boundary
- In some situations, boundaries between permanent grassland (crop group 5) and other crop groups
- In some situations, boundaries between Basic Payment Scheme and other support schemes – meaning a boundary might not be seen on the orthophoto

Generally small fences are not seen as a physical boundary unless the area on the other side of the fence is ineligible.

The rules on when a reference parcel should be marked as erroneous due to a boundary error is described in section:

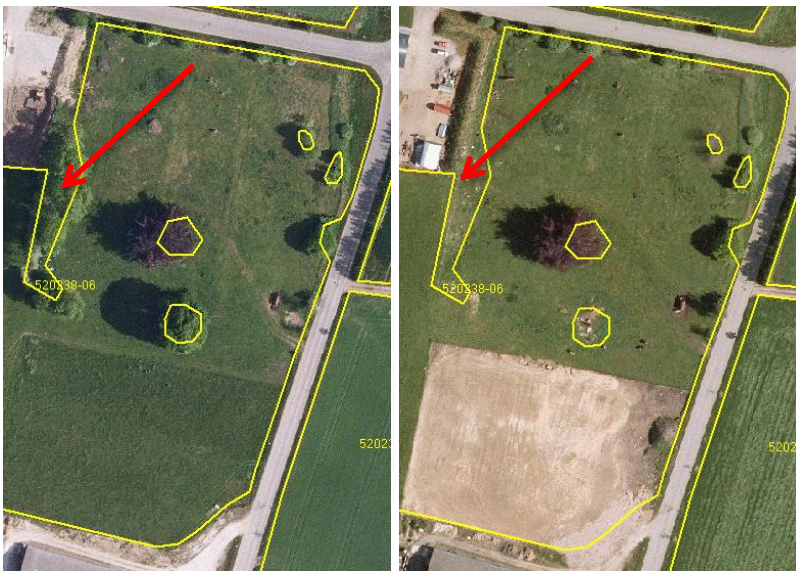
- 5.1.1 Types of errors found in the reference parcel
- 2.3 Landscape features.

If in doubt about when a boundary is correct remember to turn off the reference parcel layer in order to assess the correct placement.

Examples

Example 7: Incorrect boundary clearly seen in 1: 2.500 and also ineligible area > 100 m^2 in the RP (red circle). Mark as erroneous.

Example 8: Incorrect boundary clearly seen in 1: 2.500 and also ineligible area > 100 m^2 in the RP (red circle). Mark as errouneous.

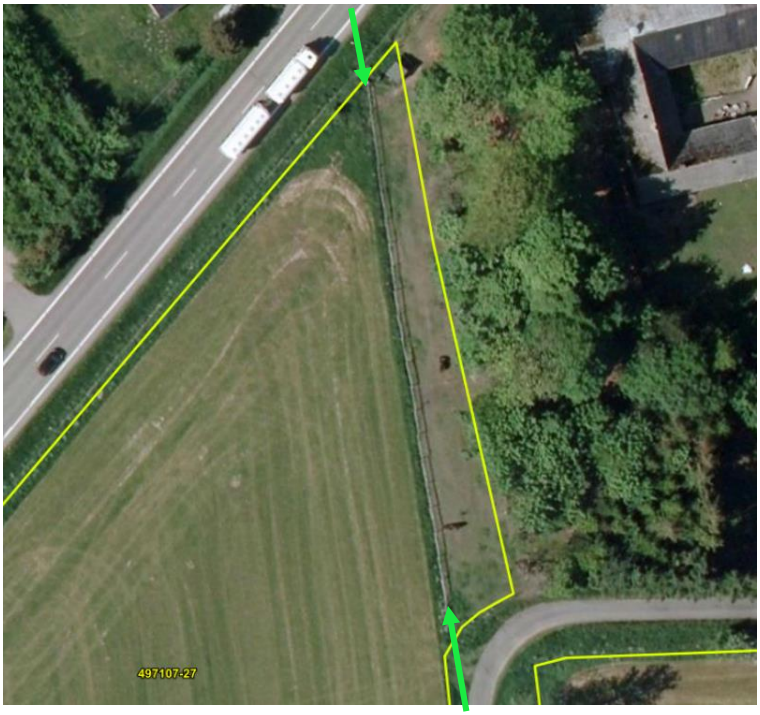


Example 9: Incorrect reference parcel boundary - no longer follows the physical boundaries at red arrow. RP boundary should have been situated at the small hedge in northwest. > 500 m^2 eligible areas outside the RP. Old orthophoto (left) and new orthophoto (right). Mark as erroneous.

Example 10: The reference parcel boundary is somewhat incorrect (seen when zooming in) but this is not clearly seen in 1: 2.500 (left). Mark as OK.

Example 11: The reference parcel boundary is somewhat incorrect (seen when zooming in) but this is not clearly seen in 1: 2.500 (left). Mark as OK.

Example 12: (500217-44) Small fence. Since the area to the right is a road verge the RP boundary should follow the small fence. Mark as erroneous.



Example 13: (497107-27) Small fence (green arrows), but the area on the other side of the fence is eligible. Mark as OK.

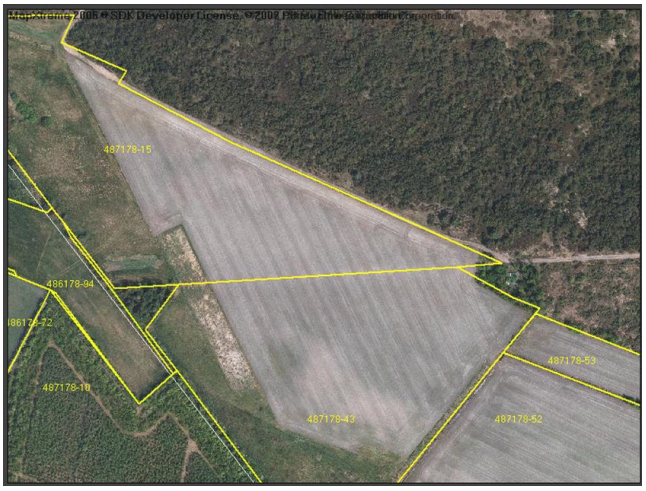
6.4 Merging of reference parcels

See rules on when a reference parcel should be marked to be merged in:

- section 7.1 Areas less than 0.30 hectares
- section 5.1.1 Types of errors found in the reference parcel
- the description of the different crop groups in section 8.2 Eligibility related to crop group.
- 6.1 Which crop groups should be in which RP types?
- 6.2 Areas which should always be in a separate reference parcel

Some screened reference parcel will need to be merged with several other reference parcels.

6.4.1 Reference parcels which should be marked to be merged



Example 14: Reference parcels that should have been merged. Clearly cultivated across the RP boundaries and there is an opening of > 20 meters. Mark as erroneous.

Example 15: Reference parcels with an opening of > 20 meters and no clear cultivation boundary where the RP boundary is. Mark as erroneous.

Example 16: Reference parcels seen in the latest two years. There is a opening of less than 20 meters and the areas are not clearly cultivated together. Mark as OK.

6.4.2 Reference parcels which should not be marked to be merged

Example 17: Areas on both sides of the reference parcel are not clearly cultivated together. Mark as OK.

Example 18: Reference parcel boundary is situated on the cultivation boundary (darker green stripe). Mark as OK.

Example 19: Reference parcel with an opening of > 20 meter, but not clearly cultivated together. Mark as OK even though the RP boundary is not exactly on the cultivation boundary, as this could change slightly from year to year.

6.5 Splitting of reference parcels

See rules on when a reference parcel have to be marked to be split in:

- section 7.1 Areas less than 0.30 hectares
- section 7.2.2 No fields in part of the reference parcel
- section 5.1.1 Types of errors found in the reference parcel
- the description of the different crop groups in section 8.2 Eligibility related to crop group.
- 6.1 Which crop groups should be in which RP types?
- 6.2 Areas which should always be in a separate reference parcel

Be especially aware of uncultivated areas/stripes on areas which are very green. Here the uncultivated stripes can be difficult to see. In these cases it can be relevant to zoom in to see if there is a boundary.

6.5.1 Reference parcels which should be marked to be split

Different crop groups not allowed in the same reference parcel

Example 20: Here, it is necessary to check which crop groups that are claimed in the reference parcel to assess whether the reference parcel should be split or not. The area in the red square could be short rotation coppice.

One farmer and permanent boundary

Example 21: Reference parcel with an embankment going through the RP and no open passage which is cultivated together. Mark to be split.

Example 22: Ditch which goes through the RP and have an opening < 3.5 meters as there is an ineligible road at the red arrow. Mark to be split.

Example 23: Orthophotos from two latest years. There is no actual open passage between the fields (no cultivation) and there is only a single wheel track going through. Mark as erroneous.

More farmers and permanent boundaries

Example 24: Uncultivated area between two farmers going through the RP. Mark to be split.

Example 25 (556311-88): 3 different applicants with permanent cultivation boundaries between the fields (are seen on two latest orthophotos). Mark to be split.

Example 26 (547361-97): 2 different applicants – the green areas on the old orthophoto (right) belong to one applicant and field no. 1-0 belongs to another applicant. A cultivation boundary is still indicated on the new orthophoto (left - red arrows) and the applicant's cultivates along the applicant boundary and not across – he only cross at the top and bottom. Mark to be split.

Example 27 (521277-01): Between two applicants (field 1-1) and the field to the right there is a cultivation boundary. This cultivation boundary is in the same place in the two latest years. Mark to be split.

6.5.2 Reference parcels which should not be marked to be split

One farmer but no permanent boundary

Example 28: Reference parcel with the same applicant on both side of the hedges and where there is clearly cultivated across the opening, and the opening is more than 3.5 meters. Mark as OK.

Example 29: The entire area is declared by the same farmer an open passage of about 14 meters wide (okay, as > 3.5 meter). The passage is cultivated and there are no natural boundaries. Mark as OK.

More farmers but no permanent boundary

Example 30 (543360-54): Two applicants in the reference parcel, but there is no cultivation boundary. Mark as OK.

Example 31 (501222-56). There is a difference in cultivation pattern, because a new applicant now has some of the area. The cultivation boundary is not the same in the right part on the two latest years (clearly cultivated across). Mark as OK.

6.6 Error in neighboring reference parcels

If the boundary separating two neighbouring reference parcels is wrong, the same threshold values as for eligible area outside are used (200 m² for crop group 1, 4, 10, 11, 12, and 50, and 500 m² for grass (5 and 70).

Generally, erroneous boundaries that can be seen in a zoom level of 1:2.500 should be marked with a boundary error.

Example 32: (482173-42) Two reference parcels - the left is crop group 1 and the right is crop group 10. For the left RP, there is more than 200 m² eligible area outside the parcel by the eastern boundary (inside the right RP until the red arrows). This is marked as a boundary error. For the right RP – 25 % of not active production area is allowed, but as in this case the area without trees by the western boundary belongs to the left reference parcel – it is also marked with a boundary error.

6.7 Oddly shaped reference parcels and appendices

Oddly shaped reference parcels are mainly reference parcels, which are long and thin or for some reason does not make sense for the major part when looking at the orthophoto.

These reference parcels should always be marked with an error.

To be counted as an eligible area, it must be accessible with agricultural machines. Long, narrow appendices less than 10 meters wide should always be marked as erroneous.

Example 33: Long, narrow appendix less than 10 meters wide. Mark as erroneous due to the shape.

Example 34: Oddly shaped reference parcel. Even though the reference parcel boundaries make sense according to the orthophoto it should be marked as errouneous due to the odd shape.

6.8 “Peculiar geometry” in the polygons

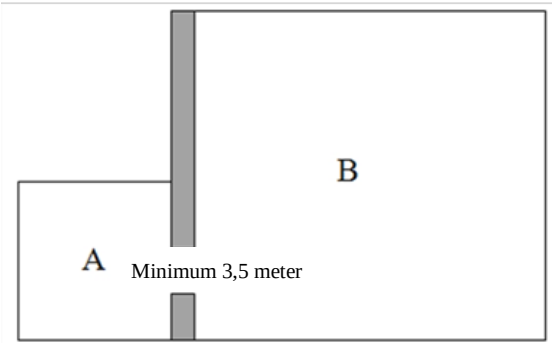
Peculiar geometry as shown in the example below are not seen as errors and should be marked as ok.

Example 35: RP 505231-72 has a peculiar geometry at the top right side. Mark as ok.

7 Rules about fields and areas with no fields

7.1 Areas less than 0.30 hectares

The smallest size for eligible reference parcels under the Basic Payment Scheme is 0.30 hectare. If two fields belonging to the same applicant are cultivated as one, and the two areas together are larger than 0.30 hectare, a connecting passage of at least 3.5 meters is required.



Example 36: Example where both field A and B fulfil the criteria of the Basic Payment Scheme. If A + B > 0.30 hectare, both areas are eligible and could be in the same reference parcel, if it is the same applicant on both sides of the opening depending on the type of crop.

In the table it is specified when areas under 0.30 hectare can be in the same reference parcel as other areas. The fields still have to be from the same applicant and constitute a continuous eligible area of at least 0.30 hectare.

Table 2: When can areas less than 0.30 hectares be in the same reference parcel

	Crop group 1, 4 & 50	Crop group 11, 12 & 15*	Crop group 10	Crop group 5
Crop group 1, 4 & 50	Yes	Yes	No	No
Crop group 11, 12 & 15*	Yes	Yes	No	No
Crop group 10	No	No	Yes	No
Crop group 5	No	No	No	Yes

* Exception is actual greenhouses (part of crop group 15) as they have a minimum size of 0.01 ha and should always be in a separate reference parcel.

Crop group 70 is not specified in this table, as it has to be handled according to what it looks like and therefore fall under one of the crop groups already described in the table.

Permanently separate areas smaller than 0.30 hectares, which are not greenshouses, should be marked as erroneous, as they should have a net area of zero.

Example 37: Field > 0.30 ha with crop group 11 (green arrow) and crop group 5 < 0.30 ha (blue arrow). Since the area with crop group 5 is < 0.30 ha and is next to crop group 11, the RP should be marked as erroneous.

7.2 No fields in all or part of the reference parcel

7.2.1 No fields at all in the reference parcel

The general rule is, that if there are no fields in the reference parcel, the net area must be zero.

The exception to this is where clear waving corn or other actual cultivated crops e.g. fruit trees (not grass in rotation, permanent grassland, and ineligible forest etc.) is seen in the RP. Then the net area should equal the eligible area (in most cases net area = gross area).

7.2.2 No fields in part of the reference parcel

Some reference parcels follow the permanent boundary in terms of trees instead of the cultivation boundary, thereby including areas of e.g. grass which have not been applied for (no field). These areas can be eligible, but it is important to make sure that they are indeed eligible.

If there are no fields digitised in an area within a reference parcel and there is doubt about this area, it could be an indicator that the reference parcel should be marked as erroneous. However, cases may exist where a missing field does not imply that the area is ineligible. The operator must make an assessment of the area in each separate case.

If there is a permanent boundary between an area with no field and the neighboring fields, this should be viewed as “two different farmers”. Mark to be split when:

- the area without a field comply with the rules for splitting by different farmers, and the area with no field more than 0.05 hectare and well-defined (not long, thin strips).

Be aware that if there is a non-GAEC landscape feature on an area where there is no field it should not be marked as erroneous unless it is a boundary errors as described in section 2.3.1 Non-GAEC landscape features. Ineligible areas within the non-GAEC landscape feature should not be marked as an error unless there are buildings or gravel roads.

For some areas with no field it is necessary to zoom in to 1: 1.000 to make sure that the area is eligible. Is there no doubt about the eligibility of the area in 1:2.500 it is not necessary to zoom in. The operator should zoom in in the following cases:

- No field in connection with buildings or the associated areas e.g. a house and the parking lot, garden, kitchen garden etc.
- No field and area looks to be bare soil (could be newly planted trees)
- Long, thin holes inside the field which could be a ditch (not seen in 1: 2.500)
- Other cases of doubt about the area without a field or a hole in the field

It is not necessary to zoom in in cases of thin, long stripes along the edge of the reference parcel which is caused by incorrect digitization of fields.

If there are doubts about the eligibility of an area (wet, dry or otherwise uncultivable), and there are no field covering the area in question – it should be marked as erroneous. See also the rules in section 7.2.3 No fields at the coastal line, big lakes or streams.

Examples

Example 38: Left: Reference parcel in 1: 2.500 with no field in an area which looks to be bare soil. Right: zoomed in on the area without field. Clear that the area is newly planted trees and the reference parcel should be marked as erroneous. Anyhow, the RP should also be marked to be split (whether there are trees or not), as there is a permanent boundary between the two and unknown farmer on one side.

Example 39: Grass area where there is no field. The area looks eligible grass – it is not garden and the water is < 100 m^2. The boundaries follow permanent boundaries in the landscape but the area as > 0.05 ha. Therefore the RP should be marked as OK.

Example 40: The area just east of the building (and parking lot) has no field and might look green, but when zooming in a row of bushes is seen. This indicates that this is not used for farming and it also means that that the two areas at least should have been split into two reference parcels. Mark to be split or as ineligible area.

Example 41: Grass area where there is no field (1:2.500 and 1:1.000). The area is eligible grass (not garden or recreational) and the boundaries follow permanent boundaries in the landscape. The area is > 0.05 ha. Mark as erroneous.

Example 42: The area just above the house has no field and might look green, but when zooming in it is clear it is part of the garden. Mark as erroneous.

Example 43: Large area without any field (red arrow). Mark to be split if there are permanent boundaries to the other fields (permanent cultivation boundary), if not mark as OK.

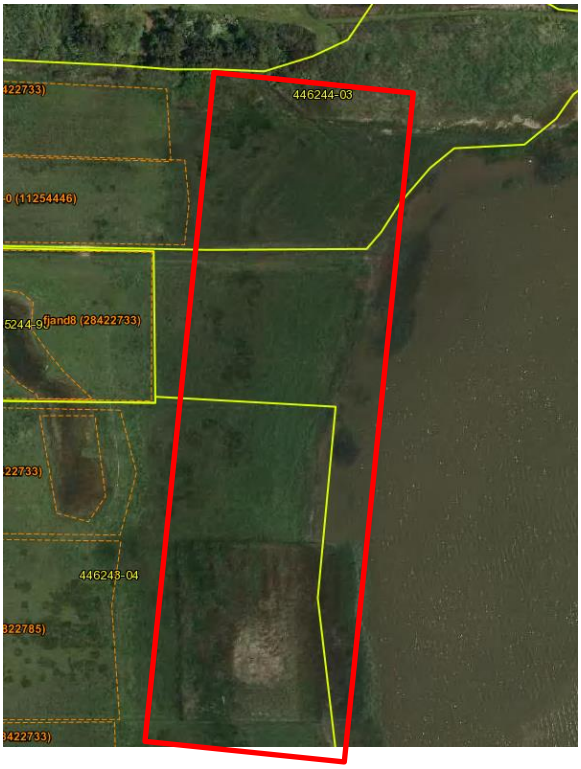
7.2.3 No fields at the coastal line, big lakes or streams

Eligibility of some areas at the coastal line, around big lakes, and some streams can be difficult to determine. Be especially aware of wet areas (looks dark green to black) in these places. In case of doubt about the eligibility of the area it should be marked as an error. See more examples of wet areas in section 9.1.14 Lakes, ponds and waterlogged areas.

Be aware of the rules in section 8.1.1.2 500 m^2 / 10 % rule.

Example 44: Wet areas close to the coast without fields (red squares) and with field (blue squares). The 500 m^2 rule cannot be used as the ineligible areas are at the boundary. The areas in both the red squares and blue squares look wet in the two latest years and are therefore ineligible. Mark as erroneous.

Example 45: Grass area with no field close to the coast. The area in the red squares is more than 100 m^2 and looks wet in the two latest years and is therefore ineligible. Some of the area in the blue square is also ineligible. Mark as erroneous.



Example 46: Here the lack of fields out to the coastal area over several reference parcels and the dark green look of the area (red square) indicate that this area probably is ineligible. This is irrespective of whether the 500 m^2 can be used or not. Mark as erroneous.

8 Eligible areas

An eligible area must be cultivable. For an area to be eligible, it must as a main rule fulfil the requirements for aid under the Basic Payment Scheme for the whole of the calendar year.

The following areas may be eligible under the Basic Payment Scheme and should be part of the reference parcel:

- Rules for areas less than 25/100/500 m^2
- Uncultivated areas including eligible stripes (2 meters wide) either without plant cover or with deviating plant cover around fields or ineligible areas in the field
- Fodder sheds and shelters for animals under 100 m^2
- Non-agricultural activities which are eligible
- Wheel tracks, but not actual roads
- Ditches and drainage ditches less than 1.5 meters wide that do not bisect a reference parcel or do not have a lot of bushes (more than 1/3) or a hedge > 100 m^2 along the ditch itself
- Buffer strips around ditches, streams and lakes
- Eligible areas outside the reference parcel
- Arable land (crop group 1 and 50)
- Grass in rotation (crop group 4)
- Permanent grassland (crop group 5)
- Short rotational coppice (crop group 10)
- Fruit trees and bushes (crop group 11)
- Other eligible permanent crops (crop group 12)
- Greenhouses and nursery environments (crop group 15)
- Other crops (crop group 70)

8.1 Areas which are always eligible

8.1.1 Eligible areas in the reference parcel – 25 m^2, 100 m^2, and 500 m^2 / 10 % rule

In this text the rules are referred to as the 25 m^2, 100 m^2 or the 500 m^2 / 10 % rule.

8.1.1.1 25 m^2 and 100 m^2 rule

Areas inside the reference parcel (not at the boundary) which are < 100 m^2 are generally characterised as eligible. These should therefore as a main rule to be marked as OK. However there is the following exception:

- Artificial sealed surface (e.g. metalled roads, building, gardens and other man-made constructions) should be marked as an error if 25 m^2 or larger.

8.1.1.2 500 m^2 / 10 % rule

For reference parcels with the type PGR (permanent grassland) there is a specific 500 m^2 / 10 % rule which is an exception to the 100 m^2 rule.

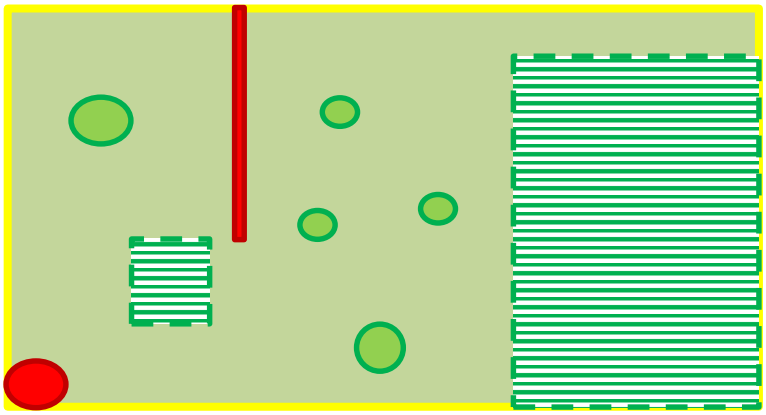
Areas below 500 m^2 are still considered ineligible, but they are allowed in reference parcels of the type PGR. The PGR reference parcels have what is called a pro rata percentage of 100. This means that up to 10 % of the area can consist of scattered ineligible areas, if the individual size of the ineligible element is less than 500 m^2 and only of the specified ineligible types. The elements has to be visible and measure more than the thresholds in 2 years in order to give an error.

This rule only concerns the ineligible elements where "(PGR)" is specified after the ineligible elements in the list in section 9 Ineligible areas (e.g "hedges (PGR)".

The 10 % ineligible area refers to areas inside the reference parcel. It cannot be used:

- for elements at the boundaries
- when an element is splitting the RP
- where part of the ineligible area is already mapped out, and which are not covered ny GAEC landscape features.

Two groups of trees and a small ditch which are all individually < 500 m^2, and not connected with the outer boundary, in a PGR-reference parcel, does therefore not necessarily mean that the reference parcel should be marked as erroneous.



Reference parcel boundaries

Non-GAEC landscape feature

Ineligible areas below 500 m^2 inside the reference parcel.
- > Only mark as erroneous if > 10 % of the area <u>not</u> covered by non-GAEC landscape features.

Ineligible areas below 500 m^2 at the boundary of the reference parcel.
-> Can never be included in the 10 %.

Please note, that the above mentioned 25 m^2 rule for artificial sealed surfaces is also applied for reference parcels with permanent grass (PGR).

8.1.2 Bare stripes

Bare stripes either without plant cover or with deviating plant cover around a field are eligible unless they are on an area with crop group 5 (Permanent grassland). Some look to be around 2 meters wide and others can be up to 10 meters wide.

Stripes (e.g. buffer strips) with deviating plant cover are allowed along ditches, streams and lakes. See more information on this in *section 8.1.7* Buffer strips.

In certain situations, bare stripes on a field may look similar to a footpath or road, but do not lead anywhere as a road or footpath would to. The bare stripes might only form a band around the field or form a band around an ineligible object in the field. See Example 50. These areas are amongst others used for nursing of wild animals, and are eligible and should be part of the reference parcel.

It is important to distinguish between bare stripes that are a part of the reference parcel and permanent roads that should be mapped out of the reference parcel.

Examples of eligible bare stripes are shown below.

Example 47: Bare stripes that are eligible and correctly part of the reference parcel. Mark as OK.

Example 48: Bare stripes that are eligible and correctly part of the reference parcel. Mark as OK.

Example 49: Somewhat bare area with wheel tracks going into it and not seen in the previous year. Mark as OK.

Example 50: Eligible bare stripes and correctly part of the reference parcel. Mark as OK.

Example 51: Bare stripes on crop group 5 (permanent grassland). Mark as erroneous.

8.1.3 Fodder sheds and animal shelters below 100 m²

Fodder sheds and animal shelters below 100 m² are eligible.

Example 52: Fodder shed < 100 m² and surrounding bare area due to the animals is eligible. Mark as OK.

Example 53: Fodder sheds/shelters allowed in the reference parcel as they are below 100 m². Mark as OK.

8.1.4 Non-agricultural activities which are eligible

It is allowed to have some non-agricultural activities on an agricultural area if the following conditions are fulfilled:

- The area is primarily used for agriculture
- The activity must not lead to reduced long-term usability after the activity

Mark as erroneous if the activity can be seen on the two latest years or it on the latest orthophoto looks like the area is primarily being used for other purposes than for agriculture.

Furthermore, there are some activities that are allowed at any time of the year, irrespective of their duration, such as private non-organised riding, foot paths (all foot paths are considered eligible for screening purpose), and hunting. To assess whether the area is used for other purposes than agricultural activities over a longer time period, consult previous orthophotos.

Example 54: Eligible area as it is only seen in one year and the area still look to be primarly used for agriculture. Mark as OK.

8.1.5 Wheel tracks

Wheel tracks (from tractors, spraying etc.) are as a main rule eligible. However, it can be difficult to distinguish wheel tracks from a more permanent road.

Use the rules from section 9.1.1 Metalled roads, railways, certain farm roads and the like and deduct from there whether it is an ineligible road or eligible wheel tracks. All examples on eligible and ineligible tracks are also shown in this section.

8.1.6 Eligible ditches and drainage ditches

Some ditches inside the reference parcel are eligible, some are not. Below is a description of which ditches are eligible. In the following the term ditch is used both for ditches and drainage ditches.

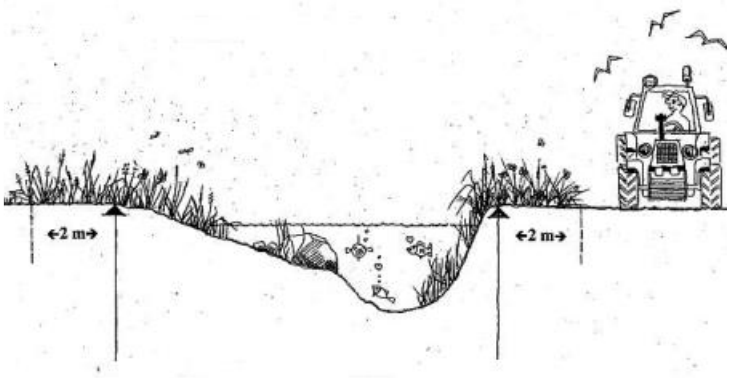
The following ditches may be in the reference parcel:

- Ditches less than 1.5 meters wide inside the reference parcel (not at the boundary) that do not cut the reference parcel in two, do not have a hedge alongside the ditch > 100 m^2 or more than 1/3 of the ditch covered with trees or bushes (see section 5.1.1 Types of errors found in the reference parcel for specific definition).

Ditches less than 1.5 meters wide, ditches that cut through the whole reference parcel or at the boundary of the reference parcel are ineligible and must not be in the reference parcel. More details on this are found in section 9.1.11 Ineligible streams, water courses, and ditches.

The width of the ditch is measured from the zero point. The zero point is upper limit of the bank, i.e. where the water course slope meets the horizontal terrain, see example 55. This can be hard to assess from an orthophoto, but look for shadows and make an assessment in each case. If the operator is in unsure, the applicant should get the benefit of doubt. That means that the ditch should rather be measured slightly too narrow (less than 1.5 meters) then slightly too broad (more than 1.5 meters).

Be aware that the zero point in some cases can be situated several meters from the water table.



Example 55: Figure showing how ditches are to be measured; the distance between the two vertical arrows – at the zero point.

Example 56: Ditches both less (green arrow) and more (red arrow) than 1.5 meters wide and with surrounding areas cultivated as one. Mark as erroneous due to the ditch > 1.5 meter.

Example 57: Smaller ditch between 2 reference parcels. The boundary is correct in the western part until the first tree. Thereafter the boundary should be closer to the ditch. But since the area is grass and there is not 500 m2 outside the RP, it should be marked as OK.

If a ditch is eligible according to the criteria above, but is already mapped out of the reference parcel, it should not be marked as an error.

Example 58: Ditch that cut through the reference parcel vertically, which means that the reference parcel must be marked to be split. Left: old, erroneous boundary - pink. Right: new, correct boundary (yellow). The yellow reference parcel to the left with the horizontal ditches is erroneous as the ditches are more than 1.5 meters wide.

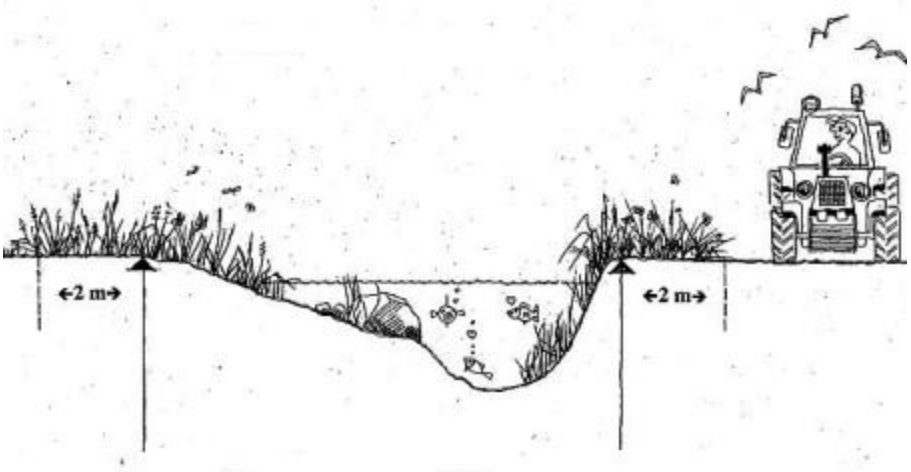
8.1.7 Buffer strips

Buffer strips are:

- 1 - 20 meters wide
- Placed next to or surrounded by crop group 1
  - The buffer strip field has to be placed with the long side next to the crop group 1 field
- Drawn as separate fields

These (non-cultivated) buffer strips are eligible if they otherwise keep within the conditions of the Basic Payment Scheme (for example no bushes or permanent roads are allowed).

For buffer strips along ditches, streams, and lakes, be aware that the zero point in some cases can be several meters from the water table.



Example 59: Measurement of buffer strips, from the zero point (arrows) and 2 meters into the field.

Example 60: Here, a 2 meter buffer strip north of the ditch and a 10 meter buffer strip south of the ditch are established. No reference parcels boundaries are shown as it just illustrates the buffer strips.

Example 61: Buffer strip inside a reference parcel. The ditch itself is more than 1.5 meters wide and 50 meters long and should therefore not be in the reference parcel.

8.1.8 Eligible areas outside the reference parcel

During screening, the operator must also assess whether there are eligible areas outside the reference parcel that should have been included in the reference parcel. See rules in section 5.1.1 Types of errors found in the reference parcel.

Example 62: Erroneous reference parcel (888127-67), as there is an eligible area between the reference parcel > 200 m^2. The eligible area outside the RP was previously a road. Both reference parcels are therefore erroneous.

Example 63: Incorrect reference parcel boundary to the West with more than 200 m^2 area outside the RP. Mark as erroneous.

8.2 Eligibility related to crop group

8.2.1 Arable land (group 1) & Agro-Environmental Scheme (group 50)

Arable land including fallow land and buffer strips (crop group 1) covers a large part of the eligible areas in Denmark. Fields with arable land may look very different, but common for most of them is that there are wheel tracks in the fields (from tractors etc.). Where the whole area is eligible the net area should be equal to the gross area.

Crop group 50 - Agro-Environmental scheme can look like different type of crops and can also look ineligible. In some cases these areas are deliberately not merged with other crop groups, in spite of lack of physical boundaries. But if the actual reference parcel boundaries (not non-GAEC landscape feature boundaries) does not follow physical boundaries or cultivation boundaries, the RP is marked as erroneous. In all other cases, it will be ok that they are in a separate reference parcel.

If the field looks ineligible it should be marked as erroneous also, if it is crop group 50.

Example 64: Reference parcel with arable land. Grass area is fallow land (green arrow). Mark as OK.

Example 65: Field with arable land. No errors are seen. Mark as OK.

8.2.2 Grass in rotation (group 4)

A large part of the eligible areas in Denmark are grass in rotation and permanent grassland.

It might be difficult on the orthophoto to distinguish between grass in rotation and permanent grassland and therefore the crop code from the fields is of great help in cases where one needs to know whether it is grass in rotation or permanent grassland.

Grass in rotation is in most cases treated in the same way as arable land.

Example 66: Field with grass in rotation. No errors are seen and the RP is to be marked as OK.

8.2.3 Permanent grassland (group 5)

8.2.3.1 Permanent grassland in general

Agricultural areas with permanent grassland (crop group 5) consist mainly (more than 50 %) of grass or other green fodder, both planted and natural, and has been grass-covered (or other green fodder) for at least 5 years. The operator has no possibility to see what is applied for the 4 previous years and therefore has to trust what is applied for according to the data from the fields.

Areas with permanent grassland can be just as nice looking (and eligible) as grass in rotation, but in some cases, the whole or part of the area looks less nice.

Areas which are very wet or look like nature e.g. heather rather than permanent grassland are not eligible. For these areas it is important to check earlier orthophotos, as the areas may look different on different photos. The contrasts in the photo and the weather conditions the year the photo was taken (amount of rain) are examples that will influence the way the area looks on the different orthophotos.

It is necessary to check previous orthophotos to assess whether the area was eligible the previous year and might also be eligible in the current year. An assessment of this is necessary in each separate case.

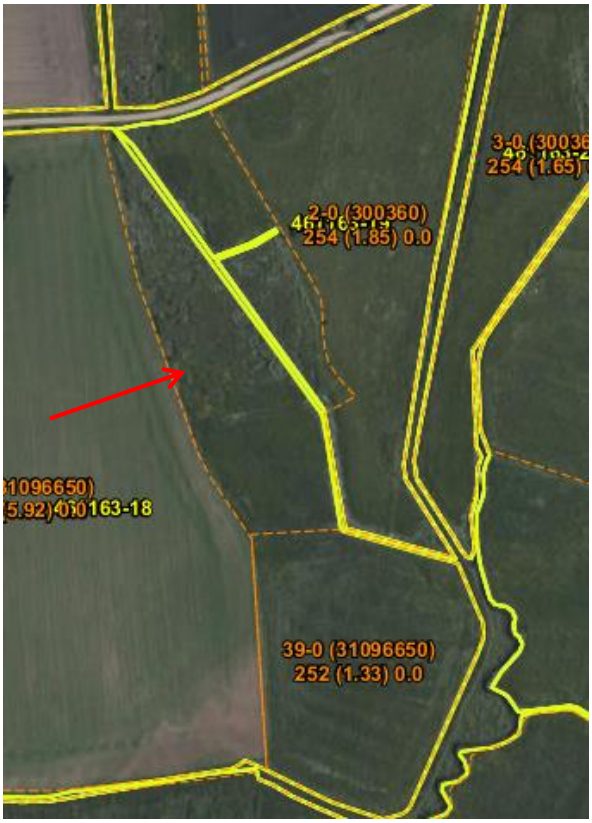
Mark to be split, if there are large areas where no support is claimed, close to the area applied for as permanent grassland, and there is a permanent boundary between the areas.

Examples of eligibility of permanent grassland

The examples below only relate to the eligibility of the permanent grassland in general and not whether the 500 m^2 / 10 % rule from section 8.1.1.2 can be applied.

Example 67: Permanent grassland in the two latest years. Eligibility is okay. Mark as OK.

Example 68: Reference parcel where permanent grassland is applied for. The eligibility of the area is okay, but the boundary in the north is incorrect. The deposit in the south-east corner is eligible as it is only seen in 1 orthophoto. Mark as erroneous due to the incorrect boundary.

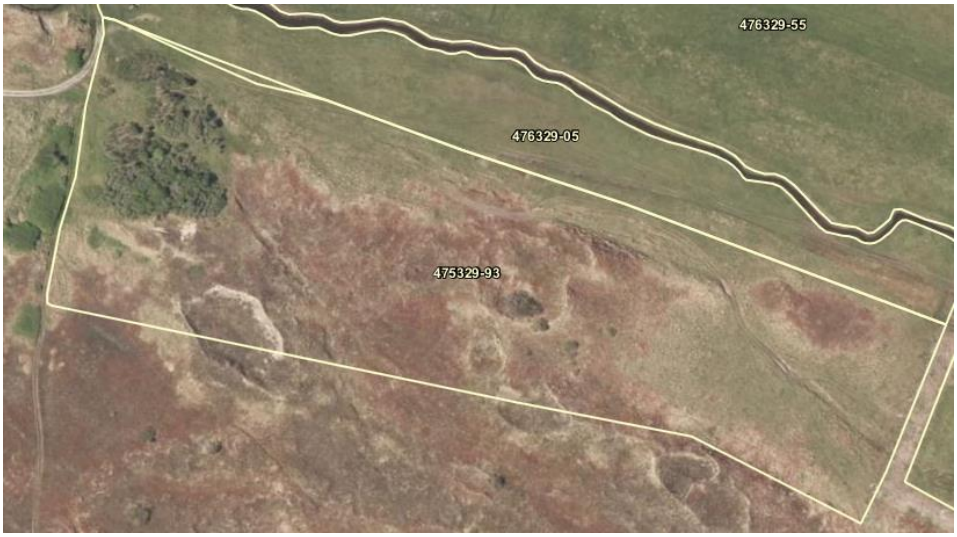


Example 69: No field and area looks questionable. Mark as erroneous.

Example 70: Permanent grassland in the two latest years. Eligibility is OK. Mark as OK.

Example 71 (558307-34): Permanent grassland in the two latest years. Eligibility is okay. Mark as OK.

The following examples show ineligible permanent grassland areas.



Example 72 (475329-93): Brown area which looks more like nature area than an agricultural area. Mark as erronous.

Example 73 (476327-71): Brown area which looks more like nature area than an agricultural area. Mark as erroneous.

Example 74 (510249-05): Area with heather which looks more like nature area than an agricultural area. Mark as erroneous.

8.2.4 Permanent crops - Short rotational coppice (group 10)

Short rotational coppice is eligible and should be in a separate reference parcel. Short rotational coppice should be harvested at least every 10th year, but is often harvested more frequently.

Mark as an error if (criteria mainly evaluated on the latest orthophoto):

1. The field with crop group 10 is in the same reference parcel as fields with other crop groups (not long, thin stripes of fields which are also in the neighbouring reference parcel)
2. There are ineligible areas such as hedges (not to be confused with the actual crop), ponds, recreational areas etc. in the reference parcel, no matter if they split the reference parcel or not
3. If the area looks like a production area but the farmer does not apply for support (no field or field but no support applied).
4. If there are no trees seen on the latest orthophoto. Be aware that when zooming in – newly planted short rotational coppice can sometimes be seen. This is not marked as erroneous if the area comply with all other criteria.
5. If the latest orthophotos does not show active production, which is indicated by a high plant density and trees in lines. Scattered bushes and trees or areas without trees are not part of the short rotational coppice.
    - Mark as an error if less than 75 % of the area is a production area. In cases of doubt whether the area is a production area or whether there is 75 % production area, mark as an error. See section 8.2.4.1 below
6. The short rotational coppice area (can consist of more fields next to each other with crop group 10 < 0.30 hectares) is less than 0.30 hectare.
7. The short rotation coppice has a width of less than 7.5 meters.

8.2.4.1 No trees can be seen on the orthophoto

Example 75: Short rotational coppice is applied. Doubt about whether it is a production area, the plant density is not high enough < 75 % possible production area. Mark as erroneous.

Example 76: In reference parcel 511131-74 the farmer has applied for short rotational coppice. The area is still not planted. Marked as erroneous as no trees are seen on the latest orthophoto when zooming in.

Example 77: Short rotational coppice is applied. 75 % of the RP is production area. Mark as ok.

Example 78: Short rotational coppice is applied, but there are doubt whether it is production area – mark as error

8.2.5 Permanent crops - Fruit trees and bushes (group 11) & other permanent crops (group 12)

Fruit trees and bushes & other permanent crops are eligible and can have upto 20 % working area (for driving harvesting machines etc.).

Mark as an error, if:

- There is more than 20 % working area in the reference parcel. See specific rules on roads in section 9.1.1 Metalled roads, railways, certain farm roads and the like.
- There are ineligible areas such as hedges (not to be confused with the actual crop), ponds, roads, recreational areas etc.
- There is a combination of crop groups within the reference parcel which is not allowed according to 7.1 Areas less than 0.30 hectares, 6.1 Which crop groups should be in which RP types? or 6.2 Areas which should always be in a separate reference parcel.

Example 79: Reference parcel with fruit trees and no field in part of the reference parcel. When zooming in it is seen that it is a pond and trees which are not eligible. Mark as erroneous.

Example 80: Reference parcel with fruit trees. As working areas are allowed for this crop group, the boundary is correct in west, south and east, as well as the eastern part of the northern boundary. The reference parcel does not exactly follow the physical boundaries in the western part of the northern boundary as well as for the vertical boundary in the north, but these are minor errors. Mark os OK.

8.2.6 Permanent crops – Greenhouses, and nursery environments (group 15)

It is possible to apply for the Basic Payment Scheme for areas with nursery environments and greenhouses (crop group 15) if the areas are used for nursing, growing and storage of eligible crops. This includes nursery shrubbery, nursery environments, and greenhouses.

8.2.6.1 Greenhouses

Areas with actual greenhouses has a minimum size of 100 m² (0.01 hectares). This is the only exception to the 0.30 hectare rule regarding minimum size of the RP in section 7.1 Areas less than 0.30 hectares and only apply for actual greenhouses.

Mark as an error if:

- there are ineligible areas such as hedges, ponds, metalled roads, recreational areas etc. in the reference parcel. Be aware not to confuse these with the actual crops.
- there is a combination of crop groups within the reference parcel which is not allowed according to 7.1 Areas less than 0.30 hectares, 6.1 Which crop groups should be in which RP types? or 6.2 Areas which should always be in a separate reference parcel.
- the reference parcel type is not VKS
- no support is applied for the area with the greenhouse
- there are working areas or roads/tracks between the greenhouses (no matter whether they are metalled or not).

8.2.6.2 Nursery environments

Several areas with nursery environments on open land (minimum size 0.30 hectares) may be in the same reference parcel.

Passages and unmetalled roads without plant cover can be included as eligible as long as they are part of the production area and not too wide. This requires an assessment in each case.

Mark as an error if:

- there are ineligible areas such as hedges, ponds, metalled roads, recreational areas etc. in the reference parcel. Be aware not to confuse these with the actual crops.
- there is a combination of crop groups within the reference parcel which is not allowed according to 7.1 Areas less than 0.30 hectares, 6.1 Which crop groups should be in which RP types? or 6.2 Areas which should always be in a separate reference parcel.
- passages and unmetalled roads constitute more than 20 % of the area.

Examples

Example 81: Greenhouses where there are passages between the greenhouses. Mark as erroneous.

Example 82: Nursery environment on open land, where the hedges in the reference parcel correctly are excluded. The boundary in the east is wrong as it does not follow physical boundaries. This is clearly seen in 1: 2.500. Mark as erroneous.

Example 83: Examples of nursery environments (510146-34, 510146-52, 510146-53, and 510146-54). The reference parcels to the left follow permanent boundaries and does not have more than 20 % working area. Mark as OK. The reference parcel to the right does not follow permanent boundaries in the left side of the reference parcel. Mark as erroneous.

Example 84: Reference parcel with both nursery environments on open land and greenhouses in the same parcel. Mark to be split.

Example 85: There is doubt about whether the are in the middle is greenhouses. If the are is greenhouses it cannot be in the same RP as the other areas. Mark as erroneous as there is doubt.

8.2.7 Other crops (group 70)

For this crop group the area is treated according to the crop group it looks like. For example if the area looks like grass in rotation, it is treated according to the rules of crop group 4.

The area could also look like a recreational areal e.g. park or garden (very nice grass) or area with bushes and trees. If this is the case, the areal is marked as ineligible.

8.2.8 Ineligible crops – (group 99)

Areas with crop group 99 are ineligible and should be in a separate reference parcel with net area of zero. If this is not the case the reference parcel should be marked as erroneous.

Reference parcels with a net area of zero are in most cases not sent for screening.

8.3 Eligibility related to GAEC landscape features

GAEC landscape features are protected biotopes. These feautures are all between 100 m² and 2,000 m², and are bassed on small ponds and ancient monuments. GAEC landscape features include vegetation at the edge of the GAEC landscape features, but cannot include hedges in continuation of the GAEC landscape features e.g. a longitudinal strip/"arm" out from the polygon.

If in doubt in 1: 2.500 either try to remove the boundaries to see if the element can be seen or zoom in.

8.3.1 GAEC ponds

GAEC ponds should be marked as erroneous if:

- there are ineligible areas > 100 m² which are not included in the GAEC landscape features or not excluded from the actual RP e.g. some edge vegetation of a pond is not included in the GAEC LF.
- there are cultivated areas > 200 m² (crop group 1, 10, 11, 12 & 15) / 500 m² (other crop groups) which are included in the GAEC LF.
- there are hedges and line of trees situated as an extension to the GAEC landscape features and this extension is > 100 m^2. See example 13 to the right
- there is GAEC landscape features > 100 m^2 in a doughnut hole in the RP.
- the GAEC polygon is one big polygon, but when looking at the orthophoto consists of several individual elements that are not seen to be connected.
- the GAEC Ponds is not adjacent to the cultivable area , e.g. if inside a garden.
- no boundary is seen or there is doubt about whether there is a boundary (no matter whether water is seen or not)

Groups of trees (not pond-edge vegetation) should be excluded from the actual reference parcel separately.

8.3.2 GAEC ancient monuments

GAEC ancient monuments should be marked as erroneous if (also if no clearly visible boundary is seen on the orthophoto):

- there is infrastructure elements (buildings, roads, tracks etc.) inside
- there is GAEC landscape features > 100 m^2 in a doughnut hole in the RP
- there is clear cultivation inside > 200 m² (crop group 1, 10, 11, 12 & 15) which are included in the GAEC LF.
- there are hedges and line of trees situated as an extension to the GAEC landscape features and this extension is > 100 m^2. See Example 89 to the right.
- the GAEC polygon is one big polygon, but when looking at the orthophoto consists of several individual elements that are not seen to be connected and the area between is waiving corn.

For GAEC ancient monuments groups of trees are allowed.

Examples

In the examples the blue polygons are the GAEC polygons.

Example 86: Left: Incorrect boundaries of the GAEC LE, but correct RP boundaries. Mark as an error, as there is GAEC > 100 m² in the doughnut hole of the RP. Right: Correct GAEC LE and correct RP boundary. Mark as ok.

Example 87: A small strip between two larger parts could indicate that there should be two GEAC LE instead of one. Zoom in to check. Left: Incorrect. Always mark as an error if detected in 1:2500). Right: Correct.

Example 88: Left: Incorrect as there is GAEC > 100 m² in the doughnut hole of the RP. Mark as an error. Right: Incorrect as the GAEC LE does not include the entire edge vegetation (to the left of the GAEC LE) – more than 100 m² ineligible outside the GAEC LF. Mark as erroneous.

Example 89: Left – correct GAEC LF and correct RP. Right: Erroneous as a small hedge (> 100 m²) has also been included in the RP and the GAEC-pond. This is not considered vegetation on the edge as it is a handle ("arm") on the pond. Mark as erroneous.

Example 90: According to the landscape feature polygons there should be a GAEC pond in this area, but this is not the case. Mark as erroneous.

Example 91: The area looks wet and could be a pond. Since the area is wet and there is indications of a boundary between the cultivated area and the area covered by the GAEC LE, the RP is okay. Mark as OK.

Example 92: Red arrows: Mark as erroneous if the ineligible area in the RP not included in the GAEC LF is > 100 m². Yellow arrow: Zoom in to check if the cultivated area exceed 200 / 500 m² and should be included in the GAEC LF at the top. Green arrow: Mark as ok.

Example 93: Mark as okay as the areas outside the GAEC LF are not ineligible elements.

Example 94: Area around the GAEC LF still looks eligible (no trees/bushes etc.). It is okay to have the area around the GAEC LE which is not cultivated with the rest of the area, but still eligible. Mark as OK.

Example 95: Same GAEC LF seen on old orthophoto (left) and new orthophoto (right). Both should be marked as okay.

Example 96: Doubt in 1:2.500. Zoom or remove layer to see if there is something which could be an ancient monument. When zooming in the area looks like it could be an ancient monument. Mark as OK.

Example 97: Edge vegetation around the pond incorrectly in the RP. This should have been covered by the GAEC LF or have been mapped out of the reference parcel. Mark as erroneous.

9 Ineligible areas

The update of the reference parcel layer is done in order to ensure that only eligible areas are included in the eligible area of the reference parcels. This means that areas inside the reference parcel that are not cultivable must not be included in the eligible area under the Basic Payment Scheme.

Ineligible areas should as main rule be cut out of the reference parcel by digitisation either from the actual reference parcel or as a landscape feature.

If the ineligible areas are smaller than 25 m² (only artificially sealed surfaces), 100 m² or 500 m^2 / 10 % depending on the parcel type, they should not be marked as an error. See section 8.1.1 Eligible areas in the reference parcel – 25 m^2, 100 m^2, and 500 m^2 / 10 % rule regarding these rules.

If areas smaller than the thresholds are already excluded from the RP, this should not be marked as an error.

The following areas are ineligible:

- Metalled roads, certain farm roads, railways and the like (A)
- Road verges and uncultivated areas by roads
- Buildings, court yeards, parking lots, slurry tanks, transformer stations and the like (A)
- Runways and security zones (airfields and airports) (A)
- Gravel pits and the like (A)
- High-voltage pylons (Hochspannungsmasten) larger electrical pylons and windmills (A)
- Riding paddocks and bare earth paddocks (A)
- Recreational areas (incl. gardens, parks, and golf courses) (A)
- Kitchen gardens (A)
- Storage (A)
- Streams, water courses, and ditches (PGR)
- Dikes and embankments (PGR)
- Steep slopes and beaches (PGR)
- Lakes, ponds, and waterlogged areas (PGR)
- Hedges (PGR)
- Clustered-, scattered trees, and bushes (PGR)
- Open areas in woodlands
- Ancient monuments – burial mounds (except for ancient monuments that are cultivable).

(A) = Artificial sealed surfaces. For these elements the 25 m^2 rule always apply also in RPs of the type PGR (Permanent grassland). Individual elements less than 25 m^2 which together are more than 25 m^2 should be marked as erroneous. The only exception is high-coltage pylons and windmills. These elements have a 100 m² threshold and should not be summed up.

(PGR) = Areas where the 500 m^2 / 10 % rule can be used, if the reference parcel is of the type PGR (Permanent grassland) and the ineligible areas are not connected with the outer boundary or split the reference parcel. Se rules in section 8.1.1.2 500 m^2 / 10 % rule.

The ineligible areas can be divided into 2 categories:

- Permanent ineligible areas (like roads, buildings, golf courses, and lakes).
- Temporary ineligible areas (like some waterlogged areas).

9.1 Permanent ineligible areas

9.1.1 Metalled roads, railways, certain farm roads and the like

Railways and slopes around railways, metalled roads, certain farm roads and the like are ineligible. Metalled roads cover permanent roads with a hard surface, in form of gravel or asphalt. For asphalt, concrete and gravel roads (artificially sealed surfaces) the 25 m² rule apply. For ineligible farm roads or wheel tracks the 100 m² rule applies and the area of several features are summed.

Mark the reference parcel as erroneous if just one of the points below exists.

Use the following steps to decide whether the road or tracks are ineligible. If the first step is not cause to mark it as an error, go on to the next step and so forth. Mark as an error if the:

1. road/tracks are seen on the dataset "Roads" (See *Bilag 4, Snitfladebskrivelse*), unless it is a clear dirt road, part of the cultivation (changes character from year to year) or , not seen on the ortho-photo.

2. applicant has not sketched the road/tracks in his sketch of the field

3. road/tracks looks like a gravel road also if it ends in a field

4. road/tracks lead from a main road to a house

5. roads/tracks connects two roads

6. road/tracks that lead into forest, storage areas or other ineligible activities

7. Other types of roads if:
   i. the road is right next to or on an area/field which <u>does not look like grass</u>, and the road is not part of that area/field e.g. separated by small uncultivated patches, embankments, ditches, differences in height, fences, or trees and bushes
   ii. the road is right next to or on an area/field which <u>looks like grass</u> e.g. on a grass field or on a small buffer strip of grass, and there is a very clear separation between the road and the area/field. A small difference in height or a few trees/bushes is not enough.

Common rules for point 5 - 7:

- The road/track should be present the same place in the 2 latest orthophotos.
- An error is given when more than 100 m² is present within the reference parcel. This isregardless of whether the road / track is metalled or not (unless there are clear cultivation tracks crossing the road or track).
- To check where the road leads: If in an area with small RPs (< 15 hectare) check at least 3 RPs and if in an area with larger RPs (< 15 hectare) check at least 2 RPs. If it continues beyond this – mark as an error unless there are cultivation tracks crossing, it is a dirt road or it is clearly only wheel tracks (use several photos).

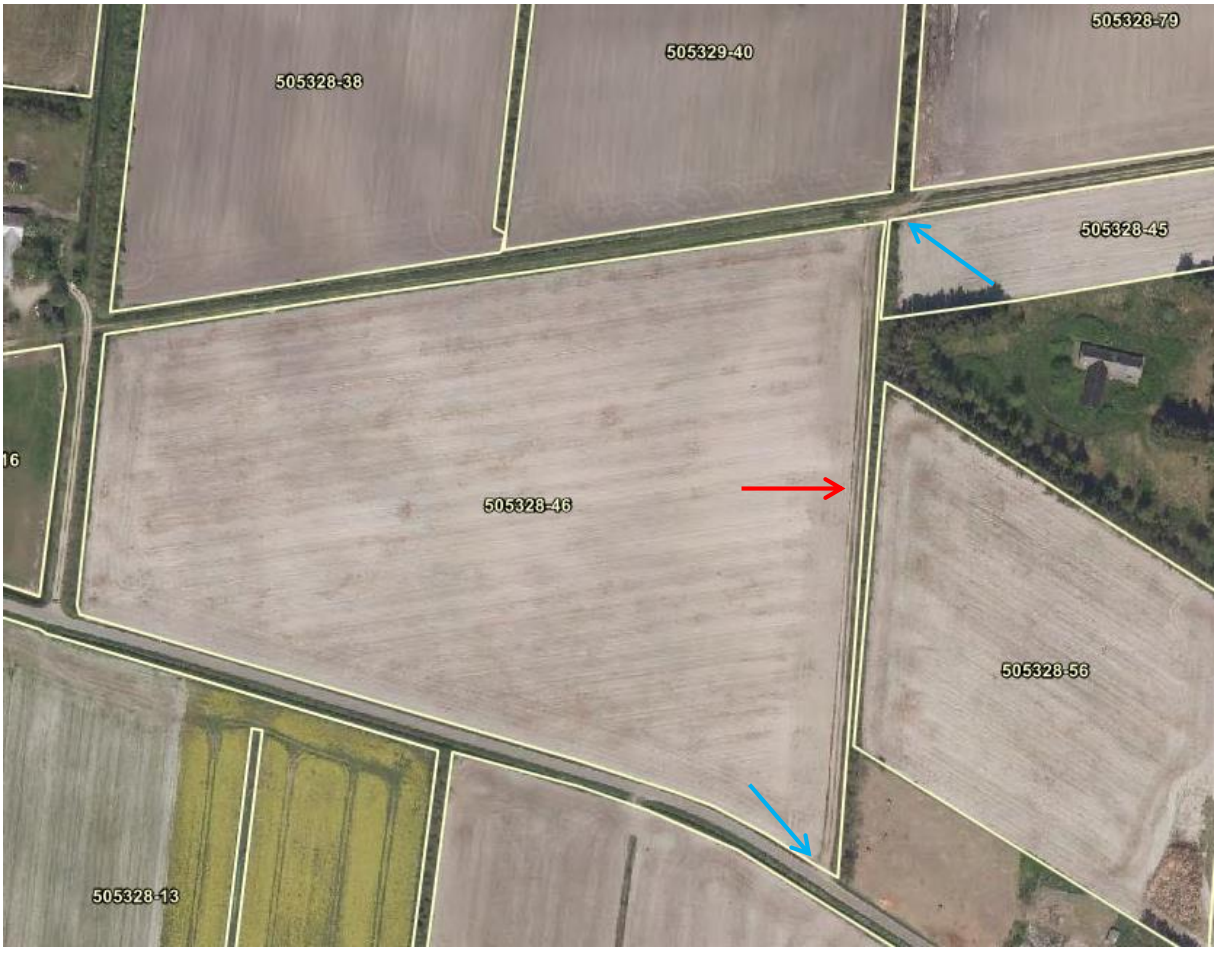
Be aware that for point 3, 5 and 7 the work area rule for crop group 10, 11, and 12 and nursery environments under crop group 15 is used. This exception does not include actual metalled roads.

Do not mark as an error if a road/tracks have been mapped out of the reference parcel, unless it is clear that the area is again cultivated.

Example 98: Tracks excluded from RP. The RPs should not be marked to be merged as he uses these tracks from year to year as seen by the areas marked with the red circles. Mark as OK.

Example 99: The red arrow marks tracks that are seen as ineligible roads as they are present in 2 orthophots and they are leading into ineligible activities – in this case storage and forest. Mark as errouneous.

Example 100: Ineligible wheel track / road. Looks like gravel road. Mark as erroneous.



Example 101: Road from one road to another (blue arrows) and therefore ineligible. Mark as erroneous.

Example 102: Road where the farmer has not sketched the road. Mark as erroneous.

Example 103: Clear gravel road. Mark as erroneous.

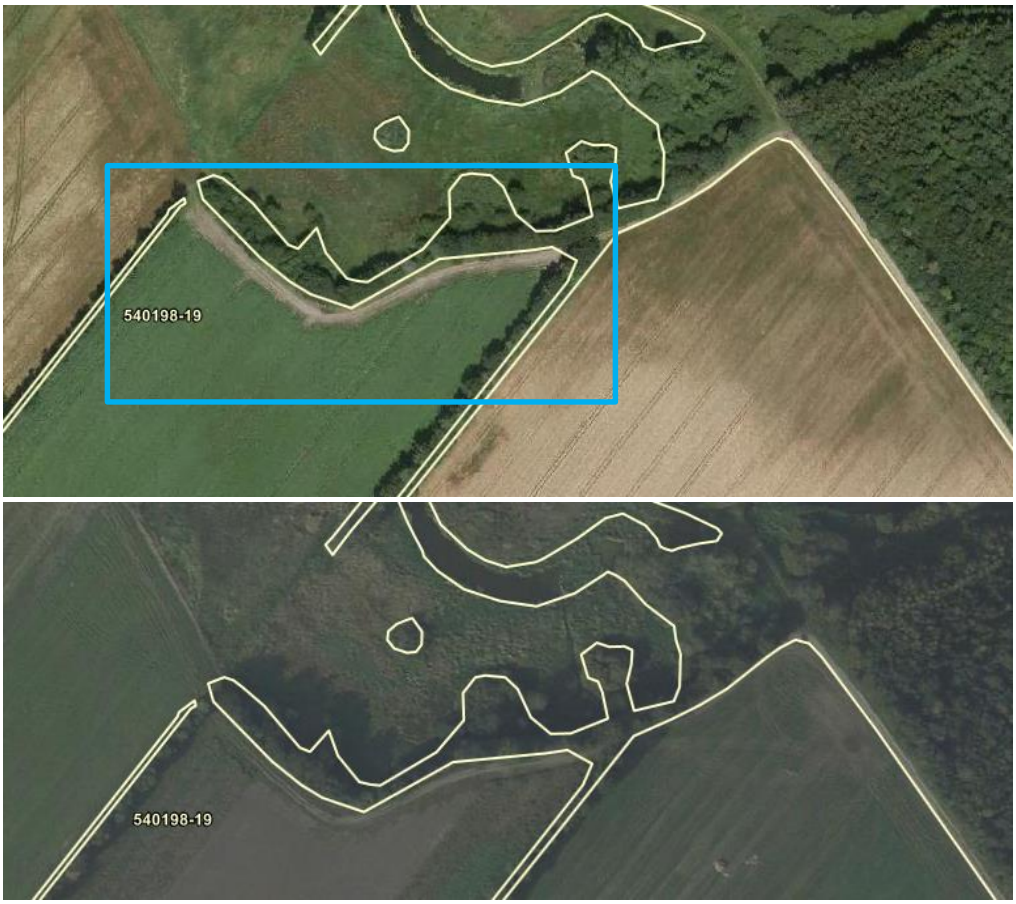
Example 104: Railway where the slope around the railway correctly is not part of the reference parcel. The reference parcel boundary is not quite correct, but this would not be seen in 1: 2.500. Mark as OK.

Examples of non-gravel roads

Example 105: Trees next to tracks and tracks are seen in 2 years. Mark as erroneous.

Example 106: Dirt road which is not separated from the fields by uncultivated strips etc.Mark as OK .

Example 107: Road/tracks in nusery environments (crop group 15) leading from one road to another, but this area is seen as work area. Mark as OK. The area by the green arrow is excluded from the RP. This should not be included again.



Example 108: Dirt road (blue square) which is not separated from the fields by uncultivated strips etc. Mark as OK.

Example 109: Tracks which are not separated from the fields by uncultivated strips etc. Mark as OK.

Example 110: Tracks which are not separated from the fields by uncultivated strips etc. Mark as OK.

9.1.2 Road verges and uncultivated areas by roads

On fields with grass it can be difficult to assess where the cultivable limit is situated. In such cases the boundaries of the adjacent fields should be taken into consideration when determining the correctness of the reference parcel boundary.

Main roads are usually flanked by larger uncultivated areas that should not be a part of the reference parcel. On the other hand, next to small gravel roads, only a small area between the road and the reference parcel should have been excluded. The farmer sometimes cultivates almost onto the roadside, and all the cultivated area must be included in the reference parcel.

Usually, it is possible to see small differences in plant cover, indicating the difference between the cultivated area and the uncultivated – marking the correct placement of the boundary. This only applies for areas by roads, and not for areas by streams or ditches.

Tolerances for uncultivated areas by roads follow that of embankments described in section 5.1.1 Types of errors found in the reference parcel.

If there is a hedge on the roadside area, it is ineligible if > 100 m².

Example 111: Area (shown with and without reference parcel boundaries) where it can be difficult to assess where the cultivation boundary and the cultivable area is situated. It is necessary to turn of the reference parcel layer to assess whether the boundary is correct. In this case it is OK.

Example 112: Reference parcel where the farmer cultivates very close to the road. The reference parcel boundary should be a bit closer to the road, but as this would not be seen in 1: 2.500. Mark as OK.

9.1.3 Buildings, court yards, parking lots, slurry tanks, transformer stations and the like

Buildings, including agricultural buildings like, slurry tanks, barns and the surrounding areas like court yeards, parking lots etc. and transformer stations are ineligible under the Basic Payment Scheme.

Example 113: New building that is not removed from the reference parcel (red line). Mark as erroneous.

Example 114: Part of building that is not excluded from the reference parcel. Mark as erroneous.

Example 115: Picture of a transformer station which is ineligible and follows the rules for artificial sealed surfaces.

9.1.4 Runways and security zones (airfields and airports)

Runways including security zones and taxiways as well as areas between these, are not eligible. This applies to runways for all kinds of planes. The width of the security zone, namely the distance to runway or taxiway, depends on the length of the runway, and whether it is a public or a private airfield.

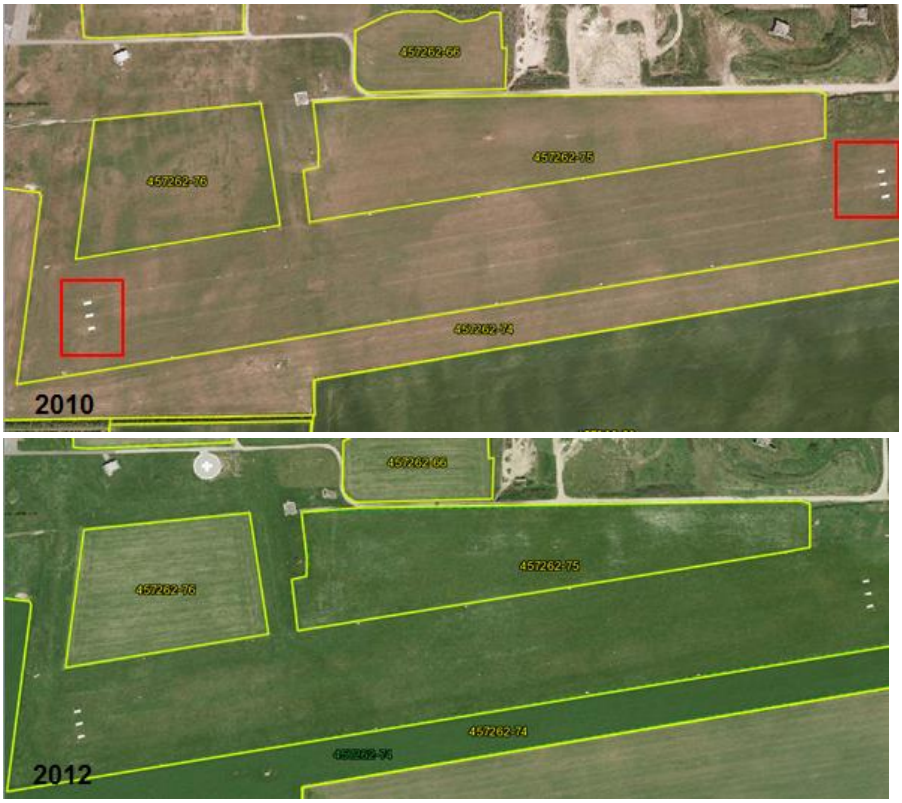
Private airfields do not have security zones and in these cases only the runway is inelgible. The eligibility of the surrounding areas must be assessed in each case. Public airfields have security zones, and here, neither security zones, runways nor taxiways are eligible.

Airports with asphalt runways should not be part of the screening. If this occur, the airport is probably no longer operative, and the runway and other metalled road elements are treated as normal roads in the screening.

In case of runways with grass, where it can be hard to decide whether it is an airfield or an airstrip, the operator must check older orthophotos, to assess whether or not the area is an airfield or airstrip and therefore not eligible.

Example 116: Example of an airport which is no longer operative. If the entire area is covered with RPs, but excluding the actual runways, it can be assumed that the airport is no longer operative. Handle as normal reference parcels.

Example 117: Runway with surrounding agricultural areas. The areas in the RPs looks like cultivated areas. Mark as OK.



Example 118: Grass runway marked with the red boxes. These runways are not eligble and therefore not in a RP. The surrounding areas in RPs are eligible.

9.1.5 Gravel pits and the like

Gravel pits and the like e.g. with quarrying of natural resources are never eligible.

Example 119: Gravel pit that changes over the years. As the gravel pit boundary on the the latest photo corresponds with the reference parcel boundary, the parcel is marked as OK.

9.1.6 High voltage pylons and other larger pylons and wind turbines

High voltage pylons and other larger pylons and wind turbines are ineligible. If the element is < 100 m^2, but removed from the reference parcel mark as OK.

When a wind turbine is measured, the total area around the wind turbine which is not cultivated is measured with the wind turbine. The area of several wind turbines are not summed, meaning that each must exceed 100 m^2 to be ineligible.

Example 120: Pylons that are smaller than 25 m^2 and therefore eligible. Mark as OK.

Example 121: Both wind turbine and wheel tracks are ineligible and correctly not part of the reference parcel. Mark as OK.

Example 122: Wind turbine with a darker green area around. If the area is > 100 m^2 the RP should be marked as erroneous if these area are included in the reference parcel.

9.1.7 Riding paddocks and bare earth paddocks

9.1.7.1 Riding paddocks

Riding paddocks are typically rectangular or a round lunging track. Sometimes different riding equipment can be seen in the middle, at other times it is a grass or gravel area. Riding paddocks are not eligible. The standard size of rectangular riding paddocks is 20 x 40 meter, but it can vary.

9.1.7.2 Bare earth paddocks

Paddocks for animals can be so heavily grazed that the area looks like a bare earth paddock. In those cases where the pressure of grazing is so intense that there is no green growth left, the area is ineligible. Check previous orthophoto, and if the area lacks plant cover in both years, the reference parcel should be marked as erroneous.

If an area only has plant cover part of the year due to grazing of animals (rotational grazing grassland), the area is eligible and the reference parcel should be marked as OK.

Mark as erroneous if the bare earth paddock:

- has no plant cover in the two latest orthophotos.
- has changed character in the latest orthophoto to look ineligible e.g. covered with sand.

A little grass in one year is an indicator that the area has grass cover in part of the year. In this case the reference parcel should not be marked as erroneous.

Example 123 Example of a bare earth paddock (left) with a little grass and therefore eligible. The riding paddock (very light area to the right) is not eligible.

Example 124: Eligible paddock, as it is grass-covered. Mark as OK.

Example 125: Ridding paddock which is seen in the two latest years. The area is ineligible. Mark as erroneous.

9.1.8 Recreational areas

Areas that are only used for recreational purposes are ineligible. Recreational areas include:

- Gardens
- Parks
- Golf courses

Are recreational areas seen in the latest orthophoto, these should be marked as erroneous.

If there are doubts about the eligibility of grass areas they are compared to nearby grass areas and gardens. If there is still doubt, mark as erroneous.

In cases where the actual garden is clearly divided from the agricultural area by a fence or hedge, additional areas outside the divide with very well-trimmed grass, are in many cases eligible, non-garden areas. However, if such areas are situated outside the reference parcel boundaries, they are not assessed as eligible area.

Example 126: A very well trimmed grass area with soccer goal. Because of the soccer goals it is seen as a garden or recreational area and therefore ineligible. Mark as erroneous.

Example 127: Park-like areas which are not eligible. Mark as erroneous.

Example 128: The purple RPs with grass are very irregular areas and right next to the golf course. Irregular areas with grass next to a golf course should be marked as erroneous.

Example 129: Area prepared for construction (with infrastructure already in place). Mark as erroneous.

Example 130: The area in this example looks more like a recreational area because of the big pond in contrast with the small green area. Also there is no field and it looks like there are machines or cars parked in the area in several years. Mark as erroneous.

Example 131: Part of the garden and therefore not eligible. As it is > 100 m2 the RP should be marked as erroneous.

Example 132: Nice green area surrounding the house which is very likely garden. Mark as erroneous.

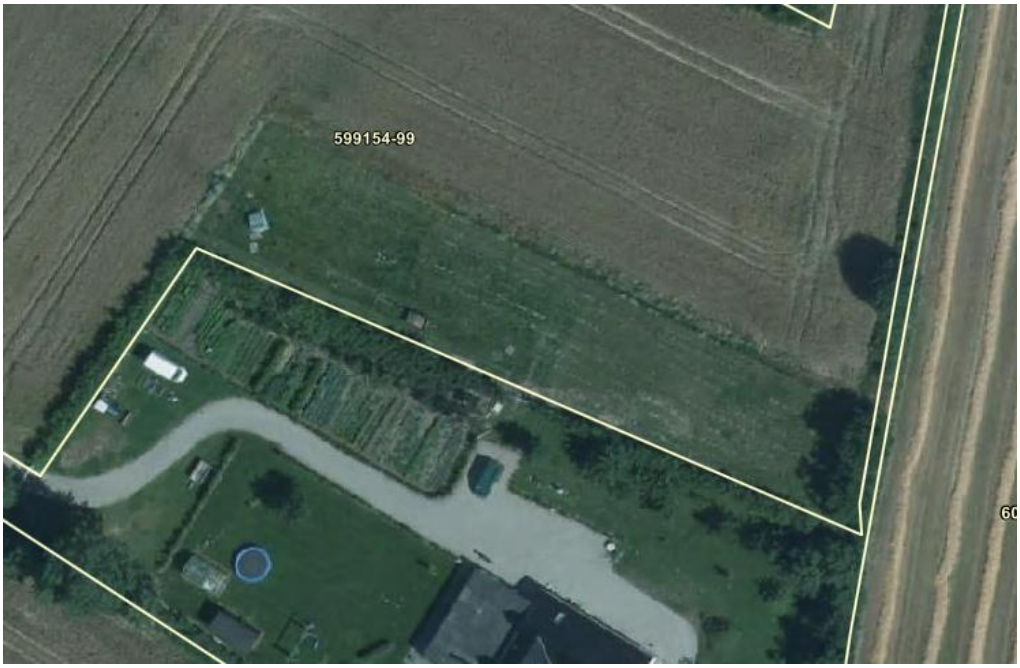
Example 133: Area which looks more like a garden than an agricultural area, especially because of the pond and the round thing in the Northeast. Mark as erroneous.

Examples of areas which are not gardens

Example 134: Eligible grass areas which is not garden (red arrow - clearly divided from the houses by hedges). The area by the blue arrow outside the reference parcel is probably a riding paddock as it is 20 m x 40 m and clearly delimited. Mark as OK if crop group 4. Mark as erroneous if crop group 5 or no field.

Example 135: Green area (blue square) which is not considered garden as it is not close to the main house. Also there are wheel track going from it and into the field. Mark as OK if crop group 4. Mark as erroneous if crop group 5 or no field if > 0.10 ha.

Example 136: Green area which is not considered garden. It is separated from the other garden and the only small indication that it might be garden is the line of trees in the blue square. The green area is OK, but the RP is marked with an error due to the embankment with the trees (in the blue square) and possibly also due to crops which cannot be in the same RP.



Example 137: Green area which is not considered garden. It is separated from the other garden. Mark as OK if crop group 4. Mark as erroneous if crop group 5 og no field > if 0.10 ha.

9.1.9 Kitchen gardens

Kitchen gardens are not eligible. It can sometimes be difficult to know whether the area is a kitchen garden or something cultivated.

If in doubt and the assumed kitchen garden is seen in two years, mark as an error if:

- there is no field.
- there is a field with all other crop groups than crop group 1 (arable land such as different vegetables) or crop group 15 (Greenhouses, and nursery environments).
- there is a field with crop group 1 (arable land such as different vegetables) or crop group 15 (Greenhouses, and nursery environments) AND the area does not really look like a larger, fairly regular production area.

Example 138: Kitchen garden which is correctly not part of reference parcel. Mark as OK.

Example 139: This is a clear kitchen garden. Mark as erroneous.

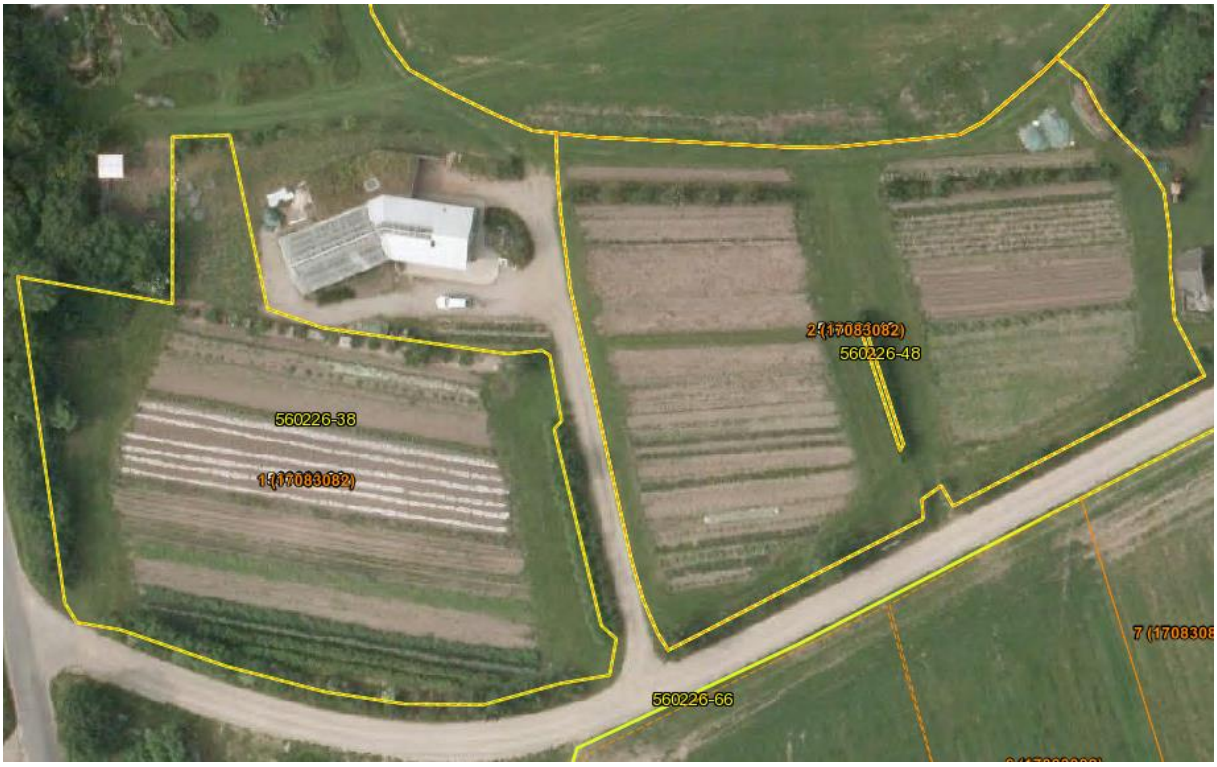
Example 140: This also looks very much like a kitchen garden and there is no field. Mark as erroneous.

Example 141: Doubt about whether the area is kitchen garden. There is no field and it is unclear what is being cultivated. Mark as erroneous.

Example 142: Probably kitchen garden. It is included in the farmers drawing of the field (not seen here), but the crop group is not 1 or 15 and therefore it should be marked as erroneous.

Example 143: Reference parcel with vegetables. This is a clear production area and also crop group 1. Mark as OK.

Example 144: There is doubt about whether this is a production area (many very small areas), so even though it is crop group 1 it should be marked as erroneous.



Example 145: Crop group 1 and several areas close to each other which indicates a production area. Look at the boundaries to assess whether there is an error in the RP.

9.1.10 Storage which is ineligible

It is not allowed to use an area primarily for storage. Therefore these areas should be marked as erroneous:

- Areas which are used for storage of machinery, cars etc.
- Heaps of earth, cut down trees and branches, silo balls and silage > 100 m^2 occurring in two consecutive years.
- Reference parcels where the total area is primarily used for storage in 2 consecutive years.

Areas with storage which is eligible

Example 146: Temporary storage of agricultural products. Mark as OK.

Example 147: Single storage items less than 100 m^2 which constitutes an area of less than 100 m^2. Mark as OK.

Example 148: Temporary storage in the latest year, not seen on previous orthophoto. Mark as OK.

Areas with storage which is ineligible

Example 149: Permanent, ineligible storage not used for production in two consecutive years. Mark as erroneous.

Example 150: (585130-64) Heaps of earth > 100 m^2 in two consecutive years. Mark as erroneous.

Example 151: (483122-54) Heaps of earth > 100 m^2 in two consecutive years. Mark as erroneous.

Example 152: Temporary storage which changes from year to year.Since some of the silages stacks occupy the same area in two years the RP should be marked as erroneous.

Example 153: (531278-39 in three years). The area in the West with storage is not used for production and is ineligible. An indicator is also that the farmer does not include the area in his field. Mark as erroneous.

Example 154: (487087-13) RP with storage of silage and balls. As the whole RP is primarily used for storage (even though the storage is moved around) it is not used for production. The RP should be marked as erroneous.

9.1.11 Ineligible streams, water courses, and ditches

Most streams, other water courses, ditches, and drainage channels are ineligible. The term ditch is used both for ditches and drainage ditches. The allowed ditches and the assessment of ditch width are described in section 5.1.1 Types of errors found in the reference parcel and 8.1.6 Eligible ditches and drainage ditches.

Where the reference parcel boundary runs along streams, water courses and ditches, the reference parcel boundary should be situated at each side of the stream, water course or ditch. There may, however, be a small uncultivated area in the reference parcel, as long as it is cultivable and not part of a dike or the like.

In some cases the fields can be used to spot ditches where the applicant has not included the area in his field.

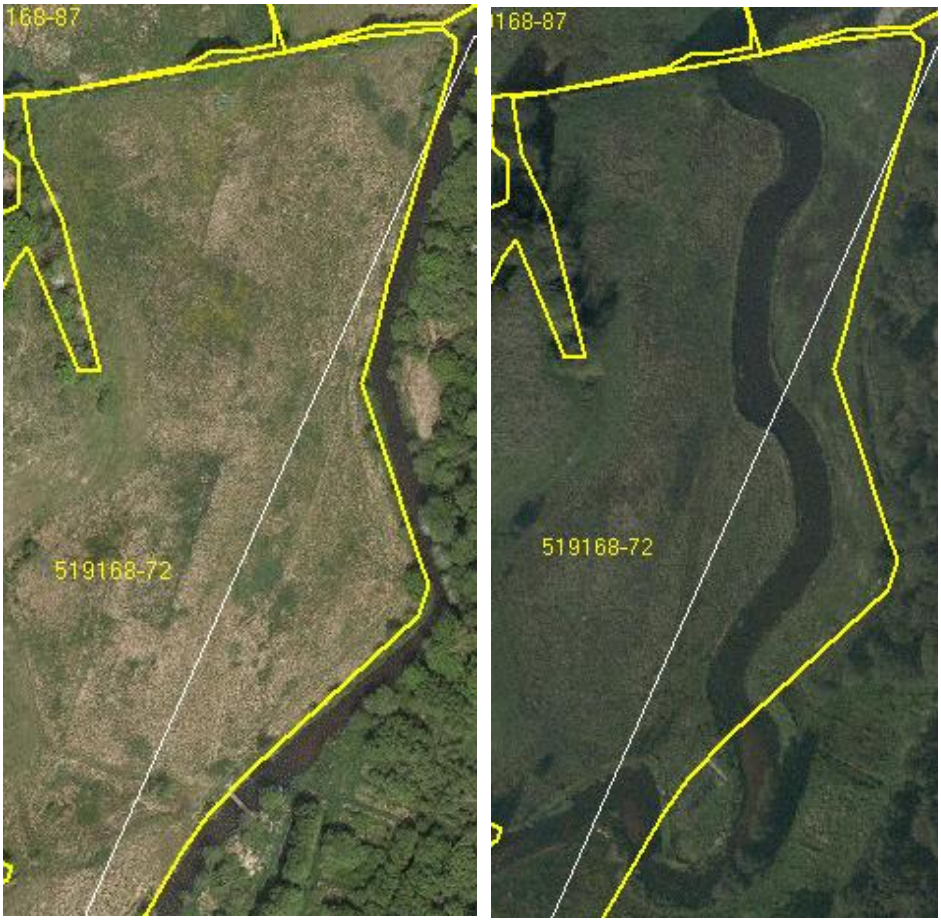
Example 155: The red lines show the correct reference parcel boundaries (yellow line = current boudary). Use the 2.5 meter (measured from the yellow RP boundary)/50 meter rule here as it is at the boundary of the reference parcel.

Example 156: Correct reference parcel boundary south of the ditch. A part of the uncultivated but cultivable area along the ditch is correctly part of the reference parcel. Mark as OK.

Example 157: Ditch in the east within the reference parcel and eligible area outside the reference parcel in the south-eastern corner towards the ditch. Yellow line: incorrect. Red line: partly corrected. Use the 2.5 meter/50 meter rule.

Example 158: Reference parcel where several ditches cut through the entire lenght of the reference parcel. Mark to be split.

Example 159: 3 meter wide ditch and therefore ineligible. Mark as erroneous.



Example 160: Re-establishment of a water course. Latest orthophoto (left) and previous orthophoto (right). Mark as erroneous due to the size of the water course and the fact that it splits the RP.

Example 161: RP surrounded by ditches which in some places are not excluded from the RP. But this is not seen in 1:2.500. Mark as OK.

Example 162 (560342-20): Small ditch which is more than 100 m^2 and where this applicant has excluded the area from his field. The field is crop group 1 and therefore the 100 m^2 apply. Mark as an error.

Example 163: Ditch seen in 1: 2.500 (left) which is going through the entire RP. Mark to be split also if it is in a RP with the type PGR (permanent grassland) as the 500 m^2 does not apply to elements which split the RP.

9.1.12 Dikes and embankments

Dikes and embankments should not be part of the reference parcel, if they are distinct in the landscape. If there are trees/shurbs in a row, it is a strong indication that there is a dike or embankment. See specific rules in section 5.1.1 Types of errors found in the reference parcel.

Example 164: This is a dike (area with trees including areas between the trees). The red line marks the correct reference parcel boundary. The reference parcel (yellow) is incorrect. More than 10 trees and longer than 250 meters. The 500 m^2 rule would not apply here, as part of the area is already mapped out of the RP. Mark as erroneous.

Example 165: Embankment > 250 meters long with 10 or more trees/shrubs on the embankment. Mark as erroneous.

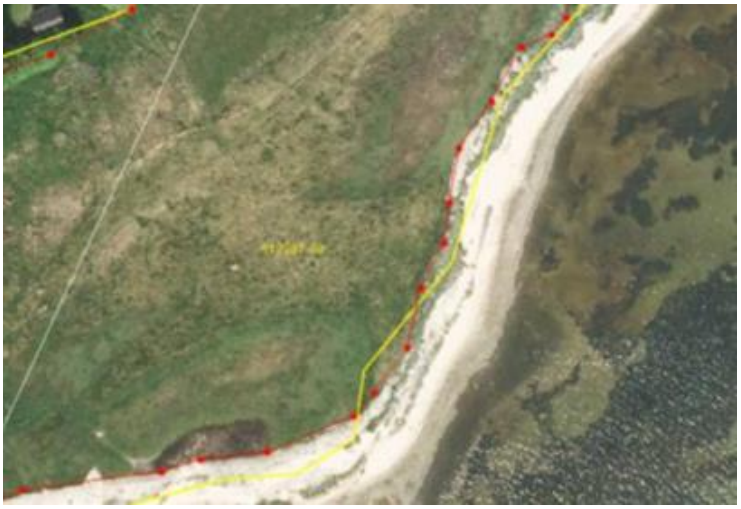
Example 166: Uncultivated slope (clear height difference) around tank. More than 3.5 meters wide and 50 meters long. Mark as erroneous.

Example 167: (495258-22) Embankment with bushes is seen as part of the road verge. Mark as erroneous.

9.1.13 Slopes and beaches

Slopes and beaches are ineligible. Be aware of the rules in section 8.1.1.1 25 m2 and 100 m2 rule and 8.1.1.2 500 m2 / 10 % rule. If there are questions about the general eligibility of the area close to the coast it should be marked as erroneous (see section 7.2.3 No fields at the coastal line, big lakes or streams).

It can be difficult to assess the steepness of a slope, but sometimes it can be seen from large shadows on the photo.



Example 168: Boundary by slope and beach. The yellow reference parcel boundary is wrong, whilst the red one is correct. The 500 m^2 cannot be used as it is a boundary issue.

9.1.14 Lakes, ponds and waterlogged areas

Permanent lakes, ponds, and waterlogged areas are ineligible. Be aware of the rules in section 8.1.1.1 25 m2 and 100 m2 rule and 8.1.1.2 500 m2 / 10 % rule. Some waterlogged areas can be difficult to spot.

For waterlogged areas, the following conditions apply:

Coastal areas:

- If in doubt and something in the photos from previous years indicate water (> 100 m²) – mark as erroneous
- See also section 7.2.2 No fields in part of the reference parcel

For non-coastal areas:

- For all areas > 100 m², but especially those with grass, check for changes in colour, e.g. black, darker green (compared to the rest of the area) or light green indicating water. If there is doubt about the area when looking at the two latest orthophotos, mark as erroneous.

For temporary waterlogged areas, see section 9.2.1 Temporary flooding.

Example 169: Example of two ponds which correctly are not part of the RP. Mark as OK.

Example 170: Left in 1:2.500. Right – previous year and zoomed in. Waterlogged area (red square) which looks lighter green than the surrounding area. On the previous photo the plants to the left (blue square) are good indicators of a wet area. If the RP is of the type PRG and the area is < 500 m^2 and < 10 % of the RP not covered with non-GAEC LF, mark as OK.

Example 171: Left and middle latest year, right previous year. Round part which looks lighter green than the rest of the area. Looking closer in the latest year and looking at the precious year this is water and therefore ineligible.

Example 172: Waterlogged areas close to the costal line. Patches of darker green areas (blue square) and lighter green areas (red square) might indicate water. If in doubt and something in the photos from previous years indicates water; mark as erroneous unless the RP is of the type PRG, the area is < 500 m^2 and < 10 % of the RP not covered with non-GAEC LF, then mark as OK.

Example 173: Darker green area which looks wet in the latest year (left) and not eligible in the previous year (right). Mark as an erroneous unless the RP is of the type PRG, the area is < 500 m^2 and < 10 % of the RP not covered with non-GAEC LF, then mark as OK.

9.1.15 Hedges

A hedge is in this context one or more rows of trees. See specific rules in section 5.1.1 Types of errors found in the reference parcel.

A lot of trees in a row could also indicate that there is an embankment or dike.

For hedges it must be assessed to where the area is being cultivated below the tree crown. Look for open areas (without trees) or wheel track indicating the cultivation. If the hedge is standing on an embankment – the whole embankment is ineligible.

Example 174: Reference parcel boundary covered by trees. The area without trees on the lower left part gives an indication of the correct placement of the reference parcel boundary. Mark as OK.

Example 175: In the area with a mix of bushes and trees, the reference parcel boundary is to be situated by the cultivation boundary. The red line is the correct boundary.

Example 176: Row of large trees, where there is cultivated below the tree canopies. The reference parcel boundary should in these cases be situated as seen in this example (cultivable limit). Mark as OK.

Example 177: (RP 493193-55) Hedge which divides the two reference parcels. The hedge should not be in the RP as shown to the right.

Example 178: The boundary is too far into the northern reference parcel and there is too much hedge in the southern reference parcel (about 6-7 meters wide and over 50 meters long). Mark as erroneous. The wheel tracks from spraying are straight, and therefore the boundary is also straight by the hedge.

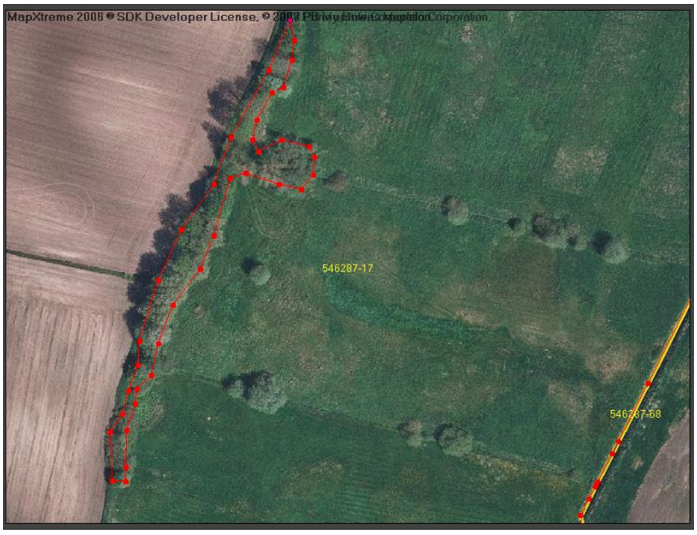
Example 179: The bright areas are not part of the reference parcel, as in these areas, supposedly, new hedges are planted. The reference parcel is correct. These types of areas would in most cases not be in PGR-RPs. Mark as OK.

Example 180: The area in the red square could very well be newly planted trees. Zoom in and use other photos to confirm.

9.1.16 Clustered-, scattered trees, and bushes

Clustered and scattered trees are as a general rule ineligible. See rules in section 5.1.1 Types of errors found in the reference parcel. However, there are exceptions in relation to permanent eligible crops, described in section 8.2 Eligibility related to crop group.

Example 181: Reference parcel with group of trees at the boundary. Mark as error if > 100 m². This is also the case if the RP is of the type PGR, as this is a boundary issue.



Example 182: A large group of trees (outlined in red) which is ineligible as the size exceeds 100 m² and the RP is not of the tyoe PGR. Mark as erroneous.

Example 183: Scattered trees/bushes in a reference parcel. OK if less than 20 trees in 2000 m² (100 trees per hectare) and in a RP of the type OMD, MIX or VKS or is less than 500 m²/10 % and is of the type PGR.

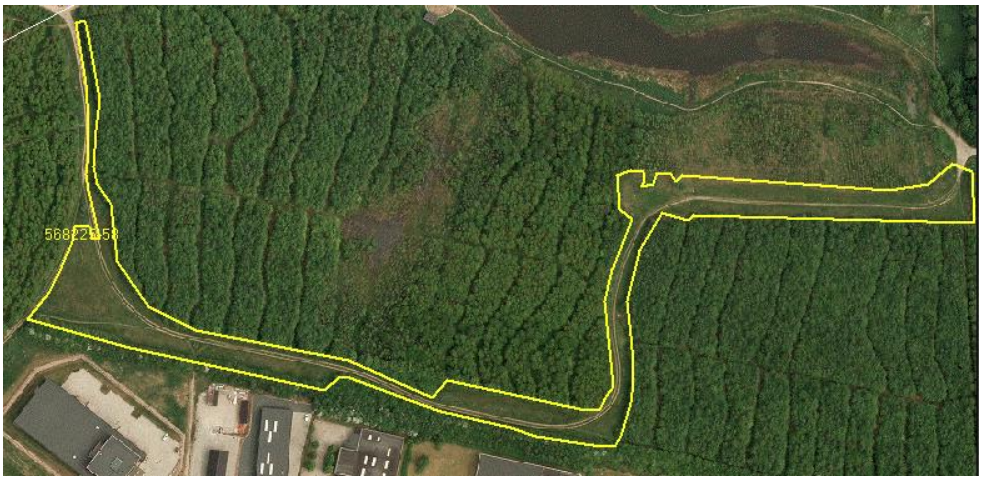
Example 184: Scattered trees in a reference parcel in a RP of the type PGR and < 10 % of the area not covered by non-GAEC LF. Mark as OK.

Example 185: Scattered trees < 100 m^2 which are eligible. Evaluate whether the area is an embankment or not.

9.1.17 Open areas in woodlands

Open areas in woodlands are areas which are totally or partly surrounded by woodlands. These areas are generally eligible. The exception are oddly shaped reference parcels (section 6.7) e.g. small stripes and small, irregularly shaped areas, as these does generally not have agricultural production as a main purpose and are therefore ineligible.

If in doubt mark the reference parcel as erroneous.



Example 186: Open area in woodlands, which does not look like an agricultural area as the shape is long and narrow. Also a small road runs through the whole area (in the latest years). Mark as erroneous.

Example 187: (508206-64 in two latest years) Open area in woodland which looks eligible and like a production area. Mark as OK.

Example 188: Open area in woodland. The area looks eligible, and when zooming in on the 2010-photo, cattle can be seen. As the are looks like a production area, mark as OK.

9.1.18 Ancient monuments (burial mounds)

Most ancient monuments and burial mounds are included in the GAEC ancient monuments layer.

If a burial mound or other ancient monument is not included in the GAEC ancient monuments layer, is grass-covered and can be utilised for agricultural purposes (for example for grazing), the area may be eligible. If the character of the area is museum-like grounds, or have sealed surfaces > 25 m², the area is ineligible, even if the grass is being used for agricultural purposes. This include areas with cluster of trees (≥ 4) (no minimum size).

Example 189: Ancient monument which is not part of the reference parcel. The eastern boundary is slightly wrong, but this is is not seen in 1: 2.500. Mark as OK.

9.2 Temporarily ineligible areas

Temporarily ineligible areas are areas that can quickly be transformed into eligible areas under the Basic Payment Scheme. Temporarily ineligible areas should as a general rule not be marked as erroneous.

To assess whether it is a temporarily ineligible area, orthophotos from the previous 1 (or 2) years are compared with the most recent photo.

9.2.1 Temporary flooding

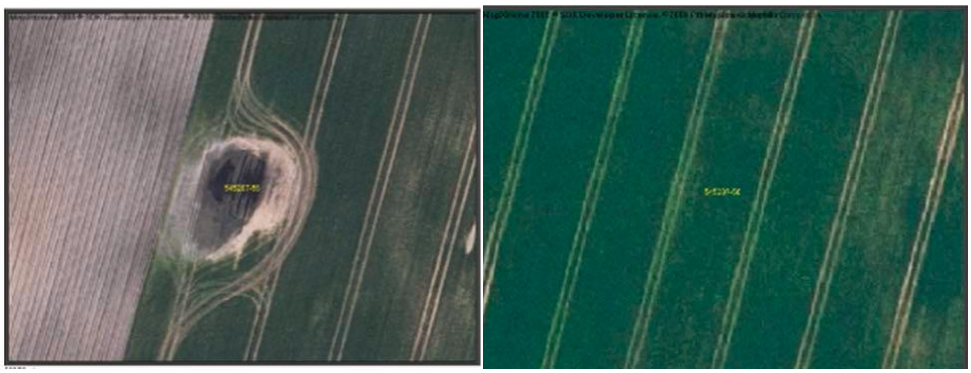
Temporarily flooded areas are as a main rule eligible and should be marked as OK.

The operator should compare orthophoto as described to determine whether it is a temporary flooding or a permanently wet. Tree growth at the outskirts of the lake is a good indication that the area is in fact permanently wet.

Mark as an error if:

1. Areas which are clearly cultivated (not grass, nature etc.) AND clear water (not just look like it has been a little wet or muddy) is seen on latest orthophoto and the year before.
   If there are tracks through the wet area it is a very strong indicator that the area is only temporarily ineligible.
2. Areas which are grass, nature and the like AND there is doubt about whether the area is wet in one of the two latest years, unless the exceptions related to area size in section 8.1 Areas which are always eligible, can be applied.

Clearly cultivated areas (not PGR)



Example 190: Area with temporary flooding in latest year (left) (muddy), whereas the area is OK in the previsous year (right). Also there is very little water and wheel tracks crossing the area. Mark as OK.

Example 191: Wet area in latest year (left) and previous year (right). The parcel is erroneous due to the small constantly wet area in the south which the applicant has also not included in his field. Mark as erroneous.

Example 192: (521126-97). The area is clearly cultivated. Clear water is not seen in any of the years. Mark as ok.

Example 193: (486097-33). The area is clearly cultivated in the latest year and clear water is not seen in any of the years. Mark as ok.

Example 194: (74140-15). The area is clearly cultivated. Clear water is only seen in one year while it only looks muddy in the other year, but not with clear water. Mark as ok.

Grass (including permanent grassland)

Example 195: (566324-64). The area is grass and water is seen in one year and there is doubt about the area in the other year. Mark as errenous also if PGR as it is connected with the outer boundary.

Example 196: (514154-59). The area is grass and looks okay in the latest year (left), but with problematic plant cover in the previous year. There is therefore doubt about the area. If the RP is of the type PGR and the area is < 500 m^2 and < 10 %, mark as OK, otherwise mark as erroneous.

Example 197: (521130-86). The area is grass but does not look wet in either of the two years. Mark as ok.

9.2.2 Pipelines and cables (eligible)

If a pipeline or cable is seen to be dug into the ground in one orthophoto, the construction work will prevent the farmer from cultivating the area. This is, however, seen as a temporary activity and the construction site should not be marked as erroneous as long as it is cultivated in the other years.

Example 198: Area which is temporary uncultivated, as the pipeline has recently been put down. It is considered eligible, as the activity is temporar. Mark as OK.