

## Getting a Business Reference Number

The Scotland Rural Development Programme (SRDP) is open to rural community groups as well as land managers. This briefing is about Rural Priorities and is aimed at community groups who are not carrying out land management activities, to help them take the first step and apply for a Business Reference Number (BRN) which will allow them to access the online application system. To apply for a BRN, you need a Land & Business Change Form, available online<sup>1</sup> or by contacting the local office of SGRPID - the Scottish Government Rural Payments & Inspections Directorate<sup>2</sup> - who can also provide further advice. You need to print out the form, fill it in by hand, sign and return to your nearest office, which you will find an address for overleaf. Because the form was designed to register changes to land holdings, you may find it isn't very user-friendly. Don't worry, though – if you follow this guidance, you should find your way through it.

### On the Front Page

Tick I am registering my business for the first time   
(For this purpose, "business" includes community groups!)  
Then complete Section A,B &F.  
If you lease or own land or buildings that may be the subject of a Rural Priorities application,  
Tick I am registering a location for the first time   
If you're registering a location, you'll need to fill in Sections A, C and F.

### In Section A

1. Just registering a business:  
Tick No   
Registering business and land:  
Tick Yes
2. Just registering a business:  
Tick Registering for SRDP purposes   
Registering business and land:  
Tick Registering for SRDP purposes   
AND Registering land for the first time
3. Tick RDP Activity
4. Leave blank
5. Enter the name of your group or organisation. The contact name should be whoever will be dealing with the applications. In Status, Tick Other  and enter the person's status eg Secretary
6. Leave blank.

### In Section B

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

### In Section C

- Remember, you only fill in this section if you lease or own land or buildings that may be the subject of a Rural Priorities application. Otherwise go to Section E.
14. Leave blank.
  15. Leave blank.
  16. Leave blank.
  17. Leave blank.
  18. In Land Taken On, put an accurate estimate of the total area of land being registered. If you have a split between owned and rented, fill in the relevant boxes.
  19. Rural Development Programme 2007-2013 enter Rural Priorities
  20. Tick "No"
  21. Put in the total area as in question 18. You will also need to submit a copy of an up-to-date OS map at a scale of at least 1:10,000. This should include the number

you assign the area(s) in Question 22, the boundary of the land in BLUE, and the estimated area in hectares (not acres). You may find maps showing your boundaries in your title deeds, lease or other legal documents. Large scale mapping covering the whole of Scotland is available from Ordnance Survey Mapping and Data centres in various hard-copy and digital formats called OS Landplan and OS Siteplan.  
22. Land Parcel Identifier: number each separate area 1, 2, 3 etc  
Change Type: NEWF  
Date of change: today's date  
Other Location Code: Leave blank  
Area (ha): Total area in hectares  
Usage of Land: SRDP purposes  
Description of Change Required: Registration of land for the first time

### In Section E

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

### In Section F

27. Leave blank.  
28. Tick No   
29. No ticks needed. Do fill in Signature, Name, Status and Date.  
30. Leave blank.  
Now turn over to see where you have to send the form.

<sup>1</sup> [www.scotland.gov.uk/Resource/Doc/915/0058864.pdf](http://www.scotland.gov.uk/Resource/Doc/915/0058864.pdf)

<sup>2</sup> [www.scotland.gov.uk/Topics/Rural/SRDP/RuralPriorities/RPContactUs](http://www.scotland.gov.uk/Topics/Rural/SRDP/RuralPriorities/RPContactUs)

## What to do when you've completed your form

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

### Highlands & Islands

SGRPID Office, Commercial Road, Lerwick, Shetland ZE1 OHF	03002	449599
SGRPID Office, Tankerness Lane, Kirkwall, Orkney KW15 1AQ	03002	449626
SGRPID Office, Clarence Street, Thurso, Caithness KW14 7JS	03000	201234
SGRPID Office, The Links, Business Park, Golspie KW10 6UB	01408	634063
SGRPID Office, 10 Keith Street, Stornoway HS1 2QG	01851	702392
SGRPID Office, Balivanich, Benbecula HS7 5LA	03002	449600
SGRPID Office, Estates Office, Portree, Skye IV51 9DH	01478	612516
SGRPID Office, 28 Longman Road, Inverness IV1 1SF	01463	234141
SGRPID Office, Albany Street, Oban PA34 4AE	03002	449340

### Lowland and Upland Scotland

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

## What to do when you get your Business Reference Number

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

To access this, use Internet Explorer to navigate to [www.scotland.gov.uk/Topics/farmingrural/SRDP/RuralPriorities](http://www.scotland.gov.uk/Topics/farmingrural/SRDP/RuralPriorities) and click the link for Rural Payments Online.

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

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