

December Agricultural Survey

(also including the Sheep & Goats Annual Inventory)

1 December 2017

Guidance Notes

You can save time by completing this form online.

Go to the website www.scotEID.com/survey .

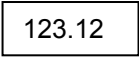
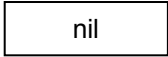

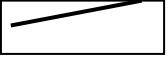
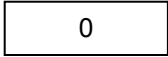
Your survey password is on the front page of your form.

These notes tell you about the December 2017 Agricultural Survey (which also includes the Sheep and Goats Inventory), and explain what you need to do.

Please read the notes carefully before you provide the information. Contact your census operations team officer, named on the front of your survey form, if you need more information or help.

Guidelines on completing the paper form.

- Unless otherwise directed, do not fill boxes with nil, zero, n/a etc. Leave box blank.
- Please write clearly in black or blue ink to ensure figures are picked up by the scanner.
- If you want to inform us of a change to the pre-printed information on the form, please use the enclosed 'Changes to pre-printed details on the survey' form.

DO	DO NOT
fill in boxes like this	fill in boxes like this
	
	
With own figures for the location given at top right of form	
	(Only use '0' for sections 3 and 4)

Please complete the information for the land registered under the stated location code, whether you own it or rent it from another person under a full tenancy. Do not provide information for land you rent to another person under a full tenancy as they will be asked to provide the information for this.

However, sheep and goat information must be returned for all of your locations.

The areas shown in Sections 1 and 2 relate only to the location code shown. If you have other permanent land you may receive a separate form for that land depending on whether that location has also been chosen to be in the survey.

Section 1 Area of location recorded in the Scottish Government's corporate register

The areas printed in Section 1 are taken from the information the Scottish Government hold as at 1 November 2017. If these figures are wrong, please:

- enter the correct figures in Section 2;
- fill in the 'Changes to pre-printed details on the survey form'; and
- return the changes form with your completed survey form in the prepaid envelope.

Section 2 Confirmation of areas recorded in section 1 of the survey form

In this section, please confirm or update the correct areas owned and rented in on a full tenancy under this location code. Do not include land that you rent in from another location on a seasonal/grazing let (364 days or less). If the figures you provide are different to the details in Section 1 please also complete the 'Changes to pre-printed details on the survey form' and return this information as well.

Do not include land you own but **rent out** on a full tenancy. Please remember to include:

- woods, roads, yards and farm buildings;
- any woodland planted to trees under the SFGS Farmland Premium Scheme 2003 or its predecessors, FWPS and FWS;
- bare fallow land; and
- any land potentially usable for agriculture even if not currently used for agriculture.

Box 1 Owned area – enter the area of land you own and either farm yourself or rent out seasonally (for 364 (or fewer) days). Do **not** include any land you own but rent out on a full tenancy.

Box 2 Rented area – include areas of land you **rent in** at this location on a full tenancy. Do **not** include land you rent in seasonally (for 364 or fewer days).

Box 3 Total Area – enter total area you own and rent in (**box 1 plus box 2**).

Section 3 and 4 Tenanted land (rented in)

Please include details of all land you rent in from someone else.

In Section 3 enter information on agricultural tenancies of one year or over. The total area included should equal the area entered in Section 2 Box 2

In Section 4 enter information for seasonal/grass lets that you rent in. This area should not have been included in your answer to Section 2.

Use one line for each tenancy arrangement.

Column 1 - Enter A to G (or S or T for seasonal lets) as detailed in the table.

Section 3	
A	Rented croft valid for registration with the Crofting Commission.
B	Small Landholders Act tenancy
C	1991 Act tenancy: Any tenancy for one year or more with full security of tenure and succession rights
D	1991 Act, Ltd Partnership: Any tenancy for one year or more where the tenant is a limited partnership
E	SLDT: for between one and five years duration
F	LDT: entered into on or after Martinmas 2003 for ten years or more and with a specific end date
G	MLDT: modern limited duration tenancy, entered into on after 30th November 2017 for ten years or more and with a specific end date

Section 4	
S	Seasonal let: at the same location on a recurring basis
T	Seasonal let: not at the same location as last year

(If you're not sure, most historical tenancies will probably be Type C: 91 Act tenancy.)

Column 2 - Enter the area rented-in under the arrangement.

Columns 3 and 4 - Enter the rent paid in column 3. **Unlike in the rest of the form**, please enter a 0 if the rent is zero. If you pay rent in kind, do not enter anything in column 3 but tick the box in column 4. As with all data in this survey, rental values will be treated **confidentially**.

If you have too many separate rental agreements to fit in the boxes, please add these on an additional sheet.

Section 5 Crops

Enter the area, including headlands and ditches, of each crop sown on this location at **1 December 2017** in preparation for the 2018 harvest. Do not tell us about any other crops.

Section 6 Grass, hay, silage, arable silage and feeding straw

Please enter the areas of grass sown on this location in the current year in hectares.

Enter the area of grass cut for hay and silage/haylage in hectares. If this area has been cut more than once in the year to produce hay or silage/haylage, please enter the total quantity (in tonnes) produced from all cuts, but only enter the area once.

Enter the quantity of arable silage (non-grass silage) and stocks of feeding straw in tonnes.

Section 7 Sheep & Goats

This section replaces the separate Sheep & Goats Annual Inventory that keepers used to receive in January. Tell us about all the animals for which you are the keeper. Use a separate line for each location. If you have been asked to return information on more than one location, you only need to return your sheep and goats information once. Also include any that you keep over the border, even if you also receive an inventory from DEFRA.

Section 8 and 9 Poultry

Tell us only about the animals on the stated location code. If you are not responsible for them, and are unable to provide the information, please provide information on whom we should contact. Exclude game birds.

Sections 10 Machinery

Include machinery that is or can be used on this location, even if it is also used on other locations, but do not include details of the same machinery on more than one December 2017 form. Please note that we no longer split the collection of machinery data over two years. We have tried to describe the variety of machinery included in each section. The detailed lists should not be considered exhaustive and if you have similar machinery, please include it in the section in which it best fits.

Metric Conversion

To convert Acres into Hectares multiply your area in Acres by 0.4047

Example: 554 Acres should be converted as follows:

554 x 0.4047 acres = 224.20 Hectares to 2 decimal points

To convert Sq Metres to Hectares you should divide your area in Sq Metres by 10,000

Example: 8000 Sq Metres should be converted as follows:

8000 divided by 10,000 = 0.8 Hectares.