



Llywodraeth Cymru
Welsh Government



How to use Manage My CPH

Produced by the Welsh Government

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CONTENTS

	Pages
Introduction	1
When do I need to use Manage My CPH?	1
Who should complete the CPH request?	1
Cross Compliance	2
RPW Online Homepage	3
Manage My CPH	4
Changing your CPH to the new rules (Transitioning Holding)	5
Defining Primary Production Location (PPL)	7
Adding Additional Land to your CPH	12
How to search for land parcels	13
Completing Transition	16
Temporary Land Association (TLA)	17
Add CPH	20
Temporary Agricultural Holding (tCPH 364 days or less)	21
Permanent Agriculture Holding	27
Add Contiguous Commons	29
Non Contiguous Common Land	32
Maintain Land / Maintain CPH	33
Temporary Land Association (TLA)	33
View Summary	36
Review and Submit	37
Declarations and Undertakings	38
TB Restrictions	38
Sole Occupancy	38
Submit	40
Post Submission	41
Closing CPHs	42
Start Again	43
Contact Details	44

Introduction

This guide explains how to use Manage My CPH.

You are advised to read this guide in conjunction with the guidance at www.gov.wales/cphproject which provides an explanation of the CPH project and livestock movement rules and explains all terms used in this guide. **It is important that you have read and understood the rules relating to livestock movement before using Manage My CPH.**

If you require any help or advice when using Manage My CPH, please contact the Rural Payments Wales (RPW) Customer Contact Centre via your RPW Online Messages or by telephone on 0300 062 5004.

You may also wish to seek professional advice before completing your submission. Please note, however, that it is your responsibility to ensure that the information you provide is correct. Although this guide provides general advice, it cannot cover every possible situation that might arise.

You should remember that penalties apply for breaches of scheme rules and that loss of payments may result if you fail to follow the advice provided in this guide.

When do I need to use Manage My CPH?

You should use Manage My CPH:

- to transition your CPH(s) to the new CPH rules
- a new CPH request
- amendments to land included within a CPH (taking on additional land or giving up land)
- inclusion of land in a CPH via a Temporary Land Association (TLA) for land within 10 miles
- inclusion of land in a CPH via a Temporary CPH (tCPH) for land either inside or outside 10 miles
- a request to close a CPH.

Who should complete the CPH request?

The Manage My CPH request can be completed by any party who is using land parcels for livestock purposes (i.e. the owner or tenant of the land parcel), or someone authorised to act on their behalf. Only one customer needs to complete CPH requests.

[Back to Contents](#)

Cross Compliance

If you are claiming payments under any scheme subject to Cross Compliance you are responsible for making sure Cross Compliance requirements are met for the whole calendar year. This applies even if you do not occupy the land for the entire year. For example, if you were to take on some agricultural land on 10 April and it forms part of your holding on 15 May, you would be liable for any Cross Compliance breaches that occurred since the start of the year, including any period between 1 January and the date you took on the land. However, if the transferor in this case submits a claim in that calendar year, they will be liable for Cross Compliance breaches during the period that the land was at their disposal; although livestock breaches may still be attributable to you. Similarly, if you transferred land out after 15 May, you would remain responsible for ensuring that the Cross Compliance requirements relating to that land were met until the end of the calendar year. Again, however, if the transferee submits a claim in that calendar year, they will be liable for Cross Compliance breaches during the period that the land was at their disposal, except livestock breaches may be attributable to you.

Therefore, if you are transferring land (either in or out) during the year, you should carefully consider the terms of any contractual arrangements between you and the transferor or transferee.

[Back to Contents](#)

RPW Online Homepage

Log into your RPW Online account using your existing User ID and Password. If you are not an existing RPW Online customer you can register by clicking on the Register link on the same page. If you are encountering problems or are unable to access your online account, please contact the Customer Contact Centre on 0300 062 5004.



The screenshot shows the RPW Online login page. At the top left is the logo for Cymraeth Cymru / Welsh Government. The main header features the 'RPW Ar-Lein Online' logo and the text 'Rural Payments Wales'. To the right, there is a banner for the European Union's Rural Development Programme, including the text 'THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT' and 'EUROPE INVESTS IN RURAL AREAS'. Below the header, the page title is 'RPW Online'. Underneath is a 'Login' section with a link for 'New user? Register'. There are two input fields: 'User ID' and 'Password', each with a 'Forgot your [User ID / Password]?' link. A 'Log In' button and a 'Cancel' button are at the bottom left. A 'Gateway' logo is at the bottom right. A warning box on the right side states: 'When you have finished your online session, you should either close the browser or log out. Please do not use the browser back button as it may not function as expected.'

Once logged into your online account the RPW Online Home page will appear. (Agents or Farming Unions acting on customer's behalf will see this once they have selected the customer from their customer selection screen.)

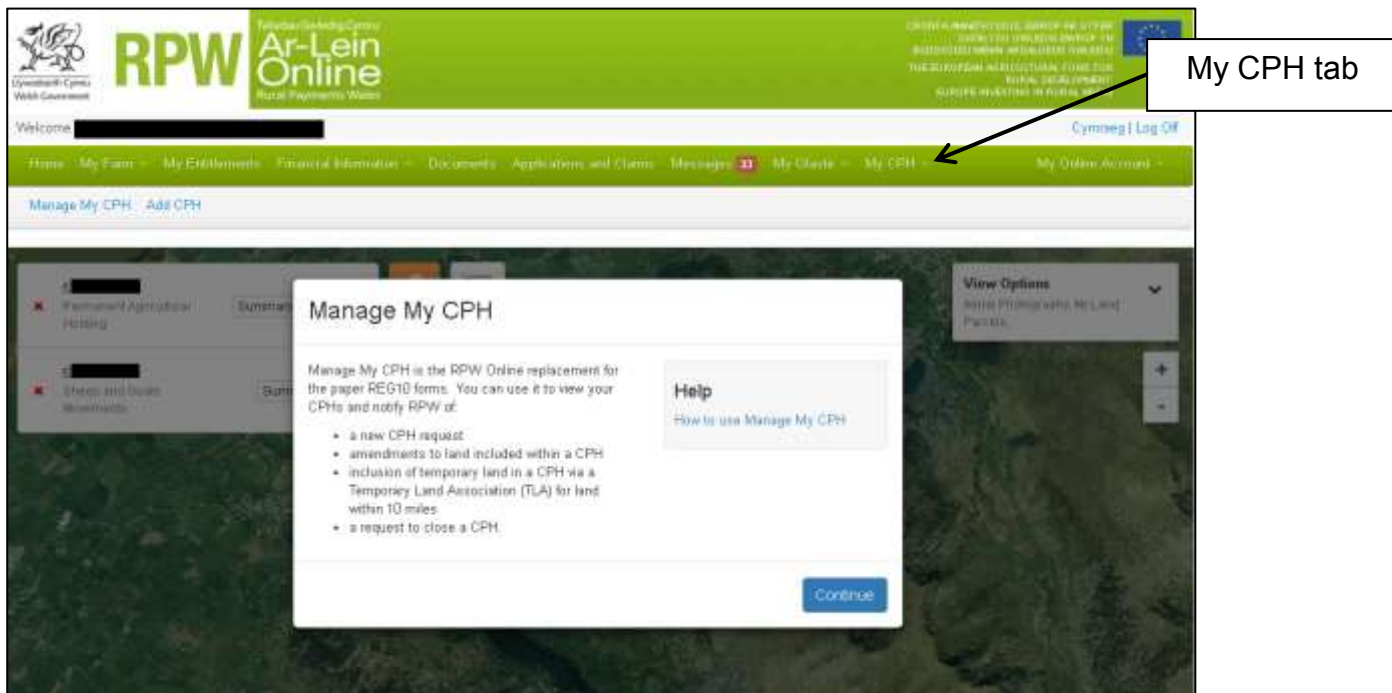


The screenshot shows the RPW Online home page after a user has logged in. The top navigation bar includes the 'RPW Ar-Lein Online' logo and the text 'Rural Payments Wales'. A 'Welcome [User Name]' message is displayed. On the right side of the navigation bar, there are links for 'Cymraeg' and 'Log Off'. Below the navigation bar, there is a menu with links: 'Home', 'My Farm', 'My Entitlements', 'Financial Information', 'Documents', 'Applications and Claims', 'Messages' (with a notification icon), 'My Goals', 'My CPN', and 'My Online Account'. The main content area is titled 'Messages between You and RPW'. Below this, there is a large blacked-out area. To the left, there is a section titled 'Start Applications and Claims' with another blacked-out area. On the right side, there is a 'Useful Links' section with links for 'BCMS', 'Farming and scheme information', 'Bonne TB', and 'Farm Internal arrangements and identification'.

[Back to Contents](#)

Manage My CPH

Manage My CPH is available on your RPW Online account under the My CPH tab. The first screen also includes a link to this guide, which is also available via the Help button on other Manage My CPH screens.



Click the Continue button to proceed.

[Back to Contents](#)

Changing your CPH to the new rules (Transitioning Holding)

With the introduction of Manage My CPH, customers are now able to update their own holdings to the new CPH rules.

The first screen you access after selecting Manage My CPH displays the extent of your land parcels and existing CPHs held in our records.



In order to complete the transition you will need to consider the status of each land parcel included on the map/screen.

- Is it owned land
- Is it rented land used for 365 days or more
- Is it rented land 364 days or under

If it is rented land used for 365 days or more but within 10 miles of the PPL – consider do you include this in your main CPH or consider a separate holding.

If it is rented land 364 days or under but within 10 miles of the PPL- Consider if you include this land as a [Temporary Land Association \(TLA\)](#) or a [Temporary CPH \(tCPH\)](#).

Further information can be found at www.gov.wales/cphproject

Once you have decided on the status of the land parcels shown you can proceed to move your holding to the new CPH rules (transitioning your holding).

[Back to Contents](#)

Depending on the size of your holding, you may need to zoom in to see land parcels in more detail.



The zoom buttons will allow you to zoom in to see your land parcels in more detail and zoom back out

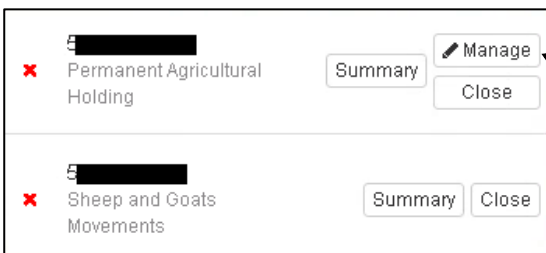
Your current CPHs will display in the top left of the screen. The red cross indicates you either have not yet started to Manage that CPH, there are errors present which require correction, or the CPH may need to be closed



Start and End dates will not be populated for a permanent CPH

Please note, if you click Summary it will display the current details of the CPH selected, however until you have started to manage your CPH, it will not have any land parcels included.

If you have viewed the CPH Summary, click the Back button to proceed to Manage.



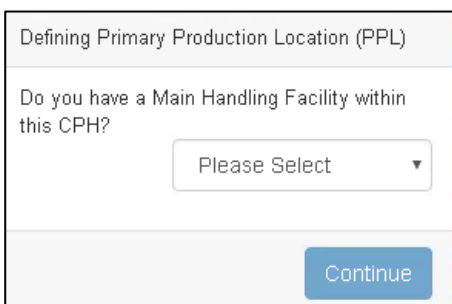
Click Manage to start to transition your CPH by defining your Primary Production Location (PPL).

[Back to Contents](#)

Defining Primary Production Location (PPL)

The Primary Production Location (PPL) is the main location of the CPH reference, and should meet the following criteria (in order of priority):

- The PPL is the location of the livestock buildings/ milking parlour / main handling facilities for animal health and welfare/ husbandry purposes. In the majority of cases this will be the same as the correspondence address.
- If no building / housing is present (i.e. in the case of an extensive holding), the PPL would be the gathering location.
- In the minority of cases, where the keeper occupies no enclosed land and holds common grazing rights only, the PPL is the correspondence address (Common land cannot be considered part of the PPL).
- Location of the greatest proportion of owned land/long term let.



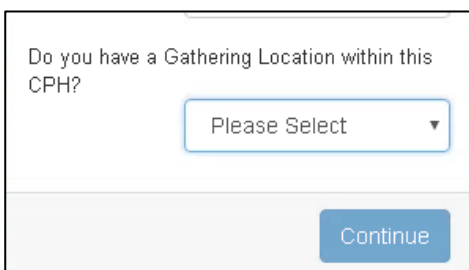
Defining Primary Production Location (PPL)

Do you have a Main Handling Facility within this CPH?

Please Select ▼

Continue

If you have a Main Handling Facility within this CPH select Yes and click Continue to proceed. If you do not, select No and the following question will display.

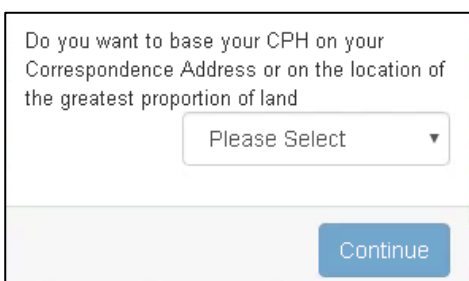


Do you have a Gathering Location within this CPH?

Please Select ▼

Continue

If your previous answer was No, but you have a Gathering Location within this CPH select Yes and click Continue to proceed. If you do not, select No and the following question will display.



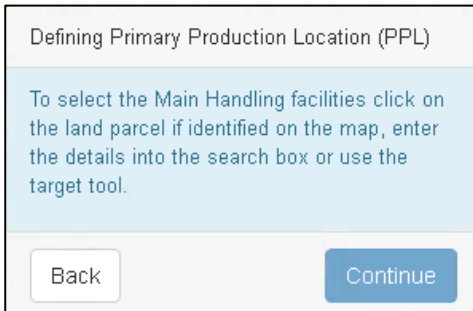
Do you want to base your CPH on your Correspondence Address or on the location of the greatest proportion of land?

Please Select ▼

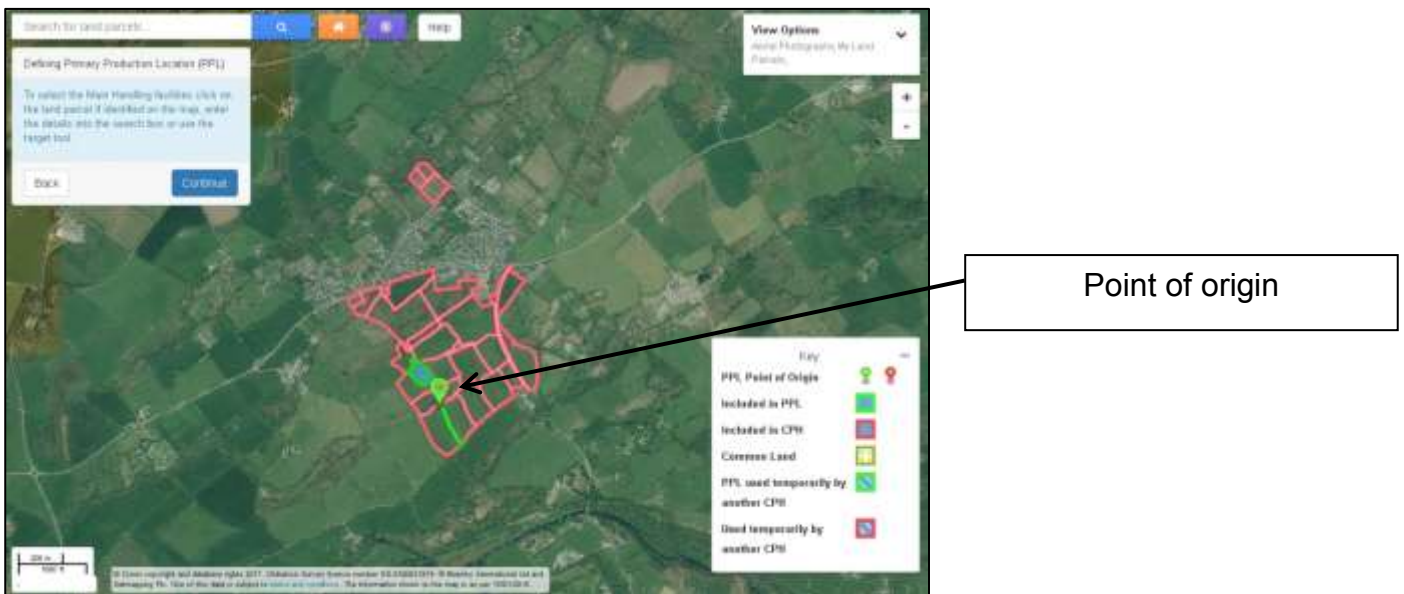
Continue

[Back to Contents](#)

If your previous answers were both No, you must confirm whether you want to base your CPH on your Correspondence Address or on the location of the greatest proportion of land and click Continue to proceed.

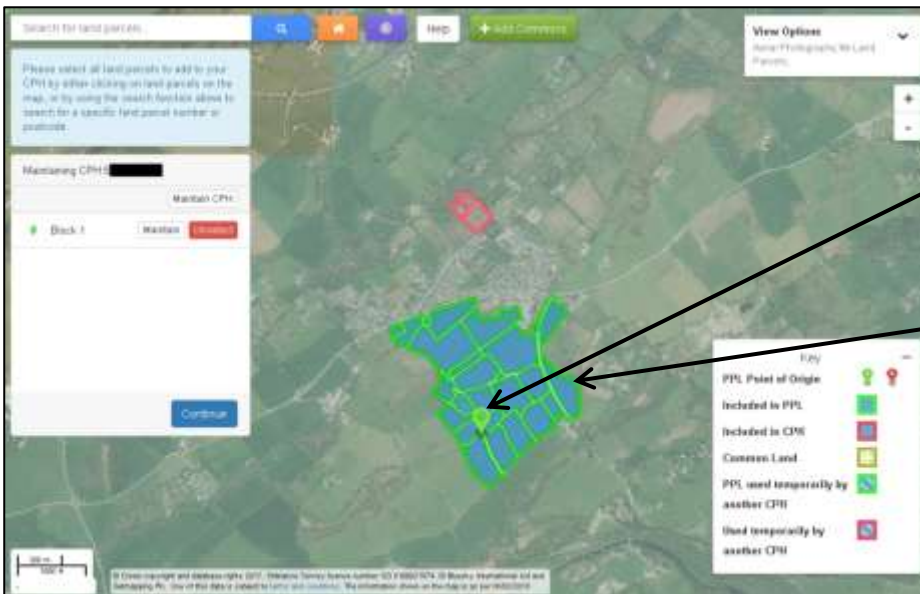


Depending on your previous answers, you will now be asked to select the land parcel which contains either the Main Handling Facilities, Gathering Location, Correspondence Address or Greatest Proportion of Land.



When you have selected the appropriate land parcel, this will display as shown above. This land parcel is now the Point of Origin for your Primary Production Location (PPL).

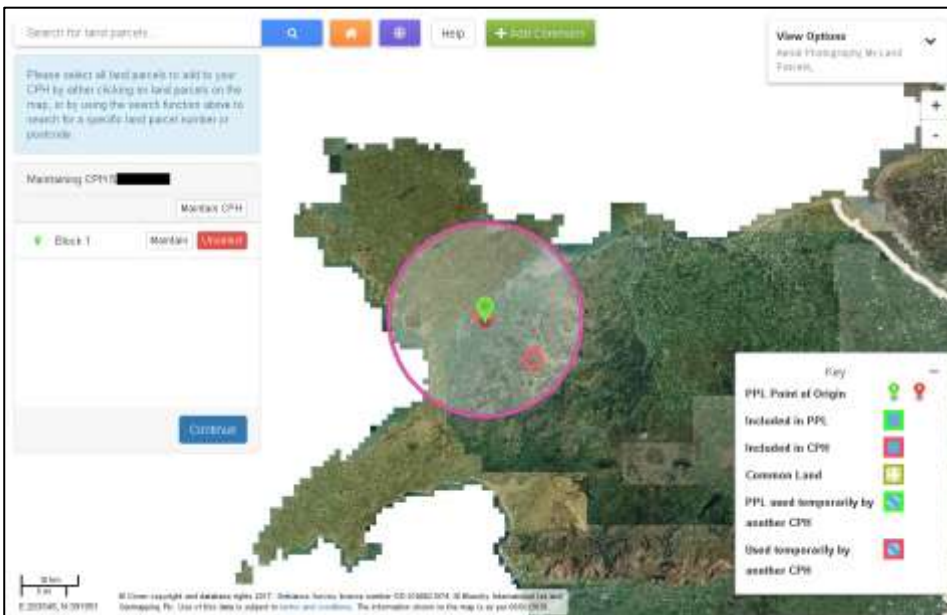
[Back to Contents](#)



Point of origin

Land parcels included in the PPL will have a green border

Click Continue, and all land parcels which are contiguous (i.e. sharing a common border) to the Point of Origin land parcel will automatically be selected for inclusion in this CPH and will be labelled as Block 1.



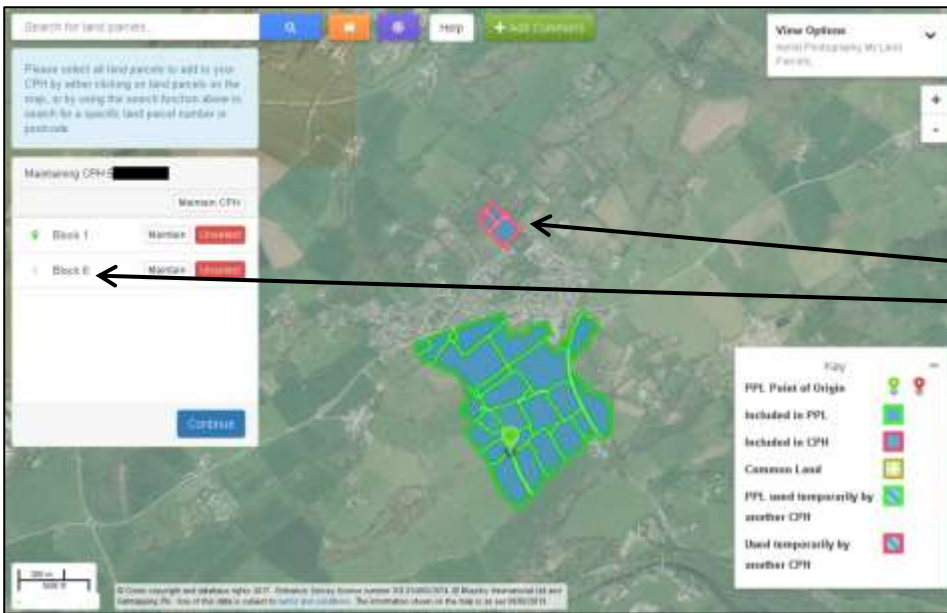
Use the zoom out button to see which land parcels are within the 10 mile radius.

You can also zoom in to see land parcels in more detail

If you have land parcels which are not contiguous to the PPL Point of Origin, you are able to zoom out and identify whether they are within the 10 mile radius and therefore are eligible to be included in the same CPH.

You can zoom in and click on the non-contiguous parcels if required.

[Back to Contents](#)

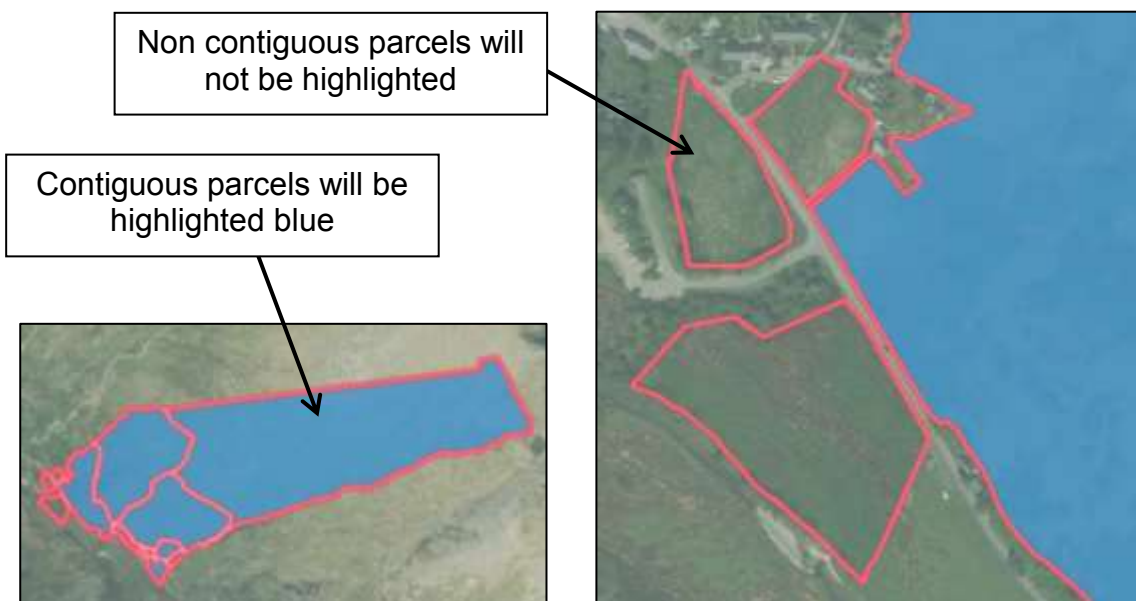


The parcels highlighted in red will be included in the CPH and have been added as Block 6. Please note, blocks of land are pre-numbered and therefore may not be sequential.

You may then select these land parcels to be included in the same CPH, and these will be displayed with a red border as shown above. You will need to consider the status of each parcel, i.e. owned, rented etc. If the land is used for 364 days or less, start and end dates need to be included and the TLA tick box should be selected in the [Maintain](#) screen.

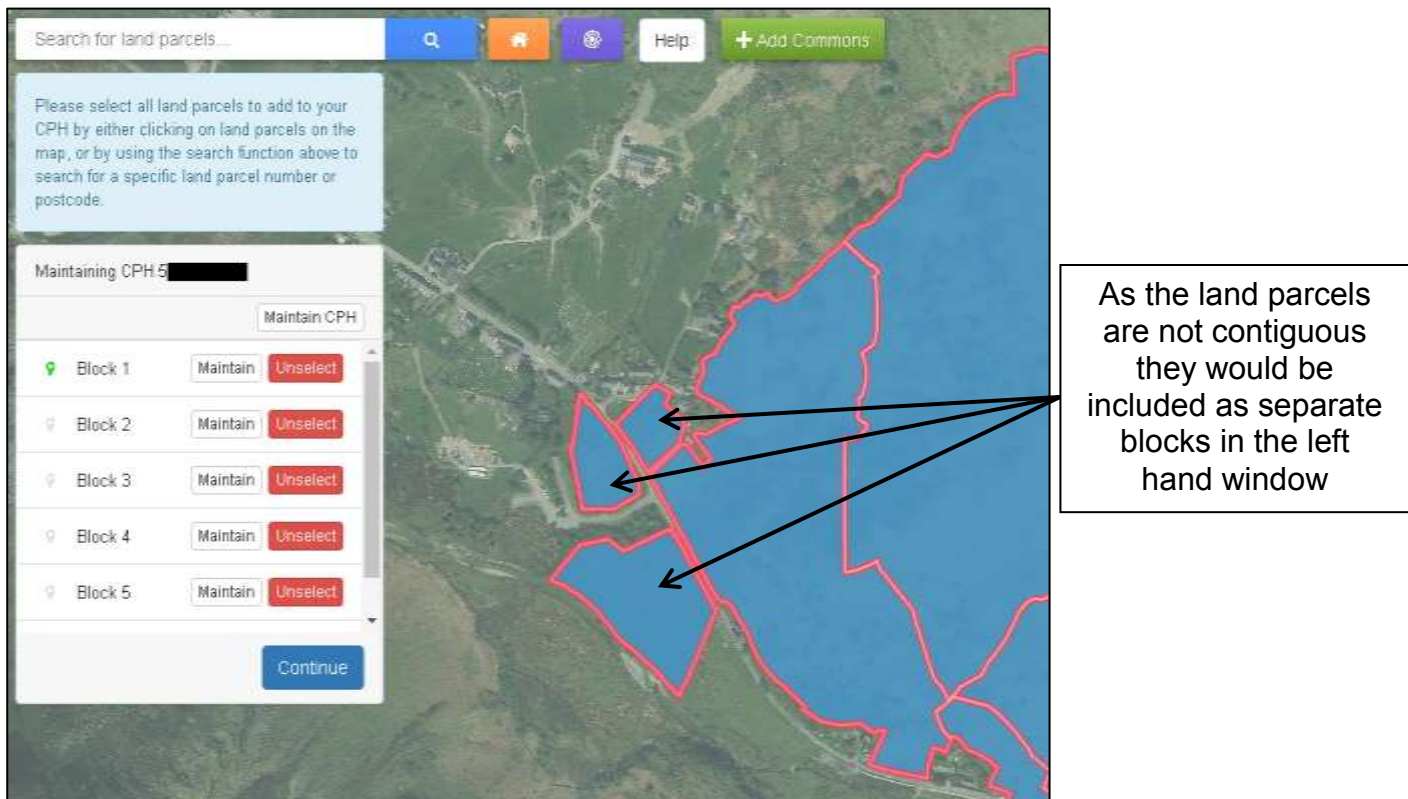
You only have to select one land parcel, and all others which are contiguous to this will be automatically included. A separate block will then be shown in the window on the left hand side for these additional land parcels.

You can add as many blocks as required to the same CPH, as long as all land parcels are within, or contiguous to land within the 10 mile radius. Please note this is subject to the land parcels meeting the CPH rules.



[Back to Contents](#)

Some land parcels may appear to be contiguous to a selected land parcel from a distance, but are not selected because there is a road or other feature between them, as shown above.



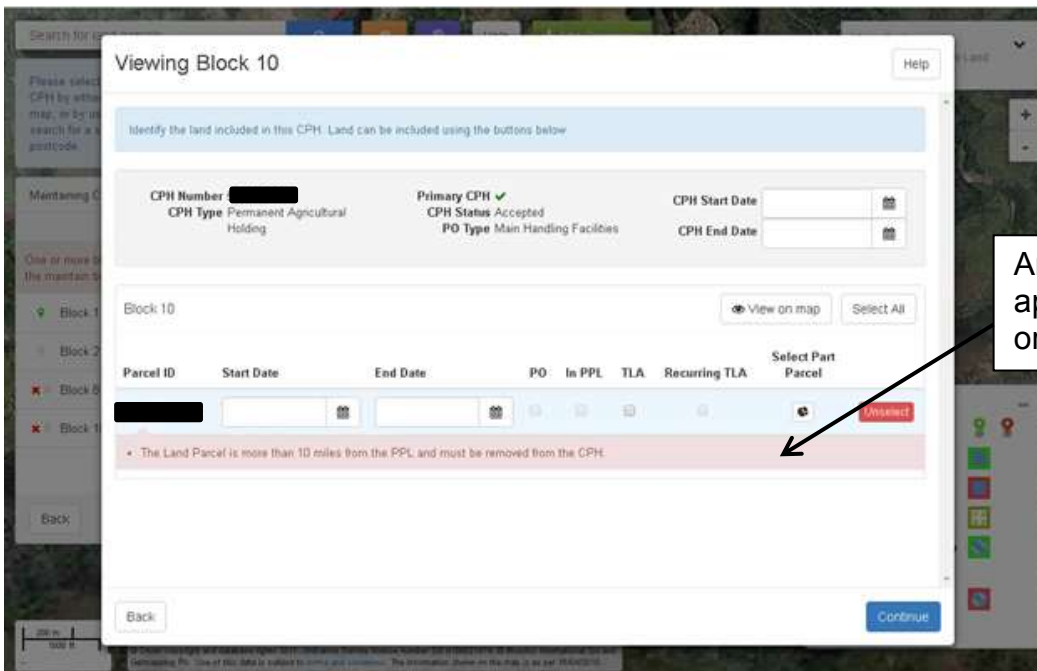
These would therefore need to be selected separately, and will create additional blocks of land within the CPH as shown above. You can click to Maintain CPH, which will show all the land parcels in the CPH, or Maintain each individual block. See separate sections in this guide for an explanation of the [Maintain screen](#). If all the land you have at your disposal has been highlighted, you can [complete the transition](#). If not, you can [add any additional land](#) which you use for livestock production.

[Back to Contents](#)

Adding Additional Land to your CPH

Tenure	Distance to PPL	Option
Permanent 365 days or over	Within 10 miles	Could be added to CPH (merged) (or a new CPH)
Permanent 365 days or over	Over 10 miles	New CPH
Temporary 364 days or under	Within 10 miles	TLA or tCPH (subject to meeting <u>the sole occupancy criteria</u>)
Temporary 364 days or under	Over 10 miles	tCPH (subject to meeting <u>the sole occupancy criteria</u>)

Now you have considered the status of the additional land you can proceed to select the land parcels.




An error message will appear when you Maintain or Maintain CPH.

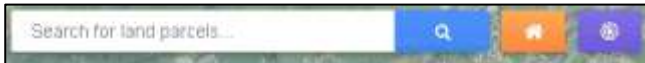
If you select land parcels that are not within 10 miles of the PPL a red cross will appear next to the block containing the land and an error message will appear when you [Maintain or Maintain CPH](#). You will need to [add a CPH](#) for those land parcels.

[Back to Contents](#)


How to search for land parcels

You may use the Search for land parcels... or the Target Tool  to add land parcels, which you have at your disposal that we do not have a record of you owning or renting, to your CPH.


If the land parcels are at your disposal, and are used for claiming any schemes, you must inform us of your tenancy of this land using Manage My Land if you have not already done so.



You may enter the Sheet Reference and Field Number in the Search for land parcels... box and either click the number displayed below the box or the blue Search button as shown above.

If you do not know the Sheet Reference and Field Number, you may click the Target Tool button  and then click the land parcel on the map.

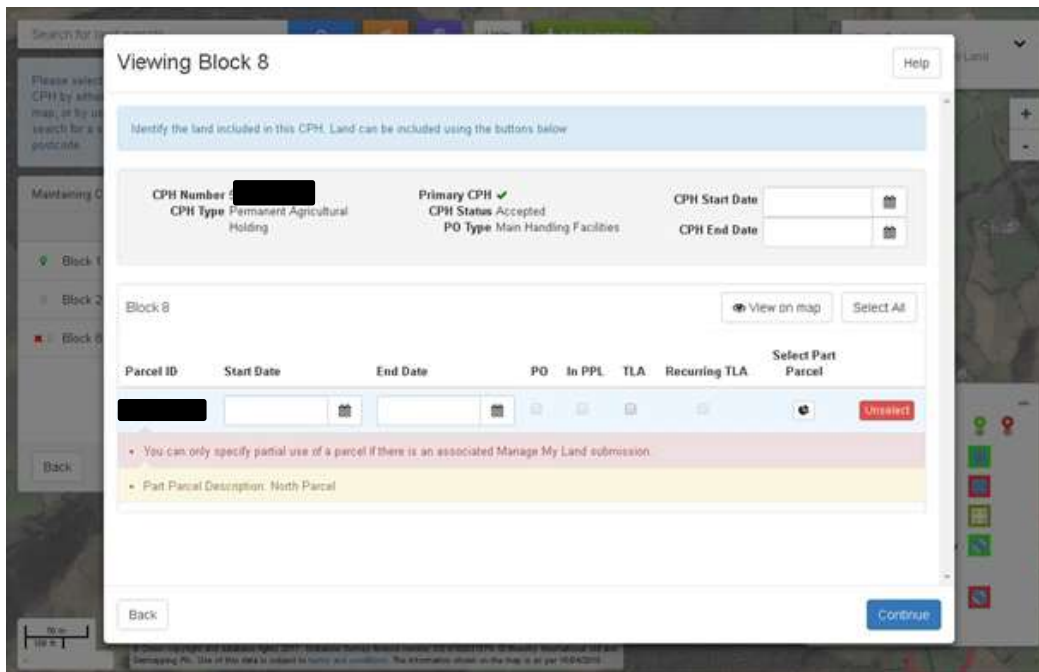
Add Additional Registered Land



- The parcel selected will be highlighted in red
- Click the calendar to select the start and end dates if used on a temporary basis
- Tick the box if it is a Temporary Land Association (TLA)
- Tick the box if you are only including part of a Land Parcel and provide a description e.g. North Parcel

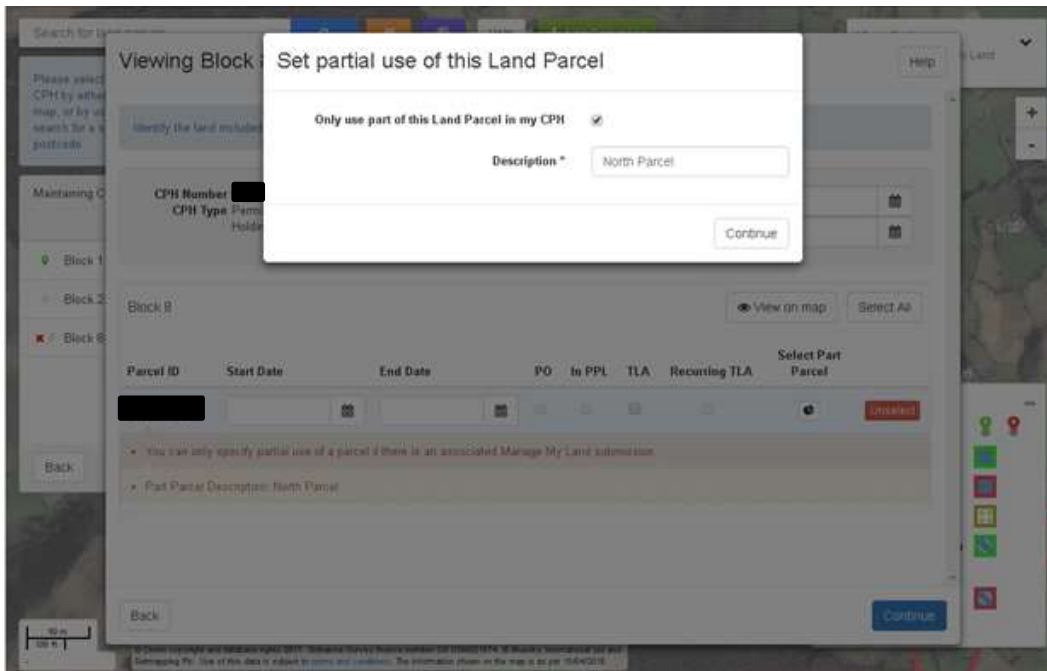
[Back to Contents](#)

The screen shown above will now display. If you have selected the incorrect land parcel click Close. Otherwise, insert the Start Date, End Date and tick Temporary Land Association if applicable. If you insert a tick here, a tick box will appear so that you can confirm if it is a Recurring Temporary Land Association. If you are only including part of a parcel tick the Part Land Parcel box and add a description; then click Add to add the land parcel to the CPH. Please note, Start and End Dates will be automatically populated with the dates entered for any previous land parcels added, however you are able to change them.



If you are only using part of a parcel you must have notified RPW of the partial usage using Manage My Land, otherwise a red cross will appear next to the block containing the Part Parcel and an error message will be shown when you [Maintain or Maintain CPH](#).

[Back to Contents](#)




You can also edit Part Land Parcel information by clicking the Select Part Parcel box.

Please follow the relevant instructions for adding a [Temporary Land Association \(TLA\)](#), [Temporary Agricultural Holding](#) or [Permanent Agricultural Holding](#).

[Back to Contents](#)

Completing transition

When you have selected all the land parcels you wish to include in the CPH click Continue.

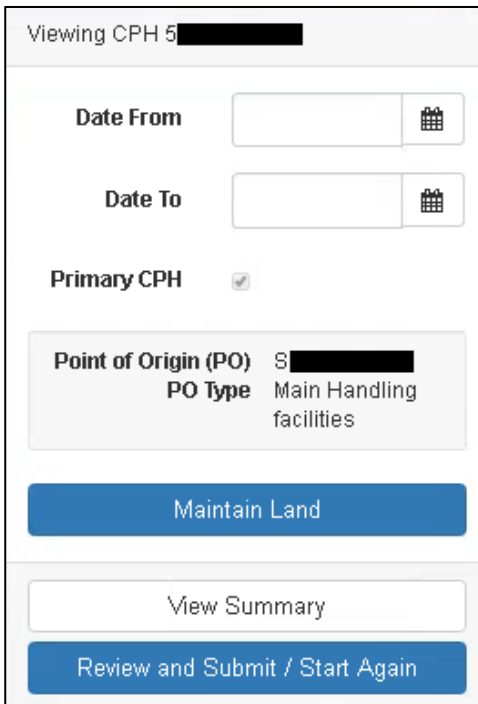


Maintaining CPH 5 [redacted]

Maintain CPH

Block 1	Maintain	Unselect
Block 2	Maintain	Unselect
Block 3	Maintain	Unselect
Block 4	Maintain	Unselect
Block 5	Maintain	Unselect

Continue



Viewing CPH 5 [redacted]

Date From [] [calendar icon]

Date To [] [calendar icon]

Primary CPH

Point of Origin (PO) S [redacted]
PO Type Main Handling facilities

Maintain Land

View Summary

Review and Submit / Start Again

You can now add the dates this CPH is to exist for. For Permanent CPHs dates are not required. Temporary CPHs can only exist for a maximum of 364 days.


You can now select to [Maintain Land](#) if you need to make any changes, [View Summary](#) if you wish to check the details, or [Review and Submit / Start Again](#).

[Back to Contents](#)

Temporary Land Association (TLA)

If any of the land parcels within a block have a Temporary Land Association (TLA), you must identify these by adding the Start Date and End Date and ticking the TLA box.

Add Additional Registered Land



SO0639 1935

Start Date

End Date

Temporary Land Association

Only use part of this Land Parcel in my CPH

Description *

Start and End dates must be populated and the appropriate box for the TLA must be ticked

Further guidance on TLAs can be found in the CPH guidance booklet at www.gov.wales/cphproject.

Parcel ID	Start Date	End Date	PO	In PPL	TLA	Recurring TLA
████████	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
████████	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

• TLAs must have Start and End Dates.

• Our database indicates you have permanent use of this land. If this is correct, please untick the TLA box.

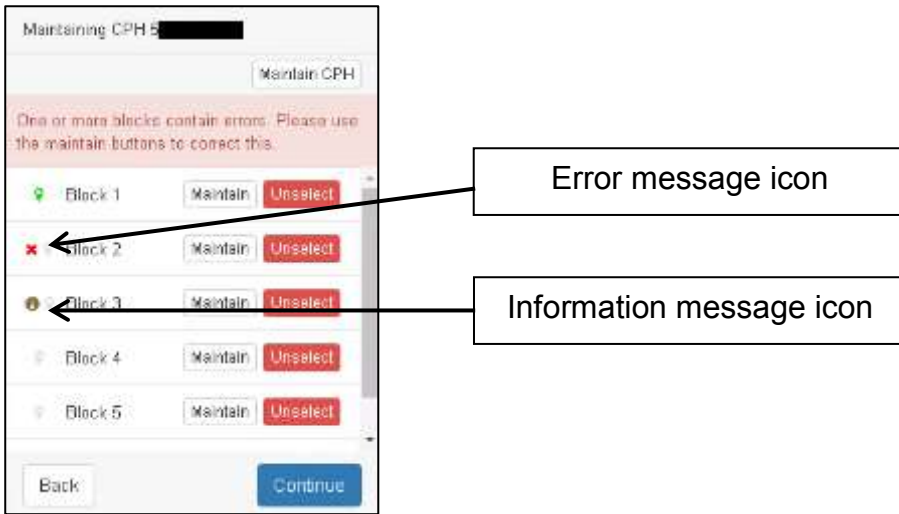
As shown by the Error messages on the [Maintain](#) screen above, any land parcels identified as having a TLA must also show the Start Date and End Date, which cannot exceed 364 days.

If the land parcel is at your disposal on a recurring basis for the same dates each year, you can identify this by ticking the Recurring TLA box. RPW will then automatically set up a new association each year until you inform us this situation has ended.

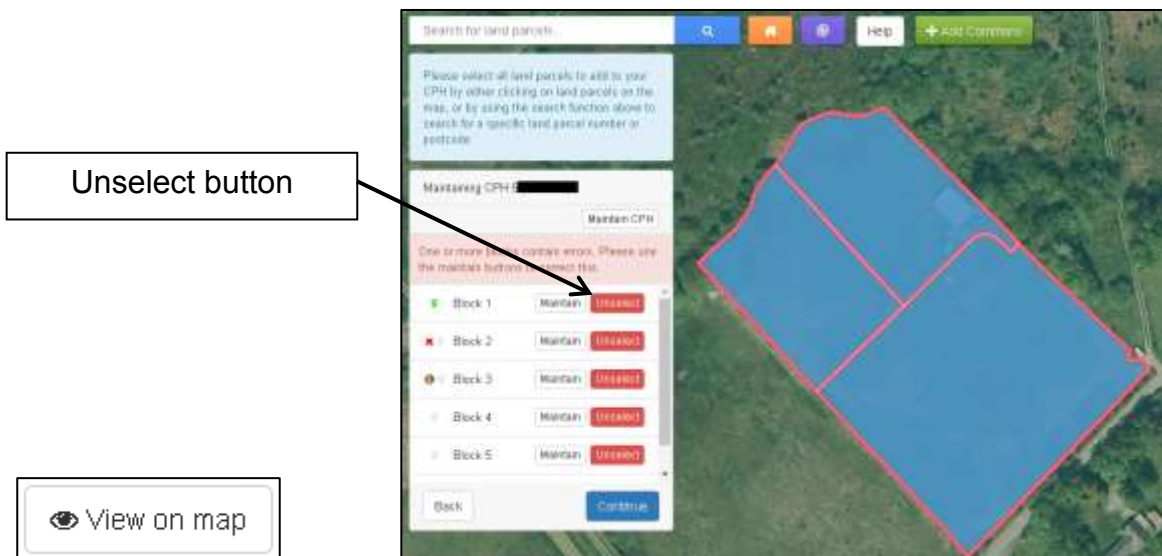
RPW will issue a letter to landowners to inform them when a TLA has been allocated to another keeper for land parcels from their permanent CPH. The letter provides the landowner with 14 days to dispute the allocation.

[Back to Contents](#)

Please note that if you have selected to Maintain an individual block, but an Error or Information Message occurs, the Maintain screen will display all blocks within the CPH.



Any blocks containing an Error or Information Message will be identified within the list of blocks as shown above. Block 2 contains an Error and Block 3 contains an Information Message. Click Maintain to view the individual block or Maintain CPH to view the Errors and Information Messages.



If you are viewing a block of land and you are not sure which land parcels those listed are, you can click the View on map button which will return you to the map view screen zoomed to those land parcels.

On this screen you can choose to remove a complete block of land from the CPH by clicking Unselect on the left hand side.

[Back to Contents](#)

Block 3 View on map Select All

Parcel ID	Start Date	End Date	PO	In PPL	TLA	Recurring TLA	
██████	18/01/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unselect
██████	18/01/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unselect
██████	18/01/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unselect

When viewing a block, you can Unselect land parcels from the block of land.

Block 3 View on map Select All

Parcel ID	Start Date	End Date	PO	In PPL	TLA	Recurring TLA	
██████	18/01/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unselect
██████			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select
██████			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select

If you have unselected them in error you can add them again individually by clicking Select or if you wish to add them all you can click Select All.

[Back to Contents](#)

Add CPH

Add CPH is available on your My CPH tab. You can use this to add a Temporary Agriculture holding (tCPH 364 days or less) or a Permanent Agriculture Holding.

A screenshot of a web form titled 'Enter Details for the New CPH'. The form has a light green header. Below the header, there is a label 'CPH Type' followed by a dropdown menu. The dropdown menu is open, showing three options: 'Please Select' (highlighted in blue), 'Permanent Agricultural Holding', and 'Temporary Agricultural Holding'. Below the dropdown menu is a blue button labeled 'Continue'.

In the CPH Type drop down box, select whether the CPH is for a Permanent or Temporary Agricultural Holding.

[Back to Contents](#)

Temporary Agricultural Holding (tCPH 364 days or less)

tCPHs can be located within or outside the 10 mile radius. Further guidance can be found at www.gov.wales/cphproject.

Enter Details for the New CPH

CPH Type *

Start Date *

End Date *

If you have selected Temporary Agricultural Holding, today's date will automatically display as the Start Date for this CPH. You may amend this if required, but only to a date in the future. You must then add the End Date, which cannot be more than 364 days after the Start Date. Click Continue to proceed. Please note, if dates entered exceed 364 days an error message will be shown.

Enter Permanent CPH Details

Enter the CPH number for the land you are including in this Temporary CPH.

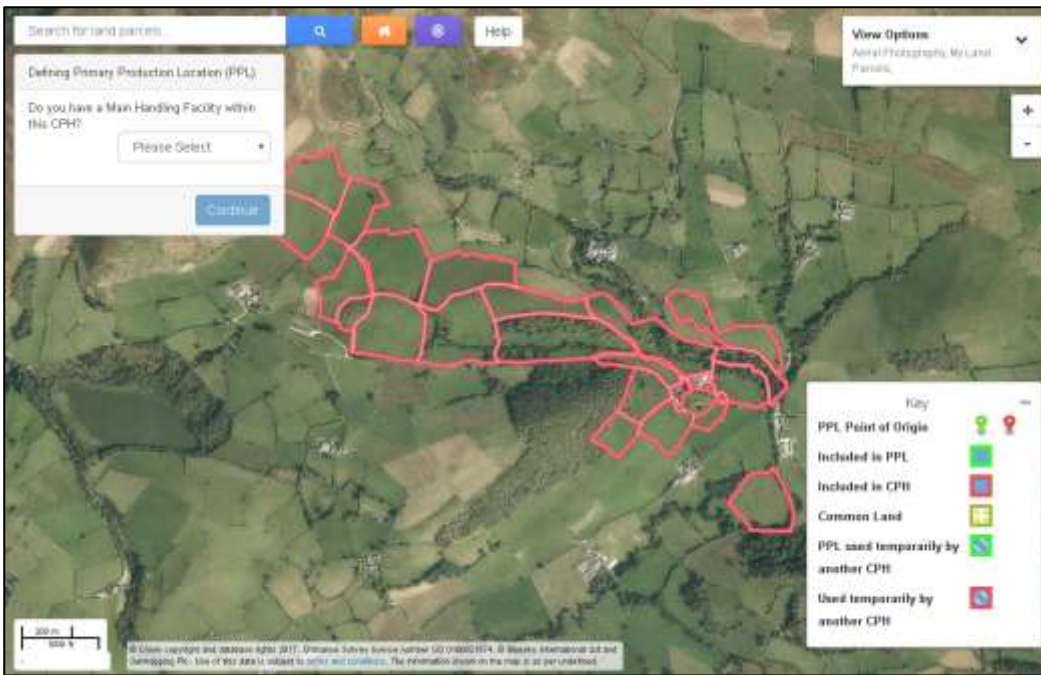
CPH Number

CPH Not Known

You must then enter the Permanent CPH Number for the land you are including in this Temporary CPH. If you do not know the Permanent CPH Number, click the CPH Not Known box. Click Continue.


RPW will issue a letter to the landowner to inform them when a tCPH has been allocated to another keeper for land parcels from their permanent CPH. The letter provides the landowner with 14 days to dispute the allocation.

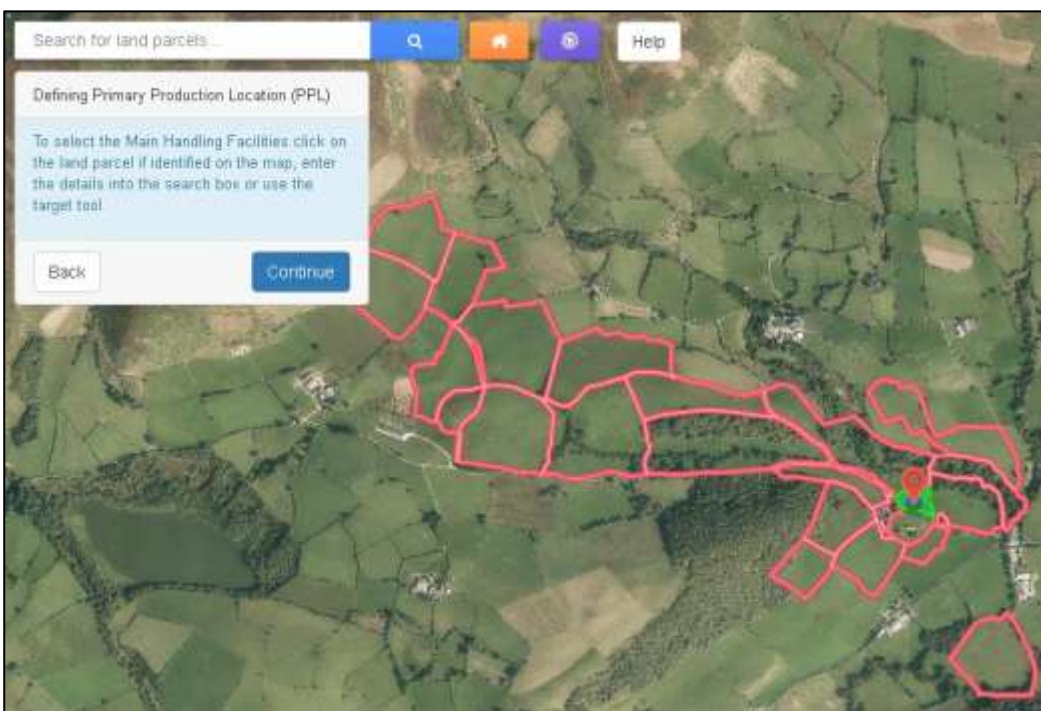
[Back to Contents](#)



If you have entered a Permanent CPH Number which has already been transitioned to the new CPH rules, the land parcels within the CPH will be displayed as shown above.

Otherwise, if you do not know the Permanent CPH, or it has not yet been transitioned to the new CPH rules, the land parcels will not be identified on the map.

You may use the [Search](#) for land parcels... or the Target Tool  to add land parcels, which you have at your disposal that we do not have a record of you owning or renting.



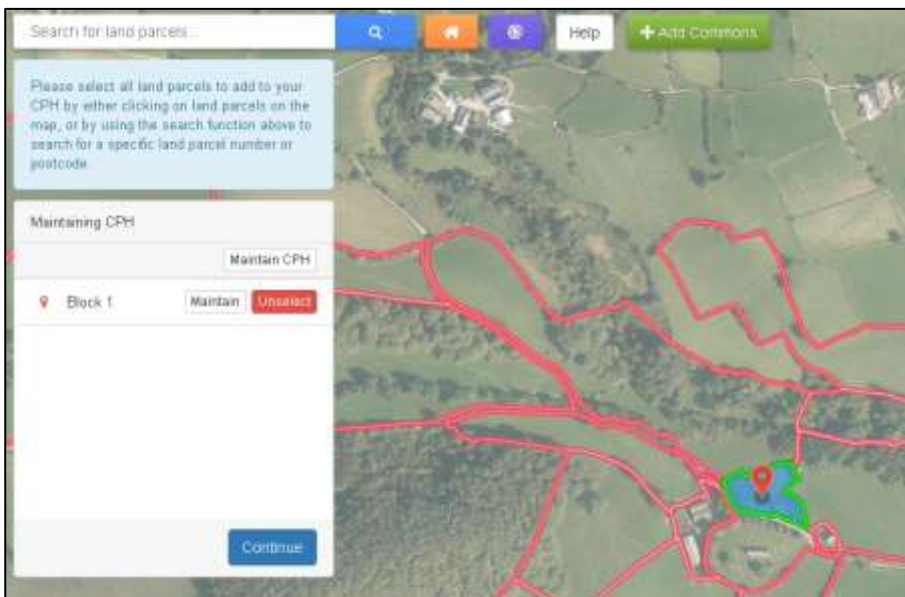
[Back to Contents](#)

Defining Primary Production Location (PPL)

The Primary Production Location (PPL) is the main location of the CPH reference, and should meet the following criteria (in order of priority):

- The PPL is the location of the livestock buildings/ milking parlour / main handling facilities for animal health and welfare/ husbandry purposes. In the majority of cases this will be the same as the correspondence address.
- If no building / housing is present (i.e. in the case of an extensive holding), the PPL would be the gathering location.
- In the minority of cases, where the keeper occupies no enclosed land and holds common grazing rights only, the PPL is the correspondence address (Common land cannot be considered part of the PPL).
- Location of the greatest proportion of owned land/long term let.

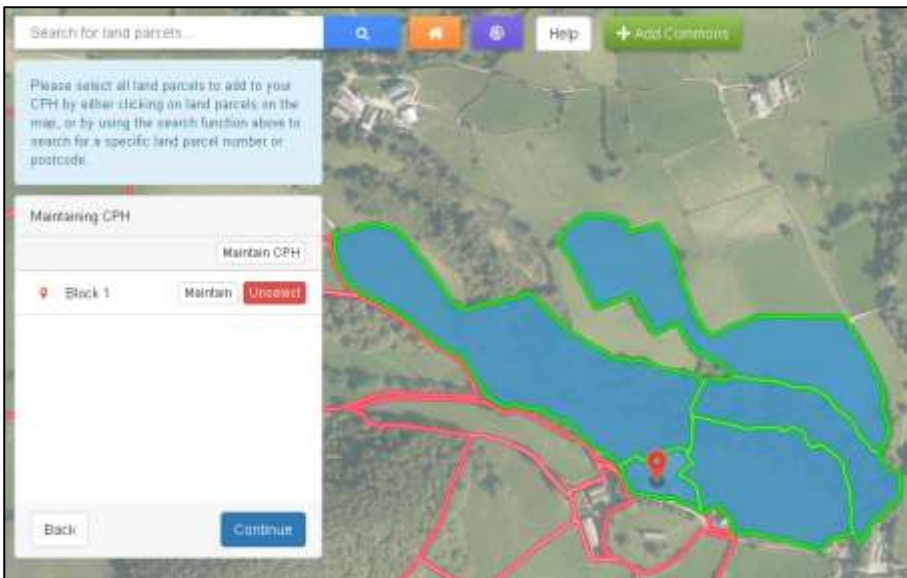
You must now identify the type of PPL for this Temporary CPH, and select the land parcel which contains the Main Handling Facilities, Gathering Location, Correspondence Address or Greatest Proportion of Land. This will then display as shown above. Click Continue.



If this is the only land parcel to be added for this Temporary CPH either:

- click [Maintain or Maintain CPH](#) to add the Start and End Dates for the land parcel if these are not for the full duration of the Temporary CPH; or
- click Continue.

[Back to Contents](#)



If you have any further land parcels to be added, click these on the map parcel by parcel. Additional parcels not highlighted can be added using the target tool and once finished either

- click [Maintain or Maintain CPH](#) to add the Start and End Dates for any land parcels that are not for the full duration of the Temporary CPH; or
- click Continue.

Viewing Block 1 Help

Identify the land included in this CPH. Land can be included using the buttons below

Land included below from owning CPH: [REDACTED]

CPH Number [REDACTED] Primary CPH ✖ CPH Start Date [REDACTED]
 CPH Type: Temporary Agricultural Holding CPH Status: PO Type: Main Handling facilities CPH End Date [REDACTED]

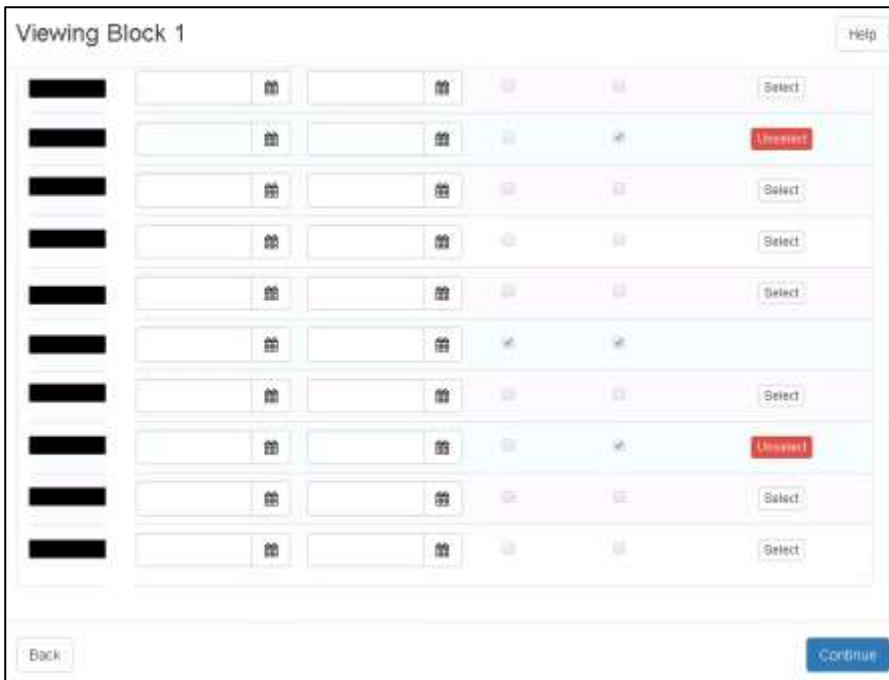
Block 1 (PPL) View on map Select All

Parcel ID	Start Date	End Date	PO	In PPL	
[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select
[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select
[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select

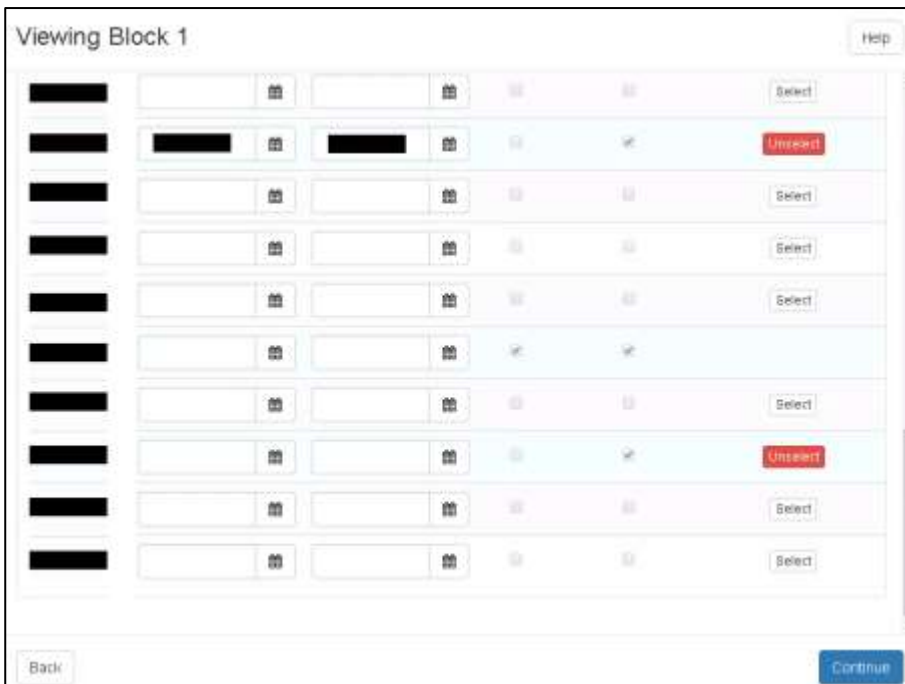
Back Continue

If you have clicked [Maintain or Maintain CPH](#), the next screen shows the Temporary CPH Start Date and End Date for the CPH selected, and lists all land parcels within this Permanent CPH. If there are any land parcels you have not selected from the map which need to be added, you may now add these using the Select button, or Select All if they are all to be included. You may also Unselect any you have selected in error.

[Back to Contents](#)

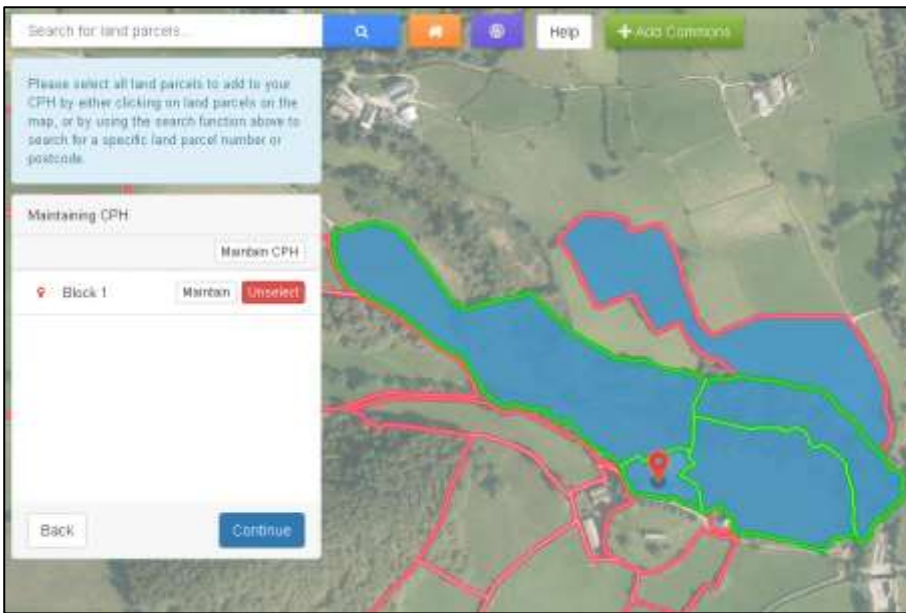


The land parcels you have selected, either via the map or the Select or Select All button can now be identified as they will have an Unselect button, except for the land parcel you selected as the Point of Origin, which will have a tick in the PO column.



You may now add the Start and End Dates for any land parcels which are not to be included for the full duration of the Temporary CPH. Once finished, click Continue.

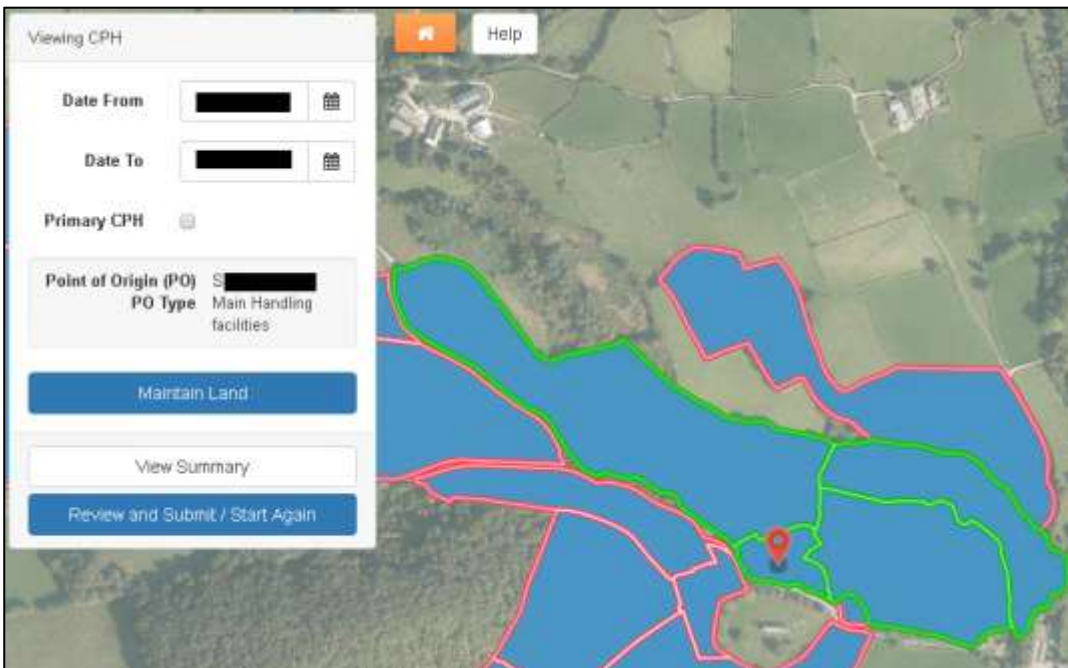
[Back to Contents](#)



Any land parcels which are not included in the tCPH for the full period, or are not contiguous to the Point of Origin, will not be included in the PPL and will therefore no longer be displaying a green border, as shown by the top field above.

If you have entered a shorter period for a land parcel in error, you can return to the [Maintain](#) screen and correct this. The system will then automatically include it in the tCPH again if applicable.

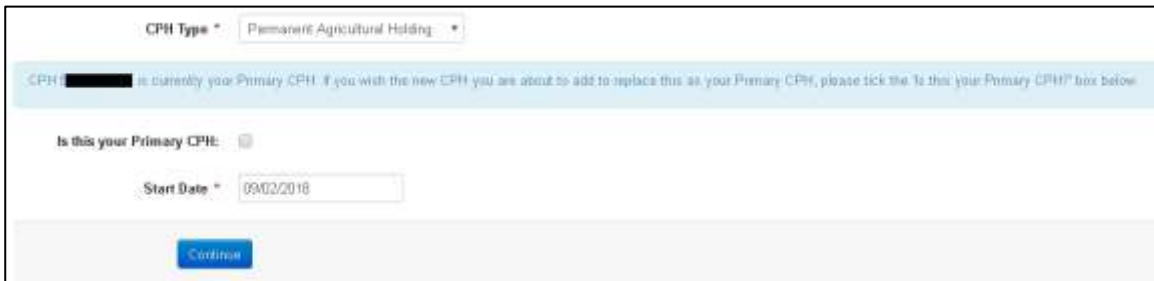
Once finished, click Continue.



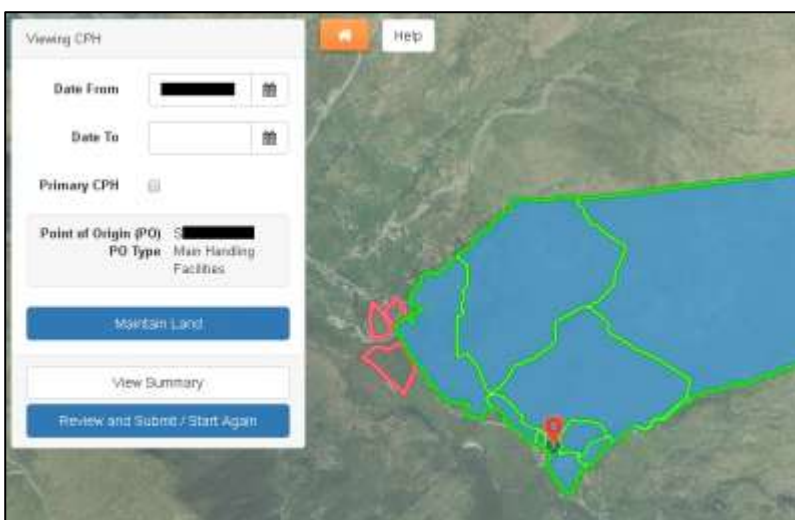
You may now add [Additional Land](#) if required, select to [Maintain Land](#), [View Summary](#) or [Review and Submit / Start Again](#).
[Back to Contents](#)


Permanent Agricultural Holding

Permanent Agriculture Holdings can be an additional CPH both within and outside the 10 mile radius.



If you have selected Permanent Agricultural Holding, and you would like this new CPH to become your Primary CPH, replacing your existing Primary CPH, you must tick the box shown above. Today's date will automatically display as the Start Date for this CPH. You may amend this if required, but only to a date in the future. Click Continue to proceed.



You may use the [Search](#) for land parcels... or the Target Tool  to add land parcels, which you have at your disposal that we do not have a record of you owning or renting.

The screens displayed will now be similar to the screens detailed within separate sections of this guide. Please see these sections for guidance on how to complete the [Manage My CPH](#) request.

When adding a new CPH, it will not display a CPH Number until your Manage My CPH is submitted and processed by RPW.

[Back to Contents](#)



Non-Primary CPH



Primary CPH

The Point of Origin for a CPH which is not part of your Primary CPH (PPL) will have a red marker, instead of the green marker shown for the PPL.



When adding a new Permanent CPH or a tCPH, a CPH number will not be allocated until it has been processed by RPW. A confirmation letter will be sent to your RPW online account.

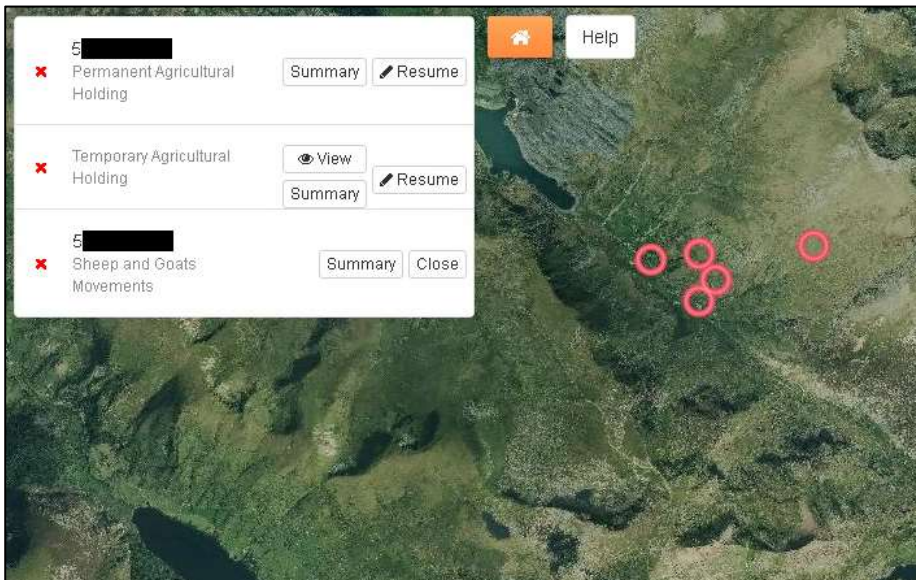
If you choose to [Manage My CPH](#) after you have started to add a new CPH, the new CPH will display in the list without a CPH Number until this is submitted and processed, as shown in the second row above.

You may now select to [Maintain Land](#), [View Summary](#) or [Review and Submit](#) / [Start Again](#).

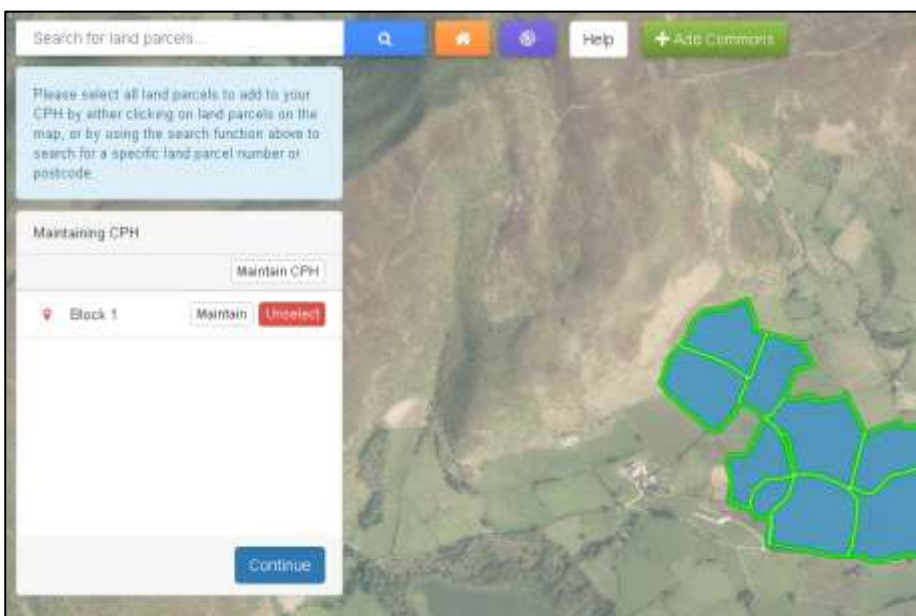
[Back to Contents](#)

Add Contiguous Commons

Other than sole grazed common land, which is treated similarly to ordinary land parcels, common land may only be merged with your CPH if the common land is contiguous (i.e. sharing a common border) with your Primary Production Location (PPL), and you have registered common rights for the common.



Click the Manage (or Resume if shown) button to select the CPH you wish to add the common land to.



Then click the Add Commons button in the top centre of the screen shown above.

[Back to Contents](#)

Add Commons

Registered County Name

CL Number

Start Date

End Date

In the next screen add the Registered County Name and CL Number, plus if applicable the Start Date and End Date, then click Add.



The common land will now display on the map as shown above and will be added as a new block in the list on the left hand side.

[Back to Contents](#)

CPH Summary Help

Identify the land included in this CPH. Land can be included using the buttons below

Land included below from owning CPH 6 [REDACTED]

CPH Number CPH Type Temporary Agricultural Holding	Primary CPH x CPH Status PO Type Main Handling Facilities	CPH Start Date [REDACTED]	CPH End Date [REDACTED]
---	--	---------------------------	-------------------------

[REDACTED] View on map Unselect

Parcel IDs	Start Date	End Date
[REDACTED]	[REDACTED]	[REDACTED]

Back Continue

Click Maintain if you wish to view the details of the added common. You can add or amend the Start Date and End Date here if necessary. Or if you have added the common land in error, you can Unselect it here or on the previous screen. Once finished, click Continue.

Maintaining CPH

Maintain CPH


Block 1	Maintain Unselect
[REDACTED]	Maintain Unselect


Continue

Click Continue if you have no further changes to make.

[Back to Contents](#)

Viewing CPH

Date From 

Date To 

Primary CPH

Point of Origin (PO) S

PO Type Main Handling facilities

[Maintain Land](#)

[View Summary](#)

[Review and Submit / Start Again](#)

You may now select to [Maintain Land](#), [View Summary](#) or [Review and Submit / Start Again](#).

Non Contiguous Common Land

Common land that is not contiguous to the PPL is not eligible for merging with your CPH, and movements will need to be reported against a species specific CPH number for the common land. Please see the guidance and Frequently Asked Questions document at www.gov.wales/cphproject for further information on the CPH rules for common land.

Sheep keepers who have registered use of common land should send RPW an online message containing the details of the non-contiguous common.

Customers using non-contiguous common land for cattle grazing purposes will require a new Cattle Common CPH for this specific use. Again, you should send RPW an online message containing the details of the non-contiguous common so that a CPH can be allocated.

In both cases, RPW will issue a letter to confirm the CPH has been registered/allocated.

[Back to Contents](#)

Maintain Land / Maintain CPH

You can choose to either Maintain CPH, i.e. all blocks of land included in the CPH, or Maintain an individual block.

If you select an individual block the following screen will appear. (The Maintain CPH screen is similar to this, but will display the details for all blocks within the CPH.)

Start and End dates do not need to be populated for a permanent CPH. Where a Start date has been prepopulated (owned land), no End date is required.

In this example you can see that the selected block contains the Point of Origin (PO) for the CPH and also identifies land parcels within the Primary Production Location (In PPL). The 'In PPL' box will only be ticked for land parcels that are contiguous to the PO.

Temporary Land Association (TLA)

If any of the land parcels within a block have a Temporary Land Association (TLA), you must identify these by adding the Start Date and End Date and ticking the TLA box.

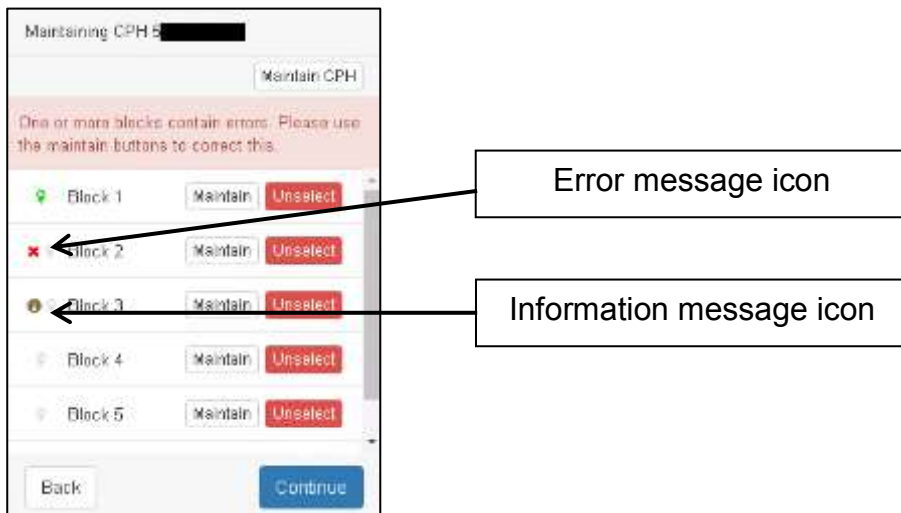
Start and End dates must be populated and the appropriate box for the TLA must be ticked

As shown by the Error messages above, any land parcels identified as having a TLA must also show the Start Date and End Date, which cannot exceed 364 days.

[Back to Contents](#)

If the land parcel is at your disposal on a recurring basis for the same dates each year, you can identify this by ticking the Recurring TLA box. RPW will then automatically set up a new association each year until you inform us this situation has ended.

Please note that if you have selected to Maintain an individual block, but an Error or Information Message occurs, the Maintain screen will display all blocks within the CPH.



Any blocks containing an Error or Information Message will be identified within the list of blocks as shown above. Block 2 contains an Error and Block 3 contains an Information Message. Click Maintain to view the individual block or Maintain CPH to view the Errors and Information Messages.



If you are viewing a block of land and you are not sure which land parcels those listed are, you can click the View on map button which will return you to the map view screen zoomed to those land parcels. To return back to the field parcel list click on Maintain button.

[Back to Contents](#)

On this screen you can choose to remove a complete block of land from the CPH by clicking Unselect on the left hand side.



The screenshot shows a table titled 'Block 3' with columns: Parcel ID, Start Date, End Date, PO, In PPL, TLA, Recurring TLA, and an Unselect button. The first three rows are highlighted in light blue, indicating they are selected. Each row has a red 'Unselect' button on the right.

Parcel ID	Start Date	End Date	PO	In PPL	TLA	Recurring TLA	Unselect
[Redacted]	18/01/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unselect
[Redacted]	18/01/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unselect
[Redacted]	18/01/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unselect

When viewing a block, you can Unselect land parcels from the block of land.



The screenshot shows the same table as above. The first row is highlighted in light blue and has a red 'Unselect' button. The second and third rows are not highlighted and have grey 'Select' buttons.

Parcel ID	Start Date	End Date	PO	In PPL	TLA	Recurring TLA	Unselect
[Redacted]	18/01/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unselect
[Redacted]			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select
[Redacted]			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select

If you have unselected them in error you can add them again individually by clicking Select or if you wish to add them all you can click Select All.

[Back to Contents](#)

View Summary

CPH Summary

This is a summary of all land currently included in this CPH.

CPH Number 5 [REDACTED] Primary CPH CPH Start Date
CPH Type Permanent Agricultural CPH Status Transition not Started CPH End Date
Holding PO Type Main Handling facilities

Block 1 (PPL) View on map

Parcel ID	Start Date	End Date	PO	In PPL	TLA	Recurring TLA	Cross Border
[REDACTED]	01/11/2016		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back

The CPH Summary screen is similar to the Maintain screens, but you are unable to amend any information on this screen. If you identify any changes you need to make whilst viewing this screen, click Back and you will then be able to Maintain Land from the screen that displays.

[Back to Contents](#)

Review and Submit

Summary

CPH Number: [REDACTED] Primary CPH CPH Status: PO Type: Main Handling Facilities CPH Start Date: CPH End Date:

Please review your saved changes. If all details are correct click 'Declare and Submit'. To amend any details return to 'Maintain Land'.

Updated CPH Details

Land Parcel Added to CPH

	Primary CPH	Start Date	End Date
From	<input checked="" type="checkbox"/>		
To	<input checked="" type="checkbox"/>		

Start Again Back Declare and Submit

After clicking to Review and Submit / Start Again, a Summary will display as shown above. A green tick will be shown for any tabs you have viewed that have no Error or Information Messages.

A red cross will be shown for any tabs you have not yet viewed or which contain errors, or an 'i' Information Message symbol will be shown for any tabs with Information Messages.

Until you have viewed all tabs and corrected all errors the Declare and Submit button will be disabled. Please note, the tabs shown will vary depending on your Manage My CPH request.

Summary

CPH Number: [REDACTED] Primary CPH CPH Status: PO Type: Main Handling Facilities CPH Start Date: CPH End Date:

Please review your saved changes. If all details are correct click 'Declare and Submit'. To amend any details return to 'Maintain Land'.

Updated CPH Details

Land Parcel Added to CPH

Sheet Reference	Field Number	Start Date	End Date	TLA	Recurring TLA	PO	PPF
[REDACTED]	[REDACTED]	[REDACTED]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Start Again Back Declare and Submit

[Back to Contents](#)

Once you have viewed all tabs, corrected any errors and checked that all information you have entered is correct, click Declare and Submit to proceed.

Declarations and Undertakings

Declaration and Undertakings

- I confirm the information I have provided is true and accurate. I understand RPW reserve the right to revoke any CPH allocated if it is subsequently found that false or inaccurate information has been provided.
- I have read and understood the relevant Guidance Notes.
- I confirm my nominated Primary Production Location (PPL) meets the criteria (as defined in the Guidance Notes).
- I understand I must not report livestock movements to any new CPH numbers until I receive confirmation of my new/additional CPH from RPW.
- I understand movements of livestock onto the holding from another CPH must be reported and standstills apply to all parcels of land within the holding.
- I understand in the event of a TB breakdown on any part of a merged holding, any movement restrictions and associated TB testing requirements will apply to all parcels of land within the CPH (i.e. they are treated as one unit).
- I understand movement of cattle between the land parcels within the holding will not require a Pre-Movement TB Test, but movement onto the holding would require pre-movement TB test.
- For temporary land, I confirm I have the right to use these parcels for the purposes of livestock movements for the duration of my tenure. I understand RPW will contact the landowner to verify this information.
- I understand I can only move livestock to and from temporary CPHs and/or TLAs during the duration of my land tenure.
- For cross border land, I understand that if I claim Basic Payment Scheme and land based Rural Development Schemes, I will need to continue submitting a Single Application Form (SAF) to RPW for the Welsh land and the equivalent form to the Rural Payments Agency (RPA) in England for the English land, regardless of whether there is a single CPH for livestock movement purposes.
- For sole grazed common land, I confirm:
 - The section of common land is enclosed by a stock proof boundary which has been in place for 10 years or more, or there is a valid Section 3B (or equivalent) consent in place;
 - The enclosed common (or element of) has only one registered grazer or, where there is more than one grazer, I am the only grazer that has turned out, or has attempted to turn out, animals on the enclosed section in the last 10 years;
 - The use of the enclosed section of common land remains subject to the number of registered rights on that section;
 - The remaining portion of the common outside the identified boundary is capable of accommodating the remaining registered rights for the common as a whole, with specific reference to environmental damage from grazing;
 - I will notify RPW of any changes in circumstances, especially if another grazer turns out or attempts to turn out in the enclosed section.

I have read and agree to the above Declaration and Undertakings *

Is your own holding, or to the best of your knowledge any other holding covered by this application, currently under bovine TB restrictions? * Yes No

I confirm I have met the sole occupancy criteria (as defined in the Guidance Notes) for temporary land registrations or I only have permanent land registrations. *

You must read the Declarations and Undertakings to ensure you comply with these. Once you are happy you have read, understood, and complied with these tick the first box shown above.

TB Restrictions

You must then answer the question to confirm whether your own holding, or to the best of your knowledge any other holding covered by this application, is currently under bovine TB restrictions.

Sole Occupancy

You must then confirm whether you have met the sole occupancy criteria for temporary land registrations or that you only have permanent land registrations (further information can be found in the guidance notes at www.gov.wales/cphproject).

In order to be considered to have sole occupancy, the following criteria must be met:

- Premises owned or rented by an individual, partnership or company on which all the animals are under the sole control of the individual/partnership/company.
- Individual fields or buildings that are owned must be under the sole management of the individual/partnership/company.

[Back to Contents](#)

- Individual fields or buildings that are rented must be under the sole management of the individual/partnership/company for the duration of the tenancy.
- Fields or buildings (owned or rented) which are used by separate individuals, partnerships or companies, are considered to be under separate sole occupancies even if the individual fields, etc. were part of the same original CPH number.
- Where another individual has a right of access through land owned or rented by the individual/partnership/company it cannot be accepted as sole occupancy unless the right of access will not be used at any time to move animals on foot.
- Individual fields or buildings (owned or rented) must have:
 - Separate access points to other fields or buildings not in the same sole occupancy.
 - A stock-proof boundary e.g. fence/ hedge/ wall, appropriate to the animals on that land, to keep animals under different sole occupancies separated.
 - Livestock cannot mix freely with other livestock from another CPH.

Once you have completed the above, click 'Continue' to proceed.

[Back to Contents](#)

Submit

Submission

Click the button below to submit your Manage My CPH request.
A copy of your Manage My CPH request will be available from your Messages page within one working day.

Your Manage My CPH request is now ready to be submitted. If you are ready to submit it click the 'Submit' button. Once you have done so your Manage My CPH request will be submitted to the Welsh Government.

Submission

Manage My CPH Request Confirmation

Your Manage My CPH request was submitted for CRN [REDACTED] on [REDACTED] by [REDACTED]

A message confirming receipt of your Manage My CPH request should be available from your Messages page within one working day. This includes a copy of your Manage My CPH request. Please check this summary of your request and notify us of any changes required. You can notify us in writing or through your Messages page.

Click the 'Print this Screen' button to print a copy of this receipt.

Submission

As you do not have authority to submit the Manage My CPH request you should now advise your customer they may submit the Manage My CPH request using their RPW Online account.


Click the Exit button to save the Manage My CPH request and return to the Manage My CPH Home Page.

Agents or Farming Unions without the 'Submit Claims' role will alternatively see the screen above and be able to save the Manage My CPH and arrange for the customer to access and submit this when convenient.

[Back to Contents](#)

Post Submission

 5[REDACTED] Active Temporary CPH	Summary
 5[REDACTED] Permanent Agricultural Holding	Summary

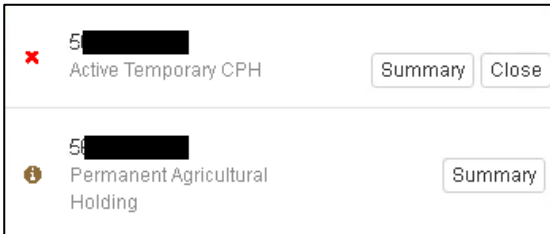
After your Manage My CPH request, has been submitted you will return to the original screen and the CPH will display as shown above, and a copy of your request will be available in your RPW Online Messages. For Manage My CPH requests the “i”  symbol will be replaced by a green tick once it has been processed. A letter will be issued by RPW to confirm the changes.

[Back to Contents](#)

Closing CPHs

Once you have transitioned or added any CPHs still in use, you should close any CPHs that are no longer used for the purposes of livestock movements.

Any CPHs previously used for Historic Sheep and Goats Movements or as Temporary CPHs under the old CPH rules must be closed.



The screenshot shows a list of CPHs. The first entry is an 'Active Temporary CPH' with a red 'x' icon and buttons for 'Summary' and 'Close'. The second entry is a 'Permanent Agricultural Holding' with an information icon and a 'Summary' button.

In the example shown above, the second CPH has been transitioned, and the first one is an Active Temporary CPH which therefore cannot be transitioned. Click the Close button to proceed.



The 'CPH Closure' form is shown with a 'Reason *' dropdown menu. Below the dropdown is a checkbox with the text 'I confirm this CPH can be closed and is no longer used for the purposes of livestock movements *'. At the bottom are 'Cancel' and 'Submit' buttons.



The 'Reason *' dropdown menu is open, displaying a list of reasons: 'Ceased Trading', 'Not in Use', 'Land Sold / Land Given Up', 'Revised CPH Allocated', and 'Merged into Another CPH'. The 'Continue' button is now visible at the bottom right.

In the CPH Closure screen, choose the appropriate reason for closing the CPH from the drop down box and tick the box to confirm this CPH can be closed and is no longer used for the purposes of livestock movements. Click Submit to proceed.



The confirmation screen displays the text: 'You have notified us that you wish to close S [redacted] and it is no longer used for the purposes of livestock movements.' A 'Continue' button is located at the bottom right.

The screen above confirms the Close CPH instruction was successfully submitted. Click Continue to proceed.

For closed CPHs, the CPH will no longer appear once it has been processed. A letter will be issued by RPW.

[Back to Contents](#)

Start Again

Summary

CPH Number: [REDACTED] Primary CPH: CPH Start Date: [REDACTED]
CPH Type: Permanent Agricultural Holding CPH Status: [REDACTED] CPH End Date: [REDACTED]
PO Type: Man Handling Facilities

Please review your saved changes. If all details are correct click 'Declare and Submit'. To amend any details return to 'Maintain Land'.

Updated CPH Details: Land Parcel Added to CPH: 42

Sheet Reference	Field Number	Start Date	End Date	TLA	Recurring TLA	PO	PPL
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Start Again Back Declare and Submit

On the Summary screen there is the option to 'Start Again'. **This will remove all the information you have already entered for this CPH** and should therefore only be used in exceptional circumstances, following the instructions shown on screen.

Start Again

This will remove your unsubmitted Manage My CPH request. It will delete all of the information entered. When your unsubmitted Manage My CPH request has been removed you can start a new one, which will be populated with the latest available data.

Do you wish to proceed with this option?

No Yes

If you select to Start Again, the screen shown above will display for you to confirm if you wish to proceed.

Confirmation

Your unsubmitted Manage My CPH request has been deleted

Continue

The screen shown above will then confirm your Manage my CPH request has been deleted.

[Back to Contents](#)

Contact Details

Customer Enquiries - Customer Contact Centre

Customer's first point of contact for all telephone enquiries and email correspondence should be the Customer Contact Centre where staff are on hand to provide information and answer queries. The Customer Contact Centre is open to telephone callers between 08:30 and 17:00 Monday to Thursday and 08:30 to 16:30 on Friday.

The contact details for the Customer Contact Centre are as follows:

Tel: 0300 062 5004

PO Box address: Rural Payments Wales, PO Box 1081, Cardiff, CF11 1SU

Office Details

Offices at Aberystwyth, Caernarfon, Carmarthen and Llandrindod Wells are open for visitors between 09:00 and 16:30 Monday to Thursday and 09:00 and 16:00 Friday. Area offices are open less frequently to visitors and so customers are advised to check our website or ring the Customer Contact Centre on 0300 062 5004 for opening hours.

Welsh Government
Block A
Victoria Dock
Caernarfon
Gwynedd
LL55 1TH

Llandrindod Wells Regional
Office
Government Buildings
Spa Road East
Llandrindod Wells LD1 5HA

Llandudno Junction
Regional Office
Sarn Mynach
Llandudno Junction
Conwy LL31 9RZ

Carmarthen Regional Office
Government Buildings
Picton Terrace
Carmarthen SA31 3BT

Rural Payments Wales
Welsh Government
West Core 4th Floor
Cathays Park
Cardiff CF10 3NQ

Aberystwyth Area Office
Welsh Government
Rhodfa Padarn
Llanbadarn Fawr
Aberystwyth
Ceredigion SY23 3UR

[Back to Contents](#)

Access to Rural Payments Wales offices for people with disabilities or special needs

If you have any special needs which you feel are not met by our facilities contact the Customer Contact Centre on 0300 062 5004. We will then endeavour to make arrangements to accommodate your requirements.

Welsh Government Website

Further guidance on the CPH project can be found at www.gov.wales/cphproject

For all of the latest Agricultural and Rural Affairs information, visit the Welsh Government's website at www.gov.wales/farming

By visiting the website, you can also sign up to receive the Rural Affairs e-newsletter which delivers the latest news directly to your e-mail inbox.

RPW Online

Access the RPW Online service via the Government Gateway at www.gateway.gov.uk, or once you have enrolled for the RPW Online service, access it via www.gov.wales/RPWonline If you have any queries regarding RPW Online, you can contact the RPW Online Helpdesk on 0300 062 5004.

Gwlad

The Gwlad e-newsletter is the Welsh Government's e-newsletter for farm and forestry businesses and all those involved with agriculture and rural Wales. It contains news stories, guidance and information in an accessible, easy-to-read format. To keep informed and up to date with all the latest agriculture news and developments in future we would encourage you to sign up to receive the Gwlad e-newsletter. You can do this either at www.gov.wales/news-alerts or at: www.gov.wales/gwlad

[Back to Contents](#)