

## FAQs for N-cap – to 12 August 2022

### Do I need to provide fertiliser receipts when I submit my nitrogen application information?

You are not required to provide fertiliser receipts, but it is a good idea to keep the physical receipts of purchase on file, so they are available if there is any query by your council.

The Ministry for the Environment guidance on synthetic nitrogen recording provides a section on what dairy farmers must report to the regional council. It states that farmers must provide “records of all synthetic nitrogen fertiliser purchased during the year”. The N-Cap reporting systems require farmers to record their fertiliser purchases.

In the MyBallance and Ravensdown’s HawkEye systems these date, type and quantity details will be automatically populated for your N-Cap record.

In the Regional Sector N-Cap Webform you will need to enter purchase records in fill-in boxes to capture the fertiliser supplier name, purchase date, product name and quantity purchased.

None of the three systems require farmers to provide the physical receipts for their purchases. This approach was adopted by the collaborative work between the regional sector and fertiliser companies. The agreed method provides more useful and consistent summary information on purchase than would have been possible through the provision of receipts.

### I’ve split the fertiliser purchase with another person/business – what do I do to record the application rate information?

Sometimes fertiliser costs can be shared by a farm owner and sharemilker, either by splitting an invoice for payment or each buying independently for the same property. The information needed to meet the council and MfE requirements is the application rate of synthetic nitrogen on pastoral land, regardless of the terms of purchase or payment.

You should record the application rates for all synthetic nitrogen fertiliser used on the grazed area; this should be recorded only once for each contiguous landholding. You can keep the physical receipts of purchase on file, so it is available if there is any query by your council.

### Is there any other way to submit data for this season? Or other forms that councils will accept?

The preferred way of recording synthetic nitrogen use is through one of the fertiliser company portals – HawkEye or MyBallance. If you are not signed up with either of these, then you can use the N-Cap Webform online tool provided by the Regional Sector.

If you cannot access any of these tools, then the best way forward is to get in contact with your regional council to discuss how else you could provide the necessary information.

Where is the HawkEye system?

Where is the MyBallance system?

You can link to the log in page for HawkEye at <https://www.hawkeye.farm/>

You can link to the log in page for MyBallance at <https://ballance.co.nz/myballance>

I've put my nitrogen use information in via HawkEye/MyBallance. Do I need to record it again in the N-Cap webform for my council?

The simple answer is no. You only need to enter data through one system.

If you purchase from both Ravensdown and Ballance then you can submit your records for both companies through either of their tools. Each company can record fertiliser purchased from another company and from on-farm stored fertiliser.

I've put my nitrogen use information in via the N-Cap Webform. Do I need to record it again in HawkEye or MyBallance?

The simple answer is no. You only need to enter data through one system.

If you choose to record your synthetic nitrogen information in the N-Cap Webform, you do not need to record in HawkEye or MyBallance.

I'm a dairy farmer and I have not used any synthetic nitrogen on my grazed land – what do I need to record?

If you have not purchased or applied synthetic fertiliser in the 1 July 2021 to 30 June 2022 period, please record the synthetic nitrogen use as 'zero' in HawkEye, MyBallance or the web portal supplied by the regional sector. This will be the same requirement for any year when you do not use synthetic nitrogen fertiliser.

I'm a dairy goat farmer, do I need to report my synthetic nitrogen use to my council?

I'm a dairy sheep farmer, do I need to report my synthetic nitrogen use to my council?

I'm a dairy deer farmer, do I need to report my synthetic nitrogen use to my council?

You do not need to. The MfE Regulations state that all farms need to record synthetic nitrogen use, however the requirement for reporting this to councils is only for dairy farms milking cows.

What if my farm has a grazed area synthetic nitrogen application rate which is over the 190 kg N/ha limit for the year?

If you have used a rate greater than 190 kg N/ha it is likely that you will need to apply for a resource consent. In the first instance please contact your regional council. They will discuss your options and provide advice. Your rural or dairy farming rep may also be able to support this process.

## I have just purchased a farm for the new season, and I don't have complete synthetic fertiliser records for the 12 months to 30 June. What information do I need to record?

With the National Environmental Standards for Freshwater in place from 2020 the records of synthetic nitrogen fertiliser use will need to be part of your Due Diligence for potential farm purchase.

If you have purchased or applied synthetic fertiliser in the 1 June 2022 to 30 June 2022 period, this amount needs to be recorded in your fertiliser supplier's tool (HawkEye or MyBallance) or the web portal supplied by the Regional Sector. If you have records available from the previous owner this can also be recorded; your complete record for the next season will be required.

If you have not purchased or applied synthetic fertiliser in the 1 June 2022 to 30 June 2022 period, and do not have records from the previous owner, please record the synthetic nitrogen use as 'zero' in your fertiliser supplier's tool (HawkEye or MyBallance) or the web portal supplied by the regional sector. Your complete record for the next season will be required.

## I've used different areas of my farm for grazing and cropping, how do I record this?

There is good guidance available from the Ministry for the Environment (MfE) about how to record synthetic nitrogen use for these different land uses. The guidance from the MfE website is [here](#)

## What is the difference between recording and reporting synthetic nitrogen use?

The use of synthetic nitrogen fertiliser must be recorded for all pastoral use land.

As well as recording synthetic nitrogen use, dairy farm businesses that milk dairy cows must also report their annual records of fertiliser use to the regional council/s with compliance responsibilities for the physical area of the farm.

The fertiliser application records you submit through MyBallance, Ravensdown's HawkEye or the Regional Sector N-Cap Webform is reporting and meets the MfE requirements.

## How do I know what's been recorded about synthetic nitrogen use on my farm?

HawkEye, MyBallance and the N-Cap Webform each have functions which allow you to view and download a PDF copy of the information that you, or your representative, have entered for your farm. This is a summary report of all the information you have authorised for submission to the N-Cap data store for reporting to councils and MfE.

The information flows directly to the N-Cap data store and is reported to the regional councils to assist with identifying compliant and non-compliant synthetic nitrogen application rates.

Summary data by region, without individual farm contact information, will be provided to the Ministry for the Environment. Council's will hold the submitted data for compliance purposes. If you have any questions about the information held for your farm, please contact your council.