

**Table 1: Checklist of key synthetic nitrogen cap management tasks for farmers**

Preliminary tasks		Check
<b>Decide who, in the farming operation, is responsible</b> for managing the synthetic nitrogen use on each contiguous landholding and for recording and reporting this to the regional council.		<input type="checkbox"/>
<b>Determine which areas of the farm the nitrogen cap applies to.</b> This means identifying the contiguous landholdings on the farm and, within each one, the areas that are or will be in the following land uses: pasture, annual forage crop, other pastoral uses (that is, any other grazing activity) and other land uses (that is, any land that is not grazed).		<input type="checkbox"/>
<b>Calculate how much synthetic nitrogen can be spread</b> during the year on each land use area within each contiguous landholding, and adjust this for any area that is over cap.		<input type="checkbox"/>
<b>Note:</b> This nitrogen management plan should be done even if the farmer intends to ask the council about applying for a non-complying activity consent.		
Ongoing tasks		Check
During the year, farmers will need to keep track of their synthetic nitrogen fertiliser use on each contiguous landholding with grazing animals on it. This means having to:		
<ul style="list-style-type: none"> <li><b>keep records of each synthetic nitrogen application</b> (including on the non-grazed land)</li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>update the synthetic nitrogen calculations</b> after each application</li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>manage the synthetic nitrogen use on each contiguous landholding</b> to keep it within the nitrogen cap for the total pastoral use area on each landholding and also for each hectare of pasture.</li> </ul>		<input type="checkbox"/>
End-of-year tasks		Check
Coming to the end of the year, the farmer will need to:		
<ul style="list-style-type: none"> <li><b>plan the next year's fertiliser-spreading</b> schedule to keep it within the nitrogen cap for the total pastoral use area on each landholding and also for each hectare of pasture.</li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>begin preparing a report to the regional council for delivery by 31 July</b> (this task is only required of dairy farmers and non-complying activity consent holders).</li> </ul>		<input type="checkbox"/>
<b>Note:</b> Nitrogen spread up to 30 June counts under the current year's cap and, after that, under the following year's cap.		