



Application to register temporary use of land to keep livestock

You must apply to the Animal and Plant Health Agency (APHA) for a Temporary Land Association (TLA) or Temporary County Parish Holding Number (tCPH) using this form. You must complete separate forms if you wish to apply for both.

You must hold a permanent County Parish Holding Number (CPH) (allocated by the Rural Payments Agency (RPA)) and be registered with APHA as a livestock keeper before you can apply for a TLA or tCPH.

Please read the guidance notes on registering the temporary use of land (IRA78) before completing this form. If you have any problems completing this form please contact the APHA Customer Service Centre in Cardiff on **03000 200 301**.

Please note:

- a single form can only be used to apply for either one or more TLA(s), or a single tCPH
- the form must be completed in black ink
- the form must be completed using BLOCK CAPITALS
- do not use correction fluid: cross through a mistake, sign and date it
- provide on Page 6 any additional information relevant to your application (for example if you are an authorised agent completing the form on behalf of a customer).

When you've completed this form, you may scan and send it by email, post it, or fax it, using the contact details on page 6. Your application should be processed by APHA within 10 working days of receipt. It may take longer if more information is needed or if your application hasn't been filled out accurately and in full.

To apply for one or more TLAs you must complete all sections except for Section 5.

To apply for a tCPH you must complete all sections.

You can get further copies of this application form either by searching on www.gov.uk for 'register temporary use of land to keep livestock' or by contacting APHA.

For Official Use Only	
Recorded:	
Initiated:	
TLR:	
Validated:	
Activated/Declined:	

Section 4: Field details

4.1 Landholder CPH (same CPH as in 3.2).
Leave blank if the land isn't covered by a CPH.

4.2 Complete one row for each field (that is, a single piece of land surrounded by a stock-proof boundary) or building to be included in this registration.

For each field you must enter either an OS Map Reference or a Land Parcel ID			
OS Map Reference 12 character (2 letters and 10 numbers) OS Map Reference, for example SO 12345 12345, for each field (see the notes for information on how to obtain a map reference).	Land Parcel ID RPA's Parcel ID (if the person renting you the land is a subsidy claimant they should be able to find the relevant Parcel IDs on their RPA paperwork or on the Rural Payments system for you). 10 character (2 letters and 8 numbers) for example TN 9876 5432.	Land description Description or your name for the rented field (for example, 'Field behind the pub' or 'Tom's Field'). (Optional)	Planned End Date Different dates can be entered for each TLA or for each field to be included in a tCPH. These end dates must be less than a year from the Start Date.
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Further copies of this page may be printed from GOV.UK or you may photocopy this page if required.

Section 5: tCPH location details (only to be completed for tCPH applications)

5.1 Enter a 12 character OS Map Reference (2 letters and 10 numbers), for example SO 12345 12345, that will reflect the animal gathering point or access point for the temporary holding (see the guidance notes for information on how to obtain a map reference). This point will become the 'Primary Map Reference' for the temporary holding.

OS Map Reference

5.2 Enter the details of the tCPH location above in the format of a postal address (see the guidance notes for information on how to obtain a postcode).

Postal address:

Postcode

Section 6: Declaration

6.1 I certify that the information given in this registration form is correct, and I confirm that:

- I have read, understand and will comply with the rules in Appendix 1 of this form
- I understand that failure to comply with these rules by me, my staff or persons contracted to me may result in the revocation of any registration and/or prosecution
- In the event of any of the details supplied in this form changing, I will inform APHA as soon as is practicable
- I will provide any additional information relating to this registration as may be reasonably required by APHA
- I will contact APHA to end this registration if I cease to use this land to keep livestock.

Signature:

Name in
BLOCK
LETTERS:

Date:

FAIR PROCESSING NOTICE

Defra, the Scottish Government, the Welsh Government and the Food Standards Agency are Data Controllers in Common in respect of personal data processed by the Animal and Plant Health Agency (APHA). For the purposes and usage of the data by APHA and the data sharing arrangements, please see the full Personal Information Charter on GOV.UK. A printed copy of this can be provided if required; please contact your local APHA Field Service office. APHA will not permit any unwarranted breach of confidentiality or act in contravention of their obligations under the Data Protection Act 1998. APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency.

You may scan and email the completed form to temporaryland@apha.gsi.gov.uk. Email is normally unencrypted so you should be cautious about transferring sensitive information.

Alternatively post the completed form to the APHA, or send it by fax, to the following address:

Animal and Plant Health Agency (APHA)
Cardiff Customer Service Centre
Government Buildings
66 Ty Glas Road
Llanishen
Cardiff
CF14 5ZB

Tel: 03000 200 301
Fax: 029 2076 8520

APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency to safeguard animal and plant health for the benefit of people, the environment and the economy.

Additional information relevant to your application

For APHA office use only

APPENDIX 1: Rules for temporary use of land to keep livestock

Whenever you start to keep livestock at any location for the first time, even on a temporary basis, you must register that use. Not to do so is an offence. You must also tell us when you stop keeping animals at that location. You must comply with current livestock movement reporting and standstill rules.

Rules for a Temporary Land Association (TLA)

Distance: The land (or at least part of each individual field) must be within ten miles of the RPA Place of Business point of your permanent CPH (measured as the crow flies). Land further than ten miles away may be included only if it is contiguous to (that is, immediately next to) other land included in that CPH.

Sole occupancy: You must keep livestock on your CPH (including any land associated to it via TLAs) separate from livestock kept by anyone else (including the person you are renting the land from). Livestock on different CPHs, including CPH(s) that you hold, must be kept separate.

TB controls: If your CPH is registered for keeping bovine animals (cattle, buffalo or bison), a TLA will only be permitted where the land is in the same bovine TB risk area as that of the CPH to which it is to be associated whether or not you intend to keep bovines on the rented land.

A TLA may be used to associate land in the Low Risk Area (LRA) to a permanent CPH in the Low Risk Area even if animals on that CPH are tested annually (for example herds subject to radial TB testing, post-TB breakdown testing, or producer retailers of unpasteurised milk, and so on).

All land covered by a single CPH, whether permanently or temporarily, will be treated as part of that CPH for disease testing and restriction purposes.

Rules for a Temporary CPH (tCPH)

Distance: A tCPH may be allocated regardless of the distance between it and any other CPHs that you hold. The land (or at least part of each individual land parcel) covered by the tCPH must however be within ten miles of the nominated Primary Map Reference of the tCPH (measured as the crow flies). Land further than ten miles away may be included if it is contiguous to (that is, immediately next to) other land included in that tCPH.

Sole occupancy: You must keep livestock on your tCPH separate from those of any other keeper (including the person you are renting the land from) and from those on any other CPH(s) that you hold.

TB Controls: For bovine species, that is, cattle, bison and buffalo, you may apply for a tCPH whether or not the land you intend to rent is in the same bovine TB risk area to that of your permanent CPH. TB pre-movement and post-movement testing rules apply to movements of bovine animals between tCPHs and permanent CPHs.

Bovine animals kept on tCPHs may not be considered separate groups for disease control purposes from the animals on the applicant's permanent CPH.

Landholder: Your tCPH number may only cover multiple pieces of land if they are all rented from the same person (and do not belong to different permanent CPHs).

Changes:

You must notify APHA if any of the following details provided on your application form change before the end of your TLA(s)/tCPH:

- land used
- the species of livestock you keep, particularly if you start to keep cattle or
- your contact details or details of the person you rent the land from

If you stop keeping livestock altogether you must notify APHA.

If you acquire the land on a permanent basis you must notify Rural Payments Agency on 03000 200301 in order for the land to be added to your existing permanent CPH or for a new permanent CPH to be allocated.

APPENDIX 2: Notes on filling in this form

About temporary use of land to keep livestock

You can read an explanation of what TLAs and tCPHs are at <https://www.gov.uk/government/publications/livestock-movements-simpler-rules-from-2016-to-2017> (you can get a printed copy on request). That will help you to identify whether you should apply for a Temporary Land Association (TLA) or Temporary County Parish Holding Number (tCPH).

How to find a map reference or a postcode

To complete the application form you may need to find a postcode and/or an OS map reference in the format of 12 characters (2 letters and 10 numbers) such as SO 12345 12345. There are websites that will give you the map reference and postcode for a point that you select on a map. Search online for 'how to find a map reference'. If you can't get a map reference using the internet, you can work one out using a printed OS map.

After you submit an application

Once your application has been processed APHA will contact you.

On the start date APHA will send letters confirming the allocation of the TLA(s)/tCPH to both you and the person(s) you are renting the land from (if they are livestock keeper). Those letters will contain details of each field included in the registration.

What to do if anything changes

As indicated on the previous page, you must notify us of changes to the details you have provided.

Fields can be added to or removed from a tCPH. The end dates against individual fields covered by the tCPH may be amended at any time – that is, the make-up of the tCPH can change.

- the Primary Map Reference should reflect the animal gathering point or access point for a temporary holding – it may need to be changed if you amend the land covered by a tCPH
- it's only possible to change the primary map reference within the same parish – if the primary map reference moves into another parish a new tCPH would need to be allocated

If you want to apply for a new Temporary Land Association or a new tCPH you must submit another Application Form.

What happens at the end of a TLA or tCPH?

APHA will write to you 30 days before the planned end date of a tCPH or a TLA to remind you. The person(s) you are renting the land from will also get a copy of that letter if they are livestock keeper.

If you need to change the planned end date (that is, to extend the registration) you must apply to APHA before that date. You can do this by returning the renewal form attached to the letter, or by phoning APHA.

After the end date of a tCPH you will not be able to renew that tCPH number – you would have to apply for a new number if you still need one. Once a tCPH has ended you can no longer report livestock moves against it. After a TLA has ended, the land it covered no longer forms part of your CPH for movement reporting and standstill purposes.

Contacting APHA

If you have any queries or wish to make changes to an existing tCPH/TLA please contact the APHA Customer Service Centre using the details on page 6 of this form.