

Example application to register the temporary use of land

APHA will not be able to process your application for a TLA or tCPH until you've provided all the required information. If the form is not filled out correctly someone will have to get in touch with you to ask you to provide more information and that will cause delays. Example answers and additional guidance are provided here.

The most common problems with application forms received are:

- Section 4 (Field details) not filled in correctly
- Section 3 (Landholder details) incomplete or incorrect
- Start or end dates not provided
- Not specified whether the application is for TLA or tCPH
- Other information missing



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:	

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You must tick one of these two boxes

Section 1: Application type

1.1 You can use this application form to apply for a single tCPH, or to associate land to a single permanent CPH via one or more TLAs. You must complete separate application forms if you wish to apply for both a tCPH and for one or more TLA(s).

Application Type: **Temporary Land Association (TLA)** **Temporary CPH (tCPH)**

1.2 Enter the date you wish the TLA(s) / tCPH to start. It will take a few days from that date for a tCPH to become available on movement systems so you should enter a Start Date a number of days before the actual date on which you intend to move animals. All fields listed in this application will have the same Start Date. Where the requested Start Date falls on a weekend, the registration will begin on the previous Friday.

We can't back-date a registration, so if you want your registration to start as soon as we are able to process your application, put the words 'as soon as possible' rather than a date in the start date box.

Start date:

You must provide a start date. If you would like the application to be processed as soon as possible we accept 'ASAP'

Section 2: Customer details

2.1 You must complete this section with your details.

Title:	<input type="text" value="MR"/>
First name:	<input type="text" value="JOHN"/>
Last name:	<input type="text" value="DOE"/>
Business name (if applicable):	<input type="text" value="JOHNDOE TRADE LTD"/>
Postal address:	<input type="text" value="1 MAINSTREET"/> <input type="text" value="SUNNYDALE"/> <input type="text" value="LONDON"/> <input type="text" value="Postcode AB12 3CD"/>
Telephone no:	<input type="text" value="01234 56789"/>
Mobile no:	<input type="text" value="07890123456"/>
Fax no:	<input type="text" value="N/A"/>
Email address:	<input type="text" value="JohnDoe123@live.com"/>
2.2 CPH number:	<input type="text" value="12/123/1234"/>
2.3 SBI/CRN no:	<input type="text" value="147258369"/>
2.4 Species:	<input type="text" value="CATTLE AND SHEEP"/>

Section 2 should be completed with details of the customer (livestock keeper) and not an agent acting on their behalf

We will use this address to send you letters relating to your temporary land application / registration

Your tCPH/TLA will share a herd/flock mark with this CPH

Enter your permanent CPH. This will serve as the 'Parent' CPH for this registration.

Enter your RPA Single Business Identifier (SBI) associated with the CPH you have entered above. Or, if the CPH is in Wales enter the Customer Reference Number (CRN) allocated by Rural Payments Wales (RPW).

Enter all the species of livestock that you intend to keep on this land.

Section 3: Landholder details

For TLA applications – If you are applying to register fields rented from one or more landholders (or one or more permanent CPHs) you must complete separate Sections 3 and 4 for each. You can print further copies from GOV.UK or you can photocopy these pages.

For tCPH applications – All land must be rented from the same person (and same permanent CPH).

3.1 You must complete this section with the details for the person you intend to rent this land from.

Title:	<i>MRS</i>
First name:	<i>JANE</i>
Last name:	<i>SMITH</i>
Business name (if applicable):	<i>SMITH & SONS LTD</i>
Postal address:	<i>ROOM 1 OFFICE BUILDINGS SUNNYDALE LONDON Postcode AB34 5EF</i>

We will use this address to send letters relating to your temporary land registration to the person you are 'renting' the land from if they are registered as a livestock keeper

3.2 CPH number:	<i>09/876/5432</i>	Enter the CPH number that permanently covers this land. Leave blank if the land isn't covered by a CPH.
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Further copies of this page may be printed from GOV.UK or you may photocopy this page if required.

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.

09/876/5432

The most common problem with applications received is that this section has not been filled in correctly

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.
AB 43210 87654	-----	COOPERS FIELD	1 YEAR
-----	AB 3210 7654	SQUARE MEADOW	31/12/17
-----	AB 3210 7655	FIELD BEHIND SCHOOL	31/12/17

Your application cannot be processed unless you provide either a map reference or Parcel ID for **every** field that you want to include. If you want to register use of a building or shed you must provide a map reference for it.

These references must be provided in the format as set out above

If providing map references they should be for a point approximately in the middle of the field/building

Guidance on finding map references and Parcel IDs is available separately

Planned End Dates must be provided. These can all be the same or they can be different for each field/building

If you put 'one year' we will enter a date that is one year from the start date

Further copies of this page may be printed from GOV.UK or you may photocopy this page if required.

If you need more rows please copy or print more of this page

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

AB 43211 87655

You must provide a map reference here if you are applying for a tCPH

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:

THE ROAD
SUNNYDALE
LONDON
Postcode *AB34 7RT*

This address should describe the location of the temporary holding. It will not be used for correspondence

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:

John Doe

Name in BLOCK LETTERS:

JOHN DOE

Date:

01/01/2017

The form should be signed by the customer (livestock keeper) and not an agent acting on their behalf

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.

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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