

# Application for Export Services at Concessionary Rates



Animal & Plant Health Agency

## For Official Use Only

Checked \_\_\_\_\_ Initials \_\_\_\_\_  
Date \_\_\_\_\_  
Approved \_\_\_\_\_ SPHSI  
Date \_\_\_\_\_

- Any individual or company may obtain Plant Health Export Certification Services at reduced rates if:
  - that individual or company is not registered for VAT purposes;
  - OR**
  - the total value of the individual's or company's certified exports of plants and plant products was less than £5,000 during the last complete financial year (1 April to 31 March).
- These concessions may also apply to private individuals making non-commercial exports and to Universities and other non-commercial scientific establishments.
- Services under this concession will be available only up to a maximum total of £250 at half price (£500 full price value) in any one financial year. Services required when this total is exceeded will be charged for at full price.
- Evidence of qualification will have to be provided by applicants if they are requested to do so.
- If you think that you or your company qualify for export services at reduced rates, complete questions 1, 2 and 3 or 4 as appropriate, of this form, sign and date the application and return it to your local APHA Plant Health and Seeds Inspector. Contact details can be found on the GOV.UK website at: <http://www.fera.defra.gov.uk/plants/plantHealth/documents/phsiOfficesList0214.pdf>.
- Please note that this application refers to the provision of export services to non EC countries.**  
A separate system of plant passporting applies to movement of certain plants and plant products within the EU. Please contact your local APHA PHSI if you require further information on plant passports.

Please use **BLACK INK** and **BLOCK LETTERS**

1. Your name or the name of the company you represent

2. Full postal address   
Postcode  Telephone No. (including national dialling code)

Please tick appropriate box

3. Are you registered for VAT purposes? .....YES  NO

**OR**

4. What was the total value of your certified exports of plants and plant products to non EC countries during the last complete financial year (1 April to 31 March)?  £

### Declaration

- I confirm that to the best of my knowledge and belief the information I have entered above is true.
- I understand that if the answers to questions 3 or 4 subsequently prove to be false I/my company will immediately become liable for the full charges for any services already received less any sums already paid.

Signature  Date

Status in company (if applicable)

### Data Protection

Information provided will be used for the processing of your application. Details will be held in our computer system and will be used to compile statistics on activity in your sector for submission to the EC Commission and for any administrative purposes. In emergency situations, such as a pest outbreak, information (including the location of licenced material) may be used by other divisions within APHA, Defra and other Government Departments or their appointed agents.

APHA may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations, the Code of Practice on Access to Government Information or the Freedom of Information Act 2000. However, APHA will not permit any breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998. APHA, Defra or its appointed agents may use the name, address and other details on your application form to contact you in connection with occasional customer research aimed at improving the services that APHA provides to you.



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government