



NATIONAL LIST AND PLANT BREEDERS' RIGHTS INFORMATION

GUIDELINES: HOW TO USE THE NEW APPLICATION FORM

NATIONAL LISTING

1. We have created this form using Adobe Acrobat and, therefore, we recommend that applicants use Adobe software to complete the forms.
2. Download the form from <https://www.gov.uk/government/publications/national-list-application-to-add-a-plant-variety> and save the pdf application form on your computer.
3. Open the application form on your computer. Please read the text on the form carefully.
 - a. Boxes outlined in **RED** are mandatory fields. These must be filled in before the form is submitted.
 - i. Please note: if you cannot see the **RED** boxes due to your software version, you can click the "Check Application" button at the end of the form for a list of mandatory fields.
 - ii. If you can neither see the **RED** boxes nor use the "Check Application" button at the end of the form, please see the list of mandatory fields at the bottom of this guidance document.
 - b. Other boxes are optional. Please fill these in if they are relevant to your application.
4. Fill in the application form. If you select some options, these will cause a **RED** outline to appear around further boxes. This is because the box you have just selected makes further questions mandatory.
 - a. If you incorrectly click a 'yes' box, you must click it again to unselect it and then click on the 'no' box. This deletes the follow-up mandatory fields in response to selecting 'yes'.
5. If you require the Maintainer form, please click on the link in section 2 of the application form to open the Maintainer form. Please complete the Maintainer form and send it to APHA together with the application form.
 - a. Please note: if the link does not work, please copy the web address from the form and paste it into the URL search in your internet browser.
6. Please paste your electronic signature in the Signature of Applicant box. If you do not have an electronic signature, please leave this box blank. You must state your name in BLOCK letters in the box below the signature box.
7. Once you have completed the application form, please select the "Check Application" button. A pop-up box will appear telling you which mandatory **RED** fields you have missed, or if the form has been fully completed.
 - a. Please note: If you cannot use the "Check Application" button, please check that you have completed all of the fields listed as mandatory at the bottom of this guidance document.



8. When you are satisfied that you have completed the application form correctly, select the 'Lock this Form' button. This will make the form read-only which cannot be edited further.
 - a. Please note: you do not need to lock the form in order to submit your application. We provide the option to lock the form as an additional security measure to ensure the application is not changed after completion.
9. If you have any problems with completing the application form, please email NLPBR-Applications@apha.gov.uk or phone +44(0)208 026 5993.
10. Save the completed application form, and submit it via email with the Technical Questionnaire (mandatory), Remittance Advice Slip (mandatory), Proof of Payment (mandatory), Maintainer Form (optional), Authorisation of Agent (optional) to NLPBR-Applications@apha.gov.uk.

MANDATORY FIELDS TO COMPLETE

01. Applicant's name and full postal address
 01. Applicant's telephone number
 01. Applicant's email address
 02. Maintainer's name and full postal address
 02. Maintainer's telephone number
 02. Maintainer's email address
 03. Breeder's name and full postal address
 03. Breeder's telephone number
 03. Breeder's email
 06. Breeder's reference
 08. Has an application been submitted for UK or for CPVR?
 08. Date of CPVR Application (If Yes to question 08)
 09. Have any NL applications been made in any other Member State?
 - 09a. Purchase the DUS report? (If Yes to question 09)
 - 09c. Carry out DUS testing in the UK? (If Yes to question 09)
 10. Is the variety a Genetically Modified Organism – Yes or No?
 11. Is the variety a Novel food – Yes or No?
- Declaration: Name in BLOCK letters
Declaration: Date