Dear sheep or goat keeper

Annual Inventory of Sheep and Goats 1 December 2019

Please find enclosed your 2019 Annual Sheep and Goat Inventory. Please complete online at https://defra.htkhorizon.com/sag or return the completed form in the pre-paid envelope provided. You must return your inventory by 31 December 2019.

Why have I been sent this form?
You are registered with us as a keeper of sheep or goats. We need to keep our records up to date and therefore need to know about the animals under your keepership. You must complete the form showing the position on 1 December 2019.

It is important that you record all your sheep (including rams and lambs) and goats under each location where you keep them. If you have sheep or goats on rented grazing or common land these should be included as well if you retain keepership of them. We have included a Questions and Answers sheet overleaf that provides useful information on the Inventory.

Where can I find help to complete the inventory?
You can telephone us on 03000 600 140 (Mon to Fri 9.00am to 4.30pm) or email surveys@defra.gov.uk, please remember to include your name and CPH number. If you are completing the Inventory online there is additional help once you have logged on to the system.

It is important that you complete the inventory accurately as the information you provide could be used to determine eligibility for future market support schemes (e.g. financial aid or other benefits) if implemented. It may also be used to determine the amount and type of support you receive. If you do not submit your Annual Inventory, please be aware that you may be excluded from future market support schemes.

It is an offence under law not to submit your Annual Inventory. Failure to do so will increase your chance of a future cross compliance inspection. Keeping an Annual Inventory total in your Holding Register is a cross compliance requirement (in the section at the back of the Defra Register).

Data Protection
Under the Data Protection Act 2018 Defra is the Controller in respect of personal data relating to keepers of sheep and goats in England. Defra and its agencies will use your personal data for the purposes of ensuring that the competent authorities have access to the information required to carry out their functions in the public interest and will do so in compliance with applicable Data Protection laws. For more information on how we process your data, please go to www.gov.uk and search the APHA Personal Information Charter and associated privacy notices.

Farm Surveys Team
1. I do not keep sheep or goats. Do I need to return the Inventory?
Yes. Complete sections 1 and 5 on the form and return it in the prepaid envelope or submit the information online. If you no longer keep sheep or goats, you must by law tell the Animal and Plant Health Agency (APHA) within 30 days of that happening (telephone 03000 200 301 or email Customer.Registration@apha.gov.uk), otherwise you will keep receiving this form annually to complete.

2. Who is a keeper?
Any person with responsibility for keeping livestock, even temporarily, including pets, excluding veterinary practices.

3. What happens if I do not send in my Inventory?
That is an offence and will increase your risk of being selected for a farm inspection. Failure to include your Inventory total in your holding register may result in a reduction to your payments.

4. I am the registered keeper, but on 1 December the animals were over-wintered on another holding. Should I record the animals on my form?
If you remain the keeper at that away location, then these animals must be recorded on your inventory return. If you do not retain day to day care and control of your animals whilst on temporary grazing, nor maintain the holding register for that location, the receiving keeper must ensure their holding is registered with the Rural Payments Agency (RPA), and APHA know that they are keeping the animals. They must record them on their Inventory.

5. Do I have to list all the CPHs where I keep sheep and goats?
Yes. You must list all the CPHs (at section 4) where you are the keeper of sheep and/or goats on 1 December. It is important to ensure that you have registered/de-registered all CPHs where you keep/kept animals, with APHA.

6. How do I manage movements to and from common land?
The law requires keepers to record and report all movements between their holding and common land. If your holding shares a border with part of a registered common which you have rights to, you can apply for an exemption from recording and reporting movements directly between your holding and that common land. To do so they must be linked on the Animal Movement Licensing System (AMLS). If you would like to apply for this exemption, or if any of your existing links have changed, phone Defra's helpline on 03459 335 577 and provide the CPH number for your holding and the common land that it adjoins. You can get the CPH for the common land you use by contacting the Surveys Team telephone 03000 600 140 or email surveys@defra.gov.uk.

7. I have received two forms, should I complete both?
Yes but please do not duplicate your response on both. If you only need one inventory in the future, please record all your animals on that inventory. On the second inventory, add a comment that you entered your animals on another form/online. Return both inventories in the prepaid envelope provided or submit online.

8. Where can I go if I have questions on sheep and goat ID recording and movement reporting?
Please ring the Defra helpline on 03459 335 577 or read our online guidance at https://www.gov.uk/topic/keeping-farmed-animals/sheep-identity-registration.

9. Why is the form sent back to the Office for National Statistics (ONS)?
ONS record the data on the form for Defra. Once checked it is stored on Defra’s Animal Movement and Licensing Database.