Department for Environment, Food and Rural Affairs
Scottish Government
Welsh Government

Animal & Plant Health Agency

Animal Health Act 1981 (as amended)
European Communities Act 1972
Importation of Animal Products and Poultry Products Order 1980 (as amended)
Importation of Processed Animal Proteins Order 1981 (as amended)
Importation of Animal Pathogens Order 1980 (as amended) (IAPO)
Trade in Animals and Related Products Regulations 2011 (as amended)
Animal By-Products (Enforcement) (England) Regulations 2011 (as amended)
Control of Substances Hazardous to Health Regulations 2002 (as amended)
Health and Safety at Work Act 1974

For Official Use Only

Date Received

Log No.

Application for an Import Licence/Authorisation for Animal Products or a Licence to Import an Animal Pathogen/Carrier into Great Britain

Ensure that:

- you check with the Animal and Plant Health Agency (APHA) Import Team, Centre for International Trade Carlisle if in doubt about which licence/authorisation you are applying for
- you complete this form in **BLOCK LETTERS** or typescript
- you allow at least 15 working days for the application to be processed and the licence/authorisation to be issued
- you return your application form to the relevant office address given at the end of this document
- the form is completed in full. Do not leave boxes incomplete; write 'not applicable' or 'N/A' where appropriate. Incomplete or illegible forms may result in delays and may be returned
- a separate form is used for each type of material (either animal product or animal pathogen/carrier) you wish to import
- you read the accompanying guidance notes as you complete each section of this form.

Note: If you wish to import a Specified Animal Pathogen (as defined by Article 3(1) of the Specified Animal Pathogens Order), use the relevant General Licence (IV69). For further information refer to GOV.UK: https://www.gov.uk/guidance/bringing-specified-animal-pathogens-into-gb

Section 1 – Applicant's Details

1. Name and full postal address of importing company, laboratory or individual

Name:

Address

Postcode/Zipcode

Full name, title and contact details of individual, laboratory or a contact at importing company

Dr/Mr/Mrs/Miss/Ms/Other

Telephone Number

Email

Position Held

Qualifications

2. Full postal address of destination premises, name and contact details of person in charge of premises or responsible for the work being undertaken (if different from above)

Dr/Mr/Mrs/Miss/Ms/Other

Address

Postcode/Zipcode

Telephone Number

Email

Position Held

Qualifications

3. Provide contact details of agent (if applicable)

Dr/Mr/Mrs/Miss/Ms/Other

Address

Postcode/Zipcode

Telephone Number

Email

4. Destination premises/laboratory standards, accreditation and containment facilities (Refer to 'Notes for Completion' for further information). Provide this information for ***in vitro*** and, where appropriate, ***in vivo*** work.

a. Does the destination premises have relevant laboratory accreditation status e.g. accreditation to ISO17025 or hold a license under SAPO?

Yes ☐ No ☐ (Tick one option)

If yes give details

b. Are Standard Operating Procedures/Good Laboratory Practice principles in place and applied including the recommendations contained in recognized relevant guidance documents (refer to 'Notes for Completion' for further information).

Yes ☐ No ☐ (tick one option)

If yes give details

c. Does the destination premises meet ACDP or GMO containment standard(s) and if so specify which standard(s) and to what level

Give details:

ACDP Containment Level 2 ☐ 3 ☐ 4 ☐

d. Is the destination premises registered/approved under the Animal By-Products (Enforcement) Regulations 2011?

Yes ☐ No ☐ (tick one option)

If yes specify the registration/approval number:

5. Has the destination premises carried out a risk assessment for receipt and storage of the specified animal pathogens/carriers/animal products?

Yes ☐ No ☐ (tick one option)

If yes, provide full details.

6. Is the material likely to come into contact with ruminating animals, swine, equidae or birds?

Yes ☐ No ☐ (tick one option)

If yes, provide full details.

7. Do any of the laboratory personnel who will be handling the material have contact with ruminants, swine, equidae, captive birds or poultry not involved in the proposed work?

Yes ☐ No ☐ (tick one option)

If yes, give details.

8. What is the intended use of the animal product or pathogen/carrier? (Tick all relevant options)

Technical ☐ Pharmaceutical ☐ Cosmetic ☐ Laboratory ☐

Sampling/evaluation ☐ Research ☐ Human consumption ☐ Animal consumption ☐

Diagnostics ☐ Other ☐ (specify)

9. Will the animal product or pathogen/carrier be used for

In vivo work Yes ☐ No ☐ (Tick one option)

In vitro work Yes ☐ No ☐ (Tick one option)

For each type of animal product, animal pathogen/carrier give a full description of the nature of the testing/taste testing/research/evaluation that will be carried out (including methods to be used).

Provide details:

10. Is the animal product or pathogen/carrier for commercial use? Yes ☐ No ☐ (Tick one option)

if 'YES' specify details:

11. If for future commercial use will it be in the UK/EU/other country? (Specify)

Section 2 – Licence/Authorisation Details

12. Indicate, by ticking either the box at a) or one or both boxes at b) the type of material you wish to import. In this case a 'pathogen' is an organism or derivative of, which could cause disease in ruminating animals, horses, swine or birds.

a) animal product that does not contain or is not suspected to contain a pathogen ☐

b) animal pathogen ☐ animal pathogen carrier ☐

13. Have you previously held or do you currently hold an Import Licence/Authorisation for this type of product/pathogen?

Yes ☐ No ☐ (Tick one option)

If yes, provide licence/authorisation number and details:

Licence/Authorisation reference number(s)

14. Requested validity period (tick one option)

1 month ☐ 3 months ☐ 6 months ☐ 1 year ☐ 2 years ☐ 5 years ☐

(The final decision, where appropriate, concerning the length of any individual licence/authorisation issued rests with the issuing officer(s))

Section 3 – Consignment Details of Origin/Exporter

15. Name

Address

Country

Telephone Number | Email

16. Country (ies) of origin

17. Country (ies) of transhipment(if applicable)

18. Indicate the species from which the animal product, pathogen/carrier is derived
(Tick as many options as appropriate)

Bovine (Cattle) ☐ Porcine (Pig) ☐ Ovine (sheep) ☐ Caprine (goat) ☐ Equine ☐

Domestic fowl (e.g. chicken, turkey etc) ☐ Ratite (e.g. Ostrich, emu etc) ☐ Game ☐

Other ☐ (specify)

19. Does the animal product contain any of the following products? (Tick as many options as appropriate)

Egg products ☐ Milk or milk based products ☐ Fish ☐ Honey ☐

Other ☐ (specify)

If you plan to import animal products that contain any material listed above from different countries of origin, then use the additional information Section VI to include a comprehensive list of all animal products, the materials contained in them and the countries of origin of those materials.

20. Product /pathogen/carrier name

21. Product/pathogen/carrier description (include a full description including the Category if it is an animal by-product)

22. Port/airport of entry into Great Britain

23. Indicate method of transport

24. Proposed date of Import into Great Britain

25. Number of consignments

26. Type, size and number of containers in which the material is to be imported in each consignment

27. Volume/weight/number of samples in each container

28. The form in which the material will be transported e.g. frozen, on dry ice

29. Give details of any tests or procedures carried out in the country of origin to determine freedom from, or to eliminate, contaminating organisms

30. Provide details of **all** the processing the animal product has **undergone prior to import**. Also, provide full details of collection/packaging/processing/heat treatments/filtration. All heat treatments **must** have time and temperatures specified.

31. In the case of blood, plasma, serum or faeces, could these be heat treated at 56°C for 30 minutes prior to importation and still be suitable for the purposes of the research?

Yes ☐ No ☐ (Tick one option)

32. Tick any of the following diseases that can be caused by any pathogens which are handled at the premises given at question 15 above:

Foot and mouth disease	☐	Vesicular stomatitis	☐	Teschen disease	☐
Peste des petits ruminants	☐	African horse sickness	☐	Bluetongue	☐
Lumpy skin disease	☐	Rift Valley fever	☐	Sheep Pox	☐
Equine infectious anaemia	☐	African swine fever	☐	Goat Pox	☐
Equine encephalomyelitis	☐	Newcastle disease	☐	Rabies	☐
Enzootic bovine leucosis	☐	Aujeszky's disease	☐	Avian Influenza	☐
Swine vesicular disease	☐	Classical swine fever	☐	Rinderpest	☐
Paramyxovirus of pigeons	☐	Contagious bovine pleuropneumonia	☐		

No pathogens handled at the premises given at question 15 above ☐

33. State the origin of the material (Tick one box)

Farm	☐	Laboratory	☐	Countryside/wild etc	☐
Abattoir	☐	Commercial/processing plant	☐	Other ☐ (Specify)	

If from an abattoir/commercial/processing plant, is the premises approved for export of the products to the EU?

Yes ☐ No ☐ (Tick one option)

If yes state the EU approval number

If the premises is approved under National legislation of the exporting country give details:

34. When the animal products were collected from the animals were they suspected of being infected with any notifiable infectious/communicable disease, to which the animals are susceptible, according to European, UK or national animal health legislation in the exporting country?

Yes ☐ No ☐ (Tick one option)

If yes, provide details:

35. Where the animal product is not a 'pure' product, a 100% breakdown of **all** ingredients must be supplied, particularly in respect of any animal derived material (if necessary list these at Section VI or on a separate sheet of paper).

Section 4 – Animal Health Licence to Import an Animal Pathogen/Carrier

36. Describe the precautions taken at the laboratory to prevent the release of the pathogen or carrier.

37. If the pathogen is to be used in animals, state the species and give details of their accommodation.

38. For animal pathogens only, can the pathogen be sub-cultured?
(Tick one option) Yes ☐ No ☐

If 'YES', specify in which medium

39. State the proximity and species of the nearest livestock (cattle, sheep, goats, other ruminants, horses, swine, domestic fowls, turkeys, geese, ducks, guinea fowls, pigeons, pheasants, partridges and quail) to the premises stated at Section I question 2.

Section 5 – Disposal of Residues and Waste

40. Provide the name and full postal address of the premises where the residues of the animal product, pathogen or carrier following testing and any packaging will be disposed of. (Material must be disposed of in accordance with Environmental and Animal By-Product legislation).

Name

Address

Postcode

41. Method of disposal of cultures, pathogens or carriers at the end of the research period.

42. For ***in vivo*** work indicate what will happen to test animals and in-contact animals at the end of the studies.

43. For ***in vivo*** work describe the method of disposal of waste and carcases.

Section 6 – Declaration

Tick as appropriate

I am applying for:

- an authorisation under Trade In Animals And Related Products Regulations 2011 (as amended) ☐

Or

- a licence to import animal/poultry products under the provisions of the Importation of Animal Products and Poultry Products Order 1980 (as amended) ☐

Or

- a licence to import animal pathogen/carrier under the provisions of the Importation of Animal Pathogens Order 1980 (as amended) ☐

I understand that if a licence/authorisation is issued, I must comply with its conditions.

To the best of my knowledge all the information given above is true.

Signature			
Name in BLOCK LETTERS		Date	

If the applicant will not be responsible for carrying out work on the imported material, this form must also be signed below by the person responsible for the work carried out

- I understand that I must abide by the conditions of any licence/authorisation issued in connection with this application

Signature of person for carrying out work if different from applicant			
Name in BLOCK LETTERS		Date	

If the applicant is not in overall charge of the premises where the work is to be carried out, this form must be countersigned below by Head of Department/Head of Laboratory/Biological Safety Officer or similar

- I support this application.

Signature			
Name in BLOCK LETTERS		Date	
Position Held			

DATA PROTECTION
For information on how we handle personal data please go to www.gov.uk and search Animal and Plant Health Agency Personal Information Charter.

Section 7 – Additional Information

To be completed for all application where applicable

If you require additional space use a blank sheet and indicate you have done so by ticking this box ☐

Similarly any inserts such as labels or product literature will be considered helpful if it provides additional information about the product.

On completion send this application form to:

For applications for animal pathogens and carriers landing in England or Scotland and for animal products landing in England or Wales:
Animal and Plant Health Agency
Centre for International Trade Carlisle
Eden Bridge House
Lowther Street
Carlisle
Cumbria
CA3 8DX

Tel: 03000 200 301
Email: Imports@apha.gov.uk

For applications for animal products landing in Scotland

Scottish Government
Agriculture and Rural Economy Directorate
Animal Health and Welfare Division
P Spur
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD

Tel: 0300 244 9874
Email: animal.health@gov.Scot

For applications for animal pathogens or carriers landing in Wales

Exotic Animal Diseases
Office of the Chief Veterinary Officer
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Tel: 0300 060 4400
Email: animaldiseaseslivestock@gov.wales

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.