

Section 2 - Required Method of Operation

Operation	Description of the procedure/facility etc.	'X Reference'	Staff Member(s) Responsible for Supervision
Check in Procedures			
1. (i) Carriers are required through their booking systems to identify pets.			
(ii) Records must be available and provided to APHA.			
Routing of Travellers without Pets			
2. The identification of undeclared pets carried by any traveller is an essential part of prevention of smuggling. Carriers should describe the instruction and training given to all staff at points in transit through the journey where illegal imports might be detected. Methods of redirection and enforcement should be described.	Travellers found evading the Check system will be dealt with as under the existing 1974 Order procedures.		
Routing of Declared Pets			
3. Carriers should describe how pets should be handled between check in and checks at destination. Detail should be given on how passengers with pets will be handled where pets are allowed to travel in the passenger cabin. On arrival at the airport of embarkation carrying crates must be marked in such a way that they are easily identified until they are cleared at the UK airport of entry. What method of marking will be used?			

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UK Entry Clearance			
4. (i) Describe where and who will be carrying out the pets checks. (ii) How will travellers collect their pets?	If checks are carried out by an approved Checker on behalf of the airline, Section 4 must be completed.		

Welfare in Transport Obligations
5. Carriers are obliged to meet the requirements of the EU Welfare in Transport Council Regulation (EC) No 1/2005 and The Welfare of Animals (Transport) (England) Order 2006 or The Welfare of Animals (Transport) (Scotland) Regulations 2006 or The Welfare of Animals (Transport) (Wales) Order 2007 depending on where the animals will arrive in GB. Commercial carriers such as ferry companies, airlines or pet transport services will be subject to the authorisation requirements laid down in the EU Welfare in Transport Regulation EC 1/2005 and must ensure that transport conditions do not cause unnecessary suffering to any animal transported. For more information please see Section 12 in the Guidance for Authorised Pet Carriers and Checkers (PT44) which can be found on GOV.UK.

The above details must not be changed without giving notice to APHA CITC. Written agreement must be obtained from CITC before any change is made.

Section 3 - Acceptance of Required Method of Operation Conditions

I am aware that all pets must comply with relevant Animal Welfare legislation and will comply with the IATA guidelines.

Signed for Carrier	<input type="text"/>	Date	<input type="text"/>
Name in BLOCK LETTERS	<input type="text"/>	Email address	<input type="text"/>
Status/Designation	<input type="text"/>		

The above details must not be changed without giving notice to APHA CITC. Written agreement must be obtained from CITC before any change is made

Section 4 - Agreement by Approved Pet Checker to carry out Pets checks

I hereby agree to carry out the required checks on all pets as set out at point 4 of section 2 above.

Signature	<input type="text"/>	Date:	<input type="text"/>
Name in BLOCK LETTERS	<input type="text"/>		

Name of Approval PETS
Checker:

Email address:

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 5: Delivery Team Recommendation

Signature

APHA office:

Name in BLOCK LETTERS

Date:

Veterinary Head of Field Delivery (VHoFD)

This form must be submitted for approval to the Import Team at CITC by:

- Email: Imports@apha.gov.uk or,
- Post: Animal and Plant Health Agency
Centre for International Trade - Carlisle
Import Team
Eden Bridge House
Lowther Street
Carlisle
CA3 8DX

Section 6: Import Team approval

Signature

Name in BLOCK LETTERS

Date:

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.

HM3 Stamp	Name:	<input type="text"/>	<input type="text"/>	Date Received:	<input type="text"/>	WS ID:	<input type="text"/>
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