



Application to Register Temporary Use of Land to Keep Livestock

You must use this form if you want to apply for an English Temporary County Parish Holding Number (tCPH) or for a Temporary Land Association (TLA) between an English CPH and land in either England or Wales.

You must hold a permanent County Parish Holding Number (CPH) allocated by the Rural Payments Agency (RPA) and be registered with APHA as a livestock keeper before you can apply for a TLA or tCPH.

Please read the Guidance on How to Register Temporary Use of Land to Keep Livestock (IRA78) before completing this form. If you require a copy of those guidance notes or have any problems completing this form contact APHA on **03000 200 301**.

Note:

- a single form can only be used to apply for either one or more TLA(s), or a single tCPH
- this form must be completed in black ink
- * Indicates box must be completed
- this form must be completed using BLOCK CAPITALS (except for your email address)
- do not use correction fluid: cross through a mistake, sign and date it
- the declaration in Section 6 must be signed by the applicant (and not by anyone else completing this form on their behalf)
- provide on Page 6 any additional information relevant to your application

When you've completed this form, you may scan and send it by email, post it, or fax it, using the contact details on page 6. Your application should be processed by APHA within 10 working days of receipt. It may take longer if more information is needed or if your application hasn't been filled out accurately and in full.

To apply for one or more TLAs you must complete all sections except for Section 5.

To apply for a tCPH you must complete all sections.

You can get further copies of this application form either by searching on [GOV.UK](https://www.gov.uk) for 'IRA75' or by contacting APHA.

For Official Use Only	
Recorded:	
Initiated:	
TLR:	
Validated:	
Activated/Declined:	

Section 1: Application Type

1.1 You can use this application form to apply for a single tCPH, or to associate land to a single permanent CPH by one or more TLAs. You must complete separate application forms if you wish to apply for both a tCPH and for one or more TLA(s).

* Application Type: **Temporary Land Association (TLA)** **Temporary CPH (tCPH)**

1.2 Enter the date you wish the TLA(s) / tCPH to start. It will take a few days from that date for a tCPH to become available on movement systems so you should enter a Start Date a number of days before the actual date on which you intend to move animals. All fields or buildings listed in this application will have the same Start Date. Where the requested Start Date falls on a weekend, the registration will begin on the previous Friday.

We can't back-date a registration, but if you want your registration to start as soon as we are able to process your application, put 'ASAP' rather than a date in the start date box.

* Start date:

Section 2: Customer Details

2.1 You must complete this section with your details.

* Title:

* First name:

* Last name:

Business name:

* Postal address:

Postcode

* Contact Telephone number(s):

Fax no:

Email address:

* 2.2 CPH number: Enter your permanent CPH. This will serve as the 'Parent' CPH for this registration.

* 2.3 SBI/CRN no: Enter your RPA Single Business Identifier (SBI) associated with the CPH you have entered above. Or, if the CPH is in Wales enter the Customer Reference Number (CRN) allocated by Rural Payments Wales (RPW).

* 2.4 Species: Enter all the species of livestock that you intend to keep on this land.

Section 3: Landholder Details

For TLA applications - If you are applying to register land rented¹ from one or more landholders (or one or more permanent CPHs) **you must complete separate Sections 3 and 4 for each**. You can obtain further copies by searching on GOV.UK for 'IRA75', contacting APHA, or by photocopying these pages.

For tCPH applications - All land must be rented from the same person (and same permanent CPH).

3.1 You must complete this section with the details for the person you intend to rent this land from.

* Title:	<input type="text"/>
* First name:	<input type="text"/>
* Last name:	<input type="text"/>
Business name:	<input type="text"/>
* Postal address:	<input type="text"/>
	Postcode

* 3.2 CPH number: Enter the CPH number that permanently covers this land. Enter 'N/A' if the land isn't covered by a CPH.

You can obtain further copies by searching on GOV.UK for 'IRA75', contacting APHA or by photocopying these pages.

¹ The terms 'renting' and 'rent' are used in this document to refer to any arrangement between yourself and someone else for you to use land they have control of.

Section 4: Land Details

* 4.1 Landholder CPH: (same CPH as in 3.2)

Enter N/A if the land isn't covered by a CPH

* 4.2 Complete one row for each field (that is, a single piece of land surrounded by a stock-proof boundary) or building to be included in this registration:

For each field you must enter either an OS Map Reference or a Parcel ID (for a building you must enter an OS Map Reference).			
OS Map Reference 12 character (two letters and ten numbers) OS map reference for each field or building. For example SO 12345 12345. See Appendix 2 for information on how to obtain a map reference.	Parcel ID RPA's Parcel ID in the format 10 characters (two letters and eight numbers). For example TN 9876 5432. If the person renting you the land is a subsidy claimant they should be able to find the relevant Parcel IDs on their RPA paperwork or on the Rural Payments system for you.	Land Description Description or your name for the rented field or building. For example, 'Field behind the pub' or 'Tom's Field'. (optional)	Planned End Date Different dates can be entered for each field or building. End dates cannot be more than one year after the Start Date.

For additional copies search GOV.UK for 'IRA75', contact APHA or photocopy this page.

Section 5: tCPH Location Details (only to be completed for tCPH applications)

5.1 Enter a 12 character OS Map Reference (two letters and ten numbers), for example SO 12345 12345, that will reflect the animal gathering point or access point for the temporary holding (see Appendix 2 for information on how to obtain a map reference). This point will become the 'Primary Map Reference' for the temporary holding.

* OS Map Reference:

5.2 Enter the details of the tCPH location above in the format of a postal address (see the guidance notes for information on how to obtain a postcode).

* Postal address:
Postcode

Section 6: Declaration

6.1 I certify that the information given in this registration form is correct, and I confirm that:

- I have read, understand and will comply with the rules in Appendix 1 of this form
- I understand that failure to comply with these rules by me, my staff or persons contracted to me may result in the revocation of any registration and/or prosecution
- In the event of any of the details supplied in this form changing, I will inform APHA as soon as is practicable
- I will provide any additional information relating to this registration as may be reasonably required by APHA
- I confirm that I will prevent nose-to-nose contact between my cattle and livestock kept by anyone else whilst my cattle are in fields/buildings included in this application if TB restrictions are in force on my own and/or the landholder's herd at the time of this application
- I will contact APHA to end this registration if I cease to use this land to keep livestock.

* Signature:

* Name:

* Date:

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.

You may scan and email the completed form to temporaryland@apha.gov.uk. Email is normally unencrypted so you should be cautious about transferring sensitive information.

Alternatively post the completed form to the APHA, or send it by fax, to the following:

Animal and Plant Health Agency (APHA)
Cardiff Customer Service Centre
Cromlin West
Cardiff Edge Business Park
Longwood Drive
Whitchurch
Cardiff
CF14 7YU

Tel: 03000 200 301
Fax: 029 2061 0602

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:		Date Received:		WS ID:	
------------------	-------	--	----------------	--	--------	--

Additional information relevant to your application:

For APHA office use only:

APPENDIX 1: Rules for temporary use of land to keep livestock

Whenever you start to keep livestock at any location for the first time, even on a temporary basis, you must register that use. Not to do so is an offence. You must also tell us when you stop keeping animals at that location. You must comply with current livestock movement reporting and standstill rules.

Rules for a Temporary Land Association (TLA)

Distance: The land (or at least part of each individual field or building) must be within ten miles of the RPA Place of Business point of your permanent CPH (measured as the crow flies). Land further than ten miles away may be included only if it is contiguous to (that is, immediately next to) other land included in that CPH.

Sole occupancy: You must keep livestock on your CPH (including any land associated to it by TLAs) separate from livestock kept by anyone else (including the person you are renting the land from). Livestock on different CPHs, including CPH(s) that you hold, must be kept separate.

TB controls: If your CPH is registered for keeping bovine animals (cattle, buffalo or bison), a TLA will only be permitted where the land is in the same bovine TB risk area as that of the CPH to which it is to be associated whether or not you intend to keep bovines on the rented land.

A TLA may be used to associate land in the Low Risk Area (LRA) to a permanent CPH in the Low Risk Area even if animals on that CPH are tested annually (for example herds subject to radial TB testing, post-TB breakdown testing, or producer retailers of unpasteurised milk, and so on).

All land covered by a single CPH, whether permanently or temporarily, will be treated as part of that CPH for disease testing and restriction purposes.

Rules for a Temporary CPH (tCPH)

Distance: A tCPH may be allocated regardless of the distance between it and any other CPHs that you hold. The land (or at least part of each piece of land) covered by the tCPH must however be within ten miles of the nominated Primary Map Reference of the tCPH (measured as the crow flies). Land further than ten miles away may be included if it is contiguous to (that is, immediately next to) other land included in that tCPH.

Sole occupancy: You must keep livestock on your tCPH separate from those of any other keeper (including the person you are renting the land from) and from those on any other CPH(s) that you hold.

TB Controls: For bovine species, that is, cattle, bison and buffalo, you may apply for a tCPH whether or not the land you intend to rent is in the same bovine TB risk area to that of your permanent CPH. TB pre-movement and post-movement testing rules apply to movements of bovine animals between tCPHs and permanent CPHs.

Bovine animals kept on tCPHs may not be considered separate groups for disease control purposes from the animals on the applicant's permanent CPH.

Landholder: Your tCPH number may only cover multiple pieces of land if they are all rented from the same person (and do not belong to different permanent CPHs).

Changes:

You must notify APHA if any of the following details provided on your application form change before the end of your TLA(s)/tCPH:

- land used
- the species of livestock you keep, particularly if you start to keep cattle or
- your contact details or details of the person you rent the land from

If you stop keeping livestock altogether you must notify APHA.

If you acquire the land on a permanent basis you must notify the Rural Payments Agency on 03000 200 301 in order for the land to be added to your existing permanent CPH or for a new permanent CPH to be allocated.

APPENDIX 2: Notes on filling in this form

About temporary use of land to keep livestock

The Guidance on How to Register Temporary Use of Land to Keep Livestock (IRA78) provides an explanation of what TLAs and tCPHs are. Those notes will help you to identify whether you should apply for a Temporary Land Association (TLA) or Temporary County Parish Holding Number (tCPH). If you require a copy of those guidance notes contact APHA on 03000 200 301.

How to find a map reference or a postcode

To complete the application form you may need to find a postcode and/or an OS map reference in the format of 12 characters (two letters and ten numbers) such as SO 12345 12345. There are websites that will give you the map reference and postcode for a point that you select on a map. Search online for 'how to find a map reference'. If you can't get a map reference using the internet, you can work one out using a printed OS map.

After you submit an application

Once your application has been processed APHA will contact you.

If your application is approved APHA will send on the start date letters confirming the allocation of the TLA(s)/tCPH to both you and the person(s) you are renting the land from (if they are livestock keeper). Those letters will contain details of each field or building included in the registration.

If you've not provided planned end dates in Section 4, a date one year from the start date will be applied.

What to do if anything changes

As indicated on the previous page, you must notify us of changes to the details you have provided.

You can change the planned end date of your tCPH or TLA at any time.

Fields or buildings can be added to or removed from a tCPH. The end dates against individual fields or buildings covered by the tCPH may be amended at any time - that is, the make-up of the tCPH can change.

- the Primary Map Reference should reflect the animal gathering point or access point for a temporary holding - it may need to be changed if you amend the land covered by a tCPH
- it's only possible to change the primary map reference within the same parish – if the primary map reference moves into another parish a new tCPH would need to be allocated

If you want to apply for a new Temporary Land Association or a new tCPH you must submit another Application Form.

What happens at the end of a TLA or tCPH?

APHA will write to you 30 days before the planned end date of a tCPH or a TLA to remind you. The person(s) you are renting the land from will also get a copy of that letter if they are livestock keeper.

If you need to change the planned end date to extend the registration you must apply to APHA before that date. You can do this by returning the renewal form attached to the letter, or by phoning APHA.

After the end date of a tCPH you will not be able to renew that tCPH number - you would get a different tCPH number if you re-apply. Once a tCPH has ended you can no longer report livestock moves against it.

After a TLA has ended, the land it covered no longer forms part of your CPH for movement reporting and standstill purposes.

Contacting APHA

If you have any queries or wish to make changes to an existing tCPH/TLA please contact the APHA Customer Service Centre using the details on page 6 of this form.