

The Welfare of Animals at the Time of Killing (England) Regulations 2015
The Welfare of Animals at the Time of Killing (Wales) Regulations 2014

Application for a WATOK Licence

Before completing this application, please read the guidance notes below.

Guidance Notes on Completing the Application Form

Obtaining a licence is a two stage process which is covered by this document:

- stage 1, you submit the form to the Animal and Plant Health Agency (APHA) (Sections 1-5) and your assessment will be carried out by an APHA Veterinary Surgeon (Section 6)
- stage 2, when you have passed the assessment and paid the fee, the form will be returned to you and you can then apply to the Food Standards Agency (FSA) for the licence (Section 7)

If you have any questions, please contact APHA on the following telephone numbers (follow the options for APHA then say your question is about a Welfare at Time of Killing (WATOK) licence:

- England - 03000 200 301
- Wales - 0300 303 8268

You will need to complete Sections 1, 2, 3, 4 and 5 (if relevant) and send the application to:

APHA WATOK Licensing
APHA Customer Service Centre
County Hall
Spetchley Road
Worcester
WR5 2NP

Email: CSCOneHealthWATOK@apha.gov.uk

APHA will give you an estimate of as to how much this will cost based on time on farm and travel time and arrange for an assessment. The cost is a minimum of £76 for each applicant's assessment, this will cover the first 30 minutes, but there will be an additional charge of £21 for each additional half hour, or part thereof. There will also be a charge for travelling time, which is £16 per quarter of an hour up to a ceiling of 90 minutes (£96). The travelling charge can be split between a number of applicants if there is more than one assessment.

Once APHA have assessed you, they will invoice you. The invoice will be based on actual time on farm and actual travel time. The terms of payment allow payment within 28 days of the invoice. If the assessment has been successful, APHA will return the application to you with Section 6 completed.

You will need to complete Section 7, organise payment to the FSA for the licence, and send the completed application form with a passport photograph which has the applicant's name in block letters on the back, to the FSA. FSA will send you a WATOK licence.

Section 1 - Personal Information

This section requires you to provide your full name, address, date of birth and other contact details. You must be over 18 years to apply for a WATOK licence.

Section 2 - Offences and Convictions

The further information or details of the infringement section must be completed if applicable. If you have a conviction of any animal welfare offence you must declare:

- the legislation breached
- the penalty imposed, including any Restriction/Disqualification Order with details of its start/end date
- when the offence was committed
- name of the court if there was a conviction
- date of conviction
- who took the enforcement action (e.g. police, Local Authority, RSPCA)

Evidence of action taken to avoid a repetition of the offence(s) may be taken into account, as will the seriousness of the offence(s).

You must give full details if you have been refused any slaughterer's licence or certificate of competence or if you have had a slaughterer's licence or certificate of competence suspended or revoked. You must declare:

- the reason for suspension or revocation
- when the suspension or revocation took effect
- the authority responsible for the suspension or revocation

Section 3 - Activities to which this application refers

Operations:

Enter the appropriate **word(s)** indicated in bold below, in the Section 3 text box.

- the **restraint** of animals for the purpose of stunning or killing
- the **stunning** of animals
- the **shackling** or **hoisting** of live animals
- the **bleeding** of live animals
- the **pithing** of a stunned animal
- the **assessment** of effective stunning, or pithing
- the monitoring for **absence of signs of life**

A licence is required for restraining animals prior to killing but not for handling animals and not for shackling poultry prior to killing.

Species: Enter each species or category for which the application is made e.g. cattle, calves, horses, sheep and goats, pigs, large game, chicken and guinea fowl, quail, turkeys, ratites, ducks, geese, rabbits and hares

Equipment: Enter the equipment, instruments or method for which the application is made e.g. penetrative captive bolt device, non-penetrative captive bolt device, firearm with free projectile, cervical dislocation, head-only electrical stunning, head-to-body electrical stunning, electrical water bath, carbon dioxide at high concentration, carbon dioxide in two phases, carbon dioxide associated with inert gases.

The applicant must put in the codes from the summary table for each species, method and equipment. For example, an applicant wanting to slaughter turkeys might apply for: restraint of turkeys 42M, shackling turkeys 43M, stunning turkeys 51M, assessment of effective stunning 52M, the bleeding of live turkeys 53M and the use of head-only electrical stunning in turkeys 21M.

Section 4 - Declaration of Signature

You must sign and date the form. Unsigned forms will not be processed. It is an offence to provide information which you know to be false or misleading.

Section 5 - Invoice Information

Provide information where the invoice is to be sent to a different person/organisation to Section 1. This may be the case where a company is to pay for the applicant.

Section 6 - Assessment of Competence by Authorised Veterinary Surgeon

The authorised APHA Veterinarian will complete Section 6, and insert the codes from the summary table, and sign the form as verification of their assessment of your competence to carry out the requested activities. APHA will keep hold of the form at this stage and will not release the form with Section 6 completed until payment for the assessment has been received.

Payment to APHA for Assessment

You will be invoiced after assessment and must pay within 28 days. You will be able to pay by cheque, debit card or BACS. You will need your invoice number to pay. The details will be on the invoice. When payment is received, APHA will return the application to you. You should then complete Section 7 and send the application to FSA to obtain your licence.

How we use your information

The information you give us in this form is used by the Animal and Plant Health Agency (APHA) and Food Standards Agency (FSA) to help them decide whether a WATOK licence should be granted under the animal welfare laws mentioned in the form.

The APHA is an executive agency of government and FSA a department of government and, respectively, are responsible for carrying out the assessment for WATOK licences and issuing those licences.

Your information will be used by the APHA and FSA only for purposes allowed under the Data Protection Act.

Your information may be shared between APHA and FSA and with the Welsh Government, local government authorities, and the Department for Environment, Food and Rural Affairs only if this helps them to carry out their own legal obligations relating to the welfare of animals.

Application for a WATOK Licence

1. This application should be completed in BLOCK CAPITALS using black ink or in black font if completing the form on your computer.
2. You should use this form if you **do not** work in an approved slaughterhouse.
3. If there is not enough space for you to answer any question, or if you wish to add extra information, please use extra sheets of paper and attach them to this application.

Please read the declarations carefully, together with the fair processing notice before signing this application.

Section 1 - Personal Information

Surname First Name(s)

Date of Birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

 Applicants must not be **below** the age of 18

Address
Postcode:

Assessment site address (if different from above)
Postcode:

Telephone No.

Mobile number

Email address

Section 2 - Offences and Convictions

Have you been convicted of any offence concerning the welfare of animals? Select:

If 'Yes' give details of the Infringement(s):

Have you been refused a licence or certificate to kill animals or participate in a related operation, or have had a licence or certificate to kill animals or participate in a related operation suspended or revoked? Select:

If 'Yes' give details:

Section 3 - Activities to which the Assessment Application Relates

I wish to apply for an Assessment of Competence in the species or category and operations using relevant equipment as indicated below (use words and codes - refer to the guidance notes on pages 1 and 7):

Section 4 - Declaration and Signature

I declare that I have not provided any information which I know to be false or misleading for the purpose of obtaining a WATOK Licence.

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

Section 5 - Invoice Information

Please provide details if invoice address is different to Section 1 (e.g. if a company is paying):

Name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone Number:	<input type="text"/>
Email address:	<input type="text"/>

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.

For official use/APHA
year/serial number:
...../.....

Section 6 - Assessment of Competence by Authorised Veterinary Surgeon:

I (Name of authorised Veterinary Surgeon), have assessed (Name of applicant) and am of the opinion that the applicant is competent to carry out the operations in respect of the category of animal and (where appropriate) type of equipment as indicated below without causing an animal avoidable pain, distress or suffering, and has sufficient knowledge of the provisions of all the relevant legislation and guidance relating to that operation, category of animal and where appropriate type of equipment as indicated below:

Signature		RCVS Ref No.	
Name in BLOCK LETTERS		Date	

For completion by Authorised Veterinary Surgeon: (for multiple assessments note 1 of 4, 2 of 4 etc. so time costs can be shared)

Assessment of

Total assessment time on premises	(mins)
Total travel time to and from premises	(mins)

Section 7: To be completed by the applicant (tick the appropriate box) once assessment is complete and approved above:

- I have made a payment of £25 to FSA as this is my first WATOK Licence Select:
- I have made a payment of £8 to FSA as this is an amendment to my existing WATOK Licence Select:
- I have included a photograph, with my name in block letters on the back Select:

Payment can be made in two ways:

1. By enclosing a cheque with the application payable to the Food Standards Agency.
2. By BACS - using the following details:

Supplier Name	Food Standards Agency
Supplier Address	WATOK CoC, CSU, FSA, Room 112, Foss House, Peasholme Green, York, YO1 7PR
Name of Bank	NatWest
Account Number	10001441
Sort Code	60-70-80
IBAN	GB43NWBK60708010001441
SWIFT	NWBKGB2L
Ref:	Applicant Name
Email for remittance advice	fsa.cashiers@food.gov.uk and watok@food.gov.uk

Please send your completed form with your passport photograph and payment to:

WATOK Licence
Business Support Team, FSA
Room 112
Foss House
Peasholme Green
York
YO1 7PR

Telephone: 0330 332 7149

Email: WATOK@food.gov.uk

FOR OFFICIAL USE ONLY
HM2

Summary of Operations and Equipment - Red Meat

Red Meat	Cattle	Calves	Horses	Sheep and Goats	Pigs	Large Game
Reference	A	V	B	C	D	E
11. Penetrative captive bolt device						
12. Non-penetrative captive bolt device. Simple stun only.	N/A	Less than 10 Kg	N/A	Less than 10 Kg	N/A	Less than 10 Kg
12a. Non-penetrative captive bolt device. England only 2022 amendment. Stun (kill).	N/A	N/A	N/A	Lambs less than 6kg, kids less than 4 kg	Piglets less than 10kg	N/A
13. Firearm with free projectile						
14. Pithing						
21. Head-only electrical stunning						
22. Head-to-Body electrical stunning						
31. Carbon dioxide at high concentration	N/A		N/A	N/A	Knackers yard only	N/A
32. Carbon dioxide in two phases	N/A		N/A	N/A	N/A	N/A
33. Carbon dioxide associated with inert gases	N/A		N/A	N/A	Knackers yard only	N/A
34. Inert gases	N/A		N/A	N/A	Knackers yard only	N/A
42. the restraint of animals for the purpose of stunning or killing;						
43. the shackling or hoisting of animals;						
51. the stunning of animals;						
52. the assessment of effective stunning;						
53. the bleeding of live animals; monitoring the absence of signs of life						
54. the monitoring for absence of signs of life (killing/culling only)						

Note for the summary tables:

Cattle includes water buffalo and bison

Pigs includes farmed wild boar/

Large Game includes feral wild boar, alpacas, deer, llamas, guanaco

Horses includes mules and donkeys

Ratites includes ostrich, emu and rhea



Summary of Operations and Equipment - Poultry

White meat - Poultry, Ratites and Lagomorphs	Chicken and Guinea Fowl	Quail	Turkey	Ratites	Ducks	Geese	Lagomorphs (rabbits and hares)
Reference	K	L	M	N	Q	P	R
11. Penetrative captive bolt device							
12. Non-penetrative captive bolt device							
13. Firearm with free projectile							
15. Cervical dislocation (not for routine killing) ¹	up to 5 Kg	up to 5 Kg	up to 5 Kg	N/A	up to 5 Kg	up to 5 Kg	N/A
21. Head-only electrical stunning							
22. Head-to-Body electrical stunning							
23. Electrical waterbath				N/A			N/A
31. Carbon dioxide at high concentration				N/A	N/A	N/A	N/A
32. Carbon dioxide in two phases				N/A			N/A
33. Carbon dioxide associated with inert gases				N/A			N/A
34. Inert gases				N/A			N/A
42. the restraint of animals for the purpose of stunning or killing;							
43. the shackling or hoisting of animals;							
51. the stunning of animals;							
52. the assessment of effective stunning;							
53. the bleeding of live animals; monitoring the absence of signs of life							
54. monitoring the absence of signs of life (killing/culling only)							

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.

¹ There is maximum size of 3kg for manual cervical dislocation and 5kg for mechanically assisted.