

Application for an establishment to be licensed as a Licensed Seed Testing Station

- Please read the Notes for Guidance before completing this form.
- Completed forms should be sent to: The Animal and Plant Health Agency, seed.cert@apha.gov.uk Eastbrook, Shaftesbury Road, Cambridge CB2 8DR
-

Section A: station details

1. Name and address of applicant

Postcode

Telephone No.
email:

2. Address where station is to be sited (if different)

Postcode

Telephone No.
email:

3. Is the station applying for a licence for: • a new Station ☐ • a previously licensed Station ☐

Section B: testing details

4. Proposed number of tests to be carried out per season

- (a) Official tests: list the individual 'species' of seed and give approximate anticipated number of tests for each species per year. N.B. If it is intended to carry out tests for other seed companies, please show these separately in the following table.

'Species' of seed	No. of tests

If necessary, please continue on a separate sheet and tick here to indicate that you have done so ☐

Section B: testing details (continued) _____

4. (b) Unofficial tests: give details of all types of test involved with approximate numbers.
N.B. If it is intended to carry out tests for other seed companies, please show these separately in the following table.

'Species' of seed	No. of tests

If necessary, please continue on a separate sheet and tick here to indicate that you have done so ☐

5. Please provide details of any other work which may be carried out in the station.

Section C: staff details

6. Analyst-in-Charge

Full name	Proportion of time (%)		
	Laboratory work *	Official Tests	Away from the lab.

7. Please list the analytical qualifications held by the proposed Analyst-in-Charge

--

8. Other **qualified** seed analysts who will be employed in the laboratory

Full name	Proportion of time (%)		
	Laboratory work *	Official Tests	Away from the lab.

9. Other staff who will be employed in the laboratory

Full name	Proportion of time (%)		
	Laboratory work *	Official Tests	Away from the lab.

* Laboratory work means all kinds of work normally carried out in a laboratory, including official and unofficial tests and all related procedures, vitascope tests, tests for denaturing and intervention purposes and any similar work. Time spent on clerical or executive work not connected with the laboratory should **not** be included.

Please now complete the declaration overleaf.

Section D: declaration

- I confirm that the above particulars are accurate and I wish to apply for a licence for the station described in this form.

This must be signed by the owner or another person to whom the Analyst-in-Charge will be responsible.

Signature

Date

Name in BLOCK LETTERS

Data Protection Act 1998 – Fair Processing Notice

The purpose of this Fair Processing Notice is to inform you of the use that will be made of your personal data, as required by the Data Protection Act 1998.

APHA is the data controller in respect of any personal data that you provide when you complete the CERT 22 Application for an establishment to be licensed as a Licensed Seed Testing Station form.

APHA will use your personal data primarily for the purposes of ensuring compliance with the Seed Marketing Regulations and sending you information relating to the Regulations and International Seed Testing procedures which are relevant to your Seed Testing Station's operation.

APHA may also use your personal data where appropriate for purposes, including regulatory and enforcement functions, connected with:

- the certification of seed where the information provided is shared with APHA's technical contractor (currently the National Institute of Agricultural Botany (NIAB)) for the purposes of administering the seed certification scheme on APHA's behalf to enable them to monitor Licensed Seed Testing Stations;
- equivalent Government Departments in other Member States of the European Union for enforcement purposes;
- publishing a register on its web page of all Licensed Seed Testing Stations, their contact details and the species they are licensed to test under the official seed certification scheme.

Data may be passed to other bodies (including the Devolved Administrations dealing with Seed Marketing in Scotland, Northern Ireland and Wales) where necessary for any of the above-mentioned purposes. The data collected may also be used to provide publicly available statistics that will not identify individuals.

APHA may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000. However, APHA will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998.

APHA or its appointed agents may use the name, address and other details on your application form to contact you in connection with occasional customer research aimed at improving the services that APHA provides to you.

We may use information, including personal data, to test computer systems to ensure that they work effectively and efficiently and to develop new systems in order to improve efficiency and the service that we provide to you and other persons. Any use of information for testing or developing computerised systems will be conducted in a secure manner in accordance with the Data Protection Act 1998 to safeguard the privacy of the information that you have supplied.

Defra's Personal Information Charter, which gives details of your rights in respect of the handling of your personal data, is on the [Defra section of Gov.uk](#)

If you believe that any of the information we hold concerning you is incorrect or out of date, please provide us with the accurate information in writing together with supporting evidence (if appropriate). You should address your correspondence to: Nicola Brooking, Seed Marketing Team, APHA, Shaftesbury Road, Eastbrook, Cambridge CB2 8DR. Email: seed.cert#@apha.gov.uk

For further information about the processing of personal information in relation to Defra's online services, please see the 'privacy' link on the homepage.