# Application for authority to send authorised material to other authorised persons or organisations

Animal & Plant Health Agency

**Written authority is required from APHA before any material is sent. Authorisation to move material is valid for 12 months from the date of written authority. Re-application is required on expiry.**

## Details of Licence Holder wishing to send material

1. Name of company or organisation
2. Person responsible (as named on licence)
3. Full postal address

   Postcode

   Telephone number (inc. national dialling code)
4. Licence number
5. Details of material to be sent

## Details of where material is to be sent

6. Name and address of company or organisation to which you intend to send material

   Postcode
7. Licence number held by recipient (if known)

**Data Protection**

Information provided will be used for the processing of your application. Details will be held in our computer system and will be used to compile statistics on activity in your sector for submission to the EC Commission and for administrative purposes. In emergency situations, such as a pest outbreak, information (including the location of licensed material) may be used by APHA, Defra and other Government Departments or their appointed agents.

APHA may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations, the Code of Practice on Access to Government Information or the Freedom of Information Act 2000. However, APHA will not permit and unwarranted breach of confidentiality, nor will we act in contravention of our obligations under the Data Protection Act 1988.

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.

Signature

Date

Title (Mr/Mrs/Ms/Dr/Prof etc.)

Name in BLOCK LETTERS

Status in company or organisation (if appropriate)