

New Entrants to Farming Registering a Croft or Small Holding for Cattle and Sheep



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Practical Guide

Starting crofting or farming can be a complicated process. Researching which organisations you need to register with and finding the forms you have to fill in is usually the first step. This practical guide is aimed at assisting you through the registration process when acquiring land, cattle and sheep. Please find below a short summary of the main organisations you will work with. Overleaf you can find a 8 step action plan to register your small farm or croft for keeping cattle and sheep.

Who does what?

The Crofting Commission regulates and promotes the interests of crofting in Scotland. If you are a crofter you will have contact with this regulatory body when setting up because they hold information on your croft and they will need to be notified when this changes.

State Registers of Scotland before acronym (ROS) hold the land register and the crofting register which are official records of the farm, croft, common grazing etc. If you are a small farmer your solicitor will have registered your farm with the land register. For Crofters, you may need to look into whether the Crofting Register has been updated with your details.

The Scottish Government Rural Payments and Inspections Directorate (SGRPID) are responsible for the payment of the main support schemes and grants available to farmers and crofters. There is usually a deadline of 15th May to submit your Single Application Form in order to claim the core support schemes and there is a registration process to complete prior to this.

ScotMoves+ on ScotEID maintain all cattle births, deaths and movements in Scotland. You can notify births, deaths and movements electronically, via a software system or by telephone within legislative timescales. ScotEID also record all sheep, pig and goat movements recorded through a Critical Control Point (CCP). Once registered you can use the information recorded as part of your holding register.

AHPA is an executive agency safeguarding animal and plant health for the benefit of people, the environment and the economy. When purchasing cattle or sheep you will have to be registered with AHPA and you will also need to register any seasonal holdings where you keep sheep.

If you intend to keep livestock phone your local Animal and Plant Health Agency with your details and notify them of your intentions. They will issue you with a unique herd or flock number.

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The European Agricultural Fund
for Rural Development
Europe investing in rural areas



Scottish Government
Riaghaltas na h-Alba
gov.scot

The Registration Process

Crofters have some additional registration requirements highlighted in steps 1 & 2 below. The remaining steps 3 to 8 apply to crofters and smallholders.

1. Crofters should notify the Crofting Commission of the change in occupation of the land; this could be a change in ownership, assignation or sublet form available online at <http://www.crofting.scotland.gov.uk/>. Phone: 01463 663439.
2. Crofters should notify the Crofting Register of Scotland using FORM B - Application for Registration of a Subsequent Event Affecting a Registered Croft. This form is available online at <https://www.ros.gov.uk/services/forms/guidance-and-forms>. Phone: 0800 1699391.
3. If you intend to keep livestock phone your local Animal and Plant Health Agency with your details and notify them of your intentions. They will issue you with a unique herd or flock number.
4. Register your new business with the Scottish Government Rural Payments and Inspections Department using a PF01 form available from www.ruralpayments.org. You will receive a unique Business Reference Number which is required to apply for rural funding and grants.
5. Submit a Land Maintenance Form (PF06) to SGRPID. This form is available from www.ruralpayments.org to register your permanent land with your BRN and receive a Main Location Code. If you only have seasonal land you will be allocated a landless keepers code. These codes are also known as County Parish Holding numbers and are necessary for registering movements of livestock to and from your holding.

Contact Details & Online Services

| Location | SGRPID | Animal Health and Plant Agency |
|----------------|--|--------------------------------|
| Ayr | 0300 244 6300 | 0300 060 0703 |
| Benbecula | 0300 244 9600 | |
| Dumfries | 0300 244 5888 | |
| Elgin | 0300 244 1570 | |
| Galashiels | 0300 244 1400 | 0300 060 0711 |
| Golspie | 0300 067 6841 | |
| Hamilton | 0300 244 3665 | |
| Inverness | 0300 244 4968 | 0300 060 0709 |
| Inverurie | 0300 244 6822 | 0300 060 0708 |
| Kirkwall | 0300 244 9626 | |
| Lerwick | 0300 244 9599 | |
| Oban | 0300 244 9340 | |
| Perth | 0300 244 5400 | 0300 060 0704 |
| Portree | 0300 244 6716 | |
| Stornoway | 0300 244 8501 | |
| Thurso | 0300 244 3534 | |
| Tiree | 0300 244 9999 | |
| Online Service | Website | |
| SGRPID | www.ruralpayments.org | |
| ScotEID | www.scoteid.com | |

6. Order/print off standard holding registers for cattle keepers by searching for "holding register" at www.gov.uk and for sheep keepers search for "flock register" at www.gov.scot.

7. For sheep keepers order a movement document book from SAMU. Phone: 08456017597 You will require this to move your sheep off your croft or small farm.

8. ScotEID is the hub for livestock traceability in Scotland. Cattle keepers must register with ScotEID and then ScotMoves+ to notify all births, movements and deaths within legislative timescales. You can register and report online or by telephone. All movements of sheep, pigs and goats through a Critical Control Point (CCP) are also recorded on ScotEID and this information can be used as part of your holding register.

The Scottish Animal Movement Unit (SAMU) hold a record of all the movements of sheep in Scotland and you will need to register movements of sheep with them using a movement document.