The Scottish Government's New Entrants to Farming Programme
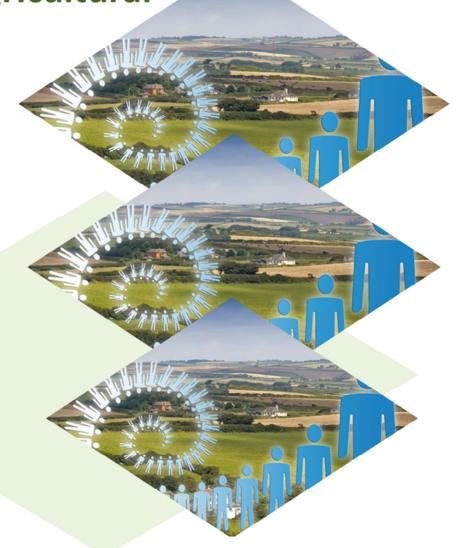
SRUC

Guidance Note:
Starting Up An Agricultural Business

- Registering
- Recording
- Rules

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The Scottish Government

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Starting Up An Agricultural Business

There are various and specific rules and regulations that must be adhered to when keeping farm livestock and managing land. This guide aims to compile many of these requirements and useful links to further detail.

Register your business

You must register your holding with Scottish Government Rural Payments and Inspections Division (SGRPID). This can be done online (www.ruralpayments.org) or by contacting your local RPID office and completing a registering a business form (PF01).   The form is relatively simple to complete. It requires information about you, your land and the type of business you will be operating. Your business will then be allocated unique identification, County Parish Holding (CPH) or Location Code and a Business Reference Number (BRN). These will be required when moving animals and corresponding with RPID.

If you intend or are keeping livestock, you must also register with the Animal and Plant Health Agency (APHA). Again, this is very simple to do. It requires details about you, the type of animals you are keeping and the land. You also need your Location Code when registering with APHA, so you must firstly register the business with RPID. Registering with APHA allows for a unique flockmark or herdmark to be allocated to you. These are required for animal identification, required by law – see sections below. You must also register with your local council/trading standards if you are mixing feed stuff for livestock on your premises.

You may also wish to voluntarily register and join industry bodies such as a quality assurance scheme, high health schemes for livestock or farmers union.

Compliance Measures

Farmers and land managers must legally comply with various cross compliance measures. There are two main measures of cross compliance including:

- Statutory Management Requirements (SMRs)
- Good Agricultural and Environmental Conditions (GAECs)

There are 13 SMRs in total, these are summarised below.

SMR 1	Nitrate Vulnerable Zones	SMR 2	Conservation of Wild Birds
SMR 3	Conservation of Flora & Fauna	SMR 4	Food & Feed Law
SMR 5	Restrictions on the use of Hormonal or Thyrostic action & Beta-agonists in Farm Animals	SMR 6	Pig Identification & Registration
SMR 7	Cattle Identification & Registering	SMR 8	Sheep & Goat Identification
SMR 9	Prevention & Control of TSE's	SMR 10	Restrictions on the Use of Plant Protection Products
SMR 11	Welfare of Calves	SMR 12	Welfare of Pigs
SMR 13	Welfare of Farmed Animals		

Full details of all of the SMRs are available of the Scottish Governments website (www.ruralpayments.org). This note will concentrate on SMR 6, 7 and 8, identification and registering of pigs, cattle and sheep. These regulations are intended to improve traceability and likelihood of spreading disease. They are required by Scots law and are essential for animal health and food safety.

Pig Identification and Registering

You must register as a keeper of pigs with APHA within 30 days of first keeping pigs. Pigs must be identified, a holding register must be kept and all movements must be notified.

- Identification
  Pigs must be identified with either an ear tag, tattoo or slapmark, showing your unique herd number.

- Holding Register
  You must keep a separate register for each holding you use. The register must contain the following information

Keeper Details including CPH number	Date animals moved
Address and CPH of location moved from	Address and CPH of location moved to
Number animals moved	Each identification

  The information must be recorded within 48 hours of a pig movement occurring. A stock-take of pig numbers on the holding should be recorded in the holding register annually.

  The online 'ScotEID' database is an excellent tool for managing pig movements and also provides a useful holding register. It is free to use and requires a simple registration to get you started. The holding register must be kept for a minimum of 3 years from the last entry and be available for inspection as required.

- Movements
  All pig movements must be recorded in your holding register and notified prior to the movement taking place or on the day of the movement. These movements can be notified electronically via the ScotEID database or by telephone or writing to ScotEID. The keeper receiving the animals must confirm delivery of the pig(s) within 3 days of their arrival.

- If keeping 2,000 pigs over 30 kg or more or 750 places for sows or more, you must apply for a Pollution, Prevention and Control licence through SEPA.

Cattle Identification and Registering

At Calving	Keep Records up to Date (order tags in plenty of time before calving)	
Tagging	Beef Calves Double tag by 20 days of birth **Remember update records within 30 days of birth**	Dairy Calves One tag within 36 hours of birth, second tag within 20 days of birth **Remember update records within 7 days of birth**
Passport Applications	Apply before 27 days of age – remember to apply barcode label, sign and date passport Passports should arrive within 7 days (electronic applications) or 14 days (paper applications)	
Movements	Report to BCMS within 3 days all 'on' or 'off' movements – markets and slaughter movements done automatically Movements include – private sales, shows, between separate herds, between holdings (unless a link is set up with CTS) **Remember to apply barcode label, sign and date passport** **Remember to Update Records within 36 hours of movement**	
Deaths	Report death and return passport to BCMS within 7 days of death Animals over 48 months of age ……………………………………………… New style (one sheet) passports (CPP52) ……………………………… Cheque book passports (CPP13) ……………………………………………… Old (blue/green passport and COR) ……………………………………… **Remember to complete death details on passport, apply bar code label, sign and date**	Contact collector within 24 hours Leave Cut off Strip (TSE) with Carcass (in plastic bag) Leave a Movement Card with Carcass Leave a Movement Card with Carcass **Remember to Update Records within 7 days of death**
Lost or Illegal Tags	Replace within 28 days of when loss or damage is noticed Animals born after 01/01/1998 – replace with original tag ID Animals born before 01/01/1998 – either replace with original tag OR double tag with new ID, let BCMS know new ID, return old passport (CPP1) and certificate of registration (COR) to BCMS **Remember to update records within 36 hours if new ID used** (should be able to cross reference with old ID)	
Farm Records for Cattle	Minimum Required is - Ear Tag ID, Date of Birth, Sex, Breed, Dams ID, All Movements, Date of Death, Replacement Tag ID Records should be kept for 10 years	

You must be a registered keeper of cattle and all cattle must be registered on Cattle Tracing System (CTS). Herd registers can be kept on farm software packages, your own management sheets or red and blue herd books. You must register as a keeper of cattle with APHA within 30 days of first keeping cattle.

Sheep and Goat identification

As with pigs and cattle, you must register as a sheep or goat keeper with APHA within 30 days of first keeping sheep and notify all holding numbers where you keep sheep. There are three main recording elements:

- Identification

  All sheep must be tagged by the time they reach 9 months of age or when they leave the holding of birth (unless there is a concession). Sheep must be electronically identified, there are four types of sheep tag that can be used as well as other forms of identification e.g. bolus.

Type	Tags
Full EID	Two tags, one electronic, one visual. Matching numbers including UK flock number and unique sequential number **All sheep over 12 months old**
EID Slaughter	One single electronic tag Showing only the UK flock number **Only sheep under 12 months old**
Replacement Red Full EID	Replacements for purchased animals
Replacement Red Slaughter	Replacements for purchased animals

  **EID (Electronic Identification)

  If any tags are lost they must be replaced within 28 days of discovery.

- Holding Register

  You must keep a separate register for each holding you use. Once you register as a sheep keeper you will receive an "orange book" as well as a movement book. The "orange book" is the holding register and contains the following
    - Record of Replacement ID
    - Record of Identification
    - Continuous Register

  All tagging and re-tagging must be entered in the identification records. All moves on and off the holding as well as deaths must be recorded in the continuous register. Every year you will receive a Sheep Annual Inventory from the Scottish Government, this must be returned showing the number of sheep you have on the holding at a given time. This number should then be entered into your continuous register and updated on every entry.

- Movements

  Movements must be recorded for all sheep unless under a concession. The movement form should be completed fully with all sections being completed including haulage details and food chain information. Individual identifications of all animals should be recorded on the document or attached in another form. All sheep sold through a market or abattoir in Scotland will have their tags read, these will be uploaded on to the ScotEID database, which you can access. Sometimes read rates can be poor, it is advised to read all your own tags and record before they leave the holding.

Keeping Poultry

There is no requirement for registering as a poultry keeper unless you own/manage over 50 birds (including chicks). Once you own/manage 50 birds or more you must register your premises on the Great Britain Poultry Register. This must be done within one month of being in possession of the birds, online or by paper, this is relatively simple to do. If you keep poultry on a number of premises, each premise must be registered on a separate form. If 40,000 poultry places are farmed, you must apply for a Pollution, Prevention and Control licence through SEPA.

Poultry includes the following:

Chicken	Turkey	Duck	Geese	Partridge
Quail	Pheasants	Pigeon (meat)	Guinea Fowl	Ostriches
Emus	Rheas	Cassowaries		

Recording

Once you register as a keeper of livestock and/or a land manager you should receive numerous documents from the Scottish Government that will require attention. These include:

- Sheep Annual Inventory – compulsory to return stating number of sheep on holding.
- December and June Census Returns – twice a year compulsory agricultural census
- Single Application Form – to receive a Basic Payment from the Scottish Government you must complete a Single Application Form on an annual basis.

Additional records you may need to keep as a livestock keeper/land manager are:

- Nitrate Vulnerable Zone Records
- Nutrient Management Plan
- Spray Records and Inventory
- Medicine Records and Inventory
- Financial Records
- Feed use Record
- SEPA licences e.g. waste, irrigation, Pollution, Prevention and Control etc.

Getting Further Help

Rules and regulation requirements can depend on your location, farm type and chosen enterprises. There is detailed guidance on the Scottish Government website for all compulsory agricultural legislation. It is advisable to speak to your local RPID office or an agricultural consultant to ensure you are keeping the correct records and adhering to legislation.

Sources of Assistance:

Contact your local RPID office at https://www.ruralpayments.org/publicsite/futures/topics/contact-us/

Animal and Plant Health Agency - https://www.gov.uk/government/organisations/animal-and-plant-health-agency

Cross Compliance Details - http://www.gov.scot/Topics/farmingrural/Agriculture/grants/Schemes/Crosscompliancesection/ccompliance

Scottish Government Guidance on Livestock Identification and Traceability - http://www.gov.scot/Topics/farmingrural/Agriculture/animal-welfare/IDtraceability

Cattle Tracing System - https://www.gov.uk/cattle-tracing-online and https://secure.services.defra.gov.uk/wps/portal/ctso

Cattle Movement Guidance - https://www.gov.uk/guidance/report-and-record-cattle-movements

ScotEID sheep movement details - https://www.scoteid.com/scoteid/sheep_guidance

ScotEID pig movement details - https://www.scoteid.com/scoteid/pig_guidance

ScotEID – www.scoteid.com, phone – 01466794323

Pollution, Prevention and Control Regs - http://www.sepa.org.uk/media/162852/sepa-s-standard-farming-installation-rules-how-to-comply-incorporating-ppc-application-guidance.pdf and http://www.legislation.gov.uk/ssi/2000/323/contents/made

Registering poultry - https://www.gov.uk/guidance/poultry-registration

Statutory Management Requirements (SMRs) - https://www.ruralpayments.org/publicsite/futures/topics/inspections/all-inspections/cross-compliance/detailed-guidance/statutory-management-requirements/

Good Environmental and Agricultural Conditions (GAECs) - https://www.ruralpayments.org/publicsite/futures/topics/inspections/all-inspections/cross-compliance/detailed-guidance/good-agricultural-and-environmental-conditions/