

New Entrants to Farming

Starting up an Agricultural Business

– registering – recording – rules



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Starting Up An Agricultural Business

There are various 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 provide useful links to further detail.

Register your business

You must register your holding with the Scottish Government Rural Payments and Inspections Directorate (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 a unique identification known as a Business Reference Number (BRN), and where land has been registered, a County Parish Holding (CPH) number or Location Code. These will be required when moving animals and corresponding with RPID.

If you have or intend on 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 and are 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 Thyrostatic 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 reduce the 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	Identification on each pig

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 calving records up to date in a diary or holding register. Order tags from supplier in plenty of time before calving and ensure you have a stock of holding barcode labels issued by ScotEID.	
Tagging	<p><u>Beef Calves</u> Double tag by <u>20 days of birth</u> Remember update records within 30 days of birth</p>	<p><u>Dairy Calves</u> One tag within <u>36 hours of birth</u>, second tag within 20 days of <u>birth</u> Remember update records within 7 days of birth</p>
Passport Applications	Apply for passport with ScotMoves+ before 27 days of age and within 7 days of tagging. Remember to apply barcode label, sign and date the passport upon receipt. Passports should arrive within 7 days (electronic applications) or 14 days (paper applications). There are 2 kinds of passports still in circulation, new style '1 sheet' passports (CPP52) and older 'cheque book' style passports (CPP13).	
Movements	Report all 'on' and 'off' movements to ScotMoves+ within 3 days. In Scotland, markets and abattoirs report the 'off' movement electronically. There are two types of movements – 'within business moves' and 'purchases and sales'. Within business moves include between holdings where the ownership remains the same i.e. grazings, winterings and shows. Purchases and sales are when the ownership of the animal changes. Remember to apply barcode label, sign and date the passport for each movement. Remember to Update Records within 48 hours of movement	
Deaths	<p>Report death to ScotMoves+ and return passport to ScotEID within <u>7 days of death</u></p> <p>Remember to complete death details on passport, apply barcode label, sign and date</p>	<p>Carcass Uplift - Contact collector within <u>24 hours</u></p> <p>Animals over 48 months of age must be tested for BSE - CPP52 passport - Leave cut off Strip (TSE) with carcass (in plastic bag) CPP13 passport - Leave a movement card with carcass</p> <p>Remember to Update Records within 7 days of death</p>
Lost Tags Lost Passports	Lost tags should be replaced within 28 days of when loss or damage is noticed. Animals born after 01/01/1998 – replace with original tag ID. Lost or damaged passports can be replaced by contacting ScotEID, a charge of £25pp is applied.	
Farm Records for Cattle	Minimum Required is – Animal ear tag, date of birth, sex, breed, dam ID (if homebred), purchase date and location purchased from (if Applicable). Date of sale/death and location moved to. All internal movements (shows, grazings) must also be recorded. Records should be kept for 10 years.	

You must be a registered keeper of cattle and all cattle must be registered with ScotMoves+ where all births, movements and deaths are reported. In addition you must keep a Herd register which can be maintained 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.

ScotMoves+ is based online on the ScotEID website (<https://www.scoteid.com/>), there is a simple application form and guidance on ScotMoves on this site.

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 Location numbers where you keep sheep. There are three main recording elements:

- Identification

All sheep must be tagged by the time they reach 12 months of age (9 months if reared indoors) or when they leave the holding of birth, whichever occurs first (unless there is a concession). Sheep must be electronically identified, there are four types of sheep tagging options 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)

Lost tags must be replaced or upgraded within 28 days of discovery and recorded in holding register.

- 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.

All sheep movements must be notified to SAMU (Sheep Animal Movement Unit) within three days of taking place, sheep records must be retained for at least three years.

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-healthagency>

Cross Compliance Details -

<http://www.gov.scot/Topics/farmingrural/Agriculture/grants/Schemes/Crosscompliance/crosscompliance>

Scottish Government Guidance on Livestock Identification and Traceability -

<http://www.gov.scot/Topics/farmingrural/Agriculture/animal-welfare/IDtraceability>

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

ScotEID and ScotMoves+ – www.scoteid.com, phone – 01466 794323

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

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

Pollution, Prevention and Control Regs - <http://www.sepa.org.uk/media/162852/sepa-s-standard-farminginstallation-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/crosscompliance/detailed-guidance/statutory-management-requirements/>

Good Environmental and Agricultural Conditions (GAECs) -

<https://www.ruralpayments.org/publicsite/futures/topics/inspections/all-inspections/crosscompliance/detailed-guidance/good-agricultural-and-environmental-conditions/>