

Application for a Licence to:

import, move and keep prohibited soil or growing medium for chemical OR physical analysis
or for changes to an existing Licence requiring scientific or technical assessment.

- Please refer to explanatory leaflet PHI 1 and the General Conditions set out overleaf before completing this form.
- **Applications should be submitted at least 1 month before the licence is required.**
- Details of the circumstances under which licences may be issued and the fees payable are set out in explanatory leaflet PHI 1.
- Please complete this form in **BLACK INK** and **BLOCK LETTERS**.

Application details

1. Name of the Company or Organisation which requires the licence
2. Full postal address
- Postcode STD Code Telephone No.
3. Name and email address of the permanent member of staff who will act as the contact for any enquiries arising from this application (and for enquiries which may arise during the currency of the licence, e.g. to request further information, or to arrange inspection visits).
- Name
- E-mail address
4. The fee for consideration of an application for a new licence for soil or growing medium for chemical or physical analysis is: Unit: Product Code:
5. The fee for consideration of a request for an existing licence to continue with changes requiring scientific or technical assessment is: Product Code:

6. Declaration (*delete as applicable)

- I/We* apply for a licence to import and/or keep the material listed. This may be listed overleaf and, also where appropriate, on separate sheets.
- I/We* accept the general conditions set out overleaf.
- I/We* enclose a Cheque for the sum of

Signature Date

Title (Mr/Mrs/Ms/Dr/Prof.) Name in BLOCK LETTERS

Status in Company or Organisation (if appropriate)

Cheques should be crossed and made payable to the Department for Environment, Food and Rural Affairs (who collect fees on behalf of Fera).

Please send your completed form and payment to: The Cashier, Department for Environment, Food and Rural Affairs, Shared Services Directorate, PO Box 347, York YO1 2YX

- IMPORTANT:**
- If you are applying for changes to an existing licence you need only complete those sections where there are changes since your original application.
 - Please enclose a copy of Standard Operating Procedures relating to the work for which the material covered by this application to be used.
 - Guidance on the information to be included in Standard Operating Procedures is given in explanatory leaflet PHI 1.

1.	2.	3.	4.	5.
7. Type of material to be imported/retained (e.g. organic material, soil, etc.)				
8. Quantity to be imported /retained				
9. Country or place of: (a) origin; or (b) export (if different to (a))				
10. Proposed point of entry into UK				
11. Full postal address of the sites where material is to be kept				
12. Number of consignments to be imported				
13. Anticipated date of importation of each consignment				
14. Date work expected to be completed				

If it is necessary for you to continue on a separate sheet, please indicate by ticking this box.

15. Please provide a resume of the nature and objectives of the work to which this application relates.
(Continue on a separate sheet if necessary)

16. Please state the measures to be taken to ensure safe containment of the material to be covered by the licence. (Please include details of rooms and buildings, including names and numbers.)
(Continue on a separate sheet if necessary)

17. Please state the arrangements to be made to ensure safe disposal or treatment of the material on completion of the work where appropriate.
(Continue on a separate sheet if necessary)

18. Please add any other information you feel may be useful in support of this application. Please also include a list of names and scientific and technical qualifications, of all personnel who will be undertaking activities under this licence.

If necessary, please continue on a separate sheet and indicate you have done so by ticking this box.

Plant Health (Great Britain) Order 1993 (as amended)

General Conditions

Relating to the issue of licences to import, move and keep prohibited soil or growing medium for chemical or physical analysis

- (i) Fera may on plant health grounds refuse any application for the issue of a licence. A licence will not be issued if Fera has reason to believe that any information supplied by the applicant is incorrect or inaccurate. Delays in processing applications may occur if the form is not properly completed and signed.
- (ii) No liability shall attach to Fera or any of its officers for any delay in granting or failure to grant a licence or any delay or non-delivery, delayed delivery or mis-delivery of any documents. Licences will be issued only on the understanding that no liability shall attach to Fera or its officers in any circumstances in respect of the issue or contents of any licences and that Fera accept no responsibility for any resulting loss howsoever caused.
- (iii) Fera and its officers shall be entitled to rely upon the accuracy of all information supplied by or on behalf of an applicant for the issue of a licence.
- (iv) **Fees will be charged for the issue of licences.** Details of the fees are given in a separate explanatory leaflet (PHI 1). **No application will be considered before the correct fee has been paid.**
- (v) If, after investigation and inspection, it is decided on plant health grounds that a licence cannot be issued any fees paid will not be refunded. Fees will be refunded only in circumstances where it is decided a licence is not required.
- (vi) Licences are granted on the strict understanding that licensees observe all conditions which may be part of the licence. Failure to comply with any conditions may result in the withdrawal of the licence and destruction of

any material imported or retained. No refund of fees will be given in such circumstances. You may also be liable to prosecution.

(vii) Inspections of imported or retained material may be made at any time by an Inspector.

(viii) In case of any dispute English law shall apply.

(ix) 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 licenced material) may be used by Fera, Defra and other Government Departments or their appointed agents.

Fera 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, Fera will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998.

Fera 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 Fera provides to you.