



Guidance for Completing the Poultry Registration Form

If you have any questions about this registration form or would rather register via telephone, please contact the Poultry Registration Helpline on **03000 200 301**.

Why do I need to register my poultry?

Under current legislation all keepers holding 50 or more poultry livestock must register with Animal and Plant Health Agency (APHA).

This applies whether the poultry are of a single species or made up of a combination of species and also applies if the premises (site or location where the birds are kept) is stocked to this level for only part of the year.

Where companies keep poultry at more than one premises they should supply information for each separate premises on a separate form, with details of:

- the individual or company who owns the birds
- the individual or company who owns the site/location the birds are kept on
- the poultry keeper details that is the person who is responsible for the welfare of the birds
- the species of birds kept at the site/location, including husbandry and farming systems used.

If you keep large numbers of poultry and it is difficult to account for the total number of individual birds please provide an estimate based upon your written records to within 10% accuracy.

Game Birds – The legislation applies to captive birds and those under the control of the keeper not to birds that may remain on the premises (for example in woodland) after release.

Bird species which must be registered

- Chickens (including Bantams)
- Turkeys
- Ducks
- Geese
- Guinea Fowl
- Quail
- Partridges
- Aviary Birds
- Pheasants
- Pigeons
- Ostriches
- Emus
- Rheas
- Cassowaries
- Kiwi
- Birds of Prey

Psittacines (including cockatiels, parakeets, budgerigars and all birds commonly known as parrots)

Notes on Completing the Poultry Registration Form

Please read the notes below before completing the Poultry Registration Form:

- please write in block capitals
- if you make a mistake please cross through it, make the correction and sign and date it. Do not use correction fluid
- we recommend that you take a copy of your completed registration form for your records.

Terminology

CPH No. (County/Parish/Holding No.)	The land registration number allocated to the premises by the Rural Payment Agency. If you have registered your premises with the Rural Payment Agency you will have been allocated a CPH number. That is the land registration number allocated to you.
Premises	Is the location or site where poultry are kept. The premises is sometimes referred to as a holding.
Premises Owner	The premises owner is the company or individual who owns the land/location where the poultry are being kept.
Poultry	A category of domesticated birds kept for the purpose of collecting their eggs, killing for their meat, showing or shooting. Please refer back to Bird species which must be registered.
Poultry flock	Group of birds, which may be of the same or different species, kept at the same location.
Poultry Keeper	The person responsible for the day to day management and welfare of the birds. The keeper may differ from the poultry owner.

Poultry Owner	The person who owns the poultry, this person may differ from the poultry keeper.
Poultry Numbers	Number of birds by each species or type, e.g. 100 chickens, 30 ducks.
Stocking Months	Some poultry production can be seasonal and the premises (sites) may only be stocked for part of the year, for example, fattening turkeys for Christmas.
Map Reference	OS grid reference of the premises (location) where the poultry are kept. This could be two letters and six numbers or two letters and ten numbers, e.g. TS 123 456.

Completing the Poultry Registration Form

Section 1 - Customer Details

- 1.1 Trading as:**
- **Individual** An individual who keeps birds, and trade in poultry.
 - **Hobbyist** An individual who keeps birds but does not trade in poultry.
 - **Business** An organisation trading in poultry.

1.2 Business Activity

Activity	Definition
Admin Agent	An individual or business is an admin agent for a holding e.g. an estate management company.
Agent	An individual acts on behalf of a customer.
Farmer	An individual who is commercially a keeper of livestock.
Farm Manager	A business or individual who runs a farm/livestock but is not the specific keeper of the livestock.
Consultant	An individual or business acts as consultant to a customer.
Dealer	An individual or business is a dealer of livestock.
Hobbyist	An individual who is a keeper livestock but not commercially e.g. pet flocks of chickens.
Livestock Agent	An individual or business acts as agent for the livestock on behalf of others.
Poultry Importer	An individual or business is a regular importer of poultry only.
Poultry Export	An individual or business is a regular exporter of poultry only.

- 1.3 Trading name** The name which the business trades under for commercial purposes.
- 1.4 Companies House Ref No.** The number allocated by Companies House on registration of a company.
- 1.5 Customer contact details** Please enter contact details of the person who owns the poultry. This may differ from the poultry keeper or the address where poultry are kept.
- 1.6 SBI/BRN/CRN** If you have previously registered with a rural payments organisation, such as the Rural Payments Agency, the Scottish Government or the Welsh Government, please tell us your registration number:
- Single Business Identifier (SBI) if registered with the Rural Payments Agency in England
 - Business Reference Number (BRN) if registered with the Scottish Government
 - Customer Reference Number (CRN) if register with Welsh Government.
- 1.7 Total number of premises** Please confirm the total number of premises (farm/locations/sites) where the birds are kept. Include premises owned or leased by you.

Section 2 - Premises Details

- 2.1 Name of premises where poultry are kept** This is the site or location where poultry are kept; please include farm or field name, full postal address, including post code.
If details are as per Section 1, please write as per 'Section 1' in this field.
- 2.2 CPH for the premises** This is the County/Parish/Holding number allocated to the premises (location/site) by the Rural Payment Agency. If your premises has a CPH number please provide it, if not please write 'Do not have CPH' in the CPH field.
- 2.3 Map reference** OS grid reference of the premises (location) where the poultry are kept. This could be two letters and six numbers or two letters and 20 numbers, e.g. TS 123 456.

- 2.4 Name and address of premises(site) owner** The owner is the company or individual who owns the land/location where the poultry are being kept.
If details are as per Section 1, please write as per 'Section 1' in this field.
- 2.5 Name and address of poultry keeper** The person responsible for the day to day management and welfare of the birds. The keeper may differ from the poultry owner.
If details are as per section one, please write as per 'Section 1' in this field.
- 2.6 Official Veterinary Practice Details** Please provide details of the veterinary practice you are registered with.

Section 3 - Poultry Details

3.1 Poultry Information Table

- Poultry Type and Stocking Numbers** Please tick species kept and, where possible give accurate poultry numbers. If you keep large numbers of poultry and it is difficult to account for the total number of individual birds please provide an estimate based on your written records to within 10% accuracy.
- Production Details** It is important for us to know what you are keeping the birds for. Please mark the production type or types applicable at that premises (location/site).

Husbandry System:

- **Indoors Only - Floor** Purpose built housing where poultry are managed entirely indoors. Birds are free to roam indoors.
- **Indoor Only - Caged** Indoor cages where birds are contained.
- **Outdoors Only - Pen/Paddock** Outdoor housing that may include an attached outside run.
- **Outdoors Only - Cages** An outdoor enclosure used to contain the birds.
- **Outdoors Only - Released** Birds have a level of freedom to express natural behaviour and are allowed to roam outside of the shelter/housing provided.
- **Both Indoor and Outdoor** Birds have access to indoor shelter and outside space.

Farm Management System:

- **Intensive** In this system the birds are generally confined in a building/house entirely, with no access to land outside and stocked to the higher stocking density. For example caged egg production or traditional broiler production.
- **Extensive** In this system the birds are confined in a building/house entirely, with no access to land outside the stocking rate (number of birds in an enclosed area) per m² floor space does not exceed in 25kg/m² and 15kg/m² for geese.
- **Free Range** The birds have had during at least half their lifetime, continuous daytime access to open-air runs comprising of an area mainly covered by vegetation.
- **Organic** Must have access to outside space/fields. Poultry must be fed a natural diet free from genetically modified organisms (GMOs). Animals cannot be given hormones which make them grow more quickly and must only be given drugs to treat illness.

- Seasonal stocking months** When the premises (location/site) is usually stocked during the year. Some poultry can be seasonal, for example turkeys for Christmas. If the premises is stocked for only part of the year, please mark all relevant months.
If you hold stock all year round please select '**All Year**'.

- Are the birds within 500 metres of open body of water?** Please indicate if your poultry flock is within 500 metres of open water. This could be a pond, lake or open reservoir or even a small area of water which would attract wild birds. The body of water may be on your premises (site/location) or on neighbouring boundaries.

- Do birds have access to open air?** Do the poultry flocks have access to open air and therefore unprotected from wild bird droppings?

3.3 - Other Relevant Information

Please only complete this section if you contract, grow or supply poultry for another business.

3.3 - Other Relevant Information

Please only complete this section if you hold other, non poultry, livestock. A member of the APHA team will contact you to obtain full details.