

FOR OFFICIAL USELICENCE NO: **THE LICENSING OFFICER**

Scottish Agricultural Science Agency
 1 Roddinglaw Road
 EDINBURGH
 EH12 9FJ

Telephone No: (0131) 244-8883/8863

THE PLANT HEALTH (SCOTLAND) ORDER 2005

APPLICATION FOR A LICENCE TO IMPORT AND RETAIN PLANTS AND PLANT MATERIAL, PLANT PESTS, SOIL OR GROWING MEDIUM AND PROHIBITED ORGANISMS FOR SCIENTIFIC OR RESEARCH PURPOSES

Please complete questions 1 to 3 in BLACK INK and BLOCK LETTERS, sign and date the form and enter the information requested overleaf.

1. **Name of the Head of Department who requires the licence**

2. **Full postal address of Department**

 Postcode:Telephone No:
3. DECLARATION

I apply for a licence to import and/or retain the material listed overleaf.

I accept that:

- if, after investigation and inspection, it is decided that a licence cannot be issued, no refund of the application fee will be made;
- if an inspection of the material is deemed necessary, any additional charge must be paid before the licence is issued;
- application fees will only be refunded if written notice of withdrawal of application is sent to Plant Health Section, to arrive there within 7 days of the date of the original application. The sum refunded will be the application fee less £5 to cover administrative costs;
- a licence may only be issued subject to certain conditions being met; that I must abide by those conditions and that failure to do so could result in the licence being revoked.

The current cost of a new licence is £65. Renewal or amendment of an existing licence is £25.

I enclose a Cheque, Postal Order, Money Order for the sum of

£

Name of person who will be responsible for importation

4. **Email address**

 Telephone No:

Signature:

Date:

Cheques, Postal Orders or Money Orders should be crossed and made payable to "SEERAD". Please send the completed form and your payment to **The Licensing Officer (address at top of page)**:

	1	2	3
1. Scientific name of material to be imported/ retained. Please include genus, species, variety, harmful organism and host range where appropriate.			
2. Type of material to be imported and now packed eg cultures of plant pathogens (freeze-dried/agar cultures), larvae/adult invertebrates, rooted cuttings/leaf material, soil etc.			
3. Quantity to be imported/retained.			
4. Country or place of origin or export.			
5. Full postal address where material is to be kept on arrival and name(s) of person(s) responsible for day-to-day work.			
6. Proposed point of entry of imported material			
7. Number of consignments to be imported and anticipated dates of entry			
8. Anticipated start and completion of investigations			

9. Please provide details of the nature and objectives of the work to which this application relates, including Standard Operating Procedures, pest risk assessments, protocols and any other supporting documents.

(if necessary please continue on a separate sheet)

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10. Please state building, room names and numbers where the work will be carried out. (state labs, glasshouses and growth rooms separately)

Laboratory
Growth room
Glasshouse

11. Please supply details of measures to be taken to ensure safe containment of the licensed material. Eg protective clothing, pest control, physical/temporal separation, restricted access, waste disposal, dedicated equipment, negative pressure, appropriate hygiene and disinfection procedures and general facilities ie double door access.

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12. Please describe proposed method of disposal or treatment of the material on completion of the work.

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13. Please add any other information which may be relevant to this application.

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