SASA
Science and Advice for Scottish Agriculture
Agriculture, Food and Rural Communities Directorate

T: 0131-244 8890 F: 0131-244 8940
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The Scottish Government
Riaghaltas na h-Alba

To: Registered Merchants, Processors & Packers in Scotland,

Our ref: Seed Cert 167

October 2021

Licencing of Seed Merchants, Seed Processors and Seed Packers

The Seed (Licencing and Enforcement etc.) (Scotland) Regulations 2016 came into force on 1 July 2016 changing registrations for seed merchants, seed processors and seed packers to a licence for Professional Seed Operators (PSO). This indicated that a Licence would last 5 years. We are now at the stage where you need to re-register for a licence as a Professional Seed Operator

In order that we can assess your application and grant the appropriate licence please indicate, on the attached application form, which functions you wish to apply for i.e. whether you seek to be licensed as a merchant, processor, packer or OECD Label Printing (or any combination of those functions). The licence issued will detail the species and categories of seed in respect of which, those functions can be carried out.

Please complete and return, by **15th December 2021**. The Licence you receive will last for 5 years from 31 December 2021 and after the 5 year period you will need to re-apply for a licence.

Should you require any further information on either the licencing procedure, or the questionnaire, please do not hesitate to email seeds@sasa.gov.scot or contact Bob Sunter (07776162812).

Yours sincerely

MIKE PARKER
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INVESTOR IN PEOPLE
POSITIVE ABOUT DISABLED PEOPLE

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THE PLANT VARIETIES AND SEEDS ACT 1964

THE SEEDS (LICENSING AND ENFORCEMENT) REGULATIONS

APPLICATION FOR A LICENCE FOR PROFESSIONAL SEED OPERATOR
(Please read the explanatory notes before completing in BLOCK CAPITALS)

1. Name & Address of Business

Name of Business

Address

Post Code

Telephone Number

Fax Number

Email Address

I hereby apply to the Scottish Ministers in accordance with the Seeds Licensing and Enforcement) Regulations 2016 for the licence of the business described below.

Signature of applicant(s)

For and on behalf of

Date

The Certifying Authority is bound by current disclosure legislation which includes the Data Protection Act 1998, the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. For further information on the disclosure policy, please see the Guidance Notes or the SASA web site.

2. Business Details

Type of Licence required (see note 1) – please tick all that apply	Seed Merchant		Seed Processor		Seed Packer		OECD Label Printing (see note 4)			
Type of Seed being dealt in (see note 2) – please tick all that apply	Cereals		Fodder		Oil & Fibre		Beet		Vegetable	
Grade of Seed being dealt in – please tick all that apply	Pre-Basic & Basic		C1		C2		C3		Mixtures	Standard Seed(Veg only)
Name of Responsible Person (see note 3)										

3 Seed Samplers

List below; Any seed samplers employed within your business and/or Any person likely in the near future to attend a seed samplers course		
Name	Licence number(if appropriate)	Date of last course/test attended (if appropriate)
C – if you have an automatic sampler please indicate the type of sampler		

Please return this completed form to:

The Certifying Authority for Scotland
SASA
1Roddinglaw Road,
Edinburgh,
EH12 9FJ

For Official Use	
Date of Licence	
Registration Number	
Type of Licence	
Type of Seed	
Grade of Seed	

EXPLANATORY NOTES

1 Definition of Licence categories:-

SEED MERCHANT

"Seed Merchant" means a person engaged in the business of trading in seeds other than a person engaged in a business trading only in small packages of seeds, small EEC packages of seeds, small EEC A packages of seeds or small EEC B packages of seeds (as defined in each case in seeds regulations) or in unpacketed seeds which may be marketed in accordance with seeds regulations;

SEED PROCESSOR

"Seed Processor" means a person engaged in the business of cleaning, treating or otherwise processing seeds intended for sale.

SEED PACKER

"Seed Packer" means a person engaged in the business of re-packing seeds or a person who, in accordance with the requirements of the Vegetable Seeds Regulations for the time being in force, labels or marks packages of Standard Seed of vegetables (as defined in those regulations).

OECD Label Printing

If you intend to sell seed in packages other than a small package outside of Great Britain (England, Scotland & Wales) the seed will need to be labelled with OECD labels.

2. Type of Seed

Cereals – Wheat (including Durum and Spelt Wheat), Barley, Oats, Rye, Triticale and Maize

Fodder – **Grasses**, (Velvet bent, Redtop, Creeping bent, Brown top, Tall oatgrass, Rescue grass, Alaska brome-grass, Cocksfoot, Tall fescue, Sheep's fescue (incl. Fine leaved fescue and hard fescue), Meadow fescue, Red fescue, Festulolium, Italian ryegrass (incl. Westerwolds ryegrass), Perennial ryegrass, Hybrid ryegrass, Timothy, Small timothy, Annual meadowgrass, Wood meadowgrass, Smooth-stalked meadowgrass, Rough-stalked meadowgrass) **Legumes** (Birdsfoot trefoil, White lupin, Narrow-leaved lupin (blue), Yellow lupin, Trefoil, Black medick, Lucerne, Sainfoin, Field pea, Alsike clover, Red clover, White clover, Field bean, Hungarian vetch, Common vetch, Hairy vetch) and **Crucifers** (Swede, Fodder Kale and Fodder Radish)

Oil & Fibre – Swede rape (including fodder rape and oilseed rape), Mustard, Turnip Rape, Soya, Sunflower, Linseed and flax

Beet – Sugar Beet, Fodder Beet (including Mangel)

Vegetable – Onion, Leek, Celery, Celeriac, Asparagus, Spinach beet, leaf beet, chard, Red beet, beetroot, Kohl rabi, Curly kale, borecole, Cauliflower, Sprouting broccoli, Calabrese, Cabbage, Red cabbage, Savoy cabbage, Brussels sprouts, Chinese cabbage, Turnip, Endive, Witloof chicory, large-leaved chicory, (Italian chicory) Industrial chicory, Melon, Cucumber, gherkin, Gourd, Marrow, Carrot, Lettuce, Tomato, Parsley, Runner bean, French bean, Pea (not Field pea), Radish, Spinach, Broad bean

3. Responsible Person

To ensure that the requirements and procedures are carried out to the satisfaction of the Certifying Authority applicants, merchants, processors, and packers must nominate one person with sufficient knowledge of the relevant Seed Regulations and authority within the firm to be the "responsible person".
The responsible person should sign all forms for seed certification or a signature on their behalf will be acceptable. The responsible person will be the first point of contact in event of any queries and communications from the Certifying Authority.

4. Conditions for OECD Label Printing

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- Applicant must source blank OECD labels from SASA, **not** directly from the approved label contractor or from any other supplier:

- Applicant must apply for OECD Reference number from SASA:
- Applicant must notify SASA of the label numbers used for every reference number allotted to them with 5 working days of the labels being printed:
- Applicant must notify SASA of the label numbers on any despoiled labels:
- Applicant must keep accurate records of all labels supplied;
- These records must be made sent to SASA annually, for checking:

. Any breach of these conditions may lead to your licence being revoked by the Certifying Authority for Scotland