



# Application for a Licence for Seed Marketing Operations

Name and address of applicant (company and licence address)

Postcode

Tel. No.

Fax No.

**I hereby apply to the Secretary of State for Environment, Food and Rural Affairs in accordance with the Seed Marketing Regulations for the licensing of the business described below.**

Signature

Date

Name in BLOCK letters

For and on behalf of (Company Name)

**Brief description of the business.** Sufficient detail should be given to indicate the nature of the business, whether trading or cleaning, treating, processing or packaging, marketing preservation mixtures or conservation and the types of seed handled e.g. cereals, herbage, vegetables, etc., and the type of premises covered by the application.

Seed marketing operations are defined in the Regulations as:

*(please tick all the appropriate box(es) for the classifications for which licensing is required)*

- Marketing seed .....
- Packing, sealing or labelling of seed .....
- Re-packing, re-sealing or re-labelling of seed .....
- Preparation of mixtures of seed as permitted by Seed Regulations .....
- Cleaning, treating or other processing of seed intended for marketing .....
- Collection, preparation and marketing of preservation mixtures .....

NB: You should refer to the seed marketing regulations for more detailed definitions of the above.

**Nominated contact:** the person named should have sufficient knowledge and authority to ensure that all the requirements of the Seed Regulations and, where appropriate, certification processes are adequately carried out. He/she will normally be the person who signs the necessary forms for seed certification and deals with any queries on these matters.

• Nominated contact

Title  Name in BLOCK letters

E-mail  (Your e-mail address will be added to our distribution list for future seed certification information. You can also access information on the website ).

• Name of Deputy

Title  Name in BLOCK letters

Please give the name(s) of Licensed Seed Samplers (if applicable) whose services will be available to the company:

| Please use BLOCK LETTERS |             |                                       |
|--------------------------|-------------|---------------------------------------|
| Name in full             | Licence No. | Date of Seed Samplers Course attended |
|                          |             |                                       |
|                          |             |                                       |
|                          |             |                                       |
|                          |             |                                       |
|                          |             |                                       |

### Data Protection Act 1998 – Fair Processing Notice

The purpose of this Fair Processing Notice is to inform you of the use that will be made of your personal data, as required by the Data Protection Act 1998.

APHA is the data controller in respect of any personal data that you provide when you complete the CERT 11 Application for a Licence for Seed Marketing Operations form.

APHA will use your personal data primarily for the purposes of ensuring compliance with the Seed Marketing Regulations and sending you information relating to the Regulations and which is relevant to your company's business.

APHA may also use your personal data where appropriate for purposes, including regulatory and enforcement functions, connected with:

- the certification of seed where the information provided is shared with APHA's technical contractor (currently the National Institute of Agricultural Botany (NIAB)) for the purposes of administering the seed certification scheme on APHA's behalf;
- information may be used by other sections of APHA for the purposes of monitoring third country imports of conventional seed varieties for adventitious GM presence – consent is obtained from those companies affected before this information is shared;
- publishing a register on its web page of all Licensed Seed Companies and their contact details;
- equivalent Government Departments in other Member States of the European Union for enforcement purposes;
- companies contracted by APHA to supply official seed labels and official sealing devices.

Data may be passed to other bodies (including the Devolved Administrations dealing with Seed Marketing in Scotland, Northern Ireland and Wales) where necessary for any of the above-mentioned purposes. The data collected may also be used to provide publicly available statistics that will not identify individuals.

APHA may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000. However, APHA will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998.

APHA 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 APHA provides to you.

We may use information, including personal data, to test computer systems to ensure that they work effectively and efficiently and to develop new systems in order to improve efficiency and the service that we provide to you and other persons. Any use of information for testing or developing computerised systems will be conducted in a secure manner in accordance with the Data Protection Act 1998 to safeguard the privacy of the information that you have supplied.

Defra's Personal Information Charter, which gives details of your rights in respect of the handling of your personal data, is on the [Defra section of Gov.uk](#)

If you believe that any of the information we hold concerning you is incorrect or out of date, please provide us with the accurate information in writing together with supporting evidence (if appropriate). You should address your correspondence to: Mandy Hart, Seed Marketing Team, APHA, Eastbrook, Shaftesbury Road, Cambridge CB2 8DR. Tel: 0300 060 0729.

Email: [mandy.hart@apha.gsi.gov.uk](mailto:mandy.hart@apha.gsi.gov.uk)

For further information about the processing of personal information in relation to Defra's online services, please see the 'privacy' link on the homepage.

---

The completed application form should be sent to: [seed.cert@apha.gsi.gov.uk](mailto:seed.cert@apha.gsi.gov.uk)

OR The Animal and Plant Health Agency (APHA)  
Eastbrook  
Shaftesbury Road  
Cambridge  
CB2 8DR  
Tel: 0300 060 0497  
Fax: 0300 060 2115