**P(Seed)1**

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|  | **Application Form - 2024** |  |
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**Certification and Classification of Seed Potatoes**

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Please read Explanatory Leaflet P(Seed)1A **before** completing this application

Please fill form in on-line, then print form and send via mail post, along with cheque, labels and other relevant documents.

Please use BLOCK LETTERS

**Section 1:** Details of **APPLICANT (*NB: These are the details that will appear on the Register)***

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| **(a)** |  | **Name (s)** |  |
|  |  | **Address**  **Postcode**  **Tel. No.** |  |

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| **(b)** | **Plant Health** |  | **(c)** | Please tick if you do not wish |  |
|  | Registration | UK/NI: |  | **your telephone number published** |  |
|  | **Number** |  |  | **in the 2024 Seed Register** |  |

(d) Name of Grower’s Potato Inspector:

**Section 2:** Details of **GROWER (if different from applicant)**

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| **(a)** | **Name(s):**  **Address:** Postcode:Tel No: |  |

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| **(b)** |  |  |  |  |  |
|  | **Plant Health**  **Registration Number** | UK/NI: |  |  |  |
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For information on ‘DAERA Privacy Notice’ please see below.

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| Details of crops to be inspected on which fees are payable | | | | |  |
| **Varieties ∅**  (separate details  should be given | **Area planted**  (hectares) | **For both your own**  **and conacre land** | **If growing on**  **conacre land** | | **Details of seed planted** | | | |  |
| **\*** Name, and registration no. of grower last year | | Quantity (tonnes) | Union Grade | Crop Number |
| Farm Survey No. Field  No.∅ | Name of owner of land | |  | |  |  |  |
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| **TOTAL AREA**  **FOR INSPECTION** |  |  |  |

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| **Section 4** | | | | **Payment of fees** | | | | | | |  | | | | | | |
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| **I enclose a *(Tick one box)*** | | | | | cheque | |  | or postal order |  | | See attached note for current fees | | | | |  | |
|  | | |  | | | |  |  |  | |  | |
| **at** ***(Tick one box)*** | | | "normal" rate | | | |  | or "late" rate |  | |  | |
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| **for** | **£** | | | | |  | | |  | **Go to Section 7** | | | | | | | |
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| **Section 6** **For Official Use Only** | Yes/No | Action |
| Home Grown Seed Checked |  |  |
| Field details match GIS |  |  |
| Fees Correct |  |  |
| Acknowledgement letter sent |  |  |
| Finance letter |  |  |

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| **Section 7** | | **Details of all other potato crops (ware)** | | | | | | | |
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| (a) | Grown by you (**or** your contract grower) | | | (b) | Grown by other persons living at your (**or** your contract grower's) address | | (c) | If no other potato crops are grown, please write **"NONE"** in the column headed "Varieties" | |
| **Varieties**  (separate details | | **Area** | **For both your own and conacre land** | | | **If growing on conacre land** | | | **Townland in** |
| should be given for each variety) | | **planted** (hectares) | Farm Survey &  Field No. | | | Name of owner of land | | | **which potatoes are growing** |
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| **Section 8** | | | | | | **To be completed by all applicants** | | | | | |
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| **Declaration - I/We declare that:-** | | | | | | | | | | | |
| (a)  (b)  (c)  (d) | none of the fields mentioned on this application have been cropped with potatoes in the past 4 years (6 years for crops for classification at PB);  I/we have read Explanatory Leaflet P(Seed)1A and the DAERA Privacy Notice;  I/we understand that findings of crop inspection may be shared with the grower of the crop (where the grower is not the applicant);  I/we agree to the publication of the of final grades of crops on this application form in the “Northern Ireland Register of Pre-Basic and Basic Seed Potato Crops 2024” which will be published on the DAERA website. | | | | | | | | | | |
| **Undertaking - I/We undertake that:-** | | | | | | | | | | | |
| (a)  (b)  (c)  (d)  (e) | any certificate issued to me/us will not be used in connection with the sale of any seed potatoes other than those from the crops specified on that certificate;  the tubers from the crops examined will be stored separately and will be maintained free from mixture with other varieties;  full details about the amount of seed obtained from each crop and the sale and distribution of this seed will be maintained and made available to an authorised officer of the Department on request;  all potatoes supplied for seed purposes under certificates issued by the Department will be delivered in sound condition and fit for planting;  I/we will adhere to all the conditions listed in the enclosed Explanatory Leaflet P(Seed)1A and prescribed in the Seed Potatoes Regulations (Northern Ireland) 2016. | | | | | | | | | | |
| **Marketing of Stocks –** please tick this box if you do **not** give permission for the grower of the stocks (where the grower is not the applicant) to request plant passports and sealing/tuber inspections for the stocks.  **Liability - I/We understand that** the information in this application and any related inspection reports may be | | | | | | | | | | | |
|  | | | used in support of any statutory function of the Department of Agriculture, Environment and Rural Affairs; **and** that | | | | | | | | |
|  | | | it is a condition governing acceptance by the Department of my/our application that no liability will be | | | | | | | | |
|  | | | attached to the Department or any of its officers:- | | | | | | | | |
|  | | -  -  - | | | in connection with any soil test or inspection;  for the certificates, reports or other notifications based on the results of soil tests or the examination of crops in the growing state;  in any other way connected with pre-cropping soil tests or inspection and certification. | | | | | | |
|  | | | | |  | |  |  | | |  |
| **Request - I/We apply** for the inspection of the crops described on this application. | | | | | | | | | | | |
| ***Sign here*** | | | | ***☞*** | | | ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | ***Date*** | ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | |

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| **Check** |  | Have you enclosed the appropriate number of passports and the invoice or sales document?  Have you completed Section 7 or entered "NONE"?  Have you enclosed your signed cheque or postal order?  Have you signed the application form? | **Department of Agriculture, Environment and Rural Affairs**  **Plant Health Inspection Branch**  **Ground Floor, Clare House**  **303 Airport Road West**  **Sydenham Intake** |
|  | Send this application, remittance and all supporting documents to:- | | **BELFAST BT3 9ED.** |

Privacy Notice (Plant Health Directorate)

This Privacy Notice provides information about Plant Health Directorate’s processing of personal information in relation to delivery of our functions. Plant Health Directorate also processes personal information in relation to delivery of our Forest Service functions – a separate Privacy Notice for these functions is available at: <https://www.daera-ni.gov.uk/publications/forest-service-privacy-notice>

Data Controller Name: (Forest Service – An Agency of) The Department of Agriculture, Environment and Rural Affairs

DAERA Data Protection Officer Telephone: 028 9052 4316 Email: dataprotectionofficer@daera-ni.gov.uk

Why are we processing your personal information? We process your personal information for a range of purposes in line with our legislative responsibilities for Plant Health, Crop Certification and Bee Health.

 Bees (Northern Ireland) Order 1980 (1980 No. 869 (N.I. 7))

The Plant Health (Official Controls and Miscellaneous Provisions) Regulations (Northern Ireland) 2020 (2020 No. 293)

 Noxious Weeds (Northern Ireland) Order 1977 (1977 No. 52 (N.I. 1))

 Seeds Act (Northern Ireland) 1965 (Chapter 22) (as amended)

 The Bee Diseases and Pests Control Order (Northern Ireland) 2007 (2007 No. 246) (as amended)

 The Marketing of Fresh Horticulture Produce Regulations (Northern Ireland) 2010 (2010 No. 198) (as amended)

 The Marketing of Fruit Plant and Propagating Material Regulations (Northern Ireland) 2020 (2020 No. 294)

 The Marketing of Ornamental Plant Propagating Material Regulations (Northern Ireland) 1999 (1999 No. 502)

 The Marketing of Vegetable Plant Material Regulations (Northern Ireland) 1995 (1995 No. 415) (as amended) The Olive Oil (Marketing Standards) Regulations (Northern Ireland) 2008 (2008 No.189)

 The Plant Health (Phytophthora ramorum) Order (Northern Ireland) 2005 (2005 No. 23) (as amended)

 The Plant Health (Wood and Bark) Order (Northern Ireland) 2006 (2006 No. 66) (as amended)

 The Plant Health Order (Northern Ireland) 2018

 The Seed Potatoes Regulations (Northern Ireland) 2016 (2016 No. 190) (as amended)

 The Trade in Animals and Related Products Regulations (Northern Ireland) 2011 (2011 No. 438) (as amended)

 The Marketing of Potatoes Regulations (Northern Ireland) 1989 (1989 No. 221) (as amended)

 Marketing of Potatoes Act (Northern Ireland) 1964 (Chapter 8) (as amended)

 The Seed Marketing Regulations (Northern Ireland) 2016 (2016 No. 244) (as amended)

 The Plant Health (Import Inspection Fees) Regulations (Northern Ireland) 2005 (2005 No. 373) (as amended)

 The Plant Health (Import Inspection Fees) (Wood and Bark) Regulations (Northern Ireland) 2005 (2005 No. 380)

 The Seed Potatoes (Crop Fees) Regulations (Northern Ireland) 2011 (2011 No. 63)

 The Seed Potatoes (Tuber Inspection Fees) Regulations (Northern Ireland) 2006 (2006 No. 187) (as amended)

In addition, we may process your personal information for other legitimate purposes in line with the Data Protection Act 2016, Freedom of Information Act 2000 and Environmental Information Regulations 2004. We may also process personal information supplied to us in the course of any claim, customer complaint, legal action or any other business transaction.

Where do we get your personal data from?

 We will collect your information primarily from applications for services and subsequent information that you provide to us, as the data subject, in relation to the provision of these services. We may also collect additional information from other agencies that is necessary to provide the services requested. We will also maintain and update your data with any information you subsequently share with us in order to ensure your data is factual, accurate and up-to-date.

Do we share your personal data with anyone else?

 Any personal information you supply will be processed by our staff in Forest Service principally for the purpose for which it has been provided. However, Forest Service is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose. We may also share this information with:

Other bodies responsible for law enforcement and the audit or administration of public funds, in order to prevent and detect crime or fraud;

Tax and customs authorities, when requested by them to do so;

NI Direct;

Third party ICT systems to support contractors who maintain our ICT systems which hold your personal data.

Do we transfer your personal data to other countries?

 Should it be necessary to transfer personal information overseas, any transfers made will be in full compliance with all aspects of the General Data Protection Regulations (2016).

How long do we keep your personal data?

 We will retain your data only for as long as necessary to comply with legislation, and/or where there is a business need to do so (i.e. for the administration of your application and/or payment). Your data will be kept in line with our Retention and Disposal Schedule.

Changes to this Privacy Notice

 We will make changes to this notice from time to time, particularly when we change how we use your information or the services we provide. You can always find an up-to-date version of this notice on our website at:

<https://www.daera-ni.gov.uk/publications/forest-service-privacy-notice>

 You can also contact the DAERA Data Protection Officer should you require further information (contact details given below).

What rights do I have?

 You have the right to obtain confirmation that your data is being processed and to access your personal data.

 You are entitled to have personal data rectified if it is inaccurate or incomplete.

 You have a right to have personal data erased and to prevent processing, in specific circumstances

 You have the right to ‘block’ or suppress processing of personal data, in specific circumstances

 You have the right to data portability, in specific circumstances

 You have the right to object to the processing, in specific circumstances

 You have rights in relation to automated decision making and profiling

How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact Department Data Protection Officer at:

DAERA Data Protection Officer Ballykelly House 111 Ballykelly Road Limavady Londonderry BT49 9HP

Telephone: 028 9052 4316 Email: dataprotectionofficer@daera-ni.gov.uk

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):

Information Commissioner’s Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5Tel: 0303 123 1113 Email: casework@ico.org.uk

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| **Area (hectares)** | **"Normal" rate** | **"Late" rate** |
| 0.001 - 0.5 | 46.00 | 56.00 |
| 0.501 - 1.0 | 46.00 | 56.00 |
| 1.001 - 1.5 | 69.00 | 84.00 |
| 1.501 - 2.0 | 92.00 | 112.00 |
| 2.001 - 2.5 | 115.00 | 140.00 |
| 2.501 - 3.0 | 138.00 | 168.00 |
| 3.001 - 3.5 | 161.00 | 196.00 |
| 3.501 - 4.0 | 184.00 | 224.00 |
| 4.001 - 4.5 | 207.00 | 252.00 |
| 4.501 - 5.0 | 230.00 | 280.00 |
| 5.001 - 5.5 | 253.00 | 308.00 |
| 5.501 - 6.0 | 276.00 | 336.00 |
| 6.001 - 6.5 | 299.00 | 364.00 |
| 6.501 - 7.0 | 322.00 | 392.00 |
| 7.001 - 7.5 | 345.00 | 420.00 |
| 7.501 - 8.0 | 368.00 | 448.00 |
| 8.001 - 8.5 | 391.00 | 476.00 |
| 8.501 - 9.0 | 414.00 | 504.00 |
| 9.001 - 9.5 | 437.00 | 532.00 |
| 9.501 - 10.0 | 460.00 | 560.00 |

**Payments of fees**

* See conditions 1.1, 2.1 and 2.2 of Explanatory Leaflet P(Seed)1A.
* Inspection fee at “normal” rate must accompany applications received by the Department on or before 30 May 2024.
* Inspection fee at “late” rate must accompany applications received by the Department after 30 May 2024.
* Total amount for inspection fees for various areas are shown opposite.

Example:

Fee at “normal” rate for 22.001 hectares

= rate for 10.0 + 10.0 + 2.001 (hectares)

= £460.00 + £460.00 + £115.00

= total payment of £1035.00.

* Do not send cash.
* Cheques and postal orders should be made payable to:-

“DAERA” and

crossed “a/c Payee”.