

Cattle Documentation – Requests For Review – Application Form

Please use this form to request the Scottish Government Rural Payments and Inspections Division (SGRPID) to—

1. **review** a decision to serve a notice requiring the slaughter of cattle under article 12 of the 2007 Regulations (a “Slaughter Notice”),
2. **review** a decision to serve a notice requiring the surrender of a cattle passport or other identification document under paragraph 11 of schedule 3 of the 2007 Regulations (a “Surrender Notice”),
3. **review** a decision not to issue a cattle passport upon application under paragraph 5 of schedule 3 of the 2007 Regulations (but only where such refusal is in connection with a cattle identification inspection undertaken by SGRPID),
4. **return** a cattle passport or other identification document in circumstances in which such a document has been surrendered (regardless of whether the surrender was voluntary or pursuant to service of a Surrender Notice) during or in connection with a cattle identification inspection undertaken by SGRPID,

Where you have surrendered or been denied a cattle passport in the circumstances mentioned in the second, third or fourth categories listed above you are likely to have been served with a Notice of Registration (“NOR”) for the animal to which the passport relates.

This review process applies only in the above circumstances. All other requests for review of decisions in relation to cattle documentation (including cattle passports), or requests for return of such documentation, must be made directly to ScotEID. For example, any request for review of a decision not to issue a cattle passport should be made to ScotEID if not connected to a cattle identification inspection undertaken by SGRPID.

You should only complete this form if you have not received an acceptable response to your initial enquiry to your local SGRPID area office.

The completed form must be submitted to your local SGRPID area office.

Please complete all fields below. Failure to do so may result in your request being deemed invalid.

Please read the ‘Guidance notes for completing this form’ in Part 4 before completing and submitting this form.

Part 1 – Business details

1.1 Business name

Business address

Postcode

Contact name

Telephone number

Mobile number

Email

Main Location Code (MLC)

 / /

Business Reference Number (BRN)

Part 1 – Business details (continued)

1.2 Contact details – if different to those given at 1.1:

Address

Phone number

Contact name

Agent ID number (if applicable)

Email

Part 2 – Your review and supporting information

2.1 The inspection year(s) to which your request refers (if applicable):

2.2 Date(s) of SGRPID documentation issued eg cattle identification inspection report, notices etc (if issued):
(Please include a copy of documentation)

Part 2 – Your review and supporting information (continued)

2.3 Request details

[illegible]

****Continue on separate sheet if necessary.***

Part 2 – Your review and supporting information (continued)

2.4 Overflow section for section 2.3 – Grounds for review or request (state reasons for the outcome sought)

****Continue on separate sheet if necessary.***

Part 2 – Your review and supporting information (continued)

2.5 If you are providing supporting documentation with this form, please number and list the documents in the following table.

Document number	Short description of the document
1	
2	
3	
4	
5	
6	
7	

Part 3 – Declaration

I confirm that the information supplied on this form is correct to the best of my knowledge.

Before you sign and date this form below, please check that you have completed all the necessary sections and have attached any additional information that is relevant (refer to the guidance notes in Part 4).

This request for review must be signed by the applicant, or by an agent who already has written authority from the applicant.

Name (block capitals)

Signature

Status*

*(For example partner, director, company secretary, agent or responsible person.)

Date

Part 4 – Guidance notes for completing this form

General

If you have received a cattle identification inspection report in relation to the subject-matter of your request, you should first contact your local area office if you have questions about how any decision was made.

In all circumstances, this form should only be submitted if you have contacted your local office and the matter has not been resolved to your satisfaction.

Unless your request is for review of a decision to serve to a Slaughter Notice or a Surrender Notice, you must make sure that the animal(s) to which your request relates are, or have been, subject to an SGRPID inspection.

Completing the review form

Part 1 – Business details

1.1 Business information

This is the information you provided when you registered at the Rural Payments and Services web portal <https://www.ruralpayments.org>

Contact name

This should be the name of the person making the Request for Review on behalf of the business. This lets SGRPID staff know who to contact.

Status

If an agent is submitting the Request for Review on behalf of a business, all resulting communication from SGRPID will be sent to the agent. It is the responsibility of the business to keep in touch with their agent – and vice versa – about all aspects of the review.

1.2 Additional contact details

We only need these if they are different to the details in 1.1.

Agent ID number

If you have already registered with SGRPID as an agent you should have this number. If you are an agent which is not registered with SGRPID, please contact your local area office before proceeding any further (unless you are a solicitor or other legal advisor)

Part 2 – Your review and supporting information

2.2 Date of the decision letter

Please state the date of the cattle identification inspection report, if such a report is relevant and has been issued. If relevant, a copy of the cattle inspection report should be included with the complete Request for Review.

Part 4 – Guidance notes for completing this form (continued)

2.3 Request Details

Animal identifier

You should clearly list each animal to which your request relates by reference to its official identification number / other identifier (in relation to animals subject to slaughter notice).

Request type

In the relevant column, you should clearly indicate the type(s) of request being made in relation to each animal, namely the following options:

1. Review Slaughter Notice,
2. Review Surrender Notice,
3. Review decision not to issue a cattle passport on application,
4. Return a cattle passport or other identification document (this category is for a general request for return of cattle passport).

Outcome(s) Sought

Detail which outcome(s) you are seeking, for example:

- withdrawal of Slaughter Notice,
- withdrawal of Surrender Notice,
- issue of passport following application,
- return of passport,
- return of NOR.

Grounds for Request for Review and supporting documentation

- Where requesting the review of a decision taken in relation to an animal, you should set out clearly and concisely the reasons why you think the decision should be overturned. The information provided should explain why you consider the decision to be flawed and set out the facts that you consider to justify overturning the decision. Only provide information that relates to the decision taken.
- If you are making a request for return of an identification document (i.e. a cattle passport or an NOR), you should explain why you consider that the identification document should be returned.
- Please attach any relevant documents and list them in section 2.5 (together with a brief description). Please include references (e.g. the paragraph, section and/ or page) to such listed documents in the relevant column in section 2.3, where they are relevant to your request in relation to an animal.
- If you will be relying on regulatory references, these should be detailed in the “Grounds for Request for Review” column of the table in section 2.3 or in the section 2.4.
- There is no need to attach copies of guidance booklets as the area office will have these documents. However, please refer by number to any pages, sections or paragraphs that you believe are relevant to your request for review.
- You may wish to include any relevant correspondence to support your case. If doing so, you should summarise why the correspondence is relevant to your request. Any such correspondence should be referred to in section 2.3 or 2.4, and also listed as supporting documentation in section 2.5.

Part 4 – Guidance notes for completing this form (continued)

Part 3 – Declaration

It is your responsibility to make sure that the information in your Request for Review is correct.

If making a Request for Review of a decision, it is strongly recommended that the completed form is **delivered** to your local SGRPID office within **60 days** of the date of the relevant decision.

You may wish to use a special delivery facility with Royal Mail to make sure this happens.

Visit <https://www.ruralpayments.org> to find contact details for your local SGRPID area office.