



## Guidance Notes on Transporter Authorisations

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Since 5 January 2007, anyone transporting any live vertebrate animals inside the European Union, and between Member States and third countries on journeys of over 65 kilometres (approximately 40 miles) as part of an economic activity, must hold a valid Authorisation to do so. This is a requirement of Council Regulation No. (EC) 1/2005 on the protection of animals during transport and related operations (subsequently referred to as 'the Regulation') which came into force on that date, and is applicable across the European Union. A copy of the Regulation may be found on the following link: <http://faolex.fao.org/docs/pdf/eur69655.pdf>.

All previous Authorisations granted under the Welfare of Animals (Transport) Order 1997 are no longer valid.

There are two types of Authorisation available:

- a **short journey** Authorisation (Type 1) for journeys over 65km and up to and including eight hours duration
- a **long journey** Authorisation (Type 2) for all journeys over 65km including those that exceed eight hours duration.

Anyone required to hold an authorisation must ensure that when transporting live animals, a copy of the authorisation is available for inspection, if required, by the competent authority.

- Authorisation Certificates are issued by Animal and Plant Health Agency (APHA)
- Authorisations are valid for five years unless revoked or suspended
- Authorisations may have conditions imposed upon them.

The following guidance notes explain who requires an Authorisation, what conditions they have to meet, and how to apply. Anyone completing the application form should also read the notes on the form. They explain what information is required in each section.

Further guidance, including that referred to later in this document, can be found on the GOV.UK website at: <https://www.gov.uk/guidance/animal-welfare#animal-welfare-during-transport>

### 1. Who needs to have an Authorisation?

Anyone transporting live vertebrate animals as part of an 'economic activity' for distances over 65km require an Authorisation. The Regulation does not define 'economic activity' but Defra take the view that transport in connection with an economic activity consists of:

*Any transport of animals undertaken as part of a business or commercial activity, which aims at achieving financial gain, whether direct or indirect, for any person or company involved with transport.*

Such transport would most likely include journeys undertaken by:

- commercial hauliers
- farmers
- pet animals where the movements are related to an economic activity (i.e. a business) e.g. commercial pet breeders, dog racing, those taking part in filming e.g. advertisements which involve financial gain
- 'professional' horse riders/jockeys, including those sponsored to compete
- where animals are transported in order to be sold as part of a business
- zoos and leisure parks
- laboratory animals (but fitness to travel provisions do not apply when the animals are taking part in an authorised research project) in all circumstances.

### 2. Who does not need an Authorisation?

You do not require an Authorisation for transporting animals if the journey is not in connection with an 'economic activity'. Journeys of the following nature also do not require an authorisation:

- not in the course of business or trade
- not for hire or reward
- consisting of a single animal accompanied by a person who has responsibility for its welfare (or two animals accompanied by two people up to a maximum of four animals accompanied by four people)
- where pet animals are accompanied by their owner on a private journey
- where pet animals are taken to or from a specialist show or competition and the primary purpose is for pleasure rather than as part of a business
- where horses and ponies are transported by an owner for the purpose of riding, showing or competing for pleasure e.g. show jumping, gymkhanas etc. However, professional riders would fall in scope of the regulation and also a haulier paid to take such animals to shows etc would require an Authorisation
- where individuals attending shows or competitions primarily for pleasure share the burden of transport e.g. petrol costs, but where there is no profit made by the individual undertaking the transport
- undertaken by the armed forces or public services during the course of their official duties
- involving the transportation of circus animals where the transport vehicle can be regarded as the animal's housing.

### 3. Short journey or Long journey Authorisation?

There are two types of Authorisation:

- a **short journey** Authorisation (Type 1) for journeys over 65km and up to and including eight hours duration and
- a **long journey** Authorisation (Type 2) for all journeys over 65km and which exceed eight hours duration. Type 2 authorisations also cover transporters who may additionally undertake short journeys. Transporters, therefore, only need to apply for one authorisation. Additional conditions will need to be met if applying for a long journey Authorisation. Refer to section 6 for details.

A journey is defined as the time from when the **first** animal is loaded onto a means of transport at the premises of departure until the **last** animal is unloaded at the final destination (except for poultry for which journey times disregard loading and unloading times). The distance of 65km is defined as the distance necessarily travelled, not as a direct line of measurement (i.e. 'as the crow flies').

### 4. Conditions applicable to all Authorisations:

In order to be eligible for an authorisation you must meet the following criteria:

- you must be established in Great Britain (transporters based in Northern Ireland should apply to the Department of Agriculture and Rural Development in Northern Ireland). Transporters based in other EU Member States are expected to apply to their respective Member State. Transporters from outside the EU may apply for an Authorisation if they are represented in Great Britain
- you may hold only one Authorisation (an Authorisation is valid throughout the European Union so you may only hold an Authorisation from one Member State)
- you can demonstrate that you and your staff (if you employ others) have the appropriate equipment and operational procedures in place to transport animals in compliance with the Regulation
- if you are acting as the transporter, you must be trained and competent to transport animals. If you are employing staff to move animals, they must be trained and competent to do so
- you, or anyone likely to be involved in transporting animals under the Authorisation, have no record of conviction for serious animal welfare offences or Home Office Simple Cautions in the three years preceding the date of your application, unless you are able to demonstrate to the satisfaction of the Competent Authority that you have taken all necessary measures to avoid further infringements (see guidance notes on completing the application form for further details – these are part of the application forms).

### 5. Additional conditions for short and long journey Authorisation

#### Certificates of Competence

Transporters and attendants using road vehicles to transport domestic **cattle, sheep, pigs, goats, equidae** and **poultry** on journeys of over 65km in connection with an economic activity are required to undertake an assessment and obtain a Certificate of Competence issued by an independent body nominated by the competent authority.

Certificates of competence should accompany transporters on all journeys of these species.

As the competent authority in England, we have designated the following independent bodies to undertake assessment for competence.

#### **NPTC, Part of the City & Guilds Group**

Building 500  
Abbey Park  
Stareton,  
Warwickshire, CV8 2LY

Tel: 0247 685 7300  
E-mail: [information@cityandguilds.com](mailto:information@cityandguilds.com)  
Web: [www.nptc.org.uk](http://www.nptc.org.uk)

#### **Lantra Awards**

Lantra House  
Stoneleigh Park  
Warwickshire  
CV8 2LG

Tel: 02476 69 69 96  
Fax: 024 7641 1655  
Email: [LantraAwards@lantra.co.uk](mailto:LantraAwards@lantra.co.uk)  
Web: [www.lantra.co.uk](http://www.lantra.co.uk)

#### **British Driving Society**

Endersley  
Church Road  
Wingfield  
Eye  
Suffolk  
IP21 5QZ

Tel: 01379 384612  
Fax: 01379 384206  
Email: [email@britishdrivingsociety.co.uk](mailto:email@britishdrivingsociety.co.uk)  
Web: [www.britishdrivingsociety.co.uk](http://www.britishdrivingsociety.co.uk)

#### **1<sup>st</sup>4Sport**

Coachwise Ltd  
Chelsea Close  
Off Amberley Road  
Armley  
Leeds  
LS12 4HP

Tel: 01132 907610  
Email: [enquiries@1st4sportqualifications.com](mailto:enquiries@1st4sportqualifications.com)

**NPTC** and **Lantra Awards** are designated to assess for competence to transport cattle, sheep, pigs, goats, horses, game birds and poultry. **BDS** and **1<sup>st</sup>4Sport** are designated to assess for competence to transport horses only.

The Scottish Government has also designated **NPTC** to provide competence assessment for cattle, sheep, pigs, horses, game birds and poultry.

Competent authority designations allow the awarding bodies to operate throughout the UK. Please contact these bodies directly for further details on competence certification.

When applying for a Type 2 Transporter Authorisation, a copy of your certificate of competence must be submitted with your application. An example of what the certificate looks like is provided at Annex A at the back of these guidance notes.

## **6. Additional conditions for long journey Authorisation**

Transporters wishing to apply for a long journey authorisation are required to submit additional information in support of their application.

### **i) Vehicle Approval**

Transporters who are required by the legislation to have their vehicles inspected and approved, under Article 7 of the Regulation, must submit **copies** (please do not submit original documents) of all vehicle approval certificates for vehicles which are used to transport animals on long journeys. An example of what the certificate looks like is provided in Annex B at the back of these guidance notes. The following categories of vehicles require inspection and approval:

- all vehicles used to transport **cattle, sheep, pigs, goats or horses** by road on journeys over eight hours
- all vehicles used to transport **other species** by road on journeys over 12 hours
- all vehicles used to transport **other species** over eight hours but less than 12 hours, outside of the UK are required to be inspected and approved, but only if any of the EU member states travelled through or to, require it.

Applicants transporting **other species**, where their journeys start and finish in the UK (without transiting any other Member States) and which are less than 12 hours duration, **do not** require Vehicle Approval Certificates

Transporters undertaking long journeys to other Member States must ensure that a copy of their Vehicle Approval Certificate is available for inspection by the Competent Authority.

As the competent authority in England, Defra have designated the following certifying bodies to carry out vehicle inspections and provide certification in accordance with the scheme:

**SAI Global UK Assurance Services Limited**

P O Box 6236  
Milton Keynes  
MK1 9ES

Tel: 01908 249 973  
Email: agrifood@saiglobal.com

**NSF Certification UK Ltd**

Hanborough Business Park  
Long Hanborough  
Oxford  
OX29 8SG

Tel: 01993 885610  
Email: certificationuk@nsf.org

**Freight Transport Association**

Hermes House  
St John's Road  
Tunbridge Wells  
Kent  
TN4 9UZ

Tel: 01892 552235  
Email: twells.admin@fta.co.uk

Contact the certifying bodies directly for information on how to get your vehicle(s) approved.

Detailed guidance notes on vehicle approval are available at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/69472/vehicle-approval-scheme1103.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69472/vehicle-approval-scheme1103.pdf)

**ii) Contingency Plans**

Holders of long journey (Type 2) authorisations must also have in place contingency plans to deal with any emergencies or unforeseeable circumstances that can arise during a journey, such as animals falling ill or becoming injured, unforeseen delays, breakdowns or accidents. The Regulation requires transporters to document their contingency plans in case of emergencies.

A Contingency Plan (WIT27) must be completed and submitted as supporting documentation with any Type 2 transporter authorisation application.

More information on Contingency Plans is available at:

<https://www.gov.uk/guidance/animal-welfare#animal-welfare-during-transport>

Inspectors may ask to see contingency plans before or during journeys. Plans should be produced when requested.

**iii) Tracking vehicles during journeys**

Applicants for long journey (Type 2) Authorisations must provide details of the procedures that they have in place to enable them to trace and record the movement of their vehicles and to enable them to contact their drivers at any time during a long journey. As a minimum, it is expected that the driver can be contacted at any time by mobile phone and, where transport regulations require it, that there is a properly functioning tachograph in the vehicle.

Transporters are required to demonstrate that vehicles used to transport livestock and unregistered horses travelling **longer than 12 hours or outside the UK**, are equipped with a tracking system that records:

- details of journeys as set out in the Journey Logs
- information concerning the opening and closing of the loading flap.

Applicants are required to confirm that they meet the minimum requirements in the declaration section of the application form.

Detailed guidance notes on Navigation System requirements are available at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/69384/pb13551-satellite-tracking.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69384/pb13551-satellite-tracking.pdf)

## 7. Ships

All ship operators carrying live vertebrate animals should apply for a long journey (Type 2) Authorisation as they may carry animals on journeys where the total duration (including the sea leg) may exceed eight hours. Operators of livestock vessels (where animals are kept in pens with bedding, food and liquid) must also have their vessels inspected and approved by APHA.

Roll-on Roll-off vessels do not need to be approved and certified. However, they must still meet the statutory provisions set out in the Regulation and may be subject to inspection to establish compliance.

Please contact the Welfare in Transport Team in APHA for more information.

## 8. Aircraft

Aircraft operators should apply for a long journey (Type 2) Authorisation as they may carry animals on journeys where the total duration (including the air leg) may exceed eight hours. Aircraft do not need to be approved and certified.

Please contact the Welfare in Transport Team in APHA for more information.

## 9. Scope of Authorisations

Transporters tend to operate only one mode of transport and applicants will be asked to specify which mode of transport they wish to be authorised for (e.g. road, sea, rail or air). Transporters may apply to be authorised for more than one mode of transport if they wish. Transporters wishing to apply for multiple modes of transport or transport other than road vehicles must complete the appropriate application form:

- for a **short journey** Authorisation (Type 1) for journeys over 65km and up to and including eight hours duration for Sea, Air and Rail transport use WIT37
- for a **long journey** Authorisation (Type 2) for all journeys over 65km including those that exceed eight hours duration for Sea, Air and Rail transport use WIT38.

It is not necessary for road transporters exporting on a vessel to apply for a separate 'sea' Authorisation. That is the responsibility of the vessel operator.

## 10. How to apply

Application forms for both short journey (Type 1) and long journey (Type 2) Authorisations are available online from: <https://www.gov.uk/guidance/animal-welfare#animal-welfare-during-transport>

You are encouraged to return your completed application form via email to [wit@apha.gsi.gov.uk](mailto:wit@apha.gsi.gov.uk). Your application form must be signed and scanned in to return to us.

If you are unable to send your application form back electronically, you can post or fax it to:

Welfare in Transport Team

APHA

Centre for International Trade - Carlisle

Eden Bridge House

Lowther Street

Carlisle

CA3 8DX

Telephone: 03000 200 301

Fax: 0208 02 60498

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

### Additional Information if applying for a Type 2 Authorisation

Please note that **Type 2** application forms will only be processed if they are accompanied by the following supplementary information, required under Article 11 of the Regulation:

- Valid Certificate(s) of Competence
- Valid Vehicle Approval Certificate(s)
- Satisfactory Contingency Plan (WIT27).

## 11. How long will APHA take to process my application?

Transporters currently in possession of a Type 1 Transporter Authorisation, who do not have any record of welfare offences<sup>i</sup> will be automatically issued with a new Transporter Authorisation. However, they will be required to complete, sign and return a declaration which confirms that they meet the requirements set out in the Regulation. Failure to meet the necessary requirements or to return a fully completed declaration may result in the authorisation being revoked.

If you receive a new Type 1 Transporter Authorisation, but no longer require it, the authorisation must be returned to the address below, and your record will be updated to reflect this change.

Transporters who have been convicted of offences under welfare legislation may still be eligible for an authorisation, however, they will have to submit a full application. This application must be supported with details of the measures taken to avoid further infringements. Providing the Competent Authority is satisfied that these measures will enable the transporter to avoid further infringements an authorisation may be issued.

New applicants for Type 1 Transporter Authorisations must also submit a full application.

All transporters requiring a Type 2 Transporter Authorisation must submit a full application.

Due to the volume of applications that are due for renewal, it may take up to four weeks for your application to be processed. Transporters should submit their applications in sufficient time to ensure that they have a valid authorisation for all journeys for which they are required.

Once your application has been processed, you will be issued with an Authorisation Certificate and an accompanying letter summarising the key requirements.

## 12. What if my circumstances change?

If the information you provide in your application changes you are required to write to the Welfare in Transport Team, APHA, Centre for International Trade - Carlisle, Eden Bridge House, Lowther Street, Carlisle, CA3 8DX or email [wit@apha.gsi.gov.uk](mailto:wit@apha.gsi.gov.uk) within 15 working days of the date of change.

## 13. Is there a charge for an Authorisation?

At the time this guidance was published, processing and issuing authorisations is free of charge. However, it is likely that a charge will be introduced at some point in the near future.

The independent bodies who undertake the certificates of competence and the designated vehicle approval bodies will however charge a fee. Applicants are advised to contact these bodies direct to understand the costs involved.

Information about this publication and further copies are available from:

Welfare in Transport Team  
APHA  
Centre for International Trade - Carlisle  
Eden Bridge House  
Lowther Street  
Carlisle  
CA3 8DX

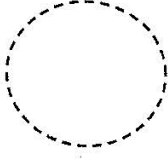
Telephone: 03000 200 301  
Email: [wit@apha.gsi.gov.uk](mailto:wit@apha.gsi.gov.uk)

This document is also available on the GOV.UK website at <https://www.gov.uk/guidance/animal-welfare#animal-welfare-during-transport>

# ANNEX A

## CHAPTER III

### Certificate of competence for drivers and attendants pursuant to Article 17(2)

<b>1. DRIVER/ATTENDANT <sup>(1)</sup> IDENTIFICATION</b>		
1.1. Surname		
1.2. First names		
1.3. Date of birth	1.4. Place and country of birth	1.5. Nationality
<b>2. CERTIFICATE NUMBER</b>		
2.1. This authorisation is valid until		
<b>3. BODY ISSUING THE CERTIFICATE</b>		
3.1. Name and address of the body issuing the certificate		
3.2. Telephone	3.3. Fax	3.4. Email
3.5. Date	3.6. Place	3.7. Stamp
3.8. Name and signature		

<sup>(1)</sup> Delete as appropriate

# ANNEX B

5.1.2005


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Official Journal of the European Union

L 3/41

## CHAPTER IV

### Certificate of approval of means of transport by road for long journeys pursuant to Article 18(2)

1. LICENCE NUMBER		
1.2. Equipped with Navigation System:		YES NO
2. Types of animals allowed to be transported		
3. AREA IN M <sup>2</sup> /DECK		
4. This authorisation is valid until		
5. BODY ISSUING THE CERTIFICATE		
5.1. Name and address of the body issuing the certificate		
5.2. Telephone	5.3. Fax	5.4. Email
5.5. Date	5.6. Place	5.7. Stamp
5.8. Name and signature		



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- <sup>i</sup> Articles 4 or 6 of the Welfare of Animals (transport) Order 1997
  - Articles 4 or 6(c) of the Welfare of Animals (transport) (England) Order 2006; Article 4 or 6 of the Welfare of Animals (Transport) (Wales) Order 2007; Article 4(c) of the Welfare of Animals (Transport) (Scotland) Regulations 2006
  - Articles 5, 6, 7 and 8 of the Welfare of Animals at Markets Order 1990
  - The Agricultural (Miscellaneous Provisions) Act 1968
  - The Protection of Animals Act 1911 (as amended); The Protection of Animals (Scotland) Act 1912
  - The Animal Welfare Act 2006; The Animal Health and Welfare (Scotland) Act 2006