



Great Britain Poultry Register

# Guidance for completing the Poultry Registration Form

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# Useful Information

## Hints

If you return a paper copy of the Poultry Registration form it will be scanned into our computer systems. Please follow these guidelines:

- Use **black** ink and write **in block capitals**.
- Write **inside** the white answer boxes only.
- If you make a mistake, put a cross through it, make the correction, sign and date it and carry on in the next box. Do not use correction fluid.
- We recommend that you take a photocopy of your completed registration form for your records.
- Please phone the Poultry Register Helpline on **Freephone 0800 634 1112** if you have any trouble filling in the form.

## Important Notes

These notes contain important information.

Please read them before filling in your Poultry Registration Form. These notes tell you:

- Who needs to complete the Poultry Registration form.
- Why you need to complete the form.
- Which bird species need to be registered.
- How companies should register.
- Accuracy of the data required.

## How to contact us

If you have any questions about poultry registration you may call our Poultry Register Helpline on Freephone 0800 634 1112.

# Introduction

What is the Great Britain (GB) Poultry Register?

Defra, the Scottish Executive and the Welsh Assembly Government have developed a GB register to gather essential information about poultry premises for risk assessment, disease prevention and control.

Why are we introducing the GB Poultry Register?

Government and various individual poultry organisations hold information separately but no central register exists. Combining information such as the size and location of poultry premises onto one database will help effective communication with poultry keepers and owners. It will also help manage any potential disease outbreak by targeting resources where they are needed most.

Updating the Poultry Register

If you believe that any of the information we hold concerning you is incorrect or out of date, please provide us with the accurate information in writing together with supporting evidence (if appropriate).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:

Poultry Register  
PO Box 1109,  
Warrington,  
WA551EH

# Poultry Registration

## The Poultry Registration Form

The form is made up of 23 sections. However, 13 of these sections are species specific and you only need to complete sections relating specifically to the poultry kept at the premises.

Sections 1- 4	Name and contact details
Section 5	Specifying the bird species that you usually have on the premises
Sections 6 – 19	Complete specific species details only for those birds that are usually on the premises
Sections 20 – 21	Risk assessment and disease control
Sections 22 – 23	Improving communication channels

You will not have been officially registered unless you have answered all the appropriate questions on this form.

## Data Protection Act

We will protect any personal information in line with the Data Protection Act 1998 and the Fair Processing Notice (or Privacy Policy) at the end of the registration form (which includes a link to the more detailed Fair Processing Notice on Animal Health's website

<http://www.defra.gov.uk/animalhealth/about-us/accesstoinformation/GBPRdatastatement.htm>).

Your information will help us to:

- identify regions and poultry sectors at most risk of avian diseases, including zoonoses, and make appropriate responses to prevent and control the spread of disease;
- implement more effective and targeted disease surveillance;
- carry out Contingency Planning Exercises that are based on accurate information about the location of different types of poultry premises;

- improve our communications to help keep you informed of developments, offer advice to protect your poultry and/or to manage an outbreak of disease;
- assist in the protection of your health and safety and/or that of those working in close proximity to poultry affected by avian influenza and other zoonotic diseases;
- provide information as necessary to the EC to substantiate UK claims for compensation from the EU in the event of an outbreak of exotic avian disease;
- undertake more effective and targeted sampling of poultry meat and associated medicines records to check for residues of veterinary medicines; and
- undertake more effective and representative selection of premises to undertake animal welfare visits.

Your information may also be used for the following purposes:

- to improve planning, response and recovery arrangements by Category 1 and 2 Responders<sup>1</sup> in the multiple agency response to avian disease outbreaks;
- to improve planning, response and recovery arrangements by Category 1 and 2 Responders in civil emergencies affecting poultry premises where specific actions may need to be taken by these Responders to protect the poultry from harm;
- as the basis of revising the annual agricultural census form so that poultry-related questions would be removed, and government statisticians would instead use information already available in the Poultry Register;
- to inform the work of government statisticians and economists (in Defra, Welsh Assembly Government and in the Scottish Government) in the development of evidence-based policy;
- to facilitate (non-commercial) ad-hoc surveys as part of Defra, the Welsh Assembly Government and the Scottish Government's regional and national activities towards achieving their strategic objectives, including for example England's Sustainable Food and Farming Strategy and GB's Animal Health and Welfare Strategy. This work may include the provision of advice and information to individual poultry keepers; and
- to inform the development of future customer contact management and registration as part of Animal Health's Business Reform Programme.

<sup>1</sup> Category 1 responders are those organisations at the core of emergency response (eg, emergency services, local authorities, health bodies and the Environment Agency) including the multi-agency response to exotic animal diseases; Category 2 responders are "co-operating bodies" who are heavily involved in incidents that affect their sector (eg, Health and Safety Executive, transport and utility companies).

## Filling in the form

### General Information

This form should be completed by the poultry keeper or person responsible for the birds at the premises.

It is a **legal requirement**<sup>1</sup> for all premises with **50 or more** poultry to register. This applies whether the 50 poultry are of a single species or a combination of the species below. In addition, the requirement applies if the premises is only usually stocked to this level for part of the year.

The bird species which must be registered include the following:

- chickens (including bantams)
- turkeys
- ducks
- geese
- guinea fowl
- quail
- partridges
- pheasants
- pigeons (reared for meat)
- ostriches
- emus
- rheas
- cassowaries

Where companies keep poultry at more than one poultry premises they should supply information for each separate premises on a separate form. Details of the name of the person responsible for the poultry at each premises and the legal owner of the poultry must be provided.

For game bird premises, please note that the information supplied should only relate to **captive birds and those still under the control of the keeper**, and not to birds that may remain on the premises (for example, in a woodland area on the premises) after release.

If you keep large numbers of poultry and it is difficult to account for all individuals please provide

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<sup>1</sup> Avian Influenza (Preventive Measures) (England) Regulations 2006; Avian Influenza (Preventive Measures) (Scotland) Order 2007; Avian Influenza (Preventive Measures) (Wales) Regulations 2006 .

an estimate based on your written records to within 10% accuracy.

## Section One

### Premises Details

These details will help us know exactly where the poultry are being kept.

**1. Report date**

Please write the date you complete the form.

**2. Occupant name**

This is the name of the person living at the poultry premises. If no one lives at the poultry premises address then please leave the boxes empty.

**3. Premises address**

This is the address of the poultry premises being registered. Please enter the full address, including the postcode. If the premises does not have a postcode please ensure that the town and county fields are completed.

**4. County/Parish/Holding number (CPH)**

If the premises has been allocated a CPH number, please enter it here. The CPH number is given by 2 digits / 3 digits / 4 digits.

### **5. OS map reference**

The 6 figure Ordnance Survey Map Reference for the poultry premises is the grid reference which locates the premises to within 100m. The map reference is characterised by 2 letters followed by 6 numbers such as TQ301788. To convert a GPS 10 digit reference, give the 2 letters, followed by the first 3 numbers followed by the 6th, 7th, and 8th. Hence SP1123456789 becomes SP112567. If you do not know the OS map reference for the premises, please leave the boxes empty.

### **6. Telephone number**

This is the telephone number for the poultry premises. Please ensure you include the STD code (area code).

### **7. Fax number**

Enter the fax number for the poultry premises if there is one. Please ensure you include the STD code (area code).

### **8. Birds not kept on the poultry premises**

We would like to know whether any of your birds are kept on land 500 metres outside the boundary of the premises being registered at any point during the year. For example, some of your birds may be kept on neighbouring land which is not associated with the premises postal address. This is important for protecting your birds in the event of a disease outbreak.

If you are responsible for poultry at **two or more** premises please do not mark the Yes box for this question with an 'X', you will need to register the other premises separately.

## Section Two

### Poultry Keeper Details

This section asks for details of the person **responsible** for the poultry at the premises. If this person is the same as the occupant at the premises mark the box with an 'X' and leave Qs 9, 10, 11 and 12 blank.

### **9. Name**

Enter the full name of the person responsible or in charge of the poultry at the premises.

### **10. Address**

This is the address to which we will send **all correspondence**. Please enter the full address, including the postcode. If your address is the same as the poultry premises address given at section one, please mark the box at the top of this section with an 'X' and leave the address boxes empty.

### **11. Telephone number**

Enter your contact telephone number. Please ensure you include the STD code (area code).

### **12. Fax number**

If applicable, please enter your fax number, ensuring that you include the STD code (area code). We will use this number to send you any urgent information, such as that required for disease prevention, by fax.

### **13. Mobile number**

A mobile number will be useful to help us to communicate any urgent information, such as that required for disease prevention, via SMS text messaging.

### **14. E-mail address**

We will use this address to send you any urgent information such as that required for disease prevention.

## Section Three

## Poultry Owner Details

This section asks for the name and address of the **legal owner** of the poultry on the premises registered. If this person is the same as the occupant at the premises mark the box with an 'X' and leave this section blank.

### **15. Name**

The legal owner is the person who owns the birds at the premises. If the legal owner of the birds is a **company** or **organisation** do **not** fill in section three but complete section four. If the owner of the birds is a **sole trader** then you must complete this section.

### **16. Address**

Provide the address of the legal owner of the birds. If the correspondence address for the legal owner of the birds is the same as the poultry premises address given at section one please mark the box with an 'X' and leave the address boxes empty. If the legal owner of the birds is a company please ignore this section and go to section four.

## Section Four

### Company / Organisation Details

You should only complete this section if a company or an organisation **owns** the birds on the premises. If not then go straight to section five.

### **17. Company / organisation**

Please select the company / organisation that own the birds from the list given. If the company / organisation is not listed then mark 'Other' with an 'X' and specify clearly in the box the full name of the company / organisation (please do not use abbreviations). This information will be useful to obtain a clearer picture of the structure of the poultry industry and help us to identify premises that may be at risk in the event of an outbreak.

Please provide the correspondence address of the company / organisation – normally head office – that owns the birds on the premises. This will enable us to more easily update the register and also assist with modelling of how disease may spread in the event of an outbreak.

### **18. Company / organisation identifier**

If the company / organisation uses a unique name or number to identify your particular premises, please provide it here. This will help us correctly identify your premises.

### **19. Company / organisation association**

If the premises is contracted to, or associated with, one or more companies, please answer Yes. For example, the premises may not be owned by a company but the premises is contracted to supply poultry to one or more companies. If Yes, please indicate the association by marking the company / organisation, if listed, with an 'X'. If the company / organisation name is not included in the list please mark 'Other' and provide the full name(s) of the company / organisation (please do not use abbreviations). This information will help us to gain a better understanding of the poultry network which is important when considering how disease may spread and the best methods for protecting your birds.

## Section Five

### Species Details

#### **20. Species held on the premises**

This section lists all the species held on the premises that need to be legally registered. Please mark all the species that are held on the premises with an 'X' and then complete **each** section associated with the species marked. For example, if you have 200 chickens and 5 geese on the premises you must mark the boxes for 'Chickens - including bantams' and for 'Geese' and complete section 6 **and** section 9. A premises is required by law to be registered if 50 or more poultry are present – this does not mean 50 of each species but 50 overall. This also applies if the premises is only stocked with 50 or more poultry for part of the year.

This form asks for information on pigeons that are **reared for meat** only on the premises being registered (section fourteen). You only have to inform us (**Qs 72, 73**) of any racing or "show" pigeons if you keep them in addition to the 50 or more poultry on the premises.

In sections 6 to 19 you are asked to provide further information about each of the poultry species present on the premises. These sections may contain slightly different questions, depending on which species you are registering.

***Months when the premises is stocked? (Qs 25, 32, 42, 46)***

We would like to know when the premises is usually stocked during the year. Some poultry production can be seasonal, for example, fattening turkeys for Christmas. If the premises is stocked for only part of the year, please mark all of the relevant months with an 'X'. Even if you increase the production during part of the year, should you stock any number of these poultry all year round mark 'All year' with an 'X'.

***Production type and number usually present (Qs 21, 26, 29, 33, 36, 39, 43, 47, 53, 56, 59, 62, 65)***

It is important for us to know what you are keeping the birds for, for example, meat production, breeding, egg production, showing, shooting, rearing etc. For each bird species kept at the premises mark all the production types that are applicable.

We also need to know the number usually present on the premises for each of these production activities.

In general, the number *usually* present is the number of poultry present when the premises is stocked. This information will help us gauge the size of your premises. Please be as accurate as you can although in some cases this number will be an estimation.

If you keep large numbers of poultry and it is difficult to account for all individuals then please provide an estimate to within 10% accuracy based on your written records. For example, if you have around 50,000 poultry at any one time on the premises 45,000 or 55,000 may be recorded.

If your production is seasonal, as can be the case for turkeys, geese, partridges and pheasants, you should record the number of birds **usually kept when production/stock is at peak capacity**. For example, you may keep turkeys all year round but increase production for the Christmas market. In this case record the number of birds **usually** on the premises in the months leading up to Christmas.

***Grandparent breeders or above (Q 22)***

For chickens, it is important to know whether you have any elite or pedigree flocks, great grandparent flocks or grandparent flocks on your premises. This is because these birds are of particular value in protecting the continuity of the national food chain.

***Housing (Qs 23, 27, 30, 34, 37, 40, 44, 48, 51, 54, 57, 60, 63, 66)***

It is important that we know the housing conditions under which your birds are kept. This will help us fully understand the impact of decisions that we may need to take in order to prevent, contain or control a disease outbreak.

The following housing options are described for the different bird species:

<b>Type of housing</b>	<b>Description</b>
Indoor – barn/conventional	a large, purpose-built house where the poultry are managed entirely indoors
Indoor – cages	cages such as those used for laying flocks in egg production
Coop / pen	housing for a smaller number of poultry (e.g. 6-10) and may include an attached run to the side of the house.
Pigeon coop	a shed or small hutch used exclusively for pigeons

Pole-barn	a barn-type structure but with open ends across which wire fencing is erected to keep the poultry contained.
Conventional (brooder house, shelter pen, grass run)	a brooder house, shelter pen and grass run (for example, as used for ducks reared/released for shooting)
Captive outdoors	a pen-like structure used for containing birds
Outdoor pen	fenced, outdoor housing for poultry such as ostriches, emus, rheas, cassowaries, kiwis
Free range	birds will have greater freedom to express natural behaviour and be allowed to roam outside of the shelter/housing provided. They may, for example, have access to land surrounding the shelter/housing or outdoor runs
Other	please describe clearly the type of housing in use

Please mark all types of housing that exist on this premises.

**Organic (Qs 24, 28, 31, 35, 38, 41, 45, 49, 52, 55, 58, 61, 64, 67)**

Only mark Yes if all of the birds within any particular section are **certified** organic, for example, if you have a current Soil Association certification for the poultry.

## Section Twenty

### Hatchery Details

#### **68: Commercial hatchery**

We are interested in knowing whether the premises is a commercial hatchery as it gives us an indication that hatched chicks are being moved from the hatchery to farms for rearing or meat production.

**69. Species hatched**

By knowing the species that are hatched and their location we are better able to understand how young birds are moved around Great Britain.

**70. Incubator capacity**

If the premises is a commercial hatchery, please enter the incubator capacity which is the maximum number of eggs that can be incubated on the premises at any one time. This will give us an indication of the size of the premises.

## Section Twenty-One Disease Control

The information in this section will provide us with useful information to better control disease and help protect your birds.

**71. Complete depopulation**

Please indicate whether there are any periods when there are no birds kept on the premises i.e. the premises is completely depopulated. For example, in an all-in, all-out production system the premises will be completely depopulated during turnaround time when all of the poultry sheds/houses are empty. For game bird premises this question refers to captive birds only, such as pheasants kept in a pen, prior to release.

**72. Other captive birds**

If you keep any other captive birds aside from those listed at section five, for example, you have racing pigeons or a collection of birds in an aviary on the premises, please mark Yes.

If Yes, please enter the details of the species kept, however, if there are many different species please write "various". Also enter the total number of 'other' birds kept on the premises, for example, if in section fourteen you stated that you keep 50 pigeons for meat but you also keep 40 racing pigeons, please enter 40 here.

**73. Protection from wild bird droppings**

Please indicate whether it would be possible to protect your poultry from wild bird droppings. For example, you may be able to cover an exposed side of a shelter or, if you usually keep the birds outside, bring them indoors.

**74. Permanent poultry houses**

Only enter the number of permanent poultry houses that can be used during the year to house your birds. For example, if you farm pheasants, please do not include brooder houses in the number calculated if the brooder houses are dismantled once the pheasants are moved from these houses. We are interested not only in large scale housing but also smaller scale coops as long as they are permanent.

**75. Ponds, lakes or open reservoirs**

Please indicate the presence of a body of standing water such as a pond, lake or open reservoir on or next to the premises (within 500 metres of the boundary of the premises). For example, in a neighbouring field to the poultry houses.

**76. Importation from outside Great Britain**

Please confirm whether any of the birds or eggs on the premises have been imported from outside Great Britain. (i.e. England, Scotland and Wales)

**77. Receipt of live poultry and/or eggs**

If **your premises** has received any live poultry and/or eggs from other premises within Great Britain in the last year, please enter the number of these premises. If you have not received any poultry and/or eggs from other premises within Great Britain in the last year, please enter 0 (zero).

**78. Distribution of live poultry and/or eggs from the premises**

If you have sent any live poultry and/or eggs to other premises within Great Britain, **from this premises**, within the last year, including markets and show grounds but excluding slaughterhouses, please enter the number here. If you have not sent any live poultry and/or eggs to other premises within Great Britain in the last year, please enter 0 (zero).

**79. Day to day contact with the poultry**

Please indicate the number of people that have regular day-to-day contact with the birds. Please include all employees in contact with the poultry **as well as** people who are not employed to work on the premises but also have day-to-day contact such as family members. If production is seasonal, please enter the usual number of people when the premises is stocked.

Section Twenty-Two Assurance Schemes

**80. Communications**

Knowing that you are part of an Assurance scheme will allow us to communicate with you via the scheme provider.

Section Twenty-Three

Register Awareness

**81. How did you learn about the register?**

This information will help us target our publicity campaigns more effectively.