Guidance for the completion of the
Return of proceedings under Section 80 of the Animal Health Act 1981\(^1\) and other animal health and welfare legislation

Key Points when completing the form:
- completed forms (AH 134) are to be returned half yearly as from the beginning of 2009 and should be emailed to Animal Health to arrive by 15 July and 15 January each year.
- email to AMES@animalhealth.gsi.gov.uk
- have a look at Annex 1 to the most recent Return on the Defra website before you complete the form.
- only convictions should be reported, not cautions.
- be consistent in completion eg do not use block capitals.

Information to be included on the form.
You should submit information on actual convictions achieved (including conditional discharges). Do not include other types of enforcement action such as cautions or written warnings.

Format for submitting this information.
The required information must be returned using only the Defra form, AH134. This is obtainable from the Defra website. [http://www.defra.gov.uk/animalh/ahws/deliver/annualreport-parlia.htm](http://www.defra.gov.uk/animalh/ahws/deliver/annualreport-parlia.htm)

Completing the form

*Name and address of the offender:*
- Give full name and address including post code.
- Start each line of the address on a new line (as on an envelope)

---

\(^1\) The return of details of convictions achieved under the Animal Health Act 1981 (AHA 1981) and subsidiary legislation made under this Act is a statutory requirement. Details of convictions achieved under other animal health and welfare related legislation not made under the AHA 1981 are not required by statute but are requested by Defra.

Revised May 2009
**AMES activity number**
- Remember to include the AMES activity number where this is relevant. Where this is not relevant insert N/A (not applicable).

**Date of offence**
- Use date format 13/03/09

**Nature of offence**
- List in one box all the offences committed by the person and heard by the Court on the same time.
- Summarise the offences in a way that is intelligible to the layman.
- If the same offence occurred on a number of different occasions list it once only
  - Examples
    - Caused unnecessary suffering to sheep and cows
    - Failed to dispose of category 2 animal by products (sheep and cattle carcases)

**Relevant Act, Order or Regulation**
- Name of Act /SI - year - section/regulation/article
- Start a new line for each piece of legislation
  - Example
    - Animal Welfare Act 2006 sections 4(1) and 9(1)
    - Animal By-Products Regulations 2005 regulation 5(1)
- Give the title of the legislation in full with no abbreviations

**Result**
- Follow the format on the form.
- Give the name of the Court in full
  - Example
    - Bodmin Magistrates’ Court
- Give the total penalty and total costs for all the offences committed by the person (do not give a breakdown of the penalty / costs for each individual offence).

**AMES**

Details must wherever possible be entered and updated on the animal health and welfare management and enforcement system database (AMES) in accordance with current user guidance.

Because of limitations in the data capable of being captured on AMES, and data quality concerns, it will continue to be necessary to complete both a paper return and use AMES.

**Timetable for emailing completed returns.**

Revised May 2009
Form AH 134 should be completed and returned to AH within 15 days of the end of each half year. The two reporting periods are:

January 01 – June 30 and July 01 – December 31

Do not submit the form to your local Animal Health Divisional Office (AHDO).

Please return your forms promptly. In January collating and completing the report, getting it printed and laid before Parliament requires all forms to be returned very promptly by each LA.

**Purpose for collecting this information.**

Every year Defra and the Welsh Assembly Government have a statutory duty to publish details of enforcement undertaken by local authorities and accordingly a report is laid in March. It will then be made available on the following websites:

http://www.defra.gov.uk/animalh/ahws/deliver/annualreport-parlia.htm

http://www.wales.gov.uk/animalhealth

The information within the report helps to inform government and other delivery partners on enforcement issues and actions arising.

This report contains details from both AMES and the AH134 form. This form is copied to LACORS and made publicly available.