



## RED TRACTOR LICENCE

### GUIDANCE FOR WHOLESALER AND TRADER/MERCHANT APPLICATIONS

Red Tractor is a whole chain assurance scheme with standards that apply from farm gate to finished product. Every site processing, packing, wholesaling, trading or selling Red Tractor claimed products through a food service outlet is required to hold an appropriate Red Tractor Licence and receive regular Traceability Challenges to ensure that Red Tractor claimed product is fully segregated, traceable back to the assured farms of origin and that only eligible product is sold with a Red Tractor claim. Please refer to the Red Tractor Claim Definition for a full explanation of what constitutes a Red Tractor claim.

#### What type of licence should I apply for?

##### ➤ Wholesaler

Products leave the Wholesaler as received, no splitting open of packs, repacking or relabelling. If the product is changed/processed in any way, you need to apply for a Red Tractor Packer and Processor Licence.

##### ➤ Traders/Merchants

Are defined as companies who take financial ownership, source and supply goods but do not take physical delivery of or store any products.

#### How to Apply

If you do not already have a username and password, you will need to register via the portal:

<https://checkers.redtractor.org.uk/rtassurance/services.eb>

Click on 'Register for Access' and select 'Licensee' (skip this step if you are already registered).

Once you have received your username and password, you will be able to register your company. Login and click on Licensees > Licensing > Start an Application. Your Licence will be set up and we will let you know as soon as your application is ready to be completed.

#### The Application

You will be asked to list your suppliers, the products you are selling with a Red Tractor claim and to which customers. You must have a supplier listed for each sector you are trading, and they must be eligible. You can check a supplier's live status by logging in and using the Licensee Checker. Suppliers, customers and products including sectors must be kept up to date throughout the year.

#### Licence Fee and Sales Value

The Licence fee is based on the annual value of Red Tractor invoiced sales from April 1<sup>st</sup> to 31<sup>st</sup> March. New Licensees should provide an estimate of sales. The minimum fee is £900 plus vat for sales up to £1.8m (dairy, meat and poultry) and £3m (fresh produce and combinable crops). **Traders pay the minimum fee.** The fee is determined by the value of Red Tractor product invoiced, 0.05% (meat, wool, poultry & dairy), 0.03% (fresh produce & crops).

#### Licence Agreement

The Terms & Conditions must be agreed and signed by a person in authority. This can be downloaded during the application, or a copy can be sent upon request in advance of completion.



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#### Payment

Once all sections of the application have been completed and the Licence Agreement has been signed, you will be able to download your invoice.

#### Your Certificate

As soon as payment has been processed, your License Certificate will be generated and can be downloaded. All Licenses expire on the 31<sup>st</sup> March of the following year. You will be invited to renew your Licence a few weeks before expiry.

#### Traceability Challenge

Following approval of your Licence, your details will be passed on to our third-party auditor who will undertake a Traceability Challenge (unannounced for wholesalers) on our behalf. This is to make sure that the products you claim are Red Tractor are eligible by meeting the required eligibility criteria at every key stage of the supply chain, are traceable back to assured farms of origin and the Red Tractor logo/claim is being used correctly. There is no additional charge for the Traceability Challenge, the cost is covered by the Licence fee.

If you have any questions or require any assistance, please contact [licensing@redtractor.org.uk](mailto:licensing@redtractor.org.uk) or the relevant Technical Manager (Licensing):

#### Amy Panton

Red Tractor Technical Manager (Licensing)  
Meat & Poultry  
[amy.panton@redtractor.org.uk](mailto:amy.panton@redtractor.org.uk)  
T: 07901 209039

#### Rob Brown

Red Tractor Technical Manager (Licensing)  
Fresh Produce, Combinable Crops and Dairy  
[rob.brown@redtractor.org.uk](mailto:rob.brown@redtractor.org.uk)  
T: 07552 193693