

# STATUTORY RETURNS & RECORDS

## Aim

The aim of this guide is to summarise the statutory records which the Deer Commission for Scotland requires deer managers to keep.

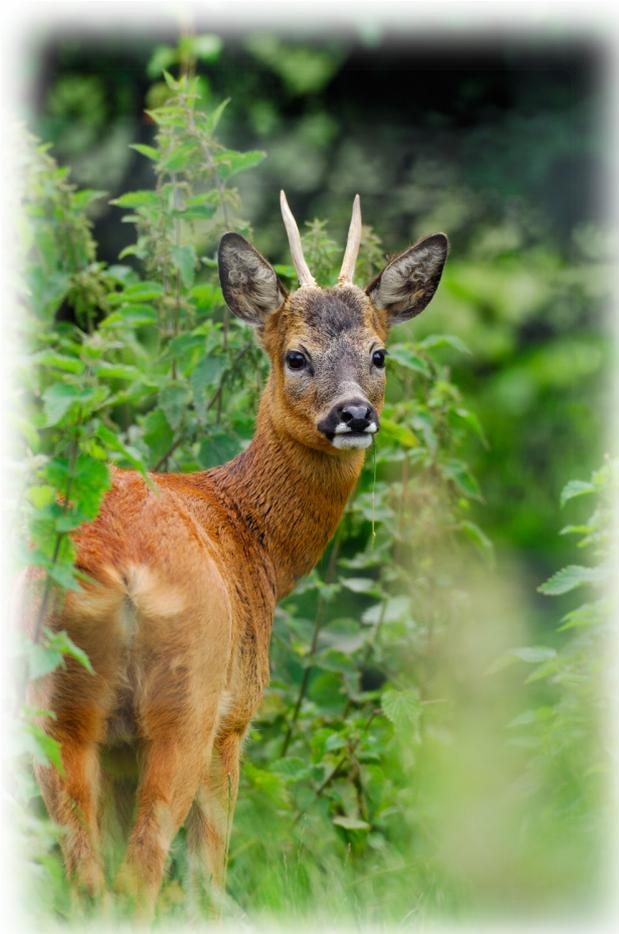
## Overview

There are three types of statutory record required by DCS:

- ◆ Annual Cull Returns;
- ◆ Authorisation Returns;
- ◆ Venison Dealer's Records.

The table below details who is required to keep these statutory returns and how the information collected can be used.

All information related to individuals is treated as confidential unless the provider agrees to release cull data to their local DMG. The release of this information is important as not all owners/occupiers are members of their local Deer Management Group (DMG) and their cull returns allow the setting of a more accurate DMG cull target.



What it is	Who it applies to	Information required/requested	What you do	What it is used for
DCS Annual Cull Return	All owners/occupiers that cull deer in Scotland and who are requested to do so by DCS	The number and sex of each species of deer culled between 1st April - 31st March of each year.	In April each year DCS will send a letter requesting these details along with a form to complete. You are required to return the completed form within 36 days. If you cull deer in Scotland and have not previously received a letter requesting this information you should inform DCS. Deer Larder Records* will assist when completing Annual Cull Returns.	Index of the total number of deer killed in Scotland. Index of the distribution of species of deer. As DCS is currently unable to identify all landholdings where deer are shot, the total cull figure record represents only the majority of deer culled in Scotland.

What it is	Who it applies to	Information required/requested	What you do	What it is used for
DCS Authorisation Returns	All owners/occupiers in Scotland that cull deer under a DCS Authorisation	Varies depending on type of authorisation. A DCS letter of authorisation and a cull return form are sent out; this provides details of the required information, as well as terms and conditions.	You are required to send your completed cull return form and original Authorisation document back to DCS within 7 days of the Authorisation expiry date. For further information see DCSG Approvals & Authorisations, DCSG Driving Deer with Vehicles and the DCS Night Shooting Codes of Practice.	Provides an understanding of how many deer have been shot under Authorisations throughout the year and where. Can help to identify where significant economic loss may be incurred by farmers or foresters.
Venison Dealer Records	All Licensed Venison Dealers in Scotland (See BPG Supply of Venison)	DCS requests that all Venison Dealers submit their records of all purchases and receipts of venison for the period 1st April - 31st March each year to DCS.	You may be requested to submit records annually or monthly, by post or email to DCS. You are required to keep records for 3 years and to produce records for inspection by DCS or a Police Officer and to allow them to take copies.	Provides a summary of the quantity of venison being sold. Acts as a check when investigating illegal sales of venison.

## Frequently asked questions

**Q:** I cull deer in Scotland but have not previously received a DCS letter requesting a Statutory Annual Cull Return; do I need to contact DCS?

**A:** If you are the owner/occupier or agent of the land over which you cull deer please telephone DCS on: 01786 446 282 or email DCS on: enquiries@dcs.gov.uk. If not, you should contact the person from whom you obtained permission to shoot deer to check that cull returns for the land are being made to DCS.

**Q:** How can I get a DCS Venison Dealer's Record Book or the standard DCS format for electronic and email records?

**A:** The DCS Venison Dealer's Record Book is available for issue to venison dealers at no cost.

- ◆ Should you wish to receive a copy please telephone DCS on: 01786 446 282 or email: enquiries@dcs.gov.uk

- ◆ The standard format for electronic and email records is available on the DCS website at: [www.dcs.gov.uk](http://www.dcs.gov.uk). These should be emailed monthly to: enquiries@dcs.gov.uk

**Q:** Why are the DCS Annual Cull Figures different to those for my local DMG?

**A:** DCS cull figures usually exceed those for the local DMG, as cull data from owners who are not DMG members is included in the DCS cull totals for an area.

**Q:** Where can I find information resulting from analysis of the data gathered in these returns and records?

**A:** In the DCS Annual Report at: [www.dcs.gov.uk](http://www.dcs.gov.uk), or email : enquiries@dcs.gov.uk or telephone: 01463 725000.