

5. Documentation

5.1 Accompanying Documents

The movement of grapes and wine e.g. from a vineyard to a winery, or vice versa, requires the use of a 'Commercial Accompanying Document' (CAD).

- When grapes are sold to a winery for wine making.
- Grapes are transported more than 25 miles.

A CAD is not required for:

- Grapes despatched to a contract wine maker within 25 miles of the vineyard
- Bulk wine moved less than 25 miles for purposes of storage or bottling.
- Bottled labelled wine – maximum quantity 100 litres.

The CAD is a pre-printed numbered form issued by the WSB. The forms are supplied to vine growers each year before harvest, for completion prior to the movement of grapes. The details required include the consignor, the consignee (winery) and the quantity (tonnes or kg) of grapes.

Serial numbers of CADs must be noted on Harvest Declaration and Production Declaration forms, to permit WSB checks on winery records. Failure to use or record details of CADs may be regarded as a deficiency in keeping adequate records for the purposes of Quality Wine applications.

5.2 Other Accompanying Documents

a commercial document e.g. an invoice or delivery note, giving a full description of the product, is required for

Bottled labelled wines with duty-paid status exceeding 100 litres

Wine exceeding 30 litres for personal consumption of the consignee when transported by private individuals

Wine under duty-suspension

Wine moved under duty-suspension is subject to HM Revenue & Customs fiscal documentation (W8) and HMRC should be consulted about their requirements.

5.3 Winery Records

Winery records must be properly kept to demonstrate that vinification procedures are followed in accordance with regulations. Certain processes must be noted in records within 24 hours of the operation. These include:

- enrichment
- de-acidification
- sweetening
- blending
- bottling
- production of sparkling wine
(use of tirage and expedition liqueur; volume and actual/potential strength of cuvée; enrichment of cuvée)

Any products used in the above operations e.g. cane or beet sugar (enrichment), calcium bicarbonate (de-acidification) must be recorded, noting the quantities used.

This must complement a stock record for each product, giving details of the supplier and date of receipt.

5.4 Bottling Records

These must show the date, number of bottles used and the bottle size. Records must be either in serially numbered bound format, or held on a computer system, that for the purposes of interrogation, has been approved by the WSB inspector.

The optional use of WSB Winery Record form (WSB20) will help ensure that records are maintained in accordance with requirements. There is provision on this form to record wine-making processes e.g. addition of sulphur dioxide, that are subject to specified limits (see Section 4).

Records must be kept for five years.

5.5 Notification of Operations

As well as being noted in records, two vinification processes must be notified to the WSB:

- Enrichment – the place, date and time of the first planned operation of the harvest must be notified at least 48 hours before it takes place, using the Enrichment Form (WSB 10).
- De-acidification – must be notified not more than 48 hours *after* the first operation of the season, using the De-acidification Form (WSB 14).

5.6 Harvest and Production Declarations

These are issued annually by the WSB. Vineyards without winemaking facilities should complete form WSB12. Wineries that process grapes from their own vineyards or other vineyards should use form WSB21. Winemakers who send any part of their harvest to another winery should (also) complete the Production Declaration Other Uses Form (WSB21B).

5.7 Timetable

Forms should be completed as at 1 December and returned by 10 December, in the stamped addressed envelope provided. Nil returns should be completed and returned.

5.8 Stock Declaration

Each year, for statistical purposes, Defra undertakes a survey of vineyards selected at random and checked by the WSB.

5.9 Vineyard Register

The WSB maintains the Vineyard Register in order to provide input to the Common Agricultural Policy in terms of UK production potential and trends. More recently, in many Member States, this has been supplemented by an 'Inventory of Production Potential' that is applied for planting rights and restructuring and conversion measures. These measures do not apply in the UK because the average annual production is currently less than 25,000 hectolitres.

Following initial registration with the WSB, vineyard owners are required to complete form WSB13 giving details of the area under vine and grape varieties planted. This information is recorded on the Vineyard Register. Any changes to plantings should be

notified to the WSB either during the course of inspection visits or by contacting the local inspector.

5.10 Statistics

The total area under vines and vines in production are supplied annually to Defra as part of the harvest declarations. Vineyard statistics feature in the WSB Annual Report. They are usually also published in the UKVA Grape Press and appear in other publications (e.g. Farm Management Pocketbook).