



IRISH ORGANIC ASSOCIATION

13 Inish Carraig, Golden Island, Athlone, Co. Westmeath, N37 N1W4

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App 21/11

Issued By: M. Cairney

Issued: 05-03-2020

APPLICATION FORM FOR FARMERS AND GROWERS

SECTION 1: APPLICANT DETAILS

Applicant Name: _____	
Address: _____ _____	
_____	Eircode (compulsory): _____
Phone: _____	Mobile: _____
Website: _____	Email: _____
Herd No: _____	Flock No: _____
1. Address of Holding(s) if different from above: _____ _____	
Eircode: _____	
2. Address of Holding(s) if different from above: _____ _____	
Eircode: _____	
Are all lands, livestock etc. under your management? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If not, please describe circumstances: _____	
Is this application for the Stricter Standard (if No then EU Certification only will apply)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you require additional certification (e.g. Demeter)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Details: _____	
Have you ever been certified by another Certification Body? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Did the previous Certification Body revoke your licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please state the reasons. _____	

Irish Organic Association will comply with all applicable Data Protection legislation in respect of the information and personal data provided by you – you have the right of access to the data by means of a written request and you can request Irish Organic Association to correct any inaccuracies in the data. Full details of the IOA Data Protection Policy are available on www.irishorganicassociation.ie

Please read the Certification Agreement and Declaration at the back of this form (Section 8) and sign below to confirm that you understand and agree to adhere to it (If the Licence is being applied for in more than one name, each person must sign below)



SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____

Note: You must not put on the market any product before it has been certified by Irish Organic Association and is on your current Licence (ref. 1.04.26 Organic Food and Farming Standards in Ireland Edition 1 2012 plus Amendments)



SECTION 2: AREA OF HOLDING (HECTARES)

Total area you are bringing into conversion (Ha) _____

Non organic area _____ (remaining land which you do not intend converting at present, if applicable). What is the non-organic land currently used for? _____

Total area owned (Ha) _____

Total land rented/leased-in _____ Total land rented/leased-out _____

For leased-in land, is there an official lease in place? Yes No

How long is the lease for? *(must be min. 5 years or duration of contract for OFS, enclose a copy)* _____
If land is rented please enclose letter confirming annual first refusal from Landlord.

If any of the above area is leased in a con-acre system please give details: _____

Is any of the land area Commonage? Yes No

If yes, please contact IOA for the "Application for the use of Commonage Form"

Note: If applying to the Organic Farming Scheme it is important that area in hectares figure applied for under your OFS Plan corresponds with that applied for 'In-Conversion' under the Irish Organic Association Inspection & Certification Scheme.

SECTION 3: LAND USE

(Please indicate the hectares allocated to each enterprise that you propose entering for Conversion)

Beef	<input type="text"/>	Vegetables/Herbs	<input type="text"/>
Sheep	<input type="text"/>	Protected Crops	<input type="text"/>
Dairy Cattle	<input type="text"/>	Top/Soft Fruit	<input type="text"/>
Pigs	<input type="text"/>	Woodland	<input type="text"/>
Poultry	<input type="text"/>	Conservation	<input type="text"/>
Arable Crops	<input type="text"/>	Other	<input type="text"/>

FARM MAP

Please supply Land Parcel Identification System (LPIS) maps or 6inch or 25inch Ordinance Survey maps of the land, indicating the position of the fields/polytunnels as on your Field / Polytunnel Record Schedule and marked as follows:

- (i) External boundaries are edged in **red**
- (ii) Areas excluded for Conversion in year of application should be marked "*Excluded*".
- (iii) Commercial forestry area should be marked "*C/F Excluded*".



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FIELD RECORD SCHEDULE

Year	Last Year	This Year	Proposed	Proposed
Field Name/No/Acre Crop/Type of grass Manure/Fertiliser Pesticide/Dressing
Field Name/No/Acre Crop/Type of grass Manure/Fertilisers Pesticide/Dressing
Field Name/No/Acre Crop/Type of grass Manure/Fertilisers Pesticide/Dressing
Field Name/No/Acre Crop/Type of grass Manure/Fertilisers Pesticide/Dressing
Field Name/No/Acre Crop/Type of grass Manure/Fertilisers Pesticide/Dressing
Field Name/No/Acre Crop/Type of grass Manure/Fertilisers Pesticide/Dressing



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POLYTUNNEL RECORD SCHEDULE

N/A ()

Year	Last Year	This Year	Proposed	Proposed
Polytunnel No/Acre Crop (s) Manure/Fertiliser Pesticide/Dressing
Polytunnel No/Acre Crop (s) Manure/Fertiliser Pesticide/Dressing
Polytunnel No/Acre Crop (s) Manure/Fertiliser Pesticide/Dressing
Polytunnel No/Acre Crop (s) Manure/Fertiliser Pesticide/Dressing
Polytunnel No/Acre Crop (s) Manure/Fertiliser Pesticide/Dressing
Polytunnel No/Acre Crop (s) Manure/Fertiliser Pesticide/Dressing



SECTION 4: LIVESTOCK DETAILS

N/A ()

Category	Breed & number of stock currently on holding	Anticipated number of stock during conversion
Dairy Cows		
Followers 0-12 months		
Followers 12-24 months		
Bulls		
Suckler Cows		
Followers 0-12 months		
Followers 12-24 months		
Finishers over 24months		
Ewes		
Wethers / Hoggets		
Rams		
Lambs		
Sows		
Gilts & Boars		
Fattening Pigs		
Goats		
Deer (Sika, Fallow, Red)		
Poultry (Layers)		
Poultry (Table Birds)		
Poultry (Turkeys)		
Poultry (Geese)		
Poultry (Ducks)		
Horses		
Foals		
Other		



SECTION 5: VETERINARY /ANIMAL HEALTH & HOUSING PLAN

N/A ()

Please refer to section 2.02.02 & 4.05.05 of the Organic Food & Farming Standards in Ireland 2012 plus amendments.

What husbandry practices are used on your holding to encourage resistance to disease and prevention of infections? Standard Reference: 4.01.03		Yes	No	N/A
	Rotational grazing			
	Mixed grazing			
	Appropriate housing conditions			
Other (please specify)				
Estimated average stocking density on your holding throughout the year: _____ L.U./Ha Standard reference: 2.09.01-02 4.05.22-25	Most recent DAFM figure on nitrates levels: Kgs N/Ha: _____ Date: _____ Max No. of animals housed in year: _____	Total Forage/Grazing Area (ha): _____ Shed Size(s) in metres: _____ Total area provided for housing: _____ Total area bedded: _____		
	Give details of how manure generated on your holding is stored/ handled/ dispatched off-farm as appropriate. Standard reference: 2.09.04-07	Storage Location: _____ Off-farm dispatch arrangements if any (destination & quantity): _____		

Livestock Diet **Standard reference: 4.08**

Type of feed	How much feed do you expect to use in the coming year? AMOUNT	UNIT (e.g. bales/tonnes)	Storage location (to ensure feed is protected from sources of contamination)
Silage			
Hay			
Straight Grains			
Ration			
Haylage			
Other			

Mutilations and operations on animals **Standard Reference: 4.05.28/29**

For notification only – permission should be sought from IOA in advance of carrying out any of the practices below:

Practice	Y	N	N/A	Details
Elastic Bands (sheep only) – may be used to improve animal health, welfare and hygiene				
Dehorning (cattle only) – disbudding within 2 weeks using a local anaesthetic ; alternatively disbudding at the latest within 3 weeks of birth (except where horns have not emerged or where calf is sick or weak); disbudding with local anaesthetic is mandatory if over 2 weeks. Dehorning by Veterinary Surgeon is permitted only in exceptional circumstances – advance permission must be sought from IOA.				
Physical Castration (cattle, sheep, pigs) – permitted in order to maintain the quality of products and traditional production practices but only under the following conditions: i.e. any suffering to the animals shall be reduced to a minimum by applying adequate anaesthesia and/or analgesia and by carrying out the operation only at the most appropriate age by qualified personnel.				

NOTE: **Tail docking** – bovines – may not be used except by Veterinary Surgeon for therapeutic reasons – see SI 263 of 2003. Pigs – see SI 14 of 2008
Cutting of teeth – may be used in accordance with SI 14 of 2008 Part 4 Point 17
Trimming of beaks – not permitted under any circumstances



SECTION 5 continued: VETERINARY /ANIMAL HEALTH & HOUSING PLAN

N/A ()

Name of Veterinary Practitioner/Practice: _____

Address: _____

Minerals **Standard reference: 4.08.27/28, 4.10.21**

Are there known mineral deficiencies on your holding? Yes ___ No ___

If Yes, please give details of deficiency and treatment used: _____

Justification Enclosed (tick as appropriate):

Forage analysis ___ Blood analysis ___ Soil analysis ___ Letter from Vet ___ Other ___

Details: _____

Do you request permission to use mineral licks containing molasses? Yes ___ No ___

Vaccinations **Standard Reference: 4.10.19**

Are there known disease risks on your holding or from neighbouring farms? Yes ___ No ___

If Yes, please give details of disease and treatment used: _____

Justification (tick as appropriate): Enclosed letter from Vet ___ or Letter available at inspection ___

Comments: _____

POULTRY HOUSING

House No.	House Type (Fixed or mobile)	Solid Floor m ²	Slatted Floor m ²	Total Floor Area	Number and size of pop holes

Details of birds housed:

House No.	Type of Poultry	No. of Flocks /house	No. of Birds per flock	No. of Birds per m ² when housed	Perch Space per bird	No of birds per nest box

Paddocks: Total Area for Poultry _____

House No.	No. & Size of paddocks per house	Area per bird in paddock m ²	Birds per ha (overall)	Paddock Rotation	Rest Period



SECTION 5 continued: VETERINARY /ANIMAL HEALTH & HOUSING PLAN

N/A ()

OTHER LIVESTOCK HOUSING

Please give a detailed sketch of your animal housing including the dimensions of each shed and the number of animals that can be housed in each shed;



SECTION 6: CONVERSION PLAN

Please outline a 5 year conversion/development plan for your holding. It is advisable that you seek advice from an organic specialist before drawing up this plan. A plan should:

- i) briefly describe the holding, the present/future cropping and livestock enterprises and the plans you intend putting into practice in order to meet the *Organic Food and Farming Standards in Ireland*. Livestock producers should include details of tag no. or other identification mark for each animal, indicate whether male or female animal, age of animal and whether born on the farm (a copy of your Department of Agriculture Bovine Herd Register or AIMS printout and or Sheep/Goat/Pig Register may be used for this purpose);
- ii) demonstrate how a sustainable and viable organic unit will be achieved
- iii) be based upon the results of a recent full soil analysis (soil analysis results should give recommendations for organic farming)
- iv)

<u>for livestock producers</u> <u>include the following areas</u> <ul style="list-style-type: none">- grassland management in an organic system- grazing/crop rotation, weed control- nutrient inputs, fertility maintenance- livestock welfare and housing- veterinary care- feed requirements and- establishment of organic stock.	<u>for horticultural producers</u> <u>include the following areas</u> <ul style="list-style-type: none">- rotations- manure management- heavy metals- supplementary nutrients- weed control and- plant pest and disease control.
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Refer to the appropriate sections of the *Organic Food and Farming Standards in Ireland (plus Amendments)* relevant to your enterprise.

CONVERSION PLAN GUIDELINES

The conversion plan must be supplied with the application documentation and must cover the period of a complete rotation and must include the following, as applicable - the Conversion Plan must be signed by the applicant:

Historical Data (i.e. the holding as managed 'conventionally', i.e. prior to its entry to conversion to organic production)

- a) **Physical Characteristics of Holding**
Give a description of the holding and its physical characteristics - soil type, drainage, fencing, etc. Outline the positive and negative qualities of the holding including known farm problems such as Blackleg, etc. Describe the exact size of the land area; whether in one or more parcels; whether there are any sites on the land which are deemed to be of archaeological interest or areas of conservation value, e.g. woodlands, wetlands, archaeological sites etc.
- b) **Current Cropping, Soil Fertility & Weed Control**
Describe the current cropping plan on the holding. Indicate the types of all crops currently produced on the holding. Describe current soil fertility levels and enclose the most recent soil analyses for the holding. Explain how soil fertility has been maintained to date. Explain how weed control has been handled to date.
- c) **Livestock Enterprises**
Indicate the types/numbers of conventional livestock enterprises **currently** on the holding and describe in detail the **current** type of animal housing/outdoor shelter in place. Give the length of overall winter housing period if appropriate. Give details of current stock including breed and system (e.g. sucklers - weanlings, stores - finishers etc.) Describe the current average annual veterinary routine including names of products used. Please describe the manure management systems which you operate.

SECTION 6 continued: CONVERSION PLAN

d) **Conventional Enterprises**

If there are conventionally managed enterprises on the holding which **are to be maintained** (*i.e. after the holding has entered formal conversion to organic production*), these must be specified in detail, e.g. conventional mushroom enterprise; conventional nursery enterprise, etc. There are specific conditions pertaining to the maintenance of conventionally managed enterprises on an organic holding which will be outlined at the time of the physical inspection of the holding by the Authorised Inspector.

Future Management (i.e. how the holding will be converted to Organic Production and the Organic Management Practices which will be utilised)

- a) **General.** The Plan must demonstrate how a **sustainable** organic unit will be achieved. Give a brief overall outline of the proposed organic enterprises for the holding.
- b) **Crop rotation/cropping plan** - outline a proposed crop rotation/crop plan for the holding, as appropriate. Supply a rotation for a three year period for **each** field, indicating the crop type (e.g. alliums, brassicas, etc). Ensure a programme for the supply of nutrients to the plants is included.
- c) **Soil Fertility Maintenance.** Explain how soil fertility levels will be maintained using organic management methods. Outline a plan for spreading manure together with a full description of areas given over to crop production.
- d) **Grazing rotation.** Outline a clean grazing policy which is demonstrated by a system of rotating animals to avoid re-infestation of stock. Field boundaries and access to water may need to be improved to achieve this.
- e) **Weed, pest and disease control** in cultivated areas and grassland. Describe how these elements will be handled on the organic unit in both cultivated areas and grassland.
- f) **Livestock management system** - outlined proposed stock type/s, numbers.
- g) **Feed** - how winter feed requirements will be met vis-à-vis the requirements of the *Organic Food and Farming Standards in Ireland* during the Conversion period (*i.e. set out a proposed feed regime to include type, anticipated source and status [status = certified organic; certified in-conversion; conventional] of feedstuffs to be used*); type of system proposed, e.g. Stores - Finishers, etc. Describe the proposed manure management system in detail including a description of installations for storage of livestock manure.
- h) **Animal Housing Plan** - all applicants who in-winter must supply a detailed sketch map of proposed Animal Housing as detailed in the Application Form and must provide a full description of the installations for the storage of livestock manure (as above). Applicant must also supply a plan for spreading manure, together with a full description of the areas given over to crop production and - where appropriate - as regards the spreading of manure, the written arrangements with other holdings complying with the provisions of Regulations 834/2007 and 889/2008 as amended. Plans for animal housing must include the exact dimensions of all housing units together with an indication of proposed numbers of stock to be housed.
- i) **Animal bedding** arrangements/materials. Specify exact materials to be used which must be in conformity with the requirements of these standards.
- j) **Fencing** - Describe adjustments which will take place to fencing if required (*i.e. to ensure that all farm boundaries are stockproof*). Outline a timescale for such adjustments.
- k) **Water** - Explain sources of water for irrigation and for watering stock.
- l) **Outline management plans** for areas of conservation value, e.g. woodlands, wetlands, archaeological sites etc. on the holding.
- m) **Restricted practices** – List all restricted practices for which permission will be required, e.g. non-organic seed, veterinary inputs.



SECTION 7: STANDARDS AWARENESS

Please tick the column on the right to confirm that you have made yourself aware of the following rules where applicable?	✓
All livestock must be managed organically while in conversion.	
Livestock must be housed in compliance with the standards during conversion (This includes space and bedding requirements).	
Livestock must be fed in accordance with the organic standards during conversion.	
The permitted levels of non-organic feedstuffs allowed (<i>pig and poultry only</i>).	
All non-organic compound ration and genetically modified feed is strictly prohibited while in conversion.	
Routine dosing is strictly prohibited and that a veterinary certificate must accompany all veterinary permission requests.	
Permission must be sought from IOA in advance of carrying out any Restricted Veterinary Practices such as de-horning, tail docking and castration and <u>anaesthesia/analgesia</u> must be used.	
The use of chemical sprays and fertilisers are prohibited.	
The IOA Record Book must be kept up to date at all times.	
If organic seed is not available a seed derogation form must be submitted prior to the purchase of non-organic untreated seed (<i>including seed mixes with a % of organic seed</i>).	
The purchase of non-organic stock is a prohibited practice. [<i>In exceptional circumstances permission may be granted to purchase maiden heifers/ewe lambs (female replacement stock that have never given birth to offspring) for breeding purposes only</i>].	
You must attend at least two farm walks during your first year of conversion.	
Additional questions relating to forestry:	Yes/No/NA
Is there forestry on your holding?	
If yes, is the forestry part of the organic enterprise?	
If not, is it securely fenced?	
Is it managed by a forestry management company?	
Are chemicals used to control weeds and grass in the forestry area etc.?	
Give details of where these chemicals are stored: _____ _____	



SECTION 8: CERTIFICATION AGREEMENT AND DECLARATION

By signing page 1 of this form I/we hereby declare, understand and agree that:

- All the information supplied in this form is, to the best of my/our knowledge, accurate, and that all relevant information has been supplied.
- I/we have read the *Organic Food & Farming Standards in Ireland* Edition 1 January 2012 plus amendments and confirm that the provisions of the relevant standards contained therein have been observed from the date of application and will be henceforth. I/we also agree to comply with all Standards including any updates that are published by IOA.
- I/we will allow IOA inspectors and other authorised personnel full access to my/our operation and sub-contractors and relevant records and documents during normal working hours, in order that they can check compliance with the IOA Standards. Inspection visits will normally be arranged at a mutually convenient time, but spot check/unannounced inspections may be carried out. I/we agree to the exchange of information between IOA and any other Organic Certification Body (OCB) involved in the certification of my/our products through my/our own certification and that of sub-contractors. If I/we change OCB I/we accept the transmission of my/our organic file in its entirety to the subsequent OCB.
- I/we will provide any information requested by the inspector and certification staff in order for an accurate assessment of my/our operation to be made. I/we accept that information pertaining to my/our participation in the IOA organic certification process may be released to the relevant Competent Authority (DAFM/DEFRA) and/or the Irish National Accreditation Board, and that representatives from the aforementioned may attend inspections as observers. I/we understand that IOA will treat all information received in the strictest confidence.
- I/we will allow IOA inspectors or authorised personnel to take samples (for example meat, soil, grain and plant material) from my/our holding/enterprise, and pass these on to third parties for testing. I/we understand that IOA will treat all information received in the strictest confidence.
- I/we understand the requirements and obligations of my/our Licence with IOA. I/we accept that any breach of the IOA Standards could lead to the termination of my/our Licence. Where corrective action is required in order for my/our Licence to be issued/renewed I/we agree to undertake this corrective action in a timely manner to ensure compliance with the IOA Standards. I/we also agree that I/we may have to incur additional inspections to demonstrate compliance with IOA's Standards at my/our own expense.
- If I/we wish to lapse from IOA's Inspection & Certification Scheme I/we will undertake to provide written notice at least 1 month before the Licence expiry date.
- I/we accept that if my/our Licence with IOA is suspended, withdrawn or terminated (by choice or as a result of enforcement) I/we must discontinue to use any and all labelling, packaging and advertising/marketing material that contains any reference to IOA and must return any in-date Licences and Certificates of Registration to IOA within a specified timeframe and that DAFM/DEFRA (and IOA where applicable) will be notified immediately. I/we undertake to inform in writing the buyers of any affected product in order to ensure that the indications referring to the organic production method are removed where applicable. I/we accept that IOA will retain my/our file for a minimum of five years after withdrawal/termination/lapsing of my/our Licence.
- I/we agree to inform IOA immediately of any irregularity or infringement affecting the organic status of my/our products or organic products received from other operators or sub-contractors.
- If I/we am required to provide a copy of my/our Licence or Certificate of Registration to another party the documents will be reproduced in their entirety.
- I/we will fully comply with the labelling requirements when referring to organic production, or when using the IOA Symbol on any of the labelling, packaging or advertising/marketing material. I/we understand that the IOA Symbol is a registered trademark and must only be used in association with the fully organic products listed on my/our Licence or certificate of registration.
- I/we will ensure that the IOA trademark is not used in a misleading manner and is only portrayed in accordance with published guidelines and only in relation to products/processes consistent with the scope of my/our certification.
- I/we agree to keep a register of all complaints received along with what action has been taken to close out the complaint and retain all documents in relation to complaints received. I/we will allow IOA personnel access to all areas and records for the investigation of any complaints received.
- I/we will pay all licencing fees, as notified by IOA, in accordance with its terms of business. I/we also accept that other fees may apply if additional inspections are required, or if an agreed inspection date is cancelled within less than five working days' notice.
- I/we declare that I/we have not been convicted of an offence under the Animal Remedies Acts 1993 or related Orders, nor have I/we been convicted of any offences in relation to my/our agricultural/food/product processing activities.

Having checked the information recorded in this form, I/we am satisfied that, to the best of my/our knowledge, the information supplied is correct and has been accurately recorded. I/we undertake to inform IOA in a timely manner of any changes in relation to my/our operation that may affect my/our Licence or my/our ability to comply with the certification requirements.



CHECKLIST

PLEASE READ THIS CHECKLIST AND TICK THE ITEMS YOU ARE ENCLOSING

Mandatory Documents/Information to be enclosed:

- Completed Application Form in full
- Application Fee
- Conversion/Development Plan signed by the applicant
- Farm Maps

Enclose, where applicable:

- ORG1 Form (for Republic of Ireland applications only)
- Access to AIMS Permission Form (for Republic of Ireland applications only)
- Soil Analysis results (no older than 5 years)
- Veterinary Letter
- Copy of Lease Agreement
- Copy of Con-acre Agreement
- Landlord Letter

METHOD OF PAYMENT (PLEASE TICK)

- ELECTRONIC FUND TRANSFER (DIRECT TO BANK)
- CREDIT CARD/DEBIT CARD
- CHEQUE/BANK DRAFT/POSTAL ORDER (ENCLOSED)
- CASH – do not send cash in the post,
please deliver in person to our office in Athlone

THE FORM AND ASSOCIATED DOCUMENTS SHOULD BE SENT TO:

**Irish Organic Association
13 Inish Carraig,
Golden Island,
Athlone,
Co. Westmeath
N37 N1W4**

DIRECTIONS

Please supply directions to your farm/lands and where possible enclose a map highlighting the exact location of your holding:

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