



# IRISH ORGANIC ASSOCIATION

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App 21/12

Issued By: M. Cairney

Issued: 22-11-2021

## APPLICATION FORM FOR FARMERS AND GROWERS

### SECTION 1: APPLICANT DETAILS

Applicant Name: _____	
Address: _____ _____	
Eircode (compulsory): _____	
Phone: _____	Mobile: _____
Website: _____	Email: _____
Herd No: _____	Flock No: _____
Agricultural Advisor Name (W/A): _____	
Contact Details: _____	
1. Address of Holding(s) if different from above: _____ _____	
Eircode/Directions: _____	
2. Address of Holding(s) if different from above: _____ _____	
Eircode/Directions: _____	
<b>Note: If Eircode not known, please provide detailed directions to the holding and all land parcels – see page 11</b>	
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](http://www.irishorganicassociation.ie)*

**Please read the Certification Agreement and Declaration at the back of this form (Section 7) 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 Organic Food and Farming Standards in Ireland Edition 2)**



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? No [ ] Yes [ ] Area in Ha: \_\_\_\_\_

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. Please use "digitised area" and not "claimed area" from your BPS maps (or equivalent).

SECTION 3: LAND USE

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

Table with 4 columns: Enterprise Name, Hectares, Enterprise Name, Hectares. Rows include Beef, Sheep, Dairy Cattle, Pigs, Poultry, Arable Crops, Vegetables/Herbs, Protected Crops, Top/Soft Fruit, Woodland, Conservation, Other.

FARM MAP

Please supply most up to date BPS maps (or equivalent) of your holding, 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 Crop/Type of grass Manure/Fertiliser Pesticide/Dressing	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....
Field Name/No Crop/Type of grass Manure/Fertilisers Pesticide/Dressing	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....
Field Name/No Crop/Type of grass Manure/Fertilisers Pesticide/Dressing	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....
Field Name/No Crop/Type of grass Manure/Fertilisers Pesticide/Dressing	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....
Field Name/No Crop/Type of grass Manure/Fertilisers Pesticide/Dressing	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....
Field Name/No 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	.....	.....	.....	.....
Crop (s)	.....	.....	.....	.....
Manure/Fertiliser	.....	.....	.....	.....
Pesticide/Dressing	.....	.....	.....	.....
	.....	.....	.....	.....
Polytunnel No	.....	.....	.....	.....
Crop (s)	.....	.....	.....	.....
Manure/Fertiliser	.....	.....	.....	.....
Pesticide/Dressing	.....	.....	.....	.....
	.....	.....	.....	.....
Polytunnel No	.....	.....	.....	.....
Crop (s)	.....	.....	.....	.....
Manure/Fertiliser	.....	.....	.....	.....
Pesticide/Dressing	.....	.....	.....	.....
	.....	.....	.....	.....
Polytunnel No	.....	.....	.....	.....
Crop (s)	.....	.....	.....	.....
Manure/Fertiliser	.....	.....	.....	.....
Pesticide/Dressing	.....	.....	.....	.....
	.....	.....	.....	.....
Polytunnel No	.....	.....	.....	.....
Crop (s)	.....	.....	.....	.....
Manure/Fertiliser	.....	.....	.....	.....
Pesticide/Dressing	.....	.....	.....	.....
	.....	.....	.....	.....



## **SECTION 4: LIVESTOCK DETAILS**

**N/A ( )**

<b>Category</b>	<b>Breed &amp; number of stock currently on holding</b>	<b>Anticipated number of stock during conversion</b>
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 3.04 & 3.21 of the Organic Food & Farming Standards in Ireland Edition 2.

What husbandry practices are used on your holding to encourage resistance to disease and prevention of infections? <b>Standard Reference: 2.02</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
	Rotational grazing			
	Mixed grazing			
	Appropriate housing conditions			
Other (please specify)				
Estimated average stocking density on your holding throughout the year: _____ L.U./Ha <b>Standard reference: 2.10</b> <b>3.04</b>	Most recent DAFM figure on nitrates levels: Kgs N/Ha: _____ Date: _____	Total Forage/Grazing Area (ha):		
	Max No. of animals housed in year:  Standard reference: 3.14 for space requirements	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. <b>Standard reference: 2.10</b>	Storage Location:			
	Off-farm dispatch arrangements if any (destination & quantity):			

**Livestock Diet Standard reference: 3.10**

Type of feed	How much feed do you expect to use in the coming year? AMOUNT	UNITS (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: 3.04**

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

Practice - <b>ANAESTHESIA AND/OR ANALGESIA MUST BE USED</b>	Y	N	N/A	Details (include proposed anaesthetic/analgesic product e.g. Adrenacaine)
<b>Castration (sheep/goats only)</b> – may be carried out to improve animal health, welfare and hygiene – anaesthesia/analgesia may be waived if animals are under 8 days of birth on veterinary instruction (by letter/vet signature on Restricted Veterinary Practices Derogation submitted with annual renewal).				
<b>Dehorning (cattle only)</b> – disbudding under 15 days of birth (except where horns have not emerged or where calf is sick or weak). Dehorning by Veterinary Surgeon is permitted only in exceptional circumstances.				
<b>Physical Castration (cattle, deer, pigs)</b> – 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. See Standards for relevant species specific details.				

**NOTE:** **Tail docking** – bovines – may not be carried out except by Veterinary Surgeon for therapeutic reasons – see Statutory Instrument (SI) 263 of 2003. Porcine – 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: 3.10
Are there known mineral deficiencies on your holding?
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?
Vaccinations Standard Reference: 3.12
Are there known disease risks on your holding or from neighbouring farms?
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

Table with 6 columns: House No., House Type (Fixed or mobile), Solid Floor m², Slatted Floor m², Total Floor Area, Number and size of pop holes

Details of birds housed:

Table with 7 columns: House No., Type of Poultry, No. of Flocks per house, No. of Birds per flock, No. of Birds per m² when housed, Perch Space per bird, No of birds per nest box

Paddocks: Total Area for Poultry

Table with 6 columns: House No., No. & Size of paddocks per house, Area per bird in paddock m², 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: STANDARDS AWARENESS

<b>Please tick the column on the right to confirm that you have made yourself aware of the following rules where applicable?</b>	✓
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 DAFM via IOA in advance of carrying out any Restricted Veterinary Practices such as de-horning, tail docking and castration and <b>anaesthesia/analgesia</b> must be used.	
The use of chemical sprays and fertilisers are <b>PROHIBITED</b> .	
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> ].	
<b>Additional questions relating to forestry:</b>	<b>Yes/No/NA</b>
Is there forestry on your holding?	
If yes, is the forestry part of the organic enterprise?	
If not, is it securely fenced to prevent access by your animals?	
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 7: CERTIFICATION AGREEMENT AND DECLARATION**

By signing page 1 of this form each signatory hereby declares, understands and agrees that:

- All the information supplied in this form is, to the best of my knowledge, accurate, and that all relevant information has been supplied.
- I have read the Organic Food and Farming Standards in Ireland Edition 2 and confirm that the provisions of the relevant standards contained therein have been observed **from the date of application** and will be henceforth. I also agree to comply with all Standards including any updates that are published by Irish Organic Association\* (IOA).
- I will allow IOA inspectors and other authorised personnel full access to my 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 agree to the exchange of information between IOA and any other Organic Certification Body (OCB) involved in the certification of my products through my own certification and that of sub-contractors. If I change OCB I accept the transmission of my organic file in its entirety to the subsequent OCB.
- I will provide any information requested by the inspector and certification staff in order for an accurate assessment of my operation to be made. I accept that information pertaining to my participation in the IOA organic certification process may be released to the relevant Competent Authority (DAFM/NICA) and/or the Irish National Accreditation Board, and that representatives from the aforementioned may attend inspections as observers. I understand that IOA will treat all information received in the strictest confidence.
- I will allow IOA inspectors or authorised personnel to take samples (for example meat, soil, grain and plant material) from my holding/enterprise, and pass these on to third parties for testing. I understand that IOA will treat all information received in the strictest confidence.
- I understand the requirements and obligations of my Licence with IOA. I accept that any breach of the IOA Standards could lead to the termination of my Licence. Where corrective action is required in order for my Licence to be issued/renewed I agree to undertake this corrective action in a timely manner to ensure compliance with the IOA Standards. I also agree that I may have to incur additional inspections to demonstrate compliance with IOA's Standards at my own expense.
- If I wish to lapse from IOA's Inspection & Certification Scheme I will undertake to provide written notice at least 1 month before the Licence expiry date.
- I accept that if my Licence with IOA is suspended, withdrawn or terminated (by choice or as a result of enforcement) I 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/NICA (and IOA where applicable) will be notified immediately. I 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 accept that IOA will retain my file for a minimum of five years after withdrawal/termination/lapsing of my Licence.
- I agree to inform IOA immediately of any irregularity or infringement affecting the organic status of my products or organic products received from other operators or sub-contractors.
- If I am required to provide a copy of my Licence or Certificate of Registration to another party the documents will be reproduced in their entirety.
- I 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 understand that the IOA Symbol is a registered trademark and must only be used in association with the fully organic products listed on my Licence or Certificate of Registration.
- I 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 certification.
- I 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 will allow IOA personnel access to all areas and records for the investigation of any complaints received.
- I will pay all licencing fees, as notified by IOA, in accordance with its terms of business. I 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 declare that I have not been convicted of an offence under the Animal Remedies Act 1993 or related Orders, nor have I been convicted of any offences in relation to my agricultural/food/product processing activities.

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



SECTION 8: Data Protection

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

Table with 2 columns: Question and YES/NO checkboxes. Questions include: 'I wish to be listed on the IOA Public Database...', 'I wish to receive the IOA newsletter via email:', and 'I wish to receive text messages regarding IOA news...'.

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 EMAILED TO info@irishoa.ie
ALTERNATIVELY IT CAN BE POSTED TO:

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

DIRECTIONS

If Eircode of holding or lands is not known, please supply directions and where possible enclose a map highlighting the exact location of your holding:

Large empty rectangular box with horizontal dotted lines for providing directions.