APPLICATION FORM FOR FARMERS AND GROWERS

Applications to become a member of the Irish Organic Association can be made using this paper form or alternatively through our online application service.

Visit apply.ioadb.com To Apply Online

Our online application process is a fast, efficient and secure way to apply to the Irish Organic Association taking the burden out of the paperwork. This service makes it easier for farmers and growers or their advisors to manage an application(s) as well their Annual Renewals.

Online applications can be started, resumed or tracked at any stage, with the ability for contracted farm advisors to manage several clients simultaneously. The service also has an 'Automated Renewal' feature which saves key information which can used by the farmer or a farm advisor for a quicker and simpler renewal process every year.

Scan to Apply Today

13 Inish Carraig, Golden Island, Athlone, Co Westmeath, N37 N1W4
Tel: 0906 433680 • **Email:** info@irishoa.ie • **Website:** www.irishorganicassocation.ie

IRISH ORGANIC ASSOCIATION
13 Inish Carraig, Golden Island, Athlone, Co. Westmeath, N37 N1W4
Tel:090 64 33680 Email: info@irishoa.ie, Web: www.irishorganicassociation.ie

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 & Contact Details (where applicable): _____	

1. Address of Holding(s) if different from above: _____

_____

*Eircode/Directions:*_____

2. Address of Holding(s) if different from above: _____

_____

*Eircode/Directions:*_____

Note: *If Eircode not known, please provide detailed directions to the holding and all land parcels – see page 11*

Are all lands, livestock etc. under your management? Yes ☐ No ☐

If not, please describe circumstances: _____

Is this application for the Stricter Standard (if No then EU Certification only will apply)? Yes ☐ No ☐

Do you require additional certification (e.g. Demeter)? Yes ☐ No ☐

Details: _____

Are you a member of any Bord Bia Quality Assurance Scheme? Yes ☐ No ☐

If Yes, please state the scheme. _____

Have you ever been certified by another Certification Body? Yes ☐ No ☐

Did the previous Certification Body revoke your licence? Yes ☐ No ☐

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 (Section 7 of this form) and sign below to confirm that you understand and agree to adhere to it *(If there is to be more than one name on the licence, each person must sign below)*

SIGN HERE

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. Section 1.04 of Organic Food and Farming Standards in Ireland Edition 2)*

Irish Organic Farmers and Growers Association CLG, trading as Irish Organic Association
Registered in the Republic of Ireland Company Reg. No: 139202
IOFGA is a voluntary organisation and a Company Limited by Guarantee.

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 BISS maps (or equivalent).

SECTION 3: LAND USE

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

Beef	☐	Vegetables/Herbs	☐
Sheep	☐	Protected Crops	☐
Dairy Cattle	☐	Top/Soft Fruit	☐
Pigs	☐	Woodland	☐
Poultry	☐	Conservation	☐
Arable Crops	☐	Other	☐

FARM MAP

Please supply most up to date BISS 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".*

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 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? **Standard Reference: 2.02**		**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: 2.10** **3.04**	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. **Standard reference**: **2.10**	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 - *ANAESTHESIA AND/OR ANALGESIA MUST BE USED*	**Y**	**N**	**N/A**	**Details** (include proposed anaesthetic/analgesic product e.g. Adrenacaine)
Castration (sheep/goats only) – 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).				
Dehorning (cattle only) – disbudding within 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.				
Physical Castration (cattle, deer, 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. See Standards for relevant species specific details.				

NOTE: **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? 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: 3.12**

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 N/A ☐

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:

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 _____

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

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.	☐
All non-organic compound ration and genetically modified feed is strictly prohibited while in conversion and when full symbol status is achieved.	☐
Routine dosing is strictly prohibited and that evidence of justification is required for all veterinary treatments.	☐
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 **anaesthesia/analgesia** 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 (*including seed mixes with a % of organic seed).*	☐
The purchase of non-organic stock is a prohibited practice. *[In exceptional circumstances permission may be granted to purchase maiden heifers/ewe lambs (female replacement stock that have never given birth to offspring) and breeding males (i.e. bulls, rams) for breeding purposes only].*	☐

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 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:

- The Irish Organic Association (IOA) is a voluntary organisation and a company limited by guarantee. It is a membership-based organisation and membership is open to all. As an organic certification body, IOA operates an inspection and certification scheme based on the Organic Food and Farming Standards in Ireland Edition 2, as amended, which incorporates the requirements of EU Regulation (EU) 2018/848 in all its amendments as well as complementary European and Irish rules. The IOA has implemented and maintains a quality management system that complies with the requirements of ISO/IEC 17065:2012. IOA ensures that all staff are suitably qualified and are committed to acting impartially and confidentially. IOA also ensures that it operates fully in line with GDPR requirements.
- I/we have read the *Organic Food and Farming Standards in Ireland* Edition 2 as amended and confirm that the provisions of the relevant standards contained therein have been observed from the date of application and will be henceforth, until such time as IOA receive notification from me/us that I/we wish to be removed from the IOA Certification Scheme. I/we will comply with all IOA 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 at an agreed upon time, in order that they can check compliance with IOA Standards. I/we accept that inspection visits will normally be arranged at a mutually convenient time, but spot check/unannounced inspections may be carried out and that I/we will be subject to such announced or unannounced inspections until such time as IOA receive notification from me/us that I/we wish to be removed from the IOA Certification Scheme.
- I/we will allow IOA inspectors or authorised personnel to take samples (for example meat, soil, grain and plant material) from my/our operation 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 will allow IOA personnel access to all areas of the operation and records for the investigation of any complaints received.
- 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 Certification Scheme 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/we understand that IOA will treat all information received in the strictest confidence. I/we understand that information gathered by IOA in relation to my/our certification may be in the form of visual observations, review of manual records and the use of digital/electronic means to gather evidence (such as email, photographs, videos). I/we understand that such information, along with information provided by me/us, will form the basis for the issuance of my/our organic Certificate and Licence and that this Licence (including the mandatory information as required under EU Organic Regulations and additionally stipulated by DAFM/NICA) will be published on the required public platform, TRACES (https://webgate.ec.europa.eu/tracesnt/directory/publication/organic-operator/index).
- I/we consent 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 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 included in the scope of my/our certification and in accordance with published guidelines.
- I/we will ensure that the IOA trademark and my/our Licence or Certificate is not used in a misleading or unauthorized manner nor in such a manner as to bring IOA into disrepute.
- I/we will 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.
- I/we understand the requirements and obligations of my/our Licence with IOA. I/we accept that any breach of IOA Standards could lead to the termination of my/our Licence and subsequent removal of same from the aforementioned public platform, TRACES. Where corrective action is required in order for my/our Licence to be issued/renewed I/we agree to carry out this corrective action in a timely manner to ensure compliance with IOA Standards. I/we understand that I/we may have to incur additional inspections to demonstrate compliance with IOA Standards at my/our own expense.
- 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 Certificates to IOA within a specified timeframe and that DAFM/NICA (and IOA where applicable) will be notified immediately. I/we will 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 files for a minimum of five years after withdrawal/termination of my/our licence.
- If I/we wish to be removed from the IOA Certification Scheme I/we will provide written notice at least 1 month before the Licence expiry date.
- If I/we need to provide a copy of my/our Licence or Certificate to another party the documents will be reproduced in their entirety.
- I/we will keep a register of all complaints received (relating to compliance with IOA Standards) along with what action has been taken to close out the complaint. I/we will retain all documents relating to such complaints and will make these available to IOA on request. 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 with less than five working days' notice.
- I/we will inform IOA in a timely manner of any changes in relation to my/our operation (such as locations, products, contact details) that may affect my/our Licence or my/our ability to comply with the certification requirements.
- I/we have not been convicted of any offence under the Veterinary Medicinal Products, Medicated Feeds and Fertilisers Regulations Act 2023 or related regulations, nor have I/we been convicted of any offences in relation to my/our agricultural/food/product processing activities.
- All the information supplied to IOA is, to the best of my/our knowledge, accurate and complete.

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

I wish to be listed on the IOA Public Database of members (which displays my name, phone number, product type, enterprise type and organic symbol status):	YES ☐ NO ☐
I wish to receive the IOA newsletter via email: Email Address:	YES ☐ NO ☐
I wish to receive text messages regarding IOA news, updates and upcoming farm walks and events: Mobile no:	YES ☐ NO ☐

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 – use your name as reference)* ☐
- *CREDIT CARD/DEBIT CARD* ☐
- *CHEQUE/BANK DRAFT/POSTAL ORDER payable to IOA (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:

……

……

……

……