



# ORGANIC TRUST CLG

## Initial Application Form - Retail Scheme

Official Use Only	
Applicant No	
Date Application Received	
Fee Paid	

Company/Trading Name <i>(The Name to Appear on licence/ Certificate)</i>	
Applicant/Contact Name <i>(responsible person)</i>	
Position or Job Title	
Postal Address	
Postal Code <i>(if applicable)</i>	
Address of Retail Site(s) <i>(if different from postal address)</i>	
Telephone No	
Mobile No	
Fax No	
Email Address	
Website	
Your Business Type?	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Unlimited Company <input type="checkbox"/> Limited Company
Have you ever been certified by another Organic Certification Body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please give the name of the Organic Certification Body?	
Date of last inspection? <i>(please supply your most recent contract/licence)</i>	
Are you transferring from another Organic Certification Body? <i>(Transfers are only accepted at annual renewal date)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please state the reason(s) for transferring to the Organic Trust	

Please give brief details on activities you were certified by the above Organic Certification Body	

Did your previous Certification lapse?		Ye s	No
Please state reason(s)			
Did the previous Organic Certification Body revoke your licence?		Ye s	No
Please state reason(s) why your licence was revoked			
Please indicate what activity is involved in your business			
List of activities for which organic certification is required (Please tick <input type="checkbox"/> )			
Importing (from EU)	Packing or Re-Packing	Distributing	
Importing (from outside EU) <i>(Third Country Import Licence may be Required)</i>	Labelling or Re-Labelling	Retailing	
Processing			
Size of the site or retail premises (m <sup>2</sup> )			
Is a Flow Process Diagram attached? <i>(Flow Process Diagram should set out all of the steps in the process from intake of raw materials/product to output of certified organic product)</i>		Ye s	No
Do you intend to buy in organic raw materials in bulk?		Ye s	No
Do you intend to break-down into retail packs or re-pack organic products?		Ye s	No
If Yes, please give details including details of proposed packaging materials			
Are non-organic products also handled at this premises?		Ye s	No
Do you intend to re-label organic products? <i>(labelling and/or packaging for each product MUST be forwarded to OT for approval prior to use)</i>		Ye s	No
Please describe how organic products will be segregated from conventional products;			
In Storage			
On Display			
How is waste product handled?			




*\* Third Country Import Licence may be Required from the Department of Agriculture, Food and the Marine*  
*\*\* Organic Certification Body which certified the products must be on the EU listing of Approved Organic Certification Bodies*

## Declaration/Contract

- I/we have full management control of all land and enterprises detailed in this application.
- To the best of my/our knowledge, all information supplied in this application is accurate and complete.
- I/we accept the right of the Organic Trust to refuse any application (following a review of the application documentation) or to refuse certification.
- I/we accept that this application may not be accepted as a single application (depending on the information submitted regarding the entity/ies to be inspected & certified). Therefore, I/we agree to comply with the requirements for certification and to supply any additional information which may be required for evaluation purposes.
- I/we accept that this application will be considered together with all the other applications that I/we make including production & processing applications.
- In instances where organic licences are held with Organic Certification Bodies other than the Organic Trust, the Organic Trust must have access to such entities.
- I/we accept that the Organic Trust reserves the right to obtain copies of file information relating to any previously held organic or in-conversion licence(s) from the appropriate Organic Certification Body or Bodies, including a copy of the most recently issued licence.
- In the case where the control authority or control body of this operation changes, I/we undertake the transmission of the control files to the subsequent control authority or control body;
- I/we accept that exchange of information between the Organic Trust and any other relevant Organic Certification Body is a mandatory requirement. This includes instances where part of the operation is sub-contracted to another operator which is certified by an Organic Certification Body other than the Organic Trust.
- I/we have read and understood the Organic Food & Farming Standards in Ireland, Edition 1.
- I/we agree from date of application to perform the operations in accordance with these standards and any future amendments.
- I/we agree to notify the Organic Trust of any changes to the holding and activities outlined in this application, and any changes to the contents outlined in this application.
- I/we agree where the operation is withdrawn from the control system, to inform without delay the Organic Trust and the relevant competent authority.
- I/we agree where the operation is withdrawn from the control system, that the control file is kept for a period of at least five years.
- I/we agree to ensure that all staff involved in the operation are trained in the specifics of the prevailing organic standards.
- I/we agree to submit the said operation including any operations carried out by a subcontractor to inspections & spot checks by officials of the relevant competent authority and the Organic Trust.
- I/we agree to abide by any conditions or sanctions imposed on my/our operation by the Organic Trust, and the relevant competent authority.
- I/we accept that withdrawal of the licence in one area (e.g. production) may also result in withdrawal of the licence in all licensed areas (e.g. processing), even if these are separate legal entities.
- If the Organic Trust should rescind my/our licence, we undertake to inform our buyers in writing that my/our licence has been withdrawn in order to ensure that the indications referring to the organic production method are removed from this production and will specify the period (if appropriate) of any such withdrawal in accordance with clause 1.04.12 of the Organic Food & Farming Standards in Ireland, Edition 1.
- I/we undertake not to sell any product labelled as 'organic' until organic status has been awarded by Organic Trust.
- I/we recognise that the Organic Trust Symbol is the sole property of the Organic Trust.
- I/we agree to inform the Organic Trust without delay of any irregularity or infringement affecting the organic status of our product or organic products received from other operators or subcontractors.

Signed

Date

Applicant

Signed

Date

Applicant

**Checklist of documentation required to complete application - please ensure the following accompanies your completed application form - thank you!**

- Application Fee** (see fee schedule in application pack)
- Location Map**  
The location map must clearly indicate the exact location of the unit /premises - also provide Sat-Nav co-ordinates if available to facilitate our Inspector locating your premises
- Full description**  
In accordance with 2.02.08 (a) & 2.02.21 (a) of the Organic Trust Standards For Organic Food And Farming In Ireland
- Suppliers Organic Licences**  
Organic Licences for all suppliers of organic products
- Org 1 Form**  
Application to the Department of Agriculture, Food and the Marine for registration as an organic operator - i.e. completion of page 1 of the blue ORG1 Form - ROI applicants only
- Your Most Recent Organic Licence and Contract**  
Only applicable to applicants which were previously certified by another Organic Certification Body
- Proposed Organic Labels (if available)**
- HSE Registration**  
Applicable to Food Processors - copy of relevant approval from HSE
- Pest Control Products**  
Copies of technical specifications for all pest control products used in the plant

Organic Trust CLG, Vernon House, 2 Vernon Avenue, Clontarf, Dublin 3, Ireland.  
Tel/Fax: +(353) 1 8530271; email: [organic@iol.ie](mailto:organic@iol.ie); website: [www.organic-trust.org](http://www.organic-trust.org)  
EU, DAFM & DEFRA Approved Organic Certification Body; Codes: IE-ORG-03 & GB-ORG-09