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**APPLICATION FORM**

OF&G (Scotland) Organic Certification Scheme

For Food and Farming to the

**SOPA Standards**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Agricultural Holding No.: | | |  | | | | |
| Operator Name: | |  | | | | | |
| Address: |  | | | | | | |
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|  |  | | | | | | |
| Postal Code: | |  | |  | | | |
| Telephone No.: | |  | | | Fax No.: |  | |
| Mobile No.: | |  | | | E-Mail: |  | |
| Contact Name: | |  | | | | | |
| Address Of Holding (If Different From Above): | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Postal Code: | |  | | O S Map Reference: | | |  |
| Preferred correspondence method: | | | | Post  or Email  (please tick as appropriate) | | | |

**If the holding, or any part of the holding, is or has been previously certified for organic production by another Control Body, please state the name of the Sector Body and date of last inspection:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Control Body: |  | Date of last inspection: |  |

**Areas:**

|  |  |
| --- | --- |
| Total area to be put into first year conversion | Hectares |
| Total non-organic area | Hectares |
| Total area already in second year conversion | Hectares |
| Total area already organic | Hectares |
| All other land | Hectares |
| Roads, Yards and Buildings | Hectares |
| **Total Area Of Holding** | Hectares |

**Farm Map: An up to date farm map outlining the total holding and identifying the land entering organic conversion or being farmed organically must be enclosed and must show OS or IACS field numbers and hectares. (Ideally a copy of an IACS map)**

**Provide Details of Any On-Farm Processing/Packing i.e. products/processes**

|  |  |  |  |
| --- | --- | --- | --- |
| Enterprise Details |  | | |
| Organic |  | Non Organic |  |
| Name of Control Body |  | | |

**For office use only**

|  |  |
| --- | --- |
| Application review carried out by | Date |
|  |  |

**General details**

**Land Information:**

|  |  |
| --- | --- |
| Soil Type (i.e. sandy, loam etc.): |  |
| Land Grade (i.e. 1 to 7 on MLURI Classification): |  |
| Rainfall (inches or centimetres - please specify): |  |
| Altitude Range (metres or feet - please specify): |  |
| Aspect (North, South, East, West): |  |

**Genetically Modified Organisms:**

Have you ever planted or grown a genetically modified crop on your holding? **Yes**  **/ No**

If **Yes**, please complete in the following details for each field planted:

|  |  |  |  |
| --- | --- | --- | --- |
| Date GM Crop Planted | Field Number | **Crop** | **Date GM Crop Harvested** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Are you aware of any GM trial sites within a 6 mile radius of your holding? **Yes**  **/ No**

If **Yes**, please supply details:

Are you, the applicant, responsible **on a daily basis** for the land and livestock **Yes**  **/ No**

If **No** please provide details of the primary person responsible - this person should be the contact for inspection purposes.

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Contact telephone No. |  |

**Details of Any Non-Organic Enterprises:**

Do you own or have dealings with any non-organic enterprises i.e. renting non-organic land for crop production, other non-organic land that you produce stock on, any other agricultural business you are involved in. Please give full details of all land and stock (breeds and numbers) involved.

**Type of Conversion:**

**Simultaneous Conversion -** conversion of all land and livestock on the holding at the same time - compliance with the organic standards, for both land and livestock, must be maintained throughout the conversion period in order for simultaneous conversion to be granted.

**Standard Conversion** – conversion of land and crops initially - if livestock on holding these can be converted once the land has reached organic status.

|  |  |  |
| --- | --- | --- |
|  | **Yes \*** | **No** |
| **Do you wish to simultaneously convert your land and livestock?** |  |  |
| **Do you wish to do a Standard Conversion with land and crops only?** |  |  |

**Conversion Date**

Please indicate the proposed Start Date for Conversion of your farm and enterprises:

**IF IN DOUBT Speak to the SOPA office to discuss the right conversion type and date for your business**

**Quality Assurance Schemes:**

Please detail any quality assurance schemes/special promotion scheme you are a member of i.e. QMS, SQC

Please detail any environmental scheme(s) you are a member of i.e. SRDP - AECS

# Area to be ENTERED inTO first year conversion (C1)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field Name  or Count | Field OS Number | Area in  **Hectares** | Non LFA  LFA/SDA | Permanent Pasture/ Rough Grazing or most recent crop or set-aside | Date to be entered into conversion |
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|  | Total Hectares |  |  |  |  |

**area(S) in second year conversion (C2)**

**(This only applies to holdings already in an organic certification scheme)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field Name  or Count | Field OS Number | Area in  **Hectares** | Non LFA  LFA/SDA | Permanent Pasture/ Rough Grazing or most recent crop or set-aside | Date entered into conversion |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Total Hectares |  |  |  |  |

**organic Area**

**(This only applies to holdings already in an organic certification scheme)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field Name  or Count | Field OS Number | Area in  **Hectares** | Non LFA  LFA/SDA | Permanent Pasture/ Rough Grazing or most recent crop or set-aside | Date entered into conversion |
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|  | Total Hectares |  |  |  |  |

**Non-organic area**

**(To remain in conventional production)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Name or Count | Field OS Number | Area in  **Hectares** | Non LFA  LFA/SDA | Permanent Pasture/ Rough Grazing or most recent crop or set-aside |
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|  | **Total Hectares** |  |  |  |

**LIVESTOCK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **For Organic Conversion** | | **To Remain Non-Organic \*** | |
|  | **Number** | **Breed** | **Number** | **Breed** |
| **BEEF CATTLE** |  |  |  |  |
| Bulls |  |  |  |  |
| Suckler Cows |  |  |  |  |
| Heifers |  |  |  |  |
| Stores |  |  |  |  |
| Calves |  |  |  |  |
| Followers 0-12 months |  |  |  |  |
| Followers 12-24 months |  |  |  |  |
| Followers 24-36 months |  |  |  |  |
| **DAIRY CATTLE** |  |  |  |  |
| Dairy Bulls |  |  |  |  |
| Dairy Cows |  |  |  |  |
| Dairy Heifers |  |  |  |  |
| Dairy Calves |  |  |  |  |
| **SHEEP** |  |  |  |  |
| Tups |  |  |  |  |
| Ewes |  |  |  |  |
| Milking Ewes |  |  |  |  |
| Gimmers |  |  |  |  |
| Hoggs |  |  |  |  |
| Lambs |  |  |  |  |
| Wethers |  |  |  |  |
| **PIGS** |  |  |  |  |
| Boars |  |  |  |  |
| Sows |  |  |  |  |
| Fattening Pigs |  |  |  |  |
| **POULTRY** |  |  |  |  |
| Hens |  |  |  |  |
| Broilers |  |  |  |  |
| Cockerels |  |  |  |  |
| Pullets |  |  |  |  |
| Ducks |  |  |  |  |
| Turkeys |  |  |  |  |
| Geese |  |  |  |  |
| **GOATS** |  |  |  |  |
| Breeding Goats |  |  |  |  |
| Kids |  |  |  |  |
| **HORSES** |  |  |  |  |
| Stallion |  |  |  |  |
| Mare |  |  |  |  |
| Gelding |  |  |  |  |
| Youngstock |  |  |  |  |
| **OTHER** |  |  |  |  |
| Llamas |  |  |  |  |
| Deer |  |  |  |  |
| Other (Please Specify) |  |  |  |  |

**Declaration**

|  |  |
| --- | --- |
| **1. General** | |
| 1.1 | The information given in the Application/at Annual Inspection is, to the best of my knowledge, accurate and forms the basis of an agreement with OF&G (Scotland). |
| 1.2 | I have read the SOPA Organic Standards and confirm that the provisions of the relevant standards contained therein have been observed from the date of this application, or the date specified, and will be henceforth. |
| 1.3 | I agree to permanently carry out operations in accordance with the SOPA Organic Standards, with particular reference to the labelling requirements of Section 1.9 & 6 and to accept, in the event of infringements, enforcement of the measures referred to in Section 1.7.3 of the SOPA Organic Standards. |
| 1.4 | All complaints must be recorded, investigated, corrective action taken, reviewed, and made known to the inspector at the time of the inspection. |
| 1.5 | I understand that organic regulations do not override other statutory regulations but are in addition to them. I undertake to register my organic enterprise with the appropriate statutory authority (or authorities) and comply with all relevant regulations and codes of good practice. |
| 1.6 | I undertake to make available to OF&G (Scotland), upon request, inspection reports, recommendations, discharge licenses etc. from Statutory Authorities. |
| 1.7 | I agree to inform OF&G (Scotland) immediately I become aware of any current, recent (within the last 12 months) or pending investigations or prosecutions. |
| 1.8 | I agree to immediately notify OF&G (Scotland) of any changes of ownership or management or changes to the production and storage facilities, products, composition and labelling of products, operating or importing procedures, which take place after these have been approved as part of certification or re-certification. |

|  |  |
| --- | --- |
| **2. Data Protection and Use of Information** | |
| 2.1 | I agree, on behalf of my organisation and all associated units and subcontractors, to permit OF&G (Scotland) to hold and supply to government departments and other relevant statutory bodies, information obtained for the purposes of certification. These bodies may publish this data as a public list. OF&G (Scotland) treats this data in confidence and will not disclose it to any other third party except where required or permitted to do so by law. Your signature on this declaration constitutes consent to this use of data. |
| 2.2 | OF&G (Scotland) is required to maintain an updated list containing the names and addresses of all registered operators under our control. We are further required to make this list available to any interested parties. Your signature on this declaration constitutes consent to this use of data. |
| 2.3 | I understand that where the Certificate or certification has been suspended or withdrawn due to a Manifest Infringement or Irregularity, this will be notified to known customers, brand holders and other related parties. |

|  |  |
| --- | --- |
| **3. Sub-Contractors** | |
| 3.1 | I agree to provide a list and a description of the activities of all storage units and subcontractors involved in the production or preparation of products, which are contracted out to third parties, in part or in total. I undertake to ensure that such units agree to have their operations subject to the inspection regime specified in Sections 1.7 and/or 8 of the SOPA Organic Standards. Where these facilities are situated in another Member State or region, I agree that they may be inspected by an inspection body or authority approved for inspection in that Member State or region. |

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| **4. Access** | |
| 4.1 | I agree to provide access during normal working hours, for either arranged or unannounced visits, to Inspectors appointed and/or contracted by OF&G (Scotland) or Defra for the purpose of carrying out surveillance inspections and to provide access to any areas or information deemed necessary for the purposes of the inspection. |

|  |  |
| --- | --- |
| **5. Sampling** | |
| 5.1 | I agree to permit OF&G (Scotland) to take samples for testing of products or for checking production techniques or for detecting possible contamination by unauthorised products and to submit the results of our own voluntary inspection and sampling programmes where required. |

|  |  |
| --- | --- |
| **6. Use of Licence and OF&G (Scotland) and/or SOPA Logo** | |
| 6.1 | I will make claims regarding certification only in respect of the enterprises and products that comply with the requirements of the SOPA Organic Standards and for which certification has been granted. |
| 6.2 | I will not use the product certification in such a manner as to bring OF&G (Scotland) or SOPA into disrepute. |
| 6.3 | I will endeavour to ensure that no certificate or any part thereof is used in a misleading manner and will not make any statement regarding certification, which OF&G (Scotland) or SOPA may consider misleading or unauthorised. |
| 6.4 | I will ensure that references to certification on packaging and marketing materials, comply with the requirements of the SOPA Organic Standards by submitting them to OF&G (Scotland) for approval before use. |

|  |  |
| --- | --- |
| **7. Cancellation or Suspension of Certification** | |
| 7.1 | I understand that OF&G (Scotland) will notify Defra or the Devolved Regional Administrations, Trading Standards and other Control Bodies if the certificate is terminated or if a Manifest Infringement, which causes a crop or a batch of produce/product to lose its organic status, is identified |
| 7.2 | Upon cancellation or suspension of OF&G (Scotland) certification, I will discontinue the use of all advertising matter that contains any reference thereto and return my certification documents as required by OF&G (Scotland). I will not produce or market products as organic thereafter using the OF&G (Scotland) logo or any reference to OF&G (Scotland) without the approval of OF&G (Scotland). I will inform buyers of the product/s in writing and in good time, in order to ensure that the indications referring to the organic production method are removed from them. |

|  |  |
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| **8. Payment of Fees** | |
| 8.1 | I will pay all fees and costs related to the Certification Scheme as determined and published by the SOPA Board, in accordance with their credit terms. |
| 8.2 | Cancellation charges – SOPA reserves the right to charge if inspections are cancelled after the date has been confirmed. |

**Conversion Plan**

Please submit a conversion plan, an outline for which is enclosed. As much detail as possible should be provided at this stage in order for us to ascertain that your proposal is both a viable and sustainable proposition. Advice may be sought from your local Scottish Agricultural College organic advisor, or through various agricultural consultants specialising in organics. You should note that OF&G (Scotland) are unable to provide advice in the development of your plan but can answer any queries relating directly to issues arising from our published standards.

However, SOPA can provide guidance and information and we encourage you to contact Debs or Joanna on 0300 772 9795 to discuss conversion planning and potential funding options available.

**I**  **/ We**  understand that failure to comply with any of the above points may result in removal of our holding from membership of the OF&G (Scotland) certification scheme operated on behalf of SOPA.

Signed:      ………………………………………………….…………………….………..

Print Name:      ……………………………………………………………………………..

Position:      ……………………………………………… Date:      …………………

**From time to time we are asked to supply a list of our producers and their products to a third party. Do you have any objection to being included such a list? YES**  **/ NO**

**Please note that under Article 28(5) of the Council Regulation (EC) 834/2007 and together with ISO 17065, SOPA are required to disclose names and addresses ONLY, of all SOPA members to interested parties.**

Where did you find out about this certification scheme? **:**

**PLEASE CHECK THAT YOU HAVE ENCLOSED THE FOLLOWING:**

|  |  |
| --- | --- |
| **Application Form, complete with field ID numbers.** | **Yes  / No** |
| **Conversion Plan and where relevant Livestock/Crop Management Plans** | **Yes  / No** |
| **Most Recent Farm Map (ideally a copy of an IACS map)** | **Yes  / No** |
| **Cheque for Application Fee = £65.00 made payable to SOPA (£50.00 +VAT + £5 share capital)** | **Yes  / No** |

.

Please return this application to:

**Scottish Organic Producers Association**

**PO Box 5**

**Golspie**

**KW10 6AA**

Or preferably by email to

[**info@sopa.org.uk**](mailto:info@sopa.org.uk)

**ORGANIC CONVERSION PLAN**

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**Conversion of a holding to organic management will vary from unit to unit according to individual circumstances.**

**Important influences on conversion planning will include the balance, complexities and intensity of farming practice, on the experience of the farmer, on the ecological situation and on finances.**

Organic conversion must be effected using permitted materials and practices, with reference to the standards, and with monitoring by the certification body.

Reference to standards of individual certification bodies should be made at all stages in the conversion process. Advice should also be taken on any individual requirements of the certifying body.

**The conversion plan must include the following aspects where applicable to the individual unit.**

1. A map of the holding including field numbers/OS details and hectares (ideally an IACS map)
2. Holding number (County, Parish, Holding)
3. A sketch map of the steading, indicating the dimensions of the buildings, numbers of cubicles, capacity of silos/storage areas
4. Field histories and records, with up to date ids. Must include a four year history, where available, and a timetable for conversion. The previous history of you holding – should include detail of previous chemical usage and indicate dates of last prohibited input and any intensive systems e.g. bull beef.
5. A five year forward cropping/ grazing rotation plan
6. A soil management programme including soil analyses where available.
7. Manure management, storage, handling and spreading of manures and slurries in dirty water.
8. Whole farm nutrition budget. As much detail as possible, but a least a farm gate budget.
9. An individual section for all main enterprises. This should include the following where applicable.

Livestock (**Livestock Management Plan**)

* + Breeds and breeding programme
  + Conversion of livestock
  + Housing or other wintering practices. Include details of cubicles, housing densities etc.
  + Feeding regimes
  + A detailed health and veterinary plan
  + Any other management issues e.g. stocking densities, mineral supply, health and biosecurity issues. Furnish details of any blood, soil or forage analyses etc.

Cropping (**Crop Management Plan**)

* Crop programme with potential varieties
* Pest and disease control
* Nutrient supply
* Weed control measures

Grazing and grassland management

* Weed control strategy
* Ley details, including legumes
* Reference to manure and nutrient supply
* Clean grazing and parasites control practice
* Away wintering of livestock **MUST** source organic grazing

1. Environmental conservation measures- practice and policy. Detail membership of any other Agr-environmental schemes, with any potential areas of conflict with organic conversion i.e. grazing rotation
2. Marketing plans. Detail any plans for marketing your produce.

**FOR FURTHER INFORMATION PLEASE CONTACT THE SOPA HELPLINE ON 0131 335 6606**