



Application for certification under the Welsh Government's Quarantine Unit (QU) Scheme

Before completing this application form you should read QWFC's Producer Manual for the Welsh Government's Quarantine Unit (QU) Scheme. The manual contains (a) an explanation of how QWFC will conduct the process of certifying your QU and (b) the standards that you will have to conform with. **You will also need an additional County Parish Holding (CPH) Number for the QU before it can be certified. A copy of this form will therefore be forwarded to the Welsh Government in order for them to be able to process an application for CPH Number for your QU. It will also be shared with the Animal & Plant Health Agency (APHA) who will be undertaking in-use inspections of the QU.**

The cost of certification is specified in the Scheme Fees Leaflet. Payment can be made by cheque, direct debit or credit card. If you are a member of the FAWL or Welsh Organic Scheme and have an active direct debit mandate in place, you may wish to use that facility to pay.

- Please answer all sections and return the form to **QWFC Ltd, Gorseland, North Road, Aberystwyth, Ceredigion SY23 2WB**. Please use **BLOCK LETTERS** when completing the form. Thank you.

1. Applicant Details

Name of Applicant							
Trading Title/ Business Name							
Address:							
	County					Postcode	
CRN:	A	O	O				
CPH:	XX	/		XXX	/		XXXX
Correspondence Address (if different)							
Business Partners	1			2			
	3			4			
Contact Details	Phone						
	E. Mail						



2. Quarantine Unit (QU) Details

2.1 For which species is the QU intended? (tick **one** box)

Cattle Sheep/Goats Both

2.2 How many sites does the QU cover? (tick **one** box)

One Two

2.3 Is the QU indoors or outdoors? (tick **one** box)

Indoors Outdoors Both

2.5 Address/es of proposed QU/s (if different from above):

QU 1 Address			
	County		Postcode
QU 2 Address			
	County		Postcode

2.4 Please include a map(s) or plan(s) to show the location & layout of the QUs. A copy of the map(s) or plan(s) will be forwarded to the Welsh Government with this form to enable them to process an application to provide you with a CPH number for the QU and to APHA to enable them to prepare for in-use inspection of QU. Any map(s) provided must be of an appropriate scale and you will need to clearly indicate the boundaries of the proposed QU. You may need to provide more than one map; one showing where the QU lies within your holding and a more detailed map to show the precise boundary of the QU, particularly if it is an indoor QU. You may also need to provide more than one map if the QU comprises two separate sites. The Interactive Map function on RPW Online can be used to produce accurate, detailed maps of your proposed QU. To access RPW Online you will need your Customer Reference Number (CRN). If you do not know your CRN please contact the Welsh Government Customer Contact Centre on **0300 062 5004**.

How many maps/ plans have you provided with this application? (*please sign and date each one*)

3. Biosecurity Plan

On a separate sheet(s), provide details of how you propose to meet the scheme rules set out in the Producer Manual in respect of the biosecurity arrangements for each QU you are applying for. If you wish, you may complete the pro-forma biosecurity plan included with this application.

How many biosecurity plans are you providing? (*please sign and date each one*)

4. Data Protection Policy

QWFC Ltd is registered with the Data Protection Registrar. Data collected will only be used to manage the schemes administered by us & to manage our relationship with you. We will keep all data confidential but we may disclose some information as follows:

- To other companies owned by, or associated with us in order to process applications for or manage assessments for schemes administered by us
- To prevent or detect fraud
- At your written request of with your prior written approval



- To the Welsh Government to enable them to process your application for a CPH No for the QU.
- To APHA to enable them to prepare for the in-use inspection of the QU.

5. Declaration

I confirm that I have read and understood the “Terms and Conditions for Certification” set out in QWFC’s document “Producer Manual for the Welsh Government’s Quarantine Unit Scheme” and that I accept those terms and conditions. I also confirm that I will abide by the standards for the Welsh Government’s QU scheme that as set out in the Producer Manual. I declare that the particulars given are correct to the best of my knowledge and belief and apply for certification for the Welsh Government’s Quarantine Unit Scheme in accordance with these particulars. I will inform the QWFC Ltd immediately if there are any changes to the information I have provided.

Signature of Applicant <i>(person named at 1 - Applicant Details above)</i>			
Name in CAPITAL LETTERS		Date	
I am a member of WLBP Ltd and have an active direct debit mandate in place for the FAWL &/or the Welsh Organic Scheme. I authorise the use of that direct debit for the payment of the cost of this application. Please tick			<input type="checkbox"/>

If you are under 18, your parent or guardian must sign below.

Signature of Parent or Guardian			
Name in CAPITAL LETTERS		Date	
Address (if different from applicant)			
	County		Postcode
Contact Details	Phone		Mobile
	E. Mail		
Please return the completed application form, supporting additional sheets & cheque or direct debit mandate (if applicable) to: Quality Welsh Food Certification Ltd, Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2HE			

For QWFC Office Use Only	Accept/ Decline	Date	
		Initial	
	Comments:		
	CPH Request	Date	
Initial			



Application for County Parish Holding (CPH) number for Welsh Government’s Quarantine Unit scheme

1 Applicant Details:

Applicant details will be processed as per application for certification of QU submitted to QWFC above. It is important that you provide accurate information.

Failure to provide this information may result in your application being rejected.

2 Quarantine Unit (QU) details:

QU details will be processed as per application for certification of QU submitted to QWFC above

3 Biosecurity Plan

You must have submitted a Biosecurity Plan with your application for certification to the certification body

4 Handling of your Information by Welsh Government

The personal data that you provide will be shared with **APHA** and **Certification Bodies** accredited by UKAS. The information requested in this Application Form will capture personal data about you e.g. your name and address. Your personal data will be managed and used by the Welsh Government in accordance with the Data Protection Act 1998. The information that you provide may be subject to disclosure in accordance with the Welsh Government’s obligations under access to information legislation (primarily the Freedom of Information Act 2000 (FoIA), the Environmental Information Regulations 2004 (EIRs) and the Data Protection Act 1998 (DPA).

If we receive a request, under access to information legislation, for information received from you in relation to your application, we will consult with you before deciding how to respond to the request.

If you believe that harm may be caused if the information were to be disclosed, you should respond to the consultation by explaining the harm that would, in your view, be caused. We will take account of your views and any other relevant facts that exist at the time the request is received, before we decide how to respond.

If you are making an Application on behalf of someone else you should make them aware that the information may be disclosed by the Welsh Government in the event of an enquiry under the FoIA and/or EIR.

For Welsh Government Office Use Only	Accept/ Decline	Date	
		Initial	
	Comments:		