

Council Regulation (EC) 1 of 2005 on the protection of animals
during transport and related operations

Guidelines for completing the application form

1. Type of Authorisation Being Applied For.

There will be two types of animal transport authorisation that a person or company may apply for –

- (a) The transport of animals on journeys over 65km in distance but less than 8 hours in duration (long journey),

and

- (b) The transport of animals on journeys over 8 hours in duration (long journey)

A person or company whose business it is to transport live animals over a distance of 65km but for a period less than 8 hours may only do so if he or she is authorised by the Department.

A person may apply for both types of authorisation as referred to in (a) and (b) above. The type of authorisation applied for will depend on the nature of the transport you are engaged in. For example a person who transports animals within Ireland will only require an authorisation referred to in (a) above. A person who transports animals to the United Kingdom (excluding Northern Ireland) or mainland Europe must have an authorisation referred to in (b) above.

2. Particulars of Business

When applying for an authorisation, the following documents **must be in the applicants correct name: registration books and/or certificates**

If the applicant is a **limited company**, these documents must be in the limited company name, as stated on the Certificate of Incorporation - **not** in the name of a director.

If the applicant is a **partnership** these documents must be in all the partners names - **not** just one name.

If the applicant is using a **Trade Name** e.g. John Browne T/A Browne Transport, the Trade Name must be registered with the Companies Office and a Certificate of Registration of Business Name must be obtained.

3. Particulars of Applicant

If the applicant is a limited company the name and address of the registered office must be included. If the address to which all correspondence concerning the authorisation should be forwarded is different to the registered office, it should be stated.

4. Details of the Premises

If the premises from where the transport business operates is used for any other purpose or business, then the applicant must state this.

If the premises from the where the transport business operates is not wholly owned by the applicant, details of ownership and any lease/letting agreements must be provided. A copy of any current lease/letting agreement must accompany the application.

5. Details of Vehicles to be used for the Transport of Live Animals

The following details are required –

- the number of vehicles used to transport animals,
- the vehicle Registration Numbers for each vehicle used to transport animals,
- copy of Registration Book/Certificates (only required where the vehicle is used on long journeys),
- the vehicle chassis number for each vehicle, trailer, cross referenced to registration numbers,
- the type of vehicle that is used to transport animals, i.e. trailer, truck, articulated truck, tractor or any other type of vehicle,
- the floor area in square metres of the part of the vehicle in which animals are to be transported.

6. Details of Animals to be Transported

The applicant must indicate the species of animal that he or she normally transports (more than one species of animal can be selected). Authorisations issued to transporters will specify the specie or species of animal that may be transported.

7. Journey Organiser

Article 5 of the Regulation requires the applicant to identify a natural person who will be responsible for the transport and be able to ensure that information on the planning, execution and completion of the part of the journey under their control can be obtained at any time. This person will be known as an Organiser.

Organisers of journeys must ensure:

- (a) the welfare of animals is not compromised by insufficient coordination of the different parts of the journey and weather conditions are taken into account;
- (b) that he or she can provide information on the planning, execution and completion of the journey to the Department or to the appropriate competent authority in the Member State where the journey begins.

8. Vehicle Driver and Attendants

The applicant must identify any person who carries out the function of driver and attendant on vehicles transporting animals.

9. Declaration

It is recommended to read the declaration carefully and be satisfied that you fully understand and can comply with its content.

THE APPLICATION FORM MUST BE FULLY COMPLETED AND SIGNED AND DATED BY THE APPLICANT(S). PLEASE NOTE THAT INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED TO THE APPLICANT.

The form when completed should be returned to:

**Transport Section,
Department of Agriculture, Fisheries and Food
Block 2, Floor 2
Admin Building
Backweston Campus
Celbridge
Co. Kildare**

**PLEASE NOTE THAT A MINIMUM OF 10 WORKING DAYS IS REQUIRED TO
PROCESS APPLICATIONS FOR AUTHORISATIONS**

**CHECKLIST FOR VALIDITY OF APPLICATION FOR AN AUTHORISATION TO
TRANSPORT ANIMALS BY ROAD**

This Checklist is to assure that an application is valid and complete. If any of the answers to the questions below is "NO" (except points 3, 6 and 8) the application will not be considered valid and will be returned without any record being kept of it in this Department.

	YES	NO
1. Is the type of authorisation being applied for indicated?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the Particulars of Business Section complete?	<input type="checkbox"/>	<input type="checkbox"/>
3. If you have a registered trade name, enclose a copy of the Certificate of Registration of the business name.	<input type="checkbox"/>	<input type="checkbox"/>
4. Is Particulars of Applicant Section complete?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Details of Premises Section complete?	<input type="checkbox"/>	<input type="checkbox"/>
6. If the premises is not owned by the applicant is a copy of the current lease/letting agreement enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the Details of Vehicles Section to be used for the transport of live animals complete?	<input type="checkbox"/>	<input type="checkbox"/>
8. For each vehicle used for the transport of live animals is a copy of its vehicle registration book/certificate included? (long journeys only)	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the Details of Animals to be Transported Section completed?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the Journey Organiser Section complete?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the Vehicle driver and Attendants Section complete?	<input type="checkbox"/>	<input type="checkbox"/>
12. Has the declaration been signed by the applicant?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are details of procedures enabling transporters to trace and record the movements of the vehicle and to contact the driver at any stage of the journey, included?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is contingency plan included (long journeys only)?	<input type="checkbox"/>	<input type="checkbox"/>