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 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:

Department of Agriculture, Food and the Marine
Animal Welfare Division 4C
Agriculture House
Kildare Street
Dublin 2

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.

1. Is the type of authorisation being applied for indicated? [ ] YES [ ] NO

2. Is the Particulars of Business Section complete? [ ] YES [ ] NO

3. If you have a registered trade name, enclose a copy of the Certificate of Registration of the business name. [ ] YES [ ] NO

4. Is Particulars of Applicant Section complete? [ ] YES [ ] NO

5. Is the Details of Premises Section complete? [ ] YES [ ] NO

6. If the premises is not owned by the applicant is a copy of the current lease/letting agreement enclosed? [ ] YES [ ] NO

7. Is the Details of Vehicles Section to be used for the transport of live animals complete? [ ] YES [ ] NO

8. For each vehicle used for the transport of live animals is a copy of its vehicle registration book/certificate included? (long journeys only) [ ] YES [ ] NO

9. Is the Details of Animals to be Transported Section completed? [ ] YES [ ] NO

10. Is the Journey Organiser Section complete? [ ] YES [ ] NO

11. Is the Vehicle driver and Attendants Section complete? [ ] YES [ ] NO

12. Has the declaration been signed by the applicant? [ ] YES [ ] NO

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? [ ] YES [ ] NO

14. Is contingency plan included (long journeys only)? [ ] YES [ ] NO