



APPLICATION FOR REGISTRATION OF A DUCK EGG PRODUCTION UNIT

Regulation (EC) No. 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs
Regulation (EC) No. 853/2004 of the European Parliament and of the Council laying down specific rules for food of animal origin (if applicable)
S.I. 22/2020 European Union (Food and Feed Hygiene) Regulations 2020

SECTION A: Owner/Keeper Details

Keeper Name: <i>See guidance note</i>		Owner(s) Name: <i>(If different from keeper)</i>	
Trading as (if applicable)			
Address of Keeper:		Address of Owner(s)	
Eircode		Eircode	
Address of Production Unit (if different from above)			
GPS co-ordinates of production unit	Latitude: <i>See guidance note</i>	Longitude: <i>See guidance note</i>	
Telephone	Landline:	Mobile:	
Email Address			
Flock Number			
Please provide details below of any other Department ID number(s) held and type of number, e.g. herd, horticulture			

SECTION B: Enterprise Details (Please provide details for each poultry house on site (ducks & other poultry if applicable))

House No. (e.g. 1,2,3,)	Internal Dimensions (L x W)	Details of Feeders, drinkers, (type & number)	Species Housed (e.g. ducks, hens,)	Maximum capacity per house

Outlets: (Tick as appropriate)

Outlet for duck eggs	Direct to Consumer e.g. farmers markets, farm gate, door to door	Sale to retail outlets	Sales to packers, wholesalers or processors
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION C: General Information

Please complete the following general information in relation to your Food Business Operation

1. If you pack and sell (or intend to sell) duck eggs directly (e.g. to farmers market/retail) please provide details of these outlets.

2. If you sell (or intend to sell) duck eggs to a packer, wholesaler or to a processor, please provide details (Business Name & Address) of these outlets.

3. Are you a certified organic producer? If yes, please provide details of the certifying body and approval number.

4. Is your business/facility currently registered with any other agency, e.g. HSE?

5. Are you a member of a Quality Assurance Scheme, e.g. Bord Bia?

6. Do you sell any other poultry products? If yes, please provide details of the outlets where these products are sold.

7. Do you have a written salmonella control plan? Yes ☐ No ☐ If yes, please provide a copy with this application form. If no, please be aware that a salmonella control plan must be in place if you are selling duck eggs.

Undertaking by applicant(s)

I/We hereby declare that I/We are familiar with the E.U. and National legislation governing the production of duck eggs and undertake to abide by that legislation (and subsequent amendments thereof) at all times while registered as duck egg producer. I have read and understood the Data Protection Notice below.

I/We hereby apply to be registered as a: Duck Egg Producer ☐ in accordance with E.U and National legislation.

I declare that all the information provided by me/us in connection with this application is accurate, complete and true to the best of my/our knowledge, information and belief and that I/we are at least 18 years of age.

Signature of Keeper _____ Date: _____

Signature(s) of owner(s) _____ Date: _____
(If different from keeper)

For table egg production there are specific requirements laid down in EU and National legislation e.g. salmonella control, hygiene standards and labelling requirements. Building structures should be designed to meet these requirements. Buildings must meet welfare requirements and facilitate internal environmental controls regarding ventilation, temperature control and air movement.

No liability shall attach to this Department regarding the existence or adequacy of Planning Permission or other regulatory requirements in connection with building(s) or land area relative to this application.

It is the responsibility of the applicant, where necessary, to ensure the existence and/or extent of same and to ensure compliance with all regulatory conditions and requirements. Applicants should familiarise themselves with these requirements.

This Department should be notified in advance of any structural alterations or any further development(s) of this egg production unit after official registration has been granted.

Completed application form should be forwarded to:

Poultry Section, 2nd Floor Administration Building, Feedingstuffs, Fertiliser, Grain and Poultry Division, Department of Agriculture, Food & the Marine, Backweston Campus, Celbridge, Co. Kildare. W23X3PH

Any queries can be directed to: ☎: +353 (0)1 5058884 ✉ feedenquiries@agriculture.gov.ie

Detailed sketch of the house(s) with dimensions and scaled map outlining the free-range land area (where applicable) must be provided with the application.

A copy of the salmonella control plan must be provided with the application form.

Incomplete applications will be returned.

(A separate application form must be submitted in respect of any future proposed production unit.)

Guidance Notes on Completing the Form

Keeper/Owner Data

Keeper: the person who is legally responsible for the day to day health and welfare of the poultry or birds, even on a temporary basis. Only one person may be nominated "keeper" and must be at least 18 years of age. The keeper can be a different person to the owner.

Owner: the person or entity who owns and has a legal claim to the poultry or birds. The owner and the keeper can be the same person.

Site Details - How to find GPS coordinates:

To find co-ordinates of your site:

- 1) Open the website Google Maps: <https://www.google.ie/maps>
- 2) Find and click on the location of your site where poultry are kept
- 3) Right-click on the location and select "What's here"
- 4) A pop up will appear at the bottom of the screen showing the co-ordinates as below:

Unnamed Road
South-East Inner City, Dublin
53.339674, -6.255714



- 5) The first number (53.339674 above) represents the Latitude and the second number (-6.255714 above) represents the Longitude

DATA PROTECTION NOTICE

General Data Protection Regulation information applicable to all Department of Agriculture, Food and the Marine customers can be found at www.agriculture.gov.ie/dataprotection

Information specific to the personal data being collected

The following data is specific information in relation to the personal data processed for the purpose of registration of any of the following: Food Business Operator, Duck egg producer

1. **Specified purpose:** The data is being processed to enable customers to register as is required under Regulation (EC) No 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs
- **Legal basis:** Regulation (EC) No 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs & S.I. 22/ 2020 European Union(Food and Feed Hygiene) Regulations 2020
2. **Recipients:** The data will be shared within DAFM for the purposes of enforcing Food Safety and Authenticity, Traceability, Animal Health and Welfare and Marketing Standards Regulations. This data may also be shared with the Food Safety Authority of Ireland and the European Food Safety Authority as part of DAFM's contractual obligations. Data may also be shared with the Environmental Health Section of HSE.
3. **Transferred outside the EU:** Personal data will not be transferred outside the EU.
4. **Retention Period:** The data collected for this purpose will be held by the Department only as long as there is a business need to do so in line with the purpose(s) for which it was collected. After this time it will be marked for destruction and will be destroyed in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permissions received from them.
5. **Data provision being statutory or contractual obligation:** The data provided for this purpose is being requested under the requirements set out in EU Regulations. If the customer does not provide this information their application for registration cannot proceed.
6. **Automated Decision Making:** Data provided will not be processed using automated decision making process.
7. **Information from Third Party:** In circumstances where this Department did not gather your personal data you are still entitled to exercise your rights in relation to this personal data and the details on how to exercise individuals rights are detailed on website www.agriculture.gov.ie/dataprotection
8. **Technical information on data collected:** Technical information on the cookies used on our Department's website is available at the following link: <https://www.agriculture.gov.ie/legalnotices/privacy/>