

**AP14B: Application form to change from an existing Composting/Biogas plant to a 'Type 8' Composting/Biogas plant**



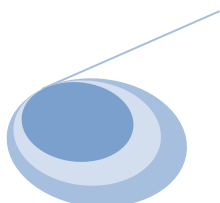
An Roinn Talmhaíochta,  
Bia agus Mara  
Department of Agriculture,  
Food and the Marine

**Application Form to change from an existing Composting/Biogas plant to a 'Type 8' Composting/Biogas plant transforming Category 3 catering waste**

**Information Note**

**Please note the following:**

- An operator must comply with the European Communities (Animal By-Products) Regulations 2014 (S.I. No. 187 of 2014) and in accordance with Regulation (EC) No. 1069/2009 and Regulation (EU) No. 142/2011.
- 'CN14 – Conditions for approval and operation of a 'Type 8' composting/biogas plant transforming Category 3 catering waste' can be found [here](#) and must be read before completing this application form.
- All personal data processed by the Department of Agriculture, Food and the Marine will take place in accordance with the law on Data Protection and will only be for the purposes connected to the functions of this Department. More information can be found [here](#).
- **Please note:** The application form must be completed by the 'operator'. The operator is defined as 'the natural or legal persons having an animal by-product or derived product under their actual control, including carriers, traders and users'.
- Three copies of the completed application form and maps should be sent to: Department of Agriculture, Food and the Marine (DAFM), Milk and Meat Hygiene/ABP/TSE Division, (Animal By-Products), Grattan House, Grattan Business Centre, Dublin Road, Portlaoise, Co Laois, R32 RY6V.
- ***Applications that are incomplete, that contain insufficient or unsatisfactory information or that do not comply with conditions or legislative requirements will be returned to the applicant and a revised, fully completed application must be re-submitted.***



**Issued 14<sup>th</sup> January 2015**  
**Milk & Meat Hygiene/ABP/TSE Division**

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Bia agus Mara  
Department of Agriculture,  
Food and the Marine

Application form to operate a 'Type 8' composting/biogas plant transforming  
Category 3 catering waste under the European Union (Animal By-Products) Regulations 2014  
(S.I. No. 187 of 2014) and in accordance with Regulation (EC) 1069 of 2009  
and Regulation (EU) 142 of 2011

**1. Applicant/Operator\* Details**

Full Name:

Address:

Eircode:

Company Registration Number or PPS Number:

VAT Number

Is /are there currently a herd number(s) registered in the applicant name? Yes ☐ No ☐

If yes, give herd number(s) and the full address(es) of holding(s), including county

Herd Number:

Holding Address:

Eircode:

Signature of Applicant (operator): \_\_\_\_\_

*The applicant must be the operator. \*'Operator' means the natural or legal person having an animal by-product or derived product under their actual control, including carriers, traders and users. Where the Operator is a corporate entity the person signing the application must be in a position of authority that he/she can bind the company.*

Print Name: \_\_\_\_\_

Position within the plant: \_\_\_\_\_

Phone Number (Landline): \_\_\_\_\_

Phone Number (Mobile): \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Plant: COMPOSTING ☐ BIOGAS ☐

DAFM SHOULD BE NOTIFIED IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION

**AP14B: Application form to change from an existing Composting/Biogas plant to a 'Type 8' Composting/Biogas plant**

2. Plant Details	
Plant Name:	
Plant Address:	
Eircode:	
Phone Number (Landline):	
Phone Number (Mobile):	
Email Address:	

3. Consultant Details (if applicable)	
Consultant Name:	
Consultant Address:	
Eircode:	
Phone Number (Landline):	
Phone Number (Mobile):	
Email Address:	

4. Name, address and details of person for correspondence:	
Name:	
Address:	
Eircode:	
Phone Number (Landline):	
Phone Number (Mobile):	
Email Address:	

**AP14B: Application form to change from an existing Composting/Biogas plant to a 'Type 8' Composting/Biogas plant**

**5. PLANT LOCATION**

(a) Are there any changes to the plant access route or plant perimeter boundary?

Yes ☐ No ☐

If yes, please describe and provide a plan detailing same.

(b) Are there any changes to the existing plant structure and layout?

Yes ☐ No ☐

If yes, please describe and provide plans of same.

(c) Are there any changes to the feedstock reception area and/ or feedstock acceptance operational procedures?

Yes ☐ No ☐

If yes, please describe

(d) Are there any changes to the designated area for cleaning and disinfection of vehicles and wheel-wash location

Yes ☐ No ☐

If yes, please describe and provide plans of same.

**AP14B: Application form to change from an existing Composting/Biogas plant to a 'Type 8' Composting/Biogas plant**

(e) Are there any changes to the:

- flow of feedstock through the plant from intake through to dispatch;
- machinery flows, i.e. delivery and collection vehicles;
- leachate and waste water flows.

Yes ☐ No ☐

If yes, please describe and provide flow plans

(f) Are there any changes to waste water and leachate collection, storage, reuse or disposal?

Yes ☐ No ☐

If yes, please describe changes.

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**6. TRANSFORMATION**

**6.1 Feedstock**

What is the maximum feedstock tonnage capacity for the plant per annum?

Details of feedstock which the plant intends to accept and transform.

<u>Type of feedstock</u>	<u>Yes</u>	<u>No</u>	<u>Approximate quantity in tonnes which will be used in the plant per annum</u>
Category 3 catering waste			
Non ABP material mixed with Category 3 catering waste Where yes, describe non-ABP material:			
Amendment material Where yes, describe amendment material			
Other (please describe)			

**AP14B: Application form to change from an existing Composting/Biogas plant to a 'Type 8' Composting/Biogas plant**

**7. PLANT OPERATION**

Provide a description of the plant operation, from feedstock acceptance through to end-product dispatch.

**8. PRODUCT END-USE**

	Yes	No
Will the compost/digestate be dispatched to premises within the Republic of Ireland only?		
Describe the products that will be produced in the plant (both ABP and non-ABP):		
Provide the name and address/es of the premises to which the compost/digestate will be dispatched:		
Describe the end-use for the products, i.e. compost/ digestate and non-ABP products		

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**9. PLANT PROCEDURES/ PRE-REQUISITE PROGRAMMES**

Provide the following:

1. **Biosecurity** procedure, including detail of waste water/ leachate management, fencing maintenance etc

Submitted: Yes ☐ No ☐

2. **Intake** procedures, including detail of:

- a) acceptable feedstocks;
- b) completion of feedstock acceptance forms;
- c) documentary checks of intake dockets;
- d) physical checks of incoming material;
- e) maintenance of intake log;
- f) procedures for dealing with non-compliant feedstock received;
- g) verification procedures;
- h) record keeping procedures;

Submitted: Yes ☐ No ☐

3. **Cleaning and hygiene** procedures including detail of:

- a) procedures and schedule for the inspection and cleaning of buildings, environment, equipment and vehicles;
- b) procedures and schedule for maintenance and use of wheel washes and foot-baths;
- c) personnel hygiene procedures - hand washing facilities, removal of work clothes prior to leaving the premises etc;
- d) equipment required;
- e) record keeping procedures.

Submitted: Yes ☐ No ☐

4. **Vermin and pest control** procedures including the bait-servicing schedule, bait map and record keeping procedure.

Submitted: Yes ☐ No ☐

5. **Dispatch** procedures including detail of:

- a) detail of where the animal by-product/compost/digestate may be dispatched to;
- b) maintenance of dispatch log;
- c) completion of commercial documents;
- d) requirement for certificate of receipt which also details the recovery/disposal method

Submitted: Yes ☐ No ☐



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**10. HAZARD ANALYSIS AND CRITICAL CONTROL POINTS (HACCP)**

Provide a plant specific HACCP. The HACCP should contain the following information:

**1. General information:**

- Detail of the HACCP team and competency/training
- Product description and intended end-use
- Process information
- Flow diagram
- Staff HACCP and PRP training
- HACCP review plan

Submitted: Yes ☐ No ☐

**2. Specific information:**

- Hazard analysis
  - Identify any hazards that must be prevented, eliminated or reduced to acceptable levels.
- Critical Control Points
  - Identify the critical control points (CCPs) at the step or steps at which control is essential to prevent or eliminate a hazard or reduce it to acceptable levels.
- Critical limits
  - Establish critical limits at CCPs, which separate acceptability from unacceptability, for the prevention, elimination or reduction of identified hazards.
- Monitoring
  - Establish and implement effective monitoring procedures at CCPs.
- Corrective actions
  - Establish corrective actions when monitoring indicates that a CCP is not under control.
- Verification
  - Establish procedures to verify that the measures outlined in the above points are complete and working effectively. Verification procedures shall be carried out regularly.
- Documents and records
  - Establish documents and records to demonstrate the effective application of the above measures.

Submitted: Yes ☐ No ☐

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**11. CHANGE PROCEDURE**

**Describe the operational procedures involved in changing from the existing plant to a Type 8 plant (e.g. removal of existing material on site, cleaning etc.)**

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**12. OTHER RELEVANT INFORMATION**

Please provide any other information considered relevant to your application

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**DECLARATION**

I, the undersigned, declare that the information provided here, is correct to the best of my knowledge and belief. I understand that I must comply with the conditions set out in 'CN14 – Conditions for approval and operation of a 'Type 8' composting/biogas plant transforming Category 3 catering waste'. If I cease to use the authorisation, I will notify the Department of Agriculture, Food and the Marine and return my Certificate of Registration.

**Signature:**

**Date:**

**Print Name:**

**Title:**

**CONTACT DETAILS**

For further information contact:

**Department of Agriculture, Food and the Marine,  
Milk and Meat Hygiene/ABP/TSE Division,  
(Animal By-Products Section),  
Grattan House,  
Grattan Business Centre,  
Dublin Road, Portlaoise, Co. Laois.  
R32 RY6V.**

**Phone Number: 0761-064440**

**Fax Number: 057-8694386**

**Email Address: [AnimalByProducts@agriculture.gov.ie](mailto:AnimalByProducts@agriculture.gov.ie)**