

**Summary of the steps required for approval of an Approved Quarantine Establishment (AQE)**

1. Read the details of requirements for an AQE in **AQE 1 - Conditions Required for the Approval of an Approved Quarantine Establishment** and determine if facilities on your farm meet these requirements.

2. Complete an **application form (AQE 2)** and submit this to Trade Admin at [TradeAdminPost@daera-ni.gov.uk](mailto:TradeAdminPost@daera-ni.gov.uk) by email You must submit applications a **MINIMUM of 6 weeks** before the date that you wish to commence use of the facility (Note this date will be at least 9 weeks before the expected date of export).

3. Your local DAERA office will contact you to arrange for your facilities to be inspected by a member of DAERA staff.

4. Inspection carried out by DAERA staff. You will be told when to expect a verdict on approval.

5. If approval is granted you will receive a copy of an **AQE Approval Document (AQE 6)** which will be **valid for one year**. If you choose to export cattle from your farm for breeding and production to an EU Member State with an approved BVD Eradication Plan or BVD Free Status under one of the options which requires the animal(s) to be held in quarantine pre-export, you must provide this approval document to the certifying vet to enable them to sign the Export Health Certificate.

6. If approval is refused you will be provided with a document summarising the actions required to achieve approval. Approval is likely to require a second inspection by DAERA staff to ensure all necessary conditions are now met.

7. To maintain approval a re-inspection visit will be required once a year**. It is YOUR responsibility to contact your local office to arrange this re-visit**. You should apply for re-approval at least 6 weeks before your current approval expires. The form to request re-approval is available is the same as for initial approval **(AQE 2)**.

8. Once approved you must continue to abide by all of the rules of the licence including the requirement to maintain records of animals moved in and out of the facility **(AQE 3)** and all visitors **(AQE 4)**.

**Privacy Notice**

The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the General Data Protection Regulation (2016). This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose. It may also share this information with other bodies responsible for the audit or administration of public funds, in order to prevent and detect crime. In addition, the Department may also use it for other legitimate purposes in line with the General Data Protection Regulations, Freedom of Information Act 2000 and Environmental Information Regulations 2004.’

A full copy of the DAERA Privacy Statement can be found [here.](https://www.daera-ni.gov.uk/daera-privacy-statement)