**Form FB3**

**Application for DAERA Business Identifier**

**(For non-grant or subsidy claiming farm business)**

**IMPORTANT NOTES**

Official Use Only

**You are advised to keep a copy of this form**

**You should only complete this form if you require a Category 3 DAERA Business Identifier (ID) in order to register as a keeper of a small number of animals, typically up to 5 cattle and/or 10 sheep and/or 10 pigs and/or 100 poultry and/or 5 goats and/or you do NOT intend claiming any grant or subsidy from the Department.**

The Department primarily uses the DAERA Business ID to manage its obligations in respect of European Common Agriculture Policy (CAP) rules, most notably to pay EU grants and subsidies. It will continually monitor businesses to ensure businesses are set up in accordance with these EC rules. The DAERA Business ID will also allow us to quickly identify your type of farm business whenever we are conducting business with you.

If you wish to claim grant or subsidy you should contact your local DAERA Direct Office. They will advise you of the appropriate form to complete.

Please note that if your form is incomplete we will return it to you and this may delay the processing of your application.

We will complete a number of checks in respect of your application. If you are associated with another farm business you will have to demonstrate that you are separate from that business before we will award you a DAERA Business ID.

If you intend to keep livestock you must contact your local DAERA Direct Office/Divisional Veterinary Office for advice on registering a herd or flock.

The completed form and all relevant documentation should be returned to your local DAERA Direct Office. Addresses of local DAERA Direct Offices can be found at the back of this form.

We will issue an acknowledgement within 10 working days of receipt of postal applications. Where applications are delivered personally to a local DAERA Direct Office, an acknowledgement will be issued immediately on request or by post the following day. If you have not received an acknowledgement within 15 working days of posting your form you should contact your local DAERA Direct Office immediately.

We will assess your application to determine whether your farm business is separate from other farm businesses registered with us. In doing so we will consider the separateness of cropping, stocking, feed, fertiliser, stock housing, machinery, labour, land for grazing, livestock records, farm plans, herd/flock registration and herd marks.

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| **SECTION 1 – BUSINESS NAME AND CONTACT DETAILS** |

Please provide the business name and contact details for your farm business. We will contact you using the details you supply in this section.

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| **Business Name:**  |
| **Address:***This is the address to which all correspondence is to be sent*. |
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|  | **Postcode:**  |
| **Telephone Number:** (Including STD Code) |  |
| **Mobile Number:** |  |
| **E-Mail Address:** |  |

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| **SECTION 2 – REASON FOR REQUESTING A DAERA BUSINESS ID** |

1. Please indicate your reason(s) for applying for a DAERA Business ID:

[ ]  To register a herd or flock to keep a small number of animals/poultry.

[ ]  Other – please state

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| **SECTION 3 – PERSONAL DETAILS OF ALL PROPOSED BUSINESS MEMBERS** |

List the details of each member involved in the farm business. You **must** include all family members who are involved in the farm business.

We will not allocate a DAERA business ID to anyone under the age of 18. If the farm business is to include persons under the age of 18, at least one member of the farm business must be 18 years of age or over.

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| **MEMBER 1** |  |
| **Title:***Mr/Mrs/Miss/Other (please specify)* |  |
| **Forename(s)** in full |  |
| **Surname**  |  |
| **DAERA Customer ID** (if any) |  |
| Postal address*If different from Section 1* |  |
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|  |
| **Post Code:** |  |
| **Telephone Number:***Including STD Code* |  |
| **Mobile Number:** |  |
| **Date of Birth***If under 18 a parent or guardian must complete Section 5* |

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| **Status in the business** *e.g. owner, partner, director, trustee* |  |

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| **MEMBER 2** |  |
| **Title:***Mr/Mrs/Miss/Other (please specify)* |  |
| **Forename(s)** in full |  |
| **Surname**  |  |
| **DAERA Customer ID (if any)** |  |
| Postal address*If different from Section 1* |  |
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| **Post Code:** |  |
| **Telephone Number:***Including STD Code* |  |
| **Mobile Number:** |  |
| **Date of Birth***If under 18 a parent or guardian must complete Section 5* |

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| **Status in the business** *e.g. owner, partner, director, trustee* |  |

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| **MEMBER 3** |  |
| **Title:***Mr/Mrs/Miss/Other (please specify)* |  |
| **Forename(s)** in full |  |
| **Surname**  |  |
| **DAERA Customer ID (if any)** |  |
| Postal address*If different from Section 1* |  |
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| **Post Code:** |  |
| **Telephone Number:***Including STD Code* |  |
| **Mobile Number:** |  |
| **Date of Birth***If under 18 a parent or guardian must complete Section 5* |

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| **Status in the business** *e.g. owner, partner, director, trustee* |  |

If there are more than 3 members, use a continuation sheet to list details about the other members.

1. Who has the authority to make business decisions? Tick all that apply.

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| [ ]  | Member 1 |
| [ ]  | Member 2 |
| [ ]  | Member 3 |
| [ ]  | Other person(s) – please specify |
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**Note: Business decisions relate to the type of enterprises the business is involved in, the long-term goals of the business and financial investments in the business.**

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| **SECTION 4 – BUSINESS DETAILS** |

1. Have you ever had an application for a DAERA Business ID rejected?

Yes [ ]  No [ ]

 If ‘Yes’, when was this application made and why was your application rejected?

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**LAND DETAILS**

1. Please give details overleaf of the land your business owns, leases or takes in conacre, or any land on which you use/plan to use to conduct your farming/business activity (i.e. if you keep or intend to keep animals/poultry the land you use to keep the animals/poultry on).

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| **Farm Survey Number** | **Field Number(s)** | **Land Status****O = Owned****C = Conacre****L = Leased****U = Use** |  | **Farm Survey Number** | **Field Number(s)** | **Land Status****O = Owned****C = Conacre****L = Leased****U = Use** |
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Details of the land used if not listed above:

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**STOCK DETAILS**

1. If your proposed business keeps/plan to keep farm animals, please give details. Tick all boxes that apply.

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| **Type of Animal** | **Does the business keep/plan to keep?** | **Number of stock kept/plan to keep** |
| Cattle | [ ]  |  |
| Sheep  | [ ]  |  |
| Pigs | [ ]  |  |
| Poultry | [ ]  |  |
| Goats | [ ]  |  |
| Other – please state  | [ ]  |  |
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6. Please give details below as to where, for each type of animal listed above, they will be grazed **and/or** housed (including address).

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**OTHER DAERA BUSINESS INTERESTS**

7. Please complete if you have an interest in any other “DAERA related” farm businesses?

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|  | **DAERA Business ID** | **Herd/Flock Number** | **What is your position in this business (e.g. sole trader, limited or ordinary partnership, limited company director, trust manager)** | **Who has day-to-day management? Please give names.** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

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| **SECTION 5 – DECLARATION** |

I/We declare that the information given by me/us in this application is true and complete to the best of my/our knowledge and belief and I/we have enclosed all relevant documents relating to this application.

I/We declare that I/we have not created this business to benefit or to allow others to benefit from subsidies contrary to the objectives or rules of any subsidy scheme.

I/We accept that DAERA will take action against me/us for false declarations and/or not notifying the Department of any material changes to the information given.

I/We, as legal guardian(s), accept responsibility for all members of this business who are under the age of 18 years.

**Member 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date  |  |
| NameBLOCK LETTERS |  | Status**\*** |  |

**Member 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| NameBLOCK LETTERS |  | Status\* |  |

**Member 3**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  |  Date |  |
| NameBLOCK LETTERS |   |  Status\* |  |

**If the applicant is unable to sign the form personally the signatory must have Power of Attorney. Evidence of Power of Attorney must be submitted with this form.**

**\* Owner, Partner, Director, Legal Guardian of the Minor listed as a member of the business.**

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| **PERSONAL DATA PRIVACY NOTICE**The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the General Data Protection Regulation and the Data Protection Act 2018. 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 fraud.In addition, the Department may also use it for other legitimate purposes in line with the Freedom of Information Act 2000, Environmental Information Regulations 2004 and will comply with the General Data Protection Regulation and the Data Protection Act 2018. These include:* Administration of the Common Agricultural Policy and other aid schemes;
* Administration of the Common Fisheries Policy;
* The production and safety of food;
* Management of land and other environmental controls;
* Animal health and welfare;
* Occupational health and welfare;
* The prevention and detection of fraud or maladministration (eg The Comptroller & Auditor General and HM Revenue & Customs.);
* Compilation of maps and statistics;
* Disclosure to other organisations when required by law to do so; and
* Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest.
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**Important**

If it is found that your business has been artificially created to benefit or allow others to benefit from subsidies contrary to objectives or rules of any subsidy scheme now or in the future, we reserve the right to revoke any business ID allocated.

Any person who makes a false declaration or fails to notify us of a material change to the information given in this form is liable to prosecution.

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| **LOCAL DAERA DIRECT OFFICES** |

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| **Armagh**A:tek BuildingEdenaveys Industrial EstateNewry Road ArmaghBT60 1NF | **Ballymena**Academy House121a Broughshane StreetTown Parks BallymenaBT43 6HY | **Coleraine**Crown Buildings Artillery RoadMillburn ColeraineBT52 2AJ |
| **Downpatrick** Rathkeltair HouseMarket StreetDemesne of Down AcreDownpatrickBT30 6LZ | **Dungannon**Crown Buildings36 Thomas StreetDrumcoo DungannonBT70 1HR | **Enniskillen** Inishkeen HouseKillyhevlin Industrial EstateKillyhevlin EnniskillenBT74 4EJ |
| **Magherafelt**Units 36 - 38Meadowlane Shopping CentreMoneymore RoadTownparks of MagherafeltMagherafeltBT45 6PR | **Mallusk**Castleton House15 Trench RoadGrange of MalluskMalluskNewtownabbeyBT36 4TY | **Newry**Glenree HouseUnit 2, Springhill RoadCarnbane Industrial EstateCarnbaneNewryBT35 6EF |
| **Newtownards**Sketrick HouseJubilee RoadCorporation SouthNewtownardsBT23 4YH | **Omagh**Sperrin HouseSedan AvenueLisnamallardOmaghBT79 7AQ | **Strabane**Strabane Government Buildings18 Urney RoadStrabaneBT82 9BX |

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| **APPROVAL FOR DAERA TO USE CONTACT DETAILS TO ISSUE GENERAL LITERATURE** |

As part of our continued drive to improve customer service we propose to use the contact information you have supplied on this form to tell you of latest developments / issues across a range of Agriculture and Rural Development services.

One example of how we will use this information is to issue a monthly DAERA e‑newsletter. Typically this contains information on the following areas:

Current DAERA Schemes

Implications of legislation i.e. Nitrates Directive

Environmental Issues

Veterinary / Animal Health Advice

Renewable Energy

DAERA events

Technical Information, e.g. new innovations, Estimated Breeding Values (EBVs), marketing information, silage analysis/costs, Information Technology (IT)

Should you **wish** to receive such information then please tick the box below?

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| **I agree that my contact details may be used for the issue of general DAERA information.**  |  |

If at any time in the future you wish to be removed from our circulation list then please contact your local DAERA office who will arrange this.