**Guidance notes for Completion of Application for Type 1 Transportation Authorisation – WIT1 (Valid for journeys over 65km and up to 8 hours)**

You must complete all sections of this application as accurately as possible. If you provide false or misleading information your application may be refused, or if already issued subsequently revoked. It is also an offence under the Welfare of Animals (Transport) Regulations (Northern Ireland) 2006 for which you may be prosecuted. Further Guidance on Transporter Authorisations and the requirements under Council Regulations (EC) No 1/2005 on the protection of animals during transport is available from the DAERA Website.

<https://www.daera-ni.gov.uk/articles/welfare-animals-during-transport>

**Part 1 Applicant Details**

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| Question 1a | Please enter the name of the Transporter this authorisation should be issued to. This can be the name of the individual or the name of a Company or Partnership. |
| Question 1b | Please provide any Trading Names under which you will also transport animals using this authorisation. |
| Question 2 | Please provide your full correspondence address, including postcode and any contact details including your mobile phone number and email address. |
| Question 3 | Please provide your main operating address if different from your correspondence address. |
| Question 4 | Please enter your Herd number or Flock number. |
| Question 5 | Please enter your local DVO. |
| Question 6 | Please specify the mode of transport (e.g. road, sea, air or rail) you wish to be authorised for. Please note that applicants can be authorised for more than one mode of transport. |
| Question 7 | Please provide details of those drivers or attendants who will be transporting animals under this authorisation. It is your responsibility to ensure that these individuals all possess the appropriate competency certificate.(Copies of competence certificates must accompany this application) |
| Question 8 | To speed up the application process please specify if you had ever held a Specific Licence under the Welfare of Animals (Transport) Order (NI) 1997 issued by DARD/DAERA. This will assist us to link your applications to existing records and avoid duplication. |

**Part 2 – Offences and Convictions**

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| Question 9 | Please note that anyone involved in transporting animals who has a Conviction of Home Office Caution Record of any Animal Welfare offence in the last three years must declare this on their application. You must declare:-* The name of the Individual or Company convicted.
* The Legislation breached.
* The Penalty imposed, including any Restriction / Disqualification Order indicating details of the start and end date.
* Date the offence was committed.
* Name of the Court if there was a conviction.
* Date of Conviction / Date of Home Office Caution.
* Details of who took the enforcement action (e.g. DARD/DAERA, Police, Local Authority, RSPCA, USPCA).
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In considering applications for transporter authorisations any record of a Home Office caution or Conviction under the following Legislation will be generally taken as grounds for refusing an application, or making an authorisation conditional.

* Welfare of Animals Act (Northern Ireland) 2011
* Welfare of Animals and Poultry at Markets order (NI) 1998
* Welfare of Animals Act (Northern Ireland) 1972
* The Disease of Animals (NI) Order 1981 (as amended)
* Welfare of Calves at Markets Regulation 1998
* Welfare of Animals (Transport)Regulation (NI) 2006 (as amended)
* Welfare of Farmed Animals Regulation (NI) 2000 (as amended)
* Welfare of Framed Animals Regulation (NI) 2012

In addition, any evidence of action taken to avoid a repetition of the offence may be taken into account, as will the seriousness of the offence(s) and any infringements that have not resulted in Convictions or Formal Cautions - (e.g. written and verbal warnings and any statutory notices served).

From 1 January 2009 all vehicles used as a means of transporting animals on export journeys or travelling over 12 hours must be fitted with the appropriate Navigation System allowing for recording and providing of information equivalent to that mentioned in the journey log and information concerning opening and closing of the loading flap.

**Part 3 – Declaration and Signature**

The Transporter must read carefully conditions listed under sections a-h on Part 3 of the declaration. It is the transporters responsibility to declare that the conditions described have been, or will be, met by the transporter and all those covered by this authorisation.

Please ensure that your application is signed, input your date of birth and indicate your position in the company.

You are advised to keep a record of this application.