**Guidance notes for Completion of Application for Type 2 Transportation Authorisations – WIT2 (Valid for all journeys including over 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 DARD Website.

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

**Part 1 Applicant Details**

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| Question 1a | Please provide the name under which the Transporter Authorisation should be issued. Name of Company / Sole Trader. |
| 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 4a | 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 4b | To speed up the application process please specify if you had ever held a Specific Licence under Welfare of Animals (Transport) Order (NI) 1997 issued by DARD/DAERA. This will assist us to link your application to existing records and avoid duplication. |
| Question 5 | Please note that Article 11 of Council Regulations (EC) No 1/2005 requires applicants to supply Competence and Vehicle Approval documents when applying for a long journey Transporter Authorisation. |
| Question 5a | Please complete question 5a if you transport **Horses, Cattle, Sheep, Goats, Pigs** and **Poultry.**You will have to provide proof that all drivers and attendants responsible for transporting these animals on Journeys over 8 hours have obtained a long journey Certificate of Competence specific to the species being transported. In addition, all road vehicles used to transport these animals on journeys over 8 hours must be inspected and approved for each species to be transported. Please provide details.(Copies of all Competence Certificates and Vehicle Approval Certificates must accompany this application) |
| Question 5b | Please complete section 5b if you transport **Other** species on long journeys over 12 hours within the UK. Please provide proof that all road vehicles used to transport **Other** species on journeys over 12 hours within the UK have been inspected. If you transport **Other** species on journeys over 12 hours within the UK, please tick the ‘Other’ box and complete the vehicle approval details.(Copies of Vehicle Approval certificates must accompany this application) |

**Part 2 – Offences and Convictions**

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| Question 9 | Please note that anyone involved in transporting animals who has a Conviction or 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.