

Application for a Certificate of Competence

This form is for an application for a Certificate of Competence under the **Welfare of Animals at the Time of Killing (Wales) Regulations 2014 and the Welfare of Animals at the Time of Killing (England) Regulations 2015**. Before completing this application please read the guidance notes attached.

# Section 1 – Applicant Details

|  |  |
| --- | --- |
| **First Name:** |  |
| **Surname:** |  |
| **Address:** |  |
|  |  |
| **City/County:** |  |
| **Postcode:** |  |
| **Country:** |  |
| **Date of Birth (DD/MM/YYYY):** |  |
| **ID no (if amending an existing CoC)** |  |
| **E-mail address:** |  |
| **Establishment Approval Number**  |  |

# Section 2 – Activity Details

I wish to apply for Certificate of Competence in the species and operations as indicated below *(please insert the relevant code in the box below – the codes can be found on the attached Summary of Activities and Species at the end of the form e.g. electric waterbath stunning of chickens is code K23)*:

|  |  |
| --- | --- |
| I declare that I hold a Qualification Certificate for the Species and Activities for which I am applying for a Certificate of Competence and have enclosed a copy [Please tick the box] |  |

# Section 3 – Offences and Convictions

I declare that I have:

|  |  |  |
| --- | --- | --- |
| (i) | Not been convicted of an offence under EU or national law on the protection of animals in the three years preceding the date of application; |  |
| (ii) | Not been previously issued with a temporary certificate of competence for the same activities  |  |
| (iii) |  Not provided any information which I know to be false or misleading for the purpose of obtaining a Certificate of Competence |  |

You must give full details if you have been refused any slaughterer’s licence or certificate of competence or if you have had a slaughterer’s licence or certificate of competence suspended or revoked. You must declare:

* the reason for suspension or revocation
* when the suspension or revocation took effect
* the authority responsible for the suspension or revocation

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# Section 4 & 5: To be completed by the Applicant (tick the appropriate box):

|  |  |
| --- | --- |
| I have made a payment of £25 as this is my first Certificate of Competence |  |
| I have made a payment of £8 as this is an amendment to/ or replacement of my existing Certificate of Competence |  |
| I have included a photograph |  |

Payment made By Cheque/BACS/Debit Card (*circle method used*)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_

***How we use your information***

*The information you give us in this form is used by the Food Standards Agency to help it decide whether to grant you a certificate or temporary certificate of competence under the animal welfare laws mentioned in the form. The Food Standards Agency is a government department and has the main responsibility for issuing those certificates. Your information will not be used by the Food Standards Agency for any other purpose unless the Data Protection Act allows it. Your information may be shared by the Food Standards Agency with the Welsh government, local government authorities****,*** *the Department for Environment, Food and Rural Affairs (Defra) and the Animal and Plant Health Agency (APHA), but only if this helps them to carry out their own legal obligations relating to the welfare of animals. Defra and APHA are also government bodies.*

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| Guidance Notes on Completing the Application Form |
|  |  |
| Section 1 - Applicant DetailsThis section asks you to provide your full name, address, date of birth and other contact details. You must be not less than 18 years old to apply for a certificate, unless you are applying for a certificate to handle and care for animals before restraint, or for shackling live poultry.Section 2 - Activities to which this application refers Please tick the appropriate box for which the application is made and provide the required codes for the activities in the box provided. The summary of activities and species is on the next page for reference. **Do not** send original qualification certificates as these will not be returned, **only send a copy**. | **Photos:**A passport-sized photograph is required, 45mm tall by 35mm wide and front facing of head and shoulders against a white background. If you are not recognisable, i.e. your face is not clear, the application will be returned. Your photograph must accompany the application and must have your name written on the back.The FSA accept electronic photographs. These should be in JPEG format and of suitable size and quality (above 10KB and below 250KB). Electronic photographs should be sent to watok@food.gov.uk with the name and date of birth of the applicant included in the e-mail. Section 5: Declaration of SignatureYou must sign and date the form. Unsigned forms will not be processed. **Contact Details:****Address:** WATOK  CoC, CSU, FSA, Room 112, Foss House, Peasholme Green, York, YO1 7PR**Phone**: 0330 332 7149**Email:** watok@food.gov.uk |
|  |
| Section 3 - Offences and ConvictionsThe further information or details of the infringement section must be completed if applicable. If you have a Conviction of any animal welfare offence you must declare:* the legislation breached
* the penalty imposed, including any Restriction/Disqualification Order with details of its start/end date
* when the offence was committed
* name of the court if there was a conviction
* date of Conviction
* who took the enforcement action (e.g. police, local authority, RSPCA)

Evidence of action taken to avoid a repetition of the offence(s) may be taken into account, as will the seriousness of the offence(s).Section 4 – Payment details and Photos**Payment** can be made in three ways:1. By enclosing a cheque with the application payable to the Food Standards Agency
2. By debit card (not credit card) – call 0330 088 0633 and ask to pay for a “**Certificate of Competence**” then provide the operator with the name of the applicant, their date of birth and the fee total
3. By BACS – using the following details:

|  |  |
| --- | --- |
| Supplier Name  | Food Standards Agency |
| Supplier Address | WATOK  CoC, CSU, FSA, Room 112, Foss House, Peasholme Green, York, YO1 7PR |
| Name of Bank | NatWest |
| Account Number | 10001441 |
| Sort Code | 60-70-80 |
| IBAN | GB43NWBK60708010001441 |
| SWIFT | NWBKGB2L |
| Ref: | Customer Name /Plant No / COC ID no |
| E-Mail for remittance advice | Debt.recovery@food.gov.uk |

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# Summary of Activities and Species

**Please Note:**

**Cattle** includes water buffalo and bison

**Pigs** includes farmed wild boar

**Large Game** includes feral wild boar, alpacas, deer, llamas, guanaco,

**Horses** includes mules and donkeys

**Ratites** includes ostrich, emu and rhea

**Rabbits** include hares

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Red Meat** | Cattle | Calves | Horses | Sheep & Goats | Pigs | Large Game |
| Reference | A | V | B | C | D | E |
|  11.Penetrative captive bolt device  |   |  |   |   |   |   |
|  12.Non-penetrative captive bolt device  | N/A | up to 10 Kg | N/A | up to 10 Kg | N/A | up to 10 Kg |
|  13.Firearm with free projectile  |   |  |   |   |   |   |
|  14.Pithing  |  Not for human consumption |  Not for human consumption |  |  Not for human consumption |   |   |
| 16. Percussive blow to the head | N/A | N/A | N/A | Lambs and kids up to 5Kg | Piglets up to 5Kg | N/A |
|   |   |  |   |   |   |   |
|  21.Head-only electrical stunning  |   |  |   |   |   |   |
|  22.Head-to-Body electrical stunning  |   |  |   |   |   |   |
|   |   |  |   |   |   |   |
|  31.Carbon dioxide at high concentration  | N/A | N/A | N/A | N/A |   | N/A |
|  32.Carbon dioxide in two phases  | N/A | N/A | N/A | N/A | N/A | N/A |
|  33.Carbon dioxide associated with inert gases  | N/A | N/A | N/A | N/A |   | N/A |
|  34.Inert gases  | N/A | N/A | N/A | N/A |   | N/A |
|   |   |  |   |   |   |   |
| 41.the handling and care of animals before they are restrained;  |   |  |   |   |   |   |
| 42.the restraint of animals for the purpose of stunning or killing;  |   |  |   |   |   |   |
| 43.the shackling or hoisting of animals;  |  |  |  |  |  |  |
|   |   |  |   |   |   |   |
| 51.the stunning of animals;  |   |  |   |   |   |   |
| 52.the assessment of effective stunning;  |   |  |   |   |   |   |
| 53.the bleeding of live animals; monitoring the absence of signs of life |   |  |   |   |   |   |
|   |   |  |   |   |   |   |
| 61.Slaughtering in accordance with Article 4 (4) of Regulation EC 1099/2009  |   |  |  N/A |   |  N/A |  N/A |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Poultry, Ratites and Lagomorph.** | Chicken & Guinea Fowl | Quail | Turkey | Ratites | Ducks | Geese | Rabbits |  |
| Reference | K | L | M | N | Q | P | R |  |
|  11.Penetrative captive bolt device  |   |   |   |   |   |   |  |  |
|  12.Non-penetrative captive bolt device  |   |   |   |   |   |   |  |  |
|  13.Firearm with free projectile  |   |   |   |   |   |   |  |  |
|  15.Cervical dislocation  | up to 5 Kg | up to 5 Kg | up to 5 Kg | N/A | up to 5 Kg | up to 5 Kg | N/A |  |
| 16. Percussive blow to the head | up to 5 Kg | up to 5 Kg | up to 5 Kg | N/A | up to 5 Kg | up to 5 Kg | up to 5 Kg |  |
|   |   |   |   |   |   |   |  |  |
|  21.Head-only electrical stunning  |   |   |   |   |   |   |  |  |
|  22.Head-to-Body electrical stunning  |   |   |   |   |   |   |  |  |
|  23.Electrical waterbath  |   |   |   | N/A |   |   | N/A |  |
|   |   |   |   |   |   |   |  |  |
|  31.Carbon dioxide at high concentration  |  Not in abattoir |  Not in abattoir |  Not in abattoir | N/A | N/A | N/A | N/A |  |
|  32.Carbon dioxide in two phases  |   |   |   | N/A |   |   | N/A |  |
|  33.Carbon dioxide associated with inert gases  |   |   |   | N/A |   |   | N/A |  |
|  34.Inert gases  |   |   |   | N/A |   |   | N/A |  |
|   |   |   |   |   |   |   |  |  |
| 41.the handling and care of animals before they are restrained;  |   |   |   |   |   |   |  |  |
| 42.the restraint of animals for the purpose of stunning or killing;  |   |   |   |   |   |   |  |  |
| 43.the shackling or hoisting of animals;  |   |   |   |   |   |   |  |  |
|   |   |   |   |   |   |   |  |  |
| 51.the stunning of animals;  |   |   |   |   |   |   |  |  |
| 52.the assessment of effective stunning;  |   |   |   |   |   |   |  |  |
| 53.the bleeding of live animals; monitoring the absence of signs of life |   |   |   |   |   |   |  |  |
|   |   |   |   |   |   |   |  |  |
| 61.Slaughtering in accordance with Article 4 (4) of Regulation EC 1099/2009  |   |   |   | N/A |   |   | N/A |  |