

OF&G Quality Manual	RD120 Extension Application Guidance Notes
Linked Documents:	
Docs referred to:	RD90, RD122, RD123

Name of Producer	
Registration Number	

1. The Organic Regulations require that an applicant supply a Conversion Plan for all new land and all new livestock enterprises for the Certification Body to approve. By completing this Application Form in detail, you will be fulfilling the requirements of these Regulations.
2. The Extension Application Forms RD122 and RD123 are available to download from the OF&G Website. (www.organicfarmers.org.uk)
3. The Application Forms must be completed with reference to the OF&G Control Manual. The relevant paragraph numbers are given in the body of the question for ease of reference.
4. Complete all the relevant sections as indicated at the top of the first page of each section. Please return all sections, whether completed or not. Where applicable, write your answers in the 'Producers Answers' column only.
5. Please write clearly, preferably in block capitals throughout.
6. This Application Form is also your conversion plan and **you must keep a copy of this document** for future reference.
7. The following documents must be completed and enclosed with the application (please tick the box to indicate completion and enclosure).
 - The Completed Extension Application Form RD123.
 - The RD90 Declaration signed and dated.
 - For Land- The completed RD122 New Field Details for the new fields not as yet on your schedule. Please copy additional sheets where needed. If the field already appears on your schedule as non-organic, please send a copy of the schedule with the relevant fields highlighted and complete the details for inputs prior to conversion on the Field Data Sheet.
 - Conversion Plan for any new livestock enterprises.
 - Maps for all the new fields. It is preferable for you to supply the RLR digital maps where possible.
 - A copy of the Agri-environment Agreement if a 12-month reduced conversion period is sought.