



# LEAF Marque Certification Body Application Form

- An invoice will be created on receipt of a completed application, please provide a purchase order number if required. On completion of the application process and approval as a certification body, the certification body licence fee for the current year becomes payable. Please refer to the enclosed fee structure document for the current fees.
- Application forms will only be accepted in English; please provide translations of the relevant documents where necessary. Translations must be accurate and reliable.
- If you have inadequate space in the boxes provided, please use additional sheets, cross referenced to the question you are answering.
- The LEAF Marque Standard, LEAF Marque System Rules and information on LEAF the Charity can be found on the [LEAF website](https://www.leafmarque.com). Please contact [info@leafmarque.com](mailto:info@leafmarque.com) with any further enquiries on these documents.
- Following review of an application LEAF Marque may request additional information.
- You will be provided details of the next certification body training sessions, attendance by the scheme manager and any in house trainers is required (cost included in the application fee).
- Following attendance of the training sessions LEAF Marque must be added to your operating procedures, and evidence provided of internal LEAF Marque training for auditors. Prior to approval we will request details of number of qualified auditors available for each country included in the licence scope.



## 1. Company Information

|                          |                                  |
|--------------------------|----------------------------------|
| <b>Company Name:</b>     | Click or tap here to enter text. |
| <b>Address:</b>          | Click or tap here to enter text. |
| <b>Website:</b>          | Click or tap here to enter text. |
| <b>Telephone Number:</b> | Click or tap here to enter text. |

|                                                                                                                                                     |                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>What is the legal status of the company?</b>                                                                                                     | Click or tap here to enter text. |
| <b>Company Registration Number:</b>                                                                                                                 | Click or tap here to enter text. |
| <b>VAT number (if applicable):</b>                                                                                                                  | Click or tap here to enter text. |
| <b>Is the company part of a group?</b><br><br>If so, please also provide:<br>Group Name, Address,<br>Invoicing address (if<br>different from above) | Click or tap here to enter text. |

|                            |                                  |
|----------------------------|----------------------------------|
| <b>Accreditation Body:</b> | Click or tap here to enter text. |
|----------------------------|----------------------------------|



**Please detail current accreditations held, schemes operated, and scopes of those schemes in the agriculture and food sector.**

*Please also enclose the relevant accreditation certification with this application.*

Click or tap here to enter text.

**Please give details of any professional networks/associations and or committees that your company is a member of that you consider relevant to this application**

Click or tap here to enter text.



## 2. LEAF Marque Certification

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                           |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--|
| <b>Which country(s) would LEAF Marque certification be managed and administered from?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Click or tap here to enter text.                                          |  |
| <b>Which country(s) would LEAF Marque audits be conducted?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Click or tap here to enter text.                                          |  |
| <b>Which scopes would be included in LEAF Marque certification?</b><br>Please select all that apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Combinable Crops                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Fruit and Vegetables                             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Flowers and Ornamentals                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Livestock (includes Dairy)                       |  |
| <b>Would LEAF Marque certification include Producer Groups?</b> i.e., those that are registered with Option 2 GLOBALG.A.P.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> <b>Yes</b><br><input type="checkbox"/> <b>No</b> |  |
| <b>Please select the required method of uploading certification data</b><br><br><input type="checkbox"/> <b>Online certification</b><br>LEAF Marque certification bodies are all able to use the free Certify Online Service provided by LEAF Marque, which is an online tool and database that can be used to upload and view certification data.<br><br>Training on use of Certify Online is provided as part of the Certification Body training modules<br><br><input type="checkbox"/> <b>Data feed</b><br>A data feed can be set up to automatically import LEAF Marque certification data daily, via an import filter which processes and validates your scheme data and saves it in the LEAF Marque database. Validation reports highlight any issues with provided data to ensure scheme requirements are being met.<br><br>Fees: initial set-up fee to create the import filter between the two systems (normally in the region of £1,500 - £3,000) followed by a monthly fee £55. |                                                                           |  |



### 3. Staff

|                                                                                                                                                            |                                      |                                  |                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|----------------------------------|
| <b>Total number of staff in the company:</b>                                                                                                               | Click or tap here to enter text.     |                                  |                                  |
| <b>Key locations involved in the delivery of LEAF Marque (continue using an additional sheet if required)</b>                                              | Location of site/branch/other office | No. of permanent staff           | No. of contracted staff          |
|                                                                                                                                                            | Click or tap here to enter text.     | Click or tap here to enter text. | Click or tap here to enter text. |
|                                                                                                                                                            | Click or tap here to enter text.     | Click or tap here to enter text. | Click or tap here to enter text. |
|                                                                                                                                                            | Click or tap here to enter text.     | Click or tap here to enter text. | Click or tap here to enter text. |
| <b>LEAF Marque Scheme Manager Name</b>                                                                                                                     | Click or tap here to enter text.     |                                  |                                  |
| <b>LEAF Marque Scheme Manager Email</b>                                                                                                                    | Click or tap here to enter text.     |                                  |                                  |
| <b>LEAF Marque Scheme Manager Telephone</b>                                                                                                                | Click or tap here to enter text.     |                                  |                                  |
| <b>LEAF Marque Scheme Manager Qualifications</b><br><br><i>Please also enclose the relevant qualifications, including a CV, with the application form.</i> | Click or tap here to enter text.     |                                  |                                  |

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>Financial Contact Name:</b>  | Click or tap here to enter text. |
| <b>Financial Contact Email:</b> | Click or tap here to enter text. |

|                                                                                                                             |                                  |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Other relevant contacts:</b> please state their name, email, job role and attach relevant qualifications as appropriate. | Click or tap here to enter text. |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------|



#### 4. Declaration

- ☐ Signature of this document declares that the above and enclosed information is genuine and has been provided to the best of the applicant's knowledge. Additionally, the Certification Body declares that:
- ☐ All rules and requirements in the Certification Body Licence Agreement and current LEAF Marque System Rules shall be followed, and future changes to requirements within these documents will be adhered to.
- ☐ The scheme manager, financial contact, and any other relevant contact/auditors will [register for an account on myLEAF](#). This will provide access to all normative documents and the relevant Certify Online services.
- ☐ The following documents are enclosed:
- Accreditation certificate for relevant baseline systems under ISO 17065
  - Documents demonstrating the qualifications of scheme managers, or other relevant contacts
  - Evidence of professional liability insurance with GBP £1,000,000 per claim
  - Any other relevant documentation to support the application
- ☐ Evidence of integration of LEAF Marque into the Quality Management System of the Certification Body will be provided where requested
- ☐ All fees associated with application and training will be accepted and paid.
- ☐ I declare that I am authorised, on behalf of the company / organisation, to submit this application, and that the information contained herein is both correct and accurate to the best of my knowledge and belief.

Signed electronically: Click or tap here to enter text.

Name: Click or tap here to enter text.

Date: Click or tap to enter a date.



## **Return of Application**

On completion and signature, please send to: [info@leafmarque.com](mailto:info@leafmarque.com) or post to:

LEAF Marque Ltd  
Stoneleigh Park  
Warwickshire  
CV8 2LG  
United Kingdom

## **Payment of the application fee**

All Payments to be made in £ Sterling and all charges to be paid by the applicant. Please see the Certification Body Fee Structure for the application fee (contact [info@leafmarque.com](mailto:info@leafmarque.com)).

### Direct payments details:

**Bank Details:** Nat West, Royal Priors, 59 The Parade, Leamington Spa, CV32 4ZX, United Kingdom

**Account Number:** 66606918

**Sort Code:** 60 12 35

**BIC:** NWBK GB 2L

**IBAN:** GB39 NWBK 6012 3566 6069 18

### Cheques

Cheques should be made payable to LEAF Marque Ltd.

LEAF Marque Ltd, T: +44 (0)24 7641 3911  
Stoneleigh Park, E: [info@leafmarque.com](mailto:info@leafmarque.com)  
Warwickshire, W: <https://leaf.eco/farming/leaf-marque>  
CV8 2LG,  
United Kingdom

| Version History | Date          |
|-----------------|---------------|
| Version 1       | March 2007    |
| Version 2       | February 2008 |
| Version 3       | October 2019  |
| Version 4       | April 2021    |
| Version 4.1     | January 2026  |