



LEAF Marque

Certification Body Application Form

Version 4 – April 2021

Application Notes:

- Please see the Certification Body Fee Structure for the application fee cost.
- 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 questioned 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 with any further enquiries on these documents.

LEAF Marque is an environmental assurance system recognising more sustainably farmed products.



Part One – Company Information

Company Name:	
Address:	
Website:	
Telephone Number:	

What is the main activity of the company?	
What is the legal status of the company?	
Company Registration Number:	
Is the company part of a group? If so, please also provide: Group Name, Address, Invoicing address (if different from above)	

Accreditation Body:	
Please detail current accreditations held, schemes operated, and scopes of those schemes in the agriculture and food sector. <i>Please also enclose the relevant accreditation certification with this application.</i>	



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

Part Two – LEAF Marque Certification

Which country(s) would LEAF Marque certification be managed and administered from?			
Which country(s) would LEAF Marque audits be conducted?			
Which scopes would be included in LEAF Marque certification? Please select all that apply	Combinable Crops		
	Fruit and Vegetables		
	Flowers and Ornamentals		
	Livestock (includes Dairy)		
Would LEAF Marque certification include Producer Groups? I.e. those that are registered with Option 2 GLOBALG.A.P.			



Please select the required method of uploading certification data

☐ **Online certification**

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.

For LEAF Marque certification bodies who would like to connect their internal I.T. systems with the LEAF Marque database to facilitate automatic data transfer:

☐ **Data feed**

A data feed can be set up to automatically import LEAF Marque certification data on a nightly basis 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.

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.

☐ **Interface to the system by API**

Access to update the LEAF Marque database in real time via API is currently in development. For certification bodies who would like to provide their scheme data via API, please get in touch to discuss your requirements.

Fees: initial set-up fee to provide support to technical contacts within the certification body to set up the integration (normally in the region of £500 - £1,500) followed by a monthly fee of £55.

For certification bodies who require a system to fully manage their inspections inhouse and also facilitate automatic data transfer to the LEAF Marque database:

☐ **Inspection management**

A full software suite of inspection management tools and associated workflows. This service supports automated scheduling of inspections to meet scheme rules, gathering detailed non-conformance information, inputting assessor notes, uploading photos and documents, and offline access to ensure audits can be carried out in the field. The system interfaces to the LEAF Marque database to ensure scheme data that is required by LEAF Marque is automatically provided.

Fees: the final cost varies based on the modules required by the certification body, so please get in touch to discuss your requirements and receive a full quote. Online refers to 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.

☐ **Batch data**

Data is supplied to LEAF Marque Ltd's nominated contractor using a database. There is an initial setup fee of up to £1,500.00 to cover data quality check and support, then a monthly fee of £65.00.

☐ **Web Services**

A data feed is set up from certification bodies own database direct into the LEAF Marque database. There is an initial setup fee of up to £1,500.00 to cover data quality check and support, then a monthly fee of £65.00 per feed.



Part Three – Staff

Total number of staff in the company:			
Location of technical staff covered by this application that will be involved in the delivery of LEAF Marque:	Location of site/branch/other office	No. of permanent technical staff	No. of contracted staff
LEAF Marque Scheme Manager Name			
LEAF Marque Scheme Manager Email			
LEAF Marque Scheme Manager Qualifications <i>Please also enclose the relevant qualifications, including a CV, with the application form.</i>			

Financial Contact Name:	
Financial Contact Email:	

Other relevant contacts: please state their name, email, job role and attach relevant qualifications as appropriate.	
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Part Four – 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 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/auditor 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
 - Any other relevant documentation to support the application e.g. company brochure or marketing information
- ☐ 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: _____

Date: _____

Print Name: _____



Return of Forms

On completion and signature, please send to: 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).

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,
Stoneleigh Park,
Warwickshire,
CV8 2LG,
United Kingdom

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E: info@leafmarque.com
W: www.leafuk.org/farming/leaf-marque



Version History	Date
Version 1	March 2007
Version 2	February 2008
Version 3	October 2019
Version 4	April 2021