



## Notice of Appeal Form

**The Director  
Agriculture Appeals Office  
Kilminchy Court  
Portlaoise  
Co. Laois  
R32 DTW5**

Tel: (057) 863 1900  
Lo-Call: (076) 106 4418  
Fax: (057) 866 7177

*Official use only*

Eligible Scheme: Yes/No  
In time: Yes/No  
Dept Review carried out: Yes/No  
Appeal No: \_\_\_\_\_  
Checked by: \_\_\_\_\_

**Please complete parts 1 and 2 (overleaf) in full**

**Part 1 – Application Details (Please use block capitals)**

1. Name: \_\_\_\_\_
2. Herd / Contract / Application Number: \_\_\_\_\_
3. Address: \_\_\_\_\_  
\_\_\_\_\_
4. Telephone Number: \_\_\_\_\_
5. Scheme under appeal: \_\_\_\_\_  
(e.g. BPS, GLAS, AEOS, etc.)
6. Department Officer that issued the decision: \_\_\_\_\_
7. Date of Department decision: \_\_\_\_\_

**N.B. You must enclose a copy of the Department's Decision Letter.**

8. Do you wish to have an oral hearing in relation to your appeal: Yes  No

Please note that if you request an oral hearing you must attend in person. You may also bring representative(s). The name(s) and profession(s) of any such representative(s) must be provided to the Appeals Office, in advance.

9. **List and enclose any relevant documents that you wish to have considered. A copy of the Department's final decision should be enclosed.** (If you are unable to make a copy you may send the original, which we will copy and return on request.)
- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

**Please outline the facts and contentions in support of the appeal in part 2 overleaf.**

Name:

Herd / Contract / Application No:

**Part 2 – Grounds of Appeal**

Please set out all the facts that you wish to have considered; attach additional sheets if necessary. Please write your name and Herd / Contract / Application Number on each additional sheet.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Checklist before submission</u>		
1. Scheme is covered by the Agriculture Appeals Office		Yes/No
2. Decision is within the last three months		Yes/No
3. Internal review by the Department of Agriculture and Food completed		Yes/No
4. All information requested has been provided (including a copy of the decision letter)		Yes/No
<b>You should have answered yes to all of the above</b>		

**Data Protection - GDPR**

- The Agriculture Appeals Office (AAO) collects personal data to process appeal applications. Data collected by the AAO is used also for statistical purposes - personal data, excluding the county address provided by the customer, is not used or analysed for statistical purposes. The personal data provided to the Agriculture Appeals Office will only be used in accordance with the data protection legislation in force.

- Personal data processed by the Agriculture Appeals Office will only be used for the specific purpose(s) as outlined above and as outlined in detail in the data protection section on the Office’s website [www.agriappeals.gov.ie](http://www.agriappeals.gov.ie). The data submitted by the customer will be retained indefinitely in line with the provisions of the Agriculture Appeals Act 2001, as amended.

- The Agriculture Appeals Act 2001, as amended, is the legal basis which provides for the data being collected and processed by the AAO.

- Data provided by the customer will be shared with the Department of Agriculture, Food and the Marine for the purpose of obtaining a statement and for obtaining the Department file to process an appeal.

- The AAO aims to fully inform all its customers about the purpose(s) for which their data will be used and why, where it may be shared elsewhere and why and how long their data may be held by the AAO. This information and the information on the rights of customers who provide personal data to the AAO is detailed in the data protection section on the Office’s website [www.agriappeals.gov.ie](http://www.agriappeals.gov.ie). If a copy of the detailed data protection information is required in paper copy please contact the Agriculture Appeals Office.

- Please be advised if you are attending the Agriculture Appeals Office, Kilminchy Court, Portlaoise, Co. Laois, R32 DTW5 that CCTV is in operation for the security and safety of staff.

- Please see the Agriculture Appeals Office website [www.agriappeals.gov.ie](http://www.agriappeals.gov.ie) for further information on the items above and for detailed information on data protection with regard to the processing of personal data by the Office.