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| OF&G Quality Manual | RD207 Conversion Plan Guidance Notes |
| Linked Documents | Flowchart 2 |

1. The Organic Regulations require that an applicant supply a Conversion Plan for all new land and a Livestock Management Plan for all new livestock enterprises for the certification body to approve. By completing this Conversion Plan in detail, you will be fulfilling the requirements of these Regulations.
2. The Conversion Plan is available to download from the OF&G Website. (www.organicfarmers.org.uk)
3. The Conversion Plan 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. Please complete this form as if the organic management of your land (and livestock if applicable) has commenced.
5. 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. In sections 1-12, where applicable, write your answers in the 'Producers Answers' column only. We have tried to make this form as relevant to your business as possible. If you have any enterprises not covered by this form that you wish to convert please contact this office.
6. Please write clearly, preferably in block capitals throughout.
7. This is your conversion plan and **you must keep a copy of this document** for future reference.
8. The following documents must be completed and/or enclosed with the application (please tick the box to indicate completion and/or enclosure).
 - The RD254 Application Form (if not already submitted).
 - The application fee (if not already submitted).
 - The completed Conversion Plan.
 - The Declaration signed and dated.
 - Maps of the holding clearly identifying the whole farm, including off-lying land, the field reference numbers and areas in hectares. It is preferable for you to supply the RLR digital maps where possible.
 - Where a 12-month reduced conversion is sought for land a copy of the Agri-environment Agreement (this does not apply to reductions for pig/poultry production).

IMPORTANT NOTE: If you have not already paid your application fee we will not be able to process your paperwork or arrange an inspection until you do so