



Applying for a Certificate of Suitability

The following information is in relation to making an application for a Certificate of Suitability in respect of any Registered Veterinary Office, Registered Veterinary Clinic, Registered Veterinary Hospital, or Registered Mobile Veterinary Unit.

Application requirements:

- ✓ Completed Certificate of Suitability Application form
- ✓ A labelled map identifying the external boundaries of the premises, to include surrounding buildings if applicable
- ✓ A labelled floor plan showing the internal layout of the premises and the dimensions of each room within the premises
- ✓ Payment of the Certificate of Suitability application fee

Documents to Consult Prior to Submitting an Application:

- ✓ PAS Regulations
- ✓ PAS Standards
- ✓ PAS FAQs
- ✓ Veterinary Council of Ireland's Code of Professional Conduct

Application Procedure:

- ❖ In order for a Certificate of Suitability ("COS") to be granted under the Council's Premises Accreditation Scheme ("PAS"), a COS application must first be submitted, including all accompanying application requirements and payment of the appropriate fee.
- ❖ After submitting the application in full, the registered applicant will be contacted to discuss the application, the proposed veterinary premises, and their availability for a premises inspection.
- ❖ Following this the premises is assigned for inspection to one of the Council's Authorised Officers. The applicant is notified of the assigned Authorised Officer and asked to declare any conflicts of interest to the Council before the inspection is arranged.
- ❖ The assigned Authorised Officer will contact the applicant directly to arrange a mutually agreeable inspection date and time.
- ❖ The applicant must be present at the premises during the inspection.

- ❖ An inspection of the premises is then carried out by the Authorised Officer against the relevant PAS Standards, ensuring that the premises will be fit for purpose and is compliant with all mandatory requirements.
- ❖ The Authorised Officer will identify and record any non-conformances with the PAS Standards during the inspection.
- ❖ At the end of the inspection, the applicant signs an undertaking to address any identified non-conformances by a date agreed with the Authorised Officer.
- ❖ The Authorised Officer's inspection report is then submitted to the Council for consideration.
- ❖ In the days following the inspection, a copy of the inspection report is provided to the applicant by email, and they are asked to confirm when they have addressed all identified non-conformances, and to submit supporting evidence where necessary.
- ❖ The Council's Practice Premises Committee ("the PPC") then considers the full application along with the inspection report and any confirmation of completion of non-conformances submitted since the inspection.
- ❖ Based on the available information the PPC will make a recommendation in respect of the premises to the Council. If the PPC determines that it requires further information in respect of the premises prior to considering the application, it may defer consideration to a later meeting pending requested information from the applicant.
- ❖ The Council at its meeting will consider the application and all accompanying information including the PPC recommendation. The Council will then make a decision under section 112 (1) of the Veterinary Practice Act 2005, as amended, to grant, to grant with conditions or to refuse to grant a COS.
- ❖ As soon as possible after the Council's meeting, the applicant is informed of the decision by email.
- ❖ If the COS is granted, the premises will be added to the Council's Register of Certificates of Suitability and an official Council-sealed certificate is posted to the now COS Holder to display publicly at the premises. The certificate will display the expiration date and the COS number which is unique to the registered premises.

Please note:

- ❖ Registrants who apply to the Council for a Certificate of Suitability in respect of a veterinary premises may propose which classification they feel is most appropriate for the premises. However, the Veterinary Council ultimately decides which classification a premises will be registered in.
- ❖ The premises must be prepared for inspection to a degree that enables the Authorised Officer to carry out a complete assessment against all PAS Standards and requirements. If the Authorised Officer cannot inspect all PAS Standards during the first inspection, the PPC or Council may determine that a further inspection is necessary before the Council can consider the application. If an additional inspection of the premises is deemed necessary at any stage in order for an application to be fairly determined, the repeat inspection fee of €320 will be at the expense of the applicant.

Timeline:

- ❖ It is recommended that applications are submitted, at a minimum, **three months** in advance of the proposed date of the premises opening.
- ❖ Please be advised that the PPC and the Council meet 6-8 times per year on dates predetermined at the start of the year. Applications must be submitted in sufficient time to allow consideration by the PPC and the Veterinary Council.
- ❖ Premises inspections must be carried out well in advance of the PPC meeting date. This is to ensure enough time for the premises inspection report to be prepared and to give applicants sufficient time to address any non-conformances identified.

Contact:

Applicants can contact the Council's Executive office with any Premises Accreditation Scheme queries by email to pas@vci.ie, or by phone on 01 6684402. Additional information is also available on the Council's website www.vci.ie.