

Before completing a biocidal product notification application

1. Consult the [Biocidal Product Register](#) to ensure your desired product name is not already on the system. Duplications of product names is prohibited.
2. Consult the European Chemical Agency (ECHA) website to check the status of the active substance in the review programme –
 - If your product contains one active substance, the status of the active substance must be “in progress” OR if an approval date is available, the notification application must be submitted on or before the date of approval.
 - If your product contains multiple active substances at least one of the active substances must have a status of “in progress” OR if an approval date is available, the notification application must be submitted on or before the date of approval.
3. Consult the Mock completed application form – Please ensure that your application form is completed as described in the mock form. Incomplete and incorrect applications may be rejected as they cause delays to all biocide notification applications and lead to longer processing times.
4. If you have any queries, please consult our FAQ document before contacting us.

Please submit the notification application form to biocide-notifications@agriculture.gov.ie with the notification applications attached as a word or pdf file (please don't scan the documents) and any additional information as attachments to the email. We are unable to download external content. Applications sent to any other email address will result in a longer processing time.

Once the application form is submitted

1. You will receive a tracker number and an invoice will be issued for payment. Please note this may take several weeks depending on the volume of notification applications received.
2. Paid applications will be added to the application queue and completed on a first come first served basis. We will be in contact with you once we get to your application in the queue. Please note there is no facility available to fast track your application.

Processing applications

1. Once we begin processing your application we will contact you with your PCS number. We may request clarifications to the application form or additions documentation. You will be required to submit the final label with the PCS number to complete your application. Labels are not approved, it is the responsibility of the notification holder to correctly label in accordance with Art 69 of the BPR. Labels are only checked on inspection.