

**Application for Approval of a Food Business
Establishment
Subject to Approval under Regulation (EC) No. 853/2004**



To be completed by the food business operator

Print a copy of this form and fill it in with a black pen in BLOCK CAPITALS, or complete it on screen. Complete Parts 1 to 8 inclusive, and the specific sections of Part 9 that relate to the products of animal origin in respect of which you are applying for the approval of your establishment, then sign and date Part 10 .

PART 1 - Establishment for which approval is sought

Trading name.....

Full Postal Address

.....

Postcode:.....

PART 2 – Type(s) of product(s) of animal origin for which approval is sought

Indicate the product(s) of animal origin in respect of which you are applying for approval to use the establishment.

(tick all that apply)

- Minced Meat Meat Preparations Mechanically Separated Meat Meat Products
 Fishery Products Live Bivalve Molluscs (Shellfish)
 Dairy Products
 Eggs (not Primary Production) / Egg Products
 Frogs' Legs / Snails
 Rendered Animal Fats and Greaves Treated Stomachs, Bladders and Intestines
 Gelatine Collagen

PART 3 – Food business operator and management of the establishment

Name

Address of Food Business Operator (in full)

.....

Postcode:

Tel (Incl. Dialling code).....

Fax (incl. Dialling code).....

E-mail.....

Full names of managers of the establishment	1.	2.	3.
Job titles	1.	2.	3.

Full Names of others in control of the business	1.	2.	3.
Job titles	1.	2.	3.

PART 4 – Use of the establishment

Which of the following activities will be conducted in or from the establishment? (Tick all that apply)

<input type="checkbox"/> Stand-alone cold store	<input type="checkbox"/> Wholesale market
<input type="checkbox"/> Manufacture	<input type="checkbox"/> Other processing (please specify)
<input type="checkbox"/> Packing	<input type="checkbox"/> Storage
<input type="checkbox"/> Distribution	<input type="checkbox"/> Cash and carry / wholesale
<input type="checkbox"/> Catering (preparation of food for consumption in the establishment)	<input type="checkbox"/> Retail (direct sale to consumers or other customers)
<input type="checkbox"/> Market stall or mobile vendor	<input type="checkbox"/> Other (please specify)

PART 5 – Transport of products from the establishment

How will products be transported from the establishment? (Tick all that apply)

<input type="checkbox"/> Your own vehicle(s)	<input type="checkbox"/> Contract / Private Haulier
<input type="checkbox"/> Purchaser's own vehicle(s)	<input type="checkbox"/> Other (please specify)

PART 6 – Supply of products from the establishment to other establishments

Which of the following will be supplied with products from the establishment? (Tick all that apply).

<input type="checkbox"/> Other businesses that manufacture or process food	<input type="checkbox"/> Wholesale packers
<input type="checkbox"/> Cold stores that are not part of the establishment to which this application relates	<input type="checkbox"/> Warehouses that are not part of the establishment to which this application relates
<input type="checkbox"/> Restaurants, hotels, canteens or similar catering businesses	<input type="checkbox"/> Take-away businesses
<input type="checkbox"/> Retail shops, supermarkets, stalls, or mobile vendors that you own	<input type="checkbox"/> Members of the public direct from the establishment to which this application relates
<input type="checkbox"/> Retail shops, supermarkets, stalls, or mobile vendors that you do not own	<input type="checkbox"/> Other (please specify)

PART 7 – Other activities on the same site

Will any of the following activities be conducted on the same site as, or within, the establishment to which this application for approval relates?

	YES	NO	APPROVAL CODE
Slaughter, including pigs, sheep, cattle, poultry, game etc			
Cutting fresh (including chilled and frozen) meat, poultry meat or game			
Storage of fresh (including chilled and frozen) meat, poultry or game:	:		

PART 8 – Information and documentation

The following information is required in order to process your application and should be sent with this application form if possible. Please indicate which information you are sending now (N.B. information that is not sent now will still be required before your application can be determined).

1. A detailed scale plan of the (proposed) establishment showing the location of rooms and other areas to be used for the storage and processing of raw materials, product and waste, and the layout of facilities and equipment
2. A description of the (proposed) food safety management system based on HACCP principles
3. A description of the (proposed) establishment and equipment maintenance arrangements
4. A description of the (proposed) establishment, equipment, and transport cleaning arrangements
5. A description of the (proposed) waste collection and disposal arrangements
6. A description of the (proposed) water supply
7. A description of the (proposed) water supply quality testing arrangements
8. A description of the (proposed) arrangements for product testing
9. A description of the (proposed) pest control arrangements
10. A description of the (proposed) monitoring arrangements for staff health
11. A description of the (proposed) staff hygiene training arrangements
12. A description of the (proposed) arrangements for record keeping
13. A description of the (proposed) arrangements for applying the identification mark to product packaging or wrapping

PART 9 - Products to be handled in the establishment / activities

Which of the following activities will be conducted in the establishment? Indicate by giving the approximate quantities to be handled in kilograms or litres per week (tick all that apply).

PART 9(1) – Minced Meat and Meat Preparations

Handling minced meat	
Handling meat preparations	

Full details of activities and specific products handled

How many tonnes of minced meat in total will be handled in the establishment per week on average?	
How many tonnes of meat preparations in total will be handled in the establishment per week on average?	

PART 9(2) – Mechanically Separated Meat

Full details of activities and specific products handled

How many tonnes of mechanically separated meat in total will be handled in the establishment per week on average?	
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PART 9(3) – Meat Products

Full details of activities and specific products handled

How many tonnes of meat products will be handled in the establishment per week on average?	
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PART 9(4) – Live Bivalve Molluscs (Shellfish) / Fishery Products

Full details of activities and specific products handled

How many tonnes of Live Bivalve Molluscs (Shellfish) / Fishery Products will be handled in the establishment per week on average?	
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PART 9(5) – Raw Milk / Dairy Products

Raw Milk	
Dairy Products	

Full details of activities and specific products handled	
How many litres of Raw Milk will be handled in the establishment per week on average?	
How many litres / tonnes of Dairy Products will be handled in the establishment per week on average?	

PART 9(6) – Eggs (not Primary Production) / Egg Products

Full details of activities and specific products handled	
How many tonnes of Eggs will be packed in the establishment per week on average?	
How many litres of Egg Products will be handled in the establishment per week on average?	

PART 9(7) – Frogs' Legs and Snails

Frogs' Legs	
Snails	

Full details of activities and specific products handled	
How many tonnes of frogs' legs in total will be handled in the establishment per week on average?	
How many tonnes of snails in total will be handled in the establishment per week on average?	

PART 9(8) – Rendered Animal Fats and Greaves

Rendered Animal Fats	
Greaves	

Full details of activities and specific products handled	
How many tonnes of rendered animal fats will be handled in the establishment per week on average?	
How many tonnes of greaves will be handled in the establishment per week on average?	

PART 9(9) – Treated Stomachs, Bladders and Intestines

Treated Stomachs	
Treated Bladders	
Treated Intestines	

Full details of activities and specific products handled	
How many tonnes of treated stomachs in total will be handled in the establishment per week on average?	
How many tonnes of treated bladders in total will be handled in the establishment per week on average?	
How many tonnes of treated intestines in total will be handled in the establishment per week on average?	

PART 9(10) – Gelatine

Full Details of Activities	
How many tonnes of gelatine in total will be handled in the establishment per week on average?	

PART 9(11) – Collagen

Full Details of Activities	
How many tonnes of collagen in total will be handled in the establishment per week on average?	

PART 9(12) – Stand-alone Cold Store

Full details of activities and specific products handled	
How many tonnes of product will be handled in the establishment per week on average?	

PART 10 – APPLICATION

I hereby apply, as food business operator of the establishment detailed in Part 1, for approval to use that establishment for the purposes of handling products of animal origin for which Regulation (EC) No. 853/2004 lays down requirements, as set out in the relevant parts of this document.

Signature of Food Business Operator

Date.....

Name in BLOCK LETTERS.....

If you need any help or advice about how to complete this form, or about the products to which the Regulation relates, or the circumstances in which approval under the Regulation is required, please contact the officer named below.

When you have completed this form and collected the other information required, please send it to:

Housing and Environmental Services
Newark and Sherwood District Council
Kelham Hall
Kelham
Newark
Notts.
NG23 5QX

Telephone: 01636 655629

Fax: 01636 655626

E-mail: environmental.services@nsdc.info

Notification of Changes

IMPORTANT

**Please notify any changes to the details you have given on
this form, in writing to the Food Authority at the address shown.**