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**Application for Approval**

**Application for Approval of a Food Business Establishment Subject to Approval under: <Regulation (EC) No. 853/2004> \*/ <Commission Regulation (EU) No. 210/2013 pursuant to Regulation (EC) No. 852/2004>\***

\*Food Business Operator please delete as appropriate

# 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.

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| **PART 1 - Establishment for which approval is sought** |

Trading name

Full postal Address

Postcode:

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| **PART 2 - Category of Establishment for which approval is sought** |

Indicate the category of approval in respect of which you are applying to use the establishment (tick all that apply)?

|  |  |
| --- | --- |
| **General Activity** | |
| Cold store (CS) |  |
| Re-wrapping and/or re-packaging (RW) |  |
| wholesale market (WM) |  |
| reefer vessel (RV) |  |
| **Minced Meat, Meat Preps and MSM** | |
| Minced meat (MM) |  |
| Meat preparation (MP) |  |
| mechanically separated meat (MSM) |  |
| **Meat Products** | |
| Processing plant (PP) |  |
| **Live Bivalve Molluscs** | |
| Dispatch centre (DC) |  |
| Purification Centre (PC) |  |
| **Fishery Products** | |
| Factory vessel (FV) |  |
| Freezing vessel (ZV) |  |
| Fresh fishery products plant (FFPP) |  |
| Processing plant (PP) |  |
| Wholesale market (WM) |  |
| Auction hall (AH) |  |
| **Dairy Products** | |
| Collection centre (CC) |  |
| Processing plant (PP) |  |
| **Egg and Egg Products** | |
| Packing centre (EPC) |  |
| Liquid egg plant (LEP) |  |
| Processing plant (PP) |  |
| **Frogs Legs and Snails** | |
| Processing plant (PP) |  |
| **Rendered Animal Fats and Greaves** | |
| Collection centre (CC) |  |
| Processing plant (PP) |  |
| **Treated Stomach, Bladders and Intestines** | |
| Processing plants (PP) |  |
| **Gelatine** | |
| Processing plant (PP) |  |
| **Collagen** | |
| Processing plant (PP) |  |
| **Sprouts\*\*** | |
| Producing plants (PdP) |  |

\*\*The definition of “Sprouts” in Article 2 of Implementing Regulation (EU) No. 208/2013 shall apply.

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| **PART 3 – Food business operator and management of the establishment** |

Postcode:

Name and full Address of Food Business Operator

|  |  |
| --- | --- |
| 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 |

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| PART 4 – Use of the establishment |

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

Stand-alone cold store Wholesale market Manufacture

Other processing (please specify) Packing

Re-wrapping / Re-packing Storage

Distribution

Cash and carry / wholesale

Catering (preparation of food for consumption in the establishment) Retail (direct sale to consumers or other customers)

Market stall or mobile vendor Other (please specify)

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| PART 5 – Transport of products from the establishment |

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

Your own vehicle(s) Contract / Private Haulier Purchaser’s own vehicle(s) Other (please specify)

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| 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)?

Other businesses that manufacture or process food Wholesale packers

Cold stores that are not part of the establishment to which this application relates Warehouses that are not part of the establishment to which this application relates Restaurants, hotels, canteens or similar catering businesses

Take-away businesses

Retail shops, supermarkets, stalls, or mobile vendors that you own

Retail shops, supermarkets, stalls, or mobile vendors that you do not own

Members of the public direct from the establishment to which this application relates Other (please specify)

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| 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?

**No**O

**Yes**O

Slaughter, including pigs, sheep, cattle, poultry, game, goats, rabbits, ratites, others

etc:

**APPROVAL CODE**

Cutting fresh (including chilled and frozen) meat, poultry meat, game, others:

Storage of fresh (including chilled and frozen) meat,

poultry or game:

|  |
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| 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).

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

A description of the (proposed) food safety management system based on HACCP principles

A description of the (proposed) establishment and equipment maintenance arrangements

A description of the (proposed) establishment, equipment, and transport cleaning arrangements

A description of the (proposed) waste collection and disposal arrangements

A description of the (proposed) water supply

A description of the (proposed) water supply quality testing arrangements A description of the (proposed) arrangements for product testing

A description of the (proposed) pest control arrangements

A description of the (proposed) monitoring arrangements for staff health A description of the (proposed) staff hygiene training arrangements

A description of the (proposed) arrangements for record keeping

A description of the (proposed) arrangements for applying the identification mark to product packaging or wrapping

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| PART 9 - Products to be processed in the establishment/activities |

Which of the following activities will be conducted in the establishment?

Indicate by giving the approximate quantities to be processed in kilograms or litres per week (tick all that apply).

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| PART 9 (1) – Minced Meat and Meat Preparations |

processing minced meat processing meat preparations

Full details of activities and specific products processed

|  |  |
| --- | --- |
| How many tonnes of minced meat in total will be processed in the establishment per week on average? |  |

|  |  |
| --- | --- |
| How many tonnes of meat preparations in total will be processed in the  establishment per week on average? |  |

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| PART 9 (2) – Mechanically Separated Meat |

Full details of activities and specific products processed

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| --- | --- |
| How many tonnes of mechanically separated meat in total will be processed  in the establishment per week on average? |  |

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| PART 9 (3) – Meat Products |

Full details of activities and specific products processed

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| --- | --- |
| How many tonnes of meat products will be processed 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 processed

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| --- | --- |
| How many tonnes of Live Bivalve Molluscs (Shellfish)/Fishery Products  will be processed 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 processed

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| --- | --- |
| How many litres of Raw Milk will be processed in the establishment per  week on average? |  |

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| --- | --- |
| How many litres/tonnes of Dairy Products will be processed in the  establishment per week on average? |  |

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

Full details of activities and specific products processed

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| --- | --- |
| How many tonnes of Eggs will be packed in the establishment per week on  average? |  |

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| --- | --- |
| How many litres of Egg Products will be processed in the establishment per  week on average? |  |

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| PART 9 (7) – Frogs’ Legs and Snails |

Frogs’ Legs Snails

Full details of activities and specific products processed

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| --- | --- |
| How many tonnes of frogs’ legs in total will be processed in the  establishment per week on average? |  |

|  |  |
| --- | --- |
| How many tonnes of snails in total will be processed in the establishment  per week on average? |  |

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| PART 9 (8) – Rendered Animal Fats and Greaves |

Rendered Animal Fats Greaves

Full details of activities and specific products processed

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| --- | --- |
| How many tonnes of rendered animal fats in total will be processed in the establishment per week on average? |  |

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| How many tonnes of greaves will be processed in the establishment per week on average? |  |

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

Treated Stomachs Treated Bladders Treated Intestines

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Full details of activities and specific products processed

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| --- | --- |
| How many tonnes of treated stomachs in total will be processed in the  establishment per week on average? |  |

|  |  |
| --- | --- |
| How many tonnes of treated bladders in total will be processed in the  establishment per week on average? |  |

|  |  |
| --- | --- |
| How many tonnes of treated intestines in total will be processed in the establishment per week on average? |  |

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| PART 9 (10) – Gelatine |

Full Details of Activities

|  |  |
| --- | --- |
| How many tonnes of gelatine in total will be processed in the establishment per week on average? |  |

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| PART 9 (11) – Collagen |

Full Details of Activities

|  |  |
| --- | --- |
| How many tonnes of collagen in total will be processed in the establishment per week on average? |  |

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| PART 9 (12) – Sprouts |

Full details of activities

|  |  |
| --- | --- |
| How many tonnes of sprouts will be produced in the establishment per week on average? |  |

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| PART 9 (13) – Stand-alone Cold Store/Re-wrapping and/or repackaging |

Full details of activities and specific products processed

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| --- | --- |
| How many tonnes of product will be processed in the establishment per week on average? |  |

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| 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 under Regulation (EC) No. 853/2004>\*/ <Producing sprouts under Commission Regulation (EU) No. 210/2013 pursuant to Regulation (EC) No. 852/2004>\*

lays down requirements as set out in the relevant parts of this document

\*Food Business Operator please delete as appropriate

Date

Signature of Food Business Operator

Name in BLOCK LETTERS

# Publication of Food Business Operator information

The Food Standards Agency (FSA) has a requirement under Regulation (EU) No. 2017/625 to publish details of all approved food establishments in the UK. The minimum detail to be included is the approval number; name of establishment; town/region; along with details of the activities which have been approved. This information is published on the FSA’s website (<https://www.food.gov.uk/>). If approval is granted to your establishment, your details will be supplied to the FSA for publication.

In addition to this information, the FSA intends to also include the full postal address of approved establishment. This information helps enable potential customers find food producers in their area.

If you **DO NOT** want your full address details to be included, please tick this box

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:

**Please notify any changes to the details you have given on this form, in writing to the Council at**

**the address shown.**

**Name and address of Council**:

**Citizen and Consumer Protection Team –**

**Environmental Health**

**Sandwell MBC**

**Council House**

**Freeth Street**

**Oldbury**

**B69 3DE**

# Contact Name:

# Citizen and Consumer Protection -

# Environmental Health Team

# EHTS\_Enquiries@sandwell.gov.uk