



Application Pack

for the

Approval of a Food Business Establishment

Under EC Regulation 853/2004



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LETTER REGARDING STARTER PACK EXPLAINING APPLICATION PROCESS

Local Authority Address

Direct Line: ...

Mobile: ...

Email: Local Authority Email Address

To:

Address:

Our ref:

Date:

Dear.....

Re: Application of Approval of Food Business Establishment

You have recently expressed an interest in opening a Food Business Establishment which requires approval under Regulations (EC) 852/2004 and 853/2004.

Or

It has recently been determined that your Food Business Establishment requires approval under Regulations (EC) 852/2004 and 853/2004.

This starter pack is intended to give you information and guidance to assist you in your application and understanding of the approval requirements and process.

The following documents are contained within this starter pack to assist you both in making your application and to understand the requirements that you will have to reach for approval to be granted.

- Information on the Approval process and how to apply
- Guidance notes for the completion of the application form
- An application form – Application for Approval
- Synopsis of requirements under the Food Hygiene Regulations
- Guidance issued by the Food Standards Agency
- Guidance on how to choose a Consultant
- Guidance on how to choose a laboratory to carry out sampling.

When applying, please sign and date the application form, complete all relevant sections and forward the required supplementary information, as any errors or omissions may delay the processing of your application or could result in refusal of your application.

Once we have received your application, we will process it and arrange for an officer to contact you to discuss your application and arrange a pre-approval visit to your premises.

You will find throughout the pack, multiple links to the legislation and further guidance.

If you require further information or advice on the application or approval process, please contact me.

Yours sincerely

XXXXXXX

Environmental Health Practitioner / Officer

LINK TO DOWNLOADABLE APPLICATION FORM, INFORMATION ON APPROVAL UNDER EC REGULATION 853/2004 AND QUESTIONS AND ANSWERS

Information on Approval under EC Regulation 853/2004

Certain food businesses will require approval from the local authority before they start trading. Your local authority council details can be found at <https://www.gov.uk/find-local-council>

This is separate from the requirements for food registration that applies to all food businesses.

The Application Pack for Approved Premises can be found at the following link

<https://www.food.gov.uk/contact/businesses/services/apply-for-approval-of-food-premises>

and downloaded from there. Alternatively follow the link to a downloadable copy on our website (Local Authority Website address)

In addition to the question and answer series below, you may follow the link to the Food Standards Agency Code of Practice website. The Approval process is described in detail from Page 47 Section 3.3.

Food Law Code of practice

<https://www.food.gov.uk/about-us/food-and-feed-codes-of-practice>

Q. What type of businesses requires approval?

The requirement for approval depends on the type of foods handled or processed and the types of businesses supplied. Food businesses that process or handle certain foods of animal origin and supply these foods to other food businesses will generally require to be approved.



Premises that are approved will carry an Identification Mark as above.

Establishments that process foods of animal origin and only supply them directly to the final consumer (i.e. the public) are exempt from approval. Establishments that process foods of animal origin and supply both the public and other food business establishments may also be exempt from approval. Potential applicants for such establishments should contact Food Safety Team, on or email for further advice and guidance prior to making an application for approval.

Establishments that only produce or handle foods that contain both processed foods of animal origin and products of plant origin are exempt from approval. For example, if an establishment produces sandwiches from already cooked meats (processed food of animal origin), salad and

bread then approval will not be required. If, however, the establishment cooks raw meat which it uses for producing sandwiches, approval is required.

<https://www.food.gov.uk/business-guidance/approved-food-establishments>

The Guidance above will give an indication as to whether you require approval and who (Local Authority or Food Standards Agency) will be the enforcement authority.

Establishments that are proposing to be involved in the slaughter, dressing or cutting of fresh meat will need to be approved by the Food Standards Agency who should be contacted directly. A copy of the Food Standards Agency's application form and contact details can be obtained at the following link:

<https://www.food.gov.uk/business-guidance/applying-for-approval-of-a-meat-establishment>

Q. What standards do approved premises have to comply with?

Establishments that require approval have to comply with the general hygiene requirements (given in EC Regulation 852/2004) and some specific hygiene requirements which vary depending on the types of product you make (given in EC Regulation 853/2004). Shelf life testing and sampling may need to be undertaken. (Regulation EC 2073/2005) Establishments also have to put in place food safety management procedures based on the HACCP principles.

Q. What are foods of animal origin?

The foods of animal origin that are subject to approval are:

- Fresh meat, minced meat, meat preparations (e.g. raw sausages, burgers, kebabs), mechanically separated meat, meat products, live bivalve molluscs, fishery products, milk and dairy products, eggs and egg products, frogs legs and snails, rendered animal fats and greaves, treated stomachs, bladders and intestines, gelatine, collagen.

Q. Who should apply?

All food business establishments that are subject to approval under EC Regulation 853/2004 must apply before trading. The application should be made by the food business operator.

The Community Environmental Health Team should be contacted by food businesses that may be subject to approval in order to discuss the proposed operation and for advice on whether approval will be required.

Q. When should I Apply?

Food businesses that are subject to approval under EC Regulation 853/2004 must have approval from the food authority before they start trading. A food business will be committing an offence if it places on the market foods that are subject to the relevant requirements of EC Regulation 853/2004 without having prior approval and would be liable to prosecution. The local authority must process your application before it can be granted.

Q. How Do I Apply?

The application form for approval is enclosed within this Starter Pack (Appendix 1); or alternatively visit our website [insert local authorities own website link xxxxx](#). There is no charge for Approval and generally, it is a one-off procedure.

The application form should be accompanied by supporting food safety documentation that is needed to determine the application. Details of the information required are given on page 3 of the application form. In certain circumstances, the information may be provided during an on-site inspection.

For proposed businesses not yet trading, applications for approval must not be submitted unless the business concerned as a minimum can meet the infrastructure requirements of EC Regulations 852/2004 as the application is likely to be refused. This means that the premises, design, layout, equipment and systems must enable the establishment to produce safe food. A documented food safety management procedure based on HACCP principles must also be available.

In order to gain full Approval status, the business will need to meet the full requirements of Regulations EC 178/2002, 852/2004, 853/2004 and 2073/2005. There may also be other legal requirements that apply to the business.

Q. What happens to my application when it is submitted?

An applicant will be contacted by an officer from the Community Environmental Health Team to discuss the proposed operation and confirm if approval is required. An on-site inspection will be carried out to verify that the premises, systems, procedures and documentation meet all of the legal requirements for the business type. Once the inspection has been carried out, the approval status of the establishment will be determined.

- If the establishment fails to meet the infrastructure and equipment requirements, approval will be refused.
- If all of the legal requirements are met full approval will be granted.
- Conditional approval may be granted if the establishment does not fully comply with all of the relevant requirements but meets all of the infrastructure and equipment requirements.

If conditional approval is granted, a further inspection will be carried out within 3 months to ensure that all of the relevant legal requirements have been met. If these have not been met, providing satisfactory progress is being made to meeting full approval conditions, then conditional approval can be extended but this is restricted to a maximum of 6 months from the date when conditional approval was granted. If at the end of the 6 months, the establishment still does not meet all of the relevant legal requirements then approval will be refused.

Q. Is there a register of approved premises from which my customers can verify my approval?

A national database of approved food business establishments is held by the Food Standards Agency and can be accessed at

<https://www.food.gov.uk/business-guidance/approved-food-establishments>

Q. What if my application is refused and approval is not granted?

Applicants will be notified in writing of the reasons for refusal and of the actions that will be necessary to meet the relevant requirements of food law for approval.

Once approval has been refused activities that require approval may not be undertaken by the business without full or conditional approval. Food businesses that start or continue to trade without approval will be committing an offence and are liable to prosecution.

Applicants have a right of appeal against a decision to refuse approval. Appeals must be made to the local Magistrates Court and must be made within 1 month of the date of the written refusal.

FURTHER RELEVANT INFORMATION/GUIDANCE AND LEGISLATION

Q. Where can I find further information?

Further guidance on approvals has been produced by the Food Standards Agency at the following link: <https://www.food.gov.uk/business-guidance/approved-food-establishments>

EC Regulations 852/2004 and 853/2004 can be accessed via the European Union website at:

852/2004:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02004R0852-20090420>

853/2004:

[http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32004R0853R\(01\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32004R0853R(01)&from=EN)

EC Regulations 178/2002 and 2073/2005 can be accessed via the European Union Website at

178/2002:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2002:031:0001:0024:EN:PDF>

2073/2005:

<http://eur-lex.europa.eu/legal-content/en/ALL/?uri=CELEX:32005R2073>

The European Union has also issued the following guidance:

852/2004:

http://ec.europa.eu/food/food/biosafety/hygienelegislation/guidance_doc_852-2004-new_en.pdf

853/2004:

http://ec.europa.eu/food/food/biosafety/hygienelegislation/guidance_doc_853-2004-new_en.pdf

HACCP:

http://ec.europa.eu/food/food/biosafety/hygienelegislation/guidance_doc_haccp_en.pdf

General food hygiene law:

http://ec.europa.eu/food/international/trade/interpretation_imports.pdf

Food Standards Agency: <http://food.gov.uk/>

European Union: http://ec.europa.eu/food/food/index_en.htm

UK legislation: <http://opsi.gov.uk/>

General food hygiene law info: <https://www.food.gov.uk/enforcement/regulation>

The Water Supply (Water Quality) Regulations 2016:

<http://www.legislation.gov.uk/uksi/2016/614/contents/made>

The following will be subject to change due to Brexit:

Food Law Code of practice: <https://www.food.gov.uk/about-us/food-and-feed-codes-of-practice>

Food Law Practice guidance: <https://www.food.gov.uk/about-us/food-and-feed-codes-of-practice>

GUIDANCE NOTES ON COMPLETING THE APPLICATION PROCESS FOR APPROVAL

These guidance notes aim to assist you in completing your application form fully and correctly.

If you require any additional advice please contact **insert your local authority details XXXXXXXXX**

PART 1 - Establishment for which Approval is sought.

- a) The Trading name is the name that the business ordinarily uses in its day to day trade for example on your letterhead or invoices.
 - b) The full address must be given including the post code
-

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

Your application will be considered and granted against the types of products that you are handling. Your approved establishment will be registered on a national database according to product type by the Food Standards Agency.

Tick each of the products of animal origin that you intend to handle or use within the establishment.

The following legal definitions apply to some of those listed.

- **‘Minced meat’** means boned meat that has been minced into fragments and contains less than 1% salt
- **‘Meat preparations’** means fresh meat, including meat that has been reduced to fragments, which has had foodstuffs, seasonings or additives added to it or which has undergone processes insufficient to modify the internal muscle fibre structure of the meat and thus to eliminate the characteristics of fresh meat.
- **‘Meat product’** – means processed products resulting from the processing of meat or from further processing of such processed products, so that the cut surface shows that the product no longer has the characteristics of fresh meat.
- **‘Fishery product’** means all seawater or freshwater animals (except for live bivalve molluscs, live echinoderms, live tunicates, and live marine gastropods, and all mammals, reptiles and frogs) whether wild or farmed and including all edible forms, parts and products of such animals.
- **‘Fresh fishery products’** means unprocessed fishery products, whether whole or prepared, including products packaged under vacuum or in a modified atmosphere, that have not undergone any treatment to ensure preservation other than chilling.
- **‘Dairy Product’** means processed products resulting from the processing of raw milk or from the further processing of such processed products
- **‘Egg products’** means processed products resulting from the processing of eggs, or of various components or mixtures of eggs, or from the further processing of such processed products;

If you require any further advice as to what definition your product falls into, please contact us.

PART 3 - Food business operator and management of the establishment

It is vital that the details in this section are correct. If you have any doubt as to the registered name and address, you must seek legal advice or contact Companies House.

- a) If the business is registered as a limited company, you must give the full Limited Company name, registration number and the registered office address. **or**
 - b) If the business is a partnership, the full names and home addresses including the postcode of *each* partner must be stated here **or**
 - c) If you are a sole trader, your full name and home address including postcode is required.
 - d) **In all cases**, the business telephone numbers, fax number and email address must be included.
 - e) You must complete the full names of the managers on site and their job titles. Include managers on all shifts and in all departments.
 - f) If there are other people in control of the business, for example, a finance manager, sleeping partners, their names and job title must be included.
-

Part 4 – Use of the Establishment

This is the primary use of your establishment. Tick each of the activities that apply.

To assist you in this, the following definitions apply to some of those listed.

‘Stand-alone cold store’ means an establishment which stores POAO, under temperature control conditions (i.e. chilled or frozen) and transports the POAO to other than the final consumer

‘Products of animal origin’ (POAO) means –food of animal origin including honey and blood; live bivalve molluscs. This will include meat, fish, dairy foods, eggs, and live echinoderms (starfishes, sea urchins etc.), live tunicates (sea squirts etc.) and live marine gastropods (limpets, whelks etc) intended for human consumption and other animals destined to be prepared with a view to being supplied live to the final consumer.

‘Wholesale market’ means a food business that includes several separate units which share common installations and sections where foodstuffs are sold to food business operators

‘Processing’ means any action that substantially alters the initial product including heating, smoking, curing, maturing, drying, marinating, extraction, extrusion or a combination of those processes.

‘Packing’ in this context means either **‘Wrapping’** - placing of a foodstuff in a wrapper or container in direct contact with the foodstuff concerned, and the wrapper or container itself and /or **‘Packing’** - the placing of one or more wrapped foodstuffs in a second container.

‘Retail’ means the handling and/or processing of food and its storage at the point of sale or delivery to the final consumer, and includes distribution terminals, catering operations,

factory canteens, institutional catering, restaurants and other similar food service operations, shops, supermarket distribution centres and wholesale outlets

‘Catering’ means ‘an establishment where food is prepared on the premises for delivery to the ultimate consumer and is ready for consumption without further preparation’. This means for the consumption on the premises or for ‘take away’

PART 5- Transport of products from the establishment

You must tell us how you will be transporting your produce to other establishments.

PART 6 Supply of products from the establishment to other establishments

This means what types of businesses will you or do you supply to. It is important that you tick every type of customer, even if it is a small proportion of your customers.

PART 7 – Other activities on the same site

If you have already been approved for these activities, please add your approval number. If not, please tick the relevant ‘yes’ or ‘no’ boxes.

PART 8 – Information and documentation

This information is required in order to process your application.

A description of the (proposed) food safety management system based on HACCP principles must be submitted with this application either in hard copy or electronically:

This may contain other elements of documentation required and if so, the relevant boxes on the form should be ticked.

All other documentation should be sent with this application or submitted electronically; If it is not possible to send this documentation with the application form, please note you will be required to submit it or make it available for inspection, before your application can be finally determined. Failure to do so may result in a refusal to grant approval.

If you prefer to send information electronically, please **email to xxxxx** or **telephone xxxxxxx** to determine the email address you need to send the documentation to.

PART 9 – Products being handled, activities and the amount

- a) In this section, you are required to give specific details of what activity you undertake for each product of animal origin that you are handling. You must state all of the stages of your

involvement for the product types. For example, this could mean storage, cutting, re-wrapping, curing, drying, cooking, slicing etc.

- b) You are required to give the amount of each food type that you handle each week in metric tonnes. If you do not know this because you work in kg or lbs, please give that figure.
-

PART 10 – Application

You must sign the application form, date it and give your name in BLOCK LETTERS, Failure to do so will result in your application being refused.

Once you have checked the form and are satisfied that it is fully completed and you have the appropriate accompanying documentation to be submitted with it, you should send it to the Officer you are dealing with, or, if you have been speaking to the enquiries team send this to (ADD Council email address for enquiries)

Download the form our website: **www. XXXXXXXX.gov.uk insert local authority website link**

MANAGING FOOD SAFETY/HACCP

1. Producing food safely doesn't happen by accident. You need to manage the process in order to protect your customers and your reputation and to comply with the law. The hygiene rules require you to have in place food safety management procedures based on the HACCP principles.

2.. The procedures you operate will need to demonstrate to your enforcement officer that;

- Hazards to food safety which might be present within your business are identified ("What can go wrong, when and where?").
- Controls are in place to deal with these hazards. ("What can I do about it and where?")
- Controls are carried out and checked. If something goes wrong everyone is clear what to do about it and then does it. ("What is acceptable?" "How can I check?" "What can I do about it?")
- Procedures are kept up to date ("If I change my way of preparing food, do I need to change my food safety controls?").
- Documents are kept which are necessary to show what the procedures are, ("What documents should I keep to show what my procedures are?").
- Records necessary to show the procedures are working are kept ("What records should I keep to show my procedures are working and any problems have been put right?")

The precise requirements can be found in Article 5 of Regulation (EC) No 852/2004.

In addition, procedures in slaughterhouses have to comply with Annex II, Section II of Regulation (EC) No 853/2004.

3. General FSA advice on food safety management can be found on the web site at

<https://www.food.gov.uk/business-guidance/hazard-analysis-and-critical-control-point-haccp>
as can further help for businesses on producing food safely.

GOOD PRACTICE GUIDES

4. The food hygiene regulations provide for the development of guides to good practice for hygiene and the application of HACCP principles. Food business operators may use these guides as a voluntary aid to compliance with their obligations under the food hygiene legislation. Enforcement officers must take account of these particular guides when assessing compliance with food law. Further information on good practice guides and their development can be found on the FSA website at **<https://www.food.gov.uk/business-guidance/industry-guides-to-good-food-hygiene>**

SELECTING A HACCP CONSULTANT

The implementation of food safety management system based on HACCP principles in your food business is a legal requirement but, as a complete approach to the way you operate your food business, will also help you prevent other problems that may occur such as wastage.

As with any new procedure, you must fully understand it in order that you can implement and maintain the system. An outside consultant with expertise in implementing HACCP systems can be a valuable member of your team. The food business operator and the HACCP consultant should work closely together in a collaborative way to write down and implement the HACCP system.

Why hire a consultant?

A consultant brings expertise and experience to your project and assists you by:

- Providing technical support as you create and document your HACCP system.
- Providing training in HACCP at an introductory level so that you understand the reasons and rationale of the HACCP approach
- Providing feedback on your specific HACCP system and suggesting improvements
- Assisting with HACCP documentation and record keeping
- Assisting with HACCP training
- Assisting with HACCP review and auditing

What should you expect from a consultant?

- Technical knowledge of food production and processing and its associated hazards
- Clear understanding of HACCP
- Qualifications and experience in implementing HACCP
- Willingness to provide support and training, as required, to both management and staff members directly involved in the HACCP system.
- Willingness to work with plant personnel to ensure a well-designed system.

How do you find a select a consultant?

There are no directories of HACCP consultants although you will find a list of consultants in food safety on the Chartered Institute of Environmental Health Officers website link –

<http://www.ehn-online.com/consultantsdirectory/consultants.aspx>

There will also be details of food safety consultants on the internet and in yellow pages.

Trade associations may also be able to provide details of consultants

Whoever you approach, undertaking a rigorous selection process will ensure that you know exactly what the consultant is expected to deliver.

A potential consultant should be able to answer questions such as:

- What are your qualifications?

The expert must be able to demonstrate a high level of technical knowledge and skill relating to the food production and/or processing industry.

- What experience do you have in implementing HACCP systems?
This is your opportunity to explore the consultant's background specific to HACCP implementation. Asking for examples of documentation from other projects gives you an idea of the quality of the supplier's work.
- Can you provide references and samples of previous work from previous clients.
References allow you to assess the credibility of your potential consultant
Samples allow you to assess how user friendly their procedures and records are.
- Are you willing to spend time on site, identifying specific needs of my company?
An effective consultant will make the time to spend with you, listening to your concerns and explaining the best way to meet your needs. Consultants will need to have an in-depth understanding of your facility and operations to be able to provide sound advice on the development of a specific HACCP system.
- What will you provide by way of follow up support once the system is implemented?
The process of implementing your HACCP system may take time. Is the consultant prepared to offer ongoing support once the system is in place? Will training be part of the process?

What details should you and your consultant agree on in a contract?

Once you are satisfied that you and your consultant are able to work together towards meeting your companies needs, you should finalise specific details in a contract. Issues that also need to be addressed may be:

- *How long will the project take? What is the breakdown of tasks and how long will it take to complete each one?*
- *What is the projected cost and what are your payment options?*
- *What material must remain confidential?*

Working with a HACCP Consultant?

The process involves both of you and the HACCP consultant, working together towards successful implementation.

You might rely on the consultant's suggestions and advice but your direct involvement in the implementation and management of the system is still essential.

You must ensure that you and your staff are fully familiar with the food safety management system before he/she is finished.

A carefully chosen consultant, who is willing to work closely with your facility and whose expertise match the needs of your company, can be a valuable tool in the implementation of an effective HACCP system.

SELECTING A MICROBIOLOGY TESTING LABORATORY

This leaflet has been produced in order to help you find a laboratory that can test your food produced. This may be to demonstrate the microbiological quality of your food and/or validate or verify the correct functioning of your food safety management system or to determine the shelf life of your products.

What do I need to consider?

Depending on why and what you are testing, you will need to select an appropriate microbiological laboratory.

Although many laboratories are accredited by UKAS (United Kingdom Accreditation Service), others may not be but may still be appropriate to use.

If you want to test the shelf life of your food or checking to demonstrate the quality of foodstuffs against the criteria set in law by Regulation (EC) 2073/2005, then you will need to select a laboratory which uses certain 'analytical reference methods'. These are:

- *Listeria monocytogenes* – EN/ ISO 11290-2'
- *Salmonella*. - 'EN/ISO 6579'
- Histamine. - 'HPLC' for
- Sampling from processing areas and equipment - ISO standard 18593

In addition, you may wish to ask the laboratory whether they will compare the results with the standards set in the Public Health Laboratory Service 'Guidelines for the microbiological quality of some ready-to-eat foods' (September 2000)

What do I need to ask about shelf life testing?

You will need to have documentation from the laboratory of the recommended shelf lives of each type of ready-to-eat foods being tested, based on the testing and studies undertaken. These tests need to include the physical and chemical qualities of your products such as the salt, water, pH, preservatives that you may use and your type of packaging. The laboratory must be able to do these tests for you and report back to you on it.

You should ensure that the shelf-life testing will be carried out at 8° C, even if your food labels recommend storing the food at 0-5 °C. This is because this is the temperature criteria set by law for most businesses to store foods which may cause food poisoning unless they are stored under temperature control.

Do I need to do water testing?

As the definition of food includes water intentionally incorporated into food during its manufacture, preparation or treatment, food business operators have a responsibility for the quality of water used directly, e.g. as an ingredient in food production, or indirectly, e.g. in cleaning or processing during the manufacture of foods.

The quality of the water used by food business operators in food production must meet the basic standards governing the quality of drinking water, i.e. potable water, intended for human consumption as set out in The Water Supply (Water Quality) Regulations 2016.

What if my premise is approved?

If your premises are approved, when choosing a laboratory, you should make sure that the laboratory will provide you with documents stating the tests undertaken and an analysis of their results. This is so that you can demonstrate the microbiological criteria of the food based on the Regulations or on the PHLS guidelines.

This is also important if you undertake shelf life testing. You will need to have documentation from the laboratory of the recommended shelf lives of each type of ready-to-eat foods being tested, based on the testing and studies undertaken.

What about unsatisfactory test results?

Should any of your foodstuffs produce unsatisfactory test results, then you must agree with the laboratory how they will immediately inform you. This is because there may be a legal requirement to immediately recall the food from customers and also to inform the food authority.

You should note that in order to avoid any conflict of interest, none of the following laboratories or organisations can be recommended by the officer distributing this information.

THESE FOOD RESEARCH ORGANISATIONS WILL PROVIDE ADVICE AND SOME WILL CARRY OUT TESTING:

Institute of Food Research.

Norwich Research park
Colney
Norwich
NR4 7UA
www.ifr.ac.uk
Tel: 01603 255000.

Campden and Chorleywood Food Research Association

Chipping Campden
Gloucestershire
GL55 6LD
Tel: 01386 842000
Email: info@campden.co.uk
www.campden.co.uk

Leatherhead Food International

Great Burgh
Yew Tree Bottom Road
Epsom
Surrey
KT18 5XT
Tel: 01372 376761
www.leatherheadfood.com

LISTS OF LABORATORIES

FSA link:

<https://www.food.gov.uk/about-us/official-feed-and-food-control-laboratories#t>

UKAS – has a list of laboratories they have accredited.

21-47 High Street
Feltham
Middx
TW13 4UN
Tel: 020 89178400
www.ukas.com

Other Laboratories

Public Analyst Scientific Services Ltd (PASS)
Eurofins Food Testing UK Ltd
I54 Business Park
Valliant Way

Wolverhampton
WV9 5GB
Tel: 0845 604 6740
email: info@publicanalystservices.co.uk

Worcestershire County Council Scientific Services (AA PA)
Unit 5 Berkeley Business Park
Wainwright Road, Worcester
England WR4 9FA
Tel: 01905 751300
email: scientificservices@worcestershire.gov.uk

Other accredited laboratories may be sourced from looking on the internet or yellow pages by searching under food laboratory, food testing etc.

TRADE ASSOCIATIONS

Chilled Food Association
PO Box 6434
Kettering
NN15 5XT
Email: cfa@chilledfood.org
Tel: 01536 514365.

Appendix 1

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

Fill in with a black pen in BLOCK CAPITALS.

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)

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

PART 3 – Food business operator and management of the establishment

Name and full
Address of Food Business Operator

Postcode:

Tel (Incl. Dialling code)

Fax (incl. Dialling code)

E-mail

Full names of managers of the establishment	1.	2.	3.
	1.	2.	3.
Job titles	1.	2.	3.
	1.	2.	3.
Full Names of others In control of the business	1.	2.	3.
	1.	2.	3.
Job titles	1.	2.	3.
	1.	2.	3.

PART 4 – Use of the establishment

Which of the following activities will be conducted in / 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"/>	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)

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:	<input type="checkbox"/>	<input type="checkbox"/>	
Cutting fresh (including chilled and frozen) meat, poultry meat or game:	<input type="checkbox"/>	<input type="checkbox"/>	
Storage of fresh (including chilled and frozen) meat, poultry or game:	<input type="checkbox"/>	<input type="checkbox"/>	

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

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?	
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How many tonnes of meat preparations in total will be handled in the establishment per week on average?	
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PART 9(2) – Mechanically Separated Meat

Full details of activities and specific products handled

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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

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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

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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

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How many litres of Raw Milk will be handled in the establishment per week on average?	
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How many litres / tonnes of Dairy Products will be handled 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 handled

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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 handled 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 handled

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How many tonnes of frogs’ legs in total will be handled in the establishment per week on average?	
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How many tonnes of snails in total will be handled 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 handled

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How many tonnes of rendered animal fats will be handled in the establishment per week on average?	
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How many tonnes of greaves will be handled 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

Full details of activities and specific products handled

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How many tonnes of treated stomachs in total will be handled in the establishment per week on average?	
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How many tonnes of treated bladders in total will be handled in the establishment per week on average?	
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How many tonnes of treated intestines in total will be handled in the establishment per week on average?	
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PART 9(10) – Gelatine

Full Details of Activities

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How many tonnes of gelatine in total will be handled in the establishment per week on average?	
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PART 9(11) – Collagen

Full Details of Activities

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How many tonnes of collagen in total will be handled in the establishment per week on average?	
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PART 9(12) – Stand-alone Cold Store

Full details of activities and specific products handled

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How many tonnes of product will be handled 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 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

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Date

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Name in
BLOCK LETTERS

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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:

LA Address

Contact Name:

Telephone

Fax:

E-mail:

IMPORTANT

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