

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 - 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, sign & 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**
- Live Bivalve Molluscs (Shellfish)**
- Fishery Products**
- 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 and
full Address
of Food
Business
Operator

Postcode:

Tel (Incl. dialling code)

Fax (Incl. dialling code)

Email

| | | | |
|---|----|----|----|
| 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 / from the establishment (tick all that apply)?

- Stand-alone cold store
- Wholesale market
- Manufacture
- Other processing (please specify)
- 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)

Part 5 – Transport of Products from the Establishment

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

- Your own vehicle(s)
- Contract / Private Haulier
- Purchaser's own vehicle(s)
- 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)?

- 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)

Part 7 – Other Activities on the Same Site

Will any of the following activities be conducted on the same site as 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"/> | <input type="text"/> |
| Cutting fresh (including chilled and frozen) meat, poultry meat or game: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| Storage of fresh (including chilled and frozen) meat, poultry or game: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |

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 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?

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?

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?

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 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 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 I, 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
(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:

Please return form to:

West Oxfordshire District Council,
Woodgreen
Witney
OX28 1NB
Email: ers@westoxon.gov.uk
Tel: 01993 861000

IMPORTANT

**Please notify any
changes to the details
you have given on this
form, by writing to the
address shown.**

Data Protection Statement

We will only use your personal information gathered for the specific purposes of your application. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to.

Further privacy information can be found on our website