

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	<input type="text"/>
Full postal Address	<input type="text"/>
Postcode	<input type="text"/>

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"/> | 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	<input type="text"/>
Postcode:	<input type="text"/>

Tel (Incl. Dialling code)	
Fax (incl. Dialling code)	
E-mail	

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

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

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 (tick 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, 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

<input type="checkbox"/>	Handling minced meat
<input type="checkbox"/>	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?	<input type="text"/>
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How many tonnes of meat preparations in total will be handled in the establishment per week on average?	<input type="text"/>
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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?	<input type="text"/>
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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?	<input type="text"/>
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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?	<input type="text"/>
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PART 9(5) – Raw Milk / Dairy Products

<input type="checkbox"/>	Raw Milk
<input type="checkbox"/>	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
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	Snails
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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
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	Greaves
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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

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:

Royal Borough Kensington and
Chelsea
37 Pembroke Road
London
W8 6PW

Contact Name:

Telephone:

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.



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Guidance notes for the completion of the Application for Approval form

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

If you require any additional advice please telephone Environmental Health Team 0207 341 3002, or email environmentalhealth@rbkc.gov.uk

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
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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, an 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
environmentalhealth@rbkc.gov.uk

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.
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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:

Food Safety Team
Royal Borough Kensington & Chelsea
Council Offices 37 Pembroke Road
LONDON
W8 6PW
email environmentalhealth@rbkc.gov.uk