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# Application for approval of a food business establishment subject to approval under Retained Regulation (EC) No. 853/2004

To be completed by the food business operator (FBO).

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 9 inclusive in relation to the products of animal origin of which you are applying for the approval of your establishment, then sign and date part 10.

**You should notify the local authority in writing of any changes to the details on this form, including any changes in the operations carried out and products handled in the establishment.**

## Local authority

Local authority name: Kirklees Council

Local authority address: Environmental Health, PO Box 1720, Huddersfield, HD1 9EL

**If you need any help or advice on how to complete this form or about the products to which the Regulation relates, or if you are unsure whether approval is required, please contact the Food Safety and Advice Team on 01484 221000 or email food.safety@kirklees.gov.uk**

## Premises for which approval is sought

Trading name(Name under which someone conducts their business): Click or tap here to enter text,

Full premises address (including postcode): Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

## Individual details and business structure

Please tick the type of business;

|  |  |  |
| --- | --- | --- |
| Company |  | Now complete 3a |
| Partnership |  | Now complete 3b |
| Sole trader |  | Now complete 3b |
| Other type |  | Provide details on a separate sheet and attach \* |

\*Other business types will be treated on a case-by-case basis to identify the natural person or legal person required to be compliant with food law within the food business under their control

### 3a. Company details (as registered with Companies House or equivalent)

(Provide full details for all company directors - If required continue on separate sheet and attach)

Full company name**:** Click or tap here to enter text.

Registered office address: (Including postcode) Click or tap here to enter text.

Company registration number: Click or tap here to enter text.

Director(s) name(s): Click or tap here to enter text.

Email: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

### 3b. Complete only if Partnership / Sole trader

(Provide full details for all Partners - If required continue on separate sheet and attach)

Duly authorised representative: Click or tap here to enter text.

Position: Click or tap here to enter text.

Email: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Contact name two: Click or tap here to enter text.

Position: Click or tap here to enter text.

Email: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Contact name three: Click or tap here to enter text.

Position: Click or tap here to enter text.

Email: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

## Establishment managers and contacts

**Manager**- responsible for day to day operations of the establishment:

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

**Technical Manager:**

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

**Out of hours emergency contact:**

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

## Publication of FBO information

The Food Standards Agency (FSA) has a requirement under Retained 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 establishments. This information helps enable potential customers find food producers in their area.

Please indicate if you would like your address details to be withheld:

Yes

No

## Type of activities for which approval is sought and products to be processed/activities to be conducted by the establishment (Please mark X to all that apply)

| **Category** | | **Activity** | **X that apply** | **Average throughput per week in kilograms** | **Details of activities** | **Products processed** |
| --- | --- | --- | --- | --- | --- | --- |
| General activity (Section 0) | Cold store (CS) | | Enter text here | Enter text here | Enter text here | Enter text here |
| General activity (Section 0) | Re-wrapping and/or re-packaging (RW) | | Enter text here | Enter text here | Enter text here | Enter text here |
| General activity (Section 0) | Wholesale market (WM) | | Enter text here | Enter text here | Enter text here | Enter text here |
| General activity (Section 0) | Reefer vessel (RV) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Minced meat, meat preps, MSM and LTTC (Section V) | Minced meat (MM) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Minced meat, meat preps, MSM and LTTC (Section V) | Meat preparation (MP) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Minced meat, meat preps, MSM and LTTC (Section V) | Mechanically separated meat (MSM) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Minced meat, meat preps, MSM and LTTC (Section V) | Burger meat intended to be less than thoroughly cooked (LTTC) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Meat products (Section VI) | Processing plant (PP) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Live bivalve molluscs (Section VII) | Dispatch centre (DC) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Live bivalve molluscs (Section VII) | Purification Centre (PC) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Fishery products (Section VIII) | Factory vessel (FV) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Fishery products (Section VIII) | Freezing vessel (ZV) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Fishery products (Section VIII) | Fresh fishery products plant (FFPP) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Fishery products (Section VIII) | Processing plant (PP) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Fishery products (Section VIII) | Wholesale market (WM) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Fishery Products (Section VIII) | Auction hall (AH) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Fishery products (Section VIII) | Mechanically separated fishery products plant (MSFP) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Raw milk, colostrum, colostrum-based and dairy products (Section IX) | Collection centre (CC) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Raw milk, colostrum, colostrum-based and dairy products (Section IX) | Processing plant (PP) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Egg and egg products (Section X) | Collection centre (CC) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Egg and egg products (Section X) | Packing centre | | Enter text here | Enter text here | Enter text here | Enter text here |
| Egg and egg products (Section X) | Processing plant (PP) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Frogs' legs and snails (Section XI) | Processing plant (PP) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Rendered animal fats and greaves (Section XII) | Collection centre (CC) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Rendered animal fats and greaves (Section XII) | Processing plant (PP) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Treated stomach, bladders and intestines (Section XIII) | Processing plant (PP) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Gelatine (Section XIV) | Collection centre and tanneries authorised for supply of raw materials for the production of gelatine for human consumption (voluntarily) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Gelatine (Section XIV) | Processing plant (PP) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Collagen (Section XV) | Collection centre and tanneries authorised for supply of raw materials for the production of collagen for human consumption (voluntarily) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Collagen (Section XV) | Processing plant (PP) | | Enter text here | Enter text here | Enter text here | Enter text here |
| Highly refined products (Section XVI) | Processing plant (PP) | | Enter text here | Enter text here | Enter text here | Enter text here |

## Supply of products from the establishment to other establishments

Which of the following units will be supplied with products from the establishment? (Mark X to 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 |  |
| Take-away businesses |  |
| Retail establishments that you own for example, shops or supermarkets, restaurants or similar caterers supplying the final consumer that you own |  |
| Retail establishments that you do not own for example, shops or supermarkets, restaurants or similar caterers supplying the final consumer that you do not own |  |
| Members of the public direct from the establishment to which this application relates |  |
| Other  (please specify) |  |

## 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?

|  |  |  |
| --- | --- | --- |
| **Activity** | **Yes/No** | **Approval Code** |
| Slaughter, including pigs, sheep, cattle, poultry, game, goats, rabbits, ratites, others | Enter text here | Enter text here |
| Cutting fresh (including chilled and frozen) meat, poultry meat, game, others | Enter text here | Enter text here |
| Storage of fresh (including chilled and frozen) meat, poultry or game | Enter text here | Enter text here |

## Information and documentation

The following 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.

|  |  |
| --- | --- |
| Information Required | Mark X to all that apply |
| 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 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 waste collection and disposal 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 |  |

## Application

I hereby apply, as detailed in parts 1-9 above, to use that establishment for the purposes of handling products of animal origin as per requirements laid out in Retained Regulation (EC) No. 853/2004.

Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.