

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

Full postal address

Post Code:

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

Post Code:

Tel: (incl. Dialling Code)

Fax: (incl. Dialling Code)

E-mail

Full names of managers of the establishment

Job titles

Full names of others in control of the business

Job titles

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)
- Others (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 packets
- 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 – Use of the establishment

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?
- 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 tonnes of Eggs will be packed in the establishment per week on average?
- How many litres of Egg Products will be handled in the establishment per week on average?

PART 9(7) – Grogs’ 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

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- 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 stomachs in total will be handled in the establishment per week on average?
- 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?

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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?

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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?

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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.

IMPORTANT

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

This form should be returned to: The Food Safety Team, Environmental Health and Housing Services, Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, Hampshire, GU14 7JU.

If you would like to speak to an officer or require further advice on completion of the form, please contact the Food Safety Team on 01252 398177

Further food hygiene advice is also available from the Food Standards Agency website www.food.gov.uk

Privacy Notice

Application for Food Business Approval

V1.0 May 2018

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398177, via email to food@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk

2. What we need your information for and the legal basis for it

We need your personal information to process your food business approval. The law allows us to use your personal information in this way to carry out our responsibilities under food law, one of the Council's public tasks.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Planning, Business Rates, Building Control and Waste Management in order to provide our services, carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you. We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as the Food Standards Agency, Hampshire County Council Trading Standards, HMRC and the Police in carrying out criminal investigations.

5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We will keep your information on our records for a period determined within our retention guidelines, or as long as we are required to do so by law, or in accordance with our operational requirements. For information on our policy for retaining personal information please see our retention guidelines as published on Rushmoor Borough Council's website.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

9. Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities under Food Law. If you do not provide it and you are running a food business, you will be committing an offence under Article 6 of Regulation (EC) No 853/2004 on the Hygiene of Foodstuffs.