**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.

Most food law operating in the UK is derived from EU law. Following the end of the Implementation Period, these EU Food regulations have been retained as part of our domestic food law and have effect in domestic law immediately before exit day. Therefore from 1 January 2021 any references to EU Regulations should be read as referring to retained EU law which is published on [legislation.gov.uk](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.gov.uk%2F&data=04%7C01%7CKaren.Wardrope%40southlanarkshire.gov.uk%7C3904a6928283402fd7b208d97437e1c3%7Cd38231f1615c4749b323dc7c7ad5eeba%7C0%7C0%7C637668606684464058%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=4zgYMWD4Q9kdL6LNi7osWg%2BH8DpQsR2N1l9RZ7h0PE8%3D&reserved=0)

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| **PART 1 – Establishment for which the approval is sought** |

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| Trading Name: |  |

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| Full Postal  Address: | Postcode: |

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| **PART 2 – Category of Establishment for which approval is sought** |

Indicate the category of approval in respect of which you are applying to use the establishment (tick all that apply)?

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| **General Activity** |  |
| Cold store (CS) |  |
| Re-wrapping and/or re-packaging (RW) |  |
| Wholesale market (WM) |  |
| Reefer vessel (RV) |  |
| **Minced Meat, Meat Preps and MSM** |  |
| Minced meat (MM) |  |
| Meat preparation (MP) |  |
| Mechanically separated meat (MSM) |  |
| **Meat Products** |  |
| Processing plant (PP) |  |
| **Live Bivalve Molluscs** |  |
| Dispatch centre (DC) |  |
| Purification Centre (PC) |  |
| **Fishery Products** |  |
| Factory vessel (FV) |  |
| Freezing vessel (ZV) |  |
| Fresh fishery products plant (FFPP) |  |
| Processing plant (PP) |  |
| Wholesale market (WM) |  |
| Auction hall (AH) |  |
| **Dairy Products** |  |
| Collection centre (CC) |  |
| Processing plant (PP) |  |
| **Egg and Egg Products** |  |
| Packing centre (EPC) |  |
| Liquid egg plant (LEP) |  |
| Processing plant (PP) |  |
| **Frogs Legs and Snails** |  |
| Processing plant (PP) |  |
| **Rendered Animal Fats and Greaves** |  |
| Collection centre (CC) |  |
| Processing plant (PP) |  |
| **Treated Stomach, Bladders and Intestines** |  |
| Processing plants (PP) |  |
| **Gelatine** |  |
| Processing plant (PP) |  |
| **Collagen** |  |
| Processing plant (PP) |  |
| **Highly Refined Products** |  |
| Processing plant (PP) |  |

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| **PART 3 – Food business operator and management of the establishment** |

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| Name and full Address of Food Business Operator: | Postcode: |

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| Tel (incl dialling code): |  |
| Email address: |  |

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| Full names and job titles of managers in control of the establishment: |
| 1. |
| 2. |
| 3. |

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| Full names and job titles of others in control of the business |
| 1. |
| 2. |
| 3. |

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| **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

Re-wrapping / Re-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):

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| **PART 5 – Transport of products from the establishment** |

Intention to Export:  Yes  No

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):

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| **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):

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| **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?

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| --- | --- | --- | --- |
|  | Yes | No | Approval Code |
| Slaughter, including pigs, sheep, cattle, poultry, game, etc: |  |  |  |
| Cutting fresh (including chilled and frozen) meat, poultry meat or game: |  |  |  |
| Storage of fresh (including chilled and frozen meat, poultry or game: |  |  |  |

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| **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

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| **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).

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| **PART 9(1) – Minced Meat and Meat Preparations** |

Handling minced meat

Handling meat preparations

Full details of activities and specific products handled

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| 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 Milk 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) – General Activity Establishment** |

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 9(13) – Highly fined products** |

Full details of activities

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| How many tonnes of highly refined product in total will be processed in the establishment per week on average? |  |

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| **PART 10 – Application** |

I hereby apply, as food business operator of the establishment details 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.

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| Signature of Food Business Operator |  | 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 team below. |

When you have completed this form and collected the other information required, please send it to Falkirk Council, Food & Safety team at [fs@falkirk.gov.uk](mailto:fs@falkirk.gov.uk)

**IMPORTANT**

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

**Privacy Statement**

**What we need**

Falkirk Counciland Food Standards Scotland (FSS) are Joint Data Controllers of the personal information you provide to us on this form. The information we collect about you includes name, postal address, email address and telephone number.

**Why we need it**

* As Joint Data Controllers, we need to collect this information for the purposes of Food Law Enforcement.
* Regulation (EC) No 882/2004 on Official Controls performed to ensure the verification of compliance with Food Law, requires that Falkirk Counciland FSS coordinate effectively in the field of Environmental and Health protection, carrying out their activities with a high level of transparency, making relevant information available to the public as soon as possible.
* Each Local Authority is required to maintain an up to date list of approved Food Business Establishments in its area and divulge this information for the purposes of ensuring public health and the effective enforcement of Food Law.
* The Food (Scotland) Act 2015, enables FSS to set performance standards, report on enforcement action by others and require relevant information from Falkirk Council.
* The Official Feed and Food Controls (Scotland) Regulations 2009, allows the exchange and provision of information by FSS and Falkirk Council for the execution and enforcement of relevant Food Law, and makes provision for Falkirk Council to provide FSS with Food Business information.
* Falkirk Counciland FSS are required to fulfil the statutory obligations required by Article 44 of Regulation (EC) No 882/2004, which places a requirement on Local Authorities and FSS to provide the information specified in that Article and to report to the European Commission.
* FSS maintains a national database that can be accessed by both Food Standards Scotland and the Local Authority to which the information pertains. The reporting toolset allows information to be strategically analysed, allowing both organisations to adhere to the principles of the Scottish Regulators’ Strategic Code of Practice.
* We will only collect the data that we need as required by the above regulations and legislation, and not collect any personal information from you that we do not need.

**What we do with it**

The information on this form will be retained by Falkirk Councilfor the duration of your business registration. Additionally if your business closes, or your details are otherwise amended then this information will continue to be retained for a maximum of six years following notification of the closure or the amendment of your registration details.

The information collected on your business relating to Food Law enforcement activity will be retained by Falkirk Councilfor a maximum of six years for Freedom of Information purposes. Food Standards Scotland collects food business information from Falkirk Councilon a regular basis for the purposes of Food Law Enforcement. The same information will be retained by FSS for a maximum of 6 years, also for Freedom of Information purposes and the monitoring of enforcement action by Local Authorities.

FSS have put in place appropriate and adequate technical and organisational measures to protect your personal information. FSS data is located within the European Union, on cloud based services procured through the government framework agreements, and assessed against the national cyber security centre cloud security principles.

Falkirk Council have put in place appropriate and adequate technical and organisational measures to protect your personal information. Falkirk Council data is located on a secure local network, accessed only by Falkirk Council.

We want to assure you that no third parties have access to your personal information unless the Law allows them to do so.

**What we may also be required to do with it**

The information may be shared with other Regulators in line with the principles of the Scottish Regulators Strategic Code of Practice for compliance and risk mitigation purposes. This is limited to circumstances where the law allows such sharing of information by regulators with common interests or activities.

**What are your rights?**

You have a right to see the information we hold on you by making a request in writing to the email addresses below. If at any point you believe the information we process on you is incorrect you can request to have it corrected. If you wish to raise a complaint on how we have handled your information, you can contact our Data Protection Officers who will investigate the matter. If you are not satisfied with our response or believe we are not processing your information in accordance with the law you can complain to the Information Commissioner’s Office (ICO).

If you need any further information please contact Falkirk Council’s Data Protection Officer at [data.protection@falkirk.gov.uk](mailto:data.protection@falkirk.gov.uk) or Food Standards Scotland’s Data Protection Officer at: [dataprotection@fss.scot](mailto:dataprotection@fss.scot).