

All sections must be completed in order for the application to be processed

PART 1 – Establishment for which approval is sought

Approval name

Please enter the name of legal entity e.g. name of sole trader or names involved in a partnership; limited company (e.g. 'Happy Chickens Ltd')

Trading name
(if applicable)

If different from Approval name, enter name chosen to trade as (e.g. 'Happy Chickens London')

Please select one of the following four options:

1. New FSA approval currently approved by the local authority (LA) LA Approval no:

If the business currently has an approval number issued by the local authority, select the above.

2. Complete new approval 3. Additional Activities Approval no: UK/ /EC

If the business is not currently approved by the local authority or by the FSA, select the above.

If the business is currently approved by the Food Standards Agency and wishes to add further activities to the approval, select the above.

4. Change to Business Ownership Date of change: Approval no: UK/ /EC

The following table shows the different situations where a change in ownership, between different business entities, requires a new approval or where the approval can be retained:

	Existing FBO (as per approval documentation)	Change of FBO (in each case assuming no other changes to the business)	Approval status	Comments
1	Sole trader, Partnership or incorporated company (e.g. Ltd, PLC, etc)	Different sole trader, partnership or incorporated company takes over ownership	Expires	Discontinuation of operator/s
2	Sole trader or Partnership	Company incorporated (and registered), Sole trader or partner/s becomes Director/s	Expires	Creation of a Company so the company is responsible not the individual/s
3	Sole trader	Creation of a partnership where the sole trader is one of the partners	Retained	Continuation of operator
4	Partnership	Dissolved and one of the partners takes over sole ownership and becomes a sole trader	Retained	Continuation of operator
5	Partnership	New partner joins or a partner leaves (also refer to dissolved partnership) as long as there is a continuation of at least one partner	Retained	Continuation of operator/s
6	Incorporated company	Company goes into administration and is being run as a going concern by the administrators.	Retained	Continuation of operator/s
7	Incorporated company in administration	Company taken over from administrators by a different sole trader, partnership or incorporated company	Expires	Discontinuation of operator/s
8	Sole trader, Partnership or Incorporated company	Bankruptcy, insolvency or in liquidation (wound up / dissolved)	Expires	Discontinuation of operator/s, approval expires

Other business types such as cooperatives, registered charities and other specialised types of organisation will be treated on a case by case basis to identify the change in natural person or legal person required to be compliant with food law within the food business under their control.

In the case of wholesale markets the following principles apply:

- The market overall approval (common parts) will be treated in the same way as an individual establishment FBO change but the individual units within the market do not need to be individually re-approved and can transfer over under the new market (common parts) approval.
- In the event that the common parts of a wholesale market are not granted approval, the individually approved units are not able to operate as the approval of the common parts facilities is a prerequisite to their approval. Where the units are able to become self-sufficient in their own right separate approval as an individual establishment can be sought.
- If an individual unit of a wholesale market changes FBO, this will be treated in the same way as an individual establishment FBO change.

PART 2 – Type of establishment(s) and activities for which approval is sought

Establishment	Activities for which approval is sought <i>(Please place a cross in the boxes for all that apply)</i>	Estimated average weekly throughput (in kilograms)
Slaughterhouse	Slaughter of Domestic Ungulates:	Mammals with hooves
	• Cattle (Bovine)	Domestic cattle
	• Calves (Bovine)	Domestic calves
	• Bison	Transportable bison
	• Water buffalo	Transportable water buffalo
	• Sheep (Ovine)	Domestic sheep
	• Goats (Caprine)	Domestic goats
	• Pigs (Porcine)	Domestic pigs
	Slaughter and/or Dressing of:	Dressing – removal of the skin
	• Farmed land mammals (other than domestic ungulates)	Toed mammals, e.g. Llamas, Alpacas
	• Farmed Deer	Deer not shot in the wild
	• Farmed Wild Boar	Boar not shot in the wild
	• Domestic Soliped / Equidae (horses)	animal with uncloven hoof, e.g. Horses, ponies, donkeys etc.
• Ratites (e.g. Ostrich, rhea & emu)	Flightless birds	
Slaughter of Farmed Birds & Lagomorphs:		
• Domestic Fowl (e.g. Chickens, hens & broilers)	Chickens	
• Turkey	Turkey	
• Duck	Duck	
• Geese	Geese	
• Guinea fowl	Guinea fowl	
• Quail	Quail	
• Pigeon	Pigeon	
• Ratites (e.g. Ostrich, rhea & emu)	Flightless birds	
• Lagomorphs (e.g. rabbits, hares and rodents)	Farmed rabbits, hares and (edible) rodents	

PART 2 – continued...

Establishment	Activities for which approval is sought <i>(Please place a cross in the boxes for all that apply)</i>	Estimated average weekly throughput
Game Handling establishment	Dressing & cutting of:	Skinning and cutting of meat
	• Large wild game (e.g. wild deer & feral wild boar)	Wild land mammals living freely in the wild
	• Small wild game in-feather (e.g. pheasants, pigeons & grouse)	Wild game birds living freely in the wild
	• Small wild game in-fur (e.g. rabbits, hares & rodents)	Wild game lagomorphs living freely in the wild
Cutting Plant (Refer to Slaughterhouse and Game Handling establishment for definitions of species groups)	Cutting of meat from:	Raw meat cutting
	• Domestic ungulates (Red meat)	E.g. pigs, cattle, sheep, goats
	• Farmed birds & lagomorphs (White meat)	Poultry and farmed rabbits
	• Large wild game	E.g. wild deer, wild boar
	• Small wild game	E.g. pheasants, wild rabbits
	• Farmed game	E.g. farmed deer, farmed boar

On Farm Slaughter facilities	Slaughter at the place of origin of:	Slaughter at the farm where animals were raised
	• Domestic Fowls (e.g. Chickens, hens & broilers)	Animals raised on farm where they are to be slaughtered
	• Turkey	
	• Duck	
	• Geese	
	• Guinea fowl	
	• Quail	
	• Ratites (e.g. Ostrich, rhea & emu)	
	• Farmed Deer	
• Farmed Wild Boar		
Wholesale market	• Shared common installations and sections where foodstuffs are sold	Overall market facility
	• A separate market unit which shares common installations and sections where foodstuffs are sold	Single market stall sharing market facilities
Where co-located with a slaughterhouse, cutting plant or game handling establishment (stand alone establishments may require approval by the Local Authority):		
Minced meat establishment	• Production of minced meat	Boned meat that has been minced into fragments and contains less than 1% salt
Meat preparations establishment	• Production of meat preparations	Fresh meat, including meat that has been reduced to fragments, which has had foodstuffs, seasoning or additives added to it or which has undergone processes insufficient to modify the internal muscle fibre structure of the meat and thus eliminate the characteristics of fresh meat. For example, sausages, burgers
Mechanically separated meat establishment	• Production of mechanically separated meat	The product obtained by removing meat from flesh bearing bones after boning or from poultry carcasses, using mechanical means resulting in the loss or modification of the muscle fibre structure
Processing Plant	Processing of:	Product Of Animal Origin which is either treated, processed (heating, smoking, curing etc) and wrapped or undergoes one or more of those handling activities
	• Meat products (<i>to be cooked before eating</i>)	Processed products resulting from the processing of meat or from the further processing of such processed products, so that the cut surface shows that the product no longer has the characteristics of fresh meat. For example bacon, gammon including the slicing of such products

	<ul style="list-style-type: none"> Ready to eat meat products 	Food intended by the producer or the manufacturer for direct human consumption without the need for cooking or other processing e.g. ham
	<ul style="list-style-type: none"> Rendered animal fats and greaves 	Fat derived from rendering meat, including bones, and intended for human consumption e.g. lard
	<ul style="list-style-type: none"> Treated stomach, bladders & intestines 	Stomachs, bladders and intestines that have been submitted to a treatment such as salting, heating or drying after they have been obtained and after cleaning e.g. tripe, sausage skins
	<ul style="list-style-type: none"> Gelatine 	Natural, soluble protein, gelling or non-gelling, obtained by the partial hydrolysis of collagen produced from bones, hides and skins, tendons and sinews of animals
	<ul style="list-style-type: none"> Collagen 	The protein-based product derived from animal bones, hides, skins and tendons
Cold Store	<ul style="list-style-type: none"> Storage of Products of Animal Origin (fresh or processed) 	Area used to store chilled or frozen products (intended for sale for human consumption) brought in from an outside company
Re-wrapping establishments	<ul style="list-style-type: none"> Re-wrapping of Products of Animal Origin (fresh or processed) 	Re-wrapping - an establishment that unwraps the initial wrapping or initial container, which is in direct contact with the product and then re-wraps the products;

Re- packaging establishments	<ul style="list-style-type: none"> • Re-packaging of Products of Animal Origin (fresh or processed) 	<p>Re-packaging - an establishment which removes wrapped foodstuffs from a second container and re-packages them without removing the initial wrapping which is in direct contact with the product</p>
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If your establishment also handles or intends to handle other Products of Animal Origin requiring approval under Regulation (EC) No 853/2004 state those operations below:

Examples include products such as cheese, fish, butter

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Instructions only NOT to be completed

PART 3 – Food Business Operator (FBO) details and Business structure

This section refers to the business, its structure and employees, all sections must be completed even if applying for an additional activity, this ensures that the FSA database is up to date.

Please indicate the type of business; (Please place a cross in only one box)

Incorporation	<input type="checkbox"/>	now complete 3a
Partnership	<input type="checkbox"/>	now complete 3b
Sole trader	<input type="checkbox"/>	now complete 3b
Other business type	<input type="checkbox"/>	provide details on a separate sheet & 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 – Incorporation details (as registered with Companies House or equivalent)

Full company name

Registered office address (inc. Postcode)

Company registration number

Company Director/s

Title (Mr, Mrs, Ms, Miss, Dr)	<input type="checkbox"/>	Forename(s)	<input type="text"/>	Surname	<input type="text"/>
Title (Mr, Mrs, Ms, Miss, Dr)	<input type="checkbox"/>	Forename(s)	<input type="text"/>	Surname	<input type="text"/>
Title (Mr, Mrs, Ms, Miss, Dr)	<input type="checkbox"/>	Forename(s)	<input type="text"/>	Surname	<input type="text"/>

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

3b – Food Business Operator(s) (FBO) (complete only if Partnership / Sole trader)

Title (Mr, Mrs, MS, Miss, Dr)	<input type="checkbox"/>	Forename(s)	<input type="text"/>	Surname	<input type="text"/>
Telephone number	<input type="text"/>	Fax number	<input type="text"/>	Mobile number	<input type="text"/>
Home address (inc. Postcode)	<input type="text"/>				
Email	<input type="text"/>				
Title (Mr, Mrs, MS, Miss, Dr)	<input type="checkbox"/>	Forename(s)	<input type="text"/>	Surname	<input type="text"/>
Telephone number	<input type="text"/>	Fax number	<input type="text"/>	Mobile number	<input type="text"/>
Home address (inc. Postcode)	<input type="text"/>				
Email	<input type="text"/>				

PART 4 – Establishment managers and contacts

Duly authorised representative of the Food Business Operator (FBO)

Title (Mr, Mrs, Ms, Miss, Dr)	<input type="checkbox"/>	Forename(s)	<input type="text"/>	Surname	<input type="text"/>
Telephone number	<input type="text"/>	Fax number	<input type="text"/>	Mobile number	<input type="text"/>
Email	<input type="text"/>				

Health & Safety Contact (if different from above)

Title (Mr, Mrs, Ms, Miss, Dr)	<input type="checkbox"/>	Forename(s)	<input type="text"/>	Surname	<input type="text"/>
Telephone number	<input type="text"/>	Fax number	<input type="text"/>	Mobile number	<input type="text"/>
Email	<input type="text"/>				

Finance / Invoicing Contact

Approved establishments are subject to veterinary supervision by the FSA for which charges apply. Please give details of the contact person, address and email address the FSA should use for sending financial information including invoices and statements.

Title (Mr, Mrs, Ms, Miss, Dr)	<input type="checkbox"/>	Forename(s)	<input type="text"/>	Surname	<input type="text"/>
Invoicing address (inc. Postcode)	<input type="text"/>				
Telephone number	<input type="text"/>	Fax number	<input type="text"/>	Mobile number	<input type="text"/>
Email	<input type="text"/>				

Preferred method of communication: Post... Fax... Email... (Please place a cross in only one box)

Throughput queries contact (if different from above)

Title (Mr, Mrs, Ms, Miss, Dr)	<input type="checkbox"/>	Forename(s)	<input type="text"/>	Surname	<input type="text"/>
Telephone number	<input type="text"/>	Fax number	<input type="text"/>	Mobile number	<input type="text"/>
Email	<input type="text"/>				

Preferred method of communication: Post... Fax... Email... (Please place a cross in only one box)

Out of Hours Emergency Contact information (Optional)

The FSA may be required to contact the FBO should there be an emergency and for contingency planning purposes (e.g. foot & mouth outbreak). This information is voluntary and is not specifically collected as part of legislation. The FBO, at any time, can request the FSA remove these details or requests any data to be amended to reflect changes in their contact details. The information will be treated as confidential and only limited members of the organisation will have access.

Contact Name	<input type="text"/>		
Telephone number (Out of hours)	<input type="text"/>	Mobile number	<input type="text"/>
Email	<input type="text"/>		

PART 5 – Seasonal pattern

Part 5 is relevant to establishments such as game handling establishments that operate at only certain times of the year

Do you intend to operate a pattern of seasonal slaughtering / processing? YES NO

If **YES**, please place a cross in the box beside the expected month(s) of operation

January <input type="checkbox"/>	April <input type="checkbox"/>	July <input type="checkbox"/>	October <input type="checkbox"/>
February <input type="checkbox"/>	May <input type="checkbox"/>	August <input type="checkbox"/>	November <input type="checkbox"/>
March <input type="checkbox"/>	June <input type="checkbox"/>	September <input type="checkbox"/>	December <input type="checkbox"/>

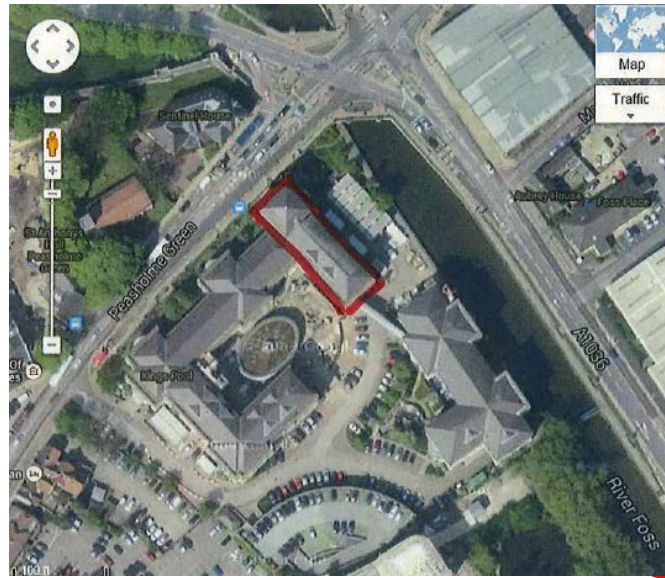
PART 6 – Information and documentation

Part 6 - For new approvals and changes to business ownership, all paperwork must be submitted with the application in order for it to be processed. Examples of the layout plan and location map can be found over the page.

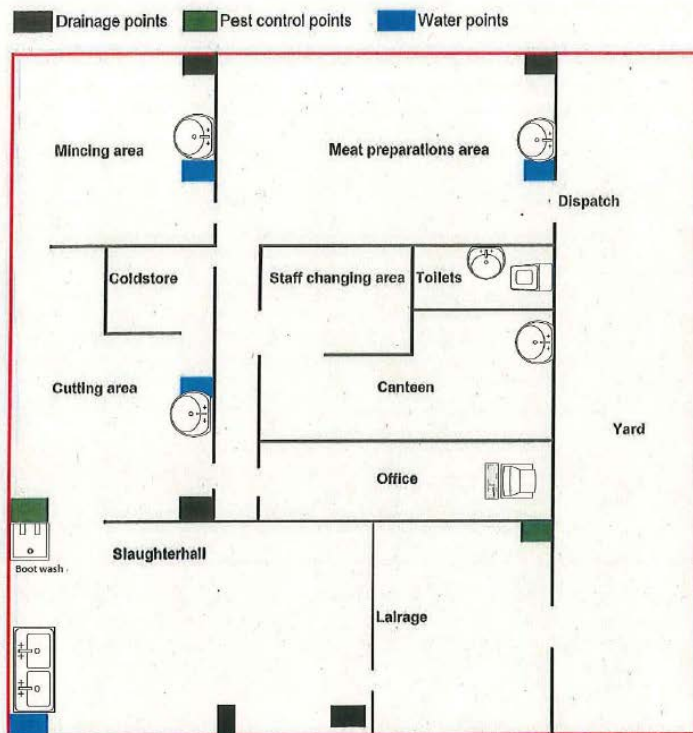
The following information is required in order to further process your application and must be submitted with the application form

- A description of the (proposed) method of operation .
- A description of the (proposed) equipment maintenance arrangements
- A description of the (proposed) equipment and transport cleaning arrangements
- A description of the (proposed) waste collection and disposal 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) 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 identification mark to product packaging & wrapping ..

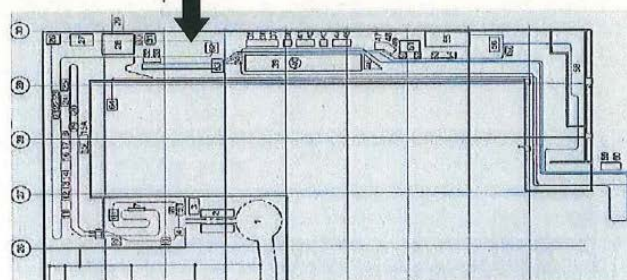
Location map example – the map should show the names of roads leading to the establishment and the building requires a red boundary encompassing all the areas to be approved.



Layout plan example – these can be hand drawn but for more complicated establishments such as slaughterhouses it is advisable to contact a consultant to draw up the plans. This plan also requires a red boundary encompassing all the areas to be approved.



Instructi



Example of slaughterline flow showing specific operation and check points

PART 7 – Application

N.B. If you fail to complete all parts of this form your application for approval will not be processed. Please note that the granting of FSA approval under the hygiene legislation in no way removes any obligation you may have; to apply for planning permission / building control for any building works you undertake or the change of use of any building, within the approved establishment. Please contact your Local Authority for relevant advice.

I am authorized on behalf of the business described in Part 2, and I hereby apply for approval to use premises at the address specified in Part 1 for the purpose of handling products to which both Regulation (EC) No 852/2004 and Regulation (EC) No 853/2004 apply, to be approved under Regulation (EC) No 853/2004.

Please ensure that the application is signed before submitting, unsigned applications will not be processed.

Name in BLOCK LETTERS

Date

Signature

Please submit the completed form and site plans either by fax to: 01904 232 229 or post to:

Food Standards Agency, Approvals Team
Room 112, Kings Pool
Peasholme Green
York YO1 7PR

Alternatively complete on screen, print off, sign and submit a scanned copy by email to:

approvals@foodstandards.gsi.gov.uk

A Field Veterinary Leader (FVL) will be responsible for assessing the application and will make an appointment in due course to inspect the premises in order to assess whether it may be granted approval or conditional approval.
