

**Application or Notification of Amendment for Registration of a Registered Milk Production Holding
Food Safety and Hygiene (England) Regulations 2013, Food Hygiene (Wales) Regulations 2006 and the General Food Regulations 2004, Regulation (EC) Nos 852/2004, 853/2004, 2073/2005 and (EU) No 2017/625**

**Protect commercial when completed**

Please complete this form in black ink using **BLOCK CAPITALS** or complete on screen. The completed form should be submitted as detailed at the end of this form. If you need help or advice about how to complete this form or about the circumstances in which registration under the Regulations is required, please contact the Approvals and Registration Team by emailing approvals@food.gov.uk

### PART 1 – Reason for your application / notification of amendment

Indicate the reason(s) for your application / notification of amendment below. Tick as many boxes as are applicable.

|  |  |
| --- | --- |
| [ ]  | **Aplication for new registration:** e.g. premises not currently registered; new occupier |
| [ ]  | **Moving premises -** Please provide details of addresses and CPH (holding) numbers, for both old and new premises  |
| [ ]  | **Anything else, including amendments** – Please provide details in the box belowExamples of amendments could include (but are not restricted to): Change of trading name; Add / delete partner in business; Change from limited company to sole trader or partnership; Change from sole trader or partnership to limited company; Change CPH number; Additional registered activity(ies); Cessation of registered activity(ies); Additional / cessation of species; Add / delete second parlour |

Please give further details here:

| Click or tap here to enter text. |
| --- |

|  |  |
| --- | --- |
| **Date on which this change has or will become effective:** | Enter date |

### PART 2a – Details of holding

|  |  |
| --- | --- |
| Trading name | Click or tap here to enter text. |

The trading name can be the same as the registered name or any other chosen name.

If blank, we will deem the trading name to be the same as the registered name. **You will specify the registered name of the holding / business in Part 3.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **County Parish Holding (CPH) Number** | n | n | / | n | n | n | / | n | n | n | n |

|  |  |
| --- | --- |
| Production Holding address including Postcode | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Telephone number | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Mobile number | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Email address | Click or tap here to enter text. |

**FSA correspondence will usually be sent by email to the above address. Any postal correspondence will be sent to the above production holding address unless you specify a different correspondence address in part 6.**

## Part 2b: Type of milk production holding

**Activities for which registration is sought** - please complete **all** applicableboxes:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Cows | Buffalo | Goats | Sheep | Other\* |
| Number of animals to be milked by species | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ |
| Estimated average weekly production (litres) | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ |
| **Wholesale milk** - milk that is used for further processing. Tick each applicable species |[ ] [ ] [ ] [ ] [ ]
| **Raw drinking milk** – refers to the supply of milk that has not undergone any processing or heat treatment, directly to the final consumer (at or from the farm premises where the animals from which the milk has been obtained are maintained.)Tick the box for each applicable species |[ ] [ ] [ ] [ ] [ ]

|  |  |
| --- | --- |
| **\*Describe other species here:** | Click or tap here to enter text. |

For raw drinking milk for cows, state whether for: **retail sales**1 [ ]  or **catering**2 [ ]

(If these boxes are not completed, the application will be processed for retail sales.)

1. **Retail sales:** to the final consumer, to a distributor or at farmers markets (further restrictions apply).
2. **Catering:** to a temporary guest or visitor to the farm premises as or as part of a meal or refreshment.

**Further details are given in Schedule 6 of The Food Safety and Hygiene Regulations**

1. **Raw Drinking Milk is a high-risk food product** and as such more stringent controls are in place regarding its production/sale. You will need to ensure that your legal obligations to produce RDM are being met before sales can start. The FSA should be notified if you intend to start selling RDM and we will arrange for an inspector to visit your premises to ensure compliance with the law. Further details can be found in the [raw drinking milk guidance](https://www.food.gov.uk/business-guidance/raw-drinking-milk-guidance).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If operating on a seasonal basis, please state months of operation | From date | Enter date | To date | Enter date |

Is the holding under a farm assurance scheme? Yes [ ]  No [ ]

|  |  |
| --- | --- |
| **If yes, provide the name of the scheme:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Enter “Retained on farm” or name of First Milk Purchaser:**(e.g. Arla, Dairy Crest, Muller etc.) | Click or tap here to enter text. |

## Part 3: Food Business Operator (FBO) details and Business structure

**The Milk Production Holding Registration will be issued to the business detailed below.**

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

|  |  |
| --- | --- |
| Incorporation |[ ]  now complete 3a |
| Partnership |[ ]  now complete 3b |
| Sole trader |[ ]  now complete 3b |
| Other business type |[ ]  provide details in part 6\* |

\*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** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Registered office address**(including Postcode) | Click or tap here to enter text. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Registration Number** | n | n | n | n | n | n | n | n |

### Company Director(s)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  Enter text | **Forename(s)** |  Enter text | **Surname** |  Enter text |
| Title |  Enter text | **Forename(s)** |  Enter text | **Surname** |  Enter text |
| Title |  Enter text | **Forename(s)** |  Enter text | **Surname** |  Enter 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 |  Enter text | **Forename(s)** |  Enter text | **Surname** |  Enter text |

|  |  |
| --- | --- |
| Address | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Email | Click or tap here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  Enter text | **Forename(s)** |  Enter text | **Surname** |  Enter text |

|  |  |
| --- | --- |
| Address | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Email | Click or tap here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  Enter text | **Forename(s)** |  Enter text | **Surname** |  Enter text |

|  |  |
| --- | --- |
| Address | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Email | Click or tap here to enter text. |

Full details for all partners must be provided - if required, continue in Part 6 or on a separate sheet of paper.

## Part 4: Holding manager and contact details

**Duly authorised representative of the Food Business Operator (FBO)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  Enter text | **Forename(s)** |  Enter text | **Surname** |  Enter text |

|  |  |
| --- | --- |
| Telephone | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Mobile | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Email | Click or tap here to enter text. |

## Part 5: Operation/production hours

Please indicate all milking time periods by completing the appropriate sections below. Please use the 24-hour clock.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From | \_\_\_ | hours | To | \_\_\_ | hours | (e.g. from 07:00 hours to 08:00 hours) |
| From | \_\_\_ | hours | To | \_\_\_ | hours | (e.g. from 14.00 hours to 15.00 hours) |
| From | \_\_\_ | hours | To | \_\_\_ | hours | (e.g. from 20.00 hours to 21.00 hours) |

Continuous milking (e.g. robotic milking): [ ]

## Part 6: Additional details

**If your correspondence address is different from the production address, please provide this here.**

If you are not yet ready to start production of the activities that you have described in Part 2, please give an indication of the likely timescale.

Provide any other details that you feel might be important to your application.

| Click or tap here to enter text. |
| --- |

**Part 7: Application signature and notes**

**Important note - the signature must match one of the persons noted in Part 3**

If you fail to complete all parts of this form your application for registration will be returned to you.

I hereby apply, on behalf of the business specified in part 3, for registration to use the holding at the address specified in Part 2a for the purpose of milk production as detailed in part 2b, to which The Food Safety and Hygiene (England) Regulations 2013, Food Hygiene (Wales) Regulations 2006, and the General Food Regulations 2004, Regulation (EC) Nos 852/2004, 853/2004, 2073/2005 and (EU) No 2017/625 apply.

|  |  |
| --- | --- |
| Name in BLOCK LETTERS | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

#### Signature



## Important notes

(1) The County Parish Holding (CPH) number that you have quoted must be registered to the business name shown in Part 3 at the production holding address shown in Part 2a.

CPH numbers are issued by the Rural Payments Agency; please contact them if you have any queries.

(2) It is an offence to sell milk for human consumption or for manufacture into products for sale for human consumption, unless the business and holding are registered in accordance with Regulation (EC) No 852/2004.

(3) The Food Business Operator (FBO) must inform the FSA of any significant change to food business operations, such as additional activities. Not complying with this requirement is an offence under the Food (Safety and) Hygiene Regulations. This can be done by submitting a completed Application or Notification of Amendment for a Registered Milk Production Holding to the FSA, a blank copy of which can be found on the FSA website. In the event of a change of FBO, an Application for Registration should be submitted by the new FBO. Minor changes or permanent cessation of milk production should be notified to the FSA by one of the methods below.

**Please submit the completed form by one of the following methods:**

Post to:

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

Email to: approvals@food.gov.uk

## FSA Template privacy notice: where we collect information directly from individuals

The Food Standards Agency will be what is known as the ‘Controller’ of the personal data provided to us.

### Why we need it

We need to collect this information for the purpose of the registration of milk production holdings.

We do this in line with the performance of our statutory duties. We will not collect any personal data from you which we do not need.

Providing us with this information is a statutory requirement and failure to provide the information could result in non-compliance with the Food Safety and Hygiene (England) Regulations 2013 / Food Hygiene (Wales) Regulations 2006.

### What we do with it

We retain personal information only for as long as necessary to carry out these functions, and in line with our retention policy. This means that this information will be retained for the duration of the milk registration and for 10 years after cessation of such registration.

All the personal data we process is located on servers within the European Union. Our cloud based services have been procured through the government framework agreements and these services have been assessed against the national cyber security centre cloud security principles.

No third parties have access to your personal data unless the law allows them to do so. In line with this commitment your information may be passed to other government departments. The Food Standards Agency will sometimes share data with other government departments, public bodies, and organisations which perform public functions to assist them in the performance of their statutory duties or when it is in the public interest.

The names and addresses of registered dairy establishments are published on the following government websites:

* <https://data.food.gov.uk/catalog/datasets>
* <https://data.gov.uk/dataset/list-of-registered-dairy-establishments>

### 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 address 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 personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner’s Office (ICO).

Our Data Protection Officer in the FSA is the Information Management and Security Team Leader who can be contacted at the following email address: informationmanagement@food.gov.uk

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