



Elmbridge
Borough Council

... bridging the communities ...

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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 and complete this form with black pen and in **BLOCK CAPITALS**.

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, then **sign and date Part 10**.

Part 1 - Establishment for which approval is sought

Trading name

Full Postal
Address

Postcode:

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	
	Postcode:

Telephone:	
Fax:	
E-mail:	

Full names of managers of the establishment	1.	2.	3.
	Job titles	1.	2.

Full Names of others In control of the business	1.	2.	3.
	Job titles	1.	2.

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)
- Other (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 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)

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 – 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

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

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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 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

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?	
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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
CAPITALS**

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 Food & Safety Team at the Council.

When you have completed this form and collected the other information required, please send it to:

Food & Safety Team
Environmental Health &
Licensing
Elmbridge Borough Council
Civic Centre
High Street, Esher
Surrey
KT10 9SD

Telephone: 01372 474750

Fax: 01372 474915

E-mail:
envhealth@elmbridge.gov.uk

Important

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