



Application for Approval of a Food Business Establishment Subject to Approval under Regulation (EC) No. 853/2004

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 complete, sign and date Part 10.

PART 1 – TYPE OF PRODUCT(S) OF ANIMAL ORIGIN FOR WHICH APPROVAL IS SOUGHT

Indicate the product(s) of animal origin in relation to which you are applying for approval to use the establishment (tick all that apply)?

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Minced Meat |
| <input type="checkbox"/> | Meat Preparations |
| <input type="checkbox"/> | Mechanically Separated Meat |
| <input type="checkbox"/> | Meat Products |
| <input type="checkbox"/> | Live Bivalve Molluscs (Shellfish) |
| <input type="checkbox"/> | Fishery Products |
| <input type="checkbox"/> | Dairy Products |
| <input type="checkbox"/> | Eggs (not Primary Production) / Egg Products |
| <input type="checkbox"/> | Frogs' Legs / Snails |
| <input type="checkbox"/> | Rendered Animal Fats and Greaves |
| <input type="checkbox"/> | Treated Stomachs, Bladders and Intestines |
| <input type="checkbox"/> | Gelatine |
| <input type="checkbox"/> | Collagen |
| <input type="checkbox"/> | Raw material for the production of Gelatine or Collagen intended for human consumption (Collection Centre or Tannery) |
| <input type="checkbox"/> | Stand-alone Cold Store |

PART 2 - ESTABLISHMENT FOR WHICH APPROVAL IS SOUGHT (THE ESTABLISHMENT)

Trading name

Full postal
Address

Postcode:

PART 3 – FOOD BUSINESS OPERATOR AND MANAGEMENT OF THE ESTABLISHMENT

Name and full
Address of Food Business
Operator

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Postcode:

Full names of managers
of The Premises

1.	2.	3.
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Job titles

1.	2.	3.
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Full Names of others
in control of the business

1.	2.	3.
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& job titles
(i.e. Director or partner)

4.	5.	6.
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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)?

- 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 – ACTIVITIES / PRODUCTS TO BE HANDLED IN THE ESTABLISHMENT

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?	
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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

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

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 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

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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PART 9(9) – Treated Stomachs, Bladders and Intestines

	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(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) – Raw Material for the Manufacture of Gelatine or Collagen for Human Consumption (Collection Centre or Tannery)

Full Details of Activities and Specific Products Handled

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PART 9(13) – Stand-alone Cold Store

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 10 – APPLICATION

Name of applicant	
Position in business	
Name of contact	
Position in business	
Tel (incl. Dialling code)	
Fax (incl. Dialling code)	
E-mail	

I hereby apply, on behalf of the business described in Part 2, for approval to use premises at the address specified in Part 2 for the purpose of handling products to which Regulation (EC) No. 853/2004 applies.

Signature		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 Regulations relate, or the circumstances in which approval under the Regulations is required, please contact the officer named below.

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

Environmental Health Infrastructure Services Department The Gutters' Hut 7 North Ness Lerwick Shetland ZE1 0LZ

Contact: FOOD SAFETY
Telephone : 01595 745250
E-mail: foodsafety@shetland.gov.uk

IMPORTANT Please notify any changes to the details you have given on this form, by writing to the address shown.
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Privacy Statement

Using your personal information:

Food Standards Scotland values any information that we collect, hold, or process and take your privacy seriously. The personal information which you supply to us in this Approval Application Form will be used in the following ways:

- in the exercise of our official authority as the competent food and feed authority in Scotland;
- we may share your information with other public bodies for the performance of a task carried out in the public interest or to help prevent fraud and crime, or where we are required to do so by law;
- the information provided by you will be added to our secure Stakeholder database.

For further information on how your information is used, the security and technical measures we use in our organisation to protect your information, and your enhanced rights to access the information we hold on you, please contact our Data Protection Officer at the following email address: dataprotection@fss.scot