

# 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.

Please see our [privacy notice](#) and [business support](#) statements below.

## 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)?

<b>General Activity (Section 0)</b>	
Cold store (CS)	<input type="checkbox"/>
Re-wrapping and/or re-packaging (RW)	<input type="checkbox"/>
wholesale market (WM)	<input type="checkbox"/>
reefer vessel (RV)	<input type="checkbox"/>
<b>Minced meat, Meat preps and MSM (Section V)</b>	
Minced meat (MM)	<input type="checkbox"/>
Meat preparation (MP)	<input type="checkbox"/>
Mechanically separated meat (MSM)	<input type="checkbox"/>
<b>Meat products (Section VI)</b>	
Processing plant (PP)	<input type="checkbox"/>
<b>Live Bivalve Molluscs (Section VII)</b>	
Dispatch centre (DC)	<input type="checkbox"/>
Purification Centre (PC)	<input type="checkbox"/>
<b>Fishery Products (Section VIII)</b>	
Factory vessel	<input type="checkbox"/>
Freezing vessel (ZV)	<input type="checkbox"/>
Fresh fishery products plant (FFPP)	<input type="checkbox"/>
Processing plant (PP)	<input type="checkbox"/>
Wholesale market (WM)	<input type="checkbox"/>
Auction hall (AH)	<input type="checkbox"/>
<b>Dairy Products (Section IX)</b>	
Collection centre (CC)	<input type="checkbox"/>
Processing plant (PP)	<input type="checkbox"/>
<b>Egg and Egg products (Section X)</b>	
Packing centre	<input type="checkbox"/>
Liquid egg plant (LEP)	<input type="checkbox"/>
Processing plant (PP)	<input type="checkbox"/>

<b>Frogs Legs and snails (Section XI)</b>	
Processing plant (PP)	<input type="checkbox"/>
<b>Rendered Animal Fats and Greaves (XII)</b>	
Collection centre (CC)	<input type="checkbox"/>
Processing plant (PP)	<input type="checkbox"/>
<b>Treated Stomach, Bladders and Intestines (XIII)</b>	
Processing plants (PP)	<input type="checkbox"/>
<b>Gelatine (Section XIV)</b>	
Processing plant (PP)	<input type="checkbox"/>
<b>Collagen (Section XV)</b>	
Processing plant (PP)	<input type="checkbox"/>
<b>Honey (Section XVI)</b>	
Producing plants (PdP)	<input type="checkbox"/>
<b>Sprouts (Part B Section I)</b>	
Producing plants (PdP)	<input type="checkbox"/>

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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:

Tel (Incl. Dialling code)  
Fax (incl. Dialling code)  
E-mail  
Full names of managers  
of the establishment  
Job titles  
  
Full Names of others  
In control of the business  
Job titles

1.	2.	3.
1.	2.	3.
1.	2.	3.
1.	2.	3.

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**PART 4 – Use of the establishment**

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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)

**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

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**PART 9 - Products to be handled in the establishment / activities**

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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**

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|--|----------------------------|
|  | 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?	
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**

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Full details of activities and specific products handled

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**

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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**

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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?	
How many litres / tonnes of Dairy Products will be handled in the establishment per week on average?	

**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?	
How many litres of Egg Products will be handled in the establishment per week on average?	

**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?	
How many tonnes of snails in total will be handled in the establishment per week on average?	

**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?	
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?	

**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) – Stand-alone Cold Store/Re-wrapping and/or repackaging**

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**

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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 LETTERS

**Publication of Food Business Operator information**

The Food Standards Agency (FSA) has a requirement under Regulation (EC) 882/2004 to publish details of all approved food establishments in the UK. The minimum detail to be included is the approval number; name of establishment; town/region; along with details of the activities which have been approved. This information is published on the FSA's website - food.gov.uk. If approval is granted to your establishment, your details will be supplied to the FSA for publication.

In addition to this information, the FSA intends to also include the full postal address of approved establishment. This information helps enable potential customers find food producers in their area.

If you **DO NOT** want your full address details to be included please tick this box

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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 officer named below.

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

Please send completed forms to:

Cornwall Council  
Unit 6, Threemilestone Industrial Estate, Truro,  
TR4 9LD

Tel: **0300 1234 212**

Email:  
businesscompliance@cornwall.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 NOTICE****Who will control my data?**

The Data Controller for all the information you provide on this form, together with any supporting information or documents requested as part of the application process, is Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY.

**If there is something you don't understand.**

Please contact the Commercial Food and Safety team on 0300 1234 212 or by

emailing [businesscompliance@cornwall.gov.uk](mailto:businesscompliance@cornwall.gov.uk)

### **How we will use the information about you?**

Cornwall Council is required under Regulation (EC) 882/2004 to retain this data.

### **Who else will we share your information with?**

The Food Standards Agency (FSA) and The Department for Environment, Food and Rural Affairs (DEFRA).

Cornwall Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. In this regard it may also share your information with other bodies responsible for auditing or administering public funds for these purposes such as the Police and the Department for Work and Pensions. In addition we also provide information to the Government's Cabinet Office under its National Fraud Initiative. For further information see [www.cornwall.gov.uk/nfi](http://www.cornwall.gov.uk/nfi).

### **Safeguards.**

Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of the UK, the EEA. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

### **How long will we keep this information for?**

Your information will be kept for the trading life of the business.

### **What are my data rights?**

Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

### **How do I exercise these rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:-

Simon Mansell, Data Protection Officer Assurance, Cornwall Council, County Hall TRURO, TR1 3AY. Tel: 01872 326424 Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)

### **I don't agree with something**

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns directly with the Information Commissioner's Office: Tel No. 0303 123 1113 or <https://ico.org.uk/concerns/>



## BUSINESS SUPPORT

Our [Business Regulatory Support Service](#) is your first point of contact for business support across environmental health, trading standards, fire, planning, building control and licensing.

This service offers a wide range of regulatory support and advice. Whether you are a new or established business, or looking to invest in Cornwall, we can help you with your regulation enquiries to ensure you are compliant with the law. This service aims to help you save time, money and get it right first time.

Our services include free signposting as well as business support packages (charged at cost price).

Do you wish to receive information about our regulatory support products, services & legislative updates

Yes  No

If you have ticked "Yes", please indicate which forms of communication you would prefer:

Post  Email  Phone

In addition we can offer (when available) SMS/Text

By opting in you are giving consent on behalf of the business (not as an individual.)

Business Name:

Signature:

Name of Signatory (In Capitals please):

Position in the company:

Date:

If you have ticked any of the boxes you have the right to withdraw consent at any time. To do so please email us on [businessadvice@cornwall.gov.uk](mailto:businessadvice@cornwall.gov.uk) or call 0300 1234 212