

# Application for Approval of Additional Activities in an already FSA approved Meat Establishment

**Protect commercial when completed**

Please complete this form in black ink using BLOCK CAPITALS or complete on screen. If you need 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 Hygiene Regulations is required, please contact the Approvals Team at approvals@food.gov.uk

## Part 1: Establishment for which approval is sought

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

(Approval name is the name of the sole trader, partner/s or legal entity of the business)

|  |  |
| --- | --- |
| Trading name(if applicable) | Click or tap here to enter text. |

(Trading name is any name under which someone carries on business other than their own i.e. the approval name)

|  |  |
| --- | --- |
| Full establishment address(inc. Postcode) | Click or tap here to enter text. |

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

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

|  |  |
| --- | --- |
| FSA Approval number | Click or tap here to enter number. |

## Part 2: Type of additional activities for which approval is sought

| Establishment | Activities for which approval is sought (tick all boxes that apply) | Tick | Estimated average weekly throughput (Kg) |
| --- | --- | --- | --- |
| **Slaughterhouse**Slaughter of Domestic Ungulates | Cattle (Bovine) |[ ]  Enter number of Kg |
|  | Calves (Bovine) |[ ]  Enter number of Kg |
|  | Bison |[ ]  Enter number of Kg |
|  | Water buffalo |[ ]  Enter number of Kg |
|  | Sheep (Ovine) |[ ]  Enter number of Kg |
|  | Goats (Caprine) |[ ]  Enter number of Kg |
|  | Pigs (Porcine) |[ ]  Enter number of Kg |
| **Slaughterhouse**Slaughter and/or Dressing of | Farmed land mammals (other than domestic ungulates) |[ ]  Enter number of Kg |
|  | Farmed deer |[ ]  Enter number of Kg |
|  | Farmed wild boar |[ ]  Enter number of Kg |
|  | Domestic soliped / equidae (horses) |[ ]  Enter number of Kg |
|  | Ratites (e.g. ostrich, rhea, emu) |[ ]  Enter number of Kg |
| **Slaughterhouse**Slaughter of Farmed Birds & Lagomorphs | Domestic fowl (e.g. chickens, hens and broilers) |[ ]  Enter number of Kg |
|  | Turkey |[ ]  Enter number of Kg |
|  | Duck |[ ]  Enter number of Kg |
|  | Geese |[ ]  Enter number of Kg |
|  | Guinea fowl |[ ]  Enter number of Kg |
|  | Quail |[ ]  Enter number of Kg |
|  | Ratites (e.g. ostrich, rhea, emu) |[ ]  Enter number of Kg |
|  | Lagomorphs (e.g. rabbits, hares and rodents) |[ ]  Enter number of Kg |
| **Game Handling establishment**Dressing of: | Large wild game (e.g. wild deer and feral wild boar) |[ ]  Enter number of Kg |
|  | Small wild game in-feather (e.g. pheasants, pigeons and grouse) |[ ]  Enter number of Kg |
|  | Small wild game in-fur (e.g. rabbits, hares and rodents) |[ ]  Enter number of Kg |
| **Cutting Plant**Cutting of meat from(Refer to Slaughterhouse and Game Handling establishment for definitions of species groups) | Domestic ungulates (red meat) |[ ]  Enter number of Kg |
|  | Farmed birds and lagomorphs (white meat) |[ ]  Enter number of Kg |
|  | Large wild game |[ ]  Enter number of Kg |
|  | Small wild game |[ ]  Enter number of Kg |
|  | Farmed game |[ ]  Enter number of Kg |
| **On Farm Slaughter facilities**Slaughter at the place of origin of | Domestic fowls (e.g. chickens, hens and broilers) |[ ]  Enter number of Kg |
|  | Turkey |[ ]  Enter number of Kg |
|  | Duck |[ ]  Enter number of Kg |
|  | Geese |[ ]  Enter number of Kg |
|  | Guinea fowl |[ ]  Enter number of Kg |
|  | Quail |[ ]  Enter number of Kg |
|  | Ratites (e.g. ostrich, rhea, emu) |[ ]  Enter number of Kg |
|  | Farmed deer |[ ]  Enter number of Kg |
|  | Farmed wild boar |[ ]  Enter number of Kg |
|  | Bison |[ ]  Enter number of Kg |
|  | Water buffalo |[ ]  Enter number of Kg |
| **Wholesale market**(tick the boxes for other establishment types for the activities that apply) | Shared common installations and sections where foodstuffs are sold |[ ]  N/A |
|  | Separate market unit sharing common installations and sections where foodstuffs are sold |[ ]  N/A |

Where co-located with a slaughterhouse, cutting plant or game handling establishment (stand alone establishments may require approval by the Local Authority):

| Establishment | Activities for which approval is sought (tick all boxes that apply) | Tick | Estimated average weekly throughput (Kg) |
| --- | --- | --- | --- |
| **Minced meat establishment** | Production of minced meat |[ ]  Enter number of Kg |
|  | Production of minced meat (to be eaten less than thoroughly cooked (e.g rare burgers)) |[ ]  Enter number of Kg |
| **Meat preparations establishment** | Production of meat preparations |[ ]  Enter number of Kg |
|  | Production of meat preparations (to be eaten less than thoroughly cooked (e.g. rare burgers)) |[ ]  Enter number of Kg |
| **Mechanically separated meat establishment** | Production of mechanically separated meat |[ ]  Enter number of Kg |
| **Processing Plant**Processing/producing of: | Meat products (to be cooked before eating) |[ ]  Enter number of Kg |
|  | Ready to eat meat products |[ ]  Enter number of Kg |
|  | Rendered animal fats and greaves |[ ]  Enter number of Kg |
|  | Treated stomach, bladders and intestines |[ ]  Enter number of Kg |
|  | Gelatine |[ ]  Enter number of Kg |
|  | Collagen |[ ]  Enter number of Kg |
| **Cold Store** | Storage of Products of Animal Origin (fresh or processed) |[ ]  Enter number of Kg |
| **Re-packaging establishments** | Repackaging of products of animal origin (fresh or processed) |[ ]  Enter number of Kg |
| **Re-wrapping establishments** | Re-wrapping of products of animal origin (fresh or processed) |[ ]  Enter number of Kg |

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:

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

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

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 on a separate sheet and 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** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Registered office address**(inc. 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. |

Provide full details for all Partners - If required continue on separate sheet and attach.

## Part 4: Establishment managers and contacts

**Manager (responsible for the day-to-day operations on site)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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: Information and documentation

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

|  |
| --- |
| Food safety management system for each activity applied for (e.g. HACCP) |[ ]
| For Slaughterhouse applications, a copy of welfare SOP’s and CCTV camera locations (England Only) |  |

## Part 6: Declaration

**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.

Please note the FSA will not consider any application for additional activities if your current audit outcome is **Improvement Necessary** or **Urgent Improvement Necessary**.

I am authorised on behalf of the business described in Part 3, and I hereby apply for approval to use premises at the address specified in Part 1 for the purpose of handling products to be approved under Regulation (EC) No 853/2004.

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

### Signature



Please submit the completed form and site plans by post to:

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

Alternatively complete and submit to: approvals@food.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.

## Part 7: FSA template privacy notice

Privacy notice for applying to operate as an approved meat establishment to facilitate the delivery of Official Controls

Information on our privacy policy for applying to operate as an approved meat establishment, why we require data, what we do with the data and your rights.

### Why we need it

The Food Standards Agency will be what is known as the ‘Controller’ of the personal data provided to us. The personal information we hold on you consists of the name and address of your business and associated contact details such as your suppliers/hauliers.

We obtain this information from a number of sources, including direct individuals, industry bodies, local authorities and any other relevant government departments

We need to collect this information for the purposes of fulfilling our statutory obligations under Regulation (EC) No 882/2004 and Regulation (EC) No. 854/2004 in relation to feed and food official controls, animal health and animal welfare rules.

### 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 approval and for 10 years after closure of an establishment.

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 name and address of any approved meat establishments are published on the Food Standards Agency website at the following link: https://data.gov.uk/dataset/approved-food-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

Annex

## Guidance notes for the completion of the application form

This section provides advice on how to complete the application form for Approval, which is included separately with this information pack. Be sure to read this document carefully before filling out the application form.

### PART 1 – Establishment for which approval is sought

a) The approval name is the legal entity of the company and can be an incorporated company that is registered with Companies House or the name of the owner(s) if a partnership or sole trader.

b) Trading name, if different from the Approval Name, is the name that the owner wishes to be known as, to trade under. This cannot be a different incorporated company.

c) Address: Complete address including postcode. Make sure the full telephone number and if appropriate, fax number, including Area Code is included. Please also provide a full email address.

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

a) The establishment will need to specify the type of operations the establishment is approved for. This includes the specific species to be slaughtered, or in the case of other operations, the nature of those operations (e.g. cutting, minced meat, meat preparations).

b) Clearly mark a cross in the box for any of the species that you are applying for approval to slaughter.

c) When applying for co-located activities please refer to definitions of these activities on the following page.

#### Definitions of co-located activities

| **Activity for which approval is sought**  | **Definition** |
| --- | --- |
| Minced meat | Boned meat that has been minced into fragments and contains less than 1% salt |
| 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 |
| Mechanically Separated meat (MSN) | The product obtained by removing meat from flesh bearing bones after boning or from poultry carcases, using mechanical means resulting in the loss or modification of the muscle fibre structure. |
| Processing plant | An establishment where POAO are either treated, processed (heating, smoking, curing etc) and wrapped or undergoes one or more of those handling activities |
| Meat products | 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. |
| Ready to eat food | Food intended by the producer or the manufacturer for direct human consumption without the need for cooking or other processing |
| Rendered animal fats and greaves | Fat derived from rendering meat, including bones and intended for human consumption (e.g. lard). Greaves is the protein containing the residue of rendering after partial separation of fat and water (e.g.pork crackling) |
| Treated stomach, bladders and intestines | Treated stomach, bladders and intestines that have been submitted to treatment such as salting, heating or drying after they have been obtained and after cleaning |
| Gelatine | Natural, soluble protein obtained by the partial hydrolysis of collagen produced from bones, hides, skins, tendons and sinews of animals (e.g. used in production of jelly) |
| Collagen | Protein based product derived from animal bones, hides, skins and tendons (e.g. used in food additives). |
| Re-wrapping | Wrapping means the placing of a foodstuff in a wrapper or container in direct contact with the foodstuff concerned, and the wrapper or container itself. Therefore, re-wrapping means the replacement of initial wrapping or initial container, which is in direct contact with the product. |
| Coldstore | Any premises, not forming part of a Slaughterhouse, Cutting Plant or Game Handling Establishment, used for the storage under temperature-controlled conditions of fresh meat intended for sale for human consumption |

d) For **Slaughterhouse** throughput enter the average number of animals that you anticipate slaughtering per week in the estimated average weekly throughput column.

e) Throughput in cutting plants is defined as “the number of tonnes of meat brought into the plant or establishment concerned during that period to be cut up or boned there.” This should include the weight of the bone prior to any cutting or boning taking place.

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

a) It is vital that the details in this section are correct. If you have any doubt as to the structure of your business seek legal advice or contact Companies House.

b) Only complete section 3a if you have been given Incorporated Company status. Make sure the company registration number is completed in full

c) Details for the Company Directors should be listed in full. This does not include senior management. If necessary, please continue on a separate sheet and attach.

d) Only complete section 3b if you are trading as a Partnership or Sole Trader. You should list the details accurately including telephone numbers, fax number, home address and email. If necessary, please continue on a separate sheet and attach.

### PART 4 – Establishment managers and contacts

List all the relevant managers and staff who will hold a position of responsibility:

a) For a Limited company, a Duly Authorised representative of the FBO must be entered. For Partnerships/Sole Traders a Duly Authorised representative of the FBO only needs entering if different to the individuals listed in Part 3b.

b) Health and Safety contacts need to be listed if different to the FBO or duly Authorised representative.

c) Finance and Invoicing Contact - It is important that finance and invoicing details are entered. Approved establishments are subject to veterinary supervision by the FSA for which charges apply. Please give details of the contact person, address and email which the FSA will use for sending financial information including invoices and statements.

d) The Throughput Queries Contact is required if different from Finance/Invoice Contact. This enables the FSA to contact the company regarding any discrepancy in the numbers of animals slaughtered.

e) The FSA may be required to contact the FBO should there be an emergency and for contingency planning purposes (e.g. foot and 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 request 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.

### PART 5 – Information and documentation

1. These additional documents will be **essential** for the approval of the premises. Use this checklist to make sure that all documents are available at an approval visit. Failure to produce this additional information may result in a delay in approval, or process.

### Part 6 – Declaration

N.B. If you fail to complete all relevant parts of this form your application for approval will not be processed

a) Make sure the name is completed in BLOCK LETTERS, dated. An electronic version emailed into approvals will indicate the application form is signed.

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