

Important Note: - You are strongly advised to discuss this matter with the Specialist EHO Food Safety before starting any works or designing any products or processes. (The contact details may be found at the end of this form).

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. Once the form has been completed it should be signed and dated in Part 10 then returned, along with all necessary accompanying information, to the Local Authority contact detailed in Part 10.

PART 1 – Establishment for which the approval is sought

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Postcode:

PART 2 – Category of Establishment for which approval is sought

Indicate the category of approval (see Appendix I) in respect of which you are applying to use the establishment (tick all that apply)?

General Activity	
Cold store (CS)	
Re-wrapping and/or re-packaging (RW)	
Wholesale market (WM)	
Reefer vessel (RV)	
Minced Meat, Meat Preps and MSM	
Minced meat (MM)	
Meat preparation (MP)	
Mechanically separated meat (MSM)	
Meat Products	
Processing plant (PP)	
Live Bivalve Molluscs	
Dispatch centre (DC)	
Purification Centre (PC)	
Fishery Products	
Factory vessel (FV)	
Freezing vessel (ZV)	
Fresh fishery products plant (FFPP)	
Processing plant (PP)	
Wholesale market (WM)	
Auction hall (AH)	
Dairy Products	
Collection centre (CC)	
Processing plant (PP)	
Egg and Egg Products	
Packing centre (EPC)	
Liquid egg plant (LEP)	
Processing plant (PP)	
Frogs Legs and Snails	
Processing plant (PP)	
Rendered Animal Fats and Greaves	
Collection centre (CC)	
Processing plant (PP)	
Treated Stomach, Bladders and Intestines	
Processing plants (PP)	
Gelatine	
Processing plant (PP)	
Collagen	
Processing plant (PP)	



PART 3 – Food business operator and management of the establishment

Name and full
Address of
Food Business
Operator:

Postcode:

Tel (incl dialling code):

Fax (incl dialling code):

Email address:

Full names of managers of the establishment:

1.

2.

3.

Job titles of managers of the establishment:

1

2.

3.

Full names of others in control of the business:

1.

2.

3.

Job titles of others in control of the business:

1.

2.

3.



PART 4 – Use of the establishment

Which of the following activities will be conducted in / from the establishment (tick all that apply)?

- ☐ 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

 Intention to
Export:

☐ Yes¹
☐ No²
² If no, the FBO will not be added to the EU approvals list or TRACES NT.

¹ If Yes, is this:

☐

Within the EU

☐

Outwith the EU

or

☐

EU and non-EU

For exporting purposes, please indicate which codes are to be recorded on the European Commission's TRACES NT system:

Code	Section	Operator activities	Please tick
GEN	General activity establishment - non-EU	CS - Cold Stores	
		RV - Reefer Vessel	
		RW - Re-wrapping Establishment	
		WM - Wholesale Market	
MM	Minced meat, meat preparations and mechanically separated meat (MSM)	CS - Cold Stores	
		MM - Minced Meat Plant	
		MP - Meat Preparation Plant	
		MSM - Mechanically Separated Meat Plant	
RPM	Meat products	CS - Cold Stores	
		PP - Processing Plant	
		SH - Slaughterhouse	
LBM	Live bivalve molluscs	PC - Purification Centre	
		Z - Production Areas	
		DC - Dispatch centre	
FFP	Fishery products	AH - Auction Hall	
		CS - Cold Stores	
		FV - Factory Vessel	
		PP - Processing Plant	
		RV - Reefer Vessel	
		WM - Wholesale Market	
		ZV - Freezer Vessel	
MMP	Raw milk, dairy products, colostrum and colostrum-based products	CS - Cold Stores	
		PP - Processing Plant	
EPP	Eggs and egg products	CS - Cold Stores	
		EPC - Egg-packing Centre	
		LEP - Liquid Egg Plant	
		PP - Processing Plant	
FLS	Frogs' legs and snails	CS - Cold Stores	
		PP - Processing Plant	
FAT	Rendered animal fats and greaves	PP - Processing Plant	
CAS	Treated stomachs, bladders and intestines: casings only	PP - Processing Plant	
GEL	Gelatine	PP - Processing Plant	
COL	Collagen	PP - Processing Plant	



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?

Slaughter, including pigs, sheep, cattle, poultry, game, etc:

Cutting fresh (including chilled and frozen) meat, poultry meat or game:

Storage of fresh (including chilled and frozen meat, poultry or game:

Yes	No	Approval Code
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<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). **NB:** “General Activities Establishments (cold stores, re-wrapping/re-packing and wholesale market”, should only complete Part 9(12).

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?

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

PART 9(2) – Mechanically Separated Meat

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?

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?



PART 9(4) – Live Bivalve Molluscs (Shellfish) / Fishery Products

Full details of activities and specific products handled

How many tonnes of Live Bivalve Molluscs (Shellfish) / Fishery Products will be handled in the establishment per week on average?

PART 9(5) – Raw Milk / Dairy Products

- ☐ Raw Milk
- ☐ Dairy Products

Full details of activities and specific products handled

How many litres of Raw Milk will be handled in the establishment per week on average?

How many litres / tonnes of Dairy Products Milk 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

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

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

How many tonnes of rendered animal fats will be handled in the establishment per week on average?

How many tonnes of greaves will be handled in the establishment per week on average?



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?

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?

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?

PART 9(12) – General Activity Establishment

Full details of activities and specific products handled

How many tonnes of product will be handled in the establishment per week on average?

PART 10 – Application

I hereby apply, as food business operator of the establishment details 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

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.

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

Argyll & Bute Council Development & Infrastructure Services Municipal Buildings Albany Street Oban PA34 4AW	<p>Contact Name:</p> <p>Andrew MacLeod</p> <p>Principle Environmental Health Officer – Food Control</p> <hr/> <p>Telephone: 01631 567988</p> <p>Email: Andy.Macleod@Argyll-Bute.gov.uk</p>	<p>IMPORTANT</p> <p>Please notify any changes to the details you have given on this form in writing to the Food Authority at the address shown.</p>
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PRIVACY NOTICE

Personal Information collected on this Form may include your name and address. This information is collected by **Argyll and Bute Council** for the purposes of Food Law Enforcement in the exercise of our official authority as competent Food 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.

You have a right to see the information we hold on you by making a request in writing to the email address below. If you wish to raise a complaint on how we have handled your information, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are not processing your information in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Contact:

Data Protection Officer at Argyll and Bute Council, Governance and Law, Kilmory,
Lochgilphead, PA31 8RT

Email: data.protection@argyll-bute.gov.uk

Telephone: 01546 605522

Argyll and Bute Council's Privacy Policy can be found at:

<https://www.argyll-bute.gov.uk/business-and-licensing/law-and-licensing/food-approval-privacy-statement>

Appendix 1 - Categories of Food Establishments

Section 0: General activity establishments

- Cold store (Independent, stand-alone)
- Re-wrapping and re-packaging establishment (Independent, stand-alone)
- Wholesale market
- Reefer vessel

Section I: Meat of domestic ungulates

- Slaughterhouse
- Cutting plant

Section II: Meat from poultry and lagomorphs

- Slaughterhouse
- Cutting plant

Section III: Meat of farmed game

- Slaughterhouse
- Cutting plant

Section IV: Wild game meat

- Collection centre (voluntarily)
- Game-handling establishment
- Cutting plant

Section V: Minced meat, meat preparations and mechanically separated meat

- Minced meat establishment
- Meat preparation establishment
- Mechanically separated meat establishment

Section VI: Meat products

- Processing plant

Section VII: Live bivalve molluscs

- Dispatch centre
- Purification centre

Section VIII: Fishery products

- Factory vessel
- Freezing vessel
- Fresh fishery products plant
- Processing plant
- Wholesale market
- Auction hall
- Mechanically separated fishery products plant

Section IX: Colostrum, raw milk, colostrum-based and dairy products

- Collection centre
- Processing plant

Section X: Egg and egg products

- Packing centre
- Liquid egg plant
- Processing plant

Section XI: Frogs' legs and snails

- Processing plant

**Section XII: Rendered animal fats and greaves**

- Collection centre
- Processing plant

Section XIII: Treated stomach, bladders and intestines

- Processing plants

Section XIV: Gelatine

- Collection centres and tanneries authorized for supply of raw materials for the production of gelatine for human consumption (voluntarily)
- Processing plant

Section XV: Collagen

- Collection centres and tanneries authorized for supply of raw materials for the production of collagen for human consumption (voluntarily)
- Processing plant

Appendix 2 – Activities in the Main Food Sectors

Main Sectors	Activity Codes
Meat	CC, CP, CS, GHE, MM, MP, MSM, PP, RW, SH
Milk	CC, CS, PP, RW
Eggs	CC, CS, EPC, LEP, PP, RW
Fishery Products / LBM	AH, CS, DC, FFPP, FV, PC, MSFP, PP, RW, WM, ZV, RV

Appendix 3 – Codes and Legends

Category/Activity	Species	Remarks
AH = auction hall	A = poultry	bl = blood products
CC = collection centre	B = bovine	mp = meat products
CP = cutting plant	C = caprine	pap = meat extracts and any powdered products derived from meat
CS = cold store	F = frogs	st = treated stomachs, bladders and intestines
DC = dispatch centre	L = lagomorphs	co = colostrum and colostrum-based products
EPC = egg packing centre	O = ovine	
FFPP = Fresh fishery products plant	P = porcine	
FV = factory vessel	S = solipeds	
GHE = game handling establishment	SN = snails	
LEP = Liquid egg plant	fG = farmed land mammals other than domestic ungulates	
MM = minced meat establishment	R = ratite	
MP = meat preparation establishment	wA = wild birds	
MSFP = mechanically separated fishery products plant	wL = wild lagomorphs	
MSM = mechanically separated meat establishment	wU = wild ungulates	
TA = tannery	wG = wild land mammals other than wild ungulates and wild lagomorphs	
PC = purification centre		
PP = processing plant		
RV = reefer vessel		
RW = re-wrapping and repackaging establishment		
SH = slaughterhouse		
WM = wholesale market		
ZV = freezer vessel		