

APPLICATION FOR APPROVAL OF A FOOD BUSINESS ESTABLISHMENT SUBJECT TO APPROVAL UNDER REGULATION (EC) No. 853/2004

Part 1 – Food business operator and management of the establishment

1. Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)		
Surname:		
Other name(s):		
2. Address:		
Postcode:		
3. Telephone:	Daytime:	
	Mobile:	
	Evening:	
4. Email Address:		

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

Full names of others in control of the business	1.	2.	3.
Job titles	1.	2.	3.

As a food business establishment operating in Newcastle upon Tyne HEREBY MAKE APPLICATION in pursuance of the provisions of Regulation (EC) No. 853/2004.

Part 2 – Type(s) of products of animal origin for which approval is sought

I hereby make application under the above Act for registration as a premises to carry out: (Please select as appropriate)
Minced Meat. Yes/No
Meat Preparations. Yes/No
Mechanically Separated Meat. Yes/No
Meat Products. Yes/No
Live Bivalve Molluscs. (Shellfish). Yes/No
Fishery Products. Yes/No
Dairy Products. Yes/No

Services Provided:

Animal Health
Building Control
Contaminated Land
Dog Warden
Food Safety

Gambling Licensing
Health and Safety
Liquor Licensing
Parking Services
Pollution Control

Private Sector Housing
Resilience Planning
Street Scene Enforcement
Taxis and Street Trading
Trading Standards

Eggs (not Primary Production)/Egg products. Yes/No
Frogs' Legs/Snails. Yes/No
Rendered Animal Fats and Greases. Yes/No
Treated Stomachs, Bladders and Intestines. Yes/No
Gelatine. Yes/No
Collagen. Yes/No

Part 3 – Details of the Premises for which approval is sought

5. Trading Name
6. Address:
7. Post Code:
8. Telephone Number:

Part 4 – Use of the establishment

Which of the following activities will be conducted in/from the establishment (Indicate all that apply)
Stand-alone cold store. Yes/No
Wholesale market. Yes/No
Manufacture Yes/No
Other processing. Yes/No
Packing. Yes/No
Storage. Yes/No
Distribution. Yes/No
Cash and carry/wholesale. Yes/No
Catering (preparation of food for consumption in the establishment. Yes/No
Retail (direct sale to consumers or other consumers) Yes/No
Market stall or mobile vendor. Yes/No
Other (please specify)

Part 5 – Transport of products from the establishment

How will products be transported from the establishment (Indicate all that apply)
Your own vehicle(s) Yes/No
Contract/Private haulier Yes/No
Purchaser's own vehicle(s) Yes/No
Other (please specify)

Part 6 – Supply of products Use of the establishment

Which of the following will be supplied from the establishment (Indicate all that apply)
Other businesses that manufacture or process food. Yes/No
Wholesale packers. Yes/No
Cold stores that are not part of the establishment to which this application relates. Yes/No
Warehouses that are not part of the establishment to which this application relates. Yes/No
Restaurants, hotels, canteens or similar catering businesses. Yes/No
Take-away businesses. Yes/No
Distribution. Yes/No
Cash and carry/wholesale. Yes/No

Retail shops, supermarkets, stalls, or mobile vendors that you own. Yes/No
Retail shops, supermarkets, stalls, or mobile vendors that you do not own. Yes/No
Members of the public direct from the establishment to which this application relates. Yes/No
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 for which this application for approval relates?
Slaughter, including pigs, sheep, cattle, poultry, game etc: Yes/No. Approval Code:
Cutting fresh (including chilled and frozen), Meat, poultry meat or game: Yes/No Approval Code
Storage of fresh (including chilled and frozen) meat, poultry or game: Yes/No Approval Code

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 (NB information that is not sent out 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. Yes/No
A description of the (proposed) food safety management system based on HACCP principles. Yes/No
A description of the (proposed) establishment and equipment maintenance arrangements. Yes/No
A description of the (proposed) establishment, equipment, and transport cleaning arrangements. Yes/No
A description of the (proposed) waste collection and disposal arrangements. Yes/No
A description of the (proposed) water supply. Yes/No
A description of the (proposed) water supply quality testing arrangements. Yes/No
A description of the (proposed) arrangements for product testing. Yes/No
A description of the (proposed) pest control arrangements. Yes/No
A description of the (proposed) monitoring arrangements for staff health. Yes/No
A description of the (proposed) staff hygiene training requirements. Yes/No
A description of the (proposed) arrangements for record keeping. Yes/No
A description of the (proposed) arrangements for applying the identification mark to product packaging or wrapping. Yes/No

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 kilogrammes or litres per week. (Indicate all that apply).
Part 9(1) Minced Meat and Preparations

<p>Handling minced meat. Yes/No Handling meat preparations. Yes/No Full details of activities and specific products handled</p>
<p>How many tonnes of minced meat in total will be handled in the establishment per week on average?</p>
<p>How many tonnes of meat preparations in total will be handled in the establishment per week on average?</p>
<p>Part 9(2) Mechanically Separated Meat</p>
<p>Full details of activities and specific products handled</p>
<p>How many tonnes of mechanically separated meat in total will be handled in the establishment per week on average?</p>
<p>Part 9(3) Meat Products</p>
<p>Full details of activities and specific products handled</p>
<p>How many tonnes of meat products in total will be handled in the establishment per week on average?</p>
<p>Part 9(4) Live Bivalve Molluscs (Shellfish)/Fishery Products</p>
<p>Full details of activities and specific products handled</p>
<p>How many tonnes of Live Bivalve Molluscs (Shellfish)/Fishery Products in total will be handled in the establishment per week on average?</p>
<p>Part 9(5) Raw Milk/Dairy Products</p>
<p>Raw Milk. Yes/No Dairy Products. Yes/No</p>
<p>Full details of activities and specific products handled</p>
<p>How many litres of Raw Milk will be handled in the establishment per week on average?</p>
<p>How many litres/tonnes of Dairy Products will be handled in the establishment per week on average?</p>
<p>Part 9(6) Eggs (not Primary Production)/Egg Products</p>
<p>Full details of activities and specific products handled</p>
<p>How many tonnes of Eggs will be handled in the establishment per week on average?</p>

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. Yes/No

Snails. Yes/No

Full details of activities and specific products handled

How many tonnes of frogs' legs will be handled in the establishment per week on average?

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

Part 9(8) Related Animal Fats and Greases

Rendered Animal Fats. Yes/No

Greases. Yes/No

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 greases will be handled in the establishment per week on average?

Part 9(9) Treated Stomachs, Bladders and Intestines

Treated Stomachs. Yes/No

Treated Bladders. Yes/No

Treated Intestines. Yes/No

Full details of activities and specific products handled

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

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

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

Part 9(10) Gelatine

Full details of activities

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

Part 9(11) Collagen

Full details of activities

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

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?

Part 10 – Signature	
I hereby apply, as food business operator of the establishment detailed in Part 3, for approval for 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:	
Print Name:	
Date:	

Further information is available from the Food Safety service which can be contacted on (0191) 2116102. Email: psr@newcastle.gov.uk
 Alternatively go to the Food Standards Agency website:
<https://www.food.gov.uk/enforcement/approved-premises-official-controls/sectorrules>

The completed form should be returned to:
Food Safety Service
Directorate of Operations and Regulatory Services
City of Newcastle upon Tyne
Civic Centre
Newcastle upon Tyne
NE1 8QH
Email: psr@newcastle.gov.uk

Telephone: (0191) 2116102

DATA PROTECTION

Personal information provided in an application form and during the period of any subsequent Licence is normally held for a period of five years from the expiry of the last consecutive Licence held. It will be used primarily for the purpose of the licensing function concerned although it may also be used for data matching purposes across various licensing functions. Personal information held for licensing purposes will be held and used in accordance with the requirements of the General Data Protection Regulation / Data Protection Act 2018. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers the Council may use information provided for licensing purposes within this Authority for data matching purposes. It may also data match information provided for licensing purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud. If you do have any queries regarding any Data Protection, please contact the responsible officer.

FREEDOM OF INFORMATION

Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2000. This information excludes that which is in any other way already in the public domain.

FOR OFFICIAL USE ONLY Date of Application for Registration

Decision.....

Entered on Database: – Date