



Guidance on completing the application form for approval

This document provides advice to food business operators (FBOs) on how to complete the application form for approval.

Be sure to read this document carefully before filling out the application form. Part numbers in this document reflect the part that the FBO will be completing on the application form.

PART 1 – Local authority (LA) details

Please ensure that all the LA details completed correctly and fully.

PART 2 – Premises for which approval is sought

Trading name: the name that the owner conducts their business under (if applicable). This cannot be the name of a different registered company.

Address: Complete address including postcode. Make sure the full telephone number is included. Please also provide a full email address.

PART 3 – FBO details and business structure

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.

All FBOs fall into one of the following categories:

- Sole trader
- Partnership
- Incorporated and registered company
- Other business types such as cooperatives, registered charities and other specialised types of organisation. These 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.

Only complete section **3a** if you have a company registered at Companies House. Make sure the company information is completed in full

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.

Only complete section **3b** if you are trading as a partnership or sole trader. You should list the details accurately including telephone numbers, address and email. If necessary, please continue on a separate sheet and attach.



Note: An FBO is the natural or legal persons responsible for ensuring that the requirements of food law are met within the food business under their control.

PART 4 – Establishment managers and contacts

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

For a limited company, a duly authorised representative (the individual delegated to speak or act on behalf 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.

The competent authority dealing with the approval process may be required to contact the FBO should there be an emergency and for contingency planning purposes (for example, foot and mouth outbreak). This information is voluntary.

PART 6 – Activities for which approval is sought

Clearly mark a cross in the box, or boxes, the activities for which approval is sought. There may be more than one approvable activity, in which case mark X in the box for all that apply to this establishment.

Indicate an estimated amount of the product(s) for which approval is sought that is processed in the establishment per week in kilograms. Ensure this figure is provided next to all activities selected.

Provide a description of what the activities include and any further information that supports the approval decisions. Provide as much detail as possible on the activities and products processed in the establishment. The more information recorded the smaller the margin for error throughout the approval process. Please expand the boxes accordingly to accommodate more text or continue onto an additional page and attach to this document.

Note: In accordance with Retained Regulation (EC) No. 853/2004, Annex I, point 7.1, meat products are defined as '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'

Note: In accordance with Retained Regulation (EC) No. 853/2004, Annex I, point 1.15, meat preparations are defined as '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 to eliminate the characteristics of fresh meat'.



PART 7 – Products to be processed/activities to be conducted by the establishment

Clearly mark a cross in the box for each activity/process to be conducted in the establishment

Please make sure you list all applicable sales routes, even if some are used infrequently

PART 8 – Other activities at the same site

Clearly state yes or no for each activity. Please include any other approval codes if relevant.

Please note, in accordance with Retained Regulation (EC) No. 853/2004, Annex 1, point 1.17, a cutting plant means an establishment used for boning and/or cutting up meat. If the establishment is doing this but only for a product that will be minced or used for a meat preparation, then they are not deemed a cutting plant.

PART 9 – Information and documentation

Clearly mark a cross in the box for all additional documentation supplied

These additional documents will be essential for the approval of the establishment. 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 to the approval process.

PART 10 – Declaration

Make sure the name is completed in BLOCK LETTERS, dated. An electronic version emailed will also be acceptable with a scanned in signature.

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

If you require any additional advice please telephone the Food Safety Team on 01553 616200 or email us at food.safety@West-Norfolk.gov.uk