



Application for approval of a food business establishment subject to approval under Assimilated Regulation (EC) No. 853/2004

To be completed by the food business operator (FBO).

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 9 inclusive in relation to the products of animal origin of which you are applying for the approval of your establishment, then sign and date part 10.

You should notify the local authority in writing of any changes to the details on this form, including any changes in the operations carried out and products handled in the establishment.

PART 1 – Local authority

Local authority name:

Local authority address:
Kings Court Chapel Street
Kings Lynn
Norfolk

Postcode: PE30 1EX

Email:

Telephone:

PART 2 – Premises for which approval is sought

Trading name (Name under which someone conducts their business):

Full Postal Address:

Postcode:

Email:

Telephone:



PART 3 – Individual details and business structure

Please indicate the type of business;

- Company ☐ Now complete 3a
- Partnership ☐ Now complete 3b
- Sole trader ☐ Now complete 3b
- Other 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

PART 3(A) – Company details (as registered with Companies House or equivalent)

(Provide full details for all company directors - If required continue on separate sheet and attach)

Full company name:

Registered office address:

Postcode:

Company registration number:

Director(s) name(s):

Email:

Telephone:

PART 3(B) – Complete only if Partnership / Sole trader

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

Duly authorised representative:

Position:

Email:

Telephone:



Contact name two:

Position:

Email:

Telephone:

Contact name three:

Position:

Email:

Telephone:

PART 4 – Establishment managers and contacts

Manager – responsible for day to day operations of the establishment

Name:

Email:

Telephone:

Technical Manager:

Name:

Email:

Telephone:

Out of hours emergency contact:

Name:

Email:

Telephone:



PART 5 – Publication of FBO information

The Food Standards Agency (FSA) has a requirement under Retained Regulation (EU) No. 2017/625 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 (<https://www.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 establishments. This information helps enable potential customers find food producers in their area.

Please indicate if you would like your address details to be withheld:

Yes ☐

No ☐

PART 6 – Type of activities for which approval is sought and products to be processed/activities to be conducted by the establishment (Please mark X to all that apply)

Category	Activity	X that apply	Average throughput per week in kilograms	Details of activities	Products processed
General activity (Section 0)	Cold store (CS)				
	Re-wrapping and/or re-packaging (RW)				
	Wholesale market (WM)				
	Reefer vessel (RV)				
Minced meat, meat preps, MSM and LTTC (Section V)	Minced meat (MM)				
	Meat preparation (MP)				
	Mechanically separated meat (MSM)				
	Burger meat intended to be less than thoroughly cooked (LTTC)				
Meat products (Section VI)	Processing plant (PP)				



Live bivalve molluscs (Section VII)	Dispatch centre (DC)				
	Purification Centre (PC)				
Fishery products (Section VIII)	Factory vessel (FV)				
	Freezing vessel (ZV)				
	Fresh fishery products plant (FFPP)				
	Processing plant (PP)				
	Wholesale market (WM)				
	Auction hall (AH)				
	Mechanically separated fishery products plant (MSFP)				
Raw milk, colostrum, colostrum-based and dairy products (Section IX)	Collection centre (CC)				
	Processing plant (PP)				
Egg and egg products (Section X)	Collection centre (CC)				
	Packing centre				
	Processing plant (PP)				
Frogs' legs and snails (Section XI)	Processing plant (PP)				
Rendered animal fats and greaves (Section XII)	Collection centre (CC)				
	Processing plant (PP)				
Treated stomach, bladders and intestines (Section XIII)	Processing plant (PP)				
Gelatine (Section XIV)	Collection centre and				



	tanneries authorised for supply of raw materials for the production of gelatine for human consumption (voluntarily)				
	Processing plant (PP)				
Collagen (Section XV)	Collection centre and tanneries authorised for supply of raw materials for the production of collagen for human consumption (voluntarily)				
	Processing plant (PP)				
Highly refined products (Section XVI)	Processing plant (PP)				

PART 7 – Supply of products from the establishment to other establishments

Which of the following units will be supplied with products from the establishment? (Mark **X** to 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
- ☐ Take-away businesses
- ☐ Retail establishments that you own for example, shops or supermarkets, restaurants or similar caterers supplying the final consumer that you own
- ☐ Retail establishments that you do not own for example, shops or supermarkets, restaurants or similar caterers supplying the final consumer that you do not own
- ☐ Members of the public direct from the establishment to which this application relates
- ☐ Other (please specify:.....)



PART 8 – 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?

Activity	Yes/No	Approval Code
Slaughter, including pigs, sheep, cattle, poultry, game, goats, rabbits, ratites, others		
Cutting fresh (including chilled and frozen) meat, poultry meat, game, others		
Storage of fresh (including chilled and frozen) meat, poultry or game		

PART 9 – Information and documentation

The following 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.

Mark **X** to all that apply

- ☐ 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 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 waste collection and disposal 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 10 – Application

I hereby apply, as detailed in parts 1-9 above, to use that establishment for the purposes of handling products of animal origin as per requirements laid out in Retained Regulation (EC) No. 853/2004.

Name:

Job Title:

Signature:

Date: