

To be completed by the food business operator.

Most food law operating in the UK is derived from EU law. Following the end of the Implementation Period, these EU Food regulations have been retained as part of our domestic food law and have effect in domestic law immediately before exit day. Therefore from 1 January 2021 any references to EU Regulations should be read as referring to retained EU law which is published on [legislation.gov.uk](https://www.legislation.gov.uk)

Trading Name:

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Postcode:

PART 2 – Category of Establishment for which approval is sought
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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:

Job titles:

1.

2.

3.

1.

2.

3.

Full names of
others in control of
the business:

Job titles:

1.

2.

3.

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
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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	FV - Factory Vessel	
		PP - Processing Plant	
		RV - Reefer Vessel	
		ZV - Freezer Vessel	
		CS - Cold Stores	
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?

	Yes	No	Approval Code
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:	☐	☐	

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).

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

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

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

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PART 9(8) – Rendered Animal Fats and Greaves☐ Rendered Animal Fats☐ Greaves

Full details of activities and specific products handled

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

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

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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

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

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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

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Date

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Name in BLOCK
LETTERS

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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:

Dumfries and Galloway Council Environmental Health Militia House English Street Dumfries DG1 2HR	Contact Name:	IMPORTANT Please notify any changes to the details you have given on this form in writing to the Food Authority at the address shown.
	Telephone:	
	Email: environmentalhealth@dumgal.gov.uk	

Privacy Statement

What we need

Dumfries and Galloway Council and Food Standards Scotland (FSS) are Joint Data Controllers of the personal information you have provided to us when you registered your business with your Local Authority. The information we collect about you includes name, postal address, email address and telephone number.

Why we need it

- As Joint Data Controllers, we need to collect this information for the purposes of Food Law Enforcement
- Regulation (EC) No 2017/625 on official controls performed to ensure the verification of compliance with Food Law, requires that **Dumfries and Galloway Council** and FSS coordinate effectively in the field of environmental and health protection, carrying out their activities with a high level of transparency, making relevant information available to the public as soon as possible.
- Each Local Authority is required to maintain an up to date list of registered Food Business Establishments in its area and divulge this information for the purposes of ensuring public health and the effective enforcement of Food Law.
- The Food (Scotland) Act 2015, enables FSS to set performance standards, report on enforcement action by others and require relevant information from **Dumfries and Galloway Council**
- The Official Feed and Food Controls (Scotland) Regulations 2009 (as amended), allows the exchange and provision of information by FSS and **Dumfries and Galloway Council** for the execution and enforcement of relevant Food Law, and makes provision for **Dumfries and Galloway Council** to provide FSS with Food Business information.
- **Dumfries and Galloway Council** and FSS are required to fulfil the statutory obligations required by Article 113 of Regulation (EC) No 2017/625, which places a requirement on Local Authorities and FSS to provide the information specified in that Article and to report to the European Commission.
- FSS maintains a national database that can be accessed by both Food Standards Scotland and the Local Authority to which the information pertains. The reporting toolset allows information to be strategically analysed, allowing both organisations to adhere to the principles of the Scottish Regulators' Strategic Code of Practice.
- We will only collect the data that we need as required by the above regulations and legislations, and not collect any personal information from you that we do not need.

What we do with it

The information collected on this form will be retained by **Dumfries and Galloway Council** for six years for Freedom of Information purposes. Food Standards Scotland collects food business information from **Dumfries and Galloway Council** on a regular basis for the purposes of Food Law Enforcement. The information will be retained by FSS for 6 years, also for Freedom of Information purposes.

FSS have put in place appropriate and adequate technical and organisational measures to protect your personal information. FSS data is located within the European Union, on cloud based services procured through the government framework agreements, and assessed against the national cyber security centre cloud security principles.

Details about **Dumfries and Galloway Council's** technical and organisational measures to protect food business operator can be found at <http://www.dumgal.gov.uk/article/17483/Privacy-statement>

We want to assure you that no third parties have access to your personal information unless the Law allows them to do so.

What we may also be required to do with it

The information may be shared with other Regulators in line with the principles of the Scottish Regulators Strategic Code of Practice for compliance and risk mitigation purposes. This is limited to circumstances where the law allows such sharing of information by regulators with common interests or activities and will not include personal information.

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 addresses 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 information, you can contact our Data Protection Officers 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).

If you need any further information please contact **Dumfries and Galloway Council's** Data Protection Officer at dataprotection@dumgal.gov.uk or Food Standards Scotland's Data Protection Officer at: dataprotection@fss.scot