## Approval of Establishments under Regulation 853/2004 - Template Forms

Template forms which may be used by authorised officers in connection with the approval of establishments are provided from A.9.1 to A.9.6, as detailed in the following table:

|  |  |
| --- | --- |
| **Practice Guidance Reference** | **Template Form** |
| A.9.1 | Application for Approval |
| A.9.2 | Notification of Grant of Full Approval / Conditional Approval |
| A.9.3 | Notice of Decision Not to Grant Approval |
| A.9.4 | Notice of Decision to Withdraw Approval / Conditional Approval |
| A.9.5 | Notice of Decision to Suspend Approval / Conditional Approval |
| A.9.6 | Notification of Refusal to Grant Full Approval to an Establishment which is Conditionally Approved |

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 has 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://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.gov.uk%2F&data=04%7C01%7CKaren.Wardrope%40southlanarkshire.gov.uk%7C3904a6928283402fd7b208d97437e1c3%7Cd38231f1615c4749b323dc7c7ad5eeba%7C0%7C0%7C637668606684464058%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=4zgYMWD4Q9kdL6LNi7osWg%2BH8DpQsR2N1l9RZ7h0PE8%3D&reserved=0).

As stated in Paragraph 5.1.5 of the Code of Practice, although the content of these documents should be regarded as the minimum required, Food Authorities may adapt them as necessary to meet local requirements.

Food Authorities must where departures from the Code are advised, or the option to depart is provided, ensure they do not depart further than permitted by relevant law, and follow any restrictions set out by the FSS.

### A.9.1: Model Application for Approval

**Application for Approval of a Food Business Establishment Subject to Approval under Regulation (EC) No. 853/2004**

|  |
| --- |
| **To be completed by the food business operator.** |

|  |
| --- |
| **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, then sign and date Part 10.**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://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.gov.uk%2F&data=04%7C01%7CKaren.Wardrope%40southlanarkshire.gov.uk%7C3904a6928283402fd7b208d97437e1c3%7Cd38231f1615c4749b323dc7c7ad5eeba%7C0%7C0%7C637668606684464058%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=4zgYMWD4Q9kdL6LNi7osWg%2BH8DpQsR2N1l9RZ7h0PE8%3D&reserved=0). |

**PART 1 - Establishment for which approval is sought**

|  |  |
| --- | --- |
| Trading name |       |
|  |  |  |  |
| Full postal |       |
| Address |
|  |
|  | Postcode:       |

**PART 2 – Type(s) of product(s) of animal origin for which approval is sought**

Indicate the product(s) of animal origin in respect of which you are applying for approval to use the establishment (tick all that apply)?

|  |  |
| --- | --- |
| **[ ]**  | General Activity Establishment |
| **[ ]**  | Minced Meat  |
| **[ ]**  | Meat Preparations |
| **[ ]**  | Mechanically Separated Meat |
| **[ ]**  | Meat Products |
| **[ ]**  | Live Bivalve Molluscs (Shellfish) |
| **[ ]**  | Fishery Products  |
| **[ ]**  | Raw Milk and Dairy Products |
| **[ ]**  | Eggs (not Primary Production) / Egg Products |
| **[ ]**  | Frogs’ Legs / Snails |
| **[ ]**  | Rendered Animal Fats and Greaves |
| **[ ]**  | Treated Stomachs, Bladders and Intestines |
| **[ ]**  | Gelatine |
| **[ ]**  | Collagen |
| **[ ]**  | Highly Refined Products |

**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) |       |
| E-mail |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Full names of managers | 1.       | 2.       | 3.       |
| of the establishment |
| Job titles | 1.       | 2.       | 3.       |
|  |
|  |  |  |  |
| Full Names of others  | 1.       | 2.       | 3.       |
| In control of the business |
| Job titles | 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)?

|  |  |
| --- | --- |
| [ ]  | General activity establishment |
| **[ ]**  | Wholesale market |
| **[ ]**  | Manufacture |
| **[ ]**  | Other processing (please specify) |
| **[ ]**  | 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) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Intention to Export: | Yes | [ ]  | No | [ ]  |

**PART 5 – Transport of products from the establishment**

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 |  | APPROVALCODE |
| 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 willbe handled in the establishment per week on average? |       |

|  |  |
| --- | --- |
| How many litres / tonnes of Dairy Products willbe 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 willbe 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 detailed 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:

|  |  |  |  |
| --- | --- | --- | --- |
|       | 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:       |  |
|  |  |
| Fax:       |  |
|  |  |
| E-mail:       |  |

**Privacy Statement**

Each LA to add their own Privacy Statement.

**A.9.2: Model Notification of Grant of Full Approval / Conditional Approval**

##### Notification of Grant of Full Approval / Conditional Approval\* of a Food Business Establishment Subject to Approval under Regulation (EC) No. 853/2004

|  |
| --- |
| **To be completed by the Food Authority and sent to 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://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.gov.uk%2F&data=04%7C01%7CKaren.Wardrope%40southlanarkshire.gov.uk%7C3904a6928283402fd7b208d97437e1c3%7Cd38231f1615c4749b323dc7c7ad5eeba%7C0%7C0%7C637668606684464058%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=4zgYMWD4Q9kdL6LNi7osWg%2BH8DpQsR2N1l9RZ7h0PE8%3D&reserved=0). |

**PART 1 – Name and address of food business operator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TO:       |  | **IMPORTANT**You must notify any change to the details on this form, including any changes in the operations carried out and products handled in the establishment, in writing to the approving Food Authority at the address shown. |  | [Food Authority Logo] |

**PART 2 – Introduction**

**Further to your application dated       for approval of your establishment in accordance with Regulation (EC) No. 853/2004, approval / conditional approval\* is GRANTED in respect of the establishment shown in Part 3, and the scope of operations, activities and other matters set out in the relevant Parts of this document.**

**The approval code that has been allocated to this establishment is shown at the end of this document. It must be used in the format stipulated by, and when required by, Regulation (EC) No. 853/2004.**

**In accordance with Regulation 12 of the Official Feed and Food Controls (Scotland) Regulations 2009, any person aggrieved by a decision of a Food Authority not to grant a full approval may appeal against that decision to a Sheriff Court. The time limit for lodging an appeal is one month from the date on which this notice was served on you. You may wish to consult a legal adviser about the implications of this notice and your right of appeal against this Food Authority’s decision on your application. The name and address of the Sheriff Court at which you should lodge your appeal is**

**PART 3 – Trading name and address**

|  |  |
| --- | --- |
| Trading name of establishment |       |
|  |  |  |  |
| Full postal address |       |
|  |
|  | Postcode:       |

|  |  |
| --- | --- |
| **[ ]**  | The establishment has been APPROVED in accordance with Article 148(3) of Regulation (EU) 2017/625. |
| **[ ]**  | The establishment has been CONDITIONALLY APPROVED in accordance with Article 148(4) of Regulation (EU) 2017/625. |

**PART 3(1) – Conditional Approval (To be completed when conditional approval has been granted)**

**The requirements of the Regulations with which you have failed to comply are:**

|  |  |
| --- | --- |
| Regulation / Article No. | Requirement |
|       |       |
|       |       |
|       |       |

**The reasons you have failed to comply with the requirements of the Regulations are:**

|  |  |
| --- | --- |
| Regulation / Article No. | Details of non-compliance |
|       |       |
|       |       |
|       |       |

**The measures you need to take in order to comply with the requirements of the Regulations are:**

|  |  |
| --- | --- |
| Regulation / Article No. | Measures needed to secure compliance |
|       |       |
|       |       |
|       |       |

In accordance with Article 148(4) of Regulation (EU) 2017/625, this Food Authority will visit your establishment within three months of this conditional approval being granted in order to make an assessment of progress in complying with the above requirements.

**PART 4 – Food business operator**

|  |  |
| --- | --- |
| Name and full address |       |
| of Food Business Operator |       |
|  |
|  | Postcode:       |

**PART 5 – Scope of approval / conditional approval\***

This approval/conditional approval\* authorises the handling of the following type(s) of product in the establishment shown in Part 3 of this document in respect of the specific activities and products detailed below:

**Category of approval:**

|  |  |
| --- | --- |
| [ ]  | General Activity Establishment |
| [ ]  | Minced Meat  |
| [ ]  | Meat Preparations |
| [ ]  | Mechanically Separated Meat |
| [ ]  | Meat Products |
| [ ]  | Live Bivalve Molluscs (Shellfish) |
| [ ]  | Fishery Products  |
| [ ]  | Raw Milk and Dairy Products |
| [ ]  | Eggs (not Primary Production) / Egg Products |
| [ ]  | Frogs’ Legs / Snails |
| [ ]  | Rendered Animal Fats and Greaves |
| [ ]  | Treated Stomachs, Bladders and Intestines |
| [ ]  | Gelatine |
| [ ]  | Collagen |
| [ ]  | Highly Refined Products |

**Activity Codes:**

See Appendix 2 & 3 for codes – Category **must** be completed by LAs.

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Associated Activity | Species | Remarks |
|  |  |  |  |

**Full Details of Activities and Specific Products Handled:**

|  |
| --- |
|  |

**The establishment shown at Part 3 has been granted the following derogations:**

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Intention to Export: | Yes | [ ]  | No | [ ]  |

|  |  |
| --- | --- |
| **Approval Code:** |       |

|  |  |
| --- | --- |
| **Date Approval / Conditional Approval\* Granted:** |       |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |       |
| **Designation:** |       |
| **Date:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of Food Authority:      | Contact Name:       |  | **IMPORTANT****You must notify any change to the details on this form, including any changes in the operations carried out and products handled in the establishment, in writing to the approving Food Authority at the address shown.** |
|  |
| Telephone:       |
|  |
| Fax:       |
|  |
| E-mail:       |

\* Food Authority to delete as appropriate.

Please see [link](https://www.foodstandards.gov.scot/privacy/privacy-notices/food-business-establishments-and-approval-list-privacy-notice) for FSS Privacy Statement.

**A.9.3: Model Notice of Decision Not To Grant Approval**

**Notice of Decision to REFUSE to Grant Approval to a Food Business Establishment Subject to Approval under Regulation (EC) No. 853/2004**

|  |
| --- |
| **To be completed by the Food Authority and sent to 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://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.gov.uk%2F&data=04%7C01%7CKaren.Wardrope%40southlanarkshire.gov.uk%7C3904a6928283402fd7b208d97437e1c3%7Cd38231f1615c4749b323dc7c7ad5eeba%7C0%7C0%7C637668606684464058%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=4zgYMWD4Q9kdL6LNi7osWg%2BH8DpQsR2N1l9RZ7h0PE8%3D&reserved=0)**.** |

**PART 1 – Name and address of food business operator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TO:       |  | **IMPORTANT****You must not use the establishment detailed in Part 3 for ANY purpose which would render the establishment subject to approval under Regulation (EC) No. 853/2004 unless this Food Authority has granted approval or conditional approval.** |  | [Food Authority Logo] |

**PART 2 – Notification of decision**

**Further to your application dated       for approval of your establishment in accordance with Regulation (EC) No. 853/2004, approval is REFUSED in respect of the establishment shown in Part 3, and the scope of operations, activities and other matters set out in the relevant Parts of this document.**

**The decision to refuse your application was made for the reason(s) set out in Part 4 of this document.**

**The establishment must therefore not be used for any purpose which would render the establishment subject to approval under Regulation (EC) No 853/2004 UNLESS THIS FOOD AUTHORITY GRANTS APPROVAL OR CONDITIONAL APPROVAL.**

**In accordance with Regulation 12 of the Official Feed and Food Controls (Scotland) Regulations 2009, any person aggrieved by a decision of a Food Authority to refuse to grant an approval may appeal against that decision to a Sheriff Court. The time limit for lodging an appeal is one month from the date on which this notice was served on you. You may wish to consult a legal adviser about the implications of this notice and your right of appeal against this Food Authority’s decision on your application. The name and address of the Sheriff Court at which you should lodge your appeal is    .**

**PART 3 – Trading name and address of the establishment**

|  |  |
| --- | --- |
| Trading name of establishment |       |
|  |  |  |  |
| Full postal address |       |
|  |
|  | Postcode:       |

**PART 4 – Reasons for refusal**

**Your application for approval has been refused because you have failed to comply with the requirements of the Regulations as indicated below.**

**The requirements of the Regulations that you have failed to comply with are:**

|  |  |
| --- | --- |
| Regulation / Article No. | Requirement |
|       |       |
|       |       |
|       |       |

**The reasons you have failed to comply with the requirements of the Regulation are:**

|  |  |
| --- | --- |
| Regulation / Article No. | Details of non-compliance |
|       |       |
|       |       |
|       |       |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |       |
| **Designation:** |       |
| **Date:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of Food Authority:      | Contact Name:       |  | **IMPORTANT****You must not use the establishment detailed in Part 3 for ANY purpose which would render the establishment subject to approval under Regulation (EC) No. 853/2004 unless this Food Authority has granted approval or conditional approval.** |
|  |
| Telephone:       |
|  |
| Fax:       |
|  |
| E-mail:      Please see [link](https://www.foodstandards.gov.scot/privacy/privacy-notices/food-business-establishments-and-approval-list-privacy-notice) for FSS Privacy Statement. |

**A.9.4: Model Notice of Decision to WITHDRAW the Approval / Conditional Approval**

##### Notice of Decision to WITHDRAW the Approval / Conditional Approval\* of a Food Business Establishment Subject to Approval under Regulation (EC) No. 853/2004

|  |
| --- |
| **To be completed by the Food Authority and sent to 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://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.gov.uk%2F&data=04%7C01%7CKaren.Wardrope%40southlanarkshire.gov.uk%7C3904a6928283402fd7b208d97437e1c3%7Cd38231f1615c4749b323dc7c7ad5eeba%7C0%7C0%7C637668606684464058%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=4zgYMWD4Q9kdL6LNi7osWg%2BH8DpQsR2N1l9RZ7h0PE8%3D&reserved=0)**.** |

**PART 1 – Name and address of food business operator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TO:       |  | **IMPORTANT****With immediate effect, you must not use the establishment detailed in Part 3 for ANY purpose which would render the establishment subject to approval under Regulation (EC) No. 853/2004 or use the associated approval code on any product unless this Food Authority has granted approval or conditional approval.** |  | [Food Authority Logo] |

**PART 2 – Notification of decision to withdraw approval / conditional approval\***

**This is formal notice that the approval / conditional approval\* granted by this Food Authority (or by a predecessor Food Authority) on       in respect of the establishment shown in Part 3 of this document, which is subject to approval under Regulation (EC) No. 853/2004, to handle the products of animal origin indicated in Part 4 of this document, has been WITHDRAWN in accordance with Article 148(4) of Regulation (EU) 2017/625. The decision to withdraw the approval / conditional approval\* was made for the reason(s) set out in Part 5 of this document.**

**With immediate effect you must cease the use of the establishment detailed in Part 3 for ANY purpose which would render the establishment subject to approval under Regulation (EC) No. 853/2004, or use the associated approval code       on any product, UNLESS THIS FOOD AUTHORITY GRANTS APPROVAL OR CONDITIONAL APPROVAL.**

**In accordance with Regulation 12 of the Official Feed and Food Controls (Scotland) Regulations 2009 (as amended), any person who is aggrieved by a decision of a Food Authority to withdraw an approval/conditional approval\* may appeal against that decision to a Sheriff Court. The time limit for lodging an appeal is one month from the date on which this notice was served on you. You may wish to consult a legal adviser about the implications of this notice and your right of appeal against this Food Authority’s decision on your application. The name and address of the Sheriff Court at which you should lodge your appeal is     .**

**PART 3 – Trading name and address of the establishment**

|  |  |
| --- | --- |
| Trading name of establishment |       |
|  |  |  |  |
| Full postal address |       |
|  |
|  | Postcode:       |

**PART 4 – Product(s) of animal origin for which approval / conditional approval\* had been granted**

|  |  |
| --- | --- |
| [ ]  | General Activity Establishment |
| [ ]  | Minced Meat  |
| [ ]  | Meat Preparations |
| [ ]  | Mechanically Separated Meat |
| [ ]  | Meat Products |
| [ ]  | Live Bivalve Molluscs (Shellfish) |
| [ ]  | Fishery Products  |
| [ ]  | Raw Milk and Dairy Products |
| [ ]  | Eggs (not Primary Production) / Egg Products |
| [ ]  | Frogs’ Legs / Snails |
| [ ]  | Rendered Animal Fats and Greaves |
| [ ]  | Treated Stomachs, Bladders and Intestines |
| [ ]  | Gelatine |
| [ ]  | Collagen |
| [ ]  | Highly Refined Products |

**PART 5 – Reasons for withdrawal**

**The approval / conditional approval\* has been withdrawn because you have failed to comply with the requirements of the Regulations as identified below.**

**The requirements of the Regulations that you have failed to comply with are:**

|  |  |
| --- | --- |
| Regulation / Article No. | Requirement |
|       |       |
|       |       |

**The reasons you have failed to comply with the requirements of the Regulation are:**

|  |  |
| --- | --- |
| Regulation / Article No. | Details of non-compliance |
|       |       |
|       |       |
|       |       |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |       |
| **Designation:** |       |
| **Date:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of Food Authority:      | Contact Name:       |  | **IMPORTANT****With immediate effect, you must not use the establishment detailed in Part 3 for ANY purpose which would render the establishment subject to approval under Regulation (EC) No. 853/2004 or use the associated approval code on any product unless this Food Authority has granted approval or conditional approval.** |
|  |
| Telephone:       |
|  |
| Fax:       |
|  |
| E-mail:       |

\*Food Authority to delete as appropriate

**A.9.5: Model Notice of Decision to Suspend Approval / Conditional Approval**

**Notice of Decision to SUSPEND the Approval / Conditional Approval\* of a Food Business Establishment Subject to Approval under Regulation (EC) No. 853/2004**

|  |
| --- |
| **To be completed by the Food Authority and sent to 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://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.gov.uk%2F&data=04%7C01%7CKaren.Wardrope%40southlanarkshire.gov.uk%7C3904a6928283402fd7b208d97437e1c3%7Cd38231f1615c4749b323dc7c7ad5eeba%7C0%7C0%7C637668606684464058%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=4zgYMWD4Q9kdL6LNi7osWg%2BH8DpQsR2N1l9RZ7h0PE8%3D&reserved=0)**.** |

**PART 1 – Name and address of food business operator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TO:      |  | **IMPORTANT****With immediate effect, you must not use the establishment detailed in Part 3 for any purpose which would render the establishment subject to approval under Regulation (EC) No. 853/2004 or use the associated approval code on any product until such time as the Food Authority lifts this suspension.** |  | [Food Authority Logo] |

**PART 2 – Notice of decision to suspend approval / conditional approval\***

**This is formal notice that the approval / conditional approval\* granted by this Food Authority (or by a predecessor Food Authority) on       in respect of the establishment shown in Part 3 of this document, which is subject to approval under Regulation (EC) No. 853/2004, to handle the products of animal origin indicated in Part 4 of this document, has been SUSPENDED in accordance with Article 148(4) of Regulation (EU) 2017/625. The decision to suspend the approval / conditional approval\* was made for the reason(s) set out in Part 5 of this document.**

**With immediate effect you must cease the use of the establishment detailed in Part 3 for ANY purpose which would render the establishment subject to approval under Regulation (EC) No. 853/2004, or use the associated approval code       on any product, UNTIL SUCH TIME AS THIS FOOD AUTHORITY LIFTS THE SUSPENSION.**

**In accordance with Regulation 12 of the Official Feed and Food Controls (Scotland) Regulations 2009 (as amended), any person aggrieved by a decision of a Food Authority to suspend an approval or conditional approval may appeal against that decision to a Sheriff Court. The time limit for lodging an appeal is one month from the date on which this notice was served on you. You may wish to consult a legal adviser about the implications of this notice and your right of appeal against this Food Authority’s decision on your application. The name and address of the Sheriff Court at which you should lodge your appeal is      .**

**PART 3 – Trading name and address of the establishment**

|  |  |
| --- | --- |
| Trading name of establishment |       |
|  |  |  |  |
| Full postal address |       |
|  |
|  | Postcode:       |

**PART 4 – Product(s) of animal origin for which approval / conditional approval\* had been granted**

|  |  |
| --- | --- |
| [ ]  | General Activity Establishment |
| [ ]  | Minced Meat  |
| [ ]  | Meat Preparations |
| [ ]  | Mechanically Separated Meat |
| [ ]  | Meat Products |
| [ ]  | Live Bivalve Molluscs (Shellfish) |
| [ ]  | Fishery Products  |
| [ ]  | Raw Milk and Dairy Products |
| [ ]  | Eggs (not Primary Production) / Egg Products |
| [ ]  | Frogs’ Legs / Snails |
| [ ]  | Rendered Animal Fats and Greaves |
| [ ]  | Treated Stomachs, Bladders and Intestines |
| [ ]  | Gelatine |
| [ ]  | Collagen |
| [ ]  | Highly Refined Products |

**PART 5 – Reasons for suspension**

**The approval has been suspended because you have failed to comply with the requirements of the Regulations as identified below.**

**The requirements of the Regulations that you have failed to comply with are:**

|  |  |
| --- | --- |
| Regulation / Article No. | Requirement |
|       |       |
|       |       |
|       |       |

**The reasons you have failed to comply with the requirements of the Regulation are:**

|  |  |
| --- | --- |
| Regulation / Article No. | Details of non-compliance |
|       |       |
|       |       |
|       |       |

**The measures you need to take in order to comply with the requirements of the Regulation are:**

|  |  |
| --- | --- |
| Regulation / Article No. | Measures needed to secure compliance |
|       |       |
|       |       |
|       |       |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |       |
| **Designation:** |       |
| **Date:** |       |

|  |  |  |
| --- | --- | --- |
| Name and address of Food Authority:      | Contact Name:       | **IMPORTANT****With immediate effect, you must not****use the establishment detailed in Part 4 for any purpose which would render the establishment subject to approval under Regulation (EC) No. 853/2004 or use the associated approval code on any product until such time as the Food Authority lifts this suspension.** |
|  |
| Telephone:       |
|  |
| Fax:       |
|  |
| E-mail:       |

 \* Food Authority to delete as appropriate

Please see [link](https://www.foodstandards.gov.scot/privacy/privacy-notices/food-business-establishments-and-approval-list-privacy-notice) for FSS Privacy Statement.

**A.9.6: Model Notification of Decision to REFUSE to Grant Full Approval to an Establishment which is Conditionally Approved**

**Notice of Decision to REFUSE to Grant Full Approval to an Establishment subject to Approval under Regulation (EC) No. 853/2004, which was Conditionally Approved under Regulation (EU) 2017/625**

|  |
| --- |
| **To be completed by the Food Authority and sent to 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://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.gov.uk%2F&data=04%7C01%7CKaren.Wardrope%40southlanarkshire.gov.uk%7C3904a6928283402fd7b208d97437e1c3%7Cd38231f1615c4749b323dc7c7ad5eeba%7C0%7C0%7C637668606684464058%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=4zgYMWD4Q9kdL6LNi7osWg%2BH8DpQsR2N1l9RZ7h0PE8%3D&reserved=0)**.** |

**PART 1 – Name and address of food business operator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TO:       |  | **IMPORTANT****With immediate effect, you must not use the establishment detailed in Part 3 for any purpose which would render the establishment subject to approval under Regulation (EC) No. 853/2004 or use the associated approval code on any product unless this Food Authority has granted approval or conditional approval.** |  | [Food Authority Logo] |

**PART 2 – Notification of decision**

**Your establishment, as detailed in Part 3, which is subject to approval under Regulation (EC) No. 853/2004 and was conditionally approved in accordance with Article 148(4) of Regulation (EU) 2017/625 to handle the products of animal origin indicated in Part 4 of this document has been REFUSED full approval.**

**The decision to refuse to grant full approval was made for the reason(s) set out in Part 5 of this document.**

**With immediate effect you must cease the use of the establishment detailed in Part 3 for ANY purpose which would render the establishment subject to approval under Regulation (EC) No. 853/2004, or use the associated approval code       on any product, UNLESS THIS FOOD AUTHORITY GRANTS APPROVAL OR CONDITIONAL APPROVAL.**

**In accordance with Regulation 12 of the Official Feed and Food Controls (Scotland) Regulations 2009 (as amended), any person who is aggrieved by a decision of a Food Authority to refuse to grant an approval may appeal against that decision to a Sheriff Court. The time limit for lodging an appeal is one month from the date on which this notice was served on you. You may wish to consult a legal adviser about the implications of this notice and your right of appeal against this Food Authority’s decision on your application. The name and address of the Sheriff Court at which you should lodge your appeal is      .**

**PART 3 – Trading name and address of the establishment**

|  |  |
| --- | --- |
| Trading name of establishment |       |
|  |  |  |  |
| Full postal address |       |
|  |
|  | Postcode:       |

**PART 4 – Product(s) of animal origin for which conditional approval had been granted**

|  |  |
| --- | --- |
| [ ]  | General Activity Establishment |
| [ ]  | Minced Meat  |
| [ ]  | Meat Preparations |
| [ ]  | Mechanically Separated Meat |
| [ ]  | Meat Products |
| [ ]  | Live Bivalve Molluscs (Shellfish) |
| [ ]  | Fishery Products |
| [ ]  | Raw Milk and Dairy Products |
| [ ]  | Eggs (not Primary Production) / Egg Products |
| [ ]  | Frogs’ Legs / Snails |
| [ ]  | Rendered Animal Fats and Greaves |
| [ ]  | Treated Stomachs, Bladders and Intestines |
| [ ]  | Gelatine |
| [ ]  | Collagen |
| [ ]  | Highly Refined Products |

**PART 5 – Reasons for refusal**

**Full approval has been refused because you have failed to comply with the requirements of the Regulations as indicated below.**

**The requirements of the Regulations that you have failed to comply with are:**

|  |  |
| --- | --- |
| Regulation / Article No. | Requirement |
|       |       |
|       |       |
|       |       |

**The reasons you have failed to comply with the requirements of the Regulations are:**

|  |  |
| --- | --- |
| Regulation / Article No. | Details of non-compliance |
|       |       |
|       |       |
|       |       |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |       |
| **Designation:** |       |
| **Date:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of Food Authority:      | Contact Name:       |  | **IMPORTANT****With immediate effect, you must not use the establishment detailed in Part 3 for any purpose which would render the establishment subject to approval under Regulation (EC) No. 853/2004 or use the associated approval code on any product unless this Food Authority has granted approval or conditional approval.** |

Please see [link](https://www.foodstandards.gov.scot/privacy/privacy-notices/food-business-establishments-and-approval-list-privacy-notice) for FSS 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

**Section XVI: Highly refined products**

* Processing plants

**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 hallCC = collection centreCP = cutting plantCS = cold storeDC = dispatch centreEPC = egg packing centreFFPP = Fresh fishery products plantFV = factory vesselGHE = game handling establishmentLEP = Liquid egg plantMM = minced meat establishmentMP = meat preparation establishmentMSFP = mechanicallyseparated fishery products plantMSM = mechanically separated meat establishmentTA = tanneryPC = purification centrePP = processing plantRV = reefer vesselRW = re-wrapping and repackaging establishmentSH = slaughterhouseWM = wholesale marketZV = freezer vessel | A = poultryB = bovineC = caprineF = frogsL = lagomorphsO = ovineP = porcineS = solipedsSN = snailsfG = farmed land mammals other than domestic ungulatesR = ratitewA = wild birdswL = wild lagomorphswU = wild ungulateswG = wild land mammals other than wild ungulates and wild lagomorphs | bl = blood productsmp = meat productspap = meat extracts and any powdered products derived from meatst = treated stomachs, bladders and intestinesco = colostrum and colostrum-based products |