



## **Guidance on Updating the Feed Premises Register (Annex 4)**

Local authorities may either:

- Submit a full register (Annex 5); or
- To help reduce the burdens of data collection, provide changes only to the 2013/14 register (Annex 6)

For those LAs that have only very recently submitted their registers in response to the outstanding request for data from 2013/14, please confirm if there is no change, or else make the changes as described above, using whichever method is preferred.

For those authorities that did not provide a register or updates for 2013/14, please provide a full register.

### **A. Completion of Registers – submitting a new register**

1. It is important that all the relevant data - name, address, activity code, approval number/registration number (where one has been allocated) - is included in your return and that you use the spreadsheet at Annex 5.
2. Where activity codes are not available for a FeBE, the FeBE should still be added to the list with a nominal activity code if possible (for example, a premise that is thought to be a livestock farm from previous enforcement visits could be given the activity code R13 which can be amended in future if other feed business activities come to light).
3. If more than one activity code exists on your register, these should be grouped together and listed in ascending order (for example, R10, R13).
4. Whilst it is important that the whole of the register is examined for completeness and accuracy, we request that particular attention is paid towards the details of the approved FeBEs and those with the activity codes R1, R2, R3, R4, R10 and R12.

5. From previous returns, it has been noted that many local authorities have high numbers of FeBEs with the activity code R10 in their registers. It is thought that in many cases the wrong activity code may have been used and we would ask that the activity codes of these FeBEs are reviewed and amended as necessary before making your return. Only farms that buy additives (for example, vitamins, trace elements, and preservatives) or pre-mixtures and mix these directly in feed should be registered under R10. These farms comply with Annex II of the Feed Hygiene Regulation and apply HACCP to their mixing operations. Farms that buy-in compound feeds (for example, complementary feeds) containing additives and mix these with other feed should be registered under R11 and comply with Annex I of the Feed Hygiene Regulation.

## **B. Completion of Registers – Updating the 2013/14 register**

1. Annex 6 contains a workbook which enables local authorities to report any changes made to 2013/14 premises registers in 2014/15. This is an alternative approach to submitting a full premises register.
2. The workbook is in the same format as the premises register and contains six tabs on which to record the following changes:
  - New Approved Premises
  - Closed Approved Premises
  - Approved Premises that changed their activity
  - New Registered Premises
  - Closed Registered Premises
  - Registered Premises that changed their activity

### ***Recycling of human food for animal feed***

Clarification has also been sought as to when a human food becomes an animal feed. This question relates to situations where, for example, food manufacturers and retailers provide surplus or off-specification material to FeBEs for processing for animal feed use. Such food becomes an animal feed when it is first designated for animal feed use. Establishments involved in this activity, such as premises belonging to supermarket chains, need to register under the Feed Hygiene Regulation as R7 and appear on the central lists.