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

# Version History

|  |  |  |
| --- | --- | --- |
| Version | Date | Comments |
| 1.0 | 02 March 2023 | Forms updated with new codes required for TRACES. |
| 1.1 | 29 March 2023 | Added additional fishery products activity codes for available in TRACES. |
| 1.2 | 14 April 2023 | Re-instated “measures required” table in “Suspension” form. |
| 1.3 | 31 May 2023 | Amendment to a heading in the TRACES Codes table. |
| 1.4 | 09 June 2023 | Caveat inserted in Part 9 of Application Form for General Activity Establishments. |
| 1.5 | 27 November 2023 | Formatting the document to make it Accessible. |

Template forms which may be used by authorised officers in connection with the approval of establishments are provided as detailed below:

|  |  |
| --- | --- |
| Template Forms | Page Number |
| 1. [Application for Approval](#Application)
 | 1 |
| 1. [Notification of Grant of Full Approval / Conditional Approval](#ApprovalForm)
 | 15 |
| 1. [Notice of Decision Not to Grant Approval](#Refusal)
 | 21 |
| 1. [Notice of Decision to Withdraw Approval / Conditional Approval](#Withdrawal)
 | 24 |
| 1. [Notice of Decision to Suspend Approval / Conditional Approval](#Suspension)
 | 28 |
| 1. [Notification of Refusal to Grant Full Approval to an Establishment which is Conditionally Approved](#RefuseConditional)
 | 32 |

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.

# 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.***

This form is designed to be completed 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. Once the form has been completed it should be signed and dated in Part 10 then returned, along with all necessary accompanying information, to the Local Authority contact detailed in 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 the approval is sought

|  |  |
| --- | --- |
| Trading Name: |  |

|  |  |
| --- | --- |
| Full PostalAddress: | Postcode:  |

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

Indicate the category/categories of approval (see Appendix I) in respect of which you are applying to use the establishment. (If more activities require to be added under any category, copy and paste rows.)

General Activity Establishment: Choose an item.

 Choose an item.

Minced Meat, Meat Preps and MSM: Choose an item.

 Choose an item.

Meat Products: Choose an item.

Live Bivalve Molluscs: Choose an item.

 Choose an item.

Fishery Products: Choose an item.

 Choose an item.

Dairy Products: Choose an item.

 Choose an item.

Egg and Egg Products: Choose an item.

 Choose an item.

Frogs Legs and Snails: Choose an item.

Rendered Animal Fats and Greaves: Choose an item.

 Choose an item.

Treated Stomach, Bladders and Intestines: Choose an item.

Gelatine: Choose an item.

Collagen: Choose an item.

## 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:

1.

2.

3.

Job titles of managers of the establishment:

1.

2.

3.

Full names of others in control of the business:

1.

2.

3.

Job titles of others in control of the business:

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

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. (Copy and paste rows if more activities require to be added under any category.)

Code Approval Category Operator Activity

GEN General activity establishment – Choose an item.

non EU Choose an item.

MM Minced Meat, Meat Preparations and Choose an item.

 Mechanically Separated Meat (MSM) Choose an item.

RPM Meat Products Choose an item.

LBM Live Bivalve Molluscs Choose an item.

 Choose an item.

FFP Fishery Products Choose an item.

 Choose an item.

MMP Raw milk, dairy products, colostrum Choose an item.

 and colostrum-based products Choose an item.

EPP Eggs and Egg Products Choose an item.

FLS Frogs’ Legs and Snails Choose an item.

FAT Rendered Animal Fats and Greaves Choose an item.

CAS Treated Stomachs, Bladders and Choose an item.

 Intestines: Casings only

GEL Gelatine Choose an item.

COL Collagen Choose an item.

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). **NB:** “General Activities Establishments (cold stores, re-wrapping/re-packing and wholesale market”, should only complete Part 9(12).

### 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:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 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 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 |  | 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 address shown.

Name and address of Food Authority:

 Telephone:

 Fax:

 Email:

Privacy Statement

Each LA to add their own Privacy Statement

# 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. A copy should also be sent to*** ***LAapprovals@fss.scot***

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 (See Appendix I):**

*Local authorities can delete categories that are not relevant. If more activities require to be added under any category, local authorities can copy and paste rows.*

General Activity Establishment: Choose an item.

 Choose an item.

Minced Meat, Meat Preps and MSM: Choose an item.

 Choose an item.

Meat Products: Choose an item.

Live Bivalve Molluscs: Choose an item.

 Choose an item.

Fishery Products: Choose an item.

 Choose an item.

Dairy Products: Choose an item.

 Choose an item.

Egg and Egg Products: Choose an item.

 Choose an item.

Frogs Legs and Snails: Choose an item.

Rendered Animal Fats and Greaves: Choose an item.

 Choose an item.

Treated Stomach, Bladders and Intestines: Choose an item.

Gelatine: Choose an item.

Collagen: Choose an item.

**Activity Codes**

See Appendix 2 & 3 for codes.

|  |  |  |
| --- | --- | --- |
| 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: [ ]  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. *Local authorities can delete categories that are not relevant and copy & paste rows if more activities require to be added under any category:*

### Code Approval Category Operator Activity

GEN General activity establishment – Choose an item.

non EU Choose an item.

MM Minced Meat, Meat Preparations and Choose an item.

 Mechanically Separated Meat (MSM) Choose an item.

RPM Meat Products Choose an item.

LBM Live Bivalve Molluscs Choose an item.

 Choose an item.

FFP Fishery Products Choose an item.

 Choose an item.

MMP Raw milk, dairy products, colostrum Choose an item.

 and colostrum-based products Choose an item.

EPP Eggs and Egg Products Choose an item.

FLS Frogs’ Legs and Snails Choose an item.

FAT Rendered Animal Fats and Greaves Choose an item.

CAS Treated Stomachs, Bladders and Choose an item.

 Intestines: Casings only

GEL Gelatine Choose an item.

COL Collagen Choose an item.

|  |  |
| --- | --- |
| **Approval Code:** |  |
| **Date Approval / Conditional Approval\* Granted:** |  |
| **Signed:** |  |
| **Name:** |  |
| **Designation:** |  |
| **Date:** |  |

 Contact Name:

Name and address of Food Authority:

**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 Food Authority at the address shown.

 Telephone:

 Fax:

 Email:

\*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.

# 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. A copy should also be sent to*** ***LAapprovals@fss.scot***

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 – Reason 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 Regulations are:

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

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

Name and address of Food Authority:

**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.**

 Contact Name:

 Telephone:

 Fax:

 Email:

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

# 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. A copy should also be sent to*** ***LAapprovals@fss.scot***

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 138(2)(j) 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 lodgingan appeal is one monthfrom 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 – Category of establishment for which approval / conditional approval\* had been granted (See Appendix I)

*Local authorities can delete categories that are not relevant and copy & paste rows if more activities require to be added under any category.*

General Activity Establishment: Choose an item.

 Choose an item.

Minced Meat, Meat Preps and MSM: Choose an item.

 Choose an item.

Meat Products: Choose an item.

Live Bivalve Molluscs: Choose an item.

 Choose an item.

Fishery Products: Choose an item.

 Choose an item.

Dairy Products: Choose an item.

 Choose an item.

Egg and Egg Products: Choose an item.

 Choose an item.

Frogs Legs and Snails: Choose an item.

Rendered Animal Fats and Greaves: Choose an item.

 Choose an item.

Treated Stomach, Bladders and Intestines: Choose an item.

Gelatine: Choose an item.

Collagen: Choose an item.

## PART 5 – Reasons for withdrawal

The approval / conditional\* approval has been withdrawn because:

[ ]  The activities for which the approval was granted are no longer being undertaken.

[ ]  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 Regulations are:

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

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

Name and address of Food Authority:

**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.**

 Contact Name:

 Telephone:

 Fax:

 Email:

\*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.

# 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. A copy should also be sent to*** ***LAapprovals@fss.scot***

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 138(2)(j) 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 – Category of establishment for which approval / conditional\* approval had been granted (See Appendix I)

*Local authorities can delete categories that are not relevant and copy & paste rows if more activities require to be added under any category.*

General Activity Establishment: Choose an item.

 Choose an item.

Minced Meat, Meat Preps and MSM: Choose an item.

 Choose an item.

Meat Products: Choose an item.

Live Bivalve Molluscs: Choose an item.

 Choose an item.

Fishery Products: Choose an item.

 Choose an item.

Dairy Products: Choose an item.

 Choose an item.

Egg and Egg Products: Choose an item.

 Choose an item.

Frogs Legs and Snails: Choose an item.

Rendered Animal Fats and Greaves: Choose an item.

 Choose an item.

Treated Stomach, Bladders and Intestines: Choose an item.

Gelatine: Choose an item.

Collagen: Choose an item.

## PART 5 – Reasons for suspension

The approval / conditional\* 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 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 |
|  |  |
|  |  |
|  |  |

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

Name and address of Food Authority:

**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.**

 Contact Name:

 Telephone:

 Fax:

 Email:

\*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.

# 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. A copy should also be sent to*** ***LAapprovals@fss.scot***

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 – Category of establishment for which conditional approval had been granted (See Appendix I)

*Local authorities can delete categories that are not relevant and copy & paste rows if more activities require to be added under any category.*

General Activity Establishment: Choose an item.

 Choose an item.

Minced Meat, Meat Preps and MSM: Choose an item.

 Choose an item.

Meat Products: Choose an item.

Live Bivalve Molluscs: Choose an item.

 Choose an item.

Fishery Products: Choose an item.

 Choose an item.

Dairy Products: Choose an item.

 Choose an item.

Egg and Egg Products: Choose an item.

 Choose an item.

Frogs Legs and Snails: Choose an item.

Rendered Animal Fats and Greaves: Choose an item.

 Choose an item.

Treated Stomach, Bladders and Intestines: Choose an item.

Gelatine: Choose an item.

Collagen: Choose an item.

## PART 5 – Reason 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:

**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.**

 Contact Name:

 Telephone:

 Fax:

 Email:

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# 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

# 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 |

# Appendix 4 – Codes used in the Scottish National Protocol and on TRACES

These tables are for reference purposes.

Codes in the Scottish National Protocol Codes in TRACES

| Annex III – Section | Activity Code |  | Code – Approval Category | Operator Activities |
| --- | --- | --- | --- | --- |
| Section O – General  | CS – Cold Store |  | GEN – General activity  | CS – Cold Stores |
| Activity Establishment | WM – Wholesale Market |  | establishment – non-EU | RV – Reefer Vessel |
|  | RW – Re-wrapping and re-packing Establishment |  |  | RW – Re-wrapping Establishment |
|  | RV – Reefer Vessel |  |  | WM – Wholesale Market |
| Section V – Minced Meat,  | MM – Processing Plant |  | MM – Minced meat, meat preparations | CS – Cold Stores |
| Meat Preparations and | MP – Processing Plant |  | and mechanically separated meat | MM – Minced Meat Plant |
| MSM |  |  | (MSM) | MP – Meat Preparation Plant |
|  | MSM – Processing Plant |  |  | MSM – Mechanically Separated Meat Plant |
| Section VI – Meat Products | PP – Processing Plant |  | RPM – Meat Products | CS – Cold Stores |
|  |  |  |  | PP – Processing Plant |
|  |  |  |  | SH - Slaughterhouse |
| Section VII – Live Bivalve  | DC – Dispatch Centre |  | LBM – Live Bivalve Molluscs | PC – Purification Centre |
| Molluscs | PC – Purification Centre |  |  | Z – Purification Areas |
|  |  |  |  | DC – Dispatch Centre |
| Section VIII – Fishery  | AH – Auction Hall |  | FFP – Fishery Products | AH – Auction Hall |
| Products | FFPP – Fresh Fishery Products Plant |  |  | CS – Cold Stores |
|  | FV – Factory Vessel |  |  | FV – Factory Vessel |
|  | PP – Processing Plant |  |  | PP – Processing Plant |
|  | WM – Wholesale Market |  |  | RV – Reefer Vessel |
|  | ZV – Freezer Vessel |  |  | WH – Wholesale Market |
|  |  |  |  | ZV – Freezer Vessel |
| Section IX – Raw Milk  | CC – Collection Centre |  | MMP – Raw milk, dairy products,  | CS – Cold Stores |
| & Dairy Products | PP – Processing Plant |  | colostrum & colostrum-based products | PP – Processing Plant |
| Section X – Eggs and  | EPC – Packing Centre |  | EPP – Eggs and Egg Products | LEP – Liquid Egg Plant |
| Egg Products | PP – Processing Plant |  |  | PP – Processing Plant |
|  | LEP – Liquid egg Plant |  |  |  |
| Section XI – Frogs Legs and  | PP – Processing Plant |  | FLS – Frogs’ Legs and Snails | CS – Cold Stores |
| Snails |  |  |  | PP – Processing Plant |
| Section XII - Rendered  | CC – Collection Centre |  | FAT – Rendered Animal Fats and  | PP – Processing Plant |
| animal fats and greaves | PP – Processing Plant |  | Greaves |  |
| Section XIII - Treated stomachs, bladders and intestines (Processing Plant) | PP – Processing Plant |  | CAS – Treated stomachs, bladders and intestines: casings only | PP – Processing Plant |
| Section XIV – Gelatine | PP – Processing Plant |  | GEL – Gelatine | PP – Processing Plant |
|  | CC – Collection Centre / Tannery |  |  |  |
| Section XV – Collagen | PP – Processing Plant |  | COL – Collagen | PP – Processing Plant |
|  | CC – Collection Centre / Tannery |  |  |  |
|  |  |  | RCG – Raw materials for the production  | PP – Processing Plant |
|  |  |  | of gelatine and collagen | Collection Centre |
|  |  |  | TCG – Treated raw material for the production of gelatine and collagen (TCG) | PP – Processing Plant |
|  |  |  | SPR – Sprouts | PdP – Producing Plant |