|  |  |
| --- | --- |
|  | **Gwasanaethau Rheoliadol a Rennir / Shared Regulatory Services**Deialu uniongyrchol / Direct line: Gofynnwch am / Ask for: Ein cyf / Our ref: «AREA» Eich cyf / Your Ref: Dyddiad / Date:  |

Dear

**REGULATION (EC) NO 852/2004 & REGULATION (EC) NO 853/2004**

**FOOD HYGIENE (WALES) REGULATIONS 2006**

**FOOD HYGIENE RATING (WALES) ACT 2013**

**APPROVAL OF A FOOD BUSINESS**

Please find attached an application form, as requested, for the approval of a food business establishment. Please note that the application form must be completed fully and that all required information and documentation in Part 8 of the application form must be attached in order to make the application correctly. Please contact me if you require further information or assistance in completing the form.

It is important that you advise us if any of the details of your business change, such as amendments to the company name, variations to company details, change of address or closure of the business at any time.

Once we consider that the application has been duly made and all supporting information has been received, we will contact you in order to arrange a visit and start the approvals process. Following a visit, you will be advised of the relevant requirements of food law that need to be met in order to achieve approval within the appropriate timescales. Once these works have been completed, an inspection will take place and approval granted. In some circumstances where these requirements are not met, an application for approval will be refused.

**Food Hygiene Rating Scheme**

Food businesses in Wales are subject to the Food Hygiene Rating (Wales) Act 2013. The purpose of this law is to help consumers to make informed choices about the places in which they eat and from which they purchase food, and, through this, to encourage businesses to improve hygiene standards.

Following your food hygiene inspection the business will be given a numerical rating. You will be provided with a sticker indicating your rating which must be displayed in a conspicuous place at, or near, each entrance to your food business. Please note that failure to display a current sticker is an offence and carries a fixed £200 fine and/or prosecution.

The rating you are given will remain in place until the business is next inspected or a successful appeal is made. After you have been notified of your rating, and following the expiry of the appeal period, it will also be made public on the Food Hygiene Rating website (www.ratings.food.gov.uk)

The tiers for the rating scheme are:-

|  |  |
| --- | --- |
| Rating | Performance level |
| fhrs_0_en-gb.jpg | Urgent Improvement Necessary |
| fhrs_1_en-gb.jpg | Major Improvement Necessary |
| fhrs_2_en-gb.jpg | Improvement Necessary |
| fhrs_3_en-gb.jpg | Generally Satisfactory |
| fhrs_4_en-gb.jpg | Good |
| fhrs_5_en-gb.jpg | Very Good |

If you require one, please contact me for an ‘awaiting inspection’ sticker.

Further information on the scheme is available on the Food Standards Agency website at: www.food.gov.uk/ratings

**How the rating is determined**

In determining which rating your business is given, compliance with the laws relating to the following areas are assessed:-

1. Hygiene requirements

2. Structural requirements

3. Confidence in management

To meet compliance with the confidence in management criteria you need to have an appropriate food safety management system in place (as required in Part 8).

You should also ensure that you are familiar with the requirements contained within the Food Standards Agency “E. coli O157 Control of Cross-Contamination guidance” if your business handles raw (e.g. raw meat or root vegetables) and ready to eat foods. A copy of this guidance document, along with other helpful information, can be found on the Food Standards Agencies website [www.food.gov.uk](http://www.food.gov.uk/).

**Allergen Information**

The EU Food Information for Consumers Regulation (1169/2011) and Food Information Regulations 2014 require businesses to provide information to consumers on whether foods contain any of the 14 major allergens. This information is to enable consumers to avoid food ingredients to which they may be allergic or to which they might have an intolerance that could make them ill.

As well as being provided on the labelling of pre-packaged foods, suitable allergen information must be provided for foods sold loose by caterers and retailers. A guide to meeting the legal requirements can be found on the Food Standard Agency website at;

[http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/loosefoodsleaflet.pdf](http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/loosefoodsleaflet.pdf%20)

*(for foods which are sold loose)*

[http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/allergy-labelling-prepacked.pdf](http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/allergy-labelling-prepacked.pdf%20%20)  *(for labelling of foods intended to be sold pre-packed).*

**More Advice**

We are currently offering Food Safety Advice and Training Services for food businesses. These services include Royal Society of Public Health accredited food hygiene training courses, food safety management training, mock inspections of your business and onsite bespoke advice visits to prepare you for a food hygiene inspection and to help you get the best food hygiene rating. For more information about accessing these services and prices go to www.srs.wales, call 0300 123 6696 or e-mail businessadvice-srswales@valeofglamorgan.gov.uk

Yours faithfully

**Enc:**

Approval application form

Food Hygiene Rating Scheme Leaflet

Awaiting inspection sticker

Mae’r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn sicrhau ein bod yn cyfathrebu â chi yn yr iaith o’ch dewis, boed yn Saesneg, yn Gymraeg neu’n ddwyieithog cyhyd â’n bod yn ymwybodol o’ch dewis. Cysylltwch â safonaucymraeg@bromorgannwg.gov.uk i nodi dewis iaith. Os na fyddwn yn derbyn eich dewis iaith, byddwn yn parhau i gyfathrebu â chi yn unol â’r weithdrefn bresennol. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.

The Council welcomes correspondence in English or Welsh and we will ensure that we communicate with you in the language of your choice, whether that's English, Welsh or in Bilingual format as long as we know which you prefer. Please contact welshstandards@valeofglamorgan.gov.uk to register your language choice. If we do not receive your language choice, we will continue to correspond with you in accordance with current procedure. Corresponding in Welsh will not lead to any delay.

|  |  |
| --- | --- |
|  |  |

|  |
| --- |
| **Application for Approval of a Food Business Establishment****Subject to Approval under: Regulation (EC) No. 853/2004\* /** **Commission Regulation (EU) No. 210/2013 pursuant to Regulation (EC) No. 852/2004\***\*Food Business Operator please delete as appropriate |

|  |
| --- |
| **To be completed by the food business operator**, fill it in with a black pen in **BLOCK CAPITALS**Complete Parts 1 to 8 inclusive, and the specific sections of Part 9 that relate to the products of animal originin respect of which you are applying for the approval of your establishment, then sign and date Part 10**.** |

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

|  |  |
| --- | --- |
| **Trading Name:** |  |
| **Full Postal** **Address:** |  |
| **Postcode** |  |

|  |
| --- |
| **PART 2 - Category of Establishment for which approval is sought** |
| **Indicate the category of approval in respect of which you are applying to use the establishment (tick all that apply):** |

|  |
| --- |
| **General Activity** |

|  |  |
| --- | --- |
| 🗆 | Cold Store (CS) |

|  |  |
| --- | --- |
| 🗆 | Re-wrapping and/or Re-packaging (RW) |

|  |  |
| --- | --- |
| 🗆 | Wholesale Market (WM) |

|  |  |
| --- | --- |
| 🗆 | Reefer Vessel (RV) |

|  |
| --- |
| **Minced Meat, Meat Preps and MSM** |

|  |  |
| --- | --- |
| 🗆 | Minced Meat (MM) |

|  |  |
| --- | --- |
| 🗆 | Meat Preparation (MP) |

|  |  |
| --- | --- |
| 🗆 | Mechanically Separated Meat (MSM) |

|  |
| --- |
| **Minced Products** |

|  |  |
| --- | --- |
| 🗆 | Processing Plant (PP) |

|  |
| --- |
| **Live Bivalve Molluscs** |

|  |  |
| --- | --- |
| 🗆 | Dispatch Centre (DC) |

|  |  |
| --- | --- |
| 🗆 | Purification Centre (PC) |

|  |
| --- |
| **Fishery Products** |

|  |  |
| --- | --- |
| 🗆 | Factory Vessel (FV) |

|  |  |
| --- | --- |
| 🗆 | Freezing Vessel (ZV) |

|  |  |
| --- | --- |
| 🗆 | Fresh Fishery Products Plant (FFPP) |

|  |  |
| --- | --- |
| 🗆 | Processing Plant (PP) |

|  |  |
| --- | --- |
| 🗆 | Wholesale Market (WM) |

|  |  |
| --- | --- |
| 🗆 | Auction Hall (AH) |

|  |
| --- |
| **Dairy Products** |

|  |  |
| --- | --- |
| 🗆 | Collection Centre (CC) |

|  |  |
| --- | --- |
| 🗆 | Processing Plant (PP) |

|  |
| --- |
| **Egg and Egg Products** |

|  |  |
| --- | --- |
| 🗆 | Packing Centre (EPC) |

|  |  |
| --- | --- |
| 🗆 | Liquid Egg Plant (LEP) |

|  |  |
| --- | --- |
| 🗆 | Processing Plant (PP) |

|  |
| --- |
| **Frogs Legs and Snails** |

|  |  |
| --- | --- |
| 🗆 | Processing Plant (PP) |

|  |
| --- |
| **Rendered Animal Fats and Greaves** |

|  |  |
| --- | --- |
| 🗆 | Collection Centre (CC) |

|  |  |
| --- | --- |
| 🗆 | Processing Plant (PP) |

|  |
| --- |
| **Treated Stomach, Bladders and Intestines** |

|  |  |
| --- | --- |
| 🗆 | Processing Plants (PP) |

|  |
| --- |
| **Gelatine** |

|  |  |
| --- | --- |
| 🗆 | Processing Plant (PP) |

|  |
| --- |
| **Collagen** |

|  |  |
| --- | --- |
| 🗆 | Processing Plant (PP) |

|  |
| --- |
| **Sprouts** |

|  |  |
| --- | --- |
| 🗆 | Producing Plants (PdP) |

|  |
| --- |
| \*\*The definition of “Sprouts” in Article 2 of Implementing Regulation (EU) No. 208/2013 shall apply. |

|  |
| --- |
| **PART 3 - Food business operator and management of the establishment** |

|  |  |
| --- | --- |
| **Name of** **Food Business Operator:** |  |
| **Full Postal Address of****Food Business Operator:** |  |
| **Postcode:** |  |

|  |  |
| --- | --- |
| **Tel (Incl. Dialling code):** |  |
| **Fax (Incl. Dialling code):** |  |
| **E-mail Address:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Names of Managers of the Establishment:** | (1) | (2) | (3) |
| **Job Titles:** | (1) | (2) | (3) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Names of others in control of the business:** | (1) | (2) | (3) |
| **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)?** |

|  |  |
| --- | --- |
| 🗆 | Stand alone 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 sales to consumers or other customers) |

|  |  |
| --- | --- |
| 🗆 | Market stall or mobile vendor |

|  |  |
| --- | --- |
| 🗆 | Other (please specify) |

|  |  |
| --- | --- |
| Please specify: |  |

|  |
| --- |
| **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) |

|  |  |
| --- | --- |
| 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) |

|  |  |
| --- | --- |
| 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, goats, rabbits, ratites, others, etc.: |  | 🗆 |  | 🗆 |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Cutting fresh (including chilled and frozen) meat, poultry meat, game, others: |  | 🗆 |  | 🗆 |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 processed 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** |

|  |  |
| --- | --- |
| 🗆 | processing minced meat |

|  |  |
| --- | --- |
| 🗆 | processing meat preparations |

|  |  |
| --- | --- |
| Full details of activities and specific products processed |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of minced meat in total will be processed in the establishment per week on average? |  |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of meat preparations in total will be processed in the establishment per week on average? |  |  |

|  |
| --- |
| **PART 9(2) - Mechanically Separated Meat** |

|  |  |
| --- | --- |
| Full details of activities and specific products processed |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of mechanically separated meat in total will be processed in the establishment per week on average? |  |  |

|  |
| --- |
| **PART 9(3) – Meat Products** |

|  |  |
| --- | --- |
| Full details of activities and specific products processed |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of meat products will be processed in the establishment per week on average? |  |  |

|  |
| --- |
| **PART 9(4) – Live Bivalve Molluscs (Shellfish) / Fishery Products** |

|  |  |
| --- | --- |
| Full details of activities and specific products processed |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of Live Bivalve Molluscs (Shellfish) / Fishery Products will be processed 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 processed |  |

|  |  |  |
| --- | --- | --- |
| How many litres of Raw Milk willbe processed in the establishment per week on average? |  |  |

|  |  |  |
| --- | --- | --- |
| How many litres / tonnes of Dairy Products willbe processed in the establishment per week on average? |  |  |

|  |
| --- |
| **PART 9(6) - Eggs (not Primary Production) / Egg Products** |

|  |  |
| --- | --- |
| Full details of activities and specific products processed |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of Eggs willbe packed in the establishment per week on average? |  |  |

|  |  |  |
| --- | --- | --- |
| How many litres of Egg Products will be processed in the establishment per week on average? |  |  |

|  |
| --- |
| **PART 9(7) - Frogs’ Legs and Snails** |

|  |  |
| --- | --- |
| 🗆 | Frogs’ Legs |

|  |  |
| --- | --- |
| 🗆 | Snails |

|  |  |
| --- | --- |
| Full details of activities and specific products processed |  |

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

|  |  |  |
| --- | --- | --- |
| How many tonnes of snails in total will be processed 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 processed |  |

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

|  |  |  |
| --- | --- | --- |
| How many tonnes of greaves will be processed 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 processed |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of treated stomachs in total will be processed in the establishment per week on average? |  |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of treated bladders in total will be processed in the establishment per week on average? |  |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of treated intestines in total will be processed in the establishment per week on average? |  |  |

|  |
| --- |
| **PART 9(10) - Gelatine** |

|  |  |
| --- | --- |
| Full details of activities |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of gelatine in total will be processed in the establishment per week on average? |  |  |

|  |
| --- |
| **PART 9(11) - Collagen** |

|  |  |
| --- | --- |
| Full details of activities |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of collagen in total will be processed in the establishment per week on average? |  |  |

|  |
| --- |
| **PART 9(12) - Sprouts** |

|  |  |
| --- | --- |
| Full details of activities |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of sprouts will be produced in the establishment per week on average? |  |  |

|  |
| --- |
| **PART 9(13) - Stand-alone Cold Store/Re-wrapping and/or repackaging** |

|  |  |
| --- | --- |
| Full details of activities and specific products processed |  |

|  |  |  |
| --- | --- | --- |
| How many tonnes of product will be processed 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 under **Regulation (EC) No. 853/2004\*/ or Producing sprouts under Commission Regulation (EU) No. 210/2013 pursuant to Regulation (EC) No. 852/2004\*** lays down requirements as set out in the relevant parts of this document***\*Food Business Operator please delete as appropriate*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Food** **Business Operator:** |  | **Date:** |  |

|  |  |
| --- | --- |
| **Name in BLOCK LETTERS:** |  |

|  |
| --- |
| **Publication of Food Business Operator information** |
| The Food Standards Agency (FSA) has a requirement under Regulation (EU) No. 2017/625 to publish details of all approved food establishments in the UK. The minimum detail to be included is the approval number; name of establishment; town/region; along with details of the activities which have been approved. This information is published on the FSA’s website (<https://www.food.gov.uk/>). If approval is granted to your establishment, your details will be supplied to the FSA for publication.In addition to this information, the FSA intends to also include the full postal address of approved establishment. This information helps enable potential customers find food producers in their area. |
| If you **DO NOT** want your full address details to be included, please tick this box |  |  |

|  |
| --- |
| **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:** |

|  |  |
| --- | --- |
| **Name:** | Business Advice SRS Wales |
| **Address:** | Cardiff Council/Bridgend County Borough Council/Vale of Glamorgan Council  |
| **Tel:** | 0300 123 6696 | **Email:** | businessadvice-srswales@valeofglamorgan.gov.uk |

|  |
| --- |
| **IMPORTANT****Please notify any changes to the details you have given on this form, in writing to the Food Authority at the address shown.** |