

Approval of a Food Business Establishment

Please use this form to apply for approval of a Food Business Establishment, subject to approval under Regulation (EC) No. 853/2004.

Select the animal product(s) which you are applying for approval to process in the establishment. *

- Collagen
- Dairy products
- Eggs (not primary production) / Egg products
- Fishery products
- Frogs' leg/snails
- Gelatine
- Live bivalve molluscs (shellfish)
- Meat preparations
- Meat products
- Meat (stand-alone cold store)
- Mechanically separated meat
- Minced meat
- Raw material for the production of gelatine or collagen intended for human consumption (collection centre or tannery)
- Rendered animal fats and greaves
- Treated stomachs, bladders and intestines

Data protection

Your information will be processed in accordance with Data Protection legal requirements. Please see the [Council's Privacy Statement and Charter](#)

* Please put an x in the relevant box

Establishment details

Trading name	
Address & postcode	

Food business operator

Title	
First name	
Last name	
Address & postcode	

Management details

Please enter the full name and job title for each manager

Title	
First name	
Last name	
Job title	

Title	
First name	
Last name	
Job title	

Title	
First name	
Last name	
Job title	

Others in control of the business

Please enter the full name and job title for each person in control of the business

Title	
First name	
Last name	
Job title	

Title	
First name	
Last name	
Job title	

Title	
First name	
Last name	
Job title	

Use of the establishment

Which of the following activities will be conducted in/from the establishment? *

- Catering (preparation of food for consumption in the establishment)
- Cash and carry/wholesale
- Distribution
- Manufacture
- Market stall or mobile vendor
- Other processing
- Packing
- Retail (direct sale to consumers or other customers)
- Storage
- Wholesale market
- Other activities

Please enter other activities:

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* Please put an x in the relevant box

Transportation

How will products be transported from the establishment? *

- Contract/private haulier
- Purchaser's own vehicle
- Your own vehicle(s)
- Other method of transport

Please enter other method of transport:

Supply to other establishments

Which of the following products will be supplied with products from the establishment? *

- Cold stores that are not part of the establishment seeking approval
- Members of the public direct from the establishment seeking approval
- Other businesses that manufacture food
- Restaurants, hotels, canteens or similar catering businesses
- Retail shops, supermarkets, stalls or mobile vendors that you own
- Retail shops, supermarkets, stalls or mobile vendors that you don't own
- Take-away businesses
- Warehouses that are not part of the establishment seeking approval
- Wholesale packers
- Other establishment

Please enter other establishments:

Other activities

Please select any other activities that will be conducted on the same site as or within the establishment seeking approval. *

- Cutting fresh (including chilled and frozen) meat, poultry meat or game
- Slaughter, including pigs, sheep, cattle, poultry, game etc.
- Storage of fresh (including chilled and frozen) meat, poultry meat or game

* Please put an x in the relevant box

Information and documentation

The following information is required in order to process your application and should be sent with this application 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) 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) 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) arrangements for applying for the identification mark to product packaging or wrapping

Establishment activities

Please complete the relevant section(s) below

Collagen

Full details of activities and specific products handled

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

* Please put an x in the relevant box

Dairy products

Which of the following activities will be conducted in the establishment *

Dairy products

Raw milk

Full details of activities and specific products handled

Eggs (not primary production) / Egg products

Full details of activities and specific products handled

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

How many litres of egg products on average will be handled in the establishment per week?

Frogs' legs and snails

Which of the following activities will be conducted in the establishment *

Frogs' legs

Snails

Full details of activities and specific products handled

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

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

Gelatine

Full details of activities and specific products handled

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

Live bivalve molluscs (shellfish) fishery products

Full details of activities and specific products handled

How many tonnes of live bivalve molluscs (shellfish) fishery products on average will be handled in the establishment per week?

Meat products

Full details of activities and specific products handled

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

Meat (stand-alone cold store)

Full details of activities and specific products handled

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

Mechanically separated meat

Full details of activities

How many tonnes of mechanically separated meat on average will be handled in the establishment per week?

Minced meat and meat preparations

Which of the following activities will be conducted in the establishment *

Handling minced meat

Handling meat preparations

Full details of activities and specific products handled

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

How many litres of meat preparations on average will be handled in the establishment per week?

Rendered animal fats and greaves

Full details of activities and specific products handled

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

Treated stomachs, bladders and intestines

Full details of activities and specific products handled

How many tonnes of treated stomachs, bladders and intestines on average will be handled in the establishment per week?

Applicant details

Title	
First name	
Last name	
Position in business	
Contact tel number	

Email address	
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Contact details

Please complete if the main contact for the approval application is different to the applicant

Title	
First name	
Last name	
Position in business	
Contact tel number	
Email address	

Review

Before you submit:

- Review your completed application
- Print or save this review copy for your own records
- If you are required to submit additional documents or photographs to support your request, you will be advised how to do this on the upload page.

Please note:

- All documentation specified on the Information and documentation page should be forwarded to the Food and Consumer Safety team. Applications will not be considered until all documentation has been received.
- You will be asked to sign a copy of your application when an inspector visits your premises.
- After this form has been submitted, food business operators must notify any changes in the activities stated (including closure) to Dudley Council and should do so within 28 days of the change(s) happening. You can make any changes by visiting our Approval of Food Business Premises page and contacting us.

When you have completed this form: please upload it by using the same link on our Website, used when you downloaded it.