

Procedure for approval of LA supervised meat establishments -Appendix A
Application for Approval of Meat Establishments under

Regulation (EC) No 852/2004 on the hygiene of foodstuffs
Regulation (EC) No 853/2004 laying down specific hygiene rules for food of animal origin
EC (Food and Feed Hygiene) Regulations 2009 (SI 432/2009)

Please return this completed form {and accompanying documentation where relevant } to:
THE VETERINARY DEPARTMENT Local County Council / City Council

I/We, _____
(Company name/Sole trader Name)

of, _____

(Registered Address of Company/ Home address of Sole Trader)

Company's registered number: _____

State Existing Approval/Licence Number; _____ **(if applicable)**

Hereby apply, to the Local Authority named above, for Approval, under the above Regulations, for the Meat Establishment outlined below:

(Address of Meat Establishment)

Phone No: _____ **Fax No:** _____

Procedure for approval of LA supervised meat establishments -Appendix A
TABLE 1. SPECIFY ACTIVITY FOR WHICH APPROVAL IS SOUGHT:

Activity	Bovine	Ovine	Porcine	Poultry	Other (Specify species)
Slaughtering					
Cutting					
Cold Storage					
Rewrapping					
Minced Meat					
Meat Preparations (Not Ready to eat)*					
Meat Preparations (Ready to eat)*					
Meat Products (Not Ready to eat)*					
Meat Products (Ready to eat)*					
Other activity, specify					

*Please specify details

TABLE 2. ANTICIPATED PRODUCT THROUGHPUT FOR THE YEAR:

	Bovine	Ovine	Porcine	Poultry	Other (Specify species)
Number of Animals Slaughtered					
TONNAGE PER CATEGORY					
	Bovine	Ovine	Porcine	Poultry	Other (Specify species)
Cutting Operation					
Cold Storage					
Rewrapping					
Minced Meat					
Meat Preparations (Not Ready to eat)					
Meat Preparations (Ready to eat)					
Meat Products (Not Ready to eat)					
Meat Products (Ready to eat)					
Other activity, specify					

I/we enclose the additional information on the premises, equipment, facilities, procedures, preparations, products, staff, placing on the market etc as overleaf for establishments/activities previously not approved/licensed

Signed _____ Date _____

Block Letters _____ Status _____

(e.g. owner, manager etc)

Procedure for approval of LA supervised meat establishments -Appendix A

Additional information required for Approval of Meat Establishment/Activity, previously not approved/licensed (tick as appropriate all information supplied).

- (1) Plans: (a) site plan
- (b) premises plans & specifications
- (c) Product flow plans
- (d) drainage/ effluent disposal plans

- (2) Planning Permission e.g. planning reference number
- (3) License for disposal of effluent (if applicable)

- (4) Proposed products, preparations, recipes, ingredients (if applicable)

- (5) Details of cooking equipment and process (if applicable)
- (6) Type & sources of raw material

- (7) Capacity of cold rooms.

- (8) Equipment details, including temperature controls for preparation rooms etc.

- (9) Staff: Numbers, Training Programmes

- (10) Food Safety Management Plan incorporating HACCP

- (11) Compliance with European Communities (Drinking Water) Regulations, 2000.
 [S.I. 439 of 2000]

- (12) Customer List:

- (13) Food vehicles detailing vehicle registration number

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**Procedure for approval of LA supervised meat establishments -Appendix A
Explanatory Memorandum for Appendix A**

Additional information that is required in connection with an application

1. **Plans:**
 - (a) Site Plan 1 : 500
showing roads, other buildings, surrounds, vehicle wash facility, waste storage.
 - (b) Premises Plans & Specifications 1 : 100
Floor Plan: walls, doorways, windows, rail conveyor systems, equipment location (drainage), hand, feet, apron wash, conveyor belt, ramps – stairway docking collar/canopy.
 - Amenities: changing rooms, lockers and benches, canteen, w.c., urinals, showers, hygiene lobbies.
 - Elevations: 1 : 100 sectional drawing
 - Specifications: “finish” of floors, walls, ceiling, lighting, ventilation.
 - (c) Product Flow Plans 1 : 100
Flow of product from intake to dispatch, flow of different products to be shown.
 - (d) Drainage and Effluent Disposal Plans 1 : 100
Showing drainage, from w.c. to mains/or septic tank, floor drainage, w.h.b., sterilisers, condensate from refrigeration units, storm water.
2. **Planning Permission:**
Reference no. only
3. **Licence for Disposal of Effluent under Local Government Water Pollution Act 1977/99**
Reference no. only (if applicable)
4. **Proposed Products – Preparation: (if applicable)**
Procedures (relate to product flow 1. (c))
5. **Details of Cooking Equipment, Cooking/Cooling Procedures: (if applicable)**
Information on procedures to separate raw product from cooked and separation of food workers, raw – cooked
6. **Type and sources of Raw Materials**
Description
7. **Capacity of Cold Rooms:**
Cubic meter or tonnes.
8. **Equipment Details:**
Temperature controls for cold rooms, freezers, preparation rooms, tempering room / area, recording thermometers, tele thermometers (including delivery vehicles).
9. **Staff Numbers:**

- Food Handlers
 Delivery Office

Procedure for approval of LA supervised meat establishments -Appendix A

Training Programme: previous experience, and training courses also future training programme for food workers.

10. Food Safety Management Plan incorporating HACCP:

Own checks: H.A.C.C.P. for different products/preparations

Before HACCP is addressed there should be documentation and files on the following:

- Good manufacturing practice and
- Good hygiene practice on:
 - Plant sanitation procedures
 - Equipment sanitation procedures
 - Structural preventive maintenance programme
 - Equipment preventive maintenance programme
 - Staff training programme
 - Staff health file
 - Pest control programme
 - Microbiological checks programme
 - Water: Storage/distribution, Treatment, Analysis, Sampling points, File
 - Temperature control records
 - Calibration certificates
 - Product recall procedure
 - Product complaint file
 - Product traceability and records of "Product In", and batch numbers also "Product Out" (dispatch) documentation

11. Water: Source:

Compliance with Compliance with EC (Drinking Water) Regulations, 2000
[S.I. 439 of 2000]

- Sampling points
- Plan of water storage/ distribution
- Water treatment on site.

12. Customer List:

List of Customers

13. Food Vehicles detailing vehicle registration number

