

## Approval of Food Premises – guidance notes

Before submitting an application for approval it is strongly recommended that the operator of the proposed food business contact us for advice as the law governing this activity is complex. There is no fee for this application.

E-mail at: [EnvH\\_CRMTechSupp@manchester.gov.uk](mailto:EnvH_CRMTechSupp@manchester.gov.uk)

The food business operator needs to supply all relevant information before an application for approval is determined.

This information may be obtained from the food business operator in documentation supplied with the application and / or during the subsequent on-site visit to the establishment as required by Article 31(2)(b) of Regulation 882/2004.

We will assist the food business operator in deciding at which stage of the application this information should be provided.

We will fully consider any exemption that may be available to the applicant afforded by Article 1 of Regulation 853/2004.

If an establishment does not fully meet the requirements of Regulation 853/2004, we will consider whether conditional approval is appropriate in the circumstances.

Once approval, or conditional approval, has been granted we will notify the applicant in writing, of the nature and scope of the approval and any conditions or limitations that apply and the approval code.

When full approval is granted following conditional approval, we will notify the food business operator in writing. This notification will also include details of the nature and scope of the approval any conditions or limitations that apply, and confirmation of the approval code allocated to the establishment.

The Food Authority should retain a copy of the above notifications on the relevant establishment file and ensure that the Food Standards Agency is notified of the approval.

If we decide to refuse an application for approval, we will notify the applicant in writing of the decision at the earliest opportunity giving the reasons for refusal, the matters necessary to satisfy the requirements of the Regulation, and making it clear that activities requiring approval may not be undertaken unless approval or conditional approval is granted.

The following attachments should be submitted with your application:

- 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;

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- 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.

Any changes to the circumstances, to operate a business that manufactures or processes:-

- meat;
- meat products including minced meat;
- fish or fishery products including shellfish;
- milk;
- dairy products;
- collagen;

must notify us immediately and we will advise the appropriate action to be taken.