

**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: \_\_\_\_\_

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**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

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**TABLE 2. ANTICIPATED PRODUCT THROUGHPUT FOR THE YEAR:**

	Bovine	Ovine	Porcine	Poultry	Other (Specify species)
Number of Animals Slaughtered					
<b>TONNAGE PER CATEGORY</b>					
	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)



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**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

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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**