

Approved Premises Licence (for food)

1. Application Form - Notes

Fill in this form with 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 origin in respect of which you are applying for the approval of your establishment, then complete, sign and date Part 10.

Note:

Upon commencement, or during the early stages of developing your proposal, you are strongly advised to contact the following authorities to seek advice on compliance with the relevant aspects of legislation they may individually enforce:

1. For all developments requiring planning permission contact:
Development Control (Planning), South Somerset District Council,
Brympton Way, Yeovil, BA20 2HT – (01935) 462462
2. For developments where you intend to carry out building works controlled by the Building Regulations contact:
Building Control Service, South Somerset District Council, Brympton Way, Yeovil, BA20 2HT – (01935) 462462

2. Detailed scale plan(s) of the (proposed) establishment

Please include the following: -

1. A plan of the (proposed) premises showing the location all rooms used for storage (raw ingredients, finished products, waste, equipment, chemicals), processing areas, staff changing and toilets. Show the detailed layout of each room. Include details on the plan such as layout of equipment, hand washbasins, toilets, staff lockers or areas storing staff clothing, racking, cupboards, waste bins, ventilation extracts, doors, plastic strip curtains and windows. Include on the plan any exterior areas to be used for storage, delivery and loading areas, and transport parking and cleaning.
2. A plan of the water (hot and cold) distribution system. This will include location of the rising-main, tanks, pipe-work, water heaters and all water outlets.
3. A plan of the drainage system. This will include any collection tanks, drains and pipe-work until it reaches a main sewer or other system.
4. A plan showing the routes of raw ingredients, packaging, finished products and waste within the premises.
5. A plan showing the staff routes in and out of the building.

6. Details on the plan outlining materials and finishes used within the building such as that of the floors, walls, ceilings, doors and work surfaces.
7. Plan showing location of (proposed) premises. This will include a site map indicating other buildings or activities around the premises.

All plans MUST where possible be to scale. If you chose to combine the above information onto one single plan, please ensure that the information is easy to read and understand.

3. Establishment and equipment maintenance arrangements

Please include the following: -

1. Establishment maintenance schedule. List areas within the premises that may need regular checks, repair/replacement or redecoration. Include areas such as floors, walls, ceilings, doors and windows. You may decide to set aside specific periods within the year when production can be stopped in order to allow such works to be undertaken. Please indicate if this work is to be undertaken by outside contractors and if so provide details.
2. Equipment maintenance schedule. This includes a list of all processing equipment, freezers, refrigeration, thermometers, etc. Provide details on the service arrangements for this equipment including copies of any contracts. The service contract should detail: -
 - (i) Name and address of contractor,
 - (ii) Equipment covered by contract,
 - (iii) Number of service visits per annum and
 - (iv) Call-out response time.
3. A 'housekeeping log' system can be used for staff to log damage to the building or equipment and action taken can be recorded. Staff can also use this log to note issues relating to smaller types of equipment such as utensils or cleaning equipment. Please provide copies of any forms you intend to use for logging maintenance items.
4. You are advised that in addition to adequate maintenance arrangements being needed in relation to food hygiene, you will need to comply with statutory health and safety requirements relating to the premises and equipment, including ongoing maintenance.

Your enforcing authority for health and safety at work requirements is the Health and Safety Executive, who can provide further advice, leaflets, etc. Advice is also available on the HSE website www.hse.gov.uk.

The local HSE office is – HSE, The Pithay, All Saints Street, Bristol, BS1 1ND
Tel: 01179 886000

4. Establishment, equipment and transport cleaning arrangements

Please include the following: -

1. Detailed cleaning schedules for the premises, all equipment and transport. The schedules should cover: -
 - (i) Areas/items that require cleaning
 - (ii) Frequency of cleaning
 - (iii) Person responsible
 - (iv) Methods to be used including any protective clothing to be used by staff
 - (v) Chemicals to be used including details for diluting chemicals to the correct concentration
2. Provide copies of forms to be used for recording cleaning undertaken.
3. The effectiveness of cleaning can be monitored by undertaking microbiological swabs of equipment and work surfaces. Should you use this method of monitoring provide details of the number of swabs to be taken, frequency of samples, swab plan, person responsible for swabbing and their training, swabbing procedures, details of swab storage and transport arrangements, details of the laboratory used for analysing the swabs (see section 8 for further guidance).

Also provide a copy of your procedure for responding to unsatisfactory swab testing results.

5. Waste collection and disposal arrangements

Please include the following: -

1. Details of the types of waste you expect to produce on site.
2. Details how waste will be stored on site.
3. Details of waste collection contractor(s) to be used. Please provide a copy of the service contract, which should include the following details:-
 - (i) Name and address of the contractor,
 - (ii) Waste to be collected,
 - (iii) Frequency of collection and
 - (iv) Confirmation that they are licensed waste contractor.
4. Details of the arrangements for storage and disposal of waste that is not to be collected by a licensed waste contractor.

Provide copies of those document(s) to be used for recording consignments of Animal By-Products being collected and moved from site.

Documents must be in a format that remains in compliance with the Animal By-Products Regulations EC 1774/2002.

6. Water supply

Please include the following: -

Mains water supply only

1. Name and address of water supply provider.

Private water supply only

2. Map showing location of private water supply source.
3. Details regarding source, i.e. borehole, spring or well.
4. Details of owner of the water supply.
5. Details of how water is piped from source to (proposed) premises, including any collection tanks.
6. Estimated usage of water for proposed operation and confirmation that supply will be adequate to meet this requirement.
7. Full details of water treatment.
8. Details of the person responsible for the treatment of the supply and where the treatment equipment is located.
9. Copies of procedures for monitoring that the water treatment equipment is working correctly. Include copies of any forms used to record these checks.
10. Details of equipment used for the treatment of the supply. Provided a copy of the service contract for this equipment that should include the following details: -
 - (i) Name and address of contractor,
 - (ii) Equipment on service contract,
 - (iii) Frequency of service and
 - (iv) Call-out response time.

7. Product testing arrangements

Please include the following: -

Contracted laboratory services only

1. Details of laboratory to be used. Include a copy of the contract that should include;-
 - (i) Name and address of laboratory,
 - (ii) UKAS (or other body) accreditation details
2. Provide a sampling schedule detailing frequency of sampling, number of samples, which products and/or ingredients are to be sampled, sampling parameters, person responsible to taking the samples.
3. Details on how samples will be transported to the laboratory.
4. Details on how you intend to interpret sample results and obtain advice. Provide confirmation from the laboratory regarding this if they are to provide this service.
5. Details of procedures to be followed should samples fail microbiological standards. This will include holding of any suspect product, organising further sampling and advice, referring to your emergency product withdrawal plan. At any point that you are in receipt of information, which indicates you have food product that presents a health risk, you must inform this department without delay. This should also be detailed in your procedures.

On-site laboratory services only.

6. Details of tests to be performed by on-site laboratory.
7. Details (include copies of certificates) of external accreditation of the laboratory and the tests covered.
8. Details regarding the number of laboratory staff and their qualifications/experience.
9. Provide a sampling schedule detailing frequency of sampling, number of samples, which products and/or ingredients are to be sampled, sampling parameters, person responsible to taking the samples.
10. Contact name and office number for person responsible for the laboratory.
11. Details of procedures to be followed should samples fail microbiological standards. This will include holding of any suspect product, organising further sampling and advice, referring to your emergency product withdrawal plan. At any point that you are in receipt of information, which indicates you have food product that presents a health risk, you must inform this department without delay. This should also be detailed in your procedures.

12. It may be necessary to ask the County Microbiologist to contact you to discuss your on-site laboratory facilities further. If part of your product sampling is contracted to another laboratory, you will also need to provide the information as detailed in points 1 – 4 of this guidance note.

General

13. Provide details of procedures to analyse trends in the test results.
14. Provide details of those studies undertaken in order to investigate your products compliance with the food safety criteria throughout the shelf life.

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9. Pest control arrangements

Please include the following:-

If an outside contractor is to be used.

1. Details of pest control firm to be used. Provide a copy of the service contract for the (proposed) business. The service contract should detail:-
 - (i) Name and address of contractor,
 - (ii) Pests covered by contract,
 - (iii) Number of visits per annum,
 - (iv) Number of surveys per annum and
 - (v) Call-out response time
2. Plan showing location of baiting stations/insectocutors inside and outside the (proposed) premises.

3. Full details of the bait to be used on the (proposed) premises.

If an outside contractor is NOT to be used

4. Plan of premises showing the location of the baiting stations. You should provide full information on what type of baiting stations and bait you intend to use.
5. Details on the frequency you intend to check the bait stations and premises specifically for pest activity and areas that require pest proofing.
6. Details on how you intend to record these checks and any findings. Provide a copy of any recording forms you intend to use for this purpose.
7. Details on your proposed action should you discover pest activity or pest proofing is required. This will include the initial action taken in order to protect foodstuffs, details of pest control contractor you may use, additional baiting or use of traps, etc.

10. Monitoring arrangements for staff health

Please include the following: -

1. Procedure relating to staff commencement of employment. This may cover medical certificates/questionnaires, assessment of their 'fitness' to work in food manufacturing and copies of all associated forms referred to in procedure.
2. Company policy/procedure on staff illness and exclusion from work. This should cover staff reporting, excluding staff work arrangements, return to work assessment/clearance and all associated forms referred to in procedure.

11. Staff hygiene training arrangements

Please include the following: -

1. Details of the number of food handlers and those at supervisory level.
2. Details on induction training. This should include: -
 - (i) Who provides the induction training
 - (ii) What the induction covers
 - (iii) When the individual undertakes the training (i.e. prior to any food handling work activity)
 - (iv) How this induction training is recorded

3. Details on formal training to obtain food safety qualifications. This should include:-
 - (i) When staff are expected to undertake formal hygiene training.
 - (ii) Levels of qualification (foundation, intermediate and advanced). Please note that those supervisors and/or managers responsible for developing and maintaining the company HACCP procedure (referred to in Sec. 15) must have received adequate training in the application of HACCP principles.
 - (iii) Information relating to the course (award body i.e. CIEH, location of training)
 - (iv) If on-site food hygiene trainer used provide information of their qualifications/experience plus details of the training
 - (v) How training of staff will be recorded
4. Details on refresher training. This should include:-
 - (i) When staff will undertake refresher training
 - (ii) What the refreshing training will cover
 - (iii) Who provides the refresher training
 - (iv) How training of staff will be recorded
5. Provide copies of all forms to be used to record training.

12. Arrangements for record keeping

Please include the following: -

1. If records to be recorded manually and is paper based, provide how this system will be monitored including checks to ensure accurate records completed, storage on site and length of time records kept.
2. In the case of computerised systems used for record keeping, provide a brief description of the system used, any back-up systems, any access restrictions, arrangements to prevent tampering.

13. Arrangements for applying the identification mark to product packaging, wrapping and/or commercial documents

Please include the following: -

1. Copies of all product labels, packaging and/or commercial documents proposed upon which the unique approval identification mark will be placed.

Note:

The unique approval identification mark will not normally be issued until the end of the approval process. Therefore you may wish to provide a mock up copy indicating the placement of the id mark. However, in order to

accommodate the necessity of establishing a lead time with your contracted print company, you may wish to negotiate with the officer an early indication of the id mark number planned to be issued.

Please find an id mark layout guide attached.

14. Full details of activities and specific products handled

Please include the following: -

1. A full description of the processing activities proposed (pasteurisation, maturing, cooking, cooling, smoking, marinating, drying, cutting, extraction, extrusion, wrapping, re-wrapping etc.).
2. A list of all products to be produced. This should include details on the anticipated or known volumes of each product being produced.

15. H.A.C.C.P. or other documented food safety system

Please include the following: -

1. Details of who has been responsible for devising the H.A.C.C.P. and their qualifications/experience.
2. Hazard analysis for each process step (or process group where appropriate i.e. in small businesses). You should consider: -
 - (i) Each process step (or process group where appropriate i.e. in small businesses
 - (ii) The food safety hazards relating to each process step or process group
 - (iii) Control measures in place for each hazard
 - (iv) Monitoring arrangements (refer to your procedures/record forms)
 - (v) Proposed corrective action(s)
3. Details of critical control points. You need to identify all the points within your process that are **critical to food safety**. Also provide details how the proposed critical points were established and validated (for example, use of C.C.P. decision tree).

16. Operating procedures

Please include the following: -

1. Copies of all operating procedures that staff will follow (production procedures, use of equipment).
2. Details how staff will be trained on specific operating procedures. This should include:-

- (i) When staff will be trained
- (ii) Who will provide training and their qualifications/experience
- (iii) How staff will be assessed
- (iv) How this training will be recorded

17. Product trace ability arrangements

Please include the following: -

1. Details on the trace ability system to be used. This will cover areas such as: -

- (i) Checks on suppliers
- (ii) Checks on incoming goods
- (iii) Stock control/rotation systems
- (iv) Use of batch codes for ingredients and finished products
- (v) Recording customer delivery details (batches/amounts)

2. Provide all record forms to be used to record this information.

18. Emergency product withdrawal arrangements

Please include the following: -

1. A copy of your product withdrawal procedure. Below is a list of items that you should consider including within the procedure.
 - (i) List of all relevant contacts for those who would be involved in a product withdrawal with their office, home and mobile numbers.
 - (ii) Confirmation of responsible person for overseeing product withdrawal.
 - (iii) Risk assessment for assessing the seriousness of the problem.
 - (iv) Collection of detailed information on the affected product(s): -
 - Description of product(s)
 - Packing of product(s)
 - Batch code(s)/use-by or best before dates/ weight
 - Ingredient/production/storage records relating to product(s)
 - Amount of effected product(s) produced
 - Amount of effected product(s) remaining on site
 - (v) Obtaining list of customers who have received affected product(s), quantities and delivery dates.
 - (vi) Contacting Food Safety and Licensing Department, South Somerset District Council on 01935 462462 (24 hours). You have a duty to contact this department without delay once you are in receipt of any information that indicated you have food product that presents a health risk.
 - (vii) Agreed timescale for customer notification.
 - (viii) Discussions relating to how product recall to be targeted to consumers (store information boards, newspapers, website, press release).

- (ix) Control of affected stock remaining on site.
 - (x) Arranging collection of affected products from customers and secure storage on site of returned product(s).
 - (xi) Organising further testing of product(s).
 - (xii) Destruction of product.
2. Provide copies of all forms that you intend to use to record all discussions, decisions, action taken, contacts and correspondence. This may be useful should any legal action result of the product recall or you need to contact your insurers.
 3. It is good practice to test your product withdrawal procedure and record the exercise as part of your internal auditing. Provide any forms for this purpose should you choose to follow this practice.

Further Guidance

Foods Identified As Not in Compliance with Food Safety Requirements and/or Presenting Imminent Health Risk

Since 1 January 2005 food businesses have been required to withdraw food from the market if products are not in compliance with the food safety requirements of Regulation 178/2002.

Food businesses are also required to notify the local authority as soon as they become aware of a food withdrawal/recall.

In order to ensure your food withdrawal/recall procedures reflect this requirement, please find below the relevant details for contacting the Food and Safety unit within South Somerset:

1. Normal Office Hours

(Mon to Thurs 8.45 am – 5.15 pm, Fri 8.45 am – 4.45 pm)

Contact: (01935) 462462 and ask for Nigel O’Grady or Alasdair Bell (if either officer is unavailable, do emphasise the urgency of your call and the need to contact a Food Safety Officer)

2. Outside Office Hours

(Between 8.00 am – 8.45 am and 5.15 pm (or 4.45 pm on Friday) – 6.00 pm the SSDC switchboard remains open. Please ask to speak to the above officers, if unavailable, ask to be put through to the Duty EHO)

Contact: Between 6pm and 8am, contact (01935) 462462. Your call will be diverted to Deane Helpline out of hours service. Ask to speak to the Duty EHO for South Somerset.

Note: It is recommended that you check from time to time the above numbers remain correct.

The Food Standards Agency has produced an online report form so food businesses can notify them direct if they need to withdraw products from the market. Please follow the web link below to access this form:

<http://www.food.gov.uk/foodindustry/regulation/foodfeedform>

If you decide to use the Agency's on-line form you **must** still continue to notify the Food and Safety Unit for South Somerset of the incident detail.

19. List of suppliers

Please include the following: -

1. List of suppliers. Include suppliers of raw ingredients, packaging and chemicals.

20. List of customers

Please include the following: -

1. A list of customers (local, national, EU and 3rd country).
2. If you have not established a customer base at this time, provide information on how you intend to sell your product(s) (from premises, retails shops, shops in your ownership, markets, mail order).