

## NOTIFICATION OF INTENT

### TO OPERATE, OR PROPOSED CHANGES AT, A MEAT PROCESSING / COLD STORE ESTABLISHMENT FOR A SPECIFIED ACTIVITY (IES) under the European Union (Food and Feed Hygiene) Regulations, 2020 (S.I. No. 22 of 2020)

**1. APPLICANT AND BUSINESS DETAILS** (please use block letters)

Name of  
Company/Applicant: \_\_\_\_\_

Company's registered number (CRO no.): \_\_\_\_\_

Contact Postal Address \_\_\_\_\_  
(Incl. Eircode) \_\_\_\_\_  
\_\_\_\_\_

**2. CONTACT DETAILS:**

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Title \_\_\_\_\_

Position in the Company: \_\_\_\_\_  
[General Manager / Manager]

Phone Nos. \_\_\_\_\_ Fax Nos. \_\_\_\_\_

Mobile No. \_\_\_\_\_ E-mail: \_\_\_\_\_

Full Name & Address  
of Processing  
Establishment: \_\_\_\_\_  
(Incl. Eircode) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trading Name (if applicable): \_\_\_\_\_

State existing **Approval / Licence number** (if applicable): \_\_\_\_\_

Please state the nature of your notification i.e. to operate a food business establishment, proposed structural, ownership or name changes etc (this should be accompanied by a cover letter explaining details of same):

\_\_\_\_\_  
\_\_\_\_\_

3. The following documents in respect of the establishment are annexed:-

- (a) site plans, to scale of 1:100
- (b) premises plans and specifications
- (c) product flow plans
- (d) drainage / effluent disposal plans

**Note: Three copies of each document *MUST* be submitted which must be of architectural quality and inclusive of the most recent site developments.**

4. **SPECIFY ACTIVITY FOR WHICH APPROVAL IS SOUGHT.**  
(please tick the relevant box)

| Type of activity in Establishment           | Bovine | Ovine | Porcine | Poultry | Equine | Dairy | Fish | Caprine | Cervine  |      | Game Birds |      | Lagomorphs |      | Other, please specify: |  |
|---|--------|-------|---------|---------|--------|-------|------|---------|----------|------|------------|------|------------|------|------------------------|--|
|   |        |       |         |         |        |       |      |         | Farm -ed | Wild | Farm -ed   | Wild | Farm -ed   | Wild | General foodstuffs     |  |
| Slaughtering                                |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Cutting                                     |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Cold Storage                                |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Rewrapping                                  |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Minced Meat                                 |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Meat Preparations <sup>1</sup>              |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Meat Products Ready to eat <sup>2</sup>     |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Meat Products Non ready to eat <sup>3</sup> |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Mechanically separated Meat (MSM)           |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Casings preparation                         |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Dried Blood                                 |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Treated Stomachs / Bladders                 |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Rendered Animal Fats (Tallow)               |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Rendered Animal Greaves                     |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Game Handling                               |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Limited Game Handling <sup>4</sup>          |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Gel Bone Harvest                            |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Hides for Gelatin                           |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |
| Other, please specify                       |        |       |         |         |        |       |      |         |          |      |            |      |            |      |                        |  |

<sup>1</sup> A full list of all types of meat preparations must be attached to application  
<sup>2</sup> A full list of all types of meat products – ready to eat should be attached to application.  
<sup>3</sup> A full list of all types of meat products – non ready to eat should be attached to application  
<sup>4</sup> Game handling establishment with no dressing activity

5. The attached Annex 1 should be completed indicating the Projected Product Throughput for the initial 12 months of the proposed production activity (ies).

6. SIGNATURE OF APPLICANT<sup>5</sup>: \_\_\_\_\_

Name in BLOCK CAPITALS: \_\_\_\_\_

Date: \_\_\_\_\_

***This NOTIFICATION OF INTENT FORM, duly completed, and the support documents  
should be forwarded to:***

**Jordan McEvoy  
Meat Hygiene Section  
Pavilion B  
Grattan Business Park  
Portlaoise  
Co. Laois  
R32 KW50**

**Phone: - 057 869 4460**

### **NOTE**

Upon approval for any construction of the facility / processing line a Permission in Principle will be issued with a timeframe of 12 months for the project to begin. If no works have taken place after that deadline a new approval should be sought. Having completed construction of the facility / processing line and finalised the HACCP plans, CCPs and SOPs a formal request for approval should then be submitted. As a food business operator, and before making an application for approval, you should be satisfied that you can fully comply with the provisions of the food safety legislation and operate the proposed enterprise to the requisite standard. A separate form requesting approval should be submitted to Meat Hygiene Section.

Independent of this approval process, applicants should also ensure compliance with other legislative requirements i.e. planning permission, environmental controls, etc.

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<sup>5</sup> This form may be signed by a person who is acting on behalf of the Company and need not be a Director / Company Secretary / Officer of the Company





## **Information regarding the collection, sharing and publication of Food Business Operator Information**

### **Publication of Food Business Operator information**

As a competent authority, the Department of Agriculture, Food and the Marine (DAFM) has a requirement under Regulation (EC) 625/2017 to maintain and publish details of all approved food establishments in the Republic of Ireland. The minimum detail to be included is the approval number; name of establishment; town/region; along with details of the activities which have been approved. This information is published on the DAFM website – [agriculture.gov.ie](http://agriculture.gov.ie). If approval is granted to your establishment, these details will also be supplied to the FSAI for publication on their website.

### **Why DAFM need it**

This information is required for the purpose of the approval of meat, dairy and egg establishments and to fulfil statutory obligations under Regulation (EC) No 625/2017 in relation to feed and food official controls.

DAFM will not collect any personal data from you which is not needed. The information that is requested is a statutory requirement and failure to provide the information could result in non-compliance with the Food & Feed Hygiene Regulations S.I. No. 22 of 2020.

### **What DAFM do with it**

The Department of Agriculture, Food and the Marine is fully committed to keeping all personal data submitted by its customers fully safe and secure during administrative processes. All necessary technical measures have been put in place to ensure the safety and security of the systems which hold this data.

No third parties have access to your personal data unless the law allows them to do so. In line with this commitment DAFM will sometimes share your data with other government departments, public bodies, organisations and other EU member states which perform public functions to assist them in the performance of their statutory duties or when it is in the public interest.

The name and address of any DAFM approved meat establishments are published on the Department website at the following link:

<https://www.agriculture.gov.ie/foodsafetyconsumerissues/dafmapprovedestablishments/>

### **What are your rights?**

You have a right to see the information we hold on you by making a request in writing to the email address below. If at any point you believe the information the Department retains on you is incorrect you can request to have it corrected. If you wish to raise a complaint on how the Department have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. The Data Protection Officer can be contacted as follows: Data Protection Officer, Data Protection Unit, Data Management Division, Department of Agriculture, Food and the Marine, Pavilion A, Grattan Business Centre, Dublin Rd, Portlaoise, Co. Laois. R32 K85. Email: [dataprotectionofficer@agriculture.gov.ie](mailto:dataprotectionofficer@agriculture.gov.ie)