

**Application to the Minister for Agriculture, Food and the Marine
for Registration as a Food Business Operator
and for Approval of an Activity(ies) at a Meat Processing / Cold Store Establishment
[excluding non food fat rendering, and other petfood activities]
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: _____

Company's registered number (CRO no.): _____

Contact Address
of the Company
(Incl. Eircode) _____

CONTACT PERSON

First Name: _____ Surname: _____ Title _____

Position in the Company: _____
[General Manager / Manager]

Phone No. _____ Fax No. _____

Mobile No. _____ E-mail: _____

Full Name and Address
of Processing
Establishment: _____
(Incl. Eircode) _____

Trading Name (if applicable): _____

2. State existing **Approval / Licence number** (if applicable): _____

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.

3. (A) *If the documents under Point 3 have already been submitted under the Notification of Intent process and are the most recent plans it is not necessary to re-submit the plans.*

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: General foodstuffs
									Farm -ed	Wild	Farm -ed	Wild	Farm -ed	Wild	
Slaughtering															
Cutting															
Cold Storage															
Rewrapping															
Minced Meat															
Meat Preparations ¹															
Meat Products Ready to eat ²															
Meat Products Non ready to eat ³															
Mechanically separated Meat (MSM)															
Casings preparation															
Dried Blood															
Treated Stomachs / Bladders															
Rendered Animal Fats (Tallow)															
Rendered Animal Greaves															
Game Handling															
Limited Game Handling ⁴															
Gel Bone Harvest															
Hides for Gelatin															
Other, please specify															

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. I,⁵ _____, on behalf of the named Company at Point 1 of this application hereby apply to the Minister for Agriculture, Food & the Marine for approval of the activity (ies) at the above mentioned establishment at the address outlined above to carry out the activity (ies) as specified.

I undertake that products of animal origin processed in this establishment will be produced in accordance with the food safety legislation in force from 1 January 2006.

7. In support of Points 1, 6 and 8, attached is a copy of the Articles of Association and Memorandum of Association.

¹ A full list of all types of meat preparations must be attached to application.

² A full list of all meat products – ready to eat must be attached to application

³ A full list of all meat products – non ready to eat must be attached to application

⁴ Game handling establishment with no dressing activity

⁵ Signatory must be a Director / Company Secretary or an authorised officer of the Company.

Insert Impressed Seal
of Common Seal of
the Company⁶

8. SIGNATURE OF APPLICANT: _____

Name in BLOCK CAPITALS: _____

Date: _____

The Original Application, duly completed, and the support documents should be forwarded to:

**Jordan McEvoy
Meat Hygiene Section
Meat Hygiene and Animal by-products Division
Pavilion B
Grattan Business Park
Portlaoise
Co. Laois
R32 KW50**

Phone: - 057 869 4460

⁶ Impressed Seal of Company must match the named Company. Rubber Stamp version is not acceptable

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. 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