



# Application Form for Approval of a Food Business Establishment

## General Guidance on Completion of Approval Application Form.

This form is to be completed by Food Business Operators seeking approval for an establishment that is subject to:

- Regulation (EC) No 852/2004 on the hygiene of foodstuffs
- Regulation (EC) 853/2004 laying down specific hygiene rules for food of animal origin
- European Union (Food and Feed Hygiene) Regulations S.I.22 of 2020.

This form is also applicable to Intermediary Operators<sup>1</sup> (with or without a premises) if in addition to handling, washing and storing Live Bivalve Molluscs (LBMs) at ambient temperature, they also have a cold store and carry out the activities of grouping, conditioning or re-immersion of LBMs.

The application form is structured in 5 parts; parts should be completed as required. Failure to complete an application accurately may result in a delay in the approval process with the application being returned for completion. The establishment to which this application pertains may be approved for the activities as applied for in this application. This application form should also be used to amend activities in an already approved establishment. Please indicate as so and complete form to include existing approval details.

Please ensure the form is signed and dated upon completion.

## General Data Protection Regulation (GDPR)

In fulfilling its statutory mandate, and for the necessary administrative functions which underpin this work, the SFPA collects a wide range of data including personal data and special categories of personal data.

The SFPA keeps all personal data safe and secure and implements technical measures to ensure the safety and security of the systems which hold this data. More details can be found at [www.sfpa.ie](http://www.sfpa.ie)

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<sup>1</sup> “Intermediary operator” (Live Bivalve Molluscs) means a food business operator, including traders, other than the first supplier, with or without premises, who carries out its activities between production areas, relaying areas or any establishments.



## Statutory Obligations

The approval of an establishment by the Sea Fisheries Protection Authority does not mitigate a food business operator from their statutory obligations.

## Companies Registration Office

Under the Business Names Act of 1963 you are required to register your business with the companies' registration office (CRO). Registration of a business name is obligatory.

## Payment Details

A fee of **190 Euro** is required in order to process an approval. Payment should be made via EFT to the Sea Fisheries Protection Authority. Payment by cheque will not be accepted. Payment details are contained in Annex II of this application.

## Official Control Fees

Once your application is processed and you are an Approved Food Business Operator (FBO), you will be obliged to pay mandatory fees for Sea Food Safety Official Controls performed by the Sea Fisheries Protection Authority. Charging of mandatory fees is in accordance with the provisions of Article 79 and Chapter II and Annex IV of EU Regulation (EU) 625/2017 (Official Control Regulation). These fees will be applied from your first day of production.

More information on official control fees, and the self-declaration process, is outlined on <https://www.sfpa.ie/What-We-Do/Seafood-Safety/Fees-for-EU-Sea-Food-Safety-Official-Controls>

## Submission of Application

If you require assistance filling in this application, please contact your local SFPA port office or email the below address.

Email: [applications@sfpa.ie](mailto:applications@sfpa.ie)

Post:

**Applications**

**Sea Fisheries Protection**

**Authority**

**Park Road**

**Clogheen Clonakilty**

**Co Cork**

**P85 TX4**

Once an establishment is approved it is listed on the SFPA List of Approved establishments on the SFPA website.



## Part 1

### Which of the below applies to you?

Applying as Sole Trader or Company	
New Application or Applying to Amend existing approval	
Land Based Establishment	
Freezer Vessel	
Factory Vessel	

### Establishment/ Vessel/ Intermediary Operator for which approval is sought

<b>Vessel/ Establishment /Shellfish Intermediary Operator Name</b>	
<b>Trading Name (if applicable)</b>	
<b>Address &amp; Eircode:</b>	
<b>Water supplied to FBO from? (Main or private)</b>	
<b>Owner name</b>	
<b>Owner phone number</b>	
<b>Main Contact name</b>	

<b>Main Contact phone number.</b> <b>Please indicate out of hours contact number</b>	
<b>Main Contact email</b>	
<b>Finance Contact number</b>	
<b>Finance Contact email</b>	
<b>Company's Registered Number</b>	
<b>VAT number</b>	
<b>Vessel's port registration Number (if applicable)</b>	
<b>State existing approval number (if applicable)</b>	

## Part 2

Markets (tick as applicable)	
Domestic (Ireland)	
EU	
Non - EU/ third countries (outside Europe)	
Sales via distance communications e.g., online	
Other (Please specify)	



**Specify processes/ activities for which approval is being sought**

Activities		Please Tick as appropriate, and give details as required.			
Heading					
Gutting					
Filleting					
Darnes, Fresh Cutlets and other cuts					
Marinating					
Live Bivalve Mollusc Purification					
Intermediary Operator (LBM cold storage, or carrying out activities of grouping, conditioning, or re-immersion)					
Shucking Bivalves					
Dispatch for Direct Consumer Consumption		LBM	Marine Gastropods	Echinoderms	Tunicates
Drying for Consumption (other than smoking process)					
Live Crustacean Holding for Dispatch					
Salting for Consumption (other than smoking process)					
Smoking	Hot Smoking				
	Cold Smoking				
Cooking (other than hot smoking process)	Molluscs				
	Other				
Cooked Meat Extractions					
Canning					
Pasteurisation					
Value added Products e.g. Breaded Products					
Composite Products e.g. Chowder, fish pies					



Production of Ready to Eat (RTE) (tick as appropriate)	Sushi
	Gravadlax
	Roll Mops
	Pâtés
	Cooked Crab Products
	Smoked Fish
	Other (please state)
Wrapping	
Packaging	
Re-packaging	
Freezing	
Thawing	
Frozen Storage	
Chilled Storage	
Seasonal Operation please provide further detail.	
Other activities/ Additional information	



### Specify Fishery Products for which Approval is sought

Species	Please Tick as appropriate and give details as required.
Demersal / Whitefish	
Pelagic (mackerel, herring, scad, blue whiting, pilchards, sprat, tuna)	
Deepwater Species	
Salmonids (salmon, trout, char) Wild Organic	
Pectinidae - Scallops	
Other Live Bivalve Molluscs - Mussels, Oysters, Clams, Razor, etc.	
Crustaceans – Nephrops, Crab, Lobster	
Cephalopod – Squid, Cuttlefish, Octopus	
Echinoderms – Sea Urchin, Sea Cucumbers	
Gastropods – Abalone, Periwinkles, Whelks, Limpets	
Tunicates	
Other species	
Additional information	



### Part 3

#### Anticipated tonnage of approved products (Jan – Dec):

Product	Anticipated Tonnage per annum

#### Non-fishery Products

Please provide details below if approval is sought for non-fishery products stating nature and composition of products and anticipated volumes (tonnage per annum).

If the business associated with this application has a shared premises with any other food producers, please provide details below:





## Information required for Approval

The lists below detail information required for Approval of Establishment/Activity, (tick as appropriate documentation which will be available on the date of inspection).

1. Food Safety Management Plan incorporating HACCP (*Please see Annex I for additional information*)
2. Plans:
  - (a) Site plan/ vessel plan
  - (b) Premises plans & specifications/vessel
  - (c) Product flow plans
  - (d) Drainage/ effluent disposal plans
3. Equipment details
4. Transport details (Transport of product from the establishment)
5. Details of all activities seeking approval

The above list is not exhaustive. Additional information may be required by the inspecting officer(s). Additional information that is considered to be necessary may be attached to this application

## Declaration

I / we declare that the information submitted in this application is to the best of my knowledge is correct and the additional information listed in Annex I will be made available on the date of inspection.

Signature:

Date:

Name in Block Capital Letters:



## Annex I Food Safety Management System incorporating HACCP:

There should be documentation and files on the following:

- Company Profile
- Visitors Policy
- Good Manufacturing Practice Policy
- Personnel Hygiene Policy
- Cleaning Procedures
- Pest Control
- Waste Policy
- Calibration Policy
- Product Identification and Recall Procedure
- Suppliers List
- Customers List
- Labelling
- Product Sampling & analysis Plan
- Water Supply source & Testing
- Training
- Plan of product flow for all products
- Plan of Floor Drainage in place
- Plan of Water lay out in place
- Legislation
- HACCP Principles



## Annex II

### **Payment Details**

There is a fee of €190 for new Approval applications, this fee is not applicable to amend an existing Approval. As part of new Department of Finance requirements payment for approval application can only be made to the SFPA by EFT (Electronic Funds Transfer).

The SFPA will no longer accept payments by cheque.

**When the payment is made can you email a remittance advice to [applications@sfpa.ie](mailto:applications@sfpa.ie)**

Details of the Bank Account for EFT payments to SFPA is:

Bank Name	Bank of Ireland
Bank Address	Pearse Street, Clonakilty, Co Cork, Ireland
Account Name	Sea Fisheries Protection Authority
Amount	€190
Account Number	56406763
National Sort Code (NSC)	90 26 10
Swift Code/BIC	BOFIE2D
IBAN	IE20BOFI90261056406763
VAT Number	9655672K
Email for remittance advice	<a href="mailto:applications@sfpa.ie">applications@sfpa.ie</a>