

Annex B

Notes on completion of application documents

What needs to be included in an application for approval or registration?

1. The information that should be included in an application is set out in the attached application document at Annex C.
2. There are no official forms but it is recommended that the format of the model application document be used when making an application.
3. These notes do not apply to the approval of premises which use or manufacture specified feed additives (i.e. coccidiostats and histomonostats and growth promoters). These approvals are the responsibility of the Animal Medicines Inspectorate (AMI) and separate applications for approval should be made to that authority at the following address: *Mr John Millward, Royal Pharmaceutical Society of Great Britain, Animal Medicines Inspectorate, National Agriculture Centre, Stoneleigh Park, Warwickshire CV8 2LZ.*
4. Your completed application should be sent to Herefordshire Trading Standards Service. Our contact address can be found at the end of this document.

Please keep the original letter in a safe place, as it shows your registration or approval number. Please use this number when making any enquiries.

The following points should be noted when making an application

Section 2, of the application. Address of premises where the registration or approval activity is undertaken or to be undertaken.

5. Approvals/registrations relate to premises (sometimes called establishments) where an activity is carried out and not to a company as a whole. For example, if a company owns several feed mills, a separate application will need to be made for each mill. This may require an application to more than one local authority. In the case of transport companies it is suggested that depots are registered (i.e. a point where enforcement authorities can make checks on lorries and records of feed transported).

Section 3, of the application. Activity or activities carried on the premises.

6. The activities covered by the scope of the Regulation are shown at Annex D. It may be that more than one activity is carried out on a premises in this case each activity should be recorded in the application. It may also be the case that only part of an activity is carried out on a premises. For example, for the activity of 'the manufacture and/or placing on the market of feed additives', a premises may only be engaged in the manufacture of one or two kinds of additives (e.g. preservatives and emulsifiers). However, in these types of cases where registration or approval is granted it will be for the whole of the activity.

Section 5, of the application. Premises currently approved or registered under the Feeding Stuffs (Establishments and Intermediaries) 1999

7. The Feed Hygiene Regulation requires that premises previously approved or registered under Directive 95/69/EC (as implemented in the UK by the Feeding Stuffs (Establishments and Intermediaries) Regulations 1999) must notify their local authority that they wish to continue their activities according to the conditions of the Feed Hygiene Regulation. This notification must be made by 1 January 2006. For these premises (in addition to the details required in points 1 – 4 of the application document) section 5 of the application document should also be completed.

What is the difference between approval and registration?

8. Approval requires a prior inspection visit by a local authority before the premises are allowed to operate. Registration involves the placing of premises on a list with follow-up checks. Generally, premises subject to approval are those which carry out higher risk activities. The approval/registration activities are set out in Annex D. It is expected that the vast majority of businesses applying under the Feed Hygiene Regulation for the first time will be subject to registration.
9. Premises which already have an approval, under the Feeding Stuffs (Establishments and Intermediaries) Regulations 1999 will not be subject to the prior inspection requirement for the purposes of the Feed Hygiene Regulation. However, such premises are subject to future inspections by local authorities to check that they comply with the provisions of the Feed Hygiene Regulation.

Are some activities exempt from the approval/registration requirements?

10. The following activities are outside the scope of the Feed Hygiene Regulation and therefore businesses do not have to seek formal approval/registration for carrying out these activities or to comply with the hygiene conditions contained in the Regulation:
 - the private domestic production of feed for food-producing animals kept for private domestic production and for animals not kept for food production;
 - the feeding of food-producing animals kept for private domestic consumption;
 - the feeding of animals not kept for food production;
 - the direct supply of small quantities* of primary production of feed at local level by a producer to local farms for use on those farms;
 - the direct supply, by the producer, of small quantities* of primary products to local establishments directly supplying the final consumer (e.g. farms);
 - the retailing and wholesaling of pet food.

*(EC Regulation 1831/2003 does not define 'small quantities'. However, the Agriculture Act 1970, section 68(2)(b) provides for an exemption of 25kg).

What are the registration conditions in respect of farms?

11. Farms, which mix feeds using complementary feeds containing certain additives or incorporate feed additives directly are already subject to registration under the Feeding Stuffs (Establishments and Intermediaries) Regulations 1999. These farms must notify their local authority that they wish to continue their activities according to the requirements of the Feed Hygiene Regulation. This notification must be made by 1 January 2006.
12. Other livestock farms and arable farms growing and selling crops for feed are also subject to registration under the Feed Hygiene Regulation. However, the Feed Hygiene Regulation permits enforcement authorities to use existing official registration schemes including registration for the purposes of the EC Food Hygiene Regulation (852/2004). A list of examples of such schemes is appended at Annex E. It is expected that the majority of farms will already be part of one of these schemes and thus will not be required to register separately under the Feed Hygiene Regulation. However, before January 2008, such farms may be contacted by their local authority to check their activities and their compliance with the conditions of the Feed Hygiene Regulation.
13. There is a separate information sheet available providing more details on the implications of the Regulation for farm businesses, which can be obtained from the Food Standards Agency. The FSA's address is shown at the end of this document.

What are the registration conditions in respect of food manufacturing companies?

14. Businesses selling co-products from the food and drink industry for use as animal feed are subject to registration (co-products are products which have value in their own right as feed materials, e.g. soyabean meal, brewers' grains, wheat feed, bakery products). However, if a business is registered with their local authority as a food business including for the purposes of the EC Food Hygiene Regulation (852/2004), then there will be no requirement for food businesses to make a separate application to their local authority.

Is it possible to amend an approval or registration?

15. Yes. For example, this might be where a new activity is to be carried out. In this case a new application should be completed. This will need to include similar details as in the original application on the identity of the premises (sections 1-2). However, the new activity should be indicated in section 3 of the application.

Is there a fee for registration or approval?

16. There is a fee chargeable by the local authority for the first-time approval of premises and an amendment to such an approval. This is not a new requirement. The Feeding Stuffs (Establishments and Intermediaries) (England) Regulations 2005 set out the provisions on approval fees. The

majority of premises are subject to registration and there are no fees for this. Nor is there a fee chargeable for the notification of premises, which are already approved under Directive 95/69/EC.

Contact point for further information

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