

# Application for Approval/Registration of Premises

Please return this completed form and accompanying documents to:

THE VETERINARY DEPARTMENT  
Wicklow County Council

**Re: E.C. (Fresh Meat) Regulations 1997 \***  
**E.C. (Minced Meat and Meat Preparation) Regulations 1996\***  
**E.C. (Meat Products and other Products of Animal Origin) Regulations**  
**1995 and 1997 \* and Amendment (No2) Regulations 2002\***

*\*Delete as appropriate*

I/We, \_\_\_\_\_  
(Company/Trading Entity Name)

of, \_\_\_\_\_

\_\_\_\_\_ -  
(Registered Address of Company/ Home address of Sole Trader)

Hereby apply to Wicklow County Council for Registration of the  
Food Premises outlined below:

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

(Address of Food Premises)

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

I/we enclose the additional information on the premises, equipment, facilities, procedures, preparations, products, staff, placing on the market etc as overleaf

Signed \_\_\_\_\_ Date \_\_\_\_\_

Block Letters \_\_\_\_\_ Status \_\_\_\_\_  
(e.g. owner, manager etc)

**P.T.O.**

Additional information in connection with Application for Registration of a Meat Premises  
(tick as appropriate all information supplied).

- |      |  |                          |
|------|--|--------------------------|
| (1)  | Plans: (a) site plan   | <input type="checkbox"/> |
|      | (b) premises plans & specifications  | <input type="checkbox"/> |
|      | (c) Product flow plans   | <input type="checkbox"/> |
|      | (d) drainage/ effluent disposal plans  | <input type="checkbox"/> |
| (2)  | Planning Permission e.g. planning reference number                               | <input type="checkbox"/> |
| (3)  | License for disposal of effluent   | <input type="checkbox"/> |
| (4)  | Proposed products, preparations, recipes, ingredients                            | <input type="checkbox"/> |
| (5)  | Details of cooking equipment and process (if applicable)                         | <input type="checkbox"/> |
| (6)  | Type & sources of raw material   | <input type="checkbox"/> |
| (7)  | Maximum intended production: Tonnes/Week   | <input type="checkbox"/> |
| (8)  | Capacity of cold rooms.  | <input type="checkbox"/> |
| (9)  | Equipment details, including temperature controls for preparation rooms          | <input type="checkbox"/> |
| (10) | Staff: Numbers, Training Programmes  | <input type="checkbox"/> |
| (11) | Food Safety Management Plan incorporating HACCP                                  | <input type="checkbox"/> |
| (12) | European Communities (Drinking Water) Regulations, 2000.<br>[ S.I. 439 of 2000 ] | <input type="checkbox"/> |
| (13) | Destination of product (a) Trade (export) and/or (b) Home Market                 | <input type="checkbox"/> |
| (14) | Food vehicles detailing vehicle registration number                              | <input type="checkbox"/> |

**Please return this completed form to: THE VETERINARY DEPARTMENT, WICKLOW  
COUNTY COUNCIL, COUNTY BUILDINGS, WICKLOW.**

## Explanatory Memorandum for Appendix A

**E.C. (Fresh Meat) Regulations 1997**

**E.C. (Minced Meat and Meat Preparations) Regulations 1996**

**E.C. (Meat Products and other Products of Animal Origin) Regulations 1995 and 1997 and Amendment Regulations 2002**

**Application for Registration of Premises** - (see F.S.A.I. Guidance Note No. 4, pages 3 – 5 and 45/46)

Additional information that is required in connection with an application

- 1. Plans:**
  - (a) Site Plan 1 : 500  
showing roads, other buildings, surrounds, vehicle wash facility, waste storage.
  - (b) Premises Plans & Specifications 1 : 100  
Floor Plan: walls, doorways, windows, rail conveyor systems, equipment location (drainage), hand, feet, apron wash, conveyor belt, ramps – stairway docking collar/canopy.
    - Amenities: changing rooms, lockers and benches, canteen, w.c., urinals, showers, hygiene lobbies.
    - Elevations: 1 : 100 sectional drawing
    - Specifications: “finish” of floors, walls, ceiling, lighting, ventilation.
  - (c) Product Flow Plans 1 : 100  
Flow of product from intake to dispatch, flow of different products to be shown.
  - (d) Drainage and Effluent Disposal Plans 1 : 100  
Showing drainage, from w.c. to mains/or septic tank, floor drainage, w.h.b., sterilisers, condensate from refrigeration units, storm water.
- 2. Planning Permission:**  
Reference no. only
- 3. Licence for Disposal of Effluent under Local Government Water Pollution Act 1977/99**  
Reference no. only (if applicable)
- 4. Proposed Products – Preparation:**  
Procedures (relate to product flow 1. (c))
- 5. Details of Cooking Equipment, Cooking/Cooling Procedures:**  
Information on procedures to separate raw product from cooked and separation of food workers, raw – cooked
- 6. Type and sources of Raw Materials**  
Description
- 7. Maximum Intended Production:**  
Kg or tonne / wk of different meats, products – preparations.

## 8. Capacity of Cold Rooms:

Cubic meter or tonnes.

## 9. Equipment Details:

Temperature controls for cold rooms, freezers, preparation rooms, tempering room / area, recording thermometers, tele thermometers (including delivery vehicles).

## 10. Staff Numbers:

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Male     | <input type="checkbox"/> Female – (food workers) |
| <input type="checkbox"/> Delivery | <input type="checkbox"/> Office                  |

Training Programme: previous experience, and training courses also future training programme for food workers.

## 11. Food Safety Management Plan incorporating HACCP:

Own checks: H.A.C.C.P. for different products/preparations

Before HACCP is addressed there should be documentation and files on the following:

- Good manufacturing practice and
- Good hygiene practice on:
  - Plant sanitation procedures
  - Equipment sanitation procedures
  - Structural preventive maintenance programme
  - Equipment preventive maintenance programme
  - Staff training programme
  - Staff health certificate file
  - Pest control programme
  - Microbiological checks programme
  - Water: Storage/distribution, Treatment, Analysis, Sampling points, File
  - Temperature control records
    - Calibration certificates
  - Product recall procedure
    - Product complaint file
  - Product traceability and records of “Product In”, and batch numbers also “Product Out” (dispatch) documentation

## 12. Water: Source:

Compliance with E.C. Regulations, sampling points – plan of water storage/ distribution, water treatment on site.

## 13. Destination of Products:

- (a) Export.
- (b) Home market, wholesale, contracts with hospitals/nursing homes.

## 14. Food Vehicles detailing vehicle registration number