

# Guidance for completing electronic versions of Approved Establishments Template Forms

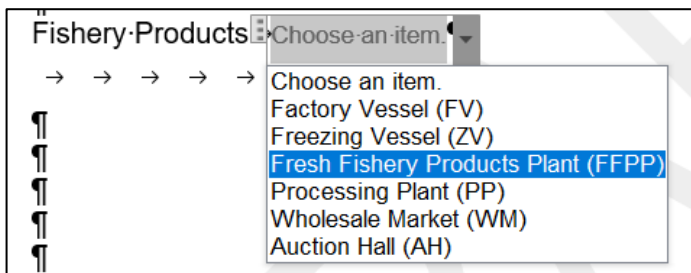
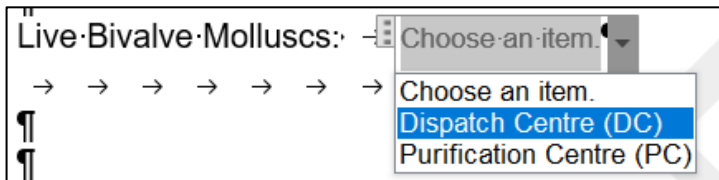
## 1. Application for Approval

### Part 1 – Establishment for which the approval is sought

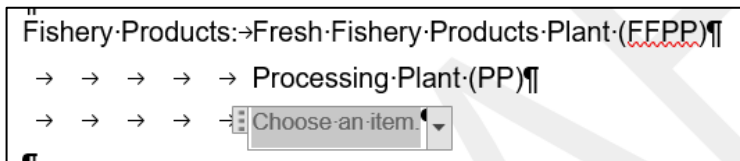
The Trading name and address of the business should be typed into the boxes provided ensuring that spelling is correct.

### Part 2 – Category of Establishment for which approval is sought

The categories of approval sought should be indicated here by choosing an activity from the drop-down lists under the relevant category:



If more activities require to be added, highlight the row then copy it (Ctrl+C) then paste underneath:



### Part 3 – Food business operator and management of the establishment

The relevant details should be typed into the relevant boxes.

## Part 4 – Use of the establishment

Click the box of each activity that will be conducted in the establishment:

→ Re-wrapping / Re-packing ¶  
 → Storage ¶  
 → Distribution ¶

## Part 5 – Transport of products from the establishment

Click into the relevant “Yes” or “No” box to indicate if the establishment will be exporting.

If “Yes”, click into the relevant “EU” box.

For exporting purposes, choose the relevant codes to be recorded on the TRACES NT system:

GEN → General activity establishment → → → → → → → → → Choose an item. ¶  
non-EU → → → → → → → → → Choose an item. ¶  
¶  
¶  
Choose an item.  
CS - Cold Store  
RV - Reefer Vessel  
RW - Re-wrapping Establishment  
WM - Wholesale Market

As above, if more activities require to be added, highlight the row then copy it (Ctrl+C) then paste underneath:

" Fishery Products: → Fresh Fishery Products Plant (FFPP) ¶  
→ → → → → Processing Plant (PP) ¶  
→ → → → → Choose an item. ¶  
¶

Click into the relevant box for how products will be transported from the establishment:

How will products be transported from the establishment (tick all that apply)? ¶  
¶  
 → Your own vehicle(s) ¶  
 → Contract / Private Haulier ¶  
 → Purchaser's own vehicle(s) ¶  
 → Other (please specify): ¶

## Part 6 – Supply of products from the establishment to other establishments

Click into the relevant boxes for types of businesses to be supplied:

"  → Other businesses that manufacture or process food ¶  
 → Wholesale packers ¶

## Part 7 – Other activities on the same site

Click into the relevant boxes for activities conducted on site.

## Part 8 – Information and documentation

Click into the relevant boxes for documentation you are sending now.

## Part 9 – Products to be handled in the establishment / activities

Complete the relevant boxes with details of activities conducted in the establishment.

## Part 10 – Application

Sign and date the form before sending to your Local Authority.

## 2. Notification of Grant of Full Approval / Conditional Approval

### Part 1 – Name and address of food business operator

The name and address of the food business operator should be typed into the relevant box ensuring that spelling is correct.

### Part 2 – Introduction

The date of application should be typed into the relevant space, and it should be clearly indicated whether approval or conditional approval has been granted. The name and address of the Sheriff Court should be typed into the appropriate space.

### Part 3 – Trading name and address

The trading name and address of the business should be typed into the relevant boxes and indicate whether it is Approved or Conditionally Approved.

### Part 3(1) – Conditional Approval

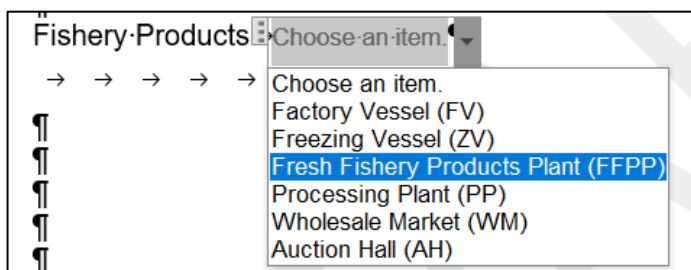
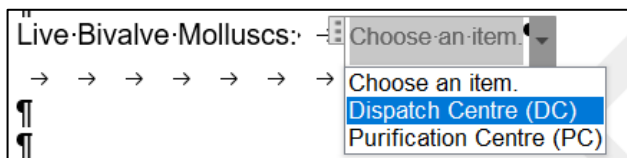
The relevant details should be typed into the boxes when conditional approval has been granted.

### Part 4 – Food Business Operator

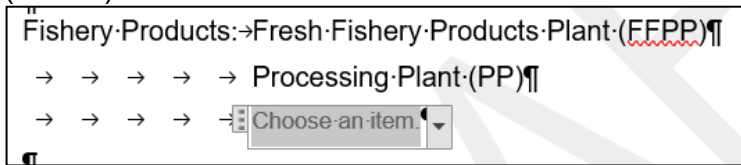
The name and full address of the Food Business Operator should be typed in here.

### Part 5 – Scope of approval / conditional approval

The categories of approval granted should be indicated here by choosing an activity from the drop-down lists under the relevant category:



If more activities require to be added, highlight the row then copy it (Ctrl+C) then paste (Ctrl+V) underneath:



Fishery-Products->Fresh-Fishery-Products-Plant-(FFPP)¶  
→ → → → → Processing-Plant-(PP)¶  
→ → → → → Choose-an-item.¶

Local authorities can delete categories that are not relevant if they wish.

The appropriate Activity Codes, full details of Activities and Specific Products handled, and any derogations should be typed into the relevant boxes.

## Intention to Export

Click into the relevant “Yes” or “No” box to indicate if the establishment will be exporting.

If “Yes”, click into the relevant “EU” box.

For exporting purposes, choose the relevant codes to be recorded on the TRACES NT system:



GEN → General-activity-establishment → → → → → Choose-an-item.¶  
non-EU → → → → → Choose an item.  
¶ CS - Cold Store  
¶ RV - Reefer Vessel  
¶ RW - Re-wrapping Establishment  
¶ WM - Wholesale Market

As above, copy and paste rows if more activities are required and categories can be deleted if not relevant.

The appropriate details should be typed into the boxes on the last page before the document is signed on behalf of the Food Authority then sent to the food business operator. A copy should also be sent to [LAapprovals@fss.scot](mailto:LAapprovals@fss.scot)

Follow the above guidance for completing the remainder of the template forms.