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Beef Labelling Scheme

Application form (for England)

Notes about this form

- A** You do **not** need to apply to the Beef Labelling Scheme for approval of the **compulsory** information which **must** be shown on your labelling (see Section B of the *Beef Labelling Guide* for information on compulsory labelling).
- B** If you give your customers any other **written** labelling information about the **origin** (other than the Member State or the non-EC country) or the **nature** or **production methods** of your beef, you must gain approval from the Rural Payments Agency (RPA) by applying to the Beef Labelling Scheme using this form.
- C** Before you complete this form, you must read the *Beef Labelling Guide*, which is also available on our website under 'RPA Schemes/Livestock Schemes'.
- D** Complete this form in CAPITAL LETTERS and send it to the address at the end of this form. We will write to you within one month of receiving your application.

- E** If there is not enough space to answer any of the questions on this form, attach additional sheets.

Data Protection Act

Defra is the data controller in respect of any personal data that you provide to the Rural Payments Agency. Your personal information will be protected in line with the Data Protection Act 1998. The information will be used mainly to support the application to which it relates. The information may also be used in line with the Data Protection Act for other purposes, as explained in scheme guidance and on the Access to Information pages on the RPA website. If you have any questions please contact the Customer Service Centre.

Part A – General details

1

Name and address for correspondence

Post code

Contact name

Trading name

Telephone number (including area code)

Fax number (including area code)

E-mail address

2(a) Tick one or more of the boxes below to describe your business.

single butcher's shop

abattoir

retail business with more than one branch

cutting/processing/re-packaging plant

catering butcher

wholesaler/supplier

co-operative retail business

supermarket chain

If other, please specify

If your business is solely a single butcher's shop with its address given at Question 1, go to question 3

(b) Enter below all the name(s) and address(es) from where your business itself sells beef (other than given at Question 1).

If necessary, continue on an additional sheet and tick this box

(c) This application covers the labelling of beef **you** sell. However, if the beef you supply is sold by **other** businesses, do you wish this application to cover sales by these businesses as well? Yes No

If 'No' go to Question 3.

If 'Yes', list the businesses and their addresses below.

List below all businesses that sell beef supplied by you, as the labelling must be verified and the costs paid by you.

If necessary, continue on an additional sheet and tick this box

Part B – Labels

3 Write in the box below the exact wording you are applying to use on your labels, to describe the beef you sell. Enclose a copy of the labelling material you will be using. This need not include **compulsory** labelling indications. Labelling covers wording on tickets, receipts, blackboards, advertisements and literature at the point of sale and on websites. Some examples of labelling terms you might wish to use are listed below:

- **Regional or local origin** ('English': must be born, reared and slaughtered in England, or for locality 'Cumbrian': born and reared in Cumbria or 'Cumbrian reared': for animals spending last 90 days in Cumbria);
- **Breed** (breed of animal and whether animal is pure-bred or cross-bred);
- **Method of production** (grass-fed, farm assured, naturally/traditionally reared);
- **Slaughter information** (date/age at slaughter, sex of animal, method: 'Halal'); and
- **Method/Length of maturation** (whether hung or in a vac-pac, '21 days matured').

If you intend to label your beef with descriptions such as: 'Traditional', 'Natural', 'Home-bred', describe what you mean by these terms. You may wish to attach additional information.

Copy label enclosed

If necessary, continue on an additional sheet and tick this box

Part C – Guaranteeing the accuracy of your labelling

4 Explain how you plan to guarantee the accuracy of the information given at Question 3, and describe below your traceability control system.

If necessary, continue on an additional sheet and tick this box

5 If your supplier breaches the rules of the Scheme what steps will you take to ensure that any breach is corrected for the future? Tick one or more boxes.

- Withhold all beef from sale until correctly labelled.
- Improve the monitoring and control systems in your business.
- Change your supplier if the breaches are not corrected.

If other, provide details:

If necessary, continue on an additional sheet and tick this box

6 Give the name of the Government-recognised independent verifier you will employ to check that your labelling, when approved, is accurate. A list of recognised verifiers is available from our helpline or website. You should contact the verifier you select before completing this section to ensure that they can undertake the verification work.

Name of verifier

7 You will need to allow your verifier, to inspect your control system, and trace whether your labelling claims are true. Your traceability control system, described at Question 4, will be used for this purpose (see paragraph 18 of the Beef Labelling Guide).

Describe below the controls to be carried out by your nominated verifier. You will need to contact your verifier before completing this question to ask for a description of their controls.

If necessary, continue on an additional sheet and tick this box

Part D – Imports and exports

8 Will any of your beef labelled with the details entered at Question 3 be:

(a) imported? Yes No or (b) exported? Yes No

If you have answered 'No' to both (a) and (b), go to Question 11.

If you have answered 'Yes' to 8(a), go to Question 9(a).

If you have answered 'Yes' to 8(b), go to Question 10(a).

See Section D of the Beef Labelling Guide for information on imports and exports

9(a) If you have answered 'Yes' to question 8(a), state below all the countries involved in the chain. If you are importing from another EU country, list the suppliers in that country as well.

If necessary, continue on an additional sheet and tick this box

(b) If you intend to import from **within the EU**, will the beef be in small retail packs? Yes No

If 'Yes', state below what processing/re-packaging/re-labelling takes place while the beef is in your possession and what controls are in place to ensure that the labelling remains accurate, even if the consignments are split.

If necessary, continue on an additional sheet and tick this box

10(a) If you have answered 'Yes' to question 8(b), state below all the countries to which you intend to export.

If necessary, continue on an additional sheet and tick this box

(b) If you intend to export to other countries **within the EU**, will the beef be in small retail packs? Yes No

If 'Yes', will the beef be marketed in the importing Member State in these packs as labelled by your company? Yes No Don't know

Part E – Declaration and undertakings

- 11
- I declare I have read and understood the Beef Labelling Guide and that all the information I have given is, to the best of my belief, true and accurate.
 - I undertake to inform the Agency if any of the above details change.
 - I agree to allow officials access to my premises and to my records, in order to check that beef labelling rules are being followed.

Signature

Name
(CAPITAL LETTERS)

Status within the company – *please specify*
(for example: director, trustee, agent)

Date