|  |  |
| --- | --- |
|  | To be filled by the authority |
| Date of arrival | Register number |
|  |  |

**The operator fills the form where appropriate.**

Notification of food businesses or significant changes in the business must be sent to the City of Vaasa, Environmental offices four weeks before commencement of activity or the planned changes. Notification about change of operator or termination of the business must also be sent to the Environmental offices without delay.

A separate decision is not made on the notification, but the Vaasa city’s food control authority gives the food industry operator a certificate for processing the notification. In addition, the food control authority can ask the operator for other clarifications that is necessary to process the notification.

**A layout of the floor plan where the intended use of premises, furniture and fittings shall be attached to the notification.**

Reason of notification

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  establishing a food business | [ ]  termination of the business | [ ]  suspension of activities | [ ]  significant changes in the business |
| [ ]  other, what? |  |

|  |  |  |
| --- | --- | --- |
| 1. Operator | Name of the business operator  | VAT-number (y-tunnus) (or, if its missing, a personal identification number) |
|  |  |
| Address | Postal code and post office | Home town of the company |
|  |  |  |
| Person in charge | Telephone number | e-mail address |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 2. Billing information | Name of the payer | Cost center/reference |
|  |  |
| Billing address | Electronic invoice address |
|  |  |

|  |  |  |
| --- | --- | --- |
| 3a. Place of business (the name of the place of businessis usually a marketing name) | Name | Person in charge |
|  |  |
| Visiting address | Postal code and post office |
|  |  |
| Telephone number | E-mail address |
|  |  |
| [ ]  Outdoor or mobile premises |
| [ ]  Virtual premises (The premises are used for marketing, distribution or other food activities of food stuffs, without the food being kept in the premises |
| [ ]  Food premises is at home |
| 3b. Mailing document of the inspection document (Oiva-report or other inspection document) | [ ]  Address of the operator (company) |
| [ ]  Address of the business |
| [ ]  Other, what: |  |

|  |  |  |
| --- | --- | --- |
| 4. Date | Date of commencement or change of operation: |  |
| Date of suspension of activity (date – date): | **-**  |
| Date of termination of the business: |  |
| Estimated date of significant changes in the business:  |  |
| Description of the significant changes in the operation: |
|  |

|  |  |
| --- | --- |
| 5. Use of the premises from the point of view of building control. | Purpose of the premises  |
|  |

|  |  |
| --- | --- |
| 6. Description of the in-house control\* | [ ]  Description of the in-house control has been made |
| [ ]  Description of the in-house control will be made by (date): |  |  |
| [ ]  The in-house control plan has been made using the industry's good practice guide \*\*,what? |
|  |

\* Food premises must have an adequate in-house control plan to manage the risks. The in-house control plan can be sent to the food control authority before commencing operations, but this is not mandatory. However, the in-house control plan will be evaluable at the time of the first Oiva-inspection.

\*\* The food industry has developed good practice guidelines for its industry that can be used to assist in developing the in-house control plan. These guidelines are available from industries.

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| --- | --- | --- |
| 7a. Operation | **The primary type of food activity**Select only **one** primary type of activity | **Other type of food activity**Choose options below. Please tick all boxes that apply  |
| [ ]  Sale of food stuffs | [ ]  Sale of food stuffs |
| [ ]  Serving of food stuffs | [ ]  Serving of food stuffs |
| [ ]  Grain, fruits and vegetables sector | [ ]  Grain, fruits and vegetables sector |
| [ ]  Other manufacturing | [ ]  Other manufacturing |
| [ ]  Storing and freezing food stuffs and packing | [ ]  Storing and freezing food stuffs and packing |
| [ ]  Professional transport of food stuffs | [ ]  Professional transport of food stuffs |
| [ ]  Export and import | [ ]  Export and import |
| [ ]  Other, what?       |  | [ ]  Other, what?       |  |
| Description of the operation (or change in operation) |
|  |
| 7b. More information about the operation | In the tables below, tick each of the activities carried out at the same site and fill in the information describing the scope of the food business, e.g. area, number of customer places and food portions. |
| 7c. Sale of food stuffs (includes mobile food facilities) | [ ]  Retail sale (shop, kiosk, sales at market place, etc.)  | Area of food premises (m2)**:** |
| [ ]  Whole sale |  |
| Food for sale |
| [ ]  Non-perishable food stuffs packaged by industry  |
| [ ]  Perishable food stuffs packaged by industry |
| [ ]  Sales of unpacked food stuffs, e.g. ice cream kiosks |
| [ ]  Handling of perishable food stuffs, e.g. service sales |
|  | Organic products:[ ]  No organic products[ ]  Organic products in addition to conventional products[ ]  Only organic productsMore information about the organic products (if organic products are for sale)[ ]  All organic products are packed[ ]  Unpacked organic products less than 20 000 €/year[ ]  Unpacked organic products more than 20 000 €/year |
| 7d. Serving of food stuffs (includes mobile food facilities) | [ ]  Restaurant (includes pizzeria) | Amount of customer places: |
| [ ]  Grill and fast food | Indoors |  |
| [ ]  Café | Outdoors |  |
| [ ]  Pub (only service of beverages or minor food stuffs e.g. snacks, for example crisps and nuts) |  |
| Amount of portions/day        |  |
| Area of food premises (m2)      |  |
|  | Organic products:[ ]  No organic products[ ]  Organic products in addition to conventional products[ ]  Only organic productsMore information about the activities:[ ]  No handling of perishable food[ ]  Handling of already processed foods[ ]  Handling of raw food of animal origin[ ]  Production of gluten-free foods[ ]  Production of foods that are declared suitable for allergy diets |  |
| 7e. Institutional kitchens, central kitchens | [ ]  Institutional kitchen (schools, nursery schools, hospitals, staff restaurants, no delivery) |
| [ ]  Catering only (no amount of portions) |
| [ ]  Institutional kitchen, Central kitchen (delivery of food in the main role) |
| [ ]  Institutional kitchen, serving kitchen (no preparation of food, may be minor preparation of snacks or dessert) |
| Average number of portions/day |  |
| Area of food premises (m2)  |  |
| Amount of customer places: | indoors |       | outdoors |  |
|  | Organic products:[ ]  No organic products[ ]  Organic products in addition to conventional products[ ]  Only organic productsMore information about the activities:[ ]  No handling of perishable food[ ]  Handling of already processed foods[ ]  Handling of raw food of animal origin[ ]  Production of gluten-free foods[ ]  Production of foods that are declared suitable for allergy diets |  |
| 7f. Grain, fruits and vegetables | [ ]  Grain mill activity[ ]  Manufacture of bakery products (perishable food stuffs)[ ]  Manufacture of bread and pastries[ ]  Manufacture of other grain products (incl. malt production, e.g. oat-based milk and cream products) |
| [ ]  Manufacture of fruit and vegetable products[ ]  Packaging, low commercial preparation of vegetables |
| Products to be produced |
|  |
| Estimated amount of production (kg/year)       |  |
| Area of food premises (m2)      |  |
| 7g. Other manufacturing (other than milk, meat, fish, egg or grain fruits and vegetables sector) | [ ]  Manufacture of composite products (product that contains processed of animal origin and vegetable food e.g. pizza) |
| [ ]  Manufacture of sweets |
| [ ]  Manufacture of beverages |
| [ ]  Other production, what? (e.g. coffee roast, preparation of snails, packaging of honey, production of honey, production of food additives and food supplements, yeast production, other activities that do not belong to any of the other types of food manufacturing activities): |
| Products to be produced |
|  |
| Estimated amount of production (kg/year)       |  |
| Area of food premises (m2)       |  |
| 7h. Storing of foodstuffs, freezing and packing of foodstuffs | [ ]  Storing of food stuffs of animal origin (short-term or stored at room temperature) |
| [ ]  Freezing of food stuffs |
| [ ]  Packing of foodstuffs |
| [ ]  Other storing of food stuffs |
| Type of storing |
| [ ]  Frozen storing | [ ]  Refrigerated storing | [ ]  Uncooled storing |
| Area of storing of foodstuffs (m2): |  |
| 7i. Professional transport of foodstuffs | Type of transport |
| [ ]  Transport of foodstuffs, no temperature requirements |
| [ ]  Transport of frozen food |
| [ ]  Transport of refrigerated food |
| [ ]  Transport of warm food |
| Means of transport (car, ferry, etc.) | Amount | ATP-class (FRC, FNA, IN, other) |
|  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 7j. Import and export of foodstuffs |  | Group of products |
| [ ]  Export of foodstuffs | [ ]  Foodstuffs of non animal origin |
| [ ]  Import of foodstuffs  | [ ]  Foods of animal origin (mark the groups in the section below) |
| Type of import: | [ ]  Import of products of special salmonella guarantee status from countries that do not have special guarantees (raw pork, beef, poultry, eggs) |
| [ ]  From outside the European Union |
| [ ]  From the internal market (other EU countries) |
| An estimate of the volume of all imports | An estimate of the frequency and volume of imports of food of animal origin |
| kg/year: |  | imports/year: |  | kg/year: |  |
| Imported foodstuffs of animal origin |
| [ ]  Raw meat, minced meat and/or organs |
| [ ]  Eggs |
| [ ]  Meat preparations |
| [ ]  Raw meat preparations |
| [ ]  Insects and foods containing insects |
| [ ]  Fishery products and live seafood |
| [ ]  Milk and egg products, other then eggs from chickens |
| [ ]  Other (collagen, intestine, honey), what: |  |
| [ ]  An external warehousing service is used to store imported foodPlace of receiving foods of animal origin imported from the internal market (name, address):     Address where the import documents can be inspected:       |
| [ ]  Activities include the distribution of imported foods to other operators |
| 8a. An operation where there is no physical food premises, type | **Choose only one of the options below that best describes the main activity** |
| [ ]  sales | [ ]  Marketing or advertising | [ ]  Internal market import from the EU and EEA |
| [ ]  Import from third countries (outside EU/EEA) | [ ]  Internal market export | [ ]  Import to third countries (outside EU/EEA) |
| [ ]  transmission | [ ]  other, what? |  |
| 8b. The nature of the virtual operation | **Choose only one of the options below that best describes the main activity** |
| [ ]  multi-level marketing |
| [ ]  Online sales: webpage address: |  |
| [ ]  phone sales |
| [ ]  sales by mail |
| [ ]  other, what? |  |
| 8c. The object of the virtual operation | **Choose only one of the options below that best describes the main activity** |
| What type of foods does the operation concern: |
| [ ]  conventional foods, what? |  |
| [ ]  fortified foods |
| [ ]  food supplements |
| [ ]  foodstuffs intended for particular nutritional uses, what? |  |
| [ ]  regulated food ingredients (food additives, flavorings and enzymes) |
| [ ]  other, what? |  |
| 8d. The extent of the virtual operation | How many product titles are there in the selection (amount) |
| [ ]  conventional foods : |  |
| [ ]  fortified foods: |  |
| [ ]  food supplements: |  |
| [ ]  foodstuffs intended for particular nutritional uses: |  |
| [ ]  regulated food ingredients: |  |
| [ ]  other, what: |  |
| Marketing language: |  |
| Marketing area: |  |

|  |  |  |
| --- | --- | --- |
| Date and signature | Date and place | Signature and clarification of the signature |
|       |       |

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| The form should be sent to: | **e-mail and mail addresses are at the bottom of page 1.**  |

| **Filled by the authority** | Date | Handler |
| --- | --- | --- |
| The form has been filled duly | [ ]  yes | [ ]  no |  |  |
| Additional information has been requested |  |  |
| The requested additional information has been received |  |  |
| The preliminary risk assessment has been made in accordance with the national food program. |  |  |
| A certificate of processing the notification has been sent to the operator. |  |  |
| Information about food operations or essential changes occurring in them is registered in the environmental healthcare's centralized control information system (Vati), which is maintained by the Finnish Food Safety Authority |  |  |