

privately owned, partnership etc:

4a. Please indicate the type of egg production system(s) you wish to pack eggs from: (If organic eggs are being packed as organic free range please select both methods of production)

Cage:

Free Range:

Barn:

Organic:

4b. Names and Addresses of producers supplying ungraded eggs:

5. Please provide the map reference coordinates for the packing centre premises:
(If you do not know the map grid reference for the premises and have access to the internet you can find it by going to [SEPA](#) and searching by the packing centre postcode.)

6. If the business is registered as an agricultural holding please provide the following:

a. The CPH number:
(County Parish Holding Number)

b. The BRN number:
(Business Reference Number)

7. Please tick all the methods by which eggs packed at this packing centre will be marketed:

Farm Gate:

Locally door-to-door:

Local Public (Farmers) Market:

Retail:

Catering:

Wholesale:

Processors:

Other (please specify):

8. What is the weekly average throughput (number of eggs) of the packing centre for:

	Cage	Barn	Free Range	Organic	TOTAL
a. Own ungraded production?					
b. Ungraded eggs purchased from producers?					
c. Graded eggs from other sources?					
d. TOTAL					

9. Before you can begin trading, as well as being authorised by the Scottish Government, your packing centre must be approved under food hygiene legislation by your Local Authority. We will inform your Local Authority upon receipt of your application that this is required of them; however, this does not preclude you from making contact with them yourself.

Please state the Local Authority Area in which the packing centre is located (if completing electronically please select from one of the lists):

10. Please briefly describe the premises to be used for grading, packing and storing eggs:

11. Please describe machinery and equipment for candling eggs:

12. Please describe equipment for weighing eggs:

13. Please describe equipment for marking/stamping eggs:

DECLARATION

I/We

- Apply for authorisation for my/our packing centre.
- Apply for authorisation to grade, mark, pack and label eggs from the following systems of egg production (please tick the appropriate box(s)):

Cage:

Free Range:

Barn:

Organic:

- Declare that the information given in this form is correct to the best of my/our knowledge and belief.

- Make this application as the partner(s) etc of the packing centre to which this application relates.

(please give status
eg owner)

- **will notify the Scottish Government's Eggs & Poultry Unit before any change(s) to the above mentioned egg packing centre structure or equipment is made.**

Signature(s):

.....

Date:

.....

Please return the completed form to your local Egg Marketing Officer or send to:

**The Scottish Government
Rural Payments and Inspections Directorate
Room 330
Pentland House
47 Robb's Loan
Edinburgh EH14 1TY**

Alternatively you can eMail the completed form to the
EggsandPoultryMailbox@Scotland.gsi.gov.uk

FOR OFFICIAL USE ONLY

Egg Marketing Officer Report

1. Packing centres shall record separately, by farming method and by day:

(For the purposes of record keeping, instead of keeping records of sales and deliveries, packing centres may keep files of invoices and delivery notes marked as indicated below).

Records to be kept where applicable	Check Box √, X or N/A
a. The quantities of ungraded eggs they receive, broken down by producer, giving the name, address and producer code and the laying date or period.	-----
b. After the eggs are graded, the quantities by quality and weight grade.	-----
c. The quantities of graded eggs received coming from other packing centres, including the code of those packing centres and the date of minimum durability.	-----
d. The quantities of ungraded eggs delivered to other packing centres, broken down by producer, including the code of those packing centres and the laying date or period.	-----
e. The number and/or weight of eggs delivered, by quality and weight grade, packing date in the case of Class B eggs or the date of minimum durability in the case of Class A eggs, and by purchaser, with the name and address of the latter.	-----
f. Packing centres shall update their physical stock records each week.	-----
g. Records and files referred to above shall be kept for at least twelve months from the date of their creation.	-----
h. Where Class A eggs and their packs bear an indication of how laying hens are fed, packing centres using such indications shall keep separate records in accordance with the above.	-----

2. Weekly total throughput in 360 egg cases:

	Cage	Free Range	Barn	Organic	TOTAL
Present					

3. Sales:

- | | | | |
|---------------|--------------------------|------------|--------------------------|
| Farm Gate: | <input type="checkbox"/> | Catering: | <input type="checkbox"/> |
| Retail: | <input type="checkbox"/> | Wholesale: | <input type="checkbox"/> |
| Processors: | <input type="checkbox"/> | Markets: | <input type="checkbox"/> |
| Door-to-door: | <input type="checkbox"/> | Others: | |

4. Where indicated, check the CPH and BRN numbers against SIACS before signing off for filing:

CPH:
BRN:

5. Use the issued GPS device to check the Grid Reference on-site and use in preference to the submitted reference number if different:

Grid Reference Number as per GPS device on-site:
--

6. Confirm Local Authority:

--

7. Check that the postcode provided is valid by trying it in an Internet mapping facility such as [SEPA](#)

Please confirm the postcode has been verified as correct:

8. Equipment:

Type of equipment	Make of equipment	Check Box √, X or N/A
Egg Balance		-----
Electronic Scales		-----
Automatic candling equipment		-----
Air cell measure		-----
Egg stamp		-----
Inkjet equipment		-----

9. General comments:

--

Marketing Officer's Signature:

Date: