

CATALOGUE

DAIRY PRODUCT PROCESSING

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DE GALICIA

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1. INTRODUCTION

LAW ON ADMINISTRATIVE SIMPLIFICATION AND SUPPORT FOR THE ECONOMIC REACTIVATION OF GALICIA

The Galician Parliament recently approved **Law 9/2021, of 25 February, on administrative simplification and support for the economic reactivation of Galicia.**

This law **aims** to establish the necessary measures to facilitate the reactivation of the economic activity after the crisis generated by the consequences of the Covid-19 pandemic, within the framework of the competences of the Autonomous Region of Galicia, from a perspective of **administrative simplification that encourages the implementation and operation of business initiatives in Galicia.**

Title II of the law regulates the administrative support systems for the implementation of business initiatives, and is divided into three chapters. Chapter I creates the **Investment Support System** as a key figure to give response to the classic demand of the citizenship in general, and of the groups linked to companies in particular, on the existing difficulties to obtain the information and guidance that they need to start up their business initiatives, through a service of accompaniment and information that offers them **the possibility of carrying out administrative procedures at regional and even local level, in cases of adhesion of municipalities to this system.**

CATALOGUES

As a measure to support the implementation of business initiatives, chapter I includes a reference to the creation of a series of **catalogues** approved by the Council of the Xunta de Galicia. In point 1 of article 14 it is specified that, through the Investment Support System, it will be possible to access free of charge to the **“catalogues in which all the necessary administrative procedures and actions for the implementation of business initiatives, including those of municipal competence of the municipalities adhered to the Investment Support System, will be collected in a clear and chronological order”.**

These figures, which should be permanently updated, represent a great simplification for companies and, in particular, for entrepreneurs, who will be able to consult the procedures that will be required by the regional administration, which will facilitate understanding, planning and processing of the administrative process.

DAIRY PRODUCT PROCESSING. CONCEPT

The **subject of this document** is the **processing of dairy products**. As defined in Annex 1 of Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin, dairy products are defined as processed products resulting from the processing of raw milk, or from the further processing of such processed products.

In terms of specific products, those classified under code 15 (milk and derivatives) of the General Health Register of Food Companies and Foodstuffs (RXSEAA, as per its Galician acronym) are included:

- Fresh, matured or melted cheeses.
- Pasteurised, UHT or sterilised milk.
- Dehydrated (evaporated or concentrated), raw, condensed and powdered milk.
- Fermented milk, yoghurt, etc.
- Curd.
- Cream.
- Cottage cheese.
- Whey.
- Butter.
- Other products derived from milk (processed products made from milk and other animal or vegetable ingredients).

And also within code 28 (Ice cream) of the General Health Register of Food Companies and Foodstuffs (RXSEAA):

- Dairy ice cream.

Decree 174/2019, of 19 December, which regulates food craftsmanship, includes group 1 of processing of dairy products that integrates the following products:

- Cheese.
- Fermented yoghurt and milk.
- Butter.
- Curd.
- Cottage cheese.
- Ice cream.

The development of this activity requires prior authorisation due to the effects it may have on people's health, being subject to a specific regulation in the matter of hygiene due to being products of animal origin, as set out in Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin.

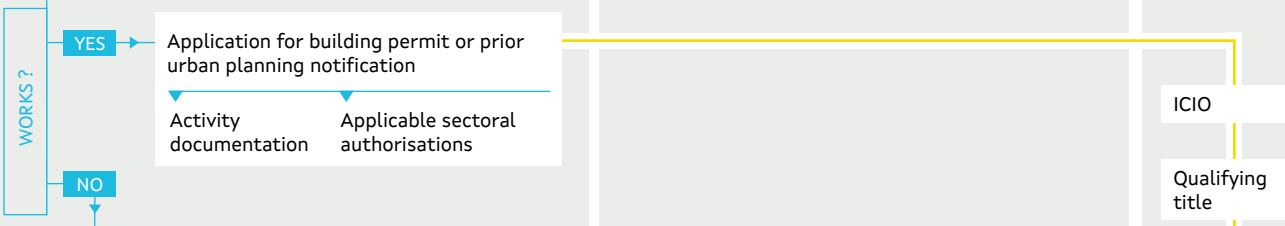
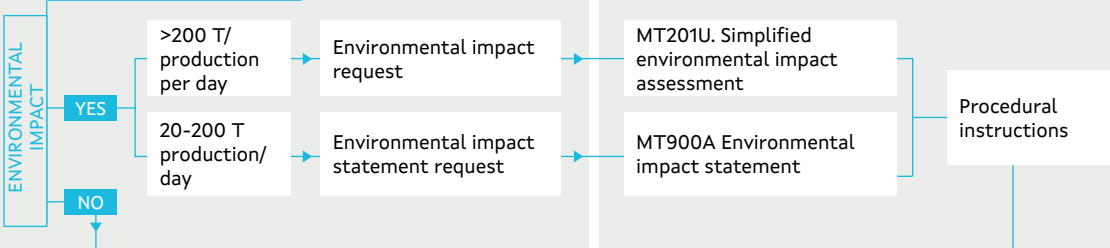
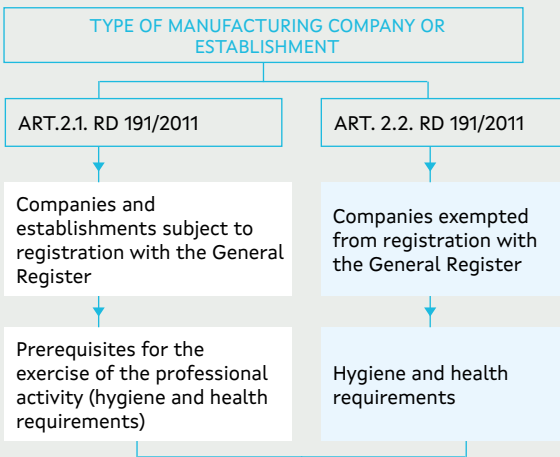
It should be noted that there is also a Galician Health Register of Food Companies and Establishments (REGASA, as per its Galician acronym), which registers those food companies and establishments whose commercial activity is carried out in the Autonomous Region of Galicia. Within the dairy products, the following activities are indicated:

- Traditional dairy products (PLT, as per its Spanish acronym). Related to the production of traditional dairy products made from raw cow's milk, as defined in Decree 125/1995 of 10 May.
- Ice cream parlours. Establishments whose main activity is the processing and sale of ice cream for immediate consumption.

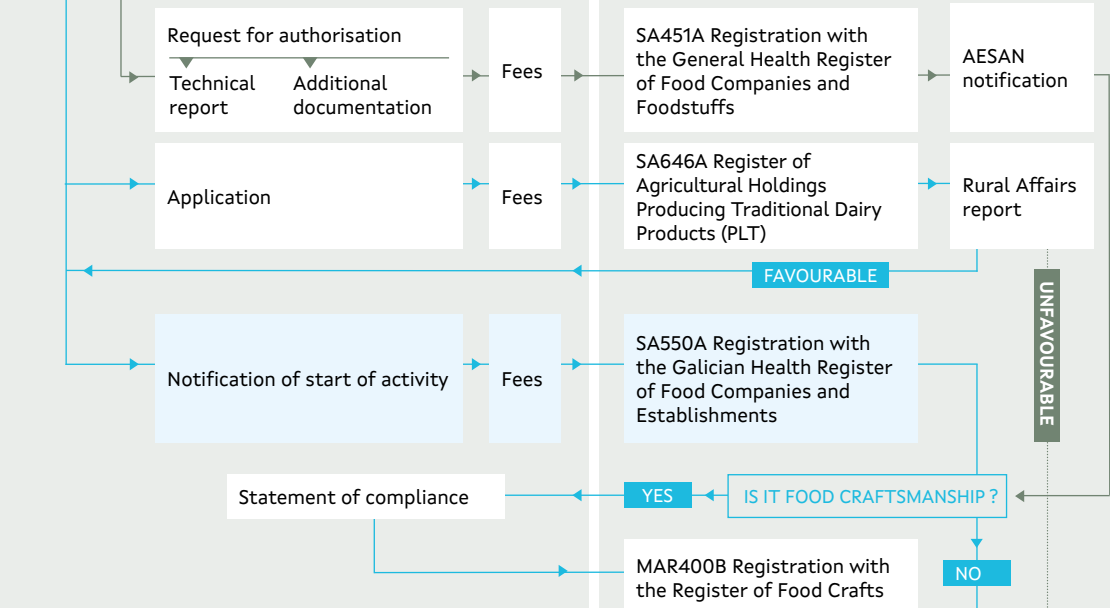
For the development of these two activities, it is sufficient to notify the start of activity to the REGASA and the statement of compliance that the premises and necessary equipment are available to carry out the notified activities and that these comply with the applicable regulations.

Previously, the owners of agricultural holdings that process traditional dairy products must submit an application in accordance with electronic procedure SA646A, regarding the Register of Agricultural Holdings Producing Traditional Dairy Products, and a favourable report of the Regional Ministry of Rural Affairs will be necessary.

START OF THE PROCESS



TELEMATIC SUBMISSION OF APPLICATIONS



2. FORMALITIES FOR THE START-UP OF A DAIRY PRODUCT COMPANY

SUMMARY OF THE PROCESS

This catalogue refers to the procedure for the authorisation of the operation of a food industry or a food establishment, as set out in article 4 and subsequent of Royal Decree 191/2011, of 18 February, on the General Health Register of Food Companies and Foodstuffs, modified by Royal Decree 682/2014, of 1 August. It also refers to the authorisation for food craft companies, according to the provisions of Decree 174/2019 of the Regional Ministry of Rural Affairs, of 19 December, which regulates food crafts. In this particular case this refers to companies processing dairy products.

This process consists of several specific procedures, linked to the registration in the relevant registers, depending on the type and scope of the companies involved:

- SA646A - The application procedure for the registration of Agricultural Holdings Producing Traditional Dairy Products to be submitted to the Territorial Office of the Regional Ministry of Health of the corresponding province.
- SA451A - General Health Register of Food Companies and Foodstuffs (RXSEAA) (regulated by RD 191/2011). This procedure is compulsory for the establishments of the food companies or of the companies themselves that carry out the activities of 1) production, transformation, processing and/or packaging; 2) storage and/or distribution and/or transport; and 3) import of products from countries not belonging to the European Union. This register has a national scope and is considered a unified register at state level.
- SA550A - Notification of the start of activity for registration in the Galician Health Register of Food Companies and Establishments REGASA, regulated by Decree 204/2012, amended by Decree 173/2019. This procedure is aimed at companies or food establishments with headquarters, domicile, agency or that exercise their commercial activity in the Autonomous Region of Galicia, and that do not have the obligation to be registered in the General Health Register of Food Companies and Foodstuffs.

It also includes a procedure linked to craft food production, which is specified as follows:

- MR400B - Inscription in the Register of Food Crafts. The procedure is established at the level of Decree 174/2019, of 19 December, which regulates food craftsmanship, within the framework established in chapter III of title III of Law 2/2005, of 18 February, of promotion and defence of the Galician food quality. Linked to this registration procedure are the procedures for the statement of compliance with the conditions as a food craftsman (MR400A), modification of registration (MR400C) and deregistration (MR400D). In this case we refer to the production and processing for the market of craft foodstuffs, whether of agricultural, fishing, shellfish or aquaculture origin.

It should be noted that, depending on the specific characteristics of the projects (investment volume, job creation, strategic sectors, etc.), these can be declared priority business initiatives (IG300D) at the request of the interested party; this would imply the implementation of certain measures, provided for in the applicable regulations, which would allow for a streamlining of the procedure.

It should be also considered that, if the project exceeds certain production volumes, it may require a simplified environmental impact assessment (more than 200 tonnes of production per day) or an environmental impact statement (between 20 and 200 tonnes of production per day).

This catalogue does not include the formalities relating to the establishment of the company, which imply the endowment of legal personality and the capacity to contract. These procedures, customary for the establishment of any company, refer to the legal form of the company and its legal, commercial, tax and labour security, in order to be able to carry out its activity. Those relating to the area of occupational risk prevention are not included either.

The procedure for obtaining authorisation to operate as a dairy products company involves a series of formalities. There are two ways for companies to operate in the market. On the one hand, some companies must register in the General Health Register of Food Companies and Foodstuffs (art. 2.1. RD 191/2011). On the other hand, there are companies that must register in the REGASA, the Galician Health Register of Food Companies and Establishments (art. 2.1. RD 191/2011). The steps for each procedure are set out separately below.

Registration in the General Health Register of Food Companies and Foodstuffs

- 1. Request for authorisation. The application must be submitted electronically (procedure SA451A, in the electronic office of the Regional Government); it will be accompanied by a technical report and different complementary documentation related to the payment of fees, situation and facilities plans, labels, and receipts of water supply and waste collection. There are a series of previous hygiene and health requirements and regulations that these companies must comply with in order to be authorised, especially because they are companies that work with products of animal origin, subject to specific processing conditions.
- 2. Registration in the General Health Register of Food Companies and Foodstuffs. Once authorised by the competent administration at a regional level, registration in said register is compulsory. Subsequently, a notification must be sent to the Spanish Agency for Food Safety and Nutrition, which will assign a national identification number. This number must necessarily appear on the label, and the activity cannot start until it has been obtained.

Registration in the Galician Health Register of Food Companies and Establishments (REGASA)

- 1. Notification of start of activity. The notification will be sent using the standardised form (electronically at the electronic office of the Regional Government, procedure SA550A) which will include, along with the identification data, the type of food activity for which the application is being made, and stating, in this case, code 9701 for traditional dairy products or code 9928 for ice-cream parlours. The application will be accompanied by proof of payment of the relevant fee. These companies must comply with the relevant health and hygiene requirements.
- Registration in the Galician Health Register of Food Companies and Establishments. This register will be complementary to the state register, although it will have a regional nature, thus being a unified register for the whole autonomous region. The registration in the REGASA does not exclude the full responsibility of the economic operator with respect to the fulfilment of the laws on foodstuff. Such registration will imply the simultaneous start of the activity, without prejudice to any subsequent controls that may be carried out.

There is also a specific procedure for **craft food companies**. Decree 174/2019, of 19 December, which regulates food craftsmanship, considers dairy products made from raw cow's milk to be traditional products and creates the Register of Agricultural Holdings Producing Traditional Dairy Products, which establishes a transitional regime for holdings included in the register of traditional dairy products, which will have a period of two years from the approval of the corresponding technical standard to process their registration in the Register of Food Crafts.

- 1. Compliance of previous requirements, linked to craft production. This refers to aspects related to the activity itself, the raw materials, the transformation and processing of the products and their volume of production, among others. These requirements are set out in the corresponding technical standards, which in this case refer to group 1 activities (Annex I of the decree), which focus on the processing of dairy products (fermented cheese, yoghurt and milks, butter, curd, cottage cheese and ice cream). It should also be noted that they may vary if they refer to craft micro-enterprises, agricultural holdings producing home-made products or mountain craft products.
- 2. Statement of compliance for the inscription in the Register of Food Crafts, it will be sufficient to make a statement of compliance according to the standardised model. In this declaration the activity or activities for which the corresponding inscription in the register is requested will be indicated, and the corresponding fee will be attached. The reference health register in which the entity is registered must also be stated.

PRELIMINARY FORMALITIES

The catalogue will also address the procedure for the start of the activity within the scope of the town council where the establishment is located.

The first step to be taken by the promoter for the implementation of the physical establishment is to **check the urban planning regime that applies to the plot or building on which he or she intends to implement the activity.**

Thus, in accordance with the provisions of article 87.2.a) of Law 2/2016, of 10 February, on Galician land:

“Every person has the right to be informed in writing by the corresponding town council about the urban planning regime and conditions applicable to a specific plot of land or to the sector, estate or planning area in which it is included.

This information must be provided in a term that may not exceed 2 months from the submission of the request in the municipal register.”

Depending on the specific location of the activity and the urban classification of the land according to the applicable urban planning and the urban regulations in force, different requirements will apply, and therefore this information must be provided by the respective town council, prior to any other procedure, in order to **determine the urban viability of the activity.**

Sectoral reports or authorisations

the information on the sectoral effects applicable to a plot may be consulted by anyone interested in the **Basic Regional Plan of Galicia**, which is a dynamic tool that is essential to reflect the complex reality of sectoral regulations on the territory and which allows the public to have access to all relevant information from a territorial point of view, updated and universally accessible, throughout our Autonomous Region.

The viewer of the Basic Regional Plan of Galicia may be consulted through the following link:

<http://mapas.xunta.gal/visores/pba/>

General legal regime of rustic land

Article 35.1.ñ) of Law 2/2016, of 10 February, on Galician land, and 50.1. ñ) of Decree 143/2016, of 22 September, which approves its implementing Regulations, contemplates among the **admissible uses on rural land the constructions of artisanal nature or of reduced dimension that house initial processing complementary activities, storage and packaging of products of the primary sector, provided that they are directly related to the nature, extension and destination of the farm or exploitation of the natural resource** (article 53, Decree 143/2016, of 22 September).

The implementation of these activities is admissible on rural land **after obtaining the regional urban planning authorisation** (article 56 and subsequent, Decree 143/2016, of 22 September) **and the municipal urban planning permit**.

Land classified as **specially protected rural land** must request authorisation or a favourable report from the body with the corresponding sectoral competence prior to obtaining the municipal urban planning permit.

Specific regime for existing traditional buildings on rural land and rural settlement land

Article 40 of Law 2/2016, of 10 February, on Galician land, and article 63 of Decree 143/2016, of 22 September, which approves its implementing Regulations, allow the **implementation of craft activities in existing traditional buildings** in any category of rural **settlement land or rural land** before 25 May 1975 (entry into force of Law 19/1975, of 2 May, of reform on the land and urban planning regime).

With regard to the **possible works**, it is permitted, without the need to comply with the applicable urban planning parameters except for the height limit, to reform, rehabilitate, rebuild and extend, even in independent size, up to 50% of the original size of the traditional building, and the **necessary municipal urban planning permit** must be obtained.

In any case, on **specially protected rural land**, it will be necessary to obtain **authorisation or a favourable sectoral report** from the body with the corresponding sectoral competence.

Specific regime in the buildings executed in the rural land with urban planning permission

The third transitional provision of Law 2/2016, of 10 February, on Galician land allows the implementation of **craft activities in the buildings built on rural land under planning permission**, and may be carried out subject to a municipal licence, works of improvement and reform and extension of the lawfully built surface area, subject to the following requirements:

- 1. In the case of land included in the specially protected rural land, the **authorisation or favourable report must be obtained from the body with the corresponding sectoral competence**, as indicated in number 2 of this document.
- 2. The **building conditions** stipulated in article 39 of Law 2/2016, of 10 February, and in the corresponding urban planning must be complied with.

RESPONSIBLE BODY

Regional Ministry for the Environment, Territory and Housing (Directorate General for Territorial Planning and Urban Development).

DESCRIPTION

I. The following activities are subject to regional authorisation:

a) Those aimed at the processing of products by means of manual processes or techniques or with the aid of basic mechanical instruments, or which represent a continuation of traditional trades, including those carried out by companies that have the status of craft food business in accordance with the sectoral regulations on food quality.

b) Those carried out in individual workshops or in workshops in which a small number of people are involved, without in any case entailing an industrial activity.

II. Initial processing complementary activities regarding products derived from the primary sector are understood to be those that support agricultural and livestock or forestry holdings, those necessary to carry out processing and marketing activities of agricultural, livestock or forestry products, as well as the complementary services of these activities. This includes the processing of primary sector products, provided that these products originate mainly from one or more farming units integrated under a common business management.

III. Both the aforementioned craft activities and the initial processing complementary activities must be carried out in small buildings, defined as those with a maximum occupancy of 800 square metres. After a reasoned justification, and provided that the raw material to be transformed is one of the axes of local development and that by its nature it is necessary to locate it in its surroundings, such size may be exceeded, after favourable report of the competent regional ministry in matter of rural development.

IV. These activities must be directly related to the nature, size and use of the relevant property or exploitation of the natural resource. This circumstance will justify the location of the activity to be carried out on rural land.

V. The competence for the granting of the regional authorisation corresponds to the person in charge of the competent body in matters of urban planning, and the procedure will be in accordance with the following rules:

a) The promoter must present the application to the town council accompanied by the documentation stated in Annex I.

b) The town council will submit the file to public information for a period of one month by means of a notice to be published on the town council notice board and in one of the most widely circulated newspapers in the municipality. Such notice must indicate, as a minimum, the location, the use requested, the height and occupation of the intended building and the place and timetable for consultation of the complete documentation.

c) In addition, the required sectoral reports or authorisations will be requested.

d) Once the public notification has been completed, the town council will send the complete processed file to the competent body in matters of town planning.

Once a two-month period has elapsed without the town council sending the complete file, the interested parties may request subrogation to the competent town planning body, which will claim the file from the town council and will continue processing it until it is resolved.

e) The competent body in matters of town planning may require the promoter to provide any additional documentation or information deemed necessary or to remedy any deficiencies in the application so as to comply with the provisions of Law 2/2016 and Decree 143/2016, of 22 September, which approves its implementing Regulations.

f) The competent body in matters of town planning will examine whether the application complies with Law 2/2016 and with the land-use planning instruments and will make a decision within a period of three months from the receipt of the complete file at the register of the regional ministry. Once the period has elapsed without an express resolution, this will be understood to be granted by administrative silence.

DOCUMENTATION

- Application according to Annex I.
- Complete file processed by the town council duly completed (including allegations, reports or sectoral authorisations and municipal technical and legal reports).
- Preliminary draft drawn up by a competent technician.
- Other documentation.

COMPULSORY

Yes

In the cases described.

DEADLINES3
months

For the issuing of the authorisation - Positive silence

ONLINE PROCESSING

Yes

MT105B Regional authorisation for uses on rural land, prior to obtaining the municipal permit.

REGULATIONS

- Law 2/2016, of 10 February, on Galician land (Official Journal of Galicia no. 34, 19 February 2016).
 - Decree 143/2016, of 22 February, approving the Regulations of Law 2/2016, of 10 February, on Galician land (Official Journal of Galicia no. 213, 9 November 2016).
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3. HYGIENE AND HEALTH REQUIREMENTS

The general rules on hygiene and health requirements are set out in Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs.

More specifically, in Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin, a number of requirements are set out for section IX, milk and dairy products.

In Article 3 of Regulation 853/2004, a food business operator is defined as a natural or legal person responsible for ensuring compliance with the requirements of food law, and this definition includes the owner of the traditional dairy business; the production of traditional foods must not compromise the safety of the food.

The Directorate General of Public Health has elaborated a procedure to check compliance with the requirements ([Guidelines](#)), a summary of which is included in this section:

Requirements	Brief description
ORIGIN OF RAW MILK	Documentary evidence of the origin of the raw milk.
HEALTH REQUIREMENTS FOR HOLDINGS OF ORIGIN	Raw milk and colostrum from animals must comply with a number of health requirements in relation to brucellosis and tuberculosis, with certain derogations allowed. Raw milk and colostrum from animals not complying with the health requirements, in particular from any animal showing a positive reaction to prophylactic tests for tuberculosis or brucellosis, must not be used for human consumption. The health status of agricultural holdings will be documented.
CRITERIA RELATING TO GERMS AND SOMATIC CELLS	<p>In the case of milk production farms, analytical bulletins from LIGAL will be requested to check that the milk meets the criteria:</p> <ul style="list-style-type: none"> • Germs at 30°, equal to or less than 100,000 per ml geometric average of at least 2 samples per month for 2 months. • Somatic cells, equal to or less than 400,000 geometric average of at least one sample per month for 3 months. <p>The microbiological criteria for traditional dairy products based on raw cow's milk are specified in the decree and must be checked at least every 3 months.</p> <ul style="list-style-type: none"> • For direct sale of raw milk, germs at 30° ≤ 50,000 and somatic cells (per ml) ≤ 300,000 at least 1 sample per month.
ANTIBIOTIC RESIDUES	Mainly affect raw milk; as raw material, if it has residues of certain antibiotics exceeding the limits authorised in Regulation (EC) 470/2009 or the combined total of residues of substances exceeds the maximum admissible value, it must be managed as a by-product, as certain levels cannot be exceeded per material and/or together.
NON-COMPLIANCE WITH INHIBITOR CONTROL PROTOCOL	Inhibitor control is essential and mandatory even for small-scale dairy production, excluding raw milk with residues.
REQUIREMENTS FOR COW'S MILK IMMEDIATELY PRIOR TO PROCESSING	<p>The raw cow's milk used to process dairy products must have a concentration of germs, somatic cells or antibiotics that complies with the regulations.</p> <p>Compliance with regulatory requirements with respect to quality parameters must be documented according to the Hazard Analysis Critical Control Point (HACCP) protocol.</p> <p>Dairy food business operators must ensure that prior to heat treatment and after the acceptance period set out in the HACCP: heat-treated cows' milk used to prepare dairy products has a plate count below 100,000 colonies per ml at 30°C.</p>
TEMPERATURE AFTER MILKING	Mainly concerns raw milk, not directly applicable to the processing of dairy products. Temperature controls must be carried out. The cold chain should be maintained at a temperature of 6 or 8 °C in all cases, and should not be processed within 2 hours of the milking.
TEMPERATURE ON ARRIVAL AT THE ESTABLISHMENT	<p>The cold chain must be maintained during transport and the temperature of the milk and colostrum must not exceed 10 °C on arrival at the establishment of destination.</p> <p>Exceptions are made after milking when criteria related to germs, somatic cells and antibiotic residues are met. Exceptions are related to the time after milking (2 hours) or until the start of processing within 4 hours after arrival or for technological reasons.</p>

TEMPERATURE OF THE MILK IN THE ESTABLISHMENT UNTIL PROCESSING

Food business operators must ensure that, on arrival at a processing establishment:

- The milk is rapidly cooled to a temperature not exceeding 6 °C.
- The colostrum is rapidly cooled to a temperature not exceeding 6 °C or kept frozen.

However, if processing takes place before 4 hours or for technical reasons of the production process (authorised by the competent authority), a higher temperature may be applied.

FILLING AND PACKAGING

The containers intended for consumption must be sealed immediately after filling, in the establishment where the last heat treatment is carried out, by means of a sealing device which prevents contamination.

In the marketing of raw milk for direct sale, containers must be closed immediately after filling by means of a closing device that prevents contamination so that, once opened, the container can be checked for contamination.

HEAT TREATMENT

The heat treatment must maintain all parts of the treated product at a specified temperature for a certain period of time.

The heat treatment process must comply with the specifications mentioned in Regulation (EC) 853/2004 on pasteurisation and UHT; it is important to control the parameters of the temperature/time combinations.

In order to ensure that the process employed achieves the intended objectives, the company must regularly monitor the main relevant parameters (in particular temperature, pressure, sealing and microbiology), which may be done by means of automatic devices.

ON-FARM SAMPLER

Mainly concerns raw milk, not directly applicable to the processing of dairy products. There are minimum samples at the holding for analytical checks that have to be taken also for traditional dairy products. The samples will arrive at the establishment in suitable temperature and storage conditions.

DAIRY ESTABLISHMENT QUALITY TECHNICIAN

The main quality technician of the dairy establishment, the secondary technicians or any operator to whom any of the tasks are delegated must have received suitable training in the subject, and this training must be verifiable and updated every 4 years. Checks prior to the unloading of tanks must be properly carried out by those responsible for controls in the dairy establishment.

REGISTRATION IN LETRA Q

The establishments (operation, collection and processing centres), the containers (tanks, silos), the raw milk tank washing centres and the agents involved in the handling of raw cow's milk must be registered in the Letra Q database of the Ministry of the Environment and Rural and Marine Affairs, where, in the case of raw cow's milk, the movements of milk will also be registered.

Livestock farmers who process their own milk, as they are direct sales producers, are not required to record movements in the traceability part of the application, but they must register as operators, with an associated R/T centre.

CONTAINER IDENTIFICATION

The competent authority of the Autonomous Region will assign an individual identification code to each establishment, container and agent. Likewise, it will identify the containers by means of a label permanently affixed to them in a legible manner. The adhesive labels for the identification of the milk containers must be made of polyester and printed by thermal transfer in order to guarantee their durability over time; they must also include a security system to prevent tampering.

ANTIBIOTIC POSITIVE TANKS TO BE SENT FOR DESTRUCTION	<p>If the on-the-spot test for antibiotic residues taken at the dairy establishment is not compliant, the tank or compartment must be temporarily withdrawn from consumption; it may be unloaded into an empty silo and must be managed as a by-product according to Regulation (EC) 1069/2009.</p>
NOTIFICATION TO THE COMPETENT AUTHORITY OF TANKS SENT FOR DESTRUCTION	<p>In case of non-compliance of raw milk with the provisions on antibiotic residues, food business operators must inform the competent authority and implement measures to correct the situation.</p> <p>In these cases, the communication of the management of milk as an animal by-product unfit for human consumption (SANDACH, as per its Galician acronym) will be made to the Regional Ministry of Rural Affairs.</p>
LABELLING	<p>In the case of raw milk intended for direct human consumption, the term "raw milk" will be used.</p> <p>There are requirements for the marketing of raw milk intended for direct sale to the consumer in terms of labelling: expiry date less than or equal to 3 days, and the statement "raw milk without heat treatment, to be consumed only after boiling for at least 1 minute and to be kept refrigerated between 1 and 4 °C."</p> <p>In the case of dairy products made from raw milk where no heat treatment or physical or chemical treatment is involved in the production process, the words "made from raw milk" must be used.</p> <p>In the case of colostrum, the word "colostrum" must be used.</p> <p>In the case of products made from colostrum, the words must be "made from colostrum".</p>
IDENTIFICATION MARKING	<p>Without prejudice to the general requirements, in the case of raw milk, colostrum, dairy products and products made from colostrum:</p> <ul style="list-style-type: none"> • Instead of indicating the approval number of the establishment, the identification mark may include a reference to the place on the container or packaging where the approval number of the establishment appears; • In the case of reusable bottles, the identification mark may indicate only the initials of the country of consignment and the approval number of the establishment. <p>According to Regulation (EC) 853/2004, the identification mark must be legible, indelible and its characters easily decipherable, and must indicate the name of the country in which the establishment is located and the approval number of such establishment.</p>
CONTROLS ON THE FINAL PRODUCT	<p>Regulation 2073/2005 lays down microbiological criteria for certain foodstuffs, including several types of milk and dairy products.</p> <p>Food businesses must test, as appropriate, against the criteria when they are validating or verifying the correct functioning of procedures based on HACCP principles and good hygiene practices. In this context they must decide on appropriate sampling frequencies.</p> <p>In addition, where necessary, companies will carry out studies to investigate compliance with the criteria throughout the shelf-life of the product.</p>
COMMERCIALISATION OF RAW MILK FOR DIRECT SALE TO THE CONSUMER	<p>Establishments that require registration in the General Health Register of Food Companies and Foodstuffs (RGSEAA).</p> <p>The milk will be distributed packaged, with a label indicating the expiry date and the conditions for consumption and preservation.</p> <p>The milk will comply with the specific cell and germ and microbiological requirements for marketing raw milk indicated in RD 1086/2020-Annex V.</p>

4. APPLICATION FOR THE PROJECT TO BE DECLARED A PRIORITY BUSINESS INITIATIVE

The **declaration of priority business initiative** is a procedure that can be used to speed up the processing of a dairy product processing project, provided that the requirements set out in Law 5/2017, of 19 October, on the promotion of the implementation of business initiatives in Galicia are met.

Among the effects that the declaration may have are the following:

- Priority will be given to the completion of the procedures within the competence of the regional administration related to priority business initiatives.
- The existence of a declaration as a priority business initiative will determine the existence of reasons of public interest for the purposes of the urgent processing of the related procedures.
- The Doing Business in Galicia Office will monitor and promote the subsequent administrative procedures necessary for its implementation.

Therefore, there are obvious benefits for the promoters, but at least **two of the following requirements** must be fulfilled:

- a) Involving a minimum investment volume in fixed assets, excluding real estate, of one million euros, including those electricity generation projects from renewable sources whose final destination of the electricity produced is the supply of Galician industry.
- b) Involving the creation of a minimum of twenty-five direct jobs, under the modality of an indefinite contract and calculated on a full-time basis, not being applicable to projects regulated in Law 8/2009, of 22 December.
- c) Instruments for the mobilisation, recovery, production and sustainable use of agricultural and forestry land, as well as comprehensive rural development plans or actions.
- d) Complementing value chains or belonging to sectors considered strategic or that are integrated in the financing of the temporary European recovery instrument, Next Generation EU.

The Council of the *Xunta de Galicia* may reduce, by agreement, the thresholds stated in sections a) and b) in the case of collective entrepreneurship initiatives or initiatives that contribute to the social and labour integration of people with disabilities or at risk of exclusion through business formulas of the social economy.

There is a standardised procedure (IG300D) for its processing, which is detailed in the following summary table:

IG300D. Declaration of priority business initiative

RESPONSIBLE BODY	Galician Institute for Economic Promotion (IGAPE, as per its Galician acronym). Council of the Xunta.
DESCRIPTION	Natural and legal persons who are going to start an activity, as long as they meet a series of requirements, may apply for the declaration of priority business initiative.
DOCUMENTATION	<ul style="list-style-type: none">• Completed application form corresponding to the on-line procedure.• Detailed report on the planned initiative with accreditation of compliance with the requirements established by the regulation.• Documentation accrediting the measures to be implemented.
PROCEDURE	<ul style="list-style-type: none">• It will be initiated by the application of the interested party addressed to IGAPE, accompanied by the documentation accrediting compliance with the requirements.• The IGAPE may request reports from the affected regional ministries, assess whether the requirements are met and issue a binding report, forwarding the application and all accrediting documentation to the Second Vice-Presidency and Regional Ministry of Economy, Enterprise and Innovation.• The declaration will be agreed by the Council of the Xunta de Galicia on the proposal of this regional ministry.
COMPULSORY	No
DEADLINES	Open all year round.
ONLINE PROCESSING	Yes Procedure IG300D.
ON-SITE	No
REGULATIONS	<ul style="list-style-type: none">• Law 5/2017, of 19 October, on the promotion of the implementation of business initiatives in Galicia (title IV, articles 42 and subsequent).

5. AUTHORISATION OR NOTIFICATION OF THE START OF THE ACTIVITY

Regulation (EC) No 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs requires that the food business operator notifies the development of any activity in the production, processing and distribution of food in order to register it.

However, Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin establishes the additional requirement of approval by the competent authority.

The only activities that are excluded from the authorisation requirement are those listed in article 2.2 of Royal Decree 191/2011, of 18 February, on the General Health Register of Food Companies and Foodstuffs, which specifies that the following are excluded from the duty to register: "establishments and their proprietary companies in the event that they exclusively handle, process, package, store or serve food for sale or delivery on site to the final consumer, with or without home delivery, or to groups, as well as when they supply other establishments with the same characteristics, and it is a marginal activity in both economic and production terms, with respect to that carried out by the former, which is carried out within the scope of the local health unit, health area or territory with the same characteristics or purpose as defined by the corresponding competent authority."

In the case of Galicia, this is relevant given that there are micro-enterprises or agricultural holdings that produce home-made products and only operate in the Autonomous Region of Galicia, and that, as they operate in short marketing circuits, are not obliged to register in the General Health Register of Food Companies and Foodstuffs. For this type of initiative there is another register: the Galician Health Register of Food Companies and Establishments (REGASA).

Therefore, depending on the nature and scope of the dairy processing activity, we can differentiate between two types of procedure:

1. Authorisation of dairy product companies. Through registration in the General Health Register of Food Companies and Foodstuffs. There is a standardised procedure in the *Xunta de Galicia's* electronic office (SA451A). This procedure is intended for those initiatives where the production of dairy products is one of the main activities and they operate in national and international markets.

2. Notification of start of activity. Registration in the Galician Health Register of Food Companies and Establishments. The standard procedure for notifying the start of activity is SA550A. For notification of modification of data or cessation of activity, there is another procedure: SA550B. As mentioned above, this procedure is intended for operating entities that carry out their economic activity in the Autonomous Region of Galicia.

A summary of these two procedures is set out in the following tables; it should be noted that, where applicable, owners of holdings producing traditional dairy products should apply for registration of Agricultural Holdings Producing Traditional Dairy Products (SA646A) at the Territorial Office of the Regional Ministry of Health of the corresponding province.

AUTHORISATION OF DAIRY PRODUCT COMPANIES

SA451A. General Health Register of Food Companies and Foodstuffs (RXSEAA)

RESPONSIBLE BODY		Territorial Office. Environmental Risk Control Service. Regional Ministry of Health.
DESCRIPTION		The representatives or owners of the companies must register in order to receive authorisation for the food establishment complying with the technical and health regulations, including those relating to the production processes and finished products.
DOCUMENTATION		<ul style="list-style-type: none"> • Application form (according to the model in Annex I). • Technical report (according to the model in Annex II). • Situation plans. • Plans of the facilities. • Design of the labels. • Water supply receipts. • Waste collection receipts. • Proof of payment of the corresponding fees. <p>This documentation will also be submitted electronically, using any procedure of digitalised copy of the original document.</p>
COMPULSORY	Yes	
DEADLINES		Open all year round.
RESOLUTION		3 months
SILENCE		Positive.
ONLINE PROCESSING	Yes	Procedure SA451A.
ON-SITE	Yes	At the territorial offices of the Regional Ministry of Health.
REGULATIONS		<ul style="list-style-type: none"> • Royal Decree 191/2011, of 18 February, on the General Health Register of Food Companies and Foodstuffs Consolidated text. Article 6. • Order of 28 July 2016 by which the open-term administrative procedures of the Regional Ministry of Health are adapted and made available electronically.

FEE FOR REGISTRATION IN THE GENERAL HEALTH REGISTER OF FOOD COMPANIES AND FOODSTUFFS

RESPONSIBLE BODY		Galician Tax Agency.
DESCRIPTION		This procedure is subject to the payment of the fee coded 300200. You may check the amount by clicking on the following link: current fees.
DOCUMENTATION		Form 731 or self-assessment form.

COMPULSORY	Yes	Documentary prerequisite for the opening authorisation and tourist classification.
ONLINE PROCESSING	Yes	Virtual Tax Office
ON-SITE	Yes	Print out form 731 completed or a blank self-assessment form and fill it in to make the payment in person at a collaborating financial institution.
REGULATIONS		<ul style="list-style-type: none"> • Law 6/2003, of 9 December, on fees, prices and regulatory levies of the Autonomous Region of Galicia.

NOTIFICATION OF START OF ACTIVITY

SA550A - Notification of the start of activity for registration in the Galician Health Register of Food Companies and Establishments (REGASA)

RESPONSIBLE BODY		Territorial Office. Environmental Risk Control Service. Regional Ministry of Health.
DESCRIPTION		Registration for operating entities that have their headquarters, domicile, agency or exercise their commercial activity in the Autonomous Region of Galicia. This register is intended for promoters who do not need authorisation but are obliged to notify the start of their activity. It relates to food activity in establishments 9701 (PLT traditional dairy products) and ice cream parlours.
DOCUMENTATION		<ul style="list-style-type: none"> • Application form (according to the model in Annex 1). • Proof of payment of the registration fee. • Copy of the document accrediting representation, in the case of acting by proxy. <p>This documentation will also be submitted electronically, using any procedure of digitalised copy of the original document.</p>
COMPULSORY	Yes	
DEADLINES		Open all year round.
RESOLUTION		The notification of the start of activity will be the sole and sufficient condition for registration in REGASA.
SILENCE		Not specified
ONLINE PROCESSING	Yes	Procedure SA550A.
ON-SITE	Yes	At the territorial offices of the Regional Ministry of Health.
REGULATIONS		<ul style="list-style-type: none"> • Decree 204/2012, of 4 October, creating the Galician Health Register of Food Companies and Establishments. Articles 5 and 6. • Decree 173/2019, of 26 December, amending Decree 204/2012, of 4 October, creating the Galician Health Register of Food Companies and Establishments.

FEE FOR REGISTRATION IN THE GALICIAN HEALTH REGISTER OF FOOD COMPANIES AND ESTABLISHMENTS

RESPONSIBLE BODY	Galician Tax Agency.	
DESCRIPTION	This procedure is subject to the payment of the fee coded 300200. (Registration) You may check the amount by clicking on the following link: current fees	
DOCUMENTATION	Form 731 or self-assessment form.	
COMPULSORY	Yes	Documentary prerequisite for the opening authorisation and tourist classification.
ONLINE PROCESSING	Yes	Virtual Tax Office.
ON-SITE	Yes	Print out form 731 completed or a blank self-assessment form and fill it in to make the payment in person at a collaborating financial institution.
NORMATIVA	<ul style="list-style-type: none"> • Law 6/2003, of 9 December, on fees, prices and regulatory levies of the Autonomous Region of Galicia. 	

In the event of changes in the data notified or cessation of the activity, the Galician Health Register of Food Companies and Establishments must be notified. There is a standardised procedure for this activity (SA550B).

SA550B - Notification of modification of data/cessation of activity in the Galician Health Register of Food Companies and Establishments (REGASA)

RESPONSIBLE BODY	Territorial Office. Environmental Risk Control Service. Regional Ministry of Health.	
DESCRIPTION	Registration for operating entities that have their headquarters, domicile, agency or exercise their commercial activity in the Autonomous Region of Galicia. This register is intended for promoting entities which do not need authorisation but are obliged to notify the start of their activity.	
DOCUMENTATION	<ul style="list-style-type: none"> • Application form (according to the model in Annex II). • Proof of payment of the modification or cessation fee. • Copy of the document accrediting representation, in the case of acting by proxy. 	
COMPULSORY	Yes	
DEADLINES	Open all year round.	
RESOLUTION	Not specified.	
SILENCE	Not specified.	

ONLINE PROCESSING	Yes	Procedure SA550B.
ON-SITE	Yes	At the territorial offices of the Regional Ministry of Health.
REGULATIONS		<ul style="list-style-type: none"> • Establishments. Article 6. • Decree 173/2019, of 26 December, amending Decree 204/2012, of 4 October, creating the Galician Health Register of Food Companies and Establishments.

FEE FOR MODIFICATION OF DATA/CESSATION OF ACTIVITY IN THE GALICIAN HEALTH REGISTER OF FOOD COMPANIES AND ESTABLISHMENTS

RESPONSIBLE BODY		Galician Tax Agency.
DESCRIPTION		This procedure is subject to the payment of the fee coded 300200. (Modification or cessation). You may check the amount by clicking on the following link: current fees .
DOCUMENTATION		Form 731 or self-assessment form.
COMPULSORY	Yes	Documentary prerequisite for the opening authorisation and tourist classification.
ONLINE PROCESSING	Yes	Virtual Tax Office.
ON-SITE	Yes	Print out form 731 completed or a blank self-assessment form and fill it in to make the payment in person at a collaborating financial institution.
REGULATIONS		<ul style="list-style-type: none"> • Law 6/2003, of 9 December, on fees, prices and regulatory levies of the Autonomous Region of Galicia.

6. PROCEDURE FOR THE RECOGNITION OF CRAFT PRODUCTS

This procedure is optional and is intended to obtain the classification of dairy products as craft products. Moreover, at the time this catalogue was drawn up, the technical standards defining the technical conditions for dairy products had not yet been published, so companies wishing to adopt this classification will have to wait for them to be published.

The Statute of Autonomy of Galicia, in its article 27.17, grants the Galician Autonomous Region exclusive competence in the field of crafts, and article 30.1.4 grants it exclusive competence, in accordance with the bases and organisation of general economic action and the monetary policy of the State, in the field of domestic trade and the defence of consumers and users.

Decree 174/2019, of 19 December, which regulates food craftsmanship, defines the framework for food products to gain access to the Register of Food Crafts and, subsequently, to be classified as a craft product. Annex 1 of the decree identifies the group of dairy derivatives, specifically the products:

- Cheese.
- Fermented yoghurt and milk.
- Butter.
- Curd.
- Cottage cheese.
- Ice cream.

In addition to the technical requirements for craft production set out in article 6 of the decree, craft food companies must meet the following requirements:

- Their production processes must be manual, although a certain degree of mechanisation is permitted in partial operations and, in any case, an individualised end product must be produced. The technical standards to be approved for each type of product will establish the degree of mechanisation admissible in partial operations.
- Responsibility for and management of the production process must be entrusted to one or more craft food business operators, who must be directly and personally involved in the work.
- Craft companies are subject to the production volume limits for their craft products laid down in the technical standard.
- In the case of craft food businesses, they must be registered in the General Health Register of Food Companies and Foodstuffs, except in the case of agricultural holdings producing home-made craft products located in Galicia, which will be registered in the Galician Health Register of Food Companies and Establishments (REGASA).
- If the same company has a part of its production that is artisanal and another part that does not meet the requirements to be considered as such, the production processes for the craft products must be carried out separately and distinctly. The company must also have a traceability system for craft products and their raw materials that is distinct from the rest of the products it produces or prepares.

With regard to agricultural holdings processing craft products, Article 10 lays down specific requirements. Specific requirements are also set out for micro-enterprises.

There is a standardised procedure (MR400B) for registration in the Register of Food Crafts, a summary table of which is shown below:

RESPONSIBLE BODY

Galician Food Quality Agency (Agacal, as per its Galician acronym). Regional Ministry of Rural Affairs.

DESCRIPTION

Craft food businesses must be entered in the Register of Food Crafts in order to be authorised to use the identifying marks of craft foodstuffs on products whose processing complies with the provisions of this decree and the corresponding technical standard.

DOCUMENTATION

- Statement of compliance (according to the model in Annex III). This declaration will state that the requirements established for food companies and, where applicable, for agricultural holdings that sell craft products have been met.
- Proof of payment of the fee for registration in the Register of Food Crafts.
- Once the statement of compliance has been submitted, the following documentation may be required:
 - a) Explanatory report including relevant information on the following aspects:
 - ... Products that are intended to be produced in a hand-crafted manner, indicating their characteristics and forms of presentation, as well as the estimated annual production quantities.
 - ... Raw materials to be used, stating their origin and quality characteristics, as well as information on their handling and estimated annual consumption quantities.
 - ... Production processes to be used, specifying which operations will be carried out manually and which will be mechanised, indicating the characteristics of each of the machines and equipment to be used.
 - ... Systematic traceability system to be implemented for the monitoring and control of the production processes.
 - ... Specification of the form of management of the production process, stating the person or persons responsible for this.
 - ... The brand or brands to be used and sketches of the labels.
 - ... Specification of the main sales channels and the geographical area where the product or products will be sold. In the case of home-made craft products, marketing must be on the local market, directly to the final consumer or with a single intermediary.
 - b) Location plan and floor plans or sketches of the production facilities, showing the distribution of the machinery and equipment used.
- In the event that the person submitting the statement of compliance wishes to register as an agricultural holding producing home-made craft products, once such statement of compliance has been presented, he or she may be required to submit a report that includes:
 - ... The code of the holding of which he or she is the owner, which will have the status of priority agricultural holding.
 - ... The details of the location, surface area, main crops and number of head of livestock.
 - ... The estimated annual production of those products that are going to be used as raw materials for the processing of home-made craft products.
- In the case of wishing to register as a food craft micro-enterprise, you may be required to present the documentation that accredits that you have such status by means of:
 - ... Report of the company's working history.
 - ... Company tax in the event that the company is owned by a legal entity.

COMPULSORY

No

DEADLINES

Open all year round.

RESOLUTION		Three months.
SILENCE		Not specified.
ONLINE PROCESSING	Yes	Procedure MR400B.
ON-SITE	No	
REGULATIONS		<ul style="list-style-type: none"> Decree 174/2019, of 19 December, which regulates food craftsmanship. Articles 15 and 16.

FEE FOR REGISTRATION IN THE REGISTER OF FOOD CRAFTS

RESPONSIBLE BODY		Galician Tax Agency.
DESCRIPTION		This procedure is subject to the payment of the fee coded 300200. (Registration). You may check the amount by clicking on the following link: current fees.
DOCUMENTATION		Form 731 or self-assessment form.
COMPULSORY	Yes	Documentary prerequisite for the opening authorisation and tourist classification.
ONLINE PROCESSING	Yes	Virtual Tax Office.
ON-SITE	Yes	Print out form 731 completed or a blank self-assessment form and fill it in to make the payment in person at a collaborating financial institution.
REGULATIONS		<ul style="list-style-type: none"> Law 6/2003, of 9 December, on fees, prices and regulatory levies of the Autonomous Region of Galicia.

Decree 174/2019 establishes other procedures related to the Register of Food Crafts, such as the declaration for the exercise of the craft activity for individuals, modifications to the conditions of registration and the deregistration of activity:

- Food craftsperson. [Procedure MR400A](#) (compliance with the conditions as a food craftsperson).
- Modifications. [Procedure MR400C](#) (amendment of the conditions for inclusion in the Register of Food Crafts).
- Deregistration of activity. [Procedure MR400D](#) (deregistration from the Register of Food Crafts).

SELF-MONITORING AND TRACEABILITY IN CRAFT COMPANIES

Companies will be subject to compliance with the technical conditions established for craft production, in accordance with the provisions of their technical reference standards.

Depending on the type of craft companies, all of them must comply with a series of requirements, as mentioned above, related to the production processes, the management of the business or the volume of production. Control must be exercised by the entities, without prejudice to any checks that the administration may carry out on the process or on compliance with health and hygiene requirements. It should be noted that in the latter case, these requirements are made more flexible for craft food micro-enterprises and agricultural holdings processing home-made products.

The Galician Food Quality Agency (Agacal) will be responsible for monitoring compliance with the specifications for craft foodstuffs for persons or entities operating in Galicia. This control will concern the conditions for authorisation of registration, compliance with technical standards and the correct marketing and identification of products on the market.

Companies must exercise self-control over raw materials, processes and products so as to guarantee the consumer the appropriate hygienic and health conditions of production. They must have procedures that enable the traceability of the products in the production chain, especially in the case of production other than craft production. Specific and differentiated accounts must also be kept for this production, which must be documented.

It is necessary to identify with a register the inputs/outputs of different items in order to exercise control:

- The natural or legal persons acting as suppliers of raw materials, additives, adjuvants or other materials.
- The nature and quantities of all materials purchased or produced in-house, and the use made of them.
- The nature and quantities of finished products in stock.
- The date of production or preparation and the time of maturing, ripening or ageing, as the case may be.
The natural or legal persons acting as customers, with the exception of final consumers, of any of the craft products.
- Other data that, if applicable, are specified in the corresponding technical standard or in other regulations implementing this decree.

Additionally, the finished products must always be identified, so that their traceability can be guaranteed. If the product does not meet the requirements, it is the responsibility of the companies to withdraw it from the market and inform Agacal.

The companies will inform Agacal of any serious or very serious sanctions relating to health, consumer protection or the defence of food quality.

Companies will allow Agacal to carry out checks on their premises, establishments, accounts, or other information deemed relevant.

7. SIMPLIFIED ENVIRONMENTAL IMPACT
ASSESSMENT AND ENVIRONMENTAL IMPACT
STATEMENT

Dairy product processing companies may be required to carry out a simplified environmental impact assessment or an environmental impact assessment in the following cases:

1. Industrial facilities for the processing of dairy products where the facility receives a quantity of milk exceeding 200 tonnes per day (annual average figure). As set out in Annex II of Law 21/2013, of 9 December, on environmental assessment, they must carry out a simplified environmental impact assessment. In the case of the Autonomous Region of Galicia, there is a standardised procedure (MT201U) for carrying out this formality.
2. Treatment and processing of milk only, with a quantity of milk received of between 20 and 200 tonnes per day (annual average figure). This is included in the annex of Law 9/2013, of 19 December, on entrepreneurship and economic competitiveness in Galicia as an activity subject to requesting an environmental impact statement. A standardised procedure is also available (MT900A). The environmental impact statement may establish, if appropriate, the preventive, corrective or remediation measures to be applied in the implementation, development and cessation of activity.

MT201U. Start of the simplified strategic environmental assessment

RESPONSIBLE BODY

Directorate General for Environmental Quality, Sustainability and Climate Change. Regional Ministry of Environment, Territory and Housing.

DESCRIPTION

The strategic environmental assessment is the process through which the significant environmental effects that a plan or programme has or may have are analysed prior to its approval.

The simplified strategic environmental assessment procedure concludes with the issuing by the environmental body of a strategic environmental report, which may determine either that the plan or programme has significant effects on the environment and must therefore be subject to a common strategic assessment, or that the plan does not have significant effects on the environment and may be adopted or approved under the terms established in the report.

DOCUMENTATION

- Application form (according to the model in Annex XXI).
- Strategic environmental document, with the minimum content set out in article 29.1 of Law 21/2013, on environmental assessment, specifically:
 - a. The planning objectives.
 - b. The scope and content of the proposed plan and its reasonable, technically and environmentally viable alternatives.
 - c. The foreseeable development of the plan or programme.
 - d. A description of the environmental situation prior to the development of the plan or programme in the affected territory.
 - e. The foreseeable environmental effects and, if applicable, their quantification.
 - f. The foreseeable effects on concurrent sectoral and territorial plans.
 - g. The motivation for the implementation of the simplified strategic environmental assessment procedure.
 - h. A summary of the reasons for the selection of the alternatives envisaged.
 - i. The measures envisaged to prevent, reduce and, as far as possible, correct any relevant negative effects on the environment of the implementation of the plan or programme, taking into account climate change.
 - j. A description of the measures envisaged for the environmental monitoring of the plan.
- Draft plan.
- Digital cartography in vector format, compatible with SIX, according to the technical instructions contained in: http://cmaot.xunta.gal/tema/c/CMAOT_Avaliacion_ambiental.

COMPULSORY

Yes

DEADLINES

Open all year round.

RESOLUTION

2 months after consultation procedure.

SILENCE

Negative.

ONLINE PROCESSING

Yes

Procedure MT201U.

ON-SITE

Yes

Directorate General for Environmental Quality, Sustainability and Climate Change. Regional Ministry of Environment, Territory and Housing.

REGULATIONS

- Law 21/2013, of 9 December, on environmental assessment. Article 29. Annex II.

ENVIRONMENTAL IMPACT STATEMENT

MT900A. Environmental impact statement

RESPONSIBLE BODY

Territorial Offices of the Regional Ministry of Environment, Territory and Housing.

DESCRIPTION

Activities to which the regulations on environmental impact assessment do not apply and which are included in the annex of Law 9/2013, of 19 December, on entrepreneurship and economic competitiveness in Galicia, will be subject to environmental impact assessment prior to the notification of the start of activity.

DOCUMENTATION

- Application form (according to the model in Annex II).
- Copy of the DNI or NIE of the applicant, only in the case of not authorising its consultation.
- For applications made in the name or on behalf of natural or legal persons, documentation certifying representation.
- Technical project drawn up by technical personnel competent in the field.
- Descriptive report of the activity with the content indicated in article 34.2 of Law 9/2013, of 19 December, specifically:
 - a. The basic aspects related to the activity, its location and the repercussions on the environment.
 - b. The types and quantities of waste, discharges and emissions generated by the activity and the management planned for them.
 - c. The environmental risks that may arise from the activity.
 - d. The proposed preventive, corrective and self-monitoring measures for environmental impact.
 - e. The techniques for restoring the affected environment and the programme for monitoring the restored area in cases of dismantling of the premises or cessation of the activity.
 - f. The data which, in the opinion of the applicant, are confidential and protected by the regulations in force.
- Accreditation of the payment of the corresponding fee for the application for the issuing of the environmental impact statement.
- Other complementary documentation considered to be relevant.

COMPULSORY

Yes

DEADLINES

Open all year round.

RESOLUTION

2 months.

SILENCE

Negative.

ONLINE PROCESSING

Yes

Procedure MT900A.

ON-SITE	Yes	Territorial Offices of the Regional Ministry of Environment, Territory and Housing.
REGULATIONS		<ul style="list-style-type: none"> • Law 9/2013, of 19 December, on entrepreneurship and economic competitiveness in Galicia. Articles 34-36. Annex.

ENVIRONMENTAL IMPACT STATEMENT FEE

RESPONSIBLE BODY		Galician Tax Agency.
DESCRIPTION		This procedure is subject to the payment of the fee coded 327800. (Request for the issuance of the environmental impact statement). You may check the amount by clicking on the following link: current fees
DOCUMENTATION		Form 731 or self-assessment form.
COMPULSORY	Yes	Documentary prerequisite for the opening authorisation and tourist classification.
ONLINE PROCESSING	Yes	Virtual Tax Office.
ON-SITE	Yes	Print out form 731 completed or a blank self-assessment form and fill it in to make the payment in person at a collaborating financial institution.
REGULATIONS		<ul style="list-style-type: none"> • Law 6/2003, of 9 December, on fees, prices and regulatory levies of the Autonomous Region of Galicia.

Likewise, those facilities in which any of the industrial activities included in Annex I of RDL 1/2016, of 16 December, which approves the revised text of the Law on integrated pollution prevention and control and which, where appropriate, reach the established thresholds, will be subject to the Integrated Environmental Authorisation. This Annex makes this authorisation subject, among others, to approval for facilities where the following thresholds are exceeded:

b) Treatment and processing, other than simple packaging, of the following raw materials, whether or not pre-treated, intended for the manufacture of foodstuffs or feedingstuffs from:

i) Animal raw material (other than exclusively milk) with a finished product production capacity exceeding 75 tonnes/day;

(...)

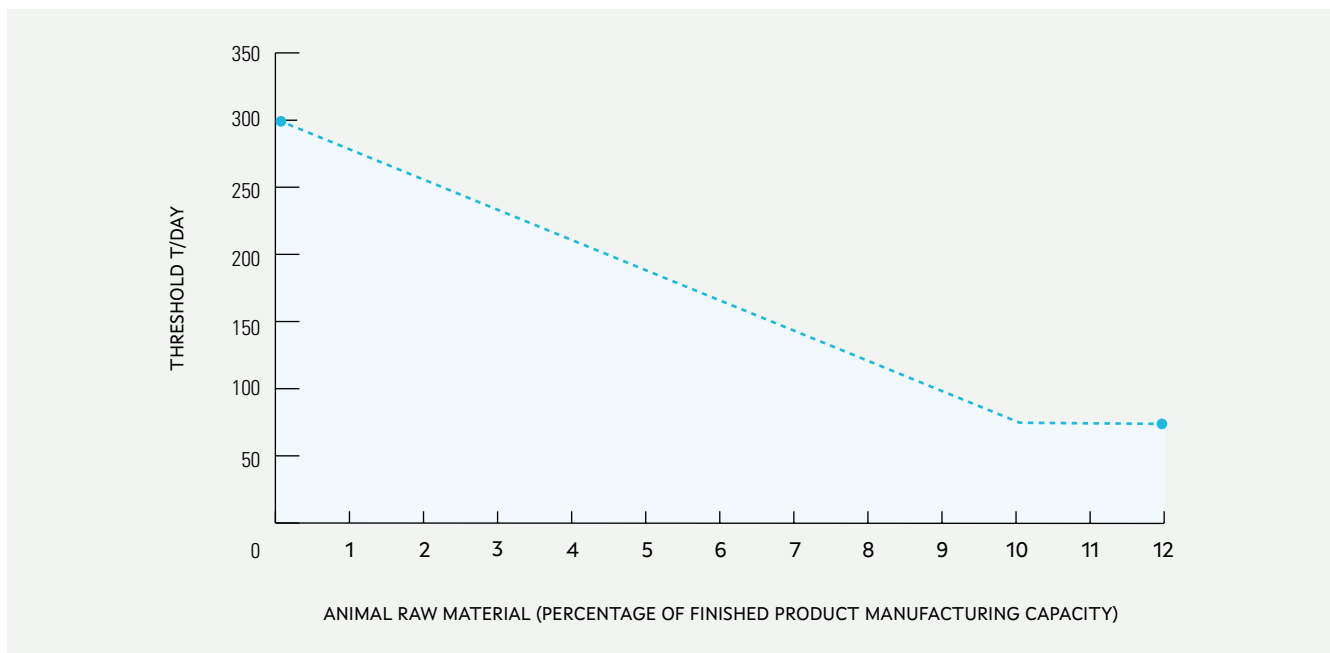
iii) only animal and vegetable raw materials, whether in combined or separate products, with a finished product production capacity in tonnes per day exceeding:

– 75 if A is equal to or greater than 10, or – $[300 - (22,5 \times A)]$ in any other case,

where "A" is the portion of animal material (as a percentage by weight) of the finished product production capacity.

Packaging will not be included in the final weight of the product.

This subsection does not apply where the raw material is milk only.



c) Treatment and processing of milk only, with a quantity of milk received exceeding 200 tonnes per day (annual average figure).

This authorisation will, in any case, precede the construction, assembly or transfer of the facilities and will be adapted to any changes made to the facilities. The developer must take into account that the granting of the integrated environmental authorisation, as well as its modification and revision will precede, where appropriate, any other means of administrative intervention in the activity of citizens.

When, due to the characteristics of the project, the promoter is in any of the aforementioned cases, further information can be found in the following links:

ELECTRONIC OFFICE FORMS

MT201X INTEGRATED ENVIRONMENTAL AUTHORISATION

<https://sede.xunta.gal/detalle-procedemento?codtram=MT201X&ano=2020&numpub=1&lang=gl>

MT201Y INTEGRATED ENVIRONMENTAL AUTHORISATION AND ENVIRONMENTAL IMPACT ASSESSMENT

<https://sede.xunta.gal/detalle-procedemento?codtram=MT201Y&ano=2020&numpub=1&lang=gl>

ADMINISTRATIVE FEES

32.57.01 Issuance and substantial modification of the integrated environmental authorisation.

32.57.02 Withdrawal or transfer of ownership of the integrated environmental authorisation.

8. MUNICIPAL PROCEDURES

POSSIBILITY OF SUBMITTING PRIOR CONSULTATIONS TO THE TOWN COUNCIL

With regard to the municipal procedures that the promoter will have to carry out, the first aspect that must be taken into account, as mentioned at the beginning, is the need to consult, in advance, the regulations that have been approved by the town council where the activity is to be carried out, in the exercise of its regulatory powers.

In order to guarantee the appropriate submission of the necessary documentation for the start of the activity, the promoters have the possibility of making written enquiries to the town council, which must be accompanied by all the data and documents that allow the information required to be clearly identified.

PAYMENT OF TAXES, IF APPLICABLE

It is particularly relevant nowadays to **consult the tax by-laws** of the town council, for the purpose of paying the taxes related to the establishment of the activity which, if applicable, were the object of a taxation agreement, and the following should be highlighted:

Payment of the fee for the granting of the licence/ submission of prior notification

GESTIÓN DEL TRÁMITE	Local administration.
DESCRIPCIÓN	<p>The local entities may establish fees for any supposition of provision of services or of execution of administrative activities of local competence, and in particular for the following:</p> <ul style="list-style-type: none">• Granting of urban planning licences required by the legislation on land and urban planning or carrying out administrative control activities in cases where the need for a licence is replaced by the submission of a statement of compliance or prior notification.• Granting of licences for the opening of establishments or carrying out administrative control activities in cases where the need for a licence is replaced by the submission of a statement of compliance or prior notification.• Other cases linked to the provision of services or the performance of administrative activities of local competence. <p>In any case, the applicable local regulations must be consulted.</p>
DOCUMENTATION	Settlement or self-assessment document (if applicable).
COMPULSORY Yes	In municipalities where it has been agreed to impose the tax.
ONLINE PROCESSING Yes	Through the municipal electronic offices (or those of the Provincial Council, as the case may be).
REGULATIONS	<ul style="list-style-type: none">• Royal Legislative Decree 2/2004, of 5 March, which approves the revised text of the Law regulating local taxation.• Tax ordinances of the town council.

MANAGEMENT OF THE PROCEDURE		Local administration.
DESCRIPTION		<ul style="list-style-type: none"> • The ICIO is an indirect tax, imposed at the discretion of the taxpayer, whose taxable event is constituted by the execution, within the municipality, of any construction, installation or work for which the corresponding building or urban planning licence is required, whether or not the said licence has been obtained, or for which the submission of a statement of compliance or prior notification is required, provided that the issuing of such licence or the control activity corresponds to the town council responsible for the imposition of the tax. • The persons subject to this tax are the owners of the construction, installation or work, whether or not they are the owners of the property on which it is carried out, i.e. whoever bears the expenses or the cost incurred in such execution. • The taxable base is constituted by the real and effective cost of the construction, installation or work (cost of material execution), as set out in the local taxation regulations, and the tax rate will be set by each town council, without it exceeding four percent. • The town council may establish optional reductions on the tax rate, including the possible existence, if so regulated in the municipal tax ordinances, of a reduction of up to 95 percent of the tax rate for constructions, installations or works that are declared to be of special or municipal interest due to circumstances related, among other factors, to the promotion of employment. • The town council may require self-assessment by the taxpayer or his or her substitute. <p>In any case, the applicable local regulations must be consulted.</p>
DOCUMENTATION		Settlement or self-assessment document (if applicable).
COMPULSORY	Yes	In town councils where it has been agreed to impose the tax.
ONLINE PROCESSING	Yes	Through the municipal electronic offices (or those of the Provincial Council, as the case may be).
REGULATIONS		<ul style="list-style-type: none"> • Royal Legislative Decree 2/2004, of 5 March, which approves the revised text of the Law regulating local taxation. • Tax ordinance of the relevant town council.

However, the promoter should consult, for his or her knowledge, the elements of other municipal taxes related to the subsequent exercise of the activity, which are not addressed in this catalogue, such as the tax on economic activities or the tax on real estate, among others.

WORKS INTENDED FOR THE DEVELOPMENT OF AN ACTIVITY

In most cases, the start of the activity will require works to enable it to be carried out, or to adapt the physical establishment where it is to be carried out to the characteristics of the activity. In this case, the first thing the promoter should be aware of is that all acts of transformation, construction, building and use of the land and subsoil require, for their lawful exercise, **the granting of a municipal licence or the submission of a prior notification to the town council**, depending on the act.

MANAGEMENT OF THE PROCEDURE

Local administration.

DESCRIPTION

The following acts are subject to **municipal licence**, without prejudice to the authorisations that may be required in accordance with the applicable sectoral laws:

- Acts of building and use of land and subsoil which, in accordance with general building regulations, require a building works project.
- Operations on buildings declared to be of cultural interest or listed due to their unique cultural, historical, artistic, architectural or landscape characteristics or values.
- Demolitions, except those derived from resolutions of proceedings for the restoration of urban planning legality.
- Earth retaining walls, when their height is equal to or greater than one and a half metres.
- Large earthworks and levellings.
- Parcelling, segregation or other acts of division of land in any kind of land, when they do not form part of a reparcelling project.
- The first occupation of buildings.
- The establishment of any installation for residential use, whether provisional or permanent.
- The felling of trees or shrub vegetation on land incorporated into urban transformation processes and, in any case, when such felling derives from legislation for the protection of the public domain, except those authorised on rural land by the competent bodies in forestry matters.

All acts of occupation, construction, building and use of the land and subsoil not mentioned above are subject to the **prior urban planning notification** system.

DOCUMENTATION

The licence application will contain the following information and documents:

- Identification details of the natural or legal person who is the promoter and, if applicable, of the person representing him or her, as well as an address for notifications.
- Sufficient description of the characteristics of the act in question, detailing its basic aspects, its location and the building or property it affects, as well as its cadastral reference.
- Proof of payment of municipal taxes.
- Applications for licences referring to the execution of works or installations must be accompanied by a complete project drawn up by a competent technician, in the form and with the content indicated in the applicable regulations.
- The works projects will be accompanied by the corresponding works management document, which will identify the technicians to whom they are entrusted.
- When a technical project is not required, the application will be accompanied by a descriptive and graphic report defining the general characteristics of the project and the building in which it is to be carried out.
- In the case of applications for a licence for first occupation of buildings, a certificate of completion from a competent technician stating that the works are completely finished and comply with the licence granted.
- Environmental assessment document, if required by the use for which the works are intended.
- Copy of the environmental authorisation or report, as well as the remaining sectoral authorisations, concessions or reports when legally required.
- Where applicable, a certificate issued by the municipal conformity certification bodies.

Given that the purpose of the work is the development of an activity, this circumstance must be expressly stated and, together with the application for the licence, the related documents required must be submitted.

This information should be supplemented by consulting the local regulations applicable in each case.

DEADLINES

Licence applications will be resolved within **3 months** of the submission of the application with complete documentation to the town council register. However, when an application for planning permission is accompanied by a certificate of conformity, the deadline for the resolution of the procedure may be 1 month from the date of submission of the application with the complete documentation, including the certificate of conformity, at the town council register.

COMPULSORY

Yes

In cases where it is mandatory depending on the act to be carried out.

ONLINE PROCESSING

Yes

Via the municipal electronic offices.

REGULATIONS

- Law 2/2016, of 10 February, on Galician land.
- Decree 143/2016, of 22 February, approving the Regulations of Law 2/2016, of 10 February, on Galician land.
- Law 9/2021 on administrative simplification and support for the economic reactivation of Galicia.
- Applicable municipal ordinances.

Prior notification for the execution of works

MANAGEMENT OF THE PROCEDURE

Local administration.

DESCRIPTION

All acts of occupation, construction, building and use of the land and subsoil not subject to license are subject to the prior urban planning notification system. In particular, the following are subject to the prior notification system:

- The execution of minor works or installations.
- The use of land for the development of commercial, industrial, professional, service or other similar activities.
- The use of projections over buildings and installations of any kind.
- The modification of the use of part of the buildings and installations, in general, when they are not intended to change the characteristic uses of the building or to introduce a residential use.
- The extraction of granulates for construction and the exploitation of quarries, even if it takes place on public land and is subject to administrative concession or authorisation.
- The extraction of minerals, liquids and any other material, as well as dumping in the subsoil.
- The installation of greenhouses.
- The placing of posters and advertising panels visible from public view, as long as they are not in enclosed premises.
- The enclosing and fencing of land.

DOCUMENTATION

The notification must be accompanied by the following documentation:

- Identification details of the natural or legal person who is the promoter and, if applicable, of the person representing him or her, as well as an address for notification purposes.
- Technical description of the characteristics of the act in question or, if applicable, a legally required technical project.
- Express statement that the prior notification submitted complies in all its terms with the applicable urban planning regulations.
- Copy of the authorisations, administrative concessions or sectoral reports when they are legally required of the applicant, or accreditation that their granting was requested. For these purposes, in the event that the reports have not been issued within the legally established period, this circumstance must be accredited.

- Authorisation or environmental assessment document, if required by the intended purpose of the works.
- Proof of payment of the applicable municipal taxes.
- Where applicable, a certificate issued by the municipal conformity certification bodies set out in these regulations.
- Document formalising the transfer, if applicable.
- Date of commencement and completion of the works.

Given that the purpose of the work is the development of an activity, this circumstance must be expressly stated and, together with the prior notification, the related documents required must be submitted.

This information should be supplemented by consulting the local regulations applicable in each case.

DEADLINES

In the case of prior urban planning notifications, the promoter, prior to the execution of the relevant act, must notify the town council of his or her intention to carry it out at least 15 working days prior to the date on which he or she intends to begin its execution.

Within the 15 working days following such notification, the town council, without prejudice to the verification of compliance with the requirements, may declare the documentation submitted to be complete or require the correction of any deficiencies it may contain, adopting in this case, in a reasoned manner, the provisional measures deemed appropriate, which must be notified to the interested party by any means that allows accreditation of their receipt.

In general, once the aforementioned period of 15 working days has elapsed, the presentation of the prior notification, complying with all the requirements, constitutes authorisation for the start of the use of the land and subsoil subject to this, without prejudice to the subsequent powers of verification, control and inspection by the respective town council.

When a town planning notification is presented together with a certificate of conformity, it will enable, with immediate effect from its presentation at the register of the town council, the performance of the act that constitutes its object, without prejudice to the subsequent powers of verification, control and inspection by the respective town council¹.

COMPULSORY

Yes In cases where a licence is not required to carry out the works.

ONLINE PROCESSING

Yes Via the municipal electronic offices.

REGULATIONS

- Law 2/2016, of 10 February, on Galician land.
 - Decree 143/2016, of 22 February, approving the Regulations of Law 2/2016, of 10 February, on Galician land.
 - Law 9/2021 on administrative simplification and support for the economic reactivation of Galicia.
 - Applicable municipal ordinances.
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Before submitting the application for the licence or submitting the prior urban planning notification, the developer must take into account the following aspects:

- When the acts of building and use of the land and subsoil are carried out on land in the public domain, the promoter must have the prior authorisations or mandatory concessions granted by the owner of the public domain.

^{1/} Article 54.5 of Law 9/2021 on administrative simplification and support for the economic reactivation of Galicia.

- A licence may not be granted or a prior urban planning notification may not be presented without the prior granting of the urban planning or sectoral authorisations of other public administrations, when applicable.

In this regard, it is necessary to reiterate that in the event that the craft activity is located on **specially protected rural land**, in accordance with the provisions of Article 36.2 of Law 2/2016, of 10 February, on Galician land, and Articles 51.2 and 63.3 of Decree 143/2016, of 22 September, which approves its Regulations, in specially protected rural land will be necessary to obtain the authorisation or favourable report of the body that has corresponding sectoral competence prior to obtaining the municipal enabling title.

Likewise, since the purpose of the works is the development of an activity, a specific regime² is established, which determines that the promoter **must expressly state this circumstance** and, together with the application for the building permit or with the prior notification, submit the following documentation:

- The identification details of the natural or legal person who is the owner of the activity or establishment and, if applicable, of the person representing them, as well as an address for receiving notifications.
- An explanatory report of the activity to be carried out, detailing its basic aspects, its location and the establishment where it is to be executed.
- Proof of payment of the applicable municipal taxes.
- A declaration by the owner of the activity, if applicable, signed by a competent technician, stating that all the requirements for the activity are met and that the establishment meets the safety, health and other conditions laid down in the urban development plan.
- The project and the technical documentation required according to the nature of the activity or installation, drawn up and signed by a competent technician.
- The environmental authorisation or declaration, if applicable.
- Any other sectoral authorisations and reports that may be required.
- Where applicable, the certificate of conformity issued by a municipal conformity certification body.

Thus, in cases in which these two circumstances are present (the performance of the activity and the execution of works for the exercise of such activity) the municipal powers of verification, control and inspection will be exercised, at first, in relation to the activity for which the work is intended, suspending any administrative actions related to this, while the interested party does not duly prove compliance with the legal requirements for the exercise of such activity.

Once the work has been completed, **prior notification will be submitted for the start of the activity or the opening of the establishment**, with no other requirements than the identification details of the owner and the reference of the prior notification or the urban planning permission that covered the work carried out and the final work certificate signed by competent technicians, as well as the acoustic certificate when applicable³.

2/ Article 24.2 of Law 9/2013, of 19 December, on entrepreneurship and economic competitiveness in Galicia; article 11.2 of Decree 144/2016, of 22 September, which approves the single regulation of integrated control of economic activities and opening of establishments; and article 364 of Decree 143/2016, of 22 September, which approves the Regulation of Law 2/2016, of 10 February, on Galician land.

3/ Article 11 of Decree 106/2015, of 9 July, on noise pollution in Galicia.

Prior notification for the start of the activity after the execution of works

MANAGEMENT OF THE PROCEDURE		Local administration.
DESCRIPTION		When the activity requires the execution of works or installations, activities may not be started or developed until the works or installations have been fully completed and the corresponding prior notification has been submitted to the town council.
DOCUMENTATION		<ul style="list-style-type: none"> • Identification details of the owner. • Reference of the prior notification or planning permission that covered the work carried out. • Final works certificate signed by competent technician. • Acoustic certificate (where applicable). <p>This information should be supplemented by consulting the local regulations applicable in each case.</p>
COMPULSORY	Yes	The submission of a prior notification that complies with the requirements authorises from the moment of its submission the start of the activity or the opening of the establishment to which it refers, without prejudice to the subsequent verification and control actions established by the town council.
ONLINE PROCESSING	Yes	Via the municipal electronic offices.
REGULATIONS		<ul style="list-style-type: none"> • Decree 144/2016, of 22 September, which approves the single regulation of integrated control of economic activities and opening of establishments • Law 9/2013, of 19 December, on entrepreneurship and economic competitiveness in Galicia. • Law 9/ 2021, of 25 February, on administrative simplification and support for the economic reactivation of Galicia. • Applicable municipal ordinances.

SUBMISSION OF PRIOR NOTIFICATION OF THE START OF THE ACTIVITY WITHOUT CARRYING OUT WORKS

In cases where it is not necessary to carry out works to start the activity, after carrying out the appropriate sectoral procedures depending on the type of activity in question, the promoter should be aware that, in general, the installation, implementation or exercise of any economic, business or professional activity **requires the presentation by the owner of the activity of a prior notification** to the town council where the activity is to be carried out or the establishment is to be opened.

Prior notification for the start of the activity without prior works

MANAGEMENT OF THE PROCEDURE		Local administration.
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DESCRIPTION

The installation, implementation or exercise of any economic, business, professional, industrial or commercial activity, as well as the opening of establishments intended for this type of activity, requires the submission by the owner of the activity of a prior notification, with the following exceptions:

- Execution of activities and the opening of establishments subject to another system of administrative intervention by the applicable sectoral regulations.
- Execution of activities that are not related to a physical establishment.

DOCUMENTATION

The notification must be accompanied by the following documentation:

- The identification details of the natural or legal person who is the owner of the activity or establishment and, if applicable, of the person representing them, as well as an address for receiving notifications.
- An explanatory report of the activity to be carried out, detailing its basic aspects, its location and the establishment(s) where it is to be executed.
- Proof of payment of the applicable municipal taxes.
- A declaration by the owner of the activity or establishment, if applicable, signed by a competent technician, stating that all the requirements for the activity are met and that the establishment meets the safety, health and other conditions laid down in the urban development plan.
- The project and the technical documentation required according to the nature of the activity or installation. For these purposes, the project is understood to be the set of documents that define the actions to be carried out, with the content and detail that allows the administration to know their purpose and determine their compliance with the applicable urban planning and sectoral regulations, in accordance with the applicable regulations. The project and the technical documentation will be drafted and signed by a competent technician.
- The environmental authorisation or declaration, if applicable.
- Any other sectoral authorisations and reports that may be required.
- Where applicable, a certificate issued by the municipal conformity certification bodies set out in these regulations.

If the development of the activity or the opening of the establishment requires works to be carried out, the above documentation must be submitted with the prior notification set out in the urban planning regulations or with the application for a building permit.

This information should be supplemented by consulting the local regulations applicable in each case.

COMPULSORY

Yes

In the case of the opening of establishments, a stamped copy of the prior notification must be displayed in a visible and easily accessible place.

In any case, the owner of the activity must have a stamped copy of the prior notification and show it when required to do so by an administrative inspection or by any person for whom the activity is carried out.

ONLINE PROCESSING

Yes

Via the municipal electronic offices.

The submission of a prior notification which complies with the requirements authorises the start of the activity or the opening of the establishment to which it refers, or from the date expressly stated by the person interested in it, without prejudice to the powers of the town councils for the establishment and planning of subsequent verification and control actions.

Once a prior notification has been received, the town council will verify on its own initiative:

- Its own competence.
- If it is a legally indicated means of intervention for the activity or establishment.
- If the prior notification contains the required data and documentation.

If the data or documentation submitted with the prior notification is incomplete or has any other amendable deficiency, the town council will grant the person who submitted it a period of 10 days to repair it. However, in the event that the deficiencies detected are not amendable or are not rectified within the period established, or when the town council determines that it is not competent to receive the prior notification or that the activity or establishment to which it refers is subject to another system of administrative intervention, the procedure for declaring the prior notification ineffective will be initiated on its own initiative.

This verification action will be optional for the town council in those cases in which the documentation provided includes a **certificate of conformity issued by a municipal conformity certification body**, without prejudice to the possibility of carrying out at any time, on its own initiative or at the request of the interested party, the inspection and control actions of the activity or establishment that may be necessary to verify compliance with the requirements established by the applicable regulations.

Certificates issued by the municipal conformity certification bodies	
RESPONSIBLE BODY	Municipal conformity certification bodies (Eccom.)
DESCRIPTION	<p>Entities subject to private law which, after being authorised by the Autonomous Region Administration, having full capacity to act and acting under their responsibility, are constituted for the purpose of carrying out, throughout the territory of the Autonomous Region of Galicia, certification, verification, inspection and control activities regarding the conformity of installations, establishments and activities with the applicable regulations in the municipal scope.</p> <p>The content of the certificates of conformity is not binding for the municipal technical services or for the municipal bodies with competence in the matter, and in no case will it replace the public powers of inspection, verification, control and sanction.</p>
COMPULSORY	<p>No</p> <p>Persons interested in submitting a prior notification or a licence application to the municipal administration may contact the entity of their choice among those authorised to carry out municipal conformity certification activities in the territory of the Autonomous Region of Galicia, in order to request the certification of conformity with regard to the installation, establishment, activity or work that is to be the subject of the prior notification or licence application.</p> <p>The relationship between the persons requesting the conformity certification service and the municipal conformity certification bodies will be subject to personal law.</p>
CONSULTATION	Register of municipal conformity certification bodies of the Autonomous Region of Galicia.

REGULATIONS

- Decree 144/2016, of 22 September, which approves the single regulation of integrated control of economic activities and opening of establishments
- Law 9/2013, of 19 December, on entrepreneurship and economic competitiveness in Galicia.
- Law 9/ 2021, of 25 February, on administrative simplification and support for the economic reactivation of Galicia.

CHANGES OF OWNERSHIP OF THE ACTIVITY OR ESTABLISHMENT

The change of ownership of the activity or establishment must be communicated in writing to the town council, so that, in this case, without prejudice to that determined by the local regulations applicable in each case, the prior notification must only include:

- The identification details of the new owner.
- The reference of the initial authorisation and, if applicable, of those to be processed for subsequent changes of ownership or modifications of the activity or establishment.

Responsibility for compliance with the administrative requirements to which the activity or establishment was subject will be transferred to the new owner from the moment the change of ownership becomes effective, regardless of the date on which the change of ownership is notified.

9. ANNEX

ACCREDITATION OF THE STATUS OF CRAFTSPERSON

In order to be able to carry out the activity of food craftsmanship, the existence of an accredited natural person who can exercise the management of that company is required. In order to obtain the status of food craftsperson, a minimum of three years of accumulated experience in the production of dairy-derived foodstuffs in businesses that operate according to the principles of craft production must be proved. This experience must have been acquired through direct and personal involvement in the processing of food products in accordance with procedures that can be assimilated to craft production, as regulated by the decree on food craftsmanship. This experience will not be required to be acquired continuously over time.

Verification of compliance with the requirement will be carried out by the Galician Food Quality Agency (Agacal). This experience may be reduced to one year if it is accredited to have taken courses or other training activities directly related to the matter, with an accumulated or total duration equal to or greater than 250 hours and validated by Agacal.

To prove this situation, there is a standardised procedure (MR400A).

To obtain the status of food craftsperson, the interested party must submit to the Galician Food Quality Agency, in accordance with the model in Annex II, a statement of compliance stating that he or she meets the experience requirement mentioned above.

The declarations should preferably be submitted electronically using the standard form available on the Xunta de Galicia's electronic office <https://sede.xunta.gal>.

The submission of the statement of compliance and accreditation of the status of food craftsperson has a number of effects:

- The submission of the statement of compliance that the requirements established in this decree are fulfilled enables from the moment of the said submission to obtain the status of food craftsperson and to exercise their activity as such, without prejudice to the powers of verification, control and inspection attributed to Agacal, which will deliver to the interested party, if applicable, the craftsperson's letter.
- The craftsperson's letter accredits their status and will be issued within a maximum period of 3 months from the receipt of the statement of compliance in the register of the body responsible for processing it. It must state the group or groups of activities for which the person concerned has the status of craftsperson.

This document was drawn up, for purely informative purposes, by the General Vice-Secretariat for Business Support of the Second Vice-Presidency and Regional Ministry of Economy, Enterprise and Innovation, as a means of consultation and simplification of the applicable regulations, and its content is therefore not binding.

All the information contained in this catalogue is taken from the legislation in force at the time of its publication, and must always be construed in accordance with it, therefore the catalogue is a document subject to continuous evolution.

