



APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

(Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs, Article 6(2))

This form should be completed by food business operators in respect of new food business establishments and / or where there is a change of ownership and submitted to the relevant Food Authority at least 28 days before commencing food operations. On the basis of the activities carried out, certain food business establishments are required to be **approved** rather than **registered**. If you are unsure whether any aspect of your food operations would require your establishment to be approved, please contact Charnwood Borough Council for guidance.

1. **Address of establishment** _____
(or address at which a moveable establishment is kept)

_____ **Post Code** _____

2. **Trading Name of food business** _____ **Telephone No.** _____

3. **Full Name of food business operator(s)** _____
(or Limited Company where applicable)

4. **Address of food business operator** _____
(or Registered Office where applicable)

_____ **Post Code** _____

Telephone No. _____ **E-Mail** _____

5. **Type of food business** (Please tick ALL the boxes that apply):

- | | | | |
|--|--------------------------|---|--------------------------|
| Staff restaurant/canteen/kitchen | <input type="checkbox"/> | Hospital/residential home/school | <input type="checkbox"/> |
| Retailer (incl. farm shop) | <input type="checkbox"/> | Distribution/warehousing | <input type="checkbox"/> |
| Restaurant/café/snack bar | <input type="checkbox"/> | Food manufacturing/processing | <input type="checkbox"/> |
| Market/Market stall | <input type="checkbox"/> | Importer | <input type="checkbox"/> |
| Takeaway | <input type="checkbox"/> | Catering | <input type="checkbox"/> |
| Hotel/pub/guest house | <input type="checkbox"/> | Packer | <input type="checkbox"/> |
| Private house used for a food business | <input type="checkbox"/> | Moveable establishment e.g. ice cream van | <input type="checkbox"/> |
| Wholesale/cash and carry | <input type="checkbox"/> | Primary producer - livestock | <input type="checkbox"/> |
| Food Broker | <input type="checkbox"/> | Primary producer - arable | <input type="checkbox"/> |

Other (Please give details): _____

6. If this is a new business, the date you intend to open _____

Signature of food business operator _____

Date _____

Name _____
(BLOCK CAPITALS)

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY SIGNIFICANT CHANGES IN ACTIVITIES TO THOSE STATED ABOVE (INCLUDING CLOSURE) TO CHARNWOOD BOROUGH COUNCIL AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) OCCURRING.

NOTES ON REGISTRATION OF FOOD BUSINESS ESTABLISHMENT

What is Registration?

1. The Registration of premises used for a food business (including market stalls, delivery vehicles and other moveable structures) is required by law. Registration will allow local authorities to keep an up-to-date list of all those premises in their area so they can visit them when they need to. The frequency of the visits will depend on the type of business.

Who needs to Register?

2. Under Article 6(2) of Regulation 852/2004, food business operators must register their establishments (i.e. each separate unit of their food businesses) with the appropriate competent authority, except establishments which:
 - Are subject to approval under Regulation 853/2004 (product specific establishments e.g. meat and dairy product manufacturers), or;
 - Domestic Premises who only prepare, handle or store food for private domestic consumption.

You should contact your local authority if you think you might be exempt.

Food Business Establishments includes farm shops, food manufacturing/processing, packers, importers, wholesale/cash and carry, distribution/warehousing, retailers, restaurants/cafes/snack bars, markets and stalls, seasonal slaughterers, staff restaurants/canteens/kitchens, catering, hospitals/residential homes / schools, hotels/pubs/guest houses, private houses used for a food business, moveable establishments e.g. ice-cream vans/hot dog vans etc...

3. If you have one or more moveable establishments e.g. ice-cream vans, you must tell the authority where they are normally kept.
4. Anyone starting a new food business establishment and / or where there is a change of ownership must register with the local authority at least 28 days before doing so.

How do I Register?

5. By filling in this form. Registration cannot be refused and there is no charge. The Registration form must be sent to the local authority in which the food business establishment is located or moveable premises normally kept. If the form is sent to the wrong address your application will not take effect until it is received at the proper place. If you have premises in more than one local authority, you must register with each authority separately.
6. You must tick all boxes, which apply to your business, answer all questions and give all the information requested.. If you have any questions your local authority will help you. It is an offence to give information, which you know is false.

What happens to the information given on the form?

7. The local authority will enter the details on its Register. A Register of addresses and the type of business carried on at each will be open to inspection by the general public. Records of the other information provided will not be publicly available.

Changes

8. Once you have registered with the Local Authority you only need notify them of a change of proprietor, if the nature of the business changes, if the business closes or if there is a change of the address at which moveable establishments are kept. The new food business operator will have to complete an application form.

If the local authority wishes to change the entry in the Register because of information, which it receives from someone else, you will be given 28 days notice and an opportunity to comment on the proposed change.

These notes are provided for information only and should not be regarded as a complete statement of the law.