

Date Received by LBTH

**AFTER THIS FORM HAS BEEN SUBMITTED,
FOOD BUSINESS OPERATORS MUST
NOTIFY ANY CHANGES TO THE ACTIVITIES
STATED BELOW TO (THE COMPETENT
AUTHORITY) AND SHOULD DO SO WITHIN
28 DAYS OF THE CHANGE(S) HAPPENING**

Entered on Flare

This form should be completed by food business operators in respect of new food business establishments and received by the relevant Food Authority 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 us for guidance

APPLICATION FORM FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

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

1. **Address of establishment** _____
(or address at which 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 relevant)

4. **Head Office address of Food Business Operator** _____

Post Code _____

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

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

6. **Type of Business:**

Staff restaurant/canteen/kitchen
Retailer (including farm shop)
Restaurant/café/snack bar
Market/Market stall
Takeaway
Hotel/pub/guest house
Private house used for a food business
Wholesale/cash and carry
Food Broker

Hospital/residential home/school
Distribution/warehousing
Food manufacturing/processing
Importer
Catering
Packer
Moveable establishment e.g. ice cream van
Primary producer - livestock
Primary producer

Other (please give details) ☺

* **If Market Stall – Please give name of market where you intend to trade** _____

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

Signature of food business _____

Date: _____

Name: _____

(BLOCK CAPITALS)

The completed form should be sent to:

**CONSUMER & BUSINESS REGULATIONS SERVICE
FOOD SAFETY TEAM
6th FLOOR
MULBERRY PLACE
5 CLOVE CRESCENT
LONDON E14 2BG TEL:0207 364 5008**

NOTES REGARDING REGISTRATION OF FOOD PREMISES

What is registration?

Registration of premises used for a food business (including market stall, delivery vehicle 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 on the visits will depend on the degree of risk involved.

Who needs to register?

You must tell (or arrange for someone else to tell) the local authorities about any premises you use for storing, selling, distributing or prepare food. Food premises includes restaurants, hotels, cafes, shops, supermarkets, staff canteens, kitchens in offices, warehouse, guest houses, delivery vehicles, buffet cars or trains, market and other stalls, hot dog and ice cream van etc.

If you use a vehicle for your food business in connection with permanent premises such as a shop, warehouse you only need to tell the local authority how many vehicles you have. You do not need to register each vehicle separately. If you have one or more vehicle but no permanent premises, you must tell the authority where they are normally kept.

Anyone starting a new food business **MUST** register with the local authority at least 28 days before doing so.

The majority of premises will have to be registered. However, certain premises are exempt from registration e.g. some which are already registered for food law purposes, certain agricultural premises, motor cars, tents and marquees (but not stalls), some domestic premises and village halls. You should contact your local authority if you think you might be exempt.

How do I register?

By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to your local authority. The address can be found in the telephone directory. 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 use premises in more than one local authority area, you must register with each authority separately.

You must tick all boxes which apply to your business, answer all the questions and give all information requested. Seasonal businesses operating for a certain period each year should give dates between which they will be open in answer to question 12. 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?

The local authority will enter the details on its Register. A register of the name of the business (If any), the address, telephone number 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

Once you have registered with local authority you only need notify them of a change of proprietor or if the nature of the business changes. The new proprietor 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 law.