

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 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 The Borough of Broxbourne for guidance.

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

Postcode _____

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** _____
(where different from address of establishment)

Post Code _____

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

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

- | | | | |
|--|--------------------------|---|--------------------------|
| Staff restaurant/canteen/kitchen | <input type="checkbox"/> | Hospital/residential home/school | <input type="checkbox"/> |
| Retailer (including 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 CHANGE IN ACTIVITIES STATED ABOVE (INCLUDING CLOSURE) TO THE FOOD AUTHORITY AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

NOTES ON REGISTRATION OF FOOD PREMISES

WHAT IS REGISTRATION?

- 1 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 "Food Business" means any undertaking, whether for profit or not and whether public or private, carrying out any of the activities related to any stage of production, processing and distribution of food
- 3 If you use vehicles for your food business in connection with permanent premises such as a shop, or warehouse you only need to tell the local authority how many vehicles but no permanent premises, you must tell the authority where they are normally kept.
- 4 Anyone starting a new food business must register with the local authority at least 28 days before doing so.
- 5 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, primary production for private domestic consumption, primary producers selling small quantities to the final consumer or local retailers, collection centres and tanneries which fall within the definition of food business only. You should contact your local authority if you think you might be exempt.

HOW DO I REGISTER?

- 6 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.
- 7 You must tick all the boxes which apply to your business, answer all the questions and give all the information requested. Seasonal businesses operating for a certain period each year should give the dates between which they will be open in answer to question 9. 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?

- 8 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

- 9 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, or if there is a change of address at which moveable premises are kept. 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 THE LAW**