



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 submitted to 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 Oadby & Wigston for guidance.

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 (or Limited company where relevant)** _____

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

_____ **Post Code** _____

Telephone No. _____ **Email:** _____

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

Type of Business:

- | | | | | | |
|-------------------------------|--------------------------|---|--------------------------|--------------------------------------|--------------------------|
| Farm Shop | <input type="checkbox"/> | Staff restaurant/canteen/kitchen | <input type="checkbox"/> | Sole Trader | <input type="checkbox"/> |
| Food manufacturing/processing | <input type="checkbox"/> | Catering | <input type="checkbox"/> | Partnership | <input type="checkbox"/> |
| Packer | <input type="checkbox"/> | Hospital/residential home/school | <input type="checkbox"/> | Limited Company | <input type="checkbox"/> |
| Importer | <input type="checkbox"/> | Hotel/pub/guest house | <input type="checkbox"/> | Other (Please give Details) | <input type="checkbox"/> |
| Wholesale/cash and carry | <input type="checkbox"/> | Private house used for a food business | <input type="checkbox"/> | _____ | |
| Distribution/warehousing | <input type="checkbox"/> | Moveable establishment e.g. ice cream van | <input type="checkbox"/> | _____ | |
| Retailer | <input type="checkbox"/> | Market stall | <input type="checkbox"/> | _____ | |
| Restaurant/café/snack bar | <input type="checkbox"/> | Food Broker | <input type="checkbox"/> | | |
| Market | <input type="checkbox"/> | Takeaway | <input type="checkbox"/> | | |
| Seasonal Slaughterer | <input type="checkbox"/> | | | | |

Other (**Please give details**): _____

6. **Full Name of manager (if different from operator)** _____

7. **If this is a new business** _____ **8. If this is a seasonal business** _____
Date you intend to open _____ Period during which you intend to be open each year _____

9. **Opening days and hours of your business:** _____

I have also read and understood the Data Protection Privacy Notice detailed below and give the Council my permissions to share my data with other organisations as necessary.

Signature of Food Business Operator _____ **Date:** _____

Name _____

(BLOCK CAPITALS)

Data Protection Privacy Policy

The information you have supplied to Blaby District Council on this registration form will be used to process your registration in accordance with the Data Protection Act 1998. The Council is required by law to maintain a register of food establishments (EC Regulation 882/2004, Article 31(1) (b)). The register will consist of the name of the business, address and type of business; it will be available for inspection at the council offices, published on the council's website and hard copies will be disclosed to the public if requested. A copy of the completed registration form will be disclosed to other enforcement agencies as necessary including Trading Standards.

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.

Please return to: Environmental Health Department, Oadby & Wigston Borough Council, Council Offices, Station Road, Wigston, Leicester, LE18 2DR

NOTES ON REGISTRATION OF FOOD PREMISES
(Regulation (EC) No.852/2004 on the Hygiene of Foodstuffs, Article 6(2))

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.

Registration is NOT a form of licensing nor gives approval to trade.

Who needs to register?

- 2 If you run a food business, you must tell (or arrange for someone else to tell) the local authority about any premises you use for storing, selling, distributing or preparing food. Food premises includes restaurants, hotels, cafes, shops, supermarkets, staff canteens, kitchens in offices, warehouses, guest houses, delivery vehicles, buffet cars on trains, market and other stalls, hot dog and ice cream vans, etc and whether for profit or not and whether for the public or private (this does not include private domestic households)
- 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 you have. You do not need to register each vehicle separately. If you have one or more 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 eg some which are already registered for food law purposes, certain agricultural premises, motor cars, tents, and marquees (but not stalls), some domestic premises and some village halls. 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 8
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 the 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.