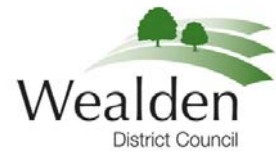


APPLICATION FOR REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

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. Please read the notes overleaf for advice on completing the form.

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

Post Code: _____ **Telephone No.** _____

Email: _____

2. **Name of food business** (trading name) _____

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

4. **Head Office Address of Food Business Operator** (If different from address of Establishment) _____

Post Code: _____ **Telephone No.** _____

Email: _____

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

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

Other (Please state) _____

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

Would you like to receive free Email Alerts on new food safety issues? (Please tick the box if you do)

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

Name (BLOCK CAPITALS) _____

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY CHANGES TO THE ACTIVITIES STATED ABOVE, INCLUDING CLOSURE, TO WEALDEN DISTRICT COUNCIL AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

Please return the form to:

Public Protection Team, Wealden District Council, Vicarage Lane, Hailsham, East Sussex. BN27 2AX
Tel: 01323 443322 Fax 01323 443320 Email foodandsafety@wealden.gov.uk



Safer Food, Better Business
www.food.gov.uk

Notes on the Registration of Food Businesses

What is Registration?

1. The law requires that food business operators must register any premises used for a food business (including market stalls, delivery vehicles and mobile vans) with their local authority. This helps the local authorities keep an up to date list of all food businesses in their area. They can then visit them when they need to. The frequency of the visits will depend on what the food business does and how good they are.

Who Needs to Register?

2. If you run a food business, whether for profit or not (e.g. a charity), you must tell the local authority about any premises you use for storing, selling, distributing or preparing food.
3. Market stalls and mobile vendors like ice cream, kebab or burger vans must be registered with the local authority in whose area the vehicle is ordinarily kept.
4. Any one starting a new food business must register with the local authority 28 days before they start trading. This gives time for the local authority to give advice that might sort out any problems before the business opens.

Exemptions

5. *Most food businesses will have to register but some are exempt. These include primary production for domestic use, domestic preparation and storage of food for domestic consumption, direct supply by the producer of small quantities of primary products to the final consumer or to local retail establishments directly supplying to the final consumer. You will not have to register if you only occasionally handle, prepare or serve food on a small scale (e.g. a church, school or village fair or are a charity volunteer who only prepares food occasionally). Contact your local authority if you are not sure if you are exempt.*

How do I register?

6. By filling in this form. Registration is free. The registration form must be sent to your local authority. If you use premises in more than one local authority area e.g. have a number of shops in a region, you must register each one individually with the local authority in whose area they are based.
7. You must tick all the boxes that apply to your business, answer all the questions and give all the information requested, including all the names of people that own the business. Contact your local authority if you need any help.

What happens to the information given on the form?

8. The local authority will enter the details on a Public Register. This contains the name of the food business, food business operator, business address and the type of food business being carried on. The register is open to inspection by the general public. The other information provided will not be publicly available. Copies of the registration details will be forwarded to other competent authorities, like the Trading Standards Department, that may have an interest in the business.

Changes

9. Once you have registered with the local authority you only need to notify them of a change of food business operator, if the nature of the food business changes or if the business closes. The new food business operator will have to register the new business.

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

It is an offence not to register a food business or to give information which you know to be false.

Please return the form to:

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Tel: 01323 443322 Fax 01323 443320 Email foodandsafety@wealden.gov.uk