

Date received: _____ Officer's Initials: _____

APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

This form should be completed by food business operators in respect of new food business establishments and submitted to the relevant competent 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 (*see note 5 over*).

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

Post Code _____

2. Name of Food Business _____ **Telephone No.** _____
(Trading name)

3. Full Name of Food Business Operator _____ **Date of Birth:** _____

4. Home Address of Food Business Operator _____
_____ **Post Code** _____ **Ethnic Origin** _____

Telephone No. _____ E-Mail _____

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

6. 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"/> | (If Limited Company, please complete 7. below) |
| Market <input type="checkbox"/> | Takeaway <input type="checkbox"/> | _____ |
| Seasonal Slaughterer <input type="checkbox"/> | Other (Please give details): _____ | _____ |

7. Cuisine (Please state) _____

Limited Company Name: _____ Company No. _____

Registered Office Address: _____ Post Code: _____

Partnership: Full Name: _____ Date of Birth: _____

Home Address (if Different to above): _____

Partnership: Full Name: _____ Date of Birth: _____

Home Address (if Different to above): _____

8. Number of vehicles or stalls kept at, or used from, the food business establishment and used for the purposes of preparing, selling or transporting food:

5 or less 6-10 11-50 51 plus

9. Water Supplied to the Food Business Establishment: Public (Mains) Supply Private Supply

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

11. If this is a new business _____
Date opened or Date you intend to open

12. If this is a seasonal business _____
Period during which you intend to be open each year

13. Number of people engaged in food business: _____
Count part-time worker(s) (25 hrs per week or less) as one-half

Name: _____
(BLOCK CAPITALS)

Signature of Food Business Operator: _____

Date: _____

Food business operators MUST notify Hackney's Food Safety Unit of any changes to the activities that have been stated in this form and this MUST be done within 28 days of the change(s) happening. (Food Hygiene (England) Regulations 2006, Regulation (EC) 852/2004 Article 6, Paragraph 2)

NOTES ON REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

What Is Registration?

1. Registration of a premise used as a food business establishment (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 degree of risk involved.

Who Needs to Register?

2. All food businesses will need to register or be approved. If you operate a food business you must let Hackney Council's Environmental Health Food Safety know about any premises you use for the production, processing or distribution of food whether the business is for profit or not and whether public or private. Food businesses include 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.
3. If you use vehicles for your food business in connection with permanent premises such as a shop, warehouse, etc, you will need to tell us and let us know how many vehicles you have. You do not need to register each vehicle separately but you will need to tell us where they are normally kept.
4. Anyone starting a new food business must register with us at least 28 days before doing so.
5. Certain types of businesses will need to be approved, rather than registered e.g. those producing meat and meat products, egg products, milk and milk products and fish and fish products. You should contact us if you think your business might need approval.

How do I Register?

6. By filling in this form. Registration cannot be refused and there is no charge. Your completed registration form must be returned to the Environmental Health Food Safety in Hackney (the area where your food business is located) at: Environmental Health Food Safety, 81 Downham Road, London, N1 5TR.
7. If the form is sent to the wrong local authority your application will not take effect until the correct one has received it. If you have food businesses in more than one Local Authority area, you must register with each authority separately.
8. You must tick all the boxes which apply to your business, answer all the questions and give all the information requested. If there are any questions that you are not sure about please contact us on 020 8356 4911, someone will assist you.
9. **It is an offence to fail to give information required on this form or to give information which you know is false. You could be liable to a fine, upon conviction, of up to £5,000 for each of these offences.**

What Happens to the Information Given on the Form?

10. We will enter the details on our Register. A register of the name of the food business operator; the name of the food business (if any), the address of the food business establishment and the type of business carried on at each can be viewed by the general public. Records of the other information provided will not be publicly available, subject to the provisions of the Freedom of Information and Data Protection Acts.

Changes

11. After this form has been submitted, food business operators must notify the Environmental Health Food Safety of any changes to the activities stated above, or closure, and should do so within 28 days of the change(s) happening.

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