

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 the London Borough of Richmond-upon-Thames for guidance.

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** _____

4. **Address of food business operator** _____
_____ **Post code** _____

Telephone no. _____ **E-mail** _____

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

- | | | | |
|-------------------------------|--------------------------|---|--------------------------|
| Farm Shop | <input type="checkbox"/> | Staff restaurant/canteen/kitchen | <input type="checkbox"/> |
| Food manufacturing/processing | <input type="checkbox"/> | Catering | <input type="checkbox"/> |
| Packer | <input type="checkbox"/> | Hospital/residential home/school | <input type="checkbox"/> |
| Importer | <input type="checkbox"/> | Hotel/pub/guest house | <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): | <input type="checkbox"/> |
- _____
- _____

6. **Type of business:**

- | | |
|--------------------------------------|--------------------------|
| Sole Trader | <input type="checkbox"/> |
| Partnership | <input type="checkbox"/> |
| Limited Company | <input type="checkbox"/> |
| Other (please give details) | <input type="checkbox"/> |
- _____

(If Limited Company, please complete 7. below)

7. **Limited company name** _____ **Company no.** _____

Registered Office address _____
_____ **Post code** _____

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 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** 0-10 11-50 51 plus (**Please tick one box**)
Count part-time worker(s) (25 hrs per week or less)
as one-half

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 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 food establishments (including market stalls, delivery vehicles and other moveable structures) is required by Regulation (EC) Number 852/2004, Article 6(2). Registration allows 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. If you run a food business, whether for profit or not, you must register with the relevant food authority. There are a few limited exemptions to this requirement regarding supply by producers listed in Article 1(2) of Regulation (EC) Number 852/2004. You should contact Commercial Environmental Health for advice if you think these may apply to you. 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.

3. On sites where two or more food business establishments exist that are under the control of the same food business operator, eg in a shopping center in which two or more of the establishments are under the control of the same food business operator, each establishment must have a separate registration form.

4. On sites where two or more food business establishments exist which are under the control of different food business operators, eg in a supermarket which may have a coffee shop under the control of a different food business operator, each operator must register their premises.

5. 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.

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 Commercial Environmental Health at the London Borough of Richmond upon Thames (address below). 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 boxes that 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 10.

If you have any questions your Local Authority will help you. It is an offence to give information you know is false.

WHAT HAPPENS TO THE INFORMATION GIVEN ON THE FORM?

8. The Local Authority will enter the details on its List of Food Establishments. The list will include the following details:

- Name of food business operator
- Name of the food business
- Address of the food business establishment
- Particulars and nature of the food business

and will be available as a public document.

CHANGES

9. Once you have registered with the Local Authority you must notify them of any changes to the business, including closure. A new food business operator will have to complete and submit another registration form.

More information can be obtained from:

Commercial Environmental Health
7b Parkshot
Richmond
TW9 2RT
Tel 020 8891 7994
Email commercialeh@richmond.gov.uk

Food Standards Agency website: www.food.gov.uk

THESE NOTES ARE PROVIDED FOR INFORMATION ONLY AND SHOULD NOT BE REGARDED AS A COMPLETE STATEMENT OF LAW