

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 us for guidance. See Notes 15 and 16 overleaf for Rochford District Council's contact details.

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

Post Code _____

2. **Trading name of food business:** _____ **Tel. No.** _____

3. **Full Name of Food Business Operator:** _____
(or Limited company where relevant)

4. **Head Office Address of Food Business operator:** _____
(where different from address of establishment)

Post Code _____

Tel. No. _____ **E-Mail** _____

5. **Type of food business** (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"/>
Wholesaler/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 CHANGES TO THE ACTIVITIES STATED ABOVE TO ROCHFORD DISTRICT COUNCIL 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. 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.
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 have to register. However, certain premises are exempt from registration, e.g., food manufacturers requiring Approval, domestic premises where food is prepared for private domestic consumption. You should contact us if you think you might be exempt.
6. In the case of vehicles and stalls used for transporting or preparing food for sale within the area of a market, the food business operator must register with the local authority where their stocks of food or vehicle are normally kept.
7. Moveable premises other than those which form part of a market, e.g. ice cream vans, hot-dog vendors, etc. must be registered by the food business operator with the local authority in the area in which they are normally kept.

How do I register?

8. By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to us. If the form is sent to the wrong address, your application will not take effect until it is received at the proper place.
9. If you use premises in more than one local authority area, you must register with each authority separately.
10. You must tick all the boxes which apply to your business, answer all the questions and give all the information requested. If you have any questions, we will help you. It is an offence to give information which you know is false.

What happens to the information given on the form?

11. We will enter the details on our register which is open to inspection by the general public.
12. A copy of each registration form is sent to Essex County Trading Standards Department to allow them to keep an up-to-date list of all those premises in their area so they can visit them when they need to. They deal with the chemical quality of food and food labelling. The frequency of their visits will depend on the type of business.

Changes after registration

13. Once you have registered, the food business operator must notify us, preferably in writing, of any changes to the activities stated overleaf. The changes should be notified before they occur but in any event no later than 28 days after the change has occurred.
14. You must notify us when the food business closes and when the food business operator changes. Notification of a change to the operator of a food business must be made by the new food business operator sending a new registration form at least 28 days before the new business opens.

Who do I send the completed form to?

15. The completed form should be sent to Rochford District Council, Environmental Services Division, Commercial Regulation Manager, Council Offices, South Street, Rochford, Essex SS4 1BW
16. If you need any further information, please telephone 07102 308045 or email [http://environmental.health@rochford.gov.uk](mailto:environmental.health@rochford.gov.uk)

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