



**Agent details**

Skip if you are not an agent acting on behalf of the applicant.

Full Name .....  
(Capitals)

Email.....

Telephone number: ..... Mobile: .....

Address if you are a private individual acting as an agent:

.....  
.....  
..... Post Code .....

**Agent business** (skip if you are a private individual acting as an agent)

Commercial register if registered outside of the UK: ... ..

Registration Number if registered in the UK: .....

Vat Number if registered: .....

Legal Status, Private Limited Company / Public Limited Company / Sole Trader  
(Delete as applicable) Partnership / Public Body / Charity or Association

Business name: .....

Registered business address: ... ..  
.....  
..... Post Code .....

Telephone number: ..... Mobile: ... ..

**Details of the Licence, Permit or Registration**

Type of licence, permit or registration held: .....

Licence, permit or registration number: ... ..

Name of licence, permit or registration holder: .....

If you wish to surrender your licence, permit or registration please tell us why.

.....  
.....  
.....

If you wish to change your licence, permit or registration, please describe the change.

.....  
.....  
.....  
.....  
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.....  
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.....  
.....

Please list the type and number of each related licence, permit or registration that will need to change in same way as this application, additional charges may apply.

.....  
.....  
.....  
.....

Do you wish this change or surrender to take immediate effect? **YES / NO**

If **NO** please give us the date planned for the change: .....

**Note: if the change requires our permission then you need to allow time for a decision to be made.**

**I CERTIFY THAT THE ABOVE PARTICULARS ARE CORRECT  
AND I AM AWARE OF REGULATION (EC) NO. 852/2004 ON THE HYGIENE OF FOODSTUFFS**

**Signed** ..... **Date** .....

**Name** .....  
(BLOCK CAPITALS)

**Capacity** ... ..

Please send completed application to:

Food Team  
Business Regulation  
Peterborough City Council  
Bridge House, Town Bridge  
Peterborough, PE1 1HU  
Tel No: (01733) 747474  
Fax No: (01733) 453547

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

## **NOTES ON REGISTRATION OF FOOD PREMISES**

### **What is registration?**

Registration of premises used for food businesses (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.

For the purposes of registration the term '**food**' means any substance or product intended to be or reasonably expected to be ingested by people. This includes alcoholic drinks, chewing gum and any substance including water.

A '**food business**' means any undertaking, whether for profit or not and whether public or private, carrying out any of the activities related to any stage of production, processing and distribution of food.

A '**food business operator**' means the natural or legal persons responsible for ensuring that the requirements of food law are met within the food business under their control.

### **Who needs to register?**

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, pubs, 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.

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.

Anyone starting a food business must register with the local authority at least 28 days before doing so.

### **How do I register?**

By filling in this form and returning it to the address at the bottom of this page. Registration cannot be refused and there is no charge for this service. If you use premises in more than one local authority, you must register with each authority separately.

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 your local authority will help you. **It is an offence to give false or incomplete information.**

### **What happens to the information on the form?**

The local authority will enter the details on its register. A register of the name of the business (if any), the address and the type of business carried on at each will be open to inspection by the general public. Records of other information provided will not be publicly available.

### **Changes to the ownership or practices carried out at the premises**

Food business operators must ensure that the local authority always has up to date information about the premise, including any change in ownership, any significant change in activities and any closure of an existing establishment.

### **This completed form should be sent to:**

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

**Peterborough City Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight principles of the Act. Further information relating to your rights under the Data Protection Act can be sent to you on request.**