

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 Peterborough City Council for guidance.

1 **Name of food business** _____
(trading name)

2 **Address of establishment** _____
(or address at which moveable establishment is kept)

_____ **Postcode** _____

3. **Telephone no.** _____ 4. **Mobile no.** _____

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

6. **Head Office Address of food business operator(s)** _____
(where different from address of establishment)

_____ **Postcode** _____

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

7. **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 food business | <input type="checkbox"/> | Moveable Establishment e.g. Ice Cream Van | <input type="checkbox"/> |
| Wholesale/Cash & 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):

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

9. **Normal business opening hours** _____

Signature of food business operator _____

Name _____
(BLOCK CAPITALS)

Date _____

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:

Food Team
Business Regulation
Peterborough City Council
Bayard Place, Broadway
Peterborough, PE1 1HZ
Tel No: (01733) 747474
Fax No: (01733) 453547

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.