**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

Job number



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 South Cambridgeshire District Council, tel: 03450 450 063 for guidance.

1 Name of food business

(trading/premisis name)

2 Address of establishment

(or address at which moveable

establishment is kept) Post code

Email

|  |  |  |
| --- | --- | --- |
|  | Telephone No. |  |
|  |
|  |

3 Full Name of food business operator

or Ltd Company where relevant

4 Address of Food Business

Operator Post code

Email Telephone No.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 | Please indicate whether: |  Sole trader |  Limited Company | Company No. |
|  |  |  Partnership |  Other |  |

6 Type of food business (Please tick primary business function):

 Producer/Livestock A  Supermarket/Hypermarket G01  Caring establishment e.g.

Childminder, Care home

H05

Small Retailer e.g. Village/Farm

 Producer/ Arable A 

shop G02  School/College H06

 Slaughterhouse B  Retailers other e.g.Market stall, Farmers market

G03 

Food manufacturing/



processing C  Restaurant/Café/Snack bar/Canteen H01 

Mobile food unit e.g. ice cream/

burger van H07

Restaurant/Caterer - Others e.g.

Home caterer, Village hall H08

 Packer D  Hotel/Guest house/Bed & breakfast H02  Material & article suppliers I

 Importer E  Pub/Club H03  Manuf. selling mainly by retail J

 Distributor F  Take-away H04  No food Handling K

7 Does your business handle or involve any of the following ?(Please tick ALL the boxes that apply):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Chilled Foods |  |  Bakery/Cakes |  |  Take-away food |
|  Frozen Foods |  |  Sandwiches |  |  Accommodation |
|  Fruit and Vegetables |  |  Confectionery |  |  Delivery service |
|  Fish/fish products |  |  Ice cream |  |  Chilled food storage |
|  Fresh/frozen meat |  |  Alcoholic drinks |  |  Bulk storage |
|  Fresh/frozen poultry |  |  Canning |  |  Use of private water supply |
|  Meat products or delicatessen |  |  Vacuum packing |  |  Dairy Products |
|  Bottling and other packing |  |  Eggs |  |  Table meals/snacks |
|  Other (Please give details): |  |

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 Does your business supply:  Local  Regional  National  International

10 Water supplied to the food business:  Public (mains) supply  Private supply

11 Full Name of manager (if different from operator)

12 If this is a new business

Date you intend to open

13 Number of people engaged in food

If this is a seasonal business period during which you intend to be open each year

business (Please tick one box)  0-10  11-50  51 plus

Count part-time worker(s) (25 hrs per week or less) as one-half

Signature of Food

Business Operator Date

Print Name

**The completed form should be returned to:**

Health & Environmental Services South Cambridgeshire District Council Cambourne Business Park Cambourne

Cambridgeshire

CB23 6EA

**After this form has been submitted, food business operators must notify any changes to the activities stated above to South**

**Cambridgeshire District Council and should do so within 28 days of the change(s) happening.**

**We may get information from certain third parties, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include other Local Authorities and Government departments.**

**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.

**How do I register?**

5. By filling in this form. Registration cannot be refused and there is no charge. The registration formmust be sent to your local authority. The address can be found in the telephone directory. 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.

6. You must tick all the boxes which 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 13. If you have any questions your local authority will help you. It is an offence to give information which you know is false.

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

7. The local authority will enter the details on its Register. A register of addresses and the type of business carried on at each will be open to inspection by the general public. Records of the other information provided will not be publicly available.

**Changes**

8. Once you have registered with the Local Authority you only need to notify them of a change of proprietor, if the nature of the business changes, or if there is a change of the address at which movable premises are kept. The new proprietor will have to complete an application form.

If the local authority wishes to change the entry in the Register because of information which it receives from someone else you will be given 28 days notice and an opportunity to comment on the proposed change.

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

**Acknowledgements will not be issued for registration application forms**