



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 Food Authority] 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):

- | | | | |
|----------------------------------|--------------------------|---|--------------------------|
| Restaurant/café/snack bar | <input type="checkbox"/> | Private house used for a food business | <input type="checkbox"/> |
| Takeaway | <input type="checkbox"/> | Market/market stall | <input type="checkbox"/> |
| Hotel/pub/guest house | <input type="checkbox"/> | Food manufacturing/processing | <input type="checkbox"/> |
| Hospital/residential home/school | <input type="checkbox"/> | Wholesale/cash and carry | <input type="checkbox"/> |
| Catering | <input type="checkbox"/> | Moveable establishment e.g. ice cream van | <input type="checkbox"/> |
| Staff restaurant/canteen/kitchen | <input type="checkbox"/> | Food broker | <input type="checkbox"/> |
| Importer | <input type="checkbox"/> | Primary producer - arable | <input type="checkbox"/> |
| Packer | <input type="checkbox"/> | Primary producer - livestock | <input type="checkbox"/> |
| Distribution/warehousing | <input type="checkbox"/> | Seasonal slaughterer | <input type="checkbox"/> |
| Retailer (including farm shops) | <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.

Please return the completed form to Environmental and Community Protection, Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, Herts, HP1 1DN or email to ECP@dacorum.gov.uk

NOTES ON REGISTRATION OF FOOD PREMISES

Who needs to register?

Any food undertaking or business which involves a degree of organisation and continuity of activity must be registered with the Council. The definition of Food Business includes activities carried on for profit or not, whether public or private, and which involve the production, processing, and distribution of food.

Who doesn't need to register?

Certain activities may be exempt from registration including:

- Primary production for private domestic use
- Preparation, handling or storage of food for private domestic use
- Direct sale by the producer of small quantities of primary products to the final consumer, or to local retailers supplying the final consumer
- Occasional preparation by individuals or groups for gatherings
- Occasional preparation by individuals or groups for sale at charitable events
- Childminders (OFSTED share registration details with the local authority)

IF YOU DON'T NEED TO REGISTER BUT SUPPLY FOOD TO OTHERS, the food must be safe to eat.

Which person has to register?

The 'Food Business Operator' is responsible for registering the food business or activity. This is the person legally or naturally responsible for ensuring the requirements of food law are met by the business or activity under their control. As a general guide the person in charge should make sure that the business or activity is registered or exempt.

When do I have to register?

You must complete and return this form at least 28 days before the business or food activities are to start. Failing to do this is an offence for which the Food Business Operator can be prosecuted. If you wish to start your business or activity before 28 days have passed you should contact the Council at the address given overleaf FIRST!

Do I get a registration certificate?

Registration certificates are not issued because they could cause confusion for the public and imply that food laws are being met. Registering your business allows the Council to decide when it will inspect your food activities, and who it needs to send to do this.

Do I need to register every year?

Registration is only required once for each business or activity provided nothing substantial changes. You must tell the Council of any substantial changes to your business. They will then advise you if re-registration is required.

You must also notify them of a change of operator, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The new operator 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

What happens to the information I supply?

The details will be entered on to a register kept by the Council. Only information on the address and type of food business/ activity you operate will be available to the general public. You will be allowed access to your own information on the register if you want to check that it is accurate.

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