

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 received by 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 Regulatory Services, Conwy County Borough Council, Coed Pella, Conway Road, Colwyn Bay, LL29 7AZ Tel: 01492 575283 for guidance.

1. **Address of establishment** _____

(or address at which moveable establishment is kept)

_____ **Post code** _____

2. **Trading name of food business** _____ **Telephone no.** _____

3. **Full Name of food business operator(s)** _____

(or Limited company where relevant)

4. **Head Office address of food business operator** _____

(where different from address of establishment)

_____ **Post code** _____

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

5. **Type of food activity** (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"/> |
| Wholesale/cash and carry | <input type="checkbox"/> | Primary producer (e.g. arable, livestock) | <input type="checkbox"/> |
| Food Broker | <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 SIGNIFICANT CHANGE IN ACTIVITIES TO THE ACTIVITIES STATED ABOVE (INCLUDING CLOSURE) TO THE FOOD AUTHORITY REGULATORY SERVICES, CONWY, COUNTY BOROUGH COUNCIL, COED PELLA, CONWAY ROAD, LL29 7AZ AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S)

NOTES ON REGISTRATION OF FOOD PREMISES

Scope of food law

Food safety and hygiene legislation applies to food businesses and food business operators, as defined. A “food business” means any undertaking, whether for profit or not and whether public or private, carrying out 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 (Article 3.2 and 3.3 of Regulation 178/2002). In general, persons or organisations whose activities fall within these definitions require to be registered by the relevant competent authority, usually the local authority.

Exclusions

- Activities such as the occasional preparation of food by individuals or groups for gatherings or for sale at charitable events
- Primary production for private domestic use
- The domestic preparation, handling or storage of food for private domestic consumption
- The direct supply, by the producer, of small quantities of primary products to the final consumer or to local retail establishments directly supplying the final consumer
- Collection centres and tanneries which fall within the definition of food business only because they handle raw material for the production of gelatine or collagen

These activities are however still subject to the general requirements relating to placing unsafe food on the market contained in Article 14 of Regulation (EC) 178/2002 as implemented by the General Food Regulations 2004.

Registration

Food business operators must register their establishments (i.e. each separate unit of their food business, which includes game larders and collection centres) with the relevant competent authority (Article 6(2) of Regulation 852/2004). This does not apply to those establishments for which approval only is required (Article 6(3) of Regulation 852/2004).

Food business operators must register their establishments with the relevant competent authority and should do so at least 28 days before food operations commence. When registering, food business operators must provide the relevant competent authority with full details of the activities undertaken.

Once their establishment is registered, food business operators must ensure that any changes to the details previously supplied e.g. a change of food business operator, a change to the food operations etc. are notified to the relevant competent authority (Article 6(2) of Regulation 852/2004). Such notifications should be made as soon as possible and in any event no later than 28 days after the change has happened.

How do I register?

By filling in this form: Registration cannot be refused and there is no charge. The registration form must be sent to the relevant competent authority, usually the local authority. If it 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.

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. 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?

The details will be entered on the food premises register and a copy of the form kept on file. This information will be treated in accordance with the Freedom of Information Act and Data Protection Act.

These notes are provided for information only and should not be regarded as a complete statement of the law. The Food Standards Agency website at www.food.gov.uk provides further guidance on food hygiene and applicable legislation.