

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 Basildon Borough Council for guidance.

1. **Address of Establishment:** _____
(or address at which moveable establishment is kept) **Postcode:** _____

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) **Postcode:** _____

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 – live stock	<input type="checkbox"/>
Food broker	<input type="checkbox"/>	Primary producer - arable	<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)

Please return to:
ENVIRONMENTAL HEALTH SERVICES
BASILDON BOROUGH COUNCIL
THE BASILDON CENTRE
ST MARTIN'S SQUARE
BASILDON
ESSEX SS14 1DL

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 AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING

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 include restaurants, hotels, cafés, 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. The Food Business Operator is defined as “the natural or legal persons responsible for ensuring that the requirements of food law are met within the food business under their control”.
5. The majority of premises will have to be registered. However, certain premises are exempt from registration, e.g. certain agricultural premises. You should contact your local authority if you think you might be exempt.

How do I register?

6. By filling in this form. Registration cannot be refused and there is no charge. The registration form must 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.
7. 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 7. 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?

8. The local authority will enter the details on its Food Premises 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 except in accordance with specific legislation and Data Protection requirements. Additionally, the information will be shared with other council departments and Essex County Council Trading Standards to assist in improving services provided by the Councils and to meet statutory obligations. Information will not be shared with any other third parties and will be disposed of when no longer required.

This authority is however under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, refer to the council's website. www.basildon.gov.uk

Changes

9. Once you have registered with the local authority, you only need to notify them of a change of Food Business Operator, or if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The new Food Business 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.

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