

APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

Food Safety and Hygiene (England) Regulations 2013 (SI 2013 No. 2996) (Regulation (EC) No. 852/2004, Article 6(2))



This form must 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 Hastings Borough Council (details overleaf) for guidance.

1. Address of Establishment (or address at which the moveable establishment is kept overnight)

Postcode:

2. Trading Name of Food Business:

Email address:

Telephone Number:

Mobile Number:

3. Full Name and Home Address of Food Business Operator:

Postcode:

Date of Birth of Food Business Operator (DD/MM/YY):

4. Head Office Address of Food Business Operator (where different from address of establishment):

Postcode:

5. Type of Food (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/guesthouse | <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 – livestock | <input type="checkbox"/> |
| Food Broker | <input type="checkbox"/> | Primary producer – arable | <input type="checkbox"/> |
| Other (please give details): | <input type="checkbox"/> | | |
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6. Describe Food Operation (e.g. cake making, cooked meals, sandwiches, pre-packed only etc.):

7. Type of Business:

- Sole Trader
- Partnership
- Limited Company please give company number:
- Seasonal please state trading times during the year:

8. If this is a new business please notify the date you intend to open:

9. Owner of Food Business if different to Food Business Operator:

Signature of Food Business Operator:

Date:

Name (Block Capitals):

Please notify this Authority of any changes to your business including change of name, change of ownership, closure of the business, changes to the nature of the food operation.

Please return form to:
Environmental Health, Aquila House, Breeds Place,
Hastings, TN34 3UY
Tel: 01424 451078
Email: foodsafety@hastings.gov.uk

If you would like an acknowledgement that we have received your completed application please provide an email address.

Please read notes attached before completing the application

Notes on the Registration of Food Businesses

What is Registration?

1. The law requires that food business operators must register any premises used for a food business (including market stalls, delivery vehicles and mobile vans) with their local authority. This helps the local authorities keep an up to date list of all food businesses in their area. They can then visit them when they need to. The frequency of the visits will depend on what the food business does and how good they are.

Who Needs to Register?

2. If you run a food business, whether for profit or not (e.g. a charity), you must tell the local authority about any premises you use for storing, selling, distributing or preparing food.

3. Market stalls and mobile vendors like ice cream or burger vans, must be registered with the local authority **in whose area** the vehicle is ordinarily kept overnight.

4. Any one starting a new food business must register with their local authority **28 days before** they start trading. This gives time for the local authority to give advice that might sort out any problems before the business opens.

Exemptions

5. Most food businesses will have to register but some are exempt. These include primary production for domestic use, domestic preparation and storage of food for domestic consumption, direct supply by the producer of small quantities of primary products to the final consumer. You may not have to register if you only occasionally handle, prepare or serve food on a small scale (e.g. church, school or village fair or, are a charity volunteer who only prepares food occasionally). Please contact us if you are not sure if you are exempt.

How do I Register?

6. By filling in this form. Registration is free. The registration form must be sent to your local authority. If you use premises in more than one local authority area e.g. have a number of shops in a region, you must register each one individually with the local authority in whose area they are based.

7. You must tick all the boxes that apply to your business, answer all the questions and give all the information requested, including the names of people that own the business. Contact your local authority if you need any help.

What Happens to the Information Given on the Form?

8. The local authority will enter the details on a Public Register. This contains the name of the food business, food business operator, business address and the type of food business being carried on. The register is open to inspection by the general public. The other information provided will not be publicly available. Copies of the registration details will be forwarded to other competent authorities, like the Trading Standards Department that may have an interest in the business.

Changes

9. Once you have registered with the local authority you only need to notify them of a **change of food business operator**, if the nature of the food business changes or if the business closes. The new food business operator will have to register the new business.

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

It is an offence not to register a food business or to give information which you know to be false.

Please refer to our website for full guidance on food hygiene matters http://www.hastings.gov.uk/environment_planning/health_safety_hygiene/food/info_food_businesses/