

FOOD REGISTRATION

Regulation (EC) 852/2004



PLYMOUTH
CITY COUNCIL

Application for Registration of a Food Business

(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 or changed 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 Food Safety and Standards Team, Public Protection Service, Plymouth, PL1 2AA, 01752 304141, for guidance.

1 Name of food business (trading name)			
2. Address of establishment (or address at which moveable establishment is kept)			
	Post code: _____	Telephone no: _____	
3. Full name of food business operator			
4. Address of food business operator (home address or registered company address)			
	Post code: _____		
Telephone no: _____		E-mail: _____	
5. Type of food business (Please tick ALL the boxes that apply):			
Catering (Function)	<input type="checkbox"/> Private house used for a food business	<input type="checkbox"/> Other (please give details):	<input type="checkbox"/>
Childminder	<input type="checkbox"/> Market		
Distribution/warehousing	<input type="checkbox"/> Market stall		
Hospital/residential home/school/nursery	<input type="checkbox"/> Restaurant/café/snack bar		
Hotel/pub/guest house	<input type="checkbox"/> Retailer		
Farm Shop	<input type="checkbox"/> Moveable establishment e.g. van		
Food Broker	<input type="checkbox"/> Seasonal Slaughterer		
Food manufacturing/processing	<input type="checkbox"/> Staff restaurant/canteen/kitchen		
Importer	<input type="checkbox"/> Takeaway		
Packer	<input type="checkbox"/> Wholesale/cash and carry		
6. Legal Structure:			
Limited Company (If Limited Company, please complete 7. below)			<input type="checkbox"/>
Partnership			<input type="checkbox"/>
Sole Trader			<input type="checkbox"/>
Other (please give details)			<input type="checkbox"/>
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 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-50 <input type="checkbox"/> 51 plus <input type="checkbox"/> Vehicle Registration(s) (Continue on a separate sheet if necessary) _____			

9. Water supplied to the food business establishment:		Public (mains) supply <input type="checkbox"/>	Private supply <input type="checkbox"/>
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 Count part-time worker(s) (25 hrs per week or less) as one-half		(Please tick one box)	0-10 <input type="checkbox"/> 11-50 <input type="checkbox"/> 51 plus <input type="checkbox"/>
Signature of food business operator: (person legally responsible for food safety in the business)		After this form has been submitted, food business operators must notify <u>any</u> changes to the activities stated above to the Food Safety and Standards Team at the Public Protection Service.	
Name (BLOCK CAPITALS)		Date:	
The completed form should be sent to : (Please keep a copy for your records)		Food Safety Standards Team Public Protection Service Plymouth City Council, Civic Centre, Plymouth PL1 2AA public.protection@plymouth.gov.uk	

NOTES ON REGISTRATION OF FOOD PREMISES

What is registration?

- 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?

- If you run a food business for you must 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.
- 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.
- Anyone starting a new food business must register with the local authority at least 28 days before doing so.

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 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.
- 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 12. 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 local authority will enter the details on its register. A register of the name, addresses and type of business carried on along with food business operator name will be open to inspection by the general public. Records of the other information provided will not be publicly available.

Changes

- Once you have registered with the Local Authority you only need 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