

APPLICATION FORM 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 at least 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 Council's Environmental Health Service.

1. **Address of establishment**.....
(or address at which moveable establishment is kept)

..... **Post code**

2. **Trading name of food business** **Tel. no.**

3. **Full name of food business operator/s**.....
(or Limited Company where relevant)

4. **Full address of food business operator/s**.....
(where different from address of establishment)

..... **Post code**

Tel. no. **E-mail**

5. **Type of food activity** (Please tick ALL boxes that apply)

6. **Type of Business**

Retailer (including farm shop)		Staff restaurant/canteen/kitchen		Sole Trader	
Food manufacturing/processing		Catering		Partnership	
Packer		Hospital/residential home/school		Limited Company	
Importer		Hotel/pub/guest house		Other (please specify below)	
Wholesale/cash and carry		Private house used for a food business			
Distribution/warehousing		Moveable establishment e.g. ice cream van			
Restaurant/café/snack bar		Takeaway			
Market/market stall		Primary producer - arable			
Seasonal slaughterer		Primary producer - livestock			
Food broker		Other (please specify)			

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** Public (Mains) Supply Private Supply

10. **If this is a new business**.....
Date you intend to open

11. **If this is a seasonal business**

Period during which you intend to open each year

Signature of food business operator

Date.....

Name

(BLOCK CAPITALS)

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY SIGNIFICANT CHANGE(S) IN ACTIVITIES TO THOSE STATED ABOVE (INCLUDING CLOSURE) TO THE ENVIRONMENTAL HEALTH SERVICE OF TEST VALLEY BOROUGH COUNCIL WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

Please send the completed form to: Test Valley Borough Council, Housing and Environmental Health Service, Beech Hurst, Andover, Hampshire SP10 3AJ

NOTES ON REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

What is registration?

Registration of a food business establishment (including market stalls, delivery vehicles and other moveable structures) is required by law. Registration allows the local authority to keep an up-to-date list of all those premises in their area so they can visit them when they need to.

Who needs to register?

All food business establishments have to be registered. If you run a food business establishment you must tell (or arrange for someone else to tell) the local authority about any premises in their area that you use for storing, selling, distributing or preparing food. Food premises includes restaurants, pubs, hotels, cafes, shops, supermarkets, staff canteens, warehouses, manufacturers, packers, importers, guest houses, market stalls, hot dog and ice cream vans, private houses used for a food business etc.

If you use vehicles for your business in connection with permanent premises, such as a shop or warehouse, you only need to register that premises and 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 local authority where they are normally kept.

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 Test Valley Borough Council at the address overleaf. 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, and provide all the information requested. If you have any questions please telephone 01264 368000 and ask to speak to an officer in the Health Protection Team of Environmental Health. It is an offence to give information which you know is false.

What happens to the information given on the form?

We will enter the details on to a food premises register. A register of addresses and the type of business carried on at each will be available to inspection by the public on request. Records of other information provided will not be publicly available.

Changes

Once you have registered you only need to notify us again if there is a change of food business operator, or where the nature of the business changes, or where there is a change of address. You should also notify us if the business ceases trading.

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