

APPLICATION FORM FOR REGISTRATION OF FOOD BUSINESS ESTABLISHMENT



1. **Address of premises**.....
 (or address at which moveable premises are kept)

..... **Post code**

2. **Name of food business**..... **Telephone no**
 (trading name)

3. **Full Name of food business operator**.....

4. **Home Address of food business operator**.....
 (or registered address if limited company)

..... **Post code**.....

Telephone No: **E-mail:**

5. **Type of food business** (Please tick ALL the boxes that apply):

Staff restaurant/canteen/kitchen	<input type="checkbox"/>	Public House (wet sales only)	<input type="checkbox"/>	Other Please specify
Importer	<input type="checkbox"/>	Public House (with meals)	<input type="checkbox"/>	
Food manufacturing/processing	<input type="checkbox"/>	Catering	<input type="checkbox"/>	
Packer	<input type="checkbox"/>	Hospital/ Residential Home/ School	<input type="checkbox"/>	
Restaurant/Cafe/Snack bar	<input type="checkbox"/>	Moveable establishment e.g. ice cream van	<input type="checkbox"/>	
Wholesale/cash and carry	<input type="checkbox"/>	Food broker	<input type="checkbox"/>	
Private house used for a food business	<input type="checkbox"/>	Primary producer – Livestock	<input type="checkbox"/>	
Retailer including farm Shop	<input type="checkbox"/>	Primary producer – Arable	<input type="checkbox"/>	
Market/Market Stall	<input type="checkbox"/>	Childminder	<input type="checkbox"/>	
Takeaway	<input type="checkbox"/>			

Please give details of any food handling experience and/or training:

In order to help us give you the correct advice, please describe the types of food you will be preparing and handling:

6. **Full name of manager (if different from operator)**

7. **If this is a new business** date on which you plan to open.....

Signature of Food Business Operator

Date

Name (PRINT).....

PLEASE SEE IMPORTANT NOTES OVERLEAF

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 for more than 5 days in any 5 consecutive weeks, 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 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.
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 business must register with the local authority at least 28 days before doing so.
5. The majority of premises will have to be registered. However, certain premises are exempt from registration e.g. some which are already registered for food law purposes, certain agricultural premises, motor cars, tents and marquees (but not stalls), some domestic premises and some village halls. You should contact your local authority if you think you might be exempt.

How do I register?

6. 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?

7. The local authority will enter the details on its 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.

Changes

8. 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 moveable 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 received 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 law**

**Please return the form to: Neighbourhoods, Rushcliffe Borough Council, Rushcliffe
Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG**

This form should be completed by food business operators in respect of new food business establishments and submitted to the relevant competent 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 Rushcliffe Borough Council for guidance.