**Application Form for the Registration of a Food Business Establishment**

(Regulation (EC) No. 852/2004 (**See notes overleaf**)

This form should be completed by food business operators for new food business establishments and sent to us 28 days before starting food operations. If you manufacture food you may need to be approved rather than registered. If you are unsure whether any aspect of your food operations would require to be approved, please contact us for guidance.

# Address of establishment

(Or address at which moveable premises kept) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Trading name of food business\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Full Name of food business operator

(Or Limited Company where relevant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Address/Head Office of business operator

(Where different from address of establishment) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Type of business

[ ]  Sole Trader [ ]  Partnership [ ]  Limited Company

[ ]  Other (give details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Limited Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Full name of manager (if different from operator) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# New business/change of ownership (insert opening date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Seasonal business (state when open) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Please describe your business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Type of food activity (please tick ALL the boxes that apply)

Catering [ ]  Packer [ ]

Distribution / Warehousing [ ]  Primary Producer – Arable [ ]

Food Broker [ ]  Primary Producer – Livestock [ ]

Food Manufacturing / Processing [ ]  Private House used for a food business [ ]

Hospital / Residential Home / School [ ]  Restaurant / Café / Snack Bar [ ]

Hotel / Pub / Guest House [ ]  Retailer (including Farm Shop) [ ]

Importer [ ]  Staff Restaurant / Canteen / Kitchen [ ]

Market / Market Stall [ ]  Takeaway [ ]

Moveable Establishment e.g. ice cream van [ ]  Wholesale / Cash and Carry [ ]

Other (please give details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Are vehicles/stalls used for preparing food kept at or used from the premises? Yes [ ]  No [ ]

# Are vehicles used for transporting food kept at or used from the premises? Yes [ ]  No [ ]

# Water supply to establishment Public (Mains) supply [ ]  Private supply [ ]

# It is an offence to give false or incomplete information

**Additional Information**

# Do you have any formal training in food safety? Yes [ ]  No [ ]

If so, what and when did you do it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Will you be using a vacuum packing machine? Yes [ ]  No [ ]

If yes, what will the machine be used for? Raw Foods [ ]  Ready to Eat Foods [ ]  Both [ ]

# Do you intend to sell age sensitive products such as alcohol or cigarettes? Yes [ ]  No [ ]

# If you intend to manufacture and /or pack food products will you be marking these products with volumes or weights?

Volume Yes [ ]  No [ ]  Weight Yes ☐ No ☐

# Will you be using measuring equipment such as optics or sales to serve foodstuffs?

Optics Yes ☐ No ☐ Scales Yes ☐ No ☐

Signature of Food Business Operator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (block capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position in Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**After this form has been submitted, food business operators must tell us about any significant change in activities to the activities stated above (including closure) within 28 days of the changes happening.**

# Notes on the Registration of Food Premises

## **What is registration**

It is a legal requirement that food business operators register any Establishment used for a food business (including market stalls, delivery vehicles and other moveable structures) with their Local Authority. This allows us to keep an up-to-date list of all those Establishments in the area so we can visit them regularly. The frequency of the visits will depend on the type of business. For further guidance, please contact the **Environmental Health Commercial Team** Tel: 01395 571517 or email: environmentalhealth@eastdevon.gov.uk

## **Who needs to register**

Anyone running a food business

## **How do I register**

You should register 28 days before you intend to open the business. You can register on line at East Devon District Councils Website, or by filling in and returning this form. Registration cannot be refused and there is no charge.

You must tick all of the boxes which apply to your Establishment, answer all of the questions and give all of the information requested. In question **9**, Seasonal Establishments, please state when the business will be open.

## **Where do I send the form**

For establishments in the East Devon area, the form should be returned to: Environmental Health, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton EX14 1EJ.

If you use moveable premises such as a vehicle or stall in more than one local authority area, you may need to register with each authority separately.

## **What happens to my information**

We will enter the details on the public register, so these details can be requested by the general public. Records of the other information about your business will not generally be publicly available

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