

Application Form for Registration of Food Premises

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

Post Code

2. **Name of food business** **Telephone No.**

3. **Type of premise** Please tick ALL the boxes that apply

Farm/smallholding	FA	<input type="checkbox"/>	Staff restaurant/canteen/kitchen	FK	<input type="checkbox"/>
Food Manufacturing/processing+	FB	<input type="checkbox"/>	Catering	FL	<input type="checkbox"/>
Slaughterer	FC	<input type="checkbox"/>	Hospital/residential home/school	FM	<input type="checkbox"/>
Packer	FD	<input type="checkbox"/>	Hotel/pub/guest house	FN	<input type="checkbox"/>
Importer	FE	<input type="checkbox"/>	Private house used for a food business	FO	<input type="checkbox"/>
Wholesale/cash and carry	FF	<input type="checkbox"/>	Premises used by a number of businesses	FP	<input type="checkbox"/>
Distribution/warehousing	FG	<input type="checkbox"/>	Moveable premises	FQ	<input type="checkbox"/>
Retailer	FH	<input type="checkbox"/>			
Market	FI	<input type="checkbox"/>	Other: please give details		
Restaurant/café/snack bar	FJ	<input type="checkbox"/>		

4. **Does your business handle or involve any of the following?** Please tick ALL boxes that apply

Chilled foods	01	<input type="checkbox"/>	Alcoholic drinks	14	<input type="checkbox"/>
Frozen foods	02	<input type="checkbox"/>	Canning	15	<input type="checkbox"/>
Fruit and vegetables	03	<input type="checkbox"/>	Vacuum packing	16	<input type="checkbox"/>
Fish/fish products	04	<input type="checkbox"/>	Bottling and other packing	17	<input type="checkbox"/>
Fresh/frozen meat	05	<input type="checkbox"/>	Table meals/snacks	18	<input type="checkbox"/>
Fresh/frozen poultry	06	<input type="checkbox"/>	Takeaway food	19	<input type="checkbox"/>
Meat products or delicatessen	07	<input type="checkbox"/>	Accommodation	20	<input type="checkbox"/>
Dairy products	08	<input type="checkbox"/>	Delivery service	21	<input type="checkbox"/>
Eggs	09	<input type="checkbox"/>	Chilled food storage	22	<input type="checkbox"/>
Bakery	10	<input type="checkbox"/>	Bulk Storage	23	<input type="checkbox"/>
Sandwiches	11	<input type="checkbox"/>	Use of private water supply	24	<input type="checkbox"/>
Confectionary	12	<input type="checkbox"/>	Other: please give details		
Ice-cream	13	<input type="checkbox"/>		

5. Are vehicles or ships used for transporting food kept at or used from the premises? YES/NO Are vehicles, stalls or ships used for preparing or selling food, kept at or used from the premises? YES/NO Number of vehicles/stalls/ships kept at or used from the premises, and used for preparing, selling and transporting food. 5 or less 6-10 11-50 51 plus

6. **Name(s) of proprietor(s) of food business**
 (or address at which moveable premises are kept)

Address of business head office or registered office
 (if different from address of premises)

Post Code

7. **Name of Manager if different from proprietor**

8. **If this is a new business** **9. If this is seasonal business**

Date you intend to open Period during which you intend to be open each year

10. **Number of people engaged in food business** 0-10 11-50 51 plus (please tick one box)
 Count part-timer(s) (25 hrs per week or less) as one half

The completed form should be sent to:

**Food Safety and Standards
 Environmental Health Section
 Building Four, Floor 2
 North London Business Park
 Oakleigh Road South
 London
 N11 1NP
 Tel: (020) 8359 7443**

It is an offence to give false or incomplete information

Signature

Date

Name

(BLOCK CAPITALS)

Position in company/business

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 visit 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 premise you use for storing, selling, distributing or preparing food. Food premises includes restaurant, hotels, cafés, 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 food 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 eg 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 health authority if you think you might be exempt.

How do I register?

6. 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.
7. 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 to be false.

What happens to the information given on the form?

8. 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 will not be publicly available.

Changes

9. Once you have registered with the Local Authority you only need to 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 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.**