

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 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 Broxtowe Borough Council for guidance. To find out how we collect, store and retain your personal information please visit our Privacy Notice: [View the Broxtowe Borough Council Privacy Notice](#)

1. Address of establishment (or address at which moveable establishment is kept)	
2. Trading name of food business	
Telephone number	
3. Full name of business operator(s) (or Limited company where relevant)	
4. Head office address of food business operator (where different from address of establishment)	
Telephone number	E-mail address
5. Type of food activity (Please tick ALL the boxes that apply)	
Staff Restaurant/Canteen/Kitchen	<input type="checkbox"/>
Retailer (Including Farm Shop)	<input type="checkbox"/>
Restaurant/Café/Snack Bar	<input type="checkbox"/>
Market/Market Stall	<input type="checkbox"/>
Takeaway	<input type="checkbox"/>
Hotel/Pub/Guest House	<input type="checkbox"/>
Private House used for Food Business	<input type="checkbox"/>
Wholesale/Cash and Carry	<input type="checkbox"/>
Food Broker	<input type="checkbox"/>
Other (Please give details)	<input type="checkbox"/>
	Hospital/Residential Home/School <input type="checkbox"/>
	Distribution/Warehousing <input type="checkbox"/>
	Food Manufacturing/Processing <input type="checkbox"/>
	Importer <input type="checkbox"/>
	Catering <input type="checkbox"/>
	Packer <input type="checkbox"/>
	Moveable Establishment e.g. Ice Cream Van <input type="checkbox"/>
	Primary Producer – Livestock <input type="checkbox"/>
	Primary Producer – Arable <input type="checkbox"/>
6. If this is a new business, the date you intend to open	
Signature of food business operator	Date
Name in block capitals	

*AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY CHANGES TO THE ACTIVITIES STATED ABOVE TO BROXTOWE BOROUGH COUNCIL AND SHOULD DO SO WITHIN **28 DAYS** OF THE CHANGE(S) HAPPENING*

**The completed form should be sent to:
Broxtowe Borough Council, Council Offices, Foster Avenue, Beeston, Nottingham, NG9 1AB**

NOTES ON REGISTRATION OF FOOD BUSINESS ESTABLISHMENTS

WHAT IS REGISTRATION?

1. Registration of establishments 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 establishment, 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 businesses include 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. Where more than one food business establishment is under the control of the same food business operator, such operators must register **each** establishment on a separate form.
4. Where two or more food business establishments operate on the same site under the control of separate food business operators, **each** food business establishment must be registered.
5. 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.
6. **Anyone starting a new food business must register with the local authority at least twenty-eight days before doing so.**
7. The majority of premises will have to be registered. You should contact your local authority if you think you might be exempt.

HOW DO I REGISTER?

8. 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.
9. You must tick all the boxes, which apply to your business, answer all questions and give all the information requested. If a substantial amount of information is missing, the form may be returned. Seasonal Business operating for a certain period each year should give dates between which they will be open in answer to question ten. 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?

10. The local authority will enter the details on its Register. A register of food business establishments will include the name of the food business, the address of the food business establishment, the particulars and nature of the food business and the name of the food business operator. The register will be open to inspection by the general public. Records of the other information provided will not be publicly available.

CHANGES

11. Once you have registered with the Local Authority you must notify them of a change of details including food business operator, activities carried out or closure. Such notifications should be made, preferably in writing and before the changes occur, and in any event no later than twenty-eight days after the change has occurred. Notification of a change to the operator of a food business establishment should be made by the new food business operator.

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