APPLICATION 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 submitted to 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 the Food Safety Team for guidance.

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

2. **Name of food business** _____ **Telephone No.** _____
(Trading name)

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

4. **Address of Food Business Operator** _____

_____ **Post Code** _____

Telephone No. _____ **E-Mail** _____

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

Farm Shop	□	Staff restaurant/canteen/kitchen	□
Food manufacturing/processing	□	Catering	□
Packer	□	Hospital/residential home/school	□
Importer	□	Hotel/pub/guest house	□
Wholesale/cash and carry	□	Private house used for a food business	□
Distribution/warehousing	□	Moveable establishment e.g. ice cream van	□
Retailer	□	Market stall	□
Restaurant/café/snack bar	□	Food Broker	□
Market	□	Takeaway	□
Seasonal Slaughterer	□	Childminder	□ No children registered _____

Other **(Please give details)**: _____

6. Type of Business

Sole Trader □ Partnership □ Limited Company □ (please also complete 7. below)

Other □ (please give details) _____

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 Establishment** **Public (Mains) Supply** □ **Private Supply** □

10. **Full Name of manager (if different from operator)** _____

11. **If this is a new business** _____
(Date you intend to open)

12. **If this is a seasonal business** _____
(Period during which you intend to be open each year)

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

Signature of Food Business Operator _____

Date _____

Name _____
(BLOCK CAPITALS)

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

It is an offence to give false or incomplete information
THE COMPLETED FORM SHOULD BE RETURNED TO:
Birmingham City Council
21/22 Calthorpe Road, Edgbaston
Birmingham B15 1RP

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 you must tell the local authority about any premises you use for storing, selling, distributing or preparing food. Food premises includes restaurants, 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. Sites will exist on which there are two or more food business establishments under the control of the same food business operator. For example, in the case of a shopping centre in which there are two or more food business establishments under the control of the same food business operator, such operators must ensure that each establishment under their control is registered separately. Food business operators should therefore complete a registration form for each separate establishment.

6. Sites will also exist on which there are two or more food business establishments under the control of different food business operators. For example, a supermarket may have a coffee shop on site under the control of a different food business operator such as a coffee shop chain. In such cases, the coffee shop will not be covered by the supermarket's registration and must be registered in its own right by its operator. Coffee shops, snack bars etc. operated by the supermarket itself would be covered as part of the supermarket's registration.

How do I register?

7. By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to the address on the front of the form. If you are trading outside the Birmingham City Council you should contact your local authority to register. If your registration form is sent to the wrong Local Authority, 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.

8. 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 12. 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?

9. 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 and will not be disclosed outside of Birmingham City Council, Local Government Departments and Government Agencies. The details will by used for the purpose of registration, enforcement and the protection of public funds.

Changes

10. Once you have registered with the local authority, you only need to notify them of a change of Food Business Operator, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The new Food Business Operator 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.

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Please complete this section if you are a Mobile Trader

Name ……

Address……

Telephone Number ……...

Trading Name ……

Food business Operator Name and Address

……..

……...

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……

Mobile Catering Van Registration Number …….

Where will you be storing your mobile van overnight ? (please tick appropriate box)

Home: YES □ OTHER □

If Other please give Full address of where vehicle is to be kept overnight

…….

…….

…….

…….

Please note: If trading outside Birmingham please call 0121 303 4111

Thank you.

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