



APPLICATION FORM FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

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 Hart District Council for guidance.

1.	Address of establishment (or address at which moveable establishment is kept)	Post Code
2.	Name of food business (trading name)	Tel No.
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 boxes that apply):			6. Type of Business:		
Farm Shop	<input type="checkbox"/>	Staff restaurant/canteen/kitchen	<input type="checkbox"/>	Sole Trader	<input type="checkbox"/>
Food manufacturing/processing	<input type="checkbox"/>	Catering	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Packer	<input type="checkbox"/>	Hospital/residential home/school	<input type="checkbox"/>	Limited Company	<input type="checkbox"/>
Importer	<input type="checkbox"/>	Hotel/pub/guest house	<input type="checkbox"/>	Other (Please give details)	<input type="checkbox"/>
Wholesale/cash and carry	<input type="checkbox"/>	Private house used for a food business	<input type="checkbox"/>		
Distribution/warehousing	<input type="checkbox"/>	Moveable establishment e.g. ice cream van	<input type="checkbox"/>		
Retailer	<input type="checkbox"/>	Market stall	<input type="checkbox"/>	(If Limited Company, please complete 7. below)	
Restaurant/café/snack bar	<input type="checkbox"/>	Food broker	<input type="checkbox"/>		
Market	<input type="checkbox"/>	Takeaway	<input type="checkbox"/>		
Seasonal Slaughterer	<input type="checkbox"/>	Other (please give details)	<input type="checkbox"/>		

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 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 50 <input type="checkbox"/> 51 plus <input type="checkbox"/>		
9.	Water Supplied to the Food Business Establishment.	Public (Mains) Supply <input type="checkbox"/> Private Supply <input type="checkbox"/>
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 <input type="checkbox"/> 11 – 50 <input type="checkbox"/> 51 plus <input type="checkbox"/> (Please tick one box)
Count part-time worker(s) (25hrs per week or less) as one-half.		
Signature of Food Business Operator		
Date	AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY CHANGES TO THE ACTIVITIES STATED ABOVE TO (THE COMPETENT AUTHORITY) AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.	
Name (BLOCK CAPITALS)		

The Completed Form should be sent to: Commercial Team, Environmental Health Department, Hart District Council, Civic Offices, Harlington Way, Fleet, Hampshire GU51 4AE SEE NOTES OVERLEAF

NOTES ON REGISTRATION OF FOOD PREMISES

Before opening your food premises, you have to register with us at least 28 days before you intend to open (under Regulations EC 852/2004)

Registration allows us to keep an up-to-date list of all food premises in Croydon so we can visit them when we need to.

Which premises should be registered?

If you run a food business for more than five days in any five consecutive weeks, you must tell us about any premises you use for storing, selling, distributing or preparing food. These include:

- Restaurants & cafes
- Shops & supermarkets
- Staff canteens & kitchens in offices
- Warehouses
- Hotel & guest houses
- Delivery vehicles
- Buffet cars on trains
- Market and other stalls
- Hot dog and ice cream vans

Food businesses run from vehicles

If you use vehicles for your food business in connection with permanent premises such as a shop, or warehouse, you need only tell us 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 us where the vehicles are normally kept.

Business that are exempt from registration

Certain premises are exempt from registration. Contact us if you think you might be exempt. Exemptions include:

- Premises which are already registered for food law purposes
- Certain agricultural premises
- Motor cars
- Tents and marquees (but not stalls)
- Some domestic premises
- Some village halls
- Licence Slaughter houses

How to register

You can register by printing out and completing a registration form – available from the Actions box below. Please note

- Registration is free
- If you use premises in more than one local authority area, you must register with each local authority separately
- Seasonal businesses should give the dates between which they will be open.

After you have registered

- We will enter your details on our Register.
- The public will be able to inspect the addresses and the type of business being run at each site.
- The public will not be able to see any other information provided.

You will have to notify us if there is a change

- of proprietor
- in the nature of the business
- in the address at which moveable premises are kept.

If we wish to change your entry in the register because of information which is 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 the law**