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 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 Aylesbury Vale District Council for guidance.

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

_____ Post code _____

2. Trading name of food business _____

Tel no. _____ Email _____

3. Full name of food business operator(s) (or limited company where relevant) _____

4. Head office/home address of food business operator (where different from address of establishment) _____

_____ Post code _____

Tel no. _____ Email _____

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

Staff restaurant/canteen/kitchen	☐	Hospital/residential home/school	☐
Retailer	☐	Distribution/warehousing	☐
Restaurant/café/snack bar	☐	Food manufacturing/processing	☐
Market/Market stall	☐	Importer	☐
Takeaway	☐	Catering	☐
Hotel/pub/guest house	☐	Packer	☐
Private house used for a food business	☐	Moveable establishment e.g. ice cream van	☐
Wholesale/cash and carry	☐	Primary producer – livestock	☐
Food Broker	☐	Primary producer - arable	☐
Childminder	☐		

Other (please give details):

_____

6. If this is a new business, the date you intend to open _____

7. Brief description of food business (type of food and who you will selling to/supplying)

_____

_____

Signature of Food Business Operator _____

Date _____

Name _____
(BLOCK CAPITALS)

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY SIGNIFICANT CHANGE IN ACTIVITIES (INCLUDING CLOSURE) TO THE FOOD AUTHORITY AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

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 degree of risk involved.

What is approval?

2. Certain premises are required to be approved by the Local Authority. Premises which require approval process foods with an animal origin such as meat, dairy or fishery products. In addition to the types of food handled approved premises will supply all or some of their foods to other businesses rather than direct to the consumer. If you think you may require an approval please contact the Local Authority for advice. If you do require approval then you will be sent a separate form to complete. It is an offence to trade without an approval if it is required.

Who needs to register?

3. If you run a food business 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 premises includes 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 creams vans, etc.

4. Mobile trailers i.e. burger vans and ice cream vehicles, must tell the Authority where the vehicle is normally kept.

5. Anyone starting a new food business must register with the Local Authority at least 28 days before doing so.

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. For AVDC the address is below. For other local authorities the information will be on the internet or in a 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. 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?

8. The Local Authority will enter the details on its Register. A register of the name of the business (if any), the address, name of the food business operator and 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, but maybe provided if requested under the Freedom of Information Act 2000 or associated legislation.

Changes

9. Once you have registered with the Local Authority, you are legally required to notify them of significant changes, these include a change in the food business operator, significant changes in the activities of the business and if the business closes. If the premises has a new food business operator, they/s/he will have to re-register the business.

The completed form should be sent to:

Environmental Health & Licensing
Aylesbury Vale District Council
PO Box 622
Aylesbury
HP20 1ZL

Telephone: 01296 585605

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

Data Protection
AVDC is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner and may use this information for any of them. We may receive information about you from other organisations, or we may give information to them. If we do it will only be as the law permits, to check the accuracy of information, to prevent fraud or detect crime, or to protect public funds.