

## Application for the registration of a food business establishment

(Regulation (EC) No. 852/2004 on the hygiene of foodstuffs, Article 6(2))

As a new food operator, you need to fill in this form and send it to us 28 days before you start. Depending on what food activities you're planning to do you may need to be **approved** instead of **registered**, please contact us on 01782 232065 for help if you're not sure.

**1. Address of establishment:** \_\_\_\_\_  
(or address at which moveable establishment is kept)

**Postcode:** \_\_\_\_\_

**2. Trading name:** \_\_\_\_\_ **Tel no:** \_\_\_\_\_

**3. Full name of food business operator(s):** \_\_\_\_\_  
(or limited company where relevant)

**4. Head office address of food business operator:** \_\_\_\_\_  
(where different from address of establishment)

**Postcode:** \_\_\_\_\_

**Tel no:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**5. Type of food activity:** (Please tick **all** the boxes that apply):

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Staff restaurant/canteen/kitchen       | <input type="checkbox"/> | Hospital/residential home/school               | <input type="checkbox"/> |
| Retailer (including farm shop)         | <input type="checkbox"/> | Distribution/warehousing                       | <input type="checkbox"/> |
| Restaurant/café/snack bar              | <input type="checkbox"/> | Food manufacturing/processing                  | <input type="checkbox"/> |
| Market/ Market stall                   | <input type="checkbox"/> | Importer                                       | <input type="checkbox"/> |
| Takeaway                               | <input type="checkbox"/> | Catering                                       | <input type="checkbox"/> |
| Hotel/pub/guest house                  | <input type="checkbox"/> | Packer   | <input type="checkbox"/> |
| Private house used for a food business | <input type="checkbox"/> | Primary producer - livestock                   | <input type="checkbox"/> |
| Wholesale/cash and carry               | <input type="checkbox"/> | Primary producer – arable                      | <input type="checkbox"/> |
| Food Broker                            | <input type="checkbox"/> | Moveable establishment<br>(e.g. ice cream van) | <input type="checkbox"/> |

Other (please give details): \_\_\_\_\_

**6. If this is a new business, the date you intend to open** \_\_\_\_\_

**Signature of food business operator** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_

(BLOCK CAPITALS)

**Return form to: Stoke-on-Trent City Council, Hanley Town Hall, Albion Street, Hanley, Stoke on Trent, ST1 1QL.**

**Once you have given in this form you need to let us know if you change any of the food activities, or close the business. Make sure you do this within 28 days of it happening.**

For office use only	Primary Use		Area Code		Date Received	
	Subsidiary Use		Trading Type		Input by	

## Notes on Registration of a Food Business

### Who needs to register?

Any food undertaking or business which involves a degree of organisation and continuity of activity must be registered with us. The definition of Food Business includes activities carried on for profit or not, whether public or private, and which involve the production, processing, and distribution of food.

### Who doesn't need to register?

Certain activities are exempt from registration including:

- Primary production for private domestic use
- Preparation, handling or storage of food for private domestic use
- Direct sale by the producer of small quantities of primary products to the final consumer, or to local retailers supplying the final consumer
- Occasional preparation by individuals or groups for gatherings
- Occasional preparation by individuals or groups for sale at charitable events

**If you don't need to register but supply food to others, the food must be safe to eat.**

### Which person has to register?

The 'Food Business Operator' is responsible for registering the food business or activity. This is the person legally or naturally responsible for ensuring the requirements of food law are met by the business or activity under their control. As a general guide the person in charge should make sure that the business or activity is registered or exempt.

### When do I have to register?

You must complete and return this form at least 28 days before the business or food activities are to start. Failing to do this is an offence for which the Food Business Operator can be prosecuted. If you wish to start your business or activity before 28 days have passed you should contact us at the address given overleaf **first!**

### Do I get a registration certificate?

Registration certificates are not issued because they could cause confusion for the public and imply that food laws are being met. Registering your business allows us to decide when we will inspect your food activities, and who we need to send to do this.

### Do I need to register every year?

Registration is only required once for each business or activity provided nothing substantial changes. You must tell us of any substantial changes to your business, we will then advise you if re-registration is required.

### What happens to the information I supply ?

We will enter the details onto a register kept by us. Only information on the address and type of food business/activity you operate will be available to the general public. You will be allowed access to your own information on the register if you want to check that it is accurate.