

FOR OFFICE USE ONLY

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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 North Wiltshire District Council for guidance.

1. **Address of establishment** _____
(or address at which moveable premises are 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 boxes that apply):		6. Type of Business:	
Farm Shop	?'	Staff restaurant/canteen/kitchen	?'
Food manufacturing/processing	?û	Catering	?û
Packer	?i	Hospital/residential home/school	?i
Importer	?x	Hotel/pub/guest house	?x
Wholesale/cash and carry	?B	Private house used for a food business	?B
Distribution/warehousing	?°	Moveable establishment e.g. ice cream van	?°
Retailer	?	Market stall	?
Restaurant/café/snack bar	?^	Food Broker	?^
Market	?ö	Takeaway	?ö
Seasonal Slaughterer	?d	Other (please give details):	(If Limited Company, please complete 7 below)

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** ?á **Private Supply** ?á

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

11. **If this is a new business** _____ **12. If this is a seasonal business** _____
Date you intend to open 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 NORTH WILTSHIRE DISTRICT COUNCIL AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE (S) HAPPENING.

The completed form should be sent to: Environmental Health, North Wiltshire District Council, Monkton Park, Chippenham, Wiltshire SN15 1ER

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 for more than 5 days in any 5 consecutive weeks, 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, 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. The majority of premises will have to be registered. However, certain premises are exempt from registration e.g. some which are already registered for food law purposes, certain agricultural premises, motor cars, tents and marquees (but not stalls), some domestic premises and some village halls. You should contact your Local Authority if you think you might be exempt.

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. 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.
7. 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?

8. 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.

Changes

9. Once you have registered with the Local Authority you only need notify them of a change of Proprietor, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The new Proprietor will have to complete an application form.

If the Local Authority wishes to change the entry in the register because of information which it 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.