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 Ribble Valley Borough Council for guidance, tel: 01200 414464.

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

2. **Trading Name of food business:** _____ **Tel No:** _____

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

4. **Head office of food business operator** (where different from address of establishment:
_____ **Postcode:** _____

Telephone No: _____ **E-mail:** _____

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

Staff restaurant/canteen/kitchen	❑	Hospital/residential home/school	❑
Retailer (including farm shop)	❑	Distribution/warehousing	❑
Restaurant/café/snack bar	❑	Food manufacturing/processing	❑
Market/market stall	❑	Importer	❑
Take-away	❑	Catering	❑
Hotel/pub/guest house	❑	Packer	❑
Private house used for a food business	❑	Moveable establishment eg ice cream van	❑
Wholesale cash & carry	❑	Primary producer - livestock	❑
Food broker	❑	Primary producer – arable	❑

Other (please give details):
_____

6. **If this is a new business:** Date you intend to open _____

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 (INCLUDING CLOSURE) TO RIBBLE VALLEY BOROUGH COUNCIL AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.
A COPY OF THIS DOCUMENT CAN BE DOWNLOADED FROM THE RIBBLE VALLEY WEBSITE – www.ribblevalley.gov.uk

The completed form should be sent to:

The Head of Environmental Health Services, Chief Executive's Department, Council Offices, Church Walk, CLITHEROE, Lancashire, BB7 2RA

NOTES ON REGISTRATION OF FOOD BUSINESS ESTABLISHMENTS

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 (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 you 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 eg 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 Ribble Valley Borough Council, Chief Executive's Department, Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA. 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 to 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 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.