

Application Form for the Registration of a Food Business Establishment

(Regulation (EC) No. 852/2004 (See notes overleaf))



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

_____ Post Code _____

Telephone _____ Email _____

2. Name of food business (trading name) _____

3. Full Name of food business operator _____

4. Address of food business operator _____

_____ Post Code _____

Telephone _____ Email _____

5. Type of business: Sole Trader Partnership Limited Company

Other (give details) _____

6. Limited Company Name _____ Company No. _____

7. Registered Office Address _____

_____ Post Code _____

8. Full name of Manager (if different from operator) _____

9. Number of people engaged in food business 0 – 10 11 – 50 51 plus
Count part-time worker(s) (25 hrs per week or less) as one-half (Please tick one box)

10. New business/change of ownership _____ 11. Seasonal businesses _____
(State date you intend to open or date of change) (State period when open)

12. Type of food business (Please tick ALL the boxes that apply)

Farm Shop	<input type="checkbox"/>	Restaurant/café/snack bar	<input type="checkbox"/>	Private house for a food business	<input type="checkbox"/>
Food manufacture/processing	<input type="checkbox"/>	Market	<input type="checkbox"/>	Moveable establishment eg van	<input type="checkbox"/>
Packer	<input type="checkbox"/>	Seasonal Slaughterer	<input type="checkbox"/>	Market stall	<input type="checkbox"/>
Importer	<input type="checkbox"/>	Staff restaurant/canteen/kitchen	<input type="checkbox"/>	Food Broker	<input type="checkbox"/>
Wholesale / cash and carry	<input type="checkbox"/>	Catering	<input type="checkbox"/>	Takeaway	<input type="checkbox"/>
Distribution / warehousing	<input type="checkbox"/>	Hospital/Residential Home/school	<input type="checkbox"/>	Other (please give details)	<input type="checkbox"/>
Retailer	<input type="checkbox"/>	Hotel/pub/guest house	<input type="checkbox"/>		

13. Are vehicles/stalls used for preparing food kept at or used from the premises YES / NO

Are vehicles used for transporting food kept at or used from the premises YES / NO

Number of vehicles/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

14. Water supply to establishment Public (mains) supply Private supply PTO→

15. What types of food does your business handle ? Please tick ALL boxes that apply)

Chilled foods	<input type="checkbox"/>	Frozen foods	<input type="checkbox"/>	Fruit & vegetables	<input type="checkbox"/>	Fish/fish products	<input type="checkbox"/>
Fresh/frozen meat	<input type="checkbox"/>	Fresh/frozen poultry	<input type="checkbox"/>	Meat products	<input type="checkbox"/>	Dairy products	<input type="checkbox"/>
Eggs	<input type="checkbox"/>	Bakery	<input type="checkbox"/>	Sandwiches	<input type="checkbox"/>	Confectionary	<input type="checkbox"/>
Ice-cream	<input type="checkbox"/>	Alcoholic drinks	<input type="checkbox"/>	Canning	<input type="checkbox"/>	Vacuum packing	<input type="checkbox"/>
Bottling	<input type="checkbox"/>	Table meals/snacks	<input type="checkbox"/>	Takeaway food	<input type="checkbox"/>	Accommodation	<input type="checkbox"/>
Delivery service	<input type="checkbox"/>	Chilled food storage	<input type="checkbox"/>	Bulk storage	<input type="checkbox"/>		

Other: please give details _____

It is an offence to give false or incomplete information

Signature of Food Business Operator _____ Date _____

Name (block capitals) _____ Position in Company _____

Notes on the Registration of Food Premises

What is registration ?

Registration of an Establishment used for a food business (including market stalls, delivery vehicles and other moveable structures) is required by law. Registration allows local authorities to keep an up-to-date list of all those Establishments in their area so they can visit them when they need to. The frequency of the visits will depend on the type of business. On the basis of the activities, certain food business establishments are required to be approved rather than registered. If you are unsure whether any aspect of your food operations require approval, please contact the Environmental Health Commercial Team for guidance.

Tel: 01395 516551 or email: environmentalhealth@eastdevon.gov.uk

Who needs to register ?

Anyone running a food business.

How do I register ?

By filling in and returning this form. Registration cannot be refused and there is no charge. The registration form must be sent to the above address within 28 days before commencing food operations.

You must tick all of the boxes which apply to your Establishment, answer all of the questions and give all of the information requested. In question 11, Seasonal Establishments operating for a certain period each year should give the dates between which they will be open. If you have any questions, we will help you.

Where do I send the form ?

For Establishments in the East Devon area, the form should be returned to: **Head of Environmental Health & Equalities, East Devon District Council, Council Offices, Knowle, Sidmouth, Devon EX10 8HL.**

If you use moveable premises such as a vehicle or stall in more than one local authority area, you may need to register with each authority separately.

What happens to the information given on the form ?

We will enter the details on a register. A register of addresses and the type of business will be open to inspection by the general public. Records of the other information will not be publicly available.

Changes

Once you have registered with us, you only need to notify us 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. This should be done within 28 days of the change. New proprietors must complete a registration form.

If we wish to change an entry in the register because of information which we have 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.