

## 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 Environmental Services, Isle of Anglesey County Council, Council Offices, Llangefni, Anglesey, LL77 7TW, 01248 752866 for guidance.

1. **Address of establishment** \_\_\_\_\_  
(or address at which moveable establishment is 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 the boxes that apply):

Farm Shop   
Food manufacturing / processing   
Packer   
Importer   
Wholesale / cash and carry   
Distribution / warehousing   
Retailer   
Restaurant / café / snack bar   
Market   
Seasonal slaughterer

Staff restaurant / canteen / kitchen   
Catering   
Hospital / residential home / school   
Hotel / pub / guest house   
Private house used for a food business   
Moveable establishment e.g. ice cream van   
Market stall   
Food broker   
Takeaway   
Other (please give details):   
\_\_\_\_\_  
\_\_\_\_\_

6. **Type of business:**

Sole trader   
Partnership   
Limited Company   
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 purpose of preparing, selling or transporting food:**

5 or less     6 – 10     11 – 50     51 plus

9. **Water supplies to the food business establishment:**    Public (mains) supply     Private supply

10. **Full name of manager (if different from operator)** \_\_\_\_\_

11. **If this is a new business?** \_\_\_\_\_  
Date you intend to open

12. **If this is a seasonal business?** \_\_\_\_\_  
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 Environmental Services, Isle of Anglesey County Council, Council Offices, Llangefni, Anglesey, LL77 7TW. Tel No. 01248 752866.

## NOTES ON REGISTRATION OF FOOD PREMISES

### Scope of food law

Food safety and hygiene legislation applies to food business operators, as defined. A “food business” means any undertaking, whether for profit or not and whether public or private, carrying out any stage of production, processing and distribution of food. A “food business operator” means the natural or legal persons responsible for ensuring that the requirements of food law are met within the food business under their control (Article 3.2 and 3.3 of Regulation 178/2002). In general, persons or organisations whose activities fall within these definitions require to be registered by the relevant competent authority, usually the local authority.

### Exclusions

- Activities such as the occasional preparation of food by individuals or groups for gatherings or for sale at charitable events
- Primary production for private domestic use
- The domestic preparation, handling or storage of food for private domestic consumption
- The direct supply, by the producer, of small quantities of primary products to the final consumer to local retailer establishments directly supplying the final consumer
- Collection centres and tanneries which fall within the definition of food business only because they handle raw material for the production of gelatine or collagen

These activities are however still subject to the general requirements relating to placing unsafe food on the market contained in Article 14 of Regulation (EC) 178/2002 as implemented by the General Food Regulations 2004.

### Registration

Food business operators must register their establishments (i.e. each separate unit of their food business, which includes game larders and collection centres) with the relevant competent authority (Article 6(2) of Regulation 852/2004). This does not apply to those establishments for which approval only is required (Article 6(3) of Regulation 852/2004).

Food business operators must register their establishments with the relevant competent authority and should do so at least 28 days before food operations commence. When registering, food business operators must provide the relevant competent authority with full details of the activities undertaken.

Once their establishment is registered, food business operators must ensure that any changes to the details previously supplied e.g. a change of food business operator, a change to the food operations etc. are notified to the relevant competent authority (Article 6(2) of Regulation 852/2004). Such notifications should be made as soon as possible and in any event no later than 28 days after the change has happened.

### How do I register

By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to the relevant competent authority, usually the local authority. If it 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.

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?

The details will be entered on the food premises register and a copy of the form kept on file. This information will be treated in accordance with the Freedom of Information Act and Data Protection Act.

**These notes are provided for information only and should not be regarded as a complete statement of the law. The Food Standards Agency website at [www.food.gov.uk](http://www.food.gov.uk) provides further guidance on food hygiene and applicable legislation.**