

APPLICATION FORM 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 received by 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 Dudley MBC for guidance.

The completed form should be sent to:
**Dudley Metropolitan Borough Council
Food and Consumer Safety
4 Ednam Road
Dudley
West Midlands
DY1 1HL**

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

_____ **Post Code** _____

2. **Trading name of food business** _____ **Telephone No.** _____

3. **Full Name of Food Business Operator(s)** _____
(or Limited Company where relevant)

4. **Head Office OR Home address of Food Business Operator** _____
(where different from address of establishment)

_____ **Post Code** _____

Telephone No. _____ **Mobile No** _____

E-Mail _____

5. **Type of food business** (Please tick ALL the boxes that apply):

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

**AFTER THIS FORM HAS BEEN SUBMITTED,
FOOD BUSINESS OPERATORS MUST
NOTIFY ANY CHANGE IN ACTIVITIES TO THE
ACTIVITIES STATED ABOVE (INCLUDING
CLOSURE) TO DUDLEY MBC AND SHOULD DO
SO WITHIN 28 DAYS OF THE CHANGE(S)
HAPPENING.**

FOOD SAFETY AND HYGIENE (ENGLAND) REGULATIONS 2013

NOTES ON FOOD REGISTERED 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 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, cafes, 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. Anyone starting a new food business must register with the Local Authority at least 28 days before doing so.
4. The majority of premises will have to be registered. However, certain premises are exempt from registration e.g. some which are already registered or approved for food law purposes, some domestic premises and some village halls. You should contact your Local Authority if you think you might be exempt.

How do I register?

5. 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 is on the front of this form. 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.
6. You must tick all the boxes which apply to your business, answer all the questions and give all the information requested. 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.
9. The information given on this form is subject to provisions of the Data Protection Act 1998. Your personal details will be collected solely to process your application for registration of food premises. Other information about your business may be shared with other agencies such as the Food Standards Agency or Defra. Further data protection information can be obtained from the Information Commissioner's website www.informationcommissioner.gov.uk

Changes

10. 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.

These notes are provided for information only
and should not be regarded as a complete statement of the law.