



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 Ipswich Borough Council for guidance.

1. Address of establishment (or address at which a 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 address of food business operator (where different from address of establishment)

_____ Postcode _____

Tel No: _____ Email: _____

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

Staff restaurant/canteen/kitchen	<input type="checkbox"/>	Hospital/residential home/school	<input type="checkbox"/>
Retailer (including farm shop)	<input type="checkbox"/>	Distribution/warehousing	<input type="checkbox"/>
Restaurant/café/snack bar	<input type="checkbox"/>	Food manufacturing/processing	<input type="checkbox"/>
Market/Market stall	<input type="checkbox"/>	Importer	<input type="checkbox"/>
Takeaway	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Hotel/pub/guest house	<input type="checkbox"/>	Packer	<input type="checkbox"/>
Private house used for a food business	<input type="checkbox"/>	Moveable establishment eg ice cream van	<input type="checkbox"/>
Wholesale/Cash and carry	<input type="checkbox"/>	Primary producer - livestock	<input type="checkbox"/>
Food Broker	<input type="checkbox"/>	Primary producer - arable	<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 (IN BLOCK CAPITALS): _____

The completed form should be sent to:
 Environmental Services, Ipswich Borough Council, Grafton House, 15-17 Russell Road, Ipswich, IP1 2DE

After this form has been submitted, food business operators must notify any significant change to the activities stated above (including closure) to Ipswich Borough Council within 28 days of the change(s) happening.

FOR OFFICE USE

Checked by		Enter against PI No	
New PI required		Main use code	
Additional use codes		FSA code	
HWS code		FHRS code	

NOTES ON REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

1. What is a food business?

A 'food business' means any undertaking, whether for profit or not and whether public or private, carrying out any of the activities related to any stage of production, processing and distribution of food. Please also note that the term 'food' includes drink.

2. What is a food business operator?

'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. If your food business is a Limited Company the food business operator will be the Limited Company.

3. What must be registered?

Most food businesses need to register all of their premises with their local authority before opening (or before starting to use new premises). The legal requirement to register is found in Article 6(2) of Regulation (EC) No 853/2004 on the hygiene of foodstuffs. The law requires that food business operator must register their establishments (i.e. each separate unit of their food business that carries out any of the stages of production, processing and distribution of food) with their local authority. It would include for example: 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.

Registration allows local authorities to keep an up-to-date list of food premises in their area so that they can plan inspections and target advice and other food safety activities. The frequency of inspection or other types of contact will depend on the type of businesses.

4. How do I register?

To register, simply fill in this form, sign it and send it to your local authority. For premises within the Ipswich Borough boundary the address is on the front of this form. If you use premises in more than one local authority area you must register each establishment with each authority separately. Moveable establishments such as ice cream vans, burger vans etc should be registered by the food business operator with the local authority in whose area the vehicle is normally kept.

Please ensure you tick all the boxes which apply to your business, answer all the questions and give all the information requested. It is an offence to give information which you know is false, and incomplete/unsigned forms will be returned to you. If you require any assistance in completing this form please call 01473 433055, 8.45am -4.45pm Monday to Friday. Please ask for a member of the Food Safety Team.

Registration is free and cannot be refused. Establishments must be registered 28 days before they are brought into use.

5. What happens to the information given on the form?

We will enter the details on our database. Ipswich Borough Council is required to keep a list of food business establishments registered with them. This list is available for inspection by the general public at all reasonable times. The list contains the following information about each food business:

- Name of food business operator
- Name of food business
- Address of the food business establishment
- Particulars and nature of the food business

We may give or send a copy of their list or any entry on it to any person who makes a request for such information.

The local authority must have regard to the Data Protection Act 1998 and the Freedom of Information Act 2000 in relation to any information which it holds.

6. What happens if I close the food business or change how I operate?

Food business operators must ensure the appropriate local authority always has up-to-date information on their food business establishments and must notify the authority of any significant changes of activity, or closure. Such notifications should be made, preferably in writing and before the changes occur, and in any event no later than 28 days after the change has occurred.

Notification of a change to the operator of a food business establishment should be made by the new business operator.

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