

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 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 Northumberland County Council for guidance.

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 address of food business operator** _____
(where different from address of establishment)

Post code _____

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	☐
Takeaway	☐	Catering	☐
Hotel/pub/guest house	☐	Packer	☐
Private house used for a food business	☐	Moveable establishment e.g. ice cream van	☐
Wholesale/cash and carry	☐	Primary producer - livestock	☐
Food Broker	☐	Primary producer - arable	☐

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)



Northumberland
County Council

Northumberland County Council
Commercial Team
Housing and Public Protection Service
West Hartford Business Park
Cramlington
Northumberland
NE23 3JP

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

NOTES ON REGISTRATION OF FOOD PREMISES

What is registration?

1. Registration of a food business (including market stalls, delivery vehicles and other moveable structures) is required by law. The purpose of registration is to provide Local Authorities who are responsible for enforcement of food legislation, with information to keep an up-to-date list on all the food premises in their area and to plan their inspections more effectively. It is the responsibility of the food business operator to ensure their Local Authority always has up-to-date information on their business.

Who needs to register?

2. If you are a Food Business Operator (“...the natural or legal persons responsible for ensuring that the requirements of food law are met within the food business under their control...”) you must inform, or arrange for someone else to inform, the local authority about any food business establishment (“... 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...”) you use for storing, selling, distributing or preparing food.

A food business establishment 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/cold food and ice cream vans, domestic premises used as a food business etc. Groups such as childminders with fewer than 7 children and those providing food for sale from market stalls run by WI or Country Markets Ltd are no longer exempt from registration.

3. Anyone starting a new food business must register with the local authority at least 28 days before doing so.

You will be committing an offence if you fail to register and will be liable for prosecution with a fine.
How do I register?

4. By filling in this form. Registration cannot be refused and is **free**. The registration form must be sent to **Northumberland County Council, Public Protection, County Hall, Morpeth, Northumberland, NE61 2EF**. 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 establishments in more than one local authority area, you must register with each authority separately. You **must** return your application as soon as possible.
5. 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. If you wish this Department to confirm receipt of your application you must provide a stamped addressed envelope with your application.

What happens to the information given on the form?

6. 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

7. Once you have registered with the local authority, you need to notify them of any changes e.g. proprietor, nature of the business changes, businesses ceases trading, or 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**