

# 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 MID SUSSEX DISTRICT COUNCIL 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 Mid Sussex District 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       | <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 e.g. 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:** \_\_\_\_\_  
 (BLOCK CAPITALS)

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

OFFICE USE ONLY:

<i>Date received</i>	<i>Date copy to WSCC</i>	<i>Date entered on Uniform</i>	<i>Uniform ref. no.</i>

# NOTES ON REGISTRATION OF FOOD BUSINESS ESTABLISHMENTS

## What is registration?

1. Registration of food business establishments (including market stalls, delivery vehicles and other moveable structures) is required by law. Registration allows food authorities to keep an up-to-date list of all those food business establishments in their area.

## Who needs to register? ‘

2. Food business operators must register their food business establishment (i.e. each separate unit of their food business) with the appropriate Food Authority at least 28 days before food operations commence. In respect of food business establishments subject to Regulation (EC) No 852/2004 there are no specific exemptions from the requirement to be registered.
3. “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.
4. “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. Food business establishments include restaurants, hotels, guest houses, pubs, cafes, shops, supermarkets, food manufacturers, home caterers, school kitchens, nurseries, child minders, hospitals, care homes, staff canteens, warehouses, distribution centres, catering operations, community centres, delivery vehicles, buffet cars on trains, market and other stalls, hot dog stalls, ice cream vans, etc.
5. ‘Food’ includes drink, chewing gum and any substance, including water, intentionally incorporated into the food during its manufacture, preparation or treatment.
6. Moveable establishments e.g. ice cream vans, hot dog vendors, should be registered by the food business operator with the Food Authority in the area in which they are ordinarily kept

## How do I register?

7. By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to the address below. If you use premises in more than one local authority area, you must register with each authority separately.
8. You must answer all the questions and give all the information requested.

## What happens to the information given on the form?

9. The Council will enter the details on the List of Registered Food Business Establishments. The list will be available for inspection by the general public at all reasonable times. The list will contain the following information about each food business:
  - a. Name of the food business.
  - b. Address of the food business establishment.
  - c. Particulars and nature of the food business.

## Changes

10. The Food Business Operator must notify the Food Authority, preferably in writing, of changes to the details previously supplied e.g. a change of food business operator, a change of food activities, or the closure of an establishment. The changes should preferably be notified before they happen, and in any event no later than 28 days after the change has happened. A new food business operator 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.**

**Return this form to: Food and Safety Team, Housing, Environmental Health and Building Control Division, Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex RH16 1SS.**

For information telephone the Food and Safety Team on 01444 477433.



The information you have given on this form will only be used by Mid Sussex District Council and its employees in accordance with the Data Protection Act 1998. The information will not be given to any other organisation or individual except to the extent permitted by the Data Protection Act. Mid Sussex District Council may use the information to help with the efficient provision of services and for the prevention and detection of fraud, tax evasion and other crime. The information may also be shared for these purposes with HM Revenue & Customs, the Department for Work and Pensions, the Home Office, the Audit Commission, the police, other local authorities and other permitted organisations.

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