



APPLICATION FORM FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

This form should be completed by food business operators in respect of new food business establishments and submitted to the relevant competent 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 (see *note 5 over*).

**Making Worcester a Great Place
to Live, Work and Visit**

1. **Address of establishment**
(or address at which moveable establishment is kept)
- Post Code** **Telephone No.**
2. **Name of food business (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):

- | | |
|--|--|
| <input type="checkbox"/> Farm Shop | <input type="checkbox"/> Staff restaurant/canteen/kitchen |
| <input type="checkbox"/> Food Manufacturing/processing | <input type="checkbox"/> Catering |
| <input type="checkbox"/> Packer | <input type="checkbox"/> Hospital/residential home/school |
| <input type="checkbox"/> Importer | <input type="checkbox"/> Hotel/pub/guest house |
| <input type="checkbox"/> Wholesale/Cash and Carry | <input type="checkbox"/> Private House used for a food business |
| <input type="checkbox"/> Distribution/warehousing | <input type="checkbox"/> Moveable establishment eg ice cream van |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Market stall |
| <input type="checkbox"/> Restaurant/café/snack bar | <input type="checkbox"/> Food Broker |
| <input type="checkbox"/> Market | <input type="checkbox"/> Takeaway |
| <input type="checkbox"/> Seasonal Slaughterer | <input type="checkbox"/> Other (Please give details) |

6. **Type of Business:**

- | | |
|--|--------------------------|
| <input type="checkbox"/> Sole Trader | <input type="checkbox"/> |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> |
| <input type="checkbox"/> Limited Company | <input type="checkbox"/> |
| <input type="checkbox"/> Other (Please give details) | <input type="checkbox"/> |
| _____ | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

7. **Limited Company Name** **Company No**
- Registered Office Address**
- **Post Code**

8. **Number of vehicles or stall kept at, or used from, the food business establishment and used for the purposes of preparing, selling or transporting food:**

- 5 or less 6-10 11-50 51 plus

9. **Water Supplied 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** 12. **If this is a seasonal business**

Date you intend to open 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

Name (BLOCK CAPITALS) **Date**

The completed form should be sent to:
ENVIRONMENTAL SERVICES
WORCESTER CITY COUNCIL
THE GUILDHALL
HIGH STREET
WORCESTER
WR1 2EY

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY CHANGES TO THE ACTIVITIES STATED ABOVE TO WORCESTER CITY COUNCIL AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

NOTES ON REGISTRATION OF FOOD PREMISES

What is registration?

1. Under Article 6(2) of Regulation (EC) 852/2004 food business operators must register their establishments (i.e. each separate unit of their food businesses) with the appropriate food authority. Registration allows local authorities to keep an up-to-date list of food 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, pleasure craft, market and other stalls, hot dog and ice cream vans, etc. For information on exemptions see note 5.
3. If you use vehicles for your food business in connection with permanent premises such as a shop, or warehouse you only need to tell the local authority how many vehicles you have. You do not need to register each vehicle separately. If you have one or more vehicles but no permanent premises, you must tell the authority where they are normally kept.

Time Period for Registration

4. Anyone starting a new food business must register with the local authority at least 28 days before their food operation commences.

Exemptions

5. There are no exemptions to Regulation 852/2004. However, food businesses supplying products of animal origin, other than by retail, will be subject to Approval under Regulation (EC) 853/2004 rather than registration with the food authority. If you are unsure whether any aspect of your food operations would require your establishment to be approved, please contact the Environmental Health Division on 01905 722213 for guidance.

How to Register

6. Complete this form. Registration cannot be refused and there is no charge. The registration form must be sent to your local authority. The address can be found on the front of this form or in the telephone directory. 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.
7. 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?

8. The Local Authority will enter the details on a local Register of food businesses. A register containing the name of the food business operator, name of the food business, address of the food business establishment and particulars and nature of the food business, will be open to inspection by the general public. Details of the other information provided will not be publicly available subject to provisions of the Freedom of Information Act 2000 and Data Protection Act 1998.

Changes

9. Any changes to the details previously supplied must be notified to the Local Authority, e.g. a change of food business operator, a change of activities carried out in relation to food, closure of an establishment, change of the address at which moveable premises are kept. 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. A new food business operator must complete a new 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 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.**