

EAST DUNBARTONSHIRE COUNCIL COMMUNITY PROTECTION

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 [the Food Authority] for guidance.

1. Address of establishment

(or address at which moveable establishment is kept)

Post code

2. Name of food business

(trading name)

Telephone no.

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 e.g. 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"/> |

(If Limited Company, please complete 7. below)

7. Limited company name

Company no.

Registered Office address

Post code

8. If this is a new business

Date you intend to open

9. If this is a seasonal business

Period during which you intend to be open each year

Signature of food business operator

Date

Name

(BLOCK CAPITALS)

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

NOTES OF REGISTRATION OF FOOD 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. From January 2006 it is a legal requirement for **ALL** Food Businesses to register with the relevant Local Authority.

How do I Register?

3. 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 can be found in the telephone directory. If this 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.
4. 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 9. If you have any questions your Local Authority will help you. It is an offence to give information which you know to be false.

What Happens to the Information Given on the Form?

5. The Local Authority will enter the details on its register. A register of addresses and the type of business carried out at each premises will be open to inspection by the general public. Records of the other information provided will not be publicly available.

Changes

6. Once you have registered with the Local Authority you only need to notify them of a change of the food business operator, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The new food business operator 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.

Data Protection Act 1998

The information provided by you will be used in addressing your application for Registration of a Food Premises. In terms of the Data Protection Act 1998, you are entitled to know what personal information East Dunbartonshire Council holds about you, on payment of a fee of £10.

Application should be made to Community Protection,
Southbank House, Strathkelvin Place, Kirkintilloch, G66 1XQ

This completed form should be sent to:

East Dunbartonshire Council
Community Protection
Business Regulation
Southbank House
Strathkelvin Place
Kirkintilloch
G66 1XQ