

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 operators. 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**..... **Telephone No.**.....
 (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 boxes that apply): | | 6. Type of Business: | |
| 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):..... | <input type="checkbox"/> |
| | | | |
- (If Limited Company, please complete 7. below)

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

8. **Number of vehicles or stalls 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) (25hrs per week or less) as one-half.

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 COMPETENT AUTHORITY) AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

Please send the completed form to:
Environmental Health Service
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

NOTES ON REGISTRATION OF FOOD BUSINESS ESTABLISHMENT

What is registration?

Registration of a business establishment used for a food premises (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 premises.

Who needs to register?

If you run a food business establishment 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, buffet cars on trains, market and other stalls, hot dog and ice cream vans etc.

If you use vehicles for your 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.

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

All food business establishments will have to be registered.

How do I register?

By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to Southampton City Council. The address can be found overleaf. 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.

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 7. If you have any questions please telephone 023 8083 2519 for assistance. It is an offence to give information which you know is false.

What happens to the information given on the form?

Southampton City Council 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

Once you have registered with the City Council you only need notify them where there is a change of proprietor, where the nature of the business changes, or where there is a change of the address at which movable 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.