

# 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. 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 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"/> |
| _____   |                          |
| _____   |                          |
| <i>(If Limited Company, please complete 7. below)</i> |                          |

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** \_\_\_\_\_  
Date you intend to open

12. **If this is a seasonal business** \_\_\_\_\_  
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** \_\_\_\_\_

**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.

## NOTES ON 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. 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.
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.
4. The majority of food businesses will have to be registered. Exemptions will depend on the continuity of the activities and the degree of organisation of the proposed business.

### How do I register ?

5. By filling in this form and returning it to:  
**Environmental Health  
South Ribble Borough Council  
Civic Centre  
West Paddock  
Leyland  
PR25 1DH**

Registration cannot be refused and there is no charge. If you use premises in more than one local authority area you must register with each local authority separately.

If you have any questions please contact us on 01772 625340.

It is an offence to give information which you know is false.

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

6. We will enter the details on our register. We have to maintain a list of food business establishments registered with us which is available for inspection by the general public at all reasonable times. The list contains details of the name of the food business operator, name of the food business, address of the food business establishment and particulars of and the nature of the food business.

### Changes

7. Once you have registered with us you only need to notify us of a change of proprietor, if the nature of the business changes, or if there is a change of address at which the moveable premises is kept. The new proprietor 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.**

FOR OFFICE USE ONLY		PREMISES USE	CONTACT NAME	
FS PROG				
FS NON PROG			OCCUPIER	
FS OTH				
HS PROG			HSE	
HS NON PROG		MAIN USE	APPROVED	
HS OTH				