



APPLICATION FORM FOR REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT
(Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs, Article 6(2))

REGISTRATION IS REQUIRED BY 28 DAYS BEFORE COMMENCING FOOD OPERATIONS

1. Trading Name of food business: _____

2. Address of establishment (or address at which moveable establishment is kept): _____

Postcode: _____ Telephone No.: _____

3. Full name of food business operator/s (or limited company where relevant): _____

4. Address of food business operator (where different from address of establishment): _____

Postcode: _____ Telephone No.: _____

Email: _____

5. Type of food activity (please tick **ALL** of the boxes that apply):

- | | |
|---|--|
| <input type="checkbox"/> 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 detail) _____ | |

6. Do you use any vehicles in connection with your food business e.g. delivery vehicle? _____

If yes, how many? _____

7. What date did you begin trading **or** what date do you intend to start trading? _____

8. Do you, or do you intend to, trade on the street, offer late- night refreshment and/or sell alcohol? _____

PLEASE TICK THE BOX IF YOU WOULD LIKE TO RECEIVE A WINDOW STICKER THAT STATES 'AWAITING INSPECTION'

Signature of Food Business Operator: _____ Date: _____

Name (BLOCK CAPITALS): _____

Please send your completed form;

By post: Commercial Team, Environmental Health & Trading Standards, Stopford House, Piccadilly, Stockport, SK1 3XE or **By Email:** food.safety@stockport.gov.uk

NOTES

Why do food businesses need to register?

- All premises used for a food business must be registered with the local authority **BY LAW**.
- Registration allows 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?

- If you run a food business in Stockport, you must tell us about any premises you use for storing, selling, distributing or preparing food 28 days before commencing food operations.
- 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, hotdog and ice cream vans etc.
- 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.
- If the business makes, prepares or handles food of animal origin (FOAO) for supply to other businesses then, in most cases, the food business and its activities will need to be **approved** rather than registered.
- If you are unsure whether any aspect of your food operations would require your establishment to be approved or if you require any further advice please contact Stockport Council's Environmental Health and Trading Standards Service for guidance on 0161 474 4208.

How do I register?

- By completing and submitting this form to us.
- If you use premises in more than one local authority area, you must register with each authority separately.
- Registration is free and cannot be refused.

What happens to the information given on the form?

The local authority 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 Local Authority you only need notify them of a change of proprietor, if the nature of the business changes or if 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.

For Office Use

If yes to question 8, please advise the Licensing Team. Has this been done?

1. Premises Use: _____ 2. Food Main Use: _____ 3. h&s Main use _____

4. Visit Type: _____ Sched. Visit date: _____ 5. Officer: _____

Prohibited Persons Check: _____ HSE Enforced? _____