



# Environmental Health Rother and Wealden Working Together



## APPLICATION FOR 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. Please read the notes overleaf for advice on completing the form. Some businesses need to be Approved rather than Registered. If you are unsure which applies to you, please contact us.

1. **Address of establishment** \_\_\_\_\_  
(or address at which a moveable/mobile establishment is kept) \_\_\_\_\_ **Post Code** \_\_\_\_\_

2. **Name of food business** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_  
(trading name)  
**Email Address** \_\_\_\_\_

3. **Full Name of food business operator(s)** (or Ltd company where relevant) \_\_\_\_\_

4. **Head Office Address of Food Business Operator** (if different from above) \_\_\_\_\_  
\_\_\_\_\_ **Post Code** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_ **Email** \_\_\_\_\_

I give consent to receive email correspondence

5. **Type of food business** (Please tick ALL the boxes that apply):

Staff Restaurant/canteen/kitchen	<input type="checkbox"/>	Hospital/residential home/school	<input type="checkbox"/>
Retailer (Including Farm shops)	<input type="checkbox"/>	Distribution/warehousing	<input type="checkbox"/>
Restaurant/Café/snack bar	<input type="checkbox"/>	Food manufacturing/processing	<input type="checkbox"/>
Market or 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"/>
<b>Other (Please state)</b> _____			

6. **Is this a new business at the premises?** Yes No **Date you intend to open**  
**Are you are taking over an existing business?** Yes No **Date you intend to take over**

7. **If the business is seasonal when will you be open?** \_\_\_\_\_

**Signature of Food Business Operator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (BLOCK CAPITALS)** \_\_\_\_\_

Please read the notes overleaf for advice on completing the form.

**AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST TELL US OF ANY CHANGES TO THE ACTIVITIES STATED ABOVE, INCLUDING CLOSURE, WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.**

Please return the form to:

Food, Health and Safety Team Rother District Council, Town Hall, Bexhill on Sea, East Sussex TN39 3JX  
Telephone 01424 787550 email foodhs@rother.gov.uk



Food Hygiene Rating Scheme



Safer Food, Better Business [www.food.gov.uk](http://www.food.gov.uk)

# Notes on the Registration of Food Businesses

## What is Registration?

1. The law requires that food business operators must register any premises used for a food business (including market stalls, delivery vehicles and mobile vans) with their local authority. This helps the local authorities keep an up to date list of all food businesses in their area. They can then visit them when they need to. The frequency of the visits will depend on what the food business does and how good they are.

## Who Needs to Register?

2. If you run a food business, whether for profit or not (e.g. a charity), you must tell the local authority about any premises you use for storing, selling distributing or preparing food.
3. Market stalls and mobile vendors like ice cream or burger vans must be registered with the local authority in whose area the vehicle is ordinarily kept.
4. Any one starting a new food business must register with their local authority 28 days before they start trading. This gives time for the local authority to give advice that might sort out any problems before the business opens.

## Exemptions

5. *Most food businesses will have to register but some are exempt. These include primary production for domestic use, domestic preparation and storage of food for domestic consumption, direct supply by the producer of small quantities of primary products to the final consumer or to local retail establishments directly supplying to the final consumer. You will not have to register if you only occasionally handle, prepare or serve food on a small scale (e.g. a church, school or village fair or are a charity volunteer who only prepares food occasionally). Please contact us if you are not sure if you are exempt.*

## How do I register?

6. You can register on-line or fill in this form. Registration is free. The registration form must be sent to your local authority. If you use premises in more than one local authority area e.g. have a number of shops in a region, you must register each one individually with the local authority in whose area they are based.
7. You must tick all the boxes that apply to your business, answer all the questions and give all the information requested, including the names of people that own the business. Contact your local authority if you need any help.

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

8. The local authority will enter the details on a Public Register. This contains the name of the food business, food business operator, business address and the type of food business being carried on. The register is open to inspection by the general public. The other information provided will not be publicly available. Copies of the registration details will be forwarded to other competent authorities, like the Trading Standards Department, that may have an interest in the business.

## Changes

9. Once you have registered with the local authority you only need to notify them of a change of food business operator, if the nature of the food business changes or if the business closes. The new food business operator will have to register the new business.

**These notes are provided for information only and should not be regarded as a complete statement of law.**

**It is an offence not to register a food business or to give information which you know to be false.**

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Call 0845 6060667 for new diary sheets