



APPLICATION 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 Council 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 Environmental Health for guidance (see over).

1. Address of Establishment (or address at which moveable establishment is kept) including post code	
Date premises due to open (or did open):	
2. Name of food business (trading name):	Phone no.
3. Full name of food business operator:	
<small>If the business is a partnership, the names of all the partners should be given here. If a limited company, the full company name should be given here</small>	
4. Address of food business operator:	
<small>In the case of an individual sole trader, the home address should be given. In the case of a limited company, the registered office should be given. In the case of a partnership the business address of the partnership should be given.</small>	
Phone number	Email:
Name of manager:	

5. Type of food business (please tick all the boxes that apply)		6. Type of business			
<input type="checkbox"/> Farm shop	<input type="checkbox"/> Staff restaurant, canteen, kitchen	<input type="checkbox"/> Sole trader			
<input type="checkbox"/> Food manufacturing/processing	<input type="checkbox"/> Catering	<input type="checkbox"/> Partnership			
<input type="checkbox"/> Packer	<input type="checkbox"/> Hospital, residential home/school	<input type="checkbox"/> Limited Company			
<input type="checkbox"/> Importer	<input type="checkbox"/> Hotel/pub/guest house	<input type="checkbox"/> Other (please give details below)			
<input type="checkbox"/> Wholesale/cash and carry	<input type="checkbox"/> Private house (used as food business)				
<input type="checkbox"/> Distribution/warehousing	<input type="checkbox"/> Moveable establishment (eg 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"/> Take-away				
<input type="checkbox"/> Seasonal slaughterer	<input type="checkbox"/> Other (give details) -				
7. Number of people engaged in the food business. Count part-time workers (25hrs/week or less) as one half	0-10	11-50	51 or more		
8. Number of vehicles or stalls kept at, or used from the establishment and used for the purpose of preparing, selling, or transporting food.	5 or less	5-10	11-50	51 or more	
9. Water supply – indicate whether mains or private	Mains		Private		

Signature of food business operator: _____ Date: _____
(or representative)

Name and position: _____

Please return this form to – Environmental Health, Surrey Heath Borough Council, Surrey Heath House, Knoll Rd, Camberley, Surrey GU15 3HD

Important! - read the notes overleaf

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 the Council to keep an up-to-date list of all those premises in its area so that inspections can be carried out when necessary. The frequency of inspections will depend on the type of business. Registration is dealt with by the Council's Environmental Health Service.

Who needs to register?

2. If you run a food business you must tell (or arrange for someone else to tell) the Council about any premises you use for storing, selling, distributing or preparing food. Food premises include 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 premises in more than one local authority area, you must register with each authority separately.
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. Anyone starting a new food business must register with the Council at least 28 days before doing so.
5. The majority of premises will have to be registered. However, certain premises are exempt from registration eg: food business establishments engaged only in primary production, some which are already registered for food law purposes, certain agricultural premises, some domestic premises and some village halls. You should contact Environmental Health if you think you might be exempt.

How do I register?

6. By filling in this form and sending it to Surrey Heath Environmental Health Service at the address given overleaf. Registration will not be refused and there is no charge.
7. 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. If you have any questions your local authority will help you. It is an offence to give information which you know is false.

Must I inform the Council of any changes?

8. **YES. YOU MUST NOTIFY THE COUNCIL OF ANY CHANGES TO THE ACTIVITIES STATED OVERLEAF WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.**

What happens to the information give on the form?

9. The Council will enter the details on its Register. A register of the name of the food operator the name of the food business the address and the type of business carried on at each premises will be open to inspection by the general public. Records of the other information provided will be held by the food authority within the principles of the Data Protection Act 1998 and the Freedom of Information Act 2000.

How can I get further advice on registration?

10. Phone 01276 707170 to speak to one of our Environmental Health staff. Or you can email: environmental.health@surreyheath.gov.uk .

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

The food business operator must ensure that the food authority always has up to date information about the business and must notify the food authority of any significant changes, or closure, no later than 28 days after the vent has occurred.