

For office use only:

Admin. _____

Officer _____

CP No. _____

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 Stroud District Council, Ebley Mill, Westward Road, Stroud, Glos., GL5 4UB 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 Food Safety Section on 01453 754477 or e-mail environmental.health@stroud.gov.uk 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):

- | | | | |
|-------------------------------|--------------------------|---|--------------------------|
| 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:**

- | | |
|--------------------------------------|--------------------------|
| Sole Trader | <input type="checkbox"/> |
| Partnership | <input type="checkbox"/> |
| Limited Company | <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** _____
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 STROUD DISTRICT COUNCIL AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

NOTES ON REGISTRATION OF FOOD PREMISES

Do I need to register my business?

All food business operators (including operators of market stalls, delivery vehicles and other moveable structures) are required by law to register their food premises with the local authority. Registration allows food safety officers to keep an up-to-date list of all food premises in their area so we can visit them when we need to. The frequency of the visits will depend on the type of business.

If you run a food business in the Stroud District you must tell us about any premises you use for storing, selling, distributing or preparing food. Food premises includes restaurants, hotels, cafés, 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 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.

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

Sites will exist on which there are two or more food business establishments under the control of the same food business operator. For example, in the case of a shopping centre in which there are two or more food business establishments under the control of the same business operator, such operators must ensure that each establishment under their control is registered separately. Food business operators should therefore complete a registration form for each separate establishment.

Sites will also exist on which there are two or more food business establishments under the control of different food business operators. For example, a supermarket may have a coffee shop on site under the control of a different food business operator such as a coffee shop chain. In such cases the coffee shop will not be covered by the supermarket registration and must be registered in its own right by its operator. Coffee shops, snack bars etc. operated by the supermarket itself would be covered as part of the supermarket's registration.

How do I register?

Registration cannot be refused and there is no charge. Simply send this completed form to the Environmental Health Service at the address below. 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 12. If you have any questions please contact the Food Safety Team on 01453 754473 and we will help you. It is an offence to give information which you know to be false.

What happens to the information given on the form?

We will enter the details on our Register. A register of addresses and the type of business carried on at these will be open to inspection by the general public. Records of the other information provided will not be publicly available and will not be disclosed outside of Stroud District Council, Local Government Departments and Government Agencies. The details will be used for the purpose of registration, enforcement and the protection of public funds.

What if my business changes?

Once you have registered you only need to notify us of a change of Food Business Operator, if the nature of the business changes, or if there is a change of address at which moveable premises are kept. The new Food Business operator will have to complete a new registration form