

Guidance notes for the completion of the Application for Registration form

These guidance notes aim to assist you in completing your application form fully and correctly.

If you require any additional advice, please e-mail the Food Safety Team:

foodsafety@hounslow.gov.uk

QUESTION 1- Trading name of food business

The trading name is the name that the business ordinarily uses in its day to day trade, for example the shopfront “name above the door”, or on your website, letterhead or invoices if your premises are not open to the public.

QUESTION 2 – Address of establishment

This should be the full postal address of the location **within the Borough of Hounslow** from which food is prepared, sold or stored, **including the Unit number(s) if relevant**. For a **mobile food unit**, the address should be the one at which the vehicle(s) is/are **stored overnight**. Then please state your **postcode** and the primary **telephone number** you use for the food business establishment that you are registering.

QUESTION 3 – Nature of Food Business Operator

Please tick the relevant box. If the business is operated by a **limited company**, please include the **Company Registration Number**. If you have ticked “other”, please provide an explanation, for example a charity or members’ club.

QUESTION 4 – Full name of Food Business Operator(s)

This must agree with your answer to Q3 above, i.e. for a **sole trader**, the name of a single individual should appear here; for a **partnership** you will need to give the full names of **all** the partners; for a **limited company** you will need to state the legal name of the company exactly as it is registered with Companies House.

QUESTION 5 – Correspondence or Registered Office Address of Food Business Operator

This should be the address to which correspondence should be sent. **Only complete the address field in this section if it is a different address from the one in Q2 above**. For example, if you have not moved into your business premises yet, you will need to have the letter sent to your home address or registered office address.

However, you should complete the **telephone no. & mobile** fields if you have any **alternative** telephone numbers to the one already stated in Q2.

It is also **very important** to provide an **E-mail** address (and your **Website** address if you have one).

QUESTION 6 – Type of Food Activity

Please tick **all the boxes that are relevant**. Below is an explanation of what the different options mean:

Restaurant/Café/Snack Bar: You serve food for **immediate consumption** to customers who can eat it **on the premises**

Staff Restaurant/Canteen/Kitchen: You serve food for immediate consumption but located in a **workplace** and **not open to the general public**

Takeaway: You sell food for **immediate consumption away from the premises**, either collected by or delivered to the customer. Includes sandwiches if they are freshly made at the time of purchase

Hotel/Pub/Guest House: You sell **alcohol for consumption on the premises** &/or provide **overnight accommodation** with breakfasts etc. Includes youth hostels and similar

Retailer (including farm shop): Any kind of shop selling mainly pre-packed food and/or drink directly to members of the public. Includes butchers, fishmongers, greengrocers, convenience stores, supermarkets, chemists, petrol stations, off-licences & **online trading** (but does **not** include catering establishments)

Market Stall: As part of your business you operate your own market stall(s) either inside or outside of Hounslow selling food directly to the public.

Moveable Establishment e.g. ice cream van: You operate vehicles from which food is prepared &/or sold directly to the public. **Also includes** burger vans, mobile fishmongers, bakers and greengrocers etc.

Hospital/residential home/school: Includes colleges/universities. You provide food to patients, residents, pupils or students.

Catering/event catering: You supply food for parties, functions or corporate events run by **third parties**. Includes sandwiches delivered to workplaces.

Private house used for a food business: You make, pack, prepare and/or store food at your home in the course of a business.

Child-minder: You first registered as a childminder with OFSTED before 1 January 2014 (*If you have only registered with OFSTED since that date, you do not need to submit this form*).

Van Driver/transport: Your business involves transporting food from one location to another.

Wholesale cash and carry: You supply mainly pre-packed food and/or drink to retailers or catering establishments on a wholesale basis Page 6

Distribution/warehousing: You store mainly pre-packed food and/or drink ready for delivery to other locations. Includes cold stores.

Importer/Bonded warehouse: You import food or alcohol from other countries as part of your business

Food Broker: You **negotiate sales** of food between producers/manufacturers/importers and wholesalers/retailers

Primary producer: A **farm** or **market garden**. Includes egg producers and beekeepers

Sandwich Making: You make sandwiches from scratch and supply them either directly to the public for later consumption, or to other businesses such as shops and caterers.

Food Manufacturing/Processing: You make, pack or prepare food which is **sold to other businesses for resale** to the final consumer. (**Important Note:** If you intend to process **raw meat, fish or milk** as part of your operations, please contact us for advice as soon as possible, because you may need to apply for **Approval** before you can commence trading.)

Other: This box should **only** be selected if your establishment does not fit into any of the other categories above (for example a nursery or playgroup, a soup kitchen, a church hall or community centre, a sports centre, a cinema selling popcorn etc.)

QUESTION 7 – Brief Description of Food Business

Please describe your business in a **few key words** using only the single line provided. (If you would like to provide us with more detailed information than this space allows, you are welcome to submit a covering letter with your registration form).

QUESTION 8 – Number of vehicles or stalls kept at, or used from, establishment & used for the purpose of preparing or transporting food

This includes all types of vehicle or stall, such as burger or ice-cream vans, delivery vans, delivery bikes, refrigerated lorries, market stalls etc. (If you **do not operate** any of these, please tick the “**0-5**” box)

QUESTION 9 – Water supplied to the food business

This will normally be “mains”. However, if your establishment is **not connected** to the mains, such as a mobile van or market stall, you should tick “Private Borehole”.

QUESTION 10 – Full name of manager (if different from Food Business Operator stated above)

This question should **only** be answered if the manager(s) is/are not the person(s) stated in Q4 above; for example, when the Food Business Operator is a **limited company**.

QUESTION 11 – If this is a new business, date you intend to open

This should normally be **at least 28 days** after the date you fill in this form. However, this question must be answered accurately, so if you have **already commenced** operating your business, **the actual date** on which you **commenced trading** (or **took over the business**) should be put here. If you have **taken over an existing business** as a new owner, or if it is a **change of limited company**, please tick the **Transfer of Ownership** box.

QUESTION 12 – If this is a seasonal business, period during which you intend to open each year

Please be as specific as possible, i.e. do not just say “Summer” or “Xmas”; put, for example, “May to September”, “Wednesdays only” or “6 weeks up until Xmas”. (If your business is operating full-time all the year round, please leave this box blank.)

QUESTION 13 – Number of people engaged in food business

Please tick the relevant box. Note that **part-time workers** should each be counted as $\frac{1}{2}$ a **person** when working out the correct category to use. Include yourself if you are working in the business handling food.

QUESTION 14 – Signature of Food Business Operator

Signing the form can be **delegated** to a manager or employee **by the owner(s) or directors**. Your normal signature should be used. If the form is being submitted **electronically**, a typed “signature” is acceptable, although an electronic signature would be preferred if possible.

QUESTION 15 – Name

This should be the name of the **person who has signed the form**. It must be **clear and legible** in **BLOCK CAPITALS**. **Capacity** means the **role** in which the person has signed the form, for example “Owner”, “Partner”, “Director”, “Manager” or “Employee”.

Submission

If you have completed the form **electronically**, please check that the form still fits onto a **single side of A4** and has not overrun onto the next page. If it has, please **attempt to get the form to fit** by deleting any unused space such as the ends of lines.

Once you have checked the form and are satisfied that it is fully completed and signed, you should **post** it to:

Food Safety Team
London Borough of Hounslow
Hounslow House
7 Bath Road
HOUNSLOW
TW3 3EB

or **email** it to: foodsafety@hounslow.gov.uk