

UPRN		By:	Office Use
Flare Number		By:	

Premises Inspected	Date:	By:	Office Use

# APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

*(Regulation (EC) No 853/2004 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 received by the relevant Food Authority 28 days before commencing food operations. Based on 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 **Hounslow Council** for guidance. Email: [foodsafety@hounslow.gov.uk](mailto:foodsafety@hounslow.gov.uk)

1. Trading name of food business: \_\_\_\_\_

2. Address of establishment: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_

3. Is the business operated by a: Sole trader  Partnership  Limited Company  (state registration no) \_\_\_\_\_  
Other  (please give details) \_\_\_\_\_

4. Full name(s) of Food Business Operator(s) (the company or person(s) legally responsible for complying with food hygiene regulations): \_\_\_\_\_

5. Correspondence or Registered Office Address of Food Business Operator (FBO) if different from address of establishment:

\_\_\_\_\_ Post Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Website : \_\_\_\_\_

6. Type of food activity (Please tick [✓] ALL the boxes that apply):

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Restaurant/Café/Snack Bar <input type="checkbox"/></li> <li>Staff restaurant/canteen/kitchen <input type="checkbox"/></li> <li>Takeaway <input type="checkbox"/></li> <li>Hotel/pub/guest house <input type="checkbox"/></li> <li>Retailer (Including farm shop) <input type="checkbox"/></li> <li>Market Stall <input type="checkbox"/></li> <li>Moveable establishment e.g. ice cream van <input type="checkbox"/></li> <li>Hospital/residential home/school <input type="checkbox"/></li> <li>Catering/Event catering <input type="checkbox"/></li> <li>Private house used for a business <input type="checkbox"/></li> <li>Child-minder <input type="checkbox"/></li> <li>Other <input type="checkbox"/></li> </ul> | <ul style="list-style-type: none"> <li>Van driver/transport <input type="checkbox"/></li> <li>Wholesale cash and carry <input type="checkbox"/></li> <li>Distribution/Warehousing <input type="checkbox"/></li> <li>Importer/Bonded Warehouse <input type="checkbox"/></li> <li>Food Broker <input type="checkbox"/></li> <li>Primary Producer <input type="checkbox"/></li> <li>Sandwich Making <input type="checkbox"/></li> <li>* Food Manufacturing/Processing <input type="checkbox"/></li> </ul> |
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\* If you manufacture products of animal origin such as meat, fish and/or dairy that are cooked or processed on the premises for supply to other businesses you may need approval. Contact this authority immediately if this applies to you.

7. Brief description of food business: \_\_\_\_\_

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

0-5       6-10       11-50       51+

9. Water supplied to the food business: Mains  Private borehole

10. Full name of manager (if different from food business operator stated above): \_\_\_\_\_

**NOTE: If there are any significant changes in activities (including closure or sale) then the food business operator must notify the food authority within 28 days.**

11. If this is a new business, date you intend to open \_\_\_\_/\_\_\_\_/\_\_\_\_ Transfer of Ownership: Yes  No

12. If this is a seasonal business, period during which you intended to open each year: \_\_\_\_\_

13. Number of people engaged in food business: 0-10  11-50  51+

14. Signature of Food Business Operator: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

15. Name: Mr/Mrs/Miss/Ms/Dr \_\_\_\_\_ (BLOCK CAPITALS) Capacity: \_\_\_\_\_



## 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 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 degree of risk involved.

### Who needs to register?

2. Failure to register, whilst operating, as a food business is an offence under (Regulation (EC) No 852/2004 on the Hygiene of Foodstuffs, Article 6(2)). You must tell the Local Authority 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, factories, warehouses, guest houses, delivery vehicles, buffet cars on trains, market and other stalls, hot dog and ice cream vans etc.
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 Local Authority at least 28 days before doing so.

### How do I register?

5. By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to your Local Authority. The address can be found overleaf. 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.
6. You must tick all the boxes which apply to your business, answer all the questions and give all 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 10. If you have any questions your Local Authority will help you. It is an offence to give information which you know is false.

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

7. The Local Authority will enter the details on its Register. A register of the name of the business (if any), the address, telephone number and the type of business carried on at each will be open to inspection by the public. Records of the other information provided will not be publicly available.

### Changes

8. Once you have registered with the Local Authority you only need notify them of a change of food business operator, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The new food business operator will have to complete an application form.

**Freedom of information:** Anyone can make a request for information, but it must be in writing and include contact details. To make a request please complete the access to information form which can be found on our website ([www.hounslow.gov.uk](http://www.hounslow.gov.uk)) as well as other information.

**Data protection:** Following the The Data Protection Act 1998 we handle all customer enquiries and records with confidentiality. If you want to find out more go to: [www.hounslow.gov.uk](http://www.hounslow.gov.uk). It covers computer and manual records that hold information about living individuals, including businesses which are sole traders or partnerships.

**Food Hygiene Rating Scheme:** This national rating is a way of measuring the food hygiene of most categories of food premises. The food establishment is awarded a rating after an inspection - between 0 and 5 - and can display this as a window sticker for the customer to see. The rating is also shown at [www.food.gov.uk/rating](http://www.food.gov.uk/rating).

**THESE NOTES ARE PROVIDED FOR INFORMATION ONLY  
AND SHOULD NOT BE REGARDED AS A COMPLETE STATEMENT OF THE LAW.**

For further advice or information, please e-mail Hounslow's Food Safety Team.

**email:** [foodsafety@hounslow.gov.uk](mailto:foodsafety@hounslow.gov.uk)