



## APPLICATION FOR THE 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. 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 London Borough of Hounslow for guidance.

1. **Address of establishment** \_\_\_\_\_  
(or address at which moveable establishment is kept) \_\_\_\_\_ **Post code** \_\_\_\_\_

2. Trading **Name of food business** \_\_\_\_\_ **Telephone no.** \_\_\_\_\_

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

4. **Head Office Address of food business operator**  
(where different from address of establishment) \_\_\_\_\_  
\_\_\_\_\_ **Post code** \_\_\_\_\_

**Telephone no.** \_\_\_\_\_ **E-mail** \_\_\_\_\_

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 shop)   | <input type="checkbox"/> | Catering                                  | <input type="checkbox"/> |
| Restaurant/café/snack bar        | <input type="checkbox"/> | Distribution/warehousing                  | <input type="checkbox"/> |
| Market/Market stall              | <input type="checkbox"/> | Packer                                    | <input type="checkbox"/> |
| Takeaway                         | <input type="checkbox"/> | Private house used for a food business    | <input type="checkbox"/> |
| Hotel/pub/guest house            | <input type="checkbox"/> | Moveable establishment e.g. ice cream van | <input type="checkbox"/> |
| Importer                         | <input type="checkbox"/> | Food Broker                               | <input type="checkbox"/> |
| Wholesale/cash and carry         | <input type="checkbox"/> | Primary Producer - livestock              | <input type="checkbox"/> |
| Food manufacturing/processing    | <input type="checkbox"/> | Primary producer - arable                 | <input type="checkbox"/> |

Other (please give details):  
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6. If this is a new business, the date you intend to open on \_\_\_\_\_

**Signature of food business operator** \_\_\_\_\_

**Date** \_\_\_\_\_

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

Please return the completed form either by post to Food Safety Team, London Borough of Hounslow, Civic Centre, Lampton Road, Hounslow, TW3 4DN, by fax to 020 8583 5130 or by email to [foodsafety@hounslow.gov.uk](mailto:foodsafety@hounslow.gov.uk)

**AFTER THIS FORM HAS BEEN SUBMITTED,  
FOOD BUSINESS OPERATORS MUST  
NOTIFY ANY CHANGES TO THE ACTIVITIES  
STATED ABOVE TO THE AUTHORITY AND  
SHOULD DO SO WITHIN 28 DAYS OF THE  
CHANGE(S) HAPPENING.**

# Food registration form notes

## How do I register?

If your food business in the London Borough of Hounslow you can download a registration form online and send it to us at the address on the bottom of the form. If you are a mobile trader and use your premises in more than one local authority, you must register separately with each authority.

## Who needs to register?

If you run a food business you must inform your local authority of where the food premise is based. Whether for profit or not and whether public or private you must inform us if you are producing, processing or distributing food or drink. Occasional activities which do not have continuity and a certain degree of organisation such as baking cakes for a summer fete may be exempt. Please contact us if you think this applies to you.

<b>Food businesses include:</b>	<b>Types of food include:</b>
Restaurants Pubs/bars Home caterers Market stalls Nurseries/childminders Off licences Chemist Newsagents Freight companies	Drinks/alcohol Meals/Snacks Confectionary Wrapped/sealed foods

(These lists are just a guide)

## When do I register?

Anyone starting a new food business or taking over a current one must register with the local authority where the premise is based. Registration must be at least 28 days before opening. You do not have to wait for an inspection before opening your business, however.

## Is there a charge?

There is no charge for registration.

## Do I need to register every year?

Registration is required once, when your business starts. Occasionally we will require you to re-register to update the details we have on your business.

## What happens to the information I supply?

Your details will be kept by the local authority. Some details will be available to the general public on written request. Information will only be given out on the address and type of food business. You are allowed access to your own information on the register if you would like to check it is correct. A written request is required for this as well as proof of identification.

## What if there's a change to my business?

Once you have registered you will need to notify the local authority of any substantial changes to your business like, change of proprietor, if the nature of the business changes or change of address of a moveable establishment. New proprietors will need to complete a new form.

## Do I get an acknowledgement of my registration?

Acknowledgements are not provided unless a written request is provided.