

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 the Food Business Operator in respect of a new food business establishment. It should be returned to Bromley's Food Safety Team (see below) at least 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 your business may require approval, please go to our website at: <https://www.bromley.gov.uk/FoodSafety>

1. **Address of Food Business** _____
(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(s)** _____
(Owner / Partners)

4. **Address of Food Business Operator(s)** _____
(Owner / Partners)

_____ **Post Code** _____

Telephone No. _____ **Email** _____

5. **Type of food business** (Please tick ALL the boxes that apply):

- | | | | |
|--|--------------------------|--|--------------------------|
| Catering | <input type="checkbox"/> | Packer | <input type="checkbox"/> |
| Distribution/warehousing | <input type="checkbox"/> | pre-or after school club or holiday club | <input type="checkbox"/> |
| Farm Shop | <input type="checkbox"/> | Primary producer | <input type="checkbox"/> |
| Food Broker | <input type="checkbox"/> | Restaurant/café/snack bar | <input type="checkbox"/> |
| Food manufacturing/processing | <input type="checkbox"/> | Retailer | <input type="checkbox"/> |
| Hospital/residential home/school | <input type="checkbox"/> | Seasonal Slaughterer | <input type="checkbox"/> |
| Hotel/pub/guest house | <input type="checkbox"/> | Staff restaurant/canteen/kitchen | <input type="checkbox"/> |
| Importer | <input type="checkbox"/> | Takeaway | <input type="checkbox"/> |
| Market | <input type="checkbox"/> | Wholesale/cash and carry | <input type="checkbox"/> |
| Market stall | <input type="checkbox"/> | Private house used for a food business | <input type="checkbox"/> |
| Moveable establishment
(e.g. ice cream van) | <input type="checkbox"/> | (Please give details in Other below) | |

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)

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 owner / 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
Count part-time worker(s) (25 hrs per week or less) as one-half.

Signature of Food Business Operator _____

Date _____

Name _____
(BLOCK CAPITALS)

Please return this form to:

**Food Safety Team
Public Protection
Civic Centre
Stockwell Close
Bromley BR1 3UH**

* After this form has been submitted, food business operators must notify any changes to the activities stated above to London Borough of Bromley, and should do so within 28 days of the change(s) happening, at: <https://www.bromley.gov.uk/FoodSafety>

NOTES

What is registration?

Registration of a 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 type of business.

Who needs to register?

If you run a food business you must tell the local authority about any premises you use for storing, selling, distributing, or preparing food. Food businesses include restaurants, take-aways, hotels, food shops, supermarkets, staff canteens, care homes, nurseries, schools, pre- and after-school clubs, food warehouses, mobile caterers, food stalls and food delivery vehicles.

Anyone starting a new food business must register with the local authority at least 28 days before doing so. Registration is free. Once you have submitted a food business registration form you can begin to trade.

How do I register?

By filling in and returning this form to your local authority. Registration cannot be refused and there is no charge. You will not routinely receive confirmation of registration, see confirmation of registration below.

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. If you have any questions, your local authority will help you. It is an offence to give information which you know is false.

Confirmation of Registration

If you require written confirmation that your food business is registered after sending a postal registration form, you will be charged a fee, see <https://www.bromley.gov.uk/food-safety/food-business-registration-request-documents-confirmation>. However, confirmation of registration is free and immediate if you register your business online. Please go to our website at <https://www.bromley.gov.uk/FoodSafety> and use the online food business registration form.

What happens to the information given on the form?

The local authority will enter the details on its register. A register of addresses 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

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

If the local authority wishes to change the entry in the Register because of information which it receives from someone else, you will be given 28 days notice and an opportunity to comment on the proposed change.

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