

Wiltshire Council

 Where everybody matters

APPLICATION TO REGISTER A FOOD BUSINESS ESTABLISHMENT

This form should be completed by food business operators in respect of new food business establishments and submitted to Wiltshire Council 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 the Food Safety Team on 01249 706555 for guidance.

Please read the guidance notes on page four of this document.

1. Address of establishment (or address at which moveable establishment is kept)

.....
.....
..... Post code:

2. Name of food business (trading name) and telephone number

Name:
Telephone number:

3. Full name of food business operator

Name:

4. Contact details of food business operator

.....
.....
..... Post code:
Telephone number:
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"/>	Market stall	<input type="checkbox"/>
Retailer	<input type="checkbox"/>	Food broker	<input type="checkbox"/>
Restaurant/café/snack bar	<input type="checkbox"/>	Takeaway	<input type="checkbox"/>
Market	<input type="checkbox"/>	Moveable establishment eg Ice cream van	<input type="checkbox"/>
Seasonal Slaughterer	<input type="checkbox"/>		
Other (Please give details)			

5A. Describe your business here:
.....
.....
.....

6. Type of business:	
Sole trader	<input type="checkbox"/> Partnership <input type="checkbox"/>
Limited company *	<input type="checkbox"/>
Other (please give details)

*If it is a limited company, please tell us:	
Limited company name:
Limited company number:
Limited company address:

Post code:

7. 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+

8. Please tell us about the water supplied to the food business establishment:

Public (mains) supply

Private supply

9. Full name of manager (if different from operator)

Name:

10. Is this a new business?

Yes No

* If yes, what date do you intend to open?

11. Is this a seasonal business?

Yes No

* If yes, during which period do you intend to operate each year?

.....

12. How many people are engaged in this food business? (Count part-time workers (25 hours per week or less) as a half.)

5 or less 6-10 11-50 51+

13. Please sign below:

Your signature:

Your name (please print):

Date:

Position in business:

The completed form should be sent to:

Food Safety Team, Wiltshire Council , Monkton Park, Chippenham. SN 15 1ER

Tel: 01249 706555 Fax: 01249 444650

After this form has been submitted, food business operators must notify any changes to the activities stated above to Wiltshire Council and should do so within 28 days of the change(s) happening

NOTES ON REGISTRATION OF A FOOD BUSINESS

What is registration?

Registration of premises used for a food business (including market stalls, delivery vehicles and other moveable structures) is required by law (Article 6(2) EU Regulation 853/2004 on the hygiene of foodstuffs). 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?

Any food undertaking or business which involves a degree of organisation and continuity of activity must be registered with the Council. The definition of 'Food Business' includes activities carried on for profit or not, whether public or private, and which involve the production, processing, and distribution of food. 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.

Who doesn't need to register?

Certain activities are exempt from registration including:

- Primary production for private domestic use
- Preparation, handling or storage of food for private domestic use
- Direct sale by the producer of small quantities of primary products to the final consumer, or to local retailers supplying the final consumer
- Occasional preparation by individuals or groups for gatherings
- Occasional preparation by individuals or groups for sale at charitable events

IF YOU DON'T NEED TO REGISTER BUT SUPPLY FOOD TO OTHERS, the food must be safe to eat.

Which person has to register?

The 'Food Business Operator' is responsible for registering the food business or activity. This is the person legally or naturally responsible for ensuring the requirements of food law are met by the business or activity under their control. As a general guide the person in charge should make sure that the business or activity is registered or exempt.

When do I have to register?

You must complete and return this form at least 28 days before the business or food activities are to start. Failing to do this is an offence for which the Food Business Operator can be prosecuted. If you wish to start your business or activity before 28 days have passed you should contact the Council at the address given overleaf FIRST!

How do I register?

By filling in this form. Registration cannot be refused and there is no charge. 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 7. If you have any questions your local authority will help you. It is an offence to give information which you know is false.

Do I get a registration certificate?

Registration certificates are not issued because they could cause confusion for the public and imply that food laws are being met. Registering your business allows the Council to decide when it will inspect your food activities, and who it needs to send to do this.

Do I need to register every year ?

Registration is only required once for each business or activity provided nothing substantial changes. You must tell the Council of any substantial changes to your business, e.g. a change of proprietor, if the nature of the business changes or if there is a change of the address at which moveable premises are kept.

What happens to the information I supply ?

The local authority will enter the details on its Register. A register of address and the type of business carried on at each will be open to inspection by the general public. Records of the other information provided will not be publicly available. 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.