



APPLICATION FORM FOR REGISTRATION OF FOOD BUSINESS ESTABLISHMENT

This form should be completed by food business operators in respect of new food business establishments and submitted to the relevant competent 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 the Food & Safety Team at Torbay Council for guidance.

1. Address of establishment
(Or address at which moveable premises are kept) Post Code

2. Name of food business Telephone No.
(Trading name)

3. Full name of food business operator.....

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

5. Address of food business operator.....Postcode.....

Telephone No..... Email.....Website.....

5. Type of premises. 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"/> |
| Seasonal Slaughterer | <input type="checkbox"/> | Hospital/residential home/school | <input type="checkbox"/> |
| Packer | <input type="checkbox"/> | Hotel/pub/guest house | <input type="checkbox"/> |
| Importer | <input type="checkbox"/> | Private house used for a food business | <input type="checkbox"/> |
| Wholesale/cash and carry | <input type="checkbox"/> | Distribution/warehousing | <input type="checkbox"/> |
| Retailer | <input type="checkbox"/> | Moveable premises e.g. ice cream van | <input type="checkbox"/> |
| Market | <input type="checkbox"/> | Food Broker | <input type="checkbox"/> |
| Restaurant/cafe/snack bar | <input type="checkbox"/> | Takeaway | <input type="checkbox"/> |
| Other: please give details..... | | | |

6. Does your business handle or involve any of the following? Please tick ALL the boxes that apply

- | | | | |
|-------------------------------|--------------------------|----------------------------------|--------------------------|
| Chilled foods | <input type="checkbox"/> | Alcoholic drinks | <input type="checkbox"/> |
| Frozen foods | <input type="checkbox"/> | Canning | <input type="checkbox"/> |
| Fruit and vegetables | <input type="checkbox"/> | Vacuum packing | <input type="checkbox"/> |
| Fish/fish products | <input type="checkbox"/> | Bottling and other packing | <input type="checkbox"/> |
| Fresh/frozen meat | <input type="checkbox"/> | Table meals/snacks | <input type="checkbox"/> |
| Fresh/frozen poultry | <input type="checkbox"/> | Takeaway food | <input type="checkbox"/> |
| Meat products or delicatessen | <input type="checkbox"/> | Accommodation | <input type="checkbox"/> |
| Dairy products | <input type="checkbox"/> | Delivery service | <input type="checkbox"/> |
| Eggs | <input type="checkbox"/> | Chilled food storage | <input type="checkbox"/> |
| Bakery | <input type="checkbox"/> | Bulk storage | <input type="checkbox"/> |
| Sandwiches | <input type="checkbox"/> | Use of private water supply | <input type="checkbox"/> |
| Confectionery | <input type="checkbox"/> | Other: please give details | |
| Ice cream | <input type="checkbox"/> | | |

6. Type of Business: Sole Trader Partnership Limited Company Other (Please give details)
(If Limited Company, please complete 7. Below)

7. Limited Company Name.....Company No.....

Registered Office Address..... Postcode.....

8. Are vehicles or ships used for transporting food kept at or used from the premises? Yes/No | Are vehicles, stalls or ships used for preparing or selling food, kept at or used from the premises? Yes/No | Number of vehicles/stalls/ships kept at or used from the premises, and used for preparing, selling or transporting food.
5 or less 6 - 10 11 - 50 51 plus

9. If this is a new business/change of owner..... | If this is a seasonal business
Date you intend to open/change owner | Period during which you intend to be open each year

10. Number of people engaged in food business 5 or less 6 - 10 11 - 50 51 plus (Please tick one box)
Count part-timer(s) (25 hours per week or less) as one half

The completed form should be sent to:

Principal Environmental Health Officer
Environmental Health & Consumer Protection Division
Torbay Council
Roebuck House
Abbey Road

It is an offence to give false or incomplete information

Signature

Date

Name.....

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 type of business.

Who needs to register?

2. If you run a food business you must tell (or arrange for someone else to tell) the local authority about any premises you use for storing, selling, distributing or preparing food. Food premises includes restaurants, hotels, cafes, shops, supermarkets, staff canteens, kitchens in offices, 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.
5. The majority of premises will have to be registered. However, certain premises are exempt from registration e.g. food business establishments engaged only in primary production, some which are already registered for food law purposes, certain agricultural premises, some domestic premises and some village halls. You should contact your local authority if you think you might be exempt.

How do I register?

6. 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 in the telephone directory. 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.
7. 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. 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?

8. The local authority will enter the details on its Register. A register of the name of the food operator the name of the food business the address and the type of business carried on at each premises will be open to inspection by the general public. Records of the other information provided will be held by the food authority within the principles of the Data Protection Act 1998 and the Freedom of Information Act 2000.

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

The food business operator must ensure that the food authority always has up to date information about the business and must notify the food authority of any significant changes, or closure, no later than 28 days after then e vent has occurred.

FOR OFFICE USE

CHECKED

DATE ENTERED ON REGISTER

COPY TO TSO

LIABLE FOR FOOD

LIABLE FOR SAFETY

MAFF CODE

PREMISES CODE

PROHIBITED PERSON

YES

NO