

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 received by 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 the commercial services team on 020 8753 1081 for guidance.

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

Postcode:

2. Trading name of food business

Telephone:

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)

Postcode:

Telephone:

Email:

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

- | | |
|---|--|
| <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"/> Moveable establishment e.g. ice cream van |
| <input type="checkbox"/> Retailer (including farm shop) | <input type="checkbox"/> Food Broker |
| <input type="checkbox"/> Restaurant/café/snack bar | <input type="checkbox"/> Takeaway |
| <input type="checkbox"/> Market/marketstall | <input type="checkbox"/> Primary producer - livestock |
| <input type="checkbox"/> Seasonal slaughterer | <input type="checkbox"/> Other (please give details) |
| <input type="checkbox"/> Staff restaurant/canteen/kitchen | |

6. If this is a new business, the date you intend to open _____

Signature of food business operator:

Date:

Name: (BLOCK CAPITALS)

After this form has been submitted, food business operators must notify any significant change in activities stated above (including closure) to Hammersmith & Fulham Council and should do so within 28 days of the change(s) happening.

Return to: Commercial Services team, Public Protection & Safety Division, Environment Department, Hammersmith & Fulham Council, 6th Floor, Town Hall Extension, King Street, Hammersmith, London, W6 9JU

Notes on registration of food premises

Registration of establishments used for a food business (including market stalls and other moveable structures) is required by law. Registration will allow the local authority to keep an up-to-date list of all those premises in the 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, this may include your home. Anyone starting a **new** food business e.g. new ownership of an existing business, must register with the local authority at least 28 days before doing so.

How do I register?

By filling in this form. Registration will not be refused and there is no charge. The registration form must be sent to Hammersmith & Fulham Council at the address 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.

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 please contact the commercial services team who will help you. It is an offence to give information which you know is false.

What is approval?

If you produce or handle products of animal origin other than selling them only to the final consumer, you may require approval. For example, you may be producing minced meat; meat preparations and products; live bivalve molluscs; fishery products; raw milk; dairy products; egg products and you may be a cold store or a wholesale market. This list is not exhaustive. If you are subject to certain exemptions you will not require approval, however you must contact commercial services to find out if the exemptions apply to your business.

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

FOR OFFICIAL USE ONLY

Date received _____ Officer and/or Area _____

ACTION TO BE TAKEN		DATE OF INITIAL INSPECTION	
New business	Update uniform with registration details	<input type="checkbox"/>	
New ownership for an existing business	Update with registration details	<input type="checkbox"/>	
New ownership for an existing business previously inspected	Update with registration details	<input type="checkbox"/>	
Home caterer, childminder, approved premises	Excluded from Scores on Doors	<input type="checkbox"/>	
Main use of premises (eg butcher or retailer)		<input type="checkbox"/>	
Health & Safety enforcement	Local Authority	<input type="checkbox"/>	Health & Safety Executive <input type="checkbox"/>