**Start-up advice application form**

To make a request for food safety start-up advice please complete this form with as much information as possible and send it to the food and safety team.

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| Office use only | Date: |
| Uniform Reference: | Officer: |

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| 1. **About your business** | | | | | | |
| Trading name |  | | | | | |
| Address |  | | | | | |
| Postcode |  | | | | | |
| What date are you planning to open or when did you open? | | |  | | | |
| 1. **Details of your food activities** | | | | | | |
| Please describe your business e.g. restaurant, takeaway. | | |  | | | |
| What type of food do you sell?  E.g. Pizza, Sandwiches, Salads etc | | |  | | | |
| Do you have high-risk processes/food types? If yes provide details, e.g. sous-vide, vacuum packing, sushi etc. | | |  | | | |
| 1. Do you have any plans drawn up? If yes, please submit a copy with this form. (This is optional) | | | | | | |
| 2. Have you had any previous food safety advice from our team? (please circle) | | | | Yes | | No |
| If yes, please provide details- dates, officer names, reference numbers. | | | |  | | |
| **6. Your contact details** | | | | | | |
| Name | |  | | | | |
| Limited company details (if applicable) | |  | | | | |
| Postal address | |  | | | | |
| Email | |  | | | | |
| Telephone number(s) | | Landline: | | | Mobile: | |
| 7. Are you the food business operator? (please circle) | | Yes | | | No | |
| If you selected no, what is your interest in the business? | | | | |
| 8. Which option are you applying for? (please circle) | | Option 1  (telephone advice) | | | Option 1&2  (telephone advice, and visit) | |
| **9. Contact time and day.**  Please put the best time and day to contact you for telephone advice (between 9am and 5pm, Monday to Friday) | |  | | | We will contact you to arrange the visit at a time suitable for you. | |

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| **10. Freedom of Information and General Data Protection Regulations**  Under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 we may receive a request to disclose advice requests and the advice we have provided. If you require your requests to be confidential, please advise us in writing of the reasons valid under the Act for this at the time of your request. We will not respond at the time of your request but will take it into account when deciding whether to release information. More information about Freedom of Information can be found at [www.gov.uk](https://www.gov.uk/make-a-freedom-of-information-request)  We respect your privacy and your right to confidentiality. And we're committed to following the Data Protection Act. We keep your private information secure. Only staff and third parties who are entitled to see the information, have access to it and they can only use it for the purposes stated. We will do our best to keep information about you accurate and up-to-date and would like you to do the same. To read our privacy notice please visit [www.lbhf.gov.uk](https://www.lbhf.gov.uk/sites/default/files/section_attachments/commercial_services_privacy_notice_v2_0.pdf) |

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| **Disclaimer**  Any advice given will be by Environmental Health Officers in the council’s food and safety team acting in their role as Authorised Officers.  Our advice cannot anticipate the outcome of your food hygiene inspection, especially if you do not follow our recommendations. Our advice will not give any exemptions from the food hygiene inspection, or part thereof.  Authorised Officers may still carryout enforcement against your business for failing to comply with the regulations. Officers are not acting as consultants.  The advice given is informal advice and does not bind the council in any future decision it makes. However, where new business advice is obtained and implemented into the business processes, a higher food hygiene rating is more likely to be achieved. |

Completed applications forms should be sent to [foodandsafety@lbhf.gov.uk](mailto:foodandsafety@lbhf.gov.uk). We will contact you after receiving your application form to arrange payment. Once the form and payment have been received a food safety officer will contact you within 5 working days to make an appointment.

Hammersmith & Fulham Council, Food and Safety Team, Town Hall, King Street, London, W6 9JU.