

**APPLICATION FOR THE REGISTRATION OF A  
FOOD BUSINESS ESTABLISHMENT**  
Regulation (EC) No.852/2004 on the Hygiene of Foodstuffs, Article 6(2)

Gloucester City Council Herbert Warehouse The Docks Gloucester GL1 2EQ Tel 01452 396303 Fax 01452 396340 Email  
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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 Environmental Health for guidance.

1. **Address of establishment** \_\_\_\_\_  
(Or address at which moveable establishment is kept)

Post Code \_\_\_\_\_

2. **Trading name of food business** \_\_\_\_\_ **Telephone number** \_\_\_\_\_

3. **Full name of food business operator(s)** \_\_\_\_\_  
(Or limited company where relevant)

**Status of Food Business operator(s)** Sole trader  Partnership  Limited company  Other

**Please provide date of birth and National insurance number of any individual Food Business Operator(s)**

**Date of Birth:** \_\_\_\_\_ **National Insurance number:** \_\_\_\_\_

4. **Head Office or Home address of food business operator(s)** \_\_\_\_\_  
(Where different from address of establishment)

Post Code \_\_\_\_\_

**Telephone number** \_\_\_\_\_ **Email** \_\_\_\_\_

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

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| Staff Restaurant / Canteen / Kitchen   | <input type="checkbox"/> | Hospital / Residential Home / School      | <input type="checkbox"/> |
| Retailer (including farm shop)         | <input type="checkbox"/> | Distribution / Warehousing                | <input type="checkbox"/> |
| Restaurant / Café / Snack Bar          | <input type="checkbox"/> | Food Manufacturing / Processing           | <input type="checkbox"/> |
| Market / Market Stall                  | <input type="checkbox"/> | Importer                                  | <input type="checkbox"/> |
| Takeaway                               | <input type="checkbox"/> | Catering                                  | <input type="checkbox"/> |
| Hotel / Pub / Guesthouse               | <input type="checkbox"/> | Packer                                    | <input type="checkbox"/> |
| Private house used for a food business | <input type="checkbox"/> | Moveable establishment e.g. ice cream van | <input type="checkbox"/> |
| Wholesale / Cash and Carry             | <input type="checkbox"/> | Primary Producer – Livestock              | <input type="checkbox"/> |
| Food Broker                            | <input type="checkbox"/> | Primary Producer - Arable                 | <input type="checkbox"/> |
| Other (please give details):           | <input type="checkbox"/> |   |                          |

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 THE ACTIVITIES STATED ABOVE (INCLUDING CLOSURE) TO THE FOOD AUTHORITY AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.**

## NOTES

### What is Registration?

Registration is a notification by the food business operator of "each establishment under its control that carries out any of the stages of production, processing and distribution of food".

Registration is required under *Article 6(2) of Regulation (EC) 852/2004*

Gloucester City Council will keep a database of this information, which is entered on a public register. This information may be requested with due regard to Freedom of Information and Data Protection legislation.

### **Do I need to register?**

All food business establishments (i.e. each separate unit of their food businesses) need to be registered except establishments which need to be approved under *Regulation (EC) 853/2004*, e.g. Food Manufacturers.

If in doubt, please contact the Food Team for guidance on 01452 396303 or email: [heretohelp@gloucester.gov.uk](mailto:heretohelp@gloucester.gov.uk).

The Food Standards Agency publish a range of food safety leaflets. Visit <http://www.food.gov.uk/about-us/publications/>

### **How do I register?**

Registration is free of charge. Once completed, this form needs to be returned to the following address:

Gloucester City Council  
Public Protection  
Herbert Warehouse  
The Docks  
Gloucester  
GL1 2EQ

### **When to register**

Food business operators should register their food business establishments with Gloucester City Council at least 28 days before food operations commence.

### **If the activities of your food business change**

After this form has been submitted, food business operators must notify any changes to the activities stated above to Gloucester City Council within 28 days of the change(s) happening.

### **Some definitions**

**"Food business"** means *any undertaking, whether for profit or not and whether public or private, carrying out any of the activities related to any stage of production, processing and distribution of food;*

Please note that food businesses can include **restaurants, cafés, bars, home caterers, market stalls, schools, nurseries, chemists, etc.** This list is not exhaustive.

**"Food"** includes **drinks, snacks, confectionery, baby milk, chocolate bars, wrapped and sealed food,** etc. This list is not exhaustive.

**"Food business operator"** means *the nature or legal persons responsible for ensuring that the requirements of food law are met within the food business under their control.*

**"Establishment"** means *any unit of a food business.*

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#### **For office use only:**

Update food register

Notes: .....

Open new premises

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*fpreg/November 2016*