



SOUTH STAFFORDSHIRE DISTRICT COUNCIL

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 submitted to 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 South Staffordshire District Council for guidance.

1. **Address of business** _____
 (or address at which mobile is kept, if appropriate) **Post code** _____

2. **Name of food business** _____ **Telephone no.** _____
 (trading name)

3. **Full Name of food business operator** (business owner) _____
 (If Limited Company – complete section 5 below)

4. **Address of food business operator** (business owner) _____
Post code _____

Telephone no. _____ **E-mail** _____

5. **Limited company name** _____ **Company no.** _____

Registered Office address _____
Postcode _____

6. **Full name of manager (if different from operator)** _____

7. **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"/> | Moveable establishment e.g. ice cream van <input type="checkbox"/> |
| Retailer <input type="checkbox"/> | Market stall <input type="checkbox"/> |
| Restaurant/café/snack bar <input type="checkbox"/> | Food Broker <input type="checkbox"/> |
| Market <input type="checkbox"/> | Takeaway <input type="checkbox"/> |
| Seasonal Slaughterer <input type="checkbox"/> | Other (please give details): _____ |

8. **Type of business:**

- | |
|---|
| Sole Trader <input type="checkbox"/> |
| Partnership <input type="checkbox"/> |
| Limited Company <input type="checkbox"/> |
| Other (please give details) <input type="checkbox"/> |
- _____
- _____
- (If Limited Company, please complete 5 above)*

9. **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 plus

10. **Water supplied to the food business establishment:** Public (mains) supply Private supply

11. **If this is a new business** _____ 12. **If this is a seasonal business** _____
 Date you intend to open Period during which you intend to be open each year

13. **Number of people engaged in food business** 0-10 11-50 51 plus **(Please tick one box)**
 Count part-time worker(s) (25 hrs per week or less)
 as one-half

Signature of person completing form _____

Name _____
 (BLOCK CAPITALS)

Position in Company _____

Date _____

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY CHANGES TO THE ACTIVITIES STATED ABOVE TO SOUTH STAFFORDSHIRE DISTRICT COUNCIL AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

The completed form should be sent to: **ENVIRONMENTAL HEALTH (COMMERCIAL) SERVICES**
 SOUTH STAFFORDSHIRE DISTRICT COUNCIL
 COUNCIL OFFICES
 WOLVERHAMPTON ROAD
 CODSALL WV8 1PX
 Fax: 01902 696219, Tel: 01902 696253