Food Premises Registration - Guidance Notes

1. Registration applies to most types of food business, including catering businesses run from home and mobile or temporary premises, such as stalls and mobile vans;

2. You must register your premises with us at least 28 days before opening;

3. Registration is free;

4. If you have more than one premises, you will need to register all of them individually;

5. If you run a food business intermittently, you must let us know 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, private house kitchen, delivery vehicles, market and other stalls, mobile vans and ice cream vans etc.;

6. If you use vehicles for your food business in connection with permanent premises such as a shop or warehouse you only need to let us know 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 let us know where they are normally kept;

7. The majority of premises have to be registered. However, certain premises are exempt from registration e.g. some which are already registered for food law purposes, certain agricultural premises, motor cars, tents and marquees (but not stalls);

   Contact us if you think you might be exempt.

8. If you are a mobile food business you will need to register with the local authority where you normally keep the mobile or live.

How do I register?

- Complete the on-line form;
- Registration cannot be refused and there is no charge;
- Seasonal businesses operating for a certain period each year should give the dates they trade in.

What happens to the information given on the form?

- This will be included in our database and certain information added to the Public Register of Food Premises register.

Change of circumstances

You should notify us if:

- there is a change of proprietor;
- the nature of the business changes;
- there is a change of the address at which moveable premises are kept.