

Application Form for the Registration of a Food Business Establishment

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 North Devon Council (contact details below) for guidance.

1. **Address of establishment** _____
 (Or address at which moveable establishment is kept) _____ **Post Code** _____

2. **Trading Name** _____ **Tel. No.** _____
E-mail _____

3. **Please tell us who is the operator(s) of the food business. The operator of a food business is the company or person(s) who is legally responsible for complying with food hygiene regulations. Please tell us if you are either:-**
 a) a limited company? Please complete question 4 below.
 b) a partnership? Please complete question 5 below.
 c) a sole trader? Please complete question 5 below.
 d) a trustee(s)? Please complete question 5 below.

4. **Limited Company name** _____
Registered Office address _____
 _____ **Post Code** _____

5. **Partnerships/sole traders/trustee(s)**

Surname _____	First Names _____
Surname _____	First Names _____
Surname _____	First Names _____
Surname _____	First Names _____

6. **Address for correspondence if different than food business address/registered office address**

Tel. No. _____ **Post Code** _____

7. **Provide details of those with an interest in the business premises, for example a freeholder or lessor.**

Name _____	Address _____	Interest _____
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8. **Type of food business (Please tick ALL the boxes that apply)**

Retailer (including farm shop) <input type="checkbox"/>	Food manufacturing/Processing <input type="checkbox"/>	Moveable establishment, e.g. ice-cream van <input type="checkbox"/>
Catering <input type="checkbox"/>	Market/Market stall <input type="checkbox"/>	Food broker <input type="checkbox"/>
Restaurant/Cafe/Snack bar <input type="checkbox"/>	Seasonal slaughter <input type="checkbox"/>	Takeaway <input type="checkbox"/>
Staff restaurant/Canteen/Kitchen <input type="checkbox"/>	Importer <input type="checkbox"/>	Primary producer – livestock <input type="checkbox"/>
Wholesale/Cash & Carry <input type="checkbox"/>	Hospital/Residential home/School <input type="checkbox"/>	Primary producer - arable <input type="checkbox"/>
Distribution/Warehousing <input type="checkbox"/>	Hotel/Pub/Guesthouse <input type="checkbox"/>	Other (Please give details) <input type="checkbox"/>
Packer <input type="checkbox"/>	Private house used for a food business <input type="checkbox"/>	

DATA PROTECTION

North Devon Council is the Data Controller.

Your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998.

We will use the information you have provided in connection with the administration of Health, Food & Safety.

We may lawfully disclose information to other public sector agencies to prevent or detect fraud and any other crime/support national fraud initiatives/protect public funds/progress your request for service.

We may also use basic information about you, e.g. name and address in other areas of service provision at North Devon Council if this helps you to access our services more easily/promotes the more efficient and cost-effective delivery of services/helps us to recover monies that you owe us.

We will not use your personal information in a way that may cause you unwarranted detriment.

9. Are vehicles or stalls kept at, or used from, the food business establishment and used for the purposes of preparing, selling or transporting food?

NO If YES, state number _____ and registration number(s) (where applicable) _____

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

11. Full name of manager (if different from operator(s)) _____

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

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

15. Hours of opening _____

Signature _____ Date _____

Full name _____ (BLOCK CAPITALS)

Position in food business _____

The completed form should be sent to:

**Health, Food & Safety Team
Environmental Health & Housing Services
North Devon Council
Civic Centre, North Walk
Barnstaple
North Devon, EX31 1EA
Tel. no. (01271) 388870
customerservices@northdevon.gov.uk**

Notes

REGISTRATION OF FOOD BUSINESS ESTABLISHMENTS' INFORMATION SHEET

Under Article 6 (2) of Regulation (EC) No. 852/2004, food business operators must register their establishments. In determining whether or not a particular establishment needs to be registered, consideration should be given to whether the business concerned is a food business.

FOOD BUSINESS DEFINITION

A food business is defined as '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'.

This definition implies a certain continuity of activities and a certain degree of organisation.

EXEMPTIONS

Exemptions from the requirement for food business operators to register their food business establishments include: -

Establishments subject to approval under Regulation 853/2004.

Establishments which fall outside the scope of 852/2004, namely those undertaking the following activities: -

Primary production for private domestic use;

The domestic preparation, handling or storage of food for private domestic consumption;

The direct supply by the producer of small quantities of primary products to the final consumer or to local retail establishments directly supplying the final consumer.

Collection centres and tanneries which fall within the definition of food business only because they handle raw material for the production of gelatine or collagen.

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