

# 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 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 London Borough of Sutton on 020 8770 5070 for guidance.

Please **ONLY** complete this form and return to us if you have a **definite date of Opening / Trading** whether at a permanent and/or market and/or mobile premises

1. <b>Address of Establishment</b> (or address at which moveable establishment is kept):			
Post Code			
2. <b>Trading Name of Food Business:</b>			
Telephone No.:			
3. <b>Full Name of Food Business Operator(s)</b> (or Limited Company where relevant):			
4. <b>Head Office Address of Food Business Operator</b> (where different from address of Establishment):			
Post Code:			
Telephone No.:		E-Mail:	
5. <b>Type of Food Activity</b> (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/guest house	<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"/>
<b>(If Other - Please give Details):</b>			
6. <b>If this is a New Business, the date you intend to open</b> (DD/MM/YYYY):			
<b>Signature of Food Business Operator:</b>			
<b>Name (BLOCK CAPITALS):</b>			
<b>Date (DD/MM/YYYY):</b>			

**AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY CHANGES TO THE ACTIVITIES STATED ABOVE TO LONDON BOROUGH OF SUTTON (THE FOOD AUTHORITY) AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.**

## NOTES ON REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

### What is registration?

Food business operators are required by law to register their establishments (i.e. each separate unit of their food businesses) with the local competent authority. Registration allows local authorities to keep an up to date list of all the premises in their area so they can visit them when they need. The frequency of the visits will depend on the type of business

### Who needs to register?

Anyone who runs a food business is required to register that business.

On sites where two or more food business establishments exist which are under the control of the same food business operator, e.g. in a shopping centre in which there are two or more food business establishments under the control of the same food business operator, each establishment must have a separate registration form.

On sites where two or more food business establishments exist which are under the control of different food business operator, e.g. in a supermarket which may have a coffee shop under the control of a different food business operator each operator must register their premises.

### How do I register?

Registration is by the completion of this form and returning it to the London Borough of Sutton at the address below. There is no charge for registration and it cannot be refused. Receipt of your application will be acknowledged.

If you run businesses in other areas registration forms must be sent to the authority in which the business is situated.

You must provide as much information on the form as you are able. If you have any queries please contact the London Borough of Sutton on the phone number below

### What happens to the information given on the form?

The authority keeps a record of all food business establishments that have registered with them. The list contains the following information about each food business

1. Name of food business operator
2. Name of the food business
3. Address of the food business establishment
4. Particulars and nature of the food business

The authority may give or send a copy of their list or any entry on it to any person who makes a request for such information.

**Please return this form to:**  
**Kingston and Sutton Shared Environment Service**  
Commercial – Food & Safety  
24 Denmark Road  
Carshalton, SM5 2JG  
Or email it to [brs@sutton.gov.uk](mailto:brs@sutton.gov.uk)

Tel: 020 8770 5070

**THESE NOTES ARE PROVIDED FOR INFORMATION ONLY AND SHOULD NOT BE REGARDED AS A COMPLETE STATEMENT OF THE LAW**