

## **APPLICATION FORM FOR 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 us for guidance.

**Address of Establishment** .....  
(or address at which moveable establishment is kept)  
..... **Post Code** .....

**Trading Name of Food Business** ..... **Telephone Number** .....

**Are there any other food businesses operating from this address? Please delete as applicable**      **Yes / No**

**Full name of Food Business Operator(s)**.....  
(Limited Company where relevant)

**Address of Food Business Operator**.....  
(Head office if relevant)  
..... **Post Code**.....

**Date of Birth(s) if sole trader or partnership**...../.....

**E- Mail** ..... **Telephone Number** .....

**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/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"/>
Head Office	<input type="checkbox"/>		

**Please give a brief outline of the foods you will be preparing and selling** .....

**Will you be carrying out any of the following processes or preparing any of the following foods (Please tick ALL the boxes that apply):**

Sous vide	<input type="checkbox"/>	Vacuum packing	<input type="checkbox"/>
Canning	<input type="checkbox"/>	Manufacture of cook/chill food	<input type="checkbox"/>
Undercooked (pink) burgers	<input type="checkbox"/>	Steak tartare	<input type="checkbox"/>
Fish tartare	<input type="checkbox"/>	Cured fish or meat	<input type="checkbox"/>
Fish or meat carpaccio	<input type="checkbox"/>	Sushi or sashimi	<input type="checkbox"/>
Shellfish	<input type="checkbox"/>	Raw oysters	<input type="checkbox"/>
Chicken liver parfait	<input type="checkbox"/>	Raw egg products	<input type="checkbox"/>
Unpasteurised dairy products	<input type="checkbox"/>	Fermented meat products, eg salami	<input type="checkbox"/>
Air-dried foods, eg biltong, jerky, dried hams	<input type="checkbox"/>	Any other high risk foods	<input type="checkbox"/>

**Will your intended MAIN customers be any of the following (Please tick ALL the boxes that apply):**

Elderly people (over 65)	<input type="checkbox"/>
Young children (pre-school age/under 5)	<input type="checkbox"/>
People who are immunocompromised	<input type="checkbox"/>

**Do you have a primary authority arrangement? Please delete as applicable Yes/No**

**If so, with which authority?**.....

**Are you a wholesale food businesses supplying food of animal origin? Please delate as applicable Yes/No**  
(See note 8 below)

**Normal trading days and times**.....

**If this is a new business, the date you intend to open** .....

Please inform the Food & Safety team if this date is delayed.

If you have no proposed date, you are advised to delay submitting until you have a clearer idea of when you will be ready to open.

**Signature of Food Business Operator**.....**Date** .....

**Name** .....  
(BLOCK CAPITALS)

The completed form should be emailed to [Food.Registration@merton.gov.uk](mailto:Food.Registration@merton.gov.uk) or posted to:

**Food & Safety Team  
Regulatory Services Partnership  
Serving Merton, Richmond & Wandsworth Councils  
London Borough of Merton  
Merton Civic Centre  
London Road  
Morden SM4 5DX**

**Registration Help Line: 020 8545 3025**

# NOTES ON REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

## WHAT IS REGISTRATION?

1. Registration of premises used for a food business (including market stalls, delivery vehicles and other moveable structures) is required by law. Registration will allow local authorities to keep an up-to-date list of all those premises in their area so they can visit them when they need to. The frequency of the visits will depend on the type of business.

## WHO NEEDS TO REGISTER?

2. If you run a food business for 5 or more days in any 5 consecutive weeks, you must tell (or arrange for someone else to tell) the local authority 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, delivery vehicles, buffet cars on trains, market and other stalls, hot dog and ice cream vans etc.
3. If you use vehicles for your food business in connection with permanent premises such as a shop, or warehouse you only need to tell the local authority 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 tell the authority where they are normally kept.
4. Companies involved with food distribution or supply that operate from an office should register - even if no food is kept at the premises.
5. If you operate more than one premises, you need to register each premises with the local authority where it's located.
6. Anyone starting a new food business must register with the local authority at least 28 days before doing so.
7. The majority of premises will 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), some domestic premises and some village halls. You should contact your local authority if you think you might be exempt.
8. If you are supplying food of origin to other food businesses for retail purposes you may need to apply for approval and should contact [foodandsafety@merton.gov.uk](mailto:foodandsafety@merton.gov.uk) for advice.

## HOW DO I REGISTER?

9. By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to your local authority. The address can be found on this food registration form. If the form is sent to the wrong address your application will not take effect until it is received at the proper place. If you use premises in more than one local authority area, you must register with each authority separately.
10. You must tick all the boxes which apply to your business, answer all the questions and give all the information requested. Seasonal businesses operating for a certain period each year should give the dates between which they will be open in answer to question 9. If you have any questions your local authority will help you. It is an offence to give information which you know is false.

## WHAT HAPPENS TO THE INFORMATION GIVEN ON THE FORM?

11. The local authority will enter the details on its Register. A register of addresses and the type of business carried on at each will be open to inspection by the general public. Records of the other information provided will not be publicly available.

## CHANGES

12. Once you have registered with the Local Authority you only need notify them of a change of proprietor, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The new proprietor will have to complete an application form.

If the local authority wishes to change the entry in the Register because of information which it received from someone else, you will be given 28 days notice and an opportunity to comment on the proposed change.

**These notes are provided for information only and should not be regarded as a complete statement of the law**