

**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. Guidance notes are included overleaf. Please contact Regulatory Services Food Safety team on tel: 01226 773743 if you have any questions.

1 **Trading name of food business** _____ **Telephone no** _____

2 **Address of establishment**
(or address at which moveable establishment is kept) _____
Post code _____

3 **Full Name of food business operator(s), partners or Limited company. (For partners, each partner should complete a separate form.)**

4 **Home address of food business operator (or Head Office address if limited company)** _____
Post code _____

Telephone no _____ **E-mail** _____

5 **Company number (or National Insurance number of an individual business operator)**

6 **Type of food activity** (Please cross 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"/> |

Other (please give details) _____

7 **Has your business entered into a formal Primary Authority Partnership with a local authority or is your business part of a trade association? (see overleaf for guidance)** Y / N

If **yes** please specify the authority or trade association _____

8 If this is a new business, the date you intend to open or the date you commenced trading _____

9 If this is an existing business, how long have you been trading _____

Days and opening times of business (please state) _____

Signature of food business operator _____

Date: _____

Name: _____

Position or role in Company:

(BLOCK CAPITALS)

Complete and return to:

Barnsley MBC, Regulatory Services, Food Safety,
PO BOX 634, Barnsley S70 9GG
Email: CRUtechnicalclerks@barnsley.gov.uk

Website links for further information:

Food Standards Agency www.food.gov.uk
Barnsley MBC www.barnsley.gov.uk

Notes overleaf

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

Introduction

If you operate a food business within or from the borough of Barnsley it is a legal requirement that you register your establishment with the local food authority – Barnsley Metropolitan Borough Council (Barnsley MBC).

a) **What is registration?** The purpose of registration is to provide a complete picture of all the food businesses in the area so that the Councils' enforcement resources can be effectively utilised and inspection programmes properly planned. Registration will permit Barnsley MBC to keep an up-to-date list all 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.

b) **Who needs to register?** If you run a food business you must tell the local food authority about any premises you use for storing, selling, distributing or preparing food. Food premises include restaurants, hotels, pubs serving food, pubs only selling drinks and snacks, cafes, luncheon clubs, retail shops, supermarkets, staff canteens, takeaways, warehouses, guest houses, delivery vehicles, buffet cars on trains, home caterers, home retailers, home bakers, market stalls, vans and other moveable structures e.g. burger/hot dog and ice cream vans etc.

c) The majority of food business establishments will need to be registered; it is an offence not to register. However, certain food activities which operate on an *infrequent or occasional basis* for certain social or funding events (eg less than once a month) may be exempt from registration requirements. Please contact the Food team if you think this applies to you.

Vending machines: registration is not required if the only food-related activity on your premises relates solely to those machines.

Moveable establishments, e.g. mobile caterers, ice-cream vans, hot dog vendors etc should be registered by the food business operator within the Food Authority that the mobile vehicle is ordinarily kept. Therefore, if you normally keep your van at home in Barnsley, you should register the food business establishment with Barnsley MBC.

Establishments producing products of animal origin (e.g. meat, fish and eggs) which are **not** supplied directly to the final consumer (e.g. manufacturing meat pies to be sold in retail outlets) will require **approval**, rather than registration. If you think that your establishment falls into this category, please contact Barnsley MBC for further details on an approval application form.

d) When do I need to register?

You should register your food business establishment at least 28 days before food operations commence.

e) How do I register?

By filling in the enclosed form and returning it to Barnsley MBC, Regulatory Services Food Safety team, PO BOX 634, Barnsley S70 9GG or by email to CRUtechnicalclerks@barnsley.gov.uk. Registration cannot be refused and there is no charge for the service. 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.

You must tick all the boxes that apply to your business, answer all the questions and give all the information required. If you have any questions your local authority will help you. It is an offence to give information which you know is false.

f) What happens if I have two or more food businesses on the same site?

You must ensure that each establishment under your control is registered separately. You should therefore complete a registration form for each separate establishment.

g) What if I share my site with one or more food business establishments under the control of different food business operators?

Each of those operators must register their business separately. For example, an independently owned coffee shop within a supermarket will not be covered by the supermarket's registration and must be registered in its own right by its operator. Coffee shops, snack bars etc operated by the supermarket itself would be covered as part of the supermarkets registration.

h) What happens to the information given on the form?

Barnsley MBC is required to maintain a list of food business establishments registered with them and make it available for inspection by the general public at all reasonable times. The list will contain the name, address and type of food business. Requests for information on food business establishments which are not included in the list will be handled with due regard to Freedom of Information and Data Protection legislation.

i). What if I change my activities or sell the food business?

You must ensure that Barnsley MBC always has up-to-date information about your food business establishments and must notify us, preferably in writing and within 28 days, of any significant changes to the nature of business or proprietor, food activities, closure of establishment or if there is a change of the address at which moveable premises are kept. Notification of a change of operator should be made by the new food business operator.

j). Can I have a Certificate of Registration?

Barnsley MBC does not issue Certificates of Registration because of their potential to mislead consumers into believing that a food business has 'official approval'. However if requested, we will confirm safe receipt of the registration form and the entry of your establishment onto the list of registered food business establishments.

k). What is the Primary Authority Partnership Scheme. It is a statutory scheme, established by the Regulatory Enforcement and Sanctions Act 2008 (the RES Act). It allows an eligible business to form a legally recognised partnership with a single local authority or trade association such as NCASS in relation to regulatory compliance.

<https://www.food.gov.uk/enforcement/enforcework/compliance/primary-auth>

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

Food Business Registration – Additional Information

- 1 Name of food business: _____
- 2 Is this a completely new business? Yes No
OR
Are you taking over an existing food business? Yes No
- 3 Have you run this type of business before? Yes No
- 4 Do you or your staff have any training in food safety? Yes No
If so, provide details of training and when it was undertaken?

- 5 How many people are working in your business _____
- 6 If not already stated on your registration form, do you have a **business** email address and/or facebook page or website? If so please provide details below Yes No
Email _____ Facebook _____
Website address _____
- 7 Please could you briefly describe your intended food activities and types of foods handled in the space below

- 8 Will you be handling and/or preparing open (unwrapped) high risk foods? Yes No
(Note high risk foods are defined as any ready-to-eat food which will support the growth of bacteria which requires strict temperature control, namely cooked meat and poultry products, dairy products, eggs, fish/shellfish, cooked rice)
- 9 Will you be handling raw (unwrapped) meat and poultry and/or raw shell eggs? Yes No
- 10 Does your business activity only involve the handling or storage of pre-packed (wrapped) food products? Yes No
- 11 Who do you supply to? General public Other local businesses/retailers National supply
(ie main customer base)?
Please give details

- 12 What are your normal operating days/times?

- 13 Is this a seasonal business only? Yes No
- 14 Do you have a documented Food Safety Management system in place? (Safer Food Better Business Pack or similar documented system See www.food.gov.uk) Yes No
(If you do not have a system in place at the time of your inspection your food hygiene rating may be affected.)

Name of person completing the form:

Date: _____