

UNIQUE IDENTIFIER



# 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 Caerphilly County Borough Council for guidance. **Please return the completed form to the Food Safety Team, Caerphilly County Borough Council, Ty Penallta, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG.**

- Address of establishment** \_\_\_\_\_  
(or address at which moveable establishment is kept) **Post Code** \_\_\_\_\_
- Trading Name of food business** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_
- Full Name of food business operator(s)** \_\_\_\_\_  
(or Limited company where relevant)
- Head Office address of Food Business Operator** \_\_\_\_\_  
(where different from address of establishment) **Post Code** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

- Type of food business** (Please tick ALL the boxes that apply):
 

Farm Shop	<input type="checkbox"/>	Staff restaurant/canteen/kitchen	<input type="checkbox"/>
Food manufacturing/processing	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Packer	<input type="checkbox"/>	Hospital/residential home/school	<input type="checkbox"/>
Importer	<input type="checkbox"/>	Hotel/pub/guest house	<input type="checkbox"/>
Wholesale/cash and carry	<input type="checkbox"/>	Private house used for a food business	<input type="checkbox"/>
Distribution/warehousing	<input type="checkbox"/>	Moveable establishment e.g. ice cream van	<input type="checkbox"/>
Retailer (including farm shop)	<input type="checkbox"/>	Primary producer (e.g. arable, livestock)	<input type="checkbox"/>
Restaurant/café/snack bar	<input type="checkbox"/>	Food Broker	<input type="checkbox"/>
Market/Market Stall	<input type="checkbox"/>	Takeaway	<input type="checkbox"/>
Seasonal Slaughterer	<input type="checkbox"/>	Other ( <b>Please give details</b> ):	<input type="checkbox"/>
- Type of Business:**

Sole Trader	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Limited Company	<input type="checkbox"/>
Other ( <b>Please give Details</b> )	<input type="checkbox"/>

\_\_\_\_\_

(If Limited Company, please complete 7. below)

- Limited Company Name** \_\_\_\_\_ **Company No.** \_\_\_\_\_  
**Registered Office Address** \_\_\_\_\_  
\_\_\_\_\_ **Post Code** \_\_\_\_\_

8. **Water Supplied to the Food Business Establishment**      **Public (Mains) Supply**       **Private Supply**

9. **Full Name of manager (if different from operator)** \_\_\_\_\_

10. **If this is a new business** \_\_\_\_\_ 12. **If this is a seasonal business** \_\_\_\_\_  
Date you intend to open      Period during which you intend to be open each year

11. **Preferred language** \_\_\_\_\_  
(Please specify)

**Signature of Food Business Operator** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_  
(BLOCK CAPITALS)

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

OFFICE USE ONLY		
	SIGNED	DATE
IDOX		
APP UPDATED		

### **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 you must 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. Anyone starting a new food business must register with the local authority at least 28 days before doing so.
5. Sites will exist on which there are two or more food business establishments under the control of the same food business operator. For example, in the case of a shopping centre in which there are two or more food business establishments under the control of the same food business operator, such operators must ensure that each establishment under their control is registered separately. Food business operators should therefore complete a registration form for each separate establishment.
6. Sites will also exist on which there are two or more food business establishments under the control of different food business operators. For example, a supermarket may have a coffee shop on site under the control of a different food business operator such as a coffee shop chain. In such cases, the coffee shop 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. operate by the supermarket itself would be covered as part of the supermarket's registration.

### **How do I register?**

7. By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to the address on the front of the form. If you are trading outside Caerphilly County Borough Council you should contact your local authority to register. If your registration form is sent to the wrong Local Authority, 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.
8. You must tick all the boxes that 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 12. 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?**

9. 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 and will not be disclosed outside of Caerphilly County Borough Council, Local Government Departments and Government Agencies. The details will be used for the purpose of registration, enforcement and the protection of public funds.

### **Changes**

10. Once you have registered with the local authority, you only need to notify them of a change of Food Business Operator, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The new Food Business Operator will have to complete an application form.

If the local authority wishes to change the entry in the Register because of information which it receives 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**

It is an offence to give false or incomplete information  
THE COMPLETED FORM SHOULD BE RETURNED TO:  
Caerphilly County Borough Council  
Food and Health & Safety Team  
Ty Penallta, Tredomen Park, Ystrad Mynach  
Hengoed CF82 7PG