

Application Form for Registration of Food Establishment

This form should be completed by food business operators in respect of new food business establishments and received by Chesterfield Borough Council at least 28 days before commencing food operations.

1. **Address of establishment:**
(or address at which moveable premises are kept)

Post code:

2. **Trading name of food establishment:**

Telephone No: Website

FACEBOOK page E-Mail

3. **Full name of food business operator(s):**

4. **Head Office address of food business operator:**
(where different from address of establishment)

Post code:

Telephone No. **E-Mail:**

5. **Type of premises:** Please tick ALL the boxes that apply

Farm/smallholding	<input type="checkbox"/>	Staff restaurant/canteen/kitchen	<input type="checkbox"/>
Food manufacturing/processing	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Food Broker	<input type="checkbox"/>	Hospital/residential home/school	<input type="checkbox"/>
Packer	<input type="checkbox"/>	Hotel/pub/guest house	<input type="checkbox"/>
Importer	<input type="checkbox"/>	Private house used for a food business	<input type="checkbox"/>
Wholesale/cash and carry	<input type="checkbox"/>	Takeaway	<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"/>		
Market/Market Stall	<input type="checkbox"/>	Other (please give details):	
Restaurant/café/snack bar	<input type="checkbox"/>		

6. **If this is a new business – the date you intend to open:**

Signature of Food Business Operator:

Name (BLOCK CAPITALS):

Signature of behalf of Food Business Operator

Position

Date:

Complete the next page then send the form to: food@chesterfield.gov.uk or Environmental Services, Chesterfield Borough Council, Town Hall, CHESTERFIELD, S40 1LP.

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

All personal information provided to Chesterfield Borough Council will be held and treated in confidence in accordance with the Data Protection Act 1998 and may be shared with other council departments or third party organisations. Only your trading name, address and type of food establishment will be included in the Public Register of Food Establishments.

Food Business Registration – Additional Information

1 Is this a brand new business? Yes No

OR Have you taken over an existing food business Yes No

Do you have another business? If so which one _____

2 Are you experienced in the food industry? Yes No

3 Do you or your staff have any training in food safety? Yes No

If so, provide details of training and when it was undertaken?

4 How many people are working in your business _____

5 Briefly describe your intended food activities and types of foods handled

6 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)

7 Will you be handling raw (unwrapped) meat or poultry and/or raw shell eggs? Yes No

8 Does your business only involve the handling or storage of wrapped food ? Yes No

9 Who are your customers? General public Other local businesses/retailers national supply

Please give details

10 What are your normal operating days/times?

11 Is this a seasonal business only? Yes No

12 Do you have a documented Food Safety Management system in place? (Safer Food Better Business Pack or similar documented set of food safety rules) Yes No

(It is a legal requirement to have a documented system in place. 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: _____

NOTES ON REGISTRATION OF FOOD ESTABLISHMENT

WHAT IS REGISTRATION?

1. Registration of establishment 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 degree of risk involved.

WHO NEEDS TO REGISTER?

2. If you run a food business you must tell the local authority about any establishment you use for storing, selling, distributing or preparing food. Food establishments include restaurants, hotels, cafés, 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 but don't have a permanent trading premises, you must tell the authority where the vehicles are normally kept overnight.
4. Anyone starting a new food business must register with the local authority at least 28 days before doing so.
5. The majority of premises will have to be registered. However, certain businesses are exempt from registration, e.g. small scale, occasional sale of food by charities. You should contact your local authority if you think you might be exempt.

HOW DO I REGISTER?

6. By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to your local authority. 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 establishments in more than one local authority area, you must register with each authority separately.
7. You must tick all the boxes which apply to your business, answer all the questions and give all the information requested. If you have any questions your local authority will help you. It is an offence to give information which you know is false.
8. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.