

## Registration of a Food Business Establishment

Article 31(1)(b) EC Regulation 882/2004

This form should be completed by food business operators in respect of new food business establishments and submitted to Thurrock Council 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 Thurrock Council Food authority for guidance.

1. **Address of establishment** \_\_\_\_\_  
(or address at which moveable establishment is kept)

**Telephone number of establishment:** \_\_\_\_\_

2. **Names of food business** \_\_\_\_\_  
(trading name)

3. **Full name of Food Business Operator** \_\_\_\_\_

4. **Address of Food Business Operator** \_\_\_\_\_

\_\_\_\_\_ **Post Code** \_\_\_\_\_

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

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

6. **Type of Business:**

- Farm Shop
- Food manufacturing/processing
- Packer
- Importer
- Wholesale/cash & carry
- Distribution/warehousing
- Retailer
- Restaurant/café/snack bar
- Market
- Seasonal Slaughter
- Staff restaurant/canteen/kitchen
- Catering

- Hospital/residential home/school
- Hotel/pub/guest house
- Private house used for food business
- Moveable establishment
- e.g. ice cream van
- Market stall
- Food Broker
- Takeaway
- Other (please give details)

- Sole Trader
- Partnership
- Limited Company
- (if Limited Company please complete 7 below)
- Other (please give details):

7.

Type of food to be provided: \_\_\_\_\_

Preparation: e.g. manufacture, storage, retail \_\_\_\_\_

\_\_\_\_\_

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8. Limited Company Name \_\_\_\_\_ Company No: \_\_\_\_\_  
 Registered Office Address \_\_\_\_\_ Post Code \_\_\_\_\_
9. Number of vehicles or stalls kept at, or used from, the food business establishment and used for the purposes of preparing, selling or transporting food:  
 5 or less  6-10  11-50  51 plus
10. Water Supplied to the Food Business Establishment.  
 Public (Mains) Supply  Private Supply
11. Full Name of Manager (if different from operator) \_\_\_\_\_
12. If this is a new business, date you intend to open \_\_\_\_\_
13. If this is a seasonal business, period during which you intend to be open each year  
 \_\_\_\_\_
14. Number of people engaged in food business. Count part-time worker(s) [25 hrs per week or less] as one-half.  
 0-10  11-50  51 plus  (Please tick one box)

**Signature of Food Business Operator**

\_\_\_\_\_

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

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

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

Once completed the form must be returned to:

Food Team, Environmental Health and Trading Standards Division, Thurrock Council,  
 Civic Offices, New Road, Grays, Essex RM17 6SL  
 E-mail: Environmental.health@thurrock.gov.uk

## **NOTES ON REGISTRATION OF FOOD PREMISES**

### **What is registration?**

Registration of premises used for a food business (including shops, takeaways, market stalls, delivery vehicles and other moveable structures) is required by law. Registration allows local authorities to keep an up to date list of all those premises in their area, so they can visit them when required.

### **Who needs to register?**

All food business proprietors must register their establishments (i.e. each separate unit of their food business), unless the business is subject to approval under Regulation 853/2004.

### **When do I register?**

At least 28 days before starting a new food business.

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

By completing this form. Registration cannot be refused and there is no charge. The form must be fully completed and returned to the address on this form.

If a food business operator has two business establishments on the same site e.g. two or more restaurants within a shopping centre, each business must be registered separately.

If one site contains two or more businesses (e.g. a coffee shop within a supermarket) and they are under the control of different operators, then all businesses must be registered separately.

Mobile food vehicles (e.g. ice-cream vans, burger vans etc.) should be registered with the Local Authority in the area where the vehicles are normally kept. Each vehicle should be registered separately.

Vehicles and stalls used to transport, prepare or sell food, should register with the Local Authority where the stocks of food are normally kept.

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

The Local Authority will enter the details on its register. The register will contain the name of the food business operator, name and address of the food business, nature of the food business e.g. retailer, takeaway. This register is available for inspection by the general public.

### **Changes to food business after registration**

Food business operators must ensure that they inform the Local Authority with whom they are registered, of any significant changes of activities or closure.

**These notes are provided for information only and should not be regarded as a complete statement of the law. If you require any further information please contact the Food Team (address overleaf).**