

# Thurrock Council

## Registration of a food business establishment

### Article 6(2) Regulation (EC) No 852/2004

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, some food business establishments must be **approved** rather than **registered**. Contact us if you're not sure whether any aspect of your food operations would require your establishment to be approved.

#### Food business establishment details

Address of establishment, or where moveable establishment is kept	
Phone number	
Trading names of food business	

#### Food business operator details

Full name	
Address	
Phone number	
Email	

#### Type of food business – tick all boxes that apply

<input type="checkbox"/> Catering	<input type="checkbox"/> Moveable – for example, ice cream van
<input type="checkbox"/> Distribution or warehousing	<input type="checkbox"/> Packer
<input type="checkbox"/> Farm Shop	<input type="checkbox"/> Private house used for food business
<input type="checkbox"/> Food Broker	<input type="checkbox"/> Restaurant, café or snack bar
<input type="checkbox"/> Food manufacturing or processing	<input type="checkbox"/> Retailer
<input type="checkbox"/> Hospital, residential home or school	<input type="checkbox"/> Seasonal slaughter
<input type="checkbox"/> Hotel, pub or guest house	<input type="checkbox"/> Staff restaurant, canteen or kitchen
<input type="checkbox"/> Importer	<input type="checkbox"/> Takeaway
<input type="checkbox"/> Market	<input type="checkbox"/> Wholesale or cash and carry
<input type="checkbox"/> Market stall	<input type="checkbox"/> Other – give details below:

#### Type of business – tick only one box

<input type="checkbox"/> Sole trader	<input type="checkbox"/> Limited company
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other – give details below:

**Food details**

Type of food to be provided	
Preparation – for example, retail, storage, manufacture	

**Limited company details, if applicable**

Limited company name	
Company number	
Registered office address	

**Other details – tick only one box in answer to each question, where applicable**

Number of vehicles or stalls kept at, or used from, the establishment and used for the purposes of preparing, selling or transporting food	<input type="checkbox"/> 5 or less <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 50 <input type="checkbox"/> 51 or more
Number of people engaged in food business. Count part-time workers who work up to 25 hours per week, as one-half.	<input type="checkbox"/> 0 to 10 <input type="checkbox"/> 11 to 50 <input type="checkbox"/> 51 or more
Water supply	<input type="checkbox"/> Public mains supply <input type="checkbox"/> Private supply
Full name of manager, if different from operator	
If this is a new business, the date you intend to open	
If this is a seasonal business, the period during which you intend to be open each year	

Signature of food business operator \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**After this form has been submitted, food business operators must notify us of any changes to the activities stated above, including closure, within 28 days of the changes happening.**

Once completed the form must be returned to:

- Food Team, Public Protection, Thurrock Council, Civic Offices, New Road, Grays, RM17 6SL
- [foodsafety@thurrock.gov.uk](mailto:foodsafety@thurrock.gov.uk)

# Notes on registration of food premises

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 us to keep an up to date list of all those premises in the area, so we can visit them when necessary.

## Who must register

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

## When to register

You must register at least 28 days before starting a new food business.

## How to register

You can register by fully completing this form and sending it to us. Registration cannot be refused and there is no charge.

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

If one site contains two or more businesses – for example, a coffee shop within a supermarket – and they are under the control of different operators, then each business must be registered separately.

Mobile food vehicles – such as ice-cream vans, burger vans, and so on – should be registered with the local council for the area in which the vehicles are normally kept. Each vehicle must 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 we do with your information

We will add the details you send us on to our register. The register contains:

- the names of the food business operator
- name and address of the food business
- nature of the food business – for example, retailer, takeaway

The register is available for inspection by the general public.

## Changes to food business after registration

Food business operators who register with us must tell us of any significant changes of activities or closure.

**These notes are for information only – they are not a complete statement of the law.**