

- A New food business
B Changes to a food business

Previous trading name (if changed):

This form should be completed by food business operators in respect of new food business establishments and submitted to East Lindsey District 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 the Commercial Team at East Lindsey District Council for guidance (details below). Please complete this form in BLOCK CAPITALS.

1. Address and postcode of establishment (or address at which moveable establishment is kept):

2. Name of food business (trading name): **Tel:**

3. Full name of food business operator (Mr/Mrs/Miss):

4. Address and postcode of food business operator:

Tel: **Email:**

- 5. Type of food business (please tick ALL the boxes that apply):**
- | | | |
|--|---|--|
| <input type="checkbox"/> Farm shop | <input type="checkbox"/> Restaurant / Café / Snack bar | <input type="checkbox"/> Private house used for a food business |
| <input type="checkbox"/> Food manufacturing / processing | <input type="checkbox"/> Market | <input type="checkbox"/> Moveable establishment (e.g. ice cream van) |
| <input type="checkbox"/> Packer | <input type="checkbox"/> Seasonal slaughterer | <input type="checkbox"/> Market stall |
| <input type="checkbox"/> Importer | <input type="checkbox"/> Staff Restaurant / Canteen / Kitchen | <input type="checkbox"/> Food broker |
| <input type="checkbox"/> Wholesale / Cash and carry | <input type="checkbox"/> Catering | <input type="checkbox"/> Takeaway |
| <input type="checkbox"/> Distribution / Warehousing | <input type="checkbox"/> Hospital / Residential home / School | Other (please give details): <input type="text"/> |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Hotel / Pub / Guest house | |

- 6. Type of business**
- Sole trader
 Partnership
 Limited company
 Importer
 Other (please give details):

7. Limited company name: **Company no:**

Registered office address:

Tel: **Email:**

8. 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
Reg numbers:

9. Water supplied to the food business establishment (please tick): Public (Mains) Supply Private Supply (e.g. borehole)

10. Full name of manager (if different from operator - Mr/Mrs/Miss):

11. If this is a new business (date you intend to open):

12. If this is a seasonal business (period during which you intend to be open each year):

13. Number of people engaged in food business (please tick one box): 0-5 6-10 11-50 51 plus

Signature of food business operator: Name (BLOCK CAPITALS):
 Position in business: Date: / /
 National Insurance No:

Notes on Registration of Food Premises

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

What is registration?

1. Registration of premises used for a food business (including market stalls, wet sales only pubs, delivery vehicles and other movable structures) is required by law. The EU Regulations 852/2004 on the Hygiene of Food Stuffs require this and carries a **£5000** fine for non compliance. Registration will allow local authorities to keep an up-to-date list of all those premises within 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. Anyone starting a new food business must register with the local authority at least 28 days before starting to trade.

How do I register?

3. By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to your local authority (see address panel below). If the form sent is 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.
4. You must tick all boxes which 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?

5. The local authority will enter the details on its Register. A Register of the name of the business, the address, telephone number 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.

Changes

6. Once you have registered with the local authority you only need to notify them of a change of proprietor or if the nature of the business changes. The new proprietor will have to complete the 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.

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information you provide will only be used for Council purposes unless we are required by law to do otherwise.