



LONDON PORT HEALTH AUTHORITY

PHFF-001

APPLICATION FORM FOR REGISTRATION OF FOOD BUSINESS ESTABLISHMENT

Completion and return of this document is required under EC Regulation 852/2004 on the Hygiene of Foodstuffs, Article 6(2)

Please see overleaf for guidance notes

1. Address of establishment including location within building e.g. basement, ground floor, etc., or address at which moveable premises, e.g. vessel / aircraft is kept

Post code

2. Trading name of food business: Telephone no:

3. Full Name of food business operator:

4. Head Office Address of food business operator:

Post code

Telephone number: E-mail:

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

- Food manufacturing/processing
Packer
Food broker
Importer
Distribution/warehousing
Wholesale/cash and carry
Retailer
Market stall/stand at market, etc
Bar/public house/night club
Restaurant/cafe/snack bar

- Staff etc restaurant/canteen/kitchen
Hospital/residential home/school
Hotel/guest house/hostel
Takeaway
Catering, e.g. functions at other premises
Private house used for a food business
Moveable establishment e.g., vessel
Other: please give details

6. Type of business

- Sole Trader
Partnership
Limited Company
Other
(Please give details)
(If Limited Company, please complete 7 below)

7. Limited Company Name: Company No.

Registered Office Address:

Post code

8. Is this a new business? Existing business?

Date you intend to open

Signature of Food Business Operator

Date

Name (BLOCK CAPITALS)

Please Return Completed Form to:

London Port Health Authority, River Division (Upper), Riverside, Charlton, London SE7 7SU

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

## NOTES ON REGISTRATION OF FOOD BUSINESS ESTABLISHMENTS

### What is registration?

1. Registration of the establishment of a food business (including market stalls, delivery vehicles, vessels and other moveable structures) is required by law. Registration will allow food authorities to keep an up-to-date list of those establishments 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 Port Health Authority about any establishment you use for the purposes of the food business. Food business establishments include restaurants, hotels, public houses, cafes, shops, supermarkets, staff canteens, warehouses, guest houses, delivery vehicles, vessels, buffet cars on trains, market and other stalls, hot dog and ice cream vans etc. **Food businesses also include food brokers, importers or similar operations, even if no food is actually present in the establishment, so the offices used for the purposes of the business will need to be registered (this is an important change in the law). Also, Head Offices of businesses which handle food at other premises will need to be registered.**

3. This form should be completed by food business operators in respect of new food business establishments and submitted to 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 the London Port Health Authority for guidance.

4. The majority of establishments will have to be registered. However, certain establishments are exempt from registration e.g. meat or dairy establishments which are specifically approved for food law purposes. Individual vending machines, tea points (unless operated by a contract caterer) and childminders not providing food would be exempt from the requirement for registration. You should contact the London Port Health Authority to discuss any possible exemptions or to confirm whether registration is necessary.

5. If you use vehicles for your food business in connection with any establishment 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 establishment, you must tell the authority where they are normally kept.

### How do I register?

6. By filling in and submitting this form. Registration cannot be refused and there is no charge. The registration form must be sent to the London Port Health Authority. If the form is sent to the wrong authority your application will not take effect until it is received at the proper authority. If you use establishments in more than one Local/Port Health 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 the London Port Health 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?

8. The London Port Health Authority will enter the details on its Register. A register of addresses, food business name, name of food business operator and the type of business carried on at each establishment will be open to inspection by the general public.

### Changes

9. Once you have registered with the London Port Health Authority you are required to notify them of any significant change in any of the details of the business. Any new food business operator will have to complete an application form.

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

#### Office Use Only

Date Received:.....

Prime Use Code:.....

PHO (Initials):.....

UPRN:.....

Date Registered:.....