

# APPLICATION FORM FOR REGISTRATION OF FOOD BUSINESS ESTABLISHMENT

This form should be completed by Food Business Operators in respect of **new** Food Business Establishment and submitted to the relevant competent authority 28 days before commencing food operations. On the basis of the activities carried out, certain Food Business Establishment 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 London Borough of Enfield for guidance.

1. **Address of establishment** (or address at which moveable establishment is kept) .....  
..... **Post Code:** .....
2. **Name of Food Business** (trading name) .....  
**Tel No:**..... **E-Mail:** .....
3. **Full name of Food Business Operator** .....
4. **Home Address of Food Business Operator**.....  
..... **Post Code**.....  
**Tel No:**..... **E-Mail** .....
5. **Type of Food Business** (Please tick **ALL** the boxes that apply)

Farm shop	<input type="checkbox"/>	FA	Staff restaurant/canteen/kitchen	<input type="checkbox"/>	FK	Sole trader	<input type="checkbox"/>
Food Manufacturing/processing	<input type="checkbox"/>	FB	Catering	<input type="checkbox"/>	FL	Partnership	<input type="checkbox"/>
Seasonal Slaughterer	<input type="checkbox"/>	FC	Hospital/residential home/school	<input type="checkbox"/>	FM	Limited Company	<input type="checkbox"/>
Packer	<input type="checkbox"/>	FD	Hotel/pub/guest house	<input type="checkbox"/>	FN	Other	<input type="checkbox"/>
Importer	<input type="checkbox"/>	FE	Private house used for a Food Business	<input type="checkbox"/>	FO	(please give details)	<input type="checkbox"/>
Wholesale/cash and carry	<input type="checkbox"/>	FF	Moveable establishment e.g. ice cream van	<input type="checkbox"/>	FQ	.....	
Distribution/warehousing	<input type="checkbox"/>	FG	Market Stall	<input type="checkbox"/>	FR	.....	
Retailer	<input type="checkbox"/>	FH	Food Broker	<input type="checkbox"/>	FS	.....	
Market	<input type="checkbox"/>	FI	Takeaway	<input type="checkbox"/>	FT	(if Limited Company,	
Restaurant/café/snack bar	<input type="checkbox"/>	FJ	Other: please give details.....	<input type="checkbox"/>		please complete 7. below)	
			.....				
			.....				

7. **Limited Company Name** ..... **Company No.** .....
- Registered Office Address** .....
- ..... **Post Code** .....

8. **Number of vehicles or stalls kept at, or used from, the Food Business Establishment and used for the purpose of preparing, selling or transporting food:**  
5 or less     6-10     |    11-50     |    51 plus

9. **Water Supplied to the Food Business Establishment**      **Public (Mains) Supply**     **Private Supply**

10. **Full Name of manager (if different from operator)** .....

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**      **0-10**    **11-50**    **51 plus**    **(Please tick one box)**  
Count part-timer worker(s) (25hrs per week or less) as one-half

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

London Borough of Enfield  
Business Regulation  
Environmental Health  
PO Box 57, Civic Centre,  
Silver Street  
Enfield. EN1 3XH



ENFIELD Council  
www.enfield.gov.uk

**Signature of Food Business Operator :** .....

**Date:** .....

**Name:** .....

(BLOCK CAPITALS)

**Position:**.....

# **APPLICATION FORM FOR REGISTRATION** **OF FOOD BUSINESS ESTABLISHMENT**

## **NOTES ON REGISTRATION OF FOOD BUSINESS ESTABLISHMENT**

### **What is registration?**

1. Registration of an 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. All food business establishments will need to register except for the following:
  - Establishments that are already approved under EC Regulation 853/2004
  - Primary production for private domestic use
  - The direct supply by the producer of small quantities of primary products to the final consumer or to local retail establishments directly supplying the final consumer.
3. If you use vehicles for your food business in connection with a permanent establishment such as a shop, 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 premises, you must tell the authority where they are normally kept.
4. Anyone starting a new food business must register with the local authority at least 28 days before doing so.

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

5. By filling in this form, registration cannot be refused and there is no charge. The registration form must be sent to your local authority. The address can be found in the telephone directory. 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 premises in more than one local authority area, you must register with each authority separately.
6. You must tick all the boxes that apply to your food business, answer all the questions and give all the information requested. A seasonal food business 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?**

7. The local authority will enter the details on its Register. The register will consist of the name of the food business (if any), the address, telephone number and the type of business carried out at each premises and will be open to inspection by the general public. Records of the other information provided will not be publicly available.

### **Changes**

9. You should also note that you are also required to notify this Authority of any changes to the business e.g. change to the activities carried out, closure of the business, change in food business operator. Such changes must be notified no later than 28 days after the change has occurred and preferably in writing. The new food business operator will have to complete an application form.
10. 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.

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