

# APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

( Regulation (EC) No.852/2004 on the Hygiene of Foodstuffs Article 6(2) )

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 Food Safety Team on 01924 305993 for guidance.

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

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

2. **Name of food business** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_  
(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):

- |  |  |
|--|--|
| <input type="checkbox"/> Farm Shop                     | <input type="checkbox"/> Staff restaurant/canteen/kitchen          |
| <input type="checkbox"/> Food manufacturing/processing | <input type="checkbox"/> Catering                                  |
| <input type="checkbox"/> Packer                        | <input type="checkbox"/> Hospital/residential home/school          |
| <input type="checkbox"/> Importer                      | <input type="checkbox"/> Hotel/pub/guest house                     |
| <input type="checkbox"/> Wholesale/cash and carry      | <input type="checkbox"/> Private house used for a food business    |
| <input type="checkbox"/> Distribution/warehousing      | <input type="checkbox"/> Moveable establishment e.g. ice cream van |
| <input type="checkbox"/> Retailer                      | <input type="checkbox"/> Market stall                              |
| <input type="checkbox"/> Restaurant/café/snack bar     | <input type="checkbox"/> Food Broker                               |
| <input type="checkbox"/> Market                        | <input type="checkbox"/> Takeaway                                  |
| <input type="checkbox"/> Seasonal Slaughterer          | <input type="checkbox"/> Other (Please give details):              |

\_\_\_\_\_  
\_\_\_\_\_

6. **Type of Business:**

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> Sole Trader                          | <input type="checkbox"/> |
| <input type="checkbox"/> Partnership                          | <input type="checkbox"/> |
| <input type="checkbox"/> Limited Company                      | <input type="checkbox"/> |
| <input type="checkbox"/> Other ( <b>Please give Details</b> ) |                          |

\_\_\_\_\_  
\_\_\_\_\_

(If Limited Company, 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 purposes 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-time worker(s) (25 hrs per week or less) as one-half

**Signature of Food Business Operator** \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

(BLOCK CAPITALS)

The completed form should be sent to: City of Wakefield Metropolitan District Council  
Environmental Health Services (Food Registration) Newton Bar, Leeds Road, Wakefield WF1 2TX

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