

APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

This form should be completed by food business operators in respect of food business establishments* (including new businesses or those that have changed hands) 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 Perth and Kinross Council 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 (alternative to establishment address)** _____
_____ Post Code _____

Telephone No. _____ E-Mail _____

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

| | | | |
|-------------------------------|--------------------------|---|--------------------------|
| 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:**

| | |
|---|--------------------------|
| Sole Trader | <input type="checkbox"/> |
| Partnership | <input type="checkbox"/> |
| Limited Company | <input type="checkbox"/> |
| Other (Please give Details) | <input type="checkbox"/> |
| _____ | |
| _____ | |
| <i>(If Limited Company, please complete 7. below)</i> | |

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:**

None 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** _____ 12. **If this is a seasonal business** _____
(Date you intend to open) (Period during which you intend to be open each year)

13. **Operating hours of the business** _____

14. **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)

On completion of this form it requires to be submitted to:

Perth and Kinross Council
Environment Services
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD
Tel: 01738 476476

Following submission of this form food business operators must notify any changes to the activities stated above or closure of the food business operation to Perth and Kinross Council, preferably before the change occurs and certainly within 28 days of the change(s) being implemented.

* and ** - see definitions on reverse of form

What is Registration?

Registration of food businesses 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 be visited or contacted where necessary. The frequency of the visits will depend on the type of business.

The majority of food businesses will require to register, with the exception of those detailed below and those activities undertaken on a small scale and infrequent basis. In order to clarify whether your food business requires registration please contact Perth and Kinross Council Environment Services to discuss further.

Exemptions to registration:

- (a) Primary production for private domestic use;
- (b) The domestic preparation, handling or storage of food for private domestic consumption;
- (c) 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;
- (d) Collection centres and tanneries which fall within the definition of a food business only because they handle raw material for production or gelatine or collagen.

How do I Register?

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.

You must tick all the 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 to be false.

What Happens to the Information Given on the Form?

The local authority will enter the details on its Register. A register of addresses and the type of business carried out at each will be open to inspection by the general public. Records of the other information provided will not be publicly available.

Definitions:

* **"Food Business"** – means any undertaking, whether for profit or not and whether public or private, carrying out any of the activities related to any stage of production, processing and distribution of food.

** **"Food Business Operator"** – means the natural or legal persons responsible for ensuring that the requirements of food law are met within the food business under their control.

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

Data Protection Act 1998

The information provided by you will be used in assessing your Application for Registration of a Food Premises. Your details will also be placed in a Public Register of Food Premises as per the guidelines in The Food Safety Act 1990. In terms of the Data Protection Act 1998, you are entitled to know what personal information Perth and Kinross Council hold about you, on payment of a fee of £10. Application should be made to Executive Director (Environment) Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

OFFICIAL USE ONLY

Entered in Register By, Initials Date

Completion of form generated by FEO Inspection, Officer Initials: Date of Inspection:

New Business Pack issue: YES / NO
Date issued