

# 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 Environmental Health Service, Royal Borough of Kingston upon Thames for guidance.

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

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

2. **Trading name of food business** \_\_\_\_\_ **Telephone No** \_\_\_\_\_

3. **Full name of food business operator(s)** \_\_\_\_\_  
(or Limited company where relevant)

4. **Head Office address of food business operator** \_\_\_\_\_  
(where different from address of establishment)

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

Telephone No. \_\_\_\_\_ E-Mail \_\_\_\_\_

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

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| Staff restaurant/canteen/kitchen       | <input type="checkbox"/> | Hospital/residential home/school          | <input type="checkbox"/> |
| Retailer (including farm shop)         | <input type="checkbox"/> | Distribution/warehousing                  | <input type="checkbox"/> |
| Restaurant/café/snack bar              | <input type="checkbox"/> | Food manufacturing/processing             | <input type="checkbox"/> |
| Market/Market stall                    | <input type="checkbox"/> | Importer                                  | <input type="checkbox"/> |
| Takeaway                               | <input type="checkbox"/> | Catering                                  | <input type="checkbox"/> |
| Hotel/pub/guest house                  | <input type="checkbox"/> | Packer                                    | <input type="checkbox"/> |
| Private house used for a food business | <input type="checkbox"/> | Moveable establishment e.g. ice cream van | <input type="checkbox"/> |
| Wholesale/cash and carry               | <input type="checkbox"/> | Primary producer - livestock              | <input type="checkbox"/> |
| Food broker                            | <input type="checkbox"/> | Primary producer - arable                 | <input type="checkbox"/> |
|  |                          |   | <input type="checkbox"/> |

Other (please give details):

6. If this is a new business, the date you intend to open: \_\_\_\_\_

Signature of food business operator \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(BLOCK CAPITALS)

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY SIGNIFICANT CHANGE IN ACTIVITIES TO THE ACTIVITIES STATED ABOVE (INCLUDING CLOSURE) TO THE ROYAL BOROUGH OF KINGSTON UPON THAMES COUNCIL AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

The completed form should be sent to:

The Environmental Health & Trading Standards Service,  
Royal Borough of Kingston upon Thames,  
Guildhall,  
Kingston upon Thames,  
Surrey KT1 1EU.