

# **APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT**

(Regulation (EC) No. 852/2004 on the hygiene of foodstuffs, Article 6(2))

## **Privacy Notice for Registration of a Food Business Establishment**

### **The personal data we will collect and process**

Harlow Council will collect and process the personal information you provide within this form to comply with our statutory obligations under (Regulation (EC) No. 852/2004 on the hygiene of foodstuffs, Article 6(2)).

Without this information, we are unable to process your application for registration.

### **Who will we share your personal information with?**

The following information that you provide must be published in the Food Premises Register, which is open to inspection by the general public:-

- Address of establishment
- Trading name of the food business
- Nature of the food business (for example café, retailer, canteen, etc)

The personal information you provide in this form (email addresses and telephone numbers) is held solely by the Environmental Health department and is shared with Essex County Council Trading Standards to assist in improving services provided by both authorities and in order to meet statutory obligations. Your personal information will not be shared with any other third parties. Where it is necessary to share details of your application with other departments of Harlow Council in order to determine your application, your personal information will be removed.

Your information will also be shared where the Council is under a legal obligation to do so, for example between our services and with other official organisations, such as the Police and other government bodies.

### **How long will we keep your personal information?**

This form, and the personal information that you have provided within it, will be kept until the premises stops trading as a food business establishment, or there are changes meaning that a new application form must be completed for re-registration (see section 11 of the notes). Your personal information will be securely destroyed within one year, after the date you inform us that you have ceased trading, or within one year after we receive your new completed application form.

For more information on how we collect, use and protect personal information generally, as well as your rights as a data subject please view our main privacy notice on our website by visiting <http://www.harlow.gov.uk/privacy-notice>

If you do not have online access a paper copy of our main privacy notice can be provided by contacting the Environmental Health team on 01279 446111.

# 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 received by 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 Harlow Council, Environmental Health Services for guidance.

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

2. **Trading name of food business** \_\_\_\_\_  
**Telephone no.** \_\_\_\_\_ **E-mail** \_\_\_\_\_

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 activity** (Please tick ALL the 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"/> |

Other (please give details): \_\_\_\_\_

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

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

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(BLOCK CAPITALS)

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 the law.**

Please return the completed form to:

Environmental Health  
Harlow Council  
Civic Centre  
The Water Gardens  
Harlow  
Essex CM20 1WG

**After this form has been submitted, Food Business Operators must notify any significant changes in activities to the activities stated above (including closure) to the food authority and should do so within 28 days of the change(s) happening**

## NOTES ON REGISTRATION OF FOOD PREMISES

### What is a food business?

1. '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.

### What is a food business operator?

2. '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.

### What is registration?

3. Registration of premises 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 visits will depend on the type of business.

### Who needs to register?

4. If you run a food business you must tell the local authority about any premises you use for storing, selling, distributing or preparing food. Food premises includes restaurants, hotels, cafes, shops, supermarkets, staff canteens, kitchens in offices, warehouses, guest houses, delivery vehicles, market and other stalls, hot dog vans, ice cream vans and other mobile traders and anyone using their home for catering purposes.
5. If you use vehicles for your food business in connection with permanent premises such as 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 premises, you must tell the local authority where they are normally kept.
6. Anyone starting a new food business must register with the local authority at least 28 days before doing so.
7. Sites will exist on which there are two or more business establishments under the control of the same food business operator. For example, in the case of a shopping centre in which there are two or more food business establishments under the control of the same food business operator, such operators must ensure that each establishment under their control is registered separately. Food business operators should therefore complete a registration form for each separate establishment.
8. Sites will also exist on which there are two or more food business establishments under the control of different food business operators. For example, a supermarket may have a coffee shop on site under the control of a different food business operator such as a coffee shop chain. In such cases, the coffee shop will not be covered by the supermarket's registration and must be registered in its own right by its operator. Coffee shops, snack bars etc. operated by the supermarket itself would be covered as part of the supermarket's registration.

### How do I register?

9. By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to the address on the front of the form. If your registration form is sent to the wrong Local Authority, 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.
10. 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, your local authority will help you. It is an offence to give information you know is false.

### Changes

11. Once you have registered with the local authority, you only need to notify them of a change of Food Business Operator, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The new Food Business Operator will have to complete an application form.