

APPLICATION FORM FOR REGISTRATION OF FOOD PREMISES

1 **Address of premises**
 (or address at which moveable premises are kept)

..... **Post Code**

2 **Name of food business** **Telephone no**

(trading name)

3 **Type of premises** Please tick ALL the boxes that apply

Farm/small holding	<input type="checkbox"/>	Staff restaurant/canteen/kitchen	<input type="checkbox"/>
Food manufacturing/processing	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Slaughterer	<input type="checkbox"/>	Hospital/residential home/school	<input type="checkbox"/>
Packer	<input type="checkbox"/>	Hotel/pub/guest house	<input type="checkbox"/>
Importer	<input type="checkbox"/>	Private house used for a food business	<input type="checkbox"/>
Wholesale/cash and carry	<input type="checkbox"/>	Premises used by a number of businesses	<input type="checkbox"/>
Distribution/warehousing	<input type="checkbox"/>	Moveable premises	<input type="checkbox"/>
Retailer	<input type="checkbox"/>	Other: please give details
Market	<input type="checkbox"/>
Restaurant/café/snack bar	<input type="checkbox"/>		

4 **Does your business handle or involve any of the following?** Please tick ALL the boxes that apply

Chilled foods	<input type="checkbox"/>	Alcoholic drinks	<input type="checkbox"/>
Frozen foods	<input type="checkbox"/>	Canning	<input type="checkbox"/>
Fruit and vegetables	<input type="checkbox"/>	Vacuum packing	<input type="checkbox"/>
Fish/fish products	<input type="checkbox"/>	Bottling and other packing	<input type="checkbox"/>
Fresh/frozen meat	<input type="checkbox"/>	Table meals/snacks	<input type="checkbox"/>
Fresh/frozen poultry	<input type="checkbox"/>	Takeaway food	<input type="checkbox"/>
Meat products or delicatessen	<input type="checkbox"/>	Accommodation	<input type="checkbox"/>
Dairy products	<input type="checkbox"/>	Delivery service	<input type="checkbox"/>
Eggs	<input type="checkbox"/>	Chilled food storage	<input type="checkbox"/>
Bakery	<input type="checkbox"/>	Bulk storage	<input type="checkbox"/>
Sandwiches	<input type="checkbox"/>	Use of private water supply	<input type="checkbox"/>
Confectionery	<input type="checkbox"/>	Other: please give details
Ice cream	<input type="checkbox"/>

5 **Are vehicles or ships used for transporting food kept at or used from the premises?** Yes / No

Are vehicles, stalls or ships used for preparing or selling food, kept at or used from the premises? Yes / No

Number of vehicles/stalls/ships kept at or used from the premises, and used for preparing, selling or transporting food.

5 or less 11-50 6-10 51 plus

6 **Name(s) of proprietor(s) of food business**

Address of business head office or registered office
 (if different from address of premises)

..... **Post Code**

7 **Name of manager if different from proprietor**

8 **If this is a new business** Date you intend to open

9 **If this is a seasonable business** Period during which you intend to be open each year

10 **Number of people engaged in food business** Please tick one box
 Count part-timer(s) (25 hrs per week or less) as one-half 0-10 11-50 51 plus

The completed form should be sent to:

John Bell
Environmental Health Specialist Officer
Aberdeenshire Council
Environmental Health
Planning & Environmental Services
Gordon House, Blackhall Road
Inverurie, Aberdeenshire
AB51 3WA

It is an offence to give false or incomplete information

Signature

Date

Name

(BLOCK CAPITALS)

Position in company/business

NOTES ON REGISTRATION OF FOOD PREMISES

What is registration?

1. 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 the visits will depend on the type of business.

Who needs to register?

2. If you run a food business for more than 5 days in any consecutive weeks, you must tell (or arrange for someone else to 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, buffet cars on trains, market and other stalls, hot dog and ice cream vans etc.
3. If you use vehicles for your food business in connection with permanent premises such as a 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 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.
5. The majority of premises will have to be registered. However, certain premises are exempt from registration eg some which are already registered for food law purposes, certain agricultural premises, motor cars, tents and marquees (but not stalls), some domestic premises and some village halls. You should contact your local authority if you think you might be exempt.

How do I register?

6. 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.
7. 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 7. 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?

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

Changes

9. Once you have registered with the Local Authority you only need notify them of a change of proprietor, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The proprietor will have to complete an application form.

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.**