



Application for the Registration of a Food Business Establishment

This form should be completed by food business operators in respect of new food business establishments and submitted to the relevant competent 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 Royal Borough of Kensington and Chelsea for guidance.

1. Address of establishment

or address at which moveable establishment is kept

Postcode

Unit Dept/ Section / Floor

Telephone No

2. Name of food business

3. Full name of food business operator

4. Address of food business operator

Postcode

Telephone No

E-Mail

5. Type of food business (Please tick all boxes that apply)

6. Type of Business

- | | |
|--|--|
| <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) |

- Sole trader
- Partnership
- Limited Company
- Other (Please give details)

(If Limited Company, complete 7. below)

7. Limited Company name

Company No.

Registered Office Address

Postcode

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 which you intend to be open each year

13. Number of people engaged in food business.

0-10

11-50

51 plus

Count part-time workers (25 hrs per week of less) as one-half. Please tick **one** box.

Signature of Food Business Operator

Date

Name

BLOCK/CAPITALS

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

The completed form should be sent to: **Directorate of Environmental Health, The Royal Borough of Kensington & Chelsea, Council Offices, 37 Pembroke Road, London W8 6PW**

Notes

What is Registration?

Registration is a notification by the food business operator of “each establishment under its control that carries out any of the stages of production, processing and distribution of food”

Registration is required under *Article 6(2) of Regulation (EC) 852/2004*

The Royal Borough of Kensington and Chelsea will keep a database of this information, which is entered on a public register. This information may requested with due regard to Freedom of Information and Data Protection legislation.

Do I need to register?

All food business establishments (i.e. each separate unit of their food businesses) need to be registered except establishments which need to be approved under *Regulation (EC) 853/2004*, e.g. Food Manufacturers.

If in doubt, please contact the Royal Borough of Kensington and Chelsea for guidance.

How do I register?

Registration is free of charge. Once completed, this form needs to be returned to the following address:

**Royal Borough of Kensington and Chelsea
Directorate of Environmental Health,
Council Offices,
37 Pembroke Road,
London W8 6PW**

When to register

Food business operators should register their food business establishments with the Royal Borough of Kensington and Chelsea at least 28 days before food operations commence.

If the activities of your food business change

After this form has been submitted, food business operators must notify any changes to the activities stated above to the Royal Borough of Kensington and Chelsea and should do so within 28 days of the change(s) happening.

Some 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;*

Please note that Food businesses can include **restaurants, cafés, bars, home caterers, market stalls, schools, nurseries, chemists, etc.** This list is not exhaustive.

"Food" includes **drinks, snacks, confectionery, baby milk, chocolate bars, wrapped and sealed food**, etc. This list is not exhaustive.

"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;*

"Establishment" means *any unit of a food business;*

Call: 020 7361 3002

Email: food.hygiene@rbkc.gov.uk

www.rbkc.gov.uk/foodhygieneandstandards