

APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

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

This form must be completed by food business operators in respect of new food business establishments and sent to the relevant Food Authority. It should be received 28 days before commencing food operations. On the basis of the activities carried out, certain 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. **Dartford establishments** should call **01322 343434** and **Sevenoaks establishments** should call **01732 227000** email eh.support@dartford.gov.uk.

Complete this form and then **click here to submit your application**

Address and postcode of establishment: (or address at which movable establishment is kept):	Please ensure you include the postcode		
Trading name of food business:			
Telephone no. of food business:			
Email address of food business:			
Full name of food business operator(s) (or Limited Company where relevant):			
Limited Company no:			
Head office address of food business operator:	Please ensure you include the postcode		
Telephone no of Head office:			
Email address of Head office:			
TYPE OF FOOD ACTIVITY - Please tick ALL 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 eg. 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:	<input type="checkbox"/>		
Water supply to the business:			
Name of water supplier:			
If this is a new business, the date you intend to open:			

I confirm that the information on this form is correct and complete and that I have read the notes on the back of the form.

Date:

Name (BLOCK CAPITALS): _____

Please return completed form to:
Dartford and Sevenoaks Environmental Health Partnership
Civic Centre
Home Gardens
Dartford
Kent DA1 1DR

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY SIGNIFICANT CHANGE IN ACTIVITIES TO THOSE 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

(These notes are provided for guidance only and should not be regarded as a complete interpretation of the law)

1. Under Article 6(2) of EU Hygiene Regulation 852/2004 ALL food business operators must register their food establishments with the relevant food authority. There is no charge for registration and registration cannot be refused.
2. This form should be completed IN FULL 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 the Environmental Health Team at the address on the front of this form or telephone the following number: if you are a **Dartford business** please call **01322 343434**, if you are a **Sevenoaks business** please call **01732 227000**.
3. Article 31(1)(b) of Regulation 882/2004 requires the food authority to maintain a list of registered establishments.
4. A Separate list of registered establishments will also be available for public inspection. The list will only contain the following information:-
 - i) Name of the food business
 - ii) Address of the food business establishment
 - iii) Particulars and nature of the food business
5. Dartford Borough Council and Sevenoaks District Council are data controllers for the purposes of the Data Protection Act 2018. If you would like to know more about what information we have about you or the way we use your information, please contact Environmental Health as directed.
Environmental Health may disclose this data to any person or organisation for the purposes for which it was collected; or where the Act allows disclosure; or where that person or organisation has a legal power to require us to release the data.
6. After this form has been submitted, food business operators must notify any changes to the activities stated above to the Environmental Health team and should do so within 28 days of the change(s) happening.
7. Failure to register, or failure to notify changes, or giving information that you know to be false, is an offence.