

APPLICATION FOR REGISTRATION OF FOOD BUSINESS ESTABLISHMENT

This form should be completed by food business operators in respect to new food business establishments and submitted to this 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 Argyll and Bute Council for guidance. **It is an offence to give false or incomplete information.**

1.	Address of Premises (or address at which moveable premises are kept)	
2.	Name of Food Business	
3.	Name of Food Business Operator	
4.	Address of Food Business Operator	
5.	Telephone No.	
6.	E-mail	

7. Type of premises (Please tick ALL the boxes that apply)

01. Farm Shop	<input type="checkbox"/>	11. Staff restaurant/canteen/kitchen	<input type="checkbox"/>	Type of business:		
02. Food manufacturer/processing	<input type="checkbox"/>	12. Catering	<input type="checkbox"/>		Sole trader	<input type="checkbox"/>
03. Slaughterer	<input type="checkbox"/>	13. Hospital/residential home/school	<input type="checkbox"/>		Partnership	<input type="checkbox"/>
04. Packer	<input type="checkbox"/>	14. Hotel/pub/guest house	<input type="checkbox"/>		Limited Company	<input type="checkbox"/>
05. Importer	<input type="checkbox"/>	15. Private house used for a food business	<input type="checkbox"/>		Other (please give details)	<input type="checkbox"/>
06. Wholesale, cash and carry	<input type="checkbox"/>	16. Moveable establishment e.g. ice cream van	<input type="checkbox"/>			
07. Distribution/warehousing	<input type="checkbox"/>	17. Market stall	<input type="checkbox"/>			
08. Retailer	<input type="checkbox"/>	18. Food broker	<input type="checkbox"/>			
09. Market	<input type="checkbox"/>	19. Takeaway	<input type="checkbox"/>			
10. Seasonal Slaughter	<input type="checkbox"/>	20. Other (please give details)	<input type="checkbox"/>			

(if Ltd. Company, please complete No. 9 below)

8. Does your business handle any of the following? (Please tick ALL the boxes that apply)

N.B. Completion of Section 8 is OPTIONAL

Chilled foods	<input type="checkbox"/>	Eggs	<input type="checkbox"/>	Bottling and other packing	<input type="checkbox"/>	Other (give details) :-
Frozen foods	<input type="checkbox"/>	Bakery	<input type="checkbox"/>	Table meals/snacks	<input type="checkbox"/>	
Fruits and vegetables	<input type="checkbox"/>	Sandwiches	<input type="checkbox"/>	Takeaway food	<input type="checkbox"/>	
Fish/fish products	<input type="checkbox"/>	Confectionary	<input type="checkbox"/>	Accommodation	<input type="checkbox"/>	
Fresh/frozen meat	<input type="checkbox"/>	Ice cream	<input type="checkbox"/>	Delivery service	<input type="checkbox"/>	
Fresh/frozen poultry	<input type="checkbox"/>	Alcoholic drinks	<input type="checkbox"/>	Chilled food storage	<input type="checkbox"/>	
Meat products or delicatessen	<input type="checkbox"/>	Canning	<input type="checkbox"/>	Bulk storage	<input type="checkbox"/>	
Dairy products	<input type="checkbox"/>	Vacuum packing	<input type="checkbox"/>		<input type="checkbox"/>	

9. To be completed if business is a Limited Company

Limited Company Name		Company No.	
Registered Office Address		Post Code	

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

APPLICATION FOR REGISTRATION OF FOOD BUSINESS ESTABLISHMENT

10. Number of vehicles/stalls/ships 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Water supplied to the food business establishment

Public (Mains) Supply

Private Supply

12. Full Name of Manager (if different from operator) _____

13. If this is a new business (Date you intend to open) _____

14. If this is a seasonal business

(Period during which you intend to be open each year) _____

15. Number of people engaged in food business (please tick one box):

0-10	11-50	51 plus
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of Food Business Operator: _____

Name (in Block Capitals): _____

Date: _____

The completed form can be emailed to envhealth@argyll-bute.gov.uk OR posted to the below address:

Environmental Health Argyll and Bute Council, Kilmory, Lochgilphead, Argyll, PA31 8RT
--

APPLICATION FOR REGISTRATION OF FOOD BUSINESS ESTABLISHMENT

NOTES ON REGISTRATION OF FOOD PREMISES

1. What is registration?

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.

2. How do I register?

- a) 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 at the foot of the page overleaf. 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.
- b) 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 dates between which they will be open in answer to question 12. If you have any questions your local authority will help you. It is an offence to give information which you know is false.

3. What happens to the information given on the form?

The local authority will enter the details on its Register. A register of addresses and 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.

4. Changes

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 address at which moveable premises are kept. The new 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.**