

Application Form for the Registration of a Food Business Establishment

1. Address of establishment
 (or address at which food mobile/stall/or similar is kept)
 Post code
2. Trading name of food business Telephone No
3. Trading location (if a food mobile).....
4. Opening hours.....
5. Full Name of food business operator.....
6. Address of Food Business Operator
Post Code.....
 Telephone No Email

<p>7. Type of food business (Please tick ALL the boxes that apply):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Farm Shop <input type="checkbox"/></td> <td style="width: 33%;">Staff restaurant/canteen/kitchen <input type="checkbox"/></td> <td style="width: 33%;"></td> </tr> <tr> <td>Food manufacturing/processing <input type="checkbox"/></td> <td>Catering <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Packer <input type="checkbox"/></td> <td>Hospital/residential home/school <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Importer <input type="checkbox"/></td> <td>Hotel/pub/guest house <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Wholesale/cash and carry <input type="checkbox"/></td> <td>Private house used for a food business <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Distribution/warehousing <input type="checkbox"/></td> <td>Moveable establishment e.g. ice cream van <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Retailer <input type="checkbox"/></td> <td>Market stall <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Restaurant/café/snack bar <input type="checkbox"/></td> <td>Food broker <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Market <input type="checkbox"/></td> <td>Takeaway <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Seasonal slaughterer <input type="checkbox"/></td> <td>Other: <input type="checkbox"/></td> <td></td> </tr> </table> <p>Please give brief details of operation: <div style="border: 1px solid black; height: 20px; width: 100%;"></div></p>	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: <input type="checkbox"/>		<p>8. Type of Business:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Sole Trader <input type="checkbox"/></td> <td style="width: 20%;"></td> </tr> <tr> <td>Partnership <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Limited Company <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Other <input type="checkbox"/></td> <td></td> </tr> <tr> <td colspan="2">(please give details)</td> </tr> <tr> <td colspan="2">-----</td> </tr> <tr> <td colspan="2">-----</td> </tr> <tr> <td colspan="2">-----</td> </tr> <tr> <td colspan="2">(If Limited Company, please complete 9.)</td> </tr> </table>	Sole Trader <input type="checkbox"/>		Partnership <input type="checkbox"/>		Limited Company <input type="checkbox"/>		Other <input type="checkbox"/>		(please give details)		-----		-----		-----		(If Limited Company, please complete 9.)	
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9. Limited Company Name Company No.....
 Registered Office Address.....
 Post Code
10. 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 (Please tick box)
11. Full name of Manager (If different from operator).....
12. If this is a new business, date you intend to open
13. If this is a seasonal business, period during which you intend to be open each year.....
14. Number of people engaged in food business 0-10 11-50 51 plus (Please tick box)
 Count part-time worker(s) (25 hrs per week or less) as one-half
- Signature of Food Business Operator Date
- Name (BLOCK CAPITALS)

Office use only: FSA Category..... Update
 Inspection required
 Alternative enforcement strategy

After this form has been submitted, food business operators must notify changes listed in point 5 (overleaf) to Milton Keynes Council, Environmental Health Division within 28 days of the change(s) happening.

NOTES ON REGISTRATION OF FOOD PREMISES

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.

1. What is registration?

Registration of establishments used for food business 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. Who needs to register?

If you run a food business 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 canteen, kitchens in offices, warehouses, guest houses, delivery vehicles, buffet cars on trains, market and other stalls, hot dog and ice cream vans etc.

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.

The majority of establishments will have to be registered. However, certain premises are exempt from registration. For example, those establishments, which on the basis of the activities carried out, 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 Milton Keynes Council, Environmental Health Division for guidance.

3. How do I register?

By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to:

**Milton Keynes Council
Environmental Health Division
Civic Offices
1 Saxon Gate East
Central Milton Keynes
MK9 3EJ**

If you use premises in more than one local authority are you must register with each authority.

You must tick all the boxes that 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 **11**. If you have any questions please contact Milton Keynes Council, Environmental Health Division. It is an offence to give information that you know is false.

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

The local authority will enter the details on its register. A register of addressees 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.

5. Changes

Once you have registered your establishment, you must also notify the Environmental Health Division within 28 days:

- where there is a change of food business operator (the food business operator will have to complete an application form)
- if the nature of the business changes
- if there is a change of the address at which moveable premises are kept
- the establishment closes.

If the local authority wishes to change the entry in the register because of information that it received 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.