

This form should be completed 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 Food Safety service on 0191-2116102. Email: psr@newcastle.gov.uk

1. **Address of establishment:** .....  
Or address where moveable ..... **Post Code:** .....  
Establishment is kept. **Tel No:** .....

2. **Name of Food Business:** .....  
Trading Name. ....

3. **Full Name of Food Business Operator(s):** .....

4. **Address of Food Business Operator:** .....  
..... **Post Code:** .....

**Tel No:** ..... **E-mail:** .....

5. Type of food business	Please tick ALL boxes that apply		
Farm Shop	<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"/>	Takeaway	<input type="checkbox"/>
Retailer	<input type="checkbox"/>	Moveable establishment e.g. ice cream van	<input type="checkbox"/>
Market stall	<input type="checkbox"/>	Other (Please give Details)..... ..... .....	<input type="checkbox"/>
Restaurant/café/snack bar	<input type="checkbox"/>		
Seasonal Slaughterer	<input type="checkbox"/>		

6. Type of food business:	Please tick ALL boxes that apply		
Sole Trader	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Limited Company	<input type="checkbox"/>	<i>(If Limited Company, please complete below)</i>	

7. **Limited Company Name:** Company No: .....  
Registered Office Address: .....  
..... **Post Code:** .....

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. **Is this a new business?** Yes No 12. **If this is a seasonal business?** Yes No

Date you intend to open : ..... Period during which you intend to be open each year: .....

13. **Number of people engaged in food business** Count 0-10  11-50  51 plus   
part-time worker(s) (25 hrs. per week or less) as one-half.

**AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY CHANGES TO THE ACTIVITIES STATED ABOVE TO :**

Newcastle City Council  
Public Safety & Regulation  
Directorate of Operations and Regulatory Services  
Civic Centre  
Newcastle upon Tyne NE1 8QH  
Email: psr@newcastle.gov.uk

**Signature of Food Business Operator:**  
.....  
.....  
**Date:** .....

**AND SHOULD DO SO WITHIN 28 DAYS OF THE  
CHANGE(S) HAPPENING**

**Name:** ..... (BLOCK CAPITALS)

## **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. Every food business operator must notify the local authority of each establishment under its control that carries out any of the stages of production, processing and distribution of food, with a view to the registration of each such establishment.
3. If you use vehicles for your food business in connection with permanent premises such as a shop, or warehouse you only need 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 not 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. Primary production for private domestic use or domestic preparation, handling or storage of food for private domestic consumption. Undertakings which do not have certain continuity of activities and a certain degree of organisation may also be exempt. 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 on the front of this form. 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 12. 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 in each will be open to inspection by the general public. Records of the other information provided will not be publicly available.

### **Changes**

9. Food business operators shall also ensure that the local authority always has up to date information on establishments, including by notifying any significant changes in activities and any closure of an existing establishment.

If the local authority wishes to change the entry in their 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