



This form should be completed by food business operators in respect of new food business establishments and received by 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 Havant Borough Council for guidance.

1. **Address of Establishment:** _____
(or address at which moveable premises are kept)

Postcode: _____

2. **Trading Name of Food Business:** _____ **Telephone Number:** _____

3. **Name(s) of Proprietor(s) of Food Business:** _____

4. **Address of Business Head Office or Registered Office:** _____

Postcode: _____

Telephone Number: _____ **E-mail:** _____

5. **Name of Manager (if different to Proprietor):** _____

6. **Type of Food Business:** (Please tick ALL that apply)

RETAILER

- Baker Shop
- Butcher Shop
- Fishmonger
- Greengrocer/Fruiterer
- Grocer/Garage Mini Market
- Health Food Shop
- Mobile Van
- Newsagent
- Off Licence
- Market Stall
- Supermarket
- Confectioner

RESTAURANT/CATERER

- Work Canteen
- Café
- Club
- Village Hall/Church
- Home Caterer
- Hospital
- Hotel/Guest House
- Nursery
- Public House
- Residential Nursing Home
- Restaurant
- School
- Takeaway

MANUFACTURER/PROCESSOR

- Bakery
- Brewery
- Meat/Poultry Cutting
- Milk/Milk Produce
- Fish Product Premises
- Shellfish Purification Centre
- Soft Drinks/Mineral Water
- Veg Drying/Freezing/Canning

DISTRIBUTERS

- Cash & Carry
- Cold Store
- Haulage Company
- Importer/Exporter
- Milk Distributer
- Wholesaler

PACKERS

- Egg Packer
- Contract Packer

OTHER

- Slaughter House
- Childminder
- Warehouse/Freight Depot
- Miscellaneous

7. **Does your Business handle or involve any of the following?** (Please tick ALL that apply)

- | | | |
|--------------------------------------------------------|---------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Chilled Foods | <input type="checkbox"/> Alcoholic Drinks | <input type="checkbox"/> Frozen Foods |
| <input type="checkbox"/> Canning | <input type="checkbox"/> Fruit & Vegetables | <input type="checkbox"/> Vacuum Packing |
| <input type="checkbox"/> Fish/Fish Products | <input type="checkbox"/> Bottling & Other Packing | <input type="checkbox"/> Fresh/Frozen Meats |
| <input type="checkbox"/> Table Meals/Snacks | <input type="checkbox"/> Fresh/Frozen Poultry | <input type="checkbox"/> Takeaway Food |
| <input type="checkbox"/> Meat Products or Delicatessen | <input type="checkbox"/> Accommodation | <input type="checkbox"/> Dairy Products |
| <input type="checkbox"/> Delivery Service | <input type="checkbox"/> Eggs | <input type="checkbox"/> Chilled Food Storage |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Bulk Storage | <input type="checkbox"/> Sandwiches |
| <input type="checkbox"/> Use of Private Water Supply | <input type="checkbox"/> Confectionery | <input type="checkbox"/> Ice Cream |
| <input type="checkbox"/> Other: Please give details | | |

8. **If This is a New Business, date you intend to open:** _____ **Proposed Opening Hours:** _____

8. **If this is a seasonal business, period during which you intend to open each year:** _____

Signature: _____

Position in Company/Business: _____

Name: (Mr/Mrs/Ms/Miss) _____
(BLOCK CAPITALS)

Date: _____

Complete and Return To:
Environmental Health
Havant Borough Council
Public Service Plaza
Civic Centre Road, Havant
Hampshire PO9 2AX
Tel: 02392 446654
Fax: 02392 446594

NOTES ON REGISTRATION OF FOOD BUSINESSES

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 and the food safety risk it presents.

Who needs to Register?

2. All food businesses including restaurants, hotels, cafes, shops, supermarkets, staff canteens, kitchens in offices, warehouses, guest houses, delivery vehicles, buffet cars on trains, market and other stalls, hot dog and ice cream vans etc.
3. Any one starting a new food business must register with the Local Authority at least 28 days before doing so.

How do I Register?

4. 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 of which is detailed 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 Authority area, you must register with each Authority separately.
5. You must tick all the boxes which apply to your business, answer all the questions and give all the information requested. If you have any questions your Local Authority will help you. It is an offence to give information which you know to be false.

What happens to the information given on the form?

6. 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 the general public. Records of other information provided will not be publicly available.

'**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;

'**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;

Changes

7. **AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY SIGNIFICANT CHANGES TO THE ACTIVITIES STATED ON THE FORM (INCLUDING CLOSURE, CHANGE OF PROPRIETOR AND CHANGE OF ADDRESS AT WHICH MOVEABLE PREMISES ARE KEPT) TO THE FOOD AUTHORITY AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING. THE NEW PROPRIETOR WILL HAVE TO COMPLETE A NEW REGISTRATION 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 the information only and should not be regarded as a complete statement of law.

Article 6

Official controls, registration and approval

1. Food business operators shall cooperate with the competent authorities in accordance with other applicable Community legislation or, if it does not exist, with national law.
2. In particular, every food business operator shall notify the appropriate competent authority, in the manner that the latter requires, 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. Food business operators shall also ensure that the competent authority always has up-to-date information on establishments, including by notifying any significant change in activities and any closure of an existing establishment.

It is an offence to give false or incomplete information

The information provided by you may be shared with our partner local authority East Hampshire District Council.