

APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS IN MIDDLESBROUGH

(please read the notes on the back of this sheet before completing the form)

1. **Address of the premises** _____
 (or address at which moveable establishment is kept) _____ Post Code _____

2. **Trading name of the food business** _____ Telephone No. _____

3. **Full name of the food business operator(s)** _____
 (or the name of the registered Company if limited (Ltd))

4. **Head office address** _____
 (if different from address of establishment) _____ Post Code _____

Head office or main contact telephone number _____

E-mail _____

5. **Type of food activity** (Please tick **ALL** the boxes that apply):

<input type="checkbox"/> Staff restaurant/canteen/kitchen	<input type="checkbox"/>	Hospital / residential care home / school	<input type="checkbox"/>
<input type="checkbox"/> Retailer	<input type="checkbox"/>	Distribution / warehousing	<input type="checkbox"/>
<input type="checkbox"/> Restaurant / café / snack bar	<input type="checkbox"/>	Food manufacturing / processing	<input type="checkbox"/>
<input type="checkbox"/> Market / market stall	<input type="checkbox"/>	Importer	<input type="checkbox"/>
<input type="checkbox"/> Takeaway	<input type="checkbox"/>	Catering service	<input type="checkbox"/>
<input type="checkbox"/> Hotel / pub / guest house	<input type="checkbox"/>	Packer	<input type="checkbox"/>
<input type="checkbox"/> Private house used for a food businesses	<input type="checkbox"/>	Moveable establishment e.g. ice cream van	<input type="checkbox"/>
<input type="checkbox"/> Wholesale / cash and carry	<input type="checkbox"/>	Farm producer - livestock	<input type="checkbox"/>
<input type="checkbox"/> Food broker	<input type="checkbox"/>	Farm producer - arable	<input type="checkbox"/>

Other (please give details): _____

6. **If this is a new business when do you intend to open** _____

7. **Signature of the Food Business Operator*** _____

Date _____

Name _____
 (BLOCK CAPITALS)

After this form has been submitted, food business operators must notify any significant change(s) in activities stated above (including closure or sale) to the Council within 28 days of the change(s) happening.

***Only the legal owner of the business should sign this form, unless the business is operated by a registered company or registered organisation in which case the form may be signed by an authorised representative. If you are not sure about completing any part of this form please contact the Environmental Health Team on 01624 728272**

It is an offence to provide false information

Please send the completed form to Public Protection, PO Box 505, 3rd Floor Civic Centre, Middlesbrough, TS1 9FZ

IMPORTANT NOTES ON COMPLETING THIS FORM

This form must be completed by food business operators in respect of new food businesses and when an existing food premises has new ownership. Certain food businesses need to be approved rather than registered before they start operating. If you are unsure whether any aspect of your food business activities require approval please contact the Environmental Health Team on 01642 728272 or email EHTS@middlesbrough.gov.uk

A food business (premises) includes any premises used for the storage, distribution, sale / possession for sale, offering, exposing or advertising for sale or service any food (includes drinks and confectionary) that is intended for human consumption. **Food** also includes ingredients used in food and other consumable items that have no nutritional value.

All food businesses in Middlesbrough must be registered with the Environmental Health Team. However, mobile / movable food premises need to be registered with the local authority where the vehicle is normally stored. It is essential that the information provided on the registration form is accurate and complete. Therefore only the owner or operator of the food businesses, or in the case of a limited company - an authorised person, should complete the registration form.

Completing the sections;

1. Insert the full trading address of the premises or, if a mobile vehicle the home address of the operator or address at which the vehicle is kept (this must be a correspondence address)
2. Insert the full trading name of the business and telephone number.
3. Insert the full name(s) of the food business operator(s). If operated by a partnership – the names of all partners must be given. If operated by a limited company or other registered organisation - the registered company / organisation name must be given.
4. Insert the head office address if different from the trading address.
5. Please tick all boxes that apply to your premises. The following examples are included for clarification:

Food Manufacturing / Processing - do not include catering operations and retail / take-away foods.

Packer - do not include wrapping of food for customers in retail premises.

Importer - include only if you purchase food directly from outside the U.K.

Distribution / Warehousing - include only if storage and distribution is to other food businesses.

Catering - including if you prepare food for consumption on your own premises or act as an outside caterer.

Moveable Establishment - includes stalls and vehicles.

6. If a new business, insert the date you intend to start trading / operating
7. Signing the registration form

Only the food business operator(s) should sign this form. Members of staff must NOT sign the form unless you operate a limited company and the person signing the form has authority to act on behalf of the company. Any form signed by a member of staff or someone other than the food business operator may not be accepted.