

## **NOTES ON REGISTRATION OF FOOD PREMISES**

### **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.

### **Who needs to register?**

If you run a food business you must tell Brentwood Borough Council about any premises you use for storing, selling, distributing or preparing food. Food premises includes restaurants, hotels, cafés, 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.

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.

Anyone starting a new food business must register with their local authority at least 28 days before doing so.

Sites will exist on which there are two or more food business establishments under the control of the same food business operator. For example, in the case of a shopping centre in which there are two or more food business establishments under the control of the same food business operator, such operators must ensure that each establishment under their control is registered separately. Food business operators should therefore complete a registration form for each separate establishment.

Sites will also exist on which there are two or more food business establishments under the control of different food business operators. For example, a supermarket may have a coffee shop on site under the control of a different food business operator such as a coffee shop chain. In such cases, the coffee shop will not be covered by the supermarket's registration and must be registered in its own right by its operator. Coffee shops, snack bars etc. operated by the supermarket itself would be covered as part of the supermarket's registration.

### **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 the address on the front of the form. If you are trading outside of Brentwood Borough Council area you should contact your local authority to register.

If your registration form is sent to the wrong Local Authority, 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.

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 too.

If you have any questions, Brentwood Borough Council will help you. It is an offence to give information which you know is false.

### **What happens to the information given on the form?**

Brentwood Borough Council will enter the details on its Register. A register of addresses 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 and will not be disclosed outside of Brentwood Borough Council, Local Government Departments and Government Agencies. The details will be used for the purpose of registration, enforcement and the protection of public funds.

### **Changes**

Once you have registered with Brentwood Borough Council, you only need to notify us of a change of Food Business Operator, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The new Food Business Operator will have to complete an application form.

If Brentwood Borough Council 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.**