



BEDFORD BOROUGH COUNCIL



THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

(Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs, Article 6(2))

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 Bedford Borough Council for guidance.

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

Post code _____

2. **Name of food business** _____ **Telephone no.** _____
(trading name)

3. **Full Name of food business operator** _____

4. **Address of food business operator** _____

Post code _____

Telephone no. _____ **E-mail** _____

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

- Farm Shop
- Food manufacturing/processing
- Packer
- Importer
- Wholesale/cash and carry
- Distribution/warehousing
- Retailer
- Restaurant/café/snack bar
- Market
- Seasonal Slaughterer
- Staff restaurant/canteen/kitchen
- Catering
- Hospital/residential home/school
- Hotel/pub/guest house
- Private house used for a food business
- Moveable establishment e.g. ice cream van
- Market stall
- Food Broker
- Takeaway
- Other (please give details): _____

6. **Type of business:**

- Sole Trader
- Partnership
- Limited Company
- Other (please give details)

(If Limited Company, please complete 7. below)

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. **If this is a new business** _____
Date you intend to open

12. **If this is a seasonal business** _____
Period during which you intend to be open each year

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

Signature of food business operator _____

Date _____

Name _____
(BLOCK CAPITALS)

Please turn over

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY CHANGES TO THE ACTIVITIES STATED ABOVE TO BEDFORD BOROUGH COUNCIL AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S)

Please return the completed form to:
Environmental Health Administration
Environmental Health and Trading Standards
Borough Hall, Cauldwell Street,
Bedford
MK42 9AP

BEDFORD BOROUGH COUNCIL

DATA PROTECTION

Personal information provided in an application form and during the period of any subsequent registration is normally held for the life of the registration/application. It will be used primarily for the purpose of the food safety and standards function concerned although it may also be used for data matching purposes across various regulatory functions. Certain personal data will be available on the food safety and standards pages of the Council's internet and as part of the national Food Hygiene Rating Scheme (FHRS).

Personal information held for food safety and standards purposes will be held and used in accordance with the requirements of the Data Protection Act 1998. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers the Council may use information provided for regulatory purposes within this Authority for data matching purposes. It may also data match information provided for regulatory purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.

FREEDOM OF INFORMATION / ENVIRONMENTAL INFORMATION REGULATIONS

Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2000 and Environmental Information Regulations 2004. This information excludes that which is in any other way already in the public domain.