



## APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

The Food Hygiene Regulations (Northern Ireland) 2006  
(EC) Regulation 852/2004, Article 6(2)  
(EC) Regulation 882/2004, Article 31(1)

This form should be completed by food business operators in respect of new food business establishments and submitted to the relevant competent 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 Dungannon & South Tyrone Borough Council for guidance.

1. **Address of establishment** *(Or address at which moveable establishment is kept)* \_\_\_\_\_

Postcode \_\_\_\_\_

2. **Name of food business** \_\_\_\_\_ Telephone No \_\_\_\_\_  
*(Trading name)*

3. **Full Name of food business operator** \_\_\_\_\_

4. **Address of Food Business Operator** \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone No \_\_\_\_\_ E-Mail \_\_\_\_\_

5. **Type of food business** *(Please tick ALL the 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"/> |
| Packer                        | <input type="checkbox"/> | Hospital/residential home/school          | <input type="checkbox"/> |
| Importer                      | <input type="checkbox"/> | Hotel/pub/guest house                     | <input type="checkbox"/> |
| Wholesale/cash and carry      | <input type="checkbox"/> | Private house used for a food business    | <input type="checkbox"/> |
| Distribution/warehousing      | <input type="checkbox"/> | Moveable establishment e.g. ice cream van | <input type="checkbox"/> |
| Retailer                      | <input type="checkbox"/> | Market stalls                             | <input type="checkbox"/> |
| Restaurant/café/snack bar     | <input type="checkbox"/> | Food Broker                               | <input type="checkbox"/> |
| Market                        | <input type="checkbox"/> | Takeaway                                  | <input type="checkbox"/> |
| Seasonal Slaughterer          | <input type="checkbox"/> | Other <b>(Please give details):</b>       | <input type="checkbox"/> |

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 \_\_\_\_\_  
 Company Secretary \_\_\_\_\_  
 Registered Office Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

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 \_\_\_\_\_ Intended Opening Hours \_\_\_\_\_

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

*Count part-time worker(s) (25 hrs per week or less) as one-half*

0-10  11-50  51 plus

*(Please tick one box)*

Signature of Food Business Operator \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

*(BLOCK CAPITALS)*

*The completed form should be sent to:*

Environmental Health Department  
 Dungannon & South Tyrone Borough Council  
 Circular Road  
 Dungannon  
 Co Tyrone  
 BT71 6DT

Tel: 028 87720366

Fax: 028 87720368

E-mail: [environmental.health@dungannon.gov.uk](mailto:environmental.health@dungannon.gov.uk)

**AFTER THIS FORM HAS BEEN SUBMITTED,  
 FOOD BUSINESS OPERATORS MUST NOTIFY  
 ANY CHANGES TO THE ACTIVITIES STATED  
 ABOVE TO THE ENVIRONMENTAL HEALTH  
 DEPARTMENT AND SHOULD DO SO WITHIN  
 28 DAYS OF THE CHANGE(S) HAPPENING.**

**FOR OFFICIAL USE ONLY**

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Registration Date: \_\_\_\_\_ Premises reference no: \_\_\_\_\_

## GENERAL INFORMATION

### REGISTRATION OF A FOOD BUSINESS UNDER EC REGULATIONS 178/2002 & 852/2004

**This note provides some basic information about registration. It is not intended to be a full and authoritative statement of the law.**

#### WHAT IS REGISTRATION?

1. Registration of premises used for a food business is required by law (including market stalls, delivery vehicles and other moveable structures).
2. The purpose of the registration is to provide local authorities with information about the food premises in their area so they can plan their inspections and target their enforcement resources effectively. The information will help them to inspect premises which represent a high risk to health more frequently than those which only pose a low risk. Registration is not a form of licensing and does not confer approval to trade.

#### WHO NEEDS TO REGISTER?

Premises which meets the definition of food business stipulated in regulation 178/2002 and are considered under recital 9 of the regulation 852/2004 which stipulates that the rules should apply only to undertakings, the concept of which implies **a certain continuity of activities and a certain degree of organisation**, must be registered with the local district council. Food premises include 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/burger and ice cream vans etc.

3. If you use vehicles for your food business in connection with a permanent premises such as a shop, or warehouse you are only required to inform 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 council where they are normally kept.
4. Any new businesses must register their premises at least 28 days prior to opening.

#### HOW DO I REGISTER?

5. Registration is a very simple process and the registration form should only take a few minutes to complete. 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. The completed registration form should be returned to the local authority within whose jurisdiction the premises are located. **IT IS AN OFFENCE TO GIVE INFORMATION WHICH YOU KNOW TO BE FALSE.** If you use premises in more than one local authority area, you must register with each authority separately.
6. There is no charge to register premises and registration does not need to be renewed periodically. Local authorities cannot refuse to register premises.
7. Any change of food business operator or any change in the nature of the business or any change of the address at which moveable premises are kept must be notified to the local authority. The new food business operator must complete a new application form.

8. The district council enters the details on its Register. A register of addresses, name of food business operator and the type of business carried on at each shall be open to inspection by the general public. Records of other information provided are not publicly available.
9. Although premises may be exempt from registration this does not mean that they are not exempt from the provisions of the Food Safety (Northern Ireland) Order 1991.

#### ADDITIONAL INFORMATION FOR CATERERS

10. Contract caterers are responsible for registering any premises at which they operate, if they are the sole food business operator on those premises. Responsibility for registration in these circumstances does not rest with the owner of the premises or the organisations employing the contractor. Contract caterers are also responsible for registering the premises at which their operation is based.
11. Contract caterers are not responsible for registering premises which are used by several food businesses. Where a number of food businesses use the same premises (e.g. village/church halls, community/ conference centres etc.) the responsibility for registration lies with the person that allows those premises to be used for that purpose if this premises falls under the definition of food business.
12. Mobile caterers must register the premises at which their vehicles/stalls are usually kept and indicate on the form the number of vehicles/stalls they have.

## REGISTRATION EXEMPTIONS UNDER EC REGULATIONS 178/2002 & 852/2004

### EXEMPTION UNDER 178/2002:

An establishment is exempted of registration if it does not meet the following definition of food business.

Definition of a food business and food business operator under EC Regulation 178/2002

**“Food business means any undertaking, whether for profit or not and whether public or private, carrying out any 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.”**

If the establishment meets the above definition, it might be exempted of registration under regulation 852/2004.

### EXEMPTIONS UNDER 852/2004:

If an establishment meets the above definition but does not meet the requirement of recital 9 of EC Regulation 852/2004 which stipulates that the rules should apply only to undertakings, the concept of which implies **a certain continuity of activities and a certain degree of organisation**, the establishment is exempt of registration.

#### Other exemptions are:

- Primary production for domestic use
- Domestic preparation of food for private domestic consumption
- Collection centres and tanneries
- Direct supply by the producer of **small quantities** of **primary products** to the final consumer of **local retail** establishments directly supplying the **final consumer**.

**Primary products** include: harvesting, milking, farmed animal production prior slaughter, hunting and fishing and also products of soil, stock farming, hunting and fishing.

**Small quantities:** wild game <10,000 small/year  
<300 large/year

raw cows milk few pints/ not more than a crate.

Fishery/LBMs up to 25 tonnes in a calendar year (annex 7 of practice guidance)

**Local** means sales within the producers own county plus the greater of either the neighbouring county or 30 miles from the boundary of the producer's county.

Retail: e.g catering operations, shops, supermarket distribution centres, wholesale outlets,

**Final consumer:** no longer includes catering operations.

- Any establishments which falls under regulation 853/2004 and which therefore needs to be approved.