Application for 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 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 the Royal Borough of Kensington and Chelsea for guidance.

1. Address of establishment
   or address at which moveable establishment is kept

   Unit Dept/ Section / Floor

2. Name of food business

3. Full name of food business operator

4. Address of food business operator

5. Type of food business (Please tick all 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
   - Other (Please give details)

6. Type of Business
   - Sole trader
   - Partnership
   - Limited Company
   - Other (Please give details)

(If Limited Company, complete 7. below)

7. Limited Company name
   Registered Office Address
   Company No.

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 which you intend to be open each year

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

   Signature of Food Business Operator
   Date
   Name

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

The completed form should be sent to: Directorate of Environmental Health, The Royal Borough of Kensington & Chelsea, Council Offices, 37 Pembroke Road, London W8 6PW
Notes

What is Registration?

Registration is a notification by the food business operator of “each establishment under its control that carries out any of the stages of production, processing and distribution of food”

Registration is required under Article 6(2) of Regulation (EC) 852/2004

The Royal Borough of Kensington and Chelsea will keep a database of this information, which is entered on a public register. This information may requested with due regard to Freedom of Information and Data Protection legislation.

Do I need to register?

All food business establishments (i.e. each separate unit of their food businesses) need to be registered except establishments which need to be approved under Regulation (EC) 853/2004, e.g. Food Manufacturers.

If in doubt, please contact the Royal Borough of Kensington and Chelsea for guidance.

How do I register?

Registration is free of charge. Once completed, this form needs to be returned to the following address:

Royal Borough of Kensington and Chelsea
Directorate of Environmental Health,
Council Offices,
37 Pembroke Road,
London W8 6PW

When to register

Food business operators should register their food business establishments with the Royal Borough of Kensington and Chelsea at least 28 days before food operations commence.

If the activities of your food business change

After this form has been submitted, food business operators must notify any changes to the activities stated above to the Royal Borough of Kensington and Chelsea and should do so within 28 days of the change(s) happening.

Some definitions

"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;

Please note that Food businesses can include restaurants, cafés, bars, home caterers, market stalls, schools, nurseries, chemists, etc. This list is not exhaustive.

“Food” includes drinks, snacks, confectionery, baby milk, chocolate bars, wrapped and sealed food, etc. This list is not exhaustive.

"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;

“Establishment” means any unit of a food business;

Call: 020 7361 3002
Email: food.hygiene@rbkc.gov.uk

www.rbkc.gov.uk/foodhygieneandstandards