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Registration Date: _____ Registration Reference: _____

**NEWRY, MOURNE AND DOWN DISTRICT COUNCIL
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 district council 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 Newry, Mourne and Down District Council for guidance.

1. Address of establishment _____

(or address at which moveable establishment is kept)

Postcode _____

2. Trading Name of food business _____

Telephone no. _____

3. Full Name of food business operator(s) _____

(or limited company where appropriate)

4. Head Office Address of food business operator _____

(Where different from address of establishment)

Post code _____

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 stall	<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 (please give details):	_____

6. Water supplied to the food business establishment: Public (mains) supply

Private supply

7. If this is a new business, the date you intend to open _____

8. If this is a seasonal business, the Period during which you intend to be open each year _____

Signature of food business operator _____

Date _____

Name _____

(BLOCK CAPITALS)

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY CHANGES TO THE ACTIVITIES STATED ABOVE TO NEWRY, MOURNE & DOWN DISTRICT COUNCIL AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

Please send completed form to: **Active and Healthy Communities Directorate**
O'Hagan House, Monaghan Row, Newry BT35 8DJ **OR** Downshire Civic Centre, Downshire Estate, Ardglass Road,
Downpatrick BT30 6GQ Tel: 0300 013 2233 Email: ehealth@nmandd.org

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 meet the definition of food business stipulated in regulation 178/2002 and are considered under recital 9 of 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.