



APPLICATION FORM FOR REGISTRATION OF FOOD PREMISES

1 Address of premises _____

(or address at which moveable _____ **Post code** _____
premises are kept)

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 _____ **E-Mail** _____

5 Type of premises

Please tick **ALL** the boxes that apply

Farm shop

Food manufacturing/processing

Seasonal Slaughterer

Packer

Importer

Wholesale/cash and carry

Distribution/warehousing

Retailer

Market

Restaurant cafe/snack bar

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Staff restaurant/canteen/kitchen

Catering

Hospital/residential home/school

Hotel/pub/guest house

Private house used for a food business

Market stall

Moveable premises e.g ice cream van

Food Broker

Takeaway

Other: please give details

K
L
M
N
O
P
Q
R
S
T

6. Type of Business:

Sole Trader Limited Company Partnership 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, and used for the purpose 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 Name of Manager if different from proprietor _____

11 If this is a new business _____ **12 If this is a seasonal business** _____
(Date you intend to open) (Period during which you intend to be open each year)

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

Signature _____ **Date** _____

Name (Block Capitals) _____ **Position in Company/Business** _____

LISBURN
CITY COUNCIL

NOTES ON REGISTRATION OF FOOD PREMISES

WHAT IS REGISTRATION?

- 1 Registration of premises used for a food business (including market stalls, delivery vehicles and other moveable structures) is required by law. Registration will allow District Councils to keep up-to-date lists 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

- 2 You must tell (or arrange for someone else to tell) the District Council about any premises you use for storing, selling, distributing or preparing food. A food premise includes restaurants, hotels, cafes, shops, supermarkets, staff canteens, kitchens in offices, warehouses, guesthouses, delivery vehicles, market and other stalls, hot dog and ice cream vans etc.
- 3 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 District Council 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 Anyone starting a new food business must register with the District Council at least 28 days before doing so.
- 5 The majority of premises will have to be registered. However, certain premises are exempt from registration eg. some which are already registered for food law purposes, certain agricultural premises, motor cars, tents and marquees (but not stalls), some domestic premises and some village halls. You should contact your District Council if you think you might be exempt.

HOW DO I REGISTER?

- 6 By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to your District Council, the address of which is on the form. If the form is sent to the wrong address your application will not take effect until it is received at the proper place. If you use premises in more than one District Council area, you must register with each Council separately.
- 7 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 in answer to Question 12. If you have any questions your District 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?

- 8 The District Council will enter the details on its Register. A Register of name of the food business operator, name of the food business, addresses of the food business establishment and particulars and nature of the food business will be open to inspection by the general public. Records of the other information provided will not be publicly available, however requests for information on food business establishments which is not included in the aforementioned list will be handled with due regard to Freedom of Information and Data Protection legislation

CHANGES

- 9 Once you have registered with the District Council, you only need notify them of a change of proprietor, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. The new proprietor will have to complete an application form.

If the District 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.

**Environmental Health Section, Lisburn City Council, Island Civic Centre, The Island, Lisburn
BT27 4RL Telephone No: 028 9250 9250 Facsimile No: 028 9250 9378**

<p>Data Protection Act 1998</p> <p>Lisburn City Council collects the data on this form for the purposes of the Management and application of Regulation 852/2004. This data may also be passed to other relevant enforcement or surveillance bodies</p>
