

# Schools application form 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 received by 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 Bristol City Council for guidance.

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

\_\_\_\_\_ **Post Code** \_\_\_\_\_

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

3. **Full Name of food business operator(s)** (or Limited Company where relevant) \_\_\_\_\_

4. **Head Office address of Food Business Operator** (if different from address above) \_\_\_\_\_

\_\_\_\_\_ **Post Code** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

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

Staff restaurant/canteen/kitchen

Retailer (including farm shop)

Restaurant/café/snack bar

Market /market stall

Take-away

Hotel/pub/guest house

Private house used for a food business

Wholesale/cash and carry

Food Broker

Hospital/residential home/**school**

Distribution/warehousing

Food manufacturing/processing

Importer

Catering

Packer

Moveable e.g ice-cream van

Primary producer -livestock

Primary producer – arable

Other (Please give details): \_\_\_\_\_

6. **If this is a new business, the date you intend to open** \_\_\_\_\_

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

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**(BLOCK CAPITALS)**

**The completed form should be sent to:-**

**THE FOOD SAFETY TEAM**

**BRISTOL CITY COUNCIL**

**BRUNEL HOUSE**

**ST GEORGE'S ROAD**

**BRISTOL BS1 5UY**

**After this form has been submitted, food business operators must notify any significant change in activities (including closure) to the food authority and should do so within 28 days of the change(s) happening**

## Food in schools

### Filling in the form:

The name of the school is sufficient for the **'trading name of food business'** and the **'food business operator(s)'** are those ultimately responsible in the school (usually the Headteacher or chair of governors, or both).

The **'type of food activity'** should be ticked as 'school' and the relevant food activities taking place should be specified in the separate box below.

Food activities may be organised or managed by different people, depending on the activity. This can include teachers or other staff, school nurses, parents, other volunteers, etc. However, there may be someone who is delegated responsibility for overseeing all food related activities/issues in the school (eg. Healthy Food Coordinator). Details should be given below.

### Food activities operated by the school

(Please tick ALL the boxes that apply):

Do you have a delegated person in the school responsible for managing/overseeing food activities (eg. Healthy Schools Coordinator or similar)?

**YES / NO**

If YES, please give contact name & position \_\_\_\_\_

#### Food Activity

#### Please detail who has responsibility for managing this activity

Breakfast Club

\_\_\_\_\_

After school Club

\_\_\_\_\_

Tuck shop

\_\_\_\_\_

Cooking Club

\_\_\_\_\_

Stalls/outdoor events/BBQ's

\_\_\_\_\_

Parties/Discos

\_\_\_\_\_

Staff kitchen

\_\_\_\_\_

In house school meals catering

\_\_\_\_\_

*Letting out kitchen*

\_\_\_\_\_

Other (Please give details):

\_\_\_\_\_

For further information contact the Food Safety Team at Bristol City Council.  
Telephone: (0117) 922 2144                      Email: [food.safety@bristol.gov.uk](mailto:food.safety@bristol.gov.uk).