

Food Premises Registration for Charities and Voluntary Groups

All food business operators will need to register their food operations at premises in Bristol with Bristol City Council if they are not already registered

The following frequently asked questions (FAQs) should help you decide if you need to register. If you decide you do just fill in the form on the next page and return it to the address at the end, it's completely free and lasts until you tell us that you are no longer operating or you need to update the information.

FAQs

1. *"We are not a food business, do we still have to register?"*

Yes. Food businesses are defined in food law as 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.

This is a very wide definition and covers everyone from home caterers to voluntary groups to charities to multinational companies. If you are carrying out any production, processing, storage or distribution of food then you are likely to have to register.

2. *"I think we might already be registered as a food business, how can I check?"*

When you registered you would have been sent a letter confirming the name, address and contact details of the organisation. After that you may have received a food hygiene inspection by food inspector from the council. They would have left you with a food hygiene inspection report confirming what they found. If you are not aware of either of these then register, if you are already registered we will update your record.

3. *"I heard that you have to register 28 days before you are allowed to open, we can't wait that long, what can we do?"*

As soon as we receive your completed application for registration we will treat the food operation as correctly registered and you can continue operate as planned.

4. *"Is it true that the food operation has to be inspected before you can start?"*

No, the responsibility for making sure that the food operation is run safely remains with the operator. There is no sign-off or permission that needs to be granted.

5. *"How can I register?"*

Either:

Complete the form on the next page and return it to the address at the end

Or complete this form:

<https://www.bristol.gov.uk/documents/20182/33976/Food+business+registration>

and email it to us

6. *"What happens next?"*

When we receive your application for registration we will record the details and send you a confirmation for you to check. The name, address and type of the food operation will be recorded on the public register, however personal details will not be. We will use the information you provide to plan our inspection work and Bristol City Council may use the contact details to send you useful information.

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 sent to the Food Authority (Bristol City Council) as soon as possible and ideally before commencing food operations..

If you are filling this form in by hand, please complete in **black ink and BLOCK CAPITALS** to make sure that it is readable after it has been scanned.

Address of establishment (or address at which moveable establishment is kept):

_____ **Post code:** _____

Trading name of food business: _____

Telephone No: _____ **E-mail:** _____

Full Name of food business operator(s) (or Limited company where relevant):

Head Office address of food business operator (where different from address of establishment):

_____ **Post code:** _____

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

Staff restaurant/canteen/kitchen	<input type="checkbox"/>	Market/ Market stall	<input type="checkbox"/>
Retailer (including farm shop)	<input type="checkbox"/>	Packer	<input type="checkbox"/>
Hospital/residential home/school	<input type="checkbox"/>	Takeaway	<input type="checkbox"/>
Distribution/warehousing	<input type="checkbox"/>	Moveable establishment e.g. ice cream van	<input type="checkbox"/>
Restaurant	<input type="checkbox"/>	Hotel/pub/guest house	<input type="checkbox"/>
Food manufacturing/processing	<input type="checkbox"/>	Food Broker	<input type="checkbox"/>
Café	<input type="checkbox"/>	Private house used for a food business	<input type="checkbox"/>
Importer	<input type="checkbox"/>	Primary producer- livestock	<input type="checkbox"/>
Snack bar	<input type="checkbox"/>	Wholesale/cash and carry	<input type="checkbox"/>
Catering	<input type="checkbox"/>	Primary producer- arable	<input type="checkbox"/>

Other (please give details): _____

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

Hours of opening (please indicate if seasonal): _____

I am the: (Please tick a box)

Food Business Operator (FBO) ☐ **Employee** ☐ **Agent acting on behalf of the FBO** ☐

Mr ☐ **Mrs** ☐ **Miss** ☐ **Ms** ☐ **Name:** _____

Signature: _____ **Date:** _____

The completed form should be returned to:

The Food Safety Team (ABS MDT4)
Bristol City Council (CH)
PO Box 3399
Bristol
BS1 9NE

Or email to food.safety@bristol.gov.uk

**AFTER THIS FORM HAS BEEN SUBMITTED,
FOOD BUSINESS OPERATORS MUST NOTIFY
ANY SIGNIFICANT CHANGE IN ACTIVITIES TO
THE ACTIVITIES STATED ABOVE (INCLUDING
CLOSURE) TO THE FOOD AUTHORITY AND
WHERE POSSIBLE SHOULD DO SO 28 DAYS
PRIOR TO THE CHANGE(S) TAKING PLACE.**