

NOTES ON REGISTRATION OF FOOD BUSINESS ESTABLISHMENTS

What is Registration ?

1. Registration of premises used for a food business (including market stalls, delivery vehicles and other moveable structure) is required by law. Registration will allow local authorities to keep an up-to-date list of all those premises in their area so they can visit them when they need to and so that they can send any relevant information regarding food safety issues out to local businesses. The frequency of the visits will depend on the type of business.

Who Needs to Register ?

2. Although previously there were some exemptions and some premises did not require to register with the local authority, since January 2006 there are no such exemptions. Thus all food businesses must now register with their local authority. A 'Food Business' means any undertaking, whether for profit or not and whether public or private, carrying out any stage of production, processing and distribution of food. This means that premises such as church halls, community centres, childminders, home caterers are also now required to be registered.
3. If you use a vehicle for your food business in connection with permanent premises such as a shop or warehouse, you only need to tell us 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 authority where they are normally kept.
4. Anyone starting a new food business must register with the local authority at least 28 days before doing so.

How do I Register ?

5. The easiest way to register is by completing a 'Food Business Establishment Registration Form' which can either be obtained from the Environmental Health Department (01524) 582936 or completed online at www.lancaster.gov.uk. The form must be sent to your local authority (the address is on the form itself) If you use permanent premises in more than one local authority area, you must register with each authority separately.

Registration cannot be refused and there is no charge.

6. You must tick all the boxes that 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.

It is an offence to give information that you know is false.

What happens to the Information Given on the Form ?

7. The local authority will enter the details on it's Food Business Establishment Register. A register of addresses and the type of business carried on at each will be open to inspection by the general public.

Changes

8. Once you have registered with the local authority you must notify them if any of the following circumstances change: Change of operator, nature of the business or if there is a change of address at which moveable premises are kept. The new operator will then have to register.

Should you require any further information or assistance in completing a registration form please contact: Lancaster City Council, Environmental Health Dept, Town Hall, Morecambe, LA4 5AF Tel: (01524) 582936.