

Food Premises Registration - Guidance Notes

- Registration applies to most types of food business, including catering businesses run from home and mobile or temporary premises, such as stalls and vans;
- You must register your premises with us at least 28 days before opening;
- Registration is free;
- If you have more than one premises, you will need to register all of them individually;
- If you run a food business for 5 or more days in any consecutive 5 weeks, you must let us know about any premises you use for storing, selling, distributing or preparing food. Food premises includes restaurants, hotels, cafes, shops, supermarkets, staff canteens, kitchens in offices, warehouses, guest houses, private house kitchen, delivery vehicles, buffet cars on trains, market and other stalls, hot dog and ice cream vans etc.;
- If you use vehicles for your food business in connection with permanent premises such as a shop or warehouse you only need to let us know 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 let us know where they are normally kept;
- The majority of premises have to be registered. However, certain premises are exempt from registration e.g. 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. Contact us if you think you might be exempt.

How do I register?

- Complete the on-line form;
- Registration cannot be refused and there is no charge;
- Seasonal businesses operating for a certain period each year should give the dates they trade in answer to question 9.

What happens to the information given on the form?

- The information is held in a register detailing businesses, address and type of business. It is available for public inspection upon request.

Change of circumstances

You should complete the change of circumstances form to notify us if:

- there is a change of proprietor;
- the nature of the business changes;
- there is a change of the address at which moveable premises are kept.