

# Application for the Registration of a Food Business Establishment in the London Borough of Camden



(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 businesses **in the London Borough of Camden (we do not accept applications for other areas)**. You should send it so it is received by Camden at least 28 days before you start food operations. Some food business establishments need to be **approved** rather than **registered** depending on the activities carried out. If you are unsure whether your food establishment needs to be approved or registered, please contact us on 020 7974 4444. After this form has been submitted, **you must notify us of any significant change(s)** in activities (including closure) within 28 days of the change(s).

Please fill in the form using **BLOCK CAPITALS and BLACK INK**

<b>1. Registration type</b> <small>(please tick appropriate box)</small>	New registration <input type="checkbox"/>	Registration update <input type="checkbox"/>
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<b>2. Trading name of food business</b>	<input style="width:90%;" type="text"/>		
<b>Address of establishment</b> (or where moveable establishment is kept) <b>(This must be in the London Borough of Camden)</b>	<input style="width:90%;" type="text"/>		
<input style="width:35%;" type="text"/>	Tel. No.	<input style="width:40%;" type="text"/>	
Postcode <input style="width:20%;" type="text"/>	Email	<input style="width:70%;" type="text"/>	

<b>3. Full name of food business operator(s)</b> <small>(or Limited company where relevant)</small>	<input style="width:90%;" type="text"/>		
<b>Head/Registered Office address of food business operator</b> <small>(where different from address in 2 above)</small>	<input style="width:90%;" type="text"/>		
<input style="width:35%;" type="text"/>	Tel. No.	<input style="width:40%;" type="text"/>	
Postcode <input style="width:20%;" type="text"/>	Email	<input style="width:70%;" type="text"/>	
<b>Home address of food business operator</b>	<input style="width:90%;" type="text"/>		
<input style="width:35%;" type="text"/>	<b>Full name of manager</b> <small>(if different to operator above)</small>	<input style="width:60%;" type="text"/>	
Postcode <input style="width:20%;" type="text"/>			

<b>4. Type of food activity</b> <small>(please tick ALL the boxes that apply)</small>			
Staff restaurant/canteen/kitchen	"> <input type="checkbox"/>	Hospital/residential home/school	"> <input type="checkbox"/>
Retailer (including farm shop)	<input type="checkbox"/>	Distribution / warehousing	<input type="checkbox"/>
Restaurant/café/snack bar	<input type="checkbox"/>	Food manufacturing/processing	<input type="checkbox"/>
Market / Market stall	<input type="checkbox"/>	Importer	<input type="checkbox"/>
Takeaway	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Hotel / pub / guest house	<input type="checkbox"/>	Packer	<input type="checkbox"/>
Private house used for a food business	<input type="checkbox"/>	Moveable establishment e.g. ice cream van	<input type="checkbox"/>
Wholesale / cash and carry	<input type="checkbox"/>	Primary producer –livestock	<input type="checkbox"/>
Food broker	<input type="checkbox"/>	Primary producer -arable	<input type="checkbox"/>
Other (please give details)	<input style="width:90%;" type="text"/>		

<b>5. If this is a new business, the date you intend to open</b>	<input style="width:80%;" type="text"/>
<b>If seasonal business, please describe opening periods</b>	<input style="width:80%;" type="text"/>

<b>6. Signature of food business operator</b>	<input style="width:90%;" type="text"/>		
Name (BLOCK CAPITALS)	<input style="width:30%;" type="text"/>	Date	<input style="width:30%;" type="text"/>

<b>Office Use Only</b>				Food Officer's initials	<input style="width:20%;" type="text"/>	Date	<input style="width:20%;" type="text"/>
Contact Camden to create premises?				Y	<input type="checkbox"/>	N	<input type="checkbox"/>
				Premises ID No.	<input style="width:80%;" type="text"/>		

**Please return the completed form to:**

Food Safety Team  
London Borough of Camden  
Town Hall  
Judd Street  
London, WC1H 9JE

**If you would like further help please contact us**

By phone 020 7974 4444  
Email [FoodSafety@camden.gov.uk](mailto:FoodSafety@camden.gov.uk)

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## Completing the form

When you complete the form, please:

- Use BLOCK CAPITALS and black ink
- Answer all questions (where relevant)
- Provide your email address
- Ensure the Food Business Operator (the person in control of the food business) signs the form. In the case of a limited company, this must be one of the directors of the company.
- Return the completed form to the address above

## What happens next?

You will receive an unannounced inspection by a food safety officer who will check:

- Potential hazards – the type of things you do
- Food hygiene – handling practices including temperature control and control of contamination
- Structure and cleaning – including the facilities available
- Confidence in management – including food safety management systems and staff food safety knowledge

After the inspection, most food businesses will automatically be given a rating under the Food Hygiene Rating Scheme to let the public know about your food hygiene standards.

Please visit [www.camden.gov.uk](http://www.camden.gov.uk) for more information

## Useful Contacts

### Food Standards Agency

Starting a food business

<http://www.food.gov.uk/business-industry/caterers/startingup/>

Safer Food Better Business

<http://www.food.gov.uk/business-industry/caterers/sfbb/>

Food Hygiene Rating Scheme

<http://ratings.food.gov.uk/>