

REGISTRATION OF FOOD BUSINESS ESTABLISHMENT FORM

(Article 6: European Communities (Hygiene of Foodstuffs) Regulations 2006*)

Guidance on completing the form included. This form is to be completed and returned to the HSE area office indicated prior to operating. Any questions relating to registration should be directed to that office

Name of food establishment (trading name) ¹ :			
Trading address (or address at which movable establishment is kept) ² :			
	Contact No:	E-mail Address:	
Vehicle Registration Number (if appropriate):			
Is the Food Business Operator a			
A) Registered Company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
or			
B) Sole Trader/Partnership		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If A) Registered Company ³	Company Name		
	Company Address		
	Company Number		
	Company Secretary:		
Telephone No:		Email Address	
If B) Sole Trader/Partnership ⁴	(Title) (Forename) (Surname)		
	Address		
	Telephone No:		Email Address
Main activities carried out in the food business ⁵ :			
Trading Hours/Seasons ⁶ :			
Have you ever had any other Food Business Operating within the Republic of Ireland ⁷ ? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, provide details:			
Signature:	Food business operator/Company secretary if this is a limited company ⁸		
Print:			
Date:			
<p><i>*Article 6: A food business operator is guilty of an offence if the operator fails to: Notify the official agency of each establishment under its control in the manner the official agency requires, with a view to the registration of such establishment Provide the official agency, with any or all up-to-date information on each establishment under its control, including by notifying any significant change in activities or any closure of an existing establishment.</i></p>			

Guidance on completion of Registration of Food Business Establishment Form

1. Name of food business: 'food business' is defined by Regulation (EC) 178/2002 (laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety) and means 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, sale and distribution of food and drink. For registration, this is the trading name the food business is known by, including the telephone number of the premises. Each establishment will require separate registration. (An e-mail address relating to the premises is optional.)

2. Trading Address: This is the full postal address – including number, street and town – of the premises where the 'undertaking' is carried out. Where the food business involves a movable establishment (stall, food van, transport van etc.) this will be the address where it is kept and the vehicle registration number if appropriate. Where the food business does not handle, process or store any food – such as the office of a food broker, an internet sales company or a food importer / exporter, it is the address of the offices.

3. Registered company details

This is the registered company name, the Companies Registration Office (CRO) number (not the VAT number) and the registered address.

4. Sole Trader/Partnership Name and Address: The address will be the address of the Sole Trader/Partnership, which may be different from the trading address. (Note: the food business operator is not necessarily the owner of the building).

5. Main activities: A brief indication of the type of food activities is to be given such as: manufacturer, restaurant, distribution centre, deli bar, food stall, Public House.

6. Trading Hours: The likely opening period should be given e.g. hours/seasonal operational period.

7. Other food business operations: Indicate trading name & address and if past or present.

8. Signature: For a limited company the form must be signed by the company secretary otherwise the Food Business Operator must sign the form

'food business operator' is defined by Regulation (EC) 178/2002 and means the natural or legal persons responsible for ensuring that the requirements of food law are met within the food business under their control.

The full name of the operator ('natural person') must be given. Where more than one person operates the business, all names should be given.

9. Club: Where the operation is a club, where the secretary changes regularly the form may be signed by both the club secretary and a member of the board of the club on behalf of the club but does not have to be updated every time the secretary changes.