

Food Business Guidance

Who needs to register

If you run a food business for 5 or more days in any 5 consecutive weeks, you must tell (or arrange for someone else to tell) the local authority 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, 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 tell the local authority 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.

Exempt premises

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. You should contact your local authority if you think you might be exempt.

What happens to the information given on the form?

The local authority will enter the details on its register. A register of addresses and the type of business carried on at these will be open to the general public. Records of the other information provided will not be publicly available and will not be disclosed outside of the Council, Local Government Departments and Government Agencies. The details will be used for the purpose of registration, enforcement and the protection of public funds.

General Information

If you use premises in more than one local authority area, you must register with each authority separately.

When filling in the registration form, you must tick all the boxes which 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 in answer to question.

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