

**APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT**

**(Food Safety and Quality [FSQ] Act (2016), Part IV, Section 26)**

**to be assigned for 1st time registrants**

**Food Business Registration #**

This form should be completed by all food business operators (FBOs) at least 30 days prior to opening for business, whether for the first time or renewing a registration. Upon approval, a certificate of registration will be issued which is a pre-requisite for obtaining a business license.

**Food Business Details:**

1. Trading Name: Reg. # if renewing:

Bus. Lic. if renewing:

1. **Business Address:** Business Ph:
2. Head Office of Business if different from Business address:
3. If mobile, address where business is housed: Ph: for mobile business:
4. **Primary Business Owner(s) Name:** Owner Ph:

Co-Owner/Partner: Co-Owner/Partner Ph:

1. Business Owner email: **Owner P.O. Box:**
2. Manager Name: Manager Ph:
3. Manager email:

1. Number of full-time staff:
2. Company vehicle, if applicable (Make and Model):
3. Vehicle license number:
4. Address where vehicle is stored:

1. **Type of Food Business** (check only **ONE** that best describes your business):

 \_\_\_ Staff restaurant/canteen/kitchen \_\_\_ Hospital/residential/home/school

 \_\_\_ Retailer \_\_\_ Distribution/warehousing

 \_\_\_ Restaurant/café/snack bar/deli \_\_\_ Food manufacturing/processing

 \_\_\_ Market/market stall \_\_\_ Importer/exporter

 \_\_\_ Takeaway \_\_\_ Catering

 \_\_\_ Hotel/pub/guest house \_\_\_ Packer

 \_\_\_ Private house used for a food business \_\_\_ Mobile establishment

 \_\_\_ Wholesale/cash and carry \_\_\_ Primary producer – livestock

 \_\_\_ Food Broker \_\_\_ Primary producer - crop

 \_\_\_ Other (Please give details):

1. If applying for a new business registration, indicate date you intend to open:
2. Signature of Business Owner:
3. DATE:

**SUBMIT FORM for online use only**

 **GUIDELINES**

1. Under Part IV, Section 26 of the Food Safety and Quality (FSQ) Act, 2016, Any person who is desirous of operating a food business shall:

a. make an application to the Director to be registered using the prescribed form; and

b. pay the prescribed fee;

1. The fee for the registration of a food business is $50BSD. Registration of a food business cannot be refused; **waived until January 1, 2022**
2. Once the food business satisfies the conditions of registration, a registration certificate will be issued with a unique identification number, specifying such items and conditions as the Director deems necessary;
3. A certificate of registration shall be valid for a year and subject to renewal upon payment of the requisite fee; **starting in 2022**
4. The granting of a certificate of registration shall be a pre-condition to the issuance of a business license under the Business License Act (No. 25 of 2010)
5. Any person who operates a food business without being registered commits an offence and is liable to a fixed penalty as prescribed by the Food Safety and Quality Regulations;
6. A list of registered food businesses will be available for public inspection on the BAHFSA website ([www.bahfsa.com](http://www.bahfsa.com)) with the business name, address, P.O. Box, type of business and food business registration listed and/or any other information if necessary;
7. After submitting this form, FBOs must notify changes by editing the online application within 30 days of the change occurring;
8. All staff are required to have a valid Food Handler’s Certificate. A Food Handler is a person whose duties bring them in contact with food whereby such handling may render the food unsafe for human consumption;
9. Failure to register, or failure to notify changes, or giving information that you know to be false, is an offence;
10. The owner(s) is(are) required to upload a current photo before a food business registration shall be approved; **manual submission with form if not online**
11. Every FBO shall adhere to all the requirements of the FSQ Act (2016), PART IV: FOOD BUSINESESS OPERATORS, REGISTRATION REQUIREMENTS FOR FOOD BUSINESSES and any other requirements set by the Director.