

Application for the registration of a food business establishment

In accordance with Food Act (SFS 2006:804) and Regulation (EU)178/2002

The City of Sundbyberg handles your personal data in order to process the application for the registration of a food business establishment in accordance with Regulation (EU) 2017/625, paragraph 38 and Regulation (EC) 852/2004, article 6, paragraph 2. The department for Environment & Building Permits will store your personal data for the duration of each case, but for a maximum of 5 years. After 5 years, your personal data will be transferred to central archive at The City of Sundbyberg. Read more at <http://sundbyberg.se/dataskydd>.

The application must be submitted to us at least two weeks before the business is due to start

What does your application relate to?

<input type="checkbox"/> Registering a new food business (new premises, new owner, new organisation no.)	<input type="checkbox"/> Updating your details due to a change in your food business (purpose, production, size, name)
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About your food establishment

Registered name of food business		Land/property registry
Address of food establishment	Post code	County/Municipality
Contact person		Telephone number to contact person
E-mail address		Telephone number to food establishment

General information as registered with The Swedish Companies Registration Office (Bolagsverket)

Name of business/Name of sole trader*		Organisation/ personal identity number (Swedish)
Invoice address (c/o, street address)		
Post code	County/Municipality	Telephone
E-mail address		

Invoice recipient (if different from above)

Name of business or sole trader *		Organisation/ personal identity number (Swedish)
Invoice address (c/o, street address)		
Post code	County/Municipality	Invoice reference

The duration of the establishment

<input type="checkbox"/> Until further notice	Start date	
<input type="checkbox"/> Temporary establishment	Start date	Finnish date
<input type="checkbox"/> Seasonal and recurring	Start date	Period

* As a sole trader you run the business and are solely responsible for it as a private person



Information about your food establishment

Number of portions are average per day. For shops, tick the number of employees involved in food handling. Remember to declare if the establishment writes food information on labels or menus.

Total portions per day <input type="checkbox"/> Less than 25 <input type="checkbox"/> 25-80 <input type="checkbox"/> 80-250 <input type="checkbox"/> 250-2500 <input type="checkbox"/> 2500-25000	Total annual number of employees <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1-2 <input type="checkbox"/> 3 <input type="checkbox"/> 4-10 <input type="checkbox"/> 11-30	Responsibility for food information <input type="checkbox"/> Menu design <input type="checkbox"/> Food labelling (list of ingredients) <input type="checkbox"/> Labelling (attachment of labels) <input type="checkbox"/> Information via e-commerce*
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Type of establishment

<input type="checkbox"/> Restaurant <input type="checkbox"/> Café <input type="checkbox"/> Catering <input type="checkbox"/> Shop with open food handling <input type="checkbox"/> Senior residential care home <input type="checkbox"/> Central distribution kitchen	<input type="checkbox"/> School <input type="checkbox"/> Nursery <input type="checkbox"/> Day care <input type="checkbox"/> Street kitchen <input type="checkbox"/> Home care <input type="checkbox"/> Chemist/pharmacy	<input type="checkbox"/> Bakery/confectionery <input type="checkbox"/> Shop with packaged food <input type="checkbox"/> Market trader <input type="checkbox"/> Import/food broker <input type="checkbox"/> Head office <input type="checkbox"/> Warehouse
<input type="checkbox"/> Mobile establishment, if a vehicle is used, enter reg.no.		Registration number
<input type="checkbox"/> Other type of establishment; enter description in the box 'other' below.		

Type of food activities

<input type="checkbox"/> Cooling/chilling of hot foods <input type="checkbox"/> Preparation of raw meat/raw poultry <input type="checkbox"/> Handling of raw fish, egg, vegetables <input type="checkbox"/> Preparation, cutting, mincing of raw meat <input type="checkbox"/> Hot holding of food <input type="checkbox"/> Re-heating of food	<input type="checkbox"/> Sallads, sandwiches, gateaus <input type="checkbox"/> Chilled storage of food <input type="checkbox"/> Manual handling of ice cream <input type="checkbox"/> Baking <input type="checkbox"/> Handling of food not requiring chilled storage <input type="checkbox"/> Other, enter description in the box 'other' below
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Consumer groups

<input type="checkbox"/> Children under five years old <input type="checkbox"/> Persons with a reduced immune defence (hospital patients or people older than 75 years old) <input type="checkbox"/> People with hypersensitivity to food/food-related allergy
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Other/additional comments

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* E-commerce refers to all trade in food that takes place electronically and where an internet connection is required to carry out the purchase of, food. It includes sales through websites, online marketplaces, social media, blogs and apps.

Please note

A fully completed form with the right attachments will make your application quicker to process. It is important that the application contains the information, drawings and descriptions that are necessary for us to assess what type of establishment you have. The form tells you which attachments to enclose.

Other applications may be required under applicable legislation, such as building permit for alteration of premises or installation of signs, installation of a grease separator, alcohol license, sale of prescription drugs, tobacco and medium strength beer. You may also need to report installation of refrigerants, starting a health & safety establishment, and waste contracts.

Contact Sundbyberg City on 08-706 80 00, if you have questions.

The City charges a fixed fee for this application, in accordance with applicable rates. A document on risk classification and annual control fees will be sent separately.

Please attach the following

☐ Print out from the Swedish Companies Registration Office, as proof that your business is registered

Signature

County/Municipality and date	Name (in capital letters) of authorised person
Signature of authorised person	

Return the completed form to

Sundbybergs stad
Östra Madenvägen 4
172 92 Sundbyberg

Notes regarding registration of a food business establishment**What is registration?**

Registration of a food establishment is required by law and allows us to keep an up-to-date list of all businesses we need to inspect. The frequency of inspections will depend on the degree of risk involved in your establishment.

Who needs to register?

All food businesses will need to register, at least two weeks before the planned start date.

Food businesses include 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, internet based establishments etc.

Certain types of businesses will need to be approved by the National Food Agency (www.livsmedelsverket.se), rather than registered. These include establishments that produce meat and meat products, egg products, milk and milk products and fish and fish products. Contact us if you think your business might need approval.

How do I register?

By filling in this form and returning it to us at the given address. If you have food businesses in other municipalities, you must register with each municipality separately.

You must tick all the boxes that apply to your business, answer all the questions and give all the information requested. Contact us if there are any questions that you are unsure of.

Changes

You must notify us of any significant changes to the activities stated in this form, or if you close down the establishment.

These notes are provided for information only and should not be regarded as complete statement of law.

