



# Application for Registration as a Food Business Operator Form

Regulation (EC) No. 852/2004 requires all food establishments to be registered with a relevant Competent Authority. This allows the Competent Authority to identify where food businesses are located and what their activities are, in order to enable official controls to be carried out where necessary.

This form applies to you if you are carrying out the activities outlined in Part 1(D) below. If your activity is not listed, you may need to fill in an SFPA Approval Application Form which can be found at [Approval Application Form](#) instead of this form.

On completion, this form can be returned by post to:

The Sea-Fisheries Protection Authority, Block B, Clogheen, Clonakilty, Co. Cork P85 TX  
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**or**

by email to [Applications@sfpa.ie](mailto:Applications@sfpa.ie)



## Part 1(A)

Applicant details	
<b>Company Name/ Sole Trader name</b>	
<b>Establishment Address</b> (please include all associated addresses)	
<b>Contact person</b>	
<b>Eircode(s)</b>	
<b>Phone</b>	
<b>Email Address</b>	

## Part 1 (B)

(Please tick below appropriate heading)

<b>Water supply</b> (please tick below)	<b>Public</b>	<b>Private</b> Is your water supply registered with the local authority?	<b>Group Scheme</b>	<b>N/A</b>



## Part 1(C)

### Markets (tick as applicable)

Domestic (Ireland)	
EU	
Non- EU/ third countries (outside Europe)	
Sales via distance communications e.g., online	
Other (Please specify)	

## Part 1(D)

Operation	Please Tick all that are applicable
Shellfish Farmer	
Fin Fish Farm	
Intermediary Operator <sup>1</sup> (handling shellfish) please see footnote and provide further detail in Additional Information)	
Transport of fresh fish, fishery products or/ and LBMs	
Food Broker/Agent	
Ice Plant	
Private house used for a Food Business	
Ambient Storage (not requiring temperature control)	
Importer from 3 <sup>rd</sup> Country (Outside the EU)	
Exporter to 3 <sup>rd</sup> Country (Outside the EU)	
Seasonal Operation please provide further detail	
Additional Information	

<sup>1</sup> “Intermediary operator” means a food business operator, including traders, other than the first supplier, with or without premises, who carries out its activities between production areas, relaying areas or any establishments. **Registration only** if they do not have premises or if they have premises where they only handle, wash and store at ambient temperature live bivalve molluscs, **without** grouping nor conditioning.



## Please provide an overview of your operation in the space provided

Based on the information supplied an assessment will be made to ascertain if your establishment or operation(s) require approval

## Declaration

I / we declare that all the information listed above is accurate and reflects the nature of this Food Business. I/ we also accept that it is our responsibility to inform the SFPA of any changes to activities, ownership, address or contact details.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Block Letters: \_\_\_\_\_ Position: \_\_\_\_\_

*(e.g., owner, manager etc)*



## Part 2 Appendix

### Notes on Registration of Food Establishment

#### Why register?

Registration of all Food Business Operators is a requirement under Regulation 852/2004.

**Who needs to be registered?** Every food business operator shall notify the SFPA of each establishment under its control that carries out any of the stages of production, processing and distribution of seafood, with a view to the registration of each such establishment.

Anyone starting a new food business should register with the SFPA at least 28 days before doing so.

#### How do I register?

By filling in this form. There is no charge for Registration. The registration form must be sent to the Sea Fisheries Protection Authority head office in Clonakilty.

You must tick all the boxes that 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. If you have any questions, your local Sea Fisheries Protection Officer will help you. It is an offence to provide information that you know is false.

#### What happens to the information given on the form?

The SFPA will enter the details on its register.

#### Changes

Food business operators shall ensure that the Sea Fisheries Protection Authority always has up-to-date information on establishments, including by notification of any significant change in activities and any closure of an existing establishment. This is also applicable to Intermediary Operators (with or without a premises).

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