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|  | | **NOTIFICATION OF**  **Establishing food premises or significant changes in the business Food premises according to 10 § of Food Act (297/2021)** | | | | | |
| **Entry stamp** (to be filled by official) | | | | | |
| **The operator fills the form where appropriate.**  **A layout including furniture/fittings shall be attached to the notification of establishing a food premises or significant changes in the business** except for transports and agencies. The description of the operation must be filled in with enough detail. No separate decision is made on the notification, but the Food Safety Unit checks the notification and sends a certificate of processing the notification. The Food Safety Unit may request other information necessary for the processing of the notification from the operator.  Notification of food premises or significant changes in the business must be sent to the City of Helsinki, Food Safety Unit four weeks before commencement of activity or the planned changes. Notification about change of operator or closing down business must also be sent to the Food Safety Unit without delay.  **The form should be sent to the City of Helsinki, Food Safety Unit, PO Box 58235, City of Helsinki or by e-mail at kymp.elintarviketurvallisuus@hel.fi** | | | | | | | | |
| Reason of notification | | | establishing food premises | | | significant changes in the business | | |
|  | | | change of operator | | | suspension of activities | | |
|  | | | closing down the business | | | other, what? | | |
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| 1. Operator | | Name of the business operator | | | | VAT-number (y-tunnus) | | | |
| Address | | | | | | | |
| Postal code and home town of the company | | | | | | | |
| Person in charge  Tel. and email address | | | | | | | |
| 2. Billing information | | Name of the payer | | | | Cost center/reference | | | |
| Billing address | | | | | | | |
| Electronic invoice address | | | | | | | |
| 3. Place of business | | Name (name for marketing purposes) | | | | | | | |
| Calling address | | | | | | | |
| Postalcode and City | | | | | | | |
| Person in charge  Tel. and email address | | | | | | | |
|  | | outdoor or mobile premises | | Virtual premises (The premises are used for marketing, distribution or other food activities of food stuffs, without the food being kept in the premises | | | food premises is at home | | |
| 4. Mail address | | Address of the operator (company)  Address of the business  Other, what | | | | | | | |
| 5. Use of the premises from the point of view of building control. | | Purpose of the premises (It is the operator's responsibility to ensure that the premises use from the point of view of building control is suitable for the planned activity) | | | | | | | |

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| 6. Previous operator | Previous operator/company (in case of change of operator) | | | | | | |
| 7. Date | Date of commencement or change of operation  Date of change of operator  Date of suspension of activity (date – date)       -  Date of closing down the business | | | | | |
| 8. Description of the  operation | **The primary type of food activity**  Select only one primary type of activity  Sale of food stuffs  Serving of food stuffs  Grain, fruits and vegetables sector  Other manufacturing  Storing and freezing food stuffs and packing  Professional transport of food stuffs  Export and import  Other, what? | | **Other type of food activity**  Choose options below. Please tick all boxes that apply  Sale of food stuffs  Serving of food stuffs  Grain, fruits and vegetables sector  Other manufacturing  Storing and freezing food stuffs and packing  Professional transport of food stuffs  Export and import  Other, what? | | | |
| Description of the operation (or change in operation) | | | | | |
| 9. More information about the operation | In the tables below, tick each of the activities carried out at the same site and fill in the information describing the scope of the food business, eg area, number of customer places and food portions. | | | | | |
| 9.1 Sale of food stuffs (includes mobile food facilities) | Retail sale (shop, kiosk, etc.)  Whole sale  Market place, e.g. market area | | Area of food premises (m2) | | | |
| Food for sale  Non-perishable food stuffs packaged by industry  Perishable food stuffs packaged by industry  Sales of unpacked food stuffs, e.g. ice cream kiosks  Handling of perishable food stuffs, e.g. service sales | | | | | |
| 9.2 Serving of food stuffs (includes mobile food facilities) | Restaurant (includes pizzeria)  Grill and fast food  Café  Pub (only service of beverages or minor food stuffs e.g. snacks) | | | | Amount of customer places  Indoors  Outdoors | |
| Amount of portions/day  Area of food premises (m2) | | | | | |
| 9.3 Institutional kitchens, central kitchens | Institutional kitchen (schools, nursery schools, hospitals, staff restaurants, no delivery)  Institutional kitchen, Central kitchen (delivery of food)  Institutional kitchen, serving kitchen (no preparation of food, may be minor preparation fo snacks or dessert)  Catering | | | | | |
| Amount of portions/day  Area of food premises (m2) | | | Amount of customer places  Indoors  Outdoors | | |
| 9.4 Grain, fruits and vegetables | Grain mill activity  Manufacture of bakery products (perishable food stuffs)  Manufacture of bread and pastries  Manufacture of other grain products  Manufacture of fruit and vegetable products  Packaging, low commercial preparation of vegetables | | | | | |
| Products to be produced | | | | | |
| Estimated amount of production (kg/year)  Area of food premises (m2) | | | | | |
| 9.5 Other manufacturing (other than milk, meat, fish, egg or grain fruits and vegetables sector) | Manufacture of composite products (product that contains processed of animal origin and vegetable food e.g.pizza)  Manufacture of sweets  Manufacture of beverages  Other production, what?  (e.g. coffee roast, preparation of snails, packiging of honey, production of honey, production of food additives and food supplements, yeast production) | | | | | |
| Products to be produced | | | | | |
| Estimated amount of production (kg/year)  Area of food premises (m2) | | | | | |
| 9.6 Storing of foodstuffs, freezing and packing of foodstuffs | Storing of foodstuffs of non-animal origin  Freezing of food stuffs  Packing of foodstuffs (operators who only pack foods, no retail sales or production of foodstuffs) | | | | | |
| Type of storing  Frozen storing  Refridgerated storing  Uncooled storing | Area of storing of foodstuffs (m2) | | | | |
| 9.7 Professional transport of food stuffs | Kuljetustyyppi  Transport of foodstuffs, no temperature requirements  Transport of frozen food  Transport of refrigerated food  Transport of warm food | | | | | |
| Means of transport (car, ferry etc.) | Amount | | | | ATP-class (FRC, FNA, IN, other) |
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| 9.8 Import and export of foodstuffs | Export of foodstuffs | | Group of products  Foodstuffs of non animal origin  Foods of animal origin (mark the groups in the section below)  Import of products of special salmonella guarantee status from countries that do not have special guarantees (raw pork, beef, poultry, eggs)  An estimate of the frequency and volume of imports of food of animal origin (imports/year)        (kg/year) |
| Import of foodstuffs  Type of import  From outside the European Union  From the internal market (other EU countries)  An estimate of the volume of all imports (kg/year) | |
| |  |  | | --- | --- | | Imported foodstuffs of animal origin  Raw meat, minced meat or organs  Eggs  Meat preparations  Raw meat preparations | Insects and foods containing insects  Fishery products  Milk and egg products, other then eggs from chickens  Other (collagen, intestine, honey), what: | | | |
| An external warehousing service is used to store imported food Place of receiving foods of animal origin imported from the internal market (name, address):  Address where the import documents can be inspected:       Activities include the distribution of imported foods to other operators | | |
| 9.9 Other | Type of activity | | Area of food premises (m2) |
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| 10.Information on in-house control plan \* | In-house control plan is made  In-house control plan will be made until | | |
| The in-house control plan has been made using the industry's good practice guide \*\*,  what? | | |
| \* Food premises must have an adequate in-house control plan to manage the risks. The in-house control plan can be sent to the food control authority before commencing operations, but this is not mandatory. However, the sin-house control plan must be evaluable at the latest at the time of the inspection.  \*\* The food industry has developed good practice guidelines for its industry that can be used to assist in developing the in-house control plan. These guidelines are available from industries. | | |
| 10. Operator’s signature and clarification of the signature | Place and date | Signature and clarification of the signature | |

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| **The form should be sent to the City of Helsinki, Food Safety Unit, PO Box 58235, 00099 City of Helsinki or by e-mail at kymp.elintarviketurvallisuus@hel.fi** | |
| Further information | For more information on how to complete the notification and the processing of the notification contact e-mail: [kymp.elintarviketurvallisuus@hel.fi](mailto:kymp.elintarviketurvallisuus@hel.fi). |
| Personal data is registered in the control information system (VATI) maintained by the Finnish Food Safety Authority. The System Registry Description is available at <https://www.ruokavirasto.fi/en/about-us/services/data-protection/>. |
| Handling fee | A fee is charged for processing the notification in accordance with the tariff approved by the Urban Environment committee's environment and permits sub-committee.  An invoice for the processing of the notification will be delivered separately from the financial administration service of the City of Helsinki. |
| Legislation | Food Act (297/2021) 10, 73 §  Decree of the Ministry of Agriculture and Forestry on food hygiene (318/2021) 4 §  Fee and tariff of City of Helsinki Environment Services. |