

Date of receipt

NOTIFICATION of a registered food business under section 10 of the Food Act (297/2021)

A food business operator must submit a notification of their food business or an essential change therein to Espoo Region Environmental Health Services four weeks before the start of operations or the planned change. No separate decision is made on the notification, but Espoo Region Environmental Health Services will provide the food business operator with a certificate of the processing of the notification.

Espoo Region Environmental Health Services may request the operator to provide other documents needed to process the notification.

A fee is charged for the processing of the notification in line with the price list approved by the City of Espoo.

In connection with the processing of the notification, the food business is registered after which it is subject to the basic charge for food control, unless said business falls within the scope of operations exempted from the basic charge. The basic charge for food control is collected from food businesses that are included in the register of Espoo Region Environmental Health Services at the beginning of the calendar year. If an operator submits a notification of termination of operations mid-year, the basic charge is no longer collected as of the beginning of the following calendar year. If the operator changes, the previous operator must submit a notification of termination of operations and the new operator must submit a notification of starting operations.

A floor plan showing the premises and their intended use and the placement of equipment and furniture must be attached to the notification.

The operator fills in the applicable sections

Notification

- ☐ start of operations
 ☐ suspension of operations
 ☐ essential change in operations
☐ termination of operations
 ☐ other, please specify _____

Operator

Name of company		Business ID (or personal identity code)
Address	Postal code	Home municipality
Contact person		
Telephone number	Email address	
Invoicing address or e-invoicing address		

Place of business

Name of place of business / marketing name		
Street address	Postal code	City/town
Postal address for the inspection document (Oiva report or other document)		
Contact person for the place of business		
Telephone number	Email address	
Source of domestic water		
☐ Connected to the public water supply network ☐ Private well ☐ Other, please specify _____		
Information on the intended use of the site as specified by the Building Control Department		
		☐ Place of business is at home
Mobile food premises or other outdoor sales		
☐ No ☐ Yes, please specify (select below)		
☐ Vehicle ☐ Container ☐ Tent, stall, cart, device ☐ Other, please specify _____		

Information on self-monitoring

Self-monitoring plan or system

☐ In place ☐ Will be drawn up; by when? _____

☐ Self-monitoring plan was drawn up based on an industry-specific guide to good practice; which one?

Date(s)

Estimated date of start or change of operations

The period during which operations are suspended (date of suspension–date of planned restart)
_____ – _____

Date of termination of operations

Description of operations

Description of operations or change therein

☐ Food aid only ☐ Organic products only ☐ Organic products in addition to conventional products

Operations (Select one option from points A to J below. Select the option that best describes the main operation in the food premises.)

A) Sale of foodstuffs

☐ Retail sale (shop, kiosk, etc.)

☐ Import of foodstuffs

☐ Wholesale

Type:

☐ Industrially packaged non-perishable foodstuffs

☐ Industrially packaged perishable foodstuffs

☐ Sale of unpackaged foods (e.g. ice cream kiosk)

☐ Handling of perishable foodstuffs (e.g. service sales)

Size of food premises (m²)

B) Serving of foodstuffs (including delivery)

☐ Restaurant (incl. pizzeria)

☐ Grill or fast food

☐ Café

☐ Pub that mainly serves beverages and possibly small snacks

☐ Institutional or central kitchen

Is food delivered elsewhere? ☐ Yes ☐ No

☐ Serving kitchen (no food preparation; may include minor preparation of snacks or desserts)

☐ Catering only (number of portions unknown)

Number of customer seats

Average number of portions/day

Number of food-handling staff

C) Grain mills, manufacture and packaging of bakery, fruit and vegetable products

- ☐ Grain mill
- ☐ Manufacture of perishable bakery products
- ☐ Manufacture of bread and pastries
- ☐ Manufacture of other grain products (incl. malt production, e.g. oat-based milk and cream substitutes)
- ☐ Manufacture of vegetable, berry and fruit products
- ☐ Packaging operation

Estimated production volume (kg/year)

Size of food premises (m²)

Number of food-handling staff

D) Manufacture and sale of dairy products and/or sale of raw milk on a dairy farm

- ☐ Sale of raw milk and/or colostrum for direct consumption

Sale and delivery of raw milk as such (litres/year)

- ☐ Liquid dairy products

- ☐ Cheese

- ☐ Butter and edible fats

- ☐ Ice cream

- ☐ Other manufacture of dairy products, please specify _____

Volume of raw milk used (litres/year)

Manufacture of products includes heat treatment equivalent to pasteurisation

- ☐ Yes ☐ No

E) Freight operations

- ☐ Manufacture of meat and fish products from customer-owned meat or fish

Size of food premises (m²)

Number of food-handling staff

F) Industrial manufacture of other foodstuffs

- ☐ Manufacture of composite products (products containing processed animal-derived and plant-based foodstuffs, e.g. pizza, ready-made meals, ice cream)
- ☐ Manufacture of sweets
- ☐ Manufacture of beverages
- ☐ Other manufacture, please specify (e.g. coffee roasting, manufacture of sweets, soft drinks or food supplements)

Estimated production volume (kg/year)

Average number of portions/day

Number of food-handling staff

G) Storing and freezing of foodstuffs (only storing and/or freezing)

- ☐ Storing of foodstuffs of animal origin (supply for retail sale only or foodstuffs stored in room temperature)
- ☐ Storing of foodstuffs of non-animal origin
- ☐ Freezing of foodstuffs
- ☐ Packaging of foodstuffs

Size of food premises (m²)

Number of food-handling staff

H) Professional transport of foodstuffs (transport only)

- ☐ Transport of foodstuffs, no temperature requirements
- ☐ Transport of frozen foodstuffs
- ☐ Transport of refrigerated foodstuffs
- ☐ Transport of warm foodstuffs

Means of transport (vehicle, ship, etc.) and their number

Number of food-handling staff

I) Processing of meat at the primary production site (the primary producer supplies products to local retailers or sells products directly to the consumer)

- ☐ Slaughter of poultry or farmed rabbits and cutting their meat (max. 1,000 animals/year)
- ☐ Slaughter of reindeer and cutting their meat
- ☐ Manufacture of reindeer jerky
- ☐ Supply of meat from wild deer, hares, rabbits, and fowl to local retailers without inspection (max. 1,000 hares or rabbits, 3,000 birds, 10 elk, 30 deer and 50 roe deer)
- ☐ Direct sale of small quantities of uninspected wild game meat to consumers
- ☐ Other, please specify _____

Production volume in kg or number per year

J) Other, please specifySize of food premises (m²)

Number of food-handling staff

Supporting documents

- ☐ A floor plan showing the premises and their intended use and the placement of equipment and furniture (mandatory)
- ☐ Other, please specify _____

Operator's signature and name in block letters

Your personal data is stored in the monitoring register of Espoo Region Environmental Health Services. On our website www.espoo.fi/privacynotices, you can find a privacy notice that contains more detailed information about the processing of your personal data and your rights in relation to personal data.

Place and date

Signature and name in block letters (if the form is submitted online, no signature is needed)

You can send the form by post to Espoo Region Environmental Health Services, P.O. Box 210, 02070 CITY OF ESPOO or by email to elintarvikevalvonta@espoo.fi

A fee in line with the price list approved by Espoo City Board is charged for the inspection of food operations and the examination of samples included in the municipal environmental health monitoring plan.

Postal address
Espoo Region Environmental Health Services
P.O. Box 210
02070 CITY OF ESPOO
elintarvikevalvonta@espoo.fi
www.espoo.fi/en/housing-and-building/environmental-health-services/food-control

Municipalities belonging to the operating area of the control unit
Espoo
Kauniainen
Kirkkonummi