



Sundbybergs stad  
Sektorn för samhällsbyggnad

livsmedel@sundbyberg.se  
www.sundbyberg.se

Östra Madenvägen 4  
172 92 Sundbyberg

08-706 66 00

## Application for the registration of a food business establishment

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

Sundbyberg stad processes your personal data to handle and investigate cases, make decisions, and communicate with you. Read more at: <https://www.sundbyberg.se/dataskydd>

### What does your application relate to?

New business (new premises, new org. no) <input type="checkbox"/>	Modification of existing food business (focus, size) <input type="checkbox"/>
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### General information according to Swedish companies Registrations office (Bolagsverket)

Name of business/ Name of sole trader*	Organisation/personal identity number
Invoice address (c/o, street address)	Post code and county/municipality
Contact person	Telephone number to contact person
E-mail address	

### Invoice recipient

Name of business/ Name of sole trader*	
Invoice address (c/o address, street address)	Post code and county/municipality
E-mail address	Invoice reference (not mandatory)
Would you like to receive invoices by e-mail? <input type="checkbox"/> Yes, specify address if different from above: _____ <input type="checkbox"/> No	

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

### About your food business establishment

Registered Name of the food establishment	Land/property registry
Address of food establishment	Post code and county/municipality
Until further notice (day-month-year)	Temporary establishment (from-to) (day-month-year)

- Food truck, provide registration number: \_\_\_\_\_
- Tent or booth
- Ambulant sales
- E-commerce\*, provide website: \_\_\_\_\_

\* *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.*

**The focus of the business (choose one option)**

- Food business in the **final stage**, facilities providing food to end consumers, such as restaurants, cafes, stores, and school kitchens.
- Food business in **earlier stages**, facilities providing food to other food businesses, such as manufacturing industries and wholesalers/food brokers.
- Head office**, the operation primarily overseeing other food businesses, such as retail and restaurant chains.
- Drinking water facility**, production and/or distribution of drinking water, including headquarters for such operations.
- Manufacturing of contact materials**, activities producing materials intended to come into contact with food.
- Transport and storage**, operations primarily involved in transporting/storing food for other food businesses, such as a transport company.

**Type of food business establishment (for example restaurant, café, head office)**

Specify the type of food business you operate

**Scope of operations (final stage, earlier stage, supervision of other food businesses) (choose one option)**

- Annual workforce** refer to all individuals employed in the business, converted to full-time equivalents.
- Tons** refers to the total amount of production, import, or transportation of food per year.
- Units** refers to the number of controlled operations and the quantity of products on the market.
- 0–1 annual workforces/ 0–10 tons/ 0–10 units
  - 1–5 annual workforces/ 11–100 tons/ 11–100 units
  - 5–15 annual workforces/ 101–10 000 tons/ 101–500 units
  - >15 annual workforces/ >10 000 tons / >500 units

## Certificate (enter the type of category in the field, for example IFS Food)

- IP Livsmedel Grundcertifiering       Svensk standard för livsmedelshantering i butik  
 BRCS \_\_\_\_\_       FSSC 22 000 \_\_\_\_\_  
 IFS \_\_\_\_\_       ISO \_\_\_\_\_

More information about certificates is available at <https://www.livsmedelsverket.se/>

## Fee

For registration, a fixed fee is charged according to the municipal fee for food control. A decision on risk classification is sent after an initial visit. For more information on the fee for food control in Sundbyberg, please refer to the following link: <https://www.sundbyberg.se/livsmedel>

## Additional information

The business may commence no earlier than **two weeks** after a complete registration application has been submitted to byggnads- och tillståndsnämnden. The business operator is responsible for ensuring compliance with legislation and that the self-monitoring system is adapted to the conducted activities.

Please note that a fully completed form with the correct attachments expedites the processing of the case. It is essential that the application includes the information, drawings, and descriptions required for the sector to make an assessment. The form specifies the attachments that need to be included.

Your business may also be subject to permits and notifications to other authorities within or outside the city, such as building permits for alterations to premises, land leases, installation of grease traps, liquor licenses, tobacco sales, and more. Contact Sundbyberg stad switchboard phone number: 08-706 80 00, if you have any further questions.

## The registration includes the following attachments

- |   |
|---|
| <input type="checkbox"/> Extract from the Swedish Companies Registration Office with the company's registration certificate |
| <input type="checkbox"/> Valid certificate (if certified, otherwise ignore this)  |

## Signature

Date	Name in block letters
Signature	

The form is to be sent to

[livsmedel@sundbyberg.se](mailto:livsmedel@sundbyberg.se) or

Sundbybergs stad

Livsmedelskontroll

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