1. ***Do you want to produce food? Or do you intend to operate a bar, restaurant, café, food store or food truck? Before you start your business, get approval and entry in the register.***

**Submit an application named: „Wniosek o zatwierdzenie zakładu i wpis do rejestru zakładów podlegających urzędowej kontroli organów Państwowej Inspekcji Sanitarnej” at least 14 days before the planned commencement of your business operations.**

**We request that you include a contact number on your application.**

**Documents needed:**

* 1. The results of bacteriological analysis of tap water/ towards bacteriological and psyhico-chemical parameters of self intake water.
	2. A document verifying the patency and effectivenes of the mechanical ventilation system (if it applies) or the patency of gravitational canals. If you’re going to run a catering / commercial business in a food truck or in a different seasonal, mobile or temporary object, then this point doesn’t apply to you.
	3. Procedures developed and implemented - Good Hygienic Practice (GHP)
	(and if it applies), Good Manufacturing Practice (GMP), food safety management systems based on HACCP, adjusted to the range of the planned catering business.

**For your application the office will carry out an inspection in your business. If it’s result comes out positive, meaning that you meet the requirements in terms of infrastructure, equipment and the HACCP documentacion, you will receive a approval decision
and a certificate of an entry to the register.**

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| *The service will be free of charge if the officials inspecting your establishment or restaurant find no deficiencies.**However, if they find irregularities, you will incur a fee. This will be:* *PLN 52 for the start of the inspection,* *PLN 17 for each commenced hour of inspection.**The minimum fee will therefore be PLN 69.**You will also incur the cost of a second visit by officials to your company, after the removal of the deficiencies found earlier. Then you will also pay PLN 52 for the start of the inspection and also PLN 17 for each commenced hour of its duration.* |

1. ***Want to change the details (e.g. operator, address details of the operator, name of the object) of your establishment? Remember to notify the Sanitary Inspection. This applies to the information necessary for entry in the register of establishments.***

**Submit an application named: „Wniosek o dokonanie zmian w rejestrze zakładów podlegających urzędowej kontroli organów Państwowej Inspekcji Sanitarnej”,
within 30 days of the date of the change.**

**We request that you include a contact number on your application.**

If the applicant intends to change the scope of the establishment's activities
(e.g., expand or change the production profile), or if the existing conditions at the establishment change, this requires submission of an application named „Wniosek o zatwierdzenie zakładu
i wpis do rejestru zakładów podlegających urzędowej kontroli organów Państwowej Inspekcji Sanitarnej”.

An appendix to your certificate of registration will be issued. The document contains your establishment's registration number and it verifies that your establishment is under the supervision of the Sanitary Inspection.

1. ***Do you want to change the range of activities of your business over
the one that has been already approved?***

In case of when the applicant intends to change the range of activities of the business
(e.g. widen or change the profile of production), or when the terms of conditions existing in the business change, it requires issueing a new decision of National Sanitary Inspection (Państwowa Inspekcja Sanitarna) about approving the business, which is preceded
by a inspection.

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| *Applications must be submitted in person, by postal carrier or via ePUAP.**Downloadable applications can be found here:**https://www.gov.pl/web/psse-warszawa/druki-wnioskow-do-pobrania**ePUAP box addresses:**/0136sgqnu2/skrytka**Powiatowa Stacja Sanitarno-Epidemiologiczna w m.st. Warszawie**ul. Jana Kochanowskiego 21, 01-864 Warszawa**Acceptance and collection of documents takes place in the Registry(main entrance) on working days from 8:30 - 15:00.* |

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|  ***Entities performing public tasks on the territory of the Republic of Poland perform all official activities in Polish.*** |