

APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

This form should be completed by food business operators in respect of new food business establishments and submitted 28 days before commencing food operations. On the basis of the activities carried out, certain food business establishments are required to be approved rather than registered. If you are unsure whether any aspect of your food operations would require your establishment to be approved, please contact West Dunbartonshire Council Environmental Health on 0141 951 7957 for guidance.

1. **Address of establishment** _____
(or address at which moveable establishment is kept)
- _____ **Post Code** _____
2. **Name of food business** _____ **Telephone No.** _____
(trading name)
3. **Full Name of food business operator** _____
4. **Address of Food Business Operator** _____
_____ **Post Code** _____
- Telephone No.** _____ **E-Mail** _____

5. **Type of food business** (Please tick ALL the boxes that apply):

- | | | | |
|-------------------------------|--------------------------|---|--------------------------|
| Farm Shop | <input type="checkbox"/> | Staff restaurant/canteen/kitchen | <input type="checkbox"/> |
| Food manufacturing/processing | <input type="checkbox"/> | Catering | <input type="checkbox"/> |
| Packer | <input type="checkbox"/> | Hospital/residential home/school | <input type="checkbox"/> |
| Importer | <input type="checkbox"/> | Hotel/pub/guest house | <input type="checkbox"/> |
| Wholesale/cash and carry | <input type="checkbox"/> | Private house used for a food business | <input type="checkbox"/> |
| Distribution/warehousing | <input type="checkbox"/> | Moveable establishment e.g. ice cream van | <input type="checkbox"/> |
| Retailer | <input type="checkbox"/> | Market stall | <input type="checkbox"/> |
| Restaurant/café/snack bar | <input type="checkbox"/> | Food Broker | <input type="checkbox"/> |
| Market | <input type="checkbox"/> | Takeaway | <input type="checkbox"/> |
| Seasonal Slaughterer | <input type="checkbox"/> | Other (Please give details): | |
- _____
- _____

6. **Type of Business:**

- | | |
|--------------------------------------|--------------------------|
| Sole Trader | <input type="checkbox"/> |
| Partnership | <input type="checkbox"/> |
| Limited Company | <input type="checkbox"/> |
| Other (Please give Details) | <input type="checkbox"/> |
- _____

(If Limited Company, please complete 7. below)

7. **Limited Company Name** _____ **Company No.** _____
- Registered Office Address** _____
_____ **Post Code** _____

8. **Number of vehicles or stalls kept at, or used from, the food business establishment and used for the purposes of preparing, selling or transporting food:**

5 or less 6-10 11-50 51 plus

9. **Water Supplied to the Food Business Establishment** **Public (Mains) Supply** **Private Supply**

10. **Full Name of manager (if different from operator)** _____

11. **If this is a new business** _____ **12. If this is a seasonal business** _____
Date you intend to open Period during which you intend to be open each year

13. **Number of people engaged in food business** 0-10 11-50 51 plus (**Please tick one box**)
Count part-time worker(s) (25 hrs per week or less)
as one-half

Signature of Food Business Operator _____

Date _____

Name _____
(BLOCK CAPITALS)

**AFTER THIS FORM HAS BEEN SUBMITTED,
FOOD BUSINESS OPERATORS MUST
NOTIFY ANY CHANGES TO THE ACTIVITIES
STATED ABOVE TO WEST
DUNBARTONSHIRE COUNCIL AND SHOULD
DO SO WITHIN 28 DAYS OF THE
CHANGE(S) HAPPENING.**

Completed form should be sent to: West Dunbartonshire Council, Environmental Health, 16 Church Street, Dumbarton, G82 1QL or email a scanned, signed copy to Environmental.Health@west-dunbarton.gov.uk

NOTES ON REGISTRATION OF FOOD PREMISES

What is Registration?

1. Registration of premises used for a food business (including market stalls, delivery vehicles and other movable structures) is required by law. Registration will allow local authorities to keep an up-to-date list of all those premises in their area so they can visit them when they need to. The frequency of the visits will depend on the degree of risk involved.

Who needs to register?

2. If you run a food business you must tell (or arrange for someone else to tell) the local authority about any premises you use for storing, selling, distributing or preparing food. Food premises includes restaurants, hotels, cafes, shops, supermarkets, staff canteens, kitchens in offices, warehouses, guest houses, delivery vehicles, buffet cars on trains, market and other stalls, hot dog and ice cream vans etc.
3. If you use vehicles for your food business in connection with permanent premises such as a shop, warehouse you only need to tell the local authority how many vehicles you have. You do not need to register each vehicle separately. If you have one or more vehicles but no permanent premises, you must tell the authority where they are normally kept.
4. Anyone starting a new food business must register with the local authority at least 28 days before doing so.
5. The majority of premises will have to be registered. However, certain premises are exempt from registration e.g. some which are already registered for food law purposes, certain agricultural premises, motor cars, tents and marquees (but not stalls), some domestic premises and some village halls. You should contact your local authority if you think you might be exempt.

How do I register?

6. By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to your local authority. The address can be found on the front of the form. If the form is sent to the wrong address your application will not take effect until it is received at the proper place. If you use premises in more than one local authority area, you must register with each authority separately.
7. You must tick all the boxes which 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 in answer to question 9. If you have any questions your local authority will help you. It is an offence to give information which you know to be false.

What happens to the information given on the form?

8. The local authority will enter the details on its Register. A register of the name of the business (if any), the address, telephone number and the type of business carried on at each will be open to inspection by the general public. Records of the other information provided will not be publicly available.

Changes

9. Once you have registered with the local authority you only need notify them of a change of proprietor or if the nature of the business changes. The new proprietor will have to complete an application form.

If the local authority wishes to change the entry in the Register because of information which it receives from someone else you will be given 28 days notice and an opportunity to comment on the proposed change.

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

PRIVACY NOTICE

What we need

West Dunbartonshire Council and Food Standards Scotland (FSS) are Joint Data Controllers of the personal information you provide to us on this form. The information we collect about you includes name, postal address, email address and telephone number.

Why we need it

- As Joint Data Controllers, we need to collect this information for the purposes of Food Law Enforcement.
- Regulation (EC) No 882/2004 on Official Controls performed to ensure the verification of compliance with Food Law, requires that West Dunbartonshire Council and FSS coordinate effectively in the field of Environmental and Health protection, carrying out their activities with a high level of transparency, making relevant information available to the public as soon as possible.
- Each Local Authority is required to maintain an up to date list of registered Food Business Establishments in its area and divulge this information for the purposes of ensuring public health and the effective enforcement of Food Law.
- The Food (Scotland) Act 2015 enables FSS to set performance standards, report on enforcement action by others and require relevant information from West Dunbartonshire Council.
- The Official Feed and Food Controls (Scotland) Regulations 2009, allows the exchange and provision of information by FSS and West Dunbartonshire Council for the execution and enforcement of relevant Food Law, and makes provision for West Dunbartonshire Council to provide FSS with Food Business information.
- West Dunbartonshire Council and FSS are required to fulfil the statutory obligations required by Article 44 of Regulation (EC) No 882/2004, which places a requirement on Local Authorities and FSS to provide the information specified in that Article and to report to the European Commission.
- FSS maintains a national database that can be accessed by both Food Standards Scotland and the Local Authority to which the information pertains. The reporting toolset allows information to be strategically analysed, allowing both organisations to adhere to the principles of the Scottish Regulators' Strategic Code of Practice.
- We will only collect the data that we need as required by the above regulations and legislation and not collect any personal information from you that we do not need.

What we do with it

The information collected on this form will be retained by West Dunbartonshire Council for six years for Freedom of Information purposes. Food Standards Scotland collects food business information from West Dunbartonshire Council on a regular basis for the purposes of Food Law Enforcement. The information will be retained by FSS for 6 years, also for Freedom of Information purposes.

FSS have put in place appropriate and adequate technical and organisational measures to protect your personal information. FSS data is located within the European Union, on cloud based services procured through the government framework agreements, and assessed against the national cyber security centre cloud security principles.

We want to assure you that no third parties have access to your personal information unless the Law allows them to do so.

What we may also be required to do with it

The information may be shared with other Regulators in line with the principles of the Scottish Regulators Strategic Code of Practice for compliance and risk mitigation purposes. This is limited to circumstances where the law allows such sharing of information by regulators with common interests or activities and will not include personal information.

What are your rights?

You have a right to see the information we hold on you by making a request in writing to the email addresses below. If at any point you believe the information we process on you is incorrect you can request to have it corrected. If you wish to raise a complaint on how we have handled your information, you can contact our Data Protection Officers who will investigate the matter. If you are not satisfied with our response or believe we are not processing your information in accordance with the law you can complain to the Information Commissioner's Office (ICO).

If you need any further information please contact West Dunbartonshire Council's Data Protection Officer at: dataprotection@west-dunbarton.gov.uk or Food Standards Scotland's Data Protection Officer at: dataprotection@fss.scot