**APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT**

(Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs, Article 6(2))

This form should be completed by Food Business Operators in respect of new Food Business Establishments and submitted to East Lothian Council, Business Regulation, John Muir House, Haddington EH41 3HA, 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 Business Regulation,East Lothian Council on (Tel: 01620 827365)for guidance.

1. **Address of establishment** (or address at which moveable establishment is kept)

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**2**. **Name of Food Business** (Trading Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Telephone No.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** **Full** **Name of Food Business Operator**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Address of Food Business Operator**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Telephone No.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**E-mail**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.** **Type of Food Business** (Please tick ALL the boxes that apply): 6. **Type of Business:**

Farm Shop □ Staff restaurant/canteen/kitchen □ Sole Trader □

Food manufacturing/processing □ Catering □ Partnership □

Packer □ Hospital/residential home/school □ Limited Company □

Importer □ Hotel/pub/guest house □ Other **(please give details)** □

Wholesale/cash and carry □ Private house used for a food business □

Distribution/warehousing □ Moveable establishment e.g. ice cream van □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Retailer □ Market stall □

Restaurant/café/snack bar □ Food Broker □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Market □ Takeaway □ *(If Limited Company, please*

Seasonal Slaughterer □ Other **(please give details)**: *complete 7. below)*

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**7**. **Limited Company Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Company No** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registered Office Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**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 □ Vehicle Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **If this is a Seasonal Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Specify the date you intend to open Period during which you intend to be open each year

**12. Number of people engaged in the food business** 0-10 □ 11-50 □ 51 plus □ (please tick one box)

**Signature of Food Business Operator**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ (BLOCK CAPITALS)

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIVACY NOTICE**

 **What we need**

East Lothian Counciland 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 East Lothian 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 East Lothian Council

The Official Feed and Food Controls (Scotland) Regulations 2009, allows the exchange and provision of information by FSS and East Lothian Council for the execution and enforcement of relevant Food Law, and makes provision for East Lothian Council to provide FSS with Food Business information.

East Lothian 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 legislations and not collect any personal information from you that we do not need.

**What we do with it**

East Lothian Council will retain the information collected on this formfor 6 years after the business has closed, for Freedom of Information purposes. Food Standards Scotland collects food business information from East Lothian Councilon 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.

East Lothian Council is legally required to protect the public. We also have a legal obligation to process your information under Article 6 of Regulation (EC) 852/2004 on the hygiene of foodstuffs. The kinds of personal information we are collecting include name, address, telephone number and e-mail address. This information is required in the interests of Public Health. For this reason, your information may also be shared with other Council services, including Councillors together with the NHS and the Police should a situation arise in relation to enforcement purposes. The Council regards respect for the privacy of individuals and the lawful and careful treatment of personal information as essential to its successful operations and to maintaining confidence between the Council and those with whom it carries out business. To this end, the Council is committed to protecting the rights and privacy of individuals including those rights set out in the General Data Protection Regulation (‘GDPR’), Data Protection Act 2018 (‘DPA 2018’) and other data protection legislation.

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 East Lothian Council’s Data Protection Officer at dpo@eastlothian.gov.uk or Food Standards Scotland’s Data Protection Officer at: dataprotection@fss.scot.