

# 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 the relevant food authority 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 Environmental Health, at the address below, 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 ( <b>please give details</b> ):     |                          |
- \_\_\_\_\_
- \_\_\_\_\_

6. **Type of business:**

- |                                      |                          |
|--------------------------------------|--------------------------|
| Sole Trader                          | <input type="checkbox"/> |
| Partnership                          | <input type="checkbox"/> |
| Limited Company                      | <input type="checkbox"/> |
| Other ( <b>please give details</b> ) | <input type="checkbox"/> |
- \_\_\_\_\_
- \_\_\_\_\_
- (If Limited Company, please complete 7. below)*

7. **Limited company name** \_\_\_\_\_ **Company no.** \_\_\_\_\_

**Registered Office address** \_\_\_\_\_  
\_\_\_\_\_ **Post code** \_\_\_\_\_

8. **Water supplied to the food business establishment:** Public (mains) supply  Private supply

9. **Full name of manager (if different from operator)** \_\_\_\_\_

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

**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 DUMFRIES AND  
GALLOWAY COUNCIL AND SHOULD DO SO  
WITHIN 28 DAYS OF THE CHANGE(S)  
HAPPENING.**

Return to : Environmental Health,  
Dumfries and Galloway Council  
Militia House  
English Street  
DUMFRIES. DG1 2HR  
Tel. 030 3333 3000  
email: [environmentalhealth@dumgal.gov.uk](mailto:environmentalhealth@dumgal.gov.uk)

## PRIVACY NOTICE

### What we need

**Dumfries and Galloway Council** and Food Standards Scotland (FSS) are Joint Data Controllers of the personal information you have provided to us when you registered your business with your Local Authority. 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 **Dumfries and Galloway 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 **Dumfries and Galloway Council**
- The Official Feed and Food Controls (Scotland) Regulations 2009, allows the exchange and provision of information by FSS and **Dumfries and Galloway Council** for the execution and enforcement of relevant Food Law, and makes provision for **Dumfries and Galloway Council** to provide FSS with Food Business information.
- **Dumfries and Galloway 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

The information collected on this form will be retained by **Dumfries and Galloway Council** for six years for Freedom of Information purposes. Food Standards Scotland collects food business information from **Dumfries and Galloway 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.

Details about **Dumfries and Galloway Council's** technical and organisational measures to protect food business operator can be found at <http://www.dumgal.gov.uk/article/17483/Privacy-statement>

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 **Dumfries and Galloway Council's** Data Protection Officer at [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk) or Food Standards Scotland's Data Protection Officer at: [dataprotection@fss.scot](mailto:dataprotection@fss.scot)