



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 Comhairle Nan Eilean Siar for guidance.

1. **Name of food business** (Trading Name) _____

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

_____ **Post Code** _____ **Telephone No.** _____

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 <input type="checkbox"/> (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)

Please give a brief description of the food business _____

7. **Limited Company Name** _____ **Company No.** _____

Registered Office Address _____

_____ **Post Code** _____

8. **If this is a New Business?** Yes / No If **Yes**, please specify the date you intend to open _____

9. **If this is a Seasonal Business?** Yes / No If **Yes** please specify the 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 COMHAIRLE NAN EILEAN SIAR AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

For Official Use Only

FLRS Group – Tick box that applies		
Group 1 <input type="checkbox"/>	Group 2 <input type="checkbox"/>	Group 3 <input type="checkbox"/>

Send the completed form to the Communities Department, Comhairle Nan Eilean Siar at
Sandwick Road, Stornoway, Isle of Lewis, HS1 2BW **OR** Balivanich, Isle of Benbecula, HS7 5LA
Or send by email to eh@cne-siar.gov.uk Tel 01851 822694 /01870 604990

NOTES ON REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

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

What is registration?

Registration of a premises used for a food business (including home caterers, delivery vehicles, food stores and other moveable structures) is required by law. Registration will allow local authorities to keep an up-to-date list of all those premises in their areas so they can visit them when they need to. The frequency of the visits will depend on the type of business.

Who needs to register?

Anyone starting a new food business must register with the local authority at least 28 days before doing so.

How do I register?

By filling in this form. Registration cannot be refused and there is no charge. The registration form must be sent to the address overleaf and your application will not take effect until it is received by the Comhairle. If you use premises in more than one local authority area, you must register with each authority separately.

Changes

Once you have registered with the local authority you only need to notify them of a change of proprietor, if the nature of the business changes, or if there is a change of the address at which moveable premises are kept. 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.

What happens to the information given on the form?

The local authority will enter the details on its register. A register of addresses and the types 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.

PRIVACY NOTICE

What we need - Comhairle Nan Eilean Siar 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 Comhairle Nan Eilean Siar 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 Comhairle Nan Eilean Siar.
- The Official Feed and Food Controls (Scotland) Regulations 2009, allows the exchange and provision of information by FSS and Comhairle Nan Eilean Siar for the execution and enforcement of relevant Food Law, and makes provision for Comhairle Nan Eilean Siar to provide FSS with Food Business information.
- Comhairle Nan Eilean Siar 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 on this form will be retained by Comhairle Nan Eilean Siar and FSS for the duration of your business registration. Additionally if your business closes, or your registration details are otherwise amended then this information will continue to be retained for a maximum of six years following notification of the closure or the amendment of your registration details.

The information collected on your business relating to Food Law enforcement activity will be retained by Comhairle Nan Eilean Siar for a maximum of six years for Freedom of Information purposes. Food Standards Scotland collects food business information from Comhairle Nan Eilean Siar on a regular basis for the purposes of Food Law Enforcement. The same information will be retained by FSS for 6 years, also for Freedom of Information purposes and the monitoring of enforcement action by Local Authorities.

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, and assessed against the national cyber security centre cloud security principles. Comhairle Nan Eilean Siar have also put in place appropriate and adequate technical and organisational measures to protect your personal information. 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.

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 the Comhairle's Data Protection Officer at dataprotection@cne-siar.gov.uk or Food Standards Scotland's Data Protection Officer at: dataprotection@fss.scot.