

## Application Form for the Registration of a Food Business Establishment

(Retained EU Law Regulation EC 852/2004 – Article 6 (2))

This form **must** be completed by food business operators in respect of new food business establishments and submitted to Aberdeenshire Council Environmental Health Service **28 days before commencing food operations**.

Any person who in, or in connection with, the making of this application makes any statement which they know to be false shall be guilty of an offence and liable on conviction to a fine or imprisonment.

Data Protection – the information you have supplied will be used for the purpose for which you have provided it and any relevant procedures following from this. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval unless this is a legal requirement.

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 Aberdeenshire Council Environmental Health Service for guidance.

<b>Name of Food Business</b>	<b>Name of Food Business Operator</b>	<b>Name of Manager</b>
.....	.....	.....
.....	<b>Date of Birth.....</b>	<b>Date of Birth.....</b>
<b>Address of Food Business</b>	<b>Address of Food Business Operator</b>	<b>Address of Registered Office</b>
<b>Telephone Number</b>	<b>Telephone Number</b>	<b>Telephone Number</b>
<b>E mail Address</b>	<b>E mail Address</b>	<b>E mail Address</b>

**Number of Vehicles Operated from business and Purpose:** \_\_\_\_\_

**Number of people engaged in food business**      0-10       11-50       51 plus       (Please indicate one box)

**Water Supply**                      **Public Mains**                       **Private Supply**

**Is this a new business?** \_\_\_\_\_                      **If this is a seasonal business** \_\_\_\_\_  
 (Date you intend to open)                                      (State period of opening each year)

**Type of establishment** (Please tick ALL the boxes that apply)

Farm/small holding/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/care 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 food business <input type="checkbox"/>
Distribution/warehousing <input type="checkbox"/>	Moveable premises (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) <input type="checkbox"/>
Proposed products to be handled/produced; <input type="checkbox"/>	

**Type of Business:**      **Sole Trader**     **Partnership**     **Provide details** \_\_\_\_\_

**If Limited Company:**      **Name of Company** \_\_\_\_\_  
    **Company No.** \_\_\_\_\_  
    **Name of Secretary/** \_\_\_\_\_  
    **Registered Office Address if different** \_\_\_\_\_

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

**Name (BLOCK CAPITALS)** \_\_\_\_\_                      **Position in Business** \_\_\_\_\_

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

Please complete and sign the above declaration and read the attached Privacy Notice before dating, signing and submitting your application form. Aberdeenshire Council will manage your personal data in accordance with the requirements of the General Data Protection Regulations (GDPR) as set out in the Privacy Notice.

Return the completed form to [environmental@aberdeenshire.gov.uk](mailto:environmental@aberdeenshire.gov.uk)



# Privacy Notice

## MODEL PRIVACY NOTICE FOR INFORMATION HELD BY ABERDEENSHIRE COUNCIL AND FSS FOR EXISTING FOOD BUSINESS ESTABLISHMENTS.

### What we need

Aberdeenshire 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 Aberdeenshire 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 Aberdeenshire Council.
- The Official Feed and Food Controls (Scotland) Regulations 2009, allows the exchange and provision of information by FSS and Aberdeenshire Council for the execution and enforcement of relevant Food Law, and makes provision for Aberdeenshire Council to provide FSS with Food Business information.
- Aberdeenshire 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 Aberdeenshire Council for six years for Freedom of Information purposes. Food Standards Scotland collects food business information from Aberdeenshire 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 Aberdeenshire Council's Data Protection Officer at: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk), or Food Standards Scotland's Data Protection Officer at: [dataprotection@fss.scot](mailto:dataprotection@fss.scot).