



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 received by 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 Glasgow City Council for guidance.

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

Post code

2. Trading name of food business Telephone no.

3. Description of food business activity

4. Full Name and Address of food business operator(s) (or Limited company where relevant)

Telephone No. email

5. Head Office / Registered Office address of food business operator (where different from address of establishment)

Company No.

Type of Business: Sole Trader Partnership Limited Company Other (please give details)

6. Type of food activity (Please tick ALL the boxes that apply):

- Staff restaurant/canteen/kitchen
Retailer (including farm shop)
Restaurant/café/snack bar
Market/ Market stall
Takeaway
Hotel/pub/guest house
Private house used for a food business
Wholesale/cash and carry
Food Broker
Hospital/residential home/school
Distribution/warehousing
Food manufacturing/processing
Importer
Catering
Packer
Moveable establishment e.g. ice cream van
Primary producer - livestock
Primary producer - arable

Other (please give details):

7. If this is a new business, the date you intend to open

Signature of food business operator:

Date:

Name:

(BLOCK CAPITALS)

The completed form should be sent to:

(Food Premises Registration) Environmental Health Neighbourhoods, Regeneration & Sustainability Glasgow City Council Eastgate, 727 London Road GLASGOW G40 3AQ email: food.safety@glasgow.gov.uk

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY SIGNIFICANT CHANGE IN ACTIVITIES TO THE ACTIVITIES STATED ABOVE (INCLUDING CLOSURE) TO THE FOOD AUTHORITY AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

NOTES ON REGISTRATION OF FOOD BUSINESS ESTABLISHMENTS

What is registration?

1. Registration of a food business establishment (including market stalls, delivery vehicles and other moveable structures) is required by law. Registration will allow local authorities to keep an up-to-date list of all those businesses in their area 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?

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

How do I register?

3. 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 registration 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.

What happens to the information given on the form

4. The local authority will enter the details on its Register. A register of addresses 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

5. Once you have registered with the Local Authority you only need notify them of a change of proprietor, if the nature of the business changes, or if there is a change of 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.

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

GDPR Privacy Statement Template – Direct From Data Subject – Final Version - March 2018
To be used when collecting personal data directly from the data subject.

<https://glasgow.gov.uk/NFB>

Privacy statement for the Application for the Registration of a Food Business Establishment

Who we are:

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by telephone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to register the details of your food business to allow us to keep an up-to-date list of all the businesses in our area so that we can visit them when we need to. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information:

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is “necessary for the performance of a task carried out in the public interest by the council”

Options for legal basis:

- a) Necessary for the performance of a task carried out in the public interest by the council

We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.”

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and Food Standards Scotland and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at www.glasgow.gov.uk/rrds or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.

- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
 - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained

Objecting to how we may use your information – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people:

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to register the details of your food business. If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints:

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

[Please note if your complaint is not about a data protection matter and concerns the handling of your Application by Land and Environmental Services you can find details of how to make a complaint on our website at www.glasgow.gov.uk/complaints.](http://www.glasgow.gov.uk/complaints)

More information:

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy. If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.