

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 Renfrewshire Council 28 days before commencing food operations. Depending on the food activities carried out, certain food businesses need to be approved, rather than registered. If you are not sure whether any aspect of your food operations would need your premises to be approved, please contact 0141 577 3782 for guidance.

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

..... **Post Code**

2. **Name of food business** **Telephone No.**

3. **Full Name of food business operator (FBO)**

4. **Address of Food Business Operator (FBO)**

..... **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 (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)

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

Registered Office Address

..... **Post Code**

8. **If this is a new business** 9. **If this is a seasonal business**

Date you intend to open

Period during which you intend to be open each year

Signature of FBO

Date

Name
(BLOCK CAPITALS)

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

Once completed return to :- Environmental Health, Thornliebank Depot, Carnwadric Road, Thornliebank G46 8HR
or alternatively you can e-mail this document back to environmentalhealth@eastrenfrewshire.gov.uk

Data Protection Act 2018

The information you supply on this form will be used by East Renfrewshire Council to assist us in carrying out Environmental Health duties and services. We will also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The council will use this information with your consent *or* because we need to do so to fulfil our legal obligations and protect the environment and/or Public Health and to perform our tasks which are carried out in the public interest.

The information will be shared with appropriate Council staff, governmental departments, other local authorities, and any other legal bodies required to carry out the duties under legislation in order to provide this Service and to protect the public and the environment. We also need to process more sensitive personal information about you where this is necessary in the public interest in the area of public health.

You can find out more about how we handle this information and your rights in respect of it by going to the East Renfrewshire Council website at <http://www.eastrenfrewshire.gov.uk/dataprotection> If you do not have access to a computer and wish a paper copy please let us know by contacting prevention services (Environmental Health), 190 Carnwadrick Road, Thornliebank, Glasgow G46 8HR.

The Privacy Notice for Environmental Health can be found at <https://www.eastrenfrewshire.gov.uk/environmental-health-privacy-notice>

East Renfrewshire Council and Food Standards Scotland are required to fulfil the statutory obligations required by Article 113 of Regulation (EU) 2017/625, which places a requirement on Local Authorities and FSS to provide the information specified in that Article and to report to the European Commission.