

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 the Council of the Isles of Scilly 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. **Full Name of food business operator(s)** _____
(or Limited company where relevant)

4. **Address of food business operator** _____
(where different from address of establishment) **Post code** _____

Telephone no. _____ **E-mail** _____

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

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

Other (please give details):

6. **If this is a new business, the date you intend to open** _____

7. **Is this a seasonal business** _____
(Period in which you intend to operate)

Signature of food business operator _____

Date: _____

Name: _____ **Title** (please tick): Mr Mrs Miss Dr

(BLOCK CAPITALS)

Please return to:

Environmental Health Services
Council of the Isles of Scilly
Town Hall
St Mary's
TR21 OWL

Tel: 01720 424431

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.

PRIVACY NOTICE

Who will control my data?

The Data Controller for all the information you provide on this form, together with any supporting information or documents requested as part of the application process, is the; Council of the Isles of Scilly, Town Hall, St Marys, Isles of Scilly, TR21 0LW

If there is something you don't understand.

Please contact the Environmental Health team on 0300 1234 105 or by emailing environmentalhealth@scilly.gov.uk

How we will use the information about you?

The Council of the Isles of Scilly is required under The Food Safety Act 1990 as amended Section 19 to retain this data.

Who else will we share your information with?

The business name and address will be included on the public register of food businesses, and shared with The Food Standards Agency.

The Council of the Isles of Scilly is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. In this regard it may also share your information with other bodies responsible for auditing or administering public funds for these purposes such as the Police and the Department for Work and Pensions.

Safeguards.

Your data will be held within the Council of the Isles of Scilly secure network and premises and will not be processed outside of the UK, the EEA. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

How long will we keep this information for?

For the trading life of the business plus 6 months.

What are my data rights?

Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:-

Simon Mansell, Data Protection Officer, Council of the Isles of Scilly, Town Hall, St Marys, Isles of Scilly, TR21 0LW

Tel: 0300 1234 105 Email: smansell@scilly.gov.uk

I don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns directly with the Information Commissioner's Office: Tel No. 0303 123 1113 or <https://ico.org.uk/concerns/>