

7 Do you supply:

- Local National Regional International

8 Are you carrying out any of the following high risk activities:

- Sous Vide (water bath) Steam sterilisation
 Pasteurisation Canning
 Smoking Large scale manufacture of ready to eat foods
 Less than thoroughly cooked beef burgers
 Vacuum packing / modified atmosphere packaging

9 Type of food business (please tick ALL the boxes that apply):

- Farm shop Staff restaurant/canteen/kitchen
 Food manufacturing/processing Catering
 Packer Hospital/residential home/school
 Importer Hotel/pub/guest house
 Wholesale/cash and carry Private house used for a food business
 Distribution/warehousing Retailer
 Market stall Restaurant/café/snack bar
 Food broker Market
 Take-away Seasonal slaughterer
 Moveable establishment e.g. ice-cream van **(please give details of trading site below):**

.....
 Other (please give details below):
.....

10 Brief description of your business:

11 Is your business seasonal?

- Yes No

If yes, tell us the months you intend to operate and your hours of operation.

12 Type of business:

- Sole trader Partnership
 Limited company Other (please give details below):

13 Are you a mobile trader?

Yes No

If yes, where will the vehicle be stored overnight?

.....

Where will you be trading?

.....

Where your mobile vehicle is a solid unit e.g. ice-cream van, please provide vehicle registration:

.....

14 Will you use any vehicles to make deliveries?

Yes No

If yes, how many vehicles/stalls:

5 or less 6-10 11-50 51+

15 Number of people engaged in food business:

0-10 11-50 51+ Please tick one box

16 Water supplied to the food business establishment:

Public (mains) supply Private (e.g. bore hole or well) supply

17 Please tell us about anything else you think is relevant:

.....

18 Is your business/organisation in a Primary Authority Partnership (for food safety) or is it affiliated to an organisation which has a Primary Authority?

Yes No

If yes, which local authority is your Primary Authority Agreement with:

.....

19 Full name of manager (if different from operator) (block capitals):

.....

20 Date of opening/when change occurred:

.....

Signature of food business operator:

.....

Name (block capitals): Date:

Please return completed forms to the Food Safety Team at the address on the first page.

After this form has been submitted, food business operators must notify any changes to the activities stated above to the food team, and should do so within 28 days of the change(s) happening.

Terms & Conditions

The council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn & West Norfolk (the council), of King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the council to undertake a public task, i.e. the processing is necessary for the council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Food Safety Act 1990, as amended.

Your data may be shared between council departments and other agencies where there is lawful authority to do so.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the council's computer system.

Your personal information will be kept for as long as you are responsible for a food business and for a period after you cease to be involved with the food business. You can find more information about our retention policy on the privacy notice page which can be found at **[west-norfolk.gov.uk/privacy](https://www.west-norfolk.gov.uk/privacy)**. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You may see copies of the data held about you and ask for it to be corrected or deleted.

You can find more information about Data Protection and the council's Data Protection Officer, on our Data Protection page which can be found at **[west-norfolk.gov.uk/dataprotection](https://www.west-norfolk.gov.uk/dataprotection)**.

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner, website: **[ico.org.uk](https://www.ico.org.uk)**