

**Environmental Health & Planning**

**Borough Council of King's Lynn & West Norfolk**  
 King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX  
 Tel: (01553) 616200  
 Fax: (01553) 775142

## Application for 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 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 borough council's Food Safety Team for guidance.

<b>1 Name of food business</b> (trading name):		
<b>2 Address of establishment</b> (or address at which moveable establishment is kept):		
Post code:	Telephone No:	Email:
<b>3 As the business name &amp; address may be published on a website, do you consider this information to be sensitive?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>4 Full name of food business operator</b> (block capitals):		
(name of person who is in control of the business day-to-day)		
Title:	Forename:	Surname:
<b>5 Address of food business operator:</b>		
Post code:	Telephone No:	Email:
Correspondence address if different:		
Post code:	Telephone No:	Email:
<b>6 Limited company name:</b>		
Company no:		
<b>Registered office address:</b>		
Post code:		

**7 Do you supply:**

- Local                       National                       Regional                       International

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

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

**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  50+

**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 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 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.**

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 Kings 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 the following link <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 the following link <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: <https://ico.org.uk/>.