



APPLICATION FORM FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

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 West Lothian Council for guidance.

1. **Name of food business** _____ **Telephone No** _____
 (trading name)

2. **Address of establishment** _____
 (or address at which moveable premises are kept) **Postcode** _____

3. **Full name of food business operator (proprietor)** _____
 _____ **Company No** (if applicable) _____

4. **Address / registered office of food business operator** _____ **Postcode** _____
Telephone No _____ **E-mail** _____

5 **Type of establishment** (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 premises eg 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) <input type="checkbox"/>

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"/>

7 **Number of vehicles or stalls kept at, or used from, the food business establishment and used for the purposes of preparing, selling or transporting food:** 0 5 or less 6-10 11-50 51 plus

8 **Water supplied to the food business establishment** Public (mains) supply Private supply

9 **Full name of manager** (if different from operator) _____

10 **If this is a new business** _____ **11 If this is a seasonal business** _____
 Date you intend to open _____ Period during which you intend to be open each year _____

12 **Number of people working in food business** 0-10 11-50 51 plus
 Count part-time worker(s) (25 hours per week or less) as one half

Signature _____
 Date _____
 Name (BLOCK CAPITALS) _____
 Position in company/business _____

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

The completed form should be sent to:
Environmental Health & Trading Standards
West Lothian Council,
Civic Centre, Howden South Road
Livingston, EH54 6FF

THE INFORMATION ABOVE MAY BE STORED BY ELECTRONIC MEANS.

Notes

1. Registration of premises used for a food business (including market stalls, delivery vehicles and other moveable structures) is required by law.
2. You must tell West Lothian Council about any premises you use for storing, selling, distributing or preparing food. The address where moveable premises are kept requires to be given.
3. New businesses should be registered with West Lothian Council at least 28 days before starting to operate.
4. There is no cost for registering a food business premises.
5. The registration form should be completed fully before returning to West Lothian Council. If you have any questions about completing the form then please contact us for help. It is an offence to give information which you know is false.
6. Once the business is registered, you will only need to tell West Lothian Council of the following changes:
 - Change of food business operator, or owner of business.
 - Change in the type of food business operated.
 - Change of address at which moveable premises are kept.

A new registration form will have to be completed.

7. Under the Freedom of Information (Scotland) Act 2002, information West Lothian Council holds regarding your business can be released to any person making a request for such information. (Certain exemptions apply).

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

These papers are very important. If you have difficulty reading or understanding English, please contact someone who can help you immediately

Urdu	یہ نجات الم کاغذات ہیں۔ اگر آپ کو انگریزی پڑھنے یا سمجھنے میں دشواری ہے تو براہ کرم کسی اور شخص سے مدد کریں جو انہیں پڑھ کر آپ کو سمجھائی دے گا۔ آپ کو گھمبھائی	這些是十分重要的文件。如果你有困難看懂英文，請馬上向別人求助。	Chinese
Punjabi	ਇਹ ਕਾਗਜ਼ ਬੜੇ ਜ਼ਰੂਰੀ ਹਨ। ਜੇ ਤੁਹਾਨੂੰ ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਨ ਜਾਂ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਆਉਂਦੀ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਅੱਜੇ ਵਿਅਕਤੀ ਨਾਲ ਸੰਪਰਕ ਕਰੋ ਜਿਹੜਾ ਤੁਹਾਡੀ ਜਲਦੀ ਸਹਾਇਤਾ ਕਰ ਸਕੇ।	هذه الأوراق مهمة جدا. اذا وجدت اي صعوبة في قراءة او فهم اللغة الانكليزية. يرجى الاتصال باي شخص يمكنه مساعدتك حالا.	Arabic
Gujarati	આ કાગળો બહુ મહત્વના છે. જો તમને અંગ્રેજી વાંચવા અથવા સમજવામાં મુશ્કેલી પડે તો, કૃપા કરી તમને તાત્કાલિક સહાય કરી શકે એવી કોઈ વ્યક્તિનો સંપર્ક સાધો.	NHỮNG GIẤY TỜ NÀY RẤT QUAN TRỌNG. NẾU QUÝ VỊ CÓ KHÓ KHĂN ĐỂ ĐỌC HOẶC HIỂU TIẾNG ANH, XIN NHỜ MỘT NGƯỜI NÀO ĐÓ GIÚP QUÝ VỊ NGAY LẬP TỨC	Vietnamese
Bengali	এহে কাগজ-পত্রগুলো খুবই গুরুত্বপূর্ণ। যেহেতু আপনি এগুলোর পড়তে বা বুঝতে কঠিন হতে পারে তাই, দয়া করে এমন কাউকে সাথে যোগাযোগ করুন যিনি আপনাকে সাহায্য করতে পারবেন।	यह कागज़ बहुत महत्वपूर्ण है। यदि आप को अंग्रेज़ी पढ़ने या समझने में कठिनाई आती हो तो कृपया किसी ऐसे व्यक्ति से सम्पर्क करें जो आप की शीघ्र ही सहायता कर सके।	Hindi

Official use only Issued by _____	Checked _____
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