

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** _____

<p>5. Type of establishment (Please tick ALL the boxes that apply)</p> <p>Farm Shop <input type="checkbox"/></p> <p>Food manufacturing/processing <input type="checkbox"/></p> <p>Packer <input type="checkbox"/></p> <p>Importer <input type="checkbox"/></p> <p>Wholesale/cash and carry <input type="checkbox"/></p> <p>Distribution/warehousing <input type="checkbox"/></p> <p>Retailer <input type="checkbox"/></p> <p>Restaurant/café/snack bar <input type="checkbox"/></p> <p>Market <input type="checkbox"/></p> <p>Seasonal Slaughterer <input type="checkbox"/></p>	<p>6. Type of business</p> <p>Staff restaurant/canteen/kitchen <input type="checkbox"/></p> <p>Catering <input type="checkbox"/></p> <p>Hospital/residential home/school <input type="checkbox"/></p> <p>Hotel/pub/guest house <input type="checkbox"/></p> <p>Private house used for a food business <input type="checkbox"/></p> <p>Moveable premises eg ice cream van <input type="checkbox"/></p> <p>Market stall <input type="checkbox"/></p> <p>Food Broker <input type="checkbox"/></p> <p>Takeaway <input type="checkbox"/></p> <p>Other (Please give details) <input type="checkbox"/></p> <p>_____</p> <p>_____</p>	<p>Sole trader <input type="checkbox"/></p> <p>Partnership <input type="checkbox"/></p> <p>Limited company <input type="checkbox"/></p> <p>Other (Please give details) <input type="checkbox"/></p> <p>_____</p> <p>_____</p>
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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** _____
Date you intend to open _____

11. **If this is a seasonal business** _____
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.

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. Information regarding food safety compliance within your business can be released in terms of the Freedom of Information (Scotland) Act 2002. We may also publish relevant information on business compliance under the Food Hygiene Information Scheme.
8. We are required to provide food business details as part of a public register if someone requests this. This information is generally limited to business details (business name, address and business type) and we do not release personal or sensitive business information routinely. Personal information would only be released for the purpose of enforcement or regulatory control to another party who has legal entitlement to that information. You can access a copy of our privacy statement at <https://www.westlothian.gov.uk/article/5607/About-Environmental-Health-and-Trading-Standards> or request a copy is sent to you.

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

	<p>یہ نجات الم کاغذات ہیں اگر آپ کو انگریزی پڑھنے یا لکھنے میں دشواری پیش ہو تو براہ کرم ہر ماہ کی کسی ایسی شخص سے رابطہ کریں جو انہیں پڑھ کر آپ کو لکھا کر سکتے ہیں</p>	
Urdu	<p>这些是十分重要的文件。如果你有困难 看懂英文，请马上向别人求助。</p>	Chinese
Punjabi	<p>ਇਹ ਕਾਗਜ਼ ਬੜੇ ਜ਼ਰੂਰੀ ਹਨ । ਜੇ ਤੁਹਾਨੂੰ ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਨ ਜਾਂ ਲਿਖਣ ਵਿੱਚ ਮੁਸ਼ਕਲ ਆਉਂਦੀ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਅੱਜੇ ਵਿਅਕਤੀ ਨਾਲ ਸੰਪਰਕ ਕਰੋ ਜਿਹੜਾ ਤੁਹਾਡੀ ਜਲਦੀ ਸਹਾਇਤਾ ਕਰ ਸਕੇ ।</p>	Arabic
Gujarati	<p>NHỮNG GIẤY TỜ NÀY RẤT QUAN TRỌNG. NẾU QUÝ VỊ CÓ KHÓ KHĂN ĐỂ ĐỌC HOẶC HIỂU TIẾNG ANH, XIN NHỚ MỘT NGƯỜI NÀO ĐÓ GIÚP QUÝ VỊ NGAY LẬP TỨC</p>	Vietnamese
Bengali	<p>এই কাগজ-গাছগুলো খুবই গুরুত্বপূর্ণ। বেরত্রেই গড়তে বা লিখতে কান্না-কান্না হলে অনুগ্রহ করে কাউকে এমন কাউকে সাথে যোগাযোগ করে যিনি কান্না-কান্না সাহায্য করতে পারবেন।</p>	Hindi

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