

# 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 submitted to us 28 days before commencing operation.

**Address of Establishment** (or address at which moveable establishment, like a mobile food van, is kept)

.....  
..... **Post Code** .....

**Trading name** .....

**Telephone No.** ..... **Email** .....

**Full name of Food Business Operator(s)** (If a limited company, please provide company name)

.....

**Status of Food Business Operator(s):**

Sole Trader  Partnership  Limited Company  Other  (Please specify .....

**Head office address of Food Business Operator** (where different from address of establishment) **If a limited company provide Co. Number and registered address. If not a limited Co. please provide Home address**

.....  
..... **Post Code** .....

**Telephone No.** ..... **Email** .....

**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): .....

**If this is a new business, what date do you intend to open?** .....

**Signature of Food Business Operator (s)** ..... **Date** .....

**Name** ..... (BLOCK CAPITALS)

Once completed, this form should be sent to:

Brighton and Hove City Council  
Food Safety Team  
Bartholomew House  
Bartholomew Square  
Brighton BNI IJP

**AFTER THIS FORM HAS BEEN SUBMITTED, YOU MUST NOTIFY ANY SIGNIFICANT CHANGES TO THE ACTIVITIES STATED ABOVE (INCLUDING CLOSURE) TO US AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.**

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 us for guidance – telephone 01273 292161 email [ehl.food@brighton-hove.gov.uk](mailto:ehl.food@brighton-hove.gov.uk)  
or look at our website [www.brighton-hove.gov.uk/foodsafety](http://www.brighton-hove.gov.uk/foodsafety)

## **Privacy Notice**

The Council is the data controller for purposes of the Data Protection Act (2018) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner's Office (ICO)

Brighton & Hove City Council are committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

### **Purposes & Lawful basis of processing**

We are collecting your data for the purpose of registering a food business establishment. Information collected may also be used to carry out investigations and enforcement action should the need arise. Your data will be used to update our public register of food businesses in the city. Your contact information will also be used for communication purposes, providing advice and guidance on running a food business, which includes legislative updates and standards.

Our lawful basis for processing data is due to our legal obligations under the Food Safety Act 1990 and Food Safety and Hygiene (England) Regulations 2013.

### **Who we will Share your Data with**

Your data will be shared internally with the Licensing Team and possibly Planning and Building Control. Your data will also be shared externally with East Sussex Fire and Rescue Service and other local authorities. We may use the information we hold about you to assist in the detection and prevention of crime or fraud which may mean sharing with other public bodies, such as the Police, Revenues and Customs, UK Visa and Immigration and the Department of Work and Pensions. We use an email and text message service provider, Gov.UK Notify to send email and text updates. Your contact email address and mobile number may be uploaded to Gov.UK Notify so that we can contact you quickly with information we are under a duty to provide to you in association with our services. These details will be used solely for the purpose of making contact when we are required to.

Details are held on their servers for no longer than 7 days after an email/text has been sent. For more information on their security settings see <https://www.notifications.service.gov.uk/features/security>

### **How Long we will Hold your Data (Retention)**

We will hold your data for the length of time you are trading plus six years.

### **Transferring Data outside the European Economic Area**

Your information is not processed outside of the European Economic Area.

### **Your information rights**

Under GDPR you have certain rights concerning your information.

For further information on your rights visit <https://www.brighton-hove.gov.uk/privacy>

### **Further information**

If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk)

The council also has a Data Protection Officer, who can be contacted via <https://www.brighton-hove.gov.uk/dpo>

You can also contact the ICO for further information or to make a complaint:

Information Commissioner's Office

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

<https://ico.org.uk/global/contact-us/email/>

<https://ico.org.uk/make-a-complaint/>