



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 South Staffordshire District Council for guidance.

1. Address of business: _____
(or address at which a mobile is kept, if appropriate)

Post code _____

2. Name of food business: _____
(trading name)

Telephone no(s). _____ Mob: _____ E-mail: _____

3. Full Name of food business operator (business owner): _____
(If Limited Company – complete section 5 below)

4. Address of food business operator (business owner): _____

Post code _____

5. Limited company name: _____ Company no. _____

Registered Office address: _____

Postcode _____

6. Full name of manager (if different from operator): _____

7. Type of food business (Please tick ALL the boxes that apply):

- Farm Shop
- Food manufacturing/processing
- Packer
- Importer
- Wholesale/cash and carry
- Distribution/warehousing
- Retailer
- Restaurant/café/snack bar
- Market
- Seasonal Slaughterer
- Staff restaurant/canteen/kitchen
- Catering
- Hospital/residential home/school
- Hotel/pub/guest house
- Private house used for a food business
- Moveable establishment e.g. ice cream van
- Market stall
- Food Broker
- Takeaway
- Other (please give details below): _____

8. Type of business:

- Sole Trader
- Partnership
- Limited Company
- Other (please give details)

(If Limited Company, please complete 5 above)

9. 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: 5 or less 6-10 11-50 51 plus

10. Water supplied to the food business establishment: Public (mains) supply Private supply

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

13. Number of people engaged in food business 0-10 11-50 51 plus (Please tick one box)
Count part-time worker(s) as one-half

Signature of person completing form _____

Name _____
(BLOCK CAPITALS)

Position in Company: _____

Date: _____

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

The completed form should be sent to: ENVIRONMENTAL HEALTH & LICENSING
SOUTH STAFFORDSHIRE DISTRICT COUNCIL, COUNCIL OFFICES, WOLVERHAMPTON ROAD, CODSALL WV8 1PX
Tel: 01902 696000 Email: env.commercial@sstaffs.gov.uk

Data Protection – what you need to know

Data Controller/Data Protection Officer

South Staffordshire District Council of The Council Offices, Wolverhampton Road, Codsall, WV8 1PX (telephone number 01902 696000) is the 'controller' of your personal data. Our 'Data Protection Officer' is Lorraine Fowkes. She can be contacted at the Council via the number above or by email dpo@sstaffs.gov.uk.

Purpose of processing

As an organisation we process the personal data that you provide on this form to enable us to register your application for a food business, to consult with interested parties if necessary and thereafter process your registration.

Legal basis

We process your personal data because it is either necessary for us to do so to perform a task carried out in the public interest or it is the exercise of official authority vested in us.

Recipients

We may share your information with officers within regulatory services and other officers within the Council; councillors here at South Staffordshire District Council and parish councillors; Staffordshire County Council and other enforcement agencies.

Retention

We will store your information for 6 years which is a requirement of the Food Standards Agency (The Framework Agreement on Official Feed and Food Control by Local Authorities, Amendment Five, April 2010).

Your rights -in brief

If we process your personal data you may, depending on your circumstances have a right of access to it; to correct inaccurate information; to restrict our processing of it or to have your personal data erased.

General

The provision of information reasonably required by us from you is a statutory requirement. You are obliged to provide the information. If you do not you may be subject to legal proceedings.

Complaints

Please speak to the Data Protection Officer in the first instance but if you have any concerns about the way we have processed your personal information then you can contact the Information Commissioner.