

Application for the Registration of a Food Business

This form should be completed by food business operators in respect of new food business establishments and submitted to the Highland Council 28 days before commencing food operations.

Any person who in, or in connection with, the making of this application makes any statement which he/she knows to be false shall be guilty of an offence and liable on conviction to a fine or imprisonment.

Data Protection – the information you have supplied will be used for the purpose for which you have provided it and any relevant procedures following from this. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval unless this is a legal requirement.

1. **Trading Name of food business** _____

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

_____ **Post code** _____

3. **Telephone No.** _____ **Fax No.** _____

4. **Email address** _____

5. **Full Name of food business operator(s)** _____
(or Limited company where relevant)

6. **Head Office address of food business operator** _____
(where different from address of establishment)

_____ **Post code** _____

7. **Type of establishment** (Please tick ALL the boxes that apply)

- Primary producer (e.g. farm, egg producer, fish farm, deer larder, honey producer, fishing vessel)
- Manufacturer/packer
(e.g. processor of meat/fish/dairy, soft drinks/mineral water, bakery, shellfish depuration/dispatch, brewery)
- Importer/Exporter Distributor/Transporter Wholesaler/cash&carry
- Supermarket/Hypermarket Smaller retailer (e.g. grocers, village shop, supplying sweets/drinks)
- Restaurant/Café/Canteen Hotel/Guest House/B&B Pub/Club Take-away
- Hospital/nursing home/care home Childcare facility/nursery School/College
- Mobile catering unit Village hall/community centre
- Ship/Aircraft/Train/Coach catering Private house used for a food business

Other (please give details):

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 Highland Council for guidance.

8. **Description of food business** (Please give full details of ALL food and drink activities)

9. **Number of vehicles/stalls/ships kept at, or used from, the establishment and used for the purposes of preparing, selling or transporting food.**

0 5 or less 6-10 11-50 51 plus (Please tick one box)

10. **Private Water Supply** Does the establishment have a private water supply? Yes/no

11. **Food from other countries** Do you buy food direct from other countries? Yes/no

12. **If this is a new business** Date you intend to open _____

13. **If this is a seasonal business** Period of opening each year _____

14. **Days/Hours of operation** _____

15. **Number of people engaged in food business**

1-10 11-50 51 plus (Please tick one box) Count part-time worker(s) as one-half

16. **Signature of Operator** _____ **Date** _____

Name _____ (BLOCK CAPITALS)

Position in food business _____

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

Please return the completed form to:

The Highland Council, Environmental Health, 38 Harbour Road, Inverness. IV1 1UF