

Application for Primary Authority Nomination

1. Business Details (“the Regulated Person”)

The entities you list in this section will constitute the “Regulated Person” as referred to in the Primary Authority Terms and Conditions.

Please list all incorporated or unincorporated businesses which you wish to be covered by the partnership below:

Name:	Company No. (if applicable)	Credit Licence No. (Only applicable if requesting category of Consumer Credit)

Business Primary Contact Details

Main Primary Authority Contact:	Title:		Forename:	
	Surname:			
	Job Title:			
	Telephone:			
	Email Address:			
Registered Address:	Address:			
Business can access their pages of the Primary Authority IT System. <input type="checkbox"/> If you would like to be set up to use the IT System please tick here:				
The following information about your business would be helpful for LBRO in evaluating Primary Authority. Please note provision of this information is optional.				
Number of UK employees (approx):		<input type="text"/>		
Number of UK premises (if applicable):		<input type="text"/>		

The email address provided above will be used by the Primary Authority IT System to send the business any notifications of enforcement action sent by local authorities under section 28(3) of the Regulatory Enforcement and Sanctions Act 2008. Note that the notifications will be copied to the local authority contact.

2. Local Authority Details (“the Authority”)

Local Authority:	
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Address:	Street Number:	
	Street Name:	
	Town:	
	Post Town:	
	County:	
	Post Code:	

Main Primary Authority Contact:	Title:		Forename:	
	Surname:			
	Job Title:			
	Telephone:			
	Email Address:			

3. Trading Names

Please list any trading names relevant to the Regulated Persons listed in Section 1 above.
Note: this is to assist local authorities in identifying that a Primary Authority partnership is in place. Please do not provide brand names here.

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4. Categories covered by the primary authority partnership (tick all applicable)

See Annex 1 of the LBRO Primary Authority Guidance for details of the categories. You may wish to have a different local authority contact person for different categories of the partnership. The contact details you provide below will be available on the IT system to enable enforcing authorities to make contact with you. Where possible please provide a group email inbox.

	PA Contact	Telephone	Email
<input type="checkbox"/> Age-Restricted Sales			
<input type="checkbox"/> Agriculture/Animal Feed			
<input type="checkbox"/> Animal Establishments and Companion Animal Welfare			
<input type="checkbox"/> Consumer Credit			
<input type="checkbox"/> Environmental Protection			
<input type="checkbox"/> Explosives Licensing			
<input type="checkbox"/> Fair Trading			
<input type="checkbox"/> Farm Animal Health			
<input type="checkbox"/> Food Safety and Hygiene			
<input type="checkbox"/> Food Standards			
<input type="checkbox"/> General Licensing			
<input type="checkbox"/> Health and Safety			
<input type="checkbox"/> Housing			
<input type="checkbox"/> Metrology			
<input type="checkbox"/> Petroleum Licensing			
<input type="checkbox"/> Pollution Control			
<input type="checkbox"/> Product Safety			
<input type="checkbox"/> Road Traffic			

5. Assessing Suitability

The following section allows LBRO to assess a local authority's suitability to enter into a primary authority partnership in line with the LBRO Primary Authority Guidance. It is important to note that a local authority which is suitable for nomination as the primary authority for one particular business may not necessarily be suitable for another. Each nomination will be considered on its own merits.

Please confirm the following:

- The Regulated Person as defined in Section 1 is regulated by The Authority in Section 2 for all of the categories ticked in Section 4.

AND

- The Regulated Person as defined in Section 1 is regulated for all of the categories ticked in Section 4 by more than one local authority.

Please provide details of the relevant expertise, experience and resources available to your Authority.

6. Proposed arrangements for Cost Recovery

The Authority will not be recovering costs in relation to this partnership

Or

Costs will be recovered in relation to this partnership in accordance with the following schedule:

Annual fee of £ to include:

Unlimited hours of support

Up to hours of support per annum with additional hours charged at per hour.

Or

Arrangements for cost recovery are detailed below

Invoices will be issued as follows:

Annual fee Annually
 Quarterly pro rata
 Monthly pro rata

Additional Hours Annually
 Quarterly
 Monthly

7. Terms and Conditions of Partnership

- The partnership will be operating to LBRO's Primary Authority Terms and Conditions without amendment (attached)
- The partnership will be operating to LBRO's Primary Authority Terms and Conditions as amended by the parties in Section 1 and 2 (attached)

The current version of LBRO's Primary Authority Terms and Conditions are available here - <http://www.lbro.org.uk/pa-becoming-a-primary-authority.html>

8. Privacy Policies

The Regulated Person should read LBRO's Privacy Policy for Regulated Persons at Annex 1 carefully. By signing this Application for Primary Authority Nomination the Regulated Person is indicating its acceptance of LBRO's Privacy Policy for Regulated Persons.

LBRO's Privacy Policy for Local Authorities can be found on LBRO's website at www.lbro.org.uk. The Authority will be required to accept the Privacy Policy for Local Authorities before logging onto the Primary Authority IT System.

9. Declaration

This Application for Primary Authority Nomination and the attached terms and conditions will form the Primary Authority Agreement.

Regulated Person

I hereby submit this application for nomination to become a primary authority partnership. I confirm that I am duly authorised to enter this primary authority agreement on behalf of the Regulated Person.

Signed: _____

Print Name: _____

Job Title: _____

Date: _____

Authority

I hereby submit this application for nomination to become a primary authority partnership. I confirm that I am duly authorised to enter this primary authority agreement on behalf of the Authority.

Signed: _____

Print Name: _____

Job Title: _____

Date: _____

PRIVACY POLICY REGULATED PERSONS

Please read this policy carefully as it sets out how LBRO will use personal information submitted on this Application Form by representatives from the Regulated Person (referred to as “you”). If you have any questions about this policy or do not agree with it, please e-mail pa@lbpro.org.uk before signing this Application Form. Your signature indicates acceptance of this policy. For Regulated Persons who are sole traders, your signature gives consent to use of your personal information, including information relating to enforcement action, in accordance with this policy. Further policies may apply to information disclosed through the partnership between the Local Authority and Regulated Person to which LBRO is not a party.

LBRO may change this policy from time to time and will notify you of any changes. For Regulated Persons who are sole traders LBRO may require your consent to these changes where they relate to use of your sensitive personal information. This policy is available to view at www.lbpro.org.uk and any changes will be made to that copy of the policy. Your continued participation in the Primary Authority partnership will indicate your acceptance of any changes of which you are notified.

Use of personal information

LBRO requires certain personal data from you to enable it to establish and administer the Primary Authority partnership for which you are applying. Where the Regulated Person is a sole trader information relating to that business may also be the personal data of the Regulated Person. Your data will be stored by LBRO for the duration of the Primary Authority partnership and will only be deleted if the Primary Authority partnership you have formed is terminated.

LBRO may retain your information after termination of the partnership if it is required to do so by law, in accordance with its own internal record-keeping policies or if enforcement action is outstanding.

LBRO will record your personal data on its own systems and some of the personal data may be shared on the database created by LBRO which is accessible, via a password, to all other local authorities in the UK to achieve the LBRO’s aim of facilitating the sharing of information between local authorities for the benefit of Regulated Persons and to facilitate the operation of the Primary Authority scheme (the “Database”). Regulated Persons are able to register as a user of the Database by contacting LBRO by e-mail at pa@lbpro.org.uk. If you register as a user of the Database LBRO will periodically use your personal data to send you useful information and updates about Primary Authority.

Your personal data will not be shared with any other persons other than as set out above and other than with IT service providers who are contracted to the LBRO to assist in the administration of the Database. Your personal data will not be transferred outside of the European Economic Area. However, in some circumstances LBRO may have to disclose your personal information by law or because a court or the police or other law enforcement agency has asked for it.

Sensitive personal information

Note that this section applies to Regulated Persons who are sole traders only.

From time to time, information relating to alleged breaches of the law by or enforcement action against the Regulated Person which is accessible on the Database to the Primary Authority and the local authority which is taking, or about to take, enforcement action, may also be accessed and recorded by LBRO where it is required to make a determination.

Security

LBRO is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information collected.

Access to personal information

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please email enquiries@lbpro.org.uk or write to the Local Better Regulation Office at The Axis, 10 Holliday Street, Birmingham B1 1TG.

If you think any information held about you is incorrect or incomplete, please write or e-mail as soon as possible so that the information can be corrected or updated.