**COMPLIANCE NOTICE**

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| Local Authority Name: …… …………………….. Reference Number: ………………………….. |
| **The Food (Scotland) Act 2015 (Compliance Notices) Regulations 2023** |
| 1. To: ……………………………………………………………….. **[ Food Business Operator]**

 At: ……………………………………………………………… **[Address of Food Business operator]****Statement of Grounds**1. In my opinion you as the **[DUTY HOLDER]** ……….….. have failed to ensure **[ DETAILS OF THE NON-COMPLIANCE ]** in relation to **[PRODUCT]**  you have at your food business known as:
2. **[NAME OF BUSINESS] at [ ADDRESS]** and therefore you as the **[DUTY HOLDER]** have failed to comply with:**[Regulation]** (as stated in The Food (Scotland) Act 2015 (Compliance Notices) Regulations 2023)
3. Because, at the time of the visit, it was found that the aforementioned regulation in Section 3 of this notice has been breached by the following act(s)/omission(s): **It was confirmed by observation at the time of inspection on DATE [DETAIL the act of omission that has given rise to the offence and explain reasons below eg incorrect labelling/description, missing information, compositional or allergen issues]**

….…………………………………………………………………………………………………………………………………………………………….1. You must take the following corrective actions/measures, in order to comply with the regulations described at Section 3 of this notice and to comply with this notice:

…………………………………………………………………………………………………………………………………………………………….... 1. The measure(s) referred to in Section 5 of this notice must be taken by **[A minimum of 14 days from the date of issue]…………..…(date).**

**It is an offence not to comply with this notice by the specified date.  In the event of non-compliance, the offence will be reported to the Procurator Fiscal**Signed: ……………………………………………………………………………..(Authorised Officer) Name in capitals: ……………………………………………….. Date: ……………..Address ( Local Authority): ………………………………………………………………………………………………………………..Tel:....................................................................... E-mail: ………………………………… Any representations about the notice may be made to the Authorised Officer listed above by mail or email before the expiration of the appeal period. Complying with this notice for this act/omission will result in no further enforcement action being taken in relation to the relevant offence. This does not apply to any future reoccurrence |

**Please read the notes carefully. If you are not sure of your rights or the implications of this notice, you should seek independent legal advice.**

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## NOTES

1. In the opinion of the Authorised Officer you are not complying with the relevant regulations specified in Section 3 of the notice. For compliance with the relevant offence, you must undertake the steps described and it must be completed by the date stated in section 6.
2. If you think that there is another equally effective way of complying with the steps described at Section 5 you should contact the Authorised Officer and obtain written agreement to your proposal.

## YOUR RIGHT OF APPEAL

1. In accordance with Section 48 of the Food (Scotland) Act 2015 if you disagree with all or part of this notice, you can appeal to the Sheriff. You must appeal by the earliest of either the date specified in Section 6 of the Notice or one month from the date this Notice was served. You may wish to seek independent legal advice in connection with any appeal.
2. If you decide to appeal, the time set out in the notice is suspended and you do not have to carry out the work described until the appeal is heard. When the appeal is heard, the sheriff may confirm, cancel or vary the notice.

**WARNING FAILURE TO COMPLY WITH THIS NOTICE IS AN OFFENCE**

**Offenders are liable to be fined**

 **PRIVACY NOTICE**

Personal Information collected on this Notice may include your name, and address. This information is collected by ***[Local Authority]*** for the purposes of Food Law Enforcement in the exercise of our official authority as competent Food Authority in Scotland. We may share your information with other public bodies for the performance of a task carried out in the public interest or to help prevent fraud and crime, or where we are required to do so by law.

You have a right to see the information we hold on you by making a request in writing to the email address below. If you wish to raise a complaint on how we have handled your information, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are not processing your information in accordance with the law you can complain to the Information Commissioner’s Office (ICO).

Contact: ***[Local Authority]***’s Data Protection Officer at -***[relevant e-mail address]***

***[Local Authority]***’s Privacy Policy can be found at ***[relevant web link]***