

**Food Information & Composition Standards Compliance Notice**

Local Authority Name:	Reference Number:
<b>The Food Information Scotland Act 2014 (as amended) ("the Regulations") *</b>	
1. To:.....(Food Business Operator) At:..... (Address of Food Business Operator)	
2. In my opinion the ..... you have at your food business known as: [NAME OF BUSINESS] at [ADDRESS]  failed to comply with the Food Information/Composition Standards regulations (as defined in regulation (?) of the Regulations) in that [EXPLAIN REASONS mention what is wrong with the food product labelling/description and specify the legal provision breached by reference to the Food Information/Composition Standards regulations]	
3. You must take the following measures, in order to comply with the Food Information/Composition Standards Regulations described at Section 1 of this notice: ..... ..... .....	
4. The measure or measures referred to in Section 3 of this notice (or measures at least equivalent to those specified) must be taken by.....(date).	
<b>It is an offence not to comply with this notice by the specified date.</b>	
Signed:.....(Authorised Officer) Name in capitals: .....Date: ..... Address: ..... .....	
Tel: ..... E-mail: .....	

\* Details of the legislation is to be confirmed with Scottish Government Legal Department

## **Right to Appeal**

5. In accordance with Regulation \* of the \* Regulations (as amended) if you disagree with all or part of this notice, you can appeal to the Sheriff. You must appeal within 21 days of the date of the notice or the period ending with the date stated in Section 4 of the notice, whichever ends earlier. You may wish to seek independent legal advice in connection with any appeal.
6. 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 and / or imprisoned for up to 2 years**

## **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 **[Contact for LA's Data Protection Officer]**

**[Local Authority]**'s Privacy Policy can be found at **[Web address of LA's Privacy Policy]**

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