

**Weights and Measures Act 1985
Public Weighbridge Operator Application Form**

Please complete this application form providing the following information:

Applicant Name	
Private Address	
Employer's name:	
Contact Number:	
Address at which test is to be given:	
Details of equipment on which test is to be given including the make and type of indication (ie digital, steelyard or chart/dial):	

Once the form has been received an officer from Brighton & Hove Trading Standards will contact you direct to arrange a time and date for testing to take place.

Please return the completed application form to:

Brighton & Hove Trading Standards
2nd Floor
Bartholomew House
Bartholomew Square
Brighton
East Sussex, BN1 1JE
Or email to: tim.curphey@brighton-hove.gov.uk

Privacy Notice

The Council is the data controller for purposes of the Data Protection Act (2018) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner's Office (ICO)

Brighton & Hove City Council are committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

Purposes and lawful basis of processing

We are collecting your data for the purpose of processing your application to hold a public weighbridge operator licence. Information collected may be used to assist in carrying out inspections for compliance purposes. It may also be used for investigations and enforcement action if necessary. Your contact details may also be used for communication purposes in relation to your operator licence.

Our lawful basis for processing your data is for the performance of a task carried out with official authority vested in the council, specifically working within the Weights and Measures Act 1985.

Who we will share your data with

Your data may be shared externally with other Weights and Measures Authorities, Office for Product Safety & Standards and the Secretary of State.

How long we will hold your data (retention)

We will hold your data for the length of the licence plus six years.

Transferring data outside the European Economic Area

Your information is not processed outside of the European Economic Area.

Your information rights

Under GDPR you have certain rights concerning your information. For further information on your rights visit <https://www.brighton-hove.gov.uk/privacy>

Further information

If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or data.protection@brighton-hove.gov.uk. The council also has a Data Protection Officer, who can be contacted via <https://www.brighton-hove.gov.uk/dpo>. You can also contact the ICO for further information or to make a complaint:

Information Commissioner's Office

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
<https://ico.org.uk/global/contact-us/email/>
<https://ico.org.uk/make-a-complaint/>