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|  West Lothian Council | Environmental Health | | SUBJECT: NEW FOOD BUSINESS |
| | ✓ | Food Safety/Food Hygiene | NUMBER: FH19 |
| Reviewed: 29/06/15 | Health & Safety | | |
| STATUS: TRADE ADVICE Data label: Public | Public Health | | KEYWORDS: NEW BUSINESS |
| | Pollution Control | | |
| | Pest Control/Dog Warden | | |

Information Sheet FH19

New Food Businesses

When you are starting or relocating a food business, you may need to get official permission in writing from a number of organisations. Others may only need notification of your presence or may be able to offer business advice. This Information Sheet is intended to help you to contact the right organisations.

Environmental Health

1. Environmental Health deal with:

- Food Safety;
- Food Standards;
- Workplace Health, Safety and Welfare in many, but not all, business; and
- Noise, smells and other nuisances

We aim to provide you with help and advice in all these areas. You will also need to register your business with us. We also liase closely with Planning, Building Control and Licensing, so it is well worth discussing your project with us at an early stage. We can be contacted on 01506 280000 or email environmentalhealth@westlothian.gov.uk

Planning

2. Most changes of use and external alterations, including signage, will require Planning Permission. This must be obtained before any work is carried out.

Certain applications will also need to be advertised. They will be able to give you more detailed advice on your project

Planning may be contacted on 01506 280000 or at www.westlothian.gov.uk/planning-and-building-standards

Building Control

3. Most alterations to a building will require a Building Warrant. This must be obtained before any work is carried out. It is also possible that a Building Warrant for change of

use may be required, even if little or no additional work is being carried out. They will be able to give you more detailed advice on your project.

Building Control may be contacted on 01506 280000 or at www.westlothian.gov.uk/planning-and-building-standards

Licensing Board

4. If you intend to sell alcohol, you will need to apply for a licence. They will be able to give you more detailed advice on the type of licence that you will need.

The Licensing Board may be contacted on 01506 280000 or at www.westlothian.gov.uk/article/3064/West-Lothian-Licensing-Board

Late Hours Catering Licence

5. If you are going to sell hot food after 11pm, you need to apply for a Late Hours Catering Licence. This includes home deliveries after 11pm.

The Miscellaneous Licensing Section can be contacted on 01506 280000 or at www.westlothian.gov.uk/article/2013/Trading-Licences

Fire Brigade

6. The Fire Prevention Officer can be contacted at Craigshill Fire Station on 01506 435166 or enquiries@lbfire.org.uk. They will provide advice on the fire safety arrangements for your business.

Care Inspectorate

7. If you will be providing care service to others, you may need to register with the Care Inspectorate.

The Care Inspectorate may be contacted on 0345 600 9527 or at www.scswis.com. They will be able to give you more detailed advice on your project.

Business Centre

8. Staff at the Business Centre can provide a full range of assistance to business. Through the Business Centre you can access advice, information, publications, training, seminars and many other services to help you make your business a success. The Business centre is also an access point for the Small Business Gateway, a national Scottish network of support for business. Where they cannot help themselves, they'll direct you to other specialists who can.

The Business Gateway West Lothian may be contacted on 01506 669318 or visit <http://www.bgateway.com/local-offices/west-lothian>

Landlord

9. Make sure that you discuss any proposed changes to a building with your landlord before starting them.

Insurance

10. Make sure that you have arranged or amended your insurance for:

- Building and Contents
- Employer's Liability.

Further help

Remember it is your responsibility to ensure that the food served to your customers is safe and that you comply with the law. If you would like help, or need any further advice, then please contact us on 01506 28000 or environmentalhealth@westlothian.gov.uk

A wide range of Information Sheets are available to help businesses to understand and comply with the law. They cover topics such as cooked meats, defrosting, temperature control, cleaning materials, pest control, and others.