

 West Lothian Council	Environmental Health		SUBJECT: NEW FOOD BUSINESS
	4	Food Safety/Food Hygiene	NUMBER: FH19
Reviewed: 28/12/2007		Health & Safety	
		Public Health	
STATUS: TRADE ADVICE		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 282500 or 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.

Planning may be contacted on 01506 282480 or dbc@westlothian.gov.uk. They will be able to give you more detailed advice on your project.

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

Building Control may be contacted on 01506 282480 or dbc@westlothian.gov.uk. They will be able to give you more detailed advice on your project.

Licensing Board

4. If you intend to sell alcohol, you will need to apply for a licence.

The Licensing Board may be contacted on 01506 281593 or heather.whyte@westlothian.gov.uk. They will be able to give you more detailed advice on the type of licence that you will need.

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 281632

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 Commission

7. If you will be providing care service to others, you may need to register with the Scottish Commission for the Regulation of Care.

The Care Commission may be contacted on 0131 653 4100 or pamela.cullen@carecommission.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 Centre may be contacted on 01506 777400 or business.centre@westlothian.gov.uk.

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 775400 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.