Step 1: FOOD SAFETY REGISTRATION

Please refer to the following link to register your food business. This is a legal requirement and **must be completed at least 28 days prior to preparing food for the public**. Once this step is completed, you will receive some useful links that will support you in providing safe food. If you require further information, you can also refer to Fylde Council website. https://register.food.gov.uk/new/fylde

Fylde Council has compiled a useful section on its website that can assist you further in legal compliance. A dedicated area has been provided for new business and can be accessed at – Food Safety (fylde.gov.uk)

Toilet Provision - where you provide customer seating in premises that provide food and/ or drink, you are advised to refer to Fylde Council policy on toilet provision which can also be found here

Step 2: IMPORTANT- ONCE REGISTRATION IS COMPLETE PLEASE SEND THE FOLLOWING BUSINESS INFORMATION TO – commercial@fylde.gov.uk

Food Safety Management System (Completed Safer Food Better Business pack or alternate system that you use)
Food hygiene training certificate(s)
Allergen training certificate(s)
Allergen Matrix Forms
Duty of Café (refuse contract)
Customer order form (if you operate a business from home or an online business)

Further information that you may need-

Planning and Change of Use

You may need to check whether the use of your new premises requires planning permission for its new/ change of use. Refer to the planning section of the Councils website for helpful information - Planning (fylde.gov.uk). You may contact the team directly at planning@fylde.gov.uk

Licensing

There may be additional licensing requirements for instance If your new business sells alcohol, operates from a mobile vehicle or has extended trading hours (after 11pm and before 5am) as examples. You should contact the licensing team about your specific requirements at licensing@fylde.gov.uk

Refuse Control

Should you wish to organise a refuse contract with Fylde Council, please ring 01253 658658 or email the team directly- recycle@fylde.gov.uk.
(note: There are many private contractors who offer a similar service)

Allergen Control

You will need to know and understand what allergens are present in the food you serve. New rules relating to Allergens and food supplied pre-packed for direct sale also take effect from October 1st 2021. See further information at- Introduction to allergen labelling changes (PPDS) | Food Standards Agency
Free E-learning for Allergen training is also available – Food Standards Agency food allergy online training

Free E-Learning and Training

Other Free E-Learning packages are available for food hygiene, food labelling, Root Cause Analysis, Traceability and Vacuum packing. Useful learning resources are also provided-
Online food safety training | Food Standards Agency

Food Hygiene Rating

Information on The National Food Hygiene Rating Scheme, how to improve your food hygiene rating and template forms to assist you are also available-
The National Food Hygiene Rating Scheme (fylde.gov.uk) You can view yours and other food hygiene ratings at Search for ratings | Food Standards Agency

Workplace Health and Safety

Regarding the control of workplace health and safety risks associated with your business, you should refer to useful advice at The Health and Safety Executive-
www.hse.gov.uk. A useful toolbox is also available - The health and safety toolbox: How to control risks at work (hse.gov.uk)
Contact Fylde Council for advice by email – healthandsafety@fylde.gov.uk

HMRC

Register your business with HMRC via the link below.
https://www.gov.uk/set-up-business

OPERATING BUSINESS FROM HOME ADDRESS?

Get in touch with your mortgage provider (If you have one) and inform them you are operating a business from home. This could affect your payments.
If renting you **MUST** get your landlords consent to operate from home.

PUBLIC LIABILITY INSURANCE

Public liability insurance is really important for most food and drink businesses, as your work is likely to bring you into contact with members of the public. If a customer, a supplier or a passer-by makes a compensation claim against you for injury or damage, this insurance can pay legal fees and compensation costs.
There are many providers with various limits of cover available. The cover usually needs renewing annually. It is important you get the appropriate cover for your business. Think of the worst case scenario that could go wrong and ensure you have sufficient cover. There are numerous comparison web sites on which you can search for a competitive quote that suits your business.

UK Tourism Industry – VisitEngland advice available for providers of attractions, accomodation and hospitality for tourism. See: The Pink Book: Legislation-| VisitBritain

Fylde Council Economic Development Advice - https://new.fylde.gov.uk/support-for-businesses/
Fylde Council can provide support and advice for new business as part of its Economic Development Strategy. Sign up to our newletter- find information on access to training and development, funding, grants and lots more. Email your enquiries to invest@fylde.gov.uk.

If your business produces food for sale to other businesses, involves import or export of food or you have a general query for which you cannot find relevant information, you should contact the food and safety team at commercial@fylde.gov.uk or by phone 01253 658658.