

GETTING READY TO START YOUR FOOD BUSINESS: FACTS BY FDA

Things to consider checklists

- 1. Have a solid Plan (Business Plan)**
- 2. AAR must register with local authority at least 28days before trading begins**

Permission: certain requirements need to be met before AAR can begin to trade ~

Running a business from home

You may need permission or separate insurance to run a home business, and you'll need to check if you must pay business rates.

Permissions

To run a business from your home, you may need permission from your:

- mortgage provider or landlord
- [local planning office](#) – e.g. if you're planning on making major alterations to your home
- [local council](#) - e.g. if you're going to get lots of customers or deliveries, you want to advertise outside your home or if you need a licence to run your business

Insurance

You may need [insurance for your business](#). Home insurance may not cover your business (e.g. stock, computers, customers visiting your premises). You can [find an authorised insurer](#) on the British Insurance Brokers' Association (BIBA) website.

Tax allowances

You can include your business costs in your [Self Assessment tax return](#) if you're a sole trader or part of a business partnership.

You can claim a proportion of the cost of things like council tax, heating, lighting, phone calls and broadband. You can use a flat rate to [calculate your simplified allowable expenses](#) starting from the 2013 to 2014 tax year.

You may need to [pay Capital Gains Tax](#) on the part of your property you used for your business if you sell your home.

Business rates

You may have to pay [business rates](#) on the part of your property that you use for your business.

This depends on whether the Valuation Office Agency (VOA) (local assessor in Scotland) has given a rateable value to a part of your home.

You'll still have to pay Council Tax on the rest of your property.

To check if you have to pay business rates, contact the VOA (or your [local assessor](#) in Scotland).

Valuation Office Agency

03000 501 501 (England)

03000 505 505 (Wales)

[Find out about call charges](#)

You may qualify for [small business rate relief](#) if your property has a rateable value of £12,000 or less.

Health and safety

You'll need to manage [health and safety](#) as you would with any other business.

3. Register as self-employed

If you are starting a food business, you need to inform [HMRC \(Opens in a new window\)](#) that you are self-employed. To get more advice on the financial aspects of becoming a food business owner, head to our [additional help and support](#).

4. Set up food and safety procedures

Food businesses must have food safety management procedures in place. Read our guidance on [starting your food business safely](#).

5. Consider food safety training

It is important to demonstrate the highest standards of food preparation, handling, storage and serving. For more information read our guidance on [starting your food business safely](#).

6. Practice good food hygiene

Good food hygiene is essential to make sure that the food you serve is safe to eat. For more information read our guidance on [starting your food business safely](#).

7. Prepare premises to run a food business

Your food business premises, which could be your home, must be kept clean and maintained in good repair and condition. For more information read our guidance on [setting up your food business premises](#).

8. Selling food online and delivering it safely

You must ensure that all food is delivered to consumers in a way that ensures that it does not become unsafe or unfit to eat. More information on safe delivery can be found in [selling food for delivery](#).

9. Provide allergen information and follow labelling rules

Food businesses of all sizes are required to provide allergen information and follow labelling rules as set out in food law. More information on allergen management can be found in our guidance on [starting your food business safely](#).

Starting your food business safely (Online)

There are several requirements you need to consider when starting a food business. These are:

Risk assessment

When starting a food business, you should carry out a risk assessment. The Health and Safety Executive has issued guidance on [how to carry out a risk assessment \(Opens in a new window\)](#) and what to include.

Food businesses must use [Hazard Analysis and Critical Control Point \(HACCP\)](#) procedures or a HACCP-based Food Safety Management System such as the [Safer Food Better Business Guide](#).

The packs contain information on:

- personal hygiene
- pest control
- cross-contamination
- cleaning

Food hygiene

Good food hygiene is essential to make sure that the food you serve is safe to eat. When you are setting up a food business, you need to introduce ways of working that will help you ensure hygiene standards are right from the start.

The four main areas to remember for good food hygiene are the 4Cs:

- [cleaning \(Opens in a new window\)](#)
- [cooking \(Opens in a new window\)](#)
- [chilling \(Opens in a new window\)](#)
- [cross-contamination\(Opens in a new window\)](#)

Food hygiene training

Wherever food is served, it is important to demonstrate the highest standards of food preparation, handling, storage and serving. You will need to demonstrate that you have been adequately trained in food hygiene.

It is not compulsory for you to have a food hygiene certificate, but if you are looking to start a food business, we recommend that you pursue a food hygiene qualification to improve your knowledge.

The Chartered Institute of Environmental Health provides guidance on the [different levels of food hygiene certificate \(Opens in a new window\)](#) available. Other accredited training providers are available. Your [local authority](#) will be able to advise on which course is most suitable for your needs.

Allergen management

Food businesses are required by law to provide allergen information and follow labelling rules.

The law says that you must:

- provide allergen information to your customers
- handle and manage food allergens effectively in food preparation

You need to tell customers if any food you provide contains any of the [14 allergens \(Opens in a new window\)](#) that are required to be declared as allergens by food law.

This also applies to any additives, or any other items present in the final product, such as garnishes or cake decorations.

There are a number of ways in which allergen information can be provided to your customers.

Our [allergen guidance for food businesses \(Opens in a new window\)](#) will help you to decide which is the best method for your business.

You can take steps to provide allergen-safe meals by:

- cleaning utensils before each use
- regularly washing hands thoroughly
- storing ingredients and prepared foods separately
- labelling takeaway meals clearly

It is important for food businesses to take steps to [avoid cross-contamination \(Opens in a new window\)](#) in food preparation.

This protects customers with a food allergy. We have further guidance available on how to provide allergen information in food delivery.

We provide [free online food allergy training \(Opens in a new window\)](#) which can be used to learn more about managing allergens in a kitchen, as well as how to cater for customers with food allergies.

Traceability

Traceability rules help keep track of food in the supply chain. They ensure that efficient and accurate [withdrawals and recalls \(Opens in a new window\)](#) of unsafe foods from the market can be made in the event of any food safety problems.

You must keep records of:

- all the suppliers that provide you with food or any food ingredients
- any businesses you supply with food or food ingredients

All your records need to be kept up-to-date and always be available for inspections

Specific details of what you should include in your traceability records can be found in [managing food safety.\(Opens in a new window\)](#)

Avoiding food crime

When sourcing ingredients, only purchase food from reputable suppliers. Ensure that you are fully aware of where the food has come from.

Be vigilant when approached by businesses you have not previously had dealings with. Determine where the food has originated from before purchasing anything.

Check whether the price is in line with the current market price. Prices of products fluctuate but be wary if suppliers are offering products at a lower price than usual.

Find out more on food crime in our [Food crime - guidance for businesses.](#)

You can [report suspected food crime \(Opens in a new window\)](#) to the National Food Crime Unit.

Health and safety

If you have five or more employees, you must have a written health and safety policy that describes the arrangements in place.

The Health and Safety Executive (HSE) has developed [H&S ABC – An easy guide to health & safety \(Opens in a new window\)](#) to help small and medium-sized businesses understand health and safety.

FSA Explains

Starting your food business safely checklist

Carry out a risk assessment

You should carry out a [risk assessment \(Opens in a new window\)](#) and have a [safety procedure \(Opens in a new window\)](#) in place for your food business.

Provide staff with food hygiene training

You will need to demonstrate that you have been [adequately trained in food hygiene \(Opens in a new window\)](#).

Ensure you are complying with allergy law

Food businesses are required by law to provide [allergen information \(Opens in a new window\)](#) and follow labelling rules.

Ensure you have adequate traceability records

Specific details of what you should include in your traceability records can be found in [managing food safety \(Opens in a new window\)](#).

Avoid food crime

Read our [Food crime - guidance for businesses](#). You can [report suspected food crime \(Opens in a new window\)](#) to the National Food Crime Unit.

Ensure you have the correct health and safety procedures in place

The Health and Safety Executive (HSE) has developed [H&S ABC – An easy guide to health & safety \(Opens in a new window\)](#).

