

INVEST IN FIFE

A guide to
Starting & Growing a
Food & Drink Business
in Fife



Fife means business.



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About Fife Council

Fife Council is Scotland's third largest Local Authority area by population.

It has a resident population of just under 367,000, over a third of whom live in the three principal towns of Dunfermline, Kirkcaldy and Glenrothes.



Business Start-up

When you are setting up a new business it's better to get things right from the start.

If you are 16 or over and planning to start or grow a Fife-based business, you can get **FREE** advice from **Business Gateway Fife** to help you build a profitable and sustainable business.

Business Gateway Fife not only aim to provide you with a tailored action plan but can also recommend workshops and signpost you to any available funding.

How to write a business plan

Business Gateway Fife can provide you with the support and advice you need to get your idea off the ground and help you develop your new business. Their Business Advisers will work with you to understand your unique requirements and create the most appropriate support plan for your business development, including introductions to relevant experts.



Business Gateway Fife

As well as some fantastic events and workshops, some great business advice, information on your market and one to one support with a business adviser, Business Gateway Fife has a fantastic package to get you off to the right start.

By answering a few short questions online, it will enable Business Gateway Fife to better understand your requirements, allow them to match you with the right adviser, seek the correct information and give you a better helping hand from the get-go.

Please answer as accurately as you can and Business Gateway Fife will get in touch with you to discuss the next steps.

Planning to Start

More info at:

<https://www.businessgatewayfife.com>



INVEST IN FIFE



In addition
**The Food Standards
Scotland** has
industry specific
advice on its website
that is worth
checking out.

Registering Your Business

Food and Drink businesses must register with Fife Council at least 28 days before trading or before the food operations start.

You must register every premises where you carry out food operations (selling, cooking, storing or handling, preparing or distributing food). This includes your home, and mobile or temporary premises such as stalls or vans. If you make, prepare or handle food that comes from animals your premises may need to be approved by Fife Council before you can undertake the activity.



Checklist for starting up

- Have you registered your premises? ☐
- Do the design and construction of your premises meet legal requirement? ☐
- Are you aware of the main General Food Law Requirements? ☐
- Do you keep written records of all the suppliers that provide you with food or any food ingredients? ☐
- Have you put food safety management procedures in place and are you keeping up-to-date records of these? ☐
- Do you and your staff understand the principles of good food hygiene? ☐
- Have you considered health and safety and fire safety arrangements? ☐
- Have you registered as self-employed? ☐
- Do you need to register for VAT? ☐
- Are you keeping records of all your business income and expenses? ☐
- Are you keeping records of your employees' pay and do you know how to pay their tax and National Insurance contributions? ☐
- Do you know how to access local business support? ☐
- Do you need to apply for a licence to sell alcohol, for entertainment, for selling hot food and drink late at night, or selling food on the street? ☐

Registration is free and can be done online at www.fife.gov.uk/kb/business
If you are unsure whether any aspect of your food operations would require your establishment to be approved, please contact Fife Council, Food and Workplace Safety Team for guidance.



Licensing with Fife Council

Before a licence is granted and depending on the licence, you will probably need to meet a number of conditions, and an inspection of premises or practices may be required. For some licences, a fee will also be required.

Alcohol

The Fife Licensing Board determines licenses applications. You must be over 18 and will need a recognised, accredited, training certificate for Personal Licence holders and to apply to Fife Licensing Board for a *Personal Licence* if you wish to:

- authorise or supervise the sale of alcohol in licensed premises
- be a nominated premises manager

A *Premises licence* is required for premises where the sale of alcohol is part of the business. An application can be made by an individual over the age of 18, a company or an organisation involved in the sale of alcohol.

Apply Online:

www.fife.gov.uk

If you wish to sell alcohol from premises that is not already licensed, you will need to apply for an *Occasional licence*.

Apply Online:

www.fife.gov.uk



Late Hours Catering

A Late Hours *Catering licence* is required for the use of premises between the hours of 11.00pm and 5.00am for the sale to or consumption by the public of meals or refreshment.

Apply Online:

www.fife.gov.uk/

Market Operators licence

A Market Operator's licence is required for holding a private market. The licence is granted to the **operator** of the market, and not the individual stallholder. It is therefore the **market operator's** responsibility to ensure that all stallholders comply with any conditions attached to the licence. You can apply online for a **1 year** or **3 year** licence.

Street Trader Licence

A Street Trader's Licence is required for each individual whether on their own account or as an employee who is selling, offering or exposing for sale any article in a public place. A licence is also required for any individual offering to carry out or carrying out for money, or money's worth, a service.

Apply Online:

www.fife.gov.uk/streettrader

Venison Dealer Licence

Anybody who deals in Venison in Scotland must be licensed. It is an offence for any person to sell, offer or expose for sale Venison unless they have a licence.

Apply online:

www.fife.gov.uk/venison



More help on
brewing and distilling

www.scotch-whisky.org.uk

www.tbas.scot

www.scottishcraftbrewers.org

www.distillers.scot

Distillers/Compounders (Spirits) Licence

Distillers License

To produce Spirits in the UK by distilling alcoholic liquids or by any other process, such as cracking ethylene gas, you'll need:

- a distiller's licence
- approval for your plant and process
- to account for and pay Spirits Duty to HM Revenue and Customs (HMRC)

As well as a Distiller's licence, you should apply to the National Registration Unit for approval of the plant and processes you intend to use in the manufacturing process.

Compounder's licence

If you distinctly alter the character or flavour of a spirit with another substance, other than water, but don't use a still to do so, you need a compounder's licence. (This doesn't include mixed drinks solely for consumption on the premises, for example, cocktails.)

More information:

<https://www.gov.uk/guidance/spirits-duty>

HMRC (Beer)

If you produce Beer or Spirits for commercial reasons and its strength exceeds 1.2% ABV, you must pay Duty and you must register as a Brewer with HM Revenue and Customs (HMRC). Beer Duty doesn't always have to be paid to HMRC immediately. If you produced no more than 60,000 hectolitres of beer in the previous calendar year you may be entitled to a reduced duty rate.

More info at: (Beer):

<https://www.gov.uk/guidance/beer-duty>

UK Trade Tariff: Excise duties

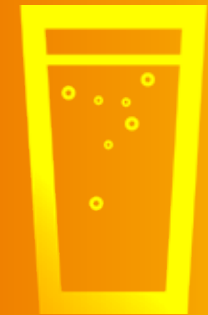
Excise Duty is chargeable, in addition to any Customs Duty which may be due. These goods may be either of UK origin, received following an intra EU movement or imported from outside the EU.

Different rates can apply to different sub-categories of goods.

In addition to the commodity description and code number each excisable item has allocated a tax type code number (for example, 451 for spirits). These identify the type and rate of Excise Duty payable.

More info at:

<https://www.gov.uk/government/collections/tariff-notice>



Register as a Brewer

www.gov.uk

Labelling

You must provide food information to customers to allow them to make informed choices and to make safe use of food.

If you produce prepacked food then you must include a label detailing the energy, values of nutrients (fats, carbohydrates, sugar, salt etc) levels.

There are currently 14 allergens that MUST be declared on the label.

For information please visit:

<https://www.food.gov.uk/business-guidance/allergen-guidance-for-industry>

The most important food hygiene and labelling regulations for your business that apply across the UK are:

- Regulation 178/2002 on general food safety
- Regulation 852/2004 on the hygiene of foodstuffs
- Regulation 1169/2009 on the provision of food information to consumers

More detailed information on labelling:

www.foodstandards.gov.uk/nutrition-labelling

The Food Standards Agency has guidance on Food Information Regulations for food business operators and enforcement officers which is available at food.gov.uk.

Traceability

Traceability rules help keep track of food in the supply chain and ensure accurate withdrawals of 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
- and those businesses which you supply with food or food ingredients

The records should include:

- name and address of supplier
- name and address of business you are supplying
- type of and quantity of products
- dates of transaction and of delivery

In addition to these regulations you also need to comply with certain parts of the national laws.



Food Safety & Environmental Health

Most people associate Environmental Health with hygiene inspections.

As their responsibilities include enforcing legislation, they will inspect your food premises to ensure that you comply with the relevant food hygiene and food standards legislation. However, they offer a wide range of services to help businesses.

Training

They can support in implementing a food safety management system such as Cooksafe, RetailSafe, Vac Pac Guidance and Control of Cross Contamination Health.

Accessing New Markets (Trade Development)

Exhibitions are the ideal way to market your goods and services and raise your company's profile.

With this in mind, the Trade Development Programme has been developed by the Economic Development Team at Fife Council to help businesses participate or visit exhibitions in a wide range of industry sectors.

Through the Trade Development Programme, Fife Council organises group stands at major national and international events. You will receive a range of support services from advice and information to customised training and can benefit from workshops which focus on everything from pre-event planning to post show evaluation. You will receive both local and national PR support

If you are looking to expand your company internationally, exhibitions could be the perfect opportunity to secure your next big contract. Along with other agencies and partners we will work closely with you to provide advice and support that will help you succeed in the global marketplace.

To find out more about the Trade Development Programme and how it can help your business, contact Dorothy Smith at: EC.Dev@fife.gov.uk



Planning Permission/ Building Warrants

As your business grows you may need to move to new premises.

A new build will need planning permission and often likely to require building regulation approval. The two permissions deal with different aspects of a proposed development and take into consideration different legislation.

Fife Council has produced a checklist to highlight information required before applying, as well as a list of all the fees associated with making a planning application.

Fife Council also provide a pre-application advice service for business. This gives you an opportunity to understand how policies and guidance will be applied to your proposal. It also helps you identify at an early stage where there is a need for specialist input for example contamination, transport or ecology. It may also flag up at an early stage that the proposal is unacceptable which could save you the cost of submitting a formal application. It can also reduce the time taken to process any formal application you submit, saving your business money.

There is a fee for this service. To receive pre-application advice please apply online:

Fifedirect/preplanning

Should you wish to convert a building you may need a building warrant. A Building Warrant is a legal permit which you need before starting building and alteration work. This includes altering, extending, converting and demolishing buildings or parts of buildings. If you carry out work that requires building warrant without first obtaining a warrant you are committing an offence.

More info here:

Fifedirect/buildingwarrant



How to apply

The easiest way to apply for planning permission is to submit and pay for your planning application online. You can do this on the **ePlanning Scotland website.**

Business Rates/ BID levy

Once you have a property you may be eligible to pay Non-Domestic rates. These are a property-based tax which is collected by the Council on behalf of Scottish Government.

The amount you may be due is based on a proportion of your rateable value. The Scottish Assessors give all non-domestic property in Scotland a rateable value, which is a legally-defined valuation of a property.

The rates you pay are based on a proportion of that rateable value. The percentage is set annually by Scottish Ministers and is called the poundage

For 2019/20 it is: **49 pence or 51.6 pence where rateable value is greater than £51,000.**

More info here:

www.fife.gov.uk/rates

If your property is located in a Business Improvement District (BID) an additional levy is payable which will be invoiced on behalf of the BID Companies. The BID Companies have been incorporated as not for profit companies to manage and deliver the projects and services within the BID areas and are dedicated to improving and making the areas better places to do work and conduct business from.

You may be eligible for a range of relief (discount) schemes: Rate Reduction

- Fresh Start Relief
- Small Business Rates Relief
- Empty Properties
- Special Rebates -Disabled Persons
- Renewable Energy Generation Relief
- New & improved Property Relief

You can manage your business rates account online at:
www.fife.gov.uk/business rates



Commercial Waste/Circular Economy levy

A zero waste society is one where goods and materials are continually cycled to support sustainable growth and waste is progressively designed out.

Businesses have a legal duty to manage and dispose of commercial waste responsibly. Food businesses producing over 5kg of waste per week, must take all reasonable steps to ensure food waste is separately collected. (Some rural properties may be exempt from this requirement). For information please visit:

<https://www.zerowastescotland.org.uk/ruralpostcodesearch>

Reducing waste, reduces costs, improves your businesses efficiency and protects profits.

Fife Council's Waste Enforcement Officers can assist you to meet your legal responsibilities.

Services from Fife Council's teams include:

- Visiting/carrying out audits
- Making useful business waste recommendations
- Directing you to a registered waste contractor

Along with this requirement to separate food waste for collection, there will also be a ban on the non-domestic use of food waste disposal units (macerators) and food waste digesters where food is discharged into public sewers directly or indirectly. There will also be a ban on biodegradable municipal waste going to landfill from 1 January 2021.

Resource Efficient Solutions (REFSOL) offer a disposal collection and consultancy service on behalf of Fife Council. Resource Efficient Solutions are wholly owned Arm-Length External Organisation.

More information on their website:

www.refsol.co.uk

Useful links

For further information or advice regarding waste and the circular economy:

- Contact Fife Council's team online:
Duty of Care of Waste Team
- Fife Council: Environmental Health
- Food Standards Scotland:
<https://www.foodstandards.gov.scot/>
- Food Standard Agency:
<https://www.food.gov.uk/>
- Resource Efficient Scotland:
<https://www.resourceefficientscotland.com>



Regional & National Support

Some intro text about how Iff can help?

Regional Support:

Fife Food Network

www.foodfromfife.co.uk

Business Gateway

www.businessgatewayfife.com

Green Business Fife

www.greenbusinessfife.co.uk

Fife Economy Partnership

<https://www.fifeeconomypartnership.com>

National Support:

Zero Waste Scotland

<https://www.zerowastescotland.org.uk>

Resource Efficiency Solutions

<https://www.refsol.co.uk>

Food Standards Scotland

www.foodstandards.gov.scot

Scotland Food & Drink

www.scotlandfoodanddrink.org



For more information contact:

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www.investinfife.co.uk



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