



# New Food Business Checklist

## COMMERCIAL PREMISES

- Ensure the premises is a suitable size and construction type.
- Check with local planning department to see if planning permission is required for any changes
- If required, has planning permission been granted?

## DOMESTIC PREMISES

- Check with mortgage provider/landlord that you have permission to trade from your home
- Ensure your home insurance cover will still be valid if running a business from the property

## REGISTRATION

- Register the business at least 28 days before trading.  
Visit <https://register.food.gov.uk/new> to register

## FOOD SAFETY MANAGEMENT SYSTEM

- Download or purchase a food safety management document such as the [FSA's Safer Food Better Business pack](#)
- Ensure you and staff are trained to complete the food safety management system daily

## FOOD SAFETY TRAINING

- Ensure all staff complete Level 2 Food Hygiene training
- Ensure all staff complete allergen training

## MAINTENANCE OF PREMISES

- Premises is clean
- Sufficient lighting
- Pest-control checks and prevention measures are in place
- Trade-waste contract is in place



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## FLOORS, WALLS AND CEILINGS

- Smooth, hard-wearing and easy to clean
- No condensation or mould
- No flaking paint or plaster
- No cracks or damage to any of the surfaces

## CLEANING

- Sanitising sprays meet BS-EN standards
- Disinfectant/sanitiser labelling checked for contact time
- Staff are aware of contact times for disinfectant/sanitiser

## SINKS

- Two sinks are available - one for food/equipment and one for hand-washing
- Hot and cold water is available for both sinks

## FURTHER INFORMATION

If you have any questions or concerns, please contact us via our website, email or social media channels.

