

Feed Your Growing Business

This guide will help you to:

- Start your food business the right way
- Develop your business internationally
- Boost your skills



Appetisers

Setting Up Your Business - Checklists

New Food Business Checklist

The following questions will help you in the main things you need when setting up a food business.

- Have you developed a coherent business plan?
- Have you REALLY done your market research - competition analysis, industry trends, target customer research (do you know who you are selling to and will they want it?)
- Do you NEED food premises at this stage (Have you thought about outsourcing to avoid fixed costs? Or, are you sure that you will have orders to afford premises?)
- Have you registered your premises?
- Have you considered health and safety and fire safety arrangements?
- Have you made arrangements for the new European HACCP directive that came into force on 1st January 2006
- Do you and your staff understand the principles of good food hygiene?
- Have you and your staff had food hygiene training?
- Have you considered what food safety problems there could be at each stage of your business?
- Do you need to register for VAT ?
- Do you describe food and drink exactly?
- Do you need to apply for a license to trade your products?

Registration of the company

- Choose the type of company that best suits your requirements:
 - a) Setting up as a sole trader or partnership
Have you ring-fenced your personal assets against business failure?
Do you have a partnership agreement?
 - b) Forming a limited company
 - c) Setting up a limited liability partnership (LLP)
- Do you know the pros and cons of the different structures?
- Find out the organizations which may help you (Advice, Funding)

Preparing documentation to register your company

Document Submission Checklists

<http://www.companieshouse.gov.uk/infoAndGuide/faq/documentSubmission.shtml>

Access to Skills

GLE oneLondon: Making It!

New City Court, 20 St Thomas Street
London SE1 9RS
<http://www.gle.co.uk/food/>

The Royal Borough of Kensington & Chelsea

The Town Hall, Hornton Street
London W8 7NX
Tel: 020 7361 3000
Fax: 020 7938 1445
Email: information@rbkc.gov.uk
<http://www.rbkc.gov.uk/>
<http://www.rbkc.gov.uk/EnvironmentalServices/Training/charter.asp>

Ealing Hammersmith & West London College

Gliddon Road, Barons Court
London W14 9BL
General enquiries: 020 8741 1688
College/Course Information line: 0800 980 2185 (freephone)
Email: cic@wlc.ac.uk
<http://www.wlc.ac.uk/wlc/contactUs/default.asp>

The Mangement Toolkit

West London Centre, 15-21 Staines Road
Houslow, Middlesex TW3 3HR
Tel: 020 8570 4433

Addmore

Tel: 0845 6000 787
<http://www.addmore.biz/>

Free2learn/Thames Valley University

Ealing, Reading Slough
Tel: 01753 69 7735

Westminster Kingsway College

Tel: 0870 060 9800
Fax: 0870 060 9802
Minicom: 020 7306 5930
This college operates in 6 Locations
Please look up the website, to find your location.
Email: courseinfo@westking.ac.uk

Entrées

Setting Up Your Business - Resources

Access to Finance

GLE oneLondon

New City Court, 20 St Thomas Street
London SE1 9RS
Tel: 020 7403 0300
Fax: 020 7403 1742
Email: info@gle.oc.uk
<http://www.gle.co.uk/onelondon/loans/index.htm>

GLE London Business Angels (LBA) Ltd

New City Court, 20 St Thomas Street
London SE1 9RS
Tel: 020 7089 2327
Fax: 020 7089 2301
Email: info@lbangels.co.uk
<http://www.gle.co.uk/commercialfinance/lba.htm>

Faith in Business

Tel: 020 8438 4550
<http://www.faithinbusiness.org/>

HBV Enterprise

34-38 Dalston Street
London E8 3AZ
Tel: 020 7254 9595
Fax: 020 7254 8686
Email: mail@hbv.org.uk
<http://www.hbv.org.uk/>

East London Small Business Centre (ELSBCE)

Universal House, 88-94 Wentworth Street
London E1 7SA
Tel: 020 7377 8821
Fax: 020 7375 1415
<http://www.goeast.org/>

Grants Research Database

<http://www.govgrants.com/>

West London Business

West London Centre, 15-21 Staines Road
Hounslow, Middlesex TW3 3HR
Tel: 020 8607 2500
Fax: 020 8577 7346
Email: info@westlondon.com
<http://www.westlondon.com/>

North London Limited

2nd Floor, Ross House,
1 Shirley Road,
Enfield EN2 6SB.
Tel: 020 8363 8191
Email: info@northlondon.org.uk
<http://www.northlondon.org.uk/1/index.asp>

Access to Start-up Services:

Enterprise Agencies

Find your local enterprise agency at
http://www.nfea.com/index.htm?page=find_lea/london.htm

SERCO Group Plc

Serco House, 16 Bartley Wood Business Park
Bartley Way, Hook
Hampshire RG27 9UY
Tel: 01256 745900
Fax: 01256 744111
Email: generalenquiries@serco.com
<http://www.serco.com>

Park Royal Partnership

Monarch House, Victoria Road
London W3 6UR
Tel: 020 3110 2300
Fax: 020 3110 2301
<http://www.parkroyal.org/>

West London Business

West London Centre, 15-21 Staines Road
Hounslow, Middlesex TW3 3HR
Tel: 020 8607 2500
Fax: 020 8577 7346
Email: info@westlondon.com
<http://www.westlondon.com/>

Companies House

Company registration body in Great Britain
Crown Way,
Cardiff CF14 3UZ
Tel: 0870 333 3636
Fax: 029 2038 0900
Email: enquiries@companieshouse.gov.uk
<http://www.companieshouse.gov.uk/>

Access to Premises

Workspace Group

Magenta House,
85 Whitechapel Road,
London E1 1DU.
Tel: 020 7247 7614
Email: info@workspacegroup.co.uk
<http://www.workspacegroup.co.uk/>

Park Royal Partnership

Monarch House, Victoria Road
London W3 6UR
Tel: 020 3110 2300
Fax: 020 3110 2301
<http://www.parkroyal.org/>



Desserts

Growing Your Business Internationally

Packaging and Labelling

For details on different countries' requirements with regard to EU Packaging Directive (EU Packaging Directive 94/62/EC), visit:

www.pro-e.org

Translation of labels into the foreign language(s)

Import and Export regulations

- Products exported or Imported from the EU
- Products exported or Imported from the third countries
- Specific requirement
- Export Certification
- Do I need a license to export or import?

If you have a doubt check with the Department for Environment, Food and Rural Affairs (Defra) Tel: 08459 33 55 77

http://www.food.gov.uk/search?p=Q&mainresults=mt_mainresults_yes&ts=custom&w=export

http://www.food.gov.uk/enforcement/imports/#anchor_141336 or

<http://mkaccdb.eu.int/mkaccdb2/indexPubli.htm>

<http://www.defra.gov.uk/animalh/int-trde/default.htm>

For a general guide on importing products of animal origin into the UK visit <http://www.sitpro.org.uk/trade/animal.pdf>

For a guide to certificates of inspection for goods of organic origin visit <http://www.sitpro.org.uk/trade/organic.pdf>

Export documentation

SITPRO

Tel: 020 7215 8150 Fax: 020 7215 4242

Website: <http://www.sitpro.org.uk>

British Chambers of Commerce (BCC)

Tel: 020 7654 5800 Fax: 020 7654 5819

Website: <http://www.britishchambers.org.uk/exportzone>

Custom obligations

HM Revenue & Customs

(Regional offices around the country)

National Advice Service Helpline: 0845 0109000

Website: <http://www.hmrc.gov.uk>

Insurance

You have the choice between your broker or freight forwarder

British Insurance Brokers Association

Tel: 020 7623 9043

Website: <http://www.biba.org.uk>

Incoterms

International Chamber of Commerce UK

Tel: 020 7838 9363 Fax: 020 7235 5447

Website: <http://www.iccuk.net>

SITPRO

Tel: 020 7215 8150 Fax: 020 7215 4242

Website: <http://www.sitpro.org.uk/trade/incoterms.html>

Transport

British International Freight Association

Tel: 020 8844 2266 Fax: 020 8890 5546

Website: <http://www.bifa.org>

Getting paid

SITPRO

Tel: 020 7215 8150 Fax: 020 7215 4242

Website: <http://www.sitpro.org.uk/trade/financial.html>

Help for Exporters

Department for Environment, Food and Rural Affairs (Defra)

Nobel House

17 Smith Square

London SW1P 3JR

Tel: 08459 33 55 77

Website: <http://www.defra.gov.uk/>

Department of Trade and Industry (DTI)

Response Centre

1 Victoria Street

London SW1H 0ET

Tel: 020 7215 6740

Website: <http://www.dti.gov.uk/>

Food From Britain

4th Floor

Manning House

22 Carlisle Place

London, SW1P 1JA

Tel: 020 7233 5111

Website: <http://www.foodfrombritain.com/>

UK Trade & Investment (UKTI)

Kingsgate House, 66-74 Victoria Street

London SW1E 6SW

Tel: 020 7215 5444/5

Website: <http://www.uktradeinvest.gov.uk/>

Food Standards Agency

Aviation House

125 Kingsway

London WC2B 6NH

Tel: 020 7276 8000

Website: <http://www.foodstandards.gov.uk/>

Food and Drink Federation (FDF)

6 Catherine Street

London WC2B 5JJ

Tel: 020 7836 2460

Website: <http://www.fdf.org.uk/>

Food Exhibitions

Some of the best shows are:

- Summer Fancy Food Show in the USA,
- Food and Drink expo in Birmingham
- International Food Exhibition (IFE) in London.
- Dubai (UAE) at Gulfood
- 2SIAL - Paris, France

For a list of forthcoming exhibitions, visit <http://www.foodfrombritain.com/exhibitions/default.asp>

Chef's Specials

Technical requirements and regulations

All owners and managers of a food business are responsible for ensuring that their businesses comply with the law. There are five key laws that all food businesses in Great Britain must be aware of and follow:

- The Food Safety Act 1990 - <http://www.foodstandards.gov.uk/> or http://www.opsi.gov.uk/ACTS/acts1990/Ukpga_19900016_en_1.htm
- Food Premises (Registration) Regulations 1991 - http://www.opsi.gov.uk/si/si1991/Uksi_19912825_en_1.htm

a) **What I have to register?**

Any premise used for a food business (including market stalls, delivery vehicles and other moveable structures.)

b) **Who needs to register?**

Anyone running a food business for more than 5 days in any 5 consecutive weeks, you must tell to the local authority about any premises you use for storing, selling, distributing or preparing food. Food premises includes restaurants, hotels, cafes, shops, supermarkets, staff canteens, kitchens in offices, warehouses, guest houses, delivery vehicles etc.

c) **How do I register?**

By filling a registration form at your local authority area. For more information please contact your Local Authority. If you are planning to start a new food business, you need to register with your local environmental health department 28 days before opening. If you change the activity at your food premises, you must tell your local environmental health department within 28 days of the change.

d) **Some premises are exempt from registration**

The greater part of premises should be registered. However, certain premises are exempt from registration. You should contact your local authority if you think you might be exempt.

You can find the Regulations on: http://www.opsi.gov.uk/si/si1991/Uksi_19912825_en_1.htm

- Food Safety (General Food Hygiene) Regulations 1995 - http://www.opsi.gov.uk/si/si1995/Uksi_19951763_en_1.htm
- Food Safety (Temperature Control) Regulations 1995 - http://www.opsi.gov.uk/si/si1995/Uksi_19952200_en_1.htm or <http://www.eden.gov.uk/main.asp?page=1328>
- Food Labelling and the Marking of Food

- a) The name of the food;
- b) A list of ingredients;
- c) The appropriate durability indication;
- d) Any special storage conditions or conditions of use;

And in certain circumstances:

- e) The name or business name and an address or registered office of either or both of the manufacturer or packer, or a seller established within the European Community;
- f) Particulars of the place of origin or provenance of the food if failure to give such particulars might mislead a purchaser to a material degree as to the true origin or provenance of the food;
- g) Instructions for use if it would be difficult to make appropriate use of the food in the absence of such instructions
- h) Declaration of Additives (Additives used as ingredient to perform functions in pre-packed foods must be declared on the label)

There are certain exemptions and additional requirements listed in the main regulations.

There are less onerous rules for foods which are non-pre-packed or pre-packed for direct sale. These Regulations also attach conditions to the use of claims for foods for particular nutritional uses, reduced or low energy value claims, protein claims, vitamin or mineral claims, cholesterol claims, other nutrient claims and claims dependent on other foods; they prohibit medicinal claims. They also lay down a prescribed format for the nutritional labeling of foodstuffs.

Enquiries about food labeling legislation should be addressed to the food standards agency, Food Labeling, Policy Claims and Advertising Branch, Tel: 020 7276 8147 - <http://www.eatwell.gov.uk/foodlabels/understandingnumbers/>

You can find the Regulations on: http://www.opsi.gov.uk/si/si1996/Uksi_19961499_en_1.htm

Further Information

Food Standards Agency Publications

The Food Standards Agency is an independent food safety watchdog set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food

Tel: 0845 606 0667

Fax: 020 8867 3225

Email foodstandards@eclogistics.co.uk

Food Standards Agency Site for Caterers - <http://www.food.gov.uk/catering>

Food law guide - <http://www.food.gov.uk/multimedia/pdfs/foodlaw.pdf>

Side Dishes

Useful websites

<http://www.defra.gov.uk/animalh/int-trde/default.htm>

International trade in live animals and animal products - Source of information on the health conditions for international trade in live animals and animal products to, from or through Great Britain.

<http://www.defra.gov.uk/planth/impexp.htm>

Plant health imports and exports. To guard against the spread of harmful pests and diseases, the EC plant Health directive sets out controls on the import, movement and keeping of plants, plant pests and other plant material.

<http://www.defra.gov.uk/farm/organic/imports/>

Information on topics of interest to organic importers

<http://www.defra.gov.uk/foodrin/impreg/not01.htm>

Trade issues with third countries

<http://www.foodstandards.gov.uk/>

The Food Standards Agency is an independent food safety watchdog set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food.

<http://www.bsi-global.com/>

BSI (British Standards) works with manufacturing and service industries, businesses, governments and consumers to facilitate the production of British, European and international standards

<http://www.invest.uktradeinvest.gov.uk/>

UK Trade & Investment is the lead government organization that supports companies in the UK trading internationally and overseas companies seeking to locate in the UK.

<http://www.theiatc.org/>

The International Agriculture & Technology Centre (IATC) offers support and advice to UK companies in the agriculture and related technologies sector looking for new market opportunities across the globe.

<http://www.foodfrombritain.co.uk/>

Food from Britain helps facilitate & generate international business between UK food and drink companies and international buyers.

<http://www.eisu.org.uk/>

Environmental Industries Sector Unit (EISU).

<http://www.creativefoodsolutions.bix/>

Creative Food Solutions will implement solutions to creativity, design and innovation for food manufacturers in specific London Boroughs by employing a menu of support functions that will generate both direct and indirect benefits to Companies participating in the Programme.

<http://www.thefoodnetwork.co.uk/>

The Food Network is a shared email list between food related businesses offering access to buying, selling, advice, contacts and any other food related info you need.

<http://www.mas-london.co.uk/>

Help Line: 0845 600 2212

The Manufacturing Advisory Service has a free enquiry help line and provides a free on site diagnostic. Advice includes tactical, strategic and developmental help with products, markets and business processes.

<http://www.lvcp.co.uk/>

The London Value Chain Project aims to identify the value proposition that exists within an organisation and identify factors that are blocking business growth. The project then aims to provide access to specialist workshops and if applicable access to specialist consultants to develop the business value proposition and remove blockages to achieve business growth.

<http://www.ktponline.org.uk/>

Knowledge Transfer Partnerships is Europe's leading programme helping businesses to improve their competitiveness and productivity through the better use of knowledge, technology and skills that reside within the UK knowledge base.

Universities with Food specific programmes:

London Southbank University Food Centre

<http://londonfood.org.uk/>

The University of Greenwich

<http://www.gre.ac.uk/bcu/food/>

London Metropolitan University Food Programme.

<http://www.londonmet.ac.uk/ug-prospectus/courses/food-and-consumer-studies.cfm>

GLE oneLondon, New City Court, 20 St Thomas Street, London SE1 9RS
Tel: 020 7403 0300 Website: <http://www.gle.co.uk/onelondon/>

SITPRO Kingsgate House, 66-74 Victoria Street, London SW1E 6SW
Tel: 020 7215 8150 Fax: 020 7215 4242
Email: info@sitpro.org.uk Website: <http://www.sitpro.org.uk/>

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