

PRE REGISTRATION – HOME BASED FOOD BUSINESS SELF ASSESSMENT FORM

Food Business Name and Operator Details			
Food Business Address			
Contact Number/s			
Email Address			
Property Status	Property Status	Tick if applicable	
	Owner / Occupied		
	Rented		
	Please detail in this box, if you have advised your landlord or mortgage company of your proposed business plans: -		
Nature of food to be produced – please provide here or attach your full product list			
Food Activities to be undertaken	Food Activity	Tick if applicable	
	Defrosting		
	Cooking		
	Cooling		
	Reheating		
	Hot holding		
Please detail in this box if you will be undertaking a specific method of processing that has the potential to increase the risk to public health beyond that of normal preparation, storage or cooking (e.g. canning and bottling, fermentation, vacuum packing, sous vide): -			
Product Sales Details Please state how you intend to sell your product (e.g. online sales, phone orders, honesty box, markets, retail)			

FOOD SAFETY MANAGEMENT SYSTEM

Have you devised a documented Food Safety Management System (FSMS) for your food business?	YES		NO	
<p>Aberdeenshire Council recommend using CookSafe or RetailSafe depending on the food related activities being undertaken. Please note these may not be suitable for specialised food activities such as canning, fermentation</p> <p>A copy of either can be downloaded at Tools and training Food Standards Scotland</p> <p>If yes, please provide a copy of your FSMS with this form.</p>				

FOOD HYGIENE TRAINING

Have you received any formal food hygiene/HACCP training i.e. Hazard analysis training, Elementary/Basic Food Hygiene Training.	YES		NO	
If yes, please provide the date and details of any training completed below and include a copy of any certificates when returning this form: -	DATE			

ALLERGEN AWARENESS – The 14 listed allergens include Gluten, Crustaceans, Eggs, Fish, Peanuts, Soya beans, Milk, Nuts, Celery & Celeriac, Mustard, Sesame, Sulphur Dioxide, Lupin & Molluscs

Have you received any allergen awareness training? If yes, please forward details of any training completed.	YES		NO	
<p>The Food Standards Scotland’s website offers free online allergen training. Access can be gained using the website link below, if required: - Online Allergy Training Food Standards Scotland</p>				

How will you provide ingredient information to consumers? List the steps you would take to **safeguard your business?**

If you intend to provide food items that are packed, **please provide examples of any proposed labelling.**

Further guidance on labelling requirements can be found [Packaging and labelling | Food Standards Scotland](#)

DISINFECTION AND HIGH-RISK RAW FOODS

Will your business/domestic food preparation involve preparation of raw meat and/or soil covered vegetables?	YES		NO	
If yes, provide details:				

Whilst your proposed food business may or may not involve preparation of raw meat and/or vegetables it is likely your domestic food preparation will. Therefore, appropriate disinfectant chemicals, should meet either BS EN 1276 or BS EN 13697 will require to be used. **Provide details of the chemicals/sanitiser you propose to use for cleaning and disinfection of food contact equipment, utensils and work surfaces: -**

Please provide details of food and equipment washing sinks within the kitchen: -

HAND WASHING

When preparing food, you **must have separate** hand-washing facilities with an adequate supply of soap and hand drying facilities.

Provide images of your hand hygiene facilities and main food preparation area with this form.

WATER SUPPLY

You must ensure that your water supply is of drinking quality.

If the property is not connected to the mains supply and relies on a private water source, you must be able to demonstrate that the supply is safe to use. Further guidance on private water supplies is available from [Aberdeenshire Council](#).

Where a Private Water Supply is used, an up-to-date analysis report confirming that the supply meets required standards must be provided before the business can begin operating.

Name of person completing the form	
Position	

Guidance for new businesses is available - [Starting a new food business - Your checklist | Food Standards Scotland | Food Standards Scotland](#)

If you require any further advice /information, please detail this below and an Officer will reply:

THANK YOU FOR COMPLETING THIS PRE REGISTRATION FOOD BUSINESS SELF ASSESSMENT FORM

PLEASE RETURN BY EMAIL TO environmental@aberdeenshire.gov.uk

Please ensure the following is included within your email: -

1) Images of hand-washing facilities, equipment and food washed sinks and food preparation areas

- 2) Food Hygiene/HACCP/ Allergen Training certificates
- 3) A copy of your Food Safety Management System
- 4) Food Labelling and allergen Information
- 5) Private Water Supply Results (if required)
- 6) The Completed Questionnaire

Should you require any assistance, please contact the Food Team on environmental@aberdeenshire.gov.uk