



JÖNKÖPINGS
KOMMUN

Registration of food operations



Anyone thinking about starting, taking over, or changing a business dealing with food and/or foodstuffs must consider a number of aspects. This leaflet from the Environment Office (Miljökontoret) contains information about the rules and obligations you have, according to the Swedish legislation on food and foodstuffs.

Starting a business dealing with foodstuffs

If you want to start a new business which deals with food or foodstuffs you need to be aware of the legal requirements and obligations that apply.

Firstly, your company must be *registered* with the local Environment Office (Miljökontoret) before you commence your operations. If you fail to do this the appropriate legislation says that you are to be prosecuted for committing an offence.

This applies to any operation, involving food or foodstuffs (i.e. a food business), either public or private, and conducted for or without profit. This definition applies to both private individuals, as well as to clubs/organisations/associations.

Operations may be started earliest 14 days after your application has been received by the Environment Office (Miljökontoret), unless this Office has notified you that ope-



rations may be commenced earlier. When the Environment Office carries out its first inspection of your operations, they may impose certain requirements on the layout, interior fixtures and fittings, equipment and even work-flow in the premises. Please refer to our leaflet '*Requirements for food premises*' (Krav på livsmedelslokaler).

If you, as a foodstuff business, do not meet the demands specified in the Swedish foodstuff legislation, the controlling authority may apply appropriate sanctions, such as legal order(s), or prohibition(s).

Change of owner or cessation of operations

Even if you take over an existing business operation, you must first contact the Environment Office (Miljökontoret) and apply for registration. If you terminate your operation(s) it is also necessary for you to contact and notify this Office.

Temporary operations

Organizing a festival, exhibition or event? If so, read more about these in our leaflet '*Food handling at exhibitions, festivals and other temporary events*' (Livsmedelshantering vid mässor, festivaler och andra tidsbegränsade evenemang).

How to get your food operations registered

Contact

Property owner/landlord

Contact the owner of the property or the agent you intend to rent or lease from, and find out whether your business operations are permitted there.

Planning permission/building regulations

Enquire at the City Planning Office whether the operations you plan to open are permitted in the area where your premises are located. Ask also whether it is necessary for you to apply for planning permission or building regulation approval. The address to the City Planning Office is:
Stadsbyggnadskontoret, bygglovsavdelning
Tel. 036-10 52 44, e-mail: stadsbyggnad@jonkoping.se



Refuse and oil separator

You must also have a valid subscription to the Municipal refuse collection system, and in certain cases your sewage effluent must pass through an oil separator. Contact the Technical Services Department, refuse section, on tel. 036-10 52 21 or 036-10 59 43, e-post: tekniska@jonkoping.se

Chimney sweep

Contact a local certified chimney sweep as regards ventilation requirements for your operations and premises. You will find the telephone numbers to your nearest chimney sweeps in the telephone directory under the heading *Sotning, Skorstensfejarmästare*.



Alcohol and tobacco

Are you planning to sell alcohol or tobacco? If so, contact the Social services department, licensing section (*Socialtjänsten, tillståndsenheten*), on tel. 036-10 51 68 or 036-10 55 16. E-mail: tillstand@jonkoping.se

Outdoor cafés, restaurants and signs

In the Municipal leaflet *Stadsmiljöprogram* (Town environment programme) you will find advice and guidelines on such matters as temporary activities, and outdoor cafés and restaurants. There are also details about which official organisations you may need to contact. The leaflet can be ordered from the City Planning Office (Stadsbyggnadskontoret), on tel. 036-10 50 00, or downloaded from the Municipality's website.

Bear in mind that if you want to open an outdoor café or restaurant you must first apply for permission for this from the local police authority on tel. 036-114 14, or via e-mail: polismyndigheten@jonkoping.polisen.se

Food, foodstuffs and health protection matters

For any of these matters, contact the Environment Office (Miljökontoret) on tel. 036-10 54 45, or via e-mail: miljo@jonkoping.se

Flammable substances

If you store or use flammable substances in your operations you are required by law to contact the local Fire and Rescue Services (Räddningstjänsten) on tel. 036-10 70 00, or via e-post: raddning@jonkoping.se

Applications

Applications for registration must be made on the designated form(s). These can be obtained from the Environment Office (Miljökontoret) or can be downloaded from our website at www.jonkoping.se/livsmedel.

Your application(s) should include the following information:

1. Details about the name and address of the food/foodstuff business, together with its organisation number, your Swedish ID-number or your Coordination number in the event that you are a foreign national who is not yet registered with the Swedish tax authorities;
2. Details about the premises, room(s) or place where the activities are to take place;
3. A description of the nature of the planned activities and their scope; and
4. In appropriate cases, details of the length of time your food/foodstuff business wants its activities registered for.



An application made by a solicitor must also be signed by a person legally authorised to represent the business.

First inspection

The Environment Office (Miljökontoret) will make a first inspection of your premises shortly after your business opens. In connection with this visit the premises and equipment will be thoroughly checked, and the procedures for food auditing described in your 'Own control' evaluated.

Fees

Fee in connection with processing your application

The Environment Office (Miljökontoret) will charge a fee for administering your application for registration. This fee is equivalent to one hour's work.

Annual control fee

You will also be required to pay an annual fee for control inspections by the Environment Office. In connection with registration of your activities the Environment Office assess what risks are involved with the proposed operations, what probability there is of disruptions in public health and the consequences of this. Based on this analysis you are assigned a time coefficient that determines the size of your annual fee. An annual fee is payable from the calendar year in which your activities commence.



Fees for extra control

If the Environment Office needs to undertake additional check(s), you will be charged for the time this/these take, together with the costs for any tests and analysis of any sample(s). In connection with any extra check made following a complaint, you will only be charged a fee if the complaint is found to be valid.



Do you want to know more?

The Environment Office (Miljökontoret)

Tel 036-10 50 00

e-mail: miljo@jonkoping.se

On our webpage at www.jonkoping.se/livsmedel you can find more details about food safety and other useful information that you can download.

The National Food Administration (Livsmedelsverket, SLV)

Tel 018-17 55 00

On the Administration's website at www.slv.se you can find, amongst other documents, the Swedish Food Act, the Swedish Foodstuff regulations, EU-regulations and related decrees.

Branch organisation

Contact your branch organisation for more information about 'Own control' (egenkontroll) for food auditing.

The Swedish Agency for Economic and Regional Growth (Tillväxtverket)

On this Agency's website, at www.tillvaxtverket.se, you can find information about the relevant laws and regulations, jobs, and practical advice for anyone starting and running a business.





THE ENVIRONMENT OFFICE/MILJÖKONTORET
Jönköpings kommun, 551 89 Jönköping, Tel. Int + (0)36-10 50 00; Fax. Int +(0)36-10 77 86
Internet adress: www.jonkoping.se/livsmedel



**JÖNKÖPINGS
KOMMUN**