

Step by step to a safe food business

How to register or change ownership

All businesses that handle food should be registered by the municipality's Food Unit at least 10 days before start. Examples of food businesses are restaurants, cafes, snack bars, vehicles, industries, mini shops, pastry shops or food stores, etc.

If the drinking water is from another source than from a municipal water supply, the water facility should also be registered. Plants that handle animal products, such as cutting and slaughter plants may in some cases have to apply for approval in advance.

Contact the Food Unit for more information.

Step 1: Contacts

Contact the following persons:

- **The property owner:** Can you get permission for planned activities in the building?
- **Building authority:** Permission or/and notification is needed if previous food business was not established in the building. The same may also be necessary if you intend to do substantial changes to the premises plan, make changes in supporting structures or new installations on e.g. water, wastewater or ventilation. Phone: 0155-24 82 50.
- **Sanitation:** A subscription for disposal is necessary. If you have a grease trap, it should be emptied by the sanitation service. Phone: 0155-24 88 00.
- **Rescue Service:** You need to be engaged in self-monitoring on your fire protection. In some cases, you must also submit a written record of your fire protection. If you use flammables, a specific application is needed. Phone: 0155-24 75 10
- **Division Social Care:** Contact the department of social care if a license for alcohol is needed. Phone: 0155-24 80 00
- **Environmental Unit:** Contact the Environmental Unit if you have or will establish individual wastewater facility. Tel 0155-24 89 20
- **Environmental Unit:** If you will operate with preschool, school, leisure activities, teaching local or hygienic care, including swimming in pool. Phone: 0155-24 89 20
- **MPA:** If you intend to sell prescription free drugs you must have a self monitoring program for the business before you start. You find more information on the MPA website, www.lakemedelsverket.se



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Livsmedelsenheten
611 83 Nyköping
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- **Food Unit** (for beer / tobacco): If you intend to sell beer and /or tobacco, you must register with the Food unit. The form for registration is available on the municipal website, you may also phone. 0155-24 89 70. Before start, you should also have submitted a self-monitoring program for tobacco to the Food Unit. Self-monitoring program for tobacco and beer should also be available in the food plant.

Step 2: Register your food business

Use registration form, available on www.nykoping.se/livsmedel or call the Food Unit on 0155-24 89 70 to request a printed version.

If you have a private water supply use the registration form

"Anmälan om registrering av vattenverk eller distributionsanläggning för dricksvatten"

Together with your registration, we will need the following documents:

- Description of Business.
- Registration certificate from the tax authorities or SCRO about company registration.

After your registration is received by the Food Unit your business will be registered and a decision on registration will be sent out. Once you have received a decision on registration and the facility fulfills all requirements for a food business, you may start your activities. If you do not receive the decision on registration within ten days you can start anyway.

We will contact you after you have started your activities to schedule a first site visit.

Step 3: When the business is started

After the business is registered and started, a first inspection according to the food law will be made. A food inspector will call you and make an appointment. Prior the visit, the facility and practical issues should be settled and the food business should be running. Also routines e.g. for cleaning, temperature controls, personnel hygiene and labeling should be established. If you have questions if your solutions comply with the food law please contact the Food Unit on phone:0155-24 89 70.

After the first inspection you will receive a decision on risk assessment of your business. The risk assessment determines also the annual fee. The annual fee is charged on annual bases. There is no possibility to pay for part of a year.



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Questions and answers

What is a food business?

A food company is a private or public company (with or without profit) which handles any type food. Private individuals and societies can be considered as companies under the Food Act.

What is a food plant?

A food plant is a place where food businesses operate. Restaurants and shops are food plants, but also, for example, markets, offices and vehicles. A food business may include one or more facilities and each facility must be registered.

How do I take over a food business?

If you take over a business, it must be notified with a new registration to the Food Unit, as if it would be a new business. In connection with the changed ownership the previous registration will be invalid.

What is required from registered businesses?

The business must meet requirements of the Food Act and have a working self-monitoring system. The operator is the main responsible to fulfill legal requirements for the business.

What are the costs to register your business?

The registration fee is 1300 SEK (1 hour administration). In addition an annual fee will be charged. The annual fee is charged for each calendar year, and can not be charged for part of the year. The annual fee is based on the risk assessment of your business. The risk assessment is based on guidelines from the National Food Agency, www.livsmedelsverket.se (search for "riskklassning").

More information

More information about food inspections and the food law are available on:

- National Food Agency www.livsmedelsverket.se (search for "livsmedelsföretag")
- Nyköping municipality website, www.nykoping.se/livsmedel

If you have questions, you are also welcome to contact the Food Unit by phone: 0155-24 89 70, 8.00 to 17.00. You can also reach the municipality by phone: 0155-24 80 00.

E-mail: livsmedel@nykoping.se

Visiting address: Stadshuset, Stora Torget
You are welcome to make an appointment prior the visit.

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