

# Doing Business in Dundee Food Business Flow Chart

Are you looking to set up a food business in Dundee?

YES

Do you have permission from your landlord to operate a food business?

YES

NO

Please contact your landlord for permission  
then follow the steps in the flowchart

Do you need planning permission?

YES/NOT SURE

NO

Contact **[planning@dundeecity.gov.uk](mailto:planning@dundeecity.gov.uk)** or call the Duty Officer **01382 433105** providing the address and what type of food you plan to make/sell. Preplanning advice is free for city centre businesses.

For more information about **Doing Business in Dundee Planning** go to:  
**[dundeecity.gov.uk](http://dundeecity.gov.uk)**

Will you be making structural changes to the property?

YES/NOT SURE

NO

Contact **bs@dundeecity.gov.uk** or call  
Duty Officer on **01382 433102**

For more information about **Doing Business in Dundee  
Building Standards** go to **dundeecity.gov.uk**

Do you require to register your business as a food premises?

YES

NO

All food businesses must register with the environmental health service at their local authority at least 28 days before opening. Registration of food businesses is free. Anyone planning to operate a food business must tell us about any premises used for storing, selling, distributing or preparing food. Food premises include restaurants, hotels, cafes, shops, supermarkets, staff canteens, warehouses, guest houses, mobile food vendors, market and other stalls etc.

Contact **food.safety@dundeecity.gov.uk** further  
advice or submit a completed **Food Business  
Registration Form** go to **dundeecity.gov.uk**

Do you want to open late?

YES

NO

Contact [licensing.board@dundeecity.gov.uk](mailto:licensing.board@dundeecity.gov.uk)  
or call **01328 433444**

For more information about **Doing Business in Dundee  
Late Hours Catering Licence** go to [dundeecity.gov.uk](http://dundeecity.gov.uk)

Do you want to offer alcohol?

YES

NO

Contact [licensing.board@dundeecity.gov.uk](mailto:licensing.board@dundeecity.gov.uk)  
or call **01328 433444**

For more information about **Doing Business in Dundee  
Licensing** go to [dundeecity.gov.uk](http://dundeecity.gov.uk)

Do you want to offer outside seating?

YES

NO

Contact [ohsp@dundeecity.gov.uk](mailto:ohsp@dundeecity.gov.uk)  
To apply for **Outdoor Hospitality Space Permits** go to [dundeecity.gov.uk](http://dundeecity.gov.uk)

**Commercial Waste - Will your business be in the city centre?**

**YES**

**NO**

You should note that a City Centre waste scheme is in place and that procedures for presenting and collection of waste in the city centre apply.

For more information about **Dundee City Centre Commercial Waste** go to [dundeecity.gov.uk](https://dundeecity.gov.uk)

### **Commercial Waste**

You will have a responsibility for safe and secure storage and arranging safe disposal of the waste your food business generates. You can make arrangements with any reputable waste management company. Guidance in relation to commercial waste in Dundee can be found at:

[dundeecity.gov.uk/service-area/neighbourhood-services/environment/commercial-waste](https://dundeecity.gov.uk/service-area/neighbourhood-services/environment/commercial-waste)

**Are you planning to set up mobile catering van?**

**YES**

**NO**

For more information about **Catering Enquiries** go to [dundeecity.gov.uk](https://dundeecity.gov.uk)

## Other key steps

### Noise & Pollution

Odour control is required in the form of suitable and effective ventilation systems with suitable discharge points and with the use of filtration systems, if necessary.

Advice may be obtained by emailing: [\*\*pollution.control@dundeecity.gov.uk\*\*](mailto:pollution.control@dundeecity.gov.uk)

### Food Safety

- We also have links to guidance and advice for food business at:  
[\*\*dundeecity.gov.uk/service-area/neighbourhood-services/environment/guidance-and-advice-for-food-businesses\*\*](https://dundeecity.gov.uk/service-area/neighbourhood-services/environment/guidance-and-advice-for-food-businesses)
- Food Hygiene Guide link which documents the general premises standard require:  
[\*\*food.gov.uk/food-hygiene\*\*](https://food.gov.uk/food-hygiene)

### Licensing

In terms of licencing, it may be that you would be required to apply for a late hours catering or an alcohol licence. I would advise that you contact the licensing team by emailing [\*\*licensing.board@dundeecity.gov.uk\*\*](mailto:licensing.board@dundeecity.gov.uk) or you can call the office on **01328 433444** for further information.

[\*\*dundeecity.gov.uk/licensing/civic-licensing\*\*](https://dundeecity.gov.uk/licensing/civic-licensing)

To apply for **Liquor Licence Applications - Licensing (Scotland) Act 2005 Overview** go to: [\*\*dundeecity.gov.uk\*\*](https://dundeecity.gov.uk)

### Health & Safety at Work

A good starting point for producing your own policy and risk assessment in relation to food preparation can be found at:

[\*\*hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm\*\*](https://hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm)

### Fire Safety

Fire safety queries can be directed to Scottish Fire and Rescue service at:

[\*\*N.PKADFSEO@firescotland.gov.uk\*\*](mailto:N.PKADFSEO@firescotland.gov.uk)