

# Do you want to sell food, chemicals or cosmetics?

This information is intended for people who wish to start or take over a food business or a business involving the sale of chemicals or cosmetics.

If you start or take over such a business, it is your duty to ensure that it complies with all relevant legislation. This information sheet deals only with the legislation governing the supervisory activities of the Community Development Administration of the Municipality of Köping, above all with food legislation and the Environmental Code.



**KÖPINGS  
KOMMUN**

# For those wishing to sell food



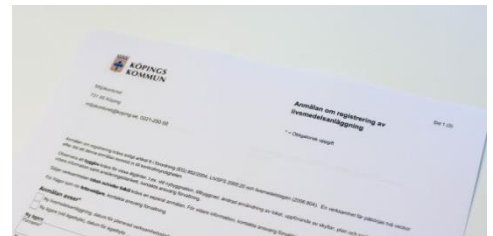
## Are you going to sell food?

Before you start a food business, you must apply to the Community Development Administration (*samhällsbyggnadsförvaltningen*) of the municipality of Köping to register your business. You need to register even if you are taking over an existing business. If you are unsure about the rules, the Community Development Administration will be happy to help you.

## Food businesses must be registered

All businesses selling or producing food must be registered. Even if only small amounts of food will be sold, you must register with the Community Development Administration.

To register, you fill in an application form (*anmälan om registrering av livsmedelsanläggning*) and a form to enable classification of the risks involved (*underlag för riskklassning*) and submit them to the Community Development Administration.



The forms required to register a food business and to provide information for the classification of risks can be found on the website of the municipality of Köping or collected at the Community Development Administration.

## Risk classification of businesses

Based on the information you provide for risk classification, it is estimated how many hours of supervisory time your business will require. High-risk and large-scale businesses need more supervisory time. Your annual fee is calculated as your supervisory time multiplied by the municipal hourly rate. The fee may be modified as a result of the Community Development Administration's inspection findings.

## When may you start operating your business?

You may start operating your business two weeks after a complete application for registration has been received by the Community Development Administration. However, if you are informed sooner that registration of your business has been completed, you may start operating it at that time.

## You have a duty to know the applicable rules and legislation

If you run a business, you must have sufficient knowledge about the applicable rules and about the ways in which you and your employees handle foodstuffs. In addition, you must ensure that all products sold are correctly labelled and that you are able to show where your products and raw materials come from (traceability).

If an inspector finds that your business has deficiencies, he or she will let you know during the inspection. You will then be able to ask questions about how you may correct the deficiencies.

After each inspection, you will receive an inspection report indicating whether the inspector found any deficiencies that break the rules. If you have any questions or comments, or if you do not understand the content of the report, you are welcome to contact the environmental inspector.

## The Community Development Administration checks that you follow the law

The Community Development Administration of the municipality of Köping is the supervisory authority for food businesses. This means that we inspect food shops, restaurants, pizzerias, cafés, market and street traders and others.

We regularly inspect businesses to check that laws and rules are followed. The purpose of our inspections is to ensure that the food products on offer to the inhabitants of our municipality are safe and that the rules are followed in other respects.

In addition, our inspections support business owners. For example, we can advise you on what to do in order to follow the law. Most of our inspections are unannounced, but we also carry out some announced inspections.

You pay an annual fee for planned inspections. The amount of the fee depends on the risk classification of your business.

## Supplementary inspections

If an inspection shows that a business does not follow the law, there may be a need to carry out supplementary inspections to follow up whether the deficiencies found have been corrected. The business concerned pays a specific fee for such supplementary inspections. The amount of the specific fee depends on the amount of time which has been devoted to the case.

## Making inspections efficient and effective

When the Community Development Administration comes to carry out an inspection, you or your employees have a legal duty to offer the inspector access to your premises, to show documents and to answer the inspector's questions.



# Supervision outside the food sector

In addition to supervision and fees within the food sector, there may also be a need to perform supervision and charge fees under the Environmental Code. This may relate to waste management or to chemicals or cosmetics, depending on the products involved in your business. The amount of such fees is based on the amount of time devoted to the case.

## For those wishing to sell chemicals or cosmetics

Businesses that sell chemicals or cosmetics may also be inspected by the Community Development Administration. Examples of such businesses are shops, hairdressers and hygiene businesses including podiatrists, tattooists and acupuncturists.

Examples of chemicals are cleaning agents, washing detergents, paints, glues, solvents and biocides. Examples of cosmetics are soaps, creams, perfumes, toothpastes, make-up products, shampoos and other hair products. What the Community Development Administration checks during inspections is the content and labelling of products. For example, the law requires that certain parts of the labelling of a product must be in Swedish.



# If the law is not followed

*What happens if you do not register your food business with the Community Development Administration?*

It is not permitted to run an unregistered food business. If you do, you have to pay an administrative fine (*sanktionsavgift*). In addition, because the business must not operate unless it is registered, it must be closed down until registration has been completed. However, the Community Development Administration is often able to arrange for very speedy registration.

*Decisions (administrative orders and prohibition orders)*

If the Community Development Administration finds deficiencies and they are not immediately corrected, it may issue an administrative order (*föreläggande*) requiring you to correct them within a certain time.

If deemed necessary, the Community Development Administration may also – either directly or following an administrative order – issue a prohibition order (*förbud*) banning you from conducting business, from selling certain products (*saluförbud*), etc.

The administrative or prohibition order may be associated with a penalty (*vite*), an amount of money that your business will have to pay unless it corrects the shortcomings within a certain time.

The Community Development Administration charges a fee for issuing an administrative or prohibition order, based on the time spent on the case.

*Environmental fine/administrative fine*

If chemicals or cosmetics are incorrectly labelled, you may have to pay an environmental fine (*miljösanktionsavgift*). In the food sector, you may have to pay an administrative fine (*sanktionsavgift*), for example if you did not register your food business before starting to operate it.

## How to minimise the costs to you of the supervision carried out by the Community Development Administration

- You should know the rules that apply to your specific business and ensure that you and your employees run the business correctly. This way your business will be run in a way which is correct and safe for your customers, and then there will be less need for supervision by the Community Development Administration.
- Make sure that you have registered your food business before you start running it (even if you are taking it over).
- Give some careful thought to waste management and the costs involved.

Good luck!

# Any questions?

Feel free to contact us!

Community Development Administration (*Samhällsbyggnadsförvaltningen*)  
samhallsbyggnad@koping.se  
Telephone: 0221-250 00

[There is also information \(mainly in Swedish\) to be found at koping.se](#)

If you want to know more, these links may be useful (please note that most of the information will be in Swedish):

- [livsmedelsverket.se](http://livsmedelsverket.se) – The website of the Swedish National Food Agency contains useful information for those who run food businesses.
- [kemi.se](http://kemi.se) – The website of the Swedish Chemicals Agency contains useful information for those who sell chemicals.
- [lakemedelsverket.se/malgrupp/Foretag/Kosmetika/](http://lakemedelsverket.se/malgrupp/Foretag/Kosmetika/) – The website of the Swedish Medical Products Agency contains useful information for those who sell cosmetics.
- [vafabmiljo.se](http://vafabmiljo.se) – For more information about the rules governing waste management.

## Other information about starting a business

If you have any other questions about starting and running a business, please contact the municipal Business Division.

Business Division (*Näringslivsavdelningen*)  
naringsliv@koping.se  
Telephone: 0221-250 00