

Renfrewshire

Development Guidance

Hot Food Take-Aways - Planning Advice Note 2016



This planning advice note provides information on hot food take-aways to prospective applicants, to assist in making an acceptable application in Renfrewshire.

This PAN is a '*Material Consideration*' in assessing development.

This advice note is not site specific and will not be wholly applicable in all situations. Each planning application is dealt with on its own individual merits, as there can be site specific issues that arise for each case.

In considering a proposal for a hot food take-away, early contact with Renfrewshire Council's Development Management Section is advisable to understand and clarify the requirements for submitting a planning application.

An applicant will also be able to obtain further information on application fees as well as information on other proposed alterations, such as new shop front and advertisement proposals.

Context

For planning purposes, a hot food take-away premises is where hot food is prepared for consumption off the premises. This is not classified under one of the main use classes within the Town and Country Planning (Use Classes) (Scotland) Order 1997, but is instead termed as '*sui generis*' (use in its own right).

Renfrewshire Local Development Plan Context

Proposals will be assessed against the policies in the Renfrewshire Local Development Plan and the New Development Supplementary Guidance to ensure proposals maintain the viability and vitality of centres and places.

Planning Guidance

Renfrewshire Council will consider whether there is an appropriate level of provision to meet needs and demands within an area, as well as considering the details of the proposal in terms of its:

- Location;
- Potential noise from the facility and the impact on the amenity of surrounding uses;
- Ventilation / flue mechanisms proposed / dispersal of cooking odours;
- Hours of operation;
- Refuse storage;
- Car parking and servicing.

Submitting a Planning Application

In submitting a proposal for a hot food take-away applicants should:

- Provide drawings of existing and proposed elevations as well as floor plans;
- Show how cooking odours would be extracted providing proposed elevations detailing the flue;
- Include the location of the flue within the boundary of the application site;
- Ensure that the owners of the adjoining properties where the flue is to be fixed are notified as owners of the application site;
- A flue will generally be required to extend a minimum of 1.0 metre above the eaves level of the adjoining property;
- Provide details of any proposed parking and servicing.

Other requirements

A building warrant may be required from Renfrewshire Council if structural alterations are also proposed to be undertaken to the premises.

To conform with food hygiene regulations, there is a requirement for a take-away to be licensed and registered as a food business establishment.

An applicant / agent should consult Renfrewshire Council's Building Standards section and the Community Resources Service (Environmental Health), to ascertain what will be required in the way of permissions and licenses.

Contacts

If you are considering submitting a planning application / building warrant for a hot food take-away, contact can be made by any of the following methods:

- by e-mail: dc@renfrewshire.gov.uk Development Management – planning application
- by e-mail: bc@renfrewshire.gov.uk Building Standards – building warrant
- by phone: 0300 300 0144
- by writing to: Development Standards Manager, Development and Housing Services, Renfrewshire House, Cotton Street, Paisley PA1 1JD
- or by visiting the Duty Planning Officer, at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley

Other Contacts

If you are applying for the registration and approval of a food business establishment, contact can be made with the Community Resources service by any of the following methods:

- by e-mail: b-serv.es@renfrewshire.gov.uk Community Resources - Environmental Services Business Regulation
- by phone: 0300 300 0380
- by writing to: Community Resources, Environmental Services Business Regulation, Renfrewshire House, Cotton Street, Paisley PA1 1BR
- or by visiting the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley
- In terms of food hygiene regulations, you may find the advice given on the following two web sites helpful:
- <http://www.renfrewshire.gov.uk/webcontent/home/services/environment/food%2C+hygiene+and+quality/es-mw-foodpremisesregistration>;
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69280/pb10527-kitchen-exhaust-0105.pdf)