

APPLICATION FORM

Temporary Food Premises, Mobiles and Stalls



Name of event: _____

Date of event: _____

Your name: _____

Business name: _____

Name of person in charge on the day of the event: _____

Number of people working on the stall: _____

Business Address:	Home Address: (if different)
Post code:	
Telephone:	
Web Site:	Post code:
E-mail:	Telephone:
Fax No:	Mobile:

Documentation required prior to the event:

- I have enclosed a copy of my health and safety risk assessment (required)
- I have enclosed a copy of my Public Insurance Document (required)
- I have completed Part A, Part B and Part C of the application form

Please have this documentation available on the day of the event where applicable:

- Food safety Management System and records
- Copy of the food hygiene training records for staff handling food on the stall
- Copies of certificates for assurance schemes where required. (e.g. Organic)
- Gas Safety Certificate (required for gas appliances)
- Electrical Safety Certificate (required for electrical appliances)

Any stallholder who falsifies information on this form or fails to keep to the agreed conditions will be suspended from trading.

Applicants declaration

I have read the conditions for the event relating to

- Part A Health and Safety
- Part B Waste
- Part C Food Safety

of this application form and will provide the facilities that have been requested where applicable to my business. I understand that if I fail to keep to the agreed conditions I will be suspended from trading.

Name of Food Business Operator _____

Signature of Food Business Operator _____

Date _____

It is recommended that you keep a copy of this form for your records

Please return this form, and any enclosures to:

Amanda Bishop
Marketing Assistant
Plymouth City Centre Company
Civic Centre
Plymouth.
PL1 2AA
Fax: 01752 304086

The event attracts crowds of people and therefore extra care needs to be taken to ensure public safety. Environmental Health Officers from the Public Protection Service may visit your stall during the event to ensure that everything is safe and hygienic. Please help them to carry out their duties. Working together will help everyone to have a safe and enjoyable event.

PART A HEALTH AND SAFETY

HEALTH AND SAFETY
Training
The people who are running and working on the stall will receive training relating to health and safety risks associated with the stall.
Risk Assessment
I will carry out a risk assessment relating to my stall including a fire risk assessment where required. (If you need guidance on carrying out a risk assessment details of contacts are at the end of the application form.)
Stalls that are cooking - If you are not cooking circle- N/A
Cooking appliances and other equipment with hot surfaces will be shielded to prevent members of the public coming into contact with the hot surface. Stallholders engaged in cooking must have a fire blanket and appropriate type of extinguisher available. (Your fire risk assessment should identify what equipment you need.) As a recommendation, stalls cooking food should have a 4kg dry powder or four litre foam extinguisher. If deep fat frying is taking place it is recommended that you fit a flame failure device and also have a suitable fire blanket available. Stalls with generators and or electrical equipment should have a 4kg dry powder or carbon dioxide CO2 extinguisher.
Electrical Appliances - If you are not using electrical appliances circle- N/A
Please write what electrical equipment you will be bringing to use at the event below:
<ul style="list-style-type: none">– The electrical appliances we use at the event will be designed and constructed to a suitable standard and are regularly checked and maintained by a competent person.– The electrical appliances, cables and connections will either be protected from exposure to the elements (rain) or must comply with appropriate British Standard for use in wet conditions.– Electrical cables will be protected from damage and wont be trailed across walkways without floor cable covers.
Gas Appliances - If you are not using gas appliances circle - N/A
Please write how many cylinders you will have on site, the size and the type of gas cylinder (e.g. LPG, Butane) below:
<ul style="list-style-type: none">– The gas fired appliances we are using are designed and constructed to a suitable standard and are regularly checked and maintained by a competent person.– A gas safety certificate will be available for inspection at the event. (See Gas safe register for contact details of suitable gas engineers.)

PART B WASTE

Waste

Waste Water will need to be collected in clearly labelled waste water container(s) which are capable of being emptied without spillage and manual handling risks. Where facilities for waste water disposal have been made available on site you must follow the organiser's rules for disposal. Where there are no facilities for waste water disposal the waste water container must be taken back to your food business for suitable disposal off site.

Waste oil must be left to cool and emptied into a suitable lidded container. Fats and oils must not be poured into the drains or on the ground. Oils should be returned to your business for collection via a licensed contractor.

Litter and rubbish generated during the event by the business must be cleared regularly from the stall and surrounding areas and not allowed to collect at the back of stalls. All refuse should be kept in suitable containers and should be of a sufficient size for the amount of litter likely to be generated.

Note: The area around the stall must be kept free from obstruction. You will be responsible for ensuring that the area immediately around your stall is kept free of tripping and slipping hazards e.g. rubbish including waste cups, boxes or spillages of grease etc.

PART C FOOD SAFETY

FOOD SAFETY
Food hygiene regulations are in place to protect the general public from all food risks and hazards. Mobile caterers have a responsibility to adhere to those regulations and ensure every product that is sold is safe to consume. The hygiene requirements are set out in Regulation EC 852/2004 and the Food Hygiene (England) Regulations 2006.
For stalls selling food, applications will only be considered from businesses that are registered with the Local Authority where their business is based.
My food business is registered with (Name of the council):
DESCRIPTION OF FOOD ON SALE- Please list ALL products you intend to sell at the event. You will only be permitted to sell produce listed below, and may be asked to remove any undeclared items. Please contact the Public Protection Service prior to event to discuss and agree any changes. (Contact details are at the end of the form)
Wrapped Foods e.g. raw meat, cooked meat, jars of jam etc
Unwrapped Foods e.g. pies, pasties
Foods that will be cooked on site - Please provide details of the foods you will cook on site for sale or for samples. If you are not cooking leave blank
Samples and Tasters- Please provide details of the food available for customers to taste. Leave blank if you will not be providing samples/tasters.

PART C FOOD SAFETY

Documented Food Safety Management
You must assess the food safety risks of your business and have documented procedures to show how you ensure that the food you produce is safe. You should contact your council for further details. Further information is also available on the Food Standards Website www.food.gov.uk
Food Hygiene Training
Food handlers are to be supervised and instructed and/or trained in hygiene matters appropriate to their work activity. A record of food hygiene training received by staff must be made available for inspection on the stall.
Hand Washing Facilities
Where open high risk foods are handled there must be good hand washing facilities on the stall. These must include a basin or sink with a supply of hot and cold water. Ideally this should be purpose built and connected to a water supply and drainage facilities. Small thermos flasks are not acceptable as they do not hold enough water. You will need to consider how you will provide hot water to your stall. Where hot water is provided by an urn a suitable risk assessment must be made. Antiseptic wipes will only be acceptable if there is no direct food handling e.g. olives, biscuits, sweets or if food is fully wrapped. Where the event organiser provides hot and or cold water and you intend to use this you will be required to bring a container to safely transfer the water to your stall. You must also provide a suitable container to remove waste water from your stall.
Equipment Cleaning Facilities
Where you cut, slice or prepare any foods on work surfaces or chopping boards or use equipment to handle open high risk foods, you must provide a second separate sink for washing of equipment with a supply of hot and cold water or appropriately mixed running water to the sink. Suitable drainage must be provided for the sink.
Cleaning Chemicals and Equipment
You must ensure your stall is kept clean throughout the event. You will need to have cleaning equipment and materials including cleaning cloths, detergents and sanitizers.
Food Storage and display
All foods shall be stored off the floor If you are selling high-risk foods e.g. cooked meats/products, fish, shellfish and soft and blue veined cheeses, you must ensure these are kept chilled at 8°C and below. (N.B all foods should be kept out of direct sunlight) temperature checks should be carried out If you are storing hot food on site you must ensure it is held at 63°C and above or sold within 2 hours. Temperature checks should be carried out
Cooking
If you are cooking food on site you must have a method to ensure that foods are cooked or reheated thoroughly.