



Permit for Temporary Food Businesses Intending to Trade in Stratford-on-Avon District

Details of Your Business	
Trading Name:	
Contact Representative Name:	
Business Address:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Contact Mobile Number:	
Contact Email Address:	
Local Authority you are Registered with:	<hr/>
Food Hygiene Rating:	
Food Hygiene Rating Date of Issue:	
Name of Designated Premises Supervisor: (Only applicable if operating under a premises licence)	<hr/> <hr/>
Temporary Premises Type:	Mobile <input type="checkbox"/> Reg Number: _____ Stall <input type="checkbox"/> Marquee <input type="checkbox"/>
Number of Staff:	
Food hygiene training certification/ experience for those attending the event: (NCASS, Level 2, SFBB, In house)	<hr/> <hr/> <hr/> <hr/> <hr/>
Address of premises you will be temporarily trading from:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Dates of Operation:	<hr/> <hr/> <hr/> <hr/> <hr/>
Times of Operation: (Please be aware that if you are intending on selling hot food after 11pm you will need to apply for a Temporary Event Notice)	Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____ Friday: _____ Saturday: _____ Sunday: _____



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Checklist for Event Catering – Preparation Prior to Trading		
Food Safety Management	Yes	No
Are you Registered with your local authority, and do you have an up-to-date food hygiene inspection with a recommended score of 4 or 5?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have documentation on food safety controls that you follow to ensure food is safe to eat, such as a HACCP plan?	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep monitoring record sheets, training records, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a Safer Food Better Business pack?	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all documentation is available onsite during trading	<input type="checkbox"/>	<input type="checkbox"/>
Storage		
Are all food storage areas covered and protected from potential contamination?	<input type="checkbox"/>	<input type="checkbox"/>
Is the storage area clean and free of pets?	<input type="checkbox"/>	<input type="checkbox"/>
Does the storage area have appropriate refrigeration and if so is it in working order?	<input type="checkbox"/>	<input type="checkbox"/>
Food preparation and service areas		
Are floor coverings washable?	<input type="checkbox"/>	<input type="checkbox"/>
Have precautions been made to prevent mud from crossing into preparation area?	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough space for work-top preparation?	<input type="checkbox"/>	<input type="checkbox"/>
Are all worktops sealed/covered with impervious, washable material?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an appropriate handwash basin that is separate to your basin for washing food and utensils? (This will need to supply hot and cold water and you will need to provide appropriate cleaning chemicals)	<input type="checkbox"/>	<input type="checkbox"/>
If drainage is not hooked up to the mains have appropriate, hygienic arrangements been made for the disposal of wastewater?	<input type="checkbox"/>	<input type="checkbox"/>
Is food equipment in good condition and are there any repairs outstanding from a previous event?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to keep high risk foods stored at 8° C or less?	<input type="checkbox"/>	<input type="checkbox"/>



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Cleaning	Yes	No
Are the premises you're operating from clean and have you given it a thorough cleaning between events?	<input type="checkbox"/>	<input type="checkbox"/>
Have you kept cleaning records and provided a structured cleaning schedule for staff?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that cleaning chemicals are stored away from food?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a sufficient supply of clean cloths and appropriate cleaning chemicals for surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
Food Waste		
Do you have appropriately sized bins for disposal of food and other waste?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have adequate arrangements for disposal of food waste and recycling?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have arrangements for the collection and disposal of waste oil?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have adequate arrangements for disposal of grey water?		
Prevention of Contamination		
Is your premises free of pests and is open food protected from flying insects?	<input type="checkbox"/>	<input type="checkbox"/>
Have you taken all steps necessary to prevent any chances of cross-contamination of food?	<input type="checkbox"/>	<input type="checkbox"/>
Training and Staff Health and Safety		
Are all of your staff trained, supervised and given instructions to ensure they are handling food safely?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any untrained staff or volunteers carrying out high risk food preparation?	<input type="checkbox"/>	<input type="checkbox"/>
Do your staff maintain a good standard of personal hygiene and are they provided with clean overalls/aprons?	<input type="checkbox"/>	<input type="checkbox"/>
Have any of your staff experienced symptoms of illness in the last 48 hours? If so they should not be handling and preparing food.	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a first aid box on the premises and are any of your staff trained in first aid?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have appropriate fire fighting provisions on the premises and are any of your staff trained in fire safety? Also ensure that you are using only the necessary amount of LPG cylinders and that these are stored in an appropriate place away from the public.	<input type="checkbox"/>	<input type="checkbox"/>



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Checklist for Event Catering – Ensuring Food Safety While Trading		
Storage	Yes	No
Is stock rotation carried out and is stock within the expiry date?	<input type="checkbox"/>	<input type="checkbox"/>
Are cooked/ready to eat foods kept separate from raw foods?	<input type="checkbox"/>	<input type="checkbox"/>
Are high risk foods stored at the appropriate temperature of 8°C or less?	<input type="checkbox"/>	<input type="checkbox"/>
Food Preparation		
Do you ensure that all staff wash their hands before preparing food or after handling raw food?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use separate utensils and chopping boards for raw food and cooked food? If not ensure that equipment is properly disinfected between contact of raw and cook food to avoid risk of cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>
Cooking		
Is all frozen meat and poultry thawed before cooking?	<input type="checkbox"/>	<input type="checkbox"/>
Has food been cooked until it has reached a core temperature 70°C for 2 minutes?	<input type="checkbox"/>	<input type="checkbox"/>
Are cooked and partially cooked foods separated during cooking?		
Is all food reheated to above 75°C?	<input type="checkbox"/>	<input type="checkbox"/>
Do you only reheat food once?	<input type="checkbox"/>	<input type="checkbox"/>
Serving Food		
Is food cooked and served immediately? If not, is it held hot at a minimum of 63°C, or cooled to below 5°C within 90 minutes until served?	<input type="checkbox"/>	<input type="checkbox"/>
Once cooked, is food protected from contact with raw food or any other potential contaminates?	<input type="checkbox"/>	<input type="checkbox"/>



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Checklist for Sale/Supply of Alcohol			
General	Yes	No	N/A
Do you have records of staff training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have your licence on display at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have challenge 25 signage and a refusals book?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you operating within the times specified on your licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have fire fighting provisions and are staff trained to use this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has potable water been made freely available for customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does any other member of staff have a personal licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are small measures available in alcohol and are customers made aware of this with signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are prices of drinks displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating Under a Temporary Event Notice (If you are operating under a premises licence please tick N/A)	Yes	No	N/A
Have you applied for your Temporary Event Notice with sufficient time before the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are operating under a Temporary Event Notice, are there less than 500 people attending the event at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating Under a Premises Licence (If you are operating under a temporary event notice please tick N/A)	Yes	No	N/A
Is a Designated Premises Supervisor on site to permit the sale of alcohol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the details of the Designated Premises Supervisor correct on your premises licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you operating within the boundary specified on your licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you complying with every condition specified on your licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>