**2025 PERMIT TO TRADE FORM FOR SELLING FOOD &/OR DRINK TRADING AT OUR MARKETS AND EVENTS.**

*This permit will remain valid for the duration of the calendar year for 2025****THIS FORM MUST BE SUBMITTED IN A PDF FORMAT.
PLEASE NOTE THERE HAS BEEN CHANGES TO THE LPG SECTION***

**Definition of a Food Business**
Any person or organisation providing or selling any food or drink. This includes, raw, cooked, ready-to-eat, processed, unprocessed, pre-packaged, un-packed, all drinks and all sweets.

This includes all stages of the food chain i.e. storage, handling, preparation, sale and distribution. This includes food or drink which is intended for the public as well as market or event staff/employees.

**ALL Food Businesses MUST comply with:**

* The Food Safety Act 1990
* The Food Safety and Hygiene (England) Regulations 2013
* Regulation (EC) No. 852/2004
* Regulation (EC) No. 178/2002
* The Food Information Regulations 2014

**Mandatory basic requirements for outdoor traders before the market or event**

Food Businesses wishing to trade at our markets or events are required to meet the following criteria:

* Provide evidence that the business is registered with a Local Food Authority. Food Businesses must be registered with their respective Local Authority.
* Provide evidence of food hygiene training for those staff handling high risk food. Chartered Institute of Environmental Health (CIEH) Level 2 or basic Food Hygiene is advised.
* Have a current Food Hygiene Rating of 4 or 5. Food Hygiene Ratings can be checked on the Food Standards Agency’s website: <http://ratings.food.gov.uk>

The Following Food Hygiene and Safety issues are **ESSENTIAL** basic requirements. The trader **WILL NOT** be granted permission to trade on the day of the market or event and will be asked to leave the marker or event site if any of the following mandatory basic requirements are not met.

1. **Adequate hand washing facilities**

All Food Businesses must have hot and cold running water, antibacterial soap and hand towels. The use of antibacterial hand gel, solely, is not sufficient. The use of gloves, solely, is not sufficient for open foods.

1. **Temperature probe and antibacterial probe wipes**
All traders must be suitably equipped to be able to check the temperature of both hot and cold food that they prepare and store on site by the use of thermometers including probe thermometers that are to be used for monitoring the internal temperatures of hot food prior to service. Where probe thermometers are used these should be used in conjunction with probe wipes to prevent any potential for cross contamination.
2. **Cleaning materials, antibacterial spray and paper towels**
All mobile traders MUST be suitably equipped with sufficient cleaning materials, including spray sanitisers and/or disinfectants, to ensure all areas are clean and free from physical, chemical and/or microbiological contamination. Particular attention must be afforded to all food contact surfaces as well as other articles that come into direct contact with food. The use of antibacterial wipes, solely, is not sufficient. All traders must be aware of the santiser dilution ratios and contact times.
3. **Temperature controlled storage facilities**
High risk food MUST be kept cold (8°C or colder) or hot (63°C or hotter). Where necessary, facilities must be provided in order to achieve this i.e. refrigeration and hot holding units.
4. **All equipment MUST be clean and in good repair and condition.**
 Surfaces are to be smooth, waterproof, non-shedding and easy to clean.
5. **Flooring** – For temporary stalls we strongly recommend the use of a non- slip ground sheet/ or suitable floor covering. However, where this is not possible you must ensure that food equipment and food does not come into direct contact with the floor.
6. **All water must be sourced from a potable supply** i.e. mains water.
Containers used for the storage of water MUST be clean, in good repair and condition and made from food-grade materials.
7. **Vehicles used to transport food must be clean and in good repair and condition.**
The interior surfaces of the vehicles must be smooth, waterproof, non-shedding and easy to clean. There is to be no bare wood surfaces, pallets, nails or other physical contamination hazards. Cleaning chemicals must be transported separately from food. Vehicles are not to be used for any other purpose. Refrigerated vehicles are to be used where necessary.
8. **Any person handling food MUST be clean, free from food-borne illness or infection and fit to work i.e. free from infectious disease and skin complaints.**
Where food handlers have suffered from vomiting and/or diarrhea the “48 hour rule” must be applied.
9. **Documented Food Safety Management System based on the principles of HACCP (Hazard Analysis and Critical Control Points)**

All mobile traders MUST provide and use appropriate, event specific, HACCP based Food Safety Management documentation.

HACCP is a systematic approach to the identification, evaluation, and control of food safety hazards based on the following seven principles:
* Principle 1: Conduct a hazard analysis.
* Principle 2: Determine the critical control points (CCPs).
* Principle 3: Establish critical limits.
* Principle 4: Establish monitoring procedures.
* Principle 5: Establish corrective actions.
* Principle 6: Establish verification procedures.
* Principle 7: Establish record-keeping and documentation procedures.

The Safer Food Better Business pack provided by the Food Standards Agency may be appropriate if all food safety risks are covered and corrective actions are stipulated. <https://www.food.gov.uk/business-guidance/safer-food-better-business>

1. **Monitoring Records**

Businesses will be expected to monitor and record checks on food being provided at the market or event in line with their Food Safety Management System.

Furthermore, in those circumstances where food has been prepared/cooked at a site before the event (for example at the registered business address); the business must ensure documented temperature records accompany the food at all stages of storage, preparation, production and service. These records must detail the time, place and temperature of the food when cooked, the times and temperature of the food during any transport and the time and temperature of the food upon arrival to the event.

Where possible, it is requested that the proposed monitoring records are submitted to Environmental Health 14 days before the event to ensure adequacy. If this is not possible, the records will be audited at the time of inspection.

1. **Menu Details and Allergen Information**

Food Business Operator MUST be able to accurately inform customers which of the 14 prescribed allergens are in the food and drinks which they provide. You must know which allergens have been used in your dishes. You will need to keep a copy of the current ingredient information of any ready-made foods you use, such as sauces. This means you will also need to regularly check the information from suppliers to see if there have been any changes to the ingredients.

**The 14 allergens are as follows:**

Peanuts Sesame Cereals containing gluten

Other nuts Milk Mustard

Eggs Fish Soya

Celery Lupin Sulphur dioxide/Sulphites

Molluscs Crustaceans

Further information about the above allergens can be found on the FSA’s website <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

It is advised that the information leaflet enclosed is read and Allergy Matrix is completed in relation to the food/drink being provided at the event this can also be found at: <https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf>

1. **Food Safety and Hygiene Training Certificates**

Where possible, it is requested that training certificates are submitted to the team 14 days before the market or event. If this is not possible, the certificates must be available and will be audited at the time of inspection.

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| --- | --- |
| Trading Name |  |
| Full Name |  |
| Address |  |
| Contact Number |  |
| Email Address |  |
|  |  |
| Name of Local Authority which you are registered with |  |
| What is your National Food Hygiene |  |
| Date of issue of Nation Food Hygiene  |  |
|  |  |
| Sale/Supply of alcohol only. Name of designated premises supervisor |  |
|  |  |
| List of food or drinks bring provided |  |
|  |  |
| Number of staff |  |
| Food Hygiene training certification/experience*(NCASS, Level 2 or 3, SFBB, In house)* |  |
| Detail your hand hygiene facilities |  |
| Detail your equipment washing facilities/arrangements |  |
| Detail your arrangements to inform customers about allergens:*(Signage, menu, allergen matrix, verbal. Full ingredients list for each product on display with allergens in bold. Potential allergens also listed)* |  |
|  |  |
| What food safety management system do you follow?*NCASS/SFBB/Safe Catering/Cooksafe/ HACCP plans* |  |
| What supplementary records do you keep? |  |
| How is portable water supplied to your stall? |  |
| What cleaning regime is in place for cold water containers? |  |
| How is hot water provided to your unit? |  |
| What do you do with your wastewater? |  |
| What cleaning materials do you use?*Are they accredited to BS EN1276:2009 or BS EN 13697:2001?* |  |
| What protective clothing is worn by your staff? |  |
| What advice do you give to staff about what to do if they are suffering from sickness & diarrhoea?  |  |
| How do you protect ready to eat foods from physical/microbial contamination during storage and display? |  |
| What equipment do you have to keep food cold at 8◦C or below? and for monitoring storage temperatures? |  |
| How do you check that foods are thoroughly cooked and kept at above 63◦C? |  |
| What precautions are taken to control acrylamide levels? |  |
| Detail your first aid arrangements |  |
| How is power supplied to the stall/ unit? Mains power/generator?What safety checks are carried out? |  |
| What fire extinguisher do you have and how many? |  |
|  |  |
| Do you use LPG cylinders? |  |
| If yes, how many? |  |
| If yes, Do you have Over Pressure Shut off (OPSO) Regulators and Emergency Control Valve (ECV) fitted for multi cylinders and appliances? |  |
| If yes, you must carry out a fire risk assessment and submit this to info@cjseventswarwickshire.co.uk, keep the number of cylinders to a minimum, keep rubbish and combustible materials away from the cylinders, protect the cylinders and connections from damage and do not smoke when changing them. |
| Will the LPG cylinder be stored inside a trailer? |  |
| If yes, the cylinder must be kept in a compartment which has 30mins fire resistance with high and low level ventilation. Access to the cylinder must be from the outside of the vehicle by a lockable door. The compartment must be gas tight to the interior of the unit and the cylinder must be securely fastened during transit. Signage eg “Extremely Flammable LPG” needs to be displayed on the outside of the bottle compartment. |
| Will the LPG cylinder be used in an open-air installation? |  |
| If yes, you must ensure the cylinder is fitted in an upright position, secured and protected against damage. The cylinder must be sited below any adjacent opening of the vehicle, or there must be at least 1 metre horizontal distance between sources of ignition, or openings of adjacent buildings. |
| Is the LPG hose BS 3212:91, in good condition and regularly checked for leaks using leak detection fluid. |  |
| If no, the flexible hose must be replaced and secured with double eared clips. The use of Jubliee clips and worm drive clips are not acceptable on commercial hoses. Leak checks using leak detection fluid. The hose should be kept to a minimum. The use of metallic over braided hosing is strongly recommend. |
| Is your gas catering appliance fitted with a flame failure device? |  |
| If no, gas appliances must be fitted with a flame failure device by a gas safe engineer, [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk) |
| Is your gas catering appliance regularly checked by a gas safe engineer registered for LPG appliances? |  |
| If yes, Date of last Inspection: |  |
| If no, appoint a competent engineer registered for LPG appliances [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk) |

These details will be stored on file for a period of 5 years however, the form will only be active for the annual year of 2025. These details may be passed onto the Local Authorities Environmental Health Team which the market falls within, to ensure you comply with the trading rules of that town, district or county.

If you have any questions regarding this form please email info@cjseventswarwickshire.co.uk