

Salford City Council

FOOD SAFETY (GENERAL FOOD HYGIENE) (BUTCHERS' SHOPS)
AMENDMENT REGULATIONS 2000
APPLICATION FOR A LICENCE

To be completed by the applicant and returned to the appropriate food authority.
(This form should also be used for those wishing to renew an existing licence)

To **Salford City Council** I wish to apply for a licence under the Food Safety (General Food Hygiene) (Butchers' Shops) Amendment Regulations 2000: -

I/WE (insert corporate name, if appropriate)

carrying on a business at (address of premises to be licensed, for moveable premises give address at which the premises are ordinarily kept)

Post Code _____ Telephone no. _____

Vehicle registration no. _____ (for moveable premises, if appropriate)

Trading/Business name of shop if different from above

Name and address of proprietor(s) (insert corporate name, if appropriate)

Post Code _____ Telephone no. _____

Name of shop manager _____

Type of premises (please tick as appropriate)

Fixed Moveable Concession (based in another premises)

The following products are handled and sold on the premises or, in the case of a mixed business premises, the areas to be covered by the licensing conditions):

_____	_____
_____	_____
_____	_____
_____	_____

For action in respect of new premises which have not begun trading

I enclose information on the commercial operations, arrangements for staff hygiene training and details of the HACCP procedures that will operate in the shop, and information on the number of staff to be employed in the shop.

Please tick if information enclosed

For completion only in respect of premises operated by a multiple retailer

My company's Home Authority is (please supply name and address of Home Authority and give name and telephone number of a contact).

Declaration:

I confirm that the premises to which the application relates complies with the conditions set out in paragraphs 5 (1) (a) - (d) of the above Regulations, and that all relevant documentation will be made available to the appropriate food authority on request in its determination of this license application.

_____	Applicant's signature
_____	Position in business
_____	Date
_____	Name (BLOCK CAPITALS)

A FEE OF £100 IS PAYABLE BEFORE A LICENCE CAN BE ISSUED

(Please make cheques payable to "Salford City Council")

The completed form should be sent to :-

**Director of Environmental Services
Crompton House
100 Chorley Road
Swinton
M27 6ES**

Telephone number	0161 793 2010
Fax number	0161 793 2138

For office use only

Date Completed Application Received		
Determining Officer		
Date Inspected		
Is Licence to be Issued <i>(delete as appropriate)</i>	Yes	No
Date Licence Sent		

Guidance for businesses requiring a licence under the Food Safety (General Food Hygiene) (Butchers' Shop) Amendment Regulations 2000.

Background to the Regulations.

- The Regulations have been introduced following the outbreak of E.Coli 0157 in central Scotland;
- The Pennington report identified cross contamination from raw meat to ready to eat food as the main cause of the outbreak and made a recommendation for the licensing of butchers' shops.

When did the Regulations come into force?

- The Regulations came into force on 1st May 2000 with a lead-in period of 6 months.
- From the 1st November 2000 it will be an offence to trade without a licence.

Which premises need a licence?

Businesses, which handle or sell, unwrapped raw meat and ready to eat foods:

Raw meat includes both chilled and frozen: beef, pork, lamb, poultry and game;
Ready to eat food includes: cooked meat, pies, cooked chicken, black pudding, tripe, sandwiches, dairy products including cheese and yoghurt, fruit, pre-washed or prepared vegetables, salad items, open and tinned ready to eat fish, preserves, condiments, bread, confectionery and biscuits;

Premises which may need a licence include: -

- Butchers shops;
- Supermarkets or grocers selling raw meat;
- Market stalls and mobile shops;
- Some mixed businesses i.e. independent butchers shops within supermarkets;

Which premises are exempt?

- Retailers handling and selling raw meat only;
- Outlets handling or selling pre-wrapped raw meat (the wrapping must remain intact);
- Catering premises (Restaurants, take-aways, cafes etc);
- Slaughterhouses, cutting plants etc. which have a licence under the Fresh Meat or Poultry Meat Regulations;

How do I make an application?

- The application should be made by the owner or manager;
- For independent butchers within a supermarket the application should be made by the butcher;
- Application must be made in writing on the appropriate form at least 28 days before the licence is required. (i.e. all applications must be submitted before the start of October 2000);
- Applications can be made at any time during the six month lead in period, but will run for a period of 12 months from 1 November 2000;
- The application must include:-
 - Details of training for food handlers and management (see below);
 - Arrangements for the documented HACCP system (Hazard Analysis and Critical Control Point);
 - The licence fee - £100 which will be returned if the licence is refused;
- The licence application must be determined and applicants informed of the decision, in writing within a period of 28 days;
- The licence remains the property of Salford CC and must be returned upon request.

Refusal

- Where a licence application is refused, the applicant will be informed of the reasons in writing. Information on the right to appeal will also be provided. The licence fee will be returned if the application is refused.

Licence Renewal

- Licences remain in force for 1 year from the date of issue;
- Existing licence holders may apply for renewal up to 4 months before the licence expires. The new licence comes into force on the date of expiry of the previous licence;

What training is required?

- All food handlers must receive training which allows them to carry out their duties safely (i.e. basic food hygiene certificate);
- At least one member of staff, at supervisory level, must receive training to allow them to supervise the running of the business and operate the HACCP system, (i.e. MLC HACCP training course or intermediate hygiene certificate). This person must normally be present in the shop;

Licence Conditions

- The business must continue to comply with the requirements of the Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995;
- All food handlers in the shop must be trained in food hygiene to the standard as required by the Food Safety (General Food Hygiene) (Butchers' Shops) Amendment Regulations 2000, (i.e. basic food hygiene certificate);
- At least one person in the shop must be trained in food hygiene to a level that allows them to supervise the activities of the food business and make sure that the HACCP procedures are followed;
- HACCP procedures must be kept in place and maintained;
- The following records must be made available on request:
 - a) The HACCP procedures that apply in the shop;
 - b) Food safety training records;

Changes in Circumstances

- The licence holder must inform Salford CC of any material change, i.e. any change to the ownership of the food business, the operation of the business or the processes carried on;

Revocation and Suspension

- The local authority can revoke or suspend the licence if any of the above conditions have been breached. The reasons must be confirmed in writing;
- There is a right of Appeal for a period of 28 days;
- If an appeal is lodged the business can continue to trade until the appeal is heard;
- If an imminent risk exists, the local authority has the power to issue an Emergency Prohibition Notice under the Food Safety Act 1990.

Offences

- Trading without a licence is an offence;
- The maximum fine is £5000.

Further information

If you have any queries or require any further information, please contact: Salford CC, Crompton House 100 Chorley Road, Swinton. M27 6ES. Telephone 0161 793 2097. E mail John.Snow@salford.gov.uk