**Trading Name ………………………………… Key Contact Name…………………………… Contact Number…………………………… Email…………………………………………. No of units…………..**

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| **Documents required****All documents must be submitted in pdf format, NOT as photos. Do not send documents via Apple as these cannot be read.****When applying for multiple units it must be clear which unit documents relate to****Please also provide a photo of each unit** |
| **The following documents must be returned with this check list and must be available in the relevant unit throughout the event:** |
| Current Insurance Certificate Public & Product Liability (minimum £10m cover) | Issue date: |
| Current Insurance Certificate Employers Liability (minimum £5m cover) | Issue date: |
| Electrical Installation Condition Report **for each unit** (minimum annual inspection) | Issue date: |
| Gas Safety Certificate, where applicable **for each unit** (completed by a GAS SAFE registered engineer, for commercial use and within the last 12 months) | Issue date: |
| Electrical Equipment PAT testing record for all portable equipment (minimum annual inspection)  | Test date: |
| Pressure Vessel Inspection Certificate, where relevant | Test date: |
| Evidence of Food Business Registration with Local Counciland latest Food Hygiene Rating 4\* or above | Local Council: |
| Health and Safety Policy Statement | Review date: |
| HACCP Food Safety Plan including identification of key hazards, control measures, monitoring records and corrective actions at all steps in the food chain and including allergen management. Links to NCASS files are acceptable. | Review date: |
| Risk Assessments/Safe Systems of Work relevant to the operation; not limited to but including, safe use of cooking equipment, COSHH, manual handling, fire safety, LPG safety, floor safety, young persons, violence at work | Review date: |
| Template Event Safety Briefing Record including employee sign off to include main event details, emergency procedures, first aid and incident reporting, COSHH, welfare, security, specific hazards, manual handling, essentials of hygiene and safety, customer service and allergens. |  |
| Food Hygiene Training Certificates for all managers and supervisors (minimum Level 3)  |  |
| Food allergen information for customers, declaring whether any of the 14 allergens are contained in food (an example is acceptable where the menu is likely to change) |  |
| Responsible Alcohol Service Policy and Incident Reporting Matrix, where relevant |  |
| **Confirmation that all food units will be supplied with the following:** |
| * Serviced fire extinguishers and fire blanket.
* Fully stocked first aid kit.
* Wash hand basin with warm plumbed running water, anti-bacterial soap and paper towel (non-plumbed basins may be acceptable for units serving low risk foods and bars)
* Separate equipment sink, of sufficient size for equipment being washed
 | * Adequate refrigeration capacity operating at 8°C or less and freezer capacity operating at -18°C or less.
* Adequate hot holding equipment which can maintain temperatures of +63°C or above.
* Adequate storage for ambient foods, dispo and equipment.
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| Signed by concession representative: | Date: |