



MANCHESTER CITY COUNCIL

Caribbean Carnival, Alexandra Park, Manchester Saturday 11th &
Sunday 12th of August 2018

Food Concession Application Form

The following information must be returned along with any supporting documentation, to Environmental Health using the details below, at least 7 working days before the event date.

Event name	
Date(s) you will attend event:	
Name and Address of Food Business Operator:	
Contact Tel no:	
Business Name:	
Local Authority Food Business is Registered with:	
Name of person who will be managing food preparation and no. of persons employed:	
Type of Structure (van, stall, marquee etc):	
Food (list range of foods sold):	
Meat/Chicken/Rice dishes – will the food be cooked from raw at the event or cooked at home/business and reheated at the event?	

Cooking/ reheating procedure?	
Food Handlers Training: (Certificates available?) Describe hand washing facilities:	
Hot water provision:	
Facilities for washing equipment:	
Temperature Control – How will you ensure correct storage and cooking temperatures?	
Electrical equipment: How will power be provided? NB – petrol generators will not be permitted. Are Electrical Safety Certificates available for electrical appliances?	
Are Gas Safety Certificates available for gas appliances?	
Storage and disposal of waste at event	
Type of ground sheets/boarding to be provided in event of bad weather:	

Continued

Name of person completing form (capitals)	
Sign	

Postal details:

Food & Safety Team, Environmental Health, Manchester City Council, Hammerstone Road,
Manchester M18
8EQ Tel. 0161 234
5004
Fax: 0161 274 7309
email: envhealth@manchester.gov.uk

If you would like advice on any matter before the event date, please indicate in the space below and an Officer will contact you

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Further information:

What will happen on the day?

On the day, an Environmental Health Officer may visit your stall to assess compliance with food hygiene legislation. The Officer will take in to account the information provided in this form and any supporting documentation supplied along with such.

The Officer may issue guidance, make recommendations or in certain circumstances stop certain practices or prohibit you from operating. This would be in extreme circumstances but you are reminded that the Officer visit is to protect both your safety and the safety of others.

Why would I not be permitted to trade?

In certain circumstances, where there is a risk to public health or safety the Officer will stop certain practices which may prevent you from operating on the day. Examples of such may include:

- Equipment not PAT testing
- No Gas Certificates available
- No hot water provision
- No provision for hand or equipment washing

The table below provides some simple considerations for you to make on the day to ensure you can trade safely without any delays being ensured. The issued noted, will form the basis of an Officer visiting your stall. NB: this is not a full list of matters which will be assessed on the day but outlines the important issues to consider.

Food Hygiene
Ensure the layout permits the safe production of food i.e. raw and cooked foods are separated, you have easy access to fridges/freezers, segregated area for dirty equipment and utensils
Sufficient supply of cold water for preparing food and supply of hot water for hand washing and washing/disinfection of equipment. Waste water must be collected and suitably disposed of and not allowed to discharge into the ground
Equipment and food preparation surfaces must be easily cleaned and you must have suitable cleaning materials including sanitisers for disinfecting
Suitable storage provision must be in place for chilled and other foods during the day to protect from the weather
Staff personal hygiene and preparation practices must be such so as to prevent cross contamination etc
You must supervise food safety preparation strictly, e.g. monitoring staff practices and ensuring foods are not at risk of contamination by being open to easy access to pests – dogs/ cats etc. Where there is a risk to the public health, an Officer will take appropriate action to eliminate or reduce this risk.

Health & Safety

Electricity is required to power equipment and appliances and if you intend to use a generator, please be aware that petrol generators will not be permitted on site

Electric extension leads and equipment must be in good condition and ideally PAT tested. Once in use, leads and equipment must not present tripping hazards

LPG will typically be used for cooking appliances – you must be able to provide a gas safety certificate for the appliances you intend to use on the day. In addition to this, you must have available a leak detection fluid to test the regulator once a tank has been changed (soapy water in a spray bottle should be sufficient for this). Those persons changing tanks must be trained to do so – you can follow the guidance on the Calor Gas LPG safety sheet (if you require a copy of this please indicate in the further advice box above)

A typical stall set up will be to set cooking equipment at the front of the stall so people can see the food being cooked. This leads to risks of persons being burnt from touching hot surfaces.

In order to prevent this you must suitably guard the front of your stall and/or hot equipment from access to the public especially any young children present. You may bring your own barrier or use a barrier on site. If you will require a barrier on site, please indicate using the further advice box above

Supervision of your stall is important to prevent unauthorised access from the sides or rear, even to other traders. You must put in place procedures to prevent persons accessing your stall and being put at risk.

The information you must supply in this form is to enable the Food & Safety Team to gain an understanding of the businesses who will be attending, and is separate to any other form you may be required to complete to attend the event.

Guidance and other resources:

You.....will get

1 Chartered Institute of Environmental Health: National Guidance for Outdoor and Mobile Catering.
This is available to download on the internet at the following address:

http://www.cieh.org/uploadedFiles/Core/Policy/Publications_and_information_services/Policy_publications/Publications/CIEH_Outdoor_Mobile_Catering_Guidance_Final_Consultation.pdf