

Food Shop Pre-Licensing Requirements		Remarks
<b>1. DOCUMENTARY REQUIREMENTS</b>		
<b>Details of authorised personnel</b>		
a	Letter of authorisation for representative to submit the application	If a filer is appointed to submit the application on your behalf.
<b>Premises details and business operation</b>		
b	Approval from land agencies e.g. BCA TOP/URA Change of use approval/ HDB usage approval	Applicant should ensure the relevant planning permission is obtained prior to signing any tenancy agreement and investing in renovation/equipment for the premises.
c	Signed Tenancy Agreement	You are advised to ensure the land agency has approved the relevant use for the premises, and you are able to meet the pre-licensing requirements before signing the tenancy agreement.
d	Certificate of Stamp Duty issued by IRAS for the tenancy agreement	IRAS-issued stamp duty certificate for the tenancy / lease of the premises.
e	Layout plan of premises (in scaled metric units)	<p>The layout plan should include the following:</p> <ul style="list-style-type: none"> <li>• A metric scale within the layout (with dimensions indicated) and the scale ratio used (1:X).</li> <li>• Clear indication of kitchen equipment and infrastructure within the layout (e.g. exhausts, sinks and wash basins).</li> <li>• Clear indication of boundaries of the refreshment area within the layout.</li> </ul>

<b>Maintenance of premises</b>		
f	Signed Pest Control Contract	The pest control service should cover the control of rodents, cockroaches and flies for at least 12 months. The pest inspection/treatment frequency should be at least once a month.
g	Detailed cleaning schedule	
<b>Food worker / Food hygiene officer</b>		
h	Food Safety Course Level 1 Statement of Attainment / Food Safety Course Level 1 (Refresher) Statement of Attainment of food workers.	All food workers are required to pass Food Safety Course Level 1 course (formerly known as Basic Food Hygiene Course (BFHC). They are required to pass FSC Level 1 (Refresher) if their BFHC/FSC Level 1 was attained more than 5 years ago.
i	Food Safety Course Level 3 Statement of Attainment (formerly known as Food Hygiene Officer course).	For Food Caterer, Canteen, Food Court, Restaurant housed in 2 or more adjacent units or with kitchen area exceeding 16 sq metres only
<b>Food catering vehicle</b>		
j	Photographs showing the interior and exterior of the food delivery vehicle. The external body of the vehicle should reflect the name of food catering company /address/contact number/ licence number(s) clearly.	For Food Caterer, In-house kitchen and food shop with catering only
k	Vehicle log card to prove ownership of vehicle. If the vehicle is on lease arrangement, submit a photocopy of the leasing agreement and vehicle log card to show the legal agreement.	For Food Caterer, In-house kitchen and food shop with catering only
l	Detailed schedule on the cleaning of the vehicle.	For Food Caterer, In-house kitchen and food shop with catering only

<b>Food safety management system</b>		
m	The flow diagram of your process workflow and operations from your FSMS/HACCP plan (with Critical Control Points (CCPs) identified)	For Food Caterer, In-house kitchen and Food shop with catering only
n	The HACCP charts from your FSMS/HACCP plan for the CCPs identified for your operations which includes but not limited to the following: <ul style="list-style-type: none"> <li>• Identification of hazards at CCPs</li> <li>• Control measures and critical limits</li> <li>• Monitoring procedures and documentation</li> <li>• Corrective actions to be taken</li> </ul>	For Food Caterer, In-house kitchen and Food shop with catering only
o	Food Safety Course Level 4 or WSQ Apply Food Safety Management System for Food Service Establishments certificate (for food caterers WITHOUT HACCP certification)	For Food Caterer, In-house kitchen and Food shop with catering only
p	Valid FSMS/HACCP certificate for the food catering premises (for food caterers with FSMS/HACCP certification by certification body, e.g., ISO 22000)	For Food Caterer, In-house kitchen and Food shop with catering only
<b>2. FOOD SHOP DESIGN REQUIREMENTS</b>		
a	The minimum kitchen area is 10 sq metres (excluding the servery area). If the food shop operation involves food catering, a minimum kitchen area is 16 sq metres (excluding the servery area).	
b	Floor trap is constructed in the food preparation area for discharge of wastewater to sewer. The floor of the kitchen is graded to floor traps.	
c	The edge adjoining the wall and the ground is coved.	
d	No manhole, inspection chamber, waste sump, screen chamber, grease trap or overhead sanitary/waste/drainpipes are sited within the areas where food is prepared, cooked, stored or served; or other areas where they are likely to give rise to nuisance, health or hygiene hazards during maintenance.	

e	The walls of the preparation and servery area are lined with glazed tiles or other suitable impervious materials, of not less than 1.5 m, to facilitate cleaning.
f	At least one sink is provided in food preparation area. For a large kitchen, additional sinks may be required for the washing of soiled crockery. The numbers to be provided are according to the operator's needs.
g	At least one wash hand basin equipped with hand soap is provided for the workers in the kitchen. If one double bowl sink is installed and one of which is dedicated for hand-washing purpose, two separate water taps are provided. The tap of the wash hand basin is preferably sensor operated.
h	At least one wash hand basin is provided in the refreshment area of a foodshop which serves cuisines to be consumed using hands and the foodshop is without toilet facilities. The taps should be suitably adjusted to minimise splashing and are delayed-action or auto-sensor operated type. Hand soap and hand dryer or hand drying towel, are provided at hand wash basin.
i	Separate storage facilities are provided for workers' personal belongings, cleaning tools/material, food ingredients, cutlery and food packaging materials respectively. All food stores and storage cabinets provided are pest-proof.
j	A storage room, where practical, for storage of large equipment such as additional chairs, tables, etc.
k	All fumes from the cooking range are extracted immediately and treated with an air cleaning system. The cleaned air is exhausted outdoors by a hood and flue or other extractor fan system at or above the roof, facing away and aesthetically screened from the immediate neighbouring premises. Where it is not practical to exhaust the fumes at or above the roof, an alternate location of the discharged point in the outdoors may be selected, facing away and aesthetically screened from the immediate neighbouring premises.
l	Sufficient make-up air is provided, and negative pressure are maintained when the kitchen hood is in operation.
m	All air ducts (incoming and outgoing) in the kitchen are made of non-combustible materials and of smooth texture, and easy to clean. Inspection opening should also be provided in the air ducting.

<b>For food shops with individual stalls</b>		
n	Food shop with 6 to 15 individual stalls has a centralised wash area with minimum size of 5sqm.	For Coffeeshop/Eating House, Food Court, Canteen
o	Food shop with more than 15 individual stalls has a centralised wash area with minimum size of 7sqm.	For Coffeeshop/Eating House, Food Court, Canteen
p	The centralised wash area is located in a well-ventilated room or an enclosure, and the walls are lined with glazed tiles or other suitable impervious materials. The provision of commercial dishwashing machine in the centralised wash area is encouraged.	For Coffeeshop/Eating House, Food Court, Canteen
q	<p>Provision of tray return infrastructure as specified and defined in para 7.1(j) of Environmental Sanitation Programme in the Code of Practice for Environmental Control Coordinators.</p> <p><u>Code of Practice for Environmental Control Coordinators</u>  7.1: Environmental Sanitation (ES) Programme  <b>(j) (Mandatory for hawker centres and coffeeshops)</b>  Installation and maintenance of tray return infrastructure in the premises' dining and refreshment area, for trays, crockery, and utensils to be returned.  <i>Tray return infrastructure refers to tray and crockery return racks, trolleys, counters, stations, or other suitable receptacles for the purpose of facilitating diners in returning trays, crockery and utensils in public dining spaces</i></p>	For Coffeeshop/Eating House and Food Court
<b>3. FOOD SAFETY REQUIREMENTS</b>		
a	The premises is painted, thoroughly cleansed and all unwanted articles are removed.	
b	Adequate preparation tabletops lined with stainless steel or other suitable impervious material are provided.	
c	Temperature gauges are installed for all refrigerators/chillers.	

d	Showcases with fixed glass panels/sneeze guards/proper covers that can be easily cleaned are provided for ready-to-eat food that are displayed for selection by the customers.	
e	Adequate number of pedal bins, lined with plastic bags, for the disposal of food waste and kitchen waste is provided.	
f	Adequate number of wheeled refuse bins to contain food wastes/refuse is provided.	
g	Adequate number of "No Smoking" signs is installed at strategic places in the premises.	
h	Adequate number of "No Pets Allowed "signs is placed at strategic location within the premises and outdoor refreshment area. Except to allow guide dogs in the premises, so long as the dogs are harnessed and kept at the owner's side at all times.	
i	For food shops located in shophouses, there is a barrier (door kerb) laid across the rear entrance of the premises to prevent sillage from flowing to the drains.	
j	Food lift(s)/Dumb waiters installed are of impervious metal construction throughout and designed to allow easy access for cleaning.	For food shops with food lift only
k	Separate compartments for Food lift(s)/ Dumb waiters are provided. Prepared food and clean utensils are restricted to the upper compartment, whereas food remnants and soiled utensils are restricted to the lower compartment.	For food shops with food lift only

#### 4. TOILET DESIGN REQUIREMENTS

Where there are public toilets within the building where the food shop is located, the provision of a toilet within the food shop is not necessary. Otherwise, the number of toilets and sanitary fittings provided are to be in accordance with the requirements Section 2 of NEA Code of Practice on Environmental Health.

a	The walls are lined with smooth wall tiles or other impervious and durable materials.
b	The floors are constructed of waterproof surfaces like ceramic tiles, natural stone, homogenous tiles, or other impervious materials to facilitate cleaning.
c	The toilets are well-ventilated by natural or mechanical means to remove odours, and to keep the floors dry.
d	Cubicle partitions are of rigid design and wall, or ceiling hung, where practical, without leg support for easy cleaning of the floor.
e	Each water closet (WC) is fitted with a sensor-operated flush valve and coupled with manual by-pass and manual override.
f	The cubicle, where a squatting WC pan is provided, is kerbed such that water will not flow out of the boundary of the cubicle.
g	A jumbo toilet roll holder or a toilet tissue dispenser of similar capacity are installed in each WC cubicles.
h	A water tap point with spring nozzle are provided within one cubicle of the toilet.
i	A sanitary bin for disposal is provided in each cubicle in female and unisex toilet. Bin is operated without hand contact e.g foot pedal or electronic motion sensor device.
j	Each urinal is fitted with a sensor-operated flush valve with manual override feature.
k	Handrails or grab bars are provided for at least one urinal.
l	Wash hand basins are preferably provided outside the toilet.

m	All wash hand basin taps are sensor taps with self-closing delayed action feature, except for one which is self-closing delayed-action mechanical or battery-operated sensor type tap, installed per toilet block to ensure that one tap remains functional during power supply outage.
n	Adequate hand-washing sinks with hand soap and paper towel dispenser/hand dryer are provided.
o	A minimum of one litterbin is provided directly below or in close proximity to the wash hand basins.
p	Adequate "No Smoking" signs are installed at conspicuous places both inside and at the entrance to the toilets to inform users that smoking is prohibited by law.