

Pre-licensing Licence 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	Please note that this is a potential pitfall for applicant. Applicant should ensure the relevant planning permission is obtained prior to signing any tenancy agreement and investing in renovation/equipment for the premises.
c	Tenancy agreement	Please note that the submission of a tenancy agreement is not required during the initial stage of application for a licence. The tenancy agreement will only be required at the final stage before SFA approves and issues the licence. You are advised not to sign any tenancy agreement until the land agency concerned has approved the relevant use for the premises, and you are reasonably confident that you are able to meet the licensing requirements as well as verifying with the owner/landlord on the necessary renovations like installation of exhaust system, sink piping, etc.
d	Certificate of Stamp Duty issued by IRAS*  <i>*With effect from 1 Sep 2022</i>	To submit the IRAS-issued stamp certificate that accompanies the tenancy / lease of the premises.

e	Layout plan of premises (in scaled metric units)	
<b>Maintenance of premises</b>		
f	Pest control contract covering the control of rodents, cockroaches and flies during the 12 months licensing period. The inspection frequency of the food shop premises covered in the contract shall be at least once a month to detect any sign of pest infestation.	
g	Detailed cleaning schedule	
<b>Food handler/ Food hygiene officer</b>		
h	Food Safety Course Level 1 Statement of Attainment (formerly known as Basic food hygiene course) / Food Safety Course Level 1 (Refresher) Statement of Attainment of food handlers	
i	Food Safety Course Level 3 Statement of Attainment (formerly known as Food Hygiene Officer (FHO) course)	For Food Caterer, Canteen, Food Court, Restaurant housed in 2 or more adjacent units in Private & HDB shophouses 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 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 shop with catering only
l	Detailed schedule on the cleaning of the vehicle.	For 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 permission to cater 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 permission to cater only

o	“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 permission to cater only
p	Valid HACCP certificate for the food catering premises (for food caterers WITH HACCP certification)	For Food Caterer, In-house kitchen and Food shop with permission to cater only
<b>2. FOOD SHOP DESIGN REQUIREMENTS</b>		
a	The minimum kitchen area shall be 10 sq metres (excluding the servery area). If the food shop operation involves food catering, a minimum kitchen area shall be 16 sq metres (excluding the servery area)	
b	Floor trap shall be constructed in the food preparation area for discharge of waste water to sewer. The floor of the kitchen is graded to floor traps.	
c	The floor shall be constructed of non-slip and impervious material to facilitate cleaning	
d	The edge adjoining the wall and the ground shall be covered	
e	No manhole, inspection chamber, waste sump, screen chamber, grease trap or overhead sanitary/waste/drain pipes shall be 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	
f	The walls of the preparation and servery area shall be lined with glazed tiles or other suitable impervious materials, of not less than 1.5 m, to facilitate cleaning.	
g	At least one sink shall be 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 shall be according to the operator's needs.	
h	At least one wash hand basin equipped with hand soap shall be provided for the workers in the kitchen. If a double-bowl sink is installed and one of which is dedicated for hand washing purpose, the sink should be installed with two separate water taps.	
i	At least one wash hand basin shall be provided in the refreshment area of a foodshop which serves cuisines to be consumed using hands and is without toilet facilities. Tap shall be suitably adjusted to minimise splashing and shall be delayed-action type or preferably auto-sensor operated type. Hand soap, and hand dryer or hand drying towel, shall be provided at hand washing facilities	
j	Separate storage facilities shall be provided for workers' personal belongings, cleaning tools/material, food ingredients, cutlery and food packaging materials respectively. All food stores and storage cabinets provided shall be pest-proof and rodent proof. Racks for storage of goods are at least 150mm above the finished floor level.	
k	A storage room shall be provided, where practical, for storage of large equipment such as additional chairs, tables, etc	
l	All kitchen appliances and equipment such as oven, etc., and piping shall be kept at least 150mm above the finished floor level.	

m	All fumes from the cooking range shall be 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.	
n	Sufficient make-up air shall be provided and negative pressure shall be maintained when the kitchen hood is in operation.	
o	All air ducts (incoming and outgoing) in the kitchen shall be made of non-combustible materials and of smooth texture, and easy to clean. Inspection opening should also be provided in the air ducting	
p	The food shop shall be well ventilated. Where mechanical ventilation is employed, there shall be at least 20 air changes per hour in the kitchen.	
q	For approval of building plans for premises with foodshop(s), a qualified person shall ensure that the exhaust and ventilation system complies with the above requirements and all applicable guidelines stipulated under Section 6.2 of the latest edition of Singapore Standard CP 13.	
<b>For food shops with individual stalls</b>		
r	Food shop with 6 to 15 individual stalls shall have a centralised wash area with minimum size of 5sqm	For Eating House, Food Court, Canteen with stalls
s	Food shop with more than 15 individual stalls shall have a centralised wash area with minimum size of 7sqm	For Eating House, Food Court, Canteen with stalls
t	The centralised wash area shall be 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 encourage	For Eating House, Food Court, Canteen with stalls
<b>3. HYGIENE REQUIREMENTS</b>		
a	The premises shall be painted, thoroughly cleansed and all unwanted articles are removed.	
b	Adequate preparation tables top lined with stainless steel or other suitable impervious material shall be provided.	
c	Temperature gauges shall be installed for all refrigerators/chillers.	
d	Showcases with fixed glass panels/sneeze guards/proper covers that can be easily cleaned shall be 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 shall be provided	
f	Adequate number of wheeled refuse bins to contain food wastes/refuse shall be provided	
g	Adequate number of "No Smoking" signs shall be installed at strategic places in the premises	

h	Adequate number of "No Pets Allowed "signs shall be 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 shall be 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 shall 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 shall be 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