

Pre-licensing Licence Requirements Supermarket		Remarks
1. DOCUMENTARY REQUIREMENTS		
Details of authorised personnel		
a	Letter of authorisation for representative to submit the application	If applicant appoints another person to submit the application.
Premises details and business operation		
b	Approval from land agencies e.g. BCA Building Plan Approval or URA Change of Use approval or 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	Signed Tenancy Agreement	Please note that the submission of a tenancy agreement is not required during the initial stage of application for a licence. The signed 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)	

Maintenance of premises		
e	Signed Pest Control Contract	The signed contract should cover 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.
f	Cleaning schedule	
Food handler/ Food hygiene officer		
g	Food Safety Course Level 1 certificate (formerly known as Basic food hygiene course); or Food Safety Course Level 1 (Refresher) certificate	All personnel involve in food preparation or handle food must attend Food Safety Course Level 1. They are also required to attend Food Safety Course Level 1 (Refresher) after 5 years.
2. SUPERMARKET DESIGN REQUIREMENTS		
a	The minimum kitchen area shall be 10 sq metres (excluding the servery area).	
b	Floor trap shall be constructed in the food preparation area for discharge of wastewater to sewer. The floor of the kitchen is graded to floor traps	
c	Floor of preparation and servery area is paved with non-slip heavy duty homogenous quarry/ceramic tiles and is graded towards floor trap.	
d	The edge adjoining the wall and the ground shall be coved	
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 preparation of cooked/ready-to-eat food and raw food is prepared in distinctly separated areas. A physical partition is provided to segregate cooked/ready-to-eat food and raw food.	
g	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	
h	Adequate number of commercial sinks with drying benches is provided in the preparation area.	
i	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	
j	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	
k	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	
l	A storage room shall be provided, where practical, for storage of large equipment such as additional chairs, tables, etc	

m	Cold stores, if provided, shall be designed to take into account the intended food products, storage time and the optimal temperature requirements. The walls of the stores shall be effectively insulated to prevent condensation on the other side of the walls. The loading and unloading bays shall be designed to allow transfer of products between the cold store and the refrigerated vehicle with the least exposure to ambient temperature and with the least possible handling	
n	All kitchen appliances and equipment such as oven, etc., and piping shall be kept at least 150mm above the finished floor level	
o	Premises should be rendered pest-proof to prevent pest access and to eliminate pest potential breeding sites	
p	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	
q	Sufficient make-up air shall be provided and negative pressure shall be maintained when the kitchen hood is in operation	
r	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	
s	A kerb is provided at the rear entrance of the premises.	

t	Covered holding tanks of glass and/or stainless steel construction is provided for fish and crustaceans and fitted with a mechanical filtration system, where applicable.	For supermarket with sale of live seafood display only
u	A separate filtration system from the rest of the seafood is provided for these groups: Bivalve molluscs (e.g. oysters, mussels, clams, cockles, scallops), Tunicates (e.g. sea squirts), Echinoderms (e.g. sea urchins and sea cucumbers) and Gastropods (e.g. whelks, winkles and abalone).	For supermarket with sale of live seafood display only
v	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 shall be in accordance with the requirements Section 2 of NEA Code of Practice on Environmental Health	
3. OTHER REQUIREMENTS		
a	The premises shall be painted, thoroughly cleansed and all unwanted articles are remove	
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 "No Smoking" signs shall be installed at strategic places in the premises	
g	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	