

**1 YEAR 2 YEAR OR 3 YEAR**  
(delete as appropriate)

**Application for a  
Public Entertainment Licence  
Civic Government (Scotland) Act 1982**

Applicants must display a **public notice** at the proposed premises or location as soon as this application has been lodged with the licensing office. This display notice must be displayed for a period of 21 days, together with a copy of this application. For further information please refer to the Guidance notes. At the end of the 21 day period you must sign and return a **certificate of compliance** to confirm that you have complied with this requirement.

To be completed if applicant is individual natural person		
<b>1</b> Address of premises in respect of which the licence is applied		
To be completed if applicant is individual natural person		
<b>2</b> Full Name:		
Address and postcode:		
Home Address (If your home address is outwith UK)		
Date moved to current address:		
All previous addresses if resident in the UK for less than 5 years immediately prior to application.		
Have you been resident in the UK for 5 years or more?	YES/NO (delete as appropriate)	
If NO, please supply previous address		
Home phone number:		
Business phone number:		
Fax number/e-mail address:		
Date & place of birth	Date of Birth	Place of Birth
If you are not an EU National to you have the right to work in the UK?		YES/NO (delete as appropriate)
:		

**To be completed if applicant is not an individual natural person (eg a company/partnership)**

<b>3</b> Full company name:	
Company address and postcode:  Company Registration No: Company Tax No:	
Address and postcode of principal office:  Company Registration No: Company Tax No:	
Telephone number:	
Fax/e-mail address:	

**4** Are you applying for the grant of a licence or to renew an existing public entertainment licence?

Grant

Renewal

PEL/

If renewal, please state current licence number:

**5 FOR COMPANIES COMPLETE THIS SECTION**

**Details of all Directors and persons responsible for the management of the business**  
(please continue on a separate sheet if there are more than two directors)

(i) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address:

\_\_\_\_\_

Tel No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth \_\_\_\_\_

Mobile No: \_\_\_\_\_ E-mail address: \_\_\_\_\_

If you are not an EU National do you have the right to work in the UK? YES/NO

(ii) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address:

\_\_\_\_\_

Tel No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth \_\_\_\_\_

Mobile No: \_\_\_\_\_ E-mail address: \_\_\_\_\_

If you are not an EU National do you have the right to work in the UK? YES/NO

**Details of the employee who is to carry out the day to day management of the business**

(i) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address

\_\_\_\_\_

Tel No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth \_\_\_\_\_

Mobile No: \_\_\_\_\_ E-mail address: \_\_\_\_\_

If you are not an EU National do you have the right to work in the UK? YES/NO

**6 FOR PARTNERSHIPS COMPLETE THIS SECTION**

**(b) Partnership Name (Block Letters)**

**Address of Registered or Principal Office**

**Partnership Tax No:** \_\_\_\_\_

**Contact Telephone No:**

**E-Mail Address:**

**Details of all Partners or persons responsible for the management of the business  
(Please continue on a separate sheet if there are more than two partners)**

**(i) Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Home Address**  
\_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Place of Birth** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_ **If**

**(ii) Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Home Address**  
\_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Place of Birth** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_ **If**

**7** Please state the kind(s) of public entertainment or recreation to be carried on in the premises

**8** Please specify the days/dates and time(s) when it is proposed the premises will be open for the purposes of the above kind(s) of public entertainment or recreation.

**9** Maximum number of persons proposed to be admitted to premises at any one time.

**10 Subject to the provisions of the Rehabilitation of Offenders Act 1974, state below particulars of any convictions you or any Directors, Partners or Manager have. Continue on a separate sheet if necessary. IF THERE ARE NONE YOU MUST WRITE "NONE". If you are unsure DO NOT PROCEED, obtain a disclosure certificate from Police Scotland or Disclosure (Scotland) to confirm your details.**

Date	Court	Offence	Sentence

**Note – All unspent crimes and offences must be declared**

Applicants not resident in the UK must provide (at their own expense, and officially translated if necessary) a Certificate of Good Conduct or similar document from the justice authority of the country where they are resident.

Applicants who have been resident in the UK for less than 5 years prior to application must provide (at their own expense, and officially translated if necessary) a Certificate of Good Conduct or similar document from the justice authority of the country where they previously resided.

<b>11</b> Has any party named in question 1 or 2 previously held or currently holds a public entertainment licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If <b>Yes</b> , which authority granted the licence?		
When was it granted?		
When does it expire?		
<b>12</b> Has any party named in question 1 or 2 overleaf ever applied for and been refused a public entertainment licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If <b>Yes</b> , which authority refused the licence?		
When was it refused and by which Council?		

**Any person who in connection with the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £500.**

The information you supply on this form will be used by East Renfrewshire Council to process your application for a licence. We will also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records and for certain research and statistical reasons. The Council will use this information because we need to do so in terms of the Civic Government (Scotland) Act 1982. The information will be shared with Police Scotland in full and a redacted version will be shared with other statutory consultees including community councils and the Fire Authority, if appropriate. This is necessary to provide this service and to fulfil the council's legal obligations in terms of the above Act and to perform a task carried out in the public interest. We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as outlined by law.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you. You can find out more about how we handle this information and your rights in respect of it by going to <https://www.eastrenfrewshire.gov.uk/licensing-privacy-notice>

If you do not have access to a computer and wish a paper copy please let us know by contacting Business Support, Licensing, Chief Executives Department, Council HQ, Rouken Glen Road, Giffnock, G46 6UG

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to East Renfrewshire Council. We will use the information in the same way as your personal information and may verify the information you have given with the person and may use it as if it is your information and to assist in determining your application. If the other person wants any more information on how we will use their information they can visit our web site at <https://www.eastrenfrewshire.gov.uk/licensing-privacy-notice>

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I declare that the particulars given by me on this form are true and I hereby make application to East Renfrewshire Council for the grant or renewal of the licence applied for. All Partners/Directors/Managers named on this form must sign below:-

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Signature of applicant or agent:		Date:	
Agents Address:			
Position of applicant in company/partnership, if not otherwise stated:			

\*(A) I/We declare that I/We shall, for period of 21 days commencing with the date hereof, display at or near the premises so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government Act, 1982.

or

\*(B) I/We declare that I/We are unable to display a notice of this application at or near premises because I/We have no right of access or other rights enabling me/us to do so, but I/we have taken the following steps to acquire the necessary rights, namely:- (Here specify steps taken)

but have been unable to acquire those rights.

**Note: Any person who, in connection with the making of this application, makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable on summary conviction, to a fine not exceeding level 4 on the standard scale.**

### Exemptions

The following types of activity are exempt and anyone carrying on such an activity will **not** therefore require a public entertainment licence:-

- an athletic or sports ground while being used as such,
- premises in respect of which a licence is required under section 41a of the Civic Government (Scotland) Act 1982, while such premises are being used for the purposes mentioned in that section.
- an educational establishment while being used as such.
- premises belonging to, or occupied by, any religious body while being used wholly or mainly for purposes connected with that body.
- premises licensed under the Theatres Act 1968, Section 1 of the Cinemas Act 1985 or Part II of the Gaming Act 1968.
- premises in respect of which there is a permit under section 16 of the Lotteries and Amusements Act 1976 while being used in pursuance of the permit.
- licensed premises within the meaning of the Licensing (Scotland) Act 2005 in which public entertainment is being provided during the permitted hours within the meaning of that Act.
- premises in which machines for entertainment or amusements are being provided incidentally to the main purpose or use of the premises where that main purpose or use is not as a place of public entertainment.
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Please ensure you have read the attached guidance notes and have:

- completed every question in block capitals and black ink or typescript
- signed and dated the application
- deleted declaration (a) or (b) above
- arranged for the public notice to be displayed at the proposed location/premises showing the exact 21 days date (if you are uncertain about this date please seek assistance from a member of the licensing staff)

Payment is due at the time you submit this application at the licensing office. If paying by cheque please make cheque payable to East Renfrewshire Council. In the event of not being granted a licence, application fees are non-refundable (except for the enforcement element).

### Completed applications should be returned to:

East Renfrewshire Council  
Legal Services  
Council Headquarters  
Eastwood Park  
Rouken Glen Road  
Giffnock  
East Renfrewshire G46 6UG

### Contact us

Phone: 0141 577 3001

Email: [celicensing@eastrenfrewshire.gov.uk](mailto:celicensing@eastrenfrewshire.gov.uk)

**\*Delete (A) or (B) as appropriate. Where declaration (A) is made there must be produced in due course a Certificate of Compliance with Paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.**



**Display Notice**

**Civic Government (Scotland) Act 1982**

**Application for the**

(insert grant or renewal)

**of a**

(insert type of licence applied for)

**licence**

I declare that an application as detailed above has been made to East Renfrewshire Council. A copy of the application form lodged with East Renfrewshire Council is displayed opposite.

Any objection or representation relating to the application should be made to the Chief Officer – Legal & Procurement, East Renfrewshire Council, Licensing Section, Council Headquarters, Eastwood Park, Rouken Glen Road, Giffnock, East Renfrewshire, G46 6UG.

**before**

(insert 21 days from the date the application is lodged with East Renfrewshire Council)

Any objection or representation must be in writing and:

- must specify the ground of the objection or the nature of the representation,
- must specify the name and address of the person making it,
- must be signed by him/her or on his behalf.

Such a representation shall be considered to have been made within the period referred to if it is delivered by hand within that period or posted (by registered or recorded delivery post) so that in the normal course of post it might be expected to be delivered within that period.

It should be noted that where an objection or representation is made to the Council after the date referred to but before a final decision is taken on the application, it is competent for the Council to entertain if it is satisfied that there is sufficient reason why the objection or representation was not made within the period of time stated.

<b>Signed (by applicant)</b>	<b>PLEASE PRINT NAME:</b>
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**This site notice must be displayed for the whole of the period of 21 days at, or near, the premises so that it can be conveniently read by the public.**





**Certificate of Compliance**

**Civic Government (Scotland) Act 1982**

I,

Applicant for a  licence

hereby certify that the Notice (as per overleaf) has been posted at or near the premises at:

from:  to:

containing such information as is required by paragraph 2(3) of Schedule 1 to the above Act.

\*Where the said Notice was removed, obscured or defaced during the abovementioned period, I took reasonable steps for its protection and replacement as follows:- (give details and circumstances).

Date:		Signature:	
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Please complete this side of the form **after** 21 days date and return to this office:

East Renfrewshire Council  
Licensing Section  
Council Headquarters  
Eastwood Park  
Rouken Glen Road  
Giffnock  
East Renfrewshire  
G46 6UG

\* Please delete if inapplicable

## **Assistance for completing display notice and certificate of compliance**

**This DISPLAY NOTICE and CERTIFICATE OF COMPLIANCE should be printed back to back.**

**The DISPLAY NOTICE must be completed and displayed at the premises to which the licence relates.** Please note that the date on the display notice must be exactly 21 days from the date the application is lodged with the licensing section. (If posting your application please remember the 21 days will not commence until the application has been received at this office).

**After 21 days date has passed the CERTIFICATE OF COMPLIANCE** (on the reverse of the display notice) requires to be completed and returned to the licensing office. The dates on this certificate must reflect the date the application is lodged and the 21 days thereafter.

**Once the 21 days date has passed and both sides of this form have been completed correctly you must ensure that you submit the original to the licensing office.**

If you are in any doubt about these dates, please contact the licensing office at the undernoted address for clarification.

### **Contact Details**

**Tel:** 0141 577 3001

**Email:** [celicensing@eastrenfrewshire.gov.uk](mailto:celicensing@eastrenfrewshire.gov.uk)

### **Or write to:**

East Renfrewshire Council  
Legal Services  
Council Headquarters  
Eastwood Park  
Rouken Glen Road  
Giffnock  
East Renfrewshire  
G46 6UG

## Public Entertainment Guidance Notes

# Public Entertainment Licence

### Why do I need a public entertainment licence?

A licence is required if you wish to hold any of the following types of events or activities where members of the public are charged entry or are allowed to use facilities for entertainment of recreation purposes.

- (a) Open air concert;
- (b) Circuses;
- (c) Fairgrounds for which an admission charge is made;
- (d) Large Fetes with tented accommodation for the public;
- (e) Snooker, billiard or pool halls which do not have a liquor licence

The lodging of a new grant application form does not allow a person to trade unless and until the licence is granted and issued.

### Exemptions

The following types of activity are exempt and anyone carrying on such activity will **not** therefore require a public entertainment licence:-

- An athletic or sports ground while being used as such.
- Premises in respect of which a licence is required under Section 41A of the Civic Government (Scotland) Act 1982, while such premises are being used for the purposes mentioned in that section.
- An educational establishment while being used as such.
- Premises belonging to, or occupied by, any religious body while being used wholly or mainly for purposes connected with that body.
- Premises licensed under the Theatres Act 1968, Section 1 of the Cinemas Act 1985 or Part II of the Gaming Act 1968.
- Premises in respect of which there is a permit under Section 16 of the Lotteries and Amusements Act 1976 while being used in pursuance of the permit.
- Licensed premises within the meaning of the Licensing (Scotland) Act 2005 in which the public entertainment is being provided during the permitted hours within the meaning of that Act.
- Premises in which machines for entertainment or amusements are being provided incidentally to the main purpose or use of the premises where that main purpose or use is not as a place of public entertainment.

## Applications

The licence itself may be held in the name of a firm or company (ie non-natural person) or in the name of an individual.

- Where the applicant is an individual natural person, the whole of question 1 should be completed, and question 2 should be ignored.
- Where the applicant is a company, partnership or other non-natural person, the whole of question 2 should be completed and question 1 should be ignored.

Please ensure that you complete every part of the form, including any convictions against you. If a question is irrelevant please mark it “not applicable” unless otherwise stated.

Please state exactly the type of proposed public entertainment you are applying for.

If you propose to organise a large scale event it is advisable to submit your application at the licensing section at the earliest possible opportunity due to the large administrative process involved. Generally, applications of this variety are best lodged about six to eight months prior to the proposed event.

Documentation which must be produced on submission of application is as follows:-

1. Your current UK/EU passport or Biometric Residence Card.
2. Applicants not resident in the UK must provide (at their own expense and officially translated if necessary) a Certificate of Good Conduct.
3. Applicants who have been resident in the UK for less than 5 years prior to application must provide (at their own expense, and officially translated if necessary) a Certificate of Good Conduct or similar document from the Justice Authority of the country where they previously resided.
4. Consent from the landowner.
5. Public Liability Insurance.
6. Inspection and Test Certificates for any fairground rides or equipment and public liability insurance for the same.
7. Layout plan of the premises or event if outdoors.
8. Risk Assessment(s).

## Site Plan

The application form must be accompanied by a detailed site plan drawn to a suitable scale (usually 1:100). This plan must show exactly where the event is to take place, the layout of the stalls and rides, etc.

If your application for a public entertainment licence is in respect of premises a site plan is not required.

## Application Fees

**PLEASE REFER TO COUNCIL WEBSITE FOR CURRENT PRICE LIST**

<https://www.eastrenfrewshire.gov.uk/entertainment-licence>

Payment is due at the time you submit your application at this office. Please note that applications cannot be emailed to us. You must print the form, complete it and post it, or hand-deliver it to the licensing office (at the undernoted address) with the appropriate fee. Please see the table of fees located on the Council website.

Application fees are non-refundable, even if your application is subsequently refused or withdrawn. However you will be entitled to a refund of the enforcement element of the application fee (15% of total fee). You will require to submit the request for this refund in writing to the council. Thereafter you will be issued with a cheque in due course.

### **Advertising the Application**

If applying for a funfair, circus, or any of the activities listed above which involve amplified music or any other event which, in the opinion of East Renfrewshire Council, is likely to cause public concern, an advert will be placed in the local press and you will be responsible for the cost of the advert(s).

### **Display of Public Notice**

The enclosed **display notice** requires to be completed and displayed at the location or premises to which the licence relates, for a period of 21 days, starting on the day the application is lodged at the licensing office. (If posting your application please remember the 21 days will not commence until the application has been received at this office).

If you are in any doubt about these dates, Please contact the licensing office by phone on 0141 577 3001 or email us at [celicensing@eastrenfrewshire.gov.uk](mailto:celicensing@eastrenfrewshire.gov.uk) for clarification.

### **Compliance Certificate**

On the reverse side of this display notice is a **certificate of compliance** which requires to be completed **after** the 21 days date and returned to the licensing office. The dates on this certificate must reflect the date the application is lodged and the 21 days thereafter.

Both the **display notice** and the **certificate of compliance** must be produced at the licensing office once the 21 days date is over.

### **Insurance**

You will be required to produce evidence that your event is properly insured and that any rides or structures have been inspected by a qualified engineer. No licence will be granted prior to the production of these documents.

### **Planning Permission**

Prior to submitting your application you may wish to consult East Renfrewshire Council's Planning Division to ensure that you have the proper planning permission.

If the event or activity you propose to licence is sited on privately owned land, you must obtain written permission from the landowner. This consent must also be produced to the licensing section when submitting your application.

### **Processing your Application**

When your application is lodged and the appropriate fee has been paid, a copy of your application will be sent to Police Scotland, Strathclyde Fire and Rescue and various Council departments. Your application may also be sent to the UK Borders Agency. They will carry out their own investigations and inspections and report back to the licensing office. A copy will also be sent to the local community council for information.

We will usually process your application within 6 to 8 weeks. The legislation allows for consideration of the application within three months and a decision within six months.

If objections are received in relation to your application you will be sent a copy of the letter or letters of objection. Your application, the letter(s) of objection and your response will then be referred to a meeting. You will be called to a hearing before the Licensing Committee and given the opportunity of addressing the Committee

## **Conditions of Licence**

East Renfrewshire Council may attach additional conditions to the licence as it sees fit, with each application being dealt with on its own merits.

In the event that your application is granted, you will receive a licence. You must ensure that this licence is not altered, erased or defaced in any way. It should be kept clean and legible and must not be lent to or used by any other person. Should the licence be lost or become defaced or illegible you must obtain a replacement from East Renfrewshire Council on payment of the appropriate fee (see fees leaflet). Your licence must be produced on request from a police officer, an officer from Strathclyde Fire Brigade or an authorised officer of East Renfrewshire Council.

## **Duration of Licence**

You can apply for a licence for a one, two or three year period if the application is for the renewal of a licence. However, if you are applying for this first time then you can only apply for a licence for a one year period.

## **Any Further Questions**

Should you have a query that is not covered in these guidance notes please contact the licensing section for further information.

### **Contact Details**

**Tel: 0141 577 3001**

**Email: [celicensing@eastrenfrewshire.gov.uk](mailto:celicensing@eastrenfrewshire.gov.uk)**

### **Or write to:**

East Renfrewshire Council  
Legal Services  
Council Headquarters  
Eastwood Park  
Rouken Glen Road  
Giffnock  
East Renfrewshire  
G46 6UG

**Food Safety Act 1990**  
**Food Hygiene (Scotland) Regulations**  
**2006**



**GUIDANCE FOR FOOD STALLS/EVENTS**

**ENVIRONMENTAL HEALTH ADVICE ON LEGAL REQUIREMENTS  
AND GOOD PRACTICE**

Any type of food or drink can be sold from a stall. Some types of food are classed as high risk. These are the ones that could cause food poisoning if not handled properly. Examples of high-risk food: cooked meats, meat pies, sandwiches, quiches, cooked rice, cooked fish, dairy/cheese, cream cakes, shellfish, if not stored and cooked properly

The law requires that stalls be in good condition, kept clean and run as hygienically as possible. The basic requirements are covered below:

1. **Inspections by Environmental Health:** Environmental Health and Food Safety Officers have a legal duty to inspect food stalls and this visit is usually unannounced. We will always introduce ourselves.
2. **Check List:** Use the attached check list to make sure you are meeting the basic legal standards for selling food or drink from a stall.
3. **Food handlers:** Require clean clothes/uniform, no jewellery, hair tied back, not suffering from illness, not have been suffering from illness recently, any cuts covered, clean hands, no skin infections which might affect food safety, no ear or eye infections.
4. **Surfaces:** If using wooden tables, plastic sheeting or suitable washable covering material must be used. Work surfaces and equipment must be able to be easily cleaned.
5. **Equipment washing:** you will need a separate sink with hot /warm water and bactericidal washing up detergent. This can be away from the stall but still close enough to be able to be used regularly. Ensure you have enough clean equipment to last the day.

**6. Hand washing:**

**Unwrapped food:** you *must* have access to hand washing facilities, preferably a wash hand basin (WHB), a portable WHB or 'Teal' unit would be acceptable... The wash hand basin must be at your stall or adjoining.

**Wrapped food:** the use of hand wipes or alcohol solution is acceptable.

Hands *must* be washed regularly and before starting work, after a break, after handling raw food, after visiting the toilet.

7. **Suitable Training for the food handling activities undertaken** is required for food handlers at the stall. Bring a copy of any training certificates with you, as they can be asked for during an inspection. If you don't have any training you can work under the supervision of someone who has correct training. If you have a street trader licence from your Local Authority please have that available also.

8. **Cleaning:** have cleaning products with you at the stall. General kitchen cleaning sprays with a disinfectant and disposable cloths should be present at the stall.

9. **Safe temperatures:**

**Cold food:** High-risk food should be kept below **5°C**. This applies to sandwiches as well as other high-risk food.

**Cooking Food:** Cook to **75°C** or equivalent.

**Food kept warm:** Once heated, hot food must be kept above **63°C** or sold within **2 hours**.

**Reheated Food:** Food must be re-heated to above **82°C**

You will need a thermometer to check the temperatures and bactericidal wipes to clean it between uses.

10. **Protect food:** cover or wrap food where possible. Keep food out of reach so that people cannot sneeze, cough on or touch food; alternatively provide a 'sneeze- screen'. Ensure 'objects' cannot fall into food, such as; insects, string, rubber bands, coins or stall decorations, etc.

11. **Ready to eat food:** (sandwiches, etc) must be protected from contamination. This could come from raw meat, shell eggs, dirty chopping boards, cloths, tongs or hands that have been touching raw meat, money, animals, children etc.... keep ready to eat food separate from raw foods at all times, wash hands frequently and use clean equipment. Use separate cloths or disposable paper towels to clean up surfaces used for raw and ready to eat foods.

12. **Food prepared in advance** must be treated carefully. If you make high-risk food elsewhere e.g. quiches, soup etc, you must make sure it is made safely, cooked properly, cooled quickly, stored in a fridge, not contaminated and transported safely and in a cool condition to stop bacteria from growing quickly.

13. **Toilets:** must be available nearby and on returning to the stall wash your hands again.

14. **Toilets** must be in a reasonable condition, with flushing appliances, running hot and cold or warm water, soap and disposable hand drying facilities or similar. Communal towels are not acceptable for hand drying.

15. **Raw meat:** if you plan to sell raw meat, contact Environmental Health before the event.

16. **Waste and rubbish:** provide a bin for waste at your stall; the bin should have a lid. All waste must be suitable disposed of during and after the event.

17. **Water:** Any water should be from mains water supply, where possible, and stored in clean containers; for vehicles a suitable and sufficient supply of potable water must be available with adequate supply of warm or hot and cold water for hand-washing and washing of utensils.

18. **Wrappings:** Any wrapping or packaging must be food grade if it is in contact with the food. check with your supplier.

19. **Best Before/Use-By Dates:** Check dates on all food. Do not sell beyond 'Use By' or 'Best Before' dates.



To talk to about your food stall/event, contact;  
Principal Environmental Health Officer on 0141 577 3031 or call the Service on 0141 577 3782

**DAILY CHECK LIST AND RECORD SHEET FOR FOOD STALLS**

**EVENT:.....**

**Reg number:.....**

**Trading As:.....**

**Proprietor:.....**

**Date:.....**

**Officer:.....**

<b>TABLE /STALL</b>	<b>Y/N</b>	<b>PERSONAL HYGIENE</b>	<b>Y/N</b>
Good condition		Hats	
Clean		Aprons/Uniform	
Washable surface / clean cloth		No Jewellery	
Screens in place if needed		No Illness reported	
Food protected		Cuts covered	
Dust bin provided		Other	
		<b>WASH HAND BASINS</b>	
<b>EQUIPMENT WASHING</b>		Bowl/ wash hand basin	
Bactericidal Detergent		Hot/Warm Water	
Hot water		Soap	
Sink / Bowl		Towels	
Drying materials		Hand wipes (wrapped food only)	
Washed off site?			
		<b>THERMOMETER (PROBE)</b>	
<b>CLEANING</b>		Available & Working	
Disposable cloths		Probe Wipes	
Disinfectant spray/sanitiser		<b>FOOD HYGIENE TRAINING</b>	
<b>METHOD OF KEEPING FOOD COLD</b>		Names of staff with training (write names on reverse of form)	
Cool Box		Certificates at stall	
Fridge/chill			
Other		<b>USE BY /BEST BEFORE</b>	
		All products checked and in date	

**TEMPERATURE RECORDS**

**Fridge Temperature Check:** AM: .....°C      PM .....°C

**Cooking/Reheating food (82°C):** Check temp of one item per batch and record temperatures 3 times a day.

Food type	Temp	Time	Initial of checker

**Food kept warm** Keep above **63°C** check with thermometer every 2hours and record

Food type	Temp	Time	Initial of checker