

LICENSING A BUTCHERS SHOP

This section provides information about butchers shop licences and an application form for download.

Under the Food Safety (General Food Hygiene) (Butchers' Shops) Amendment Regulations 2000, premises that wish to sell unwrapped raw meat together with ready-to-eat food must have a licence from the Council.

It is a criminal offence to sell such foods without a licence.

Licence Conditions

There are four conditions that must be met for a licence to be issued:

Compliance with the standard food hygiene regulations as well as the temperature control regulations.

Formal food hygiene training of all staff. The business supervisor/manager must have an intermediate (or level 2 Food Hygiene Training or above) or the Meat and Livestock Commission's Meat Manager's Hygiene and HACCP* qualification. All other food handlers must have the minimum hygiene qualification – a Foundation Certificate in food hygiene (or equivalent depending on the issuing organisation). Operation of a fully documented food safety management system based on Hazard Analysis Critical Control Points.

Record Keeping: The Regulations require that certain records must be kept relating to staff training and the food safety management system.

*HACCP stands for Hazard Analysis Critical Control Points and is a systematic approach to identifying potential problems and setting up control measures to ensure food safety and good hygiene.

When and How to Apply for a Licence

A completed application form must be submitted at least 28 days before the licence is required. i.e. 28 days before an existing licence expires or before you wish to start trading.

A fee will be payable on application. – Please contact Technical Services for current fee.

Trading Without a Licence

It is illegal to trade without a licence. The Council has the power to prosecute anyone trading unlawfully with a licence or in breach of their licence. Upon conviction, the Court may impose a fine of up to £5,000 plus legal costs.

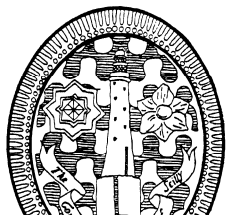
The Law

Food Safety (General Food Hygiene)(Butchers' Shops) Amendment Regulations 2000 (external website).

Licensing of Butchers' Shops Guidance Notes – 2nd edition (external website).

Download an Application Form

**A
(
A**



**APPLICATION FOR A LICENCE UNDER THE FOOD SAFETY
GENERAL FOOD HYGIENE)(BUTCHERS'SHOPS)
AMENDMENT REGULATIONS 2000**

1. Name of applicant: _____

2. Address of applicant: _____

Post code: _____ **Telephone no:** _____

3. Address of premises to which this application relates

Post code: _____ **Telephone no:** _____

4. Name of butcher's shop:
(trading name) _____

5. Please provide a brief description of the products that are handled and sold on the premises (or, in the case of a mixed business premises, the area covered by the butchery service outlet):

6. Applicant's position in relation to the butcher's shop at the premises to which this application relates (please ✓ as appropriate)

Proprietor

Manager

Other

.....

.....
(Please specify)

7. Name(s) of the proprietor(s) of the butcher's shop to which this application relates, if different from applicant:

8. If the application relates to new premises, please also submit information on the commercial operations, arrangements for staff hygiene training and details of the HACCP procedures which will operate in the shop. Also indicate how many staff will be employed in the shop.

Declaration:

I confirm that the premises to which this application relates complies with the conditions set out in paragraphs 5(1)(a)-(d) of the Food Safety (General Food Hygiene)(Butchers' Shop) Amendment Regulations 2000, and that all relevant documentation will be made available to the appropriate food authority on request to assist in its determination of this licence application.

The completed form should be sent to

Technical Services

**Council of the Isles of Scilly
Town Hall
St Mary's
Isles of Scilly
TR21 0LW**

Applicant's

signature: _____

Date: _____

Name: _____

(BLOCK CAPITALS)

THE FOOD SAFETY (GENERAL FOOD HYGIENE)
(BUTCHERS' SHOPS) AMENDMENT
REGULATIONS 2000

L I C E N C E C O N D I T I O N S

Regulation 5

(1) Subject to sub-paragraphs (6) & (7), the conditions are that:

- (a) The food business in the butcher's shop complies with the requirements of these Regulations (including this Schedule) and the Food Safety (Temperature Control) Regulations 1995;
- (b) All food handlers in the shop are trained in food hygiene to the standards required to enable them to perform their duties with a view to ensuring that all the food in the shop complies with those requirements;
- (c) At least one person working in the shop is trained in food hygiene to enable him to supervise the activities of the food business with a view to ensuring that all of the food in the shop complies with those requirements and that the HACCP procedures which apply are followed; and
- (d) HACCP procedures are in place.

(2) Subject to sub-paragraph 7, the applicant or a proprietor or manager of the butcher's shop shall make available records of:

- (a) The HACCP procedures which apply in the shop; and
- (b) The training which persons have undertaken to enable them to carry out operations in the shop

When requested to do so by the appropriate food authority.

(3) Records made available under sub-paragraph (2) shall be either:

- (a) in writing; or
- (b) where there is a means by which they may be read, in electronic form.

(4) Records relating to the HACCP procedures which apply in the shop shall be kept:

- (a) in the case of any document which sets out those procedures, until it is replaced by a further document which sets out those procedures.

- (b) In the case of any document which records how those procedures have been applied, for the period of not less than 12 months which begins on the date of its creation.

- (5) Records of the training which persons have undertaken to enable them to carry out operations in the shop shall be kept until those persons cease to be retained to carry out those operations.

- (6) In mixed business premises in which over half of the floor area is laid out for the storage, handling or display of foods other than meat, the conditions in sub-paragraph (1), and the requirements relating to records in sub-paragraphs (2) – (5), shall apply only to the parts of the premises below:
 - (a) where both unwrapped raw meat and ready to eat food are stored, handled or displayed in the same part of the premises, that part;
 - (b) where unwrapped raw meat is handled, stored or displayed in one part of the premises and ready to eat food is stored, handled or displayed in an adjoining part of the premises; each of those parts; and
 - (c) where the same food handler is working on the storage, handling or display of both unwrapped raw meat and ready to eat food, or the same equipment is in use in relation to such meat and food, each part in which such meat or food is stored, handled or displayed.

- (7) Where premises are not being used as a butcher's shop when the application relating to them is submitted to the appropriate food authority, the applicant shall provide information to that authority on the commercial operations, training and HACCP procedures which he proposes to introduce and the authority shall take that information into account when it determines the application.

Regulation 8

The licence holder shall contain the condition that the person who holds it shall give notice to the appropriate food authority of any material change which may reduce the safety of food sold or supplied from the butcher's shop to which the licence relates, including any material change to the layout or ownership of the premises or the operation of the food business.

Regulation 10(1)

Where any of the conditions specified in paragraph 5 cease to be satisfied in respect of a butcher's shop, the appropriate food authority may suspend or revoke any licence which it has issued in respect of that shop and give notice of its decision to the proprietor of the shop.