

Appendix 4.1

This form should be completed for each considered catering operation (contracted caterer) and retained for your records. The Event Organisers should consider contacting the named Local Authority to confirm the registration details of the catering operation.

Name & Address of Event:.....

Date of Event:.....

Company Name	
Name of Food Business Operator	
Address & Postcode	
Telephone number	
Fax number	
Email address	
Name and address of Local Authority registered with?	
Date of last food hygiene inspection?	
Food Hygiene Rating at last inspection?	
Length of time company has operated this type of catering operation?	
Has the company implemented a documented food safety management system based on the principles of HACCP? If yes, then this and all verification/monitoring records must be made available at the event.	
Number of food handlers working at the event? Level of food hygiene training they have received prior to the event – please provide photocopied evidence of training certificates.	
Please indicate which of the listed unit types will brought on to site and the number of each:	Stall Marquee Purpose built unit Converted vehicle Tent Other (please state)
Please indicate the unit size: length, width, height:	

Main types of food to be offered at the event:	
Please indicate which of the listed products are intended to be carried for sale or as an ingredient:	Milk Cream Ice-cream Salad Egg products Raw meat/poultry Cooked meat/poultry Shellfish Fish Other (please state)
Please list the names and addresses of the main food/drinks suppliers to be used for the event	
Please indicate which of the listed equipment will be brought on site:	Refrigerator(s) Freezer(s) Cooking Hob(s) Microwave(s) Oven(s) Grill(s) Sink(s) Hot water supply to sink Wash hand basin(s) Hot water supply to wash hand basin Soap & hand drying facilities First aid kit Other (please state)
Please indicate which power source will be used:	LPG Diesel Petrol Electrical generator Mains Other (please specify)
By what means will potable water be provided to the unit?	
How will hot water be provided on the unit for hand and equipment washing?	
Please indicate how you will achieve hygienic cleaning of the food equipment:	General Cleaning Hot Water Disinfectants Sanitizers Other (please specify)
Will any food be prepared or stored in a place other than the catering unit?	

Please outline the delivery arrangements for food/drinks supplies to the site?																													
What measures will be taken to monitor and record the temperatures of high-risk food (hot and cold) being stored and displayed for service?																													
Has the food contractor considered the presence of allergens in all of their food? (If not, refer them to https://www.cambridge.gov.uk/starting-a-food-business)	Yes <input type="checkbox"/> No <input type="checkbox"/>																												
Are any of the prescribed food allergens (see below) used in any of the food which will be provided for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>																												
If any of the prescribed food allergens are present in the food which will be provided for the event, please identify them here	<table border="0"> <tr> <td>Celery</td> <td><input type="checkbox"/></td> <td>Mustard</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Gluten Cereals</td> <td><input type="checkbox"/></td> <td>Peanuts</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Crustaceans</td> <td><input type="checkbox"/></td> <td>Nuts</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sulphur dioxide</td> <td><input type="checkbox"/></td> <td>Soya</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sesame Seed</td> <td><input type="checkbox"/></td> <td>Eggs</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fish</td> <td><input type="checkbox"/></td> <td>Molluscs</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lupin</td> <td></td> <td>Milk</td> <td><input type="checkbox"/></td> </tr> </table>	Celery	<input type="checkbox"/>	Mustard	<input type="checkbox"/>	Gluten Cereals	<input type="checkbox"/>	Peanuts	<input type="checkbox"/>	Crustaceans	<input type="checkbox"/>	Nuts	<input type="checkbox"/>	Sulphur dioxide	<input type="checkbox"/>	Soya	<input type="checkbox"/>	Sesame Seed	<input type="checkbox"/>	Eggs	<input type="checkbox"/>	Fish	<input type="checkbox"/>	Molluscs	<input type="checkbox"/>	Lupin		Milk	<input type="checkbox"/>
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If any of the prescribed food allergens are present in the food which will be provided for the event, have you identified to the event organiser which allergens are present in which food?	Yes <input type="checkbox"/> No <input type="checkbox"/>																												
Caterers are expected to remove their set up and preparation waste from site to a scheduled and contracted waste collection service elsewhere. Can you confirm this is your normal practice?																													
List the 2 most recent outdoor event functions the business has catered at (please give event name and address)	1. 2.																												
Name of person completing questionnaire & position in company																													
Address & Postcode																													
Signature																													

THANK YOU

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS