



# South Tyneside Council

Ms Susan Freeman  
Mamma Sue's  
Jarrow Business Centre  
Unit 204  
Rolling Mill Road  
Jarrow  
Tyne & Wear. NE34

Date: 10th May 2016  
Our Ref: DJA/REG  
Your Ref:

Dear Ms Freeman

**Registration of Food Business Establishment**  
**Re: Mamma Sue's, Jarrow Business Centre, Unit 204**

I thank you for your application for registration of the above food premises. The Council's register of food businesses has been amended accordingly.

I would remind you of the requirement placed on food business operators to register with the Food Authority any change in the details of ownership/operation of a food business. You should also inform us of any change in the nature of the food business.

Included with this letter is a questionnaire that I would like you to complete and return. This will allow us to get a better idea of your new business so that we can better direct you to any relevant advice.

Please do not hesitate to contact this office at any time should you require any advice or information on food safety matters.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Jamieson', with a flourish at the end.

David Jamieson  
Principal Environmental Health Officer

Tel: 0191 424 7924  
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E-mail: [david.jamieson@southtyneside.gov.uk](mailto:david.jamieson@southtyneside.gov.uk)



## New Food Business

Initial details

Name of business / premises:	
Address of business / premises	
Post Code:	
Telephone Number:	
E mail address:	
Name of proprietor(s):	
Briefly describe your business	

Continue on separate sheet if necessary.

Please indicate what types of food are being stored, prepared and/or sold ( <b>Please tick all that apply</b> ):							
Hot meals/Snacks	<input type="checkbox"/>	Unwrapped raw meat	<input type="checkbox"/>	Wrapped raw meat	<input type="checkbox"/>	Frozen food	<input type="checkbox"/>
Hot displayed food	<input type="checkbox"/>	Unwrapped refrigerated food	<input type="checkbox"/>	Pre-packed refrigerated food	<input type="checkbox"/>	Bakery goods	<input type="checkbox"/>
Unwrapped ready to eat meats	<input type="checkbox"/>	Wrapped ready to eat meats	<input type="checkbox"/>	Packed foods imported from outside the EU (e.g. American Soda)	<input type="checkbox"/>	Loose foods imported from outside the EU (e.g. herbs)	<input type="checkbox"/>
Sandwiches made on premises	<input type="checkbox"/>	Bought in sandwiches	<input type="checkbox"/>	prepacked foods(e.g. tins, packets)	<input type="checkbox"/>	Fruit and Veg.	<input type="checkbox"/>
Dairy products	<input type="checkbox"/>	Supply to other businesses	<input type="checkbox"/>	Make raw meat products (sausages, burgers, etc.)	<input type="checkbox"/>	Making and decorating of cakes / cup cakes	<input type="checkbox"/>
Fish and fish products	<input type="checkbox"/>	Unpasteurised milk products	<input type="checkbox"/>	Cheese production	<input type="checkbox"/>	Raw egg / egg products (including icing for cakes)	<input type="checkbox"/>
Pasteurised egg / egg products	<input type="checkbox"/>	Sale of alcohol / foods containing alcohol	<input type="checkbox"/>	Other, please specify			<input type="checkbox"/>
<b>If you ticked Yes for hot meals/snacks</b>							
On average do/will you prepare more than 20 meals each day?						<b>Yes</b>	<b>No</b>
<b>If yes:</b> Are these meals intended to be served to people under 5 or over 65 or who are in ill health?						<b>Yes</b>	<b>No</b>
<b>What will be the opening hours of your business?</b> (If seasonal, include trading dates)							
Will you be carrying out any of the following activities:							
Vacuum packing of foods	<input type="checkbox"/>	Sous Vide	<input type="checkbox"/>	Manufacture of Cook/chill foods	<input type="checkbox"/>	Canning or packing low acid foods	<input type="checkbox"/>
Fermentation of meats	<input type="checkbox"/>	Air drying (i.e. biltong)	<input type="checkbox"/>	Freeze drying	<input type="checkbox"/>	Addition of salt or other preservatives	<input type="checkbox"/>



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Cooking and cooling of meat products (i.e. hams)	manufacture, preparation, or serving high risk uncooked or lightly cooked ready to eat food of animal origin	Mobile / Market Trading where an FHRS score is required	Mobile Trader operating in the Gateshead area	
Do you have a toilet on the premises?			Yes	No
Do you have a supply of running hot water at the premises?			Yes	No
Please indicate type of supply e.g. water heater over sink, central piped supply etc.				
<b>Hand washing facilities provided for food handlers (please tick those that apply):</b>				
Separate wash basin within food room	Separate wash basin in adjacent room (incl. WC)	Double sink in food room		
Single sink in food room	None	Other please specify		
<b>What facilities do you have for washing/cleaning of premises and equipment? (please tick those that apply)</b>				
Sink with hot and cold water	Sink with cold water supply	Dishwasher		
Hot and cold water point	None	Other, please specify		
<b>Food Hygiene Training:</b>				
<b>How many staff do / will you employ?</b> _____				
In the last 5 years, what food hygiene training have you or your staff received? And when?				
<b>Do you have a documented food safety management system?</b>			Yes	No
Is it Safer Food Better Business			Yes	No
If no, please specify:				
<b>How do you check that your fridge and freezers are working correctly?</b>				
<b>How do/will you ensure that your food is fit for sale/use? (please tick those that apply):</b>				
Visual checks on the condition of food	Check date codes on pre-packed food	Own date coding system		
No checks	Other, please specify			
<b>Briefly describe any measures you have/will have in place to prevent contamination of any open (unwrapped) foods prepared on/sold from your premises:</b>				



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Initial details

<b>How long would you or your food handlers stay off work after suffering from diarrhoea or vomiting?</b>		
Number of days	Not sure	
Do/will you check deliveries to ensure the product received is of the same quality/description ordered?	<b>Yes</b>	<b>No</b>
Do/will you keep records of all stock purchases and deliveries i.e. delivery notes, invoices etc?	<b>Yes</b>	<b>No</b>
What do you understand by the term 'traceability'?		
What do you do if food is not of the quality/description ordered?		
<b>How do/will you inform your customers about:</b>		
ingredients used in your food?		
allergens that may be present in your food?		
See <a href="http://www.food.gov.uk">www.food.gov.uk</a>		
<b>Storage and Stock Rotation:</b>		
Do/will you monitor the rotation of your stock?	<b>Yes</b>	<b>No</b>
Can foods marked with a 'best before' date be sold once the date has passed?	<b>Yes</b>	<b>No</b>
Can foods marked with a 'use by' date be sold once the date has passed?	<b>Yes</b>	<b>No</b>
Do you apply Best Before / Use By dates to your products?	<b>Yes</b>	<b>No</b>
<b>If Yes what shelf life do/will you give your products?</b>		

Intended opening date:	
Name	Date
Position in Company	Signed
<b>Thank you for completing this questionnaire. Please return it in the pre-paid envelope if provided or via email to <a href="mailto:environmnetalh@southtyneside.gov.uk">environmnetalh@southtyneside.gov.uk</a></b>	
If you require any further information please visit the Food Standards Agency website <a href="http://www.food.gov.uk">www.food.gov.uk</a> or <a href="https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs">https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs</a>	



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