

**APPLICATION FOR A LICENCE  
UNDER THE ENVIRONMENTAL PUBLIC HEALTH ACT, CHAPTER 95**

**E-FORM**

Ref No. : \_\_\_\_\_ Name of Applicant : \_\_\_\_\_  
(IN BLOCK LETTERS)  
NRIC/RCB No. : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No. : \_\_\_\_\_  
+ Date of Birth : \_\_\_\_\_  
+ Sex : \*Male / Female

The Director General of Public Health  
National Environment Agency  
Singapore

Dear Sir,

I wish to apply for a \_\_\_\_\_

licence to operate the business at \_\_\_\_\_

\_\_\_\_\_ and state that Planning Approval from Chief Planner, URA has been \*obtained/applied for.

The above statements are true to the best of my knowledge and belief.

Yours faithfully

\_\_\_\_\_  
Signature/Right Thumb Impression of the Applicant

\_\_\_\_\_  
Date

\* Delete whichever is not applicable.  
+ For individual applicant only

**1 APPLICATION FOR FOODSHOP/FOODSTALL LICENCE**

- 1.1 Application for a foodshop/foodstall licence must be made on a prescribed form.
- 1.2 Application by post or fax will be accepted. In the case of application by fax, it must be followed with the original form which can be mailed.
- 1.3 The completed application form can also be submitted through a representative by hand to the relevant Environmental Health Regional Office (see address in Annex A).
- 1.4 Application must be signed by the person whose name appears on the licence. It cannot be signed by any person on his behalf except by a person with power of attorney.
- 1.5 In the case of application by a registered company, an authorized officer of the company can sign the application form.

**2 APPLICATION BY INDIVIDUAL**

The person applying for a foodshop/foodstall licence must be a Singaporean or Permanent Resident.

**3 APPLICATION BY COMPANY**

- 3.1 Application by a company registered with the Registrar of Companies (ROC) must be accompanied with ROC's "Form 49" giving the particulars of directors, managers and secretary.
- 3.2 Application by Association or Society must be accompanied with the Certificate of Registration from the Registrar of Societies.
- 3.3. Application by a firm registered with Registrar of Business cannot be accepted as it is not recognized as a properly constituted company. The sole proprietor or the active partner should apply for a foodshop/foodstall licence under his name.

**4 LAYOUT PLAN**

- 4.1 A scaled layout plan of the premises must accompany the application form.
- 4.2 The layout plan must include details of the work-flow of the kitchen, food store, refrigerators, refreshment area, sanitary facilities, drainage, and washing facilities.
- 4.3 The layout plan will serve as a record of the premises. It is an offence for any licensee to alter the approved layout of the licensed premises without prior permission from the Director General of Public Health.

**5 PLANNING APPROVAL/  
TEMPORARY OCCUPATION PERMIT (TOP)**

You are advised to obtain planning approval from Chief Planner, URA for use of the premises as a foodshop. For new premises, you are also advised to obtain a Temporary Occupation Permit from the Director, Building Plan & Management Division of Building and Construction Authority [BCA] before occupying the premises and commence business.

**6 LICENCE FEE**

The licence fees are as follows:

Foodshop - \$120 per year

Cold Drink Shop - \$60 per year

Foodstall - \$13 per year

[For foodstalls, you can renew the licence fee for 2 years by paying \$26]

Payment should preferably be made by GIRO.

**7 MEDISAVE CONTRIBUTION**

All self-employed persons are required by law to contribute to Medisave. Please ensure that your Medisave contributions are paid up to date before applying for a licence.

**8 TYPHOID INOCULATION AND CHEST X-RAY**

All food-handlers are required to be inoculated against typhoid once every 3 years. Those above 45 years should also be screened for tuberculosis once every 3 years. The typhoid and x-ray certificates of the food-handlers should be submitted together with the application form for verification.

**9 BASIC FOOD HYGIENE COURSE**

All food-handlers are required to attend the Basic Food Hygiene course and pass an examination. The course, which is free of charge, will be conducted in 4 different languages at the Environmental Health Regional Offices.

**10 REGISTRATION OF FOODHANDLERS**

After completing the Basic Food Hygiene Course and obtaining the necessary typhoid inoculation and chest X-rays, the food handlers have to register with the respective Environmental Health Regional Office.

**11 COMPLIANCE WITH HEALTH REQUIREMENTS**

You are also required to comply with the health requirements as stipulated in Annex I before a licence is issued to you. You are to arrange for a site inspection with our Regional Office to verify the compliance of all the health requirements.

**FOOD RETAIL OUTLET**

### 3.1 Objectives

Food retail outlets, such as restaurants, food courts, etc. (also known as "foodshops") shall be designed to ensure that the layout can support an efficient work-flow. The size of the kitchen and store to be provided shall be sufficient to meet the operator's needs. The floors shall be graded and drained to ensure that a dry kitchen is achievable. A good layout will help the operator attain a high standard of food hygiene.

### 3.2 Design Criteria

The design criteria for a food retail outlet (also referred to as "foodshop" shall be as follows:

- (a) The minimum kitchen area shall be 8 sq metres (excluding the servery area). If the operator wishes to do outdoor food catering, the minimum kitchen area shall be 16 sq metres.
- (b) The floor of the kitchen shall be graded and washings drained to floor traps.
- (c) No grease interceptor or inspection chamber shall be sited inside the kitchen.
- (d) The walls of the kitchen shall be lined with glazed tiles or other impervious materials to facilitate cleaning.
- (e) Fumes, smoke, oil mist, grease, steam and odour from the cooking range shall be exhausted either by an air cleaning system or a hood and flue system. The air cleaning system shall be fitted with a fire retardant filter media that is able to withstand high cooking heat and have high adsorption capacity even under humid conditions. In the case of the hood and flue system, it shall be fitted with a grease filter that is able to withstand high cooking heat, and extractor fan. The flue shall discharge at a point above roof and away from neighbouring premises.
- (f) No overhead drain pipes shall be sited in the area where food is prepared or cooked.

- (g) At least one sink with a draining board shall be provided in the kitchen or 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.
- (h) At least one wash hand basin shall be provided for workers in the kitchen. The tap of the wash hand basin shall preferably be sensor-operated.
- (i) All stores and storage cabinets provided shall be pest- and rodent-proof.
- (j) A storage cabinet shall be provided for cleaning tools, brooms, cleaning materials, etc.
- (k) A storage room or cabinet shall be provided where necessary for the workers' personal belongings.
- (l) Where there are public toilets within the building where the foodshop is located, the provision of a toilet within the foodshop is not necessary. Otherwise, the number of toilets shall be in accordance with the requirements stated in [Appendix 2](#).
- (m) For a foodshop with individual foodstalls, each individual foodstalls shall have a minimum kitchen area of 8 sq m and a servery area of 5 sq m. A wall or partition shall be provided between the kitchen and servery area.
- (n) Every foodshop with individual foodstalls shall have a centralised wash area for the washing of soiled crockery. The centralised wash area shall be located in a room or an enclosure, and the walls shall be lined with glazed tiles or other suitable impervious materials. The provision of a commercial dishwashing machine in the centralised wash area is encouraged.

**NATIONAL ENVIRONMENT AGENCY  
ENVIRONMENTAL HEALTH DEPARTMENT/HQ &  
REGIONAL OFFICES**

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Environmental Health Department (EHD/HQ)  
21 Storey Environment Building  
40 Scotts Road  
Singapore 228231  
Fax No : 67354297  
NEA Call Centre : 1800-2255632

- 1) North West Regional Office (NWRO)  
18 Attap Valley Road  
Singapore 759910  
Tel No : 67567678  
Fax No : 67566848
- 2) North-East Regional Office (NERO)  
174 Sin Ming Drive  
Singapore 575715  
Tel No : 64553177  
Fax No : 64582080
- 3) Central Regional Office (CRO)  
4545 Jalan Bukit Merah  
Singapore 159466  
Tel No : 62724266  
Fax No : 62739641
- 4) South-East Regional Office (SERO)  
70 Tannery Lane  
Singapore 347810  
Tel No : 67474811  
Fax No : 67473863
- 5) South West Regional Office (SWRO)  
335 Clementi Road 14.5 km  
Singapore 129786  
Tel No : 64660544  
Fax No : 64699082

For more information, please contact any of the Regional Offices above. You can also contact us at 1800-2255632 or email us at [Contact\\_NEA@nea.gov.sg](mailto:Contact_NEA@nea.gov.sg)

**OTHER RELEVANT AUTHORITIES**

Building and Construction Authority [BCA]  
Building Plan & Management Division  
5 Maxwell Road  
#16-00  
Tower Block MND Complex  
Singapore 069110  
Tel:63252211

Urban Redevelopment Authority [URA]  
Development Control Division  
45 Maxwell Rd  
The URA Centre  
Singapore 069118  
Tel:1800-2234811

Central Provident Fund [CPF] -For Medisave contribution  
79 Robinson Rd  
CPF Building  
Singapore 068897  
Tel:1800-2271188

Singapore Police Force -For permit to sell liquor  
Liquors Licensing Division  
391 New Bridge Road  
#02-701 Police Cantonment Complex  
Singapore 088762  
Tel:65575806

Centre for Drug Administration -For permit to sell tobacco  
Health Sciences Authority  
Tobacco Regulations Unit  
2 Jalan Bukit Merah  
Singapore 169547  
Tel: 6325 5612

## Health Requirements for Food shop/ stall

### Documentary Requirements :

- Register and submit Names/Addresses/NRIC Numbers of all food handlers who have been inoculated against typhoid. Produce documentary proof of such vaccination.
- Submit chest X-rays report of food handlers who are 45 years old and above
- Submit a detailed plan of the premises showing the layout in the kitchen, preparation area, refreshment area, toilets, stores etc.
- Submit a detailed schedule on the cleaning program for the cleaning of the premises, and equipment used
- Submit a copy of the Food Hygiene Course Certificate for food handlers who have attended and passed the Basic Food Hygiene Training Course.
- Food handlers who have not attended and passed the Basic Food Hygiene Course, **a duly completed registration form for the enrolment of food handlers for the Basic Food Hygiene Course is required to be submitted.** (A copy of the Registration Form is attached)
- Submit a copy of pest control contract
- Ensure that at least one of your staff is trained as **Food Hygiene Officer (FHO)**. Your staff should attend and pass the FHO course within three months upon obtaining the licence from this office. Please see attached nomination form for the FHO, which is **applicable only for the food shop licence (ie. For restaurants and caterers only).**
- Submit a copy of the latest Business Profile of the Company or Form 9, Form 49 and Form 44 (company's registered address)
- You are advised to obtain BP approval/ clearance/TOP from the relevant authorities and/or Notice of Written Grant of Permission (change of use) from the Chief Planner, URA, where applicable.

### Operational Requirements :

#### GENERAL

- Paint and thoroughly cleanse the premises and remove all unwanted articles.
- Provide racks, 30 cm above the ground level, for storing of bottles, boxes, crates etc
- Replace all missing/damaged wall and floor tiles in the premises.
- Install temperature gauges to all refrigerators/chillers
- In the air-conditioned refreshment area, The temperature should be maintained between 23<sup>0</sup>C to 27<sup>0</sup>C .



- Provide adequate number of litter bins in the refreshment area
- Provide adequate number of “No Smoking” signs installed at strategic location in the air conditioned premises. For those food shops in pub, nightclub, bar, cocktail lounge, cabaret, karaoke lounge, discotheque, they do not have to provide “No Smoking” signs.
- Introduce the system for returning of soil crockery by customers and patrons. Adequate signs advising customers to return the soiled crockery to the tray return stations should be conspicuously displayed and adequate number of tray return stations should be set up for the purpose.
- Provide adequate number of NEA approved wheeled refuse bins to contain your Food wastes/refuse. All food wastes/refuse must be securely bagged into plastic bags. There should not be any loose refuse in the wheeled bin(s) or bags of refuse outside the bin(s). The wheeled bins must be placed inside your premises at all times and can only be brought outside your premises during collection.
- Provide adequate number of pedal bins, lined with plastic bags, for the disposal of food wastes and kitchen wastes
- Provide showcases with fixed glass panels/sneeze guards where prepared food has to be displayed for selection by the customers.
- All cooked food displayed at the counter should be kept at the correct temperature and protected from contamination
- Box-in/conceal all over-hanging sanitary/waste/drain pipes in the preparation/kitchen/servery areas.
- All stores and storage cabinets provided shall be pest and rodent proof
- A storage cabinet shall be provided for cleaning tools, brooms, cleaning materials, etc.
- Provide a curb of at the rear entrance of the premises, if applicable.

#### **KITCHEN/PREPARATION AREA**

- The minimum kitchen area shall be 8 sq metres (excluding the servery area). If the operator wishes to do outdoor food catering, the minimum kitchen area shall be 16 sq metres.
- The floor of the kitchen shall be graded and washings drained to floor traps.
- No grease interceptor or inspection chamber shall be sited inside the kitchen.
- The internal walls of the kitchen shall be lined with glazed tiles or other impervious materials to facilitate cleaning
- Fumes, smoke, oil mist, grease, steam and odour from the cooking range shall be exhausted either by an air cleaner system or a hood and flue system. The air cleaner system shall be fitted with a fire-retardant filter media that is able to withstand high cooking heat and have high adsorption capacity even under humid conditions. In the

case of the hood and flue system, it shall be fitted with a grease filter that is able to withstand high cooking heat, and an extractor fan. The flue shall discharge at a point above the roof and away from neighbouring premises.

- No overhead sanitary/waste/drain pipes shall be sited in the area where food is prepared or cooked.
- At least one sink with draining board shall be provided in the kitchen or 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.
- At least one wash hand basin equipped with liquid soap dispenser shall be provided for The workers in the kitchen. The tap of the wash hand basin shall preferably be sensor operated.

### **TOILET**

- Provide liquid soap dispenser, deodorant, hand dryer blower or towel dispenser, and Transparent Drum Roll toilet tissue holder shall be provided in each water closet.
- Provide auto-sensor flush valves for the flushing system of the WC/Urinals in the toilet.
- Provide mechanical ventilator/extractor fan in the toilet.
- Provide wall/ceiling fans in the toilets
- Provide adequate number of pedal bins, lined with plastic bags in the toilets

### **Hygiene Requirements - Food Catering :**

- Provide stainless steel food containers with tight fitting covers and an insulated van for the conveyance of cooked food.
- Provide shelving in the vehicle cabin for the placing of food containers.
- Keep the vehicle for the transportation of food in a clean condition at all times and do not use the vehicle for the conveyance of animal, bird or other matter which may cause contamination to the food.
- Handle all food with proper implements. In cases where it is not practicable, disposable gloves are to be used.
- Submit photographs of the food delivery van showing its internal and external.
- The name/address of the food retail outlet must be shown on the exterior body of the delivery vehicle.
- Submit documentary proof of ownership of delivery vehicle.

### **CONDITIONS OF LICENCE**

After the issuance of the foodshop/stall licence, the conditions listed below are to be complied with, failing which, enforcement action will be taken without further warning:

**I) FOOD GRADE ICE IN PREPACKED FORM**

- a) Food grade ice from ice factories will be allowed to be brought into food establishment irrespective of the intended use.
- b) Ice permitted will be only in **cube or tube ice form** (in size that does not require further cutting at the foodshop).
- c) Food grade ice from licensed ice factories shall be labelled 'food grade ice for human consumption'.
- d) Food grade ice shall be pre-packed and clearly labelled.

**II) FOOD OBTAINED FROM LICENSED FOOD SUPPLIERS**

- a) Food shall be obtained from licensed food caterers or suppliers.
- b) To retain receipts to proof purchase. The quantity must also be specified.
- c) Food delivered by suppliers shall be properly packed with label. If manufactured overseas, the Food Control Department's (AVA) letter of approval allowing the import should be obtained from the suppliers by the operator to proof its authorised source.

Note:

The total application process duration is comprised of but not limited to:

- (1) The duration from the time of complete and accurate submission of all the required documents to the first inspection; and
- (2) The duration from the time of the final inspection to the issuance of the license

The duration of (1) and (2) is 5 working days and 2 working days respectively.

The total application process duration does not cover that for re-inspection and/ or re-submission of the required documents – both of which are dependent on the applicant's availability and meticulousness.

No refund of fees will be allowed once payment has been made.

**NOMINATION FORM FOR FOOD HYGIENE OFFICERS (FHOs)**

(1) Please complete and return this nomination form to:

- (a) Environmental Health Department  
40 Scotts Road  
#21-00 Environment Building  
Singapore 228231  
[Attn: Mr Danny Leong or Mr Lim Meng Yun]  
or  
(b) Fax No.: 6734 5787 / 6731 9749
- 

Name of Licensee:

Licence No:

Licence Code:

Premises Address:

S/N	Name & NRIC/ID No. of Nominees	Appointment in kitchen	Highest Education Level	Preferred Language	Mailing Address	Preferred Run
1				English / Mandarin		To be allocated
2				English/ Mandarin		To be allocated

Note: The allocation is on a first-come-first-served basis. Our Singapore Environment Institute will write to inform you about two weeks before the start of the course to advise you on payment details and date/venue of the course.

Name of Contact Person: \_\_\_\_\_

Contact Tel. No: \_\_\_\_\_

Please check with SPRING Singapore for eligibility to claim for Skills Development Funds (SDF).

