**LONDON BOROUGH OF TOWER HAMLETS**

 **FOOD for HEALTH AWARD**

**APPLICATION FORM and TERMS & CONDITIONS**

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| **Name of Business:** Click here to enter text. |
| **Name of Applicant (proprietor)** Click here to enter text. |
| **Address of Business:** Click here to enter text. | **Post Code:** Click here to enter text. |
| **Telephone No:** Click here to enter text. | **Mobile No:** Click here to enter text. |
| **Email:** Click here to enter text. |
| Type of Premises: Choose an item. Estimated number of covers per week Click here to enter text. |
| **Do you have a written food safety management system (such as a SFBB manual) Yes** [ ]  **No** [ ]  |
| **Award Categories** Please tick the appropriate level you are applying for once you have completed the self-assessment score sheets  | Standard [ ] Silver [ ] Gold [ ]  |
| **Type of Application: New**  [ ]  **Renewal** [ ]  **Reassessment for higher level**  [ ]  |

I confirm that I have read and agree to the terms and conditions enclosed with this application.

Signed Date : Click here to enter a date.

Print name & job title: Click here to enter text.

**Please enclose a copy of your normal menu/selection, assessment score sheet(s) and completed catering quiz (if you are applying for silver or gold )**

If this is a new application we will contact you within 5 working days to arrange a visit to assess your premises.

If you need any further information or advice regarding the award, please do not hesitate to contact the

**Environmental Health Commercial Team – Food Safety**, **Tel: 020 7364 5008.** **Please return your completed application form by email** foodsafety@towerhamlets.gov.uk **or post to : Consumer and Business Regulations Service - Food Safety, 6th Floor, Mulberry Place, 5 Clove Crescent E14 2BG**

**1. Application**

An applicant must complete an application form; submit assessment score sheet(s), completed catering quiz (where applicable) and a copy of the establishment’s menu selection.

**2.** **Broadly compliant food premises**

A pre-requisite for being considered for an award is that the establishment must be broadly compliant for food hygiene (broadly compliant, in respect of food hygiene, is defined in the Food Law Code of Practice (England) – June 2008).

**3.** **Assessment**

After receiving an application, the London Borough of Tower Hamlets (Awarding Body) will carry out a full assessment inspection at a time to be mutually agreed with the applicant and provide a written report of assessment.

Should the Awarding Body conclude from the assessment that an establishment does not meet the award conditions (that is compliance with the relevant assessment score sheet criteria and the terms and conditions contained in this document), guidance and advice as to what steps the applicant requires to take in order to meet the award conditions will be provided on the report. Such guidance and advice will be included in the assessment report.

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**4.** **Awards**

An award is subject to the award conditions (that is compliance with the relevant assessment score sheet criteria and the terms and conditions contained in this document ), and the applicant shall comply with them in full in the operation of the establishment throughout the award duration which is a maximum of 2 years.

The Tower Hamlets Partnership has a right to refuse to grant or withdraw an award where any establishment fails to meet the award conditions at any time.

If the Applicant is not satisfied with the decision in relation to the award, it may appeal within 21 days to the Head of the London Borough of Tower Hamlets Environmental Health Commercial Team, whose decision shall be final.

Inspections or re-assessments of the establishment during normal working hours may be undertaken to ensure that the award conditions continue to be met by the establishment at all times during the period of the award duration.

**5. Promotional Materials**

Once an award has been received, the food business operator of an establishment shall be entitled to display the award certificate and sticker for the period of the award duration on the assessed premises; any other premises must be assessed in their own right.

As soon as practicable after the award is granted the food business operator must display in the establishment a selection of promotional material items provided, and continue to do so for the period of the award duration.

At the end of the period of the award duration, and if renewal of the award is not sought or granted , the food business operator must remove from the establishment all promotional material relating to the award.

The award is the property of the London Borough of Tower Hamlets. It may be withdrawn if:

* The criteria are not being adhered to
* There is a change of ownership
* There is failure to comply with food safety legislation

If an award is withdrawn, the food business operator must remove from the establishment all promotional material relating to the award, including the award certificate and delete any reference to the award in advertising.

**6.** **Effect of Withdrawal or Non-Renewal**

The London Borough of Tower Hamlets will not be held responsible for any direct or indirect financial losses of the establishment arising out of, or in connection with the withdrawal or non renewal of an award.

**7.** **Advertising and Publicity**

 Any advertising or publicity by the establishment must make it clear that it is the award and not the catering establishment that is endorsed by the Tower Hamlets Partnership.

**8.** **Variation of terms & conditions**

The London Borough of Tower Hamlets may change the terms & conditions if it is deemed reasonable and appropriate and in the interests of good practice. This includes the criteria in the Section 2 (Assessment score sheets), Section 3 (Guidance on how to fulfil the assessment criteria) and Section 4 (circumstances in which " Not applicable " ( N/A ) may be applied ).

**9.** **London Borough of Tower Hamlets**

In the unusual circumstances of an award-winning business undertaking activities which could be considered damaging to the Tower Hamlets food for health award scheme or to the London Borough of Tower Hamlets, the award may be removed.