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| **CITY OF PORVOO**  | **NOTICE****Food Act (297/2021) § 10 subsection 1 in accordance with food premises** |
| **Enviromental Health Services** | **Dnro ja saapumispäivämäärä** (viranomainen täyttää)  |

**To be filled in by the operator**

Notice regarding food business premises or any essential changes to it must be sent to the City of Porvoo, Health Protection four weeks before the intended start up or planned change. No separate decision is made regarding the notification, but the City of Porvoo Health Protection will provide a certificate to the food business operator indicating the handling of the notification. Health Protection may request the operator to provide other necessary explanations in connection with handling the notification. The fee for processing the notification will be in accordance with the rate approved by the municipality.

The notification concerns [ ]  start up of operations [ ]  changes to existing operations

 [ ]  other, what?

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| 1. Operator | Operator's name (business)     |
| Address      |
| Postal code      | Telephone number       |
| Town      | Email address      |
| Municipality of residence      | Telephone number      |
| Contact person       | Email address      |
| Billing address      The city of Porvoo sends invoices primarily as online invoices, if the company has e-invoice address information on the website <https://verkkolaskuosoite.fi/> |
| 2. Business ID (Y-tunnus) or personal identification number, if absent | Business ID (or personal ID)       |
| 3. Place of business | Name of business      |
| Contact person       |
| Street address      | Telephone number      |
| Postal code      | Email address      |
| Town      |
| 4. Operation | Primary field of operationSelect the primary field of operation from the given options. Select only one primary **field of operation.**[ ]  Food sales[ ]  Serving food[ ]  Grain or vegetable [ ]  Other food production[ ]  Food storage and packing[ ]  Food transport[ ]  Import and export[ ]  Other, what?       | Other than the primary field of operation For the same business operation, select any other field of operation from the given options. You may choose multiple options.[ ]  Food sales[ ]  Serving food[ ]  Grain or vegetable[ ]  Other food production[ ]  Food storage and packing[ ]  Food transport[ ]  Import and export[ ]  Other, what?       |
| In addition to this section, Appendix 1 must be completed.  |

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| 5. Nature and extent of operations | [ ]  Fixed food premises[ ]  Mobile vehicle[ ]  Treatment of foodstuffs intended for outdoor area (e.g. market, front of the shop, terrace)Are foodstuffs cooled on the premises? [ ]  No [ ]  Yes (appendix)Are foodstuffs frozen on the premises? [ ]  No [ ]  Yes (appendix)Opening times: |
| 6. The estimated starting date of operations or start of a change in operations | Estimated starting date of new operations (date)      **Description**       |
| Estimated date of change in operations (date)      Description of the change in operations       |
| 7. Information regarding self-monitoring plan | [ ]  A self-monitoring plan has been drawn up[ ]  A self-monitoring plan will be drawn up by        | [ ]  In drawing up the self-monitoring plan, industry best practice guidelines have been used \* which ones?       |
| 8. Information for the use of Building Supervision |  [ ]  The operator has been in touch with Building SupervisionThe premises are located [ ]  On business property [ ]  On industrial property [ ]  On residential property |
| 9. Cleaning facilities | Separate cleaning storage for kitchen and customer premises [ ]  No [ ]  YesEquipment  [ ]  Sink [ ]  Water point [ ]   Floor drain [ ]  Mechanical ventilation (air removal) [ ]  Thermal drying, what surface area, m2 |
| 10. Number of toilet places | Customers  Women  [ ]  Toilets number [ ]  Other, what?  [ ]  Hand washing points number [ ]  Hand drying, how  | Men  [ ]  Toilets number  [ ]  Other, what?  [ ]  Urinals number [ ]  Hand washing points number [ ]  Hand drying, how  |
| Toilet for the disabled Toilets number  Hand washing points number Hand drying, how . |  |
| 11. Social facilities for staff | Dressing rooms Permanent number of staff total people. [ ]  Women [ ]  Men [ ]  Joint [ ]  Lockers [ ]  Hand washing points [ ]  Shower(s) [ ]  Changing rooms located outside the premises Separate toilets for staff working with food [ ]  Toilets number [ ]  Hand washing points number [ ]  Hand drying, how . |
| 12. Household water supply and drainage arrangements | Household water [ ]  Connected to public water supply [ ]  Other, what [ ]  Household water tested  |
| Sewerage [ ]  Connected to public sewer [ ]  cesspit m3 [ ]  Sedimentation basin number, \_m3. [ ]  Other, what? |
| 13. Waste management arrangements |  Property organised waste management  [ ]  No [ ]  Yes |
| 14. Goods reception facilities |  [ ]  Covered loading dock [ ]  Refrigerated reception area [ ]  Storage space for transport boxes |
| 15. Yard covering |  |
| 16. Appendices | [ ]  Appendix 1 description of the food business to be pursued [ ]  Floor plan |
| 17. Operator's signature and name in print | Place Date            | Signature and name in print     |
| Food industries prepare good practice guidelines for their sectors, which can be used to help draft self-monitoring plans. The guidelines are available in the industries.  |

Form approved 19.10 / 2011, updated 22.3.2023

Personal data is registered in the environmental health care´s information system. The register description can be obtained from the City of Porvoo, Environmental Health Care Department (ympäristöterveydenhuolto), Tekniikankaari 1 A, 06100 Porvoo or from the internet www.porvoonymparistoterveydenhuolto.fi

Appendix 1. Description of the food business to be pursued

Mark in the table below information describing the extent of the primary type of operation for the food premises. In addition, indicate operations other than the primary operation for the food premises by putting a cross (x) in the appropriate row. **For example**: If the primary function of the business is “wholesale of industrially packed easily perishable food”, then mark the number of employees and floor area. If there is also a cafeteria in the same premises, then place a cross (x) next to café operations.

To be checked and completed in connection with the first inspection.

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| **Type of activity** | **Type-specific information** |
| **Food sales (incl. mobile premises)** | **food sales area (m2)**  | **number of foodstuff employees** |
| Type of operation |  |  |
| Wholesale of food, industrially packed non-perishable food |       |       |
| Wholesale of food, industrially packed easily perishable food |       |       |
| Wholesale of food, sale of unpacked food |       |       |
| Wholesale of food, handling easily perishable food |       |       |
| Retail sale of food, industrially packed non-perishable food  |       |       |
| Retail sale of food, industrially packed easily perishable food |       |       |
| Retail sale of food, sale of unpacked food |       |       |
| Retail sale of food, handling easily perishable food |       |       |
| Market (i.e. market area)  |       |       |

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| **Food serving (incl. mobile premises)** | **number of customer places**  | **area of food-related activities (m2)** | **number of foodstuff employees** |
| Type of operation  |  |  |  |
| Restaurant business (including pizzerias) |       |       |       |
| Grill or fast food operations |       |       |       |
| Café operations  |       |       |       |
| Pub operations, only serving drinks or small food servings (i.e. snacks, crisps, etc.)  |       |       |       |

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| **Food serving (continued)** | **number of portions/day** | **area of food-related activities (m2)** | **number of foodstuff employees** |
| Type of operation |  |  |  |
| Mass catering, institution kitchen operations (schools, kindergartens, hospitals, canteens) |       |       |       |
| Mass catering, central kitchen operations and catering services  |       |       |       |
| Mass catering, serving operations (not for cooking, may include a small amount of snack and dessert preparation) |       |       |       |

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| **Grain and vegetables**  | **estimated production (kg/year)** | **area of food-related activities (m2)** | **number of foodstuff employees** |
| Type of operation |  |  |  |
| Milling operations |       |       |       |
| Production of bakery products, easily perishable products |       |       |       |
| Food and pastries |       |       |       |
| Other grain products |       |       |       |
| Vegetable, berry, fruit products |       |       |       |
| Packing operations, slight preparation of vegetables for market |       |       |       |

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| **Other food preparation**(other than milk, meat, fish, eggs or grain and vegetables)  | **estimated production (kg/year)** | **area of food-related activities (m2)** | **number of foodstuff employees** |
| Type of operation |  |  |  |
| Production of combined products (a product, which contains foods of a processed animal and vegetable origin, such as pizza and ready meals) |       |       |       |
| Sweets |       |       |       |
| Drinks |       |       |       |
| Other preparation, e.g. roasting coffee, preparing snails, etc. |       |       |       |

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| **Food storage and packing** | **area of food-related activities (m2)** | **number of foodstuff employees** |
| Type of operation |  |  |
| Warehousing of non-animal source food |       |       |
| Food packing |       |       |

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| **Professional food transportation**  | **Means of transport (lorry, boat, etc.) and number** | **number of foodstuff employees** |
| Type of operation |  |  |
| Food transport |       |       |
| Refrigerated food transport |       |       |
| Frozen food transport |       |       |
| Transport of warm food |       |       |

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| Other | **area of food-related activities (m2)** | **number of foodstuff employees** |
| Type of operation |  |  |
|       |       |       |
|       |       |       |
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