

Supermarket Pre-Licensing Requirements		Remarks
1. DOCUMENTARY REQUIREMENTS		
Details of authorised personnel		
a	Letter of authorisation for representative to submit the application	If applicant appoints another person to submit the application.
Premises details and business operation		
b	Approval from land agencies e.g. BCA TOP/URA Change of use approval/ HDB usage approval	Applicant should ensure the relevant planning permission is obtained prior to signing any tenancy agreement and investing in renovation/equipment for the premises.
c	Signed Tenancy Agreement	You are advised to ensure the land agency has approved the relevant use for the premises, and you are able to meet the pre-licensing requirements before signing the tenancy agreement.
d	Certificate of Stamp Duty issued by IRAS for the tenancy agreement	IRAS-issued stamp duty certificate for the tenancy / lease of the premises.
e	Layout plan of premises (in scaled metric units)	The layout plan should include the following: <ul style="list-style-type: none"> • A metric scale within the layout (with dimensions indicated) and the scale ratio used (1:X). • Clear indication of kitchen equipment and infrastructure within the layout (e.g. exhausts, sinks and wash basins). • Clear indication of boundaries of the refreshment area within the layout.

Maintenance of premises		
f	Signed Pest Control Contract	The pest control service should cover the control of rodents, cockroaches and flies for at least 12 months. The pest inspection/treatment frequency should be at least once a month.
g	Cleaning schedule	
Food worker		
h	Food Safety Course Level 1 Statement of Attainment / Food Safety Course Level 1 (Refresher) Statement of Attainment of food workers.	All food workers are required to pass Food Safety Course Level 1 course (formerly known as Basic Food Hygiene Course (BFHC). They are required to pass FSC Level 1 (Refresher) if their BFHC/FSC Level 1 was obtained more than 5 years ago.
2. SUPERMARKET DESIGN REQUIREMENTS		
a	The minimum kitchen area is at least 10 sq metres (excluding the servery area).	
b	Floor trap is constructed in the food preparation area for discharge of wastewater to sewer. The floor of the kitchen is graded to floor traps.	
c	The edge adjoining the wall and the ground is coved.	
d	No manhole, inspection chamber, waste sump, screen chamber, grease trap or overhead sanitary/waste/drainpipes are sited within the areas where food is prepared, cooked, stored or served; or other areas where they are likely to give rise to nuisance, health or hygiene hazards during maintenance.	
e	The preparation of cooked/ready-to-eat food and raw food is prepared in distinctly separated areas. A physical partition is provided to segregate cooked/ready-to-eat food and raw food.	

f	The walls of the preparation and servery area are lined with glazed tiles or other suitable impervious materials, of not less than 1.5 m, to facilitate cleaning.
g	Adequate number of commercial sinks with drying benches is provided in the preparation area.
h	At least one sink is provided in food preparation area. For a large kitchen, additional sinks may be required for the washing of soiled crockery. The numbers to be provided are according to the operator's needs.
i	At least one wash hand basin equipped with hand soap is provided for the workers in the kitchen. If one double bowl sinks is installed and one of which is dedicated for hand-washing purpose, two separate water taps are provided. The tap of the wash hand basin is preferably sensor operated.
j	Separate storage facilities are provided for workers' personal belongings, cleaning tools/material, food ingredients, cutlery and food packaging materials respectively. All food stores and storage cabinets provided are pest-proof.
k	A storage room where practical, for storage of large equipment such as additional chairs, tables, etc.
l	Cold stores, if provided, are designed to take into account the intended food products, storage time and the optimal temperature requirements. The walls of the stores are effectively insulated to prevent condensation on the other side of the walls. The loading and unloading bays are designed to allow transfer of products between the cold store and the refrigerated vehicle with the least exposure to ambient temperature and with the least possible handling.
m	Premises are rendered pest-proof to prevent pest access and to eliminate pest potential breeding sites.
n	All fumes from the cooking range are extracted immediately and treated with an air cleaning system. The cleaned air is exhausted outdoors by a hood and flue or other extractor fan system at or above the roof, facing away and aesthetically screened from the immediate neighbouring premises. Where it is not practical to exhaust the fumes at or above the roof, an alternate location of the discharged point in the outdoors may be selected, facing away and aesthetically screened from the immediate neighbouring premises.
o	Sufficient make-up air is provided, and negative pressure is maintained when the kitchen hood is in operation.

p	All air ducts (incoming and outgoing) in the kitchen are made of non-combustible materials and of smooth texture, and easy to clean. Inspection opening is also provided in the air ducting.	
q	Covered holding tanks of glass and/or stainless steel construction is provided for fish and crustaceans and fitted with a mechanical filtration system, where applicable.	For supermarket with sale of live seafood display only
r	A separate filtration system from the rest of the seafood is provided for these groups: Bivalve molluscs (e.g. oysters, mussels, clams, cockles, scallops), Tunicates (e.g. sea squirts), Echinoderms (e.g. sea urchins and sea cucumbers) and Gastropods (e.g. whelks, winkles and abalone).	For supermarket with sale of live seafood display only
3. FOOD SAFETY REQUIREMENTS		
a	The premises is painted, thoroughly cleansed and all unwanted articles are removed.	
b	Adequate preparation tabletops lined with stainless steel or other suitable impervious material are provided.	
c	Temperature gauges are installed for all refrigerators/chillers.	
d	Showcases with fixed glass panels/sneeze guards/proper covers that can be easily cleaned are provided for ready-to-eat food that are displayed for selection by the customers.	
e	Adequate number of pedal bins, lined with plastic bags, for the disposal of food waste and kitchen waste are provided.	
f	Adequate number of "No Smoking" signs are installed at strategic places in the premises.	
g	Adequate number of "No Pets Allowed" signs are placed at strategic location within the premises and outdoor refreshment area. Except to allow guide dogs in the premises, so long as the dogs are harnessed and kept at the owner's side at all times.	

h	For supermarket located in shophouses, there is a barrier (door kerb) laid across the rear entrance of the supermarket to prevent sullage from flowing to the drains.
i	There shall be no sale and no slaughtering of live animals, including turtles and/or frogs, in the licensed premises.
4. TOILET DESIGN REQUIREMENTS	
Where there are public toilets within the building where the supermarket is located, the provision of a toilet within the supermarket is not necessary. Otherwise, the number of toilets and sanitary fittings provided are to be in accordance with the requirements Section 2 of NEA Code of Practice on Environmental Health.	
a	The walls are lined with smooth wall tiles or other impervious and durable materials.
b	The floors are constructed of waterproof surfaces like ceramic tiles, natural stone, homogenous tiles, or other impervious materials to facilitate cleaning.
c	The toilets are well-ventilated by natural or mechanical means to remove odours, and to keep the floors dry.
d	Cubicle partitions are of rigid design and wall, or ceiling hung, where practical, without leg support for easy cleaning of the floor.
e	Each water closet (WC) is fitted with a sensor-operated flush valve and coupled with manual by-pass and manual override.
f	The cubicle, where a squatting WC pan is provided, is kerbed such that water will not flow out of the boundary of the cubicle.
g	A jumbo toilet roll holder or a toilet tissue dispenser of similar capacity is installed in each WC cubicles.
h	A water tap point with spring nozzle is provided within one cubicle of the toilet.
i	A sanitary bin for disposal is provided in each cubicle in female and unisex toilet. Bin is operated without hand contact e.g foot pedal or electronic motion sensor device.

j	Each urinal is fitted with a sensor-operated flush valve with manual override feature.
k	Handrails or grab bars are provided for at least one urinal.
l	Wash hand basins are preferably provided outside the toilet.
m	All wash hand basin taps are sensor taps with self-closing delayed action feature, except for one which is self-closing delayed-action mechanical or battery-operated sensor type tap, installed per toilet block to ensure that one tap remains functional during power supply outage.
n	Adequate hand-washing sinks with hand soap and paper towel dispenser/hand dryer are provided.
o	A minimum of one litterbin is provided directly below or in close proximity to the wash hand basins.
p	Adequate "No Smoking" signs are installed at conspicuous places both inside and at the entrance to the toilets to inform users that smoking is prohibited by law.