

Application for Mobile Food Wagon Licence

This form may take you 10 minutes to fill in. You will need the following information to fill in the form:

- Particulars of applicant (Individual, Company or Society)
- Particulars of food handlers
- Locations of approved operation sites and operation hours

Please complete the Application Form and submit it with the following documents to the relevant Regional Office (addresses attached in Annex C):

1. A photocopy of one of the following (where applicable):
 - a) Both sides of NRIC [for application as Individual] or
 - b) Business Profile Information from Accounting & Corporate Regulatory Authority (ACRA) [for application as Company] or
 - c) Certificate of Registration from Registrar of Societies [for application as Society]
2. A scaled metric layout plan of the food wagon.
3. Vehicle registration card / Log card
4. Photographs of the internal and external parts of the vehicle showing licence number plate.
5. Approvals from respective landowners and relevant government agencies (URA) to operate mobile food wagon at operation sites.
6. Approvals from relevant government agencies relating to use and operation of the vehicle as mobile food wagon (eg. LTA, SCDF, etc)
7. The list of food handlers employed using the prescribed form in Annex E.

Part 1 – Particulars of Applicant

Name of Individual / Company / Society * (IN BLOCK LETTERS):

NRIC of Individual / Registration number of Company or Society *:

Registered mailing address of Applicant *:

Telephone :

Fax :

E-mail Address :

**Please delete as appropriate*

Part 2 – Declaration By the Applicant

1. I declare that all the information given in this application form is true and correct.
2. I am aware that legal action may be taken against me if I had knowingly provided false information.
3. I agreed that in any legal proceedings, I shall not dispute the authenticity or accuracy of any information given in this application form.
4. I am aware that the food shop/food stall licence issued by NEA is strictly for the preparation and sale of food direct to consumers only. Should the mode of operation of my business changes or expands to food manufacturing, processing, distribution, wholesale distribution, exporting, or a central kitchen, I am aware that the licence will be cancelled and I will have to obtain a licence from the Agri-Food and Veterinary Authority.
5. I agree that NEA would only be able to process the application when all relevant supporting documents are received and are in proper order.
6. The National Environment Agency (NEA) collects personal information to carry out its various functions and duties under the National Environment Agency Act (Cap 195) including the implementation of environmental and public health policies in Singapore and any other related purposes. I hereby consent to NEA's use of the information provided by me in the course of any application I have made to the NEA, to facilitate the processing of such application for such purposes. I hereby further consent to NEA sharing the information in such application with other Government agencies, or non-government entities authorised to carry out specific government services, unless prohibited by legislation.

Applicant's Signature: _____

Date :

1 APPLICATION FOR A MOBILE FOOD WAGON LICENCE

- 1.1 Application for a mobile food wagon licence must be made on a prescribed form.
- 1.2 The application is specific to only one food wagon. A separate application needs to be submitted if applicant is operating more than one food wagon.
- 1.3 The vehicle is not allowed to ply the streets to conduct sale from door-to-door. It is only allowed to operate at fixed locations approved by the respective land owner and / or relevant government agencies. The operator must submit the list of fixed locations and schedule to NEA for approval.
- 1.4 Application by post or fax will be accepted. In the case of application by fax, it must be followed with the original form that can be mailed.
- 1.5 The completed application form can also be submitted through a representative by hand to the relevant Regional Office (see address in Annex C).

2 APPLICATION BY INDIVIDUAL

- 2.1 The person applying for a mobile food wagon licence must be a Singaporean or Permanent Resident.
- 2.2 The individual applicant whose name will appear on the licence must sign the application form. Only a person with power of attorney can sign the application form on the applicant's behalf.

3 APPLICATION BY COMPANY

- 3.1 In the case of an application by a registered company or society, an authorised officer of the company or society can sign the application form.
- 3.2 Application by a company registered with the Accounting & Corporate Regulatory Authority (ACRA) must be accompanied with the latest Business Profile Information (computerised printout) from ACRA giving the particulars of directors, managers and secretary.
- 3.3 Application by Association or Society must be accompanied with the Certificate of Registration from the Registrar of Societies (ROS).
- 3.4 Application by a firm registered with Registrar of Business (ROB) cannot be accepted, as it is not recognized as a properly constituted company. The sole proprietor or the active partner should apply for a mobile food wagon licence under his name.

4 LAYOUT PLAN OF THE VEHICLE

- 4.1 The specifications and layout of the food wagon must be approved by NEA and other relevant authorities. A scaled metric layout plan of the food wagon must accompany the application form.
- 4.2 The capacity of the wastewater tank must be at least 1.5 times that of the freshwater tank.
- 4.3 The layout plan must include details of the equipment, wastewater, freshwater tank, washing and other facilities provided.

- 4.4 Approval must be sought from this office for any changes to the layout plan after the licence has been issued.

5 VEHICLE DOCUMENTATION AND INSPECTION

- 5.1 Submit documentary proof of ownership of the vehicle (eg. Vehicle Registration Card/ Log Card).
- 5.2 Submit photographs of the internal and external parts of the vehicle, showing licence number plate.
- 5.3 After approval from the Land Transport Authority (LTA), the mobile food vehicle must be sent to the relevant Regional Office of NEA to confirm that the equipment and / or facilities within the vehicle is in accordance with the layout submitted.

6 CENTRAL BACK-UP KITCHEN

- 6.1 There must be a central back-up kitchen to support the operation of the mobile food vehicle for washing of equipment, supply of potable water and disposal of wastewater and refuse, etc. The operator shall obtain approval from NEA and other relevant authorities on the use of this back-up kitchen.

7 SALE AND PREPARATION OF FOOD

- 7.1 Food for sale must be obtained from permitted sources. Simple cooking / preparation of food on the vehicle may be allowed if appropriate facilities and appliance are provided on the vehicle.

8 LICENCE FEE

- 8.1 The licence fee is \$195.00 per annum. Payment should preferably be made by GIRO.

9 MEDISAVE CONTRIBUTION

- 9.1 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.

10 BASIC FOOD HYGIENE COURSE

- 10.1 All food handlers are required to attend and pass the WDA (Workforce Development Agency)'s WSQ Follow Food & Beverage Safety and Hygiene Policies and Procedures Course. More details on the course and training providers are available at <http://www.wda.gov.sg>

11 REGISTRATION OF FOODHANDLERS

- 11.1 After completing and passing the WSQ course, the food handlers must be registered with the relevant Regional Office using the form in Annex E.

12 DOCUMENTARY REQUIREMENTS

- 12.1 You are also required to comply with the Conditions of Licence (Annex A) and the Documentary Requirements (Annex B) before a licence is issued to you. You are to arrange for an inspection of your mobile food wagon with our Regional Office to verify the compliance of all the health requirements and Conditions of Licence.

13 PROCESSING TIME

- 13.1 Generally, a properly completed application with all required supporting documents enclosed can be processed within about 5 working days. Any incomplete or incorrect submission will result in delays in processing and issuance of licence.
- 13.2 You will receive a reply informing you of the result of your application. If your application and supporting documents are in order, an in-principle approval and a list of relevant hygiene requirements will be given to you.
- 13.3 You may commence the setup or renovation of your premises according to the layout plan submitted in the application after receiving the in-principle approval. After you have completed the set-up or renovation of your premises, you will have to inform the Regional Office to arrange for a site inspection to verify compliance with all the requirements stated in paragraph 12.1. Upon verification of satisfactory compliance, the licence will be issued to you.

14 REQUIREMENTS BY URA

- 14.1 You are required to obtain planning approval from Chief Planner, Urban Redevelopment Authority (URA) for use of the operation sites. URA does not allow the use of landed houses as the central back-up kitchen for mobile food wagon as food preparation, loading and unloading activities are likely to cause disamenities to the neighbouring premises. Such kitchen should be sited at premises approved for food preparation.

15 REQUIREMENTS BY LAND OWNER

- 15.1 Approval from the respective land owners must be obtained in order to operate in the designated locations.

16 REQUIREMENTS BY PUB (WATER RECLAMATION (NETWORK) DEPARTMENT)

- 16.1 Proper washing areas and sanitary facilities must be provided in the back-up kitchen for the disposal of waste water from the holding tanks into sewer.
- 16.2 PUB requires all sullage water from food preparation / cooking activities to be discharged into the sewerage system via a grease trap. The fats / oils / grease concentration in the effluent discharged from the grease trap shall not exceed 100 mg/L.
- 16.3 Owner of the food shop (back-up kitchen) shall consult and make separate submission to the Director, Water Reclamation (Network) Department, PUB for the installation of grease trap prior to operating the food shop. Application can be submitted online at PUB website at <https://www.eservices.pub.gov.sg/forms/NewSanitaryWorks.php>.
- 16.4 It is an offence under the Sewerage and Drainage Act for non-compliance with the grease trap requirement. The penalty of the offence is a fine up to \$5,000."

17 REQUIREMENTS BY LAND TRANSPORT AUTHORITY (LTA)

- 17.1 If the mobile food wagon is to be converted from an in-use vehicle

The following documents have to be submitted to LTA's Vehicle Engineering Department at 10 Sin Ming Drive for evaluation:

- a) Technical specifications of the original vehicle.
- b) Technical drawing of the proposed mobile food wagon (including the layout of the

- equipment and other additional fixtures, with dimensions).
- c) Details of modifications to the original vehicle, if any
- d) Installation details of the equipment and fixtures

Depending on the nature of the modification, certification from the vehicle manufacturer or a Professional engineer registered by the Professional Engineer's Board may be required.

If the proposed conversion is approved, the completed vehicle is subject to passing an inspection at any LTA authorised vehicle inspection centre.

17.2 If the mobile food wagon is imported from overseas

The mobile food wagon has to be less than 3 years of age from the date of its first registration in a foreign country to the point of registration in Singapore. The vehicle will also have to comply with the technical and registration requirements before it can be registered. For more details on the import procedures and requirements, please visit LTA's website, <http://www.onemotoring.com.sg>

- 17.3 In addition, the documents (a) to (d) as mentioned above have to be submitted and the mobile food wagon is subject to passing the inspection before it can be registered.
- 17.4 LTA does not allow LPG cylinders to be located directly under the MRT viaduct structure and it must be at least 20m clear on plan from the external edge of the MRT / LRT viaduct.
- 17.5 For further enquiries, please contact Mr Anamalai Gunalan at tel. 65535117 (for vehicle technical matters), Ms Ivy Yap at tel. 65535207 (for vehicle registration matters) or Mr Wong Fook Khee at tel. 63328304 (MRT / LRT viaducts) of LTA.

18 REQUIREMENTS BY SINGAPORE CIVIL DEFENCE FORCE (SCDF)

- 18.1 For use and transport of LPG cylinders in vehicles, operator must comply with the Fire Safety (Petroleum) Regulations and seek SCDF's approval. For more details, please refer to the website, www.scdf.gov.sg. Application form (form FSSB-PT01) can be downloaded from the website.

19 OTHERS

- 19.1 For further assistance or queries, please contact officers from the relevant departments. (Annex D)

CONDITIONS OF LICENCE

The licensed mobile food wagon operator shall comply with the following conditions of licence, failing which action will be taken against the licensed operator:

1. The mobile food wagon shall only operate at designated sites that have been approved by the landowners, the relevant government agencies and the NEA. The operator shall obtain the necessary approvals and submit to the NEA before the commencement of operations.
2. The mobile food wagon shall only operate at the designated sites during the specified operation hours as submitted to the NEA by the licensed operator. Any additions to the list of operation sites must be notified to the NEA first for approval. Similarly, the operator is to inform the NEA should the operator cease to operate from any of the sites stated in the list so that the NEA can update the records accordingly.
3. No tables and chairs shall be set up to allow customers to dine on site. The food sold shall be for takeaway only.
4. The interior of the mobile food wagon and the equipment used in the cooking and storage of food shall be constructed of durable materials approved by the NEA and be designed with smooth impervious surfaces for easy cleansing.
5. The equipment shall be returned to an approved central back up kitchen where it can be effectively cleaned, maintained and stored.
6. An approved central back up kitchen to support the operation of the mobile food wagon shall be specified. The operator shall obtain approval from the NEA and other relevant authorities on the use of this back-up kitchen. Any changes or additions to the above must be notified to the NEA first for approval.
7. The preparation of food such as washing, peeling, cutting, etc shall be confined to the back up kitchen. The food ingredients used on site should be ready for consumption or cooking without further processing.
8. The approved type of food to be cooked and the cooking method shall be specified. Water used for cooking shall be obtained from a tap connected to the water mains of the Public Utilities Board or from bottled drinking water only. Any changes or additions to the above must be notified to the NEA first for approval.
9. Approval for cooking on site must be obtained from the land owner in writing before cooking may proceed. The proof of approval must be produced to the NEA upon demand.
10. Where the cooking method generates fumes, smoke, oil, grease, etc, an effective, adequate exhaust system with air cleaner shall be provided to prevent any disamenities to the public. The cooking shall be done in a well ventilated area.
11. Mechanical refrigeration of adequate size for the storage of perishable food shall be provided which is capable of maintaining the food in a wholesome condition.
12. Where high risk food such as sausage and cooked meat are to be hot held, the hot storage equipment shall be sufficient in number and capacity to maintain the food at 60°C or higher. The equipment shall be fitted with a thermometer.

13. Means shall be provided to protect food from contamination from the elements at all times.
14. Where the food sold from the mobile food wagon is obtained from food suppliers, the operator shall obtain the food from licensed sources.
15. The receipts indicating the quantity of food purchased shall be retained by the operator as proof of purchase and shall be produced on demand by the NEA.
16. For food imported from overseas, the import approval from the Food Control Division of AVA should be obtained to prove its authorised source.
17. Where the operator buys ice for use in any purpose, only food grade ice from authorised sources shall be used. Food grade ice shall be pre-packed and clearly labelled 'food grade ice for human consumption'
18. The ice used shall only be in cube or tube form (in size that does not require further cutting by the operator).
19. Where access to water from a tap connected to the water mains of the Public Utilities Board and to an approved sewer for discharging of waste water are not available, a water system consisting of a potable water tank, sink and a waste water tank shall be provided. The following requirements shall be met:
20. The site(s) for the supply of fresh potable water and the disposal of waste water shall be specified and approved by the NEA. Any changes to the above must be notified to the NEA first for approval.
21. The potable water tank must only be used for storing potable water and its intended use.
22. The potable water tank and sink shall be adequately sized to ensure a sufficient supply of water and to facilitate hand washing, cleaning of utensils and equipment, and similar operations.
23. The waste water holding tank shall be sized to accommodate at least 1.5 times the volume of the potable water tank.
24. The potable water tank shall be replenished and the waste water holding tank discharged on a daily basis.
25. The potable water tank must be replenished once the water is used up. Likewise, the waste water holding tank must be discharged before using the newly replenished supply of fresh water to avoid spillage due to overflow.
26. The discharge of waste water must only be made to a disposal point connected to an approved sewer and in the case of greasy waste water the sewer must be connected to a grease interceptor.
27. The potable water tank must be discharged, cleansed and sanitized should any contamination occur.
28. The potable water tank shall be cleansed and sanitized daily.
29. The design of the potable water tank must :

- a) facilitate the cleansing and sanitizing of the tank which includes the water inlet and outlet;
 - b) facilitate sanitary filling and emptying;
 - c) be enclosable from the filling inlet to the discharge outlet. The filling inlet should be equipped with a tight cover to prevent contamination of the water.
30. The inlet of the waste water tank shall be equipped with a tight cover to prevent spillage during transportation to the discharge point.
31. Food waste and used oil must be properly contained and disposed of and should not be discharged into grounds or drains.
32. Adequate numbers of pedal operated covered refuse bins shall be provided to contain the food waste and any other refuse generated from your operations. The refuse bins shall be lined with plastic bags and securely bagged refuse shall be disposed of at the approved central back up kitchen or at an approved disposal facility with the permission of its owner.

Health requirements to operate a mobile food wagon

Documentary Requirements :

- Submit duly completed application form.
- Register all food handlers by submitting their Names / NRIC Numbers / Addresses.
- Submit copies of the Basic Food Hygiene Course Certificate for food handlers who have attended and passed the Basic Food Hygiene Course.
- Submit the schedule of operations – place, day, time, approving agencies
- Submit approval letter from owners of sites
- Submit list of food suppliers and details of food/drinks supplied – name / company, address, contact no., NEA / AVA licence number.
- Submit layout plan of vehicle.
- Submit layout plan of back - up kitchen.
- Submit approval letter from owner of back - up kitchen.
- Submit updated vehicle log card / letter that vehicle has passed inspections / LTA's green form "Application for Registration and Licensing of a Motor Vehicle"
- Submit photographs of internal and external body of the vehicle showing licence plate (only after vehicle has passed LTA inspection).
- Submit approval letter from SCDF (if LPG gas cylinders are used)

Hygiene Requirements :

VEHICLE

- Provide waste water tank with a capacity at least 1.5 times bigger than that of the fresh water tank. The waste water tank must be detachable to facilitate disposal of waste water into the sewer of the backup kitchen.
- Provide showcases with fixed glass panels / sneeze guards for display of cooked food.
- Hold all cooked food at the correct temperature and protect from contamination.
- Provide pest and rodent proof stores and storage cabinets (where applicable).
- Provide adequate pedal bins lined with plastic bags, for the disposal of food and kitchen waste.
- Keep the vehicle in a clean and hygienic condition at all times. Do not use the vehicle for conveying animals, birds 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.

BACK UP KITCHEN

a) For use of licensed premises as back up kitchen

- Discharge waste water from the vehicle waste tank into the sewer of the back-up kitchen. Do not discharge into public drains, watercourses or any open area.

ADDRESSES OF REGIONAL OFFICES

- 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 : 6854 6432/33
Fax No : 62728814

- 4) South-East Regional Office (SERO)
70 Tannery Lane
Singapore 347810
Tel No : 67474811
Fax No : 67473863

- 5) South West Regional Office (SWRO)
5 Albert Winsemius Lane
Singapore 129787
Tel No : 64660544
Fax No : 64699082

OTHER RELEVANT AUTHORITIES ON FOOD WAGON

S/N	Organisation Contact Detail	Remarks
1	Vehicle Registration & Licensing Vehicle & Transit Licensing Division 10 Sin Ming Drive Singapore 575701 (tel:65535117, for technical matters) (tel:65535207, for registration) (tel:63328304, for MRT/LRT viaducts)	For registration, design and use of vehicle.
2	Public Utilities Board [PUB] Water Reclamation (Network) Department 40 Scotts Road Environment Building #14-00 Singapore 228231 Tel: 6731 3303 / 6731 3245	For enquiries on the installation of grease traps.
3	HQ SCDF 91 Ubi Avenue 4 Singapore 408827 (tel: 68481428, 68481420)	For use and transport of LPG cylinders and other fire safety concerns.

DECLARATION OF FOOD HANDLERS

Date: _____ **NEA Regional Office:** _____ **NEA Licence No.:** _____

Premises Address: _____
(Address of food shop / food stall)

NRIC / FIN No.*	Name of food handler	Sex	Date of Birth	Work Permit Expiry Date	The most recent of the two course passed dates* – (i) Basic Food Hygiene Course Passed Date (DD/MM/YYYY) (ii) Refresher Training Passed Date (DD/MM/YYYY)

I hereby certify that the above particulars of the food handlers are true.

Name of Licensee: _____ **Signature:** _____ **Tel No:** _____

* Photocopies of the following documents must be submitted with this form.

- 1) Identification card (for Singaporeans and Permanent Residents) or MOM issued Work Pass (for foreigners).
- 2) Certificate of Basic Food Hygiene Course/ Refresher Course.

LIST AND SCHEDULE OF LOCATIONS TO OPERATE MOBILE FOOD WAGON

Date: _____ **NEA Regional Office:** _____ **NEA Licence No.:** _____

I submit below the schedule of the operations of Mobile Food Wagon, vehicle registration number, _____ at the following fixed locations. I confirm that the sites have been approved by the respective owners/authorities that manage the sites.

2 I undertake to inform NEA should there be any change of locations and duration.

S/No	Locations	Approved by Relevant Authority*	Schedule of Operation	
			Day	Time

* Photocopies of the following documents must be submitted with this form.

- 1) Approval letters from the relevant authorities.

Name of Licensee: _____ **Signature:** _____ **Tel No:** _____