CITY OF TSHWANE
IGNITING EXCELLENCE

Health Department

Room H2051 | 2nd Floor | FF Ribeiro Clinic | East wing, Sammy Marks Building | Cnr Madiba and Sisulu Streets | Pretoria | 0002 | PO Box 440 | Pretoria | 0001
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Contact Person: Contact Number:

Section/Unit: MUNICIPAL HEALTH SERVICES Email: @tshwane.gov.za

The Owner/ Licensee/ Manager/ Person in Charge

CERTIFICATE OF ACCEPTABLITY FOR A FOOD PREMISES:
REGULATION 638 OF 22 JUNE 2018 (GG: 41730) "REGULATIONS GOVERNING
GENERAL HYGIENE REQUIREMENTS FOR FOOD PREMISES AND THE TRANSPORTATION OF FOOD"

Your attention is drawn to the fact that the abovementioned legislation applies to all premises where food is handled.

In terms of the said legislation, it is ***compulsory*** for any person in charge of a food premises to be in possession of a **valid *Certificate of Acceptability***. Food handling is ***prohibited*** on premises where said certificate has not been issued. In the event of change of owner/manager/licensee/person in charge, the new owner/manager/licensee/person in charge must inform the Local Authority ***in writing,*** within ***30 (thirty) days*** of such change in order to allow the issuing of a new certificate. The certificate shall only be issued after an inspection by an ***Environmental Health Practitioner*** from Municipal Health Services and subject to the premises, facilities and equipment complying with all relevant legislation. The certificate must be displayed in a conspicuous place on the premises for which it was issued informing the public of the food premises compliance.

Application forms for the required *Certificate of Acceptability* must be submitted to City of Tshwane, Municipal Health Services offices (a copy is attached):

	Address	Admin 1	Email	Admin 2	Email
Region 1	Spectrum Building, Corner Heinrich and Doreg Streets, Karenpark	012 358 3168	AkasiaEHOneStop@tshwane.gov.za	012 358 8717	karinc@tshwane.gov.za
Region 2	Kudu House, 240 Marija Street, Sinoville	012 358 6548	MHSRegion2@tshwane.gov.za	Hammanskraal 012 358 9402	MHSRegion2@tshwane.gov.za
Region 3	Sammy Marks, One Stop, Cnr Madiba and Sisulu Streets, Pretoria	012 358 4656	MHSInfodesk@tshwane.gov.za		
Region 4	Centurion Block K, Room 107, Cnr Rabie and Basden Streets, Lyttelton	012 358 3216 012 358 3218	CenOneStop@tshwane.gov.za		
Region 5	Rayton Municipal Offices Cnr Oakley and Montrose Streets, Rayton	012 358 6979	NitaM@tshwane.gov.za		
Region 6	Shere Offices, Portion 43, Struben Road, Shere Agricultural Holdings	012 358 2597	MHSRegion6ShereOffice@tshwane.gov.za	West Wing, Cnr J Letwaba and Makhubela Streets, Mamelodi Mini Munitoria 012 358 3511	MamelodiEHOnestop@tshwane.gov.za
Region 7	MHS Building 47 Cornelis Street, Erasmus, Bronkhorstspruit	012 358 7179	MHSRegion7@tshwane.gov.za		
State Owned Premises	Sammy Marks, Loft Offices Second Floor Suite 204 Cnr Madiba and Sisulu Streets, Pretoria	012 358 9091	Ianr@tshwane.gov.za		
Events & Markets	Sammy Marks Simon Nyathi	012 358 8788 082 304 6770	simonny@tshwane.gov.za		

Telephonic enquiries may be directed to the Environmental Health Information Region as per the above table.

Please see the next page for the requirements to be met for processing the application. Further note that no application will be processed without all the required documentation being submitted by the applicant.

NB: It is compulsory for all persons in charge of food premises to be familiar with and be in possession of a copy of Regulation 638 of 22 June 2018, which is obtainable from the Government Printers or can be downloaded online from www.doh.gov.za.

ENVIRONMENTAL HEALTH PRACTITIONER

Requirements that must be submitted with your application form for a Certificate of Acceptability

Please make sure that the attachments are numbered according to the list and must be in chronological order – it will not be sorted by officials

NO APPLICATION WILL BE ACCEPTED SHOULD ANY DOCUMENT BE OUTSTANDING

		All Day Care Centers / ECD's Kitchens All Kitchens Bakery Butchery Café Keeper Canteen Deli Fish Monger Food Bank Food Manufacturing Fruit & Veg Dealer (processed) General Dealer: Food Home for the Aged Home Industries / Enterprise / Caterers Hospital Kitchens Ice Cream Depots Institutions Orphanages Poultry / Egg Farm Restaurants Taverns Tuck Shops Water Purification shops	Liquor Shop / Pep / Ackermans / Etc.	Mobile Kitchen	Informal Traders / Hawkers	State Owned	Events	Markets	Check List for Official Use Only
1.	Completed application form								
2.	Zoning Certificate (Must specify the Right of the Business applied for e.g. Place of Childcare, Business 1, etc.)	x	x						
3.	Council Approved Building Plan (Scale 1:100)	x	x						
4.	Council Approved Internal Layout Plan (if applicable)	x	x						
5.	City of Tshwane Water and Lights Account/Permission to Occupy Letter (Tribal Land)	x	x						
6.	Certified Copy of Identity Document of person in charge of premises (not regional/area manager) Not older than 6 months	x	x	x	x	x	x	x	
7.	Lease Agreement	x	x						
8.	• Proof of Pest Control Service providers' registration with Department of Agriculture • Pest Control service certificate/ report /Invoice (Not older than 3 months)	x	x	x					
9.	Cleaning Timetable (who, what, when & how)	x	x	x	x	x	x	x	
10.	Copy of current menu / list foodstuffs / cosmetics / disinfectants / products /ingredients / items sold	x	x	x	x	x	x	x	
11.	List of suppliers - addresses and contact numbers	x	x	x	x	x	x	x	
12.	Vehicle registration numbers for all delivery vehicles used for delivery of foodstuffs **to** and **from** the premises **or** copy of COA for external delivery vehicle	x	x				x	x	
13.	Proof of basic training: ➢ Person in charge (Reg 10(1)(a)) accredited or by a registered EHP ***NO PAYMENTS CAN BE MADE BEFORE THE ENVIRONMENTAL HEALTH PRACTITIONER PROVIDES YOU WITH AN INVOICE***	x			x				
14.	Proof of basic training: ➢ Food handlers (Reg 10(1)(b)) by suitable person or registered EHP ***NO PAYMENTS CAN BE MADE BEFORE THE ENVIRONMENTAL HEALTH PRACTITIONER PROVIDES YOU WITH AN INVOICE***	x			x				
15.	Proof of basic training: ➢ Food handlers in the Cleaning Procedures for Meat Related Equipment (For Meat Processing Plants and Butcheries) ***NO PAYMENTS CAN BE MADE BEFORE THE ENVIRONMENTAL HEALTH PRACTITIONER PROVIDES YOU WITH AN INVOICE***	Only for Butcheries			x				
16.	LED letter of Approval for Stand: ➢ Middestad Building, Metro Police By-laws, 252 Thabo Sehume Street - 012 358 4019			x	x				
17.	Permission letter- Access to ablution facilities					x			
18.	Permission letter - Access to water					x			
19.	Copy of Mobile Kitchen Vehicle Registration or Licence			x					
20.	Photos of the Inside & Outside			x					
21.	Permission Letter from School					x			

NB: You might be required to submit additional information or documentation.