

Thurrock Council – food safety application form

Export Health Certificate

Do you require an expedited service?	<input type="checkbox"/> Yes (additional fee applies) <input type="checkbox"/> No
Your reference number	
Number of copies of the certificate required	– maximum of 3 at no extra charge

Consignor / exporter details

Name of person / entity sending consignment	
Address of person / entity sending consignment	

Consignee / importer details

Name of person / entity to whom consignment is being shipped	
Address of person / entity to whom consignment is being shipped	

Product and transportation details

Products produced, processed or distributed – select one box only *	<input type="checkbox"/> direct human consumption <input type="checkbox"/> human consumption after further processing <input type="checkbox"/> non-human consumption <input type="checkbox"/> non-human consumption after further processing
Producer or manufacturer	
Approval number of manufacturing establishment, if applicable	
Invoice number of consignor	
Description of outer packaging	
Total number of outer packages	
Total net weight (kg)	
Estimated date of departure date from the UK	
Estimated date of arrival in destination country	
Means of transport	
Conditions of transport – for example, frozen, chilled or ambient	
Shipping – container or conveyance identification number	
Shipping – shippers seal number, if applicable	

Additional requirements

I require an official seal to be applied by the certifying officer and agree to pay the additional fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require an attestation on the certificate for fishery products that attests the fish is either wild caught or is farmed fish that has not been fed on any pork or pork derived products – you must confirm this by providing a Halal or Kosher Certificate, or catch certificates showing the fish is wild caught, or such other documentation to demonstrate the attestation can be given freely by the certifying officer	<input type="checkbox"/> Yes	<input type="checkbox"/> No

How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs.

Returning this form

Return completed forms to: foodsafety@thurrock.gov.uk

Declaration – sign in the relevant boxes by entering your name below

In making this application I confirm the products have been:	Name (signature)
produced/manufactured or otherwise processed by me/us, and that I/we have appropriate production records to demonstrate the correct application of our food safety management system including traceability of ingredients used in the products	
and / or:	
have been obtained by me/us from (a) known and reputable supplier(s) and that I/we have appropriate records to demonstrate the correct application of our food safety management system including traceability of those products (such as receipts, invoices and/or delivery or collection notes, temperature control, pest control records, and so on)	
and:	
I/we confirm that I/we have these documents available should they be required as part of your checks. I/we understand that I/we may be asked to email these to you or that you may require to examine them as part of a site inspection visit	

In making this application I understand that:

- **no Export Health Certificate will be provided for a consignment which has already left the Thurrock Council area**
- it is my responsibility to ensure that the Export Health Certificate is acceptable to the importing country and customer
- it remains my responsibility to ensure that details provided – including spelling and other details required on the certificate – are correct
- I have checked the GOV.UK website – www.gov.uk/export-health-certificates – and can confirm that the products detailed in this application and included in the consignment do not require an APHA Export Health Certificate
- if the application for an Export Health Certificate is refused for whatever reason then the fee remains payable
- no Export Health Certificate, including a Food Premises Endorsement for Export, will be issued if there are any outstanding invoice(s) which are past the settlement date
- I may be prosecuted if I knowingly or wilfully provide incorrect or misleading information
- I have sent an electronic copy of the packing list (in the required Word format), which I require to be included in this Export Health Certificate **

and:

- I confirm I have the necessary authority in the business undertaking to make this application and to give the necessary declarations. I understand that by providing my details below I am providing an electronic signature.

Declaring Officer details – declaration applies on the date of signature

Name	
Position	
Date of declaration	

Guidance notes for exporters

The notes should be read with the attached export health certificate.

- * The description must be acceptable to the importing authorities and importing company – you should check this with your import agent. Many exporters use the manifest description, but this is a decision which you must take.

Remember the description must include all products in the consignment and be for products that Thurrock Council knows you are handling at that premises. If you are exporting different product types, we strongly recommend you apply for a separate Export Health Certificate for each product type.

- ** The details of the products which are to be included in the Export Health Certificate must be detailed in the following format – example below. The information must be sent electronically (by email) with your application in a word format.

Name of the product	Lot identifier	Type of outer packaging	Number of packs	Net weight (kg)
Evian Water, 6x 500ml bottles in plastic wrap, 10 wraps per carton	234561LA	Cardboard box	500	15000

1. We strongly recommend that exporters obtain full details of requirements from the importing country, or their representatives in the UK, in advance of each consignment.
2. Scope of the endorsement – the endorsement must be used only for the export of products for human consumption as specified on the certificate.
3. Certification by an official inspector – the certificate may only be signed by an Environmental Health Officer or a Food Safety Officer.
4. General considerations relating to completion of the certificate:
 - a. Amendments may only be made by the Official Inspector. These must be initialled and recorded using any ink colour other than black.
 - b. Any authorised deletions that cannot be entered electronically or typed must be made using a ruler and a fine black pen. Diagonal deletions must NOT be used. Each line to be deleted must be ruled out providing an effect similar to that of typewritten deletions.
 - c. Each certificate will be uniquely numbered when it is issued by the LA.
 - d. The Official Inspector's signature should be in any ink colour other than black.
 - e. The Certificate should be stamped with the Official Inspector's stamp in any colour other than black.
 - f. Once a certificate has been issued the Official Inspector must keep a copy for his/her own records.
5. Disclaimer – this certificate is provided on the basis of information available at the time. It is the exporter's responsibility to check the certificate against any relevant import permit or any advice provided by the competent authority in the importing country. If these do not match, the exporter should contact the local authority without delay.