

❑ HOW WILL I RECEIVE THE CERTIFICATE?

If you prefer to collect your certificate, just tell us and we will then telephone you when the certificate is ready for collection.

❑ SUMMARY

The above summary is for initial guidance only. You should always contact us as soon as possible to safeguard against any delay caused by missing information.

Brent Civic Centre, Engineers Way
Wembley, Middlesex, HA9 0FJ

Food Safety Team

Telephone: (020) 8937 5252

E-mail: ens.foodsafety@brent.gov.uk

www.brent.gov.uk

Did this leaflet clearly answer any questions you may have had? Please let us know if there is any other information you require.



HEALTH CERTIFICATES

ADVICE FOR FOOD EXPORTERS

❑ WHAT IS A HEALTH CERTIFICATE?

A document required to import some foods in to certain countries.

❑ ARE ALL CERTIFICATES THE SAME?

No. Destination countries have different requirements. It is the exporter's responsibility to ascertain the requirements of the destination Country, including the required wording of any health certificate.

❑ WHAT DO I HAVE TO PROVIDE?

The following information must be provided in order to process any application:

- Despatch date
- Destination
- Importers name and address
- Name and address of producer / supplier
- Means of transport *i.e. air / ship*
- The precise wording required on the certificate
- Name (or description) of the food
- Quantity of food (in words and figures)
- Batches identification, e.g. "200 (two hundred) x 1 (one) litre cartons of orange juice."
- Any analyst report required by Brent Council
- Full payment
- Address to which the certificate should be sent

Additional information may sometimes be required. The exporter is responsible for the accuracy and legibility of any information they supply.

❑ WHEN DO I HAVE TO PROVIDE THE INFORMATION?

Usually at least **three working days** before the certificate is required. In some cases more notice is required.

❑ IS THERE ANY FEE FOR A HEALTH CERTIFICATE?

Yes. Please contact the Food Safety Team for the current fee. A separate application must be made for each consignment. The fee must be enclosed with the application, otherwise the application will be returned unprocessed. The fee is non-refundable, even if we refuse to issue a certificate.

Where an examination of food is necessary, a fee is also applied.

When the exporter cannot give the necessary advance notice, the Council can provide an express service. The express service fee is double the usual fee.

❑ HOW CAN I PAY?

Payment may be made by crossed cheque or postal order made payable to **“London Borough of Brent”**. Payment may also be made in person at this office during normal office hours.

❑ ARE THERE TYPICAL TYPES OF CERTIFICATES?

There are some types of certificate used frequently and some guidance on these is given below:

FITNESS

If a declaration that the food is fit for human consumption or meets a certain standard is needed, then the exporter **must** provide an analysis report of representative samples for all food to be exported. This must be undertaken by an Analyst or Examiner of our approval. The certificate must show whether the food is fit and meets the relevant legislation (and standards specified).

A 'fitness' certificate will not be issued unless the application includes a satisfactory analysis report.

If the analyst's report identifies any matters that may prejudice the fitness of the food, additional requirements may be imposed prior to issuing a health certificate.

VISUAL EXAMINATION

Where a declaration that UK authorities have visually examined the food is required, the exporter must assemble all the food in one location in this Borough and make it available for inspection at least three working days before the certificate is required.

Where three days is not practical (e.g. highly perishable foods) at least three days notice of the intention to export must be given and a date, time and place for inspection must be mutually agreed in advance.

DECLARATION REGARDING INSPECTION OF PREMISES

Where a declaration that *the premises in which the food is manufactured, assembled or stored is subject to regular inspection and/or complies with current legislation*, is required, the application must be made at least **two weeks** before the certificate is required.

ENDORSEMENT OF EXISTING CERTIFICATE

Food, which has entered the UK, accompanied by a health certificate from the country of origin and which is to be re-exported sometimes needs the original health certificate to be endorsed before export. If the endorsement relates to fitness the exporter will need to provide an analysis report of representative samples for all food to be re-exported. This must be undertaken by an Analyst or Examiner of our approval. The certificate must show whether the food is fit and meets the relevant legislation (and standards specified).

❑ WHAT FOOD CAN NOT HAVE A CERTIFICATE?

- If the food was produced or packed **outside Brent**, only the local authority for that area can issue a certificate.