



Wirral Trading Standards

Food Standards Questionnaire

Please complete the short questionnaire below to enable us to risk assess your business in accordance with the Food Standards Agency (FSA) Food Law Code of Practice. It will be used to determine the type and frequency of inspection we need to undertake at your business. If you would prefer to have a paper copy of this document posted out to you please e-mail tradingstandards@wirral.gov.uk and a copy will be supplied.

The information you provide will also allow us to tailor any guidance you may need in relation to your food business and we can ensure that you receive information regarding any appropriate updates to legislation or Government guidance.

If you do not provide a completed questionnaire then an unannounced physical inspection at your business premises may be required at the earliest opportunity.

1. Information and address details

- Trading name *
- Owner(s) name(s) *

Include any directors, partners, etc.

Trading address

- Building name *
- Street *
- Town/city *
- County *
- Postcode *

Is the trading address different to the business address? *

- Yes
- No

Registered business address (If different to trading address)

- Building name *
- Building number *

Please provide a building name or number

- Street *
- Town/city *
- County *
- Postcode *

2. Business details

Type of business *

Please select:

- Sole trader
- Limited company
- Partnership
- Other (please specify)

Telephone number *

Alternate phone number

Email address *

Website

What type of food business do you operate? *

Please select all that are appropriate to your business below:

- Manufacturer
- Packer / Re-packer
- Importer / Exporter
- Wholesaler / Distributor
- Supermarket
- Retailer
- Food Broker
- Restaurant
- Café
- Takeaway including mobile caterers
- Home Caterer
- Other
- Manufacturers
- Packers / Re-packers
- Wholesalers / Distributors
- Retailers

- Caterers (e.g. restaurant, café, takeaway, care home, education)
- End consumers
- Other (please specify)

Please tick all the below that apply to your business:

What type of food products do you supply? *

- Bread / flour confectionery
- Meat / meat products
- Fish / fish products
- Fruit & vegetables
- General foods
- Dairy products (e.g. milk, cheese, yoghurt, eggs)
- Health foods / food supplements
- Alcohol (e.g. beer, wines, or spirits)
- Sweets and chocolate
- Jam, preserves, honey etc.
- Prepared foods (e.g. sandwiches, pizzas, meals, drinks etc)
- Foods manufactured and labelled within the UK
- Foods manufactured and labelled outside the UK
- Bulk ingredients
- Other (please specify)

Please tick all the below that apply to your business:

What is the scale of your distribution? *

- International
- National
- Regional (e.g. North-West only)
- Local (e.g. within Wirral area or within 30 miles radius of the County boundary)

Please tick all the below that apply to your business:

How best describes the source of your food products? *

- Multiple products sourced from multiple suppliers, including importing from outside UK
- Multiple products sourced from multiple suppliers based within UK
- Multiple products sourced from single or limited number of suppliers based within UK
- Single or limited number of products sourced from multiple suppliers, including importing from outside UK

- Single or limited number of products sourced from multiple suppliers based within UK
- Single or limited number of products sourced from single or limited number of suppliers based within UK
- Other (please specify)

3. Supply details

Who do you supply? *

Please tick all the below that apply to your business:

- Consumers
- Retailers
- Wholesalers
- Other (please specify)

Please tick all the below that apply to your business:

How are the food products you supply packaged? *

- Prepacked
- Non-prepacked i.e. sold loose, or packed when ordered.
- Prepacked for Direct Sale i.e. put into packaging prior to being ordered and sold from the same premises.
- Other packaging method(s)

Please tick all the below that apply to your business:

Do you supply your food products by distance sales? *

- Yes
- No
- A combination of both

e.g. via internet, telephone, or social media – where there is no face-to-face interaction between your business and the customer.

If you supply your food via any social media website(s) please state which one(s) below, together with your profile detail(s)

	Name of social media website	Profile details
1		
2		
3		

4. Staffing details

What is the size of your business? *

- Very small / selling very infrequently (monthly +)
- Small / selling infrequently (weekly)
- Medium / selling frequently (daily)
- Large / always selling products.
- Very large / selling multiple orders at all times.
- Other (please specify)

How many employees do you have? *

- 0-5
- 5-10
- 10-50
- 50-250
- 250+

Are you responsible for the food information associated with the products you supply? *

- Yes
- No

This may include descriptions given at point of sale, on menus, in advertisements, and on product labels – either verbally or in writing

Please provide details *

Do you have a documented quality system in place?

- Yes
- No

Please provide details *

Allergens

In legislation there is a list of 14 specific food allergens, the presence of which must always be brought to the attention of the consumer. Failure to do so is a criminal offence and, in the most extreme cases, could cause someone to die. Specific guidance can be found at the following website [Business Companion: Food Allergens and Intolerance](#).

Please explain how you manage allergens in your business, and how you provide allergen information to those you supply *

Do you display a Food Standards Agency (FSA) Allergens Notice that can be seen by customers prior to ordering food?

- Yes
- No

Please provide details:

Do you have any 3rd party accreditation? *

- Yes
- No

e.g. Red Tractor, BRC, SALSA or other trade association or federation

Please provide details *

Are your staff trained in relation to food safety or food standards? *

- Yes
- No

Please provide details *

5. Food waste/surplus details

Please explain how you dispose of any food waste *

Does any food waste/surplus get sent for animal feed? *

- Yes
- No

Please supply the details of the business recipient of the waste/surplus food below:

Name of recipient business	Full postal address (including post code)

6. Equipment details

Do you use any weighing or measuring equipment to determine the quantity (weight or volume) of the foods you supply? *

- Yes
- No

Please provide details of the equipment and what it is used for (for example Retail Scales of 6kg maximum capacity used to weigh food requested by customers)

If you have anything further that you would like to add to any of your responses above, please provide details here.

If you have any specific questions regarding food standards matters, please contact Trading Standards by emailing tradingstandards@wirral.gov.uk

Data Protection

In completing this form, you understand that Wirral Metropolitan Borough Council has a requirement to process your personal data.

Wirral Metropolitan Borough Council will only ever process your personal data where it has a clear lawful basis for doing so in full compliance with data protection legislation - UK GDPR and The Data Protection Act (2018).

We will ensure the security and confidentiality of your personal data at all times.

For full details of how Wirral Metropolitan Borough Council handles your personal data please see our privacy notice here: [Principal Privacy Notice | wirral.gov.uk](#)
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