



## WOKINGHAM BOROUGH COUNCIL

### **Endorsement Letter Application Checklist**

To ensure a timely response to the request for an endorsement letter, please ensure the following is actioned / provided at the time of your request:

All initial requests are to be sent via – [environmental.health@wokingham.gov.uk](mailto:environmental.health@wokingham.gov.uk) .

| <b>REQUIRED</b>                                                                                                                                                                                                                                                  | <b>CONFIRMATION/ADDITIONAL<br/>DETAILS</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Individual requests for letters (not multiple requests in one email).                                                                                                                                                                                            |                                            |
| Proof of payment.                                                                                                                                                                                                                                                |                                            |
| Dates/times when the consignment will be available for inspection (a minimum timescale of 10 working days) to enable a visit to be carried out if required.                                                                                                      |                                            |
| A copy of the last routine food hygiene inspection report carried out at the warehouse where the stock is consolidated prior to transportation to the Wokingham District OR an email from the inspecting authority confirming they have no food safety concerns. |                                            |
| Confirmation / evidence of whether ' <i>Fish products in this shipment are not fed with pork and its derivatives</i> '.                                                                                                                                          |                                            |
| Product list to be provided in a format that permits all required fields to be included.                                                                                                                                                                         |                                            |
| Consignee & container numbers.                                                                                                                                                                                                                                   |                                            |
| Date required on the letter.                                                                                                                                                                                                                                     |                                            |
| Is it likely that changes may be required concerning the details of the consignment prior to shipment? (PLEASE NOTE that any subsequent changes are likely to result in a delay to the finalising of the endorsement letter).                                    |                                            |