

## Request for Export Certification

Name and address of exporter:	
Date of application:	
Destination country:	
Customer's name and full address:	
Dispatch date (minimum of seven calendar days from date of application):	
Means of transport:	Air <input type="checkbox"/> Ship <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> (tick as applicable)

There are two types of export certification which can be provided. Please indicate which certificate is required:

**A Food Safety Premises Endorsement for Export**

This type of export certification can declare that the food has been produced in a food premises which inspected by the Local Authority to ensure compliance with the requirements of the relevant food hygiene legislation. **This certificate does not certify that an individual batch or consignment has been inspected or declared as safe.**

*Cost: £41 (plus VAT)*

**An Export Health Certificate**

This certification can be requested if the destination country requires further reassurance about the safety of an individual batch or consignment. This requires the premises and the actual goods for export to be inspected by an officer before the certificate can be issued. In order to demonstrate that food is safe, it is likely that analysis will need to be carried out by an independent laboratory, and the report provided to the officer providing the certificate. It is the exporter's responsibility to arrange and pay for this. Exporters should contact the Environmental Health team first to discuss what evidence/samples are required.

*Cost: £82 (plus VAT) for the first two hours and then an additional £40 per hour*

**Full description of food: (please list foodstuff stating quantity, carton size, name and batch code):**

**Wording required for certificate: (as requested by customer or from information provided by the embassy of the destination country. Include any reference number/code you wish to be included):**

**I attach copies of commercial invoices or packing lists and testing reports/certificates, as required.**

**Signed:**

**Full name:**

**Position in company:**

**Contact telephone number:**

Upon completion, please return the form to [environmental.health@sevenoaks.gov.uk](mailto:environmental.health@sevenoaks.gov.uk)

## Additional information for applicants

We reserve the right to decline to issue a certificate if we are dissatisfied with hygiene standards and practices conducted on your premises.

If you have not received a food hygiene inspection within the requisite due date (according to our database) then the inspection will be arranged as a matter of urgency in order that we can issue a certificate. We make every effort to conduct our inspections according to due date.

The application and consultation process will generally take up to five working days. You will receive your certificate through the post unless you ask to collect it from the Council.

## Disclaimer

The certificate will be 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 Council without delay.

## Privacy Notice

We provide certificates to companies who wish to export food to third countries. We also provide certificates where the third country requires some health related assurances over and above a very general certificate of free sale.

We will collect information from you, to administer your export certificate.

Our lawful basis for processing your personal information is that it is necessary for the performance of a task in the public interest or in the exercise of official authority vested in us under numerous regulations enacted by the EC (European Parliament and of the Council).

Please view our Privacy Notice [www.sevenoaks.gov.uk/privacy](http://www.sevenoaks.gov.uk/privacy) for further details of how we process your personal information.