



PARLOUR OF THE YEAR 2023 APPLICATION FORM



Section A – PARLOUR INFO – SCORING 5/100

Business Name

ICA Membership Number

Contact Name:

Social Media Links,
(website, facebook, Instagram etc)

Trip Advisor Links

Business Established

Business Turnover last financial year

Local Authority

Date of Last EHO Inspection

Current Score/Level from EHO Inspection

Does your business have insurance and to what level

Physical Size of business

Indoor Seating availability (area and number)

Outdoor Seating availability (area and number)

Table service or counter service

Number of staff employed (full time / part time)

Seasonal Opening hours

Number of SKU's on display

Number of SKU's produced

Top 3 best selling SKU's:

Business Address

Postcode

Phone Number

Email

Your most recent introduced SKU and the reason you introduced it.

Any accreditations, awards or memberships of other associations
(Great Taste awards, SALSA, Organic etc)

Does the premises offer washroom facilities for customers?

Yes

No

What facilities are available?:

SECTION 2 – TECHNICAL COMPLIANCE – SCORING 40/100

1. Do staff wear uniforms or PPE?. Does the business provide the PPE and/or uniforms? How are Uniforms or PPE cleaned and/or replaced. Are their segregated areas of the business that require different PPE? if so please describe (i.e. differences between back of house or front of house uniforms, PPE required for serving and cleaning etc)

2. Briefly describe your allergen control procedures (including how you prevent cross contamination, staff training, providing info to customers, equipment use, signage etc).

3. Do you make any claims in regard to your products e.g. Vegan, gluten free, dairy free, etc. How do you verify that these claims are correct.

4. Do you offer any prepacked or prepacked for direct sale products. If so how do you manage the labelling. Provide an example of a label and describe the checks carried out for producing a label.

5. List the CCP's identified in your HACCP including critical limits. How are these checked, how often and are they recorded?

6. What premises checks do you carry out on a weekly/monthly annual basis. Include physical inspections including the use of pest control companies, hygiene inspections, etc

7. Briefly describe the health and safety procedures implemented at you premises, include fire safety, training given to staff, breaks etc

8. Briefly describe what the business provides as staff welfare i.e. number and length of breaks, shift rotation, holidays, pensions or other perks.

SECTION 3 WRITTEN STATEMENT – SCORING 20/100

Describe your business and how it stands out from other parlours to give the customer the very best experience (maximum of 800 words). Do include any novel products, toppings, sundae glasses etc that are highlights of your parlour. How does your parlour interact with the community i.e. fundraising or sponsorships etc

SECTION 4 – PORTFOLIO – SCORING 35/100

Construct either a video presentation (max 4 minutes) or hard copy presentation (Max 8 pages) that shows the best of your parlour i.e. the parlour as a whole, staff working, cabinet displays, fund raising activities etc. This is your time to really shine!