

# APPLICATION TO OPERATE A TEMPORARY FOOD PREMISES



## Requirements/Limitations

- Complete this application and submit it to the local Health Protection Office  
<http://www.viha.ca/mho/contacts/hpes.htm>
- Information must be received **AT LEAST 14 DAYS PRIOR TO THE EVENT**. No fee is required.
- **Incomplete or late applications may not be processed.**
- You may not serve food without an operating permit or written approval from an Environmental Health Officer.
- This application applies only to premises operating less than 14 days in a calendar year. Premises or operators operating for more than 14 days in a year will be required to apply as a permitted fixed or mobile foods premises.
- If approved, a copy of this application will be returned with a permit and must be displayed conspicuously onsite for reference.

## APPLICANT INFORMATION

NAME OF INDIVIDUAL / ORGANIZATION OPERATING FOOD PREMISES		TELEPHONE NUMBER ( )	CELL PHONE NUMBER ( )
MAILING ADDRESS  STREET		FAX NUMBER ( )	E-MAIL ADDRESS
CITY		FOODSAFE CERTIFICATE NUMBER (or attach copy)	
PROVINCE	POSTAL CODE	TELEPHONE NUMBER ( )	CELL PHONE NUMBER ( )
NAME OF PERSON IN CHARGE ON DAY OF EVENT		TELEPHONE NUMBER ( )	CELL PHONE NUMBER ( )

### HOW WOULD YOU LIKE TO RECEIVE YOUR PERMIT?

Pickup
  Fax
  Mail
  Email

## EVENT INFORMATION

NAME OF EVENT	NAME OF EVENT COORDINATOR (FOR EVENTS WITH MORE THAN ONE FOOD VENDOR)
NAME OF PREMISES / PROPERTY WHERE EVENT IS HELD (E.G., NAME OF PARK)	CONTACT NUMBER AND E-MAIL FOR EVENT COORDINATOR
ADDRESS (STREET / CITY)	
DATE(S) YOU WILL BE OPERATING	HOUR(S) YOU WILL BE OPERATING

## TYPE OF PREMISES

What type of premises will be used to prepare and / or store food at the site of the event? Check all that are applicable.

- A temporary food booth (tables & tents)
- Professionally constructed self-contained mobile food preparation vehicle
- Professionally constructed mobile food preparation cart (e.g., prefabricated hot dog cart)
- Kitchen located in a building at the event (e.g., church, community hall)

- Premises will be located outdoors
- Premises will be located indoors

\_\_\_\_\_  
Name of Facility or Kitchen or Mobile

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
Contact Phone Number

OPERATIONAL PLAN		
Type of Equipment/Step	Requirement	Description of Equipment and Method to be Used
Food Contact Surfaces	Smooth, tight, non-absorbent and easily cleanable (e.g., stainless steel or rigid plastic)	
Food Contact Surface Sanitizing Solution	Provide 100 ppm chlorine (1 oz. chlorine bleach per gallon of water) <b>OR</b> 200 ppm quaternary ammonium (follow label instructions) <b>OR</b> other approved sanitizer (test strips must be present)	
Canopies / Tents Flooring	Cover all food contact surfaces and food storage / display areas  Hard, level surface	
Food Protection	Food shall be protected from contamination (off the ground, plastic containers with lids, sneeze guards, etc.)	
Hand Washing Station	Warm running water dispensed from a non-self-closing spigot or valve. Soap in a pump dispenser and paper towels required	
Cooking Reheating	To an appropriate internal temperature (e.g., Chicken to 74°C)  Internal food temperature 74°C	
Hot-holding (during transportation and onsite)	Maintain foods at 60°C or above at all times (e.g., in crockpot capable of maintaining product at 60°C)	
Cold-holding (during transportation and onsite)	Mechanical refrigeration – (or equivalent method of consistently maintaining foods at 4°C or below at all times)	
Temperature Measurement for all Potentially Hazardous Foods	Provide accurate stem/probe thermometer. Check and record temperatures before and after transport and every 2 hours thereafter	
Utensil Sanitizing	A sufficient supply of sanitized utensils required. An approved 3-compartment sink method is required for onsite preparation.	
Service Ware	Single-use disposable dishware and utensils	
Garbage Collection	Adequately sized and leak-proof.	
Water Supply	Potable water must be used and come from an approved water supply system and be distributed using potable water hoses	
Wastewater Collection / Disposal	Collected and disposed of in the sanitary sewer or appropriate sewerage system, not on the ground or down storm drains	Collection:  Disposal:

FOOD PREPARATION AND SERVICE			
INSTRUCTIONS			
<ul style="list-style-type: none"> <li>Column A – List all food(s) that will be prepared, served, sold, sampled or given away. If you need more space, add a separate sheet.</li> <li>Column B – List of suppliers. All food needs to be obtained from an approved commercial food business (e.g., grocery store).</li> <li>Column C – Indicate if the food is prepared onsite or offsite. If prepared offsite, indicate where it is prepared. <b>Food(s) cannot be prepared or stored at home.</b></li> <li>Column D – Indicate if the food(s) are to be served hot or cold.</li> </ul>			
Column A	Column B	Column C	Column D
Food & Beverage	Supplier / Producer	Onsite at Event / Offsite	Served Hot / Cold

**FOOD SAFETY PLAN & SANITATION PLAN (Required for multiday events and high risk foods)**

Food Safety Plans and Sanitation Plans must be developed and submitted along with this application. Templates and instructions on developing these documents can be found at:

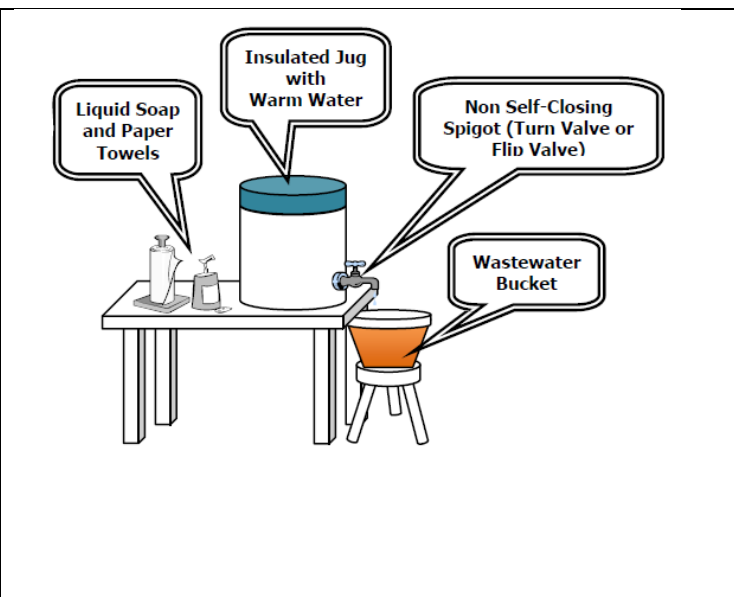
Food Safety Plan: <http://www.viha.ca/NR/rdonlyres/FCBD0109-D9CD-43ED-86D0-854455674171/0/FoodSafetyPlanFeb2015.pdf>

Sanitation Plan: <http://www.viha.ca/NR/rdonlyres/ODD4443F-B30C-4410-9D96-DB03BDAD06A8/0/SanitationPlanFeb2015.pdf>

**Example of a Temporary Hand Washing Station**

- Always wash your hands before starting work and after using the toilet.
- Wet your hands, lather with soap for 20 seconds, rinse, and dry with paper towel.
- Ensure you provide enough potable water. At least 25 litres is recommended.
- Dispose of wastewater into a sewer connection (toilet or laundry sink) or appropriate sewerage system.

**For larger, multiday events and higher risk foods, a more extensive setup is required. See link for examples:**



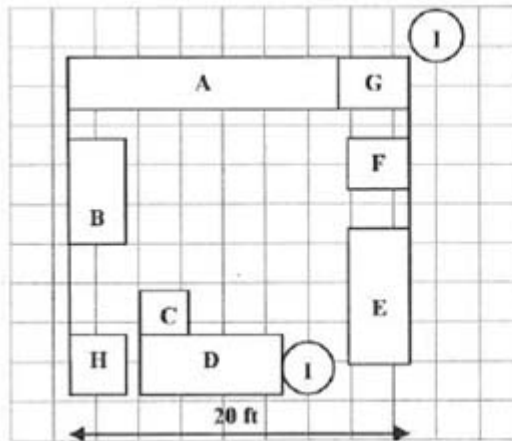
**SITE / EQUIPMENT LAYOUT PLAN**

**Instructions:**

Provide a diagram of your temporary food premises set-up. Your diagram should include:

- Equipment for food storage and preparation (counters, fridges, freezers, hot holding, BBQs, etc.)
- Where dry food, utensils and single service items will be stored
- Location of hand washing station(s)
- Location of dishwashing station(s)
- Wastewater and garbage containers
- A canopy or acceptable roof cover or flooring may be required

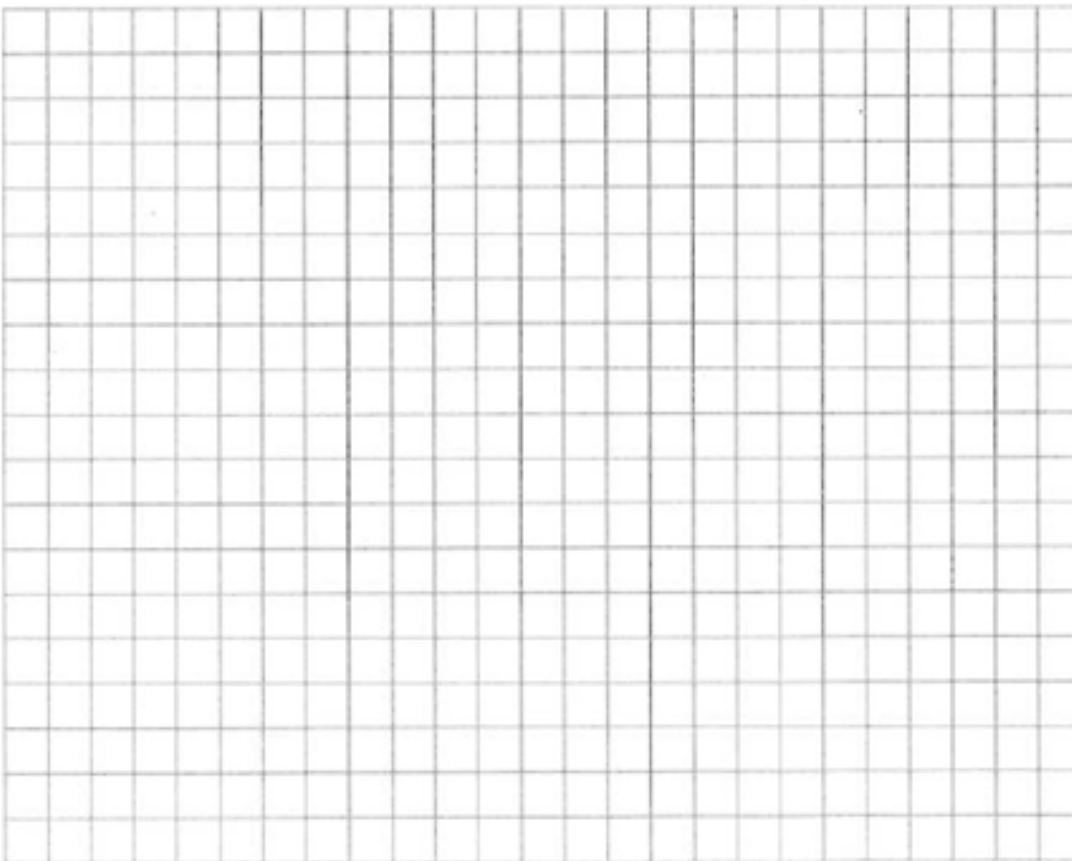
**Example Diagram of Temporary Food Premises Set-up**



- A – Customer order/service table
- B – Refrigerator
- C – Handwashing station
- D – Food preparation table
- E – Barbecue grill
- F – Chafing dishes
- G – Condiment table
- H – Dishwashing double sink
- I – Garbage containers

Set-up is on a concrete walkway  
Tent will cover entire set up

**Diagram of My Temporary Food Premises Set-up at \_\_\_\_\_ (name of event)**



#	List of Facilities/Equipment

**APPLICANT SIGNATURE**

I certify the information enclosed to be true and accurate to the best of my knowledge. I understand that providing safe food to the Public is my responsibility and will follow all requirements to produce and provide food safely.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_