

# Temporary Food Premises Application

*Review and complete all relevant parts of this form*

The personal information collected relates directly to and is necessary for program operation per Section 26 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, contact your local Health Protection Office.

### Important things to remember

- Complete and submit this application to the local Health Protection Office at least 14 calendar days before the event.
- You may not serve food without an operating permit or written approval from the Environmental Health Officer.
- Complete this application only if you will be operating less than 14 days per year.
- You do not need to submit an application for a private event (i.e. wedding, family reunion).

### If you operate an approved mobile food premises within Fraser Health or Vancouver Coastal Health:

- Complete Part A and G of the application.
- Attach a copy of your permit or approval to this application.
- Submit the application to the local Environmental Health Officer.

## Part A

Applicant Information		
Name of Individual / Organization Operating Food Premises	Telephone Number (10 digit)	Cell Phone Number (10 digit)
Name of Food Premises	Fax Number (10 digit)	
Mailing Address	Email Address	
Street		
City	Province	Postal Code
Name of Applicant (if different than above)	Telephone Number (10 digit)	Cell Phone Number (10 digit)
Name of Person in Charge on Day of Event		

Event Information – <i>Note if you operate more than 14 days per year contact your local Environmental Health Officer</i>		
Name of Event	Name of Event Coordinator (For events with more than one food vendor)	
Location of Event (e.g. Name of Park)		
Address		
Street	City	Province
Postal Code		
Date(s) you will be operating	Hour(s) you will be operating	Expected Number of Patrons

**Part B**

Food Service – All applicants to complete this section				
<i>Add additional sheet if space is insufficient</i>				
<ul style="list-style-type: none"> <li>▪ List all foods that will be served at the event including beverages and condiments. All foods must meet the 2% and 5% trans fat restrictions. See <a href="http://www.restricttransfat.ca">www.restricttransfat.ca</a></li> <li>▪ All food must be obtained from a commercial food business. Home preparation or storage is not permitted.</li> </ul>				
Menu Item	Name of Supplier	Prepackaged	Prepared On-site	Prepared Off-site at another location **
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*\* For foods that will be prepared at another location provide the name and address of the approved food premises.

Foods Prepared Off-site	
Menu Item	Name of Food Premises
	Physical Address
	Contact Name & Phone
Menu Item	Name of Food Premises
	Physical Address
	Contact Name & Phone
Menu Item	Name of Food Premises
	Physical Address
	Contact Name & Phone

**Part C**

Physical Details – All applicants to complete this section
What type of premises will be used to prepare and/or store food at the site of the event? (check (✓) one)
<input type="checkbox"/> A temporary food booth (e.g. tables & tents)
<input type="checkbox"/> A mobile food preparation trailer or cart (e.g. hot dog cart)
<input type="checkbox"/> Kitchen in a building (e.g. church, community hall)
<input type="checkbox"/> Premises will be located outdoors
<input type="checkbox"/> Premises will be located indoors
<input type="checkbox"/> Type of flooring _____

**Part D**
**Operational Plan – All applicants to complete this section**
**Equipment for Food Storage, Preparation and Service**

 How will you do the following? (check (✓) **one or more** option(s) from each category below)

**Transport food to event**

- Cooler(s) with ice/ ice packs
- Refrigeration/freezer unit(s)
- Insulated container(s) (hot foods)
- Other \_\_\_\_\_

**Keep food cold**

- Refrigeration/freezer unit(s)
- Cooler(s) with ice packs
- Other \_\_\_\_\_
- Foods do not need to be kept cold

**Prepare / serve foods**

- Utensils (e.g. tongs, spoons)
- Pots/pans/bowls
- Cutting board(s)
- Other \_\_\_\_\_
- Utensils will not be needed

**Cook / reheat food**

- Barbeque
- Stove/oven
- Other \_\_\_\_\_
- Foods will not be cooked or reheated

**Keep food hot**

- Barbeque
- Stove/oven
- Insulated containers
- Chafing dishes
- Other \_\_\_\_\_
- Foods will not be kept hot

**Check temperatures**

- Probe thermometer (for foods)
- Refrigerator thermometer
- Thermometers will not be needed

**Protect food from contamination**

- Tent/umbrella
- Food wrap
- Food storage containers
- Sneeze guard
- Other \_\_\_\_\_

**Provide dishware/cutlery for customers**

- Single use (disposable)
- Other \_\_\_\_\_
- Dishware/cutlery will not be needed

**Utilities**

 How will you provide the following? (check (✓) **one or more** option(s) from each category below)

**Water source (for washing hands, cleaning, drinking)**

- City water
- Private water source (address) \_\_\_\_\_
- Other \_\_\_\_\_
- Water is not needed

**Power source**

- Battery
- Electricity
- Gas / propane
- Generator
- Other \_\_\_\_\_

**Garbage collection / disposal**

- Garbage cans & haul away
- Garbage cans & dumpster on-site
- Other (describe) \_\_\_\_\_

**Waste water collection**

- Holding tank
- Container / bucket (larger than potable water container)
- Direct connection to existing plumbing
- Other (describe) \_\_\_\_\_

**Waste water disposal**

- City Sewer
- Other \_\_\_\_\_

### Cleaning, Sanitizing and Hand Washing

What will you use for? (check (✓) **one or more** option(s) from each category below)

#### Dishwashing sinks

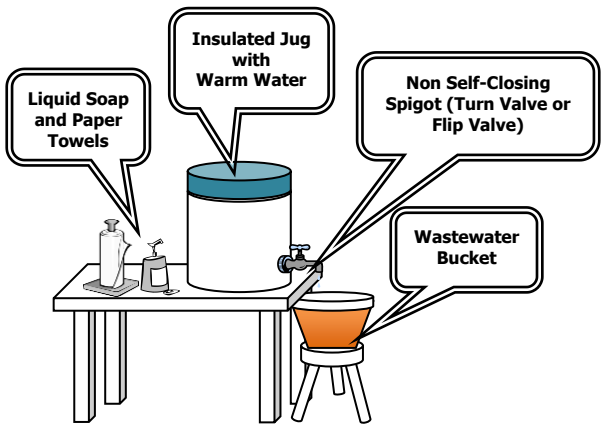
- 2 compartment sink with hot and cold running water on-site
- Other \_\_\_\_\_

#### Hand washing sinks (select all that apply)

- Portable hand sink with hot and cold running water within \_\_\_\_\_ft/meters of food preparation area
- A temporary hand wash station will be set up as per the diagram below
- Liquid soap and paper towels
- Other (describe) \_\_\_\_\_

#### Cleaning and sanitizing equipment

- Dishwashing detergent
- Bleach: 2 tablespoons of bleach in 1 gallon water or 1 tsp bleach per litre water
- Other (describe) \_\_\_\_\_



### How to Set up a Temporary Hand washing Station

**This set-up may be considered only when serving one perishable food.**

- 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 22.5 litres / 5 gallons is recommended.
- Dispose of wastewater into a sanitary sewer connection only (toilet or laundry sink).

**Part E**

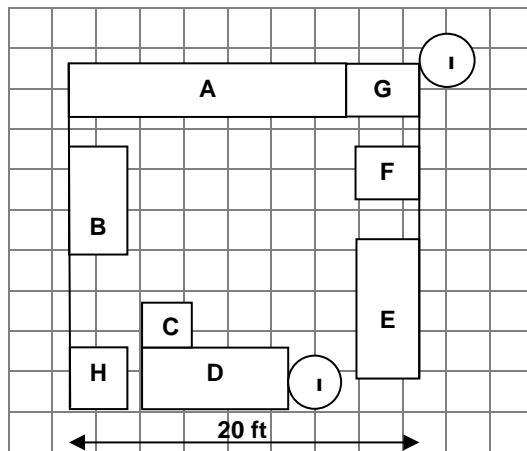
**Layout of Temporary Food Premises**

**Instructions**

- Draw the layout of your temporary food premises.
- Draw and label the location of:
  - Equipment used for food storage and preparation (*e.g. cooking equipment*)
  - Food, utensils and single service storage areas
  - Hand washing and dishwashing station(s)
  - Wastewater and garbage containers

**Note:** A canopy or other suitable roof cover and flooring may be required.

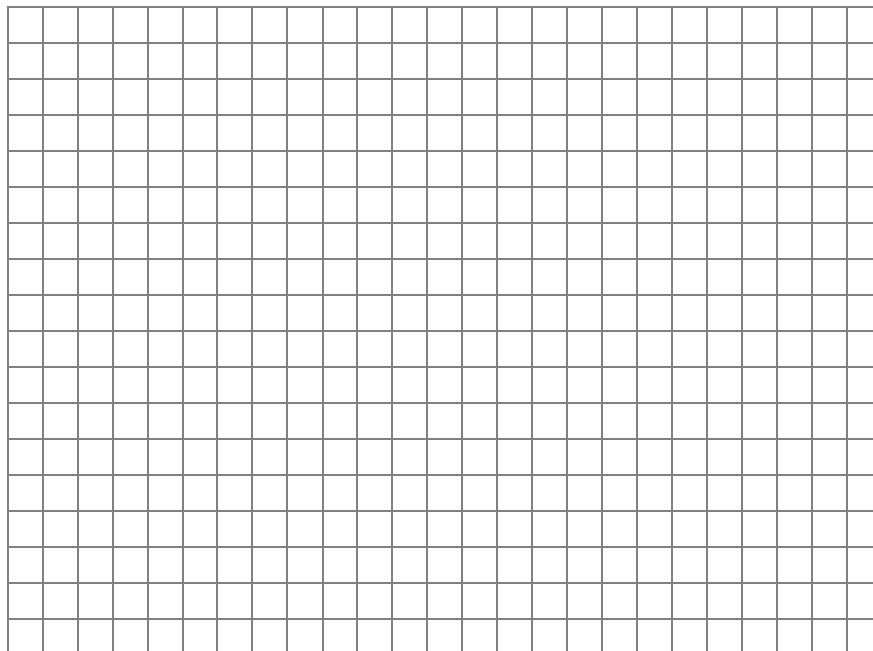
**Example Diagram**



- 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

Layout of My Temporary Food Premises at \_\_\_\_\_ (name of event)



**Part F**
**Safe Food Preparation, Sanitation Procedures and Food Handler Training**

**Note:** *If you will be preparing food on site complete this section*

If you are preparing food at the event you need to provide a written plan describing how you will make sure food is safe to eat and preparation areas are clean. Depending on the type of food and method of preparation the EHO may approve the use of the Food Safety and Sanitation Procedures listed below or may require the submission of a more detailed "Food Safety Plan" and "Sanitation Plan".

**Food Safety Procedures**

Review the Food Safety Procedures listed below and check if applicable. The EHO may require more detailed information.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Cold food will be stored and/or served at less than 4°C (40°F).</li> <li><input type="checkbox"/> Food will be cooked and/or reheated to at least 74°C (165°F).</li> <li><input type="checkbox"/> Hot foods will be served immediately <b>or</b></li> <li><input type="checkbox"/> Hot foods will be stored at a minimum temperature of 60°C (140°F).</li> <li><input type="checkbox"/> If minimum temperatures are not maintained, food will be discarded.</li> <li><input type="checkbox"/> An accurate probe thermometer will be used to measure hot and cold food temperatures.</li> <li><input type="checkbox"/> Food temperatures will be checked before food service begins.</li> <li><input type="checkbox"/> Food temperatures will be routinely checked during food service.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> All food will be obtained/purchased from a commercial food business.</li> <li><input type="checkbox"/> Food handlers will wash hands thoroughly before handling foods.</li> <li><input type="checkbox"/> Food and/or utensils will be protected from contamination.</li> <li><input type="checkbox"/> Clean utensils will be used to serve foods.</li> </ul> |
|---|--|

**Sanitation Procedures**

Food contact surfaces, equipment and utensils will be frequently:

- Washed with dishwashing detergent and warm water.
- Rinsed with clean water.
- Sanitized using the method specified in Part D.

**FOODSAFE Training**

At least one person needs to be present at all times who has successfully completed the FOODSAFE Level I course or its equivalent. Food handlers should have a copy of their FOODSAFE certificate with them during the event.

**Instructions**

- List the name(s) of the person(s) who is/are FOODSAFE Level 1 certified and will be present during event.
- **Attach a copy of the FOODSAFE certificate to this application.**

**Name(s) of FOODSAFE Level 1 certified food handler**

**Expiry Date of Certificate** (day / month / year)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Submitting your Application Form

**Please hand deliver, mail, email or fax your completed application form to your local Health Protection office at least 14 days before your event**

To contact the local Environmental Health Officer by phone please call 604-587-3936 and request to be connected to your local area office.

Abbotsford  
#207-2776 Bourquin Crescent W  
Abbotsford, B.C. V2S 6A4  
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