

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 at the same location or event.
- You do not need to submit an application if:
 - You are hosting a private event (i.e. wedding, family reunion),
 - You operate an approved mobile food premises within one of the 5 BC Health Authorities, or you hold a valid First Nations Health Authority Certificate of Compliance. For events with more than 1 food vendor, event coordinators should provide the local Environmental Health Officer with a list of any approved mobile units attending the event using the template in Appendix. Copies of permits do not need to be submitted - it is the event coordinator's responsibility to verify that all mobile units hold a valid permit or approval.

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 <small>Street</small>	Email Address	
 <small>City</small>	 <small>Province</small>	 <small>Postal Code</small>
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 <small>Street</small>		
 <small>City</small>	 <small>Province</small>	 <small>Postal Code</small>
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"> ▪ List all foods that will be served at the event including beverages and condiments. ▪ All food must be obtained from a commercial food business. Home preparation or storage is not permitted. 				
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
<p>What type of premises will be used to prepare and/or store food at the site of the event? <i>(check (✓) one)</i></p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> A temporary food booth (e.g. tables & tents) </div> <div style="width: 50%;"> <input type="checkbox"/> Premises will be located outdoors </div> <div style="width: 50%;"> <input type="checkbox"/> A mobile food preparation trailer or cart (e.g. hot dog cart) </div> <div style="width: 50%;"> <input type="checkbox"/> Premises will be located indoors </div> <div style="width: 50%;"> <input type="checkbox"/> Kitchen in a building (e.g. church, community hall) </div> <div style="width: 50%;"> <input type="checkbox"/> Type of flooring _____ </div> </div>

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)* _____

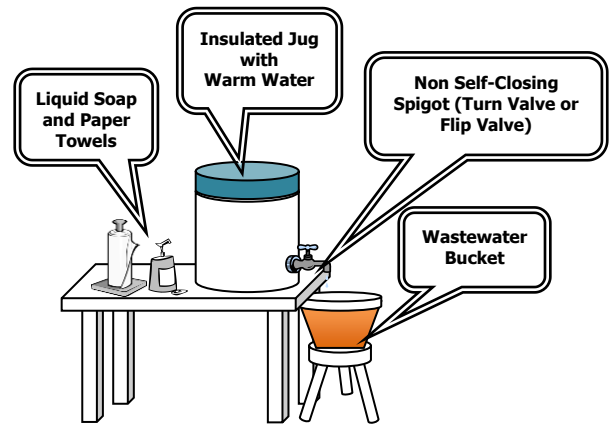
Cleaning and sanitizing equipment

- 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).

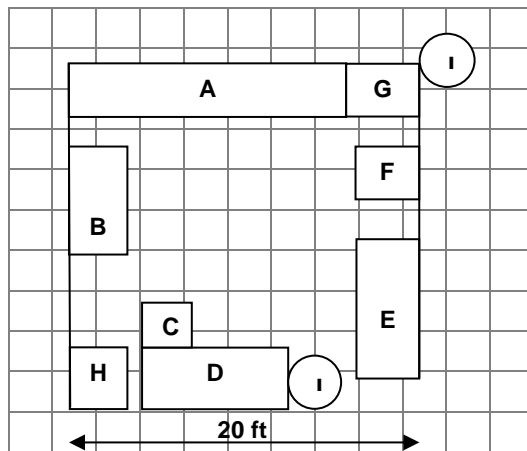


Part E

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

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.

If you have any questions on how to complete the application form
please call
604-587-3936
to speak with an EHO.

Abbotsford (including Clayburn, Clearbrook, Matsqui & Mt. Lehman)
400 – 2777 Gladwin Road
Abbotsford, BC V2T 4V1 Fax: 604-852-1558
HPAbbotsford@fraserhealth.ca

Chilliwack (including Agassiz, Harrison Hot Springs, Hope, Boston Bar & Sunshine Valley)
101 – 45485A Knight Road
Chilliwack, BC V2R 3G3 Fax: 604-824-5896
HPChilliwack@fraserhealth.ca

Langley (including Aldergrove, Fort Langley, Langley City & Langley Township)
110 - 6470 201 Street
Langley, BC V3A 4H4 Fax: 604-514-6122
HPLangley@fraserhealth.ca

New Westminster

218 – 610 Sixth Street
New Westminster, BC V3L 3C2 Fax: 604-525-0878
HPNewWest@fraserhealth.ca

Surrey (including Cloverdale)
Suite 100, 1st Floor
13450 – 102nd Avenue
Surrey, BC V3T 0H1 Fax: 604-930-5415
HPSurrey@fraserhealth.ca

Burnaby
300 – 4946 Canada Way
Burnaby, BC V5G 4H7 Fax: 604-918-7520
HPBurnaby@fraserhealth.ca

Delta (including Tsawwassen & White Rock)
201 – 11245 84th Avenue
Delta, BC V4C 2L9 Fax: 604-507-5492
HPDelta@fraserhealth.ca

Mission (including Deroche, Dewdney, Hatzic Lake, Lake Erroch & Harrison Mills)
304 - 32555 London Avenue
Mission, BC V2V 6M7 Fax: 604-826-0421
HPMission@fraserhealth.ca

Ridge Meadows (including Maple Ridge & Pitt Meadows)
400 – 22470 Dewdney Trunk Road
Maple Ridge, BC V2X 5Z6 Fax: 604-476-7077
HPMapleRidge@fraserhealth.ca

Tri-Cities (including Coquitlam, Port Coquitlam, Port Moody, Anmore & Belcarra)
300 – 205 Newport Drive
Port Moody, BC V3H 5C9 Fax: 604-949-7706
HPTriCities@fraserhealth.ca

Temporary Event – Mobile Food Vehicle Tracking

Temporary Food Event coordinators are to use this spreadsheet to list all mobile food units that will be attending the event. Copies of operating permits do not need to be submitted – it is the responsibility of the event coordinator to verify that mobile units have a valid permit or approval. Complete all fields and submit to the Environmental Health Officer with all other event documentation.

Glossary

Food Vendor Business Name	Business name (DBA) of vendor
Menu	List menu items to be served at the event
Owner	Name of the mobile food unit owner
Phone Number	Phone number of the mobile food unit owner
Email	Email address of the mobile food unit owner
Address	Address of base of operations of the mobile food unit
City	City of base of operation of the mobile food unit
FHA Decal Number	Number on the yearly decal found on the Permit to Operate (Type B and C only)
Permit Type (A, B, C)	As indicated on the Permit to Operate (Note: Type A vehicles are not issued a Permit to Operate but are still issued health approval)
Issuing HA	Health Authority that issued the approval or permit to operate
Additional Information	Any additional pertinent information (e.g., additional contact information for alternate contact if main contact is not the owner)

Event Name		Event Coordinator	
Event Date	Email	Phone Number	

Food Vendor Business Name:			
Menu	Owner	Phone Number	Email
Address	City	FHA Decal#	Permit Type (A, B or C)
Issuing Health Authority	Additional Comments		

Food Vendor Business Name:			
Menu	Owner	Phone Number	Email
Address	City	FHA Decal#	Permit Type (A, B or C)
Issuing Health Authority	Additional Comments		

Food Vendor Business Name:			
Menu	Owner	Phone Number	Email
Address	City	FHA Decal#	Permit Type (A, B or C)
Issuing Health Authority	Additional Comments		

Food Vendor Business Name:			
Menu	Owner	Phone Number	Email
Address	City	FHA Decal#	Permit Type (A, B or C)
Issuing Health Authority	Additional Comments		

Food Vendor Business Name:			
Menu	Owner	Phone Number	Email
Address	City	FHA Decal#	Permit Type (A, B or C)
Issuing Health Authority	Additional Comments		

Food Vendor Business Name:			
Menu	Owner	Phone Number	Email
Address	City	FHA Decal#	Permit Type (A, B or C)
Issuing Health Authority	Additional Comments		

Food Vendor Business Name:			
Menu	Owner	Phone Number	Email
Address	City	FHA Decal#	Permit Type (A, B or C)
Issuing Health Authority	Additional Comments		