

# TEMPORARY FOOD SERVICE APPLICATION

Please review the **TEMPORARY FOOD SERVICE INFORMATION SHEET** at the back of this form. Temporary Food Service Permits/Approvals are only issued for a maximum of 14 days per calendar year. Please contact our office for food services operating more than 14 days.



- Submit application form to the local [Environmental Public Health office](#) **AT LEAST 14 DAYS PRIOR TO THE EVENT.**
- A \$50.00 administration fee will be applied for submissions received less than 14 days prior to the event. There is no guarantee late submission will be reviewed, processed or approved.
- **No food service is to occur without a permit or written approval from an Environmental Health Officer.** Retain a copy of your approved application form at the event.

## EVENT INFORMATION

NAME OF EVENT:	DATE(S) OF FOOD SERVICE: TIME OF FOOD SERVICE (HH:MM):
EVENT STREET ADDRESS (OR VENUE NAME/LOCATION):	
NAME OF EVENT COORDINATOR: <input type="checkbox"/> N/A	PHONE NUMBER: E-MAIL:

## APPLICANT INFORMATION

APPLICANT NAME :	ORGANIZATION NAME (IF APPLICABLE):
VENDOR NAME:	PHONE NUMBER: EMAIL:

**FOOD PREPARATION AND SERVICE** Include a copy of your menu with a list of ingredients. All food must be from an approved source and prepared at an approved kitchen. **Home prepared food is not permitted.**

List Food/Beverage Item	Food Preparation Method (check all that apply) <i>Identify all food handling occurring at event booth. If advanced food preparation is required, list the approved kitchen used.</i>
	At Event: <input type="checkbox"/> Assembled <input type="checkbox"/> Cooked/Reheat <input type="checkbox"/> Hot-held <input type="checkbox"/> Cold-held <input type="checkbox"/> Pre-portioned/dispensed only Advanced Preparation Required: <input type="checkbox"/> Yes – Kitchen Name: _____ <input type="checkbox"/> No
	At Event: <input type="checkbox"/> Assembled <input type="checkbox"/> Cooked/Reheat <input type="checkbox"/> Hot-held <input type="checkbox"/> Cold-held <input type="checkbox"/> Pre-portioned/dispensed only Advanced Preparation Required: <input type="checkbox"/> Yes – Kitchen Name: _____ <input type="checkbox"/> No
	At Event: <input type="checkbox"/> Assembled <input type="checkbox"/> Cooked/Reheat <input type="checkbox"/> Hot-held <input type="checkbox"/> Cold-held <input type="checkbox"/> Pre-portioned/dispensed only Advanced Preparation Required: <input type="checkbox"/> Yes – Kitchen Name: _____ <input type="checkbox"/> No
	At Event: <input type="checkbox"/> Assembled <input type="checkbox"/> Cooked/Reheat <input type="checkbox"/> Hot-held <input type="checkbox"/> Cold-held <input type="checkbox"/> Pre-portioned/dispensed only Advanced Preparation Required: <input type="checkbox"/> Yes – Kitchen Name: _____ <input type="checkbox"/> No
	At Event: <input type="checkbox"/> Assembled <input type="checkbox"/> Cooked/Reheat <input type="checkbox"/> Hot-held <input type="checkbox"/> Cold-held <input type="checkbox"/> Pre-portioned/dispensed only Advanced Preparation Required: <input type="checkbox"/> Yes – Kitchen Name: _____ <input type="checkbox"/> No
Additional Comments	

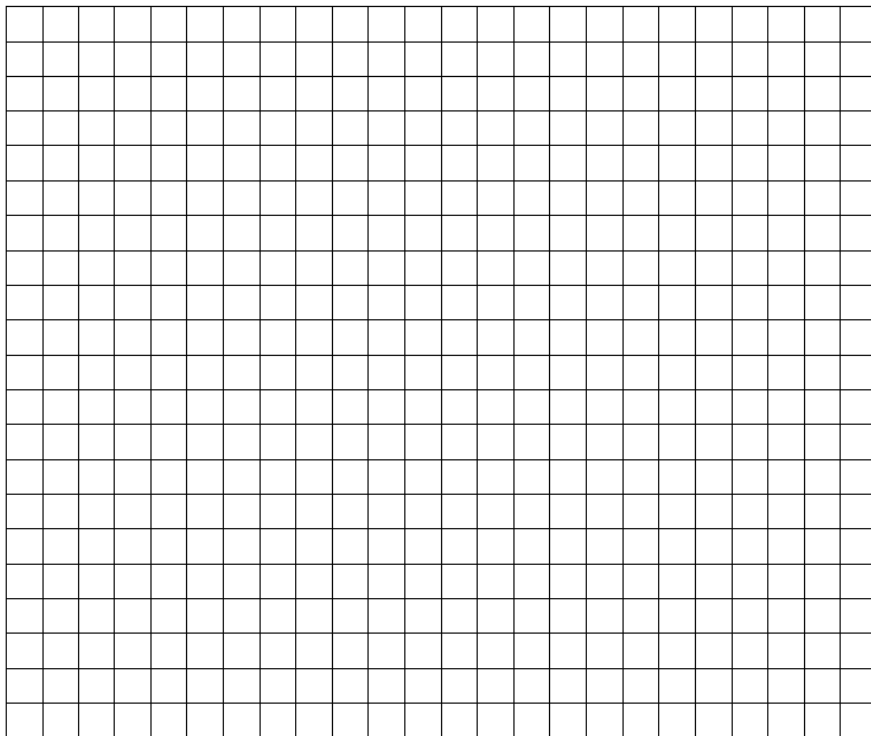
**FOODSAFE CERTIFIED FOOD HANDLERS:** \*\* 1 certified person required at all times – attach copies of certificates \*\*

NAME:	PHONE NUMBER:
NAME:	PHONE NUMBER:

<b>OPERATIONAL PLAN</b> (check all that apply) Please see the <a href="#">Planning Guide</a> for more information	
<b>General Construction</b> <i>Foods should be stored off the floor/ground and food preparation area covered to protect from contamination</i>	<b>Transportation</b> <ul style="list-style-type: none"> <li>• Foods should be protected from contamination.</li> <li>• Potentially hazardous foods must maintain temperatures throughout transportation.</li> </ul>
<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Self-contained Unit/Kiosk <input type="checkbox"/> Tent/umbrella/canopy will be provided onsite <input type="checkbox"/> A hard, level surface will be provided over grass/dirt <input type="checkbox"/> Food will be stored off the ground	<input type="checkbox"/> In cooler(s) with ice/ice packs <input type="checkbox"/> Mechanical refrigeration/freezer unit(s) <input type="checkbox"/> Insulated container(s) for hot foods <input type="checkbox"/> Transportation time to event will be within 2 hours
<b>Cold Food Storage at the Event</b> <i>Cold potentially hazardous foods must be maintained at least 4C or colder.</i>	<b>Hot Food Storage at the Event</b> <i>Hot potentially hazardous foods must be maintained at 60C or hotter and re-heated to 74C before hot-holding</i>
<input type="checkbox"/> Mechanical refrigeration/freezer unit(s) provided at venue <input type="checkbox"/> Mechanical refrigeration/freezer unit(s) provided at booth <input type="checkbox"/> Cooler(s) with ice or ice packs provided at booth <input type="checkbox"/> Food will not be cold-held	<input type="checkbox"/> Foods will be reheated at the booth. <input type="checkbox"/> Foods will be reheated at a kitchen located at the venue <input type="checkbox"/> Unit used to re-heat food at booth: _____ <input type="checkbox"/> Unit used to hot-hold food at booth: _____ <input type="checkbox"/> Food will not be hot-held or reheated
<b>Cooking at the Event</b> <i>Hot potentially hazardous foods must be cooked to 74C</i>	<b>Temperature Monitoring</b> <i>Accurate reading thermometers should be used to check food temperatures while onsite. Use probe thermometers to check internal cook temperatures.</i>
<input type="checkbox"/> Stove or oven provided at booth <input type="checkbox"/> Barbeque at the booth <input type="checkbox"/> Other equipment: _____ <input type="checkbox"/> Food will not be cooked onsite	<input type="checkbox"/> Probe thermometer will be used at the booth <input type="checkbox"/> Infrared thermometer will be used at the booth <input type="checkbox"/> Food temperatures will be monitored/recorded every 2 hours
<b>Hand washing</b> <ul style="list-style-type: none"> <li>• Must be provided at the booth for any food handling</li> <li>• Liquid soap in a dispenser and single-use paper towels required</li> <li>• Temporary hand wash stations are only suitable for lower risk foods or minimal onsite food handling.</li> <li>• Portable hand sinks must have pressurized hot and cold running water.</li> </ul>	<b>Warewashing/Dishwashing</b> <ul style="list-style-type: none"> <li>• All utensils and equipment used should be cleaned, rinsed and sanitized in a commercial dishwasher or manually using an approved food contact surface sanitizer.</li> <li>• Portable sinks for warewashing/dishwashing should have pressurized hot and cold running water</li> </ul>
<input type="checkbox"/> Temporary hand wash station at booth <input type="checkbox"/> Portable hand washing station with pressurized hot and cold running water <input type="checkbox"/> Plumbed in hand sink available at booth <input type="checkbox"/> Hand sink will be shared between ____ booths <input type="checkbox"/> Not required. No onsite food handling.	<input type="checkbox"/> Single-use disposable <input type="checkbox"/> Additional utensils will be provided at booth <input type="checkbox"/> Completed offsite at the permitted kitchen: _____ <input type="checkbox"/> Portable pressurized sinks at booth ( <input type="checkbox"/> 2 sinks <input type="checkbox"/> 3 sinks) <input type="checkbox"/> Dishwashing services available at the venue <input type="checkbox"/> Not needed. No onsite food handling.
<b>Sanitizing</b> <ul style="list-style-type: none"> <li>• An approved food contact surface sanitizer must be available and clearly labelled.</li> <li>• Sanitizer solutions concentrations should be verified prior to service.</li> </ul>	<b>Potable Water and Wastewater</b> <ul style="list-style-type: none"> <li>• Potable water must be supplied from a permitted water supply system.</li> <li>• Wastewater must be disposed of in an approved sanitary sewer.</li> </ul>
<input type="checkbox"/> 100-200 ppm chlorine <input type="checkbox"/> 200-400ppm quaternary ammonium <input type="checkbox"/> Other: _____ <input type="checkbox"/> Test strips will be used to verify concentration <input type="checkbox"/> Not needed. No food handling.	<input type="checkbox"/> Municipal water   Fill Location: _____ <input type="checkbox"/> Hauled water services <input type="checkbox"/> Wastewater collection bucket used at booth <input type="checkbox"/> Sewage holding tank with professional hauling services <input type="checkbox"/> Other: _____

**SCALE DRAWING OF LAYOUT:**

- Refer to the example in the information sheet
- A separate page can be used if necessary



#	List of Facilities/Equipment

The information enclosed is true and accurate to the best of my knowledge. I understand that providing safe food is my responsibility and I will follow all requirements. **I will not provide food service without written EHO Approval.**

**Applicant Signature:** \_\_\_\_\_

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

**---INTERNAL USE ONLY---**

- ☐ **Application Approved**      ☐ **Issue Permit**      ☐ **Approved - Permit Not Required**
- ☐ **Application Rejected**      **Applicant Informed by EHO:**      ☐ Phone      ☐ Email      ☐ In Person
- ☐ Submissions were incomplete
- ☐ Submissions did not demonstrate an adequate understanding of required safe food handling practices
- ☐ Submission date did not allow sufficient time for EHO review in advance of event (minimum 14 days required)
- ☐ The applicant (individual or organization has already operated for 14 days this calendar year and is not eligible for further temporary permits)
- ☐ Other: \_\_\_\_\_
- ☐ **Permit/Approval Not Required :** \_\_\_\_\_

**EHO Signature:** \_\_\_\_\_

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

## TEMPORARY FOOD SERVICE INFORMATION

More information is available in the [Planning Guide for Temporary Food Events and Markets](https://www.islandhealth.ca/learn-about-health/food-safety/food-safety)

### Important Notes for Operating a Temporary Food Service:

- Obtain all food from an approved source, such as a grocery store.
- Keep perishable food cold ( $\leq 4^{\circ}\text{C}$ ), frozen ( $\leq -18^{\circ}\text{C}$ ), or hot ( $\geq 60^{\circ}\text{C}$ ) until use.
- Ensure all utensils, containers, and work surfaces are regularly cleaned and sanitized.
- Ensure that sanitizer solution and appropriate test strips are readily available and in use.
- Wash your hands often with warm water, liquid soap, and paper towels. Never handle food when ill.
- Keep raw foods, especially eggs, meat and fish, separate from cooked foods.
- Cook and reheat foods to  $\geq 74^{\circ}\text{C}$ .
- Where food samples are offered, use single service dispensing or limit sample distribution to food handlers.
- Ensure food handling duties are performed separately from cash handling duties.

### FOOD SAFETY AND SANITATION PLANS:

Plan templates and instructions are available at <https://www.islandhealth.ca/learn-about-health/food-safety/food-safety>.

- For single day events with simple preparation and lower risk foods, your Operational Plan on the attached application may also serve as your Food Safety and Sanitation Plan.
- For multi-day events and those with more complicated menus and/or higher risk foods, a separate Food Safety and Sanitation Plans are required in addition to the application.

### HAND WASHING:

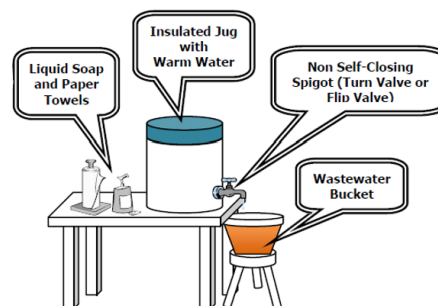
- Wash hands before starting work, after using the toilet and whenever contamination may have occurred.
- Provide liquid soap and paper towel and ensure an adequate amount of potable water is available at all times.
- Dispose of wastewater into a sewer connection (via toilet or laundry sink) or appropriate sewerage system.

#### PORTABLE HAND SINK EXAMPLE



*Large or multi-day events and those with higher risk foods require portable hand wash sinks with supply and wastewater tanks or connections.*

#### TEMPORARY HAND WASH STATION EXAMPLE



*Temporary hand wash stations are suitable for shorter, lower risk events only. Contact an EHO if you're unsure whether more is required for your event.*

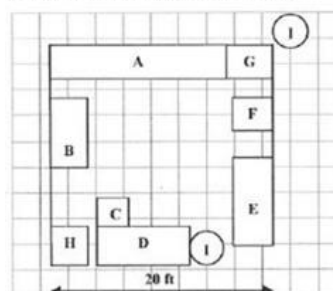
### SCALE DRAWING OF LAYOUT:

The application requires a detailed scaled drawing of how you will set up your temporary food service.

#### Be sure to include:

- All equipment for food storage & preparation (counters, fridges, freezers, hot holding, BBQs etc.)
- Storage of utensils and single service items.
- Location of hand washing station(s)
- Location of dish washing station(s)
- Wastewater and garbage collection
- Flooring & overhead cover (e.g. tent)

#### SCALE DRAWING EXAMPLE



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  
I – Garbage containers

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

Contact a local Environmental Health Officer at: <https://www.islandhealth.ca/our-locations/health-protection-environmental-services-locations>