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## TEMPORARY FOOD SERVICES APPLICATION

**Applications must be received by VCH at least 14 days in advance of the event. Home-prepared foods are not allowed. A \$50.00 administration fee is charged for late applications. No guarantee late applications will be reviewed, processed or approved.**

**For Office Use Only:**  Administration fee required to review late application  Not approved  Reviewed  
 Permit emailed  Permit printed for delivery  Approved, no Permit required

### **Event Information:**

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Name and Address of the place where Event is held: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_ On-site contact, if different: \_\_\_\_\_

Coordinator phone number: \_\_\_\_\_ Email: \_\_\_\_\_

### **Applicant Information:**

Applicant (Operator) Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Legal (Company) Name: \_\_\_\_\_ Trade/Business/Individual Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Dates/Times of operation, if different from above: \_\_\_\_\_ Booth # \_\_\_\_\_

Name and Address of approved food premises or base of operation, if other e.g. a co-packer, please explain:

### **General Description of food services, check all that apply:**

Handling of raw meat, poultry, fish or shellfish on site  Perishable foods on site  Food cooked on site  
 Food reheated on site  All menu items prepared on site  Service of food prepared off site  
 Food samples provided  Portioning food for sampling on site  Pre-packaged non-perishable foods only

**List all menu items below e.g. lasagna, cookies and pop. A Food Safety plan may be requested for approval.**

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**List food items to be sampled and how each is given out in a sanitary manner e.g. in single service cups:**

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There must be a food handler at the booth with a valid (within 5 years) FOODSAFE certificate (or equivalent as listed on [BCCDC](#) website). List name(s), certification date and number. Certificates and personal identification are required on site.

Name:	Cert. Date:	Cert. Number:
Name:	Cert. Date:	Cert. Number:

**Note:** Food preparation and service to the public on site shall not start until your temporary food premises is approved. You may be required to set up earlier before the event time.

## REQUIREMENTS FOR TEMPORARY FOOD SERVICES

Complete ALL relevant sections in full. Approval is based on accurate information provided and the discretion of the Environmental Health Officer. See Guide at: [Planning Guide for Temporary Events and Markets](#)

Requirements	How you will meet the requirements. Check (✓) one or more that applies
<b>Construction of outdoor booth</b> <ul style="list-style-type: none"> <li>• An overhead cover over all food contact surfaces, equipment, food storage and display areas.</li> <li>• Cooking equipment located away from public to protect food from contamination and to prevent injury.</li> <li>• Flooring is a hard, level surface.</li> <li>• Food is not stored on the ground.</li> </ul>	<input type="checkbox"/> Booth is indoor <input type="checkbox"/> Organizer or coordinator will provide cover for outdoor booth <input type="checkbox"/> Will bring our own tent /umbrella / canopy <input type="checkbox"/> Will locate cooking equipment away from the public <input type="checkbox"/> Booth is located on concrete or asphalt <input type="checkbox"/> Site will provide hard, level surface over grass or dirt <input type="checkbox"/> Will bring our own hard, level surface over grass or dirt <input type="checkbox"/> Food will be stored off ground
<b>Hand Washing Station</b> <b>*Must be at the booth and operational prior to start of food handling.</b> <b>**Public or staff washroom sink not acceptable.</b> <ul style="list-style-type: none"> <li>• Liquid soap in pump dispensers and single-use paper towels.</li> <li>• Potable hot and cold running water under pressure and hands free washing.</li> <li>• Temporary hand wash station (only for low risk and minimal food handling type). Acceptance is subject to Health review (See diagram on page. 3).</li> </ul>	<input type="checkbox"/> Plumbed in hand sink available at the booth <input type="checkbox"/> Portable sink in booth with pressurized hot and cold running water <input type="checkbox"/> Portable sink shared between booths, easily accessible <input type="checkbox"/> Temporary hand wash station in booth (acceptance is subject to Health review) <input type="checkbox"/> Will bring our own soap and paper towels, if not supplied by venue <input type="checkbox"/> Hand washing sink or station not needed, food is prepackaged, no portioning or handling on site (acceptance is subject to Health review)
<b>Additional Sinks – Warewashing, Dishwashing and Sanitizing Equipment</b> <ul style="list-style-type: none"> <li>• A 2-compartment sink with potable hot and cold running water is required for complex food preparation; large volume of food handled, processing of raw meat/poultry/seafood/fish and warewashing.</li> <li>• A commercial dishwasher to wash and sanitize reusable containers and utensils used by the public.</li> </ul>	<input type="checkbox"/> 2-comp sink accessible at the venue <input type="checkbox"/> Sink in the booth, hook up to a potable supply with a food grade hose <input type="checkbox"/> Will bring our own detergent and sanitizer, if not supplied by venue <input type="checkbox"/> Not needed, will bring a sufficient number of utensils <input type="checkbox"/> On site dishwasher or a dishwashing service is available <input type="checkbox"/> No reusable containers for public, use single service utensils only
<b>Sanitizing Solution</b> <ul style="list-style-type: none"> <li>• Provide approved sanitizing solution for food contact surfaces in labelled container:           <ul style="list-style-type: none"> <li>○ 100 ppm chlorine (2 to 3 ml of unscented bleach to 1L of water).</li> <li>○ 200 ppm quaternary ammonium (follow label instructions).</li> </ul> </li> </ul>	<input type="checkbox"/> Will use 100 ppm bleach solution in bottles on site <input type="checkbox"/> Will use 200 ppm Quats solution in bottles on site <input type="checkbox"/> Will have test strips on site to verify concentration <input type="checkbox"/> Will provide details of approved sanitizer (if not bleach or Quats) <input type="checkbox"/> Will use sanitizer wipes (acceptance subject to Health review)
<b>Wastewater Collection/Disposal</b> <ul style="list-style-type: none"> <li>• Collected and disposed of in the sanitary sewer.  <b>Not to be drained on the ground or into storm drains.</b> </li> </ul>	<input type="checkbox"/> Have direct connection to sanitary sewer <input type="checkbox"/> Have an adequately sized holding tank with a disposal service <input type="checkbox"/> Container / bucket used, will dispose into a toilet or mop sink
<b>Garbage Collection</b> <ul style="list-style-type: none"> <li>• Adequately sized bins, leak-proof and disposed of in a sanitary manner.</li> </ul>	<input type="checkbox"/> Organizer / coordinator to provide containers and collect <input type="checkbox"/> Will provide containers at booth and dispose at venue <input type="checkbox"/> Will provide containers at booth and dispose off site
<b>Food Protection</b> <ul style="list-style-type: none"> <li>• Food shall be protected from contamination.</li> <li>• Food contact surfaces used to prepare, store and serve food be smooth, non-absorbent and easily cleanable e.g., stainless steel, rigid food grade plastic.</li> </ul>	<input type="checkbox"/> Will use covers, food wrap, sneeze guards, single use disposable utensils, individual sampling containers etc. <input type="checkbox"/> Will use food grade storage containers <input type="checkbox"/> Cutting boards, cooking utensils, tongs, bowls, table top etc., all cleanable and non-absorbent
<b>Cold-holding during Transport and On-site</b> <ul style="list-style-type: none"> <li>• Mechanical refrigeration preferred and may be required <b>OR</b> equivalent method to consistently maintain potentially hazardous foods at 4°C (40°F) or below at all times.</li> <li>• Maintain internal food temperature at 4°C (40°F) or below at all times.</li> </ul>	<input type="checkbox"/> Transport in cooler(s) with ice or ice packs <input type="checkbox"/> Transport in refrigeration/freezer unit(s) <input type="checkbox"/> Mechanical refrigeration/freezer unit(s) provided by venue <input type="checkbox"/> Mechanical refrigeration/freezer unit(s) at the booth <input type="checkbox"/> Cooler(s) with ice or ice packs at booth <input type="checkbox"/> Food will not require cold-holding
<b>Cooking / Reheating</b> <ul style="list-style-type: none"> <li>• Food to be cooked or reheated to an internal food temperature of 74°C (165°F) or above.</li> </ul>	<input type="checkbox"/> Use a stove or oven at the booth with appropriate power supply <input type="checkbox"/> Use a barbecue at the booth <input type="checkbox"/> Other equipment, specify _____ <input type="checkbox"/> No need to cook or reheat
<b>Hot-holding during Transport and On-site</b> <ul style="list-style-type: none"> <li>• Maintain internal food temperature at 60°C (140°F) or above at all times.</li> </ul>	<input type="checkbox"/> Transport in insulated container(s) for hot foods <input type="checkbox"/> Transport in warming unit(s) <input type="checkbox"/> Use a stove or oven at the booth <input type="checkbox"/> Use chafing dishes with adequate fuel supply <input type="checkbox"/> Use insulated containers <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> Food will not require hot-holding
<b>Monitoring Food Temperatures</b> <ul style="list-style-type: none"> <li>• Provide accurate thermometers to check internal food temperature on site.</li> <li>• Check and record temperatures before and after transport.</li> <li>• Monitor and record temperatures every 2 hours thereafter.</li> </ul>	<input type="checkbox"/> Have probe thermometer to use at the booth <input type="checkbox"/> Have additional thermometers to use at the booth e.g. infrared <input type="checkbox"/> Staff will check and record cooler and food temperatures every 2 hours

Should I fail to meet these requirements, in accordance to the *Food Premises Regulation B.C. Reg. 210/99, Section 6*, I understand that I will not receive approval to operate this temporary food premises.

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Signature of Applicant

Date of Application

Event coordinators and Market managers are responsible to ensure all application forms are submitted **14** days in advance of the event/market. Please return this application to your event coordinator or market manager. If there is no coordinator/manager, please send the application directly to the health office on time.

**An administration fee of \$50 will be charged for late applications.**

**Incomplete applications will not be approved.**

Credit Card Type \_\_\_\_\_ Card # \_\_\_\_\_ Expiry Date MM/YY \_\_\_\_\_

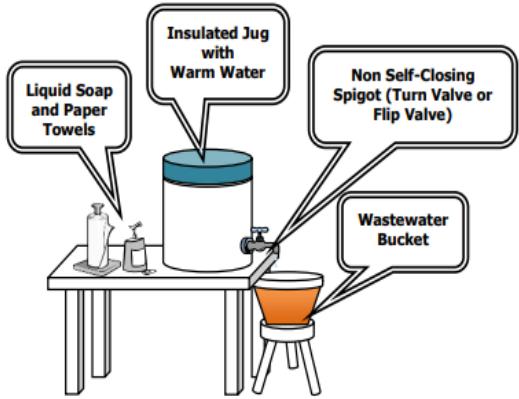
Name on Card \_\_\_\_\_ Fee Amount \$ \_\_\_\_\_

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#### ADDITIONAL INFORMATION:

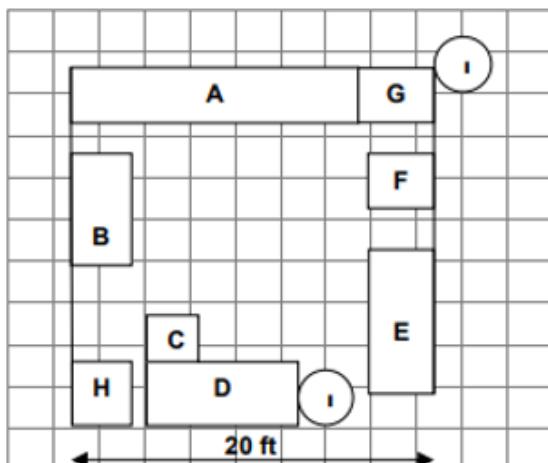
##### How to Set up a Temporary Hand washing Station

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



#### A LAYOUT OF YOUR TEMPORARY FOOD PREMISES MAY BE REQUIRED, SEE EXAMPLE:

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