

**TEMPORARY FOOD SERVICES APPLICATION**

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

Organization Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Dates/Times: \_\_\_\_\_

Coordinator's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Food safety plans for high risk menu items and/or complex preparation processes must be received and accepted by VCH at least 14 days in advance of the event. Applications received less than 14 calendar days in advance of an event may not be reviewed or processed.**

Describe menu items/food items that will be served/sampled and the manner in which each is prepared. **All ingredients shall originate from approved sources – receipts are required on site. Home preparation is not allowed. All food must meet the 2% and 5% trans fat restrictions. (See [www.restricttransfat.ca](http://www.restricttransfat.ca))**

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Menu items prepared in advance shall be prepared in an approved food service establishment. Provide the name and address of the premises. **You may be asked to submit a Food Safety Plan for each menu item:**

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For menu items that require preparation, a FOODSAFE certified food handler shall be involved in the preparation and be present at the booth. List the name and certification date of these food handlers. Foodsafe certificates are valid for five years. **Certificates and personal identification are required on site.**

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Describe how foods will be protected from contamination and, if potentially hazardous, kept at a safe temperature during transportation to the event.

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## **GUIDELINES FOR TEMPORARY FOOD SERVICES**

Approval to operate a temporary food premises is based on completing the following requirements as approved or amended by the attending Environmental Health Officer. (See Guideline: Construction and Operation of a Temporary Food Services at [http://www.vch.ca/media/guidelines\\_construction\\_temp\\_booth.pdf](http://www.vch.ca/media/guidelines_construction_temp_booth.pdf))

Will premises be located indoors?  Outdoors?

| Type of Equipment   | Requirement  | Description of Equipment to be Used |
|---|--|-------------------------------------|
| <b>Food Contact Surfaces</b>  | Smooth, tight, non-absorbent and easily cleanable. (E.g: stainless steel or rigid plastic)   |                                     |
| <b>Food Contact Surface Sanitizing Solution</b>                               | Provide 100 ppm chlorine (1 oz. bleach per gallon of water) <b>OR</b> 200 ppm quaternary ammonium (follow label instructions)                            |                                     |
| <b>Canopies/Tents</b>   | Cover all food contact surfaces and food storage/display areas.  |                                     |
| <b>Flooring</b>   | Hard, level surface.   |                                     |
| <b>Food Protection</b>  | Food shall be protected from contamination (off the ground, plastic containers with lids, sneeze guards, etc.)   |                                     |
| <b>Hand Washing Station – Must be operational prior to any food handling.</b> | Pressurized hot and cold running water dispensed so hands free for washing. Soap in pump dispensers and single-use paper towels.                         |                                     |
| <b>Re-heating</b>   | Internal food temperature 74°C (165°F).  |                                     |
| <b>Hot-holding</b>  | Maintain foods at 60°C (140°F) or above at all times.  |                                     |
| <b>Cold-holding</b>   | Mechanical refrigeration preferred – (or equivalent method of consistently maintaining potentially hazardous foods at 4°C (40°F) or below at all times.) |                                     |
| <b>Temperature Measurement For all potentially hazardous foods</b>            | Provide accurate stem thermometer. Check and record temperatures before and after transport and every 2 hours thereafter.                                |                                     |
| <b>Utensil Sanitizing</b>   | A sufficient supply of sanitized utensils required. A 2 compartment pot sink required if preparation involves raw meat/poultry/seafood.                  |                                     |
| <b>Service Ware</b>   | Single-use disposal dishware and utensils.   |                                     |
| <b>Garbage Collection</b>   | Adequately sized and leak-proof.   |                                     |
| <b>Wastewater Collection/Disposal</b>   | Collected and disposed of in the sanitary sewer, <b>not</b> on the grounds or down storm drains.   | Collection:<br><br>Disposal:        |

On site preparation and service to public shall not commence until your temporary premises has been approved. You may be required to be set up in advance of event start time.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

Coordinators of temporary events and trade shows are responsible for submission of all application forms **14 days** in advance of the event. Please return this application to the coordinator of your event who will forward it to the health office. For events without a coordinator, the individual vendor is responsible for submission of the application to the health office on time. Incomplete applications will be returned.

**An administration fee of \$50 will be charged to process this application. This fee will be waived for complete applications received 14 days in advance of the event. Complete the credit card information below. Cash, cheque and debit payments are accepted in person at the health office.**

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

Name on Card \_\_\_\_\_

**Application Review**

To be completed by Environmental Health Officer.

Application Late/Incomplete

Temporary Food Premises

Temporary Food Service Establishment

Requirements prior to approval

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Issue Temporary Permit to Operate

Premises No. \_\_\_\_\_

Input into Facility Detail

\_\_\_\_\_  
EHO Signature

\_\_\_\_\_  
Date

**Temporary Event Food Safety Plan**  
 (Do not send back as part of the application form, keep at booth)

The following chart is a generalized Food Safety Plan that will guide you through the monitoring steps necessary to maintain food safety. Should there be a breach in food safety; the required corrective actions are detailed below. If you already have a detailed Food Safety Plan specific to the menu items that you intend to prepare, please use it and have it on hand at the booth.

| <b>FOOD SAFETY PLAN CHART</b>   |  |  |
|---|--|--|
| <b>PREPARATION OFF-SITE AT APPROVED PREMISES</b>                        | <b>PREPARATION ON-SITE</b>   |  |
|   | <b>NO COOKING</b>  | <b>COOKING</b>   |
| <b>TRANSPORT (CCP1)</b><br>Hot: 60 ° C or above<br>Cold: 4 ° C or below | <b>RECEIVING</b><br>From approved supplier   | <b>RECEIVING</b><br>From approved supplier   |
|   | <b>TRANSPORT (CCP1)</b><br>Cold: 4 ° C or below  | <b>TRANSPORT (CCP1)</b><br>Cold: 4 ° C or below  |
| <b>TEMPERATURES AT EVENT</b>  | <b>COLD-STORAGE (CCP1)</b><br>Cold: 4 ° C or below   | <b>COLD-STORAGE (CCP1)</b><br>Cold: 4 ° C or below   |
| <b>COLD-STORAGE (CCP1)</b><br>4 ° C or below                            | <b>PREPARATION (CCP2)</b><br>Thoroughly wash hands.<br>Use sanitized equipment and utensils.<br>Prepare small batches. | <b>PREPARATION (CCP2)</b><br>Thoroughly wash hands.<br>Use sanitized equipment and utensils.<br>Prepare small batches. |
| <b>RE-HEATING (CCP3)</b><br>Internal temperature of 74 ° C              |  | <b>COOKING (CCP3)</b><br>Internal temperature of 74 ° C  |
| <b>HOT-HOLDING (CCP1)</b><br>60 ° C or above                            |  | <b>HOT-HOLDING (CCP1)</b><br>60 ° C or above   |

| <b>SERVING</b>   |
|--|
| Minimize time between preparation and service. Thoroughly wash hands. Dispense foods using sanitized utensils. Provide single-use condiments or pump dispensers. <b>(CCP2)</b> |

**CORRECTIVE ACTIONS:** CCP indicates a Critical Control Point. At these points, care must be taken to ensure that temperature limits and safe handling procedures are followed. For each CCP, temperatures must be monitored using a sanitized stem thermometer. If the limits are not met, the following corrective actions are required:

- **CCP1:** Discard the food if the temperature limit has not been met for over 2 hours.
- **CCP2:** Discard the food if it has been contaminated or improperly handled.
- **CCP3:** Continue to cook food until the required temperature is met.

### Sanitation Plan

| <b>Approved Sanitizers</b>   |   |
|--|---|
| Approved sanitizer to be utilized for food contact surfaces  |   |
| <b>Chlorine</b> at 100ppm concentration<br>(28mL unscented bleach per every 4.5L water)  | <b>Quaternary ammonium</b> at 200ppm concentration<br>(as per label instructions) |
| Utensils and equipment to be washed and sanitized with wash/rinse/sanitize dishwashing method.<br>Ensure sanitizer concentrations maintained at approved levels. Test strips required to verify concentration.<br>Spray bottles with sanitizer onsite for food contact surfaces.<br>Wiping cloths to be stored in sanitizing solution when not in use. Soiled wiping cloths to be cleaned prior to re-use. |   |

**ADDITIONAL REQUIRED DOCUMENTS:**  
 Food Safe certificate(s)  
 Records of food sources; receipts, invoices, etc.